

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Ground Floor, Block "A", Vishwakarma Government Engineering College Campus

Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424. Tel/Fax No. +91 79 2397 2583

Website: www.iitgn.ac.in

Notice inviting Quotations

No. IITGN/ADMIN/ARC/STGEN/12-13/00265

Date: - 09.10.2012

Subject: - Annual Rate Contract for Supply of "Stationery and General Items"

1)

1.1 Indian Institute of Technology Gandhinagar invites bids for supply of "stationery & General items" for its office at Chandkheda, Ahmedabad from reputed and financially sound firms; those are in the business for the Last five years and capable to supply the items on credit basis.

1.2 **Eligibility of firms:**

The bidder must have:

- i) Valid PAN No.
- ii) Shop/Office/Godown must be in Ahmedabad/Gandhinagar and surrounding areas and should have minimum five employees.
- iii) Experience of supplying stationery items to the reputed organizations for a minimum period of one year.
- iv) Bidder must submit his telephone No., Mobile No, email and his address for easy communication.

1.3 Tender Fee: Rs. **500/-**

1.4 EMD Amount- Rs: - **5000/-**

1.5 Quotation should have validity of 120 days from the date of opening.

1.6 The time period of rate contract: **1 year.** (Which will be decided at the time of awarding the order?)

1.7 Sealed quotation marked "Tender for Supply of Stationery and General items to IIT Gandhinagar" consisting of two envelopes containing Tender Fees & EMD & financial sealed bids respectively must reach the following address latest by **05:00 pm** on **29.10.2012** Assistant Registrar (MM), IIT Gandhinagar, Vishwakarma Government Engineering College Campus, Ground Floor, Block "A", Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424.Tel/Fax No. +91 79 2397 2583.

The first cover should contain DD/Banker's Cheque of EMD & Tender Fee, Copies of Supply Orders and Successful execution of the contract for past performance, Copy of PAN No., Audited Balance Sheets or Income tax return. Sale Tax registration or copy of constitution of firm/Company.

The 2nd Cover should contain the financial quote of the stationery items. Both 1st and 2nd Cover should be put in a bigger cover and this outer should be sealed. Both the covers shall be opened simultaneously on 07.11.2012 at 03.00 PM. Samples wherever required as per tender may be deposited on or before the tender opening date if require.

2 Time Period:-

Time period for the work is as given in the Para 1.6 above from the date of award of work, which shall be extendable for a period of one more year at the same rate, terms and conditions, if the services are found satisfactory/excellent.

3 General Terms and Conditions for procurement:-

- 3.1 The Director, IIT Gandhinagar reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 3.2 Any quotation received after the date and time specified in para 1.7 will not be accepted.
- 3.3 Canvassing in connection with Quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 3.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.

4 RATES AND PRICES:-

- 4.1 Bidders should quote unit price in the prescribed proforma as attached in Annexure-II. **Rates should be inclusive of all taxes.**
- 4.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over writings are permissible.
- 4.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.4 The rates should quote in figures as well as in words.
 - i) Special care should be taken to write the rate and amount in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of Rupees and word paisa should be written at the end (unless the rates in whole rupees) and followed by the word only. It should invariably be up to two decimal places. While quoting the rates in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
 - ii) In case of any discrepancy between the rates quoted in figures and words that rate on which the amount has been worked out shall be taken as correct. In case of any discrepancy between the rate quoted and the amount worked out, the rate quoted in figures and words shall be taken as correct.
- 4.5 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.
- 4.6 Selected Firm/Agency should deliver the items at site at free of cost.
- 4.7 The IIT Gandhinagar will not be bound to accept the lowest quotation and Rate Contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of IIT Gandhinagar. The decision of the IIT Gandhinagar shall be final in this regard.

5 Place of delivery:-

Place of delivery shall be IIT Gandhinagar, Vishwakarma Government Engineering College, Visat Gandhinagar Highway, Chandkheda, Ahmedabad : 382424. No additional freight or any other charges would be payable towards transportation etc.

6 EMD: -

- 6.1 The EMD should be in the form of Bank Guarantee (in approved format of a nationalized bank), a Banker Cheque / Demand Draft drawn in favour of “**IIT Gandhinagar Main Account**” payable at **Ahmedabad** and **it should be placed in the envelope containing the Tender Fee & EMD only otherwise Bid will not be considered.**
- 6.2 Bid received without EMD will not be considered.
- 6.3 The EMD shall not carry any interest.
- 6.4 EMD of unsuccessful bidders will be returned within 30 days from the date after the award of contract/ bid is decided.
- 6.5 The EMD shall be forfeited:-
 - i) If the bidder withdraws his bid during the validity period of the bid.
 - ii) In the case of successful bidder, if he fails to furnish the required items/ deliver items within the specified time limit.
- 6.6 The EMD of successful bidder shall be refunded after submission of the required items / satisfactory execution of the services after completion of the Annual Rate Contract period.

7 Security Deposit:-

A security deposit of Rs. 5000/-(Rupees Five Thousand Only) has to be submitted by the bidder /service provider in favour of “IIT Gandhinagar” to whom the contract will be awarded. The said security deposit will be refunded three months after the completion of the period of contract provided the services of the firm had been satisfactory. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.

8 Taxes:-

Rates quoted by the bidders shall be inclusive of all taxes and nothing extra shall be payable.

Recoveries as per the government norms shall be made while making payment.

9 Liquidated Damages:-

In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2% per week of the price of any stores which the contractor has failed to deliver/install within the period for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

10 Payment:-

100% Payment shall be released within 30 Days on satisfactory receipt of the goods/articles ordered.
Advance payment will not be made under any circumstances.

11 Termination:-

In case of continued non-performance and inability to meet product requirements, this office shall reserve the right to terminate the contract after giving 15 days notice in writing.

12. IIT Gandhinagar reserves the right to modify any terms / conditions at the time of agreement.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder:- _____

Date:- _____

Name of the bidder:- _____

Firm's Name:- _____

Subject: - Annual Rate Contract of Stationery Items & General Items

Bid Proforma

A

Name of the bidder (Firm):- _____

Name of the representative:- _____

Address of the bidder: - _____

Land line Tel Nos of the bidder:- _____

Mobile Nos of the bidder:- _____

Email of the bidder:- _____

Registration No. of the Firm:- (If any) _____

(Please enclose the copy of registration):- _____

VAT No:- _____

Service Tax No:- _____

PAN No:- _____

B Experience: - Details of Annual Rate Contract executed especially with reputed organizations
(Please submit certificates from the authorities. Please add additional pages/sheets if required)

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C Proposal to carry out the work at IIT Gandhinagar:-

D Declaration:-

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in **NIQ No. IITGN/ADMIN/ARC/STGEN/2012-13/0265, Dated:-09.10.2012.**

Sign of bidder:- _____

Date:- _____

Name of the bidder:- _____

Firm's Name:- _____

(Please add additional pages/sheets if required)

Subject: - Annual Rate Contract of Stationery & General Items**Financial bid (Schedule of quantity & Price)**

Sr. No.	Name of the Items	Unit	Price Quoted in Rs.
1	Cello Tape 1' Omex or Equivalent		
2	Cello Tape 2' Omex or Equivalent		
3	Post it flags Oddy or Equivalent		
4	Sketch Pen Pkt.(12 Pcs. Spt) Luxor or Equivalent		
5	Correction Pen (Kores or Equivalent)		
6	Eraser (Non-Dust) Apsara or Equivalent		
7	Glue Stick (Kores/Luxor) or Equivalent		
8	Highlighter (Luxor)Gloliter(5 in a Set) or Equivalent		
9	Note pad(No. 66) (Neelgagan) or Equivalent		
10	Note Sheet Pad(Neelgagan) or Equivalent		
11	Post it Pad (Yellow Slip)(3" X 4" De Samrt)		
12	Blue (Pilot Pen V -5) Luxor or Equivalent		
13	Black (Pilot Pen V -5) Luxor or Equivalent		
14	Punch Single Nose (Kangaro)		
15	Sharpner Natraj or Equivalent		
16	Stapler Pin 24/6 (Kangaro) or Equivalent		
17	Stapler Pin Small No. 10 (Kangaro) or Equivalent		
18	Photostat Paper A4 Size HP Copy Power (75 GSM) or Equivalent		
19	Register Ruled (50 pgs)Neelgagan, Bittoo or Equivalent		
20	Register Ruled (100 pgs)Neelgagan, Bittoo or Equivalent		
21	Register Ruled (200 pgs)Neelgagan, Bittoo or Equivalent		
22	Register Ruled (300 pgs)Neelgagan, Bittoo or Equivalent		
23	Gem Clip Metal		
24	Solo File (2 D Ring Binder)		
25	Ruled Register 192 Pgs. Century/Bharat or Equivalent		
26	Photocopy Paper (Legal Size) 75 GSM HP Copy Power or Equivalent		
27	Photocopy Paper (A3 Size) 75 GSM HP Copy Power or Equivalent		
28	Liver Box File Standard		
29	Paper Weight Kebica or Equivalent		
30	Plastic Paper/File Tray Standard		
31	Staple Machine HD-45 Kangaro or Equivalent		
32	Staple Machine No.HD-10-D Kangaro or Equivalent		

33	Tag Bundle (Bundle 100 Pcs.)		
34	Compact Disc Recordable(CDR)(CDR/W 700 MB) capacity with plastic case(Samsung, Sony, Moserbaer) or Equivalent		
35	DVD R/W 4.7 GB Mosearbear, Sony, Samsung or Equivalent		
36	Register (384 Pgs) Century/Bharat or Equivalent		
37	Permanent Ink Marker		
38	White Board Marker Standard		
39	Pen Stand (4 Socket)		
40	Pen Stand (2 Socket)		
41	Pencil HB, Apsara, Natraj or Equivalent		
42	Dura Cell AAA(2 cell in a set) or Equivalent		
43	Dura Cell AA(2 cell in a set) or Equivalent		
44	Ball Pens (Reynolds 0.5)/Cello Gripper or Equivalent(Blue & Black)		
45	Scissor Size 7" Per Pc.		
46	Scissor Size 9" Per Pc.		
47	Paper Cutter –Small		
48	Paper Cutter – Big		
49	Pin Holder		
50	Plastic Holder L- Shape (Super Quality)		
51	Plastic Holder (Strip) (Super Quality)		
52	Raugh Pad (25 Pages)		
53	Envelope 10 x 4 ^{1/2} inch Window (in white) per Pkt.		
54	Envelope 10 x 4 ^{1/2} inch Without Window (in white) per Pkt.		
55	Envelope A-4 size cloth mounted(in Green) per Pkt.		
56	Envelope A-6 (File Size) cloth mounted (in white) per Pkt.		
57	Envelope A-5 (File Size) cloth mounted (in white) per Pkt.		
58	Cotton Tag (Ordinary Size) fine Quality per Bunch(guchhi) bunch of 50 tags		
59	Plastic Folder (L-Shape) Neelgagan No. 102 Per Folder		
60	Ball Pen(0.5) Cello Gripper Per Pc.		
61	Add Gell Pen(Pg-500) per Pc.		
62	Brown Packaging Tape 2" X 30-35 Mtr.(Super Diamond tape)		
63	Pocker (Sua) MAX – Japan per Pc.		
64	Binder Clip 19 mm Size (Per Small Box)		
65	Binder Clip 25 mm Size (Per Small Box)		
66	Binder Clip 30 mm Size (Per Small Box)		

67	Binder Clip 41 mm Size (Per Small Box)		
68	Binder Clip 51 mm Size (Per Small Box)		
69	Fevicol White Adhesive of 30 gm. Per tube		
70	Green Court Paper – Per Packet(500 Sheets)		
71	Matrix Diary – Big		
72	Matrix Diary – Small		