

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI**

BID NOTICE

(No. IIITD/MM./Stationery /46(2)/2017-18)

**Rate Running Contract for Supply of Office
Stationery Items 2017-2018**

Sealed competitive bids are invited from reputed firms in **Delhi-NCR only** for the selection of vendor for supply of Stationery 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 Stationery items. The items required are mentioned in the Annexure attached to this Notice. The sealed bids as per prescribed format should reach this office on or before 27th March, 2017 3:00 P.M. along with EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favor of IIIT Delhi payable at New Delhi drawn on any nationalized / scheduled bank in Delhi. The bids received shall be opened on the same day at 3:30 P.M. in the presence of present bidders. The cover containing the quotation should be super scribed as "Bid for Rate Running Contract for Supply of IT Items" and deposited in Tender Box kept at:

Store & Purchase

Ground Floor, Service Block

Indraprastha Institute of Information Technology (IIIT-D),

(A State University established by Govt. of NCT Delhi),

Okhla Industrial Estate, Phase III

New Delhi -110020

For any queries please contact at: 011-26907561/569

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, 2017
2. Last Date & Time of Submission of Bid : 27.03. 2017, 3:00 PM
3. Date and Time of Opening of Bids : 27.03. 2017, 3:30 PM
4. Bids will be accepted only if accompanied with EMD of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn after the date of issue of this notification on any nationalized / scheduled bank in favor of IIIT Delhi. If exempted from EMD, necessary documents may be produced along with the bid. Bids without D/D shall be rejected.
5. The bid documents should accompany the copies of necessary documents regarding registration certificates and experience in supplying similar items preferably to Govt. departments.
6. If the date of opening bids specified in the notice is declared 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.
7. The D/D towards the EMD will be returned to those whose bids are not accepted.
8. 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.
9. The successful bidder will have to submit a security deposit (SD) of Rs.15,000/- (Rupees Fifteen Thousand only) in the form of FDR/Bank Guarantee or demand draft and in case the successful bidder is not able to undertake the supply, the SD submitted will be forfeited.
10. The bidder shall hold their offer valid for a minimum period of 60 days from the date of submission.
11. The rate running contract will be for an initial period of one year from April 1st, 2017. 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.
12. 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.
13. The rate quoted should be inclusive of all taxes, duties, freight etc. Only the attached format should be used for quoting unit wise rates.
14. Payment will be released after satisfactory supply of the items corresponding to each supply order. The successful bidder is required to submit funds transfer details, as per prescribed format of the Institute, for release of all due payments.
15. If the quality of Items is found bad during the usage, the items should be replaced with similar quality one immediately.
16. Items should be of original make only. Supply of spurious items will make the successful bidder liable to forfeiture of SD.

17. The Institute reserves the right to award RRC to multiple agencies for the items found to be lowest in value.

18. 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 bidders.

19. For clarification on make/quality etc. of item the bidder may contact:-

Sh. Ajay Kumar,
Dy. Manager (MM&D)
Indraprastha Institute of Information Technology Delhi,
Service Block (Near Govind Puri Metro station)
Okhla Phase - III, New Delhi - 20
Tel. 011-26907561 or visit the Institute during the working days
(Monday to Friday) between 9:30 AM and 5:00 PM.

20. 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 Rs.(Inclusive of all Tax)
1	All Pin Box	PKT.	10	Best Quality	
2	Board Pin	PKT.	200	Yihai	
3	Binder Clip 32 MM	PKT.	100	Yihai	
4	Binder Clip 25 MM	PKT.	100	Yihai	
5	Binder Clip 19 MM	PKT.	50	Yihai	
6	Binder Clip 41 MM	PKT.	30	Yihai	
7	Binder Clip 15 MM	Nos.	20	Yihai	
8	Broun Tape 2 inch	Nos.	100	Cello	
9	Box File	Nos.	20	Best Quality	
10	Calculator MJ 120D 12 digit	Nos.	30	Casio	
11	Correction Pen	Nos.	50	Oddy	
12	CD Cover	Nos.	200	Best Quality	
13	Color Flags (1x3)(25x75 mm)	Nos.	100	Oddy	
14	Cobra File	Nos.	50	Best Quality	
15	Conference Note Pad	Nos.	100	Neel Gagan	
16	Cutter -Paper	Nos.	50	Natraj	
17	Dura Cell AA	Nos.	1000	Dura Cell	
18	Eraser	Nos.	300	Natraj	
19	Envelop A3 Size (with Cotton)	Nos.	200	Best Quality	
20	Envelop A4 Size (with Cotton)	Nos.	100	Best Quality	
21	Executive Bond Paper	Nos.	5	Best Quality	
21	Envelop 10x4.5 Local	Nos.	500	Best Quality	
22	File Board	Nos.	500	Best Quality	
23	File Tag	PKT.	50	Best Quality	
24	Glue stic	Nos.	100	Oddy	
25	Goody Bag	Nos.	500	Best Quality	
26	Gum Tube	Nos.	20	Best Quality	
27	Gum	Bottle	2	Best Quality	
28	Glossy Paper	PKT.	5	Kodak	
29	High lighter pen	Nos.	100	Luxar	
30	Index file	Nos.	100	Neelgagan	
31	Minutes Binder	Nos.	2	Best Quality	
32	Note Book 55 No.	Nos.	200	Neel Gagan	
33	Note Sheet Pad (Green)	Nos.	100	Neel Gagan	
34	OHP Marker	Nos.	100	Luxar	
35	Pen Cello	Nos.	500	Cello	
36	Pen Reynolds	Nos.	1000	Reynold	
37	Pencil	Nos.	1000	Natraj	
38	Pilot Pen	Nos.	100	Luxar	
39	Pencil Cell AAA	Nos.	300	Everedy	
40	Pencil Cell AA	Nos.	300	Everedy	
41	Plastic Folder Transparent	Nos.	100	Solo	
42	Permanent Marker	Nos.	50	Reynold	
43	Punch Single Hole	Nos.	50	kangaro	
44	Punch Double Hole (800x800)	Nos.	20	kangaro	
45	Paper A4 Size	Nos.	1000	Century	
46	Paper A3 Size	Nos.	5	Century	
47	Paper Legal Size	Nos.	5	Century	
48	Paper Weight	Nos.	20	Best Quality	
49	Pen Stand	Nos.	100	Solo	
50	Post It 3x3	Nos.	200	Oddy	
51	Post It 3x4	Nos.	50	Oddy	

52	Punch Double (Small)	Nos.	20	kangaro	
53	Report File	Nos.	100	Solo	
54	Rubber band	Nos.	2	Best Quality	
55	Register 192 Page	Nos.	200	Neelgagan	
56	Register 288 Page	Nos.	200	Neelgagan	
57	Register Stock	Nos.	10	Neelgagan	
58	Register Dispatch & Received	Nos.	10	Neelgagan	
59	Scissor 6"	Nos.	30	Best Quality	
60	Stapler pin HD-45 Big	Nos.	20	kangaro	
61	Stapler pin HD-10 Small	Nos.	50	kangaro	
62	Stapler HD 10D small	Nos.	200	kangaro	
63	Stapler HD 45 Big	Nos.	100	kangaro	
64	Scale 12"	Nos.	30	Omex	
65	Sharpener	Nos.	200	Natraj	
66	Separator 1-10	Set	15	Best Quality	
67	Separator 1-15	Set	15	Best Quality	
68	Separator 1-20	Set	15	Best Quality	
69	Separator 1-25	Set	15	Best Quality	
70	Separator 1-30	Set	15	Best Quality	
71	Sketch Pen	PKT.	5	Luxar	
72	Spiral Note Book(Bilt Matrix-160 Page)	Nos.	50	Bilt	
73	Spiral Note Book (TRISON Executive Pad No.5)	Nos.	50	Trison/ Solo	
74	Spiral note book Small 20 no.	Nos.	100	Neelgagan	
75	Spiral note book A4 size (300 Page)	Nos.	100	Neelgagan	
76	Stamp Pad	Nos.	20	Best Quality	
77	Tape Cello 2" Inch	Nos.	200	Cello	
78	Tape cello 1 " Inch	Nos.	100	Cello	
79	Tape 18 mm*12 mm Small	Nos.	50	Cello	
80	Tape cello 1/2 " Inch	Nos.	50	Cello	
81	Tape Dispenser	Nos.	20	kangaro	
82	U Clip 50MM	PKT.	100	Rolex	
83	U Clip 35MM	PKT.	50	Rolex	
84	Visiting Card Holder A4 Size	Nos.	5	Solo	
85	Visiting Card Holder small	Nos.	5	Solo	
86	White Board marker	Nos.	1000	Reynold	
87	White Board Duster Magnetic	Nos.	500	Oddy	
88	Magnetic Pin Box	Nos.	50	Best quality	
89	A4 Label(A4ST12)	Nos.	10	de'smat	
90	A4 Label (A4ST40)	Nos.	10	de'smat	
91	Uniball Pen	Nos.	20	Uniball	
92	Spiral Binding Sheet Front(White)	Pkt.	10	Best quality	
93	Spiral Binding Sheet Back(Blue)	Pkt.	10	Best quality	
94	Spiral Spring (250 Sheet)	Pkt.	10	Best quality	
95	Spiral Spring (100 Sheet)	Pkt.	10	Best quality	
96	Spiral Spring (50 Sheet)	Pkt.	10	Best quality	
97	CD Box Bag (80 CD)	Nos.	10	Best quality	
98	Fevicol 100g Tube	Nos.	20	Best quality	
99	White Chock	Box	10	Best quality	

We agree to supply the stationary items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period April 1st, 2017 to 31st March, 2018. 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 bidders. 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)

Date: