



INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI

BID NOTICE

(No. IIITD/MM/RRC- Office Stationary/003/2023-24)

Rate Running Contract for Supply of Office Stationary Items 2023-2024

Sealed competitive bids are invited from reputed firms in Delhi NCR for the selection of vendor for supply of Office Stationary items for an initial period of one year under Rate Running Contract (RRC). The bidder should have minimum three years' of experience in the supply of Office Stationary items. The items required are mentioned in the Annexure attached to this notice. The sealed bids as per prescribed format should reach at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi), office on or before 17th March, 2023 3:00 P.M. along with EMD/ security deposit of ₹10,000/- (Rupees Ten Thousand only) in the form of demand draft in favor of IIIT Delhi payable at New Delhi drawn on nationalized / scheduled bank. The bids received shall be opened on the same day at 3:30 P.M. in the presence of bidders. The cover containing the quotation should be super scribed as "Bid for Rate Running Contract for Supply of Office Stationary Items".

The Institute reserves the right to accept or reject any bid including the lowest in part or full without any reason what so ever.

Attached: as above.

INSTRUCTIONS TO BIDDERS

1. Period of Supply of Items : One year from April 1st, 2023
2. Last Date & Time of Submission of Bid : 17.03. 2023, 3:00 PM the document should be addressed to:

Registrar,

Indraprastha Institute of Information Technology-Delhi

Okhla Phase-III

(Behind Govind Puri Metro Station)

New Delhi-110020.

(The document may be deposited in the Tender Box kept in the Store & Purchase department at the Room no. A 107, First Floor, Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances)

3. Date and Time of Opening of Bids : 17.03. 2023, 3:30 PM
4. Bids will be accepted only if accompanied with EMD of ₹10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn after the date of issue of this notification from any nationalized / scheduled bank in favor of IIIT Delhi. If exempted from EMD, necessary documents may be produced along with the bid. Bids without Demand Draft (D D) shall be rejected.
5. If the product quality is not as per the tender the Award Order will get cancelled, the EMD amount will be forfeited and the bidder shall be notified as blacklisted.
6. The bid documents should accompany the copies of necessary documents regarding registration certificates and experience in supplying similar items preferably to Govt. departments.

7. If the date of opening bids specified in the notice happens to be a holiday to the office of calling bids, the bids shall be opened on the next working day at the same time without any further notice.
8. The DD towards the EMD will be returned to those whose bids are not accepted.
9. The defect noticed in the items supplied by selected bidder during the Contract period will have to be replaced with items of similar make at no additional cost.
10. If the successful bidder is not able to undertake the supply, the EMD submitted by them will not be returned under any circumstance.
11. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
12. The rate running contract will be for an initial period of one year from April 1st 2023. The same can be extended on mutual consent. The selected bidder will have to supply the consumables at the offered rate for a period of one year from the said date.
13. Unit rate & make/specification/quality, if any, for each item has been specified in the enclosed format. While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
14. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
15. Payment will be effected after satisfactory supply of the items corresponding to each supply order.
16. If the quality of Items is found bad during the usage, the Office Stationary items should be replaced with similar quality immediately.

17. Office Stationary items should be of original make only. In case of any misleading with Institute, Institute reserves right to take appropriate action.
18. The Institute reserves the right to award RRC to multiple agencies for the items found to be lowest in value.
19. In the event of maximum items being quoted lowest by a single bidder, the Institute at its discretion may request the L1 bidder to match the rate for remaining items at a price quoted lowest by other bidder.
20. For clarification on make/quality etc. of item the bidder may contact Sh. Ajay Kumar, DM (MM&D) at 011-26907561 or visit the Institute during the working days (Monday to Friday) between 9:30 AM and 5:00 PM.
21. The actual requirement of items specified in the format may increase or decrease. In addition to items specified, the Institute may request for some other items not mentioned in the format. Supply of such items shall be at the market determined rate.

FORMAT FOR QUOTING UNIT PRICE OF STATIONARY ITEMS

S. N.	Item	Unit	Estimated no of Qty. Per Year	Make	Unit Price all inclusive ₹
1	All Pin Box	PKT.	10	Best Quality	
2	A4 Label(A4ST12)	PKT.	10	de'smat	
3	A4 Label (A4ST40	PKT.	10	de'smat	
4	A4 Label Sticker	PKT.	05	de'smat	
5	Board Pin	PKT.	1000	de'smat	
6	Binder Clip 32 MM	PKT.	500	Yihai	
7	Binder Clip 25 MM	PKT.	500	Yihai	
8	Binder Clip 19 MM	PKT.	500	Yihai	
9	Binder Clip 41 MM	PKT.	300	Yihai	
10	Binder Clip 15 MM	Nos.	300	Yihai	
11	Broun Tape 2 inch	Nos.	200	Best Quality	
12	Box File	Nos.	20	Best Quality	
13	Calculator MJ 120D 12 digit	Nos.	30	Casio	
14	CD Box Bag (80 CD)	Nos.	20	Best quality	
15	Correction Pen	Nos.	100	Oddy	
16	CD Cover	Nos.	200	Best Quality	
17	Color Flags (1x3)(25x75 mm)	Nos.	500	Oddy	
18	Cobra File	Nos.	50	Best Quality	
19	Conference Note Pad	Nos.	100	Best Quality	
20	Cutter –Paper	Nos.	200	Natraj	
21	Dura Cell AA (Ultra)	Nos.	2000	Dura Cell	
22	Eraser	Nos.	300	Natraj	
23	Envelop A3 Size (with Cotton)	Nos.	500	Best Quality	
24	Envelop A4 Size (with Cotton)	Nos.	200	Best Quality	
25	Executive Bond Paper	Nos.	5	Best Quality	
26	Envelop 10x4.5 Local	Nos.	500	Best Quality	
27	File Board	Nos.	1000	Best Quality	
28	File Tag	PKT.	50	Best Quality	
29	Fevicol 100G	Nos.	50	Best Quality	
30	Glue Stick	Nos.	200	Oddy	
31	Goody Bag	Nos.	1000	Best Quality	
32	Gum Tube	Nos.	20	Best Quality	
33	Gum	Bottle	2	Best Quality	
34	Glossy Paper	PKT.	20	Kodak	
35	High lighter pen	Nos.	500	Luxar	
36	Index File Laminated	Nos.	300	Neelgagan	
37	Minutes Binder	Nos.	2	Best Quality	
38	Magnetic Pin Box	Nos.	100	Best quality	
39	Note Book 55 No.	Nos.	500	Century	
40	Note Sheet Pad (Green)	Nos.	100	Neelgagan	

41	OHP Marker	Nos.	500	Luxar	
42	Pen Cello Fine Grip	Nos.	500	Cello	
43	Pen Cello Gripper	Nos.	500	Cello	
44	Pen Reynolds 0.45	Nos.	3000	Reynolds	
45	Pen Add Gel	Nos.	100	Add Gel	
46	Pencil	Nos.	1500	Natraj	
47	Pilot Pen	Nos.	100	Luxar	
48	Pilot Pen V5	Nos.	100	Luxar	
49	Pencil Cell AAA	Nos.	500	Eveready	
50	Pencil Cell AA	Nos.	500	Eveready	
51	Plastic Folder Transparent	Nos.	100	Solo	
52	Permanent Marker	Nos.	50	Reynolds	
53	Punch Single Hole	Nos.	100	Kangaro	
54	Punch Double Hole DP-600	Nos.	50	Kangaro	
55	Punch Double DP-280	Nos.	20	Kangaro	
56	Paper A4 Size -75GSM	Nos.	2000	JK	
57	Paper A3 Size -75GSM	Nos.	20	JK	
58	Paper Legal Size -75GSM	Nos.	20	JK	
59	Paper Weight	Nos.	20	Best Quality	
60	Pen Stand	Nos.	100	Solo	
61	Post It 3x3	Nos.	500	Oddy	
62	Post It 3x4	Nos.	50	Oddy	
63	Report File	Nos.	100	Solo	
64	Rubber band	Nos.	2	Best Quality	
65	Register 192 Page	Nos.	300	Century	
66	Register 288 Page	Nos.	300	Century	
67	Register Stock 300 Page	Nos.	10	Century	
68	Register Dispatch & Received 300Page	Nos.	10	Century	
69	Scissor 6"	Nos.	100	Best Quality	
70	Stapler pin HD-45 Big	Nos.	20	Kangaro	
71	Stapler pin HD-10 Small	Nos.	600	Kangaro	
72	Stapler HD 10D small	Nos.	200	Kangaro	
73	Stapler HD 45 Big	Nos.	20	Kangaro	
74	Scale 12"	Nos.	50	Natraj	
75	Sharpener	Nos.	200	Natraj	
76	Separator 1-10	Set	100	Best Quality	
77	Separator 1-15	Set	100	Best Quality	
78	Separator 1-20	Set	50	Best Quality	
79	Separator 1-25	Set	50	Best Quality	
80	Separator 1-30	Set	50	Best Quality	
81	Sketch Pen	PKT.	20	Luxar	
82	Spiral Note Book(Bilt Matrix- 160 Page)	Nos.	200	Bilt	
83	Spiral Note Book Executive Pad (No.5)	Nos.	200	Trison/ Solo	

84	Spiral note book Small 20 no.	Nos.	500	Century	
85	Spiral note book A4 size (300 Page)	Nos.	400	Century	
86	Stamp Pad	Nos.	20	Best Quality	
87	Spiral Binding Sheet Front(White)	Pkt.	10	Best quality	
88	Spiral Binding Sheet Back(Blue)	Pkt.	10	Best quality	
89	Spiral Spring (250 Sheet)	Pkt.	10	Best quality	
90	Spiral Spring (100 Sheet)	Pkt.	10	Best quality	
91	Spiral Spring (50 Sheet)	Pkt.	10	Best quality	
92	Tape Cello 2" Inch	Nos.	200	Cello	
93	Tape Cello 1 " Inch	Nos.	200	Cello	
94	Tape 18 x12 mm Small	Nos.	50	Cello	
95	Tape cello 1/2 " Inch	Nos.	50	Cello	
96	Tape Dispenser Big Size	Nos.	20	Kangaro	
97	Tape Dispenser Small Size	Nos.	20	Kangaro	
98	U Clip 50MM	PKT.	100	Best Quality	
99	U Clip 35MM	PKT.	100	Best Quality	
100	Uniball Pen	Nos.	20	Uniball	
101	Visiting Card Holder A4 Size	Nos.	5	Best quality	
102	Visiting Card Holder small	Nos.	5	Best quality	
103	White Board marker	Nos.	2000	Camlin	
104	White Board Duster Magnetic	Nos.	500	Oddy	
105	White Board Duster Magnetic	Nos.	500	Oddy	
106	Dust free white chock	Box	20	Best quality	
107	Sheet Protector Punch A4	Pkt	20	Sun	

We agree to supply the Office Stationary items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period April 1st 2023 to 31st March, 2024. In case our bid is found to be lowest on maximum number of items, we agree to match the rate for remaining items at a price quoted lowest by other bidder We also agree to supply the items not mentioned in the format above at the market determined rate to the satisfaction of the IIITD.

(Name and Signature of Authorized Signatory with Seal of the Vendor)