



भारतीय प्रबंध संस्थान कोषिकोड
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INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

NOTICE INVITING TENDERS
FOR
ANNUAL RATE CONTRACT FOR THE SUPPLY OF STATIONERY ITEMS

Tender No. 11(14)/STN/014/NIT-04/2023-IIMK.PUR

Date. 08.06.20232

1	Name of the work	Tenders for Annual Rate Contract for the Supply of Stationery Items.
2	Cost of Tender Document	The tender form can be freely downloaded from IIMK Website: https://iimk.ac.in/tender
3	Period of downloading of Tender Document from IIMK Website	From 15.06.2023 to 06.07.2023 (Till 03:00 PM)
4	Last Date of Receipt of the Tenders	06.07.2023 up to 15:00Hrs
5	Date of Opening Tender	06.07.2023 at 16:00Hrs
6	Mode of Submission of the tender	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box entitled 'Purchase Section' in the Admin. Building
7	Address to Tender is to be sent	Chief Administrative Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570
8	For Any Queries	Junior Assistant (Stores) Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809260
9	Contact Person	Chief Purchase Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809459,133



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

Tender No. 11(14)/STN/014/NIT-04/2023-IIMK.PUR

Date: 15.06.2023

Sealed tenders are invited from bonafide resourceful, reliable and qualified persons/firms for **“Tender for Annual Rate Contract for the Supply of Stationery Items”** for Indian Institute of Management Kozhikode. The tender documents are available in <https://iimk.ac.in/tender> and the last date for the submission of tenders is **06.07.2023**.

Sd/-
Chief Purchase Officer

Visit the website for more information:

<https://www.iimk.ac.in/>

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PART-1: GENERAL INFORMATIONs AND INSTRUCTIONS FOR THE TENDERERS

- A. Introduction:** INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today. Tenders are invited from eligible and qualified persons/firms for "**Annual Rate Contract for the Supply of Stationery Items**" for Indian Institute of Management Kozhikode.
- B. General Information**
- 1. Single-Tender system:** This tender is under single tender system, the Techno-Commercial bid would be opened on the time and date mentioned in the NIT.
 - 2. Manner of submission of the Tenders:** Tenders are to be submitted in sealed covers. The tender document may be downloaded from website & submission of tender as per Tender time schedule.
 - 3.** The tenderers are directed to send the tender in a sealed cover so as to reach latest by **15:00 Hrs on 06.07.2023**
 - 4. Time and date for opening of Tenders:** The Techno-Commercial Tender will be opened on **06.07.2023 at 16:00 hrs.**
 - 5. Forwarding of Tenders:** Tenders should be submitted by Tenderers furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.
 - 6. Clarification regarding contents of the Tenders:** During evaluation and comparison of tenders, the IIMK may, at its discretion, ask the tenderer for clarification of his tender. The request for clarification will be given in writing and no change in prices or substance of the tender will be sought, offered or permitted. No post-tender clarification on the initiative of the tenderer will be entertained.
 - 7. Rejection of Tenders:** Canvassing by the Tenderer in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
 - 8. Validity of Tenders:** The Tenders should remain valid till 120 Days from the last date of submission of tender.

PART II: TERMS & CONDITIONS OF THE CONTRACT

- 1. Eligibility Conditions / Per-Requisite Qualifications**
 - a) The tenderers should never have been black listed by any Government/ Semi Government/Board/Corporations/Autonomous Body during last five years. A declaration on company/firm letterhead has to be submitted by the tenderer to this effect (Format attached in Annexure-B).

- b) The bidder should be successfully executed at least three similar orders of more than ₹30,000/- in Government and/or Private sector. The bidders are required to submit supporting document for the past experience i.e. copy of the purchase order along with the bid.
- c) **Registered Office / Branch of the agency should be located in Kerala.** The agency should submit a proof of its office address.
2. **Bid Security Declaration Form:** Tenderers are required to fill the Bid Security Declaration Form as per given in **Annexure D** in the tender documents. Tenderers will be disqualified/blacklisted from tendering for any contract with you for a period of one year from the date of notification of tender if you are in a breach of any tender terms & conditions/ Contract Order.
3. **Period of Contract and Its Extension:** This contract is valid for a period of one year (01) effective from the date to be noted in the Contract order. Which may be extended for further periods of one year (**for a maximum of three years**), based on the performance of the operator and on mutual consent without changing any Terms and Conditions of existing contract.
4. The tenderers are required to submit samples along with Technical Bid of each stationery item for which rates have been quoted (the samples of only Technically Qualified Tenderers shall be examined/evaluated). Price Bids of only approved samples and technically qualified tenderers shall be opened.
5. In their own interest the tenderers are advised to submit the desired papers/documents with their Technical Bids as per Annexure A: Organizational Profile, failing which the tenders shall be declared un-responsive.
6. The tenderers supplying the Stationery items must strictly adhere to the specification/brands mentioned in the tender document.
7. **Prices:** The rates quoted shall be inclusive of all admissible taxes/Duties/ Levies. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the IIMK by the supplier.
8. **Changes in Purchase Orders:** IIMK may, at any time, by a written order given to a Supplier/ Selected tenderer, make changes within the general scope of the supply/contract related to terms & references, enlarging the scope, analysis or specifications. The tenderer should be financially sound and, in a position, to make bulk supply on a short notice of the items not covered in the list but auxiliary/ancillary/incidental to "Dictionary meaning" of Stationery but not covered in the list given in Price Bid at prevalent Market rates.
9. **Delivery Schedule:** Within 7 days of the placement of confirmed supply order or as stipulated in the Supply Order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days.

In the case of rejected/defective items, the replacement is to be made without any additional cost within 5 days of receipt of information regarding rejection of items.

10. **Payment Terms:** 100% Payment will be released within 30 days after satisfactory delivery and acceptance of stationery items by IIMK. No payment will be admissible for goods rejected. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.
11. **Penalty:** If the selected Agency fails to deliver the stationery items or replace the defected/spurious items within the stipulated date & time, a penalty @ 0.5% per day of the delivered price of Delayed Goods with maximum limit of 2.5% as penalty and the actual cost paid to an outside agency by the IIMK for the desired stationery items, shall be deducted from the firm's bill amount.
12. IIMK reserves the right to disqualify such tenderers who have a record of not meeting contractual obligations against earlier contracts entered into with the Institute
13. In the case of rejected/defective items, the replacement is to be made without any additional cost within 5 days of receipt of information regarding rejection of items.

PART III: STANDARD CONDITIONS OF CONTRACT

The Tenderer is required to give confirmation of their acceptance of the Standard Conditions of the tender mentioned below which will automatically be considered as part of the Contract concluded with the successful Tenderer as selected by the IIMK. Failure to do so may result in rejection of the Tender submitted by the Tenderer.

1. **Law:** The Work Order and agreement shall be considered and made in accordance with the laws of the Republic of India. The work Order shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of The Contract Order:** Normally the contract shall come into effect on the date of its acknowledgment by the tenderer (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The delivery, supply and performance of the services shall commence from the effective date of the contract Order.
3. **Dispute Resolution:** All disputes or differences arising out of or in connection with the Work Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Work Order or relating to construction or performance, which cannot be settled amicably, shall be referred to the **Director, IIMK** whose decision shall be final and binding on both parties. The Agreement shall be governed by laws of India and court at Kozhikode shall have exclusive Jurisdiction.
4. **Dispute Resolution Board:** Either party aggrieved by the decision of the Director IIMK may refer the dispute before Dispute Resolution Board. Dispute Resolution Board shall consist of a presiding officer as mutually agreed by both parties failing which will be nominated by the Director IIMK. The said Board may resolve the dispute as per procedure evolved by it however subject to compliance of principle of natural justice. Advocates are not allowed to participate in the proceedings before the Board and both

parties shall be represented by their full time officers. The decision/order passed by the board shall be final and binding on both parties. The cost of proceedings will be borne by the both parties.

- 5. Penalty For Use of Undue Influence:** The tenderer shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the work Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work Order or any other work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present work Order or any other work Order with the Government of India. Any breach of the aforesaid undertaking by the tenderer or any one employed by him or acting on his behalf (whether with or without the knowledge of the tenderer) or the commission of any offers by the tenderer or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the work Order and all or any other work Orders with the Tenderer and recover from the Tenderer the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Tenderer. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Tenderer towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other Work Order, shall render the Tenderer to such liability/ penalty as IIMK may deem proper, including but not limited to termination of the Work Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.
- 6. Access To Books Of Accounts:** In case it is found to the satisfaction of IIMK that the tenderer has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the tenderer, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.
- 7. Non-Disclosure of Contract Documents:** Except with the written consent of the IIMK/Tenderer, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 8. Termination Of Contract:** The IIMK shall have the right to terminate this contract in any of the following cases without payment of compensation: -

 - a) The successful Tenderer is declared bankrupt or becomes insolvent.
 - b) The IIMK has noticed that the successful tenderer has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - c) For non-performance/default in compliance of the terms and conditions of the contract.

9. IIMK may terminate this contract at any time with the notice of 30 days in advance.
10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
11. **Transfer And Sub-Letting:** The Tenderer has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
12. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
13. The Tenderer is required to give confirmation of their acceptance of the Standard Conditions of the Contract, which will automatically be considered as part of the Contract concluded with the successful Tenderer as selected by the IIMK. Failure to do so may result in rejection of the Tender submitted by the Tenderer.

PART IV: PREPARATION OF TENDER DOCUMENT

1. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Documents or submission of the tenders not substantially responsive to the Tender Documents in every respect will be at the tenderer's risk and shall result in rejection of the tender. Each tenderer shall submit only one Tender. Tenderer shall not contact other tenderers in matters relating to this tender.
2. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the tendering firm as token of having accepted all the Terms and Conditions of this Tender
3. Complete tender documents can be downloaded from the Website of IIMK (<http://iimk.ac.in/>). Information on issuance of corrigendum, if any, related to this tender will also be available in website of the Institute.
4. Tenderers should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the Tender may be rejected and no clarification/enquiry in this regard will be entertained.
5. **Technical documents:** The services required to be rendered, tendering procedures and contract terms and conditions are prescribed in the Tender Documents. The Technical document shall be submitted with all the necessary documents mentioned in the Tender Documents duly signed on all pages.

6. Price Bid.

- a) The vendor has to submit the Price Bid as given in the schedule of Requirements in **Annexure-E**. The tenderer needs to fill up the rates and submit along with the tender document.
- b) The prices shall be inclusive of all Taxes. However, basic unit price and all other components of the price need to be individually quoted as per price schedule given in Price Bid.
- c) The rates quoted by the tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) "Discount, if any, offered by the tenderers shall not be considered unless they are specifically indicated in the price schedule. Tenderers desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account".

7. Period of validity of tenders

- a) Tender shall remain valid for a period not less than 120 days after the deadline date specified for submission.
- b) In exceptional circumstances, IIMK may request the consent of the tenderer for an extension to the period of tender validity. The request and the response thereto shall be made in writing. A tenderer accepting the request and granting extension will not be permitted to modify his tender.

14. Opening of Tenders: The valid tenders received before the deadline are will be open at **16:00 hours on 06.07.2023** by representatives of IIMK. The Technical Bid and Price Bid shall be opened at the same time.

In the event of the specified date of tender opening being declared a holiday for IIMK, the tenders shall be opened at the appointed time and location on the next working day.

15. Right to accept /Reject the Tender: IIMK does not pledge itself to accept the Tender and reserves to itself the right of accepting the whole or any part or portion of the Tender or cancel the Tender without assigning any reason whatsoever.

IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the Tender. IIMK's decision on acceptance/rejection shall be final without assigning any reason thereof. Tender once submitted will not be allowed for revision without the approval of IIMK. Any withdrawal of Tender after submission of offer will result in debarring/blacklisting of the party.

