

IIMN/116/2020-21/10 dated 2/06/2020



INDIAN INSTITUTE OF MANAGEMENT NAGPUR



TENDER DOCUMENT

Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur

Client

CAO

Indian Institute of Management Nagpur – 440010

Email : purchase@iimnagpur.ac.in

Phone No's 0712-7102396/7875832307,0712-
7102358/7030937782



CHAPTER 1
Notice inviting Tender and Schedule of Events

Sealed tenders are invited from bonafide, experienced & reputed dealers of good financial standing for empanelment & annual rates contract for supply of office stationery & allied material Indian Institute of Management Nagpur as mentioned in the document:		
Clause No's	Title	Description
101	Work	Empanelment & Annual rates contract for supply of office stationery & allied material at Indian Institute of Management Nagpur (hereinafter to be referred to as IIMN).
	Reference No's	IIMN/116/2020-21/10 dated 2/06/2020
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Tender submission cost	NA
105	Earnest Money Deposit (EMD)	NA
106	Contract Period	Contract period for above mentioned services Will be initially 1 year from the date of Order and extendable further for a period of 2 years on yearly basis. The empaneled vendors will have to supply the items for which Annual Rates are fixed throughout the year in varying quantities delivered at IIM Nagpur as per rates agreed upon. In case of extension of contract, rate revision may be carried out by mutual agreement.
114	Issue of the bid Document	To be downloaded from www.iimnagpur.ac.in . Any change in the tender document and important notifications will be uploaded on the website and informed to the bidders by email. The bidders are requested to check the mail & website on regular basis till the award of the Supply Order.
115	Sample check	Prospective bidders after downloading Tender document may visit and check the samples till 12/06/2020 by 3.00 P.M. with the permission of Institute authority.
116	Submission of Bid Documents	On 15/06/2020 by 3.00 pm at Stores & Purchase office IIMN, VNIT Campus, South Ambazari Road Nagpur-440010
117	Opening of Bids	The bids shall be opened on 15/06/2020 by 3.30 P.M. Bidders may send authorized representatives to witness the opening of Bid.
118	Essential PQ Requirement	<ol style="list-style-type: none"> 1. Bidder should own wholesale / retail unit for a minimum period of 3 years – (Copy of registration of firm / Certificate of incorporation of company to be enclosed) for bidding in category A and B Items. 2. Bidder should have Printing shop with printing machines for period of minimum 3 years for bidding in category C. 3. Bidder must not be blacklisted / suspended from any Govt. Semi Govt. Organization / PSU / Public sector. Declaration to that effect to be submitted.



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119	Conditional Bids	Conditional bids not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
120	Contract Agreement	The successful Bidder may have to execute a contract Agreement with IIMN on a non-judicial stamp paper of Rs.100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMN reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing. The contract shall be as per format provided by IIMN.
124	Compliance with owners rules and regulations	The bidder shall comply with all norms stipulated by the Owner such as Gate Passes and Checking by security personnel.
125	Arbritation	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. And its amendments, modifications to-date. Arbitration cost to be shared equally by the IIMN and the contractor.
128	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all expenditure required to be incurred by him/her for supplying items in the tender document during the contract period as indicated under his contract. No variation on any account unless otherwise specifically mentioned will be allowed. ONLY GST component to be shown separately & will be paid extra if applicable.
129	Bid Validity	The bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid on their own, the offer shall be treated as "REJECTED."
132	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
137	Interpretation	The Special conditions of Contract if any will be read in conjecture with all other documents forming part of this document. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
141	Payment of Bills	Payments will be made by NEFT /RTGS
141.1	Final Bill	Payment will be made based on the items supplied over a period of month and the monthly bill submitted and verified by the Stores office IIMN. Payments will be made within 15 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN.
142	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract. If contract is extended then revised rates will be invited from Empaneled vendors.



148	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
150		The applicant must submit Annexure-A duly filled, signed and stamped.
150.1	Pre -qualification requirements	Agency to submit the documentary proof in support for the eligibility criteria mentioned (Sr. No 118). A simple undertaking by the agency for any of the above points shall not be considered for evaluation. Copies of PAN, GST to be attached with the bid.
152	Sealed Envelope- 1	<ul style="list-style-type: none"> • Annexure A, Annexure B • Legible copies of documents mentioned in the Annexure A & B duly self-attested by bidder • Complete bid document signed and stamped by the bidder except Price Bid (Page No's9-13).
	Sealed Envelope-2	<ul style="list-style-type: none"> • Annexure C – Price Bid filled in, signed and stamped.
153	System of Bid Evaluation	Vendors will be empaneled for both category A and B based on the lowest of the total rates quoted for category A. Separate empanelment based on lowest total rates quoted in category C.
154	Precedence Clause:	In the case of any ambiguity in interpretation, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
155	Mathematical error	During the opening of price bids the quoted rates will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. However, decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.



Chapter 2

INSTRUCTIONS TO THE BIDDERS

1. The price bids of only those bidders shall be considered for evaluation whose bid is determined to be technically acceptable to IIMN.
2. Prices indicated on the Price Schedule shall be entered in the following manner: -
 - i. The rates of respective items shall be quoted without GST component. GST will be paid extra as applicable.
 - ii. The bidder shall quote only one price for each item after verifying the sample at IIMN.
 - iii. Accordingly Price Bid is to be filled quoting price and submit duly stamped, signed and sealed along with forwarding letter & tender reference No. etc.
- 3 Any conditions / terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms & conditions will be as given herein and no change in any term or condition by the bidders will be acceptable.
- 4 Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, the IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.
- 5 Tender documents complete in all respect in an envelope superscribed as "Supply of Stationery items at IIMN " should be submitted at INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, South Ambazari road, Nagpur 440010.
- 6 Delivery address for all the bidder will be INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, South Ambazari road, Nagpur 440010. In case of shifting of Institute to new Campus in MIHAN deliveries will have to be made to IIMN MIHAN campus.
- 7 Payment will be released against proof of successful completion of delivery of items as certified by Stores Office of IIMN and on submission of Invoice along with Delivery Challan. The quoted rate should be firm throughout the contract period.
- 8 In the case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
- 9 All the documents submitted (whether original or photocopy) with the bid must be legible and signed by the bidders, otherwise the bid is likely to be rejected.
- 10 Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.
- 11 Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount least between the figure and word will be treated as final.
- 12 No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Bidders shall seek clarifications if any before submitting the tender.



- 13 While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Bidders stipulates any condition of his own, such conditional tender is liable to be rejected.
- 14 The bidders have to submit the price bid only as per the price schedule format as given above in this tender document. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.
- 15 The Bidder shall bear all costs associated with the preparation and submission of its Bid and IIMN will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 16 Items mentioned with zero quantity are rate only items. Quantity of such items if required in future will be purchased on rates mentioned in Price bid. Also Quantities of all items mentioned may increase or decrease as per actual institute's requirement.



ANNEXURE – A

PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Company / Partnership/ Proprietorship)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No's (Enclose self-attested copy)	
6	GST No's (Enclose self-attested copy)	
7	Shop & Establishment /Registration / License details (Enclose self-attested copy)	
8	Bidder's confirmation to provide proof of prequalification documents as per clause No's118	
9	Additional Information if any	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice and accept the terms and conditions and hereby offer the rates for **Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur** as per Price Bid (Annexure -C).

Name of the BIDDER _____

Signature _____

Date_____

Official seal of BIDDER



Annexure 'B'

SCOPE OF SERVICES

Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur

Terms and Conditions

1	The indicated estimated quantities are approximate and actual quantities may vary throughout the year.
2	The empaneled vender will have to supply as per the periodic requirements at IIM Nagpur. Items must be supplied within two days from receipt of mail order.
3	Bidders should visit and verify samples before filling the rates.
4	Vendors will be empaneled for category A and for Category B based on the lowest of the total rates quoted for category A and separately for category C on the basis of rates Quoted for category C.
5.	Bidders can Quote for: <ul style="list-style-type: none">• Category A & B• Category C only• Category A,B,C If a bidder quotes for Category A items, he / she will have to quote and supply Category B items.
5	Bill to be raised on a monthly basis for the items supplied over the course of the month.
6	Designs and Dimensions of the Printed stationary category C is attached in Annexure D. This should be clearly understood by Vendors before bidding.
7.	Samples, Brands for all products mentioned in category A,B,C to be approved from Institute authorities by vendor and then supply will be done. Vendor should take Certificate of same from Store and Purchase department.



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Annexure D

-Vendor will have to match technical specification and design given in Annexure D for category C items

Printed Stationary Technical Specification

ReNo's	Stationary Name	Technical Specification
S105	Spiral Notepad / Diary 190 x 220 mm (Approx. 7.5 x 8.5 in)	<p>Spiral Notepad / Diary Type: Personalised Wire / Wiro Bound Notebooks Finished Size: 190 x 220 mm (Approx. 7.5 x 8.5 in) Print: 1) Cover page offset printing (Multi-Color Printing) 2) Black & White Inside Pages Stock: 1) 300gsm silk outer cover 2) 90gsm uncoated inner pages (Acid-free Smooth, Matte, Maplitho) Finishing: 1) Each notebook consists of 70 inner sheets totalling to 140 pages 2) Single Line Black and White Inside Pages. 3) Back side black sheet pasting to hardboard Wire Colour: Black Extras: Matt lamination as standard to front cover only Binding Type : 300gsm Card Backing (Cardboard)</p>
S9	B5 Notepad (Large) - Writing Pad 176 x 250 mm (Approx. 7 x 10 in)	<p>B5 Notepad (Large) - Writing Pad Type: Oddy Hardbound Writing Paper Notepad, Size: B5 Finished Size: 176 x 250 mm (Approx. 7 x 10 in) Print: 1) Cover page offset printing (Multi-Color Printing) 2) Black & White Inside Pages Stock: 1) 300gsm silk outer cover 2) 70gsm uncoated inner pages (Acid-free Smooth, Matte, Maplitho) Finishing 1) Each notebook consists of 40 inner sheets totalling to 80 pages 2) Single Line Black and White Inside Pages. Binding Type : 300gsm Card Backing (Cardboard)</p>
S9.1	A5 Notepad (Small) - Writing Pad 148 x 210 mm (Approx. 6 x 8.3 in)	<p>A5 Notepad (Small) - Writing Pad Type: Type: Oddy Hardbound Writing Paper Notepad, Size: A5 Finished Size: 148 x 210 mm (Approx. 6 x 8.3 in) Print: 1) Cover page offset printing (Multi-Color Printing) 2) Black & White Inside Pages Stock: 1) 300gsm silk outer cover 2) 70gsm uncoated inner pages (Acid-free Smooth, Matte, Maplitho) Finishing: 1) Each notebook consists of 25 inner sheets totalling to 50 pages 2) Single Line Black and White Inside Pages. Binding Type : 300gsm Card Backing (Cardboard)</p>
S41	Visiting Cards 92 x 53 mm (Approx. 3.7 x 2.1 in)	<p>Visiting Cards Finished Size: 92 x 53 mm (Approx. 3.7 x 2.1 in) Quality: 250 GSM Special Premium Textured Paper Paper Number: ---- Print : Multi-Color Front & Back Printing</p>



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S52.1	Cream Paper Envelope (9x4 inch)Width 228 mm, Height: 101mm	Cream Paper Envelope (9x4 inch) Quality: 100 GSM Maplitho Paper Size: Width 228 mm, Height: 101mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing
S52.2	Cream Paper Envelope (11x5 inch)Width 280mm, Height: 127mm	Cream Paper Envelope (11x5 inch) Quality: 100 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing
S58.1	Golden Brown Envelopes (11x5 inch)Width 280mm, Height: 127mm	Golden Brown Envelopes (11x5 inch) Size : 11" x 5" Material: 90 gsm brown kraft papers Color: Golden Brown Paper Recycled: Recycle Print: 1 color screen printing
S54.1	Golden Brown Envelopes (12x10 inch)Width 305mm, Height: 254mm	Golden Brown Envelopes (12x10 inch) Size: 12" x 10" Material: 90 gsm brown kraft papers Closure: Gum Self-Sealing Color: Golden Brown Paper Recycled: Recycle Print: 1 color screen printing
S54.2	Golden Brown Envelopes (16x12 inch)Width 407mm, Height: 305mm	Golden Brown Envelopes (16x12 inch) Size: 16" x 12" Material: 90 gsm brown kraft papers Closure: Gum Self-Sealing Color: Golden Brown Paper Recycled: Recycle Print: 1 color screen printing
S53.1	Cream Clothline Envelope (11x5 inch)Width 280mm, Height: 127mm	Light Green Clothline Envelope (11x5 inch) Brand: Cloth Lined Paper Envelope Colour: Ledger Green Closure: Gum Self-Sealing Corner/Edge Style: Square Cover Material: leather Shape: Rectangular Material: Paper Size: 11"X5" Print: Multi-Color Printing



S55.1	Cream Cloth line Envelope (12x10 inch)Width 305mm, Height: 254mm	Light Green Clothline Envelope (12"x10") Brand: Cloth Lined Paper Envelope Colour: Ledger Green Closure: Gum Self-Sealing Corner/Edge Style: Square Cover Material: leather Shape: Rectangular Material: Paper Size: 12"x10" Print: Multi-Color Printing
S57.1	Cream Clothline Envelope (16"x12")Width 407mm, Height: 305mm	Light Green Clothline Envelope (16"x12") Brand: Cloth Lined Paper Envelope Colour: Ledger Green Closure Bonding: Strip and Stick Or Self Adhesive Corner/Edge Style: Square Cover Material: leather Shape: Rectangular Material: Paper Size: 16"x12" Print: Multi-Color Printing
S101	Directors Letterhead Width 210mm, Height: 300mm	Directors Letterhead Size: 210 x 300 mm (Approx. 11.9 x 8.3 in) Material: 100 gsm smooth finish matte paper Paper Number: Finishing: Acid-free paper for durability Print: Offset Printing
S101.1	General LetterheadWidth 210mm, Height: 300mm	General Letterhead Size: 210 x 300 mm (Approx. 11.9 x 8.3 in) Material: 100 gsm smooth finish matte paper Paper Number: Finishing: Acid-free paper for durability Print: Offset Printing
S101.2	Doctor's Prescription Pads Width 210mm, Height: 300mm	Doctor's Prescription Pads (50 pages) Size: 210 x 300 mm (Approx. 11.9 x 8.3 in) Material: 100 gsm smooth finish matte paper Paper Number: Finishing: Acid-free paper for durability Print: Offset Printing Finishing: Each Prescription pad consists of 50 inner sheets totalling to 50 pages Binding Type : 300gsm Card Backing (Cardboard)
S101.3	Doctor's Prescription Pads (1 color)Width 210mm, Height: 300mm	Doctor's Prescription Pads (50 pages) Size: 210 x 300 mm (Approx. 11.9 x 8.3 in) Material: 100 gsm brown kraft papers Paper Number: Finishing: Acid-free paper for durability Print: 1 color screen printing Finishing: Each Prescription pad consists of 50 inner sheets totalling to 50 pages Binding Type : 300gsm Card Backing (Cardboard)



S79	Spring File Type 1 35 comes x 25 comes x 4 comes	<p>Spring File Type 1 (35 comes x 25 comes x 4 comes) Material : Prime quality Cardboard 250 GSM to 300 GSM Color: Rigid Cardboard (one side offset printing (Multi-Color Printing)) Document Size: A4; Number of Sheets: 100; Closure: Clasp Product Dimension: 35 comes x 25 comes x 4 comes</p>
S79.1	Paper 2D Ring Binder File Type 2 35 comes x 26 comes x 3.5 comes	<p>Paper 2D ring binder file Type 2 (35 comes x 26 comes x 3.5 comes) Material : 1) Imported Cardboard & light weight (Cardboard 250 GSM to 300 GSM Or 1200g grey board) 2) High quality 25mm "2 "D" ring binder with double strong paper board. 3) Round Finger Hole (For easy to take out the file) Color: Rigid Cardboard (outside offset printing (Multi-Color Printing) & Inside Black & White print) Document Size: A4; Number of Sheets: 100; Closure: Clasp Product Dimension: LxWxH :35 x 26 x 3.5 cm</p>
S81	BOX FILE Type 135 x 26.5 x 7cms	<p>BOX FILE Type 1 (35 x 26.5 x 7cms) Cardboard Index Box File Material: Prime quality Cardboard 310 GSM to 450 GSM fitted with best quality clip Size: 35 x 26.5 x 7cms Colour: Rigid Cardboard (outside offset printing (Multi-Color Printing) and Inside Black & White print) Each file with: 1) Metal Lever Arch Clip (Fixed and unfixed are available) 2) Round Finger Hole (For easy to take out the file)</p> <p>This is a Thick Cardboard which is pasted with Laminated Paper which keeps file safe from Dust and lasts long. It can take upto 350 A4 Size Pages File Dimensions are 35 x 26.5 x 7 comes High Quality Laminated Box files which opens 180 degree allows filing very easily. Made from heavyweight 100% recycled Thick board. Metal thumb hole and reinforced bottom edge</p>
S77	BOX FILE Type 235 x 27 x 10 comes	<p>BOX FILE Type 2 (35 x 27 x 10 comes) Cardboard Index Box File Material: Prime quality Cardboard 310 GSM to 450 GSM fitted with best quality clip Size: 35 x 27 x 10 comes Colour: Rigid Cardboard (outside offset printing (Multi-Color Printing) and Inside Black & White print) Each file with: 1) Metal Lever Arch Clip (Fixed and unfixed are available) 2) Round Finger Hole (For easy to take out the file)</p> <p>This is a Thick Cardboard which is pasted with Laminated Paper which keeps file safe from Dust and lasts long. It can take upto 350 A4 Size Pages File Dimensions are 35 x 27 x 10 comes High Quality Laminated Box files which opens 180 degree allows filing very easily. Made from heavyweight 100% recycled Thick board. Metal thumb hole and reinforced bottom edge</p>



S80	Report Covers (Plastic Strip File)A4	Report Covers (Plastic Strip File A4) Material: Strip Plastic File Thickness: 1-2 mm Finishing: 1) Clear PP caver 2) High quality strip file that holds documents tightly 3) High resilience strip (channel) pinches 1-30 sheets firmly without losing strength even after few sheets are removed from the report covers.
S122	Paper Bags980mmX552mm	Paper Bag Design - 980mmX552mm Multi-color Print Paper Bags 4-colour printing on 160 gsm matte Sunshine Maplitho paper Medium size bag, 980mmX552mm Withstands weight upto approximately 2 to 5 kg
S109	File Flap Folder25cm x 35cm (Close Size)	File Flap Folder Size: 25cm x 35cm (Close Size) Bleed: 3mm Including Flaps: 247mm x 72mm Paper Number: Finishing: Acid-free paper for durability Print: Offset Printing Material: 1) Full colour (25cm x 35cm) folder with interlocking flaps on on 350gsm 2) one side Matt Lamination

Please click on Below link for Designs of Category C items sample PDF and CDR files.

https://drive.google.com/drive/folders/12Tbuswj2Kj4Je2ge_xHIQyxFSURpkalf?usp=sharing

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Price Bid

Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur

Client

CAO

Indian Institute of Management Nagpur – 440010

Email : purchase@iimnagpur.ac.in

Phone No's 0712-7102396/7875832307,0712-7102358/7030937782

**Annexure C**
PRICE BID
Schedule of Quantities

Category A						
Item code	Description	Brands/Quality	Estimated Quantity	Unit	Rate per unit in figures (Rs.)	Amount
S1	A4 Copier Paper JK Red	JK Red	0	Ream		
S6	A4 Copier Paper Bilt	Paper Bilt	300	Ream		
S10	Pen Black with rubber grip	CELLO (STYLO),Fine grip, TECHNO TIP	120	No's		
S11	Pen Blue rubber grip	CELLO (STYLO),Fine grip, TECHNO TIP	360	No's		
S14	White Board Marker Pen	CAMLIN	200	No's		
S84	Plastic L Folder	SUN	500	No's		
S23	Chalk Box White	APSARA	500	No's		
S24	Chalk Box Coloured	APSARA	250	No's		
S62	Stapler Big (HP45)	KANGAROO	150	No's		
S63	Stapler Machine HD235/17	KANGAROO	20	No's		
S69	Punch Machine DP-600	KANGAROO	150	No's		
S70	Punch Machine DP-900	KANGAROO	50	No's		
S88	Duracell Battery AA	DURACELL	250	No's		
S89	Duracell Battery AAA	DURACELL	350	No's		
Category A TOTAL						

Category B						
Item code	Description	Brands/Quality	Estimated Quantity	Unit	Rate per unit in figures (Rs.)	Amount
S2	A3 Copier Paper Bilt	BILT, JK RED	4	Ream		
S4	Executive Bond Papers	BILT	0	Ream		
S5	Ruled sheets	CLASSMATE	10	Ream		
S7	Long Notebook Classmate Hard cover	CLASSMATE, ATLAS	50	No's		



