

## District Mission Management Unit, Satara

Add:- Satara Koregoan Road,  
ZP Premises, Satara

Tel/Fax no : 02162-234189  
Email Id: dmmusatara@gmail.com

DRDA/ MSRLM/Tonar refill&com.maintenance / 2020  
Date: 02 / 03 / 2020

To,

Vender/Notice board/ZP Satara website

**Sub:- Request for quotation (RFQ) of Toner Refilling & computer , Printer maintenance for District Satara.**

Dear Sir,

### 1. Invitation & Specification: -

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) – SATARA has 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

### (A) Toner Refilling & computer maintenance for NRLM Blocks Satara District

Sr. No.	Particulars	Specifications	*Qty	Place Of Delivery
1	Toner Refilling & maintenance	HP Laser Jet 1020 Plus/ Toner Model 12A HP LaserJet M1005 MFP/ Toner Model 12A  Samsung ML 2161/ Toner Model MLT-D1018	300	DRDA Satara (100Nos.) & To BMM At Block Level (18 eachNos.) Koregaonsatara, Wai, Patan Karad, KhatavMan, Phaltan, Khandala Jawali, M.shwar
2	Computer & Printer maintenance	1. HP Desktop Intel® Core™ i30-6100T, 4 GB RAM 2. HP Desktop Intel® Core™ i30-6100T, 4 GB RAM 3. Lenovo Desktop Intel® Core™, i5-2330 CPU, 2.94 GB RAM 4. HP Desktop Intel Core 2 <sup>nd</sup> duo, 2 GB RAM 5. Lenovo Desktop, Intel ®, Core™, i3-4130, 4GB RAM	30	DRDA Satara (8Nos.) At Block Level (2eachNos.) Koregaonsatara, Wai, Patan Karad, KhatavMan, Phaltan, Khandala Jawali, M.shwar

\*quantity mentioned may change.

### 3. Bid Price

- a. The contract shall be for the full quantity as described above.
- b. 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.
- c. 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.
- d. The Prices shall be quoted in Indian Rupees only.
- e. Rates should be inclusive of transportation and other related charges.
- f. Rates should be quoted for all the items & quantity.
- g. 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 Toner Refilling & maintenance, computer maintenance.

### 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 9 / 3 / 2020 specified for submission of quotation

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

- a) Supplier should submit Registration certificate of business under shop & establishment Act or registration with competent authority to supply of goods.
- b) Copy of permanent account number.
- c) 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 2/9/2020 To 9/3/2020 upto latest by 2.30PM 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 toner 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 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.
6. You have to provide two standby refilled toner to the office (Toner Model 12A, Toner Model MLT-D1018)
7. As per the demand of concerned Panchayat Samiti office/ DRDA office, required number of refilled toners will be placed with the supplier
8. The supplier has to deliver refilled toner to the office in a working day after the order is placed
9. Selected Vendor has to provide Toner Refilling & maintenance, Computer & Printer maintenance in Quoted rate If Any Other Office From Satara Zilla Parishad wants to take.
10. We request you to please submit us the sealed quotation clearly superscripted as quotation for supply of Toner Refilling & maintenance, computer maintenance 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,  
*Surbhagwal*  
29.11.20  
Chief Executive Officer/ chairman  
District Rural Development Agency ,  
Satara

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

**To,**  
Chief Executive Officer,  
Zilla Parishad satara.

Sub: - Submission of quotation for supply OF TonerRefilling&maintenance,  
Computer& Printermaintenance.

Ref: Your inquiry No: DRDA/MSRLM/supply OF TonerRefilling&maintenance,  
Computer& Printermaintenance/ /2018 dated- / /2018

Dear Sir,

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

Sr. No.	Particulars/Items	Qty in Nos.	Quoted Unit Rate in Rs.	Total Amount In Figures
1	TonerRefilling&maintenance	300		
2	Computer& Printermaintenance	30		
	<b>Total Amount in Rs.</b>			
	<b>GST</b>			
	<b>TDS</b>			
	<b>Net Amount in Rs.</b>			

# Specifications are as per Request for quotation.

\* Subject to change in final supply order

We agree to supply above mentioned TonerRefilling&maintenance, computer maintenances as per technical specifications & terms and conditions mentioned in the invitation for supply OF TonerRefilling&maintenance, computer maintenance.

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**

### Annexure A

(Toner Refilling Distribution / delivery details DMMU, DRDA, Satara & BMMU Taluka, Dis - Satara)

Sr. No	Particulars	Quantity in Nos.	Consignee Name & Address	Contact No.
1	Toner Refilling & maintenance	100	DMM, DMMU, DRDA Satara Dis - Satara	02162- 234189/ 9021424286
2		19	Block Mission manager BMMU, Panchayat Samiti Satara	8600270055
3		18	Block Mission manager BMMU,, Panchayat Samiti, wai	9890845211
4		18	Block Mission manager BMMU,, Panchayat Samiti , khandala	9423325666
5		18	Block Mission manager BMMU,, Panchayat Samiti , koregaon	9975727039
6		18	Block Mission manager BMMU,, Panchayat Samiti , phaltan	9552538791
7		18	Block Mission manager BMMU,, Panchayat Samiti, man	9702931751
8		18	Block Mission manager BMMU,, Panchayat Samiti , khatav	9970348336
9		19	Block Mission manager BMMU, , Panchayat Samiti , karad	9975769651
10		18	Block Mission manager BMMU,, Panchayat Samiti , patan	9923562038
11		18	Block Mission manager BMMU,, Panchayat Samiti, jawali	8805277549
12		18	Block Mission manager BMMU,, Panchayat Samiti, m.shwar	9422405885

(computer maintenance DMMU, DRDA Satara, & BMMU taluka Dis - Satara)

Sr. No	Particulars	Quantity in Nos.	Consignee Name & Address	Contact No.
1	computer & Printer maintenance	8	DMM, DMMU, DRDA Satara Dis - Satara	02162-234189/ 9021424286
2		2	Block Mission manager BMMU, Panchayat Samiti Satara	8600270055
3		2	Block Mission manager BMMU,, Panchayat Samiti, wai	9890845211
4		2	Block Mission manager BMMU,, Panchayat Samiti, khandala	9423325666
5		2	Block Mission manager BMMU,, Panchayat Samiti, koregaon	9975727039
6		2	Block Mission manager BMMU,, Panchayat Samiti, phaltan	9552538791
7		2	Block Mission manager BMMU,, Panchayat Samiti, man	9702931751
8		2	Block Mission manager BMMU,, Panchayat Samiti, khatav	9970348336
9		2	Block Mission manager BMMU,, Panchayat Samiti, karad	9975769651
10		2	Block Mission manager BMMU,, Panchayat Samiti, patan	9923562038
11		2	Block Mission manager BMMU,, Panchayat Samiti, jawali	8805277549
12		2	Block Mission manager BMMU,, Panchayat Samiti, m.shwar	9422405885