



# Indian Council of World Affairs

Sapru House, Barakhamba Road

New Delhi

ICWA/886/10/2012

Dated 21-09-2016

## NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF STATIONERY CONSUMABLES

Indian Council of World Affairs (ICWA) is an autonomous body and Institute of national importance under the Ministry of External Affairs widely known for research and conferences on current and relevant international issues with institutional partners world-wide. Council intends to invite tender quotations under TWO-BID system for SUPPLY OF STATIONERY CONSUMABLES, in sealed envelope from reputed firms/ vendors having valid PAN & VAT Certificate.

The Bidders are advised to follow the following instructions.

As **two bid system** is to be followed, Four envelopes duly sealed should be used for submission of tender as detailed below:-

- (i) **Envelope No. 1: Technical Bid** (Annexure –A & B) duly completed and signed should be put in this envelope, also each page of this Notice inviting Tender Quotation along with Terms & Conditions should be signed by the authorized person of the firm and placed in this envelope. The envelope should be sealed properly and super scribed as “**Tender/2016-17/ for SUPPLYING OF STATIONERY CONSUMABLE ITEMS for ICWA. Technical Bid**”. Firm’s name and address should be written on the envelope. The DD for EMD should be enclosed separately with the technical bid only.
- (ii) **Envelope No. 2: Financial Bid** (Annexure -C) duly completed and signed should be put in this envelope. The envelope should be sealed properly and super scribed as “**Tender/2016-17/ for SUPPLYING OF STATIONERY CONSUMABLE ITEMS for ICWA. Financial Bid**”. Firm’s name and address should be written on the envelope. Annexure- C should be duly filled with net rates inclusive of all taxes and charges.
- (iii) **Envelope No. 3:** An Earnest Money Deposit (EMD) of Rs. 10,000/-(Rupees ten thousand only) through a Demand Draft on any scheduled bank in Delhi drawn in favor of “Indian Council of World Affairs” payable at New Delhi.

The envelope should be sealed properly and super-scribed as "**Tender/2016- 17/ for SUPPLYING OF STATIONERY CONSUMABLE ITEMS for ICWA**". The name of firm should be mentioned on the envelope.

- (iv) **Envelope No. 4:** All three Envelope No. 1,2 and 3 as mentioned above, are to be put into this envelope. The envelope should be sealed properly and super-scribed as "**Tender/2016- 17/ for SUPPLYING OF STATIONERY CONSUMABLE ITEMS for ICWA**". The name of firm should be mentioned on the envelope.

Each page of all the Annexure- A, B & C should be duly signed and stamped.

The sealed tender envelope should reach us on or before **05.10.2016 by 1600hrs** addressed to

**Deputy Director General  
Indian Council of World Affairs  
Sapru House, Barakhamba Road  
New Delhi-110001**

The tender received after the stipulated time and date will not be entertained.

**Terms & Conditions:**

1. The last date & time for submission of quotations shall be 05-10-2016 till 4.00P.M. ICWA may in exceptional circumstances and at its sole discretion may extend the last date & time of submission of quotation by issuing an appropriate notice. Such extension, if any, shall be notified on ICWA website and shall be applicable to all.
2. Quotations may be submitted by Registered Post/ Courier service or in person, so as to reach ICWA on or before the last date & time set.
3. Technical bids are to be opened and evaluated first. Financial bids will be opened only of bidders shortlisted on basis of technical bids.
4. The contract awarded shall be valid for a period of one year from the date of placement of work order, unless extended by mutual consent, or annulled by ICWA for any reason whatsoever.
5. The rate mentioned in the quotation should be in the prescribed format.
6. The quantity of items may vary. It may be increased or decreased as per actual requirement.

