INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli, Tamil Nadu – 620 024,
Phone: 0431 250 5026.

TENDER NO. IIMT/EEC/Mem/2019/2 **Date: 20/02/2019**

INVITING TENDER FOR SUPPLY OF SHEAFFER PEN COMBO

Details	Date	Time	Venue
Date of issue of Tender	20.02.19	5.00 PM	-
Pre-bid Meeting	28.02.19	03.00 pm	Dean's Office Committee Room,
Last date of Submission of Tenders	11.03.19	03.00 pm	-
Opening of Technical Bid (Cover 1)	11.03.19	04.00 pm	Dean's Office Committee Room,
Opening of Price bid (Cover 2)	Will be intimated to those who qualify in the Technical bid		
Tender Document	The tender document can be downloaded from the IIMT website **www.iimtrichy.ac.in/tender**		
Cost of Tender Document (Including GST) (Nonrefundable)	Rs. 1,180/- (Including 18% GST) in the form of Demand Draft in favour of "Indian Institute of Management Tiruchirappalli" payable at Tiruchirappalli. The DD has to be attached with the application form, without which the bid won't be considered.		
EMD Amount (Refundable to unsuccessful Bidder)	Vendor should submit their EMD Rs. 7,000/- in the form of Demand Draft in favour of "Indian Institute of Management Tiruchirappalli" payable at Tiruchriappalli, against each item. The DD has to be attached with the application form, without which the bid won't be considered.		
Security Deposit (Refundable after completion of work)	5% of work order value. The SD amount, less the EMD amount already paid, has to be paid by the successful bidder through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". SD has to be paid within 7 days along with the letter of acceptance of the work order, failing which the work order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli - 620 024**.**		
Mode of Submission of Tender	Speed Post/Registered Post. Hand delivery – during office hours only (Submitted to Dispatch Section of IIMT @ Administrative wing – II Floor).		

Tender Notice

Indian Institute of Management Tiruchirappalli (IIMT) is inviting tenders for Procurement of Executive Laptop Backpack Bag along with embroidery of logo and Tanjore Painting with wooden frame and Sheaffer pen combo (Pen + wallet) for the period of one year as per the details mentioned below:

For supply of Shaffer Pen combo

Type	Item	Qty	Cost per unit excludinGST (Rs.)	GST	Grand total including GST
1.	Sheaffer Pen combo with logo engraving (golden colour for Pen and wallet) SHEAFFER SAGARIS BLACK BARREL CHROME CAP BALLPOINT PEN 9471	250			

1. Technical specifications: (Furnished in Form-3)
2. Special conditions:

   All the details like the type of material used, actual dimension, number of pockets, type of pockets etc. is furnished in Form 3, along with a sample items. Delivery Terms.

   Delivery Time – 50% of the total quantity to be delivered within 30 days from date of issue of work order or on the date mentioned in the work order. Remaining 50% will be informed later.
3. Place of Delivery:

   Specified space in Indian Institute of Management Tiruchirappalli as per the date of delivery specified in the supply order.
4. **Quantity;**

   The quantity mentioned is approximate and the same can vary depending upon the requirement. The required number may be increased and will be intimated if required, 15 days in advance before the delivery date.
5. Payment: 30 days from the date against satisfactory delivery and on acceptance of the materials.

I/We understand the Instructions to the Tenderers and General Terms and Conditions and specific conditions of the contract governing supplies detailed in Annexure A. I/We have thoroughly examined the specifications of the bags referred above and my/our offer is for the supply of bags in accordance with and subject to the terms and conditions.

Signature of the Tenderer
with Seal Name, address,
Telephone Nos., Fax No. &
Email id.

ANNEXURE – A

INSTRUCTIONS TO THE TENDERERS AND GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. **PRICE**: Tenders shall be made in ENGLISH and submitted in duplicate with price on (1) Free delivery at site (2) Inclusive of all taxes and Insurance.

The rates quoted should be inclusive of all Taxes-GST, Insurance, Freight, Packing and Forwarding Charges etc. should be shown separately. The maximum period required for delivery of the item should be mentioned. Items will have to be delivered at specified location at IIM Tiruchirappalli as per the scheduled date of delivery.

Form C/D is not applicable to us.

