

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI

BID NOTICE

(No. IIITD/MM./Vendor Empanelment/35/2013)

Rate Running Contract for Supply of Office Stationery Items 2016-2017

Sealed competitive bids are invited from reputed firms in Delhi NCR for the selection of vendor for supply of Office Stationery items for an initial period of one year under Rate Running Contract (RRC) extendable by another two years on yearly basis. The bidder should have minimum three years' of experience in the supply of Office 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 15th March, 2016 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 Collection Account 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 present bidders. The cover containing the quotation should be super scribed as "Bid for Rate Running Contract for Supply of Office Stationery 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, 2016
2. Last Date & Time of Submission of Bid : 15.03. 2016, 3:00 PM
3. Date and Time of Opening of Bids : 15.03. 2016, 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 IIT 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 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.
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. If the successful bidder is not able to undertake the supply, the EMD submitted by them will not be returned under any circumstance.
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, 2016. 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 effected after satisfactory supply of the items corresponding to each supply order.
15. If the print quality of Items is found bad during the usage, the stationery items should be replaced with similar quality one immediately.
16. Stationery items should be of original make only.
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, 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.

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
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	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 stick	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	Neel Gagan
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	Reynolds
37	Pencil	Nos.	1000	Nataraj
38	Pen gel	Nos.	100	Add Gel
39	Pencil Cell AAA	Nos.	300	Eveready
40	Pencil Cell AA	Nos.	300	Eveready
41	Plastic Folder Transparent	Nos.	100	Solo
42	Permanent Marker	Nos.	50	Reynold
43	Punch Single Hole	Nos.	50	kangaroo
44	Punch Double Big Size	Nos.	20	kangaroo
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	kangaroo
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	kangaroo
61	Stapler pin HD-10 Small	Nos.	50	kangaroo
62	Stapler HD 10 small	Nos.	200	kangaroo
63	Stapler HD 45 Big	Nos.	100	kangaroo
64	Scale	Nos.	30	Omex
65	Sharpener	Nos.	200	Nataraj
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 Small)	Nos.	50	Bilt
73	Spiral Note Book (TRISON Executive Pad No.5)	Nos.	50	Trison/ Solo
74	Spiral note book Small	Nos.	100	Neelgagan
75	spiral note book A4 size	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	kangaroo
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	Reynolds
87	White Board Duster Magnetic	Nos.	500	Oddy

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, 2016 to 31st March, 2017. 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: