

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,  
DELHI**

**BID NOTICE**

(No. IIITD/MM./Vendor Empanelment/35/2018)

**Rate Running Contract for Supply of Office  
Stationery Items 2018-2019**

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 28th March, 2018 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 Collection " 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 1<sup>st</sup>, 2018
2. Last Date & Time of Submission of Bid : 28.03. 2018, 3:00 PM
3. Date and Time of Opening of Bids : 28.03. 2018, 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 Collection. 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 1<sup>st</sup> 2018. 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, DM (MM&D) at 011-26907561 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**

<b>S. N.</b>	<b>Item</b>	<b>Unit</b>	<b>Estimated no of Qty. Per Year</b>	<b>Make</b>
1	All Pin Box	PKT.	10	Best Quality
2	A4 Label(A4ST12)	PKT.	10	de'smat
3	A4 Label (A4ST40	PKT.	10	de'smat
4	A4 Label Sticker	PKT.	05	de'smat
5	Board Pin	PKT.	500	de'smat
6	Binder Clip 32 MM	PKT.	200	Yihai
7	Binder Clip 25 MM	PKT.	200	Yihai
8	Binder Clip 19 MM	PKT.	400	Yihai
9	Binder Clip 41 MM	PKT.	100	Yihai
10	Binder Clip 15 MM	Nos.	100	Yihai
11	Broun Tape 2 inch	Nos.	200	Best Quality
12	Box File	Nos.	20	Best Quality
13	Calculator MJ 120D 12 digit	Nos.	30	Casio
14	CD Box Bag (80 CD)	Nos.	20	Best quality
15	Correction Pen	Nos.	50	Oddy
16	CD Cover	Nos.	200	Best Quality
17	Color Flags (1x3)(25x75 mm)	Nos.	500	Oddy
18	Cobra File	Nos.	50	Best Quality
19	Conference Note Pad	Nos.	100	Best Quality
20	Cutter -Paper	Nos.	200	Natraj
21	Dura Cell AA	Nos.	1500	Dura Cell
22	Eraser	Nos.	300	Natraj
23	Envelop A3 Size (with Cotton)	Nos.	500	Best Quality
24	Envelop A4 Size (with Cotton)	Nos.	200	Best Quality
25	Executive Bond Paper	Nos.	5	Best Quality
26	Envelop 10x4.5 Local	Nos.	500	Best Quality
27	File Board	Nos.	1000	Best Quality
28	File Tag	PKT.	50	Best Quality
29	Fevicol 100G	Nos.	50	Best Quality
30	Glue Stick	Nos.	200	Oddy
31	Goody Bag	Nos.	1000	Best Quality
32	Gum Tube	Nos.	20	Best Quality
33	Gum	Bottle	2	Best Quality
34	Glossy Paper	PKT.	20	Kodak
35	High lighter pen	Nos.	500	Luxar
36	Index File Laminated	Nos.	200	Neelgagan
37	Minutes Binder	Nos.	2	Best Quality
38	Magnetic Pin Box	Nos.	100	Best quality
39	Note Book 55 No.	Nos.	500	Century
40	Note Sheet Pad (Green)	Nos.	100	Neelgagan
41	OHP Marker	Nos.	500	Luxar
42	Pen Cello Fine Grip	Nos.	500	Cello
43	Pen Cello Gripper	Nos.	500	Cello
44	Pen Reynolds	Nos.	2000	Reynolds
45	Pen Add Gel	Nos.	100	Add Gel
46	Pencil	Nos.	1500	Natraj
47	Pilot Pen	Nos.	100	Luxar
48	Pilot Pen V5	Nos.	100	Luxar
49	Pencil Cell AAA	Nos.	500	Eveready
50	Pencil Cell AA	Nos.	500	Eveready
51	Plastic Folder Transparent	Nos.	100	Solo
52	Permanent Marker	Nos.	50	Reynolds
53	Punch Single Hole	Nos.	50	kangaro

54	Punch Double Hole DP-600	Nos.	50	kangaro
55	Punch Double DP-280	Nos.	20	kangaro
56	Paper A4 Size	Nos.	2000	Century Star
57	Paper A3 Size	Nos.	20	Century Star
58	Paper Legal Size	Nos.	20	Century Star
59	Paper Weight	Nos.	20	Best Quality
60	Pen Stand	Nos.	100	Solo
61	Post It 3x3	Nos.	500	Oddy
62	Post It 3x4	Nos.	50	Oddy
63	Report File	Nos.	100	Solo
64	Rubber band	Nos.	2	Best Quality
65	Register 192 Page	Nos.	500	Century
66	Register 288 Page	Nos.	200	Century
67	Register Stock 300 Page	Nos.	10	Century
68	Register Dispatch & Received 300Page	Nos.	10	Century
69	Scissor 6"	Nos.	100	Best Quality
70	Stapler pin HD-45 Big	Nos.	20	kangaro
71	Stapler pin HD-10 Small	Nos.	500	kangaro
72	Stapler HD 10D small	Nos.	200	kangaro
73	Stapler HD 45 Big	Nos.	20	kangaro
74	Scale 12"	Nos.	50	Natraj
75	Sharpener	Nos.	200	Natraj
76	Separator 1-10	Set	100	Best Quality
77	Separator 1-15	Set	100	Best Quality
78	Separator 1-20	Set	50	Best Quality
79	Separator 1-25	Set	50	Best Quality
80	Separator 1-30	Set	50	Best Quality
81	Sketch Pen	PKT.	20	Luxar
82	Spiral Note Book( Bilt Matrix-160 Page)	Nos.	200	Bilt
83	Spiral Note Book Executive Pad No.5)	Nos.	200	Trison/ Solo
84	Spiral note book Small 20 no.	Nos.	500	Century
85	Spiral note book A4 size (300 Page)	Nos.	200	Century
86	Stamp Pad	Nos.	20	Best Quality
87	Spiral Binding Sheet Front(White)	Pkt.	10	Best quality
88	Spiral Binding Sheet Back(Blue)	Pkt.	10	Best quality
89	Spiral Spring (250 Sheet)	Pkt.	10	Best quality
90	Spiral Spring (100 Sheet)	Pkt.	10	Best quality
91	Spiral Spring (50 Sheet)	Pkt.	10	Best quality
92	Tape Cello 2" Inch	Nos.	200	Cello
93	Tape cello 1 " Inch	Nos.	200	Cello
94	Tape 18 x12 mm Small	Nos.	50	Cello
95	Tape cello 1/2 " Inch	Nos.	50	Cello
96	Tape Dispenser Big Size	Nos.	20	kangaro
97	Tape Dispenser Small Size	Nos.	20	kangaro
98	U Clip 50MM	PKT.	100	Best Quality
99	U Clip 35MM	PKT.	100	Best Quality
100	Uniball Pen	Nos.	20	Uniball
101	Visiting Card Holder A4 Size	Nos.	5	Best quality
102	Visiting Card Holder small	Nos.	5	Best quality
103	White Board marker	Nos.	2000	Reynolds
104	White Board Duster Magnetic	Nos.	1000	Oddy
105	Dust free white chock	Box	20	Best quality

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 1<sup>st</sup> 2018 to 31<sup>st</sup> March, 2019. 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: