



# भारतीय प्रौद्योगिकी संस्थान दिल्ली

## Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website :www.iitd.ac.in

### STORE PURCHASE SECTION

Tender No: IITD/ISPS/(SP-)/2018

Date: 24/4/2018

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

Tenders are invited on behalf of the Director, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 for the supply of Pre Printed 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 offline Bid Submission'. Bidders 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)	Pre Printed Stationery Items
Payment Mode (Online/Offline)	Offline
Date of Issue/Publishing	24/04/2018
Last Date and Time for Submission of Bids	11/05/2018
Date and Time of Opening of Technical Bids	14/05/2018
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days
Address for Communication	Assistant 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.

Chairman Purchase Committee

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

**SUBJECT: SUPPLY OF PRE PRINTED STATIONERY ITEMS**

Indian Institute of Technology Delhi invites offline Bids (Technical bid and Financial bid) from reputed principal Manufactures for supply of Pre Printed 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/appand> 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 :-

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

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

**CONTENTS OF BIDDING**

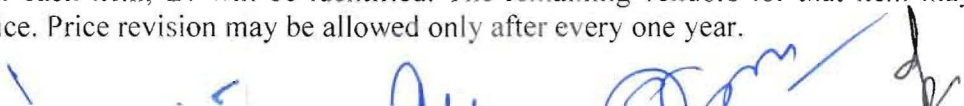
This is an enquiry for Rate Contract for one year period from the effective date. The RC may be extended upto two more years (one year at a time) depending upon the performance of the supplier (price and product revision can be done once a year). You are requested to submit bids under the terms and conditions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



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

1. Bids exclusively submitted as per enclosed proforma 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 30 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 Bidders currently engaged in litigation with other Organizations, must inform their status in writing. Bidders has to submit declaration along with technical bid stating that they have not been Black-Listed/ De-listed or 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 Proforma 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. Specification: As per Sample Provided by IIT Delhi.
12. Multiple sample provided by Bidders will not be accepted. His tender may be rejected on the recommendation of Committee.

## **II. Conditions of Contract**

13. The Bidders 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.
  14. 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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15. Commercial Terms & Conditions / Price schedule:

- i. GST 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.

16. 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).

17. As per Govt. Notification No. 10/97-CE dated 01/03/1997, IIT Delhi is exempted from paying Excise Duty and IIT Delhi shall provide all the documents under this Notification to enable the Bidders to clear the goods without payment of Excise Duty

18. 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.

19. 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.

20. IIT Delhi is an educational institute; hence maximum academic discount may be given.

**III. Other terms and conditions:**

21. The bidders must have submitted the following documents/certificate:-

1. Income Tax Certificate.
2. GST Registration Certificate.
3. PAN 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.

22. The Bidders must have had a minimum annual turnover of Rs.10 lakhs for last 3 financial years (i.e. 2014-15,2015-16, 2016-17) (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.

23. The Bidders should have its registered office inside New Delhi.



**IV. Specifications and Allied Technical Details:**

24. Bidders should quote their prices in the prices column rounded to the nearest rupee.(Ex. 00.00)

25. Annual requirement may decrease/increase due to consumptions fluctuation.

26. Bidders 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.

27. All the bidders must fill the Annexure-A (Compliance Report) and Annexure-B (Declaration Sheet) and Annexure-C (Financial bid as per format).

Asst. Registrar (Stores)

The image shows four handwritten signatures in blue ink. From left to right: the first is a stylized signature that appears to be 'S. M.'; the second is 'A. J.'; the third is 'A. M.'; and the fourth is 'A. M.'.



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Indian Institute Of Technology Delhi  
Hauz Khas, New Delhi-110016.

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

Store Purchase Section

ANNEXURE-A

Date

Sub: Compliance Report against the RC for Pre Printed Stationery Items

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 blacklisted by any Govt. /Autonomous bodies / Universities / Govt. Institutes.	
4	PAN number copy attached	
5	GST 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 (2014-2015, 2015-2016, 2016-2017).	
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 Bidders

Name:

Seal of the company

**DECLARATION SHEET**

We, \_\_\_\_\_ here by 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 Bidders/Manufacturer/Agent	
2	Phone	
3	Fax	
4	E-mail	
5	Contact Person Name	
6	Mobile Number	
7	GST Number	
8	PAN Number	

Signature of the Bidders

Name:

Seal of the company

**Financial Bid (BoO)**

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

*Am* *d*  
*Am* *d*



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

**ANNUAL TENTATIVE REQUIREMENT OF PRE PRINTED STATIONERY ITEMS**

SI.NO	NAME OF PRE PRINTED STATIONERY ITEMS	SPECIFICATIONS	UNIT	Tentative Annual Requirement
1	Answer Sheets(Major)16 Page 70gsm Printed	As Per Sample Provided by IITD	No.	1,00,000
2	Answer Sheets(Minor)12 Page 70 gsm Printed	As Per Sample Provided by IITD	No.	2,00,000
3	Continuation Answer Sheet 4 Page 70 gsm Printed	As Per Sample Provided by IITD	No.	2,00,000
4	White Envelop (printed) with plastic coated 12"x10" A4 size 100 gsm	As Per Sample Provided by IITD	No.	10000
5	Envelop white window 10"x4" with printed 100 gsm	As Per Sample Provided by IITD	No.	10000
6	Envelop white without window 10"x4" with printed 100 gsm	As Per Sample Provided by IITD	No.	15000
7	Envelop brown (Printed)12"x10" A4size 80gsm	As Per Sample Provided by IITD	No.	20000
8	Envelop brown (printed)16"x12" A3size 80 gsm	As Per Sample Provided by IITD	No.	20000
9	File cover 10"x13.75" 400 GSM colored hard board with printed	As Per Sample Provided by IITD	No.	15000
10	Attendance Register size 9.7"x7" having white map litho paper printed	As Per Sample (No. of Page 100) Provided by IITD	No.	200
11	Yellow/Blue Challan form with Sr. No.	As Per Sample Provided by IITD	Pad. Of 100	30
12	Bubble Envelope with printing brown color with pasting size 149.4x31.10 cm 100 gsm	As Per Sample Provided by IITD	No.	2000

