

भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

ई-निविदा दस्तावेज_ स्टेशनरी और कार्यालय उपभोग्य
वस्तु की आपूर्ति के लिए वार्षिक दर अनुबंध
e-Tender Document_Annual Rate Contract for Supply
of Stationery and Office Consumable Item

(सी.पी.पी.पी (https://eprocure.gov.in/cppp/) के माध्यम से ऑनलाइन निविदा

Online tendering through CPPP (https://eprocure.gov.in/cppp/)

भारतीय प्रबंधन संस्थान रायपुर
अटल नगर, पी ओ - कुरु (अभनपुर),
रायपुर - 493 661, छत्तीसगढ़
वेबसाइट: <http://www.iimraipur.ac.in/>

Indian Institute of Management Raipur
Atal Nagar, P. O. - Kurru (Abhanpur),
Raipur – 493 661, Chhattisgarh
Website: <http://www.iimraipur.ac.in/>

विषय-सूची

Contents

S No संख्या.नं	Particular विशेष	Page No पेज सं. नं
1.	Notice Inviting Tender / निविदा आमंत्रित सूचना	03-04
2.	PART-1 _TECHNICAL BID भाग -1 तकनीकी बोली ➤ Terms & Conditions ➤ Eligibility Criteria	05-09 10-10
	Annexures w.r.t eligibility criteria/ अनुलग्नक-पात्रता मानदंड (Annexure I,II,III,IV,V,VI)	10-16
	Instructions for Online Bid Submission ऑनलाइन बोली प्रस्तुत करने के निर्देश	17-19
3.	PART-2 _Financial Bid भाग -2_ वित्तीय बोली	20-27

निविदा आमंत्रित सूचना
NOTICE INVITING TENDER

भारतीय प्रबंध संस्थान, रायपुर में स्टेशनरी और कार्यालय उपभोज्य वस्तुओं की आपूर्ति के लिए दो बोली प्रणाली तकनीकी बोली (भाग- I) और वित्तीय बोली (भाग- II) के तहत प्रतिष्ठित और अनुभवी एजेंसियों से IIM रायपुर ई-टेंडर (CPP पोर्टल के माध्यम से ऑनलाइन निविदा) आमंत्रित करता है।

IIM Raipur invites e-tender (online tender through CPP Portal) from reputed and experienced agencies under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for supply of Stationery and Office consumable items at IIM Raipur.

अनुसूची और निविदा के अन्य विवरण निम्नानुसार हैं:

The schedule and other details of Tender are as under:

Tender Name	Annual Rate Contract for Supply of Stationery and Office Consumable item
Tender No.	IIMR/Tender/2019/03
Estimated Cost	Rs.7,00,000/- (Rupees Seven Lakh Only) inclusive of all taxes and charges.
Published Date	08.08.2019
Bid Document download start date	08.08.2019
Bid Document download end date	28.08.2019
Last date & time for receipt of Bid	28.08.2019 at 03:30 PM
Date of Opening of Technical Bid	29.08.2019 at 03:35 PM
Date of Opening of Financial Bid	To be intimated later
Tender Fee (Non-refundable)	Rs.500/- (Rupees Five Hundred only)
EMD (Earnest Money Deposit)	Rs.20,000/- (Rupees Twenty Thousand only)
Location of the work	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Contact Person Name	Mr.Ashwani Bhardwaj, SPO Mobile: 9179858388 Phone: 0771-2474-705

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: www.iimraipur.ac.in .

This tender is required to be uploaded on the website <https://eprocure.gov.in> and no where else as it will be opened online at this site only.

The tenderer shall deposit tender processing fees of Rs.500/- (Rupees Five Hundred only) and Earnest Money of Rs.20,000/- (Rupees Twenty Thousand only) through Demand Draft drawn in favour of “**Indian Institute of Management Raipur**” payable at Raipur through a scheduled bank only.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid (Technical & Financial) /documents shall be rejected without giving any reason.

