



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

No. IIMS/PUR/RC/Stationery Items/19/2022-23, Dated: 26.07.2022

**Rate Contract for
Supply of Stationery Items at
Indian Institute of Management
Sirmaur**

STORES AND PURCHASE OFFICE
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR,
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

P. Singh
26/07/2022



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INDIA INSTITUTE OF MANAGEMENT, SIRMAUR
(An Autonomous body under Ministry of Education, Govt. of India)
No. IIMS/PUR/RC/Stationery Items/19/2022-23, Dated: 26.07.2022

NOTICE INVITING TENDER

On behalf of Indian Institute of Management, Sirmaur, Notice Inviting Tender for Rate Contract for Supply of Stationery Items at IIM Sirmaur are invited under Two Bid System in sealed cover.

The detailed Description and Term & Conditions of Tender Document may be seen and downloaded from IIM Sirmaur website www.iimsirmaur.ac.in. Last date of submission of tenders is 18.08.2022 by 11:00 am in the Tender Box kept in the Main Security Gate of IIM Sirmaur, Rampurghat Road, Paonta Sahib, H.P.-173025.

Stores & Purchase Officer
IIM Sirmaur

Notice Inviting Tender for Rate Contract for Supply of Stationery Items to IIM Sirmaur

On behalf of IIM Sirmaur, the sealed tender under "TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM" in prescribed tender document from firms/manufacturers/suppliers for "Rate Contract for Supply of Stationery Items to IIM Sirmaur".

Schedule of Tender

Sr. No.	Schedule	Particulars
1.	Cost of Tender Form	Nil
2.	Date of issue of Tender Document	26.07.2022
3.	Last date & Time of Submission of Tender Document	18.08.2022 by 11:00 am
4.	Date of Opening of Technical & Financial Bid	18.08.2022 at 3:00 pm
5.	Earnest Money Deposit	The DD of EMD of Rs. 10,000/- (Rupees Ten thousand only) is to be drawn in favour of "IIM Sirmaur". In respect of successful bidder, it will be returned after the submission of Performance Security Deposit to IIM Sirmaur and Performance Security Deposit should remain valid for a period of Ninety Days beyond the date of completion of all contractual obligations including warranty. Any other dues outstanding shall also be recovered from the Performance Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder/bidders.

Note:-

I. The details of Tender Terms & Conditions are mentioned in Tender Document.


1. Tender form can be downloaded free of cost from Institute website w.e.f. 27.07.2022.
2. The IIM Sirmaur reserves the right to reject any or all tenders without assigning any reasons whatsoever.
3. Interested Bidders are advised to visit IIM Sirmaur, Paonta Sahib Website www.limsirmaur.ac.in for details of this Tender Document and any corrigendum/addendum etc.

SD/-
(Stores Purchase Officer)
IIM Sirmaur



TENDER DOCUMENT**Rate Contract for Supply of Stationery Items to IIM Sirmaur****IMPORTANT DATES**

Uploading of NIT on IIM Sirmaur website www.iimsirmaur.ac.in	:	27.07.2022
Last Date & time for submission of Tender Document	:	18.08.2022 by 11:00 am in the Tender Box kept at Main Security Gate of IIM Sirmaur, H.P-173025.
Date & time for opening of Technical & Financial Bid	:	18.08.2022 at 3:00 pm in the Conference Hall at IIM, Sirmaur, Paonta Sahib H.P-173025.



NOTICE INVITING TENDER

Rate Contract for Supply of Stationery Items to IIM Sirmaur

1. Sealed tenders are invited under two bid system (Part-I Earnest Money and Technical Bid & Part-II Financial Bid) from prominent manufacturers & whole-sellers on annual Rate Contract basis, for a period of one year from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 3 years) by both the parties.
2. The amount of Earnest Money Deposit is Rs. 10,000/- (Rupees Ten thousand only) (Non-Interest bearing). The Bidder is required to deposit Earnest Money along with their Technical Bid document in Technical Bid Envelope in the form of Demand Draft from any Nationalized Bank and the same should be drawn in favour of "IIM Sirmaur" payable at Paonta Sahib, H.P. **MSME/NSIC organizations are exempted from EMD deposit.**
3. The Tenderer is required to prepare two sealed cover super scribed as (i) **Cover-I**- Technical Bid, and (ii) **Cover-II** –Financial Bid. Both covers should be kept **in one main sealed cover** super scribed as "Tender for supply of Stationery".
4. The Tenderer has to drop the cover sealed in above manner in the Tender Box kept at Main Security Gate of Indian Institute of Management Sirmaur, Paonta Sahib-173025 on or before 18.08.2022 by 11:00 am positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
5. The Technical bid and Financial bid will be opened on the same day at 03.00 pm onwards by a Conference Hall at IIM Sirmaur in the presence of Tenderers or their authorized representative who wish to be present.
6. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw, any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
7. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer. If any Tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of IIM Sirmaur Paonta Sahib. The offer should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
8. IIM Sirmaur reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
9. Any dispute is subject to the jurisdiction of Civil Court Paonta Sahib.
10. The Tender Document has been divided into the following chapters:-
 - **Chapter-1: General Instructions to Bidders (Page No. 6)**
 - **Chapter-2: Terms and Conditions of Contract (Page No. 7 to 10)**
 - **Chapter-3: Schedule of requirements (Page No. 11)**
 - **Chapter-4: Technical Bid (Page No. 12 to 15)**
 - **Chapter-5: Check List (Page No. 16)**
 - **Chapter-6: Technical Specification (Page No. 17 to 28)**
 - **Chapter-7: Financial Bid (to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for Stationery Items) (Page No. 29 to 38)**



Chapter –I

GENERAL INSTRUCTIONS TO BIDDERS

1. The Tenderer must fulfill the following specifications/conditions:-
 - (a) A Registered Office or Branch Office located at Paonta Sahib/Nahan/Yamunanagar/ Chandigarh/Dehradun/Solan/Ambala nor any nearby area to Paonta Sahib, H.P. Availability of a responsible person on call on all working days between 09.00 am to 6.30 pm.
 - (b) The Tenderer should have its own Bank Account, PAN, and GST Number. Payment will be made electronically only.
 - (c) The Tenderer should be a reputed supplier having at least three years dealing experience with the Government Departments or any reputed School, College, University etc. Certificate in token of Proof of experience, of the concerned Department should be enclosed for ready reference.
 - (d) The rates are to be quoted on FOR-Destination basis only. However, their breakup is necessary.
 - (e) The offer of Tenderers quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 100% items shall not be entertained.
 - (f) The Tenderer should submit self-attested copies of the Income Tax Returns for the last three financial years (i.e. FY- 2019-20, 2020-21 and 2021-22).
 - (g) The Tenderer should give an Affidavit in clear and un-ambiguous language that it has never been blacklisted/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last three years nor has been penalized for inferior or poor quality in supply.
 - (j) The Tenderer should be financially sound and in a position to make bulk supply on a short notice of the items not covered in the list but auxiliary/ancillary/incidental to “**Dictionary meaning**” of Stationery but not covered in the list given in Financial Bid (Chapter-7).



Chapter -2

TERMS AND CONDITIONS

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year (subject to a maximum period of 3 years), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

ELIGIBILITY/EVALUATION CRITERIA

2. The Tenderer must fulfill the following specifications (all documentary proofs, self- attested and stamped (seal), are required to be submitted along with the technical bid):
 - (a) Documentary proof of the Registered Office of the Tenderer. The registered office should be located within the periphery of 50 to 80 km area of the IIM Sirmaur.
 - (b) The Tenderer should have its own Bank Account, PAN Number and GST Number. Self-attested Photostat of all should be enclosed.
 - (c) The Tenderer should be a reputed & financially sound stationery supplier having minimum experience of three years and expertise in supplies to Central Government Institutes/Ministries/Departments/Public Sector & Undertakings etc. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. Copy of Income Tax Return for the last three years may also be enclosed with the Technical Bid.
 - (d) The Tenderer should have an annual turnover of not less than Rs. 10 Lakh. Copy of relevant stipulated proof may also be enclosed with Technical bid.
 - (e) The Tenderer should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Purchase Office for Inspection with clear marking of Agency/Firm Name to IIM Sirmaur (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from IIM Sirmaur that their firm found "Technical Responsive" and the rates for each stationery items have been quoted in the Financial bid (Chapter 7) accordingly. The Tenderer should also enclose a duly stamped signed copy of the Terms & Conditions of the Tender documents with Technical bid conveying acceptance thereof.
 - (f) The Tendering Firm/Agency/Company are advised in their own interest to quote their rates for 100 % items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 100% items shall not be entertained.
 - (g) The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted **maximum number of items in L-1 rate** shall be given opportunity by the Competent Authority of IIM Sirmaur and ask him/her in writing to match L-1 price of other items quoted by him/her in comparison of other bidders, where his/her quote has not found L-1.
 - (h) The **Earnest Money Deposit of Rs. 10,000 (Rupees Ten Thousand only)**, refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any Nationalized Bank in favour of "**IIM Sirmaur**", **Payable at Paonta Sahib**, failing which the tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
 - (i) The successful Tenderer shall have to deposit a **Performance Security of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft and Bank Guarantee in favour of IIM Sirmaur, Payable at Paonta Sahib, H.P.** The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including warranty. In case, the contract is



Signature of Bidder:.....
Date:.....

further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.

- (j) The Tenderer should give an affidavit in clear and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.
- (k) Details regarding quality, brand, specification etc. have been given against each item in the Financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.
- (l) In his/her own interest the Tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Chapter-5 (Check list)** failing which their bids shall be declared un-responsive.

OTHER ESSENTIAL TERMS & CONDITIONS:-

1. The selected Tenderer would be required to arrange supply on regular basis as per the Dispatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
2. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to IIM Sirmaur.
3. Order shall be issued on requirement basis. Bills in duplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by IIM Sirmaur.
4. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Rupees Five Hundred only) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the Indian Institute of Management, Sirmaur, for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
5. Indian Institute of Management, Sirmaur shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
6. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/GST or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of IIM Sirmaur authorities.
7. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Indian Institute of Management, Sirmaur while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of



Signature of Bidder:.....
Date:.....

- poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
8. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the Indian Institute of Management, Sirmaur, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
 9. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the Indian Institute of Management, Sirmaur. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
 10. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
 11. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
 12. The tender documents should be sealed and clearly super-scribed with the words "Tender for Rate Contract to Supply Stationery Items to IIM Sirmaur".
 13. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the IIM Sirmaur shall have the authority to forfeit the EMD of Rs. 10,000/- (Rupees Ten Thousand only) deposited with the Technical Bid.
 14. Indian Institute of Management, Sirmaur shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
 15. The Competent Authority of Indian Institute of Management, Sirmaur reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the IIM SIRMAUR.
 16. The Tender should be dropped only in the designated Tender Box kept at the IIM Sirmaur. The closing time and date for acceptance of tenders shall be 11.00 am on/before by 18.08.2022. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
 17. The tenders will be opened on the same day (i.e. on 18.08.2022) in the Conference Hall of IIM Sirmaur at 3:00 pm in the presence of such tendering Firm/Agency/Company or their authorized representatives (only One representative from each of company shall be allowed) who wish to be present/witness at the time of opening of bids.
 18. The IIM Sirmaur reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation.
 19. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
 20. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
 21. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs and MRP. If subsequently it is found that the firm has supplied stationery items at higher rates to the Indian Institute of Management, Sirmaur, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 15,00/- (Rupees Fifteen Hundred only) on firm on



Signature of Bidder:.....
Date:.....

- such occasion and shall be doubled on subsequent occasions.
- 22. The tendering Firm/Agency/Company should have its own Bank Account Number, PAN Number, GST Number. Self- attested copy of the same should be enclosed. The Bank name and account number should be intimated to IIM Sirmaur to which all payments for supply of Stationery items will be made through PFMS transfer in case of the successful bidder.
 - 23. Any complementary scheme offered by the manufacturer shall be provided to the Indian Institute of Management, Sirmaur with no additional cost.

(Authorized Signatory)

All Terms and Conditions Read & Signed by me

Signature :.....

Name Of Tenderer.....

Rubber Stamp.....



Signature of Bidder:.....
Date:.....

Chapter -3

Schedule of Requirement

1. The items mentioned in the Financial Bid (Chapter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Dispatch Instructions/Purchase cum Supply Order from time to time during the contract period. Indian Institute of Management Sirmaur (IIM), Paonta Sahib shall demand items over and above the items mentioned in the Financial Bid (i.e. auxiliary/ancillary/incidental to "**Dictionary Meaning**" of Stationery) and the Agency will have to supply the same as per the rate mutually agreed upon as per than prevailing market rates not more than MRP.
2. The supply order may be given for single or bulk items and Agency will have to supply them immediately but not later than the period as stipulated in the Dispatch Instructions/Purchase cum Supply Order .
3. The items will be supplied at the destination location (Place) as stated in the Dispatch Instructions/Purchase cum Supply Order.
4. Indian Institute of Management Sirmaur, Paonta Sahib, H.P. shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.

R. Singh

Signature of Bidder:.....
Date:.....

Chapter -4**TECHNICAL BID**

1. For the Supply of Stationery Items to Indian Institute of Management, Sirmaur
2. Name of Stationery Supplier : _____
Company/Firm/Agency
3. Name of proprietor / Director : _____
of the Company/Firm/Agency
4. Full Address of Reg. Office (A : _____
copy of Company/ Firm/
Agency registration must be
enclosed) _____
Telephone Nos. : _____

Fax Nos. : _____

E-mail Id : _____
5. Details of Banker of the Firm : _____
with full address _____

Telephone Nos. of Banker : _____

Fax Nos. of Banker : _____

E-mail Id of Banker : _____
6. Bank Ac/s No. of Firm for ECS : _____
payments
7. PAN, TIN, TAN, GST, Service : _____
Tax Registration No of the
Firm (Enclose a copy of the
same) _____
8. Details of Cost of Tender : _____
9. Details of EMD : _____
10. Un-priced duly signed : _____
stamped List of Items (for
minimum 100% items or for all the
items mentioned in Financial Bid
(Chapter-7), Bidder interested to be
participated under this tender must
be accompanied a list of those
items with Technical Bid without
indicating price)



Signature of Bidder:.....

Date:.....

11. Financial turnover of the tendering Company/Firm Agency for the last three financial years
 (Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2019-2020		
2020-2021		
2021-2022		

12. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose the self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

Sr. No.	Details of client along with address, telephone numbers and Fax numbers	Amount of Contract (Rs. in Lakh)	Duration of Contract	
			From	To
1				
2				

(Signature of authorized person)

Date : _____ Full Name: _____

Place: _____ Seal : _____

Raj

Signature of Bidder:.....
 Date:.....

CERTIFICATE

1. I, _____ Son/Daughter /Wife of
Shri _____ Proprietor / Director /authorized signatory of the agency/Firm,
mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certified that the representative of our firm shall be place the samples of stationery items quoted by our firm (without indicating price, clear marking of firm/agency name in each of item) to Store Department of Indian Institute Management, Sirmaur, on the receiving of official intimation from competent Authority of IIM Sirmaur regarding the "Technical Responsiveness of our firm for this Tender".
4. The rates of each stationery items, those samples kept at IIM Sirmaur have already been quoted in the Financial Bid (Chapter 7) accordingly, and sealed, signed, Financial Bid kept in Financial Bid envelope.
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I, do hereby declare that the our firm has neither been blacklisted/no criminal case pending against him/her (attach an affidavit) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationery items etc.

(Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal : _____



Signature of Bidder:.....
Date:.....

Chapter-5

CHECK LIST OF DOCUMENTS

TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID

DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:-

1. **EMD of Rs. 10,000/- (Ten Thousand Only)** in the form of **Demand Draft** from any Nationalized Bank in favour of "IIM Sirmaur", payable at Paonta Sahib and must accompanied with Technical bid.
2. Technical bid Form duly Filled, Signed & Stamped.
3. Un-priced duly signed stamped List of Items (for those all items or minimum 100% items bidder interested to participated under this tender must be accompanied with Technical Bid without indicating price) is must be kept in Technical Bid envelope.
4. Tender document each page duly Signed, Stamped and page numbering done.
5. Proof of Office Address.
6. Proof of Bank account Number.
7. Attested Copy of PAN, TAN, TIN, GST, Service Tax Registration Number etc.;
8. Self-attested copies of the IT returns for last 3 Year's;
9. The rates for quoted items (all items or minimum 100% Items) shall have quoted in the Format given in Financial Bid (Chapter7) and sealed, signed Financial Bid kept in Financial Bid Envelope separately.
10. Attested copy of three year experience certificate obtained from Govt. Deptt/PSU.
11. An Affidavit duly Signed and Stamped in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelope.

DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID

12. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 100% Items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelope "Financial Bid for supply of Stationery Items".

The tender should be submitted under Two Bid System. The Interested firms/agencies are advised to submit two separate envelopes super-scribing "Technical Bid for supply of Stationery Items" and "Financial Bid for supply of Stationery items". Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "Tender for supply of stationery items".



Signature of Bidder:.....
Date:.....

Chapter-6
Technical Specification
Specifications for Stationary Items

Sr. No.	Product	Make		Specifications	Approximate Yearly Requirement
	1" Plastic Spring File	Thick Fiber	Cobra	A4 Size	500
	A3 Paper Rim	JK Copier (75 GSM)	Century (75 GSM)	29.7*42cm	200
	A4 Paper Rim	JK Copier (75 GSM)	Century (75 GSM)	21*29.7cm	20000
	A4 Colour Rim	JK Copier	Expert (75 GSM)	21*29.7cm	50
	Add gel Pen all Colour	Achiever	Add Gel Pro	GR-20 Refil	2000
	Add gel Refile all Colour	Achiever	Add Gel Pro	GR-20	350
	Adhesive gum bottles	Camel	Kores	150gm	20
	Adhesive sticker (A4 size) pkt	De'mat	Oddy	210*297MM	500
	Adhesive sticker (ST-12) pkt	De'mat	Oddy	100*44.4MM	500
	Adhesive sticker (ST-24 size) pkt	De'mat	Oddy	64*34MM	500
	Adhesive sticker (ST-8) pkt	De'mat	Oddy	99.1*67.7MM	500
	All pin pkt.	Apex/Zebra	premier	26mm 100 Pin	100
	All Pin T-Shape	Dreamy	premier	30 Grams 100Pin	150
	Ball Pen Refill All Colour	Butterflow	Reynolds	-	20
	Big permanent Marker All Colour	Reynolds	Luxor	2.5mm	2,400
	Bill Register	As Per Sample		-	20
	Binder clip	Infinity	Oddy	19mm	5,000
	Binder clip	Infinity	Oddy	41mm	3,000
	Binder Clip	Infinity	Oddy	51mm	700
	Board Duster White	Oddy	Omega	Magnetic	500
	Board Duster Yellow	Oddy	Omega	Magnetic	500
	Bond paper 100gsm	JK Copier	Bilt	100sheet	30
	Brown tape(2")	IC Weiner	Wonder	25mtr	450
	Brown tape(3")	IC Weiner	ETI	25mtr	450
	Calculator 12 digit	Casio	Citizen	DJ-240D	60
	Carbon paper pkt	Kores	Camlin	210*330MM 100Sheet	50
	Cell D Big	Nippo	Duracell	1.5V LR20	300
	Cello tape Dispenser Big	Maruti	Omega	1" & 2" Tap Roll	50
	Cello tape Dispenser small	Maruti	Omega	1/2" Tap Roll	10
	Cello white tape	Wonder 555	IC Weiner	1inch 65M	1,000
	Cello white tape	Wonder 555	IC Weiner	1/2inch 20M	300
	Cello white tape	Wonder 555	IC Weiner	2inch 65M	1,200
	Cello white tape	Wonder 555	IC Weiner	3Inch 65M	600

Signature of Bidder:.....
Date:.....

R. S. M.

	Chawk colour	Camlin	Kores	144Pcs Pkt.	30
	Chawk white	Camlin	Kores	144Pcs Pkt.	50
	Correction Fluid	Camlin	Kores	15ml	10
	Correction pen	Kores	Reynolds	5" 14g	550
	Correction Tap	Sony	Camlin	5mm 12m	100
	Dak pad	Neelgagan	Nayan	L15"*W10"*H 1	100
	Drawing pin pkt	Bharat	Esselte	100 in each pkt	550
	Dura cell AA	Dura cell	As Per Sample	12*8.5*1.5CM	500
	Electirical Bell	Havells Tango	Kolors	Wireless	10
	Engagement dairy	Neelgagan	Cello	-	5
	Engagement stand	Kebica	Rasper SDA4 116	A4 Portrait Size	5
	Envelope yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	10*12 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi- Color Printing. Closure: Gum Self- Sealing	5000
	Envelope yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	10*14 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi- Color Printing. Closure: Gum Self- Sealing	5000
	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	10*16 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : Print: Multi- Color Printing. Closure: Gum Self- Sealing	5000



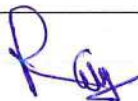
Signature of Bidder:.....
Date:.....

	Envelope White (with IIM Sirmaur logo).	Taj Mahal	Star	10*16 Quality: 80 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : Print: Multi-Color Printing. Closure: Gum Self-Sealing	5000
49.	Envelope Yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	10*16 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing	5000
50.	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	11*05 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing	5000
51.	Envelope white (with IIM Sirmaur logo).	Taj Mahal	Star	11*5 Quality: 80 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing	5000



Signature of Bidder:.....
Date:.....

52.	Envelope Yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	11*5 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing	5000
53.	Envelope Yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	27.9*12.1 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self Sealing	8000
54.	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	28*12 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-Sealing	5000
55.	Envelope White (with IIM Sirmaur logo)	Taj Mahal	Star	28*12 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi-Color Printing. Closure: Gum Self-	8000



Signature of Bidder:.....

Date:.....

				Sealing	
56.	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	A4 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi- Color Printing. Closure: Gum Self- Sealing	5000
57.	Envelope Yellow Cloth (with IIM Sirmaur logo).	Taj Mahal	Star	A4 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : ---- Print: Multi- Color Printing. Closure: Gum Self- Sealing	5000
58.	Envelopes size Yellow (with IIM Sirmaur logo).	Taj Mahal	Star	A4 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number : Print: Multi- Color Printing. Closure: Gum Self- Sealing	5000
59.	Eraser	Apsara	Natraj	Non Dust 60mm	1000
60.	Fevi stick	Fevi-Stik	Kores	15 GM Non Toxic	100
61.	Fevi stick	Fevi-Stik	Kores	25 Gm Non Toxic	1000
62.	Fevicol	FeviCol MR	FeviCol Allfix	200 Gm	100
63.	Fevi-Coll Tube	FeviCol MR	FeviCol Allfix	50 Gm	100
64.	File Board	Trio	Thick board	-	1000
65.	File flap	Trio	Thick board	4 Fla (File)	1000
66.	File tag White	National	Handson	L11" 100 Pce. Pkt.	500

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Signature of Bidder:.....
Date:.....

67.	File tray	Kebica	Solo	4Tier	100
68.	Flag sticks for mounting banners	Oddy	De'mat	15*76mm 5Color 250Sheet	1500
69.	Folder L shape	Neelgagan	Golden Transparent	A4 Size 32.1*30.7cm	5000
70.	Gel Pen	Reynolds	Cello	0.5	5000
71.	Gem clip Plastic	Dreamy	Kores	100Pcs. Per Pkt., 28mm	1000
72.	Gem clip steel	Globe	Kesetko	100Pcs. Per Pkt., 28mm	1000
73.	Glossy / Inkjet Paper	De'mat	Oddy	200gsm 60 Sheets	1000
74.	golden pen for pen stand	Pronos		-	500
75.	Green Tag	8"Nylon	National	24" Thick 10 tag Pkt.	1000
76.	Inch Tape	Freemans	Lomvum	-	50
77.	Jetter Pen	Reynolds	Rorito	0.7mm Tip	1000
78.	Massage Pad	StickOn	As Per Sample	3*4 50Sheet	50
79.	Note book spiral book	Neelgagan	Classmate	66 14.50*22.50.c m 80Page	1000
80.	Note book spiral book	Neelgagan	Classmate	A4 100 21*29.7.cm 40Page	500
81.	OHP/Pointed Marker	Kores	Luxor	Fine line	150
82.	Packing paper brown good Qty.	Star		24*1800 80gsm	800
83.	Paper cutter Big	Mangoose	Zenith	18mm Blade	500
84.	Paper Shredder	Kores Easy Cut 891	Bambalio BBC- 4000	8 Sheet Cut Capacity	20
85.	Paper Tape	Nexcare	Universal	1" 2"	500
86.	Paper weight Glass	Kebica	Jupiter	H 70mm* W50mm	100
87.	Paper weight Plastic	Kebica	Carizo	75mm 100*150 gm	80
88.	Pen black	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	1000
89.	Pen blue	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	3000
90.	Pen Drive	HP USB 3.0	Samsung USB 3.0	16GB	150
91.	Pen Drive	HP USB 3.0	Samsung USB 3.0	8GB	80
92.	Pen Drive	HP USB 3.0	Samsung USB 3.0	4GB	50
93.	Pen Drive	HP USB 3.0	Samsung USB 3.0	32GB	50
94.	Pen Flair	Sheaffer		045 (0.7mm)	100
95.	Pen green	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	100
96.	Pen highlighter	Luxor	Kores	Chisel Point	1000
97.	Pen red	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	700
98.	Pen stands 2 soket	Kebica Golden	Omega	13*26.5CM 200GM	50
99.	Pen use & throw	Indoselection	Sanio Hi Class	-	18000



Signature of Bidder:.....
Date:.....

100.	Pencil Cell AAA	Dura Cell	Everyday	AAA LR03	5000
101.	Pencil cell Eveready AA	Dura Cell	Everyday	12*8.5*1.5CM	7000
102.	Pencil cell power heavy duty	Dura Cell	Everyday	6F22	100
103.	Pencil Colour	Camlin	Faber Castell	EN71 Non Tixic	10
104.	Pencil shorthand	Eagle	Apsara H.B.	-	50
105.	Pilot pen ink	Luxor	Hi-Tecpoint	-	10
106.	Pilot Pen	Luxor/Pilot	Hi-Tecpoint	(V-5) 0.50 Tip Size	2500
107.	Poker Wooden Handle	National		36"	100
108.	Punching Double	Kangaru Blue		DP-800	200
109.	Punching machine double	Kangaru Blue		DP-600	250
110.	Punching machine single	Kangaru Blue		SHP-20	100
111.	Push Pin	Oddy	Chrome JB	100Pcs. Per Pkt.	30
112.	Remote Call Bell	HEC	Anchor	Mo. 22740	150
113.	Rolled rim paper sheet	Orient		70gsm	100
114.	Rubber band packet	Suzu	Knasuee	1/2kg Small & Big Size	150
115.	Ruler Plastic	Camlin	JB	12"	50
116.	Ruler Steel	Kebica	Jay bee	12"	300
117.	Scissor	Cartini gs 21	Infinity	9"	600
118.	Sharpener Pcs.	Natraj	Nykaa	-	1200
119.	Short hand note book	Neelgagan	Classmate	160page 13*20cm	20
120.	Signature Pad	Classmate	Neelgagan	-	50
121.	Sketch pens pkt	Luxor	Echo	12colors Not Tixic	50
122.	Slip book	Classmate	Neelgagan	Note Pad No.11 50 Page	20
123.	Slip book	Classmate	Neelgagan	Note Pad No.22 50page	10
124.	Slip book	Classmate	Neelgagan	Note Pad No.33 50Page	20
125.	Slip book	Classmate	Neelgagan	Note Pad No.44 50page	30
126.	Small stapler	Kangaru Blue	Deli Mini	No. 10	500
127.	Stamp pad	Ashoka	Artlilne	7*11cm	150
128.	Stamp pad ink	Supreme	Ashoka	30ML	20
129.	Stapler Big	Kangaru Blue		No. 23S24	5
130.	Stapler medium	Kangaru Blue	Plier (P22)	No. HP-45	350
131.	Stapler pin pkt big	Kangaru Blue	Kores	No.23/17-H	30
132.	Stapler Pin pkt Medium size	Kangaru Blue	Kores	No. 24/6	2,000
133.	Stapler pin pkt Small	Kangaru Blue	Kores	No. 10 1M	3000
134.	Sticky Notes (Adhesive 2*3)	De'mat	Promote	100sheet	150
135.	Sticky Notes (Adhesive 3*3)	De'mat	Promote	100sheet	300

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Date:.....

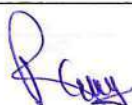
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136.	Stock Ledger register (400 page)	As Per Sample		Ledger Paper	100
137.	Stock register (GFR 40)	200 Page		Ledger Paper	120
138.	Stock register (GFR 41)	200 Page		Ledger Paper	300
139.	Strip file	Solo	Benelux	A4 Size	100
140.	Student folder	Solo	Classik	MC112 FS Size	5000
141.	Thread ball	Mhaveer	Simba	-	100
142.	Uniball Pen	Uniball		-	400
143.	Waste paper basket	Neelgagan	Cello	5Ltr. Plastic	20
144.	White board marker	Reynolds	Kores	-	3000
145.	White board marker Ink	Artline	Camlin	-	5
146.	Sticker ST-4	De'mat	Citizen	-	5
147.	Cell C	Dura Cell	Everyday	LR-14	50
148.	Sparkle Bell	Sparkal		-	5
149.	Small Stapler 10D	Kangaru Blue		2.5*10.5*4.5 CM	200
150.	IIM Sirmaur Office file	As Per Sample		10*14	5000
151.	Assistants diary	As Per Sample		-	100
152.	Cash book	As Per Sample		8.5*13.5 L/B 250 Leaves	50
153.	Cheque issue Register	As Per Sample		18.5*13.5	10
154.	Dispatch register	As Per Sample		8.5*13.5 384 p	20
155.	Document Bag Thick F/S	As Per Sample		-	20
156.	Document Jackets	As Per Sample		9.5*12	550
157.	Double Tape 1"	Premier	Wonder	-	700
158.	Inward register	As Per Sample		8.5*13.5 300Page	40
159.	Letter head	As Per Sample		9*11.5 100GSM	200
160.	Mouse Pad	Logitick		-	100
161.	Name plate 12"	2.4*9	As Per Sample	-	100
162.	Note book conference pad A5 Size	As Per Sample		6*9	2000
163.	Note sheet	As Per Sample		9*14 80gsm	50
164.	Outward register	As Per Sample		8.5*13.5 300 Page	50
165.	Pay Bill Register	As Per Sample		24*18	50
166.	Pen tumbler	Kebika	As Per Sample	-	10
167.	Pin cushion	JYOTI	Cello	-	30
168.	Plastic Report File	Solo	Ankita	A4	50
169.	Plastic Spring File	Solo	Ankita	A4	50
170.	Register	70gsm		192 page 8*13	800
171.	Register	70gsm		216 Page Chora	10
172.	Register	70gsm		288 page 8*13	50
173.	Register	70gsm		288 Page Chora	10
174.	Register	70gsm		384 page 8*13	10
175.	Register	70gsm		480 page 8*13	10
176.	Register	70gsm		96 Page 8*13	10
177.	Salary Bill Register	As Per Sample		-	10
178.	Service Book	As Per Sample		8.5*13.5	50



Signature of Bidder:.....
Date:.....

179.	Spring File	Neelgagan		10*14	10000
180.	Sutli jute	Good Qty.		1KG good Qty.	10
181.	Sutli plastic	Swift	Tiger	1KG good Qty.	5
182.	Table Cell Ball	As Per Sample	Fort HD No. 102	-	5
183.	Water Pad	Owner	Tiger	85*25mm	10
184.	Self inked stamp (blue/red/black)	As Per Sample	-	Round shape (small/medium)	20
185.	Self inked stamp (blue/red/black)	As Per Sample	-	Rectangular shape (small/medium)	20
186.	BOX FILE Type 135 x 26.5 x 7cms (with IIM Sirmaur logo)	As Per Sample		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	1000



Signature of Bidder:.....
Date:.....

			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	
187.	BOX FILE Type 235 x 27 x 10 cms (with IIM Sirmaur logo)	As Per Sample	<p>BOX FILE Type 2 (35 x 27 x 10 comes)</p> <p><u>Cardboard Index Box File</u></p> <p>Material: <u>Prime quality Cardboard 310 GSM to 450 GSM fitted with best quality clip</u></p> <p>Size: 35 x 27 x 10 comes</p> <p>Colour: Rigid Cardboard (outside offset printing (Multi-Color Printing) and Inside Black & White print)</p> <p>Each file with:</p> <ol style="list-style-type: none"> 1) <u>Metal Lever Arch Clip (Fixed and unfixed are available)</u> 2) <u>Round Finger Hole (For easy to take out the file)</u> <p><u>This is a Thick Cardboard, which is pasted with Laminated</u></p>	1000

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Signature of Bidder:.....
Date:.....

				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	
188.	Visiting Cards 92 x 53 mm (Approx. 3.7 x 2.1 in)	As Per Sample			100
189.	Scissor Big	UNIX, CAMLIN, KANGAROO			50
190.	Scissor Small	MUNIX, CAMLIN, KANGAROO			50
191.	General Letterhead Width 210mm, Height: 300mm	As Per Sample		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	100
192.	File Flap Folder 25cm x 35cm (Close Size)	As Per Sample		File Flap Folder Size: 25cm x 35cm (Close Size) Bleed: 3mm Including Flaps: 247mm x	1000

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				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	
193.	Paper Bags 980mmX552mm	As Per Sample		Paper Bag Design - 980mmX552 mm Multi-color Print Paper Bags 4-colour printing on 160 gsm matte Sunshine Maplitho paper Medium size bag, 980mmX 552mm Withstands weight upto approximately 2 to 5 kg	1000

- Note: 1. File, Box file, Letterhead, notepad rates must be quoted with IIM Sirmaur printed logo and other details.
2. Rate requested as per samples may be quoted only after checking the specification of the samples available with the Purchase Office.



Signature of Bidder:.....
Date:.....

Chapter-7 Financial Bid

Rate Contract for supply of Stationery Items to IIM Sirmaur, Paonta Sahib, H.P-173025. The price bid should be kept in separate sealed envelope superscripting "Financial Bid for Tender No.: "IIMS/PUR/Rate Contract for Stationery Items/19/2022-23, Dated:26.07."

IIM Sirmaur authorities reserve the full rights to increase/decrease the quantity of items in the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature. The approved design format of IIM Sirmaur for printing of various Registers/other paper stationery items shall be provided only to successful bidder(s) after the Award of work.

Sr. No.	Product	Make		Specifications	Cost per Item in Rs. (Incl. all)
		(Tick ✓ one of the brand to be supplied)			
1.	1" Plastic Spring File	Thick Fiber	Cobra	A4 Size	
2.	A3 Paper Rim	JK Copier (75 GSM)	Century (75 GSM)	29.7*42cm	
3.	A4 Paper Rim	JK Copier (75 GSM)	Century (75 GSM)	21*29.7cm	
4.	A4 Colour Rim	JK Copier	Expert (75 GSM)	21*29.7cm	
5.	Add gel Pen all Colour	Achiever	Add Gel Pro	GR-20 Refill	
6.	Add gel Refile all Colour	Achiever	Add Gel Pro	GR-20	
7.	Adhesive gum bottles	Camel	Kores	150gm	
8.	Adhesive sticker (A4 size) pkt	De'mat	Oddy	210*297MM	
9.	Adhesive sticker (ST-12) pkt	De'mat	Oddy	100*44.4MM	
10.	Adhesive sticker (ST-24 size) pkt	De'mat	Oddy	64*34MM	
11.	Adhesive sticker (ST-8) pkt	De'mat	Oddy	99.1*67.7MM	
12.	All pin pkt.	Apex/Zebra	premier	26mm 100 Pin	
13.	All Pin T-Shape	Dreamy	premier	30 Grams 100Pin	
14.	Ball Pen Refill All Colour	Butter flow	Reynolds	-	
15.	Big permanent Marker All Colour	Reynolds	Luxor	2.5mm	
16.	Bill Register	As Per Sample	-	-	
17.	Binder clip	Infinity	Oddy	19mm	
18.	Binder clip	Infinity	Oddy	41mm	
19.	Binder Clip	Infinity	Oddy	51mm	
20.	Board Duster White	Oddy	Omega	Magnetic	
21.	Board Duster Yellow	Oddy	Omega	Magnetic	
22.	Bond paper 100gsm	JK Copier	Bilt	100sheet	
23.	Brown tape(2")	IC Weiner	Wonder	25mtr	
24.	Brown tape(3")	IC Weiner	ETI	25mtr	
25.	Calculator 12 digit	Casio	Citizen	DJ-240D	
26.	Carbon paper pkt	Kores	Camlin	210*330MM 100Sheet	
27.	Cell D Big	Nippo	Duracell	1.5V LR20	
28.	Cello tape Dispenser Big	Maruti	Omega	1" & 2" Tap Roll	
	Cello tape Dispenser small	Maruti	Omega	1/2" Tap Roll	
	Cello white tape	Wonder555	IC Weiner	1inch 65M	
31.	Cello white tape	Wonder 555	IC Weiner	1/2inch 20M	
32.	Cello white tape	Wonder 555	IC Weiner	2inch 65M	

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Date:.....

33.	Cello white tape	Wonder 555	IC Weiner	3Inch 65M	
34.	Chawk colour	Camlin	Kores	144Pcs Pkt.	
35.	Chawk white	Camlin	Kores	144Pcs Pkt.	
36.	Correction Fluid	Camlin	Kores	15ml	
37.	Correction pen	Kores	Reynolds	5" 14g	
38.	Correction Tap	Sony	Camlin	5mm 12m	
39.	Dak pad	Neelgagan	Nayan	L15"*W10"*H1"	
40.	Drawing pin pkt	Bharat	Esselte	100 in each pkt	
41.	Dura cell AA	Dura cell	As Per Sample	12*8.5*1.5CM	
42.	Electrical Bell	Havells Tango	Kolors	Wireless	
43.	Engagement dairy	Neelgagan	Cello	-	
44.	Engagement stand	Kebica	Rasper SDA4 116	A4 Portrait Size	
45.	Envelope yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	10*12 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
46.	Envelope yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	10*14 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
47.	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	10*16 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
48.	Envelope White (with IIM Sirmaur logo).	Taj Mahal	Star	10*16 Quality: 80 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
49.	Envelope Yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	10*16 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
50.	Envelope Brown (with IIM	Taj Mahal	Star	11*05	



Signature of Bidder:.....
Date:.....

	Sirmaur logo).			Quality: 90 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
51.	Envelope white (with IIM Sirmaur logo).	Taj Mahal	Star	11*5 Quality: 80 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
52.	Envelope Yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	11*5 Quality: 90 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
53.	Envelope Yellow Plastic Lam (with IIM Sirmaur logo).	Taj Mahal	Star	27.9*12.1 Quality: 90 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
54.	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	28*12 Quality: 90 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
55.	Envelope White (with IIM Sirmaur logo)	Taj Mahal	Star	28*12 Quality: 90 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
56.	Envelope Brown (with IIM Sirmaur logo).	Taj Mahal	Star	A4 Quality: 90 GSM Material: Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color	



Signature of Bidder:.....
Date:.....

				Printing. Closure: Gum Self-Sealing	
57.	Envelope Yellow Cloth (with IIM Sirmaur logo).	Taj Mahal	Star	A4 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
58.	Envelopes size Yellow (with IIM Sirmaur logo).	Taj Mahal	Star	A4 Quality: 90 GSM Maplitho Paper Size: Width 280mm, Height: 127mm Paper Number: Print: Multi-Color Printing. Closure: Gum Self-Sealing	
59.	Eraser	Apsara	Natraj	Non Dust 60mm	
60.	Fevi stick	Fevi-Stik	Kores	15 GM Non Toxic	
61.	Fevi stick	Fevi-Stik	Kores	25 Gm Non Toxic	
62.	Fevicol	FeviCol MR	FeviCol Allfix	200 Gm	
63.	Fevi-Coll Tube	FeviCol MR	FeviCol Allfix	50 Gm	
64.	File Board	Trio	Thick board	-	
65.	File flap	Trio	Thick board	4 Fla (File)	
66.	File tag White	National	Handson	L11" 100 Pce. Pkt.	
67.	File tray	Kebica	Solo	4Tier	
68.	Flag sticks for mounting banners	Oddy	De' mat	15*76mm 5Color 250Sheet	
69.	Folder L shape	Neelgagan	Golden Transparent	A4 Size 32.1*30.7cm	
70.	Gel Pen	Reynolds	Cello	0.5	
71.	Gem clip Plastic	Dreamy	Kores	100Pcs. Per Pkt. 28mm	
72.	Gem clip steel	Globe	Kesetko	100Pcs. Per Pkt. 28mm	
73.	Glossy / Inkjet Paper	De' mat	Oddy	200GSM 60Sheets	
74.	golden pen for pen stand	Pronos		-	
75.	Green Tag	8"Nylon	National	24" Thick 10 tag Pkt.	
76.	Inch Tape	Freemans	Lomvum	-	
77.	Jetter Pen	Reynolds	Rorito	0.7mm Tip	
78.	Massage Pad	StickOn	As Per Sample	3*4 50 Sheet	
79.	Note book spiral book	Neelgagan	Classmate	66 14.50*22.50 cm 80Page	
80.	Note book spiral book	Neelgagan	Classmate	A4 100 21*29.7 cm, 40Page	
81.	OHP/Pointed Marker	Kores	Luxor	Fine line	
82.	Packing paper brown good Qty.	Star		24*1800 80GSM	
83.	Paper cutter Big	Mangoose	Zenith	18mm Blade	
84.	Paper Shredder	Kores Easy Cut 891	Bambalio BBC- 4000	8 Sheet Cut Capacity	



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85.	Paper Tape	Nexcare	Universal	1" 2"	
86.	Paper weight Glass	Kebica	Jupiter	H 70mm* W50mm	
87.	Paper weight Plastic	Kebica	Carizo	75mm 100*150gm	
88.	Pen black	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	
89.	Pen blue	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	
90.	Pen Drive	HP USB 3.0	Samsung USB 3.0	16GB	
91.	Pen Drive	HP USB 3.0	Samsung USB 3.0	8GB	
92.	Pen Drive	HP USB 3.0	Samsung USB 3.0	4GB	
93.	Pen Drive	HP USB 3.0	Samsung USB 3.0	32GB	
94.	Pen Flair	Sheaffer		045 (0.7mm)	
95.	Pen green	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	
96.	Pen highlighter	Luxor	Kores	Chisel Point	
97.	Pen red	Reynolds Brite	Cello Fine Grip	045 (0.7mm)	
98.	Pen stands 2 soket	Kebica Golden	Omega	13*26.5CM 200GM	
99.	Pen use & throw	Indoselection	Sanio Hi Class	-	
100.	Pencil Cell AAA	Dura Cell	Everyday	AAA LR03	
101.	Pencil cell Eveready AA	Dura Cell	Everyday	12*8.5*1.5CM	
102.	Pencil cell power heavy duty	Dura Cell	Everyday	6F22	
103.	Pencil Colour	Camlin	Faber Castell	EN71 Non Toxic	
104.	Pencil shorthand	Eagle	Apsara H.B.	-	
105.	Pilot pen ink	Luxor	Hi-Tecpoint	-	
106.	Pilot Pen	Luxor/Pilot	Hi-Tecpoint	(V-5) 0.50 Tip Size	
107.	Poker Wooden Handle	National	-	36"	
108.	Punching Double	Kangaru Blue	-	DP-800	
109.	Punching machine double	Kangaru Blue	-	DP-600	
110.	Punching machine single	Kangaru Blue	-	SHP-20	
111.	Push Pin	Oddy	Chrome JB	100Pcs. Per Pkt.	
112.	Remote Call Bell	HEC	Anchor	Mo. 22740	
113.	Rolled rim paper sheet	Orient	-	70gsm	
114.	Rubber band packet	Suzu	Knasuee	1/2kg Small & Big Size	
115.	Ruler Plastic	Camlin	JB	12"	
116.	Ruler Steel	Kebica	Jay bee	12"	
117.	Scissor	Cartini gs 21	Infinity	9"	
118.	Sharpener Pcs.	Natraj	Nykaa	-	
119.	Short hand note book	Neelgagan	Classmate	160page 13*20cm	
120.	Signature Pad	Classmate	Neelgagan	-	
121.	Sketch pens pkt	Luxor	Echo	12colors Not Toxic	
122.	Slip book	Classmate	Neelgagan	Note Pad No.11, 50 Page	
123.	Slip book	Classmate	Neelgagan	Note Pad No.22 50page	
124.	Slip book	Classmate	Neelgagan	Note Pad No.33, 50Page	
125.	Slip book	Classmate	Neelgagan	Note Pad No.44, 50page	
126.	Small stapler	Kangaru Blue	Deli Mini	No. 10	
127.	Stamp pad	Ashoka	Artiline	7*11cm	
128.	Stamp pad ink	Supreme	Ashoka	30ML	
129.	Stapler Big	Kangaru Blue	-	No. 23S24	



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130.	Stapler medium	Kangaru Blue	Plier (P22)	No. HP-45	
131.	Stapler pin pkt big	Kangaru Blue	Kores	No.23/17-H	
132.	Stapler Pin pkt Medium size	Kangaru Blue	Kores	No. 24/6	
133.	Stapler pin pkt Small	Kangaru Blue	Kores	No. 10 1M	
134.	Sticky Notes (Adhesive 2*3)	De'mat	Promote	100sheet	
135.	Sticky Notes (Adhesive3*3)	De'mat	Promote	100sheet	
136.	Stock Ledger register (400 page)	As Per Sample	-	Ledger Paper	
137.	Stock register (GFR 40)	200 Page	-	Ledger Paper	
138.	Stock register (GFR 41)	200 Page	-	Ledger Paper	
139.	Strip file	Solo	Benelux	A4 Size	
140.	Student folder	Solo	Classik	MC112 FS Size	
141.	Thread ball	Mhaveer	Simba	-	
142.	Uniball Pen	Uniball	-	-	
143.	Waste paper basket	Neelgagan	Cello	5Ltr. Plastic	
144.	White board marker	Reynolds	Kores	-	
145.	White board marker Ink	Artline	Camlin	-	
146.	Sticker ST-4	De'mat	Citizen	-	
147.	Cell C	Dura Cell	Everyday	LR-14	
148.	Sparkle Bell	Sparkal	-	-	
149.	Small Stapler 10D	Kangaru Blue	-	2.5*10.5*4.5 CM	
150.	IIM Sirmaur Office file	As Per Sample	-	10*14	
151.	Assistants diary	As Per Sample	-	-	
152.	Cash book	As Per Sample	-	8.5*13.5 L/B 250 Leaves	
153.	Cheque issue Register	As Per Sample	-	18.5*13.5	
154.	Dispatch register	As Per Sample	-	8.5*13.5, 384 page	
155.	Document Bag Thick F/S	As Per Sample	-	-	
156.	Document Jackets	As Per Sample	-	9.5*12	
157.	Double Tape 1"	Premier	Wonder	-	
158.	Inward register	As Per Sample	-	8.5*13.5 300Page	
159.	Letter head	As Per Sample	-	9*11.5 100gsm	
160.	Mouse Pad	Logitick	-	-	
161.	Name plate 12"	2.4*9	As Per Sample	-	
162.	Note book conference pad A5 Size	As Per Sample	-	6*9	
163.	Note sheet	As Per Sample	-	9*14 80gsm	
164.	Outward register	As Per Sample	-	8.5*13.5 300 Page	
165.	Pay Bill Register	As Per Sample	-	24*18	
166.	Pen tumbler	Kebika	As Per Sample	-	
167.	Pin cushion	JYOTI	Cello	-	
168.	Plastic Report File	Solo	Ankita	A4	
169.	Plastic Spring File	Solo	Ankita	A4	
170.	Register	70gsm	-	192 page 8*13	
171.	Register	70gsm	-	216 Page Chora	
172.	Register	70gsm	-	288 page 8*13	
173.	Register	70gsm	-	288 Page Chora	
174.	Register	70gsm	-	384 page 8*13	
175.	Register	70gsm	-	480 page 8*13	
176.	Register	70gsm	-	96 Page 8*13	
177.	Salary Bill Register	As Per Sample	-	-	
178.	Service Book	As Per Sample	-	8.5*13.5	
179.	Spring File	Neelgagan	-	10*14	
180.	Sutli jute	Good Qty.	-	1KG good Qty.	

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181.	Sutli plastic	Swift	Tiger	1KG good Qty.	
182.	Table Cell Ball	As Per Sample	Fort HD No. 102	-	
183.	Water Pad	Owner	Tiger	85*25mm	
184.	Self inked stamp (blue/red/black)	As Per Sample	-	Round shape (small/medium)	
185.	Self inked stamp (blue/red/black)	As Per Sample	-	Rectangular shap (small/medium)	
186.	BOX FILE Type 135 x 26.5 x 7cms (with IIM Sirmaur logo)	As Per Sample	-	<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: 3) Metal Lever Arch Clip (Fixed and unfixed are available) 4) 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>	
187.	BOX FILE Type 235 x 27 x 10 cms (with IIM Sirmaur logo)	As Per Sample	-	<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</p>	



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				<p>(Multi-Color Printing) and Inside Black & White print)</p> <p>Each file with:</p> <p>3) Metal Lever Arch Clip (Fixed and unfixd are available)</p> <p>4) 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>	
188.	Visiting Cards 92 x 53 mm (Approx. 3.7 x 2.1 in)	As Per Sample	-	-	
189.	Scissor Big	MUNIX, CAMLIN, KANGAROO	-	-	
190.	Scissor Small	MUNIX, CAMLIN, KANGAROO	-	-	
191.	General Letterhead Width 210mm, Height: 300mm	As Per Sample	-	<p>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</p>	
192.	File Flap Folder 25cm x 35cm (Close Size)	As Per Sample	-	<p>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</p>	



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				on 350gsm 2). one side Matt Lamination	
193.	Paper Bags 980mmX552mm	As Per Sample	-	Paper Bag Design - 980mm X 552mm 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	

Note:

1. Price quote must be including FOR delivery, GST, printing charges and all other charges.
2. For any clarification regarding Tender document, specifications, spellings, nomenclature of items etc. tenderer may seek clarification on email ID- purchaseoffice@iimsirmaur.ac.in
3. It is mandatory to tick (✓) name of the brand to be supplied or mentioned the name of brand offered.
4. L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted **maximum number of items in L-1 rate** shall be given opportunity and ask him/her in writing to match L-1 price of other items quoted by him/her in comparison of other bidders, where his/her quote has not found L-1.
5. It is mandatory to quote for all items mentioned in the Financial Bid.



Signature of Bidder:.....
Date:.....

Format of Experience certificate

Project Name	Name of the Employer *	Description of work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed)

* Attach certificate(s) of payments.

** Immediately preceding the financial year in which bids are received.



Signature of Bidder:.....
Date:.....

ANNEXUREDECLARATION

From:- M/s.....

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To

The Stores Purchase Officer,
Indian Institute of Management,
Sirmaur, H.P-173025.

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the organization was or is Proprietor or Partner or Director of any organization with whom the Government have banned /suspended business dealings. I/We further undertake to report to the IIM Sirmaur, Paonta Sahib immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.

Name:
Address:
Date:
Place:

Designation

Yours faithfully, (Signature of the Bidder)



Seal of the Agency

Signature of Bidder:.....
Date:.....