



**INDIA INTERNATIONAL CENTRE**  
40, Max Mueller Marg, New Delhi-110003

Telephone: 24609426, 24609351

E-mail: [purchase@iicdelhi.in](mailto:purchase@iicdelhi.in)

To,

M/s \_\_\_\_\_

\_\_\_\_\_

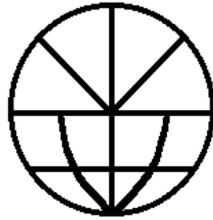
**SUPPLY OF OFFICE STATIONERY ITEMS**

Dear Sir,

1. Sealed Tender is invited for the services against the above-mentioned category of the contract for the period **01 April 2026 to 31 March 2027**.
2. You may quote for the items to be supplied as per Annexure-A, One Rate, without preconditions. All pages of the Tender form are to be stamped and signed.
3. Bidder can download the document and further amendments, from the IIC website (<https://iicdelhi.in>) and submit the same to IIC in a sealed envelope superscribing on it “Tender for **SUPPLY OF OFFICE STATIONERY ITEMS**” so as to reach “Purchase Officer, India International Centre, 40, Max Mueller Marg, New Delhi 110003” on or before **23<sup>rd</sup> February 2026 at 17:00 Hrs.** Validity of quoted rates will be for 90 days..
4. Check list provided in the Tender form is mandatory to be filled by the vendor by attaching all the required documents as asked for.
5. Please note that the Centre reserves the right to accept or reject any of the Tender in part or whole or all the Tenders without assigning any reason, nor is it bound to accept the lowest quotation & to divide the same between a numbers of suppliers without any liability on its part.
6. Late, incomplete, conditional, false, fictitious tenders or Tenders without deposit will be summarily rejected. Samples as required for checking at the Centre will be supplied by the vendor free of cost.
7. Please read the detailed services as required to be rendered by the vendor, which form part of this tender document at Annexure ‘B’ and Terms and conditions at Annexure ‘C’ as the same are to be accepted by the Tenderer.

OFFICE STATIONERY ITEMS

FORM NO: \_\_\_\_\_



**INDIA INTERNATIONAL CENTRE**

40, Lodhi Estate, Max Mueller Marg, New Delhi - 110003

Telephone : 24609322,24609324

E-mail: purchase@iicdelhi.in

**ANNUAL TENDER 2026-27**

**TENDER FORM FOR STATIONERY ITEMS**

**FOR THE PERIOD OF 01-04-2026 TO 30-04-2027**

**EMD: 5,000.00**

**SECURITY DEPOSIT: 10% of Tender Value**

**INDIA INTERNATIONAL CENTRE**

**CHECK LIST FOR TENDER FORM**

1	Name of Contract		
2	Name of the Vendor		
3	Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. <b>(Must)</b>		
4	Complete Address of the Vendor		
5	Telephone No. / Mobile No /Fax No. /Email ID		
6	Name of Contact Person & Mobile No.		
7	Copy of Registration of Shop in Delhi for doing Business is enclosed. <b>(Must)</b>	Yes / No	
8	Whether EMD of Rs 5,000 enclosed. Original DD/Cash receipt to be enclosed. <b>(Must)</b>	Yes/No	DD/Cash Receipt No. .... Date.....
9	Whether EMD exemption sought	Yes / No	(No EMD for existing vendor)
10	Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of _____ business. List of suppliers to be enclosed in support of experience.		
11	Whether having PAN/GIR Regn No. A self-attested copy to be enclosed. <b>(Must)</b>	Yes/No	Regn No....., Date....
12	Whether self-attested copy(s) of Income Tax (Latest Income Returns enclosed) <b>(Must)</b>	Yes/No	
13	Whether having GST/MSME TIN Number / C.S.T. Self attested copy to be enclosed. <b>(Must)</b>	Yes/No	Regn No....., Date....
14	Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. <b>(Must)</b>	Yes/No	
15	Has your company been Black Listed by any company in Delhi, If yes, give details.	Yes/No	
16	Whether ESI & PF compliance is being done by the vendor for staff deployed.	Yes/No	(For Services Contract)

Vendor Signature with Stamp

**Annexure 'A'**

<b>Annual Contract Rates for Office Stationary for the period of 01/04/2026 to 31/03/2027</b>						
<b>Sl.No.</b>	<b>ITEMS</b>	<b>UNIT</b>	<b>BRAND</b>	<b>QTY</b>	<b>RATES</b>	<b>AMOUNT</b>
1	Add Gel Pen	PCS	Add	150		
2	Attendance Register 2Q	PCS	Saraswati	30		
3	Attendance Register 3Q	PCS	Saraswati	30		
4	Ball Pen click	PCS	Hauser	1000		
5	Brown Tape 2 Inch	PCS	Wonder 180	200		
6	Calculator CT-555N	PCS	Citizen	50		
7	Carbon Paper	PCS	Kores	20		
8	Cello Gel Pen	PCS	Cello	200		
9	Cello Gel Refill	PCS	Cello	300		
10	Cello Tape 1 inch	PCS	Premier 50	250		
11	Correction fluid pen	PCS	Reynolds	40		
12	Data Binder 10 x12	PCS	Citizen	5		
13	Dumper	PCS	Kayoicon	50		
14	File Board White	PCS	No Brand	150		
15	File Cover Cobra Big	PCS	Cobra 1200	250		
16	File Cover Cobra Small	PCS	Cobra 1200	250		
17	Gel Refill Addgel	PCS	Add	200		
18	Gem Clip 35mm	PCS	Rolex	200		
19	Glossy paper -A3	PKT	Desmat	10		
20	Glossy paper -A4	PKT	Desmat	10		
21	Glue Stick	PCS	Kores	100		
22	High-lighter Pen	PCS	Luxur	100		
23	Index File	PCS	Citizen	50		
24	Magic Tape	PCS	Skotch	100		
25	Paper pin	PKT	Well	100		
26	Parmanent Marker	PCS	Reynolds	50		
27	Pencil NATRAJ(10 Pcs)	PKT	Natraj	150		
28	Pencil Sharpner Table	PCS	Natraj	10		
29	Pilot pen V5	PCS	Luxur	100		
30	Plastic Folder Mirror	PCS	Blossom 125	1500		
31	Reynolds Pen	PCS	Reynolds	500		
32	Reynolds Pen Refill	PCS	Reynolds	500		
33	Rubber Band	PKT	Poly	60		
34	Rulled Pad Small	PCS	Saraswati	50		
35	Rulled Pad Big	PCS	Saraswati	50		
36	Rulled Register 2Q	PCS	Saraswati	50		
37	Rulled Register 3Q	PCS	Saraswati	50		
38	Rulled Register 4Q	PCS	Saraswati	50		
39	Rulled Register 8Q	PCS	Saraswati	20		
40	Scissor Steel	PCS	Saya	30		
41	Stapler Big	PCS	Kangaro HD45	30		
42	Stapler Small	PCS	Kangaro 10D	50		
43	Stapler Pin 10-1M	PCS	Kangaro	200		
44	Stick Notes Colour 3x3	PCS	Post it	50		
45	Stick Notes yellow 2x3	PCS	Post it	50		
46	Stick Notes yellow 3x3	PCS	Post it	50		

Sl.No.	ITEMS	UNIT	BRAND	QTY	RATES	AMOUNT
47	Sticker Large	PKT	Desmat	10		
48	Sticker White	PKT	Desmat	10		
49	Stock Register 2Q	PCS	Saraswati	2		
50	Stock Register 4Q	PCS	Saraswati	2		
51	Stock Register 6Q	PCS	Saraswati	2		
52	Stock Register 8Q	PCS	Saraswati	2		
53	Tag Green (100 Pcs)	PKT	No Brand	300		
54	Tag White (20 Pcs)	PCS	No Brand	300		
55	Thread Ball Thick	PCS	No Brand	120		

Taxes to be mentioned

Supplier's Signature with Stamp

**TERMS & CONDITIONS FOR THE CONTRACT**

1. Quantities given in the Annexure 'A' are approximate for One year. The actual supply has to be made on the basis of purchase orders placed by the Centre on the basis of actual consumption. The rates quoted shall be item rate, GST extra and inclusive of cartage for delivery at India International Centre, 40 Max Mueller Marg, New Delhi-03. The approved rates shall remain effective from **01 April 2026 to 31 March 2027**. No increase in quoted rates shall be allowed during the period of contract under any circumstances.
2. The quality of items quoted should conform to the specifications given in Annexure 'A' and as per guidelines given in the Tender Form. The rates quoted should be for the individual items. The Centre has the discretion to divide the items required amongst a number of different suppliers.
3. Each tender shall be accompanied by Earnest money deposit by way of demand draft drawn in the favour of India International Centre and payable at New Delhi. Incomplete tenders and tenders not accompanied by the Earnest money Deposit shall be summarily rejected. On acceptance of the tender an additional amount of Security Deposit as indicated in the tender form shall be deposited by way of DD/Pay Order at Delhi/New Delhi, the same shall not draw any interest. In case of non-acceptance of the tender, the amount of Earnest money deposit shall be refunded without any interest.
4. Whenever an item of particulars variety or an item not given in the tender is supplied, the amount therefore is paid by the Centre at the rates approved by it, keeping in view the prevailing market prices for such item(s). The supply shall be made strictly in accordance with the purchase order and shall be within the time limit specified in the Purchase order. In case, after the placement of an order, the Tenderer is unable to make the supply within the time limit prescribed in the Purchase Order or verbal instructions, as the case may be, the Centre shall be at liberty to procure the same at the risk and cost of the Tenderer and the differences of amount between the amount for such procurement and rates approved through this tender shall be deducted from the bills/security deposit of the Tenderer including incidentals.
5. In case the said articles or any of them are rejected for want of non-conformity with the specification or of their being of poor quality, the IIC shall not be required to assign or give any reason for such rejection and decision of the management of IIC shall be final and conclusive and binding upon the Contractor who shall immediately arrange to remove the rejected goods within the specified time. In case of such articles being rejected as mentioned above the Centre shall be at liberty to procure the same at the cost and expenses of the Contractor and the Contractor shall upon demand, pay to the Centre all such extra costs and expenses shall be incurred or sustained in procuring such items(s). In such a case the Centre may also recover these amounts from any sums due to the Contractor.
6. The Contractor shall also be liable to pay Centre the sum not exceeding Rs. 500/- at the option of the Purchase Officer as liquidated damages for each and every day of such default or for any breach of the contract, as often as the same shall happen, the Centre being at liberty to retain the said sums from the amount of any bills/security deposit that may or shall be due to the contractor for due performance of the contracts. In case of repeated defaults, the Centre reserves the right to terminate the contract.
7. As, cent percent inspection of the commodities is not possible or practicable of each item or items of supply, the contractor shall be responsible to accept back and replace any and all articles which are upon inspection at opening for actual use found unsuitable or below the standard and specification, required by the Centre. In the event of failure on the part of the contractor to supply, the articles in the accordance with the conditions entered herein, the said deposit shall be forfeited to the Centre.
8. The contractor shall not directly or in indirectly offer any inducement, gratification, gift or reward to any officer and employee of the Centre to do or not to do so act, manifestly favorable to such contractor in the discharge of the Centre responsibilities, under the terms of the Agreement or for obtaining any benefits, appurtenant thereto, any such attempt would such sufficient ground for termination of the contract and forfeiture of the security deposit. On acceptance of the tender, the Tenderer shall enter into contract in the Performa placed at Annexure-C.
9. Any disputes, differences of opinion arising out of the contract of as a result of the tender shall be liable to referred to the sole arbitrator to be appointed by the Director, IIC. The decision of the Arbitrator shall be final and binding in both the parties, the Tenderer will have no objection even if the Arbitrator happened to be an employee of the Centre.

SPECIAL CONDITIONS OF CONTRACT

1. The estimated quantities and the specifications are as per Annexure-A.
2. The Centre reserves the right to increase or decrease the quantities or delete any of the item mentioned in the list (Annexure-A). Whenever an item of particulars variety or an item not given in the tender is supplied, the amount therefore is paid by the Centre at the rates approved by it, keeping in view the prevailing market prices for such item(s).
3. The supplier shall supply the items on a day-to-day basis as may be ordered by the Centre. The Centre shall have the right to reject the whole or part of the supply in case the items supplied are not found not according to the specifications and quality, and the supplier has to make good the short supply within a period of three hours.
4. That the supplier shall be solely responsible for supply of the goods of the quality as prescribed under the Prevention of Food Adulteration Act 1954 if applicable to the item/s supplied and rules made there under and in case of the goods found adulterated the supplier shall be responsible for consequences thereof.
5. The supplier shall reimburse the Centre the fine etc. that the Centre may be required to pay on account of commission of any offence under the PFA Act 1954/FSSAI 2006 and any other Acts or rules made there under which may be attracted.
6. The supplier to pay to the Centre, in addition of the above, liquidated damages as found appropriate by the Centre, in case of breach of any enactment and / or rules which may be attracted.
7. The supplier shall be solely responsible for the observance and implementation of all such statutory conditions and laws, Central and / or State, including Labour laws as may be applicable to his workers and the IIC will not be responsible for any acts, omission or commission by the workers of the contractor.
8. The supplier shall indemnify and keep IIC indemnified against all losses, damages, claims, action taken against IIC by any authority in this regard.
9. If the suppliers fail to supply the required quantities/fully or partly, the same shall be purchased by the Centre at suppliers' risk and costs and the supplier shall have to reimburse the Centre the cost included for procuring the items/quantity along with the other expenses and damages, including the conveyance expenses for purchase from the market, which shall be recovered on the actual basis, from the supplier.
10. The Centre will give the supplier by 5.00 p.m. the list of items out of the items listed in the Annexure-A referred to above as order of items, and the same will be supplied before 1.00 p.m. the succeeding day, no matter the succeeding day is working day/Holiday/National Holiday.
11. Any items rejected on account of non-conformance to the specifications or any excess quantity brought in will be cleared from the premises with 24 hours, or otherwise, the Center shall have right to dispose them of as it may think fit without any compensation and at the supplier's risk and cost.
12. In case the supplier is unable to meet his commitment or it is found that the supplier is not supplying the estimated quantity according to specifications laid down or in the event of any non-compliance or breach of any clauses of terms and conations, the Centre shall have the right to forfeit the security deposit.
13. The Centre also reserves the right to terminate the contract for any reason whatsoever after giving 15 days' notice in writing to the Vendor. Upon the termination of the contract, the account of the contractor shall be settled and the contractor shall have no right to make any further claim arising out of the termination of the contract.
14. **PAYMENT.** In consideration of the performance of the contract the Centre shall make payments to the supplier on monthly basis. The supplier shall make a list of the articles supplied during a calendar month along with its value and certified as correct and according to specifications by Executive Chef or any other officer as authorized by the Management of the Centre, and passed by the Accounts Officer of the Centre.
15. **SECURITY DEPOSIT.** 10% of value of contract amount will deposited by the successful bidders within 30 days of issue of work order/ purchase order. The security deposit will be submitted in form of Demand Draft/ Bank Guarantee.
16. The Centre reserves the right to extend the contract period beyond 31 March 2027 for a period of two months or beyond, on the same terms and conditions.
17. No negotiations in approved rates will be entertained during the tender period, for any reason, whatsoever.

(On Vendor Official Letter Head)

To,

Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF  
TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the Tender for Supply of **Office Stationery Items** at India International Centre.

Vendor Signature with stamp