

DIRECTORATE GENERAL OF SHIPPING, MUMBAI

DG SHIPPING SECRETARIAT

INVITATION FOR QUOTATIONS SUPPLY OF OFFICE STATIONERY

(Rate Contract – Per Item Basis)

File No: DG_SEC/3/2026-O/o DGS_DGS

Date: 21/01/2026

1. About the Directorate

The Directorate General of Shipping (DGS) is an attached office under the Ministry of Ports, Shipping and Waterways, Government of India, and serves as the apex maritime regulatory authority of the country. Headquartered at Mumbai, the Directorate is entrusted with the responsibility of formulating and implementing national shipping policies and ensuring effective enforcement of maritime laws and regulations in accordance with the Merchant Shipping Act, 1958 and other applicable legislations.

The DGS regulates all matters relating to merchant shipping, including registration and certification of ships, safety and security of vessels, certification and welfare of Indian seafarers, and prevention and control of marine pollution. It also plays a crucial role in promoting maritime education and training through oversight of maritime training institutes and ensuring compliance with international conventions and protocols adopted under the aegis of the International Maritime Organization (IMO).

Through its regulatory, developmental, and enforcement functions, the Directorate General of Shipping contributes significantly to ensuring maritime safety, security, environmental protection, and the sustainable growth of the Indian shipping and maritime sector.

2. Requirement

The Office of the Directorate General of Shipping, Mumbai, requires various **customized office stationery items** for its day-to-day administrative, official, and functional use. Accordingly, it is proposed to engage a suitable agency for the **supply of customized stationery items on a rate contract basis** for a period of **one (01) year**, as per the specifications and terms laid down in this document.

3. Invitation

Sealed **single-cover competitive quotations** are hereby invited under the **Local Purchase Committee (LPC) Procedure**, in accordance with applicable Government procurement rules, from eligible and experienced firms for **designing, printing/manufacturing, and supply of customized stationery items**.

The details of the items required are provided in **Annexure-I**, and the bidders are required to quote **per-item unit rates** for all listed items.

4. Scope of Work

The selected agency shall be responsible for the following:

- a. Designing, printing/manufacturing, and supplying customized stationery items strictly in accordance with the list and specifications provided in Annexure-I.
- b. Ensuring accurate and uniform printing or inscription of the **official DGS logo, name, and other approved text**, strictly as per the branding and design instructions issued or approved by the Directorate.
- c. Using **good quality raw materials**, ensuring proper finishing, durability, legibility, and consistency in colour, print quality, and overall appearance of the stationery items.
- d. Submitting designs, proofs, or physical samples, wherever required, and obtaining **prior approval from DGS** before undertaking bulk production.
- e. Delivering the required stationery items at the **designated office of DGS, Mumbai**, within the stipulated delivery timeline mentioned in the supply order.

The quantities indicated in Annexure-I are **tentative and indicative only**, and may increase or decrease during the contract period based on actual requirement of the Directorate. The Directorate shall not be bound to procure the entire indicated quantity.

5. Bid Price / Financial Terms

- a. The bidder shall quote **unit rates for each individual item** listed in Annexure-I. The quotation shall form the basis of a rate contract.
- b. The quoted unit rates shall be **inclusive of all costs and charges**, including but not limited to designing, printing/customization, materials, packing, handling, transportation, loading/unloading, and delivery at the DGS office, Mumbai.

- c. **Goods and Services Tax (GST)** shall be quoted separately and shall be paid as applicable, subject to submission of a valid tax invoice.
- d. The quoted unit rates shall remain **firm, fixed, and valid** for the entire contract period and any extension thereof and shall not be subject to any escalation on any account.
- e. All prices shall be quoted **only in Indian Rupees (INR)**.
- f. Any overwriting or correction in the quotation must be duly signed and stamped by the authorized signatory of the bidder; otherwise, the quotation may be rejected.

6. Eligibility Criteria

The bidder must meet the following minimum eligibility conditions:

- a. The firm should be a legally constituted entity such as a **Proprietorship, Partnership Firm, LLP, Private Limited Company, or Limited Company**.
- b. The firm should have prior experience in the **supply of office stationery items** to Central Government or State Government Departments, Public Sector Undertakings (PSUs), Autonomous Bodies, Local Bodies, or reputed public/private organizations.
- c. The firm should have a **functional office or establishment in Mumbai, Maharashtra**, to ensure timely supply and coordination.
- d. The firm must be registered under the **Goods and Services Tax Act, 2017**, and possess a valid GST registration number.
- e. The bidder must submit a **self-declaration on its letterhead**, duly signed and stamped by the authorized signatory, stating that the firm has **not been blacklisted, debarred, banned, or suspended** by any Ministry/Department of the Government of India, any State Government, Autonomous Body, PSU, or statutory authority, as on the date of submission of the quotation; and

7. Documents to be submitted

The quotation must be accompanied by self-attested copies of the following documents:

- a. Registration certificate of the firm issued by the appropriate authority
- b. Valid GST Registration Certificate
- c. At least one **work order and/or completion certificate** evidencing prior experience in supply of office stationery

Non-submission of the above documents may render the quotation liable to rejection.

8. Conditional Quotations

Conditional, incomplete, or ambiguous quotations, or quotations not conforming to the terms and conditions of this RFQ, shall be **rejected summarily** without any further consideration.

9. Quotation Format

The quotation shall be submitted **strictly in the prescribed format** enclosed with this Request for Quotation (RFQ). Any deviation from the prescribed format may lead to rejection of the quotation.

10. Number of Quotations

Each bidder shall submit **only one quotation**. Submission of multiple quotations by the same bidder shall result in rejection of all such quotations.

11. Validity of Quotation

The quotation shall remain **valid for a minimum period of 120 days** from the last date prescribed for submission of quotations.

12. Evaluation of Quotations

- a. The quotations shall be examined to determine whether they are **substantially responsive**, complete, properly signed, and in compliance with the terms and conditions of this RFQ.
- b. Evaluation shall be carried out on the basis of the total amount on per unit cost of each item.
- c. **GST shall not be considered for the purpose of price evaluation.**
- d. The bidder offering the **lowest evaluated total cost (L1)** for the complete list of items shall be considered for award of the rate contract.

13. Contract Period

The rate contract shall be valid for a period of **one (01) year** from the date of issue of the work order. The contract may be extended for a further period of up to **six (06) months**, on the same terms and approved rates, subject to satisfactory performance of the supplier and requirement of the Directorate.

14. Award of Contract

- a. The contract shall be awarded to the **lowest responsive bidder (L1)** whose quotation has been found to be technically and commercially acceptable.
- b. The Directorate General of Shipping reserves the right to **accept or reject any or all quotations**, wholly or partly, without assigning any reason thereof.

- c. Acceptance of the quotation shall be communicated to the successful bidder through a **Supply Order / Work Order**, which shall constitute a binding contract.

15. Terms & Conditions

- a. Supply orders shall be issued **as and when required** during the contract period, depending upon the actual requirement of the Directorate.
- b. The supplier shall deliver the ordered items **within two (02) working days** from the date of receipt of the supply order, unless otherwise specified.
- c. The approved unit rates shall remain valid for the entire duration of the contract.
- d. **Quoting rates for all items listed in Annexure-I is mandatory.** Partial or selective quoting shall result in rejection of the quotation.
- e. Applicable GST shall be paid against submission of a valid tax invoice.
- f. **Statutory deductions**, including Tax Deducted at Source (TDS), shall be made as per prevailing Government rules and regulations

16. Payment Terms

Payment shall be released **within fifteen (15) working days** from the date of submission of:

- Original tax invoice duly raised in the name of Directorate General of Shipping
- Delivery acknowledgment duly signed by the authorized officer of DGS

after deduction of applicable statutory taxes and deductions, as per Government norms.

17. Submission of Quotation

- a. Service Provider should submit only one quotation in a sealed envelope boldly superscript as **“Quotation for supply of office stationery to Directorate General of Shipping”**
- b. You are requested to provide your offer latest by 1730 Hrs. on 11/02/2026 to Directorate General of Shipping, 9th floor, Beta Building, I-Think Techno Campus, Kanjurmarg East, Mumbai, 400042

- c. Contact details of the concerned DGS official:

Shri Kuldeep Singh, UDC,

Mobile: 7415603132

Mail ID: singh.kuldeep53@gov.in

- d. Quotations received after due date and time for whatever reason shall not be considered and shall be rejected.
- e. Please quote the lowest possible rate. No negotiations will be entertained

18. Opening of Quotation

Quotations shall be opened on **12/02/2026** at the above address, in the presence of the Local Purchase Committee.

ANNEXURE-I**LIST OF STATIONERY ITEMS****(TENTATIVE – ONE YEAR)****Estimated List of stationery required during the period of one year**

Sr. No.	Customized Items	Quantity	Unit
1	Customized Pen	150-200	Nos
2	Customized Dairy	100-150	Nos
3	Customized Plastic Folder	2500 - 3000	Nos
4	Customized Pen Stand	03 - 05	Nos
5	Customized Cup	12	Nos
6	Customized Mouse Pad	15-20	Nos
7	Customized Visiting Cards-Dual Side	1500 - 2000	Nos
8	Customized Visiting Cards Holders	15- 20	Nos
9	Customized Presentation Folders	100 - 150	Nos
10	Note Book	100 - 150	Nos
11	Office Bag	15 - 20	Nos
12	Air Fresheners - Godrej	100 - 120	Nos
13	Tissue Wooden Box	03-05	Nos
14	Customized High Ball Glass	12	Nos
15	Cutlery	2	Set
16	Washroom Hand Towel	10-15	Nos
17	Tie	15 - 20	Nos
18	Tie Pin	15 - 20	Nos
19	Emblem Crest	15 - 20	Nos

**The quantity mentioned is an approximate requirement for a period of one year and is intended for evaluation purposes; it may change during actual implementation.*

FORMAT OF QUOTATION

(On Letter Head of the Agency)

To
Assistant Director General,
Directorate General of Shipping, Mumbai.

Date: -

Subject: - Regarding submission of Quotation for supply of office stationery

Ref: - Your Request for Quotation DGS/Office Stationery / / 2025-26 dated XX/01.2026

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under

Sr. No.	Customized Items	Unit	Unit Rate (₹) Excl. GST	GST Rate (%)	GST Amount (₹)	Total Unit Rate (₹) Incl. GST
1	Customized Pen	Nos				
2	Customized Dairy	Nos				
3	Customized Plastic Folder	Nos				
4	Customized Pen Stand	Nos				
5	Customized Cup	Nos				
6	Customized Mouse Pad	Nos				
7	Customized Visiting Cards-Dual Side	Nos				
8	Customized Visiting Cards Holders	Nos				
9	Customized Presentation Folders	Nos				
10	Note Book	Nos				
11	Office Bag	Nos				
12	Air Freshener-Godrej	Nos				
13	Tissue Wooden Box	Nos				
14	Customized High Ball Glass	Nos				
15	Cutlery	Set				
16	Washroom Hand Towel	Nos				
17	Tie	Nos				
18	Tie Pin	Nos				
19	Emblem Crest	Nos				

*quantity mentioned is approximate requirement for the period of one year which may change during the period

We agree to supply above mentioned stationery as and when required in accordance with the specifications and terms and conditions mentioned in the invitation for quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature

Name: _____

Office Stamp/Seal of Agency
