



भा. कृ.अ.प. – केंद्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान  
ICAR- CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(भारतीय कृषि अनुसंधान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)



एडनवाला रोड, माटुंगा, मुंबई-400 019.

ADENWALA ROAD, MATUNGA, MUMBAI-400 019.

PH: 91-(022) 24127273/76,24184274/ 75: FAX91-(022) 4130835 E-mail: director.circot@icar.gov.in

File No:-2-36/Stationery/2019/20/AdmnII | 1115

Date:- 30/12/2019

**Sub. : "Limited quotation tenders for Supply of Stationery in ICAR- CIRCOT Regarding.**


1. On behalf of Director ICAR-CIRCOT, sealed quotations are invited on or before **10/01/2020** by **3:00 P.M.** for the following Stationery items indicated in Annexure –I which are required for day to day use in ICAR-CIRCOT,
2. Bid Prices :-
  - (a) The bidder shall quote for items in the format of quotation attached at Annexure-I. Correction, if any shall be made by crossing out, initialing dating and rewriting;
  - (b) All duties, taxes and other levies payable by the bidder shall be included in the total price to be quoted by the bidder.
  - (c) The prices should be quoted in Indian Rupees only;
  - (d) Each bidder shall submit only one quotation;
  - (e) Telex or Facsimile quotations are not acceptable.
  - (f) **The bidders are requested to examine the sample of the items referred herein above during working days of the office any time between 3.00 P.M. to 4.30 P.M. from 30/12/2019 to 09/01/2020 at Admn.V Section, ICAR- CIRCOT, Adenwala Road, Matunga, Mumbai – 400019 and should quote the rate accordingly. A certificate by each firm that they have inspected the sample of items and are quoting the rates accordingly, shall be given in price bids by them.**
3. Validity of quotation :The quotation shall remain valid for a period of 60 days after the deadline specified for submission of quotations for the office to process all the quotations as per norms.
4. Evaluation of quotation :
  - (I) The purchaser i.e. ICAR-CIRCOT will evaluate and compare the quotations determined to be substantially responsive i.e. which are :-
    - (a) Properly signed;
    - (b) Conform to the terms and conditions and specification; and
    - (c) Accompanied by EMD of required amount.
  - (II) The evaluation would be done for items for which bidder has quoted the lowest price. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. **In case no single bidder comes out with lowest quotation for all the items indicated therein, the purchaser will then be free to procure items from other bidders who have quoted the lowest rates for them**
  - (III) **The firm submitting limited tender must have valid GST and PAN No and copy of the same may be enclosed with tender, failing which their bid shall be treated as non- responsive and rejected.**
  - (IV) The bidder who has successful past experience in supplying stationary items to other Govt. Department including other ICAR Institutes may state in their offer and enclose necessary documents to this effect which may be considered as an added advantage at the discretion of Director, ICAR- CIRCOT.
5. **EMD of Rs 5,000/- (Rupees Five Thousand Only) must be deposited, if quoted prices (Total of all items including taxes) is more than one lakh rupees with limited quotation in form of Demand Draft/ Banker's Cheque /Pay Order issued from Bank and payable to "Director CIRCOT, Mumbai" failing which their offer will not be considered. The EMD of the unsuccessful bidder shall be refunded after completion of the satisfactory work. If the successful bidder fails to furnish the required material within the specified period the EMD will be forfeited. (EMD /NSIC certificate (any one) to submitted in Bid Envelope) .**

6. Award of Contract :-

- (i) The Purchase i.e. ICAR-CIRCOT, will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price for the items indicated in Annexure- I & II.
  - (ii) The bidder whose bid is accepted will be notified for the award of the contract by purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
  - (iii) Normal commercial warranty /guarantee shall be applicable to the supplied goods.
  - (iv) The successful bidder will be required to supply the exact quality, specification etc. of material/items as have been quoted and sample seen. Under no circumstance, it will be allowed to change to other quality or specification . Notwithstanding the above the Director, ICAR-CIRCOT, 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 the order. The decision of Director, ICAR-CIRCOT shall be binding and final on all the bidder.
7. Last date and time of receipt of quotations :-You are requested to submit the sealed quotation along with a DD/Pay-Order/Bankers Cheque for an amount of Rs.5,000/- in favour of Director ICAR- CIRCOT, Matunga, Payable at Mumbai in the Tender Box superscribed on envelope as "Quotation for the supply of stationary for the official use of ICAR-CIRCOT, latest by 3.00 P.M. on 10/01/2020 in the Tender Box kept in Administration - II Section, ICAR- CIRCOT, Adenwala Road, Matunga, Mumbai- 400019

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

Yours faithfully

  
Administrative Officer

Enclosed As above :- Annexure I and II

Copy to:-

1) I/C AKMU for publishing in ICAR- CIRCOT website

2) AAO Admn V Section please ensure that all the items are displayed properly in order to see the specifications by the vendor.