7. Rate will be finalized after approval of the competent authority of the Council's.
8. Firms will supply the materials within 48 hours after receipt of supply order.
9. Penalty shall be levied @ 2% of the Total value of that supply, if the firm fails to supply the material within stipulated period of time.
10. Full & final payment will be released after receipt of satisfactory material.
11. Firms will also mention the trade mark of the items on tender quotation as well as in bill and only approved trade mark will be accepted.
12. Bills shall be submitted by the Firm/Agency on monthly basis to ICWA. Bills will be paid by A/c payee cheque only.
13. An Earnest Money Deposit (EMD) of Rs. 10,000/-(Rupees ten thousand only) through a Demand Draft on any scheduled bank in Delhi drawn in favor of "Indian Council of World Affairs" payable at New Delhi must accompany with the Technical Bid. Tender quotation received without earnest money will not be considered. Earnest money received from other unsuccessful tenderers will be returned without interest on demand after the successful completion of tendering process and award to the firm.
14. The bidder should be ready to give security amount of 10% for annual turnover amount i.e. Rs. 25,000/-, and the security deposit will be refundable after successful completion of the contract to the adjustment of dues against the bidder.
15. It may also be noted that in case of contractor backing out in mid-term without any explicit consent of the Council, the firm/company will be liable to recovery at higher rates, vis-a-vis, those contracted with it, which may have to be incurred by the Council.
16. The above act of backing out would automatically debar the firm from any further dealing with this Council and the EMD/performance guarantee amount would also be forfeited.
17. No advance payment in any case would be made.
18. The Council's reserves the right :
  - a. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (L1) rate.
  - b. To change any clauses/items/condition on the tender quotation document.
  - c. Either to execute the purchase or not to purchase any or all the items, no binding on purchase.
  - d. To execute the rate contract from a single vendor or multiple vendors based on the rates/specifications.
  - e. Information about approval of the sealed estimates / quotations as per the requirement of ICWA will be conveyed to the approved one

19. The rate fixed for each item will not be changed upwards during the currency of the contract. However, if the taxes, if any, are changed by the Government, will be paid.

**ANNEXURE-A**

**TECHNICAL BID**

<b>S.No</b>	<b>Information sought</b>	<b>Information Provided</b>
<b>1.</b>	Name of the Firm (In Block Letters)	
<b>2.</b>	Date of Establishment / Incorporation	
<b>3.</b>	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
<b>4.</b>	Correspondence address and telephone no. with email id	
<b>5.</b>	Address of Head Office (If separate) and Telephone no.	
<b>6.</b>	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
<b>7.</b>	Name of the Partners/ Directors	
<b>8.</b>	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
<b>9.</b>	Details of Demand Draft payable at	

	New Delhi	
<b>10.</b>	Name of Bankers with address & telephone nos. IFSC Code & A/C No.	
<b>11.</b>	PAN/VAT No. of the Firm (Please enclose photocopy)	
<b>12.</b>	Previous supply order copies received from Government offices/Autonomous Bodies, or reputed firms (minimum 3 different clients (Copy attached).	

We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of supplier of stationery & consumable items and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of Stationery Consumable Items the ordered materials to ICWA, Sapru House, New Delhi - 110001 within the stipulated time as desired by the Council.

**Dated**

**at.....this.....day.....2016**

**Signature with Seal**

**Name:**

**Designation:**

Note: The Council reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

**UNDERTAKING**

**Ref: Tender/2016-17/ for supplying of Stationery Consumables.**

We hereby confirm that we have not been blacklisted by Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

**Dated at.....this.....day of .....2016**

Authorized Signatory Signature NAME:

DESIGNATION:

Mobile No.

Email ID :

Name and Address and SEAL OF THE FIRM / COMPANY:

## List of Stationery items 2016-2017

<b>Sr. No.</b>	<b>Name/ Description of items</b>	<b>Brand / Size Specification</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Vat%</b>
1.	Photocopy paper(A-4size)	J.K Copier ( 75gsm )	One ream		
2.	Photocopy paper (F/S )	----- do -----	One ream		
3.	Photocopy paper(A-3 size)	----- do -----	One ream		
4.	Uniball pen eye		One		
5.	Ball pen	Montex	One		
6.	Reynolds Pen	Reynolds 045	One		
7.	Reynolds Gel Pen	Reynolds Trimax	One		
8.	Pilot Pen	Pilot V5	One		
9.	Spiral note pad with printing	Neelgagan (14.5x22.5cm)	One		
10.	Colour Flags	Post-it Brand	One		
11.	Pencil	NatrajHB /Camlin	Pkt of 10		
12.	Glue Stick	Kores (Green) 15gm	One		
13.	Correction fluid pen	Camlin /Kores	One		
14.	Eraser (Pencil)	Apsara Non-Dust (Big)	Box of 20		
	Permanent Marker	Luxor	One		

