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Department of Health & Family Welfare
KARNATAKA STATE AIDS PREVENTION SOCIETY

Arogya Soudha, 4th Floor, 1st Cross, Magadi Road, Bangalore-560023.

No.KSAPS/SO/01/2020-21

Dated: 8/09/2020

INVITATION FOR QUOTATIONS

Sub: Invitation for Sealed quotations for supply of Stationery Articles
on rate contract basis.

Sealed quotations are invited from authorized firms for supply of Stationery Articles on rate contract basis for one year. Format and details of Technical Specification of the quotation may be obtained from KSAPS web site <https://ksaps.gov.in> . Last date for submission of sealed quotations to this office on or before 25/09/2020 at 5.00 pm.

Project Director

Karnataka State AIDS Prevention Society.



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INVITATION FOR QUOTATIONS FOR SUPPLY OF STATIONERY ARTICLES ON RATE CONTRACT BASIS FOR ONE YEAR.

1. You are invited to submit your most competitive quotation for the supply of Stationery articles enclosed with this invitation on rate contract basis for one year.

2. Karnataka State AIDS Prevention Society has received funds from National AIDS Control Organization toward the AIDS Control Programme and intends to apply a part of the proceeds of this grant to eligible payments under the contract for which this invitation for quotations is issued.

3. BID PRICE

a) The contract shall be on rate contract basis for one year. The items required to be procured during the year 2020-21 is given in the quotation format.

b) The bidder may quote for one or more items in the format of quotation attached.

c) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total quoted price.

d) The rates quoted by the bidder shall be fixed for one year and shall not be subject to adjustment on any account.

e) Rates for supply of partial quantity of an item are not acceptable.

f) Corrections if any shall be made by crossing out, initialling, dating and rewriting.

4. Each bidder shall submit only one quotation in the format enclosed super scribed "Quotation for supply of Stationery Articles on rate contract basis for one year".

5. VALIDITY OF QUOTATION

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

6. EVALUATION OF QUOTATIONS

The purchaser shall 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 specification.

c) The evaluation will be done including the Sales tax / GST. If the bidder has included the Sales Tax/ GST in his quotation for the item rate, and has also not indicated the rate of sales tax / GST applicable the quoted rate will be treated as though it is exclusive of the sales tax and evaluated accordingly. No extra payment for sales tax/ GST will be made.

- d) The evaluation would be done for each item separately. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the lowest responsive bidder for the item.

7. Along with the tender the bidders should submit self attested copy of the following:

Technical Qualification Criteria:

- i) Bidder should submit valid GST Registration Certificate and latest GST Paid form.
ii) Bidder should submit Individual or Company Registration copy.

8. AWARD OF CONTRACT

8.1. 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 price as per Para 6(d) above.

8.2. The bidder whose bid is accepted for one or more items will be notified of the award of the contract by the Purchaser prior to the expiration of the quotation validity period. The bidder has to enter into an agreement with the Purchaser for supply of the articles on rate contract basis for the year 2020-21.

8.3. On notification of the award of contract, the bidder shall furnish Rs. 2,000/- as security deposit within 7 days in the form of Bank Guaranty or DD in favour of Project Director, KSAPS, Bangalore.

8.4. Failure of the bidder to furnish Security deposit and enter into agreement will result in cancelation of the contract and contract would be made to the next lowest responsive bidder.

8.5. The supply orders for the various items would be placed during the year as per requirement.

8.6. Goods shall be delivered within 5 days from the date of supply order.

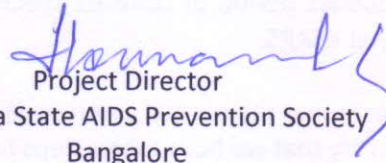
8.7. Stationery articles supplied should be of standard quality. If any of the items supplied found to be sub standard quality and defective, the successful bidder has to replace such of defective/sub standard items immediately. In case of default the amount would be deducted from the Security deposit.

9. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

10. Payment shall be made within 15 days after delivery of the goods.

11. You are requested to provide your quotation in sealed quotation latest by 5.00 p.m. on 25/09/2020.

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


Project Director
Karnataka State AIDS Prevention Society
Bangalore

RATE FORMAT OF QUOTATION

Sl. No.	Description of goods & Specification	Quantity	Quoted unit rate* in Rs.(figure)	Quoted Unit Rate in Rs.(words)
1	Box File (Big)	1 No.		
2	Cello Tape 2 inch 65 mtr	1 No.		
3	File Boards – “15 x 10”	1 No.		
4	File Wrapper with printing – (Thick)	1 No.		
5	Green papers (For Agreement) – 75 gsm, A4 size	1 Rim		
6	Hi-lighter (Marker text time) set of 5 per pack	1 No.		
7	Long Note book 200 pages	1 No.		
8	Long Note book 500 pages	1 No.		
9	Paper Pins (100gms) pkt	1 No.		
10	Plastic files Transparent – L shape	1 No.		
11	Post it pad (1x12)150 sheets each (Tri colour)	1 No.		
12	Permanent Marker	1 No.		
13	Sketch pen set of 12	1 No.		
14	Scribbling pad 25 pages (Spiral) 1x6	1 Pad		
15	Single hole punch	1 Pad		
16	Stamp pad Big	1 No.		
17	Stapler Small	1 No.		
18	Stapler pins (No 10 -1M)	1 No.		
19	Tags 100 No's (1 Bundle)	1 Bundle		
20	White Board Marker	1 No.		
21	White fluid / Correction Fluid	1 No.		
22	Xerox Paper (A4 size Rim)	1 Rim		

*Unit rate is the rate for one number of the described goods

In case of discrepancy between the unit rate in figure and word, the unit rate in word will prevail.

We agree to supply the above goods in accordance with the technical specifications for the above rate during the contract period of contract specified in the Invitation for quotations. This is inclusive of all taxes delivery at KSAPS.

We also conform that the normal commercial warranty/guarantee shall apply

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
