



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/JR(S&P)/ 315/2017

Date: 13/11/17

Enquiry Letter

M/s.

.....

.....

Ph. No.:

Sub: Quotation for Purchase of Stationary Items at IIIT-Allahabad

Enquiry issue date: 13/11/2017

Last submission date: 29/11/2017 at 12:00 Noon

Opening of Bid: 29/11/2017 at 4:00 PM

EMD Amount: Rs.3,000/- (Three Thousand Only)

Dear Sir,

Institute intends to purchase the "**Stationary Items**" for which quotations are invited as per specification and details attached as **annexure-I**.

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee **etc. upto 29/11/2017 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Joint Registrar (S&P), IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015**.

Note:

1. F.O.R. destination IIIT-Allahabad.
2. **Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.**
3. Preference will be given to the firm, if Manufacturer/Sole distributor.
4. Quoted rate should be valid at least for 90 days.
5. Enquiry must be quoted in prescribe format on the letter head of the firm/vendor otherwise quotation may be rejected.
6. Quality, if not, found according to our specification, supply will not be accepted.
7. Supply within 2 weeks from the receipt of the Purchase order. If, the supply delayed beyond the stipulated time of completion of supply penalty of 1% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
8. EMD should be in a form of Demand Draft/FDR in favour of "**Indian Institute of Information Technology Allahabad**" payable at Allahabad (**Any tender/quotation without EMD will not be considered**).
9. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after supply and satisfactory report from user end.
10. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **29/11/2017 at 4:00 PM**. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
11. Payment will be made within fifteen days after supply and satisfactory report from users end.

12. May feel free to contact on E-mail-**info.purhcase@iiita.ac.in**, Ph. No. : **0532-292-2051**.
13. Kindly quote your Income Tax PAN No./GST no. etc. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
14. Director, IIIT-A reserves the right to alter/modify any or all conditions of this tender and to reject of accept any quotation.
15. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
16. Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
17. 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. The quotation which is not as per our required specifications, will not be considered on any ground.
18. 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 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.
19. 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.
20. Interested bidders/ vendors can visit this office on any working day, to inspect the specimens before submitting the bids.
21. 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.
22. 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.
23. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
24. **Vendors are desired to submit undertaking as attached format (Annexure-II) on the letter head of firm. Failing which tender will be rejected.**
25. Kindly quote your email ID and Bank details etc.
26. All disputes are subject to jurisdiction of Courts at Allahabad.



(Dr. Seema Shah)
Joint Registrar (S&P)

Copy to:

➤ Hon'ble Director for kind information please.

51

Annexure-I

List of Items

Sl. No.	Item/Specification	Qty.	Unit rate.	GST (%)	Total Rs.	Self Life
1.	Register 240 - 70gsm	50 Nos.				
2.	Register 320 - 70gsm	100 Nos.				
3.	Index File (Box file) with metal clip	100 Nos.				
4.	Transparence sheet for binding (in packet)	2 pkt (per Pkt 100 sheet)				
5.	Back Sheet (For Binding) A4 (Blue)	2 pkt (per Pkt 100 sheet)				
6.	Strip (for binding)	100 Pcs.				
7.	A4 Color Paper 75 GSM (Ream) yellow, Green, pink,	02 each ream				
8.	Label Sheet -Desmat make (A4 size Sticker in packet)	13 pkt (per Pkt 100 sheet)				
9.	Pilot V5 (Blue) Pen	10 pkt (per Pkt 12 Pen)				
10.	Pilot V5 (Black) Pen	5 pkt (per Pkt 12 Pen)				
11.	Pilot V5 (Red) Pen	2 pkt (per Pkt 12 Pen)				
12.	Pilot V5 (Green) Pen	3 pkt (per Pkt 12 Pen)				
13.	Pilot pen Luxer (Blue)	5 pkt (per Pkt 12 Pen)				
14.	Pilot pen Luxer (Black)	5 pkt (per Pkt 12 Pen)				
15.	Normal pen Butter Flow (Blue, Black)	200(150 Blue,50 Black)				
16.	Normal pen Blue/ black (MRP Rs.5)	(300 Blue,100 Black)				
17.	Normal pen red (MRP Rs.5)	30 Nos.				
18.	Sketch pen (Link/ Camel), Red/Green/Blue/Black	8 pkt each				
19.	CD Marker Pen (Artline/Link/Camel) Blue/Black/ Red	4 Pkt each (per pkt 10 pen)				
20.	Permanent Marker (Artline/Link/Camel) Blue/Black/Red	4 Pkt each (per pkt 10 pen)				
21.	White Board Marker (Artline/Link/Camel) Blue/Black	150 each				
22.	White Board Marker (Artline/Link/Camel) Red	25				
23.	White Board Duster (Magnatic)	80 Nos.				
24.	White Board Marker Ink (Artline/Link/Camel) Blue/Black	50 each				
25.	Stapler (small) Kangaroo HD-10D	50 Nos.				
26.	Stapler (Big) Kangaro HP-45	35 Nos.				
27.	Stapler HD-23S13 (Kangaroo)	8 Nos.				
28.	Stamp Pad (Red) Big	5 Nos.				
29.	Stamp pad (Blue) Big	25 Nos.				
30.	Stamp pad Ink (Blue, Red)	10 each				
31.	Staples Pin Kangaroo (10 No. in box)	5 Box (20 pkt. In 1 box)				

51

Sl. No.	Item/Specification	Qty.	Unit rate.	GST (%)	Total Rs.	Self Life
32.	Staples Pin Kangaroo (24/6 No. in box)	10 Box (20 pkt. In 1 box)				
33.	Staples Pin Kangaroo (23/17 No. in box)	5 Box (20 pkt. In 1 box)				
34.	Kangaroo SR-300 Heavy Duty Staple Remover	30 Nos				
35.	Fevi Stick (9 gm)	10 Box (30 nos. In 1 box)				
36.	Single Hole Punch – Kangaroo FP20	35 Nos.				
37.	Double Hole Punch Kangaroo DP-480 (Paper Punch)	25 Nos.				
38.	Whitener Pen Artline/Camel	50 Nos.				
39.	Paper knife –Nataraj (Big)	30 Nos.				
40.	Scissors (Big) - Kangaroo	30 Nos.				
41.	Scissors (small) - Kangaroo	15 Nos.				
42.	Stick Pads 3 x 3 Yellow (01 packet =100 leaves)	50 pkt				
43.	Page marker re-stick notes (three color)	100 pkt				
44.	Scale (Steel) 12"	40 Nos.				
45.	Calculator (Orpat/Casio/Oreva) Dimensions (D × W × H) : 140×123×30.1mm approx	12 Nos.				
46.	DVD-RW with cover Mooserbear/Sony/Verbatim	25 Nos.				
47.	Rubber Band Big Size,	3 pkt				
48.	Rubber Band medium size	2 pkt				
49.	Button Folder (A4 size)	25 Nos.				
50.	Stock Register 200 - 70gsm	10 Nos.				
51.	Stock Register 600 - 70gsm	4 Nos.				
52.	Attendance Register	15				
53.	Candle (MRP Rs.5/-)	50 Nos.				
54.	U clip small size (plastic)	50 pkt				
55.	Executive bond paper Royal/JK 85 GSM A4 size	2 pkt				
56.	Note pad- 14.8 x 21cm (40 Page)	150 Nos.				
57.	Tape 3" White (Good Adhesive Quality)	50 pic				
58.	Tape 3" Brown(Good Adhesive Quality)	50 pic				
59.	Tape 1" White (Good Adhesive Quality)	50pc				
60.	Tape 1" Brown(Good Adhesive Quality)	50 pc				
61.	Cello Tape 1" Dispenser	10 Nos.				
62.	Green File Tag 24" Thick	100 bundle				
63.	Dak pad with cloth cover (good quality)	30 Nos.				
64.	Lamination Sheet (A4 Size) 125 micron	2 pkt				
65.	Cotton thread (4 ball) for tag exam copies	10 Box				
66.	Pencil cell (AAA) (eveready)	150 Nos.				
67.	Pencil cell (AA) (eveready)	400 Nos.				
68.	9 V Dura Cell	25 Nos.				
69.	Photo Paper (250 GSM) (Desmat) A4 size	5 pkt (per Pkt 100 sheet)				
70.	Dispatch register (600 page -70GSM)	1 Nos.				
71.	Nylon Cable Tie or binding strips (5", 6" &9")	500 each				

Sl. No.	Item/Specification	Qty.	Unit rate.	GST (%)	Total Rs.	Self Life
72.	Paper Weight cubical (good quality)	30 Nos.				
73.	Pen Stand 4 socket (good quality)	10 Nos.				
74.	Fevicol 1 ltr	5 Bottle				
75.	Fevi Gum Tube - 18ml	50 pc				
76.	Sealing Wax (LAC) 300gm, 10 stick	10 pkt				
77.	Paper Tray (A4 size-good plastic quality)	20 Nos.				
78.	Table Tray (To keep stationary like pencil,pen,stapler etc.) Good Plastic Quality	20 Nos.				
79.	Double Sided Tape 1"	10 Nos.				
80.	Pencil HB (Artline/Apsara/Nataraj)	10 pkt (10 pencils in 1 pkt.)				
81.	Eraser (Artline/Apsara/Nataraj)	80 Nos.				
82.	Sharpner (Artline/Apsara/Nataraj)	80 Nos.				
83.	Remote Bell Cona 2866 Beetel Double Ding Dong	10 Nos.				
84.	Notice Board Pin -Thumbnail type	25 pkt.				
85.	All Pin Kores	20 Pkt.				
86.	Carbon Paper (Blue) - Kores	5 pkt.				
87.	Log Book (for meter reading of vehicle)	25 nos.				
88.	Gate Pass Book	20 Nos.				
	Total -					
	Taxes if any					
	Grand Total-					

Note-

1. Vendors are desired to quote the all mentioned items
2. Total amount and taxes (if applicable) may be quoted by vendors.

Signature of the tenderer

Seal of the firm

51

TENDER FOR SUPPLY OF 88 STATIONERY ITEMS

UNDERTAKING

We, _____
_____ (name and address of
the firm) have in response to enquiry of IIIT, Allahabad dated _____ certify as
under:

"The rate quoted for the items are not exceeding the rate quoted by us for any other State
Government/ Central Government organisation for similar items."

"That my firm has not been declared defaulter by any govt. agency and that no case of any
nature i.e., CBI, Criminal/ Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

(Authorized Signatory)
Name & Address of Firm/bidder
With rubber seal