

Quotation No. 04 / 2022

Maharashtra Public Service Commission

Bank of India Building, 3rd Floor, Hutatma Chowk, Fort, Mumbai 400001.

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Quotation Document
for

Supply of Polyester Cotton Bags

MAHARASHTRA PUBLIC SERVICE COMMISSION

www.mpsc.gov.in

Quotation No. 04 / 2022

No. STN-0619/CR-44/2019/XIV

Sub: Invitation of Quotations for Supply of Polyester Cotton Bag.

Sealed quotations in prescribed format (Annexure-1) are invited from reputed and experienced agencies for supply of the following items:-

S.N.	Brief Description of the items	Specifications	Quantity
1	Polyester Cotton Bag	1.1 Technical specification: (1) Length :- 18 Inch (2) Width :- 14 Inch (3) Height:- 6 Inch (4) Handle:- 10" Red Newar (5) Material :- Polyester cotton (6) Colour of the fabric :- White (7) Ink :- Single colour, Single side (8) Closure Type:- Zipper (9) Holding Capacity:- 5 Kg. 1.2 Logo of the Maharashtra Public Service Commission to be printed on bag as per design. 1.3 Printed matter on the bag should be as per the specimen provided by Office of the Maharashtra Public Service Commission and proof/product should be approved before final supply.	5,000 Bags per year

2. Eligibility Criteria:

2.1 Only those quoter who fulfill the following criteria are eligible to RESPOND.

- (1) The quoter should be a registered one under the Companies Act of 2013 or other relevant Act/Laws.
- (2) The quoter should have valid GST Registration Certificate valid as on 1st December, 2021.
- (3) The quoter should have latest GST Payment Challan as per relevant Act/Law/Rules.
- (4) The quoter should have Income Tax Clearance Certificate/Income Tax Return acknowledgement for last three years i.e. 2020-2021, 2019-2020, 2018-2019.

2.2 The quoter must comply with all the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily.

2.3 Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made.

2.4 The Secretary, MPSC reserves the right to verify/evaluate the claims made by the quoter independently.

3. Earnest Money Deposit:

3.1 The quoter should pay the Earnest Money Deposit of Rs. 5,000/- in the form of Demand Draft (D.D.) drawn in favour of Secretary, Maharashtra Public Service Commission payable at Mumbai alongwith the quotation.

3.2 The DD of the EMD will be kept in the Office of the Maharashtra Public Service Commission, which will not be deposited in the bank, and it will be refunded to the respective quoter after placing the work order with the successful quoter. The EMD of the successful quoter will be refunded after receiving the performances bank guarantee and first supply satisfactorily.

3.3 The Earnest Money of unsuccessful quoter shall be refunded after the final decision on the Quotation or on expiry of validity period whichever is earlier. No interest shall be allowed on the Earnest Money Deposit.

3.4 In case the quoter withdraws his offer within the validity of the offer, the earnest money will be forfeited. Similarly, if the quoter fails to commence the work after issue of award letter, the amount of earnest money will also be forfeited.

4. Terms, Conditions and Instructions to Quoter:

4.1 Quotation documents shall neither be sent nor received by post/courier service.

4.2 Conditional quotations shall be summarily rejected.

4.3 The quotation as submitted by the quoter shall consist of the complete set of the quotation documents duly filled in and initialed on each page and signed by the quoter at the prescribed places. The quotation will be signed and submitted by a person authorized to sign on behalf of the firm.

- 4.4 Submission of quotation by a quoter implies that he has read all the Terms and conditions of the quotations, instructions to the quoter as also other relevant documents and has made himself aware of the scope of work, local conditions and other related factors.
- 4.5 Secretary, Maharashtra Public Service Commission is not bound to accept the lowest or any other quotation.
- 4.6 The right to reject any or all quotations, without assigning any reason whatsoever is reserved.
- 4.7 The acceptance of the quotation on behalf of Secretary, Maharashtra Public Service Commission will be done by the Officer to whom such powers have been delegated.
- 4.8 The Successful Quoter has to complete the supply within the stipulated time as given in the purchase order.
- 4.9 The supply should be made strictly in accordance with the accepted quotation and conditions mentioned hereunder. The supply of Material shall be done with due diligence and same shall be expected to be completed in a workmanlike manner.
- 4.10 The Material supplied by the Quoter shall be of the best quality available in the market. A sample shall be got approved by the Office of the Maharashtra Public Service Commission before supply of material.
- 4.11 The rates of several items of work agreed to shall be valid only when the item concerned is accepted as having been received/completed full in accordance with sanctioned specifications. In case, where the items of works are not accepted as so completed, the Office of the Maharashtra Public Service Commission may make payment on account of such item at such reduced rates as may be considered reasonable in the preparation of final or on account bill/final bill.
- 4.12 The Secretary, Maharashtra Public Service Commission may put an end to this agreement at any time or in case of bad workmanship or substandard Material supplied. The cost of rectification of bad workmanship or replacing the substandard Material shall be borne by the successful Quoter .
- 4.13 The successful Quoter shall not be entitled to any compensation from Office of the Maharashtra Public Service Commission other than amount quoted by him/them.
- 4.14 Any other conditions, specifications, etc. not mentioned herein, the clarifications as furnished by the Office of the Maharashtra Public Service Commission shall be final and binding on the successful Quoter .
- 4.15 Before commencement of work, the contractor shall correlate all relevant architectural and services drawings and satisfy himself that the information available there from is complete and unambiguous. The Quoter/supplier shall be responsible for any error/difficulty in execution/damage incurred owing to any discrepancy in the drawings which has been overlooked by him and has not been brought to the notice of the competent authority of the Office of the Maharashtra Public Service Commission before execution.
- 4.16 No ESCALATION shall be Payable.
- 4.17 The defect liability period is 6 (Six) months from the certified date of completion of supply.
- 4.18 The contract for supply of the items shall be initially for a period of Three year or till date of existence of new contract on case - to case basis from the date of issuance of letter of award.
- 4.19 In normal circumstances delivery of items should be strictly as per schedule mentioned in the supply order.
- 4.20 However, in urgent cases items are to be supplied immediately as per the instructions of the Officers of the Commission, any violation of which will be treated as breach of Contract.
- 4.21 The Vendor should be in a position to supply items on Short Notice as and when needed.
- 4.22 The Vendor should be able to provide items on holidays / Sundays also.
- 4.23 The quality and quantity of the items may be increased or decreased in accordance with the requirement of the Commission.
- 4.24 The Items should be delivered to the Office of the MPSC or anywhere in Mumbai/ Navi Mumbai whenever needed. All the expenses for supplying the items as per the instructions of the Tendering Authority at appropriate places will be borne by the Vendor only.

5. Quantity:-

- 5.1 Quantity mentioned against the item is per year. The quantity may vary by $\pm 25\%$
- 5.2 However, there shall be no commitment of minimum quantity which can be ordered during currency of

the contract.

5.3 Supply orders shall be placed against the Contract for such quantities as may be decided by the Commission as and when required during the currency of the contract.

5.4 The Commission shall have discretion of placing orders beyond the aforesaid maximum quantity at the same rates.

5.5 The Commission reserves the right to enter into contract with more than one firm for supply.

6. PACKING:-

The material should be packed as per the following instructions:-

6.1 The material is to be packed in a suitable envelope. In a quantity of 100 packs. Such envelopes containing may be packed in a suitable carton.

6.2 A label indicating quantity, etc. kept in the envelope should be printed on the outer envelope.

6.3 The packing should be such as to withstand the hazards of transportation and climatic conditions and as per instructions of the Commission.

6.4 The quantity written on label and actual number of Bags should be same.

6.5 The infringement of above instruction will be seriously viewed by the Commission and strict action as per Law will be initiated in case of default.

7. Bid Price :

7.1 All duties, taxes, transportation charges and other levies payable by the contractor under the contract shall be included in the total price.

7.2 The rates quoted by the Quoter shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.

7.3 The prices shall be quoted in Indian Rupees only.

7.4 Each Quoter shall submit only one quotation.

7.5 The quotations should be submitted in the format provided with this (Annexure – 1) on the letter head of the quoter.

8. Validity of Quotation :

Quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

9. Evaluation of Quotations:

9.1 The quoter should submit documentary evidence on his/her qualification with quotation. If the quoter does not fulfill the same he will be treated as non-responsive and his/her quotation will not be considered for further processing.

9.2 The Secretary, Maharashtra Public Service Commission will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms, conditions, and specifications in the following manners:

(1) The evaluation will be done excluding the GST.

(2) The evaluation would be done for unit rate as mentioned in prescribed format (Annexure-1).

10. Award of Contract:

10.1 The Secretary, MPSC will award the contract to the quoter whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

10.2 The Secretary, MPSC reserves the right at the time of Award of Contract to increase or decrease the quantities of items without any change in the unit price.

10.3 The Secretary, MPSC will notify the quoter whose quotation is accepted for Award of Contract prior to the expiration of the quotation validity period.

10.4 The successful quoter shall enter into an agreement with the Secretary, MPSC after Award of the Contract. The format for contract will be made available separately.

10.5 The contract shall be signed on a required stamp paper as applicable as per rates in this behalf and all expenses on this account shall be borne by the Supplier.

10.6 Notwithstanding the above, the Secretary, MPSC reserves the rights to accept or reject any quotations and to cancel the process and reject all quotations at any time prior to the award of contract.

10.7 Incomplete, irregular, unsealed and quotations received after the due date and time will not be considered.

11. Confidentiality:-

- 11.1 The supplier or his staff after selection/award of contract shall maintain strict confidentiality of all the work, services, documents, information, data and also any oral, written or other information disclosed for any purposes during the completion of contract.
- 11.2 Any information acquired by contractor due to work assigned for providing goods will be considered as confidential/secret and should not be disclosed to anybody at any costs.
- 11.3 Any breach of instructions given by MPSC or disclosure of any information in connection with this contract will be treated as violations of the instructions of MPSC and action will be initiated against the supplier/concern personnel as per the prevalent Laws in this regard.

12. Performance Security:

- 12.1 The successful contractor shall be required to furnish/deposit bank performance guarantee valid for contract period from any nationalized bank for Rs. 10,000 in favour of Secretary, Maharashtra Public Service Commission within 10 days of the receipt of the order. The format for performance guarantee will be supplied separately.
- 12.2 If the supplier fails to comply with the requirements within the stipulated period, the EMD already deposited by him/them shall be liable for forfeiture and the Office of the Maharashtra Public Service Commission shall purchase the items required at the risk and cost of the successful quoter .
- 12.3 The performance security will be released to the successful quoter after completion of work and Office of the Maharashtra Public Service Commission is satisfied that there is no need to retain the said amount any further.

13. Penalty :

That in case this office is of the opinion that the material provided by the Supplier are not satisfactory or up to the mark, or the Supplier commits any breach or misconduct on part of the Supplier, this office reserves the right to withhold and deduct the amount or part thereof of the payments due and payable to the Supplier.

14. Payment Terms :

- 14.1 Payment shall be made within Three months from the date of supply after the submission of bill alongwith the acknowledgement receipts duly filled and signed by the competent authority and that no complaint is received by this office regarding the goods supplied.
- 14.2 The payment to the Material supplied shall be made through online mode only.
- 14.3 Income tax and other statutory dues shall be deducted from the bill as per prevalent rates.

15. Submission of offers:-

- 15.1 The offers shall have to be submitted in two separate envelopes comprising of Technical offer and Commercial offer.
- 15.2 All two inside envelopes should be separately securely sealed and/or stamped.
- 15.3 The sealed envelopes must be super-scribed with the following information:-
 - (1) Type of Offer (Technical or Commercial)
 - (2) Quotation Reference Number
 - (3) Name of Bidder
- 15.4 **The Technical Offer (Envelope-1)** should contain following documents:-
 - (1) Certificate of Incorporation as issued under the Companies Act of 2013 or other relevant Act/Laws.
 - (2) Copy of PAN Card.
 - (3) Copy of GST Registration Certificate valid as on 1st December, 2021.
 - (4) Copy of GST latest GST Payment Challan as per relevant Act/Law/Rules.
 - (5) Income Tax Return acknowledgment/Income Tax Clearance certificate for last three years i.e. 2020-2021, 2019-2020, 2018-2019.
 - (6) Copies of audited financial statement for last three years i.e. 2020-2021, 2019-2020, 2018-2019.
 - (7) Undertaking in prescribed format. (Annexure-2).
 - (8) EMD of Rs. 5,000/-
- 15.5 The Technical offer (T.O.) shall be complete in all respects and contain all information asked for except prices. The Technical Offer must be submitted in an organized and neat manner.
- 15.6 No documents, brochures, etc. shall be submitted in loose form.
- 15.7 All the pages shall be serially numbered.

