



INDIAN INSTITUTE OF MANAGEMENT NAGPUR

TENDER DOCUMENT

Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied

Material at IIM Nagpur

Pre-Qualification

Client

CAO

Indian Institute of Management Nagpur - 440010

Email : procure@iimnagpur.ac.in

Phone no. 0712-7102358, 0712-7102360

Notice inviting Tender and Schedule of Events

Sealed tenders are invited from bonafide, experienced & reputed dealers of good financial standing for Empanelment & Annual rates contract for supply of office stationery & allied material as mentioned in the document:		
Clause No.	Title	Description
101	Work	Empanelment & Annual rates contract for supply of office stationery & allied material at Indian Institute of Management Nagpur (hereinafter to be referred to as IIMN).
102	Reference no.	IIMN/116/2017-18/010 dated 05.12.2017
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Tender submission cost	-
105	Earnest Money Deposit (EMD)	NA
106	Contract Period	1 year from the date of Order extendable further for a period of 2 years on yearly basis. The empaneled vendors will have to supply the items for which Annual Rates are fixed throughout the year in varying quantities delivered at IIM Nagpur as per rates agreed upon. In case of extension of contract, rate revision may be carried out by mutual agreement.
114	Issue of the bid Document	To be issued from IIM Nagpur – Stores & Purchase Office from 6 th December 2017 02:00 PM onwards or downloaded from www.iimnagpur.ac.in . Any change in the tender document and important notifications will be uploaded on the website and informed to the bidders by email. The bidders are requested to check the mail & website on regular basis till the award of the Supply Order.
115	Sample check	Prospective bidders after collecting Tender document may visit and check the samples till 13 th December 2017 with the permission of Institute authority.
116	Submission of Bid Documents	By 3.00 pm on 15 th December 2017 at Stores & Purchase office IIMN, VNIT Campus, South Ambazari Road Nagpur-440010
117	Opening of Bids	The bids shall be opened on 19 th December 2017 at 11.30 A.M. Bidders may send authorized representatives to witness the opening of Bid.
118	Essential PQ Requirement	1. Bidder should own wholesale / retail unit for a minimum period of 5 years – (Copy of registration of firm / Certificate of incorporation of company to be enclosed) 2. Bidder must not be blacklisted / suspended from any Govt. Semi Govt. Organization / PSU / Public sector. Declaration to that effect to be submitted.

119	Conditional Bids	Conditional bids not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
120	Contract Agreement	The successful Bidder may have to execute a contract Agreement with IIMN on a non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMN reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing. The contract shall be as per format provided by IIMN.
124	Compliance with owners rules and regulations	The bidder shall comply with all norms stipulated by the Owner such as Gate Passes and Checking by security personnel.
125	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the IIMN and the contractor.
128	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all expenditure required to be incurred by him/her for supplying items in the tender document during the contract period as indicated under his contract. No variation on any account unless otherwise specifically mentioned will be allowed. ONLY GST component to be shown separately & will be paid extra if applicable.
129	Bid Validity	The bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid on their own, the offer shall be treated as "REJECTED."
132	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
137	Interpretation	The Special conditions of Contract if any will be read in conjecture with all other documents forming part of this document. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
141	Payment of Bills	Payments will be made by NEFT /RTGS

141.1	Final Bill	Payment will be made based on the items supplied over a period of month and the monthly bill submitted and verified by the Stores office IIMN. Payments will be made within 15 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN.
142	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract.
148	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
150	Pre -qualification requirements	The applicant must submit Annexure-A duly filled, signed and stamped.
150.1		Agency to submit the documentary proof in support for the eligibility criteria mentioned (Sr.No.118). A simple undertaking by the agency for any of the above points shall not be considered for evaluation. Copies of PAN, GST to be attached with the bid.
152	Bid format	The bid shall be submitted as follows.
	Sealed Envelope	Legible copies of documents mentioned in Clause 150 duly self-attested by bidder to be submitted along with the Original BID documents with all Annexures (A) completely filled in stamped and signed by the bidder.
		Any other information bidder would like to attach.
		Price Bid document – Completely filled signed and stamped
153	System of Bid Evaluation	Vendors will be empaneled based on the lowest of the total rates quoted for category A and for each item in Category B and category C.
154	Precedence Clause:	In the case of any ambiguity in interpretation, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.

155	Mathematical error	During the opening of price bids the quoted rates will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. However, decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
-----	--------------------	---

INSTRUCTIONS TO THE BIDDERS

1. The price bids of only those bidders shall be considered for evaluation whose bid is determined to be technically acceptable to IIMN.
2. Prices indicated on the Price Schedule shall be entered in the following manner: -
 - i. The rates of respective items shall be quoted without GST component. GST will be paid extra as applicable.
 - ii. The bidder shall quote only one price for each item after verifying the sample at IIMN.
 - iii. Accordingly Price Bid is to be filled quoting price and submit duly stamped, signed and sealed along with forwarding letter & reference no. etc.
- 3 Any conditions / terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms & conditions will be as given herein and no change in any term or condition by the bidders will be acceptable.
- 4 Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, the IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.
- 5 Tender documents complete in all respect in an envelope superscribed as "Supply of Stationery items at IIMN " should be submitted at INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, South Ambazari road, Nagpur 440010.
- 6 Payment will be released against proof of successful completion of delivery of items as certified by Stores Office of IIMN and on submission of Invoice along with Delivery Challans. The quoted rate should be firm throughout the contract period.
- 7 In the case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
- 8 All the documents submitted (whether original or photocopy) with the bid must be legible and signed by the bidders, otherwise the bid is likely to be rejected.
- 9 Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.
- 10 Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount least between the figure and word will be treated as final.
- 11 No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Bidders shall seek clarifications if any before submitting the tender.

- 12 While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Bidders stipulates any condition of his own, such conditional tender is liable to be rejected.
- 13 The bidders have to submit the price bid only as per the price schedule format as given above in this tender document. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.
- 14 The Bidder shall bear all costs associated with the preparation and submission of its Bid and IIMN will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

PARTICULARS OF BIDDER

“Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur” IIMN/116/2017-18/010 dated 05.12.17

1. Name of the bidder

(a) Trade Name (in Block letters) _____

(b) Status of the bidder _____

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors _____

(in Block letters)

2. Postal Address _____

3. Telephone No. _____

4. E-mail / Website address (if available) _____

5. Name of the Banker, Branch Name & address _____

(in Block letters) (for e-payment purpose)

6. PAN (Enclose self-attested photocopy) _____

7. GST No. _____

(Enclose self-attested photocopy)

8. Trade License/Business License/CIN (if applicable) _____

(Enclose self-attested photocopy)

9. Any other Relevant Information _____

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/116/2017-18/010 dated 05.12.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur** as per Price Quotation (Annexure -C).

Name of the BIDDER _____

Signature _____

Date _____

Official seal of BIDDER

**Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied
Material at IIM Nagpur**

Price Bid

Client

CAO

Indian Institute of Management Nagpur - 440010

Email : procure@iimnagpur.ac.in

Phone no. 07030937782,07767018721

Terms and Conditions

1	The indicated estimated quantities are approximate and actual quantities may vary throughout the year.
2	The empaneled vender will have to supply as per the periodic requirements at IIM Nagpur. Items must be supplied within two days from receipt of mail order.
3	Bidders should visit and verify samples before filling the rates.
4	Vendors will be empaneled based on the lowest of the total rates quoted for category A and for each item in Category B and category C.
5	Bill to be raised on a monthly basis for the items supplied over the course of the month.

Schedule of Quantities

<u>Category A</u>				
Sr. No.	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.)
S1	A4 Copier Paper JK Red	500	Ream	
S6	A4 Copier Paper Bilt	500	Ream	
S10	Pen Black	100	No.s	
S11	Pen Blue	100	No.s	
S14	White Board Marker Pen	300	No.s	
S84	Plastic L Folder	300	No.s	

Total (for Category A) - _____

<u>Category B</u>				
Sr.No .	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.)
S2	A3 Copier Paper Bilt	10	Ream	
S4	Executive Bond Papers	10	Ream	
S5	Ruled sheets	10	Ream	
S7	Long Notebook Classmate Hard cover	20	No.	
S8	Long Notebook Classmate Soft cover	30	No.	
S12	Pen Green	25	No.	
S13	Pen Red	25	No.	
S15	Pencils	50	No.	
S16	Permanent Marker Pen	10	No.	
S17	Sketch Pen Set	10	No.	
S18	Eraser	20	No.	
S19	Sharpner	20	No.	
S20	Long Ruler Plastic	10	No.	
S21	Small Ruler Plastic	10	No.	
S22	Steel Ruler Long	05	No.	
S23	Chalk Box White	30	No.	
S24	Chalk Box Colored	20	No.	
S25	Duster	10	No.	
S26	Correction Pen	05	No.	
S27	Binder Clip 19 mm Box	30	Box	
S28	Binder Clip 25 mm Box	30	Box	

S29	Binder Clip 32 mm Box	10	Box	
S30	Plastic Coloured U pin Box	30	Box	
S31	Steel U Pin Box	15	Box	
S32	Push Pin Box	20	Box	
S33	Highlighter Pen	30	No.	
S34	Fevi Stick	20	No.	
S35	Blue Ink Pad	05	No.	
S36	Red Ink Pad	02	No.	
S39	Whitener Liquid	10	No.	
S42	Visiting Card Album	02	No.	
S43	Cutter	10	No.	
S44	Scissor Big	05	No.	
S45	Scissor Small	05	No.	
S46	Cello Tape Small 25 mm	10	No.	
S47	Cello Tape (1")	30	No.	
S48	Cello Tape (2")	30	No.	
S49	Tape Dispenser Big	05	No.	
S50	Tape Dispenser Small	03	No.	
S51	Calulator CASIO MJ 120 D	05	No.	
S60	Label Sticker Sheet Pkt.	02	Packet	
S61	Stapler Small	10	No.	
S62	Stapler Big (HP45)	10	No.	
S63	Stapler Machine HD235/17	01	No.	
S64	Stapler Pin(Small) Box	10	Box	
S65	Stapler Pin (Big)	10	Box	
S66	Stapler Pin for HD235/17	01	Box	
S67	Punch Machine DP-280	10	No.	
S68	Punch Machine Big DP-500	10	No.	
S69	Punch Machine DP-600	02	No.	
S70	Punch Machine DP-900	02	No.	
S71	Post it Notes	50	No.	
S72	Flag Markers	50	No.	
S73	Drawing Sheets	20	No.	
S82	Plastic Spring Clip File	30	No.	
S83	Plastic Ring File	30	No.	
S97	Exam Pad	50	No.	
S102	Pad File	20	No.s	
S105	Spiral Note Book1	50	No.s	
S107	Brown Tape 2"	30	No.s	
S108	Cello Tape 4"	20	No.s	
S109	Four Flap Folder	10	No.s	

S111	Binder Clip 41 mm	05	Box	
S112	Binder Clip 51 mm	05	Box	
S113	Jotter Pen	50	No.s	
S115	White Board Duster	10	No.s	
S87	Duracell Battery 9 Volts	100	No.s	
S88	Duracell Battery AA	100	No.s	
S89	Duracell Battery AAA	100	No.s	

Category C – Printed Stationery Items			Printed with Institute logo and text	
Sr.No.	Description	Estimated Quantity	Unit	Rate in figures (Rs.)
S9	Note Pad (70 gsm paper, 17.5 x 25 cm, single ruled)	100	No.	
S41	Visiting Cards (as per sample)			
S54	White Envelope (11 x 5)	500	No.	
S55	Cloth Envelope (11 x 5)	300	No.	
S56	Brown Envelopes (12 x 16)	300	No.	
S57	Cloth Envelopes (10 x 12)	200	No.	
S58	Brown Envelopes (10 x 12)	200	No.	
S59	Cloth Lined Envelope (12 x 16)	300	No.	
S77	Box File Type 1	200	No.	
S78	Box File Type 2	100	No.	
S79	Spring File Type 1	300	No.	
S80	Spring File Type 2	200	No.	
S81	Plastic Strip File	50	No.	
S101	Letter Head (as per sample)	1000	pages	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No IIMN/116/2017-18/010 dated 05.12.2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “Empanelment for **Supply of Stationery and allied items**” as per specifications laid down.

Name of the BIDDER _____

Signature _____

Date _____

Official seal of BIDDER _____