



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81, नॉलेजसिटी, प०ओ० मनोली, ए० ए० एस० नगर, मोहाली, पंजाब 140306

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GST No. 03AAAAI1781K2ZS

• Phone : +91-172-2240086 & 2240121 • Fax : +91-172-2240124, 2240266 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

CPPP/Institute Website

IISERM (1300)19/20Pur

Dated: 5<sup>th</sup> December 2019

## **E-TENDER NOTICE**

Online tenders are invited on behalf of Director, IISER Mohali in **SINGLE BID SYSTEM** {Techno-commercial} for the **Annual Rate Contract for supply of stationery and general items** as per given make/ specification and BOQ list from the original manufacturer/supplier at CPPP i. e. <https://eprocure.gov.in/eprocure/app>. The rate should be valid for the period of one year Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app>& Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in).

-sd-

(Mukesh Kumar)  
Assistant Registrar (P&S)



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, प० ओ० मनोली, ए० ए० ए० नगर, मोहाली, पंजाब 140306

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GST No. 03AAAAI1781K2ZS

• Phone : +91-172-2240086 & 2240121 • Fax : +91-172-2240124, 2240266 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

Tender Ref.- IISERM(1300)19/20Pur

Dated :- 05<sup>th</sup> December 2019

## Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	05 <sup>th</sup> December 2019	6:00pm
2.	Tender Document download start Date & Time	05 <sup>th</sup> December 2019	6:00pm
3.	Bid Submission start Date & Time	05 <sup>th</sup> December 2019	6:00pm
4.	Bid Submission End date and Time	26 <sup>th</sup> December 2019	Upto 11:00am
5.	Tender opening Date and Time	27 <sup>th</sup> December 2019	At 11:30am

Online tenders are invited on behalf of Director, IISER Mohali in **SINGLE BID SYSTEM** {Techno-commercial} for the supply of stationery and general items as per given make/ specification and BOQ list from the original manufacturer/supplier at CPPP i. e. <https://eprocure.gov.in/eprocure/app>. The rate should be valid for the period of one year Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in). Tender fee in shape of DD/Banker Cheque of Rs 590/- (Non-refundable) and EMD of Rs 30,000/- should be submitted by DD /Banker Cheque/FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali. However, scanned copy of the both tender fee and EMD should be upload on website along with technical bid part. The hard copy of the same in original to be send to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received within due date the bid will be rejected summerly.

## **The Original EMD and Tender Fee should be sent to:**

Assistant Registrar (P&S)  
Indian Institute of Science Education and Research Mohali  
Sector-81, Knowledge City, SAS Nagar, Mohali, Punjab, India,  
Pin: 140306

**Non-receipt of original EMD and Tender Fee will lead to rejection of tender.**

## Annual Rate Contract for the following Item Details: - (A) Stationery

Sr. No.	Description of items	Make/brand/specification	Units	Approximate quantity used in a year
1.	Cello tape (1 inch) Transparent (65 m)	Diamond/Wonder/Aeromax	Nos.	500
2.	Cello tape (1/2 inch) Transparent (65m)	Diamond/Wonder/Aeromax	Nos.	500
3.	Cello tape (2 inch) Transparent (65 m)	Diamond/Wonder/Aeromax	Nos.	500
4.	Trimax Pen Blue/Black	Renolds	Nos	250
5.	File Board- file flap	Neelgagan/Pooja	Nos.	1000
6.	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer	Nos.	200
7.	Brown Packing tape (21/2 x65mtr.)	Wonder/Diamond/Lehar/NG	Nos.	500
8.	Paper Weight		Nos.	100
9.	Index file – PVC Box plastic no -100	Neelgagan( Superior quality)	Nos.	500
10.	Strip file transparent A4 ( both strip and sheet transparent)	N.G/Solo	Nos.	1000
11.	Trio folder closed button	World one	Nos.	200
12.	Recycled A4 paper ream	Good quality	Ream	200
13.	Plastic Folder solo (101) L folder	N.G/Solo/Word One	Nos.	500
14.	Attendance Register, 96 pages	ABD/SNG	Nos.	20
15.	Binder Clips(19mm)	SOI/Saya/Best	Pkt	30
16.	Binder Clips(32mm)	SOI/Saya/Best	Pkt	30
17.	Binder Clips(41mm)	SOI/Saya/Best	Pkt	30
18.	Binder Clips(51mm)	SOI/Saya/Best	Pkt	50
19.	White Board marker	Flair/luxor/Reynolds	Nos.	30
20.	Permanent Board marker	Pik/luxor/Reynolds	Nos.	500
21.	CD pack (100 CD stronger)	Moserbaer/Sony	Nos.	500
22.	CDs (RW)	Moserbaer/Sony	Nos.	500
23.	Scissor (Stainless Steel 16 cms)	Kebica/Saya/SPI	Nos.	100
24.	CD cover with Bubble wrap	Good Quality	Nos	250
25.	DVD Normal	Moserbaer/Sony	Nos	1000
26.	Dak Pad 100 pages	Neelgagan/Diplomat/Pooja	Nos.	200
27.	Drawing Pin (Plastic Head)	Bell/Zen	Nos.	1000
28.	Paper Clip (Plastic Coated)	Bun Chin/Zen/Globe	Pkt	100
29.	Glue Stick(15 g)	Faber Castlel/Kores	Nos.	500
30.	Highlighter (All Colours)	Luxor/Kores/ Faber	Nos.	500
31.	Magnetic Duster	Ikon/Aeromax	Nos.	500
32.	Pen Ball Point Tik Tak	Cello/Flair/Reynolds	Nos.	1000
33.	Pen Gel , Octane	Octane	Nos.	1000
34.	Pen stand	Kebica/Solo	Nos.	100
35.	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faber Castle	Pkt	1000
36.	Pencil Eraser (Non- Dust)	Natraj/Apsara/Faber Castle	Nos.	1000
37.	Pencil Sharpener	Natraj/Apsara	Nos.	1000
38.	Photocopy Paper - A4 75gsm	JK/Century/Power/bilt/HP	Ream	3000

39.	Prompts (Colour Flags tri-colour)	Post-it/Stick On/Prompt	Nos.	500
40.	Self Adhesive Slips-Yellow (3"x2") – 100 sheets	Post-it/Stick On/Prompt	Nos.	500
41.	Self Adhesive Slips-Yellow (3"x3")– 100 sheets	Post-it/Stick On/Prompt	Nos.	500
42.	Paper Punch Double No.800	Kangaro/Max/Rapid	Nos.	100
43.	Paper Punch Double No.280	Kangaro/Max/Rapid	Nos.	100
44.	Paper Punch (Single Hole)	Kangaro/Max/Rapid	Nos.	100
45.	Register hard board-good quality paper – 180 pages	Neelgagan/Shipra/Swastik	Nos.	500
46.	Register hard board-good quality paper – 240 pages	Neelgagan/Shipra/Swastik	Nos.	500
47.	Register soft board-good quality paper – 248 pages	Neelgagan/Shipra/Swastik	Nos.	500
48.	Scale - Plastic (long-12")	Castle/Aeromax/ Natraj	Nos.	100
49.	Short Hand Note Book page no.	Swastik/Lotus/N.G.	Nos.	50
50.	Conference Pad (15x21 cm (20-30 pgs)	N.G/Shipra	Nos.	1000
51.	Spiral pad no. 33- 80 pages	Neelgagan/Shipra/Lotus	Nos.	100
52.	Spiral Pad no. 66 – 80 pages	Neelgagan/Shipra/Lotus	Nos.	100
53.	Stapler 10D	Kangaro/Max/Chrome	Nos.	200
54.	Stapler 45D	Kangaro/Max/Chrome	Nos.	100
55.	Stapler HD-1217	Kangaro/Max/Chrome	Nos.	10
56.	Stapler Pin 23/17-H	Kangaro/Max/Chrome	Pkt	500
57.	Stapler Pin 24/6-IM	Kangaro/Max/Chrome	Pkt	500
58.	Stapler Pin No-10-1M	Kangaro/Max/Chrome	Pkt	500
59.	Tag Cotton (Green) (15")	Sun/Diamond	Bunch	100
60.	Tag Cotton (white) (6 ½") Superior (10 bunches of 50 tags each)	Sun/Diamond	Bunch	500
61.	White fluid (Pen)	Chrome/Kores/Saya	Nos.	100
62.	Computer label sheet -102x48mm- 1000 labels pkt, both side	Citizen	Pkt	50
63.	Envelope with self-addressed both side printed-9"x4" W / window	Tajmehal	Nos.	1000
64.	Envelope with self-addressed both side printed-11"x5" W /window	Tajmehal	Nos.	1000
65.	Envelope with self-addressed both side printed-9"x4" window	Tajmehal	Nos.	1000
66.	Envelope with self-addressed both side printed-11"x5" window	Tajmehal	Nos.	1000
67.	Envelope with self-addressed both side printed-with cloth insulated inside -A4" yellow	Tajmehal	Nos.	1000
68.	Envelope with self-addressed both side printed--with cloth insulated inside- File size" yellow	Tajmehal	Nos.	1000
69.	Pen Ball Point, Mega top	Montex	Nos.	1000
70.	Tape Dispenser for 1/2" cello tape	Omega	Nos.	100
71.	Ring file no- 202D- two ring binder	Corporate	Nos.	500
72.	CD/DVD marker	Luxor/reynolds	Nos.	500
73.	Acknowledgement book – 160 pages	jindal/neelgagan	Nos.	100
74.	Slip Pad no 33, 80 pages	Neelgagan / Shipra	Nos.	500
75.	Slip Pad no 40, 80 pages	Neelgagan / Shipra	Nos.	500

