

Ref. No. 23SP361T

February 01, 2024

Notice Inviting Tender for Supply of Monthly Provision of Guest House Utility Items to IIM Tiruchirappalli

IIM Tiruchirappalli invites Tender for the *Supply of Monthly Provision of Guest House Utility Items to IIM Tiruchirappalli* as per the specifications on the terms and conditions given below:

Sl. No	Item	Qty.	Unit	Rate Per Unit	Total Amount (Rs.)
1	Tea Bag Sachet (Brand: AVT / 3 Roses / Taj Mahal / Lipton)	450	Nos		
2	Coffee Powder Sachet (Brand: Brue / Nescafe Sunrise)	300	Nos		
3	Milk Powder Sachet (Brand: Nestle/ Hatsun/ Britannia)	700	Nos		
4	Green Tea Sachet (Brand: Tetley / Lipton)	200	Nos		
5	Sugar Sachet	800	Nos		
6	Bath Soap (20g - Brand: Medimix / Hamam / Cinthol)	200	Nos		
7	Tooth Paste (12g – Brand: Colgate / Pepsodent / Closeup)	200	Nos.		
8	Tooth Brush (Medium – Brand: Colgate / Pepsodent / Oral-B)	200	Nos.		
9	Coconut Sachet (Brand: ParaChute / VVD)	200	Nos.		
10	Shampoo Sachet (Brand: Clinic Plus / Dove / All Clear / Sunsilk / Head & Shoulders)	200	Nos.		
11	Hair Comb (Brand: Vega / Lily / Zodiac)	200	Nos.		
12	Pouch to hold one set of bathroom utility items such as Soap, Paste, Tooth Brush, Comb, Oil and Shampoo Sachets (Sample images attached)	200	Nos.		
Total Amount Including GST and Supply, Packing, Loading, Unloading and Delivery Charges					

Note: The items and quantity mentioned are an approximate monthly estimation and the same can vary depending upon the requirement. There may be nil requirements at times.

Priya
01/02/2024

V Priya
In Charge (S&P)

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Eligibility Conditions For Bidders

The Bidder should have a valid GST Registration Certificate and PAN Card. The Vendor exempted from GST may produce the self-declaration Certificate stating the reasons.

Performance/Security Deposit

The Successful bidder should pay an interest-free security deposit of Rs. 3,000/- to the institute's bank account and the same will be returned to the vendor after the completion of the contract period. The details of the institute's bank accounts are given below:

Bank Account Details

Name of the Beneficiary: IIM Tiruchirappalli

Bank Name: State Bank of India

SB A/c. No: 32170808935

IFSC Code: SBIN0071187

Period of Contract

The selected Service Provider shall supply the required items *at the quoted rate* every month upon receipt of mail from the user department. The contract period is for *one year*. However, the contract shall be extended for a further period of up to *three years*, on a yearly basis, if the services provided by the Agency are found to be satisfactory, on the same terms and conditions, and at the sole discretion of the Institute. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

Firm Price

The rate quoted by the tenderer should be valid till the completion of the Contract and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.

Other Terms & Conditions

1. The above cost should be inclusive of GST and all other charges (Delivery to IIM Tiruchirappalli), Supply, Packing, Loading, Unloading and Delivery Charges, etc.,
2. **Delivery Schedule:** within 5 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.
3. **Delivery at**
Stores & Purchase Department, 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.
4. The Bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate, PAN and Bank Account details has to be submitted along with the tender document. The names appearing on all these documents and the tender document should be the same or linked.

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5. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clauses or items stated therein, any or all provisions of this Tender document, before the opening of the Price Bids. Such revisions/amendments/corrigendum will be made available on the website of the IIMT Tender portal.
6. The bidder should take into account the corrigendum/Addendum published on the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
7. ***The Bidder should submit the Tender duly signed and stamped on all the pages.***
8. IIMT also reserves the right to withhold or withdraw the process, at any stage, with intimation to all the bidders who have submitted the Bids.
9. No telex/telegraphic/fax Tender will be accepted.
10. IIMT will not be responsible for any loss in transit or postal delay.
11. **PAYMENT TERMS:**
 - a. No advance payment will be made in any case.
 - b. Payment will be released after supply of all the items within 25 days, subject to submission of Invoice/Bill with all relevant documents etc.
 - c. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Supplier/Vendor/Service Provider's bills.
12. Any legal disputes that may arise shall be subject to the jurisdiction of the Courts at Tiruchirappalli.
13. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.

Tenders should be submitted in the sealed cover super scribing "***Supply of Monthly Provision of Guest House Utility Items to IIM Tiruchirappalli***" addressed to "The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Trichy – 620 024 to reach us ***on or before 05.00 PM, February 23, 2024.***

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Images of Sample Pouches:

