

# **PROCUREMENT OF GOODS**

**Tender Notification No.2022-PROC/NCSCM/PRINTING-  
FILE**

## INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS

To

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### **SUB.: INVITATION FOR QUOTATIONS FOR PRINTING AND SUPPLY OF OFFICE FILE**

Dear Sir,

1. You are invited to submit your most competitive quotation for the supply of the following goods:-

<b>Brief Description of the Goods</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement if any</b>
<b>Printing and Supply of Office File with Tie (Red Colour)</b>	ANNEXURE – I	1,000 Nos.	30 Days	NCSCM, Chennai	NO

2. **Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted -

- (a) The legal status, place of registration and place of business of the company or firm.
- (b) Self-attested copy of GST Registration Certificate.
- (c) Self-attested copy of PAN Card.

3. **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) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST shall be shown separately.
- d) The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation. No bidder shall contact any other bidder in matters relating to this Quotation.

5. **Validity of Quotations**

The Quotations shall remain valid for a period not less than 45 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

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

- (a) Are properly signed;
- (b) Conform to the terms & conditions and specifications and

- (c) Has submitted all the documents asked for in Point No.2 above
- (d) GST shall not be taken into account for evaluation.

7. **Documents Establishing Goods' Conformity to Bidding Documents**

The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature or drawings or any other documentary proof.

8. **Award of Contract**

- a. Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated price (i.e. Col. 7 of Format of Quotation).
- b. Firms/ Agencies registered under SSI/ MSME are eligible for price preference of up to 15% over the non-MSE units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of such registration under SSI/ MSME along with the Tender Document.
- c. Local Suppliers shall be given purchase preference up to 20% as per the "Public Procurement (Preference to Make in India) order 2017 of GOI, Dept of DIPP". The bidder should enclose a self-certification in this regard.
- d. In case of participation of both MSE and Local Suppliers, MSE bidder will be given preference to match with L1 bidder as per Public Procurement Policy for MSEs Order 2012. MSE Bidders will be evaluated with L1+15% bracket whereas Local Suppliers will be evaluated with L1+20% bracket as MSE doesn't fall under Public Procurement (Preference to Make in India) Order 2017 as per Public Procurement Policy for MSE Order 2012 and Public Procurement (Preference to Make in India) Order 2017 is not applicable for MSEs.
- e. Bidders declaring Local supplier/ MSE status to seek benefits of only one policy of the two. Bidders are not allowed to change their status from MSE to Local supplier & vice versa.
- f. 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.
- g. 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 supply order.

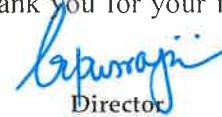
9. **Payment shall be made by bank transfer as follows –**

100% of the contract price shall be released after successful completion of supply and upon submission of the documents such as Delivery Challan, Invoice, etc., subject to the verification of the supplied items by NCSCM in respect of the compliance to the specifications and other relevant points in this Invitation for Quotations.

10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

11. You are requested to provide your offer latest by 11 A.M. of 19-12-2022.

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

  
Director

National Centre for Sustainable Coastal Management,  
Anna University Campus, Chennai – 600 025

## FORMAT OF QUOTATION

Sl. No.	Item	Quantity	Unit Price of the item for delivery up to destination, excluding GST (Rs.)	Unit Cost of Incidental Charges, if any, excluding GST (Rs.)	Total Unit Cost excluding GST (Rs.)	Amount excluding GST (Rs.)	GST Payable (%)
1	2	3	4	5	6 (= 4+5)	7 (= 3*6)	8
1.	Printing and Supply of Office File with Tie (Red Colour)	1,000 Nos.					

**Gross Total Cost: Rs. ....**

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

We also confirm that the normal commercial warranty/guarantee of ..... months shall apply to the 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 or collusive agreements with competitors.

**Signature of Supplier**

File No. ....



**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT**  
*Ministry of Environment, Forest & Climate Change, Government of India*

SUBJECT

<u>Previous References</u>	<u>Later References</u>