76.	Coloured photocopy paper A4 size 80 gsm matrix - ream	JK/Century/Power/bilt/HP	Ream	500
77.	Photocopy Paper A3 size 75 gsm -ream	JK/Century/Power/bilt/HP	Nos.	200
78.	Executive bond paper laser/inkjet—A4	Citizen	Pkt	100
79.	Letter receipt and dispatch registrar 40x65 , 12 nos. 768 pages	Neelgagan / Shipra	Nos.	200
80.	Cash book -250 pages	Neelgagan / Shipra	Nos.	50
81.	White board Duster	Ikon/Aeromax	Nos.	500
82.	Chalk dustless pkt of 100 nos candle	Apsara	Pkt.	200
83.	Chalk coloured dustless pkt of 100 nos candle	Apsara	Pkt.	100
84.	Sheet Protector Punch pockets-Display leaf , A4 item SP-310	World one/ Sun	Nos.	500
85.	Conference folder with pen holding space	Superior quality	Nos.	1000
<b>(B) General Items</b>				
1.	Calculator(12digit) model- CT55SW	Casio/Citizen	Nos.	50
2.	Dustbin (Plastic) –no-303 , 10 ltrs.b	Wonder/Royal Touch/ cello	Nos.	200
3.	Tissue roll 2 ply 55mtr x 2	Wintex/Premier/Prestige	Nos.	10000
4.	Aluminium foil 300mm (W) 72 mtrs	shivam or equivalent	Nos.	250
5.	Aluminium foil 200-250mm (W) 09mtrs	shivam or equivalent	Nos.	250
6.	Wall clock, 25.6cm	Ajanta/RIKON quartz	Nos	25
7.	Battery 9 V xyloid technologies	Hi watt	Nos	100
8.	Face tissue box	Premier	Nos	100
9.	Mosquito Repellant Machine	All Out/Good Night	Nos.	100
10.	Mosquito Repellant Liquid Refill	All Out/Good Night	Nos.	500
11.	Battery Cell (AAA)	Dura Cell	Nos.	200
12.	Battery Cell (AAA)	Eveready	Nos.	200
13.	Battery Cell (AA)	Dura Cell	Nos.	200
14.	Battery Cell (AAA)	Eveready	Nos.	200
15.	Dust Bin (Plastic) big size with flap cover-120ltrs	Wonder/Royal Touch/ cello	Nos.	200
16.	Duster white(24’’x24’’)	J.K/P.K	Nos.	500
17.	Duster yellow(24’’x24’’)	J.K/P.K	Nos.	500
18.	Glass Tumbler -295-300ml	Borosil/Yera	Nos.	100
19.	Mosquito Repellant Spray- 250ml	Hit/Baygon	Nos.	250
20.	Room freshener- 140 gms	Air Wick/Premium/Godrej	Nos.	100
21.	Plastic Water Jug 2500 ml	Nayasa/Milton/Cello	Nos.	100
22.	Glass cleaner colin pressure pump bottle- 500ml	Colin	Nos.	200
23.	Cotton Non- absorbent 500 gm.	Good quality	Nos.	500
24.	Double sided yellow tape ½’’ thin	Wonder	Nos	100
25.	Paper towel box	Branded / good quality	Nos	100
26.	Garbage bag for dustbin, non toxic size of big size 25 Ltrs	Packing of 75 nos.	Pk. Nos	500
27.	Garbage bag for dustbin, non toxic size of 17x21 – medium size 15-20 Ltrs	Packing of 75 nos.	Pk. Nos	500
28.	Garbage bag for dustbin, non toxic size of small size 10-15 Ltrs	Packing of 75 nos.	Pk. Nos	500
29.	Vim liquid dishwash gel lemon- 500ml		Nos	100
30.	Dettol liquid hand wash bottle -200ml		Nos	200
31.	Dettol liquid hand wash pouch-185ml		Nos	200

32.	Liquid soap dispenser chrome plated plastic body 350ml key locable	Good quality and wall fixation provision	Nos	200
33.	Single hole file printed-IISER Mohali	As per IISER Mohali sample	Nos	1000
34.	Double hole file printed-IISER Mohali	As per IISER Mohali sample	Nos	1000
35.	Door mat plastic green 6 x 3feet	Good quality	Nos	50

**NB :-**

1. The quantity mention above is an approximate, IISER Mohali are not bound to purchase the same. It may be increase or decrease. Please provide the sample for mentioned below items along with bid. In Price BOQ only items name mention you have to quote for single item rate and for above mentioned make only.
 

(A) **Stationery** – Sr. No 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13 Sample be submitted with Purchase and Stores Section before last date of tender submission.

(B) **General Items**- Sr. No 1, 2, 3, 4, 5, 6, 7 & 8 Sample be submitted with Purchase and Stores Section before last date of tender submission.
2. Items which come under any scheme /offer by the company/OEM, must be supplied as it is under same condition without removing the offered items/ free of cost items/ complementary items etc.
3. The item(s) should not be manufactured before six month on the date of supply under Rate Contract.
4. All the stationery and general items' quality will be checked at the time of supply and being educational Institute if found unsatisfactory/ substandard, the same shall be rejected.

**SUBMISSION OF TENDER**

- I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and EMD. Late tenders will not be accepted.
- II. The online bids shall be opened at the office of the Assistant Registrar (P&S), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- III. Institute may ask to submit Security Deposit of appropriate value or 10% of total estimated value from the successful bidder.
- IV. The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.
- V. The bidder shall upload scanned copy of the PAN Card and GST registration certificate number duly signed and stamped.
- VI. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

## **INSTRUCTIONS**

1. The Online bids should be submitted directly by the original manufacturer/supplier, If quotation is submitted/filled by any representative/agent/dealer then they must upload a authority certificate from the principal company for quoting the price otherwise such quotation will be rejected of any three.
2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the online bid, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID
3. The rates offered should be FOR Chandigarh/Mohali in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Supplier from outside India should mention the Ex-works/FOB/FCA/CIF/CIP price clearly. Conditional tenders will be summarily rejected.
4. In case of Ex-godown terms the amount of packaging forwarding freight etc should clearly be indicated by percentage or lump sum amount. Institute has policy not to make any advance payments towards any purchase, Letter of credit can be opened if required.
5. THE INSTITUTE IS EXEMPTED FROM CUSTOM DUTY under notification no- TU/V/RG/-CDE(1062)/201 CUSTOM DT.12-10-2018.
6. Tax: This Institute is not exempted from the payment of GST registration certificate number. The current rate (i.e. percentage of Sales Tax should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card duly self-attested.
7. The delivery period should be specifically stated. Earlier delivery will be preferred
8. The firms are requested to provide/upload detailed description and specifications together with the detailed drawings, printed leaflets and literature of the article quoted. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars, the quotation is liable for rejection.
9. Validity of rates: One year.
10. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
11. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.
12. If a vendor/successful bidder failed to supply 10% of awarded item during the currency of the rate contract, then Institute can take suitable action as deemed fit.

-sd-  
(Mukesh Kumar)  
Assistant Registrar (P&S)