

TISS /ARC / Stat/2015-16/1

Application Form No: _____

Dated : _____

Price Rs. 1000.00

**Tender for Award of Annual Rate Contract
for
Supply of Stationery items/materials
to the
TATA INSTITUTE OF SOCIAL SCIENCES, Mumbai.**



NIT No. : TISS /ARC / Stat/2015-16/1

Issue Date : 11th March, 2016

Last Date of Submission : 28th March 2016 by 03:00 p.m.

Accredited suppliers of stationery are invited to send their financial bids for various items of stationery/cleaning materials and Cartridges BETWEEN 1st April, 2016 to 31st March 2017. Detailed requirements giving specifications and other information with terms and conditions and expected quantities to be procured during the period of ARC may be seen at our website: www.tiss.edu (Annexures A, B, & C).

TISS shall be free to reject any or all the bids received in response to this BID NOTICE and SHALL NOT GIVE ANY REASON FOR such rejection.

Bids accompanied with a non-refundable fee of Rs. 1000/- in the form of a bank draft payable to TISS, payable at Mumbai shall be received at the CASH counter latest by 3:00 p.m. on or before 28th March , 2016.

INSTRUCTIONS TO THE TENDERER/BIDDERS

The bidder / tenderer shall be required to produce/ submit alongwith the offer the following documents:

- 1 : Copies of Income Tax Returns of the firm for the last 3 years;
- 2 : A list of firms/clients whom the vendor has been serving for the last years with their addresses enabling TISS to make the required verification about the quality of goods supplied & other services;
- 3 : TIN Number of the establishment alongwith the Certificate issued by the competent authority.
- 4 : The bid shall be submitted for a good quality of stationery.
- 5 : Late bids shall not be entertained under any condition.
- 6 : No enquiry or a visitor asking for details about the material shall be entertained in TISS. Result of the bid i.e. short description of the selected bid will be displayed on the website of TISS within 7 days of opening of the tender bids.
- 7 : The price quoted shall be all inclusive and the delivery shall be free on destination i.e. TISS, Mumbai.
- 8 : TISS is not bound to accept either the lowest offer or any offer. Only the suitability and compatibility of the material required at the Institute shall be the criteria for selection of a price bid.
- 9 : All contracts/ orders for various materials shall contain force majeure clause.
- 10 : For settlement of disputes, if any, arising during a transaction, efforts shall be made to settle them amicably. In case it is decided to take recourse to legal action, jurisdiction of the courts of law shall be Mumbai.
- 11 : Efforts shall be made to make payment for the supplies made within 15 days of their execution / delivery at the Institute in good order.
- 12 : Payments shall be made by cheque / Demand draft and Cheques / DDs shall be sent to the vendors by registered post at their given address. This shall mean that no person / representative of the vendor shall be entertained in TISS office on this account.
- 13 : Advance payment shall be avoided as a matter of rule.
- 14 : The above conditions are acceptable to us.

Name of the Bidder/Tenderer

Seal

Date:

Signature

GUIDELINES TO THE TENDERER/BIDDERS

Tata Institute of Social Sciences (TISS), Mumbai (hereinafter referred to as the “Institute”) an Educational Institute of National Importance, invites sealed tenders (single bid system) for Award of Annual Rate Contract for Supply of Stationery items to the Institute from its Companies/Firms/Agencies, for one year from the date of award of contract which can be extendable for 1 more year if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for the items and strictly as per the instruction and terms & conditions mentioned in the tender document.

1. The tender document can be downloaded from the Institute website at URL Link: <http://www.tiss.edu> Bids may be submitted for aforesaid categories in three different envelopes. It may be noted that bidder for Stationery items should be ‘Actual Dealer of Stationery’ will be considered in respect of those bidders only who have specific authorization from reputed manufacturers. In case you are interested in undertaking the job and have the capacity and competence to supply the items, you may please submit your lowest quotation in a duly sealed envelope to the Section Officer, Office of Purchase and Stores, TISS, Mumbai. The sealed quotations should reach the Institute, latest by 28th March, 2016 by 03:00 p.m. and it will be opened on the next working day at 03:00 p.m. in the Meeting Room, Administrative Block of the Institute in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next working day at the same time.
2. The cover containing the quotation should be superscribed as: “Tender for Award of Annual Rate Contract for Supply of Stationery to TISS, Mumbai”.
3. A list of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily should be furnished with the tender as required in Annexure-II.
4. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.
5. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand only) which is refundable and a non-refundable tender fee of Rs. 1000/- (Rupees One Thousand Only) by way of demand draft only. The demand drafts shall be drawn in favor of TISS payable at Mumbai.
6. The EMD of the successful bidder shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This amount (Bid Security) will be converted into performance Security

money, if rate contract is awarded. Bid(s) received without demand drafts of EMD and tender fees shall be liable for rejection.

