

Bid alert id : BAMA963926

Tender id : 2022_MSRDC_836679_1

Tender number : T 2577

Name of the work : SUPPLY OF OFFICE STATIONERY CONSUMABLE ITEMS

Department name : Maharashtra State Road Development Corporation | Head Office
Mumbai

State : Maharashtra

ECV : NA

Contract Period : 2 years

EMD : 15,000

EMD exemption : NO

Mode of payment : ONLINE

Eligibility criteria :

(A) Only those service providers who fulfill the following criteria are eligible to RESPOND. Offers received from the service providers who do not fulfill all or any of the following eligibility criteria are liable to be rejected.

1. A registered company, firm or agency having experience of at least five years in Supply of Stationary Item Services.
2. The Bidder should have adequate experience of at least three years in the relevant field of supply of Stationery items to Govt. Ministries / Departments / Govt. Organizations /PSUs /Corporate Sector etc. in the state of Maharashtra.
3. The yearly Annual turnover of Bidder should be at least Rs.40 Lakhs from last three financial years from work related to Supply of stationary items.
4. The Bidder shall have an office in Mumbai and shall be able to attend the call within 2 hours of reporting a call through any means of communication viz. Fax / E-mail, Telephone, Mobile, etc.

5. The Bidder should have GST Certificate or a GST Payment Challan from concerned Government Department. 4

(a) The service provider must comply with all the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily.

(b) The service provider having any dues payable to MSRDC outstanding, will be able to participate in the bid only after the entire outstanding dues are paid to M.S.R.D.C.Ltd.

Technical qualification (AND):

Documents Submission

A. Technical Envelope shall contain the scanned copy of following documents. These documents need to be digitally signed by individual bidders digital signature and uploaded during online bid preparation stage. Original copies should be kept ready at the time of opening of the tender.

(A) The list of documents to be submitted online for Technical Offer is as follows:

1. Tender offer from duly filled in (Annexure-1)
2. Bidders authorization Certificate (Annexure-2)
3. Self Declaration for unblemished record (Annexure-3) (Notarized Affidavit)
4. Details of Bidder (Annexure -4)
5. Performance Statement along with necessary Documents (Annexure-5)
6. Date of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)
7. Copy of GST Registration Certificated from concerned Government Department.
8. GST payment Challan from concerned Government Department.
9. Copy of PAN Card.
10. Proof in support of having minimum experience of 5 years with proven track record in the field of supply of stationary item services.
11. Proof in support of having experience of at least three years in the relevant field of supply of stationery items to in Govt. Ministries/ Departments/Govt. Organizations/PSUs/Corporate Sector etc. in the state of Maharashtra.

12. Certificate from it's C.A. stating that yearly turnover is more than Rs.40 Lakhs from last three financial years from work related to supply of stationary items.

13. Proof in support of having office in Mumbai (Mumbai Shop and Establishment Registration/GST/Registration Certificate).

14. Copies of its audited financial statement for past three years(i.e. 2018-19, 2019-20, 2020-21)

(B) The Technical Offer (T.O.) shall be complete in all respects and contain all information asked for, except prices, it shall not contain any price information. The T.O. shall indicate whether all services asked are quoted for and that all requirements therefore are also quoted for. The Technical Offer must be submitted online only. No brochures, etc. shall be submitted in loose form.

(C) All the Documents submitted along with Tender should be certified by the Competent Authority. If the documents are submitted in a language other than Marathi or English.

(D) Language of Proofs: In case of any of the certified copies of translation of the same in Marathi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.

Financial Bid :

1. All financial offers must be prepared and submitted online (An online form will be provided for this during online bid preparation stage) and signed using individual's digital certificate.

2. The Financial bid shall be on fixed price basis, inclusive of all taxes. There should be no hidden charges. Price quotation accompanied by vague and conditional expressions such as "Subject to immediate acceptance." "Subject to confirmation" etc. shall be treated as being at variance and shall be liable for rejection.

3. Bids submitted under Financial Proposal shall be as per the formats given in Annexure -6 with documentary evidence wherever necessary. The bidder shall not quote his offer anywhere else directly or indirectly. The bidders shall implicitly give the MSRDC a right to investigate or inspect the qualifying or other information.

4. All applicable statutory levies like Sales Tax. Excise Duty. GST. etc., should be included with the current rate applicable. Otherwise quoted rate will be considered as inclusive of taxes/ levies. Vague terms like "As applicable at the time of supply" should be avoided. Apart from



statutory levies other charges like handling, Packing & Forwarding etc., will not be paid by MSRDC.

Bid submission last date : 08-Oct-2022 03:00 PM

Mode of bid submission : ONLINE

Tender fee : 1,180

Mode of payment : ONLINE

Security deposit : Rs.1,00,000/-

Mode of payment : ONLINE

Penalites : @ 1% per day

Other Documents :

ANNEXURE-1 TO ANNEXURE- 8 [Refer Attached Document]

Contact no : 022-26400190 / 201

Available website : <https://mahatenders.gov.in/nicgep/app>

Address : Bandra Mumbai Office

GREETINGS FROM BID ALERT