

# EMPANELMENT & ANNUAL RATE CONTRACT OF SUPPLIERS FOR STATIONERY ITEMS



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

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### **SECTION 8 - CHECK LIST**

**SECTION 1 – INVITATION FOR BIDS**

Tender No.	MMD/STATIONERY/RC/2018-19
Tender Date	30 <sup>th</sup> October 2018
Advt. No.	Advt. No. MMD-05/18-19
Item Description	<b>EMPANELMENT AND ANNUAL RATE CONTRACT OF SUPPLIERS FOR STATIONERY ITEMS</b>
Pre-bid Meeting Date & Time	16 <sup>th</sup> November 2018 at 3.00pm
Pre-bid Meeting Place	Materials Management Division Conference Room, Ground Floor, Main Building, IIT Bombay, Powai, Mumbai 400 076.
Last date & time of submission of Tender /Tender:	17 <sup>th</sup> December 2018 upto 1.00 pm
Place of Submission of Bids	Materials Management Division, Ground Floor, Main Building, IIT Bombay, Powai, Mumbai 400 076.
Submission of Bids	<b>Two Bid System</b> : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the <b>Technical Bid</b> and <b>Price Bid</b> envelopes should be clearly marked as “Envelope No. 1 - <b>Technical Bid</b> ” and “Envelope No. 2 – <b>Price Bid</b> ” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of Tender	17 <sup>th</sup> December 2018 at 3.00 pm
Place of Opening Tender	Materials Management Division Conference Room, IIT Bombay, Powai, Mumbai 400 076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in <b>Technical Bid “Envelop 1”</b> .
Any Clarification	Name : Joint Registrar (MM) Dept : Materials Management Division Email : <a href="mailto:drmm@iitb.ac.in">drmm@iitb.ac.in</a> Contact No. : 022-2576 8805/8800
Signing Authority	Joint Registrar (MM)

## SECTION 2 – ELIGIBILITY CRITERIA

1. The Bidder should own Wholesale/Retail unit for a minimum period of 5 years - **(Copy of Registration of firm / Certificate of Incorporation of company to be enclosed).**
2. Copy of the **PAN CARD** of the firm.
3. The Bidder must not be blacklisted/Suspended or any service related dispute with any organisation/ Govt. Organisations/ Semi Govt org/ PSU/ Private sector inside India or out side India. Declaration to be submitted as per **Annexure A1.**
4. The Bidder should accept Tender terms & conditions- **Annexure A2**
5. The Bidder's Annual Business Turnover should be minimum **10 lakhs** for the last two financial years i.e. F. Y. 2016-17 & F.Y. 2017-18. As per **Annexure A3** (Copy of Audited Annual Accounts to be submitted)
6. The Bidder should submit filed Income Tax Return acknowledgment for last two years i.e. A.Y. 2017-18 (F. Y. 2016-17) & A.Y. 2018-19 (F.Y. 2017-18) **Annexure A3.** (Copy of filed ITR acknowledgment to be enclosed)
7. Bidder's Information. **Annexure A4**
8. Client Experience Details : Submit three (3) work completion certificates /purchase orders of similar items mentioned in our price bid for more than Rs. 2 Lakhs each in last 5 years of any government organisation / Semi govt / State Govt. Organisation (Do not include order of computer peripheral). **Annexure A5** (Copy of work completion certificates and purchase orders to be enclosed).
9. Valid **GST Registration certificate.** (Copy to be enclosed).

### **SECTION 3 – INSTRUCTIONS TO BIDDERS**

#### **A) PREPARATION AND SUBMISSION OF BID :**

1. The Bid **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the stationery items offered is possible.

#### **B) COST OF BIDDING :**

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

#### **C) VALIDITY OF THE BID : 180 Days from the date of submission of bid.**

#### **D) AMENDMENT OF BIDDING DOCUMENTS :**

1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.

#### **E) DEADLINE FOR SUBMISSION OF BIDS :**

1. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to the same time.

#### **F) BID OPENING PROCESS:**

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Bombay.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening meetings.

