

Ref. No. 24SP011T

April 18, 2024

## Notice Inviting Tender for Supply and Printing of Diary

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, and more details about IIM Tiruchirappalli are available on our website <http://www.iimtrichy.ac.in>.

IIM TIRUCHIRAPPALLI invites Tender for the “*Supply and Printing of Diary*” as per the specifications on the terms and conditions given below:

S. No	Description of Items	Qty	Rate Per Unit	Total Amount (Rs.)
1	<p>Supply and Printing of Diary</p> <p><b>Specification:</b></p> <ul style="list-style-type: none"> <li>Paper should be of 70 GSM</li> <li>Natural Shade Paper – 96 Sheets (192 Pages)</li> <li>205cm x 15cm 8 sheets (16pages) Information and Monthly planner</li> <li>Common Sheets – 88 Pages</li> <li>Wrapper - Foil Print Logo on Dual colour Rexin, Hard Bound 3mm thickness with sponge inside - Flap lock with a magnet.</li> </ul>	300 Nos.		
<b>Total Amount including Supply (Delivery at IIMT), Packing, Forwarding, Loading, Unloading and Freight Charges and excluding GST</b>				

### **I) PROCEDURE FOR SUBMISSION OF BID ALONG WITH SAMPLE**

The participating Bidders should submit the Bid in Three Separate Sealed Envelopes as given below:

**a) Sample Diary (Envelope A)**

An envelope should contain a Sample Diary with printing as per the specifications, *else the bid will not be considered for further process.*

**b) Price Bid (Envelope B)**

The 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 and Printing of Diary*”.

**c) Master Envelope (Envelope C)**

Contains both Envelope A and Envelope B.

*Priya*  
18/04/2024

V Priya  
AAO (S&P)

## II) EVALUATION PROCESS

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

### **Stage 1: Evaluation/Verification of Sample Diary**

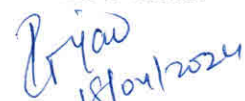
The user department will verify the sample Diary submitted by the Bidders as per the specifications and images given in the Tender. The bidders in whose case, the sample Diary fulfills the specifications and gets accepted by the User Department will be eligible to participate in the further evaluation 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. The bidder who has quoted the lowest price in the Price Bid will be considered a successful Bidder (L1), and the 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, Unloading and Freight Charges, and excluding GST.
2. ***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 (IIMT) to exercise this option or not.
3. ***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, a 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.
4. ***Delivery Schedule:*** within 15 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.
5. ***Delivery at:***  
Stores & Purchase Departments, 2<sup>nd</sup> Floor of Administrative Block,  
Indian Institute of Management Tiruchirappalli,  
Trichy- Pudukkottai High way, Tiruchirappalli – 620 024.  
**Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 250 5121/22.**
6. 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.
7. ***The bidder should submit the Tender duly signed and stamped on all the pages.***
8. The vendor should be a GST registered vendor and the GST Number should be mentioned in the Tender.

  
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9. 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 / amended/ corrigendum will be made available on the website of the IIMT Tender portal.
10. 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.
11. No telex/telegraphic/fax Tender will be accepted.
12. IIMT will not be responsible for any loss in transit or postal delay.
13. **Payment:** 25 days from the date of delivery of items along with submission of Invoice / Bill.
14. Tax will be deducted as per the rule in force.
15. Any legal disputes that may arise shall be subject to the courts at Tiruchirappalli.
16. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing "**Tender for Supply and Printing of Diary**" 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 10, 2024**."

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

**Annexure – I**

**Images of the Diary front side**





**Images of the Diary back side**



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Image of Diary Inner Pages

