

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI

TENDER DOCUMENT

FOR

Annual Rate Contract for the Supply of Stationery Materials at IGIDR

Tender No. IGIDR/Tender/2026/ED/14 Date: 06.07.2026

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200 / 513 / 560. Fax: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“Name of the work: **Annual Rate Contract for the Supply of Stationery Materials at IGIDR**” at Indira Gandhi Institute of Development Research, Goregaon, Mumbai – 400 065.”

1. IGIDR invites tender bids from vendors/suppliers of repute for the following service:

Name of work	EMD (Rs.)	Period of Contract
(1)	(2)	(3)
Annual Rate Contract for the Supply of Stationery Materials at IGIDR	Rs. 5000/-	1 Year

2. The tenders are being invited for the above-mentioned service. IGIDR Mumbai reserves its right to award the order to the successful bidder
3. Bidder has to submit Earnest Money Deposit of Rs. **5,000/-** (Rupees Five thousand only) along with the bid.
4. The tender bids in the two-bid system are invited through two separate emails to tender@igidr.ac.in. **“Email-1: EMD and Pre-qualification/Technical Bid”** and **“Email-2: Financial Bid”**. The subject of email should be mentioned as **“Email-1 EMD and Pre-qualification/Technical bid for Annual Rate Contract for the Supply of Stationery Materials at IGIDR”** and **“Email-2: Financial bid for Annual Rate Contract for the Supply of Stationery Materials at IGIDR”** respectively. **All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password.**
5. Last date of submission of Tender document shall be on **27.07.2026 at the end of the day.**
6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION - A*

Letter of Offer

Date _____

To,
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 the Supply of Stationery Materials at IGIDR**”.

Reference: NIT No. IGIDR/Tender/2026/ED/14 dated 06.07.2026

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with the 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** or MSME certificate 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 without any alterations/modifications.

Yours faithfully,

Authorized Signature

Name & seal of the bidder

**To be submitted on the company letterhead with the signature and stamp on it.*

SECTION - B
GENERAL INSTRUCTIONS TO BIDDERS

Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. The bidder has to submit an Earnest Money Deposit of **Rs. 5,000/- (Rupees Five 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 the transaction should be included in the part of the tender document towards Earnest money.
2. The bidders registered under **MSE** are exempted for submission of EMD, but they should submit a necessary copy of the valid MSME certificate for exemption.
3. The scanned copy of the tender bid is to be submitted through two separate emails to tender@igidr.ac.in. **“Email-1: EMD & Pre-Qualification Bid”** and **“Email-2: Financial Bid”**. Subject of email should be mentioned as **“Email-1: EMD & Pre-qualification Bid for Annual Rate Contract for the Supply of Stationery Materials at IGIDR”** and **“Email-2: Financial Bid for Annual Rate Contract for the Supply of Stationery Materials at IGIDR”** respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails.
4. **The Financial bid should be attached as a PDF document protected with a password, and the password should be shared at the time of financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening. If a bidder cannot attach a single bid file to an email, they can split their bid and submit it in multiple emails, with mentioning in the email subject as Part-I, II, III.... etc.**
5. The bids will be received up to **27.07.2026 at the end of the day**. Each copy of the tender document under their stamp and signature. No tender will be accepted after the due date under any circumstances whatsoever.
6. The Email bid with subject **“EMD & Pre-qualification Bid for Annual Rate Contract for the Supply of Stationery Materials at IGIDR”** shall be opened by the Tender Opening Committee on the next working day **28.07.2026 at 02:30 PM through the online meeting platform**. The link to the meeting will be shared with participating bidders. In case a 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.
7. The Email bid with the subject: **“Financial bid for Annual Rate Contract for the Supply of Stationery Materials at IGIDR”** of only qualified bidders will be opened. The date of opening of

the financial bid and the link for the online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of the financial bid PDF file during the opening of the financial bid. In case the bidder can NOT provide a password for the financial bid at the opening, then their bid shall be rejected.**

8. 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.
9. 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.
10. The Tender form must be filled in English. If any of the documents are missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. 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 or specifications after the opening of the tender, will be entertained.
12. 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.
13. 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.
14. Tender incomplete in any form will be rejected outright; conditional offers will not be accepted.
15. 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.
16. The Institute reserves the right to 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.

17. 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 declines the offer of contract (or refuses to acknowledge or execute the contract within 15 days of award of order), for whatever reason, their EMD will be forfeited.
18. . The rates shall be firm and shall not be subject to exchange variations, labour conditions or any conditions whatsoever. Bid must include in their rates, applicable GST and any other tax and duty or other levy, whether existing or future, levied by the Central Government or any State Government or 6 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.
19. **The intending bidder can obtain any clarifications regarding the tender document, technical scope, etc., if any, by contacting to Mr. Samir Parab (Administrative Officer) at the email administrativeofficer@igidr.ac.in or mobile - 8097171963 or from the Admin Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any working day of the Institute by taking prior appointment.**
20. **The intending bidder should visit the institute and understand the quality of required materials before quoting the rates.**

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

Place:

Date:

Signature of the Bidder with seal

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 that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Successful Bidder rescinding the contract.
2. In all matters of dispute arising on the contract, the matter shall be referred to the Registrar, Indira Gandhi Institute of Development Research, Goregaon, for a decision.
3. In the event that the Successful Bidder is not satisfied with the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the **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. Performance Security Deposit:

The Earnest Money Deposit (EMD) for **Rs. 5000/-** (Rupees Five thousand) of the successful bidder shall be converted into Performance Security Deposit and will be retained with the IGIDR till the expiry/termination of the rate contract without interest. In case the successful bidder submitted the MSME certificate instead of EMD, they need to deposit the PSD amount of **Rs. 5,000/-**. This deposit shall be forfeited in case the Successful Bidder, who fails to discharge its duties/commitments, fails to comply with any of the conditions of the contract, or whose contract is terminated prematurely. No interest will be paid on the Security Deposit withheld by the Institute.

5. Payment Terms:

The payment shall be made to the supplier after successful delivery of materials within 15 days of submission of the Tax Invoice along with supporting documents (Delivery challan, etc.).

6. Tenure of Contract:

The contract period shall be for one year from the date of issue of the Purchase order or as mentioned in the Purchase order.

7. Termination Clause:

- 7.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations arising

out of this contract or if the Successful Bidder commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the Successful Bidder, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the vendor.

- 7.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the vendor, subject to clause 7.5 hereunder.
- 7.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the vendor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The vendor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.
- 7.4 Forthwith on the expiry or earlier termination of this Contract, the vendor shall return to the Institute all materials and equipment belonging to the Institute with regard to this Contract. The Institute shall also inform the vendor of a time when it can collect its equipment stored in the Institute, and the vendor shall collect the same. In the event that the vendor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.
- 7.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any), and the cost of completion of the work (if required). The Institute shall be entitled to recover from the vendor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the vendor.
- 7.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Date:

Signature of the Bidder with seal

SECTION - D
SPECIAL CONDITIONS

1. Permission, if any, required from the local bodies shall be obtained by the successful bidder at his cost.
2. Overall L1, overall L2, overall L3, etc., bidders will be calculated on the basis of quoted rates for individual items with a minimum quantity of those items. After comparing the total amount of overall L1, L2, L3, etc., quotes, the L1 bidder will be empaneled for the rate contract. The contract may be subdivided between two or more bidders for their individual lowest quoted items.
3. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Successful Bidder, the Successful Bidder is bound to indemnify the Institute. The Successful Bidder shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
4. The successful bidder shall supply only approved brand materials.
5. If the quality of products and services provided is not found satisfactory, IGIDR reserves the right to cancel or amend the contract.
6. Quoting of Price: Price quoted should be in Indian Rupees, free delivery at IGIDR Campus & including applicable GST.
7. Financial bid must be submitted in the enclosed Financial Bid Form only.
8. The successful bidder shall carry out the contract strictly in accordance with the specification details and instructions of the Institute in Charge.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Date:

Signature of the Bidder with seal

SECTION - E
QUALIFICATION CRITERIA

• **Minimum Qualification Documents to be submitted by the Bidder along with the qualification Bid:**

- a) The bidder should have a minimum 03 years' experience in the supply of the stationary materials in last 07 years.
- b) The bidder should be registered with the appropriate registration authorities. Copy of Registration of in Shop & Establishment, Certificate of Incorporation and Affidavit in case of proprietary firm and Partnership Deed to be submitted.
- c) Bidder should submit a copy of Registration of Goods & Service Tax and PAN.
- d) The bidder should have an annual turnover of **Rs. 10, 00,000/- (Rupees Ten Lakh only)** for supply of stationary materials only in the last three financial years. The bidder should submit the audited balance sheet; financial statements and P & L account statement or CA certificate for turnover amount of last 3 financial years (i.e. FY2025-26, FY2024-25 and FY2023-24.) duly certified by CA.
- e) The bidder should have experience in the successful supply of stationery materials for a minimum period of one (01) year during the last seven (07) years ending on the last day of the previous month. Such experience may be under an Annual Rate Contract (ARC), Rate Contract, Framework Agreement, Purchase Order, Work Order, or any other supply contract. Copies of Purchase Orders, Work Orders, Contract Agreements, along with corresponding invoices/supply records or any other documentary evidence in support of the execution of the supplies, shall be submitted.
- e) Bidder should submit a list of at least two clients with the contact person name and contact number.
- f) The bidder should have either the Registered Office or one of the Branch Office should be located in the territory region of MMRDA.
- g) The bidder should not be blacklisted/De-registered/debarred by any Government department/Public Sector Undertaking/Private Sector/or any other agency (Submit undertaking as per **Annexure-A**).

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 duly stamped and signed by the authorized person of the bidder and attached as PDF file, to be submitted along with the qualification bid (Email-1).

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

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: Fax No: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
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.	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets & profit & Loss account statements or CA certificate)	FY 2025-26: FY 2024-25: FY 2023-24:
9.	Bank Account Details	Bank Name: Account Number: IFSC Code:

Place:

Date:

Signature of the Bidder with seal

SECTION - F
TECHNICAL BID

Tender Name: Annual rate contract for Supply of Stationery Materials at IGIDR

1. Scope of work:

- a) Supply of Stationery materials includes General Stationery items, Pre-printed Stationery, Computer Consumables, etc. as per Bill of Quantities.
- b) The successful bidder should supply the materials as per the approved quality, brand, and specifications mentioned in the technical bid.
- c) The successful bidder should execute the assigned order within the given timelines by maintaining quality as instructed by the IGIDR.
- d) The IGIDR reserves the right to split/divide its purchase orders among two or more suppliers.
- e) The successful bidder should deliver the ordered materials at the IGIDR campus at their own cost irrespective of the amount and quantity of the order.
- f) **IGIDR shall place purchase orders on an "as and when required" basis depending upon its operational requirements. Since the Institute does not maintain bulk stock of stationery items, the quantity of each purchase order may vary and may include small quantities. The successful bidder shall supply the materials accordingly and shall not prescribe or insist upon any minimum order quantity, minimum order value, or restriction on the number or frequency of deliveries to be made during the contract period. No additional charges shall be payable by IGIDR on account of small quantity orders or multiple deliveries.**
- g) The bidder is advised to visit the Institute during working hours, with prior appointment, to familiarize themselves with the nature of the items, specifications, brands, and other requirements covered under the Financial Bid before submitting their quotation. The bidder shall satisfy themselves regarding all aspects of the supply requirements, and no claim arising out of lack of knowledge or misunderstanding of the requirements shall be entertained after submission of the bid.
- h) The bidder shall submit, along with the bid, a duly signed Declaration in the prescribed format certifying that they have verified and understood the items, specifications, and requirements covered under the Financial Bid and that the rates quoted are based on such verification. Where the bidder has visited the Institute for verification, the declaration shall also confirm the same.

2. BOQ, Specifications and Brands of stationery Materials:

Sr. No.	Name of the Item	Specification/ Description	Brand	Unit	Quoted Brand (Bidder to specify*) Yes/No
Sr. No	Name of the Item	Specification/ Description	Brand	Unit	Quoted Brand (Bidder to specify*) Yes/No
1	Binder Clip	41 mm	SDI	1 packet (1 pkt=12 pcs)	
2	Binder Clip	51 mm	SDI	1 packet (1 pkt=12 pcs)	
3	Binder Clip	32 mm	SDI	1 packet (1 pkt=12 pcs)	
4	Binder Clip	19 mm	SDI	1 packet (1 pkt=12 pcs)	
5	Binder Clip	15 mm	SDI	1 packet (1 pkt=12 pcs)	
6	U Clips	26 mm Small size) Plating	Sonisharp	1 packet (1 pkt=100 pcs)	
7	U clips	35 mm (big size) Nickle Plating	Sonisharp	1 packet (1 pkt=100 pcs)	
8	Tower Pins	SS material with T-shape & Nickle Plating size 28 MM	Local or Custom Made	1 Box (1 box=1000 pcs)	
9	Colour Push Pins	Multi Colour	Local or Custom Made	1 packet (1 pkt=50 pcs)	
10	Ball Pen	Blue Colour	Local or Custom Made	1 packet (1 pkt=10 pcs)	
11	Ball Pen	Black Colour	Local or Custom Made	1 packet (1 pkt=10 pcs)	
12	Ball Pen	Red Colour	Local or Custom Made r	1 packet (1 pkt=10 pcs)	
13	Ball Pen	Green Colour	Montex Mega Top	1 packet (1 pkt= 10 pcs)	
14	Luxor Pen	Blue Colour Pilot Hi-Techpoint 05	Pilot	1 packet (1 pkt= 10 pcs)	
15	Luxor Pen	Black Colour Pilot Hi-Techpoint 05	Pilot	1 packet (1 pkt= 10 pcs)	
16	Pilot Pen	Blue colour- V7 Grip Rollerball Pen BXGPN-V7	Pilot	1 packet (1 pkt=10 pcs)	
17	Pilot Pen	Black colour- V7 Grip Rollerball Pen BXGPN-V7	Pilot	1 packet (1 pkt=10 pcs)	

18	Pilot Pen	Red colour- V7 Grip Rollerball Pen BXGPN-V7	Pilot	1 packet (1 pkt=10 pcs)	
19	Pilot Pen	Green colour- V7 Grip Rollerball Pen BXGPN-V7	Pilot	1 packet (1 pkt=10 pcs)	
20	Pilot Pen	Blue Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)	
21	Pilot Pen	Black Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)	
22	Pilot Pen	Red Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)	
23	Pilot Pen	Green Colour -V signature pen	Pilot	1 packet (1 pkt=10 pcs)	
24	Marker Pen	Blue Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)	
25	Marker Pen	Black Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)	
26	Marker Pen	Red Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)	
27	Marker Pen	Green Colour Permanent	Camlin	1 packet (1 pkt=10 pcs)	
28	Marker Pen	Blue Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)	
29	Marker Pen	Black Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)	
30	Marker Pen	Red Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)	
31	Marker Pen	Green Colour CD-DVD	Camlin	1 packet (1 pkt=10 pcs)	
32	Marker Pen	Blue Colour For White board	Camlin	1 packet	
33	Marker Pen	Black Colour For White board	Camlin	(1 pkt=10 pcs)	
34	Marker Pen	Red Colour For White board	Camlin	1 packet	
35	Marker Pen	Green Colour For White board	Camlin	(1 pkt=10 pcs)	
36	Pencil	Wood material	Apsara	1 packet (1 pkt=10 pcs)	
37	Pencil	Klick 0.9 mm Pencil, Built-in-Eraser.	Camlin	1 nos	
38	Pencil Lead	Line Size : 0.9 mm	Camlin	1 packet (1 pkt=10 pcs)	
39	Scissor	128 mm small size	Munix	1 nos	
40	Scissor	210 mm small size	Munix	1 nos	
41	Notebook	21.6 X 14 CM- (300 pages single ruled) 70 GSM paper, wiro binding, Multicolour poly Dividers	Matrix	1 nos	

42	Notebook	27.9 x21.6 Cm. (300Pages single ruled) 70 GSM paper, wiro binding, Multicolour poly Dividers	Matrix	1 nos	
43	Doorbell	Cordless	Local or Custom Made	1 nos	
44	Scale	Plastic material 30 CM	Faber Castell	1 packet (1 pkt=10 pcs)	
45	Scale	Steel material 30 CM	Local or Custom Made	1 nos	
46	Highlighter	Mix Colour	Faber Castell	1 packet (1 pkt=5 pcs)	
47	Calculator	12 Digits	Casio	1 nos	
48	Calculator	12 Digits	Citizen	1 nos	
49	Cellotape	1 Inch white transparant	Four Pillar	1nos	
50	Cellotape	2 Inch Brown	Local or Custom Made	1 nos	
51	Cellotape	2 Inch White transparent	Local or Custom Made	1 nos	
52	Cellotape	Double Side	Local or Custom Made	1 nos	
53	Pinstick Cheque Security Stickers	Rectangle in shape	Local or Custom Made	1 packet (1 pkt= 500 pcs)	
54	Cutter	Small in size	Local or Custom Made	1 nos	
55	Cutter	Big in size	Local or Custom Made	1 nos	
56	Stamp Pad	Blue colour (Voilet) with size 110mm X69 mm	Faber Castell	1 nos	
57	Stamp Pad	Black colour with size 110mm X69 mm	Faber Castell	1 nos	
58	Stamp Pad	Red colour with size 110mm X69 mm	Faber Castell	1 nos	
59	Stamp Pad	Blue Colour (Voilet) Size:15.7cm X 9.6 cm	Camlin	1 nos	
60	Stamp Pad	Black Colour) Size:15.7cm X 9.6 cm	Camlin	1 nos	
61	Stamp Pad	Red Colour Size:15.7cm X 9.6 cm	Camlin	1 nos	
62	Stamp Pad Ink	Blue colour (Voilet) 60 ML bottle	Faber Castell	1 nos	

63	Stamp Pad Ink	Black colour 60 ML bottle	Faber Castell	1 nos	
64	Stamp Pad Ink	Red colour 60 ML bottle	Faber Castell	1 nos	
65	Stamp Pad Ink	Blue colour (Voilet) 100 ML bottle	Camlin	1 nos	
66	Stamp Pad Ink	Black colour 100 ML bottle	Camlin	1 nos	
67	Stamp Pad Ink	Red colour 100 ML bottle	Camlin	1 nos	
68	White Board Care	White Board Care in liquid in 100 MLbottle	Luxor	1 nos	
69	Sketch Pen	Multi colour Sketch Pens	Luxor	1 packet (1 pkt= 12 pcs)	
70	Correction Pen (Whitener)	Ink quantity 10 ml	Camlin	1 nos	
71	Post IT	4 colour page markers size 19mm X76 mm	3 A	1 packet (1 pkt=200 sheets)	
72	Sticky Note Pad	Yellow colour Size:- 75mm X75mm	3 A	1 packet (1 pkt=100 sheets)	
73	File divider	Card board paper to divide papers kept in a file	Local or Custom Made	1 packet 1 packet (1 pkt=50 sheets)	
74	Stapler	HD 10 D	Kangaro	1 nos	
75	Stapler Pin	Size-HD 10 D	Kangaro	1 box (1 box= 20 packets)	
76	Stapler Pin	Size-24/6 1m	Kangaro	1 box (1 box= 20 packets)	
77	Stapler Pin	Size- 23/15 H	Kangaro	1 box (1 box= 20 packets)	
78	Stapler Pin	Size-23/8	Kangaro	1 box (1 box= 20 packets)	
79	Stapler Pin	Size-10/1	Kangaro	1 box (1 box= 20 packets)	
80	Punch Machine	Model: -DP-600 Punching Capacity: 22 Sheets Punching Dia: 5.50 mm Punching Distance: 80 mm	Kangaro	1 nos	
81	Sutali	Brown in colour Jute make of approx. 1 kg	Local or Custom Made	1 roll	
82	Eraser	White colour non dust eraser	Apsara	1 packet (1 pkt=20 nos)	

83	Sharpener	Sharpener	Natraj	1 packet (1 pkt=20 nos)	
84	Note Book	100 pages single line	World Star	1 nos	
85	Note Book	200 pages single line	Local or Custom Made	1 nos	
86	Attendance Register	C-ruled 350 pages (5 quire)	Ekal	1 nos	
87	Attendance Register	C-ruled 280 pages (4 quire)	Ekal	1 nos	
88	Attendance Register	C-ruled 210 pages (3 quire)	Ekal	1 nos	
89	Attendance Register	C-ruled 150 pages (2 quire)	Ekal	1 nos	
90	Swing File	A-4 size with long clip at left side	Local or Custom Made	1 nos	
91	Swing File	A-4 size with short clip at left side	Local or Custom Made	1 nos	
92	Patti File	A-4 size	Local or Custom Made	1 nos	
93	Patti File	Legal size	Local or Custom Made	1 nos	
94	A-4 size plain white Xerox papers	75 GSM	J.K. Copier	1 ream (1 ream=500 papers)	
95	A-3 size plain white Xerox papers	75 GSM	Copy Power	1 ream (1 ream=500 papers)	
96	Legal Size plain white Xerox papers	75 GSM	Copy Power	1 ream (1 ream=500 papers)	
97	Legal size plan Green FS Paper Ledger	80 GSM	Bilt Matrix	1 ream (1 ream=500 papers)	
98	Fevistick	15 gm Glue Stick non toxic	Pidilite	1 nos	
99	Fevigum	200 ml bottle	Pidilite	1 nos	
100	self-Adhesive labels	(NJMPL 12 L 100 X 44 WR) Size:210MM X 297MM	Novajet	1 packet (1 pkt=100 sheets)	
101	Glossy Photo Paper	180Gsm A4 Size: 210 X 297mm	Kent	1 packet (pkt=20 sheets)	
102	Polyester Transparency Film	A4 210x297mm Transparent	Plus	1 packet (1 pkt=100 sheets)	
103	Carbon Paper	Pen/Pencil Carbon Paper, Sapphire Blue in colour	Kores	1 packet (1 pkt=100 sheets)	

104	Damper Round	Damper Round in plastic dabba	Local or Custom Made	1 nos	
105	Handy Duster	Handy duster. Material- Plastic. Size-5 Inch	Omega	1 nos	
106	White Chalk	White colour dustless chalk. Size: L-10 CM, W-15cm & H-10CM	Kores	1 packet (1 pkt= 12 pcs)	
107	Multicolour chalk	Multi colour dustless chalk. Size: L-10 CM, W-15cm & H-10CM	Kores	1 packet (1 pkt= 12 pcs)	
108	Key Chain	Multi colour plastic key chains.	Omega	1 dabba (1 dabba=50 nos)	
109	1 to 31 Index	1 to 31 number index sheets	Local or Custom Made	1 packet (1 packet=31 sheets)	
110	Transparent Sheet	A-4 size white transparent sheet	Local or Custom Made	1 packet (1 pkt=100 pcs)	
111	Spiral Sheet	A-4 size Spiral Sheet with Back Cover Blue colour	Local or Custom Made	1 packet (1 pkt=100 pcs)	
112	Spiral Sheet	A-4 size Spiral Sheet with Back Cover Black colour	Local or Custom Made	1 packet (1 pkt=100 pcs)	
113	C ruled Register	280 pages C ruled Register single line	Ekal	1 nos	
114	C ruled Register	208 pages C ruled Register single line	Ekal	1 nos	
115	C ruled Register	138 pages C ruled Register single line	Ekal	1 nos	
116	Car Freshener	Quantity:75 ML	Ambipur	1 nos	
117	Only Side patti of Patti file	A-4 size only patti of patti file.	Local or Custom Made	1 nos	
118	Only Side patti of Patti file	Legal size only patti of patti file.	Local or Custom Made	1 nos	
119	Binding Panama Clips	The clips used to file the papers (max 25 nos) and entire clip along with filed papers can keep in file	Local or Custom Made	1 packet (1 pkt= 50 pcs)	
120	Duplicate Book	Duplicate Book No.2 total 100 sheets in one book	Local or Custom Made	1 nos	
121	Duracell Battery	AA with 1.5 V	Duracell	1 nos	
122	Duracell Battery	AAA with 1.5 V	Duracell	1 nos	

123	Duracell Battery	9V ALKALINE Duracell Ultra	Duracell	1 nos	
124	Duracell Battery	C2 ALKALINE with 1.5 V	Duracell	1 nos	
125	Eveready Battery	AA with 1.5 V	Eveready	1 nos	
126	Eveready Battery	AAA with 1.5 V	Eveready	1 nos	
127	Eveready Battery	Eveready heavy duty with battery capacity of 9V	Eveready	1 nos	
128	Rechargeable battery	AAA Ni-MH rechargeable battery with 1.2 V Min 630 mAh	Panasonic	1 packet (1 pkt=2 nos)	
129	High Voltage Alkaline Batteries	High Voltage Alkaline Batteries 23A SUPER 23AE-2C. 12V	GP	1 packet (1 pkt=5 nos)	
130	Lithium battery	Micro Lithium Cell CR2032 of 3V	Maxell	1 packet (1 pkt=5 nos)	
131	1/3 C ruled Register	422 pages. Single line. Size 10 Inch X 15 Inch	Local or Custom Made	1 nos	
132	Ledger Index Register	285 pages with index page having column of name and page number with to A to Z letters on right side.	Local or Custom Made	1 nos	
133	Stock Register	212 pages with index page having column of name and page number with to A to Z letters on right side.	EKAL	1 nos	
134	Sumo Box file	3 mm thickness. 8CM spine. Lamination from outside. Paper filed: A-4, Legal, Full Scape size	Local or Custom Made	1 nos	
135	Sumo Spring File	Side Cloth Binding. Cardboard File with good quality. 1Inch deepness at clipside. Inside spring clips for filing papers. Paper filed: A-4, Legal, Full Scape size	Local or Custom Made	1 nos	
136	Pierre Cardin Twist Refill	Blue Colour	Pierre Cardin	1 nos	
137	Twist Refill	Black Colour	Pierre Cardin	1 nos	
138	Jumbo Metal Fine	Blue Colour	Pierre Cardin	1 nos	
139	Jumbo Metal Fine	Black Colour	Pierre Cardin	1 nos	

140	Yellow Thread	Yellow colour with silk material	Local or Custom Made	1 bundle	
141	Nylon Sutali	Plain nylon sutali available in various colour packaging type will be Plastic Packet. Length approx. 1 kg (Roll)	Local or Custom Made	1 Roll	
142	Sutali	Brown in colour Jute make of approx. 1 kg	Local or Custom Made	1 roll	
143	Fevicol Bottle	100 gm bottle	Pidilite	1 nos	
144	Plastic flag	13 X45mm five colours	3A or Music 555	1 pkt	
145	Ball Pen	Blue colour	Montex winner ball 0.7 mm	1 pkt (1 pkt=10 nos)	
146	Ball Pen	Black colour	Montex winner ball 0.7 mm	1 pkt (1 pkt=10 nos)	
147	Ball Pen	Red colour	Montex Montex winner ball 0.7 mm	1 pkt (1 pkt=10 nos)	
148	Cellotape	1 Inch Brown	Local or Custom Made	1 nos	
149	Key chain ringer	Stainless steel material 1 inch in size which split keyrings	Local or Custom Made	1 nos	
150	Punch Folder	Legal size plastic material hole at sides to file the folder for filing	Local or custom made	1 nos	
151	Wall Clock	Assorte Colour Big Size	Ajanta / Orpat	1 nos	
152	Wall Clock	Assorte Colour Big Size	Ajanta / Orpat	1 nos	
153	Coffee Mug	Assorted Colour With Single Colour Printing	Local or Custom Made	1 nos	
154	Small Writing Pad	With Cover Page Print For Colour	Local or Custom Made	1 nos	

Note:

1. The above rates will be valid for one year, and there will be no change in the same except the GST amount as declared by Govt. of India from time to time.
2. Vendors have to fill the entire column in the format as given above, and no other format will be accepted.
3. One example of filling out the form is provided below for reference.

Example: The rate written is random and only for sample purposes for filling up the table.

Sr. No.	Name of the Item	Specification/Description	Brand	Unit	Quoted Amount			
					Unit Rates	GST		Total Amount
						%	GST Amount	
1	A-4 size plain white Xerox papers	75 GSM	J.K. Copier	1 ream (1 ream=500 papers)				

Place:

Date:

Signature of the Bidder with seal

**To be submitted on company letterhead with sign and stamp 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 letterhead duly signed and stamped on it.*

Annexure – Declaration regarding Verification of Items and Requirements

(To be submitted on the Bidder's Letterhead)

DECLARATION

Tender Name: Annual Rate Contract for the Supply of Stationery Materials at IGIDR

I/We, _____, having our registered office at _____, hereby declare that:

1. I/We have carefully examined the Tender Document, including the Technical Specifications, Bill of Quantities (BoQ), Financial Bid, and all terms and conditions of the tender.
2. I/We have verified and fully understood the specifications, brands, quality requirements, and other details of the stationery items covered under the Financial Bid and have quoted our rates accordingly.
3. I/We have visited the Institute and verified the requirements covered under the Financial Bid / I/We have satisfied ourselves regarding the requirements through the information provided in the tender document. *(Strike out whichever is not applicable.)*
4. I/We understand and accept that IGIDR shall place purchase orders on an "as and when required" basis and that the quantity of each order may vary, including orders for small quantities. I/We further confirm that we shall supply the materials as ordered without insisting upon any minimum order quantity, minimum order value, or minimum number of deliveries.
5. I/We confirm that the rates quoted by us are based on our own assessment and understanding of the requirements, and no claim arising out of any misunderstanding, non-verification, or lack of knowledge of the tender requirements shall be raised by us at any stage during the currency of the contract.
6. I/We certify that the above declaration is true and correct to the best of my/our knowledge and belief.

Place: _____

Date: _____

For and on behalf of the Bidder

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Firm: _____

Seal of the Firm