



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref no. IIIT-A/ENQ/Purchase/376/384/2018

Date: 07/09/2018

Enquiry Letter

M/s.

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Ph. No.:

Sub: Quotations for procurement of office stationary at IIIT-Allahabad.

Enquiry issue date: 07/09/2018

Last date of submission: 26/09/2018 upto 12:00 Noon.

Opening of Bid: 26/09/2018 at 4:00 PM

Dear Sir,

Institute is inviting sealed quotations for " **Supply of office stationary at IIIT-Allahabad**" as per details given as below:-

S.N	Description of Items	Qty.	Unit Rate (Rs.)	GST %	Amount (Rs.)
1.	Ruled Register(240 page) 70 GSM (30*20 CM)	100 Nos.			
2.	Ruled Register(320 page) 70 GSM (30*20 CM)	200 Nos.			
3.	Stock Register (200 pages) 75 GSM	15 Nos.			
4.	Stock Register (100 pages) 75 GSM	100 Nos.			
5.	Stock Register (600 pages) 75 GSM	4 Nos.			
6.	Attendance Register	10 Nos.			
7.	Carbon Paper (Blue) - Kores	3 Pkt.			
8.	Log Book (For Vehicle Meter Reading)	20 Nos.			
9.	Shorthand Diary 100 pages (70 GSM)	20 Nos.			
10.	Conference pad (40 Page) 14.8x21cm	400 Nos.			
11.	A4 Color Paper (Ream) yellow, Green, pink, (75GSM)	08 Ream (2 each ream)			
12.	Label Sheet (A4 size Sticker Paper in packet) (1pkt=100 sheet)	10 pkt.			
13.	Photo paper 250 GSM Desmat A4 Size(1pkt=20 sheet)	20 pkt			
14.	Lamination a4 Size Pouch (125 micron)	3 pkt			
15.	Sticky Pad (Yellow Sticker) flag (3*3) (1pkt=100leaf)	50 pkt			
16.	Page Marker Re-Stick Notes (three color)	200 pkt			
17.	A3 Size White Copier Paper 75 GSM (JK Red)	20 Ream			
18.	V5 Hitech Point Pen (Blue) - Luxar	240 Pen			

S.N	Description of Items	Qty.	Unit Rate (Rs.)	GST %	Amount (Rs.)
19.	V5 Hitech Point Pen (Black) - Luxar	84 Pen			
20.	V5 Hitech Point Pen (Red) - Luxar	24 Pen			
21.	V5 Hitech Point Pen (Green) - Luxar	24 Pen			
22.	Pilot pen (Red) – Luxar	12 Pen			
23.	Pilot pen (Green) - Luxar	12 Pen			
24.	Pilot pen (Blue) - Luxar	84 Pen			
25.	Pilot pen (Black) - Luxar	36 Pen			
26.	Pen Butter Flow (Blue, Black)	Blue-250, Black-50			
27.	Ball pen (Blue, black) (Link Maxo)	Blue-600, Black-200			
28.	Ball pen red (Link Maxo)	50 Nos.			
29.	CD Marker Pen (Blue, Black,) (Artline)	Blue-40, Black-40			
30.	Permaen Marker (Blue, Black,) (Artline)	Blue-40, Black-40			
31.	White Board Marker (Blue, Black- Artline)	Blue-180, Black-180			
32.	White Board Marker (Red -Artline)	20 Nos.			
33.	Paint Marker (Silver Color) (Artline)	40 Nos.			
34.	Whitener (correction pen) (Artline/Camel/Natraj)	40 Nos.			
35.	White Board Duster - Magnatic (Artline)	50 Nos.			
36.	White Board Marker Ink (Blue, Black,- Artline)	Blue-100, Black-100			
37.	White Board Marker Ink (Red-Artline)	20 Nos.			
38.	Stapler HD- 10D (Kangaroo)	50 Nos.			
39.	Stapler HP-45 (Kangaroo)	30 Nos.			
40.	Stapler HD-23S13 (Kangaroo)	5 Nos.			
41.	Staples Pin (small- 10 No. in box)	400 Pkt.			
42.	Staples Pin (23/ 13 in box)	60 Pkt.			
43.	Staples Pin (small- 24/6 No. in box)	400 Pkt.			
44.	SR-300 Heavy Duty Staple Remover – Kangaroo	10 Nos.			
45.	Punch (Single Hole) - FP20 Kangaroo	20 Nos.			
46.	Punch (Double Hole) - DP-480 Kangaroo	20 Nos.			
47.	Kangaro HDP-1320 Paper Punch (Single hole)	5 Nos.			
48.	Stamp Pad (Red) Big	10 Nos.			
49.	Stamp pad (Blue) Big	25 Nos.			
50.	Stamp pad Ink (Blue, Red)	10 each			
51.	Fevi Stick 15gm	450 Nos.			
52.	Paper Knife Big (Natraj)	50 Nos.			
53.	Scissors Big - Kangaroo	40 Nos.			

