

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI

BID NOTICE

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

Rate Running Contract for Supply of Office Stationery Items

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). 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 25th February, 2014 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 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, 2014
2. Last Date & Time of Submission of Bid : 25.02. 2014, 3:00 PM
3. Date and Time of Opening of Bids : 25.02. 2014, 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 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, 2014. 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, AM (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.No.	Name of the Items	Make	Unit	Estimated Annual Quantity	Unit Price (Rs.) Inclusive of All Taxes, & Freight Etc.
1	All Pins	Best Quality	PKT.	5	
2	Binder Clip 15mm (1 x 12 Clips in a Pkt.)	Yihai	PKT.	10	
3	Binder Clip 19mm (1 x 12 Clips in a Pkt.)	Yihai	PKT.	20	
4	Binder Clip 25mm (1 x 12 Clips in a Pkt.)	Yihai	PKT.	20	
5	Binder Clip 32mm (1 x 12 Clips in a Pkt.)	Yihai	PKT.	10	
6	Binder Clip 41mm (1 x 12 Clips in a Pkt.)	Yihai	PKT.	10	
7	Board Pins (1 x 50 Pins in a Pkt.)	Realone	PKT.	200	
8	Box File	Best Quality	NOS.	20	
9	Broun Tap 2 Inch	Cello	NOS.	50	
10	Calculator Casio MJ 120D 12 digits	Casio	NOS.	05	
11	CD/DVD Cover	Oddy	NOS.	100	
12	Cell AA	Everedy	NOS.	200	
13	Cell AAA	Everedy	NOS.	200	
14	Cobra File	Best Quality	NOS.	50	
15	Colored Flags (1" x 3")(25 x 75 MM)	Oddy	NOS.	50	
16	Conference Notepad (20 pages)	Neelgagan	NOS.	200	
17	Correction Pen (12ml)	Kores	NOS.	50	
18	Cutter Paper	Natraj	NOS.	50	
19	Envelop A3 Size yellow with net coating	Best Quality	NOS.	100	
20	Envelop A4 Size white	Best Quality	NOS.	100	
21	Envelop 10" x 4.5" Plane white	Best Quality	NOS.	100	
22	Eraser	Natraj	Nos.	100	
23	Executive Bond Paper (100 GSM)	Bilt	Nos.	10	
24	File Board	Best Quality	Nos.	100	
25	File Tags White	Best Quality	PKT.	20	
26	Glossy Paper (180 GSM)	Kodek	PKT.	20	
27	Glue Stic	Kores	Nos.	100	
28	Guddy Bag (Hard Paper Make 10 x 12 ")	Best Quality	Nos.	200	
29	High Lighter Pen	Luxur	Nos.	100	
30	Index File	Kores	NOS.	100	
31	Note Book-55No.	Nelgagan	NOS.	100	
32	Note Sheet Pad Green (Legal Size)	Nelgagan	Nos.	100	
33	OHP Marker	Luxur	NOS.	50	
34	Paper A-3 Size	Century	REAM	5	
35	Paper A-4 Size	Century	REAM	700	
36	Paper Legal Size	Century	REAM	5	
37	Paper Weight	Best Quality	NOS.	10	
38	Permanent Marker	Luxur	NOS.	50	
39	Pen Cello Fine Grip	Cello	NOS.	500	

40	Pencil	Natraj HB	NOS.	300	
41	Pen Add Gel	Achiever	NOS.	100	
42	Pen Reynolds	Reynolds	NOS.	700	
43	Pen Stand	Solo	NOS.	20	
44	Plastic Clear Folder Transparent	Solo	Nos.	300	
45	Post it 3 x 3	Oddy	Nos.	100	
46	Punch Double Hole (DP - 280)	Kangaro	Nos.	20	
47	Punch Single Hole (SHP - 20)	Kangaro	Nos.	20	
48	Register 192 Page	Nelgagan	Nos.	150	
49	Stock Register (200 Page)	Nelgagan	Nos.	5	
50	Letter Received Register (200 Page)	Nelgagan	Nos.	5	
51	Letter Dispatch Register (200 Page)	Nelgagan	Nos.	5	
52	Report File (Plastic)	Solo	Nos.	20	
53	Scale Plastic (30 Cm)	Omex	Nos.	50	
54	Scissor (6 inch)	Best Quality	Nos.	50	
55	Separator (1 - 20 No.)	Best Quality	Nos.	100	
56	Sharpener	Natraj	NOS.	50	
57	Sketch Pen	Luxor	PKT.	10	
58	Spiral Notebook (20 No.)	Solo	Nos.	100	
59	Note Book (Bilt Matrix 160 Page / 21.6 x 14 cm)	Bilt	Nos.	100	
60	Stamp Pad	Faber Castell	NOS.	5	
61	Stapler HD-10D	Kangaroo	Nos.	50	
62	Stapler HD-45	Kangaroo	Nos.	50	
63	Stapler Pins For HD10 Stapler	Kangaroo	Nos.	200	
64	Stapler Pins For HD45 Staple	Kangaroo	Nos.	100	
65	Tape cello (18 x 12 MM)	Cello	Nos.	50	
66	Tape Cello (1 inch)	Cello	Nos.	50	
67	Tape Cello 2 inch Transparent	Cello	Nos.	50	
68	Tape Dispenser	Kangaroo	Nos.	10	
69	U Clip 50 MM	Rolex	PKT.	50	
70	Visiting Card Holder (250 Holders)	Solo	Nos.	10	
71	White Board Duster Magnetic	Ikon	Nos.	100	
72	White Board Marker	Luxur	Nos.	700	

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, 2014 to 31st March, 2015. 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: