



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर

**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA
CAMPUS**

CORRIGENDUM

SUBJECT: SUPPLY OF STATIONERY ITEMS INCLUDING COMPUTER CARTRIDGE/TONER ON
REQUIREMENT BASIS AT IIMLNCON ANNUAL RATE CONTRACT BASIS.

Please refer to the subject cited above.

The last date for submission of complete application has been extended to 02nd APRIL
2020 by 3:00 PM.

Rest of the terms and conditions will be remains the same.

Thanking you

Administrative Officer (P&S)



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INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS

B-1, Sector 62, NOIDA – 201 307 (UP)

Website: www.iiml.ac.in; E-mail:- purchase_iimlnc@iiml.ac.in

Contact No. 0120-6678545 , 8660

To, M/s	ENQUIRY No: IIMLNC/PUR/ARC/STATIONERY/16/2019-20 Date: 27/02/2020.
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REQUEST FOR QUOTATION: - SUPPLY OF STATIONERY ITEMS INCLUDING COMPUTER CARTRIDGE/TONER ON REQUIREMENT BASIS AT IIMLNC ON ANNUAL RATE CONTRACT BASIS.

Dear Sirs,

IIM Lucknow Noida Campus intends to invite quotation for supply of Stationery items including computer cartridge / toner on requirement basis for a period of two years (year to year basis on mutual consent) on Annual Rate Contract basis.

Kindly send us your quotation duly filled in Annexure A with the most competitive rates, delivery period, validity of rates etc. along with Earnest Money Deposit of Rs. 3000/- (Three Thousand only) within the date mentioned below in a sealed envelope addressed to the **Administrative Officer (P&S), Indian Institute of Management Lucknow, Noida Campus- 201307 latest by Tuesday 26th March 2020 before 2:30 PM.** The quotations should be sent titled by **“RFQ-Supply of Stationery Items No. IIMLNC/PUR/ARC/STATIONERY/16/2019-20 Date: 27/02/2020”** through Registered/Speed post or Courier services only. Quotations received Manual/after the due date/time shall not be considered for further processing.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

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

General terms and conditions

1 The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the (Annual Rate Contract) ARCs concluded on the basis of such rate contract(s). Based on the expenditure incurred during the current year, contract value for the proposed Rate Contract is expected to be around Rs.1,90,000/- (Rupees One Lakh Ninety Thousand only) per annum. No guarantee can be given as to the minimum or actual requirement.

2. EMD of Rs. 3000/- (Rupees Three Thousand only) will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs. 10,000/- (Rupees Ten Thousand only) through Demand Draft within 15 days of the award of the Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall be stand forfeited.

Eligibility Criteria

1. The bidder must have valid GSTIN and the PAN number allotted by the concerned authorities.
2. The bidder must have four (4) years' experience as on 31st December 2019 for supplying stationery items. Out of four (4) years' experience the bidder must have two-year experience in supplying stationery items in Govt. Office/PSU/ University/Institutes
3. The bidder should have an average annual turnover of at least Rs. 2 lacs during the last three years (2016-17, 2017-18, 2018-19).
4. The bidder has not been blacklisted (an undertaking in this regards is required)

Selection Criteria

The agencies/firm/vendor offering maximum discount on MRP of higher brand/quality will be treated as successful bidder. IIM Lucknow Noida Campus reserve rights to select more than one agencies/firm/vendor offering maximum discount on MRP of higher brand/quality. The decision of IIM Lucknow Noida Campus regarding shortlisting of the agencies/firm/vendors shall be final and binding on all concerned.

Terms and Conditions

The bidder must ensure:

A) Pricing:

- Quote highly discount on MRP price for each of the components/items as per the tender document.
- The discount has to be quoted on individual item Exclusive of taxes rather than the total package.
- Quote only for the items specified in the RFQ. No changes in the description of items shall be permitted.
- Need not suggest any alternative product or different configuration in the same product.

B) Payment Terms:

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

- C) **Procurement Rights:** IIMLNC Reserves the right to conclude, curtail the quantity partly/entire as mentioned in the RFQ with other vendors that may be the most economical to it or suitable to its requirements.
- D) **Agreement:** Successful bidder has to sign a MoU/Agreement with the institute.
- D) Validity of rates should be of minimum 90 days.
- E) **GUARANTEE/ WARRANTY:** The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 6 (six months) old.
- G) Bidders are requested to quote their prices on a marginal discount on MRP basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
- H) Dispatch Instructions: Stores are required to be delivered at IIMLNC premises to the consignee's premises i.e. upto Stores section or allocated site within campus.

Scope of Work: Supply of Stationery items including computer cartridge / toner on requirement basis for a period of two years (year to year basis on mutual consent) on Annual Rate Contract basis.

Disclaimer Clause:

IIM Lucknow NC has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow.**

DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:

“All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English.
The venue of Arbitration proceedings shall be Lucknow”



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ANNEXURE- "A"

ENQUIRY No: IIMLNC/PUR/ARC/STATIONERY/16/2019-20

Date: 27/02/2020.

S.No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3.	Registration No. of the Firm	
4.	Name of Tendering Company/ Firm	
5.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
6.	Address of Tendering Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/Director	
8.	Earnest Money Deposit	Demand Draft No. Dated Nationalized Bank:.....
9.	Supplied stationery items including computer cartridges/toners to two such organisations, having value of atleast Rs 2.00 lakh per annum.	(if Yes, please attach supporting documents)
10.	Average annual turnover of at least Rs. 2 lacs during the last three years.	2016-17 2017-18 2018-19

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name & Signature with Seal of the Bidder



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ANNEXURE- "B"

ENQUIRY No: IIMLNC/PUR/ARC/STATIONERY/16/2019-20

Date: 27/02/2020.

List of Stationery Items

S.NO.	ITEM	Unit	Brand	Unit Rate (MRP)	Discount on MRP in %
1	Cardboard Box Files (Index File) Size: W-10", L- 14", D-4"	Each	NEELGAGAN/DELUXE /SARASWATI		
2	Binder Clip 19mm	Pkt	ODDY/BEST/SDI		
3	Binder Clip 25mm	Pkt	ODDY/BEST/SDI		
4	Binder Clip 32mm	Pkt	ODDY/BEST/SDI		
5	Battery 9 Volt Capacity: 2900 mAh (Min 2750mAh)	Each	HI WATT/ EVEREADY		
6	Battery 9 Volt Capacity: 2900 mAh (Min 2750mAh)		DURACELL		
7	Bell pin (ALL pin)	Pkt	ODDY/ KORES		
8	Compact Disc CD (Pack of 100)	Box	MOSERBAER		
9	DVD (Pack of 100)	Box	MOSERBAER		
10	CD cover (plastic)	Each			
11	CD cover (paper)	Each			
12	Cell AA size	Each	DURACELL/ EVEREADY		
13	Cell AAA size	Each	DURACELL/ EVEREADY		
14	Basic Office Calculator 12 DIGITS	Each	CITIZEN/ORPAT/CASIO		
15	Chalk - Multi-colored (Dustless)	Each	ODDY/KORES		
16	Chalk – White color (Dustless)	Each	ODDY/KORES		
17	Cutter Paper	Each	KEBICA/ ODDY/ KORES/PRESTIGE		
18	Correction Pen	Each	ODDY/KORES/FLAIR		
19	Cello Tape-Brown 0.5" 65mts	Each	PREMIER/WONDER		
20	Cello Tape- Brown 1" 65mts	Each	PREMIER/WONDER		
21	Cello Tape – Brown 2" 65 mts	Each	PREMIER/WONDER		
22	Cello Tape- Brown 3" 65mts	Each	PREMIER/WONDER		
23	Cello Tape-Transparent 0.5" 65mts	Each	PREMIER/WONDER		
24	Cello Tape -Transparent 1" 65mts	Each	PREMIER/WONDER		
25	Cello Tape-Transparent 2" 65mts	Each	PREMIER/WONDER		
26	Cello Tape-Transparent 3" 65mts	Each	PREMIER/WONDER		
27	Drawing/Board, Thumb Pins	Pkt	ODDY/KORES		
28	Damper	Each	KEBICA/ODDY		

