

REQUEST FOR QUOTATION

**PROCUREMENT OF OFFICE STATIONERY FOR U-
PREPARE OFFICES, 5th FLOOR, USDMA BUILDING, 36, IT
PARK, SAHASTRADHARA ROAD, DEHRADUN
UNDER REQUEST FOR QUOTATION PROCEDURES**

(Package No- 11/Stationery/ PMU/U-PREPARE/ 2024)

INVITATION FOR QUOTATION

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE STATIONERY FOR U-PREPARE OFFICES, 5th FLOOR, USDMA BUILDING, 36, IT PARK, SAHASTRADHARA ROAD,

DEHRADUN UNDER REQUEST FOR QUOTATION PROCEDURES

1. You are invited to submit your most competitive quotation (as per attached formats) for Office Stationery following supply as per the terms and conditions enclosed as

Sl. No.	Description of Item	Duration of Supply
1	Office Stationery for U-PREPARE Offices (PMU & PIUs), 5th FLOOR, USDMA BUILDING, 36, IT PARK, SAHASTRADHARA ROAD, DEHRADUN	12 month

2. Government of India is in the process to receive a credit from the World Bank towards the cost of the **Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE)** and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Scope of Supply-**

A – Office Stationery

- (i) Delivery of all items will be made to concerned unit of U-PREPARE within 24 hour of receiving of requirement.
- (ii) The requirement shall be raised by deferent units from time to time as per the demand.
- (iii) The total indicative demand for 1 year is attached as **annexure-1**
- (iv) The quantities of items may increase or decrease as per requirement.
- (v) The indicative brands mentioned in **annexure-1** shall only be eligible for supply and in case on non-availability the replacement of brand will have to be approved by the client before supply

4. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) GST in connection with the service 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) The quantities mentioned the document are arrived as per the initial assessment and may vary as per the requirement.

5. Each bidder shall submit only one quotation.

6. Earnest money:- The bidder must submit earnest money of value **INR 15,500/-** in the form of BG/FDR valid up to 105 days from the quotation submission dead line. The EMD shall be in the name of Program Director-Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE). Earnest money shall be submitted in original with quotation on or before **12:30 PM 07/10/2024** at the Purchasers office, in case of non-submission quotation shall be consider as non-responsive.

7. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. **Preparation and submission of Quotations:**

The quotation should be submitted in two parts i.e. Technical quote & Financial quote on e-portal www.uktenders.gov.in the bidder must submit technical part of the quotation in the technical envelop and the financial parts of the quotation in the financial envelop on e-portal www.uktenders.gov.in in PDF & Excel form. The details of document to be submitted with technical part and financial part is given below checklist:-

Checklist: Documents to be submitted along with the quotation.

A) Envelop for Technical Quote:-

S. No.	Detail of Document	Annexure to be attached with the quotation by the bidder
1	Incorporation Certificate of Firm	A-1
2	PAN card copy	A-2
3	GST registration	A-3
4	Certificate regarding annual financial turnover in last 5 years issued by the chartered accountant with audited balance sheets of last 5 years to be submitted.	A-4
5	Experience Certificate as per the requirement of eligibility criteria point no. 9	A-5
6	Signed copy of the quotation document	A-6
7	Other relevant document if any.	A-7

B) Envelop for Financial Quote:-

1. Financial Quotation Part-I BOQ in excel as per format uploaded on e-portal
2. Financial Quotation Part-II Financial quote submission form in PDF as per format attached as annexure-1 of this document

9. Eligibility Criteria:

(a) **Financial Capability:** The bidder must have average annual Turnover of **INR 5.00 lakh** (indexed to the price level of the financial year 2023-2024 at the rate of 5% per year) in any 3 years in last five years. Certificate regarding annual financial turnover in last 5 years issued by the chartered accountant with audited balance sheets of last 5 years to be submitted.

(b) **Experience and Technical Capacity:**

(i) The bidder must have successfully completed/executed similar supply (stationery) of minimum value of **INR 5.00 lakh** in maximum 2 single orders in the last 5 years. (In case of ongoing supply experience, the bidder has to submit the payment done with proof of payment.

10. A pre-bid meeting shall be held on 26/09/2024 at 11:30AM at 5th Floor, USDMA Building, 36, IT Park, Sahastradhara Road, Dehradun.

11. Evaluation of Quotations

(a) Technical Quotations will be evaluated to ensure compliance with the technical eligibility criteria. Financial Quotation will be evaluated as per BOQ (excluding GST). For evaluation purpose the employer shall only consider the total cost excluding GST and the amount of GST shall be added into the price at the time of contract. The Purchaser/Service Receiver will evaluate and compare the quote determined to be substantially responsive i.e. which.

(i) Are properly signed; and

(ii) Conform to the terms and conditions, requirement as mentioned in Quotation Document.

(iii) After eligible as the eligibility criteria mentioned in point no. 9.

(b) (i) Financial quote of responsive bidder shall be opened after evaluation of Technical Quotes; date of financial bid opening shall be intimated immediately after evaluation of Technical Quotes, Financial Quote of non-response bidder shall not be opened.

12. Award of contract

- 11.1 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.
- 11.2 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.
- 12.3 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 Letter of award.
- 12.4 Upon issuance of letter of award, the selected bidder will be liable to submit a performance security within 10 days of 5% of the quotation amount in form of BG/FDR valid for 1 years from the date of issuance of letter of award and the selected bidder shall be bound to extend the validity of performance security maximum up to 5 years from the issuance of letter of award.

You are requested to provide your offer latest by 11.30 AM on 07/10/2024. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

The Program Director,
Project Management Unit
Uttarakhand Disaster Preparedness Project (UPREPARE)
USDMA Building, 36 IT Park, Sahastradhara Road,
Dehradun, Uttarakhand-248001
Country: India
Telephone: 8433456428
Electronic mail address: procurement.uprepare@gmail.com

FINANCIAL QUOTATION PART-II (to be uploaded in financial quote submission form envelope)

S. No.	Description of Goods/Items	Indicative Qty.	Unit	Rate (per unit excl. GST)	GST per unit	Total amount (incl. GST)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7 = [3*(5+6)]</i>
1	Paper Rim A/4 (75 Gsm)	1200	Rim			
2	Paper Rim F/s (75 Gsm)	120	Rim			
3	Paper Rim A/3 (75 Gsm)	120	Rim			
4	Glossy Paper A4 (200 Gsm)	10	Pkt.			
5	Note Sheet Pad	240	No.			
6	PVC A4 Sheet	120	Pkt.			
7	PVC A3 Sheet	50	Pkt.			
8	Plastic Spiral Ring (8mm to 52mm)	50	Pkt.			
9	Calculator (12 Digit)	15	Pcs.			
10	Stapler Small (No. 10)	15	Box			
11	Stapler Big (No. 45)	15	Box			
12	Stapler PIN (No. 10)	120	Box			
13	Stapler PIN (24x6)	60	Box			
14	Double Punch Small (DP 280)	24	Pcs.			
15	Double Punch Big (DP 800)	12	Pcs.			
16	Single Punch (One Hole)	36	Pcs.			
17	Permanent Marker	60	Pcs.			
18	CD Marker	60	Pcs.			
19	High Lighter Pen	120	Pcs.			
20	Tag File (500 No)	600	Pcs.			
21	Box file	240	Pcs.			
22	Dispatch Register Big (Pages 250)	18	Pcs.			
23	Diary Register Big (Pages 250)	18	Pcs.			
24	Dak Pad	36	Pcs.			
25	Register 96 Page	29	Pcs.			
26	Register 144 Page	29	Pcs.			
27	Register 280 Page	29	Pcs.			
28	Stock Register	24	Pcs.			

S. No.	Description of Goods/Items	Indicative Qty.	Unit	Rate (per unit excl. GST)	GST per unit	Total amount (incl. GST)
1	2	3	4	5	6	7 = [3*(5+6)]
29	Stationery Register (Pages 200)	24	Pcs.			
30	RTI Register	12	Pcs.			
31	Apeal Register	12	Pcs.			
32	Cheque Issue Register	30	Pcs.			
33	Cobra File	480	Pcs.			
34	File Tag	180	Bunch			
35	File Cadak	600	Bunch			
36	Folder L Type	120	Pkt.			
37	Pencil (Box)	60	Box			
38	Eraser	30	Box			
39	Sharpener	60	Pcs.			
40	Steel Scale	60	Pcs.			
41	Paper Weight	36	Pcs.			
42	Paper Cutter	60	Pcs.			
43	Correction Pen	120	Pcs.			
44	Pen (Blue, Black & Red)	120	Pcs.			
45	Pilot Pen (White Body)	120	Pcs.			
46	V7 Pen	120	Pcs.			
47	T-Max	120	Pcs.			
48	Click Ball Pen	120	Pcs.			
49	Maxriter Ball Pen	120	Pcs.			
50	Hi-Tecpoints V5 Pilot Pen (Cartridge)	120	Pcs.			
51	Pin Holder	60	Pcs.			
52	Pin Cushion	60	Pcs.			
53	Binder Clip 32 mm	12	Box			
54	Binder Clip 50 mm	12	Box			
55	Gem clip	36	Box			
56	T-Type All Pin	36	Box			
57	Fevi Gum (Yellow)	48	Pcs.			
58	Fevistic 15 GM	240	Pcs.			
59	Stamp Pad	24	Pcs.			
60	Stamp Pad Ink	12	Pcs.			
61	Brown Tape 2"	240	Pcs.			
62	Brown Tape 1"	120	Pcs.			
63	Transparent Tape 1/5"	240	Pcs.			
64	Transparent Tape 1"	120	Pcs.			
65	Double Tape 1"	60	Pcs.			
66	Re-Stick Note Yellow	60	Pkt.			

S. No.	Description of Goods/Items	Indicative Qty.	Unit	Rate (per unit excl. GST)	GST per unit	Total amount (incl. GST)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7 = [3*(5+6)]</i>
67	Flag Coloured	240	Pkt.			
68	Envelope 9x4 White	120	Pcs.			
69	Envelope 9x4 Brown	120	Pcs.			
70	Envelope 11x5 Brown	120	Pcs.			
71	Envelope 11x5 White	120	Pcs.			
72	Envelope A/4 Yellow	120	Pcs.			
73	Envelope A/3 Yellow	120	Pcs.			
74	Note Pad (80 Sheets)	240	Pcs.			
75	Pen Drive-32 GB	60	Pcs.			
76	Pen Drive-64 GB	60	Pcs.			
Total						

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

S. No.	Description of Goods/Items	Brands	Indicative Qty.	Unit
1	Paper Rim A/4 (75 Gsm)	Century	1200	Rim
2	Paper Rim F/s (75 Gsm)	Century	120	Rim
3	Paper Rim A/3 (75 Gsm)	Century	120	Rim
4	Glossy Paper A4 (200 Gsm)	Kodak	10	Pkt.
5	Note Sheet Pad	Gopal	240	No.
6	PVC A4 Sheet	Nayan	120	Pkt.
7	PVC A3 Sheet	Nayan	50	Pkt.
8	Plastic Spiral Ring (8mm to 52mm)	-	50	Pkt.
9	Calculator (12 Digit)	Cannon/Casio/Citizen	15	Pcs.
10	Stapler Small (No. 10)	Kangaro	15	Box
11	Stapler Big (No. 45)	Kangaro	15	Box
12	Stapler PIN (No. 10)	Kangaro	120	Box
13	Stapler PIN (24x6)	Kangaro	60	Box
14	Double Punch Small (DP 280)	Kangaro	24	Pcs.
15	Double Punch Big (DP 800)	Kangaro	12	Pcs.
16	Single Punch (One Hole)	Kangaro	36	Pcs.
17	Permanent Marker	Artline	60	Pcs.
18	CD Marker	Artline	60	Pcs.
19	High Lighter Pen	Artline	120	Pcs.
20	Tag File (500 No)	Nayan/Rishabh	600	Pcs.
21	Box file	Milan/Ace/Expo	240	Pcs.
22	Dispatch Register Big (Pages 250)	Prakash/Papercraft/Classmate	18	Pcs.
23	Diary Register Big (Pages 250)	Sehgal/LRS	18	Pcs.
24	Dak Pad	Nayan	36	Pcs.
25	Register 96 Page	Prakash/Papercraft/Classmate	29	Pcs.
26	Register 144 Page	Prakash/Papercraft/Classmate	29	Pcs.
27	Register 280 Page	Prakash/Papercraft/Classmate	29	Pcs.
28	Stock Register	Prakash/Papercraft/Classmate	24	Pcs.
29	Stationery Register (Pages 200)	Prakash/Papercraft/Classmate	24	Pcs.
30	RTI Register	Prakash/Papercraft/Classmate	12	Pcs.
31	Apeal Register	Prakash/Papercraft/Classmate	12	Pcs.
32	Cheque Issue Register	Prakash/Papercraft/Classmate	30	Pcs.
33	Cobra File	Milan/Genric Special/Tycoon	480	Pcs.
34	File Tag	-	180	Bunch
35	File Cadak	-	600	Bunch

36	Folder L Type	Worldone	120	Pkt.
37	Pencil (Box)	Artline	60	Box
38	Eraser	Doms	30	Box
39	Sharpener	Doms	60	Pcs.
40	Steel Scale	-	60	Pcs.
41	Paper Weight	Gemson	36	Pcs.
42	Paper Cutter	Aerotix	60	Pcs.
43	Correction Pen	Artline	120	Pcs.
44	Pen (Blue, Black & Red)	Teramax/Reynold	120	Pcs.
45	Pilot Pen (White Body)	Pilot	120	Pcs.
46	V7 Pen	Pilot	120	Pcs.
47	T-Max	Rorito	120	Pcs.
48	Click Ball Pen	Flair Ezee	120	Pcs.
49	Maxriter Ball Pen	Cello	120	Pcs.
50	Hi-Tecpoints V5 Pilot Pen (Cartridge)	Pilot	120	Pcs.
51	Pin Holder	Gemson	60	Pcs.
52	Pin Cushion	Gemson	60	Pcs.
53	Binder Clip 32 mm	Aerotix	12	Box
54	Binder Clip 50 mm	Aerotix	12	Box
55	Gem clip	Aerotix	36	Box
56	T-Type All Pin	Gemson	36	Box
57	Fevi Gum (Yellow)	Pidilite	48	Pcs.
58	Fevistic 15 GM	Faber Castell	240	Pcs.
59	Stamp Pad	Faber Castell/Artline	24	Pcs.
60	Stamp Pad Ink	Faber Castell/Artline	12	Pcs.
61	Brown Tape 2"	Cello	240	Pcs.
62	Brown Tape 1"	Cello	120	Pcs.
63	Transparent Tape 1/5"	Cello	240	Pcs.
64	Transparent Tape 1"	Cello	120	Pcs.
65	Double Tape 1"	Aerotix	60	Pcs.
66	Re-Stick Note Yellow	Aerotix	60	Pkt.
67	Flag Coloured	Aerotix	240	Pkt.
68	Envelope 9x4 White	-	120	Pcs.
69	Envelope 9x4 Brown	-	120	Pcs.
70	Envelope 11x5 Brown	-	120	Pcs.
71	Envelope 11x5 White	-	120	Pcs.
72	Envelope A/4 Yellow	-	120	Pcs.
73	Envelope A/3 Yellow	-	120	Pcs.
74	Note Pad (80 Sheets)	Prakash	240	Pcs.
75	Pen Drive-32 GB	HP/Kingston/Sandisk	60	Pcs.
76	Pen Drive-64 GB	HP/Kingston/Sandisk	60	Pcs.