



भारतीय प्रबंधन संस्थान मुंबई

(शिक्षा मंत्रालय, भारत सरकार)

विहार सरोवर मार्ग, पवई, पी.ओ. आईआईएम मुंबई, मुंबई-400087 दूरभाष:(022) 2857 3371

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INDIAN INSTITUTE OF MANAGEMENT MUMBAI

(MINISTRY OF EDUCATION, GOVERNMENT OF INDIA)

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सामान्य क्रय सेवा कक्ष(सीपीएससी)/COMMON PURCHASING SERVICE CELL(CPSC)

इन्क्वायरी सं./Enquiry No.: CPSC/P&S/2024-25/01

दिनांक/Date: 05/04/2024

प्रिय महोदय/Dear Sirs,

विषय/Subject: **TENDER THROUGH CPP PORTAL FOR ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS FOR THE YEAR 2024-25**

BY COURIER

DUE DATE: 18/04/2024 UPTO 11.00AM

संस्थान द्वारा निम्नलिखित भंडारण अपेक्षित हैं एवं पीछे दी गई शर्तों एवं नियमों के अनुसार प्रत्येक मद के सामने कीमत कोट करने का अनुरोध है। करों के लिये छपी हुई शर्तें स्वीकार नहीं की जायेंगी। करों की दर स्पष्ट रूप से उल्लिखित की जाये अन्यथा कोटेशन करों सहित समझी जायेंगी।

The following stores are required by this Institute, and you are requested to quote the price against each item as per terms and conditions mentioned overleaf. Printed clause for taxes will not be accepted Rate of Taxes must be clearly mentioned otherwise quotations will be deemed as INCLUSIVE OF TAXES.

TENDER THROUGH CPP PORTAL FOR ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY ITEMS FOR THE YEAR 2024-25

अ.क्र. / Sr. No.	विवरण/Particulars	मात्रा / Qty.	दर / Rate	प्रति / Per	कर / Tax
1.	Annual Rate Contract for Supply Stationery Items as per attached list: The rates should be inclusive of all Taxes/Vat & free delivery at IIM Mumbai – 400 087. Items will be purchased as and when required during the year.	Approx. yearly quantity mentioned in remarks column			
The rate contract shall remain valid for 12 months from the date of award of work.					
– GST/Taxes, if any, should be mentioned separately/GST Number should be mentioned. – Sample of the items available with Deputy Registrar I/c. (Stores) can be seen between 9.30 AM to 4.30 PM on all working days					
<ul style="list-style-type: none">• An EMD of Rs.10,000/- (Rupees Ten Thousand only) by way of ONLINE PAYMENT ONLY in favour of 'IIM Mumbai' must be accompanied along with the quotation, failing which the quotation will be rejected. If inferior quality of material is supplied by the selected Supplier, the EMD shall be forfeited and no correspondence in this regard shall be entertained. For exemption EMD, the Vendor uploads Udhog Adhar Certificate.• The Vendor should have experience of 3 years with Govt. Organization/Institute.• Vendor to give name, address and phone/cell No. of Contact person.• Quotation/ Bid to be submitted through ONLINE portal https://eprocure.gov.in/eprocure/app before due date.• Incomplete/incorrect Quotation will be rejected summarily.• The Institute reserves the right to reject any/all quotations without assigning any reason whatsoever.• The Supplier should have a shop/registered office in Mumbai (enclosed Shop Establishment Certificate).					

भवदीय/ Yours faithfully,

अधीक्षक/SUPDT. (CPSC)



कृ.पृ.उ./P.T.O.

निबंधन और शर्तें / TERMS AND CONDITIONS

- 1) हमारे विहार सरोवर के संस्थान के परिसर में मुफ्त भेजने के लिए सरकारी दरों को छोड़कर अपनी न्यूनतम दरें कोट करें।
Please quote your lowest rates exclusive of Government Taxes, for free delivery at our INSTITUTE's PREMISES at Vihar Lake.
- 2) यदि आप दर(कोट) भेजने में असमर्थ है तो कृपया अपने हित में खेद उत्तर भेजें। इससे यह सुनिश्चित होगा कि आप द्वारा इन्क्वायरी प्राप्त हो गई है।
In case you are unable to quote please send regret reply in your own interest. This will ensure that enquiry is received by you.
- 3) हमारे निर्यात लायसेंस के अनुरूप अग्रेषित डिलिवरी आधार पर मदें भेजने हेतु, आपकी कोटेशन मूल के एफओबी देश के आधार पर हो।
For items on forward delivery basis against our import License, your quotation should be on the basis of F.O.B. country of origin.
- 4) यदि अतिरिक्त करों की दर हों तो कृपया विशेष रूप में उल्लेख किया जाए।
Rate of Taxes, if extra, should be specifically mentioned.
- 5) आईआईएम मुंबई, विहार सरोवर, मुंबई - 400 087 को डिलिवरी अपेक्षित है।
Delivery is required IIM Mumbai, VIHAR LAKE, MUMBAI - 400 087.
- 6) कोटेशन को दिनांक 18/04/2024 तक सुबह 11.00 बजे या उससे पहले ऑनलाइन माध्यम से अपलोड किया जाना है।
Quotation/Bid to be uploaded through ONLINE on or before 11.00 AM. on 18/04/2024.
- 7) आप की कोटेशन निविदा प्रस्तुत करने की तारीख से 90 दिनों तक वैध रहेगी तथा कोट आप पर बंधित रहेगी।
Your quotations should be valid for 90 days from the date of submission of the tender and will be binding on you for the rate quoted.
- 8) आपके कोटेशन में विनिर्दिष्ट डिलिवरी अवधि का उल्लेख किया जाये। यदि इसका उल्लेख नहीं किया गया तो इसे पूर्व-स्टॉक के रूप में लिया जायेगा।
Specific delivery period should be mentioned in your quotation and if the same is not mentioned in your quotation and if the same is not mentioned it will be taken as Ex-stock.
- 9) नाजुक एवं नुकसान होने को संभावना वाले सामानों को ठीक से पैक किया जाए एवं हमारे संस्थान को भजा जाये एवं उनके टूटने या खराब होने पर उनको आप द्वारा मुफ्त में बदला जाए या मरम्मत की जाए।
Fragile articles and those likely to be damaged will have to be suitable packed and delivered to our Institute and in the event of breakages and damages, same will have to be replaced or repaired by you at free of cost.
- 10) यदि उपर लिखित कोई भी भंडारण पहले से डीजीएस एण्ड डी दर ठेके के तहत है तो भारत सरकार द्वारा प्रायोजित शैक्षणिक अनुसंधान संस्थान होने के नाते आपसे ठेके दर के लाभ को देने का अनुरोध है।
If any of the stores mentioned above are already under DGS&D rate contract, you are requested to give us the advantages of the contract rates as this is an Educational and Research Institute sponsored by Government of India.
- 11) कोटेशन खोलते वक्त फर्म अपने प्रतिनिधियों को भेज सकती है लेकिन उन्हें सिर्फ सूचित किया जायेगा कि उनकी कोटेशन प्राप्त हो गयीं एवं उन्हें शामिल किया गया है या नहीं।
Firms may send their representatives at the time of opening the quotation, but they will only be informed their quotations have been received and included or not.
- 12) दरें विनिर्दिष्ट युनिटों में ही हो अन्यथा कोटेशन को अनदेखा कर दिया जायेगा।
Rates must be in the units specified otherwise quotation will be ignored.
- 13) यदि कोई कर हो तो उन्हें मूल कीमत/दरों एवं विक्रय कर सं. सहित अलग से दर्शाया जाए।
Taxes, if any should be separately indicated along with basic price/rates and Sales Tax No.
- 14) दरें अक्षरों एवं अंकों में दर्शायी जायें एवं किन्हीं संशोधनों के मामले में इसे पूरे हस्ताक्षरोंसहित अनुप्रमाणित किया जाए। अन्यथा इसे रद्द कर दिया जायेगा।
Rates should be indicated in words and figures and in case of any corrections this should be attested with full signatures otherwise it is liable to be rejected.
- 15) कोटेशन मोहरबन्द/टेम्परप्रूफ हो।
Quotations must be sealed / Tamperproof.

XXXXX

Enquiry No.: CPSC/P&S/2024-25/01		Date: 05/04/2024									
Annual Rate Contract for Supply of Office Stationery Items for the year 2024-25.											
Sl. No.	Items Description	Estimated required Qty.	Unit	MRP Rate(Rs.)	Quoted Price (Rs.)	GST (%)	GST Amt. (Rs.)	Total Amt. Without GST Rs.	Total Amt. With GST Rs.	Total Amt. in Words	
1	Battery - Duracell 9V Duraboc	200	Each								
2	Battery - Durocell AA size	500	Each								
3	Battery - Durocell AAA size	500	Each								
4	Battery Pencil Cell - Novino Gold	100	Each								
5	Binder Clip/Back Fold Clip (Pkt of 12 Pcs.) - 25 mm	100	Pkt.								
6	Binder Clip/Back Fold Clip (Pkt of 12 Pcs.) - 41 mm	100	Pkt.								
7	Box File plastic Acrylic Superior quality	500	Each								
8	Calculator Casio make HL-122L (MJ- 120D 12 Digit)	60	Each								
9	Calendar Desk Plastic Omega No.1715	50	Each								
10	Cello Tape 1" 72 yards Wonder all colour	200	Each								
11	Cello Tape 1" 72 yards Wonder Transparent	250	Each								
12	Cello Tape 2" 72 yards Wonder all colour	30	Each								
13	Computer Labels Nova jet A/4 size (Pkt of 100 sheets)	50	Pkt.								
14	Dust Bin Stainless Steel with hole in body 1' height	50	Each								
15	Eraser Apsara Non-Dust (Pkt. of 20 Nos.)	50	Pkt.								
16	Fevi Stick Super Glue - 15gm (Kores)	200	Each								
17	Muster Roll Register 2 Qr. printed on Sunbeam Ledger Paper	100	Each								
18	Noting sheet Sunbeam ledger paper full-scale 50 sheets pad	30	Pad								
19	Packing Tape 2" Brown colour (Wonder)	50	Each								
20	Paper U Clips Multi colour - 35mm (pkt. of 100) plastic coated	100	Pkt.								
21	Paper Cutter - Snap (Big Size)	60	Each								
22	Paper Tray Plastic (Set of four Tray)	50	Set								
23	Paper Weight Glass good quality	50	Each								
24	Paste it Pad - size: 3" x 3" single colour	100	Pad								
25	Paste it Pad - size: 3" x 4" Five Colour	100	Pad								
26	Pen Ball- Lexi 5	5000	Each								
27	Pen Correction(09 ml) - Pidilite	100	Each								
28	Pen Highlighter Marker (set of 5 Nos.)	20	Set								
29	Pen Marker Camlin permanent all colours	100	Each								
30	Pen Marker White Board - Raynolds	50	Set								
31	Pen Micro Tip Pilot Hi-Tec Point 5 Luxor	100	Each								
32	Pen Micro Tip Uniball	200	Each								
33	Pencil Apsara Platinum make (Pkt. of 10 Pencils)	500	Pkt.								
34	Peon Book ledger paper 2 Qrs. Size 8½" x 6½"	100	Each								
35	Petty Cash Book 3 Qr. Sunbeam ledger paper superior quality	12	Each								
36	Punch Machine Kangaro 480	60	Each								
37	Register Inward 8 Qr. Sunbeam ledger paper	12	Each								
38	Register Outward 8 Qr. Sunbeam ledger paper	12	Each								
39	Rubber Band Assorted colour Packet	100	Pkt.								
40	Ruled pad - size 11½" x 8½" 80 sheets - Sundram	500	Each								
41	Ruled pad - size 8½" x 5½" 80 sheets - Sundram	500	Each								
42	Ruled Register 3 Qr. Sunbeam ledger paper	60	Each								
43	Scale Plastic - 12" Omega	50	Each								
44	Scissor Stainless steel medium size - Fiskars make/ KENT 6"	60	Each								
45	Sharpener Plastic - Apsara make	60	Each								



46	Stapler Machine 24 x 6 - Kangaro HD-45	80	Each							
47	Stapler Machine- Kangaro-10	80	Each							
48	Stapler Pin- 24x 6 Kangaro	300	Pkt.							
49	Stapler Pin- No.10M - Kangaro	300	Pkt.							
50	Stock Register 4 Qr. Sunbeam ledger paper superior quality	24	Each							
51	Water Glass Top & Bottom (Coasters) (Set of 6 Nos.)	50	Set-							

[Handwritten signature]

