

Institute of Infrastructure, Technology, Research And Management

(An Autonomous University, Established by Government of Gujarat)



IITRAM Campus, Parishkar Campus, Near Khokhra Circle,
Maninagar, (East), Ahmedabad – 380026, Gujarat.
Phone: 079-67775430
e-Mail: purchase@iitram.ac.in
Website: www.iitram.ac.in

NIQ No. IITRAM/Stores/CONS/2023/01

Date: 21.02.2023

Last date: 14.03.2023 till 05.00 PM

NOTICE INVITING QUOTATION

Subject: Invitation of sealed tender (two bids) for “Annual Rate Contract for Supply of Stationery and General Items” as per details shown in the Annexure-I.

Sir/Madam,

Institute of Infrastructure, Technology, Research And Management (IITRAM) invites sealed tender (two bids) for “**Annual Rate Contract for Supply of Stationery and General Items**” as per details shown in the Annexure-I on the following General Terms & Conditions:

The General Terms and Conditions of the tender are as under:

1. The Registrar, IITRAM Ahmedabad 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.
2. Canvassing in connection with any quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
3. If the bidder/firm is manufacturer/authorized dealer/sole distributor of any item, the latest certificate to this effect should be signed and submitted along with technical offer.

The Technical offer should include the following detailed information accompanied by related documents as per (a) to (e) and all the documents shall submit as ‘Technical Offer’:

- a) Name of the bidder (As per Registration Certificate), Correspondence address, telephone number and /Email id of the bidder shall be filled in Form A.
- b) Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Signed and Stamped Certificate of Incorporation/Company Registration), Copy of PAN and GST Registration No.
- c) List of clients and the value of purchase orders. Were your company ever blacklisted by Central/State Governments/PSUs at any point of time or criminal proceedings/conviction? The certificate in respect to the above shall be submitted in the prescribed format given in Form B.
- d) The tender acceptance letter as per Annexure-II
- e) The Bidders should submit copies of suitable documents in support of their reputation, credentials and past performance about the product which they have supplied to premier educational Institution(s) along with technical offer. Without these documents the tender may be rejected by the Institute.

The 'Financial Offer' should include the following detailed information:

- a) The financial offer should include the cost of Stationery and General Items by considering all the requirements. The total cost should be quoted in figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialled, failing which the offers are liable to be rejected.
4. Quotations should be valid for 180 days from the tender due date. The technical offer should clearly indicate the period of delivery, terms etc.
5. The technical and financial offer should be given for the items in the same order as indicated in the tender document.
6. The Bidder must be able to provide the product/items within specified time period as prescribed in the Rate Contract, failing which the EMD will be forfeited. Furthermore, on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.
7. In the event of any dispute or difference(s) between the vendee (IITRAM Ahmedabad) and the bidder(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of IITRAM Ahmedabad who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
8. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
9. All disputes shall be subject to Ahmedabad Jurisdiction only.
10. IITRAM Ahmedabad reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
11. After opening the financial offer(s) of the technically qualified bidder(s), the Committee will consider the lowest bidder (L-1) for award of work if the quoted rates and amount are found justified. However, IITRAM reserves the right to consider more than one bidders (depend upon the financial standings on individual item) at its sole discretion for awarding of the contract.
12. Any effort by a bidder to influence IITRAM's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the bidder's tender and forfeiture of the bidder's EMD.
13. After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
14. The tender/bid (i.e. technical offer) will be opened on **16.03.2023, 04.00 PM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
 - a) The bidders or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses. The required technical specifications for the cited item(s) is mentioned in Annexure-I.
 - b) Only those financial offers will be opened whose technical offers are found suitable by the expert panel/committee appointed for the concerned item(s). The respective dates for opening of financial offer shall be informed to the technically qualified bidder(s) through email only.

- c) In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the offer.
- d) The tender committee reserves its right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
15. In case the bidder requires any elucidation regarding the tender document, they are requested to contact to the Stores & Purchase Section through e-mail, purchase@iitram.ac.in on or before **14.03.2023, 05.00 PM**.
16. (a) Payment of Rs.18,000 (Rupees Eighteen Thousand Only) towards refundable EMD. Details for online payment:

Beneficiary Name : INSTITUTE OF INFRA TECH RES AND MGNT
Account No. : 50100068033311
Account Type : Saving
Bank Name : HDFC BANK LIMITED
IFSC Code : HDFC0001676
Branch Name : Shyamal Cross Road, Vejalpur

- (b) The details of online transfer must be provided at 'Form A' available with this document. In addition, a scanned copy of 'Form A' must be submitted through e-mail to purchase@iitram.ac.in with a subject line – EMD details for NIQ No. **IITRAM/Stores/CONS/2023/01** on or before **14.03.2023 till 05.00 PM**
17. Valid NSIC and MSE Certificates will be accepted for relaxation of EMD. Presently EMD exemptions and price preference are applicable to only Micro and Small Industries. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criterias for Micro and Small Industries. The bidder must have to submit the supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the EMD exemptions. The certificates of the bidder (NSIC/MSE) shall cover the items tendered to get EMD exemptions. NSIC certificate shall be valid as on due date/extended due date of the tender. This is not applicable for non NSIC unit.
- The EMD of the successful bidder will be returned through “CROSSED BANK CHEQUE” within thirty (30) working days “without any interest” after execution/submission of Performance Security of the rate contract. The earnest money (EMD) of unsuccessful bidders will be returned through “CROSSED BANK CHEQUE” to them without any interest within thirty (30) working days after awarding the offer. For further query regarding the EMD, bidder(s) are required to contact with Stores & Purchase Section through e-mail, purchase@iitram.ac.in
18. Samples wherever required as per tender may be requested by the Institute from the prospective vendors after opening of the sealed tenders.
19. The Financial Offer must be mentioned in the prescribed format as per the Annexure-I only. If the financial bid is not in the prescribed format, it will be rejected.
20. The vendor/bidder should download the tender document from the Institute’s website (i.e. <https://iitram.ac.in/tender>). The vendor/bidder(s) are required to submit the entire tender document (Page 1 to 21) endorsed by seal and signature as acceptance of terms and conditions of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
21. The quotation for the items should be given in the same order as mentioned in the tender document.
22. If there happens to be a holiday on any date indicated in this notice, the transaction shall be performed on the next working day.

Qualification Criteria:

- a) The bidder's average annual financial gross turnover in stationery services during the last three financial years, i.e., 2019-20, 2020-21 and 2021-22, duly audited by the CA should not be less than Rs.10.00 Lakhs. Moreover, the firm/company should not be a loss making unit in two (02) of the last three (03) years.
- b) The bidder should be in a stationery business for a minimum period of five years from the date of publication of this tender.
- c) The bidder should have at least 02 (two) years of experience (from the date of publication of this tender) of providing services to premier educational Institute/ Government funded organizations with annual supply of not less than Rs.2,50,000 inclusive of GST to each of the institution/organization.
- d) The bidder should have successfully completed at least two (02) contracts of minimum one (01) year duration for providing stationery services in the last three (03) years to be reckoned from the date of opening of bids. To this effect bidder should submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number, type and quality of services), such as (i) satisfactory completion/performance report (OR) (ii) proof of release of Performance Security/Guarantee after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
- e) The bidder should have a currently active establishment within 50 kms. from IITRAM Ahmedabad, Gujarat.
- f) The bidder should have Valid PAN Number and Valid GST Number.
- g) The Shop/Office/Godown of the bidder should have minimum of five (05) employees on the date of publication of the tender.
- h) If the bidder fails to meet any of the above eligibility criteria/ fails to submit the adequate testimonials in support of the above mentioned requirement will be disqualified.

Address for submission of bid:

**The I/c. Registrar,
Room No. G2,
Institute of Infrastructure, Technology, Research And Management,
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.
e-Mail: purchase@iitram.ac.in**

OTHER TERMS & CONDITIONS:

1. Delivery:

All order(s) of the stationery/items will be placed through an official email by an authorized person of IITRAM Ahmedabad. The supplier will supply the ordered material within two (02) working days from the date of receipt of the order. However, any urgent requirements will be met by the supplier without claiming any additional charges.

Place of delivery shall be IITRAM Ahmedabad, Room No. G2, Stores & Purchase Section, IITRAM, Maninagar (East), Ahmedabad – 380026, Gujarat. No additional freight or any other charges would be payable towards transportation etc.

In case of emergency to use the alternate brand, the writing permission of the IITRAM is required. In all cases, only the best quality material will be accepted.

2. Penalty:

If the bidders fails to deliver and place any or all the items or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of @10% of total order value will be deducted.

3. Payment:

- a) All the invoices will be strictly submitted as per the rates quoted in Annexure-I and no additional charges /price shall be considered during the rate contract.
- b) Payment shall be released within 30 (thirty) working days on satisfactory receipt of the ordered item/good(s), submission of clear Tax-Invoice(s) and supporting documents.
- c) Advance payment will not be made under any circumstances.

4. Time Period:

The contract will be initially for a period of one (01) year, which may be renewed on negotiated terms and conditions for one more year by IITRAM, Ahmedabad depending on requirement of the Institute and performance of the vendor.

5. Rates and Prices:

- 5.1 Bidders should quote unit price, GST rate and final price in the prescribed proforma as attached in Annexure-I. The quoted rates must be inclusive of all taxes. If the financial offer is not in the prescribed format, it will be rejected without assigning any reason thereof.
- 5.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation will be countersigned in full by the bidder with date. No erasing or over writings are permissible.
- 5.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted in any case.
- 5.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the items schedules.
- 5.5 Selected Firm/Agency should deliver the items at site at free of cost within a time period of 2 (two) working days otherwise as specified.
- 5.6 The IITRAM Ahmedabad 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 IITRAM Ahmedabad. The decision of the IITRAM Ahmedabad shall be full and final in this regard.

6. Security Deposit:

The successful bidder(s) will submit a Security Deposit of Rs.30,000/- (Rupees: Thirty Thousand Only) in the form of (1) D.D. of any schedule bank (2) Bank Guarantee (PBG) of nationalized bank or bank approved by finance Department GR No. EMD/10/2013/655/DMO dated 31/03/2014 (3) FDR of Nationalized Bank drawn in favour of "IITRAM" within 07 (seven) days from the date of award of the rate contract. The Security Deposit/FDR/PBG should be valid for the contract duration plus additional three (03) months.

This security deposit will be refunded/returned after three (03) months from the date of satisfactory completion of the rate contract. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the supplier/firm fails to abide by any of the terms and conditions of the rate contract.

7. Taxes:

7.1 The rates quoted in Annexure-I by the bidders shall be inclusive of all applicable taxes and nothing extra shall be paid.

7.2 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

8. Termination:

In case of continuous non-performance and inability to meet product requirements, IITRAM Ahmedabad shall reserve the right to terminate the contract after giving 10 (ten) days' notice in writing. In the event of discontinuation/withdrawal of the rate contract by the vendor, a prior notice of 60 (sixty) days in writing must be given to IITRAM Ahmedabad.

I/c. Registrar

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Availability for demonstration of instruments at IITRAM Ahmedabad: Yes / No [Please \surd]
4. Details of Earnest Money Deposit (EMD) transferred: Yes / No [Please \surd] if Yes,
 - a) Name of the Bank _____
 - b) Amount in (₹) _____
 - c) UTR No. _____
 - d) Date of remittance _____
5. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IITRAM Ahmedabad]
 - a) Full Name:
 - b) Complete Postal Address:
 - c) Telephone No.:
 - d) Fax No.:
 - e) Mobile No.:
 - f) E-mail:
 - g) Website Address:

Undertaking by the Bidder

This is to certify that I on behalf of M/s. before signing this tender have read and fully understood all the terms and conditions of this tender along with clarifications and undertake that M/s..... will abide by them unconditionally and to the satisfaction of IITRAM Ahmedabad.

M/s. have not been black-listed by Central/ State Governments/ PSUs at any point of time. There have been no criminal proceedings / conviction against the bidder at any point of time.

I/We am/are not a relative/blood relation of any key managerial person of IITRAM Ahmedabad. We are not a firm in which any key personnel of IITRAM Ahmedabad or his/her relative is a partner;
I/We am/are not a partner in a firm in which any key managerial person of IITRAM Ahmedabad or his/her relative is a partner.

Signature: _____

Name: _____

Business Address: _____

Place: _____

Date: _____

Checklist for Supply Stationery and General Items

Checklist – EMD			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please ‘√’)	
		Yes	No
1.	Refundable EMD transferred online and relevant submission is done as per the clause 16 of General Terms and Conditions of this tender.		
2.	Valid NSIC & MSE Certificate(s) as per the clause 17 of General Terms and Conditions of this tender is submitted.		

Checklist – Technical Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please ‘√’)	
		Yes	No
1.	Original/Endorsed documents submitted as indicated in the tender document a) Name of the bidder (As per Registration Certificate), Correspondence address, telephone number and fax number/Email id of the bidder shall be filled in Form A. b) Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Signed and Stamped Certificate of Incorporation/Company Registration), Copy of PAN and GST Registration No. c) List of clients and the value of purchase orders. Were your company ever blacklisted by Central/State Governments/PSUs at any point of time or criminal proceedings/conviction? The certificate in respect to the above shall be submitted in the prescribed format given in Form B. d) The tender acceptance letter as per Annexure-II . e) The Bidders should submit copies of suitable documents in support of their reputation, credentials and past performance about the product which they have supplied to premier educational Institution(s) along with technical offer. Without these documents the tender may be rejected by the Institute.		
2.	Total no. of pages of the technical offer		
3.	Envelop is marked as “Technical Offer”		

Checklist – Financial Offer

Sr. No.	Particulars	Documents to be attached wherever applicable (Please ‘√’)	
		Yes	No
1.	Financial Offer of the item as per Annexure-I as applicable and submitted		
2.	Total no. of pages of the financial offer		
3.	Envelop is marked as “Financial Offer”		

Annexure – I

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

(Schedule of quantity and price)

Sr. No.	Name of Items	Qty.	Unit Rate	Applicable GST Slab Rate (In %)	Quoted Price in Rupees (Inclusive of GST)
1	Battery (9 Volt) - Dura Cell	1 No			
2	Binder Clip 15 MM – Kores/Gorilla/Infinity	1 Pkt			
3	Binder Clip 19 MM - Kores/Gorilla/Infinity	1 Pkt			
4	Binder Clip 25 MM - Kores/Gorilla/Infinity	1 Pkt			
5	Binder Clip 32 MM - Kores/Gorilla/Infinity	1 Pkt			
6	Butter Paper Utoplex 90-100 - A4 Size	1 Rim			
7	Calculator 12 Digit - Citizen CT 500JS	1 No			
8	CD - Sony	1 No			
9	CD and DVD Cover – Plastic	Pkt of 50 Nos.			
10	CD Mailer	Pkt of 50 Nos.			
11	Cello Tape Double Sided 1"- Deer	1 No			
12	Cello Tape Brown 40 Mtr Transparent 2"- Wonder	1 No			
13	Cello Tape Wonder 40 Mtr Transparent 2" - Wonder	1 No			
14	Cello Tape Wonder 40 Mtr Transparent 2"- Wonder	1 No			
15	Chart Paper - Oddy	1 No			
16	Clutch Pencil 0.9 – Classmate/Faber Castel	1 No			
17	Correcting Ink White -Camlin	1 Bottle			
18	Correcting Pen White -Camlin	1 No			
19	Diary Spiral 240 Pages (A5 Size) - Blit Matrix	1 No			
20	Imagine Products A5 Notebook with Elastic Closure (Black) 80 pages – Luxor	1 No			

21	Diary (Spiral) 2No Cambridge	1 No			
22	Drawing Roll - Natraj	1 No			
23	Dust Free Colour Chalk Box - Kores	1 Box			
24	Dust Free White Chalk Box - Kores	1 Box			
25	DVD - Sony	1 No			
26	Envelopes 9.5 X 4.25, 80 GSM, with printing of IITRAM Name & Logo	1 No			
27	Envelopes 10 X 12 100 GSM	1 No			
28	Envelopes 10 X 12 Brown 80GSM	1 No			
29	Envelopes 10 X 12 Cloth 80GSM	1 No			
30	Envelopes 10 X 12 Lamination 80GSM	1 No			
31	Envelopes 10 X 12 Plastic 80GSM	1 No			
32	Envelopes 10 X 8 Brown 80 GSM	1 No			
33	Envelopes 10 X 8 Cloth 80GSM	1 No			
34	Envelopes 10 X 8 Lamination 80GSM	1 No			
35	Envelopes 10 X 8 Plastic 80GSM	1 No			
36	Envelopes 11 X 5 Brown 80 GSM	1 No			
37	Envelopes 11 X 5 Cloth 80GSM	1 No			
38	Envelopes 11 X 5 Lamination 80GSM	1 No			
39	Envelopes 11 X 5 Plastic 80GSM	1 No			
40	Envelopes 11 X 5 V 100 GSM	1 No			
41	Envelopes 11 X 5 V 70 GSM	1 No			
42	Envelopes 11X 15 100 GSM	1 No			
43	Envelopes 15 X 11 Brown 80 GSM	1 No			
44	Envelopes 15 X 11 Cloth 80GSM	1 No			
45	Envelopes 15 X 11 Laminated 80GSM	1 No			
46	Envelopes 16 X 12 Brown 80 GSM	1 No			
47	Envelopes 16 X 12 Cloth 80GSM	1 No			
48	Envelopes 16 X 12 Laminated 80GSM	1 No			

49	Envelopes 16 X 12 Plastic 80GSM	1 No			
50	Envelopes 16X 12 100 GSM	1 No			
51	Envelopes 18 X 14 Cloth 80GSM	1 No			
52	Envelopes 5 X 4 V 70 GSM	1 No			
53	Envelopes 7 X 4 V 70 GSM	1 No			
54	Envelopes 7 X 5 V 100 GSM	1 No			
55	Envelopes 7 X 5 V 70 GSM	1 No			
56	Envelopes 9 X 4 Brown 80 GSM	1 No			
57	Envelopes 9 X 4 V 100 GSM	1 No			
58	Envelopes 9 X 4 V 70 GSM	1 No			
59	Envelopes 9 X 6 V 100 GSM	1 No			
60	Envelopes 9 X 6 V 70 GSM	1 No			
61	Eraser (Non-Dust) -Apsara	Pkt of 20 Nos.			
62	Executive A4 Leather Folder (Brown) with inner velvet cloth and magnet button For BOG Meeting	1 No			
63	Fevicol - 1 Litre	1 Bottle			
64	Fevicol - 500 ML	1 Bottle			
65	Fevistick 15 Gms. -Adhesives	1 No			
66	Fevistick 8 Gms. -Adhesives	1 No			
67	File Button Full Size 10 Pocket -Usha	1 No			
68	Floor Duster 18" X 18"	1 No			
69	Floor Duster 24" X 24" White Delux	1 No			
70	Fountain Ink (Blue, Black) - Camel	1 Bottle			
71	Guest House Register 400 pages	1 No			
72	Gum Bottel Wheel 150 ML - Wheel	1 Bottle			
73	Hard Bound Register 100Pgs - Navneet	1 No			
74	Highlighter - Luxor	Pkt of 5 Nos.			
75	Holder Pouch Leather 202 Pearl Vch Visa Card	1 No			
76	L Folder - Legal Size- Trio/Infinity	1 Pkt			

77	L Folder - A4 Size- Trio/Infinity	1 Pkt			
78	Pencil Lid 0.5 - Classmate	1 No			
79	Pencil Lid 0.7, 0.9 - Classmate	1 No			
80	Memento (Siddi Syed Ni Jaali) – Big (With print of IITRAM name & Logo)	1 No			
81	Memento (Siddi Syed Ni Jaali) – Medium (With print of IITRAM name & Logo)	1 No			
82	Memento (Siddi Syed Ni Jaali) – Small (With print of IITRAM name & Logo)	1 No			
83	Notice Board- 3X3 – Mexico	1 No			
84	Notice Board- 8X6 – Mexico	1 No			
85	Notice Board- 4X3 – Mexico	1 No			
86	Paper - A4 Size Executive Bond - 70 GSM -Bilt Matrix	1 No			
87	Paper (Ledger) Full Size - Bilt	1 No			
88	Paper (Ledger) 17 X 27 10.4 GSM	1 Rim			
89	Paper Cutter Matel 12" -Cello	1 No			
90	Paper Cutter Matel 16"- Cello	1 No			
91	KABEER ART Cutter Knife Auto Lock, 20mm	1 No			
92	Paper Tray (Metal) – Legal Size	1 No			
93	Paper Tray (Plastic) - Omega - Legal Size	1 No			
94	Paper Weight 16 - Pearl	1 No			
95	Pearl File Folder F15- Pearl	1 No			
96	Pen - Pilot Hi-Techpoint-5 -Luxor (Blue, Black, Green & Red)	Pkt of 12 Nos.			
97	Pen - Pilot Pen V -5 Luxor (Blue ,Black, Green & Red)	Pkt of 12 Nos.			
98	Pen (Ball Pen) - Black Jack Regular – Cello	1 No			
99	Pen (Ball Pen) - Cello - Aero Point (Blue, Black & Red)	1 No			
100	Pen (Ball Pen) - Cello - Butterflow (Blue ,Black & Red)	Pkt of 5 Nos.			
101	Pen (Ball Pen) - Cello - Pinpoint (Blue ,Black & Red)	Pkt of 5 Nos.			

102	Pen (Reynolds) Champ (Blue, Black & Red)	Pkt of 5 Nos.			
103	Pen -Add Gel (Achiever) (Blue ,Black, Green & Red)	Pkt of 10 Nos.			
104	Pencil Apsara Black Beauty	Pkt of 10 Nos.			
105	Pencil Apsara Gold	Pkt of 10 Nos.			
106	Pencil Apsara Platinum	Pkt of 10 Nos.			
107	Pencil Drawing Pencil- Apsara	Pkt of 10 Nos.			
108	Pencil -Faber Castel Ole	Pkt of 10 Nos.			
109	Plastic Jacket A4 - Infinity	Pkt of 20 Nos.			
110	Plastic Jacket 555 F\S A4 -Infinity	1 No			
111	Pocker C Metel- Elephant	1 No			
112	Pocker Plastic- Elephant	1 No			
113	Post It Pad 1.5" X 2" – Mangoos/Oddy	1 Pkt			
114	Post It Pad 2" X 3" - Mangoos/Oddy	1 Pkt			
115	Post It Pad 3" X 3" - Mangoos/Oddy	1 Pkt			
116	Post It Pad 3" X 4" - Mangoos/Oddy	1 Pkt			
117	Post It Pad 3" X 5" - Mangoos/Oddy	1 Pkt			
118	Punching Machine 500-Kangaro	1 No			
119	Punching Machine 600-Kangaro	1 No			
120	Punching Machine 700-Kangaro	1 No			
121	Punching Machine 480-Kangaro	1 No			
122	Punching Machine 52-Kangaro	1 No			
123	Punching Machine 280-Kangaro	1 No			
124	Punching Machine 800 Plus-Kangaro	1 No			
125	Punching Machine Medium-Kangaro	1 No			
126	Punching Machine One Hole - Kangaro	1 No			
127	Punching Machine Small-Kangaro	1 No			
128	Register (Rulled) Fullscap 1 Quire 72 Pags Gala	1 No			
129	Register (Rulled) Fullscap 2 Quire 144 Pags Gala	1 No			
130	Scale (Plastic) 12" - Omega	1 No			

131	Scale (Plastic) 18" - Omega	1 No			
132	Scale (Steel) 12" - Ajanta	1 No			
133	Scale (Steel) 18" - Ajanta	1 No			
134	Scissor (Big) (Infinity/Munix)	1 No			
135	Sharpner – Camlin/Faber Castell/Natraj	1 No			
136	Sketchpen 12 per Pkt – Luxor/Faber Castell	1 Pkt			
137	Spring File with Corner Strip	1 No			
138	Stapler Pin No - 10 Kangaro	Pkt of 20 Nos.			
139	Stapler Machine No 24\6 Hp 45 - Kangaro	1 No			
140	Sticker Machine 12\13 Hd - Kangaro	1 No			
141	Sticker Sheet A4 MPL 1 – Novajet	1 Pkt			
142	Sticker Sheet A4 MPL 2 – Novajet	1 Pkt			
143	Sticker Sheet A4 MPL 12- Novajet	1 Pkt			
144	Sticker Sheet A4 MPL 24 – Novajet	1 Pkt			
145	Sticker Sheet A4 MPL 40 – Novajet	1 Pkt			
146	Sticker Sheet A4 MPL 6 – Novajet	1 Pkt			
147	Sticker Sheet A4 MPL 80- Novajet	1 Pkt			
148	Sticker Sheet A4 MPL 8 - Novajet	1 Pkt			
149	Sticky Neon Prompt 25MM X 75MM X 3 (1"X3"X3)	1 Pkt			
150	Transparent Ohp Sheet - Oddy	1 Pkt			
151	U Pin - Elephant	1 Pkt			
152	Visiting Card Folder Type 240 Pockets - Trio	1 No			
153	Visiting Card Folder Type 100 Pockets - Trio	1 No			
154	White Board Duster Magnetic - Alk	1 No			
155	White Board Marker Pen - Camlin	Pkt of 10 Nos.			
156	Pen – (Ball Pen) – Cello Winner	Pkt of 5 Nos.			
157	Cello Pinpoint Ballpen Jar (Blue and Black ink)	Pkt of 25 Nos.			
158	Pentonic Linc Ball Point Pen	Pkt of 10 Nos.			
159	Pen (Ball Pen) – Goldex Klassy	Pkt of 10 Nos.			

160	Calculator Scientific - Casio FX-991EX	1 No			
161	Calculator Scientific - Casio FX-82ES	1 No			
162	Bag (Laptop Bag) Black – Aero Light	1 No			
163	Binder Clip 41 MM - Kores/Gorilla/Infinity	1 Pkt			
164	Binder Clip 51 MM - Kores/Gorilla/Infinity	1 Pkt			
165	Box File - Arrow	1 No			
166	Carbon Paper - Kores	1 Pkt			
167	Cello Tape Double Sided 2"- Deer	1 No			
168	Cello Tape Brown 40 Mtr Transparent 1"- Wonder	1 No			
169	Cello Tape Wonder 40 Mtr Transparent 1" - Wonder	1 No			
170	Clutch Pencil 0.7 – Classmate/Faber Castel	1 No			
171	Rotring Mechanical Tikky Pencil 0.9 mm	1 No			
172	Rotring Mechanical Tikky Pencil 0.7 mm	1 No			
173	Rotring Tikky Hi-Polymer Pencil Lead - 0.9mm - HB Black	1 No			
174	Rotring Tikky Hi-Polymer Pencil Lead - 0.7mm - HB Black	1 No			
175	Diary (Spiral) 3No Luxur - A16	1 No			
176	Diary (Spiral) 4No Luxur A12	1 No			
177	Diary (Spiral) 5No Navneet A8	1 No			
178	Diary (Spiral) 6No Navneet A6	1 No			
179	Diary (Spiral) 7No Navneet A4	1 No			
180	Dustbin Plain - Cello – 8 Ltr	1 No			
181	Dustbin with Lid - Cello (Plastic) – 10 Ltr	1 No			
182	Cello Classic Plastic Pedal Dustbin 1, 6 Liters	1 No			
183	Duster (White) 22" X 23" Thick Glass	1 No			
184	Duster (Yellow) 24" X 27"	1 No			
185	Duster (Yellow) 24" X 18"	1 No			
186	Envelopes 15 X 11 Plastic	1 No			
187	Fevikwik – 5 Gram / 2 Gram	1 No			
188	Floor Duster 22" X 22" Extra Thick	1 No			

189	Gift Paper - Navneet	1 No			
190	Graph Paper - A4 Navneet	1 Pkt			
191	Navneet Youva Register Notebook (216 Pgs) 21x33 cm	1 No.			
192	Navneet Youva Register Notebook (144 Pgs) 21x33 cm	1 No.			
193	Navneet Youva Register Notebook (360 Pgs) 21x33 cm	1 No.			
194	Navneet Youva Register Notebook (504 Pages) 21x33 cm	1 No.			
195	Classmate Long Book - Unruled, 140 Pages, 297 mm x 210 mm	1 No.			
196	Classmate Pulse Single Line 5-Subject Notebook - 297mm x 210mm, 60 GSM, 250 Pages	1 No.			
197	Classmate Soft Cover 6 Subject Spiral Binding Notebook, Single Line, 300 Pages	1 No.			
198	Luxor 5 Subject Single Ruled Notebook - A5 Size, 70 GSM, 300 Pages	1 Pc.			
199	Name Plate T Shape 3 MM 12" - Kebica	1 No			
200	Paper - A4 Size (Colour Copier Paper) - Bilt Matrix	1 Ream			
201	Paper - A4 Size Executive Bond - 100 GSM - Bilt Matrix	1 No			
202	Paper - A4 Size Executive Bond - 85 GSM - Bilt Matrix	1 No			
203	Paper (Fluorescent) Copy Power 75 GSM	1 Ream			
204	Paper A3 - Challenger - Xerox - 75 GSM	1 Ream			
205	Paper A3 Copy Power Bilt - 75 GSM	1 Ream			
206	Paper A4 - Challenger - Xerox - 75 GSM	1 Ream			
207	Paper A4 Copy Power Bilt - 75 GSM	1 Ream			
208	Pen (Ball Pen) - Cello - Gripper (Blue ,Black & Red)	Pkt of 5 Nos.			
209	Pen -Add Gel (Gelroller Classic) Blue (Blue, Black, Green & Red)	1 No			
210	Pen Drive - 12 GB – Scandisk	1 No			
211	Pen Drive - 4 GB – Scandisk	1 No			
212	Pen Drive - 8 GB – Scandisk	1 No			

213	Pen Stand Metal Round	1 No			
214	Punch Single Nose – Kangaro	1 No			
215	Register (Rulled) Fullscap 3 Quire 210 Pags Gopi/Laxmi	1 No			
216	Register (Rulled) Fullscap 4 Quire 280 Pags Gopi/Laxmi	1 No			
217	Register (Rulled) Fullscap 5 Quire 350 Pags Gopi/Laxmi	1 No			
218	Register (Rulled) - Hardbound - 1 Quire 72 Pgs – Gopi/Laxmi	1 No			
219	Register (Rulled) - Hardbound - 2 Quire 144 Pgs - Gopi/Laxmi	1 No			
220	Register (Rulled) - Hardbound - 3 Quire 210 Pgs - Gopi/Laxmi	1 No			
221	Register (Rulled) - Hardbound - 4 Quire 280 Pgs - Gopi/Laxmi	1 No			
222	Rubber Band 500 Gram -Subham	1 No			
223	Scissor (Small) (Infinity/Munix)	1 No			
224	Semi Log Paper (A4 size) - Navneet	1 Pkt			
225	Stapler Pin 24\6 -Kangaro	1 Pkt			
226	Thumb Pin - Elephant	1 Pkt			
227	Wheel 60MI Stamp Pad Ink	1 No			
228	Faber-Castell Stamp Pad, 110 x 69 mm - Violet	1 No			
229	White Board Magnetic 4 X 6 -Title	1 No			
230	White Board Magnetic 4 X 8 -Title	1 No			
231	Writing Pad (Spiral) A4 Size – 40 pages - Navneet	1 No			
232	Writing Pad (Spiral) A8 Size – 40 pages - Oddy	1 No			
233	Writing Pad (Spiral) A6 Size – 40 pages - Oddy	1 No			
234	Calulator 12 Digit - Casio MJ-120D	1 No			
235	Calulator 12 Digit - Casio MJ-12GST	1 No			
236	Attendance Register 72 Pages	1 No			
237	Battery (AA) - Dura Cell	Pkt of 6 Nos.			
238	Battery (AAA) - Dura Cell	Pkt of 6 Nos.			

239	Cello Buttergel Superheros Gel Pen (Blue, Black & Red)	Pkt of 5 Nos.			
240	Cello Tape Brown 40 Mtr Transparent 1/2"- Wonder	1 No			
241	Cello Tape Brown 40 Mtr Transparent 3"- Wonder	1 No			
242	Cello Tape Dispenser -Deer	1 No			
243	OMEGA Tape Dispenser	1 No			
244	Cello Tape Wonder 40 Mtr Transparent 3" - Wonder	1 No			
245	Clutch Pencil 0.5 – Classmate	1 No			
246	Coline 500 ml - Glass and Household Cleaner	1 Bottle			
247	Coline 1 Ltr. (Refil Pack)	1 Pkt			
248	File Folder F33 -Pearl	1 No			
249	OHP Pen Fiber Castle	1 No			
250	OHP Pen Set Fiber Castle	1 No			
251	Paper (Legal Size) Mini Offset – Copy Power	1 Rim			
252	Pen (Fine Writer) - Luxor (Blue, Black & Red)	Pkt of 5 Nos.			
253	Pen -Add Gel (Eins) (Blue, Black, Green & Red)	1 No			
254	Pencil -Faber Castel Tringal	Pkt of 10 Nos.			
255	Pencil- Natraj	Pkt of 10 Nos.			
256	Permanent Marker- Artline 107R (Refillable)	Pkt of 10 Nos.			
257	Register (Inward) 180 Pages	1 No			
258	White Board Magnetic 3 X 4- Title	1 No			
259	White Board Magnetic 3 X 5 -Title	1 No			
260	White Board Magnetic 3 X 6- Title	1 No			
261	White Board Magnetic 4 X 4 -Title	1 No			
262	White Board Magnetic 4 X 5 -Title	1 No			
263	Writing Pad A4 - Bilt Matrix	1 No			
264	Stapler No. 10 (Kangaro)	1 Pc			
265	Scotch Tape – 3M	1 Pc			
266	Scotch Tape Dispensar	1 Pc			

267	Uniball Eye Micro Rollerball Pen(UB-150) (Blue, Red, Black & Green)	1 No.			
268	Solo file with printing of IITRAM Name & Logo and side patti	1 Pc			
269	Insert-X File - FC (IF211)	Pack of 10 Nos			
270	Spring file laminated 31 KG	1 Pc			
271	Rubber band 500 gm (Naylon)	1 Pkt			
272	Pilot Hi-Tech Point Pen Ink (Blue)	1 Pc			
273	Add Gel Achiever Refil	1 box			
274	Pilot Hi-tecpoint V10 Grip (Blue, Black & Red)	1 No.			
275	Pilot V7 Hi-tecpoint Roller ball pen with Cartridge System	1 No.			
276	Pilot V7 Hi-tecpoint Roller ball pen (Ink Cartridge)	1 Pc			
277	Amkay High Quality Sticky	1 Pkt			
278	Flip Chart	1 Pc			
279	DAK File	1 Pc			
280	Parker Pen Ink	1 Pc			
281	Color Key and Tag Label Keychain (OMEGA)	1 Box			
282	Wall Clock (Ajanta/Opera)	1 Pc			
283	Clip Board (Navneet Youva, Wooden Exam Board, 24x34.5 cm)	1 Pc			
284	Clip Board - Faber-Castell Exam Pad (Assorted) - Navneet	1 Pc			
285	Staple Removers (Kangaro Stapler Remover SR- 300)	1 Pc			
286	Staple Removers (Kangaro Stapler Remover SR- 500)	1 Pc			
287	Kangaro Heavy Duty Stapler DS-23 S 24 FL	1 Pc			
288	Kangaro Stapler Pin 23/24-H	Pkt of 5			
289	Ball Pen (Softek)	Pkt of 20			
290	Trio Separator (PPS10)	1 Pkt			

Annexure - II

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Item/Equipment / Work: -

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

2. as per your advertisement, given in the above mentioned website(s).
3. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
4. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organizations.
7. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)