S.N	Description of Items	Qty.	Unit Rate (Rs.)	GST %	Amount (Rs.)
54.	Binder Clip (1.6 inch & 1.25 inch) 32mm	15 Box each			
55.	Scale (Steel 12")	30 Nos.			
56.	Calculator (Casio/Oreva/Orpat) Big Display (12 Digits)	10 Nos.			
57.	Rubber Band Big Size,	3 pkt			
58.	Rubber Band medium size	2 pkt			
59.	Button Folder (A4 Plus Size)	30 Nos.			
60.	Dak Folder Cloth Coated (38cmx28cm)	60 Nos.			
61.	Candle (Rs.5)	30 Nos.			
62.	Gem (U-clip) 26mm Plastic Coated	50 pkt			
63.	White Tape 3" (Length - 60 mtr.) (Good Adhesive Quality)	100 Nos.			
64.	Brown Tape 3" (Length - 60 mtr.) (Good Adhesive Quality)	100 Nos.			
65.	White Tape 1" (Length - 60 mtr.) (Good Adhesive Quality)	100 Nos.			
66.	Brown Tape 1" (Length - 60 mtr.) (Good Adhesive Quality)	100 Nos.			
67.	Double Sided Tape 1"	10 Nos.			
68.	File tage (24")	50 bundle			
69.	File tage (8")	50 bundle			
70.	Cotton Thread (For Tag Exam Copies)	10 Box			
71.	Pencil cell (AAA) (Dura Cell/Eveready)	400 Nos.			
72.	Pencil cell (AA) (Dura Cell/Eveready)	600 Nos.			
73.	9 V Dura Cell	50 Nos.			
74.	Tie 5",6",9" Nylon Cable Tie	1500 pcs.(500 each)			
75.	Paper Weight Cubical (Good Quality)	50 Nos.			
76.	4 Socket Table Top Pen Stand (Size-15*7") Good Quality	20 Nos.			
77.	Sealing Wax (LAC) 300g (1pkt=10stick)	7 pkt			
78.	Paper Tray (A4 size) Size: 36 x 27 x 5 cm	40 Nos.			
79.	Table Tray (To keep Stationary like pencil,pen,stapler etc.)	40 Nos.			
80.	Eraser Non Dust (33x17x10 mm)- Natraj/Apsara	300 Nos.			
81.	Gum Tube (18 ml)	50 Nos.			
82.	Gum Bottle (1 ltr.)	15 Nos.			
83.	Highlighter -Different Color (Link/Faber-Castell)	150 Nos.			
84.	Lock with 3 Keys (Parker-7 Lever,65mm)	50 Nos.			
85.	Notice Board Pin (Plastic)	15 pkt.			

S.N	Description of Items	Qty.	Unit Rate (Rs.)	GST %	Amount (Rs.)
86.	Pencil HB (Natraj)	60 Pkt.			
87.	Pencil Sharpner (Natraj)	100 Nos.			
88.	Poker (Good Quality)	40 Nos.			
89.	Wireless Door Bell (with remote) -Anchor	15 Nos.			
90.	Wall Clock (11.75 inch) Good Quality	20 Nos.			
91.	CD-R (Loose) (Mooserbear/Sony)	200 Nos.			
92.	CD-RW (Pack) with cover (Mooserbear/Sony)	20 Nos.			
93.	DVD-R (Loose) (Mooserbear/Sony)	200 Nos.			
94.	DVD-R (Pack) with cover(Mooserbear/Sony)	30 Nos.			
95.	Index File (Box file) with metal clip (Size: 31 cm x 35 cm x 8 cm) Cover Plastic Laminated	100 Nos.			
Total Amount(in Rs)-					
Taxes (GST)-					
Grand Total (in Rs)-					

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 26/09/2018 (12:00 Noon)**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-Charge (Purchase), IIIT-Allahabad. Basic rate, taxes, freight charges or any other charges must be quoted separately, F.O.R destination at IIIT-A, Deoghat Jhalwa, Allahabad. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015.**

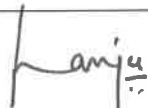
Note:

1. Quoted rates should be valid at least for 60 days.
2. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No: 0532-2922051.
3. Kindly quote & attach a copy of your income tax PAN No. / GST no. etc. mandatory on the quotation raised by you. If PAN no. not quoted, 20% TAX will be deducted at source.
4. Supply of the above items must be completed within 3 weeks from the date of receipt of the order. If the supply delayed beyond the stipulated time of completion of the supply, penalty of 1% per week or maximum 10% of the total cost may be imposed at the discretion of the competent authority. This purchase/supply order will be automatically expired after 05 weeks unless extension is provided by the Institute on request by the supplier.
5. All disputes are subject to the jurisdictions of Allahabad.
6. Price Basis & applicable Tax claim: Price should be quoted by interested Tenderer is inclusive of all up to F.O.R. IIITA, Allahabad basis. Vendor should clearly mention the Rate of applicable GST Tax separately, if firm will not mentioned the Taxes clearly on their Price Quotation, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIIT, Allahabad on account of Taxes.
7. If it is found that items are of sub-standard quality and not conforming to the required specifications, the firm will have to replace the sub-standard items with required items immediately otherwise order will be cancelled and payment will not be released.
8. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
9. Evaluation of offers will be made on the basis of total amount of all items inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format. Rate for all the items is to be quoted by the tenderer. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item

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as evaluation is to be done on the total amount of all the items for the indicated quantity. However, while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.

10. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
11. Payment will be made within fifteen days after satisfactory report of Indentor. No conditions/ clause with regard to interest etc. shall be entertained.
12. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
13. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
14. In case the firm fails to complete the job within maximum specified period, Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
15. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer.
16. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIITA website www.iiita.ac.in Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
17. Complete Postal address of tenderer/ bidder along with mobile number and email id.



Assistant Registrar (Purchase)

Copy to:

- PS to Hon'ble Director- for kind information to Hon'ble director please.