



Maharashtra State AIDS Control Society

Government Of Maharashtra

RA Kidwai Marg, Near Wadala OverBridge,

Wadala (West), Mumbai-400031

No : MSACS /Store/ AC-Office Stationery & Consumables/09-10/

Date : 12/01/2010

Sub : Invitation of Quotations for Annual Contract for "Supply Office Stationery & Consumables".

You are invited to submit your most competitive rates for the following stationery & consumables items:

Items No.	Items Name	Qty. Per
1	Sketch Pen	set
2	Marker Pen	Pcs.
3	OHP Pen	Set
4	Ball Pen (Lexi 5)	pkt.
5	Refills (Lexi)	pcs.
6	Add Gel pen	pc
7	High Liter Pen	set
8	Calculator (Casio MJ 120)	pcs.
9	Writing Pad 1/8 Size (Sundaram) a) Lines – 50 Pages	pcs.
10	Spiral pad No. 6	pcs.
11	Register – 1 Quire	Qr.
12	Register (Inward/Outward)	Qr.
13	Envelops (Green cloth bound)	
	a) 14 x 10	Each
	b) 12 x 10	Each
14	Envelops (White paper)	
	a) 14 x 10	Each
	b) 12 x 10	Each
	c) 9½ x 4½ with printing two colour	1000
15	Tachani Pins	Pkt.
16	Stapler size – 10 D(Kangaroo)	Box

E-mail: maharashtrasacs@gmail.com

TALK AIDS, STOPAIDS

☎: 411 3097, 411 5619, 411 5791 Fax: 4115825, 4113123



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17	Stapler Pins 10 No.	Pc
18	Stapler Size – 24 X 6 (Kangaroo)	ps
19	Stapler pins 24 X 6	box
20	White Laces	Pkt.
21	Office File with Printing (Laces file)	Pcs.
22	File Board with two flap & printing	Pc.
23	Box File (Regular Standard Size)	Pc.
24	Rexene Box file	pc
25	Lamino Moraco File with printing	Pc.
26	Lamino clear file (with printing two color)	Pc.
27	SPS Ring File 1”	Pc.
28	SPS Ring File ½”	Pc.
29	Scissors (Large) 200 mm	Pc.
30	Scissors (Small) 175 mm	Pc.
31	Eraser Rubber (Natraj)	Box.
32	Sharpner (Natraj)	Box.
33	Pencil (Natraj)	Box
34	Scale Omega 12”	Pcs.
35	Hole Guards	Pkt.
36	Punch Machine (No. - 52)	Pcs.
37	Punch Machine DP-500	pc
38	A/4 size Xerox Paper (70 GSM/80 GSM)	Pkt.
39	A/3 size Xerox paper 70 gsm	Pkt.
40	A/4 J.K. Copier Paper	Each
41	Alabaster Paper A4	Each
42	Executive Bond Paper	Pkt.
43	A/4 Colour Xerox	Each
44	A/4 Colour Xerox on Glossy Card	Pkt.
45	A/4 Xerox Black white copy	Pkt.
46	Brown Tape (size 2”)	Pc.

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47	Cello tape (size 1/2")	Pc.
48	Form Tape 1"	Pc.
49	Spiral Book binding 200 pages	Book
50	Wiro book binding 100 pages	Book
51	A/4 lamination	pc
52	Board pin	Pkt.
53	4 flag folder	pc
54	White Correction Fluid (Koras)	Set
55	Stamp Pad	Pc.
56	Short Hand Book (120mm x 180mm, Page-50)	Pc.
57	Plastic Goni Big Size	Pc.
58	Plastic Goni Small Size	Pc
59	Bubble Sheet	Mtr.
60	1 x 3 Post-it-pad	Pkt.
61	3 x 3 Post-it-pad	Pkt.
62	3 Colour Post-it-pad	Pkt.
63	"U" Pin Box (35 mm)	Box (10 pk.)
64	Fax Roll (30 mtr.)	Pc.
65	Fevi Stick	Pc.
66	F/C Lamina Moracco Folder (both side plain)	Pc.
67	Pencil Cell (Eveready)	Pc.
68	Packing Plastic Patti	Roll
69	Plastic Sutli	Pkt.
70	Floppy Box (Sony)	Box
71	Sony-CD-R 700 MB	Pc.
72	Sony CD-RW 700 MB	Pc.
73	CD Mailer (CD Cover for currier)	Pc.
74	Computer Toner Cartridge Refilling	Pc.
75	Computer Toner Drum new	pc
76	HP 57A Colour Cartridge	Pc.

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77	HP 56A Black Cartridge	Pc.
78	HP 27A Black Cartridge	Pc.
79	HP 28 Colour Cartridge	Pc.
80	HP Laserjet Printer No. 2400, 2420	Pc.
81	HP Laserjet Printer No. 3005	Pc.
82	HP Laserjet Printer No. 1010	Pc.
83	HP Laserjet printer no. P-2015D	pc
84	HP Colour Laserjet printer no. CP215	pc
85	Samsung laserjet Printer no.ML1640	Pc
86	HP DeskJet Printer no. 901	Pc
87	Xerox Machine Toner (Cannon – IR3035)	pc
88	Xerox Machine toner (Cannon – IR 1600)	pc
89	MX 4 socket spice guard	pc

Note: The actual quantity may vary as per this office requirement. Staggered supply of the goods will be required at short notice.

2) Contract Price:

- The contract shall be for the full quantity as described above correction, if any, shall be made by crossing out initiating, dating and re-writing.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- The rates quoted by the quoter shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- The prices should be quoted in Indian Rupees only.
- The Contract Period is only for One Year

3) Each bidder shall submit only one quotation and rates should be quoted in the prescribed format only, is attached along with the inquiry letter.

4) Validity of Quotation:

Quotation shall remain valid for a period not less than 30 days after the last date for submission of quotations.

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Wadala (West), **Mumbai-400031**

5) 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 and specifications

6) Award of Contract : The purchaser will award the contract to the lowest responsive substantive evaluated quoter. The contract shall be for a period of **One Year** from the date of awarding the contract.

6.1 Notwithstanding the above, the Purchaser reserve the rights to accept or reject. Any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of contract.

6.2 The quoter whose quotation is accepted will be notified of the award of contract by the purchaser prior to expiry of the quotation validity period.

7) Normal commercial warranty / guarantee shall be applicable to the supplied goods / spares / services within 3 months.

8) The quotations should be sent in sealed envelope in the name of "Addl. Project Director" at above address.

9) You are requested to provide your offer latest by 15.00 hours on 19/01/2010.

10) Quotations will be open in the presence of the Procurement Committee on 19/01/10 at 3.30 PM in the office of the MSACS.

We look forward to receive your quotation and thank you for your interest in this project.

Sd/-

Addl. Project Director
MSACS

E-mail: maharashtrasacs@gmail.com

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Date :-

To,
The Addl. Project Director
Maharashtra State AIDS Control Society
R. A. Kidwai Marg, Near Wadala Overbridge,
Wadala (W), Mumbai - 400 031.

Sub:- Submission of quotation for “**Annul Contract for Supply Office Stationery & Consumables**”.

Ref :- Your inquiry no. MSACS/Store/AC-Office Stationery & Consumables/09-10/_____ dated_____

FORMAT OF QUOTATION

Items No.	Items Name	Qty. Per	Unit rate in Rs.	Add Taxes @	Total Amount
1	Sketch Pen	set			
2	Marker Pen	Pcs.			
3	OHP Pen	Set			
4	Ball Pen (Lexi 5)	pkt.			
5	Refills (Lexi)	pcs.			
6	Add Gel pen	pc			
7	High Liter Pen	set			
8	Calculator (Casio MJ 120)	pcs.			
9	Writing Pad 1/8 Size (Sundaram) a) Lines - 50 Pages	pcs.			
10	Spiral pad No. 6	pcs.			
11	Register - 1 Quire	Qr.			
12	Register (Inward/Outward)	Qr.			
13	Envelops (Green cloth bound)				
	a) 14 x 10	Each			
	b) 12 x 10	Each			
14	Envelops (White paper)				
	a) 14 x 10	Each			
	b) 12 x 10	Each			
	c) 9½ x 4½ with printing two colour	1000			
15	Tachani Pins	Pkt.			
16	Stapler size - 10 D(Kangaroo)	Box			

Items No.	Items Name	Qty. Per	Unit rate in Rs.	Add Taxes @	Total Amount
17	Stapler Pins 10 No.	Pc			
18	Stapler Size - 24 X 6 (Kangaroo)	ps			
19	Stapler pins 24 X 6	box			
20	White Laces	Pkt.			
21	Office File with Printing (Laces file)	Pcs.			
22	File Board with two flap & printing	Pc.			
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26	Lamino clear file (with printing two color)	Pc.			
27	SPS Ring File 1"	Pc.			
28	SPS Ring File ½"	Pc.			
29	Scissors (Large) 200 mm	Pc.			
30	Scissors (Small) 175 mm	Pc.			
31	Eraser Rubber (Natraj)	Box.			
32	Sharpner (Natraj)	Box.			
33	Pencil (Natraj)	Box			
34	Scale Omega 12"	Pcs.			
35	Hole Guards	Pkt.			
36	Punch Machine (No. - 52)	Pcs.			
37	Punch Machine DP-500	pc			
38	A/4 size Xerox Paper (70 GSM/80 GSM)	Pkt.			
39	A/3 size Xerox paper 70 gsm	Pkt.			
40	A/4 J.K. Copier Paper	Each			
41	Alabaster Paper A4	Each			
42	Executive Bond Paper	Pkt.			
43	A/4 Colour Xerox	Each			
44	A/4 Colour Xerox on Glossy Card	Pkt.			
45	A/4 Xerox Black white copy	Pkt.			

Items No.	Items Name	Qty. Per	Unit rate in Rs.	Add Taxes @	Total Amount
46	Brown Tape (size 2")	Pc.			
47	Cello tape (size 1/2")	Pc.			
48	Form Tape 1"	Pc.			
49	Spiral Book binding 200 pages	Book			
50	Wiro book binding 100 pages	Book			
51	A/4 lamination	pc			
52	Board pin	Pkt.			
53	4 flag folder	pc			
54	White Correction Fluid (Koras)	Set			
55	Stamp Pad	Pc.			
56	Short Hand Book (120mm x 180mm, Page-50)	Pc.			
57	Plastic Goni Big Size	Pc.			
58	Plastic Goni Small Size	Pc			
59	Bubble Sheet	Mtr.			
60	1 x 3 Post-it-pad	Pkt.			
61	3 x 3 Post-it-pad	Pkt.			
62	3 Colour Post-it-pad	Pkt.			
63	"U" Pin Box (35 mm)	Box (10 pk.)			
64	Fax Roll (30 mtr.)	Pc.			
65	Fevi Stick	Pc.			
66	F/C Lamina Moracco Folder (both side plain)	Pc.			
67	Pencil Cell (Eveready)	Pc.			
68	Packing Plastic Patti	Roll			
69	Plastic Sutli	Pkt.			
70	Floppy Box (Sony)	Box			
71	Sony-CD-R 700 MB	Pc.			
72	Sony CD-RW 700 MB	Pc.			
73	CD Mailer (CD Cover for currier)	Pc.			
74	Computer Toner Cartridge Refilling	Pc.			
75	Computer Toner Drum new	pc			

Items No.	Items Name	Qty. Per	Unit rate in Rs.	Add Taxes @	Total Amount
76	HP 57A Colour Cartridge	Pc.			
77	HP 56A Black Cartridge	Pc.			
78	HP 27A Black Cartridge	Pc.			
79	HP 28 Colour Cartridge	Pc.			
80	HP Laserjet Printer No. 2400, 2420	Pc.			
81	HP Laserjet Printer No. 3005	Pc.			
82	HP Laserjet Printer No. 1010	Pc.			
83	HP Laserjet printer no. P-2015D	pc			
84	HP Colour Laserjet printer no. CP215	pc			
85	Samsung laserjet Printer no.ML1640	Pc			
86	HP DeskJet Printer no. 901	Pc			
87	Xerox Machine Toner (Cannon - IR3035)	pc			
88	Xerox Machine toner (Cannon - IR 1600)	pc			
89	MX 4 socket spice guard	pc			
Net Total Amount					
(In word Rupees)					

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.(Amount in figures) (Rupees
.....(Amount in words)
within the period specified in the Invitation of Quotations.

We also confirm that the normal commercial warranty/ guarantee of **Not Applicable** (month shall applied to offered goods).

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

Name & Address of Supplier:

Signature of Supplier

* Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.