

Ref. No. 24SP306(5)T

February 06, 2025

Notice Inviting Tender for the Supply of Certificate Folders with Embossing of the IIMT Logo

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India. More details about IIM Tiruchirappalli are available on our website <http://www.iimtrichy.ac.in>.

IIM Tiruchirappalli invites tender for the **Supply of Certificate Folders with Embossing of the IIMT Logo** as per the specifications on the terms and conditions given below:

S. No	Description of Items	Qty	Rate per Unit excluding GST (Rs.)	Total Amount (Rs.)
1	Supply of Certificate Folders with Embossing of the IIMT Logo (for Convocation 2025) Specification: a Material: Leather finished Rexine b Size: Folder (32.5 cms X 25 cms) c Type: Portrait d Colour: Black e Inner side should have pockets on corners, on both sides of the folder, to keep the certificates and Grade sheets. f Institute logo must be embossed on the top of the folder as per Annexure – I . g Size of the Grade Sheet and Certificate is A4 . The size of the folder has to be designed accordingly.	500 Nos		
Total Amount including Supply (Delivery at IIMT), Packing, forwarding, Loading and Unloading and freight charges and Excluding GST				
GST @ _____				
Total Amount including Supply (Delivery at IIMT), Packing, forwarding, Loading and Unloading, Freight Charges and GST				

I. PROCEDURE FOR SUBMISSION OF BID ALONG WITH SAMPLE

The participating Bidders should submit a Bid in Three Separate Sealed Envelopes.

i) Sample Certificate Folder (Envelope A)

An envelope should contain Sample Certificate Folder with/without embossing of IIMT Logo as per the above mentioned specifications, **else the bid will not be considered for further process.**

Priya V
06/02/2025

Priya V
AO (Purchase)

Ref. No. 24SP306(5)T

February 06, 2025

ii) **Price Bid (Envelope B)**

Price bid must be quoted as per the format specified, failing which the bid will be rejected. Price Bid should be put in a separate cover and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: "**Price Bid for the Supply of Certificate Folders with Embossing of the IIMT Logo**".

iii) **Master Envelope (Envelope C)**

Master Envelope must contain both Envelope A and Envelope B.

II. EVALUATION PROCESS

The process for selection of the successful Bidder would be determined as under:

Stage 1:

Evaluation/Verification of Sample Certificate Folder – The user department will verify the sample Certificate Folder submitted by the Bidders as per the specifications and images as given in the Tender. The bidders in whose case, the sample Certificate Folder fulfills the specifications and gets accepted by the User Department will be eligible to participate in the further evaluation process. The decision taken by the user department will be final and binding.

Stage 2:

Opening of Price Bid: The price bids of all the eligible bidders (from Stage – I) will be opened in the presence of the user department and the committee members. Bidders who have participated and qualified in **Stage 1** will be permitted to be present during the opening of the price bids. Date and time of opening of Price Bids will be published in the IIMT tender portal/communicated to the qualified bidders through email. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and a Purchase Order will be awarded to the L1 Bidder.

III. TERMS & CONDITIONS:

1. The above cost should be inclusive of Supply (Delivery at IIMT), Packing, forwarding, Loading and Unloading and freight charges. GST should be quoted separately.
2. The Successful bidder **should submit a sample folder with embossing of IIMT Logo** as per the specification mentioned in the Tender document for approval before going for full production.
3. **Delivery Schedule:** within 10 days from the date of receipt of the Purchase Order. If the agency/firm fails to supply the items within the stipulated period, the Purchase Order will be cancelled.
4. **Additional Quantity Clause:**
IIM Tiruchirappalli shall exercise an option to procure an additional Quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIM Tiruchirappalli) to exercise this option or not.

Priya V
06/02/2025

Priya V
AO (Purchase)

Ref. No. 24SP306(5)T

February 06, 2025

5. **Repeat Order Clause:**

IIM Tiruchirappalli shall place the Repeat Order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/successful completion of the work and also with the same terms & conditions of the tender. In extra-ordinary circumstances, Repeat Order shall be placed within 1(one) year. It would be entirely at the discretion of the buyer (IIM Tiruchirappalli) to place the repeat order or not.

6. **Delivery at:**

Stores & Purchase Departments, 2nd Floor of Administrative Block,
Indian Institute of Management Tiruchirappalli,
Trichy- Pudukkottai High way, Tiruchirappalli – 620 024.

Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5121/22.

7. **The delivery of folders should be well-packed and should be delivered without any damage (the folders should not bend).**
8. Bidder should take into account the corrigendum/Addendum published in the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
9. **The bidder should submit the Tender duly signed and stamped on all the pages.**
10. The vendor should be a GST registered vendor and the GST Number should be mentioned in the Tender.
11. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clause or items stated therein, any or all provisions of this Tender document, before opening of the Price Bids. Such revisions / amendments/ corrigendum will be made available on the website of the IIMT Tender portal.
12. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender.
13. No telex/telegraphic/fax Tender will be accepted.
14. IIMT will not be responsible for any loss in transit or postal delay.
15. **Payment:** 20 days from the date of delivery of items along with submission of Invoice / Bill.
16. Tax will be deducted as per the rule in force.
17. Any legal disputes that may arise shall be subject to the Courts at Tiruchirappalli.
18. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing “**Tender for Supply of Certificate Folders with Embossing of the IIMT Logo**” addressed to, “The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Trichy – 620 024 to reach us on or before **11.00 AM of February 26, 2025.**”

Priya V
06/02/2025

Priya V
AO (Purchase)

Ref. No. 24SP306(5)T

February 06, 2025

Annexure – I

Front Page:



Ref. No. 24SP306(5)T

February 06, 2025

Inner Page:



Ref. No. 24SP306(5)T

February 06, 2025

Folder front logo Embossing:

