



Reference no.- MAHAPREIT/ADMIN/RC Stationary/2/2026

Dated: 16/03/2026

## **QUOTATION NOTICE**

To address the growing need for stationery supplies in our office. As MAHAPREIT Ltd. continue to engage in various projects and daily tasks, it has become evident to meet our operational requirements.

**Operational Efficiency:**

Having adequate stationery ensures that all team members can perform their tasks without interruption. Running out of essential items like pens, paper, or notebooks can lead to delays in work and reduce productivity.

**Project Demands:**

With several ongoing projects, the demand for stationery has increased. Materials such as notebooks for meeting notes, folders for organizing documents, and printer paper for reports are crucial for effective communication and documentation.

**Collaboration and Communication:**

Stationery items like sticky notes and markers are often used for brainstorming sessions and collaborative efforts. A lack of these supplies can hinder creative processes and team interactions.

**Professionalism:**

Maintaining a well-stocked supply of quality stationery reflects professionalism and preparedness. It allows us to present ourselves effectively during meetings and when interacting with clients or stakeholders.

### **The scope of work: -**

- Our organisation requires the rates of various stationery supplies for our day-to-day activity for the supply of stores at specified rates during the period of one Year covered by the contract. (Item List in Annexure II)
- Quantities mentioned in Annexure II will vary, Vendor will be bound to execute any order which may be placed, if this office requires more quantity of item, then vendor should supply the item in same rate which mentioned in the rate contract.
- Vendor should supply to our office address and supply should be within 4 hrs. during office hours and working days after order through our official email id only.
- No separate cost should be eligible for transportation or delivery of items.

- After submission of invoice of supplied items during specific month will be paid to your account through RTGS.
- 24 x 7 Email and telephonic support should be provided for the order and delivery issues.
- Please provide us with your quotation for the above-mentioned scope of work, along with any terms and conditions you may have for the contract. The contract will be valid for one year from the date of RC, and we require the cost breakdown and payment terms to be clearly stated.

## **Terms & Conditions**

- Quotation language should be in English or Marathi only.
- Quotations should be in one folder with the title of “Quotation for Rate Contract of Stationary supply of MAHAPREIT”.
- Applicant Organization must submit the Quotation for the above before **1<sup>st</sup> April 2026 by 12.00 PM** by **Post or Courier or by hand**.
- Quotation must include all taxes. There should not be any other hidden cost.

## **Eligibility Criteria**

- Applicant Organization must be an Enterprises/ Private Limited/LLP /Limited Company with a valid GST Registration Number.
- Applicant Organization must have experience of supply stationary to Private/ Government organisations.
- Average Turnover of agency should be Rs.5 lacs in last 3 Financial Year.
- The agency should not be declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Process.

## **Other Terms: -**

1. Quotation should be submitted along with Annexure I – Company Profile (with signed certified photocopies of relevant supporting documents) related to eligible criteria in Technical Envelope and Annexure II Financial bid (signed and sealed on official letterhead). Send it by post or courier superscripted as **“Quotation for Rate Contract of Stationary supplies of MAHAPREIT” to before 1<sup>st</sup> April 2026 by 12.00 PM at the given address. Quotations sent through email will not be considered.**
2. Quotation should be strictly submitted as per the format given in Annexure I, and Annexure II on the official letterhead of the firm. Any alteration of the bid format will result in the disqualification of the quotation.
3. The rate should be quoted including all costs. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
5. Participating vendors can contact to DGM Admin at 08879770691 if they have any technical doubts.
6. The Managing Director, Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. has the power to reject any quotation or all quotations or extend the date of opening of tender without citing any reasons. The decision of The Managing Director, MAHAPREIT Ltd. will be final and binding to all bidders.
7. Arbitration of all disputes related to the RC/ Procurement/ delivery, and service of the goods would be done in the Mumbai jurisdiction, Maharashtra.

**Sd/-**

**Executive Director (Admin)**

## **Annexure-I- Technical Envelope**

### **COMPANY PROFILE**

**“Quotation for Rate Contract of”**

**Reference no.:**

**Date.....**

**THE FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. GST details:
8. Bank Account details including:
9. RC experience:
10. Working Experience with Government/ Private Organizations:
11. Number of projects completed as per mentioned application specification:
12. Turnover of agency for the last Financial Year ie. 2024-25.
13. Self-declaration on the agency should not be declared ineligible/ blacklisted/ banned/ debarred by Ministry/ Department from participation in its Tender Process.

Account Number: -

Bank name: -

Branch name: -

IFSC code: -

**Note: - Kindly attach the relevant documents mentioned above for scrutiny of technical bids.**

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the quotation notice and I/We undertake myself/ourselves to abide by them. I/We further declare that all the information given above is true.

**Name:**

**Designation:**

**Signature:**

**[Official Seal]**

**Place:**

**Date:**

**ANNEXURE II - FINANCIAL QUOTATION- On Letterhead**

THE FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

**To,**  
**Managing Director,**  
**Mahatma Phule Renewable Energy and Infrastructure Technology Ltd.**  
**BKC, Bandra (East)**

**Subject: -Rate Contract for One year.**

Sr. No.	Hardware Component	Required Tentative Quantity	Rate for one year
1	A4 Size paper (ream packet)	250	
2	Pen (Gel ink)	100	
3	Pen (Ball ink)	200	
4	Pencil (pack of 10)	50	
5	Scale Long	50	
6	Scale short	50	
7	Erasers	50	
8	Paper Stick Flag(packets)	100	
9	Sticky Notes(packets)	200	
10	Stapler big	30	
11	Stapler Small	50	
12	Stapler Pins big (Box)	50	
13	Stapler Pins Small (Box)	50	
14	Highlighter	50	
15	Punching Machine Big	20	
16	Punching Machine small	50	
17	Glue stick	50	
18	White Tags (Dozen)	100	
19	File separator	150	
20	Envelope (standard size)	1000	
21	Envelope (Big size)	500	
22	Whitener	50	
23	Marker Pen (permanent)	100	
24	Marker Pen (white board)	100	
25	U pins(Box)	50	
26	Pins(Box)	100	
27	Binder Clip(Box)	100	
28	Duster white board	15	
29	scissor	20	
30	L type folder	200	
31	Plastic folders	200	

32	Notepad	250	
33	Note book	100	
34	Inward/Outward register	50	
35	Stamp pad	20	
36	Stamp pad ink	15	
37	Marker refill Ink	10	
38	Box file	50	
39	REGISTER C RULED 1 QR DOLLY	50	
40	REGISTER MARUTI ATENDACNE 1 QR	50	
41	RGISTER MARUTI MUSTER ROLL 1 QR	50	
42	CALCULATOR CASIO 120D OG	10	
43	ORPET CALCULETER	10	
44	NATRAJ SHARPNER	50	
45	EVEREADY PENCIL CELL AA AND AAA	50	
46	DURACELL AA AND AAA	50	
47	CAMLIN SKETCH PEN SET	10	
48	DOUBLE SIDE TAPE 1' PAPER TAPE	10	
49	FOAM TAPE 1"	10	
50	CELLO TAPE 1"	10	
51	CELLO TAPE 2"	10	
52	MASKIN TAPE 1"	10	
53	MASKIN TAPE 2"	10	
54	BROWN TAPE 2"	10	
55	CAMLE GUM BOTTLE 300 ML	10	
56	STICKY HOOK	50	
57	STATIONARY BOX	10	

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the Quotation Notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

**Name:**

**Designation:**

**Signature:**

**[Official Seal]**

**Place:**

**Date:**