29	Duster-board	Each	KEBICA, ROLEX		
30	Duster –Cloth 24” x 24”	Each			
31	ERASER Rubber	Each	Natraj		
32	Flip Chart	Each	SARASWATI		
33	Four color Flag	Each	ODDY/ Kores		
34	Gum-Bottle 700ml	Each	ODDY/CAMEL/ KORES		
35	Gum-Tube 10ml	Each	ODDY/CAMEL/ KORES		
36	Gem Clips	Pkt	ODDY/KORES		
37	Highlighter (pack of 5)	Each	FABER CASTELL, LUXOR		
38	OHP Marker (Pack of 5)	Pkt	FABER CASTELL, LUXOR		
39	Photocopy Paper(JK 75GSM)	Each	JK COPIER/Century		
40	Pen-Gel (IIML -name printing)	Each	CELLO FREE FLOW		
41	Pen-Gel 0.5mm (BLUE, BLACK, RED, GREEN)	Each	CELLO/LUXOR		
42	Pen-Ball 0.45 (BLUE, BLACK, RED, GREEN)	Each	REYNOLDS		
43	Pen- PILOT		LUXOR		
44	Pencil HB	Each	NATRAJ/APSARA		
45	Permanent Marker	Each	FABER CASTELL, LUXOR		
46	Pen Drive – 8 GB	Each	KINGSTON		
47	Pen Drive – 8 GB	Each	SCANDISK		
48	Pen Drive – 8 GB	Each	MOSERBAER		
49	Pen Drive – 16 GB	Each	KINGSTON		
50	Pen Drive – 16 GB	Each	SCANDISK		
51	Pen Drive – 16 GB	Each	MOSERBAER		
52	Pen Drive – 32 GB	Each	KINGSTON		
53	Pen Drive – 32 GB	Each	SCANDISK		
54	Pen Drive – 32 GB	Each	MOSERBAER		
55	Paper Weight	Each	KBI/KORES		
56	Paper Punching Machine	Each	KANGARO DP-600		
57	Plastic Tray (Jali Type)	Each			
58	L shape Plastic Folder - 150 microns				
59	L shape Plastic Folder 200 microns				
60	L shape Plastic Folder - 150 microns (IIML Logo & name printing)				
61	L shape Plastic Folder 200 microns (IIML Logo & name printing)				
62	Refill-Gel (BLUE, BLACK, RED, GREEN)	Each	CELLO/FLAIR		
63	WorldOne RB410 A/4 PVC Ring Binder (2-25-D) blue Colour PACK OF 10				
64	Refill-Ball (BLUE, BLACK, RED, GREEN)	Each	REYNOLDS		
65	Register-stock 2 qr	Each			
66	Register-stock 4 qr	Each	NEELGAGAN/		
67	Register-stock 6 qr	Each	SARASWATI/DELUX		
68	Register-Ordinary 96 Pages	Each	LOTUS/HANS		
69	Register-Ordinary 144 Pages	Each	LOTUS/HANS		

70	Register-Ordinary 244 Pages	Each	LOTUS/HANS		
71	Sketch Pen (pack of 12)	Pkt	LUXAR		
72	Ring File (Plastic)		WORLD ONE		
73	Scale Plastic 12"	Each	SUPER DELUXE		
74	Scissors (Medium) 8" SS	Each	SHEAR,SAYA		
75	Scissors (Small)6" SS	Each	SHEAR, SAYA		
76	Sharpener	Each	NATRAJ/APSARA		
77	INK Stamp Pad (Blue/Red)	Each	SUPREME		
78	Self Stick Pad 3X3	Each	ODDY/DESMAT		
79	Stapler Machine	Each	KANGARO HD-45		
80	Stapler Machine SS	Each	KANGARO HP-45		
81	Stapler Pin 10HD (set of 20 box)	Each			
82	Stapler 45 HD (set of 20 box)	Each			
83	Stapler Pin 10 Hd (set of 20 box)	Each			
84	Stapler Pin 45 HD (set of 20 box)	Each			
85	Stapler Pin HD 1217 (set of 20 box)	Each			
86	Stapler-Pin No 10, 24/6	Each	MAX,KANGARO		
87	Transparency Sheet A4 (100 sheets)	Each			
88	Tape Dispenser	Each	ODDY/ KORES		
89	Tags (cotton) SMALL and BIG				
90	Visiting cards folder (capacity 200 Cards)	Each	ACE- CRAFT/WORLDONE		
91	White Board Marker	Each	REYNOLDS /FABER CASTELL, LUXOR		
92	Correction Pen (Whitener)	Each	REYNOLDS /FABER CASTELL, LUXOR		
93	White Paper Ream A4 size 75 GSM	Each	JK/Century/		

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name & Signature with Seal of the Bidder