



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, प० ओ० मनोली, एस० 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 TAN No. PTLI10692D

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

CPPP/Institute Website

IISERM (773)17/18Pur.

Dated: 06th June 2017

E-TENDER NOTICE

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.

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(Mukesh Kumar)
Assistant Registrar (S&P)



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Tender Ref.- IISERM(773)17/18Pur

Dated :- 06th June 2017

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	06 th June 2017	6:00pm
2.	Tender Document download start Date & Time	06 th June 2017	6:00pm
3.	Bid Submission start Date & Time	06 th June 2017	6:00pm
4.	Bid Submission End date and Time	26 th June 2017	Upto 11:00am
5.	Tender opening Date and Time	27 th June 2017	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. Tender fee in shape of DD/Banker Cheque of Rs 500/- (Non-refundable) and EMD of Rs 25,000/- 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 (S&P)
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.

Item Details: - (A) Stationery

Sr. No.	Description of items	Make/brand/specification	Units	Approximate quantity used in a year
1	Attendance Register, 96 pages	ABD/SNG	Nos.	20
2	Binder Clips(19mm)	SOI/Saya/Best	Pkt	30
3	Binder Clips(25mm)	SOI/Saya/Best	Pkt	30
4	Binder Clips(32mm)	SOI/Saya/Best	Pkt	30
5	White Board marker	Flair/luxor/Reynolds	Nos.	30
6	Permanent Board marker	Pik/luxor/Reynolds	Nos.	500
7	CD Case (100 CD stronger)	Moserbaer/Sony	Nos.	500
8	CDs (RW)	Moserbaer/Sony	Nos.	500
9	Cello tape (1") Transparent (65 m)	Diamond/Wonder/Aeromax	Nos.	500
10	Cello tape (1/2") Transparent (65m)	Diamond/Wonder/Aeromax	Nos.	500
11	Paper Cutter (Blade 0.5 mm Thick)	Kebica/Best/Primer	Nos.	200
12	Dak Pad	Neelgagan/Diplomat/Pooja	Nos.	200
13	Drawing Pin (Plastic Head)	Bell/Zen	Nos.	1000
14	File Board	Neelgagan/Pooja	Nos.	1000
15	Paper Clip (Plastic Coated)	Bun Chin/Zen/Globe	Pkt	100
16	Glue Stick(15 g)	Faber Castlel/Kores	Nos.	500
17	Highlighter (All Colours)	Luxor/Kores/ Faber	Nos.	500
18	Magnetic Duster	Ikon/Aeromax	Nos.	500
19	Packing tape (Brown)(21/2 x65mtr.)	Wonder/Diamond/Lehar/NG	Nos.	500
20	Pen Ball Point	Cello/Flair/Reynolds	Nos.	1000
21	Pen Gel	Trimax/Cello/Flair	Nos.	1000
22	Pen stand	Kebica/Solo	Nos.	100
23	Pencil Writing (HB Non-Toxic)	Natraj/Apsara/Faber Castle	Pkt	1000
24	Pencil Eraser (Non- Dust)	Natraj/Apsara/Faber Castle	Nos.	1000
25	Pencil Sharpener	Natraj/Apsara	Nos.	1000
26	Photocopy Paper - A4 75gsm	HP/Power Bilt	Ream	3000
27	Plastic Folder-Normal	N.G/Solo	Nos.	100
28	Plastic Folder solo (101)	N.G/Solo/Word One	Nos.	500
29	Prompts (Colour Flags tri-colour)	Post-it/Stick On/Prompt	Nos.	500
30	Self Adhesive Slips-Yellow (3"x2") –100 sheets	Post-it/Stick On/Prompt	Nos.	500
31	Self Adhesive Slips-Yellow (3"x3")–100 sheets	Post-it/Stick On/Prompt	Nos.	500
32	Paper Punch Double No.800	Kangaro/Max/Rapid	Nos.	100
33	Paper Punch Double No.280	Kangaro/Max/Rapid	Nos.	100
34	Paper Punch (Single Hole)	Kangaro/Max/Rapid	Nos.	100
35	Register- 4 quire, good quality	Neelgagan/Shipra/Swastik	Nos.	500
36	Register -6 quire,good quality	Neelgagan/Shipra/Swastik	Nos.	500
37	Register-8 quire ,good quality	Neelgagan/Shipra/Swastik	Nos.	500
38	Scale - Plastic (long-12")	Castle/Aeromax	Nos.	100

