

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI

BID NOTICE

(No. IIITD/MM./Vendor Empanelment/35/2013, dated 14/02/2013)

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 1st March, 2013, 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, 2013
2. Last Date & Time of Submission of Bid : 01.03. 2013, 3:00 PM
3. Date and Time of Opening of Bids : 01.03. 2013, 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, 2013. 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 (S&P) at 011-26907422 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, Duties, Freight Etc.
1	All Pins	Branded	PKT.	5	
2	Pin-up Colored Board Pins	Branded	PKT.	150	
3	White Board Duster Magnetic	lkon, Marvy Best	NOS.	100	
4	Binder Clip 25mm	Yihai	NOS.	100	
5	Binder Clip 19mm	Yihai	NOS.	100	
6	Binder Clip 15mm	Yihai	NOS.	100	
7	Binder Clip 32mm	Yihai	NOS.	100	
8	Binder Clip 41mm	Yihai	NOS.	50	
9	Brawn Tap	Cello	NOS.	100	
10	Bond Paper	Oddy	NOS.	5	
11	Box File	Branded	NOS.	40	
12	CD Cover	Oddy	NOS.	150	
13	Calculator Casio MJ 120D 12 digits	Casio	NOS.	30	
14	Correction Pen (12ml)	cello	NOS.	30	
15	Computer Stickers	Oddy	PKT.	10	
16	Colored Flags	Oddy	NOS.	50	
17	Cutter Paper	Office Plus	NOS.	50	
18	Conference Notepad (40 pages)	Neelgagan	NOS.	200	
19	Cobra File		NOS.	30	
20	Double Punch Big	Kangaro	NOS.	20	
21	Double Punch Small	Kangaro	NOS.	30	
22	Duster White		NOS.	50	
23	Duster Yellow		NOS.	50	
24	Envelope (10x12) Size		NOS.	50	
25	Envelope Small		NOS.	100	
26	Eraser	Natraj	NOS.	75	
27	File Board		NOS.	200	
28	Gum Tube	Omax	NOS.	15	
29	Gem Clip 50 mm	Rolex	PKT.	20	
30	Glue Stic	Kores	NOS.	100	
31	Gem Clip 35 mm	Rolex	PKT.	50	
32	Glossy Paper	Oddy	PKT.	5	
33	High Lighter Pen	Luxur	NOS.	100	

34	Index File	Panchsheel	NOS.	100	
35	Index File Diplamate/PVC	Solo	NOS.	30	
36	Note Sheet Green	Neelgagan	NOS.	50	
37	Note Book-55No.	Nelgagan,POA	NOS.	75	
38	NoteBook-20No.	Neelgagan	NOS.	75	
39	OHP Marker	Reynolds	NOS.	50	
44	Pen	Montex	NOS.	50	
45	Pen Jottar	Reynolds	NOS.	50	
46	Pen Cello Uno	Cello	NOS.	50	
47	Paper A-4 Size	Century	REAM	600	
48	Pen Reynolds	Reynolds	NOS.	400	
49	Pen Cello Fine	Cello	NOS.	200	
50	Pencil	Natraj HB	NOS.	200	
51	Pen Gel	Achiever	NOS.	50	
52	Pamanent Marker	Reynolds	NOS.	20	
53	Plastic Folder	Solo	NOS.	50	
54	Plastic Folder Transperant	Solo	NOS.	300	
55	Pen Stand	Solo Organiser	NOS.	80	
56	Paper Weight		NOS.	50	
57	Post It 3x2	Oddy	NOS.	50	
58	Post It 3x3	Oddy	NOS.	100	
59	Post It 3x4	Oddy	NOS.	20	
60	Post It 3x5	Oddy	NOS.	20	
61	Pencil Cell AA	Everedy, Duracel	NOS.	100	
62	Pencil Cell AAA	Everedy, Duracel	NOS.	100	
65	Paper Rim A-3 Size	Century	REAM	5	
66	Report File	Solo	NOS.	50	
68	Register 288 Page	Nelgagan,POA	NOS.	30	
69	Register 192 Page	Nelgagan,POA	NOS.	50	
70	Rubber Band		PKT.	2	
71	Single Hole Punch	Kangaro	NOS.	50	
72	Sketch Pen	Luxor	PKT.	10	
73	Stapler Pins Small	Kangaroo	NOS.	100	
74	Stapler Pins Big	Kangaroo	NOS.	50	
75	Stapler Big HD-45	Kangaro	NOS.	30	
76	Stapler Small HD-10D	Kangaro	NOS.	100	
77	Scale (30 Cm)	Omax	NOS.	30	
78	Spiral Notebook Small	Solo	NOS.	50	
79	Spiral notebook Big	Solo	NOS.	30	
80	Sharpener	Natraj	NOS.	100	

81	Spiral Sheet		NOS.	250	
82	Separator		SET	100	
83	Stamp Pad	Faber Castell	NOS.	10	
84	Scissor (Medium)	West Quality	NOS.	30	
85	Tags		PKT.	10	
86	Tape Cello 2"	Cello	NOS.	30	
87	Tape Cello 1"	Cello	NOS.	50	
88	Tape Cello 1/2"	Cello	NOS.	30	
89	Tape Dispensar	Kangaro	NOS.	30	
90	Visiting Card Holder (250 Holders)	Solo	NOS.	10	
91	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, 2013 to 31st March, 2014. 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: