

INDIA ISLAMIC CULTURAL CENTRE

87-88, Lodhi Road, Delhi-110003.

30.10.2024

TENDER NO.: IICC/PUR/ST.1/2024-25

TENDER FOR SUPPLY OF STATIONERY MATERIAL UNDER RATE LIST AGREEMENT

Tender is invited in two bid systems (i) Technical Bid (ii) Financial Bid from reputed agencies and suppliers having proven track record in supplying Stationery material to Government Departments / Institutions / Universities / Autonomous Bodies/Reputed Organisations, etc. with minimum 03 years' experience in relevant field. For more details please visit our web site: www.iiccentre.com . Last date for bidding 05.00 pm on 05-11-2024, EMD Amount Rs. 5,000/-, Date of Opening of Tender Documents on 06-11-2024.

Tender to be submitted in sealed envelopes at Centre's Registered Office-87-88, Lodhi Road, Delhi-110003, email id: nsharma.gmiicc23@gmail.com, phone no. 011-43535350.

Secretary, IICC

Tender No.: IICC/PUR/ST.1/2024-25

Notice Inviting Tenders

Sub.: Quarterly Rate List Agreement for Purchase of Stationery Items.

IICC intends to enter in to quarterly rate list agreement for a period of three months from the date of finalization of agreement for procurement of "Stationery Items" for use in IICC on the following **terms and conditions**:

- 1. Submission of Bid:** The bid should be submitted in sealed envelopes up to 05.11.2024 (1700 hrs.) at registered office of IICC, containing following:
 - i) EMD of Rs.5,000/- through DD in the name of **India Islamic Cultural Centre, Payable at Delhi.**
 - ii) Bidder shall submit scanned copies of PAN Card, Adhaar Card, GST No., Address Proof of business
 - iii) Minimum three years' experience in supplying of such material to Government Departments / Institutions / Universities / Autonomous Bodies/Reputed Organisations, etc.
- 2. Opening of Bid** on 06.11.2024
- 3. Bid Evaluation:** Duly filled Price Bid shall be evaluated on lowest tender basis
4. The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid
5. The financial bids of technically qualified bidders only will be opened on the same day of opening of technical bid.
- 6. Tender Submission process**

Interested bidder may submit their quotes in two bid system
(i) Technical bid & (ii) Financial bid by giving all the necessary documents

GENERAL TERMS AND CONDITIONS:

7. The bid is liable to be rejected if the EMD not accompanied with the Technical Bid.
8. The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest shall be paid by the IICC on the EMD.
9. The EMD of successful bidders shall be retained as security deposit and released after successful completion of agreement. No interest will be paid on EMD amount.
10. IICC reserves the right to accept / reject and to annul the bidding process of any or all bids at any

- time prior to agreement without thereby incurring any liability to the affected bidders.
11. The tender will be appraised by committee formed by IICC.
 12. The lowest tender will be decided based on the total rate of the all items taken together and not item wise.
 13. **Delivery Schedule:** Purchase order shall be issued on Monthly basis or as per requirement and the firm shall ensure delivery of material within 3 days from the date of placement of each purchase order.
 14. **Payment:** payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally payment will be made within fifteen working days after the supply is made.
 15. **Delayed delivery & Compensation for delay:**
If the delivery of material/goods in full and in good condition is not completed for whatsoever reason within the stipulated period, an amount @1% (one percent of the undelivered material) would be deducted from the payment due to supplier for each week or part thereof, subject to the maximum of 10% (ten percent of the undelivered material). In case, short supply in all respect is delayed beyond 10 days of scheduled delivery period in that case EMD shall also be forfeited without any notice.
In case of any defects and material is not found to be as per specification, the same shall be made good/replaced by the concerned firm as per the instructions of Consignee failing which it will attract action as above.
 16. The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.
 17. The material shall be of the best quality and as per specification demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by IICC. The decision of IICC shall be final and binding on the Supplier.
 18. As 100% inspection of the commodities is not possible or practical at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the IICC.
 19. The Rate List Agreement will be initially for a period of Three Months from the date of agreement.
 20. Stationery material sample of L-1 bidder will be deposited at stores & Purchase department for feature reference.
 21. The IICC reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.
 22. The IICC reserves the right to increase/decrease the quantity at the time of placing the order.

.....We agree to all terms and conditions as mentioned above.

**Name, Designation & Signature of the bidder
with the seal**

INDIA ISLAMIC CULTURAL CENTRE

87-88, Lodhi Road, Delhi-110052.

TECHNICAL BID

Name and address of the bidder:

1. Name of the bidder

a) Full postal address

b) Full address of the business

c) Telephone No.

d) Mobile No.

2. Past supply details for 3 years (major orders only)

3. Approx. Quantity for Stationery Items for Three Months

| <u>S.No.</u> | <u>Items</u> | <u>Qty. for 3 Months</u> | <u>Unit</u> | <u>Make/Brand</u> |
|--------------|---------------------------------------|--------------------------|---------------|-------------------|
| <u>1</u> | <u>BINDER CLIP 32MM</u> | <u>3</u> | <u>Box</u> | |
| <u>2</u> | <u>BINDER CLIP 41MM</u> | <u>3</u> | <u>Box</u> | |
| <u>3</u> | <u>CALCULATOR CITIZEN 555</u> | <u>4</u> | <u>Nos</u> | |
| <u>4</u> | <u>CARBON PAPER</u> | <u>1</u> | <u>Box</u> | |
| <u>5</u> | <u>CASH MEMO</u> | <u>5</u> | <u>Pad</u> | |
| <u>6</u> | <u>CELLO TAPE 1"</u> | <u>30</u> | <u>Roll</u> | |
| <u>7</u> | <u>CLOTH FILE</u> | <u>15</u> | <u>Nos</u> | |
| <u>8</u> | <u>COBRA FILE</u> | <u>120</u> | <u>Nos</u> | |
| <u>9</u> | <u>CUTTER BIG SIZE</u> | <u>12</u> | <u>Nos</u> | |
| <u>10</u> | <u>CUTTER SMALL SIZE</u> | <u>12</u> | <u>Nos</u> | |
| <u>11</u> | <u>DUMPER (THUMP PAD)</u> | <u>6</u> | <u>Nos</u> | |
| <u>12</u> | <u>ENVELOPE 9*4 WHITE</u> | <u>5</u> | <u>Box</u> | |
| <u>13</u> | <u>ENVELOPE A-3 SIZE</u> | <u>1</u> | <u>Pkt</u> | |
| <u>14</u> | <u>ENVELOPE A-4 SIZE Yellow</u> | <u>6</u> | <u>Pkt</u> | |
| <u>15</u> | <u>ERASER</u> | <u>5</u> | <u>Nos</u> | |
| <u>16</u> | <u>FEVI STICK</u> | <u>36</u> | <u>Nos</u> | |
| <u>17</u> | <u>FOLDER BUTTON TYPE</u> | <u>20</u> | <u>Nos</u> | |
| <u>18</u> | <u>GUTKA PAD</u> | <u>12</u> | <u>Pad</u> | |
| <u>19</u> | <u>HIGHLIGHTER</u> | <u>15</u> | <u>Nos</u> | |
| <u>20</u> | <u>INDEX FILE</u> | <u>90</u> | <u>Nos</u> | |
| <u>21</u> | <u>INK BLUE</u> | <u>2</u> | <u>BOTTEL</u> | |
| <u>22</u> | <u>INWORD REGISTER</u> | <u>2</u> | <u>Nos</u> | |
| <u>23</u> | <u>KEY RING</u> | <u>2</u> | <u>Box</u> | |
| <u>24</u> | <u>MARKER PERMANENT BOLD TYPE</u> | <u>18</u> | <u>Nos</u> | |
| <u>25</u> | <u>MARKER PERMANENT PEN TYPE</u> | <u>24</u> | <u>Nos</u> | |

| | | | |
|-----------|--------------------------------------|------------|-------------|
| <u>26</u> | <u>MARKER WHITE BOARD</u> | <u>6</u> | <u>Nos</u> |
| <u>27</u> | <u>MEASUREMENT BOOK</u> | <u>18</u> | <u>Nos</u> |
| <u>28</u> | <u>PAD FLAG PAD</u> | <u>6</u> | <u>Pad</u> |
| <u>29</u> | <u>PAD GREEN NOTE PAD</u> | <u>30</u> | <u>Pad</u> |
| <u>30</u> | <u>PASTING PAPER A-4 SIZE</u> | <u>3</u> | <u>Pad</u> |
| <u>31</u> | <u>PASTING Lable 36 & 65 No.</u> | <u>4</u> | <u>Pad</u> |
| <u>32</u> | <u>PEN CELLO GEL</u> | <u>40</u> | <u>Nos</u> |
| <u>33</u> | <u>PEN CORRECTION</u> | <u>20</u> | <u>Nos</u> |
| <u>34</u> | <u>PEN FLAIR</u> | <u>150</u> | <u>Nos</u> |
| <u>35</u> | <u>PEN STAND</u> | <u>2</u> | <u>Nos</u> |
| <u>36</u> | <u>PEN U/T DOOMS</u> | <u>150</u> | <u>Nos</u> |
| <u>37</u> | <u>PENCIL APSARA</u> | <u>150</u> | <u>Nos</u> |
| <u>38</u> | <u>POSTED PAD</u> | <u>6</u> | <u>Pad</u> |
| <u>39</u> | <u>PUNCHING MACHINE</u> | <u>2</u> | <u>Nos</u> |
| | <u>DOUBLE HOLE TP600</u> | | |
| <u>40</u> | <u>PUNCHING MACHINE SINGLE HOLE</u> | <u>5</u> | <u>Nos</u> |
| <u>41</u> | <u>REFILL FLAIR PEN</u> | <u>50</u> | <u>Nos</u> |
| <u>42</u> | <u>REGISTER 192 PAGE</u> | <u>12</u> | <u>Nos</u> |
| <u>43</u> | <u>REGISTER 240 PAGE</u> | <u>6</u> | <u>Nos</u> |
| <u>44</u> | <u>REGISTER 480 PAGE</u> | <u>3</u> | <u>Nos</u> |
| <u>45</u> | <u>REGISTER 96 PAGE</u> | <u>30</u> | <u>Nos</u> |
| <u>46</u> | <u>RING BINDER FILE</u> | <u>30</u> | <u>Nos</u> |
| <u>47</u> | <u>RUBBER BEND</u> | <u>1</u> | <u>KG</u> |
| <u>48</u> | <u>SCISSOR MEDIUM SIZE</u> | <u>5</u> | <u>Nos</u> |
| <u>49</u> | <u>SHARPNER</u> | <u>5</u> | <u>Nos</u> |
| <u>50</u> | <u>STAPLER LARGE HP45</u> | <u>3</u> | <u>Nos</u> |
| <u>51</u> | <u>STAPLER PIN 10D</u> | <u>60</u> | <u>Nos</u> |
| <u>52</u> | <u>STAPLER PIN BIG SIZE 24/6</u> | <u>24</u> | <u>Nos</u> |
| <u>53</u> | <u>TAPE BROWN 2"</u> | <u>20</u> | <u>Roll</u> |
| <u>54</u> | <u>TAPE MASKING TAPE 2"</u> | <u>36</u> | <u>Roll</u> |
| <u>55</u> | <u>TEG FILE</u> | <u>360</u> | <u>Nos</u> |
| <u>56</u> | <u>THUMP PIN</u> | <u>3</u> | <u>Box</u> |
| <u>57</u> | <u>TRANSPERENT FOLDER A-4 SOLO</u> | <u>36</u> | <u>Pkt</u> |
| <u>58</u> | <u>U-CLIP</u> | <u>2</u> | <u>Box</u> |
| <u>59</u> | <u>VISITOR BOOK</u> | <u>2</u> | <u>Nos</u> |
| <u>60</u> | <u>VISITOR REGISTER</u> | <u>2</u> | <u>Nos</u> |
| <u>61</u> | <u>WRITING PAD 33</u> | <u>18</u> | <u>Pad</u> |
| <u>62</u> | <u>WRITING PAD 44</u> | <u>18</u> | <u>Pad</u> |
| <u>63</u> | <u>ZEROX PAPER A-3 JK COPIER</u> | <u>1</u> | <u>RIM</u> |
| <u>64</u> | <u>ZEROX PAPER A-4 JK COPIER</u> | <u>50</u> | <u>RIM</u> |
| <u>65</u> | <u>ZEROX PAPER A-5 JK COPIER</u> | <u>2</u> | <u>RIM</u> |
| <u>66</u> | <u>ZEROX PAPER FS JK COPIER</u> | <u>2</u> | <u>RIM</u> |

INDIA ISLAMIC CULTURAL CENTRE

87-88, Lodhi Road, Delhi-110052.

FINANCIAL BID
STATIONERY ITEMS RATE LIST AGREEMENT

| S.No. | Item | 3 Months Qty. | Unit | Make | Rate | GST |
|--------------|----------------------------|----------------------|-------------|---------------|-------------------------|------------|
| | | | | /Brand | Without GST Rate | |
| 1 | BINDER CLIP 32MM | | 3 | Box | | |
| 2 | BINDER CLIP 41MM | | 3 | Box | | |
| 3 | CALCULATOR CITIZEN 555 | | 4 | Nos | | |
| 4 | CARBON PAPER | | 1 | Box | | |
| 5 | CASH MEMO | | 5 | Pad | | |
| 6 | CELLO TAPE 1" | | 30 | Roll | | |
| 7 | CLOTH FILE | | 15 | Nos | | |
| 8 | COBRA FILE | | 120 | Nos | | |
| 9 | CUTTER BIG SIZE | | 12 | Nos | | |
| 10 | CUTTER SMALL SIZE | | 12 | Nos | | |
| 11 | DUMPER (THUMP PAD) | | 6 | Nos | | |
| 12 | ENVELOPE 9*4 WHITE | | 5 | Box | | |
| 13 | ENVELOPE A-3 SIZE | | 1 | Pkt | | |
| 14 | ENVELOPE A-4 SIZE Yellow | | 6 | Pkt | | |
| 15 | ERASER | | 5 | Nos | | |
| 16 | FEVI STICK | | 36 | Nos | | |
| 17 | FOLDER BUTTON TYPE | | 20 | Nos | | |
| 18 | GUTKA PAD | | 12 | Pad | | |
| 19 | HIGHLIGHTER | | 15 | Nos | | |
| 20 | INDEX FILE | | 90 | Nos | | |
| 21 | INK BLUE | | 2 | BOTTEL | | |
| 22 | INWORD REGISTER | | 2 | Nos | | |
| 23 | KEY RING | | 2 | Box | | |
| 24 | MARKER PERMANENT BOLD TYPE | | 18 | Nos | | |
| 25 | MARKER PERMANENT PEN TYPE | | 24 | Nos | | |
| 26 | MARKER WHITE BOARD | | 6 | Nos | | |
| 27 | MEASUREMENT BOOK | | 18 | Nos | | |
| 28 | PAD FLAG PAD | | 6 | Pad | | |
| 29 | PAD GREEN NOTE PAD | | 30 | Pad | | |
| 30 | PASTING PAPER A-4 SIZE | | 3 | Pad | | |
| 31 | PASTING Lable 36 & 65 No. | | 4 | Pad | | |

| | | | |
|----|---------------------------------------|-----|------|
| 32 | PEN CELLO GEL | 40 | Nos |
| 33 | PEN CORRECTION | 20 | Nos |
| 34 | PEN FLAIR | 150 | Nos |
| 35 | PEN STAND | 2 | Nos |
| 36 | PEN U/T DOOMS | 150 | Nos |
| 37 | PENCIL APSARA | 150 | Nos |
| 38 | POSTED PAD | 6 | Pad |
| 39 | PUNCHING MACHINE DOUBLE HOLE TP600 | 2 | Nos |
| 40 | PUNCHING MACHINE SINGLE HOLE | 5 | Nos |
| 41 | REFILL FLAIR PEN | 50 | Nos |
| 42 | REGISTER 192 PAGE | 12 | Nos |
| 43 | REGISTER 240 PAGE | 6 | Nos |
| 44 | REGISTER 480 PAGE | 3 | Nos |
| 45 | REGISTER 96 PAGE | 30 | Nos |
| 46 | RING BINDER FILE | 30 | Nos |
| 47 | RUBBER BEND | 1 | KG |
| 48 | SCISSOR MEDIUM SIZE | 5 | Nos |
| 49 | SHARPNER | 5 | Nos |
| 50 | STAPLER LARGE HP45 | 3 | Nos |
| 51 | STAPLER PIN 10D | 60 | Nos |
| 52 | STAPLER PIN BIG SIZE 24/6 | 24 | Nos |
| 53 | TAPE BROWN 2" | 20 | Roll |
| 54 | TAPE MASKING TAPE 2" | 36 | Roll |
| 55 | TEG FILE | 360 | Nos |
| 56 | THUMP PIN | 3 | Box |
| 57 | TRANSPARENT FOLDER A-4 SOLO | 36 | Pkt |
| 58 | U-CLIP | 2 | Box |
| 59 | VISITOR BOOK | 2 | Nos |
| 60 | VISITOR REGISTER | 2 | Nos |
| 61 | WRITING PAD 33 | 18 | Pad |
| 62 | WRITING PAD 44 | 18 | Pad |
| 63 | ZEROX PAPER A-3 JK COPIER | 1 | RIM |
| 64 | ZEROX PAPER A-4 JK COPIER | 50 | RIM |
| 65 | ZEROX PAPER A-5 JK COPIER | 2 | RIM |
| 66 | ZEROX PAPER FS JK COPIER | 2 | RIM |