S8	Long Notebook Classmate Soft cover	CLASSMATE, ATLAS	35	No's		
S12	Pen Green	FLAIR, STAYLO	50	No's		
S13	Pen Red	FLAIR, STAYLO	50	No's		
S15	Pencils Apsara /	APSARA, NATRAJ	200	No's		
S16	Permanent Marker Pen	ARTLINE	50	No's		
S17	Sketch Pen Set	LUXOR OR STANDARD QUALITY	50	No's		
S18	Eraser	CAMLIN OR STANDARD QUALITY	50	No's		
S19	Sharpener	CAMLIN OR STANDARD QUALITY	100	No's		
S20	Long Ruler Plastic	FABER CASTEL, CAMLIN	20	No's		
S21	Small Ruler Plastic	FABER CASTEL, CAMLIN	0	No's		
S22	Steel Ruler Long	SHINE OR STANDARD QUALITY	20	No's		
S25	Duster	STANDARD QUALITY	100	No's		
S26	Correction Pen	CAMLIN, EQUIVALENT	50	No's		
S27	Binder Clip 19 mm Box	KENT,REAL ONE, MUSIC 555	50	Box		
S28	Binder Clip 25 mm Box	KENT,REAL ONE, MUSIC 555	50	Box		
S29	Binder Clip 32 mm Box	KENT,REAL ONE, MUSIC 555	50	Box		
S30	Plastic Coloured Up in Box	ZEN, EQUIVALENT	20	Box		
S31	Steel U Pin Box	LION CLIPS OR STANDARD QUALITY	50	Box		
S32	Push Pin Box	HEERA PANNA OR STANDARD	50	Box		
S33	Highlighter Pen	FABER ASTEL,CELLO, OFFICE MATE	100	No's		
S34	Fevi Stick	CAMLIN , PEDILITE, EQUIVALENT	100	No's		



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S35	Blue Ink Pad	OFFICE MATE, CAMLIN, CELLO	40	No's		
S36	Red Ink Pad	OFFICE MATE, CAMLIN, CELLO	20	No's		
S39	Whitener Liquid	KORES, CAMLIN	0	No's		
S42	Visiting Card Album	STANDARD QUALITY	40	No's		
S43	Cutter	NATRAJ ,CAMLIN, INFINITY	25	No's		
S44	Scissor Big	MUNIX, CAMLIN, KANGAROO	10	No's		
S45	Scissor Small	MUNIX, CAMLIN, KANGAROO	20	No's		
S46	Cello Tape Small 25 mm	SEAL PACK, STANDARD QUALITY	0	No's		
S47	Cello Tape (1")	SEAL PACK, STANDARD QUALITY	100	No's		
S48	Cello Tape (2")	SEAL PACK, STANDARD QUALITY	50	No's		
S49	Tape Dispenser Big	Standard	2	No's		
S50	Tape Dispenser Small	Standard	2	No's		
S51	Calculator CASIO MJ 120 D	CASIO	20	No's		
S60	Label Sticker Sheet Pkt. 4 colour	Standard	50	Packet		
S61	Stapler Small	KANGAROO, KORES,EQVIVALANT	60	No's		
S64	Stapler Pin(Small) Box	KANGAROO, KORES,EQVIVALANT	10	Box		
S65	Stapler Pin (Big)	KANGAROO, KORES,EQVIVALANT	30	Box		
S66	Stapler Pin for HD235/17	KANGAROO, KORES,EQVIVALANT	15	Box		
S67	Punch Machine DP-280	KANGAROO, KORES,EQVIVALANT	0	No's		
S68	Punch Machine Big DP-500	KANGAROO, KORES,EQVIVALANT	0	No's		
S71	Post it Notes	AMKEY, KENT	100	No's		
S72	Flag Markers	AMKEY, KENT	30	No's		
S73	Drawing Sheets	STANDARD QUALITY	2	No's		



