

Indian Institute of Information Technology, Allahabad

Devgat, Jhalwa, Allahabad – 211012, Uttar Pradesh, India
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Ref. No. IIIT-A/DR(E)/069 /2015
Date: 13/04/2015

Empanelment of Suppliers at IIIT-A **(Stationary Items)**

Sealed tenders are invited under two bid systems for the empanelment of suppliers for **Stationary Items** for the Institute at IIIT-A, Jhalwa Campus.

Sealed tenders on prescribed format are invited from reputed and legally qualified suppliers who are engaged directly in the supply of listed Items **(Annexure-I)** as manufacturer/authorized dealers etc. The details of terms & conditions with prescribed format are available on the IIIT-A website www.iiita.ac.in which can be downloaded and submitted within the prescribed time along with all the requirements, addressed to the **Deputy Registrar (E), IIIT-Allahabad.**

- | | |
|-------------------------------------|------------------------------------|
| 1) Place of Supply | : IIIT-A, Deoghat Jhalwa Allahabad |
| 2) Cost of Tender | : Rs. 1,000/- |
| 3) Projected Estimated Annual Value | : Rs. 15-20 Lakhs (approx) |
| 4) EMD | : Rs. 30,000/- |
| 5) Last Date of submission | : 27.04.2015 (12:00 noon.) |
| 6) Tender opening date | : 27.04.2015 (4.30 p.m.) |

Tender duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). The tender document may be obtained on payment of tender processing fee from the counter at IIIT-A, Deoghat, Jhalwa Campus, Allahabad **w.e.f. 13/04/2015 to 24/04/2015.**



Dy. Registrar (E)
IIIT-Allahabad

Technical Bid

(To be submitted on Letterhead of Firm/Vendor/Supplier)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered):-.....
2. Address of the firm:-.....
.....
.....
3. Phone Number: -
4. Proprietor's name:-.....
5. Address of Proprietor:-.....
6. Proprietor's Phone No.:-.....
7. Details of the firm:-
 - (a). Date from which the firm is operating:-.....
 - (b). Turnover of the firm during:-
 - 1) FY 2011-12 (Rs.).....
 - 2) FY 2012-13(Rs.).....
 - 3) FY 2013-14(Rs.).....

(Please attach documentary evidence)
 - (c). PAN No.:-.....
 - (d). PAN is in the name of Proprietor/Firm (Reg.) specify.....
 - (e). TAN No.:-
 - (f). UPTT No/CST No.:-.....
 - (g). Service Tax Registration No.:-.....
 - (h). Details of Govt. Supply/ Turnover etc -

Sl. No.	Name of place where services rendered:	Addresses of such place where services rendered	Period from and to of services rendered
1			
2			
3			

Please attach details of satisfactory work accomplished for the above, in absence of which the EXPERIENCE shown above SHALL be treated as INVALID.

8. Certified that we M/sare the sole Distributors/Authorized Dealers/Suppliers of for items shown in category at Sl. No..... of the empanelment document (Attach relevant certificate in support).

.....
Seal & Signature of Authorized signatory with date

GENERAL TERMS & CONDITIONS

(Forming Part of Technical Bid & to be submitted on the letterhead of the LICB)

1. The documents must be submitted in the copy of prescribed proforma ONLY duly filled in, completed & signed by the venders/ bidders along with their seal. Use of format enclosed and signed by the Institute for tendering shall not be accepted.
2. Tenderers are strictly prohibited to submit their tender with more than one name/ identity. In case a tenderer is found to have indulged in tendering with more than one name/identity he/she shall be black listed for ever.
3. The NON-REFUNDABLE cost of processing the intent-cum-Bid documents is **Rs. 1000/-** in the shape of **Demand Draft ONLY drawn in favour of "IIIT, Allahabad" payable at Allahabad.** The same may be attached with the tender form in case of downloaded forms. No cash or cheque will be acceptable.
4. The venders may quote the maximum consolidated discount offered to Institute on the MRP or the manufacturers listed price as per there approved LIST PRICE. Whether the firm is authorized dealer or retail supplier a certificate has to be given with supporting document.
5. All LICB should be addressed to the Deputy Registrar (E) "Indian Institute of Information Technology, Allahabad" **and sealed envelope superscribed as Letter of Intent-cum-Bid.**
6. The LICB must be accompanied with an earnest money deposit (EMD) of 2 % of estimated cost through demand draft/banker cheque in favour of "IIIT-A Allahabad", (Indian Institute of Information Technology, Allahabad) payable at Allahabad.
7. In case suppliers are not considered for placing order, the earnest money deposit of unsuccessful bidders shall be returned without any interest within one month from the date of LICB or after finalization of the empanelment list, whichever is later. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit on written request by the tenderer.
8. a) The supplier/service provider should quote clearly in figure and in words the rate and amount tendered by him with all charges F.O.R. destination-IIIT-A, Jhalwa Campus, Allahabad.

b) Estimated Annual value shown in this document is based upon the past data of purchases made by the Institute during one full year and NOT in one instance.

c) Estimated value worth items are expected to be purchased within a period of one year and NOT in one instance. Also, this is ONLY an indicative projection of future procurement(s) in respective category based on past years data. It may increase or decrease, based upon the actual needs of the Institute. Institute is NOT bound to essentially make purchases worth the projections shown.

d) Institute shall be free to procure items under any category in any ratio from the empanelled vendors of the shown category.

e) Empanelment of vendors/ suppliers, does not mean that Institute is bound to purchase any/ all items from the respective empanelled vendors/ suppliers though all efforts shall be made to give them the first opportunity.

9. Trade/Sales tax/VAT or any other tax or other charges on the material must be mentioned and quoted while quoting rates by tenderers any type of taxes have not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances and firm has to bear all kind of taxes.
10. A supplier shall not submit more than one tender per category.
11. The supplies so submitted shall be governed by the laws of India and be interpreted in accordance with such laws as applicable at Allahabad, U.P., India.
12. In case of any dispute arising in process of the LICB, the matter shall be referred to the sole arbitrator who in such cases shall be The Director, IIIT-A and whose decision shall be final and binding on both the parties.
13. The acceptance of an offer will rest with the Institute which does not bind itself to accept the lowest rate and reserves itself with the authority to reject or partially accept any or all the offer documents received, without assigning any reason.
14. The vender's offers are likely to be rejected in case the same are not conforming to the laid down terms and conditions of the tender.
15. The responsibility of the safety of the hired material against fire, theft, riots and other unforeseen hazards shall be of the service provider.
16. All the rules regulations & laws of the land shall be complied by the LIC Bidder. The vender/ service provider shall have necessary licenses from the local or Govt. authorities for running the appropriate business, and shall pay all charges, taxes, levies and statutory dues assessments payable to any public or local authorities in respect of the supply-business and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the statues or rules framed there under by such authorities and keep the Institute indemnified always against all such actions, demands, expenses and charges incurred or suffered in that behalf.
17. The service agencies must have worked in reputed organizations and will have to provide details of such organizations with the certificate of it in the prescribed proforma.
18. The turnover of the firm/Vendors should be at least 40.00 lakhs per year.
19. Deficiency in not supplying full information shall result in primary rejection of LICB document as submission of supplementary information would not be accepted.
20. All inclusive prices are as applicable at IIIT-A, Deoghat, Jhalwa Campus of Institute at Allahabad.
21. The cost of stamp fee for the execution of Agreement and other satisfactory liabilities, if any shall have to be borne and paid by the successful bidder.
22. The Institute reserves the right to impose financial penalty and initiate punitive action against the venders that fail to affect their supplies within the time frame given for each supplying order the quantum of which shall be decided by the Director.
23. Conditional Tenders shall not be entertained and shall be rejected summarily.

- 24. **It is mandatory to mention enquiry reference number, subject, matter of tender, due date, contact address etc. on envelop of your quotation.** Incomplete Information will make the tender liable to rejection without opening the envelope.
- 25. Tenderers are requested to quote email ID and Bank details etc of the authorized representative who, when called for, may represent them. Such persons must bring with them proof of their identity as well as authorization to represent the tenderer to act and converse authorizedly by on their behalf.
- 26. No enquiry or correspondence in respect of the tender shall be entertained by or on behalf of the tenderer. Secret and knaive enquiry about proceedings and result of the tender and/or attempt to influence the decision of the tender shall qualify the tenderer to be blacklisted.

UNDERTAKING

“It is certified that:

- (i) I have gone through all the conditions and understood the same.**
- (ii) I agree to the terms & conditions as specified above**
- (iii) I find myself to follow and comply with it.”**

Date:.....
Place:.....

.....
**Seal and signature of the Proprietor/
Authorized Representative**

ANNEXURE-1**PRICE OFFER DOCUMENT FOR STATIONERY ITEMS
(Financial Bid)**

On the letterhead of the Vendor/Supplier in separate sealed envelopes

List of Stationery items for Empanelment				
S. No.	Name of Items	Unit	Make/ Model	Maximum Discount % on MRP/ Company approved List Price
1.	Register(240 pages)	No.	branded make	
2.	Register(320 pages)	No.	branded make	
3.	Register Dispatch (400 pages)	No.	branded make	
4.	Peon Book (100 pages)	No.	branded make	
5.	Log Book (100 pages)	No.	branded make	
6.	Writing Pad A4 (100 sheets)	No.	branded make	
7.	Gate pass issue book (100 page with carbon copy page)	No.	branded make	
8.	Stock Register (200 pages)	No.	branded make	
9.	Stock Register (450 pages)	No.	branded make	
10.	Writing Pad A5 Pad (50 sheet)	No.	branded make	
11.	Scale (Steel 12")	No.	branded make	
12.	Tags (White, Small-bunch-100)	No.	branded make	
13.	Tags(Green, Big- 100)	No.	branded make	
14.	Stamp Pad	No.	branded make	
15.	Stamp Pad Ink	No.	branded make	
16.	Chart Paper (black color)	No.	branded make	
17.	Eraser	Pkt.	branded make	
18.	Sharpener	Pkt.	branded make	
19.	Paper Weight	No.	branded make	
20.	Table Tray/File holder	No.	branded make	
21.	Button Folder	No.	branded make	
22.	Dock Pad (Cloth)	No.	branded make	
23.	Carbon Paper (Blue- in packet)	Pkt.	branded make	
24.	Pen Stand	No.	branded make	
25.	Calculator (Casio)	No.	branded make	
26.	Water damper	No.	branded make	
27.	Table Bell	No.	branded make	
28.	Rope (Sutli per kg.)	Kg.	branded make	
29.	Cello Tape ½" (Big)	No.	branded make	
30.	Cello Tape 1" (Big)	No.	branded make	
31.	Cello Tape 3" (Big)	No.	branded make	
32.	Brown Tape 3" (Big)	No.	branded make	
33.	Fevicol (1 Ltr)	Ltr.	branded make	
34.	Stapler (small)	No.	branded make	
35.	Stapler (Big size)	No.	branded make	
36.	Staples Pin (small- 10 No. in box)	Box	branded make	
37.	Staples Pin remover	No.	branded make	
38.	Staples Pin (big-24/6)	Box	branded make	
39.	Staples Pin (big-23/17)	Box	branded make	
40.	Pilot V5 (Blue)	No.	branded make	
41.	Pilot V5 (Black)	No.	branded make	
42.	Pilot V5 (Red)	No.	branded make	
43.	Pilot V5 (Green)	No.	branded make	
44.	Pilot 0.5 High-tech (Blue)	No.	branded make	
45.	Pilot 0.5 High-tech (Black)	No.	branded make	
46.	Pilot 0.5 High-tech (Red)	No.	branded make	
47.	Pilot 0.5 High-tech (Green)	No.	branded make	

48.	Normal pen (Red, Green, Blue, Black)	No.	branded make
49.	Sketch Pen (Blue, Black, Red, Green- packet each)	No.	branded make
50.	Highlighter (Green, Yellow & Pink)	No.	branded make
51.	OHP Marker (Blue, Black, Red, Green)	No.	branded make
52.	White Board Marker (Blue, Black- Artline)	No.	branded make
53.	White Board Marker Ink (Blue, Black-Artline)	No.	branded make
54.	White Board Duster	No.	branded make
55.	Permanent Marker (Blue & Black)	No.	branded make
56.	Pencil HB	Pkt.	branded make
57.	Whitener (correction pen)	No.	branded make
58.	Fevi Stick (small)	No.	branded make
59.	Fevi Gum (small)	No.	branded make
60.	Gum Bottle (1 Ltr)	No.	branded make
61.	Punch (Single Hole)	No.	branded make
62.	Punch (Double Hole)	No.	branded make
63.	Paper Cutter (Big- Knife)	No.	branded make
64.	Paper Cutter (Small- Knife)	No.	branded make
65.	Scissors	No.	branded make
66.	Sticky Pad (Yellow Sticker)	No.	branded make
67.	Flag Sticker (Page Marker four colors)	Pkt.	branded make
68.	Drawing Pin (Board Pin, Big size) pkt.	Pkt.	branded make
69.	Allpins (Steel Pin)	Pkt.	branded make
70.	Gem clips , Plastic quoted (U-Clip-packet)	No.	branded make
71.	Binder Clip	No.	branded make
72.	Rubber Band (Kg.)	No.	branded make

Note-

- a) Vendors are required to quote their discount in % (percentage) only.
- b) Financial Bid of only technically successful Bidders shall be opened.

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Seal and Signature of Authorized Signatory