

# District Mission Management Unit, Satara

Add:-SataraKoregoan Road,  
ZP Premises, Satara

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DRDA/ MSRLM/supply OF Xerox Of Various Pages/105 2020  
Date: 07/02/2020

To,  
Vender/Notice board/ZP Satara website

## Sub: Invitation for quotations for Xerox Of Various Pages.

Dear Sir/Madam,

1. National Rural Livelihoods Mission is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. Maharashtra State Rural Livelihoods Mission is established to implement National Rural Livelihoods Mission (NRLM). National Rural Livelihoods Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and public services.
2. District Rural Development Agency (DRDA) –SATARAhas received funds from the Maharashtra State Rural Livelihoods Mission (MSRLM) toward the cost of the National Rural Livelihoods Mission and intends to apply a portion of the funds to eligible payments under the contract for which this Request for quotation is issued

Sr. No.	Particulars	Specifications	*Qty
<b>1) Revolving Fund Form set</b>			
1	Revolving Fund check list(1 Page)	70 GSM Paper, One side A4 Size	2500 pages
2	Memberwise loanRepayment Information form(1 Page)	70 GSM Paper, One side A4 Size	2500 pages
3	SHG First Gradation Namuna- Parishista No. 1 (a) (1 Page)	70 GSM Paper, Back to Back A4 Size	2500 pages
4	Rivolving Fund Demand Namuna- Parishista No. 4(1 Page)	70 GSM Paper, One side A4 Size	2500 pages
5	SHG Revolving Fund Resoultion form(Tharav) (1 Page)	70 GSM Paper, One side A4 Size	2500 pages
6	SHG Revolving Fund demand form(1 Page)	70 GSM Paper, One side A4 Size	2500 pages
7	SHG Member List(1 Page)	70 GSM Paper, One side Legal Size	2500 pages
<b>2) Bank Loan Praposal Form Set</b>			
1	Application for Providing SHGs bank finance Namuna- Parishista No. 3(1 Page)	70 GSM Paper, Back to Back A4 Size	5000 pages
2	Demand Proposal for Approving first/ second Finanace From Banks (Claim Form) (1 Page)	70 GSM Paper, One side A4 Size	4000 pages
3	Demand Proposal for Approving third/ fourth Finanace From Banks (Claim Form) (1 Page)	70 GSM Paper, One side A4 Size	1000 pages

4	SHG Second Gradation Namuna-Parishista No. 1 (b) (1 Page)	70 GSM Paper, Back to Back A4 Size	5000 pages
	SHG Second Gradation Namuna-Parishista No. 1 (b) (1 Page)	70 GSM Paper, One side A4 Size	5000 pages
5	SHG Member List(1 Page)	70 GSM Paper, One side A4 Size	5000 pages
6	SHG Loan Demand Resoultion form(Tharav) (1 Page)	70 GSM Paper, One side A4 Size	5000 pages
7	SHG Members wise icard photo Informatation page(2 Page)	70 GSM Paper, One side A4 Size	10000 pages
8	SHG Bank loan demand letter (1 Page)	70 GSM Paper, One side A4 Size	5000 pages
<b>3)</b>	<b>SHG Formation &amp; Other Training Form</b>		
1	SHG Formation Form (1 Page)	70 GSM Paper, Back to Back Legal Size	2000 pages
2	Shg Inventory Form(1 page)	70 GSM Paper, Back to Back A4 Size	2000 pages
3	VO Formation Form(8 page form set)200 set	70 GSM Paper, Back to Back A4 Size	1600 pages
	VO Formation Form(2 page form set)200 set	70 GSM Paper, One side A4 Size	400 pages
4	MIP Form(2 page)660set	70 GSM Paper, Back to Back A4 Size	1320 pages
	MIP Form(1 page)660set	70 GSM Paper, One side A4 Size	660 pages
5	CIF FORM( 4Page)165 set	70 GSM Paper, Back to Back A4 Size	660 pages
	CIF FORM( 7 Page)165 set	70 GSM Paper, One side A4 Size	1155 pages
6	Start Up Form(1 page)200 set	70 GSM Paper, One side A4 Size	200 pages
7	VRF Form(4page) 30set	70 GSM Paper, One side A4 Size	120 pages
8	Oditor Form(5 page)2750 set	70 GSM Paper, Back to Back A4 Size	13750 pages
	Oditor Form(7 page)2750 set	70 GSM Paper, One side A4 Size	19250 pages

\*quantity mentioned may change.

### 3. Bid Price

- The contract shall be for the full quantity as described above.
- GST(if any) in connection with the sale /delivery of services shall be shown separately. But it will not be taken into account in evaluation.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.
- Rates should be inclusive of transportation and other related charges.
- Rates should be quoted for all the items& quantity.
- When there is any discrepancy between unit rate and total amount resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.

Each bidder shall submit only one quotation in a sealed envelope boldly superscript as "quotations for Xeroxing Various Pages".

4. Bidder shall not contact other bidders in matters relating to this Quotation

### 5. Validity of Quotation

Quotation shall remain valid for a period 30 days after the deadline date ~~10~~ / ~~2~~ / 2020 specified for submission of quotation

### 6. Eligibility & qualification of firm/supplier

- Supplier should submit Registration certificate of business under shop & establishment Act or registration with competent authority to supply of goods.
- Copy of permanent account number.
- GST registration certificate.

## 7. Evaluation Of Quotations

The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions & specifications.
- (c) Rate quoted for all items
- (d) Rate quoted for all quantity
- (e) Fulfill all eligibility criteria

**The Quotations would be evaluated for all the items Together.**

GST, any other tax in connection with sale of goods shall not be taken into account in evaluation.

## 8. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8.1: Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.2: The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order. From the date of approval.

**9. Payment:** Payment shall be made within two weeks from receipt of acceptable goods and on submission of bill/invoice.

**10.** You are requested to provide your offer From 10/02/2020 to 17/02/2020 latest by 2.30 PM hours to (Project Director, District Rural Development Agency, Satara)

**11.** The authority reserves the right to accept or reject any or all bids without assign any reasons thereof.

**12.** Kindly quote lowest possible rates, no negotiation will be held.

**13.** Delivery Period And Place- Within Ten Days After Supply Order at DRDA Satara.

## 14. Terms and Conditions

1. Price shall not be increased in any case.
2. Supplies has to give Xerox as per the specification in RFQ.
3. Payment will be made within two weeks from the supply of acceptable goods and submission of bill / invoice
4. The supplier has to inform in advance to the concerned officer in case of change in company of goods or quality of goods.
5. Work order will be issued to selected agency (supplier) for the period of 1 (one) year which will act as a rate contract and separate supply order will be issued as an when required on the basis as per the requirement of mission.

We request you to please submit us the sealed quotation clearly superscripted as quotation for supply of Xerox Of various Pages in the format given with this Request for Quotation. Please quote the lowest possible rate. No negotiations will be entertained.

Thanking you.

We look forward to receiving your quotations and thank you for your interest in this project.



With regards,

Chief Executive Officer Alias  
District mission Director  
District Mission Management Unit, Satara

**QUOTATION FORMAT  
(On Supplier's Letter Head)**

**To,**  
Chief Executive Officer Alias  
District mission Director  
District Mission Management Unit, Satara

Sub: - Submission of quotation for supply OF Xerox Of Various Pages.  
Ref: Your inquiry No: DMM, DRDA/MSRLM/supply OF Xerox Of Various  
Pages / /2020 dated- / /2020

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under.

Sr. No.	Particulars/Items	Specifications	Quantity in Nos.	Quoted Unit Rate in Rs.	Total Amount In Rs.
1	Xerox	70 GSM Paper, Back to Back A4 Size	33830 pages		
2	Xerox	70 GSM Paper, One side A4 Size	71785 pages		
	<b>Total Amount in Rs.</b>				
	<b>GST</b>				
	<b>TDS</b>				
	<b>Net Amount in Rs.</b>				

We agree to supply above mentioned Xerox Of Various Pages as per technical specifications & terms and conditions mentioned in the invitation for supply OF Xerox Of Various Pages.  
We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

ENCL. Certificate- Eligibility & qualification of firm/supplier

**Supplier Signature**

Name: \_\_\_\_\_

**Supplier Stamp**