S82	Plastic Spring Clip File		50	No's		
S83	Plastic Ring File		0	No's		
S97	Exam Pad	CAMLIN, EQUIVALENT	30	No's		
S102	Pad File	STANDARD QUALITY	20	No.s		
S105	Spiral Note Book1		200	No.s		
S107	Brown Tape 2"	SELLOTAPE OR STANDARD QUALITY	20	No.s		
S108	Cello Tape 4"	SELLOTAPE OR STANDARD QUALITY	0	No.s		
S109	Four Flap Folder	STANDARD QUALITY	20	No.s		
S111	Binder Clip 41 mm	KENT,REAL ONE, MUSIC 555	0	Box		
S112	Binder Clip 51 mm	KENT,REAL ONE, MUSIC 555	0	Box		
S113	Jotter Pen	REYNOLDS, RORITO	250	No.s		
S115	White Board Duster	STANDARD QUALITY	70	No.s		
S87	Duracell Battery 9 Volts	DURACELL	150	No.s		
S124	PEN ADD GEL (ACHIEVER)	STANDARD QUALITY	50	No.s		
S129	ADD GEL REFIL	STANDARD QUALITY	100	No.s		
S130	Push Pencil Clutch Pencil(PENCIL 0.5)	CAMLIN	50	No.s		
S131	LED (PENCIL 0.5)	CAMLIN	50	No.s		
					Category B TOTAL	



Category C – Printed Stationery Items Printed with Institute logo and text Designs.						
Item code	Description	Brands/Quality	Estimated Quantity	Unit	Rate in figures (Rs.)	Amount
S105	Spiral Notepad / Diary 190 x 220 mm (Approx. 7.5 x 8.5 in)	As per Annexure D	200	No's		
S9	B5 Notepad (Large) - Writing Pad 176 x 250 mm (Approx. 7 x 10 in)	As per Annexure D	500	No's		
S9.1	A5 Notepad (Small) - Writing Pad 148 x 210 mm (Approx. 6 x 8.3 in)	As per Annexure D	300	No's		
S41	Visiting Cards 92 x 53 mm (Approx. 3.7 x 2.1 in)	As per Annexure D	3000	No's		
S52.1	Cream Paper Envelope (9x4 inch) Width 228 mm, Height: 101mm	As per Annexure D	300	No's		
S52.2	Cream Paper Envelope (11x5 inch) Width 280mm, Height: 127mm	As per Annexure D	0	No's		
S58.1	Golden Brown Envelopes (11x5 inch) Width 280mm, Height: 127mm	As per Annexure D	200	No's		
S54.1	Golden Brown Envelopes (12x10 inch) Width 305mm, Height: 254mm	As per Annexure D	500	No's		
S54.2	Golden Brown Envelopes (16x12 inch) Width 407mm, Height: 305mm	As per Annexure D	0	No's		
S53.1	Cream Cloth line Envelope (11x5 inch) Width 280mm, Height: 127mm	As per Annexure D	500	No's		
S55.1	Cream Cloth line Envelope (12x10 inch) Width 305mm, Height: 254mm	As per Annexure D	0	No's		



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S57.1	Cream Cloth line Envelope (16"x12")Width 407mm, Height: 305mm	As per Annexure D	0	No's		
S101	Directors Letterhead Width 210mm, Height: 300mm	As per Annexure D	50	No's		
S101.1	General Letterhead Width 210mm, Height: 300mm	As per Annexure D	3000	No's		
S101.2	Doctor's Prescription Pads Width 210mm, Height: 300mm	As per Annexure D	1000	No's		
S101.3	Doctor's Prescription Pads (1 color)Width 210mm, Height: 300mm	As per Annexure D	0	No's		
S79	Spring File Type 1 35 cms x 25 cms x 4 cms	As per Annexure D	500	No's		
S79.1	Paper 2D Ring Binder File Type 2 35 cms x 26 cms x 3.5 cms	As per Annexure D	0	No's		
S81	BOX FILE Type 135 x 26.5 x 7cms	As per Annexure D	350	No's		
S77	BOX FILE Type 235 x 27 x 10 cms	As per Annexure D	500	No's		
S80	Report Covers (Plastic Strip File)A4	As per Annexure D	270	No's		
S122	Paper Bags980mmX552mm	As per Annexure D	0	No's		
S109	File Flap Folder25cm x 35cm (Close Size)	As per Annexure D	0	No's		
Category C TOTAL						

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/116/2020-21/10 dated 2/06/2020 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at IIM Nagpur** as per Price Bid (Annexure -C).

Name of the BIDDER _____
Date _____

Signature _____
Official seal of BIDDER