



# भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute of Technology Delhi  
Hauz Khas New Delhi-110016.

Website: [www.iitd.ac.in](http://www.iitd.ac.in)

## Store Purchase Section

Tender No: IITD/ISPS(SP-)/2017

Date- 9/02/2017

### Sub: NIT for Rate Contract (RC) for Supply of Stationery Items

Tenders are invited on behalf of 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 of those who will qualify the technical bids.

Bidders are advised to go through instructions provided at 'Instructions for off line Bid Submission. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document offline on the IIT Delhi website <http://iitd.ac.in/tenders> and NIC website <http://eprocure.gov.in/epublish/app> as per 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
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	09/02/17
Last Date and Time for Submission of Bids	23/02/17
Date and Time of Opening of Technical Bids	23/02/17
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- 2658-7131
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-I".

Chairman Purchase Committee

*(Handwritten signatures)*

# Indian Institute of Technology Delhi

Hauz Khas, New Delhi-110016

## Notice Inviting Tender

Date-

### **SUBJECT: SUPPLY OF STATIONERY ITEMS**

Indian Institute of Technology Delhi invites offline Bids (Technical bid and Commercial bid) from reputed principal Manufactures for 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 New 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 - I
		Declaration Sheet as per Annexure – II
2.		Scan copy of Income Tax Certificate be enclosed with the tender application
3.		Scan copy of Service Tax Registration Certificate
4.		Scan copy of VAT / TIN Number
Envelope – 2		
Sl. No.	TYPES	Content
1.	Financial Bid	Price bid should be submitted in the given format. Annexure-III
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 one year period from the effective date. The RC may be extended up to 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 bids under the terms and conditions mentioned below:

*(Handwritten signatures and initials)*

## **I. Instructions to Bidders:**

1. Bids 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 bidder, 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 and/ or all offers without assigning any reason.
5. IIT Delhi may remove or add any vendor during contract.
6. Any Vendors 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 bids 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: kamla\_prasad@yahoo.co.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 bidders are requested to supply samples (which will be returned to the bidders after inspection).

## **II. Conditions 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 may 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.
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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. 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.

17. 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.

18. IIT Delhi is an educational institute, hence maximum academic discount may be given.

**III. Other terms and conditions:**

19. The agent must have submitted the following documents/certificate:-

1. Income Tax Certificate.
2. Service Tax Registration Certificate.
3. VAT / TIN Number.
4. No due/ Tax clearance certificate issued by Department of Trade and Taxes. (if available)
5. Name of your Major clients with full address, telephone Nos., Name of Contact person & Fax No. E-mail identify, etc.

20. The Vendor must have had a minimum annual turnover of Rs.10 lakhs for last 3 financial years (i.e. 2013-14, 2014 -15, 2015-16) (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 may be submitted.

21. The Vendor should have its registered office inside New Delhi.

**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 consummations 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-I (Compliance Report) and Annexure-II (Declaration Sheet) and Annexure-III (Financial bid as per format).



Dy. Registrar (Store)



# भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110016.

Website:[www.iitd.ac.in](http://www.iitd.ac.in)

Store Purchase Section

ANNEXURE-I

Date

Sub: Compliance Report against the RC for Paper Stationery

Srl.	Details	Yes/No
1	We have gone through the terms & conditions of the tender document and we fulfill all of them.	
2	EMD of Rs.5000/- 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	Service Tax Registration Certificate attached	
6	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 (2013-2014, 2014-2015,2015-2016).	
7	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).	

Signature of the Tenderer

Name:

Seal of the company

<< Organization Letter Head >>

ANNEXURE-II

**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 the tenderer**

**Name:**



**Seal of the company**





ANNEXURE-III

**Financial Bid (BoO)**

Item Id (a)	Item/Details (b)	Unit Price (in INR) (c)	Discount (in%) (d)	Tax (in %) (e)	Total Amount (in INR) (f=(c-d)*e)

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

**ANNUAL TENTATIVE REQUIREMENT OF STATIONERY ITEMS**

SI. NO	NAME OF STATIONERY ITEMS	SPECIFICATIONS	UNIT	Tentative annual requirement
1	Binder Clip 30 MM	SDI (Pkt of one Doz)	Pkt.	200
2	Binder Clip 35MM	SDI (Pkt of one Doz)	Pkt.	200
3	Cello Tape 1"	Wonder/Omex	Nos.	1500
4	Cello Tape 2"	Wonder/Omex	Nos.	1500
5	Green Tag Large	Cotton bundle of 25 tag	Pkt.	2000
6	Computer paper 10x12x1 (80 gsm)	Century/oddy	Pkt./ Ream	100 ✖
7	Computer paper 10x12x2 (80 gsm)	Century/oddy	Pkt./ Ream	50 ✖
8	Computer paper 10x12x3 (80 gsm)	Century/oddy	Pkt./ Ream	10 ✖
9	Photo Copier Paper 75 GSM A4 Size (210x297mm) 500Sheet, Net.Wt.2.30Kgs.	Spectra/Power make/Century/JK/ TNPL	Pkt./ Ream	3000 ✖
10	All Pin	75 Gms Bell Make	Pkt.	250
11	Bal Pen .Red, Blue, Black	Reynold 045 (Pkt of 10)	No.	5000
12	Brown Tape 2"	Wonder/Omex	Nos.	1000
13	Correcting Pen White fluid	Kores/Camlin/Faber Castle	Nos.	500
14	Dak Pad	Neelgagan	Nos.	300
15	Drawing Pin Plastic Thumb	Good Quality	Pkt.	500
16	Erasure Non dust	Apsra/Natraj	Nos.	200
17	File Board 400 GSM	Neelgagan/Bitto	Nos.	5000
18	Gem Clip 30,35 MM Plastic with plastic cove	Sun /Globe (pkt of 100 Pcs)	Pkt.	200
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 75 gsm	Pkt of 50 Sheets	Pkt.	1500
22	Highlighter.Red, Green, Yellow	Faber Castle/Luxer/camlin	Nos.	500
23	Marker Permanent (red/Black)	Faber Castle/Luxer/camlin	Nos.	500
24	Paper Cutter Large	Prestige/Bittoo	Nos.	300



25	Paper Weights Acrylic with IIT Logo	(As per Sample) (Red,brown)	Nos.	500
26	Pencil (621)	Natraj/Apsra/Faber Castle	Nos.	1500
27	Peon Book 70 gsm	Neelgagan/Bitto (No. of page 200)	Nos.	200
28	Post it Flag (Page Maker 50x4 Color ,size:1"x3")	Oddy/3M	Nos.	1500
29	Post it Sticky Note Pad	3M (post It)/Oddy	Nos.	1500
30	Punch Single Hole (Plier Type)	Kangroo SHP 20	Nos.	300
31	Punching Machine D/H	Kangroo DP 540	Nos.	100
32	Register Ruled 2Qr GSM70Hard bound.	Neelgagan/Bitto	Nos.	500
33	Register Ruled 4QrGSM70Hard bound	Neelgagan/Bitto	Nos.	1500
34	Scissor 8" Stainless Steel	Good Quality	Nos.	200
35	Slip Pad No.33 (160 Pg.)	Neelgagan/Bitto	Nos.	500
36	Staple Pin 24x6	Kangroo/Max	Pkt.	3000
37	Staple M/c No.10	Kangroo/Max	Nos.	500
38	Stapler Machine 24x6	Kangroo HP-45 /Max	Nos.	300
39	Stapler Pin No.10	Kangroo/Max	Pkt.	10,000
40	Tag 6"White	Cotton Bundle of 50 Each	Bun.	1,00,000
41	Tape Dispenser 1"	Good Quality	Nos.	200
42	Transparent folder(LF101)Type	Solo/Worldone	Nos.	6000
43	Dispatch Register 6Qr.	Neelgagan/Bitto	Nos.	500
44	Fevi Stick 22gms	Pidilite /Kores	Nos.	500
45	Jug Platics 2 Ltr	Cello/wonder	Nos.	200
46	Ring File (Solo)2 Ring (SKUN:RB400)	Solo/Worldone	Nos.	300
47	Scale Plastic with Marking	Apsra/Natraj/Faber Castle	Nos.	400
48	Gum Bottle 300ML	Camlin/Apsra	Nos.	200

Remark :-

W.e.f. 1st June 2017.