

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

Tender No. IGIDR/Tender/2021/ED/03 Date: 26.02.2021

TENDER DOCUMENT

FOR

Annual Rate Contract for Supply of Stationery Items at IGIDR

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.
TELEPHONE: 022 2841 6200/9881070122. FAX: 022 28416399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: **“Annual Rate Contract for Supply of Stationery Items”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. IGIDR invites sealed bids from vendors/suppliers of repute for the following work:

Name of work	EMD (Rs.)	Period of Contract
(1)	(2)	(3)
Annual Rate Contract for Supply of Stationery Items at IGIDR	Rs. 2000/-	1 Year

The tenders being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit of Rs. 2000/- (Rupees Two thousand only) along with the bid.
3. The Tender documents in sealed envelopes each marked as **“Envelope-1: EMD, Envelope-2: Technical & Pre-qualification Bid”** & **“Envelope-3: Financial bid”** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“Tender for Annual Rate Contract for Supply of Stationery Items at IGIDR”**. The bidder should also submit the scan copy of the “Technical & Pre-qualification bid” and EMD details (DD/FDR/BG/UTR) through E-mail to tender@igidr.ac.in with subject “EMD, Technical & Pre-qualification bid” attaching a single zip file or PDF file.
4. Last date of submission of Tender document shall be up to **02:00 PM on 19th March, 2021.**
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A

*(*To be submitted on letterhead)*

Letter of Offer

Date _____

The Registrar,

Indira Gandhi Institute of Development Research,

Gen. A.K. Vaidya Marg, Film city Road,

Goregaon (East), Mumbai- 400065.

Subject: Tender for “**Annual Rate Contract for Supply of Stationery Items at IGIDR**”.

Reference: Tender Advertisement No. IGIDR/Tender/2021/ED/03 dated 26th February 2021

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Five thousand only as an earnest money deposit to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of bidder

SECTION-B
GENERAL INSTRUCTIONS TO BIDDERS

Sealed Tender bids in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **“Tender for Annual Rate Contract for Supply of Stationery Items at IGIDR”, Goregaon (E), Mumbai-400065.**

1. Bidder has to submit Earnest Money Deposit of Rs. 2000/- (Rupees Two thousand only) through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. EMD, Pre-qualification/Technical bid and financial bid shall be placed in separate sealed envelopes each superscripted as **“Envelope-1: EMD”, “Envelope-2: Pre-Qualification/ Technical Bid” and “Envelope-3: Financial bid”** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“Tender for Annual Rate Contract for Supply of Stationery Items at IGIDR”**. The bidder may also submit the scan copy of the “Technical & Pre-qualification bid” and EMD details (DD/FDR/BG/UTR) through E-mail to tender@igidr.ac.in with subject “EMD, Technical & Pre-qualification bid” attaching a single zip file or PDF file.
4. The bids will be received up to **2:00 PM on 19th March, 2021**. Each copy of the tender document under their stamp and signature. No tender will be accepted after 2:00 PM on **19th March, 2021** under any circumstances whatsoever.
5. The envelopes Marked “EMD & Pre-qualification/Technical Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at **3:00 PM**. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. Financial bid of only prequalified and/or technically qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders.

7. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.
8. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
9. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
10. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
11. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.
12. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.
13. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
14. Institute reserves the right to sub-divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to

increase or decrease the quantities and even omit any item of work after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.

15. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
16. No bidder will be allowed to withdraw after submission of the tender; otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful bidder decline the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
17. The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.
18. **The intending bidder can obtain any clarifications regarding the tender document, technical scope etc. if any by contacting to Mr. Samir Parab (Administrative Officer) on email administrativeofficer@igidr.ac.in or mobile - 8097171963 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder with seal

Date :

SECTION-C
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with scope of work, specifications of materials and as per detailed instructions of the Institute's.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Contract Period:** The contract period shall be initially for 1 year from date of issuance of rate contract which will be further extended for next 2 years depending upon the performance of the bidder on annual basis if performance found satisfactory.
5. **Payment Terms:** The payment shall be released within 15 days after successful delivery of materials at IGIDR and against submission of invoice and other supporting documents.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

SECTION 'D'
PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 1. The bidder should have registered under Shops & Establishment Act (Submit copy).
 2. The bidder should have valid PAN, Goods and Service Tax (GST) registration number (should submit the copy).
 3. The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per Annexure-A*.
 4. List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
 5. Either the Registered Office or one of the Branch Office of the bidder should be located in district/municipal territory of Greater Mumbai, Mumbai suburban, Thane and Navi Mumbai.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-1) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Name of Contact Person: Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the shop/ firm / company was formed/ incorporated/registered.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Bank Account Details:	A/c No. Name of Bank: IFSC:

SECTION-‘E’
TECHNICAL BID

• **SCOPE OF WORK:**

1. Supply of Stationery items includes General Stationery items, Pre-printed Stationery, Computer Consumables etc. as per Bill of Quantities.
2. The bidder should supply the materials as per quality, brand and specifications mentioned in the financial bid.
3. The Bidder should execute the assigned order within the given timelines by maintaining quality as instructed by IGIDR.
4. IGIDR also reserves the right to split / divide its purchase orders among two or more suppliers.
5. The ordered materials should be delivered at IGIDR campus at their own cost irrespective of the amount of ordered materials.

Date:

Signature of Bidder with seal

SECTION-'F'
FINANCIAL BID

Tender No. IGIDR/Tender/2021/ED/03 Date: 26.02.2021

• **Quotation for Bill of Quantities:**

Sr. No.	Particulars	Brand	Unit	Unit Rate Rs.	GST %
1	Binder Clip 41 MM	SDI	Per Packet		
2	Binder Clip 51 MM	SDI	Per Packet		
3	Binder Clip 32 MM	SDI	Per Packet		
4	Binder Clip 19 MM	SDI	Per Packet		
5	Binder Clip 15 MM	SDI	Per Packet		
6	U Clip 26 MM (Small)	Sonisharp	Per Packet		
7	U Clip 35 MM (Big)	Sonisharp	Per Packet		
8	Tower Pin	Local or Custom	Per Packet		
9	Colour Push Pins	Local or Custom	Per Packet		
10	Ball Pen - Blue	Anchor	Per Packet		
11	Ball Pen- Black	Anchor	Per Packet		
12	Ball Pen - Red	Cellowinner	Per Packet		
13	Ball Pen - Green	Montex Mega Top	Per Packet		
14	Pilot - Blue	Luxax Pilot	Per Packet		
15	Pilot Black	Luxax Pilot	Per Packet		
16	Pilot Pen Blue	BXGPN- V7 hi-point	Per Packet		
17	Pilot Pen Black	BXGPN- V7 hi-point	Per Packet		
18	Pilot Pen Red	BXGPN- V7 hi-point	Per Packet		
19	Pilot Pen Green	BXGPN- V7 hi-point	Per Packet		
20	Pilot Signature Pen Blue	SW-V SIGN PEN	Per Packet		
21	Pilot Signature Pen Red	SW-V SIGN PEN	Per Packet		
22	Pilot Signature Pen Green	SW-V SIGN PEN	Per Packet		
23	Pilot Signature Pen Black	SW-V SIGN PEN	Per Packet		
24	Permanent Marker Pen Black	Camlin	Per Packet		
25	Permanent Marker Pen Green	Camlin	Per Packet		
26	Permanent Marker Pen Blue	Camlin	Per Packet		
27	Permanent Marker Pen Red	Camlin	Per Packet		
28	CD-DVD Marker Pen Blue	Camlin	Per Packet		
29	CD-DVD Marker Pen Black	Camlin	Per Packet		
30	CD-DVD Marker Pen Red	Camlin	Per Packet		
31	CD-DVD Marker Pen Green	Camlin	Per Packet		
32	White Board Marker Pen Black	Camlin	Per Packet		
33	White Board Marker Pen Red	Camlin	Per Packet		
34	Camlin White Board Marker Pen	Camlin	Per Packet		
35	Correction Pen (Whitener)	Camlin	Per Packet		
36	Pierre Cardin Twist Refill	Pierre Cardin	Each		

37	Jumbo Metal refill (Blue)	Pierre Cardin	Each		
38	Pencil	Apsara	Per Packet		
39	Mechanical Pencil	Camlin	Each		
40	Scissor 128 MM (Small)	Munix	Each		
41	Scissor 210 MM (Big)	Munix	Each		
42	Matrix Premium Note Book 25	Matrix	Each		
43	Cordless Door Bell	Local or Custom	Each		
44	Duracell AAA	Duracell	Each		
45	Duracell AA	Duracell	Each		
46	Duracell D2	Duracell	Each		
47	Duracell 9V1	Duracell	Each		
48	Duracell C2	Duracell	Each		
49	Eveready AAA	Eveready	Each		
50	Eveready AA	Eveready	Each		
51	Eveready Heavy Duty	Eveready	Each		
52	Infinite 9V 300	Infinite	Each		
53	Maxell Lithium battery	Maxell	Each		
54	NI-MH Rechargeable battery	Panasonic	Each		
55	GP High Voltage 23AE	GP Ultra	Each		
56	Plastic Scale	Faber Castell	Per Packet		
57	Steel Scale	Faber Castell	Per Packet		
58	Mix highlighter	Faber Castell	Per Packet		
59	Casio Calculator- 12 Digit	Casio	Each		
60	Calculator- 12 Digit	Citizen	Each		
61	Four Pillar Cellotape 1 Inch	Four Pillar	Each		
62	Brown Tape 2 Inch	Custom or local	Each		
63	White Small tape (transparent) 1	Custom or local	Each		
64	Double Side tape	Custom or local	Each		
65	Pinstick Cheque Security	LA Prints & Poly Pvt	Per Packet		
66	Cutter Blade	Custom or local	Per Packet		
67	Cutter- small	Custom or local	Each		
68	Cutter- big	Custom or local	Each		
69	Pencil Knife	Custom or local	Per Packet		
70	Mikajo knife Edge	Custom or local	Per Packet		
71	Cutter- blade BIG	Custom or local	Each		
72	Faber Castell- Blue Stamp Pad	Faber Castell	Each		
73	Faber Castell- Red Stamp Pad	Faber Castell	Each		
74	Camel- Big Black Stamp Pad	Camlin	Each		
75	Hi Techpoint colour ink	Custom or local	Each		
76	Camel Rubber Stamp Ink – blue	Camlin	Each		
77	Camel Rubber Stamp Ink – Red	Camlin			
78	Camel Rubber Stamp Ink –	Camlin	Each		
79	Camel- white board ink	Camlin	Each		
80	Luxar white board cure	Luxar	Each		
81	Luxar Sketch Pen ink	Luxar	Each		

82	Rubber Band Small	Local or Custom	Per Packet		
83	Rubber Band Big	Local or Custom	Per Packet		
84	3M Post IT	3M India Ltd	Each		
85	Page Separator	Local or Custom	Per Packet		
86	File Separator	Local or Custom	Per Packet		
87	24/6 1m Stapler Pin	Kangaro	Per Box		
88	23/15 H Stapler Pin	Kangaro	Per Box		
89	23/8 H Stapler Pin	Kangaro	Per Box		
90	HD/10D Stapler Pin	Kangaro	Per Box		
91	10/1 M Stapler Pin	Kangaro	Per Box		
92	Kangaroo Punch Machine- DP	Kangaro	Each		
93	Sutali	Local or Custom	Each		
94	Yellow Thread	avneet	Each		
95	Eraser	Apsara	Per Packet		
96	Sharpner	Nataraj	Per Packet		
97	100 Page Notebook	Local or Custom	Each		
98	C-Ruled Attendance Register	Ekal	Each		
99	Time Sign Register- 200 Pages	Ekal	Each		
100	Stock Register- 300 Pages	Ekal	Each		
101	Ledger Index Register	Local or Custom	Each		
102	Zen File	Zen	Each		
103	Swing File	Legal size	Each		
104	Patti File	A-4 size	Each		
105	Patti File	Legal size	Each		
106	Lamina Box File	Lamina	Each		
107	A-4 size Paper	J.K Copier 75 GSM	Per ream		
108	A-3 Size	Copy Powder 75	Per ream		
109	Legal Size- White	Copy Powder 75	Per ream		
110	Legal Size- Green	Matrix 90 GSM	Per ream		
111	Kent high Glossy Photo Paper	Kent	Per Pcket		
112	Plus print polyester transparency	Plus Point	Per Packet		
113	Carbon paper	Kores	Per Packet		
114	Novajet self-Adhesive labels	Novajet	Per Packet		
115	Fevigum	Pidilite	Each		
116	Fevistick	Pidilite	Each		
117	Wonder Dumper Round Plastic	Wonder	Each		
118	Omega Handy Duster	Omega	Each		
119	Kores Dustless Chalk	Kores	Each		
120	Colour Dustless Chalk	Kores	Each		
121	Key Chains	Omega	Per		
122	1 to 31 Index	Local or Custom	Per Packet		
123	Ball Pen-Blue	Omega	Per Packet		
124	Ball Pen-Black	Omega	PerPacket		
125	White Transparent Sheet: A 4	Local or Custom	Per Packet		
126	Spiral Sheet Back Cover Blue	Local or Custom	Per Packet		

127	Spiral Sheet Blue Cover Blue A-	Local or Custom	Per Packet		
128	C-Ruled 280 pages	Ekal	Each		
129	C-Rules 138 pages	Ekal	Each		
130	C-Ruled 208 pages	Ekal	Each		
140	Car freshener	7.5 ml ambipure	Each		
141	Patti file cover (only cover)	Local or Custom	Each		
142	Binding Panama Clips	Local or Custom	Each		
143	Stapler HD 10 D	Kangaro	Each		
144	Calculator 12 digit	Citizen	Each		
145	Duplicate Book No.2	Local or Custom	Each		
146	Note Book 200 pages	Local or Custom	Each		

Date:

Signature of Bidder with seal

*To be submitted on company letter head duly signed and stamped on it.

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

*To be submitted on company letter head duly signed and stamped on it.