15.					
16.	Highlighter	Luxor Gloiter	One set(1x5)		
17.	Scissor (Big)	Kebica	One		
18.	Scissor ( Medium)	Kebica	One		
19.	Paper Cutter	Natraj	One		
20.	Plastic Roll ( sutli)		One		
21.	Brown Packing Tape 2"	Wonder	Box of 6 roll		
22.	Transparent Tape 1"	Wonder	Box of 12 roll		
23.	Transparent Tape 2"	Wonder	Box of 6 roll		
24.	Transparent Tape ½"	Wonder	Box of 24 roll		
25.	Register Long (2QR)	Neelgagan	One		
26.	Register Long (4QR)	Neelgagan	One		
27.	Envelop Yellow (A-4) with Printing	Laminated	1000 No.		
28.	Envelop Yellow (A-3) with Printing	Laminated	1000 No.		
29.	Stapler (No.10D)	Kangaroo 10 D	Box of 10 pkt		
30.	Stapler Pin (10D)	Kangaroo 10 D	Box of 20pkt		
31.	Stapler Medium	Kangaroo 555	Box of 10pkt		



32.	Stapler Pin Medium	Kangaroo 24/6	Box of 20pkt		
33.	Paper Weight	Glass	One		
34.	Tape Dispenser Big	Omega Deluxe Smart	One		
35.	Tape Dispenser Medium	----- do -----	One		
36.	Tape Dispenser Small	----- do -----	One		
37.	Double side Tap 1"		One		
38.	File Cover with Printing	As per sample	One		
39.	File Belt	Good Quality	One		
40.	File Board with Printing	Neelgagan	One		
41.	Stapler ( HP-45)	Kangaroo	Box of 6		
42.	Sharpener	Natraj	Box of 20		
43.	Single Punch Machine	Kangaroo	One		
44.	Double Punch	Kangaroo DP-600	One		
45.	Post it slip (2x3)	Oddy	One		
46.	Post it slip (3x3)	Oddy	One		
47.	Post it slip (3x4)	Oddy	One		
	Post it slip (3x5)	Oddy	One		

48.					
49.	Drawing Pin		One		
50.	Shorthand notebook with Printing	Neelgagan	One		
51.	Calculator	Citizen CT-512	One		
52.	Gem Clip	Zen/ Plastic Quoted	Box of 10 pkts		
53.	Photo-Paper (Glossy)				
54.	Binder Clip (15mm)	Infinity	Box of 12		
55.	Binder Clip (19mm)	--- do--	---- do ---		
56.	Binder Clip (25mm)	--- do--	---- do ---		
57.	Binder Clip ( 35mm)	--- do --	---- do ---		
58.	Binder Clip (45mm)	--- do --	---- do ---		
59.	Transparent Folder (A- 4) with Printing	Solo/Neelgagan	One		
60.	Solo Folder (RB-402)		One		
61.	Solo Folder (RB-406)		One		
62.	Solo Folder (RF-102)		One		
63.	Fevicol (1/2 Ltr)		One		
64.	Rubber Band	Liloon	One pkt of ½ kg		

65.	Stock Register G.F.R.41		One		
66.	Sticker Sheet (A-4 size)		One		
67.	Dak Pad with Printing	Neelgagan	One		
68.	Engagement Stand (A-4 size)	Glass	One		
69.	Spico Binder Sheet		One		
70.	Spico Binder Pipe		One		
71.	Note sheet ( green) FS	Neelgagan (100sheet)	One		
72.	Note sheet ( green) A-4	Neelgagan (100sheet)	One		
73.	Sketch Pen	Luxar	One Packet		
74.	Tag		pkt		
75.	Signature Pad	Neelgagan	One		
76.	File Tray (Plastic)	Good Quality	One		
77.	Scale	Stainless steel	Box of 10		
78.	Stamp Pad	Ashoka	One		
79.	Stamp Pad Ink	Ashoka	One		
80.	Carbon Paper	Kores FS Size	Pkt of 100		
	Candle 200 gms	Good Quality	Box of 6		

81.			pkts		
82.	Pen Tumbler	Kebica	One		

Note: The print material for serial no. 9,27,28,38,40,50,59,67 & 67 should be taken from ICWA.

**Dated**  
**at.....this.....day.....2016**

**Signature with Seal**

**Name:**

**Designation:**