



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 Stationery items

Quotations are invited by the Director, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016 for the supply of Stationery Items 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- 26591727
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-04-09-2015

SUBJECT: SUPPLY OF STATIONERY ITEMS

Indian Institute of Technology Delhi invites offline Bids (Technical bid and Commercial bid) from reputed Principal Manufacturers for **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:

- 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.
- 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)



भारतीय प्रौद्योगिकी संस्थान दिल्ली

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 Stationery Item

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)	Specification	Unit	Unit Price (in INR) (c)	Discount (in %) (d)	Tax (in %) (e)	Amount (in INR) (f=(c-d)*e)
1	All Pin	75 Gms Bell Make	Pkt.				
2	Bal Pen .Red, Blue, Black	Reynold 045 (Pkt of 10)	No.				
3	Binder Clip 30 MM	SDI (Pkt of one Doz)	Pkt.				
4	Binder Clip 35MM	SDI (Pkt of One Doz)	Pkt.				
5	Brown Tape 2"	Wonder/Omex	Nos.				
6	Cello Tape 1"x4"	Wonder/Omex	Nos.				
7	Cello Tape 2"x4"	Wonder/Omex	Nos.				
8	Correcting Pen White Gluid	Kores/Camlin/Faber Castle	Nos.				
9	Computer paper 10x12x1 (80 gsm)	Century	Pkt.				
10	Computer paper 10x12x2 (80 gsm)	Century	Pkt.				
11	Computer paper 10x12x3 (80 gsm)	Century	Pkt.				
12	Dak Pad	Neel gagan	Nos.				
13	Dispatch Register 6Qr.	Neelgagan/Bitto	Pkt.				
14	Drawing Pin Plastic Thumb	Good Quality	Pkt.				
15	Erasure Non dust	Apsra/Natraj	Nos.				
16	Fevi Stick 22gms	Pidilite /Kores	Nos.				
17	File Board 400 GSM	Neelgagan/Bitto	Nos.				
18	Gem Clip 30,35 MM	Sun /Globe (pkt of 100 Pcs)	Pkt.				
19	Glass Tumbler 300ML	Yera	Nos.				
20	Graph Pads 25 Sheets PK (A4 Size)	Neelgagan/Bitto	Pads.				
21	Green Note Sheet A4 Size	Pkt of 50 Sheets	Pkt.				
22	Green Tag Large	Cotton bundle of 25 tag	Pkt.				
23	Gum Tube 30 ML	Camlin/Apsra	Nos.				
24	Highlighter.Red, Green, Yellow	Faber Castle/Luxer/camlin	Nos.				
25	Index Register 6 Qr.	Neelgagan/bitto	Nos.				
26	Jug Platics 2 Ltr	Cello	Nos.				
27	Marker Permanent (red,Black)	Faber Castle/Luxer/camlin	Nos.				
28	Paper Cutter Large	Prestige/Bittoo	Nos.				
29	Paper Weights Acrylic with IIT Logo	(As per Sample) (Red,brown)	Nos.				
30	Pencil (621)	Natraj/Apsra/Faber Castle	Nos.				

31	Peon Book	Neelgagan/Bitto	Nos.				
32	Photo Copier Paper 75 GSM A4 Size (210x297mm)	Power Make	Pkt.				
33	Pin Container (Box)	Good Quality	Nos.				
34	Poker Wooden Handle	Good Quality	Nos.				
35	Post it Flag (Page Maker 50x4 Color ,size:1"x3")	Oddy	Nos.				
36	Post it Sticky Note Pad	3M (post It)	Nos.				
37	Punch Single Hole (Plier Type)	Kangroo SHP 20	Nos.				
38	Punching Machine D/H	Kangroo DP 540	Nos.				
39	Register Ruled 2Qr GSM70Hard bound.	Neelgagan/Bittoo	Nos.				
40	Register Ruled 4QrGSM70Hard bound	Neelgagan/Bittoo	Nos.				
41	Ring File (Solo)2 Ring (SKUN:RB400)	Solo/Worldone	Nos.				
42	Scissor 8" Stainless Steel	Good Quality	Nos.				
43	Sharpener Plastic (Pkt of 20)	Apsra/Natraj	Nos.				
44	Slip Pad No.33 (160 Pg.)	Neelgagan/Bitto	Nos.				
45	Staple Pin 24x6	kangroo/Max	Pkt.				
46	Staple M/c No.10	Kangroo/Max	Nos.				
47	Stapler Machine 24x6	Kangroo/Max	Nos.				
48	Stapler Pin No.10	Kangroo/Max	Pkt.				
49	Tag 6"White	Cotton Bundle of 50 Each	Bun.				
50	Tape Dispenser 1"	Good Quality	Nos.				
51	Transparent folder(LF101)Type	Solo/Worldone	Nos.				
52	Clear Envelope with duo color twin pocket size	As Per Sample	Nos.				
53	Scale Plastic with Marking	Apsra/Natraj/Faber Castle	Nos.				

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Seal of the company

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)

Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Seal of the company

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

ANNUAL TENTATIVE REQUIREMENT OF STATIONERY ITEMS

SI. NO.	Name of stationery items	Specification	UNIT	Tentative annual quantity
1	All Pin	75 Gms Bell Make	Pkt.	500
2	Bal Pen .Red, Blue, Black	Reynold 045 (Pkt of 10)	No.	5000
3	Binder Clip 30 MM	SDI (Pkt of one Doz)	Pkt.	200
4	Binder Clip 35MM	SDI (Pkt of One Doz)	Pkt.	200
5	Brown Tape 2"	Wonder/Omex	Nos.	1000
6	Cello Tape 1"x4"	Wonder/Omex	Nos.	1500
7	Cello Tape 2"x4"	Wonder/Omex	Nos.	1500
8	Correcting Pen White Gluid	Kores/Camlin/Faber Castle	Nos.	500
9	Computer paper 10x12x1 (80 gsm)	Century	Pkt.	100
10	Computer paper 10x12x2 (80 gsm)	Century	Pkt.	100
11	Computer paper 10x12x3 (80 gsm)	Century	Pkt.	20
12	Dak Pad	Neel gagan	Nos.	300
13	Dispatch Register 6Qr.	Neelgagan/Bitto	Pkt.	500
14	Drawing Pin Plastic Thumb	Good Quality	Pkt.	500
15	Erasure Non dust	Apsra/Natraj	Nos.	200
16	Fevi Stick 22gms	Pidilite /Kores	Nos.	500
17	File Board 400 GSM	Neelgagan/Bitto	Nos.	5000
18	Gem Clip 30,35 MM	Sun /Globe (pkt of 100 Pcs)	Pkt.	500
19	Glass Tumbler 300ML	Yera	Nos.	1000
20	Graph Pads 25 Sheets PK (A4 Size)	Neelgagan/Bitto	Pads.	500
21	Green Note Sheet A4 Size	Pkt of 50 Sheets	Pkt.	1500
22	Green Tag Large	Cotton bundle of 25 tag	Pkt.	5000
23	Gum Tube 30 ML	Camlin/Apsra	Nos.	500
24	Highlighter.Red, Green, Yellow	Faber Castle/Luxer/camlin	Nos.	500
25	Index Register 6 Qr.	Neelgagan/bitto	Nos.	100
26	Jug Platics 2 Ltr	Cello	Nos.	200
27	Marker Permanent (red,Black)	Faber Castle/Luxer/camlin	Nos.	500
28	Paper Cutter Large	Prestige/Bittoo	Nos.	300
29	Paper Weights Acrylic with IIT Logo	(As per Sample) (Red,brown)	Nos.	500
30	Pencil (621)	Natraj/Apsra/Faber Castle	Nos.	1500
31	Peon Book	Neelgagan/Bitto	Nos.	200
32	Photo Copier Paper 75 GSM A4 Size (210x297mm) 500Sheet, Net.Wt.2.30Kgs.	Power Make	Pkt.	3000
33	Pin Container (Box)	Good Quality	Nos.	200
34	Poker Wooden Handle	Good Quality	Nos.	100
35	Post it Flag (Page Maker 50x4 Color ,size:1"x3")	Oddy	Nos.	1500
36	Post it Sticky Note Pad	3M (post It)	Nos.	1500
37	Punch Single Hole (Plier Type)	Kangroo SHP 20	Nos.	300
38	Punching Machine D/H	Kangroo DP 540	Nos.	100
39	Register Ruled 2Qr GSM70Hard bound.	Neelgagan/Bittoo	Nos.	500

40	Register Ruled 4QrGSM70Hard bound	Neelgagan/Bittoo	Nos.	1500
41	Ring File (Solo)2 Ring (SKUN:RB400)	Solo/Worldone	Nos.	300
42	Scissor 8" Stainless Steel	Good Quality	Nos.	200
43	Sharpener Plastic (Pkt of 20)	Apsra/Natraj	Nos.	500
44	Slip Pad No.33 (160 Pg.)	Neelgagan/Bitto	Nos.	500
45	Staple Pin 24x6	kangroo/Max	Pkt.	3000
46	Staple M/c No.10	Kangroo/Max	Nos.	500
47	Stapler Machine 24x6	Kangroo/Max	Nos.	300
48	Stapler Pin No.10	Kangroo/Max	Pkt.	10,000
49	Tag 6"White	Cotton Bundle of 50 Each	Bun.	1,00,000
50	Tape Dispenser 1"	Good Quality	Nos.	200
51	Transparent folder(LF101)Type	Solo/Worldone	Nos.	6000
52	Cleare Envlope with duo color twin pocket size 370x258 mm	As Per Sample	Nos.	3500
53	Scale Plastic with Marking	Apsra/Natraj/Faber Castle	Nos.	400

