



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To, M/s	ENQUIRY No: IIML/PUR/EMPLMT/ 20 /2019-20 Date: 08/07/2019.
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EXPRESSION OF INTEREST: EMPANELMENT FOR SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS FOR INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW ON ANNUAL RATE CONTRACT BASIS.

Dear Sirs,

IIM Lucknow intend to empanel agency for supply of Stationery items including computer cartridge / toner requirement / Miscellaneous items as required time to time at IIM Lucknow Campus for a period of two year (year to year basis on mutual consent) on Annual Rate Contract basis.

Kindly send us your expression of interest (EOI) duly filled in annexure A along with Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) within the date mentioned below in a sealed envelope addressed to the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** with Enquiry No. before **1400 hours** on **29/07/2019** the due date. The quotations should be sent titled by "**ENQUIRY No: IIML/PUR/EMPLMT/ 19/2019-20**" through Registered/Speed post or Courier services only. Quotations received after the due date/time or by hand shall not be considered for further processing.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

Enclosure : 1. General Terms & Conditions
2. Annexure- A

General terms and conditions

1 The empanelment shall be valid for the period of one year from the date of awarding. The empanelment awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Quotations will be called from empanelled vendor as per Institute requirement. Actual Supply Order may be placed from time to time against the submitted quotations concluded on the basis of L-1 rate. Based on the last year trend the Contract is expected to be around Rs. 5,00,000/- lakhs per annum. No guarantee can be given as to the minimum or actual requirement.

2. EMD of Rs. 5000/- (Rupees Five Thousand only) which will be returned to the unsuccessful bidders after award of the empanelment letters to successful bidders. Successful Bidders will have to submit a Performance Security of Rs.5,000/- (Rupees Five Thousand only) through Demand Draft within 15 days of the award of the Contract. In case Firm is fail to comply with the request of Performance Security, EMD furnished with the Tender shall stand forfeited.

Eligibility Criteria

The bidder must submit Registration Number along with the GSTIN and the PAN number allotted by the appropriate authorities.

1. The agency should have at least supplied stationery items including computer cartridges/toners to two such organisations, having value of at least Rs 2.00 lakh per annum.
 2. The applicant agency should be a bonafide supplier/ vendor for Stationary/Miscellaneous Items. Applicant should submit proof in support of the same.
 3. Agency shall have following statutory valid registration certificates and licenses.
- The agencies shall be prequalified based on the criteria laid hereinabove, IIM Lucknow also reserves the right to visit or inspect some of the office to whom supplies are made by the agency before shortlisting the agencies.
 - The decision of IIM Lucknow regarding the shortlisting/empanelment of the agencies shall be final and binding on all concerned.

Terms and Conditions

A) Payment Terms:

- Payments will be made only after successful completion and satisfactory report from user department on each event.

B) **Procurement Rights:** IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the EOI.

C) **GUARANTEE/ WARRANTY:** The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 6 (six months) old.

D) **Dispatch Instructions:** Items are required to be delivered at IIML premises on free delivery to the consignee's premises i.e. upto Stores section or allocated site within campus.

Scope of Work: Vendor has to supply required stationery/Miscellaneous items as per issued supply/purchase order for given period. IIML reserves the right to conclude parallel order with more than one supplier by placing place Orders on such firm that may be the most economical to it or suitable to its requirements.

Penalty Clause: In case of any damage/discrepancy/ complaint from user department during any event and not resolved within stipulated period. A penalty of Rs. 500/- per day per event will be charged and duly deducted from Security Money/ running bill.

Disqualification

The proposal is liable to be disqualified in the following cases:

- 1) Proposal not submitted in accordance with this document
- 2) Proposal is received in incomplete form and after due date and time.
- 3) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract.

Disclaimer Clause:

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow.**

DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:

"All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English.

The venue of Arbitration proceedings shall be Lucknow"

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road,

Lucknow - 226 013

Website: www.iiml.ac.in; E-mail:- purchase@iiml.ac.in

ENQUIRY No: IIML/PUR/EMPLMT/20/2019-20

Date: 08/07/2019.

S. No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3.	Registration No. of the Firm	
4.	Name of Tendering Company/ Firm	
5.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
6.	Address of Tendering Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/Director	
8.	Earnest Money Deposit	Demand Draft No. Dated Nationalized Bank:.....
9.	Supplied stationery items including computer cartridges/toners to two such organisations, having value of at least Rs 2.00 lakh per annum.	(if Yes, please attach supporting documents)

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name &Signature with Seal of the Bidder

List of Stationery items

Sl No	Description of items	Make
1	Xerox Paper Size : A-4 GSM : >70 (White)	J.K. /Century
2	Xerox Paper Size : A-4 GSM : >70 (Coloured)	J.K. /Century
3	Xerox Paper Size : A-6 GSM : 70 (White)	J.K. /Century
4	Xerox Paper Size : A-6 GSM : >70 (Coloured)	J.K. /Century
5	Xerox Paper Size : A-3 GSM : >70 (White)	J.K. /Century
6	Xerox Paper Size : A-4 GSM : >70 (Coloured)	J.K. /Century
7	Alpin bell 100grm	Bell
8	Binder Clip 15mm	Oddy
9	Binder clip 19mm	Oddy
10	Binder Clip 25mm	Oddy
11	Board pin Big	Oddy
12	Board pin small	Oddy
13	Box file	Stax/SNS
14	Box file	Boss/Sangam
15	Calculator 12 digit	Orpat/casio
16	Calculator Citizen CT-500	Citizen/casio
17	Calculator Citizen CT-580	citizen/casio
18	Carbon -Blue	Kores
19	Card sheet A-4 size 300 gsm	
20	Card sheet A-4 size 150 gsm	
21	Card sheet full size 140 GSM both side glaze	
22	Card sheet full size 210 GSM	
23	Card Sheet full size 300 GSM	
24	Cards 4"x6"(100 sheet)	
25	Cell AA	Eveready/Duracell/Godrej
26	Cell AAA	Eveready/Duracell/Godrej
27	Cell Big	Eveready/Duracell/Godrej
28	Chalk dustless white	Oddy/Apsara/
29	Coaster	Cello
30	Computer Stationery 70 gsm 10x12x3	Tirupati
31	Computer Stationery 70 gsm 10x12x2	Tirupati
32	Computer Stationery 80 gsm 10x12x1	Tirupati
33	Cup & Saucer	Bonechina
34	Dustbin plastic (Size : 25 cm)	Cello
35	Duster blackboard	Kores
36	Duster cloth	18"x18"
37	DVD-R	Moserbaer
38	DVD-RW	Moserbaer
39	Erazer Correction Fluid	Kores
40	Erazer Correction pen	Kores

Sl No	Description of items	Make
41	Erazer rubber	natraj
42	Examination tag white (100 pcs bundle)	Local
43	Fax roll 210mmx28m	Sharp
44	file ring small Binder	Sangam
45	File tag thick best quality	
46	folder file 'L' type Plastic	Sangam
47	Gems clip	Oddy
48	Glue stick 15 grms	Kores
49	Gum bottle 700 grms	Kores
50	Gum tube 20 grm	Camel
51	High lighter	Faber Castle
52	Label sheet A-4ST21 100	Desmat
53	Notice board 2x3feet (White Board)	Scolor
54	OHP marker	Luxor
55	Paper knife big	Whale
56	Paper tray plastic (for A4 Size Papers)	Cello
57	Paper weight	
58	Pen drive 4GB	Transend
59	Pen drive 4GB	Moserbaer
60	Pen drive 8GB	Transend
61	Pen drive 8GB	Moserbaer
62	Pen drive 16GB	Transend
63	Pen drive 16 GB	Moserbaer
64	Pen drive 32 GB	Transend
65	Pen drive 32 GB	Moserbaer
66	Customised Pen Drive 8 GB	
67	Customised Pen Drive 16 GB	
68	Customised Pen Drive 32 GB	
69	Pencil HB	natraj
70	Pen Ball (Use & Throw)	Elkos Alfa
68	Pen Ball point 0.45	Reynold
69	Pen Gel 0.5mm Cello Pointec	Cello Pointec
	Pen Gel 0.5mm Cello Pointec (With IIM Logo)	Cello Pointec
70	Pen Gel (Fine Writer 05)	Luxor
71	Pen Permanent marker	Reynold
72	Pen Pilot	Pilot
73	Pinup board 2x3feet	Scolor
74	Plastic thread(sutli)	1 kg
75	Post it sticker 2x3 Yellow	Desmat
76	Post it sticker 3x3 Multicolor	Desmat
77	Punching machine DD-52	Kangaroo
78	Punching machine DD-800	Kangaroo
79	PVC Sheet	Agarwal

Sl No	Description of items	Make
80	Refill Ball Point pen 0.45	Reynold
81	Refill Gel Cello Pointec	Cello
82	Register 1 qr	Sangam
83	Register 2 qr	Sangam
84	Register 4 qr	Sangam
85	Ribbon FX2175	Epson
86	Ring file plastic	Neeraj RB 400
87	Rubber band 1 kg	Bell
88	Rubber band 500 grm	Bell
89	Scale plastic 1'	Camlin
90	Scissor medium 8"	Trio 8"
91	Self sticking paper A4 21	Desmat
92	Sharpner	natraj
93	Short hand book 160 pgs	VIP
94	Sketch pen	Luxor
95	Spiral comb Size 04	GBC
96	Spiral comb Size 06	GBC
97	Spiral comb Size 08	GBC
98	Spiral comb Size 10	GBC
99	Spiral comb Size 12	GBC
100	Spiral comb Size 14	GBC
101	Spiral comb Size 16	GBC
102	Spiral comb Size 18	GBC
103	Spiral comb Size 20	GBC
104	Spiral comb Size 22	GBC
105	Spiral comb Size 24	GBC
106	Spiral comb Size 26	GBC
107	Spiral comb Size 28	GBC
108	Spiral comb Size 30	GBC
109	Spiral comb Size 32	GBC
110	Spiral comb Size 34	GBC
111	Spiral comb Size 36	GBC
112	Spiral comb Size 40	GBC
113	Spiral comb Size 48	GBC
114	Spiral comb Size 52	GBC
115	Stapler HD-10	Kangaroo
116	Stapler HP-45	Kangaroo
117	Stapler pin 24x6 big	Kangaroo
118	Stapler pin no 10	Kangaroo
119	Stapler small kangaroo	Kangaroo
120	Tape 1" White	Wonder
121	Tape 2" White	Wonder
122	Tape 1" Brown	Wonder
123	Tape 2" Brown	Wonder

Sl No	Description of items	Make
123	Tape dispenser	Ikon
124	Thermos Steel 1 ltr	Cello
125	Tumbler (Yera)	YERA
126	Visiting card holder (Good quality)	
127	White board marker	Reynold
128	Table top glass 2'x3'	
129	Aviator gel pen	Aviator
130	Tea Tray plastic	Cello
131	Acrylic Glass	
132	CD-R Moserbaer	Moserbaer
133	CD-RW Moserbaer	Moserbaer
134	Flip Chart Stand (2' x3')	
135	Flip Chart 74.5 cms x 50 cms	oddy
136	White board 2'x3'	Scholor
137	White Board with three Stand (Tripod)	
138	Link ball pen (use & throw)	Link
139	Cup & Saucer	Goldline
140	Cartridge -810 black	Canon Pixma
141	Cartridge - 811 Color	Canon Pixma
142	Cartridge - 804	Epsonatte
143	Printer Cartridge 15D- black	HP
144	White Board duster (Magnetic) with Pen holding mould	
145	Damper	
146	Finger Grip (for counting purpose)	
147	Flair sunny (Four color Pen)	Flair Sunny
148	Graph paper pad (100 sheet)	VIP
149	inkjet photo paper A4 PROPPGF 50s Desmat	Desmat
150	Blue Ink	
151	Red Ink	
152	Stamp Pad	Ashoka/Fabercastell
153.	L type plastic folder (minimum thickness - 0.4 micron)	Megha 154/ Sangam
154.	Attendance Sheet (Card Sheet 300 gsm Glossy both side Size - A4 (Pink/Yellow)	
155	Transparent Plastic Folder (Zip folder) (Size greater than A-4 Size)	Solo
156	Key rings (Plastic) Good Quality	
157	Oddy Coloured Sheet (various sizes)	

List of Miscellaneous Items:

Sl. No.	Description of items	QTY
1	Toilet Cleaner	Nos.
2	Liquid Cleaner	Nos.
3	Insect Killer	Nos.
4	POCCHA (FULL SIZE)	Nos.
5	Scrub Pad	Nos.
6	Floor Cleaner	Ltr
7	BROOM	Nos.
8	HAND WASH	Nos.
9	Washing POWDER	KG
10	ACID (Toilet Cleaner)	Ltr
11	BLEACHING POWDER (DCM)	Kg
12	Detergent Soap (RIN/WHEEL/NIRMA) Size 150 gm	Nos.

Other Charges (if any) :.....

Cartage Charges (if any) :.....

Delivery Period (in days):

Dated

Name & Signature with Seal of the Bidder