

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002

Admn/Sty/17-18
February 27, 2018

Subject: Quotations for supply of general stationery, computer stationery and envelopes

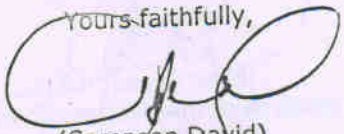
Dear Sir/Madam,

The Association of Indian Universities (AIU) intends to purchase items of stationery, both general & computers, envelopes etc. from time to time during the financial year 2018-19 as per list enclosed. It is proposed to enter into contract initially for a period of one year from the date of contract with genuine/ reputed suppliers for supplying various items of stationery as per list enclosed on the following terms and conditions:-

- i) The items mentioned in the enclosed list are as per requirement of the Association. Interested suppliers may quote for one or more items. They will be considered only for those items for which they will quote;
- ii) Tenderers may quote their unconditional rates per item/unit strictly as per list enclosed;
- iii) The supplier will be responsible for in time delivery of the goods in good condition at AIU House, New Delhi, at his own risk and cost;
- iv) The owner/ firm should be available on telephone and mobile to enable the Association to call them in emergency cases. Therefore, telephone and mobile number(s) may also be given;
- v) Items will be purchased during the Financial Year 2018-19, depending on the requirement; The estimated value of the paper being purchased in the Financial Year 2018-19 would be to the tune of Rs.40 Lakhs.
- vi) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Association will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including the blacklisting of the concerned firm by the Association.
- vii) The supplier should also submit the audited accounts of Annual turn-over for the last three years.
- viii) The Association reserves the right to terminate the contract at any time without assigning any reason during the period of contract;

- ix) As the requirement of the Association is of urgent nature, if the services of supplier are not found satisfactory or he is not able to supply the goods within time specified by AIU, the order will be entrusted to any other firm/party at the risk of defaulting supplier.
- x) A photocopy of the PAN/TIN Card of the firm should also be furnished. The quotation submitted without a photocopy of the PAN/TIN Card of the firm shall be summarily rejected;
- xi) Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring Association of Indian Universities payable at New Delhi for *Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money separately each for GENERAL STATIONERY/COMPUTER STATIONERY/ENVELOPES, which will be retained by this Association till the contract remains in force. The Earnest Money of the unsuccessful bidders will be refunded within 15 days of selection of successful bidder.;
- xii) After entering into contract, no supplier shall be permitted to increase their rates under any circumstances for any item during the term of contract (upto 31.03.2019). The vendor, who declines to supply any item at contracted price, will be barred from entering into any contract in future;
- xiii) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full;
- xiv) The Association reserves the right to accept or reject any or all the quotation in full or part without assigning any reason. The decision of the Association in this regard shall be final and binding on all. It shall not be obligatory on the part of the Association to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder; and
- xv) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- xvi) Separate Demand Drafts has to be submitted for all the aforesaid three categories i.e. General Stationery, Computer Stationery and Envelopes.

If the above terms and conditions are acceptable, quotations in separate sealed covers superscribed "QUOTATION FOR PURCHASE OF GENERAL STATIONERY/COMPUTER STATIONERY/ENVELOPES" may be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by 12 March, 2018 upto 5.00 p.m.

Yours faithfully,

(Sampson David)
Joint Secretary (Administration)
Tele. No. 23230059

*No interest will be paid in this earnest money.

Association of Indian Universities
List of General Stationery items for the year 2018-19

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of Vat)
1	Alpin (paper pin 65 gm) omax		15 pkts	
2	Ball Pen - Cello Finegrip <i>(including Printing on it)</i>	Red/Blue Black	1500 nos	
3	Refills Ball Pen - Cello Finegrip	Red/Blue Black	300 nos	
4	Sign Pen (luxure) No.921	Blue/Black	60 nos	
5	Add Gel Pen (Achiever)	Red/Blue Black/Green	750 nos	
6	Refills Add Gel Pen (Achiever) GR-20	Red/Blue Black/Green	300 nos	
7	Uni-ball Gel Impact Pen UM- 153S	Blue/Black	100 nos	
8	Uni ball Pen (UB-150)	Red/Blue Black/Green	70 nos	
9	Uni-ball Signo Refill UMR- 10 (for Uni-ball Gel Impact Pen UM- 153S)	Blue/Black	200 nos	
10	Calculator Casio DJ-120 (Two Way Power)	12 Digits	10 nos	
11	Correcting Fluid (White)	(Kores)	150 nos	
12	Ribbon LQ 1050	Prodot	50 nos	
13	LIPi Ribbon (Black) for LIPi 6306 Line Printer	Lipi	35 nos	
14	Ribbon (Black) for Epson LQ 2180 Size:12.7mmx40m	Prodot	30 nos	
15	Computer Paper-Single ply 80 GSM (801) Vardhman 1000 Sheets	10x12x1	35 pkts	

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of Vat)
16	Computer Paper-2 tier 80 GSM(802) Vardhman 500 Sheets	10x12x2	60 pkts	
17	Computer Paper 3 tier 60 GSM (803) Vardhman 250 Sheets	10x12x3	25 pkts	
18	Correction Pen Flair CP250		30 nos	
19	CD-RW Sony with jewel box	750 MB	30 nos	
20	DVD-RW Sony with jewel box	4.7 GB	30 nos	
21	Duster Cotton White (Big)	20"x20"	1000 nos	
22	Eraser	Natraj	80 nos	
23	Solo Plastic file Clear Transparent (CH-101) duly printed (superior quality)	along with sample	3000 nos	
24	File Binder Hard Board	Neelgagan No.31	600 nos	
25	File Cover Printed (Single Hole)		7000 nos	
26	File folder-computer paper 10x12 size (superior quality)	Prodot	80 nos	
27	File folder Report File (Solo RF-101)	A 4 Size	1000 nos	
28	Index File (Lever Arch File No.35 Neelgagan)		300 nos	
29	Glass Tumbler (Yera)		200 nos	
30	Gum Bottle (Hansa)	700ml	250 nos	
31	Fevi Gum - Pedilite	22.5 ml	60 nos	
32	Gem Clips Zen (superior quality) (Pkt of 100)	Plastic 32 mm	200 pkts	

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of Vat)
33	Glue Stick 15 gms	(Kores)	80 nos	
34	High Lighter-different colours	(Luxure)	80 nos	
35	Ink for stamp pad 30 ml	(Supreme)	10 nos	
36	Marker Pen (Permanent) 1222	(Luxor)	50 nos	
37	Note Sheet Pad Green 95 GSM Paper 80 Sheets (F/s size) Size 21 x 33.5 cm	Shipra	180 pads	
38	Pencil Drawing	(Apsara HB)	500 nos	
39	Pen/Pencil Tumbler	Kebica Model 2041	20 nos	
40	Plastic Bags (laminated) H.D.P.E. Woven Fabric Cloth	size 19"x32" (along with sample bag)	20000 nos	
41	Pin Cushion Magnet	Omex	20 nos	
42	Punch Double (Kangaroo)	DP600	10 nos	
43	Photocopier Paper (JK 75 GSM)	A/4 Size	800 Ream	
44	Colour Paper (Sprit 75 gsm) (Pink/Green/Yellow)	A/4 size	30 Ream	
45	Legal Size Photocopy Paper JK 75 GSM (White Colour)		40 Ream	
46	Rubber Band (Nylon) 4" superior quality (Pkt of 500gm)		60 pkts	
47	Register Half Index (Leather Binding) Shipra	4 Quire,	30 nos	
48	Register Half Index (Leather Binding) Shipra	6 Quire	30 nos	
49	Register Half Index (Leather Binding) Shipra	8 Quire	20 nos	
50	Register Half Index (Leather Binding) Shipra	12 Quire	10 nos	

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of Vat)
51	Register Ordinary (superior quality) Shipra	(F/S) 2 Quire	50 nos	
52	Register Despatch Shipra	6 Quire	25 nos	
53	Ring Binder File RB-402 2D	Solo	50 nos	
54	Sponge Dumper (Superior quality)		20 nos	
55	Stock Register Half Index -Cloth Canvas Binding (Shipra)	6 Quire	06 nos	
56	Stock Register Half Index -Cloth Canvas Binding (Shipra)	8 Quire	06 nos	
57	Writing Pad (logo on each sheet of TA Ballarpur 70 gsm paper) 300 gsm Art Card front cover with 4 colour printing & lamination, 400 gsm duplex board bottom	A4 Size (80 Sheets)	300 nos	
58	Writing Pad (logo on each sheet of TA Ballarpur 70 gsm paper) 300 gsm Art Card front cover with 4 colour printing & lamination, 400 gsm duplex board bottom	A6 Size (80 Sheets)	300 nos	
59	Writing Pad (logo on each sheet of TA Ballarpur 70 gsm paper) 300 gsm Art Card front cover with 4 colour printing & lamination, 400 gsm duplex board bottom	A8 Size (20 Sheets)	1000 nos	
60	Stick Notes (Self-Adhesive) Code 301 (150 Sheets)	Size 3"x3"	100 nos	
61	Sharpener Superior quality	(Natraj)	80 nos	
62	Stamp Pad	Size 70X110mm	20 nos	
63	Stapler Machine-Japan Max HD-10D		60 nos	
64	Stapler Medium Kangaroo HP45		10 nos	

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of Vat)
65	Scale Plastic 12" Heavy (superior quality)	Natraj	20 nos	
66	Scale Steel 12" (superior quality)	Omax	20 nos	
67	Stapler Pin Kangaroo No.10 – 1M	Small	600 nos	
68	Tape Brown 50 Mtrs.(Superior Quality)	2"	150 Rolls	
69	Tape Cello Transparent 25 Mtrs. (Superior Quality)	1/2"	30 Rolls	
70	Tape Cello Transparent 50 Mtrs. (Superior Quality)	2"	100 Rolls	
71	Colour Tape (different Colours) 50Mtrs. (Superior Quality)	1-1/2"	30 Rolls	
72	Tag White bunch (Superior Quality) (1Bunch=25Tags)		300 bunches	
73	Tag Green (1 Bundle of 100) Superior Quality	24"	10 bundle	
74	Cell Pencil Eveready for wall clock		150 nos	
74	Cell AAA Eveready for Remote		80 nos	
76	Jug Plastic Flora Nayasa 2400 ml (Transparent)		30 nos	
77	Single Punch Kangaroo		10 Nos.	
78	OHP Marker Luxure		30 nos	

Association of Indian Universities

List of Computer Stationery items for the year 2018-19

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of Vat)
1.	Toner Cartridge No.CE-505A	HP	20 nos	
2.	Toner Cartridge No.CC388AC	HP	150 nos	
3.	Toner Cartridge No.Q2612AC	HP	100 nos	
4.	Toner Cartridge TN2025 for 7010 Printer	Brother	06 nos	
5.	Toner Cartridge No. CB540A (Black)	HP	10 nos	
6.	Toner Cartridge No. CB541A (Cyan)	HP	05 nos	
7.	Toner Cartridge No. CB543A (Magenta)	HP	05 nos	
8.	Toner Cartridge No. CB542A (Yellow)	HP	05 nos	
9.	Toner Cartridge No. CE278AC	HP	20 nos	
10.	Drum Cartridge D320 for Photocopier Canon	Canon	05 nos	

Association of Indian Universities

List of Envelopes for the year 2018-19

Sl. No.	Items	Size: length x breadth x flap	Quantity (Approx.)	Rate per 1000 (Exclusive of Vat)
1	Envelopes plain (White) 80 gsm Sunshine Mill packed duly printed	9"x4"x1-1/2" (inches) (along with sample paper)	40000 nos	
2	Envelopes (White) 80 gsm Sunshine Mill packed duly printed with window cut	9"x4"x1-1/2" (along with sample paper)	12000 nos	
3	Envelopes plain (White) 80 gsm Sunshine Mill packed duly printed	10"x5"x1-1/2" (along with sample paper)	40000 nos	
4	Envelopes (White) 80 gsm Sunshine Mill packed duly printed with window cut	10"x5"x1-1/2" (along with sample paper)	12000 nos	
5	Envelopes (Brown) 80 gsm Star Paper (original) duly printed	9"x6"x1-1/2" (along with sample paper)	5000 nos	
6	Envelopes (Brown) 80 gsm Star Paper (original) duly printed with window cut	11-1/2"x9-1/4"x2" (along with sample paper)	400000 nos	
7	Envelopes (Brown) Cloth lined 100 gsm Star Paper (original) duly printed with window cut	11-1/2"x9-1/4"x2" (along with sample paper)	45000 nos	
8	Envelopes (Brown) 100 gsm Star Paper (original) duly printed	12"x10"x2-1/2" (along with sample paper)	10000 nos	
9	Envelopes (Brown) Cloth lined 100 gsm Star Paper (original) duly printed	12"x10"x2-1/2" (along with sample paper)	30000 nos	
10	Envelopes (Brown) Cloth lined 100 gsm Star Paper (original) duly printed	16"x12"x2-1/2" (along with sample paper)	12000 nos	
11	Envelopes plain (White) 100 gsm Sunshine Mill packed duly printed	10"x8"x1-1/2" (along with sample paper)	5000 nos	

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002
Phone:23230059, 23231097, 23232429, 23232435, 23233390
Website:www.aiu.ac.in Fax:011-23232131

Common to all

Cost of the Tender Document:
Rs.100/- (Rupees One Hundred Only)

SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2018-19

Dated:01.03.2018

1 Name of the Agency:.....

2 Address with telephone No:.....
.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 Cost of Tender Document:

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 GST No.:

6 Registration No., if any:

Seal & Signature of the tenderer

Date:

*Separate Demand Draft is required for each of the eight categories.