2. **RIGHTS OF THE PURCHASER:** The Purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.

3. **VALIDITY OF OFFER**: The prices quoted should be firm and quotation has to be valid for a period of 90 days from the date of opening of tender.

4. **CATALOGUE**: Sample will have to be provided along with the tender.

5. **INSURANCE**: Transit Insurance if felt necessary, will be arranged by the purchaser directly with his underwriters against import orders placed with the overseas principals. However, no transit insurance is needed for the indigenous orders and stores shall be supplied under carrier's/supplier's risk.

6. **SECURITY DEPOSIT:** The successful bidder will have to give a security deposit at the rate of 5% of the total cost of the item to be supplied.

7. MODE AND TERMS OF PAYMENT:

INDIGENOUS ORDERS: Full payment within 30 days after the supply of specified quantity satisfactorily. Taxes if any at prevalent rates will be deducted as per Govt. rules during final settlement.

8. **WARRANTY**: The supply made by the supplier shall be of best quality and workmanship and shall be in accordance with the specifications stipulated in the Purchase Order. Replacement warranty should be there for 6 months against manufacturing defects.

A list of clientele of the tenderer during the last 3 years may be attached with the tender showing the number of pieces supplied and time taken for supply.

9. **SUBMISSION OF TENDERS**: Tenders shall be submitted (Registered Post/Courier/Hand delivery) in a sealed envelope super scribing tender number, due date, time and "Tender for the SUPPLY **OF SHEAFFER PEN COMBO"** Tender No. **IIMT/EEC/Mem/2019/02 dated 20.02.2019** to reach "The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Chinna Sooriyur Village,

Trichirappalli – 620 024 on or before **11.03.2019** along with samples for each item with seal and signature. Without sample their bids not valid for further process.

10. DELIVERY/SHIPMENT:

(i) The time for delivery of the stores stipulated in the purchase order shall be deemed to be the essence of the contract and delivery must be completed not later than the period specified therein.

(ii) Failure and termination: If the contractor fails to deliver the stores or any part thereof within the period prescribed for such delivery, the purchaser shall be entitled at his option either.

a) to recover from the contractor as agreed, liquidated damages and not by way of penalty, a sum of 10 % of the price of any stores which the supplier has failed to deliver as aforesaid, for each month or part of a month, during which the delivery of such stores may be in arrears or

b) to purchase elsewhere, without notice to the contractor on the account and at the risk of the contractor, the stores not delivered or there of a similar description (where others exactly complying with the particulars are not in the opinion of the purchaser readily procurable, such opinion being final) without cancelling the contract in the respect in respect of the portion of stores not yet due for delivery.

c) to cancel the contract or a portion thereof and if so desired, to purchase or authorize to purchase of stores not so delivered or others of similar description (where others exactly complying with the particulars are not in the opinion of the purchaser readily procurable, such opinion being final) at the risk and cost of the contractor.

(iii) No representation for enhancement of price ones accepted will be considered during the currency of the contract.

(iv) payment will be made only after the supply is received and inspection carried out satisfactorily.

(v) IIMT reserves the right to reject all or any of the quotations without assigning any reason thereof.

11. **LAW GOVERNING THE CONTRACT:** The contract shall be governed by the laws of India for the time being in force. The marking of all stores supplied must comply with the requirements of Indian Acts relating to Merchandise Marks and all the rules made under such Acts.

12. **JURISDICTION:** Disputes arising out of this contract shall be subject to the jurisdiction of Madurai Bench of Madras High Court.

13. **QUANTITY**: The purchaser reserves the right to accept or reject lowest or any offers in whole or in part without assigning any reason. It would therefore be in the interest of the tenderers to clearly understand that the purchaser may accept offers for any quantity of his choice and hence, the percentage of reduction, if any in the price quoted in case of acceptance of tender in whole or part shall be clearly stated.

Opening of Technical Bid.

The technical bid and the price bid (cover 1) will be opened by the Tender Committee on 11.03.2019 at 1600 Hrs. in the presence of the bidders or their authorized representatives. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening.

Technical Bid Evaluation:
Based on the information provided in Technical Bid and the presentation, marks will be provided for each bidder as per the weightages given below.

Items	Maximum Marks
I. Financial Soundness/Turn over (Average turnover in the last three years, as reported in the audited financial statements will be considered. less than Rs. 1.99 lakh = 1 marks; Rs.2 to 5 lakh = 2 marks: Rs.5.01 to 7.5 lakh = 3 marks; Rs.7.51 to 10.00 lakh = 4 marks, More than Rs. 10 Lakhs = 5 marks)	5
II. No. of similar works of value equal to greater than Rs. 3 lakh executed by the bidder in the last three years (copy of the work order and completion certificate issued by the previous clients should be enclosed) (Each completed work order worth above Rs. 3 lakh will be given 5 marks each; If the order worth is below Rs. 3 lakh, no marks will be awarded)	10
III. Quality of testimonials provided by previous clients (copy of testimonials should be enclosed) (Testimonials should be in a letter head with verifiable contact details. Any testimonial without contact details and not in letter head would not be considered)	5
IV. Sample enclosed	30
Total Marks	50

Financial Bid Evaluation:
The vendors who scored 25 and above out of 50 marks in the Technical bid, has been qualified for the financial evaluation.

The work to be awarded the L1 vendor among the Technically qualified vendors.

The tenderer shall submit the following along with the tender:

(i) Copy of PAN / GST Certificate
(ii) DD towards EMD– Rs. 7,000/- for supply of Sheaffer Pen combo are drawn in favour of The Director, IIM Tiruchirappalli payable at Tiruchirappalli drawn from a Nationalized bank.
(iii) An amount of **Rs. 1180.00** towards the cost of tender form may be submitted as Demand Draft drawn in favour of Director, IIM Tiruchirappalli, payable at Tiruchirappalli.
(iv) Duly filled Form 1, 2, 3 & 4.
(v) The tenderer who fails to submit the documents mentioned here shall stand disqualified for the bid.
(vi) Taxes if any at prevalent rates will be deducted as per government rules during final settlement.
(vii) Any other items mentioned in the terms and conditions.

****

Note: -Before mailing your tender/quotation, for avoiding un-necessary delay and rejection of tender/quotation, you should ensure whether the following required details are clearly specified in your quotation:

(1) Guarantee/Warrantee, (2) GST (3) Delivery Period (4) Freight (5) Packing and Forwarding Charges if any (6) Validity Period.

Form 2

Tender Form

Name of item : Supply of Shaffer pen combo

I/We agree to supply the item stated in tender form (Form 1) having specifications furnished in Form 3 at a price of Rupees……..for Shaffer pen combo (All inclusive price) within the time period stipulated in the specification/tender form (Form 1) (Please state terms and conditions)

- Manufacturer :
- Model No.(if any) :
- Specification : (As given in Form 3)
- Quantity :
- Basic Price :
- CGST(Percentage & Amount) :
- SGST(Percentage & Amount) :
- Freight Charges (Amount) :
- Packing Charges (Amount) :
- Forwarding Charges (Amount) :
- Any other items :
- Basic Price per bag for every 100 additional units:

Place: Signature of the Tenderer with Seal

Date: Name Address,Tel No, FaxNo &E mail id.

Form-3

Technical Specification: Supply of Sheaffer Pen combo

Description	**Specification**	**Specification of the item quoted**
Combo	Pen + Wallet	
Engraving	1" of Logo	
Packing	Proper packing box	
Colour of Ink	Blue and Black	
Model No.	SHEAFFER SAGARIS BLACK BARREL CHROME CAP BALLPOINT PEN 9471	

Place: Signature of the Tenderer with Seal

Date: Name Address,Tel No, FaxNo &E mail id.

Form 4

Declaration by Tenderer

I…….....hereby declare that I am not in any way related to any of the Centre's employees who is in charge of or having control of this tender. I agree that if, at any stage it is found that this declaration is untrue, the contract entered will stand cancelled. It is understood that the relationship with the Centre's employees referred to herein will be restricted to my Father, Mother, Son, Daughter, Brother, Sister, Direct Uncle, Nephew, Father-in-law, Sister-in-Law and first Cousins of the officer concerned.

I/We are assessed to Income Tax and my/our PAN No. is…….

Place:

Date:

Signature of Tenderer.

With seal