

RFP NOTICE

TENDER Ref: III/ESTB/Empanelment for Office Stationery vendor/2024-2027

Applications are invited from suppliers/ wholeseller/distributors/dealers proximate/nearby to BKC area towards empanelment for Office Stationery supplies at our office premises which includes standard office Stationery and other allied items falls under Printing and Non Printing material at Insurance Institute of India, Plot No C-46, G block, Bandra Kurla Complex, Bandra (east), Mumbai - 400051. The approximate value of annual procurement shall vary between ₹ 5 to 7 lakh.

Office Stationery Vendors who are desirous to be empanelled with us for above mentioned supplies as per our requirement alongwith terms and conditions mentioned in Annexure 'B', may apply. Interested vendors will be required to fill the questionnaire form Annexure 'A' and submit necessary supporting documents along with the questionnaire form.

The applications received will be scrutinized on the basis of fulfilment of all relevant conditions for empanelment as per Annexure 'B' and the in-house Committee shall undertake the inspection visit for verification of records and information furnished in the Application Form of only those vendors who are found prima facia eligible for empanelment on the basis of documents / information submitted. The Vendor, who are currently on our panel and are desirous to be empanelled, also need to apply a fresh.

The Institute reserves the right to call for any missing / additional information from the responding bidders and accept or reject any or all applications without assigning any reason thereof.

An exhaustive list of common and frequent Office Stationery supplies required by the Institute is enclosed in Annexure 'C' for your reference.

Rate Contract:

Empanelled vendors shall enter into a yearly rate contract which will be a running contract for Financial year subsequently for 3 years i.e.

First Year - 1st April, 2024 to 31st March 2025,
Second Year - 1st April, 2025 to 31st March 2026,
Third Year - 1st April, 2026 to 31st March 2027.

Rates for every year, shall be called 3 months prior to commencement of said period. Empanelled vendors shall quote their rates towards specified item with specified make. The said rates for particular item shall remain fixed and valid throughout the rate contract period. The rate contract shall be binding on the vendor/supplier to provide the ordered specified item with approved rate and quantity.

The order shall be placed with L1 rate for particular item with the respective vendors.

Handwritten signature and initials in blue ink.

The Application in the Questionnaire Form Annexure 'A' along with the enclosures as per Annexure 'B', superscribed as **"APPLICATION FOR EMPANELMENT OF OFFICE STATIONERY VENDORS FOR INSURANCE INSTITUTE OF INDIA"** and addressed to:-

The Secretary, Estb Dept,
Insurance Institute of India,
C-46, G Block, Bandra Kurla Complex,
Bandra (E), Mumbai- 400051.

and should reach us on or before 27.02.2024 up to 5.00 p.m. in a sealed envelope, applications received after the due date and time will not be considered.

Place: Mumbai

Date: 20.02.2024

Secretary

QUESTIONNAIRE FOR EMPANALMENT OF OFFICE STATIONERY VENDORS GENERAL INFORMATION

Annexure 'A'

1. Name of the Vendor : _____
2. Name of shop : _____
3. Whether Partnership or Proprietor : _____
4. If Partnership, No of partners : _____
5. Names of Partners : _____

6. Date of Establishment of Shop : _____
7. Address of the Shop, Contact Nos.,
Email-id & Mobile No.: : _____

8. **Licenses required**
 - a. Shop & Establishment License No : _____
 - b. Date of validity of Licence : _____
 - c. GST Registration No : _____
 - d. PAN No : _____
 - e. TAN, TIN No : _____
 - f. If MSME, certificate No : _____
 - g. Aadhaar No of each partner : _____

(Submit copy of each document)
9. Single point Name and contact no. : _____
(Who would call on us and attend to our job) _____
10. Submit last 3 Income-Tax Assessment & the turnover of tax assessed:
(Copies of I.T. Returns for last 3 yrs. to be attached)
11. Working hours of shop : _____
12. Total number of employees : _____
13. Kindly enclose Xerox copy of all Licenses & the list of stationery available.

Stamp & Signature

Annexure – 'B'

Terms & Conditions for Empanelment of Office Stationery Vendor.

1. The Firm should have at least three years of experience in supplying Office and other stationery items as per requirement in bulk or in short quantity also.
2. Annual turnover should range from ₹ 2 Lakhs to ₹ 5 Lakhs or more for at least each three financial years (Attach IT Return for evidence).
3. The vendor should be on the approved panel of at least three reputed firms. Client List should be enclosed herewith.
4. The vendor should have registration with State & local authorities for undertaking the profession. (Copies of State/Local registration license, GST/TAN, TIN No, PAN, Aadhaar should enclosed).
5. Vendor should keep sufficient stock in hand so as to comply with urgent requirement without any delay.
6. The stationery supplied should be of branded and specified quality or as per our requirement. In spite of our requirement, if the vendor is supplying inferior quality stationery then said vendor may be blacklisted from empanelled vendors list.
7. Any dispute arising out of this acceptance shall be referred to the Secretary - Establishment, Insurance Institute of India, Plot no. C-46, G-Block, Bandra-Kurla Complex, Mumbai. For "Sole Arbitration" and his decision shall be final and binding on the supplier/vendor/printers.
8. Any disputes arising out of or relating to this tender shall be deemed to have been arisen in Bandra-Kurla Complex, Mumbai and shall be under jurisdiction of a court in Bandra-Kurla Complex, Mumbai. Termination of contract/annual rate contract but in case of breach of the terms of the contract/ Annual Rate Contract, it may be terminated forthwith.
9. The Institute reserves the right to Remove / Black List any Supplier / Vendor from the list of empanelled agencies/vendors for any deviation from the agreed Terms & Conditions or any activity is observed, which is detrimental to the interest of the Institute.
10. The empanelment shall be applicable and valid for period of 3 years i.e, from 01.04.2024 to 31.03.2027.

Interested persons, firms etc. are required to submit sealed application along with filled questionnaire form by 5.00 pm on _____ for empanelment. The envelope should be super scribed as **"APPLICATION FOR EMPANELMENT OF OFFICE STATIONERY VENDORS FOR INSURANCE INSTITUTE OF INDIA"** and to be submitted / sent to Secretary (Estb), Insurance Institute of India, Plot no. C-46, G-Block, Bandra-Kurla Complex, Mumbai - 400 051. The selections shall be at the sole discretion of the competent authority of Insurance Institute of India, Mumbai. Existing empanelled Firms are also required to apply for fresh empanelment. The Institute reserves the right to accept or reject any/all applications without assigning any reason thereof.

Annexure – B

Approximate List of Office Stationery required by Insurance Institute of India.

SR. NO.	PARTICULARS	DETAILS
MARKER / PENS / REFILLS		
1	Faber Castel Markers (0.4 mm)	Green / Blue / Black
2	Faber Castel Markers (0.8 mm)	Green / Blue / Black
3	Camlin Permanent Marker	Blue / Green / Red / Black
4	Pik Pens White Board Marker	Blue / Red / Black / Green
5	Pentonic Ball pen	Blue/Black/Red- Ink
6	Cello Paper soft ball pen(Different Colour)	Blue/Black-Ink
7	HAUSER Germany XO	Blue/Black-Ink
8	Institute Name Printing charges on any ballpen (Only printing charges)	
9	Pik Pens Super Highlighter Pen	Different colours
10	Camlin Bold - E Paint Marker Pen	Black/White
11	Pierre Cardin 666 Roller Refill (Non Dry Refill)	Blue/Black
STAPLER / CLIP/ PINS		
1	Rolex Clip	26 mm/35mm
2	Rolex Pins	small box
3	Well Make Colour Push Pin	
	Kangaroo Stapler No.10 -1M	
4	Kangaroo Stapler Pin No.10 -1M	
5	Kangaroo Stapler HD 10	
6	Kangaroo Stapler HP 45	
7	Binder Clip Music 555 Brand	25 mm/32mm/41mm
WHITE INK / GLUE		
1	Camlin Cover-it Pen (Correction Pen)	
2	Fevi Stick Glue	15 gm.
3	Camlin Liquid Glue Can	5 litres Can
4	Fevi Quick	
PUNCH / SCISSORS / CUTTER		
1	Kangaroo Punch DP -280	
2	Claro Cutters (Big size)	
3	Claro Cutters (Small size)	
4	Music 555 Scissors (MS-55)	
5	Music 555 Scissors (MS-85)	
DUSTERS		
1	Zeel Magnetic White Board Duster	
LABELS / COMPUTER STATIONERY		
1	Novajet Multipurpose Lables	NJ MPL 08/12/21/84 etc.
2	Transparent Barcode labels	500 labels in one Roll
PENCILS / ERASER / SHAPNERS/ RULERS		

1	FLORA Pencil Sharpners	
2	Faber Castell Black Matt 1112 Pencils (with rubber tip)	10 boxes in each
3	Natraj 621 HB Pencil	10 boxes in each
4	Natraj 621 Plasto Eraser	10 boxes in each
5	Vikas Ruler	10 boxes in each
	CALCULATOR	
1	Citizen CT-555N (12 digit)	
2	Citizen Calculator CT - 9616 (16 DIGIT)	
	STAMP PAD	
1	Camlin Stamp Pad 110mm x 70mm(Small)	Blue / Black / Red
2	Camlin Rubber Stamp Black Ink 15.7cm x 9.6cm (Big)	Black / Blue/ Red
3	Camlin Rubber Stamp Ink 25 ML	Blue / Black / Red
4	Self Stamp Ink	Blue/Black/Red
5	Nylon Stamp	
	BATTERIES	
1	EW High Power 6F 22M 9 Volts Batteries	
2	Eveready Rechargeble Battery (AAA)	
3	Eveready Heavy Duty 1012 Battery (AAA)	
4	Eveready Heavy Duty 1015 Battery (AA)	
5	Maxell Lithium Battery CR 2025 (3V)	
6	Duracell Batteries (AA)	
7	Duracell Batteries (AAA)	
	NOTE BOOKS / WRITING PADS / OTHERS	
1	Sundaram Note Books (18.5 cm x 14.5 cm)	1Q/2Q/3Q/4Q/5Q
2	Sunny Full Size Registers	1Q/2Q/3Q/4Q/5Q
3	Dolly Full Size Registers	1Q/2Q/3Q/4Q/5Q
4	Maruti Full Size Registers	1Q/2Q/3Q/4Q/5Q
5	Maruti Account Book (Daily Attendance Muster)	1Q/2Q
6	Sundaram long book 17 x 27 cms	1Q/2Q
7	Claro Write on Notes (Yellow Pad)	50 mm x 75 mm
		75 mm x 75mm
		75 mm x 100 mm
8	Music 555 Paste-it Flag (Sticky Note Pad) (plastic material)	Different colours
9	Minute Book (A3 Size)	250 Lvs(Back to Back 500 pages)with blank pages
10	Muster Roll (Colum with In Time, Out Time & Sign	1Q
11	A3 Size Sunny Delux Accounts Book	250 Lvs(Back to Back 500 pages)with blank pages
	TAPES	
1	Transperant Wonder Tape 1 inch	1/2/3 inch
2	Omega Cello Tape Dispenser	
3	Bimal Handy Tape DispenserB-87/3"	

4	Wonder -555 Tape 1 Inch (White Colour)	
5	Double Side Foam Tape 1 Inch	
	GLOSSY PAPERS / WATER SPONGE	
1	Mangal Round Paper Damper Plastics (Water Sponge)	
2	Glossy Paper (19.5 cm x 27 cm) (170 GSM)	250 sheets in one rim
3	A4 size Glossy Paper (170 GSM)	250 sheets in one rim
4	Chart Paper	all colours
5	ColorSprint Copier Paper in Pastel shades (75 gsm)	Pink /Yellow colour (500 sheets in 1 rim)
6	Legal Paper (Green colour) A4size	500 sheets in 1 rim
7	Legal Paper (Green colour) A5 (legal) size	500 sheets in 1 rim
	INDEX SETS / ENVELOPES	
1	SVS File Index Sets (in plastic material) 603 A4 size	Nos.1 to 10
		Nos. 1 to 15
		Nos. 1 to 20
		Nos. 1 to 25
		Nos. 1 to 30
2	File Clips with plastic clip connector (patti)	10 in packet
3	Plastic stick used in plastic patti	good quality (10 pack)
4	White Envelops	Medium size
5	White Envelops	Full size
	FILES / FOLDERS	
1	Cloth Folder (4 side open - Red Colour)	
2	Raj Spring Files with Cloth Patti & Printing of Inst. Name	A/4 size
3	1/2 Ring Binder 'D' Ring File (301)	
4	1/2 Ring Binder 'D' Ring File (408)	F/C size
5	SVS Transparent File RC-102	A/4 size
6	SVS Transparent File RC-103	FC / legal size
7	Raj Box Files with printing	
8	Cardboard D Ring File with Cloth Patti	
9	SVS 307 T Transparent File	
10	SVS Economy File E-303 - A4 Size Transparent File	
11	SPS F/C 404 D Ring File	
12	Spring file no 1	Legal Size
	MISCELLANEOUS ITEMS	
1	Divider Sheets	
2	Vandana Elastics Rubber Bands 19 (4")	1 kg. Packet
3	Tissue Paper (MARUTI)	1 box
4	Prince Super Soft Napkins (Tissue papers)	1 packet
5	Yellow Dusters	
6	Plastic Paper Tray (Single)	
7	Plastic Paper Tray (Double) With Stand	

8	Plastic Paper Tray (Triple) With Stand	
9	Deluxe Nylon Sutli	
10	Plastic Sutli	
11	SVS Business Card Holder with Index	240 cards 1000 cards
12	Solo Business Card Holder with Index	120/240/480/500/1000 cards
13	Air Freshners	
14	Name Plate 6" x 2" (Plastic)	
15	Name Plate 10" x 2" (Plastic)	
16	Planners - 15 months (Diary)	
17	Desktop Planners -(A3 Size)	
18	Desk Calendars	
19	Desk Calender Holder	
20	Plastic Key Chain Box	
21	Laminating A4 Size punch film	
22	Laminating A5 Size punch film	
23	Brush (2 Inch)	
24	Door Bell (Wire less)	
25	Glossy Plastic Gift Paper	
26	A4 Size Patty File	
27	F/C Punch Folder	
28	A/4 Size Report File	
29	Pen Holder(Metal)	
	XEROX	
	BLACK & WHITE	
1	SINGLE (A4 size paper)	PER PAGE
2	BACK TO BACK (A4 size paper)	PER PAGE
	COLOR	
1	SINGLE (A4 size paper)	PER PAGE
2	BACK TO BACK (A4 size paper)	PER PAGE
	SPIRAL BINDING	
1	A/4 Size & legal File (Cardboard)	

**** The stationeries mentioned in Annexure C above is exhaustive for illustration. List of stationery may vary in rate contract based on our requirement.**