No. MHICT/A/ F-1013/ 576 /2021
Date: 12/11/2021

Quotation No. of 2021

Maharashtra Housing & Area Development Authority
Griha Nirman Bhavan, Bandra (East), Mumbai - 400051.
ICT Cell /MHADA

QUOTATION NOTICE

Name of Work: Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA

Item rate sealed quotations are invited from the agencies to Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA and having Income tax, PAN and GST Registration, so as to reach in the office of the Chief ICT Officer, ICT Cell/Authority in ICT Cell, 1st floor, Griha Nirman Bhavan, Bandra (East), Mumbai-400051, on or before 23/11/2021 up to 1.00 p.m. for the work of Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA.

As far as possible the item rate sealed quotations will be opened on the same day i.e. on 23/ 11/2021 at 3.00 p.m ; if possible, in presence of prospective bidders / representatives who may remain present.

The blank quotation forms will be available in the office of Chief ICT Officer/ICT Cell/Authority,1st floor, Griha Nirman Bhavan, Bandra (E), from 10.30 a.m. to 1.00 p.m. during office hours on working days from 12/11 /2021 to 23 /11/2021 on payment of Rs. 224/- in Cash (non-refundable amount) per copy of blank quotation form, in the office of Account Officer- I/Authority, Room no.513, 4th floor, Griha Nirman Bhavan, Bandra(East), Mumbai – 400 051.

NOTE:-

1) Agency can quote for devices to be purchased for work of Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA in the quotation form.
2) Right to reject one or all quotation without assigning any reason is reserved by the Chief ICT Officer /ICT Cell/MHADA.
3) The agency shall quote and sign in permanent ink its rate in both words and figure in the quotation form. In case of difference between rate written in figures and words, the lowest rate will be taken as valid.
4) The agency shall sign the quotation form before submitting the same.

5) The time period for the work is two weeks from the date of issue of work order.
6) Name and full address of the quotationer shall be written on left side bottom of the envelope. The sealed envelope should be addressed to the Chief ICT Officer/ICT Cell /MHADA.
7) Amount quoted should be inclusive of all the applicable taxes.
8) The rate quoted will be binding for a period of 90 days from the date of acceptance of the quotation.
9) The payment for obtaining quotation form will not be accepted in the form of money order/demand draft/cheque. Blank quotation form will not be sent by post.
10) The agency shall submit along with the quotation, the detailed configuration /specification of the quoted item.
11) The agency shall also submit about the warranty /guarantee of the quoted item. Warranty of all the items quoted should be for a period of 1 year.
12) The original bill of the quoted item shall be in the name of the Chief ICT Officer /ICT Cell /MHADA and the warranty shall also be valid in favour of Chief ICT Officer /ICT Cell /MHADA.
13) The bidder shall have to pay the amount of Earnest Money Deposit of Rs.300/- (Rupees Three Hundred only) in the form of crossed demand draft /pay orders /Bankers cheque drawn on any nationalized Bank in Mumbai Metropolitan region pledged to Accounts Officer-I/MHADA, **Account No.-20045300865** in the Bank of Maharashtra, Griha Nirman Bhavan, Bandra (E), Mumbai branch and receipt thereof shall be kept in the Envelope.
14) The successful bidder have to submit security Deposit amounting to 2% (two percent) of the tendered cost, quoted by him , within 10 (ten) days from the date of issue of Acceptance Letter/Purchase order. Security Deposit should be in the form of Fixed Deposit Receipt (FDR) in favour of "Accounts Officer-I/MHADA" drawn on any nationalized bank in Mumbai Region.

12.11.2021

Chief ICT Officer
ICT Cell/A

Issued to,
M/s._____

Copy submitted for favour of information please.
1. Chief Engineer-II/ Authority.
2. Financial Controller / Authority.

Copy submitted for information & necessary action to.
1. Smt. Rane Madam, Assistant /ICT Cell/A.

Copy to Notice Board/Website

METHODOLOGY OF QUOTATION SUBMISSION

I) LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH QUOTATION.

The following documents shall be submitted by the Bidder along with the sealed Quotation:-

1. Attested photocopy of valid Income Tax PAN Certificate.
2. Attested photocopy of valid GST Registration Certificate or Exemption certificate from authorized C.A or a copy of valid clause related to tax exemption
3. Earnest Money Deposit receipt in original.
4. Attested photocopy of Shop Act Licence / Partnership Deed / Memorandum of Article of Association as the case may be.
5. Forwarding letter along with list of all documents, forms, statements, conditions etc.

II) METHOD OF SUBMISSION OF THE QUOTATION.

i) The intending Bidder is required to submit his sealed offer in two separate envelopes as mentioned below. The Envelope No. 1 should contain all the documents mentioned above under the list of documents from Sr. 1 to 5. The Envelope no. 2 should contain only the price bid (Quotation Notice & Quotation Form duly filled). This Envelope no. 2 should not contain any other documents except the price bid itself.

ii) The documents contained in two envelopes should be clearly indicated on each envelope itself.

iii) Both envelopes should be super scribed as **"Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA"** the name and full address of the bidder should be written on the left side bottom of the envelopes. The sealed envelope should be addressed to the authority competent to open the quotation.

iv) While submitting the quotation, the receipt of Earnest Money as stated above, all others documents, i.e. (i) Attested photocopy of valid income PAN Card, attested photocopy of GST Certificate or exemption certificate

(ii) Name of all partners and / or Directors along with their addresses etc. should be submitted in first sealed cover **(Envelope no. 1)** and the Financial Bid (Quotation Notice & Quotation Form duly filled) itself should be submitted in another sealed cover **(Envelope no. 2).** These two sealed covers should again be put in one cover and sealed. Name of the work for which quotation have been given should be mentioned clearly and fully on this envelope containing these two sealed covers. The quotation will not be considered for acceptance, if it is found to be submitted in improper manner. The complete list of documents to be submitted along with quotation and Methodology of submitting the quotation is mentioned above.

v) While opening the quotations, the Envelope no. 1 containing the documents and statements as mentioned above will be opened first. In case, the required documents are found missing or invalid, the Envelope no. 2 containing the main quotations (financial bid) shall not be opened. The Envelope no. 1 should contain all the papers as mentioned above and not the price bid.

vi) There should be no mention of the price bid in the Envelope no. 1. The price Bid should be exclusively in the Envelope no. 2.

vii) The Envelope no.1 will be opened in the presence of all the intending bidders or their Authorized Representatives (who choose to remain present). The conditions and its evaluations etc. will be discussed and get clarified from the concerned bidder and then Envelope No. 2 of only those bidders will be opened, whose documents are found to be submitted in order in Envelope No. 1.

(Quotation No. of 2021)

Maharashtra Housing & Area Development Authority
Griha Nirman Bhavan, Bandra (East), Mumbai-51.
ICT Cell /MHADA

QUOTATION FORM

Name of Work: Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA

Sr. No.	Description	Qty	Rate per qty in Rs.	Total Cost in figure (in Rs) (Col.3 * Col.4)	Total Cost in words
1	2	3	4	5	6
1	**Supply of One Canon Multifunction Printer Model No. MF244dw with facility of Printing, Copying & Scanning at Office of Chief Vigilance & Security Officer/MHADA**	1 Nos.			
	Total Amount				

Company's authorized signatory with stamp.

Note : The rate quoted should be inclusive of all taxes, charges etc.

Issued to,
M/s._____

_____

12.11.2021
Chief ICT Officer
ICT Cell / MHADA