

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

IIM Tiruchirappalli invites Tender for *Supply of Stationery Items to IIM Tiruchirappalli* as per the specifications on the terms and conditions given below:

Sl. No	Description	Total Amount Excluding GST and Including Supply, Packing, Loading, Unloading and Delivery Charges
1	Supply of Stationery Items to IIM Tiruchirappalli. List of Stationery Items are placed as <i>Annexure -I</i>	

### TERMS & CONDITIONS:

- The above cost should be inclusive of all charges (Delivery to IIM Tiruchirappalli), Supply, Packing, Loading, Unloading and Delivery Charges, etc., and *Excluding GST*.
- Delivery Schedule:** within **10** 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.
- Delivery at:**  
Stores & Purchase Departments, 2<sup>nd</sup> floor of Administrative Block,  
Indian Institute of Management Tiruchirappalli,  
Trichy- Pudukkottai High way, Chinna Sooriyur, Tiruchirappalli – 620 024.  
**Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 250 5121/22.**
- 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.
- EARNEST MONEY DEPOSIT**
  - The bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 4,000/- (Rupees Four thousand only)** through online mode to **IIM Tiruchirappalli, SB A/c. No. 32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli**. A copy of the payment transaction receipt has to be attached with the tender, without which the tender won't be considered for the process.
  - The EMD of the unsuccessful bidders will be released after the finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
  - Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

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**N Murali**  
**Administrative Officer (P&S)**



Ref. No. IIMT/2022-23/Pur/SI/39

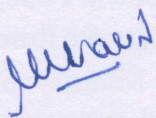
Dated: 03<sup>rd</sup> September 2022

- d. The bidders who seek exemption from EMD as per the clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract, and they fail to sign the contract or to submit performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

**6. Performance Security:**

- a. The successful bidder has to remit **Rs. 4,000/- (Rupees Four thousand only)** as an interest-free performance security through online mode to **IIM Tiruchirappalli, SB A/c. No. 32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli.**
- b. The EMD paid by the successful bidder will be retained as an interest-free performance security deposit and it will be returned along with the final payment

7. **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 1(one) year. It would be entirely at the discretion of the buyer (IIM Tiruchirappalli) to place the repeat order or not.
8. 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.
9. ***The Bidder should submit the Tender duly signed and stamped on all the pages.***
10. 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 / amended/ corrigendum will be made available on the website of the IIMT Tender portal.
11. **The Bidder should quote the rate for all the items, failing which the quotation will not be considered for further evaluation.**
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 Bids.
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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**15. PENALTY CLAUSE**

Deficiency/delay in Supply/Quality will be construed as lapses on the part of the vendor. Such lapses due to vendor will be viewed seriously, and penalties will be imposed on the vendor in case of any delay in providing the required materials as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding

In case the Vendor fails to supply any items within a specified delivery period, the same items will be obtained from the open market and the difference in cost, if any, will be recovered from the EMD or from the pending bill(s) of the defaulting firm or the Vendor if the recoverable amount exceeds the EMD and if there are no pending bills due to be paid to the respective Vendor.

**16. PAYMENT TERMS:**

- a. No advance payment will be made in any case.
- b. Payment will be released after supply of all the Stationery 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 Supplier/Vendor/Service Provider's bills.

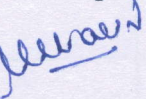
17. Any legal disputes that may arise shall be subject to the courts at Tiruchirappalli.

18. GST Number of IIM Tiruchirappalli is **33AAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing ***"Supply of Stationery Items to IIM Tiruchirappalli"*** addressed to;

The Chief Administrative Officer (i/c),  
IIM Tiruchirappalli,  
Trichy Pudukkottai Highway,  
Chinna Sooriyur, Trichy – 620 024

The Bid should be delivered to the above-mentioned address on or before **05.00 PM, 13<sup>th</sup> September 2022**.



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**Administrative Officer (P&S)**



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Dated: 03<sup>rd</sup> September 2022

## Annexure – I

S. No	Name of the item	Brand Name	UOM	Qty	Rate Per Unit	Total Amount
1	AA Battery	Everyday	Nos.	600		
2	AAA Battery	Everyday	Nos.	300		
3	A5 Paper - 80 GSM	TNPL	Ream	10		
4	Ball pen – Black	Hauser XO	Nos.	300		
5	Ball pen - Blue	Hauser XO	Nos.	800		
6	Ball pen – Red	Hauser XO	Nos.	200		
7	Ball pen – Green	Hauser XO	Nos.	100		
8	Binder clip - 15mm	Lorilla	(12 Pcs Per Box)	50		
9	Binder clip - 19mm	Lorilla	(12 Pcs Per Box)	55		
10	Binder clip - 25mm	Lorilla	(12 Pcs Per Box)	25		
11	Binder clip - 32mm	Lorilla	(12 Pcs Per Box)	25		
12	Binder clip - 41mm	Lorilla	(12 Pcs Per Box)	20		
13	Office PVC Box File/Lever Arch File	Polen (No: P556F)	Nos.	375		
14	Brown Tape 2' (55 Meter)	Wonder	Nos.	30		
15	Brown Tape 3' (55 Meter)	Wonder	Nos.	30		
16	Cello tape 1' (45Meter)	Wonder	Nos.	50		
17	Cello tape 2' (55 Meter)	Wonder	Nos.	25		
18	Correction Pen (White)	Faber-Castell	Nos.	35		
19	Double Sided Foam Tape - 0.5 inch / 4 meters	Pilot	Nos.	10		
20	Dust bin (10 Ltrs)	Ajantha	Nos.	20		
21	Dust bin - Fedestral (10 Ltrs)	Ajantha	Nos.	20		
22	Dust bin - Fedestral (15 Ltrs)	Ajantha	Nos.	10		
23	Duster	Omega	Nos.	10		
24	Highlighter (Multi Colours)	Faber-Castell	Pack of 5 Multi Colours	15		

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**Annexure – I (Contd...)**

S. No	Name of the item	Brand Name	UOM	Qty	Rate Per Unit	Total Amount
25	Highlighter (Yellow Colours)	Faber-Castell	Pack of 5 Yellow Colour	25		
26	A4 Size L -Type Folder File Transparent	Saya	Pack of 20 Nos.	40		
27	OHP/CD Marker - Blue	Faber castel	Nos.	50		
28	OHP/CD Marker - Black	Faber castel	Nos.	50		
29	OHP/CD Marker - Red	Faber castel	Nos.	30		
30	OHP/CD Marker - Green	Faber castel	Nos.	10		
31	Paper cutter knife Auto Lock, 18mm (Big Size)	Good quality	Nos.	25		
32	Pencil	Apsara	Nos.	300		
33	Permanent Marker Pen - Black	Faber castel	Nos.	20		
34	Permanent Marker Pen - Blue	Faber castel	Nos.	20		
35	Permanent Marker Pen - Red	Faber castel	Nos.	20		
36	Permanent Marker Pen - Green	Faber castel	Nos.	20		
37	Post it pad 4 Colour (0.75 inch x 3 inch x 4)	Officemate	Pkts	50		
38	Scale - Plastic 30cm	Camlin	Nos.	30		
39	Scissors (Size - 4.5 inches)	Saya	Nos.	20		
40	Scissors (Size - 7 inches)	Saya	Nos.	20		
41	Stapler - HP - 45	Kangaro	Nos.	20		
42	Stapler - HD 10	Kangaro	Nos.	30		
43	Stapler -No.23/10MM	Kangaro	Nos.	3		
44	Stapler pin -No.23/10MM	Kangaro	Pack of 20 box	4		
45	Stapler -No.23/24MM	Kangaro	Nos.	3		
46	Stapler pin -No.23/24MM	Kangaro	Pack of 20 box	4		
47	White Board Marker 2.5mm - Black	Faber castel	Nos.	70		
48	White Board Marker 2.5mm - Blue	Faber castel	Nos.	70		
49	White Board Marker 2.5mm - Green	Faber castel	Nos.	50		

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Annexure – I (Contd...)

S. No	Name of the item	Brand Name	UOM	Qty	Rate Per Unit	Total Amount
50	White Board Marker 2.5mm - Red	Faber castel	Nos.	50		
51	A4 Hole Sheet Protector	Saya	Pack of 50 Pcs	10		
52	Double punch (DP-900)	Kangaro	Nos.	5		
53	A4 Transparent Document Folder with Snap Button Closure	Good quality	Nos.	50		
54	Sticky 1' Tape Dispenser (Omega No.1775 )	Omega	Nos.	5		
55	Urgent Ordinary Pad	Good quality	Nos.	100		
56	Plastic Small Size Stationary Office Paper Tray A4 Documents	Good quality	Nos.	15		
57	Plastic Stationary Tray Set (Size: 34 cm x 27 cm x 8 cm)	Good quality	Nos.	15		
58	Staple Remover SR-500	Kangaro	Nos.	15		
59	Calculator (DJ - 240D plus) 14 digits	Casio	Nos.	10		
60	Fevikwik (2 g)	Fevikwik	Nos.	30		
61	Office Cover (Brown) - 10.5 inch x 4.5 inch	Good Quality and thickness	Nos.	250		
62	Office Cover (Brown) - 12 inch x 5 inch	Good Quality and thickness	Nos.	250		
63	Office Cover (Brown) - 12 inch x 10 inch	Good Quality and thickness	Nos.	250		
64	Exam Pad	Omega, Art No: 1712	Nos.	50		
65	Jute	Good Quality and thickness	Nos (05 Kg Bundle)	02		
<b>Total Amount Including Supply, Packing, Loading, Unloading and Delivery Charges and Excluding GST</b>						

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