



NAVSARI AGRICULTURAL UNIVERSITY

ERU CHAR RASTA, NAVSARI, GUJARAT-396 450

NAVSARI AGRICULTURAL UNIVERSITY

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No.NAU/DR/NAHEP-CAAST/QN-02/139/2019

Dated: 08/02/2019

To,

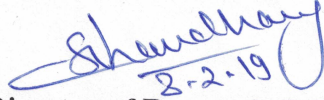
Dear Sir/Madam,

Subject: Invitation of Quotations for Supply of Stationary Items

1. You are invited to submit your most competitive sealed quotation for stationary items:-

Sr. No.	Brief Description of the goods (Stationary Items)	Specifications	Quantity	Delivery Period	Place of Delivery	Installation requirement if any
1	As per Annexure	As per Annexure	As per Annexure	Within 10 days of awarding contract	Office of Directorate of Research, Navsari Agricultural University, Near Eru Char Rasta, Navsari-396450 (Gujarat)	NA

2. The quotation should be as per enclosed terms and conditions forwarded by hand/post/courier on/or before the closing date in the name of Principal Investigator and Nodal Officer CAAST, Navsari Agricultural University, Navsari – 396 450, Gujarat. **Please mention “Quotation for Stationary Items” on the top of the envelope.**
3. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.
4. Payments will be done through Cheque/PFMS after receiving books and bill in favour of the billing firm.


2-2-19
Director of Research & Dean PG Studies



DIRECTORATE OF RESEARCH
NAVSARI AGRICULTURAL UNIVERSITY
ERU CHAR RASTA
NAVSARI-396 450 (GUJARAT)

The Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project Navsari Agricultural University, Navsari invites most competitive quotations in sealed envelope under National Agricultural Higher Education Project (NAHEP) CAAST sub-project entitled **“Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari”** for stationary items from reputed sellers.

List of Stationary Items for NAHEP-CAAST Sub-Project at NAU, Navsari

Sr.No.	Brief Description of the Goods	Specifications	Quantity
1	Plastic File	Single packet	250
2	Two Way Tape	2 inch	25
3	Separator Paper	A4 size	2 Pkt
4	Stapler Pin Box	Small	60 Pkt
5		Big	60 Pkt
6	Sharpener	Doms	50 Box
7	Eraser	Doms	50 Box
8	Pencil	Doms	50 Box
9	Ruler Scale	30 cm	50
10		60 cm	50
11	Exam Pad	Navneet	20
12	Plastic Cover	Sundaram	20
13	Duster	Wooden	10
14	Extension Board	5 pin socket	18
15	Color Paper Separators	Small	25 Pkt
16	Tags	Big Green	60 Pkt
17		Small	60 Pkt
18	U pins	Steel	50 Pkt
19	Napkins	12 × 12 inch	50
20	Colin	1000ml	10
21	Board pins	Steel	13 Pkt
22	Table Cloth	6x4 ft	20 Ft
23	Cover File	A4 size	130
24	Gum Bottle	150 ml	30
25	Correction Type	Camlin	30
26	Pocket Diary	200 pages	34
27	Plastic Folders	A4 size	100
28	Stickers/Labels	White-5 cm	80 Pkt
29	Stickers/Labels	White-7 cm	80 Pkt
30	Stickers/Labels	White-20 cm	80 Pkt
31	Stickers / Labels	White-2 cm	80 Pkt
32	Blank DVD	Sony	45
33	Paper Weight	-	34
34	File Holder	A4 size	20 Pkt
35	File Cover	A4 size	20 Pkt
36	File Cover with Seperator	A4 size	15 Pkt
37	Brown Cover	Small	6 Pkt
38	Brown Cover	A4 size	6 Pkt
39	Canvas Cover	Medium Size	1 Pkt

40	Canvas Cover	A4 Size	1 Pkt
41	Cello Tape Transparant	2.5 inch	50
42	Cello Tape Transparant	3 inch	50
43	Cello Tape Transparant	1.5 inch	25
44	Cello Tape Brown	2.5 inch	35
45	Electrical Black Cello tap	2 inch	5
46	Punching Machine	KangaroBig	25
47	Room Freshener	Airwick Lemon	10
48	Sketch Pens	Camel	25 Pkt
49	Adhesive Gum-Fevicol	200 ml	25
50	Diaries Big Size	Hard Cover	50
51	Scientific Calculator	Casio	34

Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

Terms and Conditions

1. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be by made by crossing out, initialling, dating and re writing.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- Sales tax in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.

2. Each bidder shall submit only one quotation.

3. Validity of Quotation

Quotation shall remain valid for a period not less than 15 days after deadline date specified for submission.

4. Evaluation of Quotations

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

- are properly signed; and
- conform to the terms and conditions and specifications.

The quotation would be evaluated for all the items together.

Sales tax in connection with sale of goods shall not be taken in to account in evaluation.

5. Award of contract

The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the evaluated quotation prices.

5.1 Notwithstanding the above, the Purchaser reserves the right to reject all quotations at any time prior to the award of contract.

5.2 The bidder whose did 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 purchase order.

6. Payment shall be made immediately after delivery after goods.

7. Bank Account Details

The Supplier is required to provide the following mentioned information

Name of the Bank and Branch:

Postal Address (with PIN Code):

E-mail and Phone:

Bank Account No:

Account Type:

IFSC Code:

8. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
9. All supply of stationary items should be consigned to " Project Investigator and Nodal Officer CAAST; Office of Directorate of Research, Navsari Agricultural University, Near Eru Char Rasta, Navsari-396450 (Gujarat) " by Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Office of Directorate of Research, NAU, Navsari.
10. Original dispatch documents are to be forwarded to the Office of Directorate of Research, NAU, Navsari by way of recorded delivery i. e. Registered post/Speed post in the above mentioned address only.
11. Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy and signed by the supplier concerned, as per institute book purchase rule. Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (*i.e* Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier.
12. The bidder is at liberty to be present or authorize a representative to be present at the time of opening of quotation at the time and date as specified in the schedule. The name and address of the representative, who would be attending the opening of the quotation on the bidder's behalf, should be indicated in his/her quotation. Please also state the name and address of the permanent representative, if any.
13. While the purchaser and the vendor shall make every effort to resolve disputes amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction at Navsari, Gujarat. The resultant contract will be interpreted under Indian laws.
14. **You are requested to provide your offer latest by 18.00 hours on 20/02/2019 (date)**
15. **We look forward to receiving your quotations and thank you for your interest in this project.**

Purchaser:


**Principal Investigator &
Nodal Officer-CAAST**

Letter for Quotation

To,

Principal Investigator and Nodal Officer CAAST

O/o Directorate of Research, University Bhavan,
Navsari Agricultural University
Eru Char Rasta, Navsari- 396450

Subject: Quotation for supply of Stationary Items

Reference: No.NAU/DR/NAHEP-CAAST/QN-02/139/2019 on Dated 08/02/2019

Dear Sir,

In response to above referred subject, we are submitting our offer for supply of Books.
The details are as under:

1. Name of the bidder:
2. Complete address of the Bidder:

FORMAT OF QUOTATION

Sr. No.	Description Goods	Specification	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						Rupees	
TOTAL	In Figures						
	In Words						
GST							

Gross Total Cost: Rs.

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

We also confirm that the normal commercial warrantee/ 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.

Signature of Supplier