



भारतीय बीमा विनियामक और विकास प्राधिकरण
Insurance Regulatory and Development Authority of India
सर्वे नंबर / Survey No.115/1, नानकरामगुडा / Nanakramguda,
फाईनेंशियल डिस्ट्रिक्ट/ Financial District,
हैदराबाद / Hyderabad 500032
फोन/Tel: 91-40-20204800 वेब / Web: www.irdai.gov.in

Ref No. – IRDAI/ADMN/NTC/MISC/309/12/2021

Date:17/12/2021

Empanelment of suppliers of Stationery items

Insurance Regulatory and Development Authority of India (IRDAI), Hyderabad intends to prepare a panel of reputed vendors for supply of Stationery items. Orders for supply of the items will be placed with the empaneled vendors after inviting quotations.

Those interested to be empaneled can apply on the prescribed form which is available at IRDAI's website www.irdai.gov.in.

The prescribed proforma duly filled in may be submitted in a sealed cover clearly superscribing it as 'Application for Empanelment of Vendors for Stationery items' to the General Manager (Administration), IRDAI, Survey No.115/1, Nanakramguda, Financial District, Hyderabad 500032 latest by 6th January, 2022.

IRDAI reserves the right to reject any or all the applications without assigning any reasons thereof.

GM (Administration)

Signature of Authorised Person with Seal of the firm / company

Application for empanelment of suppliers of Stationery items

1.	Name of the Organization	
2.	Type of the Organization, whether Self Proprietorship, Partnership, Public/Private Limited Company etc.	
3.	Registered Office Address and telephone/fax no.	
4.	Name of the Proprietor/Partners/Directors in the Organization	
5.	GST Registration no.	
6.	PAN No.	
7.	In operation since (years)/Annual Turn-over	
8.	Name and address of the Bankers, telephone, Email and Fax No.	
9.	Turnover of the last three years	
10.	Name and Address of the entities / corporates / business houses / Government Departments / PSUs etc. with whom there is empanelment / supply arrangements for stationery items	

Please attach copies of the last three years Income Tax returns and Accounts Statements (Profit & Loss Account and Balance Sheet).

Place :

Date :

Signature of Applicant

Signature of Authorised Person with Seal of the firm / company

The list of items likely to be procured

S. No.	Description of the Items	Expected Quantity for One year	Unit
1	Binder Clips – 19 mm	150	Pkts.
2	Binder Clips – 25 mm	300	Pkts.
3	Binder Clips – 32 mm	150	Pkts.
4	Board Marker	100	nos.
5	CD Marker	50	nos.
6	Cello Tape (1") transparent (65m)	200	nos.
7	Cutter (Paper) (Blade of 0.5 mm thick)	50	nos.
8	File and Magazine Rack	20	nos.
9	File Board	1200	nos.
10	File Tray	30	nos.
11	Glue stick	200	nos.
12	Highlighter (All colours)	180	nos.
13	Lever Arch File (Box File)	96	nos.
14	Bright Electro Nickle Plated Jem Clips – 35 MM	180	nos.
15	Spiral Notebook	600	nos.
16	Packing tape (Brown)(2") (65mtr)	240	nos.
17	Paper Punch Double Small	48	nos.
18	Paper Punch Double Big	18	nos.
19	Paper Punch Single	5	nos.
20	Paper Separator	150	sets
21	Pen Ball Point	1500	nos.
22	Pen Gel	250	nos.
23	Pencil Eraser (Non-Dust)	100	nos.
24	Pencil Sharpener	100	nos.
25	Pencil Writing (HB Non-Toxic)	480	nos.
26	Permanent marker	60	nos.
27	Photocopy Paper - A4 75 gsm	1440	ream
28	Photocopy Paper (legal size) 75 GSM	90	ream
29	L Type Plastic Folder	2400	nos.
30	Plastic Folder (Tranparent)	300	nos.
31	Prompts (Coloured Flags tri-colour)	800	nos.
32	Prompts MultiColoured Transparent Plastic Flags 5x25 sheets/pack	50	Pkts.
33	Register -2 quire	30	nos.

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34	Scale Plastic (long-12")	36	nos.
35	Scissors Stainless Steel- 16 cms	30	nos.
36	Self Adhesive Slips - Yellow 3"x3" – 100 Sheets	48	Pkts.
37	Self Adhesive Slips - Yellow 3"x4" – 100 Sheets	24	Pkts.
38	Sketch Pen – Black Colour only	48	nos.
39	Stapler Big	96	nos.
40	Stapler Smaller	48	nos.
41	Staples Big	40	nos.
42	Staples No.Small	200	nos.
43	Strip Binder	48	nos.
44	Tag Cotton (Green) - 15" (Bunch of 100)	60	Bunch
45	Spring/Cobra File (with printing of name, logo and specific details)	4500	nos.
46	Stamp Pad	24	nos.
47	Report File With One Touch Clip	250	nos.
48	Button Closer	250	nos.
49	Strip File	250	nos.
50	Rubber Band (2 inches diameter)	6	Kg

The list is indicative in nature. The list of detailed items will be shared while calling for tenders from the empanelled vendors, as and when required. The tendered items shall be supplied at IRDAI, Survey No.115/1, Nanakramguda, Financial District, Hyderabad 500032.

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Terms and Conditions of Empanelment

1. The applicants should have a minimum annual turnover of Rs.10 lakhs from sale of stationery items during the past three years 2018-19, 2019-20 and 2020-21.
2. Applicants should be those who are already having supply arrangements of stationery items with large Corporate/PSUs/Government Departments.
3. If existing empanelled suppliers of stationery items of IRDAI want to empanel they need to submit a fresh proposal for empanelment if they satisfy the eligibility criteria.
4. The applicant should not have been debarred/blacklisted by any Government/Semi-Government/Public Sector Organization.
5. Applicants must have their office/establishment at Hyderabad
6. Applications along with the covering letter and supporting documents shall be submitted in a sealed cover. If submitted information/documents are found to be incomplete/deficient, IRDAI may call for additional information from the respective vendor/s.
7. Applications containing false or inadequate information are liable for rejection.
8. IRDAI reserves the right to reject any or all applications without assigning any reason thereof.
9. Decision of IRDAI with regard to empanelment of the vendors will be final and binding.
10. Information furnished in the application shall be kept confidential.
11. The period of empanelment is 3 years.
12. IRDAI also reserves the right to place orders with other than empanelled vendors based on its need.
13. Sub-contract in any form is not permitted.
14. IRDAI reserves the right to remove any empanelled firm, on account of deficiency in services.
15. Duly filled in proposal seeking empanelment should reach the General Manager (Administration), IRDAI, Survey No.115/1, Nanakramguda, Financial District, Hyderabad 500032 latest by 6th January, 2022.

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