



Mahatma Phule Renewable Energy and Infrastructure Technology Limited

(Subsidiary of MPBCDC, a Government of Maharashtra undertaking)

CIN No. U40106MH2021SGC358784

Reference no.- MAHAPREIT/ADMIN/RC Xerox/2026

Date: 16/03/2026

QUOTATION NOTICE

To enhance our operational efficiency and manage costs effectively, MAHAPREIT propose establishing a rate contract for Xerox, colour printing, and binding services.

- Cost Control: Locking in rates will help us manage our budget more effectively.
- Quality Assurance: Partnering with a trusted vendor ensures consistent quality in our printed materials.
- Streamlined Process: A contract will simplify our procurement process, making it easier to order services as needed.

The scope of work: -

- Scope of Services:
 1. Xerox Services: Black and white copies (A3, A4& jumbo)
 2. Colour Printing: High-quality colour prints for presentations and reports (A3, A4& jumbo)
 3. Binding Services: Various binding options for documents, including spiral and thermal binding

Our organisation requires the rates of Xerox, colour printing, and binding services. for our day-to-day activity 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.
- 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 Xerox, colour printing, and binding services”.
- Applicant Organization must submit the Quotation for the above before **1st 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 Xerox, colour printing, and binding services of MAHAPREIT”** to **before 1st April 2026 before 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.
8. Payment for Xeroxing or printing of any document shall be made only for the printed side of each page. The total number of printed pages will be considered for payment purposes; no payment shall be made for the blank side of page.

Executive Director (Admin)

Annexure-I- Technical Envelope

COMPANY PROFILE

“Quotation for Rate Contract of Xerox, colour printing, and binding services of MAHAPREIT”

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. 2023-24.
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 year 2024-25.**

Sr. No	Services	Required Tentative Quantity	Per Quantity Rate for one year
1	Xerox	3000	
2	Spiral Binding	350	
3	Binding Thermal	50	
4	A/4 Colour Printouts	65000	
5	A/4 Black & White Printouts	70000	
6	Jumbo Xerox	150	
7	A/3 Colour Printouts	200	
8	A/3 Black & White Printouts	200	
TOTAL			

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:**