



भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599300.Faxno.040-24599304.www.millet.res.in



F.No.2-157/16-17/ST

Date: 31-05-2016

ENQUIRY

To -----

Dear Sir,

Sub:-Quotation for Purchase of Stationery items – req

We are interested to take up the following **Purchase of Stationery items**. Detailed specifications, quantity required etc, are as below. Please forward your quotation in **two-way bid system** in a sealed cover with super scribing of enquiry number and date to the Director, IIMR, (DSR), Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, Indian Institute of Millets Research, (IIMR), Rajendranagar; Hyderabad -500030, (purchaser) and it should also bear the tender enquiry number and name of the **Purchase of Stationery items**.

A DD of **Rs.200/-** towards enquiry fees and **Rs. 10,000/-**towards EMD in form of DD in favour of " ICAR UNIT-IIMR" payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered except those who are registered with NSIC. In case of non supply of order as per purchase order/supply order the EMD will be forfeited.

Date and time for submission of quotation on or before 22.06.2016 up to 02.00 pm

Date and time for opening of technical bid 22.06.2016 at 02.30 pm

In the event of date specified proposal submission for Enquiry Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

PROPOSAL SUBMISSION:

Interested bidders should submit both technical and financial proposals in two parts namely.

- | | | | |
|---|--------------------|----|-------------------------|
| A | Technical Proposal | -- | Part "A" -- Annexure-I |
| B | Financial Proposal | -- | Part "B" -- Annexure-II |

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**". Financial proposal to indicate a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "**Quotation for Purchase of Stationery items**".

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the item as mentioned in the Annexure-I. On the basis of detailed specification a check list is attached as **Annexure-I & III** which is must be submitted only along with the technical proposal, duly signed and sealed. Samples of the (*) marked Items should be enclosed with Tender Document otherwise the tender will not be considered. For similar types of items with different size, sample of any one size out of the mentioned sizes may be attached, which will be the same for all the sizes of that item or if different quality for different size are there, then sample for all the sizes should be attached. The bidder must fulfill all the conditions as per checklist. If someone is not fulfilling the criteria as per checklist, their proposal will be eliminated at technical consideration level and will not be considered for financial comparison. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said **“Purchase of Stationery items”** and **should be submitted in the attached Annexure – II only**. Any other taxes should be clearly mentioned in the bid itself. No other conditions of the firms like advance payment, delivery duration, increased rate etc. are acceptable to us.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

S No.	Particulars(Stationery 2016-17)	Quantity	Yes/No
1*	High Lighters (1Pkt /5No's) Fiber-Castell, Camlin or its equivalent	80 Packets	
2	Tape dispenses 1" & ½" Cello tape.	10 No's	
3*	Gem clips (1X10 Box) 26 mm, Color Aristo , Camlin or its equivalent	200 Boxes	
4*	Pokers with plastic handle	50 No's	
5	White Board Marker Pens (1X10 box) Camlin or its equivalent	50 Boxes	
6	Permanent Marker Pens (Thin) (Luxor/Reynolds) (1 Pkt of 5 No's) Color blue& black (1X5 No's)	150 Boxes	
7	Permanent Marker Pens (Thick) (Luxor/Reynolds) (1 box of 10 No's) Color blue& black (1X10 No's)	150 Boxes	
8*	Simple Cutters - 9mm (snap off cutter) or its equivalent	75 No's	
9	Glue Sticks Box of 24 pieces in 1 box.(1X24) 15gms Fevistik or its equivalent	10 Boxes	
10	Glue Sticks Box of 24 pieces in 1 box.(1X24) 30gms Fevistik or its equivalent	10 Boxes	
11	DVD's with covers (Frontech/Sony) or its equivalent	300 No's	
12	CDs with covers (Frontech/ Sony) or its equivalent	500 No's	
13	HB Pencils(box/10No's) Camlin, Apsara, or its equivalent	200 Boxes	
14	6B Pencils(box/10No's) Camlin, Apsara, or its equivalent	200 Boxes	
15	Erasers (Box of 20 Pieces) Apsara, Natraj or its equivalent	100 No's	
16	Sharpeners (Box of 20 Pieces) Apsara, Natraj or its equivalent	200 No's	
17*	Colour Xerox Paper A4 Size paper 80gsm (ream) Modi/Spectrum /JK Sparkle or its equivalent Color:- Pink, Green, Blue, Yellow.	70 Reams	
18*	Xerox Papers A3 Size paper 80 GSM Modi/Spectrum /JK Sparkle or its equivalent	5 Reams	
19*	Xerox Paper A4 Size paper 80gsm (ream) Modi/Spectrum /JK Sparkle or its equivalent	700 Reams	
20*	Cello Tape all colours 1"	100 No's	
21*	Cello Tape all colours 2"	90 No's	
22*	Cello Tape 1"	150 No's	
23*	Cello Tape 2"	110 No's	
24*	Binder Clips Different Sizes.	10 kts	
25*	Dusting Cloth Yellow and white.	500 No's	
26*	File Binders	2500 No's	
27*	White Paper legal Size or Equivalent Modi/Spectrum /JK Sparkle or its equivalent	10 Reams	
28	Mouse Logitech/ Dell etc.	2 No's	
29*	Note books 200 pages (Classmate or equivalent)	50 No's	
30*	File Pads	300 No's	
31*	File Covers with printing (5 Colors) Blue, Green, Red, Orange, Yellow etc.	2500 No's	
32*	File Tags (1X20)	100 Bundles	
33	Drinking Water Bottles (Plastic) 1lit Tupperware or its equivalent	100 No's	
34*	Plastic Scales small – 15cms Camlin or its equivalent	50 No's	
35*	Plastic Scales - 30cm Camlin or its equivalent	150 No's	
36*	Steel Scales - 30cms Camlin or its equivalent	70 No's	
37	White Board duster.	10 No's	
38	Stapler Machine small-size No.10 Kangaro or its equivalent & Size :45	250 No's	

39	Stapler Machine Big -size (24X6-1m) Kangaro or its equivalent	5 No's	
40	Stapler Pins no.10 1000 staples (1x20) Kangaro or its equivalent	200 No's	
41	Stapler Pins no.24/6-1m 1000 staples (20x50) Kangaro or its equivalent	20 No's	
42*	Square Ruled Paper	5000 Sheets	
43*	Ruled Paper	5000 Sheets	
44	Punching machine single hole Heavy Duty DP 700 & DP 800 Kangaro or its equivalent	50 No's	
45	Punching machine double hole Heavy Duty Kangaro or its equivalent	50 No's	
46	sketch pens	80 Packets	
47	Stamp pads 52mm x 95mm, Kings or its equivalent	30 No's	
48	stamp pads 160mm x 97mm, Kings or its equivalent	30 No's	
49	correcting pens calming/Bambalio or its equivalent	100 No's	
50*	Register 100pages	200 No's	
51*	Register 200pages	200 No's	
52*	Register 300pages	100 No's	
53*	Register 400pages	100No's	
54*	Register 500pages	100 No's	
55	Sigma Box Files Model No 1502	150 No's	
56	Box files - AJS 2435	250 No's	
	SRS 9825	100 No's	
	SNS 7825	100 No's	
57	Pen drives - 16GB Sony/Sandisk or its equivalent.	40 No's	
	Pen drives - 32GB Sony/Sandisk or its equivalent.	40 No's	
58	calculators 12 digits 2 power citizen, Casio or its equivalent	40 No's	
59	Gum bottles /Tubes 25ml/50ml Camlin or its equivalent	Each 25No's	
60	Steel jali Dustbins 7"X10" 5lits	50No's	
61	Pens Cello/ Reynolds or its Equivalent (Pkt of 10 No's) (Blue and Red)	Each 75pkts	
62	Hard Disk's 500GB WD/ Sony of branded make or its equivalent	15 No's	
63	Hard Disk's 1TB WD/ Sony of branded make or its equivalent	20 No's	
64	Pin box Magnetic plastic Holders.	70 No's	
65	Paper weight Different shapes (Glass)	100 No's	
66	Room Fresheners. Premium/Magnum or its equivalent 125gms	100 No's	
67	Pen Holder	50 No's	
68	Table Pads (Card board) 16"X24" inches	25 No's	
69	Colin Glass Cleaners -250ML	20 No's	
	Colin Glass Cleaners -500ML	20 No's	

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf.

Certified that I have attached the sample of the * marked items mentioned above along with the technical bid.

Date: _____

Signature & Seal of the Firm

Email: _____

Place: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

S No.	Particulars(Stationery 2016-17)	Quantity	Unit Price	Total Amount (Incl Taxes)
1*	High Lighters (1Pkt /5No's) Fiber-Castell, Camlin or its equivalent	80 Packets		
2	Tape dispenses 1" & ½" Cello tape.	10 No's		
3*	Gem clips (1X10 Box) 26 mm, Color Aristo , Camlin or its equivalent	200 Boxes		
4*	Pokers with plastic handle	50 No's		
5	White Board Marker Pens (1X10 box) Camlin or its equivalent	50 Boxes		
6	Permanent Marker Pens (Thin) (Luxor/Reynolds) (1 Pkt of 5 No's) Color blue& black (1X5 No's)	150 Boxes		
7	Permanent Marker Pens (Thick) (Luxor/Reynolds) (1 box of 10 No's) Color blue& black (1X10 No's)	150 Boxes		
8*	Simple Cutters - 9mm (snap off cutter) or its equivalent	75 No's		
9	Glue Sticks Box of 24 pieces in 1 box.(1X24) 15gms Fevistik or its equivalent	10 Boxes		
10	Glue Sticks Box of 24 pieces in 1 box.(1X24) 30gms Fevistik or its equivalent	10 Boxes		
11	DVD's with covers (Frontech/Sony) or its equivalent	300 No's		
12	CDs with covers (Frontech/ Sony) or its equivalent	500 No's		
13	HB Pencils(box/10No's) Camlin, Apsara, or its equivalent	200 Boxes		
14	6B Pencils(box/10No's) Camlin, Apsara, or its equivalent	200 Boxes		
15	Erasers (Box of 20 Pieces) Apsara, Natraj or its equivalent	100 No's		
16	Sharpeners (Box of 20 Pieces) Apsara, Natraj or its equivalent	200 No's		
17*	Colour Xerox Paper A4 Size paper 80gsm (ream) Modi/Spectrum /JK Sparkle or its equivalent Color:- Pink, Green, Blue, Yellow.	70 Reams		
18*	Xerox Papers A3 Size paper 80 GSM Modi/Spectrum /JK Sparkle or its equivalent	6 reams		
19*	Xerox Paper A4 Size paper 80gsm (ream) Modi/Spectrum /JK Sparkle or its equivalent	700 reams		
20*	Cello Tape all colours 1"	101No's		
21*	Cello Tape all colours 2"	91No's		
22*	Cello Tape 1"	151No's		
23*	Cello Tape 2"	111No's		
24*	Binder Clips Different Sizes.	11kts		
25*	Dusting Cloth Yellow and white.	500 No's		
26*	File Binders	2500 No's		
27*	White Paper legal Size or Equivalent Modi/Spectrum /JK Sparkle or its equivalent	10 Reams		
28	Mouse Logitech/ Dell etc.	2 No's		
29*	Note books 200 pages (Classmate or equivalent)	50 No's		
30*	File Pads	300 No's		
31*	File Covers with printing (5 Colors) Blue, Green, Red, Orange, Yellow etc.	2500 No's		
32*	File Tags (1X20)	100 Bundles		
33	Drinking Water Bottles (Plastic) 1lit Tupperware or its equivalent	100 No's		
34*	Plastic Scales small – 15cms Camlin or its equivalent	50 No's		
35*	Plastic Scales - 30cm Camlin or its equivalent	150 No's		
36*	Steel Scales - 30cms Camlin or its equivalent	70 No's		
37	White Board duster.	10 No's		
38	Stapler Machine small-size No.10 Kangaro or its equivalent & Size :45	250 No's		
39	Stapler Machine Big -size (24X6-1m) Kangaro or its equivalent	5 No's		

40	Stapler Pins no.10 1000 staples (1x20) Kangaro or its equivalent	200 No's		
41	Stapler Pins no.24/6-1m 1000 staples (20x50) Kangaro or its equivalent	20 No's		
42*	Square Ruled Paper	5000 Sheets		
43*	Ruled Paper	5000 Sheets		
44	Punching machine single hole Heavy Duty DP 700 & DP 800 Kangaro or its equivalent	50 No's		
45	Punching machine double hole Heavy Duty Kangaro or its equivalent	50 No's		
46	sketch pens	80 Packets		
47	Stamp pads 52mm x 95mm, Kings or its equivalent	30 No's		
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49	correcting pens calming/Bambalio or its equivalent	100 No's		
50*	Register 100pages	200 No's		
51*	Register 200pages	200 No's		
52*	Register 300pages	100 No's		
53*	Register 400pages	100No's		
54*	Register 500pages	100 No's		
55	Sigma Box Files Model No 1502	150 No's		
56	Box files - AJS 2435	250 No's		
	SRS 9825	100 No's		
	SNS 7825	100 No's		
57	Pen drives - 16GB Sony/Sandisk or its equivalent.	40 No's		
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58	calculators 12 digits 2 power citizen, Casio or its equivalent	40 No's		
59	Gum bottles /Tubes 25ml/50ml Camlin or its equivalent	Each 25No's		
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64	Pin box Magnetic plastic Holders.	70 No's		
65	Paper weight Different shapes (Glass)	100 No's		
66	Room Fresheners. Premium/Magnum or its equivalent 125gms	100 No's		
67	Pen Holder	50 No's		
68	Table Pads (Card board) 16"X24" inches	25 No's		
69	Colin Glass Cleaners -250ML	20 No's		
	Colin Glass Cleaners -500ML	20 No's		

Note:

- 1) Items should be delivered at IIMR, Rajendranagar, Hyderabad -500030.
- 2) Sales tax/VAT should be indicated clearly, if any.
- 3) Prices should be quoted only in Indian rupees.
- 4) No other conditions of the firm will be accepted to us.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of IIMR.

Signature of authorised official
(with seal and stamp)

Place: _____

Name: _____

Date: _____

Designation: _____

Check list

Minimum requirements to be checked at the time of opening technical proposal by the committee.

1	Enquiry/Tender fees DDNO. Dt:	Y/N	Page No
2	EMD DD.No. Dt: (If availing NSIC exemption, Pl. provide Certificate)	Y/N	
3	Validity of the quotation :90 Days	Y/N	
4	Delivery period :30 days from the receipt of order	Y/N	
5	Original Tender form must be submitted duly signed and Stamped on each page	Y/N	
6	One supplier one Quotation only	Y/N	
7	Tax Identification Number copy of the firm (Self attested copy to be attached)	Y/N	
8	Copy of the PAN (Self attested copy to be attached)		
9	Price Quote must be in the format enclosed Annexure-II	Y/N	
10	Turn over should equal to or more than ₹ 20,00,000/- in any of the three years out of last five years-Copy must be enclosed. (copy of Annual Accounts/ Balance sheet Certified by CA or self attested must be enclosed as proof) 2014-2015 : Rs. _____ 2013-2014 : Rs. _____ 2012-2013 : Rs. _____ 2011-2012 : Rs. _____ 2010-2011 : Rs. _____	Y/N	
11	Any refusal or Non- supply of previous order. In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N	

Note:- If the firms don't enclose the related documents in support to this checklist, the tender will be rejected at preliminary stage.

I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

Date:

Place:

Signature of the bidder

Name:- _____

Seal and stamp:- _____

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. Payments will be made by RTGS/electronically within 30 days only on receipt of the stores in good condition. RTGS details may be submitted with the tender/enquiry/quotation.(Financial Bid)
3. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR (DSR) premises.
4. The sales tax etc., should be clearly indicated separately wherever chargeable.
5. The acceptance of the quotation will rest solely with the Director, IIMR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
6. Time is the essence of the order as our requirements are connected with time targeted research programmes. The date of delivery should be adhered to. Otherwise liquidated damages @ 2% per week subjected to maximum of 10% of the order value will be levied as per ICAR/Government of India Rules from time to time. We are not taking parts supply normally, however Part supplies may be accepted with the approval of the competent authority, if required. In case of non-supply of order, EMD, will be forfeited and suitable penal action will be taken against the firm.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. The consignment has to be supplied in 30 days time from the receipt of supply order.
9. The quantities are approximate, it may vary up to 30% you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
10. The bidders are advised to read all the instructions contained in the tender document carefully.
11. All the documents required as per terms & conditions of the bid document should be page numbered and duly signed with seal by the Authorized Signatory. A certificate to this effect must be filled up and signed with seal as enclosed with the tender document.
12. Overwriting & Correction(S) should be attested properly incomplete & unsigned bids will not considered.
13. The bids received after the due date & time will be rejected out rightly. This office will not be held responsible for any postal delay.
14. Any disputes arising out of this order will be subject to the Jurisdiction of RangaReddy district.

Administrative Officer