



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: 91-40-20204300 वेब / Web: www.irdai.gov.in

Ref No. – IRDAI/ADMN/TNDR/MISC/40/03/2022

Date:08/03/2022

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](http://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 28<sup>th</sup> March, 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**

| <b>S. No.</b> | <b>Description of the Items</b>                                  | <b>Expected Quantity for One year</b> | <b>Unit</b> |
|---------------|--|---------------------------------------|-------------|
| 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 28th March, 2022.

Signature of Authorised Person with Seal of the firm / company