15.8 Offers shall be submitted on the letter Head of the firm, which should contain PAN/TIN No./STD Number/ Phone Number/Fax Number/URL, email and other details of the firm.

15.9 Language of proofs :

In case the document submitted is in a language other than Marathi or English, a certified copy 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.

15.10 Commercial Offer (Envelope-2)

- (1) Second envelope shall be marked as Envelope No. 2. “Commercial Envelope” which contains only price schedule in the prescribed Pro-forma (**Annexure-1**)
- (2) The Commercial Offer shall be on fixed price basis.
- (3) Price quotation accompanied by vague and conditional expressions Such as “Subject to immediate acceptance.” “Subject to confirmation”, etc. should be treated as being at variance and shall be liable for rejection.

15.11 Sealing , Marking and Submission of Offer: -

- (1) The Technical offer and the Commercial offer shall be placed in separate envelopes super scribed: “Technical offer” or “Commercial offer” as the case may be, followed by the words **“Invitation of Quotation for Supply of Polyester Cotton Bags”**.
- (2) Name of the supplier and contact address should also be written on the envelope.
- (3) The supplier shall seal the envelope No. 1 as Technical envelope and Envelope No.2 as Commercial envelope in separate inner envelopes, duly marking the envelopes as “Envelope No.1, Technical Envelope” and “Envelope No.2 Commercial Envelope”.
- (4) The two envelopes shall be placed in an outer envelope.
- (5) The inner and outer Envelopes shall also be addressed to Secretary, Maharashtra Public Service Commission, 3rd floor, Bank of India Bldg., Mahatma Gandhi Road, Fort, Mumbai – 400 001.
- (6) The name and address of the quoter shall be written on outer envelope to facilitate return unopened in case it is declared “late”.
- (7) If the outer envelope is not sealed and marked, the Secretary, Maharashtra Public Service Commission shall assume no responsibility for the quoter’s misplacement or premature opening.
- (8) Telex, cable or facsimile bids shall be rejected.
- (9) Not more than one independent and complete bid shall be permitted from a bidder.

16. Last Date and Time of receipt of quotations :

16.1 The quotations should be sent in sealed envelope in the name of Secretary, Maharashtra Public Service Commission at Bank of India Building, 3rd Floor, Fort, Mumbai 400 001 latest by **3.00 PM on 20th May, 2022.**

16.2 Quotations will be opened in the presence of the quoter or their representative who choose to attend.

16.3 The date and time will be communicated after the closing date for submission of quotations.

Dated :- 12th May, 2022

Secretary
Maharashtra Public Service Commission

Annexure-1

PROFORMA FOR SUBMISSION OF QUOTATION (On the Letter-Head of the Quoter)

Date:

To,
The Secretary,
Maharashtra Public Service Commission,
Bank of India Building,
3rd Floor, Hutatma Chowk, Fort,
Mumbai 400 001.

Name of Work : Supply of Polyester Cotton Bags.

Quotation No:

Sir,

I / We do hereby tender to execute the above mentioned work on piece work basis and in accordance with the terms and conditions of the quotation and as per specifications mentioned herein the quotation form in consideration of payment being made for quantity of work, executed at tendered rates indicated as follows:-

Sr.No.	Description of the Item	Approximate Quantity	Rate Per Piece (Rs.)	GST	Total Amount (Rs.)
1	Polyester Cotton Bags	5,000 Bags per year			

We have read the quotation notice, terms and conditions of Quotation, instructions to the Quoter and rules and regulations of the MPSC and the same shall be binding on us.

Yours faithfully,

Signature of Quoter

Date : / /2022

Name

Address

Witness

Annexure – 2
Undertaking (On Letter Head)

I / We undertake that I / We do not have any relation with purchase officer or any other employee of the MPSC. Also, we have submitted single quotation for this supply.

Seal

Authorized Signatory

Dated: