

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

NOTICE INVITING TENDER

(No. IIFM/M(P)/ARC FOR STATIONERY IEMS 2018-19/2)

Sealed Items-wise Tenders (Two Bid system - Technical & Financial Bids) on behalf of the Director, IIFM are invited by **SPEED POST/REGISTERED POST/COURIER/BY HAND** from reputed parties for supply of following items on Annual Rate Contract basis for a period of one year:

1. Stationery Items
2. Bags for Workshops/Seminars/Conferences, etc) and Certificate Folder, & Binding Materials

Tender documents are available in our website www.iifm.ac.in and www.eprocure.gov.in which can be down-loaded from 05-12-2018 at 10.00 a.m. onwards. Filled tenders with name of work and name of Tenderer clearly mentioned on the envelope should be received at the Institute latest by 5.00 p.m. on 26-12-2018, addressed to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Post Box No.357, Bhopal 462003. The Institute or its any authority will not be responsible for postal delay. The tender (Technical Bids only) will be opened on 27.12.2018 at 3.00 PM in presence of tenderers present, if any. EMD as mentioned in the Tender Document should be submitted with the Technical Bid in the form of Demand Draft in favour of Director IIFM, Bhopal failing which the tender will be rejected.

(CHIEF ADMINISTRATIVE OFFICER)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
TERMS AND CONDITIONS OF TENDER
(No. IIFM/M(P)/ARC FOR STATIONERY ITEMS 2018-19/2)

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the tender will be rejected.
02. The tenderer should have its own establishment functional at Bhopal, which can be inspected at call by IIFM, before finalization of the tender. The said functional establishment should be continued till the expiry of the ARC. Copy of the valid certificate issued by the Bhopal Municipal Corporation/competent authority under MP Shops & Establishment Act should be submitted as proof of having functional office at Bhopal.
03. The tenderer should have minimum five years of experience in running a stationery shop or supplying stationery items to reputed organisations and should have an average turnover of Rs.10 lakh per year during the last three years. A Certificate issued by a Chartered Accountant should be submitted stating that the tenderer has five year experience in running a stationery shop or supplying stationery items to reputed organisations and have average turnover of Rs.10 lakh per year during the last three years.
04. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed.
05. The rates should be quoted for the units indicated in the tender document. Nothing should be additionally or conditionally written in the tender other than the rates for the units of materials as required in the tender document.
06. Each and every page of the tender offer should be signed by the Tenderer and be submitted with the technical bid as a token of acceptance of terms and conditions. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, superscribing “**Tender for Supply of Stationery Items**”. Corrections, if any, should be made legibly and duly signed with seal.
07. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (Delete/Reduce/increase) the quantum of any item. Also the Institute has the full right to order or not to order any item in the Annual Rate Contract to the successful tenderer.
08. The rates quoted (In Indian Rupees) for each item should be inclusive of all expenses including transportation, cost of material, labour charges, and FOR IIFM Complex. GST will be paid as applicable at the time of billing/supply.
09. **Earnest Money Deposit (refundable) [Rs 10,000/- For Stationery items, Rs.8000/- for Bags, Certificate Folder, Binding Materials etc, Rs.4000/- for refilling of printer catridges, Rs.4000/- for Computer consumables]**, should be submitted along with the Technical Bid by way of Demand Draft drawn in favour of Director, Indian Institute of Forest Management, Bhopal along with the Tender. Tender received without EMD will be summarily rejected.

10. The Director, IIFM Bhopal, reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional tenders and also relax any quotation's/tender's condition at its discretion.

11. Only those who fully qualify the requirements should submit the tender and submission of tender shall be treated as the acceptance of the terms and conditions of the tender and any counter terms shall not be accepted. Similarly, conditional tenders will be invalid.

12. The tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.

13. The rates quoted by the bidder shall remain firm till the completion of the job/completion of the contract period and no price variation shall be entertained.

14. In case of non-compliance of the work order after entering into agreement, or withdrawing the offer after submitting the tender, the Security Deposit will be forfeited and the party will be blacklisted for 3 years. Also, further action shall be taken at the costs of the party.

15. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

16. While quoting the rate, the serial number or the item mentioned in our list of items attached with the Tender Form should be maintained.

17. Only technical bids will be opened on the date specified in the Tender Notice. Financial Bids of only those tenderers who qualify in the technical bid will be opened on a subsequent date with due intimation to the Tenderers.

18. The Institute will have the right to ask the parties to submit sample(s) of the items to the Institute for which rates have been quoted, for quality assessment for finalization of party for award of the ARC. Samples should be as per the prescribed quality. Failure/refusal of submitting samples will result in disqualification of their tender. Also, the samples of selected party will be retained by the Institute till the expiry of the ARC.

19. The selected party has to submit a Security Deposit of 5% of the total order value as the amount fixed by IIFM and this should be done within 15 days from the date of issuing ARC work order. If not submitted, work order will stand automatically cancelled.

20. The selected party should execute an agreement on Rs.100/- Non-Judicial stamp paper in the enclosed format. and this should be done within 15 days from the date of issuing ARC work order. If not submitted, work order will stand automatically cancelled.

21. All documents should be properly bound in book form and page numbered. Page number of the documents should be indicated in the Technical Bid form.

22. The Institute is not bound to order the ARC approved items to the approved party and may purchase from any other parties also.

23. The Institute will have the right to order for any number of quantity of items as per the requirement, also at short notice during the contract period and the party should be able to supply the item in smaller quantity also at short notice.

24. Copies of registration of the firm, GSTN and PAN should be attached with the tender.

25. **Technical Bid and Financial Bid should be prepared separately and should be submitted in a big envelope, super scribing "Tender for.....".**

26 Validity of this Tender will be 3 months from the last date of submission of the tender.

The above terms & conditions are acceptable to us.

(Name, signature and seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
NOTICE INVITING TENDER
(No. IIFM/M(P)/ARC FOR STATONERY 2018-19)
TECHICAL BID FORMAT

Sl. No.	Requirements	Page Number(s)
01	Tenders Document duly signed with office seal as a token of acceptance of terms and conditions of Tender.	
02	Copy of License under MP Shops & Establishment Act.	
03	Copy of GSTIN Registration Certificate	
04	Copy of PAN Card.	
05	Proof of having three years experience. Copies of sales tax return for FY 2015-16, FY 2016-17 & FY 2017-18	
06	Chartered Accountant's Certificate as per Paragraph 3 of Terms and Conditions.	
07	DD for EMD Rs 10,000/- For Stationery items, Rs.8000/- for Bags, Certificate Folder, Binding Materials etc.,	

(Name, Signature & Address of Tenderer)

Place & Date:.....

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
(No. IIFM/M(P)/ARC FOR STATIONERY 2018-19)
DETAILS OF STATIONERY ITEMS AND THEIR SPECIFICATIONS,
ITEMS AND QTY.

FINANCIAL BID FOR STATIONERY ITEMS

S1	Name of item with description	Approx. Annual Consumption	Rate/per
01	Alpin ('Zebra' brand), 70 Gram net packet.	50 Pkts	
02	Cello tape-transparent (good quality) 1.5" ('Wonder')	150 Nos.	
03	Cello tape-transparent 0.5" good quality ('Wonder')	150 Nos	
04	Paper cutting knife (medium size)/Natraj make	50 Nos	
05	Whiteboard Marker Pen ('Luxor'/'Pik')	100 Nos	
06	Permanent OHP Marker Pen Set 'Luxor'/'Pik'. Each packet contains 05 pieces	50 Pkts	
07	Sketch Pen Set mix colour packet (luxor)	50 Pkts.	
08	Pencil HB (Apsara beauty)	500 Nos	
09	Peon Book (192 pages) Ledger paper 70 gsm ('Vidya')	40 Nos	
10	Punching Machine medium size 'Kangaroo' DP-52	50 Nos	
11	Register 8 Quire, 8.5" x 13.5" (orient paper 80 gsm)	20 Nos	
12	Register 6 Quire 8.5" x 13.5" (orient paper 80 gsm)	50 Nos	
13	Register 4 Quire 8.5" x 13.5" (orient paper 80 gsm)	100 Nos	
14	Register 2 Quire 8.5" x 13.5" (orient paper 80 gsm)	100 Nos	
15	Scissor medium size (Make: GEM)	25 Nos	
16	Sharpener (Natraj/Apsara)	300 Nos	
17	Eraser (Dustfree) Natraj/Apsara	300 No.	
19	Stapler Small 'Kangaroo' - 10D	40 Nos	
20	Stapler Big 'Kangaroo' HP 45	40 Nos.	
21	Index/ Box File (Jumboodeep)	50 Nos	
22	Pencil Cell AA	100 Nos	
23	Log Book-Calico cover 196 pages (Vidya)	10 Nos	
24	Paper Weight (glass) square shape good quality	50 Nos	
25	Pin Cushion-Standard size (Omega/Jyoti)	50 Nos	
26	Photocopy paper A-4 size 75 gsm. (500 sheets packet in company's sealed pack) : (a) BILT Copypower (b) J K photocopy paper (Red packet) (c) Xerox	2500 Pkts.	
27	Postit pad 3'x3'	45 Nos	
28	OHP Sheets 100 micron (Desmat/oddy) High Quality 100 sheets in a packet.	20 pkts	
29	Basta 40" x 40" Good quality	100 Nos	
30	Dispatch & Receipt Register 8 Quire each Calico Bind (Vidya/Jumbodeep brand)	25 Nos	
31	Chair Cushion 3 inch 1.5'x1.5' (Kurlon/Arvind)	20 Nos	
32	Sutli/KG (cotton)	5Kg.	
33	Rechargable Cell (Eveready) AA	50 Nos	
34	Pencil Cell (Eveready) AAA	150 Nos	
35	Water Glass-Yera	150 Nos	
36	Water jug Plastic Standard size (2 litre) (cello)	50 Nos	
37	Table Glass 3'x2' 5mm thickness ('Super')	10 Nos	
38	Table Glass 1.5'x 2' size, 5mm thickness	15 Nos	
39	Plastic Bucket 16 Litre (good quality) (cello)	25 Nos	

40	Dust Bin Standard medium size Plastic ('Cello')	25 Nos	
41	Ball Pen Cello Finegrip	1500 Nos	
42	Plastic Mug (1 Ltr)/cello	50 Nos	
43	Towel (Medium) 3'x2' (Bombay dyeing)	15 Nos	
44	Flip chart marker pen (Luxor) small tip	50 Nos	
45	Attendance Register(Calico binding, 150 pages, maplitho Paper 80 gsm)(Two columns for signature). Size: 8.5" x 13.5"	20 Nos	
46	File Tag (White both side steel stopper) Size: 8" thick, each packet/bundle50packets/Bundle	50 pkts/ Bundle.	
47	Allout machine with refill (45 days pack)	50 Nos	
48	Allout refill 35 ml.	50 Nos	
49	White Correction Fluid 20 ml bottle(kores)	60 Nos	
50	Inkjet paper 210 mm x 111mm 170 GSM, Make: Desmat/oddy, each pkt. 100sheets.	60 pkts.	
51	Plastic scale 30 cms.1.5" width/kores	100 Nos	
52	Office paste Good quality 700 ml Kores/Mohini	20 Nos	
53	Office paste 25 ml (Kores/Mohini)	150 Nos	
54	'U' Clips-Plastic coated 35 mm (Globe/Zen)	250 pkts	
55	Stapler pins (No.10, (Kores/Kangaroo)Box. (Each box contain 20 small packets.)	20 boxes	
56	Staple pin 24/6, ('Kangaroo') each box contain 20 small packets.	3 boxes	
57	Gel Pen Good quality: (a) Cello Free flow Gel (b) Cello Butterflow (c) Reynold 'TRIMAX'	500 Nos. 500 Nos. 300 Nos.	
58	Hi-Lighter pen (Luxor/PIK) each set contain 5 Nos.	25 sets	
59	Photoglossy paper A-4 Size, 180GSM (Make: Desmat/Oddy) Each packet contain 50 sheets.	200 pkts	
60	Pen Drive 16 GB Sandisk/HP/Moserbear	45 Nos	
61	OTG Pendrive 32 GB Sandisk/HP/Moserbear	45 Nos	
62	Address Label A4 Size (Desmat ST-1)	30 pkts	
63	Address Label A4 size (Desmat) with sticker	30 pkts	

	Two color printing of IIFM Logo and address on Folder (As per sample approved.)		
08	Transparent L shaped Plastic Folder with single colour Printing. Front cover Transparent and back should be Thick plastic. Size Fullscap.	1000 Nos.
09	PP Folder (Ring Binder - Plastic Rigid sheet with D/O clip) single colour printing on cover with extra printed pages inside.	250 Nos.

Note: Please note that the quantity mentioned is approximate only for calculation purpose. The Institute has the right to order any number of quantity as per requirement.

(Name and signature of Tenderer)

(On 100 rupees non-judicial stamp paper – to be submitted on award of work order)

A G R E E M E N T

This agreement is entered into this _____ day of _____ 2014 between Indian Institute of Forest Management (IIFM), Bhopal (being represented by its Administrative Officer which expression shall include his successors in office), the first party of the Agreement, and M/s _____ (being represented by its proprietor which expression shall include its successors or assignees), the second party on the other part of the Agreement.

WHEREAS, the Tender of Indian Institute of Forest Management, Bhopal, vide Purchase Order No..... dated..... placed to M/s,..... for supply of details given in the Purchase Order (Schedule-I which shall form the part of this agreement).

WHEREAS the party on the first part has accepted the Purchase Order of the party for the supply of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the items on the terms and conditions explained hereafter and also as per the Order No..... dated.....

THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the party on the second part will supply the item(s) on the rates mentioned in the Schedule for the period from to.....
02. That the ordered items will be supplied as per the Purchase/Work Order.
03. That the items will be supplied strictly according to the Brand/specifications/ samples approved by the competent authority of the Institute.
04. That in case of inferior quality or delay in supply, the penalty of 1. 5% of the total cost of the ordered items will be imposed or complete rejection of the items will effect.
05. The party on the first part has the right to increase/decrease the quantity of items to be ordered.

06. The party on the first has the full right to cancel the order at any time without assigning any reason and in case of any loss caused to the first party from the party on the second part, the party on the first part has the full right to recover the amount from pending/future bill of the party on the second part.
07. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand draft drawn in favour of Director, IIFM Bhopal and in case the party on the second part fails to supply the ordered items within the stipulated time/approved quality items/fails to execute the order in part or full, the party on the first part reserves the right to terminate the work order and forfeit the above Security deposit and also award the work to any other party.
08. That, the party of the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.
09. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the agreement.
10. In case of dispute arising between the parties in respect of interpretation, construction of this agreement, the same shall be referred to the Director, IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this agreement on the date as aforesaid at Bhopal.

(Chief Administrative Officer)
Indian Institute of Forest Management
Bhopal

Second party:

Name:

M/s

Witness: