

Ref. No. 24SP063T

May 17, 2024

Notice Inviting Tender for the Supply of Stationery Items to IIM Tiruchirappalli

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 Stationery Items to IIM Tiruchirappalli*” as per the specifications on the terms and conditions given below:

S. No.	Particulars	Quantity	Rate Per Unit	Total Amount Excluding GST
1	Faber Castle – White Board Marker (Black) – Each pack contains 10 pieces	25 Boxes		
2	Faber Castle – White Board Marker (Blue) – Each pack contains 10 pieces	15 Boxes		
3	Faber Castle – White Board Marker (Red) – Each pack contains 10 pieces	15 Boxes		
4	Faber Castle – White Board Marker (Green) – Each pack contains 10 pieces	10 Boxes		
5	Cup & Saucers: *Cup (Height: 6 cm, Diameter: 7 cm); Saucer (Diameter: 13 cm) (Except Plastic); Colour: Plain White	24 Nos.		
6	Battery AAA (Eveready)	36 Nos.		
7	Battery AA (Eveready)	36 Nos.		
8	*Plastic Box (Big Size) Height: 13 cm, Length: 42 cm, Breadth: 26 cm	4 Nos.		
9	A4 Colour sheet (minimum 5 different colours & 5 Reams in each colours) (Per Ream 500 Sheets)	25 Reams		
10	A3 Ream (TNPL) (Per ream 500 Sheets)	5 Reams		
11	Duracell / Sony – Rechargeable battery	48 Nos.		
12	Logitech – R800 Laser Presentation Remote Brand: Logitech	6 Nos.		
13	*Transparent Glass Tumbler Height: 12 cm, Diameter: 6 cm	24 Nos.		
14	*Coaster Plastic suitable for the tumblers mentioned in No.13	24 Nos.		
15	White Board Duster	36 Nos.		
16	Exam Pad – Plastic	12 Nos.		
17	Chalk Piece (100 pieces per box)	5 Boxes		
18	Cleaning Towel	24 Nos.		
The Total Amount including Supply, Labor, Freight, Loading & Unloading Charges etc., and Excluding GST.				

Note: * The sample images are attached as *Annexure – I*.

Priya V
17/05/2024
Priya V
AAO (S&P)

Terms & conditions:

1. The above cost should be excluding GST and including Supply, Labor, Freight, Loading & Unloading Charges etc. ***No extra amount will be paid apart from the above-quoted price.***
2. **Delivery at:**
Stores and 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.
3. The brand and specifications mentioned in the tender should only be delivered.
4. The Bidder (s) should be registered with the Goods and Services Tax Council for Goods & Service Tax (GST). A copy of the GST Registration Certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Bid. The names appearing on all these documents and the tender document should be the same or linked.
5. **Delivery Schedule:** within 7 days from the date of receipt of the Purchase Order. If the agency/firm fails to supply the items within the stipulated period, the institute has the right to cancel the Purchase Order or take appropriate actions as deemed necessary.
6. **Payment:** 25 days from the date of delivery of items along with submission of Invoice / Bill.
7. **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.
8. **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 extraordinary circumstances, a Repeat Order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIM Tiruchirappalli) to place the Repeat Order or not.
9. 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.
10. ***The bidder should submit the Tender duly signed and stamped on all the pages.***
11. 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 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.



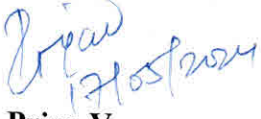
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May 17, 2024

15. **Payment:** 25 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 **33AAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing "***Tender for the Supply of Stationery 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 **11.00 AM of May 31, 2024**."


17/05/2024

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Annexure – I

SAMPLE IMAGES:

