



भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute of Technology Delhi

Hauz Khas New Delhi-110016.

Website: www.iitd.ac.in

Store Purchase Section

Date: 04/09/2015

Sub: NIT for Rate Contract (RC) for Pre-Printed Paper based Stationery

Quotations are invited by the Director, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016 for the supply of Pre-Printed Paper based Stationery on Rate Contract (RC) basis. This is a two bid system. Financial bids will be opened for those who will qualify the technical bids.

Tenderers can access tender documents on the website of IIT Delhi (<http://iitd.ac.in/tenders>) and e-Publishing portal of NIC (<http://eprocure.gov.in/epublish/app>), fill them with all relevant information and submit the completed tender document offline to IIT Delhi. The schedule given below:

Schedule

Name of Organization	Indian Institute of Technology, Delhi
EMD Amount	Rs.5,000/- (Rs. five thousand only)
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/works)	Goods (As per Annexure-E)
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Supply
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Stationery Items
Payment Mode (Online/Offline)	Offline
Date of Issue/Publishing	04-09-2015 (12:00 Hrs.)
Last Date and Time for Submission of Bids	18-09-2015 (15:00 Hrs.)
Date and Time of Opening of Technical Bids	18-09-2015 (15:30 Hrs.)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days
Address for Communication	Deputy Registrar (Stores), Store Purchase Section, IIT Delhi, Hauz Khas, New Delhi-110016
Contact Phone Numbers	(+91)-11- 26597154
Fax Number	(+91)-11- 2659-7131
E-mail Address	drstores@iitd.ac.in ;

(Note: Go to Tender search option and choose organization name as "IIT Delhi" and click on the submit button to see the tender details).

During the validity period of RC, IIT Delhi will place orders to the selected suppliers on the basis of its immediate need as per approx. rate. List of items to be procured along with its annual need is placed at "Annexure-E".

Chairman Purchase Committee

Indian Institute of Technology
Hauz Khas, New Delhi-110016
Notice Inviting Tender

Date: 04-0-2015

SUBJECT: SUPPLY OF PRE-PRINTED PAPER BASED STATIONERY

Indian Institute of Technology Delhi invites offline Bids (Technical bid and Commercial bid) from reputed Principal Manufacturers for **Printing & supply of Stationery items** from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/epublish/app> and IIT Delhi at <http://www.iitd.ac.in/tenders>. Earnest Money Deposit of 5,000/- (Rupees five thousand only) (to be paid off-line on or before the date and time of last submission) in the form of DD in favor of Registrar, Indian Institute of Technology Delhi, payable at Delhi.

i. Off-line Bid Submission :

The Off-line bids (complete in all respect) must be uploaded off-line in **Two** Envelops as explained below :-

Envelope – 1 (Following documents to be provided)		
Sl. No.	Documents	Content
1.	Technical Bid	Compliance Sheet as per Annexure - A
2.		Declaration Sheet as per Annexure – B
3.		Scan copy of Income Tax Certificate be enclosed with the tender application
4.		Scan copy of Service Tax Registration Certificate
5.		Scan copy of VAT / TIN Number
Envelope – 2		
Sl. No.	TYPES	Content
1.	Financial Bid	Price bid should be submitted in the given format as per Annexure-C
2.		CA Certificate as a proof of turnover along with latest annual audited account statement

**Deputy Registrar (Stores),
IIT Delhi, Hauz Khas, New Delhi- 110016.**

CONTENTS OF BIDDING

This is an enquiry for Rate Contract for 1 year period from 1-Oct-2015 to 30- Sept-2016. The RC may be extended upto two more years (one year at a time) depending upon the performance of the supplier (price and product revision can be done once a year). You are requested to submit quotation under the terms and conditions mentioned below:

I. Instructions to Bidders:

1. Quotations exclusively submitted as per enclosed Performa will only be considered. The DD should be in favor of “The Registrar, Indian Institute of Technology, Delhi, Hauz Khas, and New Delhi-110016”. Bank Guarantee for EMD may also be considered in lieu of Demand Draft.

2. Earnest Money Deposit will be returned to the unsuccessful vendors within 07 days after the award of the contract.
3. For successful bidders, EMD will be converted to Security Deposit (SD) and will be retained by IIT Delhi till the expiry / termination of rate contract without interest.
4. IIT Delhi reserves full right to reject any offer without assigning any reason.
5. IIT Delhi may remove or add any vendor during the contract.
6. Any Vendor currently engaged in litigation with other Organizations, must inform their status in writing. Tenderer has to submit declaration along with technical bid stating that they have not been Black-Listed/ De-listed or are put to any holiday by any Indian Institutional Agency/ Government Department/ Public Sector Undertaking in the last three years. In case they have been black listed by any of the Institutions, details of the same be furnished.
7. Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.
8. Each paper of Bid Document must be signed by the Authorized signature of the Bidder. Any document/ sheet not signed shall tantamount to rejection of Bid.
9. For any commercial clarifications please contact: Shri. Kamla Parsad -Tel: 011-26597154/ E- mail: kprasad@civil.iitd.ac.in .
10. Disputes: In respect of all tender conditions, the decision of IITD shall be final and binding. In the Event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Delhi Courts only. In case of dispute of any claim, a committee consisting of the representative of the insurance company and IITD will be set-up to resolve the dispute.
11. All bidder are requested to supply sample (which will be return to the bidder after inspection).

II. Condition of Contract

12. The Vendor should attempt to supply all the items listed in the rate contract (RC). However, manufacturers and authorized vendors of branded items on the rate contract list may quote for only products of those manufacturers. If the quote submitted by the representative of Principals / Manufacturers, a valid agency ship / dealership certificate should be enclosed specific to this tender at a recent date in original.
13. For each item L1 will be identified. The remaining vendors for that item may be allowed match L1 price. Price revision may be allowed only after every one year.
14. Commercial Terms & Conditions / Price schedule:
 - i. Taxes should be mentioned separately.
 - ii. Rates must be specified per-unit.
 - iii. No additional charges should be applicable for delivery of material at our premises.
 - iv. Delivery within 10 days after placing the order.
15. 100% Payment will be made within 30 days from the date of receipt and acceptance of material and submission of bill, completed in all respect whichever is later, (Through RTGS/ NEFT, for which the

vender has to register separately).

16. As per Govt. Notification No. 10/97-CE dated 01.03.1997, IIT is exempted from paying Excise Duty and IIT Delhi shall provide all the documents under this Notification to enable the vendor to clear the goods without payment of Excise Duty.
17. IIT Delhi also reserve the right to place orders at any time during the current Rate Contract with any other Vendor, if market rates are significantly lower than the agreed upon contract or due to deficiency in service. The Vendor will not be entitled to make any representations on this account.
18. Price should be valid for at least one year from the date on which Rate Contract is entered into. The RC may be extended up to two more years (one year at a time), subject to satisfactory performance. Price revision of existing items will be allowed only after one year in case of valid reasons, subject to approval by IIT Delhi.
19. IIT Delhi is an educational Institute; hence maximum academic discount may be given.

III. Other terms and conditions:

20. The agent must have submitted the following documents/certificate:-
 1. Income Tax Certificate.
 2. Service Tax Registration Certificate.
 3. VAT / TIN Number. No due/ Tax clearance certificate issued by Department of Trade and Taxes.
 4. Name of your Major clients with full address, telephone Nos., Name of Contact person & Fax No. E-mail identify, etc.
21. The Vendor must have had a minimum annual turnover of Rs.10 lakhs for last 3 financial years (i.e. 2012-13, 2013-14, 2014 -15) (necessary documentary proof with last audited statement be enclosed). The CA Certificate (for the last audited statement) as a proof of turn over along with annual audited account be submitted.

IV. Specifications and Allied Technical Details:

22. Tenderer should quote their prices in the prices column rounded to the nearest rupee.
23. Annual requirement may decrease/increase due to consumptions fluctuation.
24. Tenderer are requested to quote for configurations strictly meeting the listed specifications. In case the item with the specification given is not available in the market, they should leave the price blank.
25. All the bidders must fill the Annexure-A (Compliance Report) and Annexure-B (Declaration) and Annexure-C (Price bid as per format).

Dy. Registrar (Stores)



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Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110016.

Website:www.iitd.ac.in

Store Purchase Section

ANNEXURE-A

Date: 04-09-2015

Sub: Compliance Report against the RC for Pre-Printed Paper based Stationery

S. No.	Details	Compliance Yes/No
1	We have gone through the terms & conditions of the tender document and we fulfill all of them.	
2	EMD of Rs. /- through Demand Draft in favor of Registrar, IIT Delhi is attached. Alternately Bank Guarantee of same amount is attached	
3	Our organization or any of its subsidiary have not been black listed by any Govt. /Autonomous bodies / Universities / Govt. Institutes.	
4	VAT&TIN number copy attached	
5	No Dues/ Tax clearance certificate issued by the Department of Trade and Taxes	
6	Service Tax Registration Certificate attached	
7	The Balance sheet and Income Tax Return Certificate (Duly Certificate by CA) and P&L statement show in minimum annual turnover of Rs.10 Lakhs in last 3 financial year (2012-13, 2013-2014, 2014-2015).	
8	Name of your Major clients with its name, full address, telephone Nos., mobile number, Name of Contact person & their Fax No., E-mail identify, etc. (Copy of PO is attached). As per Annexure-D	

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Seal of the company

<< Organization Letter Head >>

ANNEXURE-B

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. We have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized by the OEM to participate in RC.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black listed/Delisted or put to any Holiday by any Institutional Agency/Govt. Department/Public Sector Under taking in the last three years.

1	NAME & ADDRESS OF The Vendor/Manufacturer/Agent	
2	Phone	
3	Fax	
4	E-mail	
5	Contact Person Name	
6	Mobile Number	
7	TIN Number	
8	PAN Number	

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Seal of the company

Financial Bid (BoO)

Item Id (a)	ItemDetails (b)	Unit Price (in INR) (c)	Discount (in %) (d)	Tax (in %) (e)	Amount (in INR) (f=(c-d)*e)
1	Answer Sheets(Major)16 Page				
2	Answer Sheets(Minor)12 Page As Per Sample				
3	Continuation Answer Sheet 4 pages				
4	Computer paper 15x12x1 (100 gsm)				
5	CPF ledger (As per sample)				
6	Bubble envelop with printing brown color with pasting				
7	Laminated Envelop cloth 12"x10" A4 Yellow				
8	Envelop cloth 16x12 Printed				
9	Envelop white window 9"x4" printed				
10	Envelop white without window 9"x4"printed				
11	Envelops Brown(plain)12"x10" A4				
12	Envelops Brown(plain)16"x12"				
13	Envelops white (cloth)12"x10" A4				
14	File cover printed				
15	Indent Books				
16	Letter heads A4 Size Printed				
17	PR Forms 1x2 Printed (As per Sample) With Carbon				
18	Supply order forms (Printed As per Sample) With Carbon				
19	Attendance Register (Printed as per sample)				
20	Salary Slip				
21	Yellow/Blue Challan Form with Sr. No.				

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
STORE PURCHASE SECTION**

ANNUAL TENTATIVE REQUIREMENT OF PRE-PRINTED PAPER BASED STATIONERY

SI. NO.	Name of Stationery Items	Specification	UNIT	Annual Tentative Quantity
1	Answer Sheets(Major)16 Page	As Per Sample	No.	1,00,000
2	Answer Sheets(Minor)12 Page As Per Sample	As Per Sample	No.	2,00,000
3	Continuation Answer Sheet 4 pages	As Per Sample	No.	1,00,000
4	Computer paper 15x12x1 (100 gsm)	For S.L.R (As Per Sample)	Pkt.	10
5	CPF ledger (As per sample)	As Per Sample	No.	10
6	Bubble envelop with printing brown color with pasting size,149.4x31.10cm	As Per Sample	No.	2000
7	Laminated Envelop cloth 12"x10" A4 Yellow	As Per Sample	No.	2000
8	Envelop cloth 16x12 Printed	As Per Sample	No.	2000
9	Envelop white window 9"x4" printed	As Per Sample	No.	25000
10	Envelop white without window 9"x4"printed	As Per Sample	No.	50000
11	Envelops Brown(plain)12"x10" A4	As Per Sample	No.	5000
12	Envelops Brown(plain)16"x12"	As Per Sample	No.	10000
13	Envelops white (cloth)12"x10" A4	As Per Sample	No.	5000
14	File cover printed	As Per Sample	No.	20000
15	Indent Books	As Per Sample	No.	500
16	Letter heads A4 Size Printed	As Per Sample (Pkt of 100 Sheet)	Pad.	500
17	PR Forms 1x2 Printed (As per Sample) With Carbon	As Per Sample (Pkt of 1000 Sheet)	Pad.	100
18	Supply order forms (Printed As per Sample) With Carbon	As Per Sample (Pkt of 1000 Sheet)	Pad.	100
19	Attendance Register (Printed as per sample)	As Per Sample	No.	200
20	Salary Slip	As Per Sample (Pkt of 1000 Sheet)	Pad.	15
21	Yellow/Blue Challan Form with Sr. No.	As Per Sample	Pad. Of 100	50000