7. In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
8. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
9. The bidder must submit 'Sales Tax Certificate' and 'Income Tax Certificate' along with its bid documents.
10. Submission of tender will signify the acceptance of all terms and conditions of the contract as above.
11. It will not be obligatory for the Institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer.
12. The Institute reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

TERMS & CONDITIONS

The Contract shall be governed by the following terms and conditions:-

- a) The goods/items/stores should be supplied within 02 days or few hours from the date/time of issue of purchase order/supply order either through email or telephonically.
- b) The goods/items shall be delivered to TISS, Mumbai on Door Delivery basis. Unloading of goods / stores and delivery to store at above mentioned place shall be responsibility of the firm.
- c) The supplier will be liable to replace the rejected /damaged stores within 02 days or few hours (as per instructions of the Institute), failing which the legal action will be taken as deemed fit by the Institute.
- d) The tenderer must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality (supplied goods should be accepted by the Institute) as mentioned in the Tender Enquiry and in case goods of inferior quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L-2 quoting firm or market, and the difference in price would be recovered from L-1 supplier.
- e) The payment will be made by cheque or through ECS on receipt of pre-receipted bill.
- f) In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the Institute shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this Institute may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and performance security would be forfeited apart from taking other legal action by this Institute.
- g) Any dispute arising out of the contract shall be referred to Mumbai Jurisdiction only.
- h) The Institute reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof. Institute reserves the right to purchase those items that are not mentioned in Annexure, from any firm.
- i) The rates of the items shall be mentioned in figures and in words. There should not be any erasing or over-writing whatsoever.

- j) The contract may be placed with one or more than one firms depending upon rates and other factors viz lowest rates, superior quality of the products etc.
- k) The tenderer should keep their offers valid up to one year from the date of starting the Rate Contract period.
- l) The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this Institute.

ANNEXURE - B**PARTICULAR TO BE FURNISHED BY THE TENDERER/BIDDERS**

1.	Name of the Agency	:	
2.	Registered Address of the Agency	:	
3.	Name of the Proprietor of the Agency	:	
4.	Telephone Number	:	
5.	Mobile Number	:	
6.	Email ID	:	
7.	Details of Ministry/Department in which the Agency had worked earlier as mentioned in this Tender (if any):-		

Sl	Name of the Ministry/Department (Attach copy of Contract)	Year	Name/Contact no. of the Office of Client Ministry/Department

8.	PAN/TIN number of the agency	:	
9.	Whether 'Sales Tax Certificate' and 'Income Tax Certificate' attached: Yes/No	:	
10.	EMD's Draft number, Date and name of the Bank:	:	

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Name of the Bidder/Tenderer

Seal

Date:

Signature

ANNEXURE C**SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS**

SL	Description of items	Make & Size	UOM	EOQ	Rate/Head Inclusive of Taxes	Total Amount
1	Self Adhesive Transparent tape 1 Inch width	BA-WONDER-555 Self adhesive tape 55 micron guaranteed (1inch width)	Each	375		
2	Self Adhesive Transparent tape 2 Inch width	BA-WONDER-555 Self adhesive tape 55 micron guaranteed (2inch width)	Each	350		
3	BA-WONDER -555 Brown tape 1 Inch width	BA-WONDER-555 Brown Tape 55 micron guaranteed (1inch width)	Each	100		
4	BA-WONDER-555 Brown tape 2 Inch Width	BA-WONDER-555 Brown Tape 55 micron guaranteed (2inch width)	Each	200		
5	Field Work Journal	Field work journal (100 sheet)80gsm (size:22 x 28 cms) with TISS Name & Logo (As per	Book	500		
6	Brown envelops 9.5x4.5 -Small	Brown envelops 9.5 x 4.5 Inch plain Gemini make 75/80GSM	Each	650		
7	Brown envelops printed 12x8.5 Inch-A4	Gemini Make (12 x 8.5 Inch) 80 GSM with TISS Name & Logo (As per our sample)	Each	2500		
8	Envelope 9.5X4.5 Inch Window White	Window Envelope with printing of TISS Name & Logo (As per our sample)	Each	8300		
9	Envelope 9.5X4.5 Inch Without White	Plain Envelope with printing of TISS Name and Logo (As per sample)	Each	19620		
10	Clothline Envelope Printed Colour Green (10 x 12 Inch)-A4	Deluxe Quality Sonal cloth Green, (10 x 12 Inch) self adhesive with printing of TISS Name,Logo &	Each	8850		
11	Clothline Envelope Printed Colour Green (16 x 12)-A3	Deluxe Quality Sonal cloth Green, (16 x 12 Inch) self adhesive with printing TISS Name, Logo&	Each	4300		
12	FC Office File Printed (Cora Clips)	36LBS (Size: 26 x 141cms) (cora clip FILE Colour:- blue , pink, yellow , green, brown) with printing	Each	3500		
13	Box File (Big)	Original Kangaro clips,(size: 28 x 34 cms) Box file	Each	1560		
14	Spring File Box file	Sensor make Spring Lever File - No. 1222	Each	1500		
15	Folders with Flap printed (pocket folder)	Folders with Flap printed with with TISS Name, Logo& Address (As per our sample (36 x 24 cms) blue,	Each	7790		
16	Gem Clips	Soni Sharp 26 mm (Triangular Clips original) (100 Clips per Pkt)	Box	750		
17	Plastic Ruller	Camel plastic ruller 12"	No.	115		

SL	Description of items	Make & Size	UOM	EOQ	Rate/Head Inclusive of Taxes	Total Amount
18	Pencil	Apsara Gold (10 Nos per Box) with all free Gifts/Natraj Bold	Box	3030		
19	Pencil Eraser	Make Apsara/Natraj Bold	Each	255		
20	Pencil Sharpener	Natraj	Each	605		
21	Pin (Tachni)	Arjun make net wt.50g. (Silver plated pins)	Box	8		
22	Punch Machine (Original)	Kangaro 500 Make (2.2 mm) 8CM. Also for 7cm.& 9cm.	Each	60		
23	Registers Size: FC (100Pgs)	(72 sheets per 2Quire) (81/4 x13cms) make naina ledger page	Each	195		
24	Registers Size: FC (200Pgs)	(280 sheets per 4Quire) (81/4 x13cms) make naina ledger page	Each	160		
25	Small Stapler Machines	Kangaro make original HD - 10	Each	350		
26	Stapler Pins	No.10 ,Kangaro Make, original (1000 Pins per Pkt.) (20 Small Pkt. Per Box.)	Small Box	1450		
27	Big Stapler Machines	Kangaro HP 45 Make (Big stapler machine) original	Each	65		
28	Big Stapler Pins	Big stapler 24/6 pins make kangaro (1000staples 20 X50) original	Small Box	335		
29	Chalks (White)	Kores crayons chalk 140 sticks in a box-dustless.	Box	50		
30	Chalks (Colour)	Kores crayons chalk 140 sticks in a box-dustless	Box	35		
31	Bill Book	Bill Book (100 pgs With Srno (White+Pink+Yellow Copy) with TISS Logo, Name and Address) As	Each	50		
32	Requisition Book	Requisition book for Stationery (100 pgs with Srno (White +Yellow Copy)with TISS Name (As per	Each	50		
33	Post-it pad Colour Yellow	Highland -Self -Stick Removable Notes(Size76mm x 76mm) (100 sheet per pkt.)	Packet	170		
34	Post –it pad colour yellow	Highland -Self -Stick Removable Notes(Size50mm x 76mm) (100 sheet per pkt.)	Packet	120		
35	Post-it Brand-3M Colour Flags (Big)	Paste-it 3m (3 colours) (Size 75mmx25mmx150 Sheets)	Packet	120		

SL	Description of items	Make & Size	UOM	EOQ	Rate/Head Inclusive of Taxes	Total Amount
36	Post-it Brand-3M Colour Flags (Small)	Corporate brand/Music 555- small size (5 colours) (Size 25mmx44mm) 125sheets	Packet	70		
37	Ball pens	Lexi (JS) Jet Speed (Blue Colour)	No.	8000		
38	Ball pens	Lexi (JS) Jet Speed (Black Colour)	No.	200		
39	Ball pens	Lexi (JS) Jet Speed (Red Colour)	No.	100		
40	Ball pens	Use & throw pen of good quality (Blue & Black Colour)	No.	6500		
41	Rubber band	Vandana make assorted elastic rubber band net wt.45grams	Each	60		
42	Big Rubber band	Red colour (6 inch) with good quality	Kg	25		
43	Note Book 200 pages	Good quality- sundaram / Navneet	Each	275		
44	Conference Pad-1/8 (10 pgs)	With TISS Logo	Each	4000		
45	Scribling Pad 1/8-40 pgs	With TISS Logo	Each	2000		
46	Scribling Pad 1/6-40 pgs	With TISS Logo	Each	2000		
47	Ajanta Spiral Pad -No. 8 (40pgs)	With TISS Logo	Each	1000		
48	Letter Head – Small	Printed in Two Colours on 7.5”X8.5” size 100 gsm Natural shade paper	No.	40000		
49	Letter Head – A4 Size	Printed in Two Colours on A4 size 100 gsm Natural shade paper	No.	40000		
50	Continuation Sheet – A4 Size	Printed in Two Colours on A4 size 100 gsm Natural shade paper	No.	20000		
51	Noting Sheet – A4	70 GSM, (21 x29 ½ cms), -200 Sheets per 1 pkt- Big	No.	40000		
52	Noting Sheet – Small	70 GSM, (21 x19 ½ cms), -200 Sheets per 1 pkt- Small	No.	40000		
53	Binder Clips	Magic 999 brand - size 19mm (12 pieces in box)	Box	250		

SL	Description of items	Make & Size	UOM	EOQ	Rate/Head Inclusive of Taxes	Total Amount
54	Binder Clips	Magic 999 brand - size 25mm (12 pieces in box)	Box	175		
55	Binder Clips	Magic 999 brand - size 32mm (12 pieces in box)	Box	100		
56	Binder Clips	Magic 999 brand –size 42 mm-(55mm) (12 pieces in box)	Box	100		
57	Sketch Pen Set	Camlin brand	Set	110		
58	White Board Markers	Reynolds assorted colours	Each	900		
59	Permanent Markers	Reynolds brand	Each	150		
60	Highlighter/text markers	Fiber Castle brand	Each	287		
61	Chart Papers	Colour/White	Each	800		
62	Scissors	Fiskers (Medium)/Munix 185mm-Silver Streak	Each	75		
63	Scissors	Fiskers (Big)/Munix 210 mm-silver Streak	Each	60		
64	Pencil Cells	Eveready (1.5 V)	Each	530		
65	AAA Pencil Cells	Duracell (1.5 V)	Each	320		
66	AA Pencil Cells	Duracell (1.5 V)	Each	270		
67	Drawing/Board Pins	Classic brand –push pins 50 Nos per box	Small Box	95		
68	Rubber Stamp Pads	Camlin brand (medium)	Each	17		
69	Rubber Stamp Pad Ink bottle	Blue colour (Prime/Camlin-50ml)	Each	15		
70	White Board Magnetic Dusters	Omax white board duster	Each	80		
71	Black board Dusters	Omax/karrox black board duster	Each	50		

SL	Description of items	Make & Size	UOM	EOQ	Rate/Head Inclusive of Taxes	Total Amount
72	Mosquito Repellent refill	Good knight brand- 45 days	Each	100		
73	Mosquito Repellant machines with refills	Good Knight brand 90 days	Each	50		
74	Corrections pens/ White Ink pens	Camlin brand	Each	175		
75	Fevi stick glue (Big)	Kores stick- 15 grams	Each	1200		
76	Gum Bottle	Camel Brand (300 ml)	Each	15		
77	Calculators 12 digits	Citizen brand (CT-512)	Each	55		
78	Calculators 12 digits	Citizen brand (DJ-120)	Each	5		
79	CD Cover (Plastic)	Rounded	Each	100		
80	CD Marker	Fiber castle	Each	85		
81	Paper weights	Glass paper weight round/ plane	Each	60		
82	CD-R	Moserbear (10cds in one box)	Box	85 Box		
83	CD-RW	Moserbear (10cds in one box)	Box	70 Box		
84	DVD-R	Moserbear (10cds in one box)	Box	120 Box		
85	DVD-RW	Moserbear (10cds in one box)	Box	40 Box		
86	Paper Cutter (Small)	Cutter gorilla 13 cm	Each	20		
87	Paper Cutter (Big)	Cutter gorilla 16 cm	Each	50		
88	Xerox Paper A3	TNPL copier (75 GSM)	Each	85 Box		
89	Xerox Paper A4	TNPL copier (75 GSM)	Each	8250 Ream		

SL	Description of items	Make & Size	UOM	EOQ	Rate/Head Inclusive of Taxes	Total Amount
90	Xerox Paper A4	JK copier (Red) (75 GSM)	Each	100 Ream		
91	Xerox Paper A4 (Colour)	Colour sprint-colour paper in pastel shades – blue, green, yellow, pink- A4 size-75GSM	Each	15 Ream		
92	Xerox Paper F/C (Legal)	TNPL Copier (75GSM)	Each	205 Ream		

The information provided in this Application (above) are true and correct to the best of my knowledge and belief.

**Signature of the Authorised Signatory
of the Firm (with Stamp & Seal)**

Dated:

Name: _____

Note: Each page of the application is to be signed by the Authorised signatory of the firm.