

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

(ई विज़ार्ड (<https://mhrd.euniwizarde.com/>) के माध्यम से ऑनलाइन निविदा

Online tendering through eWizard (https://mhrd.euniwizarde.com)

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

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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 (ई विज़ार्ड पोर्टल के माध्यम से ऑनलाइन निविदा) आमंत्रित करता है।

IIM Raipur invites e-tender (online tender through eWizard 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/2022/13
Estimated Cost	Rs.12,00,000/- (Rupees Twelve Lakh Only)
Published Date	12.09.2022
Bid Document download start date	12.09.2022
Bid Document download end date	03.10.2022
Last date & time for receipt of Bid	03.10.2022 at 03:30 PM
Date of Opening of Technical Bid	03.10.2022 at 03:35 PM
Date of Opening of Financial Bid	To be intimated later
Tender Fee	Rs.500/- (Rupees Five Hundred only) with GST
EMD (Earnest Money Deposit)	Rs.50,000/- (Rupees Fifty Thousand only)
Location of the work	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Contact Person Name	Mr.Ashwani Bhardwaj, Sr.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 eWizard e- procurement portal (<https://mhrd.euniwizarde.com>), Central Public Procurement (CPP) Portal <https://eprocure.gov.in> and the Indian Institute of Management Raipur website: www.iimraipur.ac.in .

This tender is required to be uploaded on the website eWizard e- procurement portal (<https://mhrd.euniwizarde.com>) and no where else as it will be opened online at this site only.

The tenderer shall deposit tender processing fee of Rs.500/- (Rupees Five Hundred only) and Earnest Money of Rs.50,000/- (Rupees Fifty Thousand only) through Demand Draft drawn in favour of “**Indian Institute of Management Raipur**” payable at Raipur through a scheduled bank only. Exemption will be allowed in tender fee and EMD for the MSME / NSIC vendor.

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 eWizard e-procurement portal (<https://mhrd.euniwizarde.com>) 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. 50,000 /- (Rupees Fifty 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 ordered materials at IIM Raipur. 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 10 % 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 with inbuilt the rate escalation clause subject to the market escalation after the period of 02 years. Hence, the Director may extend the validity for further period of two years on basis of satisfactory performance as per terms and conditions of tender document.
 - j) The successful tenderer has to be supplied all stationery, printing, office consumable/item etc. which missed it / not listed in the tender item list, but the rate such type of items will be equal or lower than MRP and will be indicated both rate ie MRP and supply rate in his dispatch invoice; otherwise bill will not be accepted.

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. (Exemption of tender fee and EMD will be allowed for MSME /NSIC vendors)
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 (EC) with order value where the similar type of work (stationery and consumable items) executed during the last 10 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 cost

The details of the same along with supporting document are to be submitted as per the Annexure-V.

** Similar types of item means: Supply and printing of stationery items/Stationery supply/Supply of Stationery items with consumables etc.*

6. The Avg. Annual Turnover of the firms should be at least 30% of the estimated cost during each of the previous three financial years (2015-16 or 2017-18) or (2018-219 or 2019-20) or (2020-21 or 2021-22). The CA Certificate turn over details are to be submitted as per the **Annexure-VI**.

(As per Govt. of India notification relaxation may be given to MSME vendor (manufacturer/ OEM of stationery etc.) for the **experience and turn over criteria**; not applicable for trader).

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/2022/13 Dated 12.09.2022

(Notice Inviting Tender for Annual Rate Contract for Supply of Printing & Stationery and Office Consumable items at IIM Raipur)

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.50,000/-		

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/2022/13 Dated 12.09.2022

(Notice Inviting Tender for Annual Rate Contract for Supply of Printing & Stationery and Office Consumable items at IIM Raipur)

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	Financial Year	Turnover in Rs.
2015-16 to 2017-18 OR 2018-19 to 2019-20 OR 2020-21 to 2021-22	2021-22	
	2020-21	
	2019-20	
	2018-19	
	2017-18	
	2016-17	
	2015-16	

Supporting Documents are to be attached along with the Annexure-VI

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	
GST Number (Mandatory of technical bid qualification)	
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 FOR THE ONLINE BID SUBMISSION

1. Tender will be submitted through online mode under the e-procurement system. The bidders must apply online through the portal <https://mhrd.euniwizarde.com> only. The original **Demand Draft** towards **EMD and the tender fees** are to be submitted in a sealed envelope to be super scribed this tender name, the name of your firm & GST registration number of the firm and must reach at the below address before the last date & time for the submission of Bid document.

The CAO -
Indian Institute of Management Raipur
IIM Raipur Campus
Atal Nagar, PO Kurru (Abhanpur)
Pin code – 493661

2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support. Details of help desk number is given below: -

Mobile No. **08927976198 / 08759430253 / 09355030602**

Mail Id: helpdeskeuniwizarde@gmail.com / ewizardsaikat.pal@gmail.com / ewizardkumar@gmail.com

3. Any technical queries relating to the tender document, you may send email to abhardwaj@iimraipur.ac.in on or before 20.09.2022 <mailto:caooffice@iimraipur.ac.in>. No other mode of raise the query will be acceptable nor reply. Reply of the bidder queries will be uploaded in IIM Raipur website [on or before 25.09.2022.](#)

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

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

24	Envelope Small Size (25 cm x 12 cm) with multicolour printing IIM logo & address	Standard Quality	Each	
25	Envelope Window white (25 cm x 12 cm) -with multicolour printing IIM logo & address	Standard Quality	Each	
26	Envelope A4 Size Green made of 105 GSM sheet, inside laminated with fine quality cloth zali with multicolour Printing IIM logo & address	Standard Quality	Each	
27	Envelope Legal Size made of 105 GSM sheet, inside laminated with fine quality cloth zali with multicolour Printing IIM logo & address	Standard Quality	Each	
28	Envelope A3 Green made of 105 GSM sheet, inside laminated with fine quality cloth zali multicolour Printing IIM logo & address	Standard Quality	Each	
29	Eraser	Apsara	Each	
30	Executive Bond Paper 85 GSM-A4 Size (Pack of 100 Sheets)	Bilt Royal / JK	Pkt	
31	Executive Bond Paper 100 GSM-A4 Size (Pack of 100 Sheets)	Bilt Royal / JK	Pkt	
32	Glue Stick 10gm.	Fevi Stick	Each	
33	Report File A4 (Blue)	Worldone RF001	Each	
34	Report File A4 (Blue).	WorldOne RB400	Each	
35	Glossy Paper (A-4 Size)-300 GSM -12X18 Inch. (Pack of 100 Sheets)	Standard Quality	Pkt	
36	Green Paper Plain-75 GSM (Legal Size)	Standard Quality	Rim	
37	Rotating Pen Stand Fibre body with 4 slots	Omega / equivalent	Each	
38	Stick Note Pad (50mm x 75mm) Yellow Colour	Claro	Each	
39	Paper Cutter - Blade size: 100 mm x 18 mm (SS) with Inherent locking mechanism	Omega	Each	
40	Level-3 & 8 Sheets Cross-cut Office Paper Shredder Machine	Oddy psc-h8s or equivalent	Each	

41	Executive Plastic Tray 3 Tier	VPlast/Omega	Each	
42	Paper Tray Plastic Single Tier	Standard Quality	Each	
43	Paper Weight (Flowery)	Standard Quality	Each	
44	Linc Ocean Gel Pen	Ocean	Each	
45	Cello Signature Creme Ivory Ball Pen	Cello	Each	
46	Parker Beta Standard Chrome Trim Ball Pen	Parkar	Each	
47	Reynolds Liquismooth ball pen	Reynolds	Each	
48	Reynolds o45 ball Pen	Reynolds	Each	
49	Papersoft ball pen	Cello	Each	
50	Jetter Pen Aerosoft Reynolds	Reynolds	Each	
51	Pen Single Use (Use and Throw)	Standard Quality	Each	
52	Whitener Correction Fluid - 15 ml	Camlin/Cello/Officemate	Bottle	
53	Pen Correction whitener 7 ml	Camlin/Cello/Officemate	Each	
54	Highlighter Pen	Faber castle	Each	
55	Highlighter Set (Set of 5 Colours)	Faber castle	Set	
56	High Lighter Ink 25ml	Faber castle	Each	
57	Wireless Presenter for projector	Logitech/iBall/Kensington/Dinofire	Each	
58	Refill Liquismooth ball pen	Reynolds	Each	
59	Refill Jetter Pen Aerosoft Reynolds	Achiever/Montex /Reynolds	Each	
60	Pen Refill - LP 8000	Cello	Each	
61	Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets.)	Luxor/Camlin	Set	
62	Pencil H.B.	Apsara	Each	
63	Sharpener	Apsara	Each	
64	Permanent Marker	Camlin/Luxor/Reynold/Artline	Each	
65	Ultra-Fine CD DVD OHP Marker Pen	Cello	Each	
66	Paper Rim (A-4 Size) -75 Gsm (1 Pkt=500 Sheets)	JK Red Copier/Bilt matrix	Rim	
67	Pilot Pen (Hi-tech 0.5)	Luxor/Reynold /Camlin	Each	
68	Pilot pen ink 10 ml.	Luxor/Reynold /Camlin	Bottle	
69	Dutone Clear Bag (Pocket button folder)- Colour Transparent Blue	Worldone SKUDC201F /Infinity/Equivalent	Each	
70	Transparent Folder, L- type	Claro/ Infinity	Each	
71	Sheet Protector A4 (Transparent Leaf Plain)	Claro/ Infinity	Each	

72	Removal Self Adhesive Note 1.2 cm x 4.5 cm (Set of 3 to 5 Colours)	Claro	Each	
73	Removal Self Adhesive Note 2.5 cm x 7.6 cm (Set of 3 Colours)	Claro	Each	
74	Pointer-Plastic (70 cm long)	Standard Quality	Each	
75	Paper Punch Machine Big (HDP- 2320)	Kangaro	Each	
76	Punch Blade Replacement HDP-1320 & 2320 with Disc	Kangaro	Set	
77	Paper Punch Machine DP 500	Kangaro	Each	
78	Attendance Register Page 250 (21 cm x 33 cm)	Alankar / Navneet	Each	
79	Register Inward/Outward (Size 35 cm x 20 cm, Pages 200)	Alankar/ Navneet	Each	
80	Register 144 Page (Size 21 cm x 33 cm)	Alankar / Navneet	Each	
81	Register 288 Page (Size 21 cm x 33 cm)	Alankar/ Navneet	Each	
82	Register 360 Page (Size 21 cm x 33 cm)	Alankar/ Navneet	Each	
83	Register Stock Ledger with Index-300 Page	Standard Quality or Equivalent Brand only	Each	
84	Rubber Band (Medium Size) Pack of 250 Gram	Standard Quality	Pkt	
85	Scale (Plastic) 12"	Standard Quality	Each	
86	Scale (Stainless Steel) 12"	Standard Quality	Each	
87	SS Scissor 7.5"-8.5" (191mm or 210 mm)	Infinity/ Claro/SAYA	Each	
88	Stamp pad-Blue	Standard Quality	Each	
89	Separator/Index file divider (Paper - A-4 Size) - Set of 1-6	Mahavir or equivalent	Each	
90	Separator/Index file divider (Paper - A-4 Size) - Set of 1-12	Mahavir or equivalent	Each	
91	Separator/Index file divider (Paper - A-4 Size) - Set of 1-20	Mahavir or equivalent	Each	
92	Separator/Index file divider (Paper - A-4 Size) - Set of 1-31 or A to Z	Mahavir or equivalent	Each	
93	Stapler (Kangaro) HD-10 small	Kangaro	Each	
94	Stapler (Kangaroo) HP-45 Big	Kangaro	Each	
95	Stapler Heavy Duty DS-23S13QL	Kangaro	Each	

96	Stapler Pin Heavy Duty (Size-23/17) Big Size	Kangaro	Pkt	
97	Stapler Pin (heavy duty) (No.23/15)	Kangaro	Pkt	
98	Stapler Pin 10 No.	Kangaro	Pkt	
99	Stapler Pin 24/6 No	Kangaro	Pkt	
100	B4 Name Tag with Thread	Standard Quality	Each	
101	U- Clip or Gem Glip 28/33 mm- Plastic Coated (1 Pkt=100 Pcs)	Standard Quality	Pkt	
102	U-Clips or Gem Clip SS 30mm (1 Pkt=100 Pcs)	Standard Quality	Pkt	
103	Vehicle Running Log Book (2 Quire made of 60 GSM Orient Paper)	Standard Quality	Each	
104	White board Magnetic Duster	Standard Quality	Each	
105	White Board Marker	Camline, Artline, Reynolds	Each	
106	Wrapping Paper (High Quality)(Pack of 12 Nos. of Sheets)	Standard Quality	Pkt	
107	Conference Pad (20.5 x14.5 cm) ,Pages 24	World one /Infinity	Each	
108	Writing Notepad ,A/5,(14.5 X 21 cm), Pages-80	Matrix/world one	Each	
109	Writing Notepad ,A/4, (20.5X 28 cm), Pages-80	Matrix/worldone	Each	
110	business Card Holder 480 Card (26 cm x 12 cm)	Claro/Worldone	Each	
111	Business Card Holder 500 Cards (A4 Size)	Claro/Worldone	Each	
112	Pin -Up Board-Size (2' x 3')	Standard Make	Each	
113	Pin -Up Board-Size (4' x 3')	Standard Make	Each	
114	Pin -Up Board-Size (6' x 4')	Standard Make	Each	
115	Pin -Up Board-Size (8' x 4')	Standard Make	Each	
116	White Writing Board (2'x3')	Standard Make	Each	
117	White Writing Board (4'x3')	Standard Make	Each	
118	White Writing Board (6'x4')	Standard Make	Each	
119	White Writing Board (8'x4')	Standard Make	Each	
120	Flip Chart-25 mm Square (25 Sheets)	Standard Make	Each	
121	A4 Label Self Adhesive Sheet (1 Pkt=100 Pcs)	Oddy or equivalent	Pkt	
122	Acrylic Transparent Table Name Plate, T Shape, Size (37x7 cm), Height-10 cm	Standard Make	Each	
123	Acrylic Transparent Table Name Plate, V Shape, length=25 cm, Height-5 cm	Standard Make	Each	

124	Door Name Plate SS with black letter print (Size-6cmx30cm)	Standard (SS)	Each	
125	Paper Legal -75GSM (1 Pkt=500 pcs)	JK Copier Red/ Bilt matrix	Rim	
126	Paper A3-75GSM (1Pkt=500 pcs)	JK Copier Red/Bilt matrix	Rim	
127	Graph Paper-A4 (Page)	Standard Make	Each	
128	Fevi Quick	Standard Make	Each	
129	Visiting Card, Double Sided Multicolour Print,350GSM (1 Set=200 Pcs)	Standard Make	Set	
130	Letter Head IIM Raipur, Size A4, Executive Bond Paper 100 GSM, Multicolour Print	Executive Bond Paper	Each	
131	Candle wax Household Candle (13 cm x 3 cm x 7 cm, White)	Good Quality	Packets	
132	Battery - AA size 1.5 volts	Red Eveready	Nos.	
133	Battery - AAA size 1.5 volts	Red Eveready	Nos.	
134	Battery - AA size 1.5 volts	Duracell	Nos.	
135	Battery - AAA size 1.5 volts	Duracell	Nos.	
136	Call Bell-Hand Manual (Good sound)	Standard Make	Nos.	
137	All Out Machine	All out /Good Knight	Nos.	
138	All out Refile 60 days	All out /Good Knight	Nos.	
139	Borosil Vision Glass Set, 350ml, Set of 6, Transparent	BOROSILE	Box	
140	Facial Tissue paper Box (Facial Soft Tissue,100 pulls x 2 ply. Number of sheets:200)	Softwood / Paseo Smart/Origami/Equivalent	Packets	
141	Waste Plastic Paper Basket (Without Cover-10 Ltr)	Standard Make	Nos.	
142	Plastic Dustbin with Cover-30 Ltr	Standard Make	Nos.	
143	Plastic Pedal Dustbin -10 Ltr			
144	Hand Towel	Bombay Dyeing /Premium	Nos.	
145	PVC Anti Skid Welcome Door Mat (Brown)	Superior Quality	Nos.	
146	Glass Coaster Fibre	Standard Make	Nos.	
147	Stainless Steel Cloth Hanger (Heavy)	Standard Make	Nos.	
148	High quality unbreakable fibre (16x12 inch) royal plain tray	Standard Make	Nos.	

149	High quality unbreakable fibre (12x7 inch) royal plain tray	Standard Make	Nos	
150	Mustard Oil bottle (100ml)	Standard Make	Bottle	
151	Kapoor packet or box (1 Pkt=50 tablets)	Standard Make	Pkt	
152	Computer CD Plane	Moser Bear/Sony	Nos	
153	Computer DVD Plane	Moser Bear/Sony	Nos	
154	Computer Pen Drive 08 GB	Sandisk/ HP/ Kingston/SONY/ Moserbear	Nos.	
155	Computer Pen Drive 16 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	
156	Computer Pen Drive 32 GB	Sandisk/ HP/ Kingston/ SONY/ Moserbear	Nos.	
157	Computer Power Strip 4 Socket Single Switch with 10 Mtr with indicator extension cord	Anchor Roma, havells or Equivalent	Nos.	
158	Computer Key Board	HP, dell, Intex	Nos.	
159	Computer Mouse	HP, dell, Intex	Nos.	
160	Wireless Computer Mouse	HP, dell, Intex	Nos	
161	Taj Mahal Tea Bag (100 Tea Bag)	Brooke Bond or equivalent	Pkt	
162	Everyday milk powder Creamer, sachets 360g- Pack of 120	Nestle or equivalent	Pkt	
163	Sugar Refined Sachets, 1 kg Pack of 100	Good Quality	Pkt	
164	Match Box (Small)	Good Quality	Each	
165	Cotton Wicks Packet (Small packet)	Good Quality	Pkt	
166	Battery-27A Size, 12 Volt	Alkaline/Ultra	Each	
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	
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	
169	Letter Head Running Sheet Print IIM Logo, Executive Bond Paper 100 GSM, A4 Size Multicolour Print	High Quality Paper and Print	Each	
170	Pure Glass Paper Weight rectangle shape for Gift	Standard Make	Nos	

	with 3D OBG IIM Logo Print			
171	Parker pen Emboss Print IIM Logo Print	Parker /	Nos	
172	Coffee Mug Print IIM Logo Print	Standard Make	Nos	
173	Jacket Folder A4 Mat Lamination size: height 32inch, Width 25inch with IIM Designed Print ,350Gsm	High Quality Paper and Print	Nos	
174	Cobra Lamination Spiring File No.5000	Neel Sagar/Standard Make	Nos	
175	Sticker Print Size A3	Standard Make	Nos	
176	Poster Konica Print Size A3	Standard Make	Nos	
177	Battery-27 A, 12valts	Duracell	Nos	
178	Battery-1035 R14S,1.5Volts	Eveready	Nos	
179	Executive Bond Paper 90 GSM-A4 Size (Pack of 100 Sheets)	JK,Bilt	Pkt	
180	Box File, white, Blue IIM Logo Printed	World one	Nos	
181	Craft Paper Colored A4,5osheet	Standard Make	Pkt	
182	Wax Crayons Color 16 Shades	Doms,	Pkt	
183	Multicolor Paper (Size A4 75gsm)50osheet	Standard Make	Pkt	
184	Double Sided Tape (Industrial Strength Size 2" inches	Standard Make	Nos	
185	Flag Sticky Note Pad 76mm x101 mm	Mangoose, Standard Make	Pkt	
186	scented candles",1 X 20g each,	Standard Make	Bottle	
187	Writing Notebook white Cover size A5 with IIM logo Print 4opage	High Quality Paper and Print	Nos	
188	Writing Notebook white Cover size A4 with IIM logo Print 8opage	High Quality Paper and Print	Nos	
189	Door Name Plate SS with black letter print (Size-12cmx30cm)	Standard Make	Nos	
190	Acrylic Name Plate Door Name Plate & Table Name Plate (Size 8cm x 30cm) with print	Standard Make	Nos	
191	Trimax Gold Refillable Fluid ink	Reynolds	Nos	
192	Pilot V5/V7 Hi Tecpoint Pure Liquid Ink	Luxar	Nos	

193	Parker Ball Pen Refillable ,Beta	Luxar	Nos	
194	White Board Marker Refill Ink	Office Mate	Bottle	
195	Marker Paint Artline 400XF 2.3mm	Standard Make	Nos	
196	Luxor 5 Subject Single Ruled Notebook - A4, 70 GSM, 300 pages (with IIM Logo Print Cover Customized)	Luxar/Standard Make	Nos	
197	Luxor 5 Subject Single Ruled Notebook – A5, 70 GSM, 300 pages (with IIM Logo Print Cover Customized)	Luxar /Standard Make	Nos	
198	Conference pad white cover 1/8, sheet 20 with IIM logo printing	High Quality Paper and Print	Nos	
199	File Tag 8" white Kasturi	Standard Make	Pkt	
200	File Tag Green Big Size 9"x24"	Standard Make	Pkt	
201	Spiral Sticky Note Pad 05 Colour	Standard Make	Nos	
202	Spiral Sticky Note Pad 05 Colour -yellow	Standard Make	Nos	
203	Punch Blade Replacement (for HDP-1320 & 2320) ,KC-320-120-2PCS.	Kangaro	Pkt	
204	Accession Register Sr.No.01 to 200no, Sheets 400sheet,85gsm	Standard Make	Nos	
205	Chart/Drawing Sheet Paper All Colour	Standard Make	Nos	
206	Fevicol 100gms	Pidilite	Bottle	
207	Sticky Note Packaging Dimension – L 15 x B 6 x H 9 cm	Standard Make	Pkt	
208	Cello Tape White & Brown 3"	Wonder or equivalent	Nos	
209	Glass Coaster Steel Stainless (set of 01 pkt 06nos)	Standard Make	Set	
210	Towel big white Colour	Bombay Dyeing /Premium	Nos	
211	Art Paper A4 ,170gsm (Set of 01pkt =100sheet)	Standard Make	Nos	
212	Single Colour Printing Charge IIM Raipur logo (For Paper Type folder, pad register & envelop)	High quality	print	

213	Multicolour Printing Charge IIM Raipur logo (For Paper Type folder, pad, register & envelop)	High quality	print	
214	Single Colour Printing Charge IIM Raipur logo (For plastic Type folder)	High quality	print	
215	Multicolour Printing Charge IIM Raipur logo (For plastic Type folder)	High quality	print	
216	Single Colour Printing Charge IIM Raipur logo (For Jute file folder, Bags, regjin / leather type folder)	High quality	print	
217	Multicolour Printing Charge IIM Raipur logo (For Jute file folder, Bags, regjin / leather type folder)	High quality	print	
218	Single Colour Printing Charge IIM Raipur logo (For cloth type)	High quality	print	
219	Multicolour Printing Charge IIM Raipur logo (For cloth type)	High quality	print	
220	Single Colour Printing Charge IIM Raipur logo (For pen)	High quality	print	
221	Emboss print charge in steel pen or steel item	High quality	print	
222	Rangoli 250 gram different colour	High quality	Pkt	
223	Transparent L Type Folder with IIM logo Emboss print	High quality	Nos	
224	Double Side Foam Tape 2 inches width 48mmx5Mtr	wonder	Nos	
225	Gamal Plastic pot 12inches	Choice /Heavy Duty	Nos	
226	Gamal Plastic pot 16inches	Choice / Heavy Duty	Nos	
227	Gamal Plastic pot 18inches	Choice / Heavy Duty	Nos	
228	Gulal Herbal 100% Organic (01Pkt = 500gms) all type colour	Herbal	Pkt	
229	Gulal Herbal 100% Organic (01Pkt = 5kg) all type colour	Herbal	Pkt	

- Rate must be filled for each item (Sr.No.1 to 229).
- 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 rates in A4 size paper rim, all printing related items , on printing charges, cobra file, box file and register . L1 rates are required to be matched by successful bidder for each line items where he has quoted higher. However, decision of tender and purchase

committee will be final for the selection of successful bidder, and for the final price list.

- Rate should be inclusive of all charges (freight, delivery, packing etc.) **except GST.**
- The successful bidder has to be engaged two persons for the for supply and printing of items at IIM Raipur as delivery and printing will be required within 24 hours for the emergency items, bulk quantity (within week) and the sample-based items within 25 - 30 days. No excuses will be entertained regarding the same.
- Consumption of item and the sample may ask by the intending bidders directly to store department of IIM Raipur before submitting tender bid.
- 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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