

## District Rural Development Agency, Satara

Add:- Satara Koregoan Road,  
ZP Premises, Satara

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

DRDA/ MSRLM/supply of A4 size Paper/ / 2016-17  
Date: 18/ 08/ 2016

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To, ✓  
Vender/Notice board/ZP Satara website

**Sub: Invitation for quotations for supply of A4 size Paper.**

**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) - 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

Sr. No.	Particulars	Specifications	*Qty
1	A4 Size Xerox Paper	70 GSM Paper, 500 Pages/Packet	500 Packet

\*quantity mentioned may change.

### 3. Bid Price

- a. The contract shall be for the full quantity as described above.
- b. VAT/Sales tax in connection with the sale of goods shall be shown separately.
- 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.

4. Each bidder shall submit only one quotation in a sealed envelope boldly superscript as "**quotations for supply of A4 size Paper.**" Bidder shall not contact other bidders in matters relating to this Quotation

**5. Validity of Quotation**

Quotation shall remain valid for a period of 30 days after the deadline date **03/09/2016** 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 goods.
- b) Copy of permanent account number.
- c) VAT 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

Vat/Sales tax/ 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 expiration 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 24/08/2016 To 03/09/2016 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 One Week After Supply Order at DRDA Satara.

**14. Terms and Conditions**

1. Price shall not be increased in any case.
2. Supplies has to give goods /stationary as per the specification in RFQ.
3. Payment will be made witin 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 6 months 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 A4 size Paper** in the format given with this Request for Quotation. Please quote the lowest possible rate. No negotiations will be held.

Thanking you.

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



With regards,

  
Chief Executive Officer/ chairman  
District Rural Development Agency  
Satara

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

**To,**

Chief Executive Officer,  
Zilla Parishad satara.

Sub: - Submission of quotation **for supply of A4 size Paper.**

Ref: Your inquiry No: DRDA/MSRLM/ **supply of A4 size Paper**  
/ /2016-17 dated \_\_\_\_\_

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	Rate /Unit in Rs. Without VAT	Total amount in Rs. Without VAT
1	A4 Size Xerox Paper 70 GSM Paper, 500 Pages/Packet	500 Packet		

We agree to supply above mentioned **A4 size Papers** as per technical specifications & terms and conditions mentioned in the invitation for **quotations for supply of A4 size Paper.**

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**