



**The Maharashtra Agro-Industries
Development Corporation Limited**
(A Govt. of Maharashtra Undertaking)

CIN NO. U05000MH1965SGCO13380

Ref.No. MAIDC/HK/Stationery/2017-18/1
Date : 08.05.2017

Registered Office:

Krushu Udyog Bhavan,
Dinkarrao Desai Marg,
Aarey Milk Colony,
Goregaon (E), Mumbai – 400 065.
Telephone : 29272027
Fax : 022-28719398/99
E-mail: headoffice@maidcmumbai.com

Correspondence Address:

Rajan House, IInd floor,
Near Centuary Bazar, Prabhadevi
Mumbai – 400025
Telephone: 022-24300823
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E-mail: patomd@maidcmumbai.com

E-TENDER NOTICE

**Sub:- Yearly Contract for Supply of Stationery at Krushi Udyog Bhavan
Goregaon Complex and Rajan House, Prabhadevi. (Contract Period 01.06.2017
to 31.05.2018)**

Online digitally signed tenders are invited from Supplier of stationery as well as Printing of stationery for entering into yearly contract at Krushi Udyog Bhavan Goregaon Complex and Rajan House, Prabhadevi for the period 01.06.2017 to 31.05.2018.

Tenders are to be submitted on Department's eTendering portal i.e. <https://mahatenders.gov.in> in two online envelope system marked as Technical Envelope-T1 and Commercial Envelope-C1. Tender Forms are available for download on above mentioned e-tendering portal. Tender forms are not transferable.

TECHNICAL BID (T1)

Following documents should be uploaded in Online Technical Envelope (T1) in rar format (Compress file format). These documents need to be digitally signed by individual contractor's digital signature and uploaded during Online Bid Preparation stage.

- 1 - Shop and establishment License.
- 2 - Tin No. (VAT & CST)
- 3 - Brief List of Client.
- 4 - Company Profile.

COMMERCIAL BID (C1) PDF Format

All financial offers must be prepared and submitted online (An online form will be provided for this purpose in Online Commercial Envelope (C1), during **Online Bid Preparation** stage). bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1).

Tenderer can purchase tender form by making online payment of Rs.1,100/- (Rs. One Thousand One Hundred Only) and download tender from above mentioned e-tendering portal as per the date and time mentioned in the tender schedule.

Tenderers are required to complete Online Bid Preparation as per the date and time mentioned in the Tender Schedule.

TENDER TIME SCHEDULE (Key Dates):

Sr.No.	MAIDC Stage	Start Date and Time
1	Release of Tender	12.05.2017 14.00 hrs.
2	Bid Preparation & Tender closing	26.05.2017 14.30 hrs.
3	Technical & Commercial Bid Opening	29.05.2017 14.30 hrs.

Information Officer,

Name Of Officer

Contact Number

Ashok Shelke

8888842279

Hayat Khan

8888842302

Instructions for the Bidders

1. Bidders are requested to visit the <https://mahatenders.gov.in> and go through the “e-tendering Tool Kit” wherein the all basic knowhow (detailed help documents designed for bidders) of the e-tendering stages are given.
2. For any sort of assistance, please refer 24 X 7 helpdesk Toll free no. 0120-4200462, 0120-4001002, 91-8826246593. Email support-eproc@gov.in
3. Login ID and password to be created on the above website.
4. Class II or class III Digital signature (e-token) with signing, verification, and encryption and decryption certificate is essential. Bidders may purchase this from any reliable sources. The bidders are required to sign the bid data using above Class II or Class III digital signature as per the Information Technology Act, 2000. The digital signatory should be the authorized representative of the organization/bidder.
5. Tender form fee Rs.1,100/- (Rs. One Thousand One Hundred only) is to be paid online for the downloading of tender form and bid preparation. Earnest Money Deposit (EMD) Rs.25,100/- (Rs. Twenty Five Thousand One Hundred Only) is to be paid online by net banking Only.
6. The various activities /stages of e-tendering procedure for the bidders as well as for MAIDC are; date & time locked. Hence, bidders are requested to execute all the activities related to tender downloading, bid preparation & bid submission strictly as per the tender schedule (key dates).
7. This tender is strictly online tender. No manual bids will be accepted by MAIDC.
8. The rates /bid offers should be valid for 120 days. Right to be accept or reject any or all tenders in part or full without assigning any reasons thereof are reserved with MAIDC.

(Satish Khairmode)
Manager (Esstt.)

THE MAHARASHTRA AGRO INDUSTRIES DEVELOPMENT CORPN. LTD.

TERMS & CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

1. The rates (Inclusive of VAT) must be quoted in legible writing in English /Marathi (preferably typewritten)
2. The Rates quoted for above material should be valid for the contract period mentioned above.
3. The Indent for actual requirement will be communicated to you from time to time. This material will have to be delivered free of cost at our Goregaon Office.
4. During the period of contract an increase in the rates whatsoever will not be permitted.
5. The payment of bills will be made by crossed cheque within 15 days from the date of receipt of bills in triplicate alongwith the receipted delivery challan.
6. The successful tenderer will have to deposit with MAIDC Ltd. 5% of total value towards the Security Deposit which will be refunded within the reasonable time after satisfactory completion of the contract. The deposit will not bear any interest.
7. In case of any default on part of the supplier to supply any of the computer printing materials the same shall be purchase from open market at suppliers risk & cost.
8. In case of any dispute, the decision of Managing Director of M.A.I.D.C.Ltd. will be final & binding on both the parties.
9. The Corporation reserves the right to accept any offer or to reject all or any offer without assigning any reason whatsoever.

Signature :.....

Name :.....

Seal/Rubber Stamp

COMMERCIAL FORM (C1)

(This form should be typed on letter head and scan copy attached online)

ANNEXURE – I

कार्यालय ले ऀ सामु ऀ

Sr. No	NAME OF THE ITEMS	BRAND NAME	UNIT	Rate	Rate including 5.5% Vat	Rate including 12.5% Vat
1	Ball Pen (Ordinary) Disposable	Std.	Box (10 Nos)			
2	Ball Pen (Jotter)	Std. Reliable	Box (10 Nos.)			
3	Ball Pen Refile (Jotter) (Blue/Red/Black/Green)	Std. Reliable	Box (10 Nos.)			
4	Box File	Standard	Dozen			
5	Carbon Paper F.S.Pencil	Kores	Box			
6	Cello Tape 1" x 72"	Taco/Std	Dozen			
7	Clip "U" Office Paper	Vikram/Std.	Box (10 Pkt)			
8	Calculator Electronic MJ 120 D 12 Digits with 1 year Guarantee	Casio	No.			
9	Stand for Desk Calender Jambo	STD.	No.			
10	Desk Calender Jambo	STD.	No.			
11	Eraser (Pencil) Apsara (Non Dust)	Natraj PLAST-621	Box of 20 Nos.			
12	File Folder two Flap	Std Product	Dozen			
13	File Folder four Flap	Std. Product	Dozen			
14	Fax Roll (30 Mtrs.) Std.Prod only	Mitsubishi	Each			
15	Fax Tonner FX-9	Cannon	Each			
16	Fax HP Laser Jet M 1319 F MFP	HP	Each			
17	Fax Tonner MB - 772	Panasonic	No			
18	Gum Bottles	Camel	300 ml			
19	Register 1 Quire	Deluxe	Doz.			
20	Register 2 Quire	Deluxe	Doz			
21	Register 3 Quire	Deluxe	Doz			
22	Register 4 Quire	Deluxe	Doz.			
23	Register 2 Quire ledger paper	Delux	Dozen			
24	Register 4 Quire Ledger Paper	Deluxe	Doz			
25	Register Inward 4 Quire	Deluxe	Doz			
26	Register Outward 4 Quire	Deluxe	Doz			
27	Note Book 100 Pages 70 GSM Thickness	Deluxe	Doz			
28	Note Book 200 Pages 70 GSM Thickness	Deluxe	Doz			
29	Note Book 300 Pages 70 GSM Thickness	Deluxe	Doz			
30	Note Book 400 Pages 70 GSM Thickness	Deluxe	Doz			
31	Note Book Short Hand	Deluxe	Doz			
32	Paper Waight – Glass	Std. Quality	Doz			
33	Planner Refiles 21" x 15" Set	STD.	Set.			
34	Pencil Black Lead	Natraj	100 Nos.			
35	Paper Pin Box (100 gms)	Vikram /Std	Box			

36	Punch Machine Small	Kangaroo	Each			
37	Punch Machine Big	Kangaroo	Each			
38	Plastic Tray for office use	Tokyo	No.			
39	Ruled Rough Pad Big size 24 x 18.5 cm	Deluxe	Doz			
40	Ruled Rough Pad Small size 18 x 11 cm	Deluxe	Doz.			
41	Room Freshner 300 ml.	Midas Care	Bottle			
42	Ruled Paper DFS Thick 1 3/2" x 17"	Maplitho	Ream of 480 Sheet			
43	Rubber Band	Vandan	Box.			
44	Stamp Pad Big 6.5" x 4"	Kores	Each			
45	Stamp Pad Ink (Blue/Red)	Kores	Bottle			
46	Stapler No.10 Small	Kangaroo/ Max	Box (10 Nos)			
47	Stapler Pin No.10 (Small)	Kangaroo/Max	Box (20 Pkt.)			
48	Stapler Big	Kangaroo/Max	Box (10 Nos)			
49	Stapler Pin Big. 24 x 6	Kangaroo/Max	Box (20 Pkt.)			
50	Scale 12" Plastic	Kores	10 Nos.			
51	Sharpner	Pony	Box 10 Nos.			
52	Sketch Pen 12 Colour	Camel	Pkt			
53	Tag 8" Red	Good Quality	100 Nos.			
54	Tag 8" White	Good Quality	100 Nos.			
55	White Fluid (with Diluter)	Kores	Box 10 Nos.			
56	Water Spunge for Cashier	Std.Quality	10 Nos.			
57	Xerox Paper A-4 (Suitable for Auto machine only)	JK/ Bellarpur 80 Gms	Ream of 500 Sheets			
58	Xerox Paper B – 4 (Suitable for Auto machine only)	JK/ Bellarpur 80 Gms	Ream of 500 Sheets			
59	MX 75 Green Packing B4 FS	MODI	Ream of 500 Sheets			
60	Plastic File A-4 Size	STD	No.			
61	Green Legal Paper		Rim			
62	Spiral Pad	Natraj	Doz.			
63	Scissor		Doz.			
64	Highlighter (Pink, Green, Blue)	Faber-Castell	Pkt.			
65	Plastic Folder (Paper)					
66	Colour Flag (Small & Big)	Post-it (Page Markers)	Pkt.			
67	Addgel Pen (Blue & Black)	Add Achiever (Non Dry Gel Ink)	Pkt.			
68	Cannon L- 220 Fax Roll					
69	Cannon L- 140 Fax Roll					
70	Panasonic K x FP 342 Fax Roll					
71	Desk Calendar Small	STD.	Set.			
72	Stand for Desk Calendar Small	STD.	Set.			

Signature :

Name :

Seal/Rubber Stamp

COMMERCIAL FORM (C1)

(This form should be typed on letter head and scan copy attached online)

ANNEXURE – II

आवक ऒीय ले ढ-आवक ऒाड

SR. No.	SPECIFICATION	UNIT RATE	Rate	5.5% Vat	12.5% Vat
1	12x10xI 70 GSM With LOGO	1000 Sets			
2	12x10xII 70/60 GSM With LOGO	1000 Sets			
3	12x10xIII 70/60 GSM With LOGO	1000 Sets			
4	15x12xI 70 GSM With LOGO	1000 Sets			
5	15x12xII 70 GSM With LOGO	1000 Sets			
6	PREPRINTED, BLANK INVOICE AS PER SAMPLE SET OF 4 PARTS	1000 Sets			
7	PREPRINTED, BLANK MONEY RECEIPT AS PER SAMPLE SET OF 2 PARTS	1000 Sets			

Signature :.....

Name :.....

Seal/Rubber Stamp