#### **G) LATE BIDS :**

1. IIT Bombay will not be responsible:

- (a) For delayed / late quotations submitted / sent by post / courier etc.
- (b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
- (c) Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.
- (d) Fax / E-mail / Telegraphic / Telex tenders will not be considered.

**H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:**

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

**I) CONFIDENTIALITY :**

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

**J) EVALUATION OF BID :**

1. IIT Bombay evaluate technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
4. Qualified bidders have to submit samples for inspection.

**K) PRICE BID :**

1. Quoting of Price (s) : Price quoted should be in Indian Rupees, free delivery at IIT Bombay Campus at site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Bombay will reject bid.
4. Tender will be taken as exclusive of all Taxes. Taxes to be mentioned separately in Taxes column.
5. If supplier wish to give pricing details it may be attached in separate sheet.
6. Quoted rates should be valid for One year.

**L) TRANSFER AND SUBLETTING :**

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

**M) CANCELLATION OF TENDER :**

1. Not withstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not confirming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
  3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
    - a) Non-submission of complete offers.
    - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
    - c) Receipt of offers in open conditions.
  4. Conditional Tenders and Unsigned Tenders will also be rejected.

## SECTION 4 – TERMS AND CONDITIONS

### A) AWARD OF CONTRACT :

1. The successful bidders will be initially empaneled for the period of ONE year therefore, all the prices quoted should be valid for at least one year. The contract may be extended further for two years subject to annual revision, if their performance found satisfactory.
2. Overall L1 will be calculated and overall L2 bidder & overall L3 bidder will be allowed to match with overall L1 rates. After matching L1 rates all L1, L2 and L3 bidder will be empaneled for the rate contract.
3. If the quality of product and services provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.
4. The Empaneled successful bidders will be abide by all the Terms & Conditions of the Tender Document.
5. We may remove or add any suppliers during the contract without prior notice.
6. Purchase orders will be placed from various departments/sections and centers with reference to the contract.
7. It is not necessary that IIT-B will place orders to your firm/Organisation for all our requirements. We are free to select other supplier for placement of orders among Panel of suppliers in the Rate Contract and also other suppliers.
8. The services of the empaneled bidders will be reviewed by committee during contract period and IITB reserves right to add or delete bidders in rate contract based on performance if necessary without intimation.

### B) EARNEST MONEY DEPOSIT & PERFORMANCE BANK GUARANTEE :

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Bombay through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, submitted bid will be Rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, EMD will be converted to security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.
5. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

### C) Exemption from submission of EMD:

1. Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSME) order 2012 are exempted categories from payment of EMD provided that the registration certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on close date of tender are not eligible for exemption.
  - i) Khadi and Village Industries Commission (KVIC)
  - ii) National Small Industries Corporation (NSIC)
  - iii) Any other body specified by Ministry of MSME/GOI

**To avail exemption it is mandatory to submit valid certificate copy along with technical bid which**



**certificate must be mention activity .**

**D) TERMS OF PAYMENT :**

1. 100% Payment will be made within 30 days after delivery and acceptance certificate of concerned Department / Section / Materials Management Division.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

**E) SAMPLES :**

1. For samples, visit Progress Section, Materials Management Division before submission of bids.

**F) DELIVERY SCHEDULE :**

1. Free delivery at IIT Bombay. Stationery items order should be executed within 15 days from the date of issue of Purchase Order. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

**G) PENALTY :**

1. In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, IIT Bombay reserves rights to forfeit the security deposit. The security deposit shall not bear any interest.

**H) FORCE MAJEURE :**

1. Force Majeure will be accepted on adequate proof thereof.

**I) LEGAL MATTER :**

1. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

**SECTION 5 – ESTIMATED QUANTITY FOR THE YEAR 2018-19**  
**(Indicative / for reference only)**

**[Section A]**

Sr. No.	Description of Item	Estimated Quantity
1.	JK Red A4 copier Paper 500 sheets per ream (75 GSM)	300 Reams
2.	Bellarpur T.A. Maplitho(white) 17.9 Kg. 24" x 34" size	900 Reams
3.	Sudarshan chakra Brand Ladger Paper 11.7.Kg 17" x 27" size,	100 Reams
4.	Bellarpur maplitho 21.3 kg. 23" x 36" size	50 Reams
5.	A/4 Bilt Copy Power Xerox Paper – Mill Pack 75 GSM, Size :8-1/4" X 11-3/4" (2.3 kg) Copy power 500 sheets per ream.	5000 Reams
8.	A/3 Bilt Copy Power Xerox Paper – Mill Pack 75 GSM Size: 11-3/4" X 15-1/4" (2.3 Kg) Copy Power 500 sheets per ream	120 Reams
9.	Executive Bond Paper size 17" x 24" (85 GSM)	100 Reams
10.	Ledger Paper Laminated Envelopes 16 X 14 (20 microns) 80 GSM paper with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 2 in one packet with label)	20,000 Nos.
11.	Office File Laminated - with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 25nos in one packet with label)	10,000 Nos.
12.	Ordinary Box Files - With Heavy Duty Kangaroo clips with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 4 nos in one packet with label)	1000 Nos.

**[Section B]**

Sr. No.	Description of Item	Estimated Quantity
1.	White Envelopes 9 X 12.5 - white envelope 9 X 12.5 (120 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing in 100 X 5 in one box with label)	15,000 Nos.
2.	Brown envelope 9 X 12.5 (120 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 10 in one packet with label)	10,000 Nos.
3.	Seminar pads Size 8.2 X 5.8 with printing rule (10 pages) 70 GSM and cover 100 GSM Buff paper with IIT Emblem printing in Bilingual material as per our sample. (Packing in 100 nos with label)	8000 Nos.
4.	Plastic Box Files - In sky blue color with Heavy Duty Kangaroo clips with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 20 Nos in one packet)	2000 Nos.
5.	Folder with sleeves - 10" x 14" IIT Emblem printing in Bilingual material as per our sample. (Packing 10 Nos in one packet with label)	1500 Nos.
6.	Institute Letterheads in Executive Bond A4 Size, 75 GSM with IIT Emblem printing in Bilingual material as per our sample. (Packing 200 Nos in one packet with label)	20,000 Nos.

7.	Plastic L Folder - 12-1/4" x 8-3/4" with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 20 Nos in one packet with label)	5000 Nos.
8.	Clipmax Clip Files - Keny Brand with Heavy duty clips with IIT Emblem printing Bilingual material should be supply as per our sample.	800 Nos.
9.	White Envelopes 4.5 x 9.5 (120 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 10 in one box with label)	25,000 Nos.
10.	Brown Envelopes 4.5 x 9.5 (70 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 10 in one box with label)	20,000 Nos.
11.	RBS Files - Plastic File size 14" x 10" with plastic spring dip with IIT Bombay emblem printing in Bilingual material	1000 Nos.
12.	SPS opaque Folder Button folder with IIT Bombay Emblem printing (As per sample)	500 Nos.
13.	Meeting Folder 320 GSM with imported card paper 10" x 13" in dark navy blue color with IIT Bombay Emblem printing (As per sample)	1000 Nos.
14.	Ledger Paper Laminated Envelopes 9 X 12.5 (20 microns) expandable 80 GSM paper with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 2 in one packet with label)	3000 Nos.

\* Estimated quantity may increase or decrease.

**SECTION 6 – PRICE BID****STATIONERY ITEMS-****SECTION A)**

(1)	(2)	(3)	(4)	(5)	(6)			(7)	(8)
Sr. No	Description of Item	HSN Code	Unit	Rate per unit	IGST (%)	CGST (%)	SGST (%)	Other Charges if any	Total price (In Rs.)
1.	JK Red A4 copier Paper 500 sheets per ream (75 GSM)		Per Ream						
2.	Bellarpur T.A. Maplitho(white) 17.9 Kg. 24" x 34" size		Per Ream						
3.	Sudarshan chakra Brand Ladger Paper 11.7.Kg 17" x 27" size,		Per Ream						
4.	Bellarpur maplitho 21.3 kg. 23" x 36" size		Per Ream						
5.	A/4 Bilt Copy Power Xerox Paper – Mill Pack 75 GSM, Size :8-1/4" X 11-3/4" (2.3 kg) Copy power 500 sheets per ream.		Per Ream						
8.	A/3 Bilt Copy Power Xerox Paper – Mill Pack 75 GSM Size: 11-3/4" X 15-1/4" (2.3 Kg) Copy Power 500 sheets per ream		Per Ream						
9.	Executive Bond Paper size 17" x 24" (85 GSM)		Per Ream						
10.	Ledger Paper Laminated Envelopes 16 X 14 (20 microns) 80 GSM paper with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 2 in one packet with label)		Per No.						
11.	Office File Laminated - with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing		Per No.						

	25nos in one packet with label)								
12.	Ordinary Box Files - With Heavy Duty Kangaroo clips with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 4 nos in one packet with label)		Per No.						
	<b>Total</b>								

**SECTION B)**

(1)	(2)	(3)	(4)	(5)	(6)			(7)	(8)
Sr. No	Description of Item	HSN / SAC Code	Unit	Rate per unit	IGST (%)	CGST (%)	SGST (%)	Other Charges if any	Total price (In Rs.)
1.	White Envelopes 9 X 12.5 - white envelope 9 X 12.5 (120 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing in 100 X 5 in one box with label)		Per No.						
2.	Brown envelope 9 X 12.5 (120 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 10 in one packet with label)		Per No.						
3.	Seminar pads Size 8.2 X 5.8 with printing rule (10 pages) 70 GSM and cover 100 GSM Buff paper with IIT Emblem printing in Bilingual material as per our sample. (Packing in 100 nos		Per No.						

	with label)								
4.	Plastic Box Files - In sky blue color with Heavy Duty Kangaroo clips with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 20 Nos in one packet)		Per No.						
5.	Folder with sleeves - 10" x 14" IIT Emblem printing in Bilingual material as per our sample. (Packing 10 Nos in one packet with label)		Per No.						
6.	Institute Letterheads in Executive Bond A4 Size, 75 GSM with IIT Emblem printing in Bilingual material as per our sample. (Packing 200 Nos in one packet with label)		Per No.						
7.	Plastic L Folder - 12-1/4" x 8-3/4" with IIT Emblem printing in Bilingual material should be supplied as per our sample. (Packing 20 Nos in one packet with label)		Per No.						
8.	Clipmax Clip Files - Keny Brand with Heavy duty clips with IIT Emblem printing Bilingual material should be supply as per our sample.		Per No.						

9.	White Envelopes 4.5 x 9.5 (120 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 10 in one box with label)		Per No.						
10.	Brown Envelopes 4.5 x 9.5 (70 GSM) with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 10 in one box with label)		Per No.						
11.	RBS Files - Plastic File size 14" x 10" with plastic spring dip with IIT Bombay emblem printing in Bilingual material		Per No.						
12.	SPS opaque Folder Button folder with IIT Bombay Emblem printing (As per sample)		Per No.						
13.	Meeting Folder 320 GSM with imported card paper 10" x 13" in dark navy blue color with IIT Bombay Emblem printing (As per sample)		Per No.						
14.	Ledger Paper Laminated Envelopes 9 X 12.5 (20 microns) expandable 80 GSM paper with IIT Emblem printing in Bilingual material as per our sample (Packing 50 X 2 in one packet with label)		Per No.						

	<b>Total</b>								
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**Note:**

- 1) It is mandatory to quote for all items.**
- 2) Applicable taxes of each items to be mentioned separately.**

Place :

GST Registration No :

Date :

Signature :

Name :

Office Address :

Affix Rubber Stamp:



**SECTION 7- ANNEXURES**  
**ANNEXURE A1 – DECLARATION REGARDING CLEAN TRACK**  
 (On Company / firm's Letterhead)

Date :

To,

The Joint Registrar  
 Materials Management Division  
 I.I.T. Bombay,  
 Powai, Mumbai – 400 076.

Sir,

**Ref: Tender No. MMD/Stationery/RC/2018-19 dated 30<sup>th</sup> October 2018 for “Empanelment & Annual Rate Contract of Suppliers for procurement of Stationery Items”.**

I've carefully gone through the Terms & Conditions contained in the above referred Tender . I hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I further certify that I'm competent officer in my company / firm to make this declaration.

Or

I declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

**ANNEXURE A2 : DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS**  
(On Company / firm's Letterhead)

Date :

To,

The Joint Registrar  
Materials Management Division  
I.I.T. Bombay,  
Powai, Mumbai – 400 076.

Sir,

**Ref: Tender No. MMD/Stationery/RC/2018-19 dated 30<sup>th</sup> October 2018 for “Empanelment & Annual Rate Contract of Suppliers for procurement of Stationery Items”.**

I've carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I declare that all the provisions of this Tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)  
Printed Name  
Designation  
Seal

Date :  
Business Address :

**ANNEXURE A-3 : DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**  
(On Company / firm's Letterhead)

To,  
The Joint Registrar  
Materials Management Division  
I.I.T. Bombay,  
Powai, Mumbai – 400 076.

Date:

Sir,

**Ref: Tender No. MMD/Stationery/RC/2018-19 dated 30<sup>th</sup> October 2018      “Empanelment      &  
Annual Rate Contract of Suppliers for procurement of Stationery Items”.**

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have      also  
supported an Audited Accounts for your references :

F. Y. 2016 – 17	F. Y. 2017 – 18

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e.      A.Y.      2018-19  
(F. Y. 2017 – 18) & A.Y. 2017-18 (F. Y. 2016 – 17). Supported by copy      of ITR of two years.

Yours faithfully,

(Signature of the bidder)  
Printed Name  
Designation  
Seal

Date :  
Business Address :

Encl : As above

**ANNEXURE A4 : BIDDER'S INFORMATION**

**(On Company / firm's Letterhead)**

<b>Details of the Bidders :</b>		
1	Registered Name of the Bidder	
2	Registered Address of the Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
5	GST Registration State Name	
6	Details of the Incorporation of the Company	Date:
		Ref. Document-
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person	
	Address :	
	Contact No.	
	Email Address of the Contact person	
	Fax No. (with STD Code)	

Date:

Sign and Seal

**ANNEXURE A5 : CLIENT WORK EXPERIENCE**  
(On Company / firm's Letterhead)

Date :

To,  
The Joint Registrar  
Materials Management Division  
I.I.T. Bombay,  
Powai, Mumbai – 400 076.

**Ref: Tender No. MMD/Stationery/RC/2018-19 dated 30<sup>th</sup> October 2018 for “Empanelment & Annual Rate Contract of Suppliers for procurement of Stationery Items”.**

Details of Client Work Experience as per Point No.8 of Section 2 (Copy of Purchase Order / Work Completion to be enclosed ):

Sr. No.	Name of Organization	Purchase Order / Rate Contract Detail	Purchase Order / No & dt.	Purchase Order amount	Client contact Person Name and Designation	Client contact Details with e-mail

Yours faithfully

(Signature of the bidder)  
Printed Name  
Designation

Sign and Seal

Date : Business Address :

Encl : As above

## SECTION 8 - CHECKLIST

**The following items must be checked before the Bid is submitted:**

### **1. Envelope "A"**

- a) Demand Draft for Rs. 50,000/- (Rs. Fifty Thousand only) towards Earnest Money Deposit.
- b) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- c) Copy of this Tender document duly sealed and signed by the authorized signatory on every pages.
- d) Annexure A1 : Declaration Regarding Clean Track by Bidder
  - Annexure A2 : Declaration for Acceptance of Tender Terms and Conditions
  - Annexure A3 : Declaration of Annual Turnover And Income Tax Return
  - Annexure A4 : Bidder's Information
  - Annexure A5 : Client Work Experience Details

### **2. Envelop "B"**

- a) Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Price Bid (Envelope 2)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**