भा. कृ. अनु. प.- केन्द्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान  
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(भारतीय कृषि अनुसंधान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
एडनवाला रोड, माटुंगा, मुंबई- 400 019  
ADENWALA ROAD, MATUNGA, MUMBAI – 400 019.



File No:-2-36/Stationery/2019/20/AdmnII

Date:-

ANNEXURE- I

**FORMAT FOR QUOTATION**

(To be returned by Bidders along with the quotation duly completed and signed)

Rates quoted by M/s. .... In response to tender query letter

No. .... dated .....

Sr. No.	Description of Items	Quantity	Unit Rate	Total
1	Pen Blue (Lexi 0.5)	500 Nos.		
2	Pen Red (Lexi 0.5)	500 Nos.		
3	Brown Cello Tape	100 Nos.		
4	J K Copier paper FS 500 Sheets 75 GSM	100 Rim		
5	Pencil Cell AA (Eveready/Duracells)	100 Nos.		
6	Pencil Cell AAA (Eveready/ Duracells )	100 Nos.		
7	Box File (8181)	500 Nos.		
8	Cello Tape ½ Inch (Elatapes)	100 Nos.		
9	Cello Tape 1 Inch (Elatapes)	100 Nos.		
10	Ink Bottles (Kores India)	50 Nos.		
12	Dustbin (Novo)	50 Nos.		
13	Pencil Box (Apasara)	500 Nos		
14	Plastic Try (Kuber)	50 Nos.		
15	Ruled Papaer	1000 Nos.		
16	Erazer (Apasara Non-Dust)	20 Box		
17	Scale Plastic (Deluxe)	150 Nos.		
18	Scale Steel (Kristeel)	50 Nos.		
19	Air Freshener (Godrej)	50 Nos.		
20	Toilet Rolls (Net weight of the roll 100 gram)	100 Nos.		
21	Tocha	50 Nos.		
22	Stapler Pin Small (Max/ Kangaro No 10-1M)	20 Box.		
23	Scissor Big (Gorilla)	100 Nos.		
24	Scissor Small (Gorilla)	100 Nos.		
25	Dettol Liquid Original	100 Nos.		
26	Vim Liquid (Dish wash Active gel)	100 Nos.		
27	High Lighter 4 Colour (Camlin Kokuyo)	100 Nos.		
28	Hand wash liquid (Dettol original )	100 Nos.		
29	White Fluid Liquid (Hauser MGR)	100 Nos.		
30	Shapner (Apasara)	20 Box.		
31	Cutter Big (Glory Korea)	100 Nos.		
32	Cutter Small (Glory Korea)	100 Nos.		

I hereby certify that I have examined the sample of items referred to in above in CIRCOT and rates are being quoted as per the sample. I understand that in event of my quality not being matched with the sample of the CIRCOT, my tender is liable to be rejected and my earnest money shall be forfeited and decision of Director, shall be final and binding on me and my firm

The rates quoted are inclusive of applicable GST. and they are final for which items be supplied by me.

**(Signature of authorized person)**  
**Seal of the firm/company quoting the**

**rates**

Date :

Place :

**Gross total cost Rs. (In figures)Rupees**  
.....in words)

We are also enclosing DD/BC No. ----- Date..... for Rs.....  
towards EMD

**(Bidder)**

**Name :.....**

**Signature : .....**

**Mobile No :.....**

**Date:.....**



भा. कृ. अनु. प.- केन्द्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान  
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(भारतीय कृषि अनुसंधान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
एडनवाला रोड, माटुंगा, मुंबई- 400 019  
ADENWALA ROAD, MATUNGA, MUMBAI – 400 019.



ANNEXURE- II

**Format for EMD/NSIC Certificate/ GST//PAN No. etc**

**NAME OF ITEM:- Purchase of Stationer**

Sr. No.	Particulars	Yes Or No
01	<b>EMD Enclosed</b> (if yes give details as follows) a ) DD. No. :- b ) Dated. :- c ) Bank Name :- d ) Branch :- <p style="text-align: center;">OR</p> <b>NSIC Certificate</b> (Govt. Purchase Enlistment Certificate)	
02	Copy of PAN No. Enclosed	
03	Copy of GST Registration Certificate Enclosed	
04	Mail address	

**Please Note:**

Yes or No may be mentioned as per the documents enclosed. The firm submitting quotation must have valid GST/ PAN No. etc. and copy of the same may be enclosed with their tender **failing which their bid will be treated as non-responsive and rejected.**

**SIGNATURE WITH STAMP OF THE BIDDERS**