

IIMN/116/2022-23/34 dated 23/09/2022



INDIAN INSTITUTE OF MANAGEMENT NAGPUR



PART - 1

TENDER DOCUMENT

For

**Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at
IIM Nagpur, MIHAN campus**

Client

CAO

Indian Institute of Management Nagpur – 441108

Email : purchase@iimnagpur.ac.in

Phone No's 0712-2870321/0320/0322



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 to Indian Institute of Management Nagpur,MIHAN Campus as mentioned in the document:

Clause No.	Title	Description
101	Work	Empanelment & Annual rates contract for supply of office stationery & allied material at Indian Institute of Management Nagpur,MIHAN campus (hereinafter to be referred to as IIMN).
102	Reference No's	IIMN/116/2022-23/34 DATED 23/09/202234 dated 23/09/2022
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 13/10/2022 by 3.00 P.M. with the permission of Institute authority.
116	Submission of Bid Documents	By 3.00 pm on 13/10/2022 at Stores & Purchase office IIMN, Plot No.1 Sector 20, MIHAN (NON-SEZ) Nagpur-441108
117	Opening of Bids	The bids shall be opened on 13/10/2022 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 last 3 years – (Copy of registration of firm / Certificate of incorporation of company to be enclosed) for bidding in category A items in Nagpur. 2. Bidder should have Printing shop with printing machines for minimum period of last 3 years for bidding in category B in Nagpur. 3. Bidder must not be blacklisted / suspended from any Govt. Semi Govt. Organization / PSU / Public sector. Declaration to that effect to be submitted.
119	Conditional Bids	Conditional bids not conforming to the technical specifications / requirements of the Bidding documents or deviation from specifications of material will not be considered.



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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 owner's rules and regulations	The bidder shall comply with all norms stipulated by the Owner such as Gate Passes and Checking by security personnel.
125	Arbitration	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 will be paid extra as applicable on each item in category A and Category B.
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 documents	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 • Legible copies of documents mentioned in the Annexure - A duly self-attested by bidder • Complete bid document signed and stamped by the bidder except Price Bid (Page No's 9-13). • The supporting documents for PQ as per Sr.no.118 and 150 and 150.1
	Sealed Envelope-2	<ul style="list-style-type: none"> • Annexure B – Price Bid filled in, signed and stamped.
153	System of Bid Evaluation	Vendors will be empaneled for category A based on the lowest of the total rates quoted for category A. Separate empanelment based on lowest total rates quoted in category B.
154	Precedence Clause	In 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 Price Bid 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 them by the bidders will be acceptable.
- 4 The representative of the 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 it 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 respects in an envelope superscribed as "Supply of Stationery items at IIMN " should be submitted at INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), Plot No. 1, Sector 20, MIHAN (NON – SEZ), Nagpur - 441108.
- 6 Delivery address for all the supplies will be INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), Plot No. 1, Sector 20, MIHAN (NON – SEZ), Nagpur - 441108.
- 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 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 -D).

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 at IIM Nagpur MIHAN Campus 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 based on the lowest of the total rates quoted for category A and separately for category B on the basis of rates Quoted for category B.
5.	Bidders can Quote for: <ul style="list-style-type: none">• Category A only• Category B only• Category A & B
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 B is attached in Annexure C. This should be clearly understood by Vendors before bidding.
7.	Samples, Brands for all products mentioned in category A & B, 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.



Annexure C

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

Printed Stationary Technical Specification

Sr. No's	Stationary Name	Technical Specification
S74	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>
S75	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>
S76	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) Without line White Inside Pages. Binding Type : 300gsm Card Backing (Cardboard)</p>



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S77	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>
S78	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>
S79	Cream Paper Envelope (9x4 inch) Width 228 mm, Height: 101mm	<p>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</p>
S80	Cream Paper Envelope (11x5 inch) Width 280mm, Height: 127mm	<p>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</p>
S81	Cream Paper Envelopes (12x10 inch) Width 305mm, Height: 254mm	<p>Cream Paper Envelopes (12x10 inch) Size: 12" x 10" Material: 90 gsm brown kraft papers Closure: Gum Self-Sealing Color: Cream Paper Recycled: Recycle Print: Multi color printing</p>
S82	Cream Paper Envelopes (16x12 inch) Width 407mm, Height: 305mm	<p>Cream Paper Envelopes (16x12 inch) Size: 16" x 12" Material: 90 gsm brown kraft papers Closure: Gum Self-Sealing Color: Cream Paper Recycled: Recycle Print: Multi color printing</p>



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S83	Cream Clothline Envelope (11x5 inch)Width 280mm, Height: 127mm	Cream 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
S84	Cream Cloth line Envelope (12x10 inch)Width 305mm, Height: 254mm	Cream 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
S85	Cream Clothline Envelope (16"x12")Width 407mm, Height: 305mm	Cream 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
S86	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 excel bond paper Finishing: Acid-free paper for durability Print: Offset Printing
S87	General Letterhead Width 210mm, Height: 300mm	General Letterhead Size: 210 x 300 mm (Approx. 11.9 x 8.3 in) Material: 100 gsm smooth finish matte excel bond paper Finishing: Acid-free paper for durability Print: Offset Printing



S88	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 printing Finishing: Each Prescription pad consists of 50 inner sheets totalling to 50 pages Binding Type : 300gsm Card Backing (Cardboard)
S89	Spring File Type 1 35 cms x 25 cms x 4 cms	Spring File Type 1 (35 cms x 25 cms x 4 cms) 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 cms x 25 cms x 4 cms
S90	Paper 2D Ring Binder File Type 2 35 cms x 26 cmsx 3.5 cms	Paper 2D ring binder file Type 2 (35 cms x 26 cms x 3.5 cms) 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
S91	BOX FILE Type 1 35cms x 26.5 cmsx 8cms	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) 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
S92	Plastic L Folder one Side Transparent Single colour printing.	As per sample available with IIM Nagpur



S93	Paper Bags 980mmX552mm	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
S94	File Flap Folder 25cm 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 350gsm 2) one side Matt Lamination

IIMN/116/2022-23/34 dated 23/09/2022



INDIAN INSTITUTE OF MANAGEMENT NAGPUR



PART - 2

Price Bid

(To be submitted in separate sealed envelope)

**Empanelment & Annual Rates Contract for Supply of Office Stationery & Allied Material at
IIM Nagpur, MIHAN Campus**

Client

CAO

Indian Institute of Management Nagpur – 441108

Email : purchase@iimnagpur.ac.in

Phone No's 0712-2870320/21/22



Annexure –D

PRICE BID
Schedule of Quantities

Category A					
Item code	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.) (Without GST)	Amount
S1	A4 Copier Paper JK Red 75 GSM Red Packing 2.3 kg.	0	Ream		
S2	A4 Copier Paper Bilt 75 GSM (RAPID) 2.3 kg.	500	Ream		
S3	Drawing Sheets size 22 x 30 inches	100	No's		
S4	Pen Black (Reynolds - 045)	500	No's		
S5	Pen Blue (Reynolds - 045)	500	No's		
S6	Pen Green (Reynolds - 045)	500	No's		
S7	Pen Red (Reynolds - 045)	500	No's		
S8	Ball pen Blue with Rubber Grip Refillable (Montex Mega Top)	500	No's		
S9	Ball pen Black with Rubber Grip Refillable (Montex Mega Top)	500	No's		
S10	Ball pen Red with Rubber Grip Refillable (Montex Mega Top)	500	No's		
S11	Jotter Pen (Reynolds)	250	No.s		
S12	PEN ADD GEL (ACHIEVER)	100	No's		
S13	ADD GEL REFIL	100	No's		
S14	White Board Marker Pen	500	No's		
S15	CD Marker Pen (Camel)	50	No's		
S16	Permanent Marker Pen Camel (Bold)	50	No's		
S17	Sketch Pen Set (Luxor)	50	No's		
S18	Highlighter Pen (Faber Castell)	100	No's		
S19	Correction Pen (Camel)	50	No's		
S20	Pencils Apsara Platinum	200	No's		
S21	Eraser (Apsara Non-Dust Small)	100	No's		
S22	Sharpener (Apsara)	100	No's		
S23	Plastic L Folder Sun Brand 12 pcs Packing, Transparent.	1000	No's		



Item code	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.) (Without GST)	Amount
S24	Plastic Strip File A4 (Report Cover)	200	No's		
S25	Chalk Box White Apsara Dustless	150	No's		
S26	Chalk Box Colored Apsara Dustless	150	No's		
S27	Stapler Small No. 10 Kangaro Blue packing	60	No's		
S28	Stapler Big (HP45) Kangaro (Blue Packing)	100	No's		
S29	Stapler Machine HD235/17 Kangaro (Blue Packing)	20	No's		
S30	Stapler Pin(Small) Box Kangaro Blue packing	50	Box		
S31	Stapler Pin (Big) 24/6 20 packet packing Kangaro Blue Packing	30	Box		
S32	Stapler Pin for HD235/17, 23/8, (20 packet packing, Kangaro Blue Packing)	15	Box		
S33	Punch Machine DP-280 (Kangaro Blue Packing)	0	No's		
S34	Punch Machine Big DP-500 (Kangaro Blue Packing)	50	No's		
S35	Punch Machine DP-600 Kangaro (Blue Packing)	40	No's		
S36	Punch Machine DP-900 Kangaro (Blue Packing)	20	No's		
S37	Duracell Battery AA (Latest MFG.)	500	No's		
S38	Duracell Battery AAA (Latest MFG)	500	No's		
S39	Duracell Battery 9 Volts	500	No's		
S40	Long Notebook Classmate Hard cover 200 pages	150	No's		
S41	Long Notebook Classmate Soft cover 172 pages. No. 0200330	150	No's		
S42	Oblong Book 400 Pages Classmate	20	No's		
S43	Binder Clip 19 mm Box	50	Box		
S44	Binder Clip 25 mm Box	50	Box		
S45	Binder Clip 32 mm Box	50	Box		
S46	Binder Clip 41 mm	30	Box		
S47	Binder Clip 51 mm	30	Box		



Item code	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.) (Without GST)	Amount
S48	Fevi Stick (Pidilite Make)	100	No's		
S49	Long Ruler Plastic (Omega)	100	No's		
S50	Duster (Omega) Standard size	100	No's		
S51	White Board Duster (Omega) standard size	70	No's		
S52	Plastic Colored Up in Box	50	Box		
S53	Steel U Pin Box (Lion 35 mm)	50	Box		
S54	Push Pin Box (35 pcs packing)	50	Box		
S55	Blue Ink Pad (Fabre Castell) Medium No.2	20	No's		
S56	Red Ink Pad (Fabre Castell) Medium No.2	20	No's		
S57	Cutter (Natraj Big)	50	No's		
S58	Scissor Big (Kangaro MUNIX SL – 1183 210 mm)	50	No's		
S59	Scissor Small (Kangaro MUNIX SL – 1160 152 mm)	50	No's		
S60	Calculator CASIO MJ 120 D	20	No's		
S61	Cello Tape Small 25 mm 50 mtr long	50	No's		
S62	Cello Tape (1") 50 mtr long	500	No's		
S63	Cello Tape (2") 50 mtr long	500	No's		
S64	Brown Tape 2" 50 Mtr long	500	No's		
S65	Tape Dispenser Small (Omega)	10	No's		
S66	Tape Dispenser Big (Omega)	10	No's		
S67	Post it Notes size 2 x 3 Oddy Make	200	No's		
S68	Post it Notes Size 3 x 3 Oddy Make	200	No's		
S69	Post it Notes Size 3 x 4 Oddy Make	200	No's		
S70	Flag Markers 4 colours Oddy make	200	No's		
S71	Flag Markers 5 colours Oddy Make	200	No's		
S72	Plastic Spring Clip File	100	No's		
S73	Plastic Ring File	100	No's		
S74	Exam Pad (Navneet Yuva)	30	No's		
S75	Pad File with 4 corner Binding Cloth (Thick)	50	No's		



Item code	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.) (Without GST)	Amount
S76	Four Flap Folder Make Trimurty Size 11 x 15 inches	100	No.s		
Category A Total Amount (In figures)					
Category A Total Amount (in Words): -					
Category B – Printed Stationery Items Printed with Institute logo and text Designs.					
Sr. No's	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.) (Without GST)	Amount
S74	Spiral Notepad / Diary 190 x 220 mm (Approx. 7.5 x 8.5 in)	1000	No's		
S75	B5 Notepad (Large) - Writing Pad 176 x 250 mm (Approx. 7 x 10 in)-ruled	1000	No's		
S76	B5 Notepad (Large) - Writing Pad 176 x 250 mm (Approx. 7 x 10 in)-blank	1000	No's		
S77	A5 Notepad (Small) - Writing Pad 148 x 210 mm (Approx. 6 x 8.3 in)	1000	No's		
S78	Visiting Cards 92 x 53 mm (Approx. 3.7 x 2.1 in)	3000	No's		
S79	Cream Paper Envelope (9x4inch) Width 228 mm, Height: 101mm	1000	No's		
S80	Cream Paper Envelope (11x5 inch) Width 280mm, Height: 127mm	1000	No's		
S81	Cream Paper Envelopes (12x10 inch) Width 305mm, Height: 254mm	500	No's		
S82	Cream Paper Envelopes (16x12 inch) Width 407mm, Height: 305mm	1000	No's		
S83	Cream Cloth line Envelope (11x5 inch) Width 280mm, Height: 127mm	1000	No's		
S84	Cream Cloth line Envelope (12x10 inch) Width 305mm, Height: 254mm	1000	No's		
S85	Cream Cloth line Envelope (16"x12") Width 407mm, Height: 305mm	1000	No's		
S86	Directors Letterhead Width 210mm, Height: 300mm	1000	No's		



Sr. No's	Description	Estimated Quantity	Unit	Rate per unit in figures (Rs.) (Without GST)	Amount
S87	General Letterhead Width 210mm, Height: 300mm	3000	No's		
S88	Doctor's Prescription Pads (1 color)Width 210mm, Height: 300mm	500	No's		
S89	Spring File Type 135 cms x 25 cms x 4 cms	1000	No's		
S90	Paper 2D Ring Binder File Type 2 35 cms x 26 cms x 3.5 cms	1000	No's		
S91	BOX FILE Type 1 35 x 26.5 x 8cms	350	No's		
S92	Plastic L Folder one Side Transparent Single colour printing.	270	No's		
S93	Paper Bags 980mmX552mm	0	No's		
S94	File Flap Folder25cm x 35cm (Close Size)	0	No's		
Category B Total Amount (In figures)					
<u>Category B Total Amount in Words: -</u>					

Note: - GST will be paid extra as per applicable over above quoted rates quoted in category A and Category B.

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/116/2022-23/34 dated 23/09/2022 dated 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 MIHAN Campus** as per Price Bid (Annexure -D).

Name of the Bidder _____

Signature _____

Date _____

Official seal of BIDDER