39	Scissor (Stainless Steel 16 cms)	Kebica/Saya/SPI	Nos.	100
40	Short Hand Note Book	Swastik/Lotus/N.G.	Nos.	50
41	Short Hand Pencil	Apsara/Natraj	Nos.	50
42	Conference Pad (15x21 cm (20-30 pgs)	N.G/Shipra	Nos.	1000
43	Slip pad no. 22	Neelgagan/Shipra/Lotus	Nos.	100
44	Spiral Pad no. 66	Neelgagan/Shipra/Lotus	Nos.	100
45	Stapler 10D	Kangaro/Max/Chrome	Nos.	200
46	Stapler 45D	Kangaro/Max/Chrome	Nos.	100
47	Stapler HD-1217	Kangaro/Max/Chrome	Nos.	100
48	Stapler Pin 23/17-H	Kangaro/Max/Chrome	Pkt	500
49	Stapler Pin 24/6-IM	Kangaro/Max/Chrome	Pkt	500
50	Stapler Pin No-10-1M	Kangaro/Max/Chrome	Pkt	500
51	Tag Cotton (Green) (15")	Sun/Diamond	Bunch	100
52	Tag Cotton (white) (6 ½") Superior (10 bunches of 50 tags each)	Sun/Diamond	Bunch	500
53	White fluid (Pen)	Chrome/Kores/Saya	Nos.	100
54	Computer label sheet -102x48mm-1000 labels pkt	Citizen	Pkt	50
55	Envelope with self-addressed printed-9"x4" W / window	Tajmehal	Nos.	1000
56	Envelope with self-addressed printed-11"x5" W /window	Tajmehal	Nos.	1000
57	Envelope with self-addressed printed-9"x4" window	Tajmehal	Nos.	1000
58	Envelope with self-addressed printed-11"x5" window	Tajmehal	Nos.	1000
59	Envelope with self-addressed printed-with cloth insulated inside -A4" yellow	Tajmehal	Nos.	1000
60	Envelope with self-addressed printed--with cloth insulated inside- File size" yellow	Tajmehal	Nos.	1000
61	Paper Weight		Nos.	100
62	Pen Ball Point	Montex Mega Top	Nos.	1000
63	Tape Dispenser for 1/2" cello tape	Omega	Nos.	100
64	Index file – PVC Box plastic no -100	Neelgagan	Nos.	500
65	Ring file no- 202D- two ring binder	Corporate/Claro	Nos.	500
66	CD/DVD marker	Luxor/reynolds	Nos.	500
67	Strip file transparent A4 (both strip and sheet transparent)	N.G/Solo	Nos.	1000
68	Acknowledge book 2 quire	jindal/neelgagan	Nos.	100
69	Slip Pad no 33	Neelgagan / Shipra	Nos.	500
70	Slip Pad no 40	Neelgagan / Shipra	Nos.	500
71	Coloured photocopy paper A4 size 80 gsm matrix – RIM Yellow/Blue/Green/Pink	HP/Power Bilt	RIM	200
72	Photocopy Paper A3 size 75 gsm -ream	JK/Century/Power/bilt	Nos.	200
73	Executive bond paper laser/inkjet-	Citizen or equal	Pkt	100
74	Letter receipt and dispatch register- 6	Neelgagan / Shipra	Nos.	200

	quire			
75	Cash book -2 quire	Neelgagan / Shipra	Nos.	50
76	Trio folder closed button	World one	Nos.	200
77	White board Duster	Ikon/Aeromax	Nos.	500
78	Chalk dustless pkt of 100 nos candle	Apsara	Pkt.	200
79	Chalk coloured dustless pkt of 100 nos candle	Apsara	Pkt.	100
(B) General Items				
1	Mosquito Repellant Machine	All Out/Good Night	Nos.	100
2	Mosquito Repellant Liquid Refill	All Out/Good Night	Nos.	500
3	Calculator(12digit)	Casio/Citizen	Nos.	50
4	Stand Candle (Pack of 6 candles)	Prakash/Prabhat	Nos.	50
5	Battery Cell (AAA)	Dura Cell	Nos.	500
6	Battery Cell (AA) (Pencil Cells)	Dura Cell	Nos.	500
7	Battery Cell (AAA)	Eveready	Nos.	500
8	Battery Cell (AA) (Pencil Cells)	Eveready	Nos.	500
9	Dust Bin (Plastic)	Wonder/Royal Touch/ cello	Nos.	200
10	Dust Bin (Plastic) big size with flap cover	Wonder/Royal Touch/ cello	Nos.	200
11	Duster white(24"x24")	J.K/P.K	Nos.	500
12	Duster yellow(24"x24")	J.K/P.K	Nos.	500
13	Glass Tumbler	Borosil/Yera	Nos.	100
14	Mosquito Repellant Spray	Hit-Black & Red/Baygon	Nos.	500
15	Room freshener	Air Wick/Premium/Godrej	Nos.	100
16	Plastic Water Jug 2500 ml	Nayasa/Milton/Cello	Nos.	100
17	Tissue roll 2 ply 55mtr x 2	Wintex/Premier/Prestige	Nos.	1000
18	Glass cleaner colin	Colin	Nos.	200
19	Aluminium foil 300mm (W) 72 mtrs	shivam or equivalent	Nos.	1000
20	Cotton Non- absorbent 500 gm.	Good quality	Nos.	1500
21	Battery 9 V xyloid technologies	Hi watt	Nos	200

NB :- 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 placed below items alongwith 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 27,28,54 single quantity only

(B) General Items- Sr. No 15,17,18 single quantity only

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. 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.
- IV. The bidder shall upload scanned copy of the TIN number, PAN Card, VAT registration certificate/VAT return, Service tax registration number duly signed and stamped.
- V. 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.
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 EXCISE AND CUSTOM DUTY under notification no-51/96 –CUSTOM DATED 23/7/1996 AND DSIR REGISTRATION NO TU/V/RG/-CDE(1062)/2011 DT. 02/09/2011 / EXCISE NOTIFICATION NO. 10/97- CENTRAL EXCISE DT. 01.03.1997.
6. Tax: This Institute is not exempted from the payment of Sales Tax/Service Tax/VAT. 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, TIN number, Service tax number, Sales tax number dulyself-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 offer: 90 days. The warranty period after satisfactory installation should be mentioned and firm should replace all manufacturing defect parts/ whole item under warranty without any extra cost including clearance, freight, taxes. Security deposit/ Bank Performance Guarantee @ 10 % of the value of supply order as per norms may be sought from the firms.
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.

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(Mukeshkumar)
Assistant Registrar (S&P)