



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To, M/s	ENQUIRY No: IIML/PUR/HIRING OF STATIONERY/05/2019-20 Date: 23/04/2019.
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REQUEST FOR QUOTATION: SUPPLY OF STATIONERY ITEMS FOR INDIAN INSTITUTE OF
MANAGEMENT, LUCKNOW ON ANNUAL RATE CONTRACT BASIS.

Dear Sirs,

IIM Lucknow intend to empanel agency to supply of Stationery items including computer cartridge / toner requirement basis for 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 quotation duly filled in annexure A with the most competitive rates, delivery period, validity of rates etc. along with Earnest Money Deposit of Rs. 8,000/- (Eight 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 15/05/2019 the due date. The quotations should be sent titled by “**ENQUIRY No: 05/2019-20 Date: 23/04/2019**” through Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for further processing.

Thanking you,

Yours faithfully,


23/4/2019
Administrative Officer
Purchase & Stores

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

General terms and conditions

1 The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the (Annual Rate Contract) ARCs concluded on the basis of such rate contract(s). Based on the expenditure incurred during the current year, contract value for the proposed Rate Contract is expected to be around Rs.4,00,000/- lakhs per annum. No guarantee can be given as to the minimum or actual requirement.

2. EMD of Rs. 8000/- (Rupees Eight Thousand only) will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.40,000/- (Rupees Forty Thousand only) through Demand Draft within 15 days of the award of the Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall stand forfeited.

Eligibility Criteria

The bidder must submit Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities.

1. The agency shall have to satisfy one of the following conditions:

a) Should have at least supplied stationery items including computer cartridges/toners to two such organisations, having value of at least Rs 3.00 lakh per annum.

OR

b) Should have at least supplied stationery items including computer cartridges/toners having value of Rs.2.00 lakh in a year to at least three such organisations.

2. The applicant agency should have an average annual turnover of at least Rs. 3 lacs during the last three years.

3. The applicant agency should be a bonafide supplier/ vendor for Stationary Items. Applicant should submit proof in support of the same.

4. 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

The bidder must ensure:

A) Pricing:

- Quote highly discount on MRP price for each of the components/items as per the tender document.
- The discount has to be quoted on individual item Exclusive of taxes rather than the total package.
- Quote only for the items specified in the tender. No changes in the description of items from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.
- TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises i.e. IIM Lucknow)

B) Payment Terms:

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

C) Procurement Rights: IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the RFQ.

D) Agreement: Successful bidder has to sign a MoU/Agreement with the institute.

D) Validity of rates should be of minimum 90 days.

E) Please indicate the rate (s) of GST/ any other Tax (as may be applicable) explicitly.

F) 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.

G) Bidders are requested to quote their prices on a marginal discount on MRP basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.

H) Dispatch Instructions: Stores 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 items as per issued supply/purchase order for given period. IIML reserves the right to conclude parallel Rate Contracts with one more supplier and 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) During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- 3) Proposal is received in incomplete form and after due date and time.
- 4) 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.
- 5) If quotation is sent by not super scribing enquiry no. and date.
- 6) If quotation is not addressed to Officer on Special Duty (OSD).
- 7) In case bids received without quoting highly discount on MRP will also be treated as disqualified.

Liquidated damage:

If the supplier fails to deliver any or all of the goods within the period specified in the purchase order, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage 5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 20% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

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/HIRING OF STATIONERY/05/2019-20 Date: 23/04/2019.

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 3.00 lakh per annum.	(if Yes, please attach supporting documents)
10.	Average annual turnover of at least Rs. 3 lacs during the last three years.	2017-18 2016-17 2015-16

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

Please quote highest offered discount percentage on MRP in prescribed format:

List of Stationery items

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

Sl No	Description of items	Make	Qty	Offered discount on MRP in Percentage
41	Erazer rubber	natraj	1	
42	Examination tag white (100 pcs bundle)	Local	1	
43	Fax roll 210mmx28m	Sharp	1	
44	file ring small Binder	Sangam	1	
45	File tag- thick best quality		1000	
46	folder file 'L' type Plastic	Sangam	1	
47	Gems clip	Oddy	1	
48	Glue stick 15 grms	Kores	1	
49	Gum bottle 700 grms	Kores	1	
50	Gum tube 20 grm	Camel	1	
51	High lighter	Faber Castle	1	
52	Label sheet A-4ST21 100	Desmat	1	
53	Notice board 2x3feet (White Board)	Scolor	1	
54	OHP marker	Luxor	1	
55	Paper knife big	Whale	1	
56	Paper tray plastic (for A4 Size Papers)	Cello	1	
57	Paper weight		1	
58	Pen drive 4GB	Transend	1	
59	Pen drive 4GB	Moserbaer	1	
60	Pen drive 8GB	Transend	1	
61	Pen drive 8GB	Moserbaer	1	
62	Pen drive 16GB	Transend	1	
63	Pen drive 16 GB	Moserbaer	1	
64	Pen drive 32 GB	Transend	1	
65	Pen drive 32 GB	Moserbaer	1	
66	Customised Pen Drive 8 GB		1	
67	Customised Pen Drive 16 GB		1	
68	Customised Pen Drive 32 GB		1	
69	Pencil HB	natraj	1	
70	Pen Ball (Use & Throw)	Elkos Alfa		
68	Pen Ball point 0.45	Reynold	1	
69	Pen Gel 0.5mm Cello Pointec	Cello Pointec	1	
	Pen Gel 0.5mm Cello Pointec (With IIM Logo)	Cello Pointec		
70	Pen Gel (Fine Writer 05)	Luxor	1	
71	Pen Permanent marker	Reynold	1	
72	Pen Pilot	Pilot	1	
73	Pinup board 2x3feet	Scolor	1	
74	Plastic thread(sutli)	1 kg	1	
75	Post it sticker 2x3 Yellow	Desmat	1	
76	Post it sticker 3x3 Multicolor	Desmat	1	
77	Punching machine DD-52	Kangaroo	1	
78	Punching machine DD-800	Kangaroo	1	
79	PVC Sheet	Agarwal	1	

Sl No	Description of items	Make	Qty	Offered discount on MRP
80	Refill Ball Point pen 0.45	Reynold	1	
81	Refill Gel Cello Pointec	Cello	1	
82	Register 1 qr	Sangam	1	
83	Register 2 qr	Sangam	1	
84	Register 4 qr	Sangam	1	
85	Ribbon FX2175	Epson	1	
86	Ring file plastic	Neeraj RB 400	1	
87	Rubber band 1 kg	Bell	1	
88	Rubber band 500 grm	Bell	1	
89	Scale plastic 1'	Camlin	1	
90	Scissor medium 8"	Trio 8"	1	
91	Self sticking paper A4 21	Desmat	1	
92	Sharpner	natraj	1	
93	Short hand book160 pgs	VIP	1	
94	Sketch pen	Luxor	1set	
95	Spiral comb Size 04	GBC	1	
96	Spiral comb Size 06	GBC	1	
97	Spiral comb Size 08	GBC	1	
98	Spiral comb Size 10	GBC	1	
99	Spiral comb Size 12	GBC	1	
100	Spiral comb Size 14	GBC	1	
101	Spiral comb Size 16	GBC	1	
102	Spiral comb Size 18	GBC	1	
103	Spiral comb Size 20	GBC	1	
104	Spiral comb Size 22	GBC	1	
105	Spiral combSize 24	GBC	1	
106	Spiral comb Size 26	GBC	1	
107	Spiral comb Size 28	GBC	1	
108	Spiral comb Size 30	GBC	1	
109	Spiral comb Size 32	GBC	1	
110	Spiral comb Size 34	GBC	1	
111	Spiral comb Size 36	GBC	1	
112	Spiral comb Size 40	GBC	1	
113	Spiral comb Size 48	GBC	1	
114	Spiral comb Size 52	GBC	1	
115	Stapler HD-10	Kangaroo	1	
116	Stapler HP-45	Kangaroo	1	
117	Stapler pin 24x6 big	Kangaroo	1 pkt	
118	Stapler pin no 10	Kangaroo	1 pkt	
119	Stapler small kangaroo	Kangaroo		
120	Tape 1" White	Wonder	1	
121	Tape 2" White	Wonder	1	
122	Tape 1" Brown	Wonder	1	
123	Tape 2" Brown	Wonder	1	

Sl No	Description of items	Make	Qty	Offered discount on MRP
123	Tape dispenser	Ikon	1	
124	Thermos Steel 1 ltr	Cello	1	
125	Tumbler (Yera)	YERA	1	
126	Visiting card holder (Good quality)		1	
127	White board marker	Reynold	1	
128	Table top glass 2'x3'		1	
129	Aviator gel pen	Aviator	1	
130	Tea Tray plastic	Cello	1	
131	Acrylic Glass		1	
132	CD-R Moserbaer	Moserbaer	1	
133	CD-RW Moserbaer	Moserbaer	1	
134	Flip Chart Stand (2' x3')		1	
135	Flip Chart 74.5 cms x 50 cms	oddy	25 sheet	
136	White board 2'x3'	Scholor	1	
137	White Board with three Stand (Tripod)		1	
138	Link ball pen (use & throw)	Link	1	
139	Cup & Saucer	Goldline	6 nos.	
140	Cartridge -810 black	Canon Pixma	1	
141	Cartridge – 811 Color	Canon Pixma		
142	Cartridge - 804	Epsonatte		
143	Printer Cartridge 15D- black	HP	1	
144	White Board duster (Magnetic) with Pen holding mould		1	
145	Damper		1	
146	Finger Grip (for counting purpose)		1	
147	Flair sunny (Four color Pen)	Flair Sunny	1	
148	Graph paper pad (100 sheet)	VIP	1	
149	Inkjet photo paper A4 PROPPGF 50s Desmat	Desmat	1	
150	Blue Ink		1	
151	Red Ink		1	
152	Stamp Pad	Ashoka/Fabercastell	1	
153.	L type plastic folder (minimum thickness – 0.4 micron)	Megha Sangam	154/ 1	
154.	Attendance Sheet (Card Sheet 300 gsm Glossy both side Size – A4 (Pink/Yellow))		1	
155	Transparent Plastic Folder (Zip folder) (Size greater than A-4 Size)	Solo	1	
156	Key rings (Plastic) Good Quality		1	

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

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

Delivery Period (in days):

Dated

Name &Signature with Seal of the Bidder