16. Evaluation Of Tenders

- a) IIMK shall examine the Technical Bid submitted in accordance to eligibility conditions in Part II & Part III. The duly constituted tender evaluation Committee (BEC) shall evaluate the tenders and is empowered to take appropriate decisions on minor deviations. The

decision of the BEC on technical evaluation(s) shall be final and binding on all the tenderers.

- b) Samples of only those tenderers shall be evaluated who are declared technically qualified.
- c) IIMK shall correct arithmetical errors on the following basis:
 - I. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected;
 - II. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - III. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (I) and (II) above.

IIMK reserves the right to offer the contract to a qualified tenderer. IIMK's decision in regard to evaluation & selection shall be FINAL and binding on the Tenderers.

17. Award of Rate Contract

All the participating tenderers are essentially required to quote the rates along with samples for all stationery Articles as per **Annexure-E** of the Tender Document. Those who will not quote rates for all stationery articles or whose samples are not received shall not be considered for evaluation of tender.

L1 tenderer shall be decided on the basis of maximum number of items quoted at lowest as compared to participating tenderers. Therefore, all the tenderers are directed to quote price for all the tendered articles, failing which the tenders shall be rejected at Financial Scrutiny Stage.

The Institute reserves the right to enter into multiple rate contract during scrutiny of Tendering process or currency of Contract agreement in the following cases: -

- a) Where more than one firm or bidder has the same rates and quality.
- b) Where it is observed that a single bidder does not have enough capacity to cater to the entire demand of an item, the Institute may enter into more than one rate contracts with other L1 tenderers. Such rate contracts are known as Multiple Rate Contracts.

18. Acknowledgement/Acceptance of The Rate Contract Order: The supplier shall give an acknowledgement of the Rate Contract Order within 10 days of the date of issue of

Order. In case, the supplier fails to acknowledge the Order within the stipulated time, the Institute is at liberty to cancel the same.

19. Issue of Purchase Order: When the demand arises, a Purchase Order will be issued to the respective L1 vendors as per the Rates given in the Rate Contract Order on each occasion.

20. Submission of hard copy of the tender:

- (a) A Sealed envelope containing all tender documents, completely filled and duly signed shall be submitted, which shall be superscripted as "**Tenders for Annual Rate Contract for the Supply of Stationery Items**". The envelope must be super scribed with Tender No. and date of opening.
- (b) The tenderers are directed to send the hard copy of the tender in a sealed cover so as to reach the address mentioned below latest by **15:00 Hrs on 06.07.2023**
- (c) Address for sending the Technical Bid:

**Chief Administrative Officer
Indian Institute of Management Kozhikode
IIMK Campus P.O., Kozhikode – 673 570 (Kerala)**

NOTE: "Please ensure that the Tender nomenclature and its reference number are superscribed on top of the Envelope under which Tender is forwarded to IIMK. If the Tender details are not superscribed on the Tender/Quotation Envelope, IIMK will not be held responsible for the Tender being left out for opening on the due date and time. The sole responsibility for this lapse will rest with the Vendor concerned"

For Further Details, If Any, Please Contact Chief Purchase Officer (Phone: 0495-2809459; E-Mail purchase@iimk.ac.in) between 9:30 Am and 5:00 Pm on Working Days.

Date: 15.06.2023

Sd/-
Col Biju Warriar (Retd)
Chief Purchase Officer

ORGANIZATIONAL PROFILE

Name of the Tenderer:

1. Name of Firm :
2. Type :
3. Name of Owner/Proprietor :
4. Year of establishment :
5. Brief Description (May add as a separate enclosure) :
6. Contact Number and Mobile Number:
7. Email Id :
8. Address :
9. Client list with contact reference
(Add as a separate enclosure as the table given below)

Sl. No.	Name of Client	Period of Service	Details of Service
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10. Range of service provided/able to provide (May add as a separate enclosure)
11. GST Registration :
12. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Tenderer)

NON-BLACKLISTING DECLARATION

(To be submitted on Letter Head of tenderer along with Technical Bid)

Dated:

To,

**Indian Institute of Management Kozhikode
IIMK Campus P. O., Kozhikode,
Kerala, PIN - 673 570**

Subject: Declaration for Non-Blacklisting

Name of Tender/Work: Tenders for Annual Rate Contract for the Supply of Stationery Items

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Tenderer, with Official Seal)

TENDERER BANK INFORMATION FOR E-PAYMENT

1	Name and Full address of the Tenderer & E-Mail address	
2	Credit Account No.	
3	Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch full address with Telephone No	
6	Telephone/Mobile/Fax No. of the Tenderer	
7	PAN (Permanent Account Number)	
8	GST Registration Number	
9	Copy of PAN card should be enclosed.	

[In letter Head of the Firm]

Bid Security Declaration Form

To w

**Indian Institute of Management Kozhikode
IIMK Campus P. O., Kozhikode,
Kerala, PIN - 673 570**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, tenders must be supported by a Tender Securing Declaration.

I/We accept that I/We may be **disqualified/blacklisted** from tendering for any contract with you for a period of one year from the date of notification of tender if I am /We are in a breach of any obligation under the tender conditions, because I/We

- a) have withdrawn/modified/amended, impaired or derogated from the tender, my/our Tender during the period of tender validity specified in the form of Tender;
- or
- b) Having been notified of the acceptance of our Tender by the purchaser during the period of tender validity (i) failed to execute the contract, if required, or (ii) failed or refused to furnish the Performance Security, in accordance with the Instructions to Tenderers.

I/We understand that this Tender Securing Declaration shall cease to be valid if I am/we are not the successful Tenderer, upon the earlier of (i) the receipt of your notification of the name of the successful Tenderer; or (ii) thirty days after the expiry of the validity of my/our Tender.

Signed : *(signature of person whose name and capacity are shown)*

in the capacity of *(insert legal capacity of person signing the Tender Securing Declaration)*

Name: *(insert complete name of person signing he Tender Securing Declaration)*

Duly authorized to sign the tender for an on behalf of *(insert complete name of Tenderer)*

Dated on _____ **day of** _____ *(insert date of signing)*

Corporate Seal (where appropriate)

SCHEDULE OF REQUIREMENTS

SI No	Item	Brand	Qty.	Amount to be Quoted (₹)	Name of the Brand Quoted
1	Badge Cover (Plastic, Transparent, Thick)	Good Quality	1 No		
2	Badge Tag with 'IIMK' print	Good Quality	1 No		
3	Ball Pen (Ordinary) - Blue/Black/Red/Green	Rorito-Champ or similar quality	1 No		
4	Ball Pen (Gel) (Blue/Black/Red/Green)	Reynolds-Racer or similar quality	1 No		
5	Ball Pen (Gel) (Blue,Black, Red, Green)	Montex or Similar quality	1 No		
6	Ball pen (Gel)Blue/Black with IIMK Printing	Classmate Octane or similar quality	1 No		
7	Ball Pen (Blue, Black)	Unomax ultron Similar	1 No		
8	Ball Pen	Maxtron(Rorito) or Similar	1 No		
9	Pen - Superior quality	Uniball-Fine or Similar	1 No		
10	Ball Pen	Pilot(Hi-Tecpoint) or Similar	1 No		
11	Ball Pen Refills (Blue/Black/Red/Green)	Good Quality	1 No		
12	Ball Pen Refills (Gel) (Blue/Black)	Reynolds-Racer or Similar	1 No		
13	Binder Clips 15 mm (1 Packet of 12 Nos)	Good Quality	1 No		

14	Binder Clips 25 mm (1 Packet of 12 Nos)	Good Quality	1 No		
15	Binder Clips 32 mm (1 Packet of 12 Nos)	Good Quality	1 No		
16	Binder Clips 41 mm (1 Packet of 12 Nos)	Good Quality	1 No		
17	Binder Clips 51 mm (1 Packet of 12 Nos)	Good Quality	1 No		
18	Bond Paper (Executive) A4 - 85 GSM - 1Packet(100 Sheets)	BILT or Similar	1 No		
19	Calculator - (Ordinary Desktop) - CASIO-MJ120D	CASIO or Similar	1 No		
20	Calculator – CASIO MJ 12 SA	CASIO or Similar	1 No		
21	Calculator – CASIO DJ 240 plus	CASIO or Similar	1 No		
22	Carbon Paper Sheets (1Box of 100 Nos)	Kores or Similar	1 No		
23	Heavy Battery 9V	Eveready or Similar	1 No		
24	Cell - 1.5 V (AA) GP Ultra	Panasonic/ Godrej	1 No		
25	Cell - 1.5 V (AA)	Eveready or Similar	1 No		
26	Cell - 1.5 V (AAA) (for Remote)	Eveready or Similar	1 No		
27	Battery Alkaline Hypper AAA	Duracell or Similar	1 No		
28	Cello Tape 2" Brown - 30 Meters	Good Quality	One Roll		
29	Cello Tape 2" Transparent 30 Meters	Good Quality	One Roll		
30	Cello-Tape 1" Transparent 30 Meters	Good Quality	One Roll		
31	Cello-Tape 1/2" Transparent 10 Meters	Good Quality	One Roll		

32	Cello-Tape 1/2" Transparent small	Good Quality	One Roll		
33	Cello tape Dispenser	Good quality	1 No		
34	Writing pad with clip – Plastic (exam board)	Good Quality	1 No		
35	File board with ribbon	Good Quality	1 No		
36	Photo printing paper 180 gsm	Good quality	1 Pack of 100		
37	Chalk Dustless (Assorted Colours)	Kores or Similar	1 Box of 144 pieces		
38	Chalk Dustless (White)	Apsara or Similar	1 Box of 10 Nos		
39	Chart Paper - Assorted Colours	Good Quality	One Sheet		
40	Chart Paper - White	Good Quality	One Sheet		
41	Copy Paper A4 - 75 GSM - Assorted Colours	Expert or Similar	One Ream		
42	Copy Paper A3 - 75 GSM - White	IK/Hybrite/JK	One Ream		
43	Copy Paper A4 - 80 GSM - White	Hybrite/ IK Plus/JK	One Ream		
44	Correction Fluid Pen (Whitener) (0.8mm tip)	Faber Castell	1 No		
45	Duster- Black Board (Ordinary)	Good Quality	1 No		
46	Duster- White Board (Magnetic)	Good Quality	1 No		

47	Duster Cloth (Soft cloth) (Yellow/other colors)	Good Quality	1 No		
48	Envelope - A4 (White or Brown) -100 GSM- with IIMK Logo and Address printed.	Good Quality	1 No		
49	Envelope (clothed) - A4 (12"x9") with IIMK Logo and Address printed.	Thick standard quality	1 No		
50	Envelope (clothed) - 15"x11" with IIMK Logo and Address printed.	Thick standard quality	1 No		
51	Envelope (clothed)A3 16"12" Box type with IIMK Logo and Address printed	Thick standard quality	1 No		
52	Envelope White - 10.5" x 4.5" - 100 GSM - with IIMK Logo and Address printed.	Good Quality	1 No		
53	Envelope White (Window) - 10.5"x4.5" - 100 GSM - with IIMK Logo and Address printed.	Good Quality	1 No		
54	Envelope (clothed – Very thick) 14"x10"	High Quality	1 No		
55	Envelope (clothed –Very thick) 15"x11"	High Quality	1 No		
56	Envelope (clothed –Very thick) 16"x11" – Box type	High Quality	1 No		
57	Eraser - Big Size	Apsara or Similar	1 No		
58	Eraser - Medium Size	Apsara or Similar	1 No		
59	File Binder (Thick Board) with Flaps & Tag	Neelgagan or Similar	1 No		
60	File with flap & button	Bhikshu/ World one or similar quality	1 No		

61	File Folder without tag (Brown), 300 GSM Size-36cm.x 26cm, with IIMK Logo and Address printed.	Good Quality	1 No		
62	File Folder with Tag (Thick Paper) 500 GSM (Assorted colors) Size-36cm.x 26cm, with IIMK Logo and Address.	Good Quality	1 No		
63	File Tag 6" (Metal Ended) - 1 Bundle of 50 tags	Good Quality	1 No		
64	Folder Plastic (Transparent, thick, Assorted Colors) 35cm.x 24cm. 200 GSM with IIMK Address and Logo printed	Good Quality	1 No		
65	Folder/Binder Stick (Plastic, Transparent Blue)	Good Quality	1 No		
66	Gum (Synthetic)- 150 ml Bottle	Kores/Camlin or Similar	1 No		
67	Gum (Synthetic) -300 ml Bottle	Kores/Camlin or Similar	1 No		
68	Gum (Synthetic) 20 ml Tube	Kores/Camlin or Similar	1 No		
69	Gum / Glue Stick (8 Gms.)	Kores/Camlin or Similar	1 No		
70	Hi-Lighter - Assorted Colours	Faber Castle /Artline or Similar	1 No		
71	Letter Tray (Plastic) (36 x 26 cm)	Tootal or similar	1 No		
72	Ring file 1302	AJS or Similar	1 No		
73	Lever Arch File/Folder (Box File) with thick board & clip/lever.	AOS or similar	1 No		
74	Lever Clip Folder (Plastic)	Good Quality	1 No		
75	Magazine Rack (Box of 2 Nos)	Omega or Similar	1 No.		

76	Magnets (30 mm) (Strip of 10 magnets, colored)	Good Quality	1 No		
77	Marker Pen Fine Point (Permanent/Erasable)	Faber Castle or Similar	1 No		
78	Note Book – Ruled - 200 Pages	Good Quality	1 No		
79	Note Book – Unruled - 200 Pages	Good Quality	1 No		
80	Note Pad - Pocket type (Spiral Binding)small 80pages	Neelgagan or Similar	1 No		
81	Drawing/Push Pins (Notice Board Pins) (colored) 1 Packet of 30 Pins	Bambalio or Similar	1 No		
82	Paper Clips – Metallic (1 Packet of 100 clips)	Kores or Similar	1 No		
83	Paper Clips - Plastic Coated (1 Packet of 100 clips)	Camlin or Kores or similar quality	1 No		
84	Paper Pins (1 Packet of 50 Grams)	Good Quality	1 No		
85	Paper Knife (9 mm Blade)	Good Quality	1 No		
86	Paper Knife - Big	Good Quality	1 No		
87	Paper Weight (Glass type)	Good Quality	1 No		
88	Pen Bowl	Good Quality	1 No		
89	Pen Stand	Omega or Similar	1 No		
90	Pencil Sharpener (Ordinary)	Camlin / Nataraj or Similar	1 No		

91	Pencils HB (10 pcs packets)	Apsara or Similar	1 No		
92	Pencil with eraser	Apsara or Similar	1 No		
93	Pin-Clip Container (Magnetic)	Good Quality	1 No		
94	Photo printing paper 180 gsm (1 Pack of 100)	Good quality	1 No		
95	Punching Machine (2 hole) DP-280 (Small)	Kangaroo or Similar quality	1 No		
96	Punching Machine (2 hole) DP-600 (Medium)	Kangaroo or Similar quality	1 No		
97	Punching Machine (2 hole) DP-700 (Big)	Kangaroo or Similar quality	1 No		
98	Punching Machine (2 hole) DP-800 (Big)	Kangaroo or Similar quality	1 No		
99	Punching Machine (Single hole)	Kangaroo or similar quality	1 No		
100	Register - Ruled - 120 pages / 1.5 Quire	Good Quality paper	1 No		
101	Register - Ruled - 160 pages / 2 Quire	Good Quality paper	1 No		
102	Register - Ruled - 240 pages / 3 Quire	Good Quality paper	1 No		
103	Register - Ruled – 320 pages	Good Quality paper	1 No		
104	Register - Ruled – 480 pages	Good Quality paper	1 No		

105	Rubber Band (Nylon) Large (1 Packet of 100 gm)	Good Quality	1 No		
106	Rubber Band (Nylon) small (1 Packet of 100 gm)	Good Quality	1 No		
107	Scale 12" Metal	Apsara or Similar	1 No		
108	Scale 12" Plastic	Faber Castle or Similar Quality	1 No		
109	Scissors - 4"	Good Quality	1 No		
110	Scissors - 6"	Good Quality	1 No		
111	Scissors - 8"	Good Quality	1 No		
112	Sketch Pen Set (Assorted Colours) Large Size (Packet of 12 Pens)	Camlin / Luxor / Kores or Similar Quality	1 No		
113	Sketch Pen Set (Assorted Colours, small size) (Packet of 12 Pens)	Camlin/ Luxor / Kores or Similar Quality	1 No		
114	Soft Cloth for Computer Cleaning (1 Packet)	Good quality	1 No		
115	Crayon small (Packet of 12 Pens)	Camlin/ Luxor / Kores or Similar Quality	1 No		
116	Stamp Pad (Big) Purple Colour	Kores / Camlin or Similar Quality	1 No		
117	Stamp Pad (Medium) Purple Colour	Kores / Camlin or Similar Quality	1 No		
118	Stapler – Kangaroo - HP - 45 - Big	Kangaro or Similar Quality	1 No		
119	Stapler – HD – 23 S13 (Heavy Duty Stapler)	Kangaro or Similar Quality	1 No		

120	Stapler - Kangaroo No.10	Kangaroo or Similar Quality	1 No		
121	Stapler Pin - 24/6 - 1M (1 Packet of 1000 Pins)	Kangaroo or Similar Quality	1 No		
122	Stapler Pin No.10 - 1M (1 Packet of 1000 Pins)	Kangaroo or Similar Quality	1 No		
123	Sticky Note Pad - 1"x3" (Assorted colors) (1 Packet of 3 Pads)	Good Quality	1 No		
124	Sticky Note Pad - 2"x3" (Yellow color) (1 Packet of 100 Sheets)	Good Quality	1 No		
125	Sticky Note Pad - 3"x3" (Yellow color) (1 Packet of 100 Sheets)	Good Quality	1 No		
126	Sticky Note Pad - 5"x5" (Yellow color) (1 Packet of 100 Sheets)	Good Quality	1 No		
127	Sticky Note Pad (plastic transparent multicolor) (1 Packet of 100 Sheets)	Good Quality	1 No		
128	Suthli/Jute Thread/Polypropylene Thread (Thick)- 1 Bundle of 500 gm	Good Quality	1 No		
129	Twine (Nylon/Cotton Thread) (White color) - 1Bundle/Spool	Good Quality	1 No		
130	Waste Bin (Plastic, Ordinary, Office use)	Tootal or Similar	1 No		
131	White Board Marker - Assorted Colours	Artline or Reynolds	1 No		
132	Wrapping Paper (for gifts)- 1 Sheet	Good Quality	1 No		
133	Ink for Stamp Pad (Purple) (50 ml Bottle)	Kores or Similar Quality	1 No		
134	Folder Leaves (Plastic-transparent covers) A4 Size	Good Quality	1 No		
135	Foam Tape 1"	Good Quality	1 Roll		

136	Self-stick Address Labels (A4 sheet 16 Labels) (1 Packet of 100 Sheets)	Oddy or Similar Quality	1 No		
137	Face Tissue (1 Packet of 15 Pulls)	Premier or Similar Quality	1 No		
138	Face Tissue (1 Packet of 100 Pulls)	Premier or Similar Quality	1 No		
139	Permanent Marker (Big)	Faber Castle or Similar Quality	1 Packet		
140	Paint Marker	Artline or Similar Quality	1 Packet		
141	Brown Paper	Good Quality	1 Roll		