

Notice Inviting Tender for Supply of Plain Copier Paper to IIM Tiruchirappalli

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

Sl. No	Description	Qty	Rate Per Ream	Total Amount Excluding GST and Including Supply, Packing, Loading, Unloading and Delivery Charges
1	Supply of Plain Copier Paper Specification: Size of paper: A4, GSM of paper: 80 GSM, Number of sheets per Ream: 500 Make: TNPL	610 Reams		

TERMS & CONDITIONS:

1. The above cost should be inclusive of all charges (Delivery to IIM Tiruchirappalli), Supply, Packing, Loading, Unloading and Delivery Charges, etc., and **Excluding GST**.
2. **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.
3. 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.
4. **Delivery at:**
Stores & Purchase Departments, 2nd floor of Administrative Block,
Indian Institute of Management Tiruchirappalli,
Trichy- Pudukkottai High way, Chinna Sooriyur, Tiruchirappalli – 620 024.
Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5121/22.
5. **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.
6. 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.

Ref. No. IIMT/2022-23/Pur/PCP/106

Dated: March 09, 2023

7. 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.
8. ***The Bidder should submit the Tender duly signed and stamped on all the pages.***
9. 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.
10. No telex/telegraphic/fax Tender will be accepted.
11. IIMT will not be responsible for any loss in transit or postal delay.
12. **PAYMENT TERMS:**
 - a. No advance payment will be made in any case.
 - b. Payment will be released after supply of all the 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.
13. Any legal disputes that may arise shall be subject to the jurisdiction of the Courts at Tiruchirappalli.
14. GST Number of IIM Tiruchirappalli is **33AAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing "***Supply of Plain Copier Paper 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, March 29, 2023**.