

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 and more details 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/dozen/box	Total Amount Excluding GST
1	Faber Castle – White Board Marker (Black)	25 Boxes		
2	Faber Castle – White Board Marker (Blue)	15 Boxes		
3	Faber Castle – White Board Marker (Red)	15 Boxes		
4	Faber Castle – White Board Marker (Green)	10 Boxes		
5	Cup & Saucer	2 Dozen		
6	Battery AAA	3 Dozen		
7	Battery AA	3 Dozen		
8	Plastic Box (big size)	4 Nos.		
9	A4 Color sheet (different colors-minimum 5 colors)	5 bundle each color		
10	A3 Ream	5 Reams		
11	Duracell / Sony – Rechargeable battery	48 Nos.		
12	Logitech – R800 Laser Presentation Remote	6 Nos.		
13	Glass tumbler	2 Dozen		
14	Duster	3 Dozen		
15	Coaster	2 Dozen		
16	Exam Pad	12 Nos		
17	Chalk Piece	5 Boxes		
18	Cleaning Towel	24 Nos.		
Total Amount including Supply, Packing, Labour, forwarding, Freight, Loading and unloading, etc., Excluding GST				

Terms & conditions:

1. The above cost should be including of Supply, Packing, Labour, Forwarding, Freight, Loading and Unloading, etc., Excluding GST. ***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.

Priya
18/04/2024
Priya V
AAO (S&P)

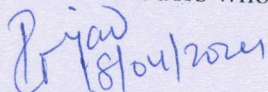
Ref. No. 24SP028T

April 18, 2024

3. 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.
4. The brand and specifications mentioned in the tender should only be delivered.
5. 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 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.
6. **Delivery Schedule:**
 - a. The vendor should supply all the items within 15 days from receipt of the Purchase Order.
 - b. In case the firm/agency fails to complete the delivery within the specified period, the Work/Purchase Order as a whole will be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.
7. **Payment Terms:**
 - a. No advance payment will be made in any case.
 - b. Payment will be released within 25 days' subject to submission of Invoice/Bill.
 - 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 Service Provider's bills.
8. **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.
9. **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.
10. 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.
11. ***The bidder should submit the Tender duly signed and stamped on all the pages.***
12. The vendor should be a GST registered vendor and the GST Number should be mentioned in the Tender.
13. 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.
14. 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.


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15. No telex/telegraphic/fax Tender will be accepted.
16. IIMT will not be responsible for any loss in transit or postal delay.
17. **Payment:** 25 days from the date of delivery of items along with submission of Invoice / Bill.
18. Tax will be deducted as per the rule in force.
19. Any legal disputes that may arise shall be subject to the Courts at Tiruchirappalli.
20. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.

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 **05.00 PM of May 08, 2024**."

Priya
18/04/2024

Priya V
AAO (S&P)