Chief Administrative Officer

भाग -1: तकनीकी बोली
PART-I: TECHNICAL BID

Annual Rate Contract for Supply of Stationery and Office Consumable item
स्टेशनरी और कार्यालय उपभोग्य वस्तु की आपूर्ति के लिए वार्षिक दर अनुबंध

Terms and Conditions of Contract

1. **Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interest bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <http://eprocure.gov.in> duly signed and sealed on each page of Tender. For details, Kindly see page 17-19 of the tender: Instructions of Online Bid Submission.
2. **Earnest Money Deposit (EMD):** The tenderer shall deposit Earnest Money of Rs. 20,000 /- (Rupees Twenty Thousand Only) through Demand Draft drawn in favour of “Indian Institute of Management Raipur” payable at Raipur”. The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept uptill the time, the Bank Guarantee is not received.
3. **Performance Bank Guarantee / Performance Security deposit:** The successful tenderer will have to deposit a Bank Guarantee of Rs.50,000 /- (Rupees Fifty Thousand Only) in favour of “Indian Institute of Management Raipur” payable at Raipur drawn on any Nationalized Bank/Scheduled Bank and valid for 60 days beyond the expiry period of contract.
4. In the event of bidder backing out before actual award or execution of agreement, IIMR will have right to forfeit the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
5. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site / location before submitting bid. The nature of the site / location, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work do be done.
6. The IIMR will not provide any residential space for accommodation to the Agency. The agency has to make its own arrangement for the residential accommodation to the deployed staff.

7. The IIMR is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. IIMR reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIMR.
8. **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
9. The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
10. **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
11. The persons employed by the contractor will be the employees of the contractor and the IIMR shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the IIMR and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIMR.
15. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
16. None of the employees of the contractor shall enter into any kind of private work within the campus of the IIMR. Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
17. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIMR / Govt. of India / any State or any Union Territory.
18. The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
24. **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

25. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
26. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
27. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the IIMR in the bid evaluation, bid comparison or contract award decision.
28. Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, IIMR may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. **Access to SITE:** The contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/regulate/watch/guard/measure/inspect, solely or jointly with the contractor.
32. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
33. **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
34. **Payment of Bills:** Payment shall be made within 30 days after receipt and acceptance of all ordered material. No advance payment shall be made.
35. **Penalty :**The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
 - For Delay in Supply- Penalty of 0.5 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 2 % of total value of order/orders.
 - For Non Supply-If the order is still not supplied, the supply order will be cancelled and the item will be procured from elsewhere and the difference will

be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.

36. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIMR as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the IIMR shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.
37. IIMR reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
38. IIMR reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
39. The decision of the Director of IIMR will be final in all respect and will be acceptable to all the tenderers.
40. **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 at the Director, IIM Raipur, 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 Raipur. 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 Raipur alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Raipur.”
41. Procurement Rights: IIMR Reserves the right to conclude the purchase with entire or partial bill of material as mentioned in the price schedule.
42. IIM Raipur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in

conjunction with the corrigendum, if any, issued by IIM Raipur. The bidder is not supposed to modify the tender document.

43. Sample of item may be asked by the Tender Committee from L-1 bidder only. Bidder must provide the sample within 5 to 10 days.

44. Other Important Conditions: -

- a) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Raipur reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Raipur reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Raipur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- f) Conditional tenders will not be considered in any case.
- g) IIM Raipur shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD & Tender Fee.
- h) IIM Raipur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Raipur. The bidder is not supposed to modify the tender document.
- i) The validity of rates quoted will be for a period of **Two Years** from the date of award of Contract. However, the Director may extend the validity for further period of one year on basis of satisfactory performance rendered by vendor on same rate and terms and conditions.
- j) Successful tenderer may call for supply of other general stationary items which has not listed in tender, but rate of the item will must be lower than MRP and will be indicated both rate ie MRP and Supply rate in his dispatch Invoice.

Chief Administrative Officer

Eligibility Criteria

Only those agencies which meet the following minimum criteria will be considered for opening of financial bid:

1. The agency / firm shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the agency and must reach at IIMR before the last date & time for receipt of Bid. A duly completed certificate to this effect is to be submitted as per the Annexure-I. DD will be made in favor of “Indian Institute of Management Raipur” payable at Raipur.
2. The agency/ firm should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-II.
3. **SHOP: The tenderer must have an office / shop at Raipur (C.G.).** Shop Registration documents/ Gumasta license is to be submitted with the technical bid. A duly completed certificate to this effect is to be submitted as per the Annexure-III.
4. The firm / agency should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-IV.
5. The company should attach list of Purchase Order / Work Order / Experience certificate with order value (EC), where the similar type of work executed during the last 7 years from the date of publication of tender as detailed below: -
 - (I) Three similar WO/PO/EC of 40% of the estimated cost OR
 - (II) Two similar WO/PO/EC of 50% of the estimated cost OR
 - (III) One similar WO/PO/EC 80% of the estimated costThe details of the same along with supporting document are to be submitted as per the Annexure-V.
6. The Annual Turnover should be at least 30% of the estimated cost during each of the previous three financial years (2012-13 to 2014-15) or (2013-14 to 2015-16) or (2016-17 to 2018-19). Copies of duly signed trading and profit & loss accounts or CA Certificate are to be submitted as per the Annexure-VI.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

(Signature of the bidder with seal)

ANNEXURE – I

To
The CAO,
Indian Institute of Management Raipur
Atal Nagar, Kurru (Abhanpur),
Raipur -493661

Sub: - Tender Fee & EMD Details.

Ref : - Tender No. IIMR/Tender/2019/03 Dated 07.08.2019

(Notice Inviting Tender for Annual Rate Contract for Supply of Stationery and Office Consumable item)

Dear Sir,

The following DD in favour of IIM Raipur are enclosed herewith towards Tender Fee & EMD
Detail of DD

Detail of DD	Amount	DD No. & Date	Bank Name
Tender Fee (Including tax)	Rs.500/-		
EMD	Rs.20,000/-		

Thanking you
Yours faithfully,
(Authorized Signatory with Seal)

ANNEXURE – II

To
The CAO,
Indian Institute of Management Raipur
Atal Nagar, Kurru (Abhanpur),
Raipur -493661

Sub: - Self Declaration Certificate

Ref : - Tender No. IIMR/Tender/2019/03 Dated 07.08.2019

(Notice Inviting Tender for Annual Rate Contract for Supply of Stationery and Office Consumable item)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Inviting Tender for Annual Rate Contract for Supply of Stationery and Office Consumable item, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are exclusive of GST but inclusive of all i.e. FOR IIM Raipur, free delivery, loading, unloading, etc.

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:

ANNEXURE – IV

CERTIFICATE
(to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:

ANNEXURE – VI

Annual Turnover Details

Evaluation Criteria			Remark
Bidder's Annual Turnover for last three financial years 2012-13 to 2014-15 OR 2013-14 to 2015-16 OR 2016-17 to 2018-19	Financial Year	Turnover in Rs.	Supporting Documents are to be attached along with the Annexure-VI
	2018-19		
	2017-18		
	2016-17		
	2015-16		
	2014-15		
	2013-14		
	2012-13		

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

Date :

Place:

ANNEXURE – V

Work Order Details: -

S. No.	Evaluation Criteria	Name of the Client	Order No / Ref No. & Date	Amount	Remark
	List of Purchase Order / Work Order/ Exp.Certificate with Annual Value where the similar type of Work executed by you during the 7 years from the date of publication of tender				Supporting documents are to be attached along with the Annexure-V Note: Similar Work Means: Supply of Stationery items
1.	Three similar works of 40% of the estimated value OR	1.			
		2.			
		3.			
2.	Two similar works of 50% of the estimated value OR	1.			
		2.			
3.	One similar work of 80% of the estimated value	1.			

Authorized Signatory with Seal

Name:

Designation:

Contact No.:

Email ID:

Mobile Number:

ANNEXURE –III

COMPANY DETAILS

Name of the Party	
Number and Date of Incorporation / Shop Establishment No. & date (As per Gumasta Licence).	
PAN Number	
Sales / Service Tax / GST Number (If applicable)	
Office Address for Postal Communication	
Authorized Signatory Details	Name
	Designation
	Email
	Phone
Details of Contact other than Authorized Signatory	Name
	Designation
	Email
	Phone

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date :

INSTRUCTIONS OF ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.

12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.

22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.

PART-II: FINANCIAL BID (FORMAT)
To be filled online

Sr. No	Item Name	Make / Brand or Equivalent/Item Code	Unit	Tentative Consumption (Per Year)
1	All Pin (Stainless Steel)	Standard Quality	Pkt	02
2	Binder Clip 15mm	Oddy/Infinity/Worldone	Pkt	10
3	Binder Clip 19mm	Oddy/Infinity/Worldone	Pkt	05
4	Binder Clip 25mm	Oddy/Infinity/Worldone	Pkt	15
5	Binder Clip 32mm	Oddy/Infinity/Worldone	Pkt	10
6	Binder Clip 41mm	Oddy/Infinity/Worldone	Pkt	05
7	Binder Clip 51mm	Oddy/Infinity/Worldone	Pkt	03
8	Brown Tape -2"	Wonder or equivalent	Each	30
9	Black Board Duster (Wooden)	Standard Quality	Each	10
10	Board Pin (Fiber Top) in Plastic Box,1 Pkt=50 Pcs	Standard Quality	Pkt	28
11	Box File-(A4 Index Lever Arch File) Blue Colour	Infinity / worldone/ Saya	Each	250
12	Box File-(A3 Index Lever Arch File) Blue / Black Colour	Infinity /Saya / worldone	Each	10
13	Calculator 12-digit Big Screen Basic Type (Original Calculator)	Sharp /Casio/Citizensdc	Each	07
14	Cello tape 2"	Wonder or equivalent	Each	68
15	Cello tape 1"	Wonder or equivalent	Each	79
16	Cello tape ½"	Wonder or equivalent	Each	04
17	Cello Tape Dispenser ½ "	Omega /Cello/ Dolphin	Each	01
18	Cello Tape Dispenser 1"	Omega /Cello/ Dolphin	Each	01
19	Chalk Dust less -Colour / White (1 Box = 144 Pcs)	Kores /Equivalent	Box	40
20	Cobra A4 Spring File (Spring Clip quality: Heavy duty)	Neel Sagar/ Neelgagan /Mahavir	Each	400
21	Envelope A4 Size (Yellow/White) laminated inside with fine quality polyethene sheet with multicolour printing IIM logo & address	Standard Quality	Each	600
22	Envelope A4 Size (White / Yellow) laminated inside with fine quality polyethene sheet Plain	Standard Quality	Each	600
23	Envelope Small Size (White Plain) (25 cm x 12 cm)- Plain	Standard Quality	Each	400

24	Envelope Small Size (25 cm x 12 cm) with multicolour printing IIM logo & address	Standard Quality	Each	500
25	Envelope Window white (25 cm x 12 cm) - Plain	Standard Quality	Each	100
26	Envelope A4 Size Green made of 105 GSM sheet, inside laminated with fine quality cloth zali	Standard Quality	Each	1060
27	Envelope Legal Size made of 105 GSM sheet, inside laminated with fine quality cloth zali	Standard Quality	Each	100
28	Envelope A3 Green made of 105 GSM sheet, inside laminated with fine quality cloth zali	Standard Quality	Each	600
29	Eraser	Apsara	Each	218
30	Executive Bond Paper 85 GSM-A4 Size (Pack of 100 Sheets)	Bilt Royal / JK	Pkt	05
31	Executive Bond Paper 100 GSM-A4 Size (Pack of 100 Sheets)	Bilt Royal / JK	Pkt	18
32	Glue Stick 10gm.	Fevi Stick	Each	46
33	Report File A4 (Blue)	Worldone RFO01	Each	05
34	Report File A4 (Blue).	WorldOne RB400	Each	10
35	Glossy Paper (A-4 Size)-300 GSM -12X18 Inch. (Pack of 100 Sheets)	Standard Quality	Pkt	01
36	Green Paper Plain-75 GSM (Legal Size)	Standard Quality	Rim	01
37	Rotating Pen Stand Fibre body with 4 slots	Omega / equivalent	Each	10
38	Stick Note Pad (50mm x 75mm) Yellow Colour	Claro	Each	11
39	Paper Cutter - Blade size: 100 mm x 18 mm (SS) with Inherent locking mechanism	Omega	Each	12
40	Level-3 & 8 Sheets Cross-cut Office Paper Shredder Machine	Oddy psc-h8s or equivalent	Each	01
41	Executive Plastic Tray 3 Tier	VPlast/Omega	Each	03
42	Paper Tray Plastic Single Tier	Standard Quality	Each	03
43	Paper Weight (Flowery)	Standard Quality	Each	01
44	Linc Ocean Gel Pen	Ocean	Each	50
45	Cello Signature Creme Ivory Ball Pen	Cello	Each	01

46	Parker Beta Standard Chrome Trim Ball Pen	Parkar	Each	01
47	Reynolds Liquismooth ball pen	Reynolds	Each	1340
48	Reynolds 045 ball Pen	Reynolds	Each	10
49	Papersoft ball pen	Cello	Each	10
50	Jetter Pen Aerosoft Reynolds	Reynolds	Each	120
51	Pen Single Use (Use and Throw)	Standard Quality	Each	10
52	Whitener Correction Fluid - 15 ml	Camlin/Cello/Officemate	Bottle	05
53	Pen Correction whitener 7 ml	Camlin/Cello/Officemate	Each	07
54	Highlighter Pen	Faber castle	Each	50
55	Highlighter Set (Set of 5 Colours)	Faber castle	Set	10
56	High Lighter Ink 25ml	Faber castle	Each	01
57	Wireless Presenter for projector	Logitech/iBall/Kensington/Dinofire	Each	03
58	Refill Liquismooth ball pen	Reynolds	Each	10
59	Refill Jetter Pen Aerosoft Reynolds	Achiever/Montex /Reynolds	Each	01
60	Pen Refill - LP 8000	Cello	Each	02
61	Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxor/Camlin	Set	17
62	Pencil H.B.	Apsara	Each	305
63	Sharpener	Apsara	Each	100
64	Permanent Marker	Camlin/Luxor/Reynold/Artline	Each	06
65	Ultra-Fine CD DVD OHP Marker Pen	Cello	Each	11
66	Paper Rim (A-4 Size) -75 Gsm (1 Pkt=500 Sheets)	JK Red Copier/Bilt matrix	Rim	508
67	Pilot Pen (Hi-tech 0.5)	Luxor/Reynold /Camlin	Each	130
68	Pilot pen ink 10 ml.	Luxor/Reynold /Camlin	Bottle	01
69	Dutone Clear Bag (Pocket button folder)- Colour Transparent Blue	Worldone SKUDC201F /Infinity/Equivalent	Each	186
70	Transparent Folder, L- type	Claro/ Infinity	Each	1280
71	Sheet Protector A4 (Transparent Leaf Plain)	Claro/ Infinity	Each	4350
72	Removal Self Adhesive Note 1.2 cm x 4.5 cm (Set of 3 to 5 Colours)	Claro	Each	10
73	Removal Self Adhesive Note 2.5 cm x 7.6 cm (Set of 3 Colours)	Claro	Each	68
74	Pointer-Plastic (70 cm long)	Standard Quality	Each	01

75	Paper Punch Machine Big (HDP- 2320)	Kangaro	Each	01
76	Punch Blade Replacement HDP-1320 & 2320 with Disc	Kangaro	Set	02
77	Paper Punch Machine DP 500	Kangaro	Each	04
78	Attendance Register Page 250 (21 cm x 33 cm)	Alankar / Navneet	Each	03
79	Register Inward/Outward (Size 35 cm x 20 cm, Pages 200)	Alankar/ Navneet	Each	06
80	Register 144 Page (Size 21 cm x 33 cm)	Alankar / Navneet	Each	10
81	Register 288 Page (Size 21 cm x 33 cm)	Alankar/ Navneet	Each	90
82	Register 360 Page (Size 21 cm x 33 cm)	Alankar/ Navneet	Each	02
83	Register Stock Ledger with Index-300 Page	Standard Quality or Equivalent Brand only	Each	01
84	Rubber Band (Medium Size) Pack of 250 Gram	Standard Quality	Pkt	02
85	Scale (Plastic) 12"	Standard Quality	Each	09
86	Scale (Stainless Steel) 12"	Standard Quality	Each	06
87	SS Scissor 7.5"-8.5" (191mm or 210 mm)	Infinity/ Claro/SAYA	Each	25
88	Stamp pad-Blue	Standard Quality	Each	05
89	Separator/Index file divider (Paper - A-4 Size) - Set of 1-6	Mahavir or equivalent	Each	10
90	Separator/Index file divider (Paper - A-4 Size) - Set of 1-12	Mahavir or equivalent	Each	90
91	Separator/Index file divider (Paper - A-4 Size) - Set of 1-20	Mahavir or equivalent	Each	10
92	Separator/Index file divider (Paper - A-4 Size) - Set of 1-31 or A to Z	Mahavir or equivalent	Each	07
93	Stapler (Kangaro) HD-10 small	Kangaro	Each	24
94	Stapler (Kangaroo) HP-45 Big	Kangaro	Each	05
95	Stapler Heavy Duty DS-23S13QL	Kangaro	Each	01
96	Stapler Pin Heavy Duty (Size-23/17) Big Size	Kangaro	Pkt	20
97	Stapler Pin (heavy duty) (No.23/15)	Kangaro	Pkt	10
98	Stapler Pin 10 No.	Kangaro	Pkt	96
99	Stapler Pin 24/6 No	Kangaro	Pkt	32
100	B4 Name Tag with Thread	Standard Quality	Each	455

101	U- Clip or Gem Glip 28/33 mm- Plastic Coated (1 Pkt=100 Pcs)	Standard Quality	Pkt	23
102	U-Clips or Gem Clip SS 30mm (1 Pkt=100 Pcs)	Standard Quality	Pkt	05
103	Vehicle Running Log Book (2 Quire made of 60 GSM Orient Paper)	Standard Quality	Each	02
104	White board Magnetic Duster	Standard Quality	Each	10
105	White Board Marker	Camline, Artline, Reynolds	Each	932
106	Wrapping Paper (High Quality)(Pack of 12 Nos. of Sheets)	Standard Quality	Pkt	05
107	Conference Pad (20.5 x14.5 cm) ,Pages 24	World one /Infinity	Each	580
108	Writing Notepad , A/5 ,(14.5 X 21 cm), Pages-80	Matrix/world one	Each	155
109	Writing Notepad , A/4 , (20.5X 28 cm), Pages-80	Matrix/worldone	Each	85
110	business Card Holder 480 Card (26 cm x 12 cm)	Claro/Worldone	Each	01
111	Business Card Holder 500 Cards (A4 Size)	Claro/Worldone	Each	01
112	Pin -Up Board-Size (2' x 3')	Standard Make	Each	01
113	Pin -Up Board-Size (4' x 3')	Standard Make	Each	01
114	Pin -Up Board-Size (6' x 4')	Standard Make	Each	01
115	Pin -Up Board-Size (8' x 4')	Standard Make	Each	01
116	White Writing Board (2'x3')	Standard Make	Each	01
117	White Writing Board (4'x3')	Standard Make	Each	01
118	White Writing Board (6'x4')	Standard Make	Each	01
119	White Writing Board (8'x4')	Standard Make	Each	01
120	Flip Chart-25 mm Square (25 Sheets)	Standard Make	Each	01
121	A4 Label Self Adhesive Sheet (1 Pkt=100 Pcs)	Oddy or equivalent	Pkt	09
122	Acrylic Transparent Table Name Plate, T Shape, Size (37x7 cm), Height-10 cm	Standard Make	Each	10
123	Acrylic Transparent Table Name Plate, V Shape, length=25 cm, Height-5 cm	Standard Make	Each	10
124	Door Name Plate SS with black letter print (Size-6cmx30cm)	Standard (SS)	Each	05
125	Paper Legal -75GSM (1 Pkt=500 pcs)	JK Copier Red/ Bilt matrix	Rim	01
126	Paper A3-75GSM (1Pkt=500 pcs)	JK Copier Red/Bilt matrix	Rim	01

127	Graph Paper-A4 (Page)	Standard Make	Each	50
128	Fevi Quick	Standard Make	Each	05
129	Visiting Card, Double Sided Multicolour Print,350GSM (1 Set=200 Pcs)	Standard Make	Set	25
130	Letter Head IIM Raipur, Size A4, Executive Bond Paper 100 GSM, Multicolour Print	Executive Bond Paper	Each	5000
131	Candle wax Household Candle (13 cm x 3 cm x 7 cm, White)	Good Quality	Packets	60
132	Battery - AA size 1.5 volts	Red Eveready	Nos.	2000
133	Battery - AAA size 1.5 volts	Red Eveready	Nos.	275
134	Battery - AA size 1.5 volts	Duracell	Nos.	105
135	Battery - AAA size 1.5 volts	Duracell	Nos.	10
136	Call Bell-Hand Manual (Good sound)	Standard Make	Nos.	01
137	All Out Machine	All out /Good Knight	Nos.	20
138	All out Refile 60 days	All out /Good Knight	Nos.	20
139	Borosil Vision Glass Set, 350ml, Set of 6, Transparent	BOROSILE	Box	05
140	Facial Tissue paper Box (Facial Soft Tissue,100 pulls x 2 ply. Number of sheets:200)	Softwood / Paseo Smart/Origami/Equivalent	Packets	60
141	Waste Plastic Paper Basket (Without Cover-10 Ltr)	Standard Make	Nos.	10
142	Plastic Dustbin with Cover- 30 Ltr	Standard Make	Nos.	10
143	Plastic Pedal Dustbin -10 Ltr			10
144	Hand Towel	Bombay Dyeing /Premium	Nos.	10
145	PVC Anti Skid Welcome Door Mat (Brown)	Superior Quality	Nos.	03
146	Glass Coaster Fibre	Standard Make	Nos.	15
147	Stainless Steel Cloth Hanger (Heavy)	Standard Make	Nos.	10
148	High quality unbreakable fibre (16x12 inch) royal plain tray	Standard Make	Nos.	10
149	High quality unbreakable fibre (12x7 inch) royal plain tray	Standard Make	Nos	10
150	Mustard Oil bottle (100ml)	Standard Make	Bottle	20
151	Kapoor packet or box (1 Pkt=50 tablets)	Standard Make	Pkt	01
152	Computer CD Plane	Moser Bear/Sony	Nos	05
153	Computer DVD Plane	Moser Bear/Sony	Nos	05

154	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/SONY/ Moserbear	Nos.	03
155	Computer Pen Drive 16 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	03
156	Computer Pen Drive 32 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	07
157	Computer Power Strip 4 Socket Single Switch with 10 Mtr with indicator extension cord	Anchor Roma, havells or Equivalent	Nos.	01
158	Computer Key Board	HP, dell, Intex	Nos.	01
159	Computer Mouse	HP, dell, Intex	Nos.	01
160	Wireless Computer Mouse	HP, dell, Intex	Nos	01
161	Taj Mahal Tea Bag (100 Tea Bag)	Brooke Bond or equivalent	Pkt	03
162	Everyday milk powder Creamer, sachets 360g- Pack of 120	Nestle or equivalent	Pkt	08
163	Sugar Refined Sachets, 1 kg Pack of 100	Good Quality	Pkt	02
164	Match Box (Small)	Good Quality	Each	10
165	Cotton Wicks Packet (Small packet)	Good Quality	Pkt	05
166	Battery-27A Size, 12 Volt	Alkaline/Ultra	Each	02
167	Printed, Number & Stapled and supply of Examination Main Answer book, Size A4, 75 GSM (Number of pages 12 back to back multicolour print).	High Quality Paper and Print	Each	10000
168	Printed, Number & Stapled and supply of Additional Answer Sheet, Size A4, 75 GSM (Number of pages 4 back to back multicolour print).	High Quality Paper and Print	Each	10000
169	Letter Head Running Sheet Print IIM Logo, Executive Bond Paper 100 GSM, A4 Size Multicolour Print	High Quality Paper and Print	Each	1000

- Rate must be filled for each item (Sr.No.1 to 169).
- GST will be paid extra as per actual at the time of billing.
- The successful bidder will be the tenderer who will be quoted lowest in every line of items. L1 rates are required to be matched by successful bidder for each line items where he has quoted higher.
- There would be no increase in rates during the Contract period including extension period.
- Rate should be inclusive of all charges (freight, delivery, packing etc.) **except GST.**

- Above requirement/brand is tentative for reference/evaluation purpose only, which may be increased, decreased or can be removed (if not necessary). Equivalent brand or item may be accepted (as per the directives of IIM Raipur administration) as per the similar quality & properties.

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