

**Sub: Notice Inviting Tender Supply of Canon Cartridge at IIM Tiruchirappalli**

IIM Tiruchirappalli invites Tender for the Supply of Canon Cartridge at IIM Tiruchirappalli as per the specifications on the terms and conditions given below:

SI No	Items	Qty	Rate Per Unit	Total Amount
1.	Canon Original Cartridge 337 <b>Cartridge model:</b> Canon Original 337 cartridge for Canon MF232w Printer	47 Nos		
<b>Total amount inclusive of Supply, Packing, forwarding, Loading and unloading, freight, etc. and Excluding GST</b>				

**Note:**

- The bidders should be quoted and supply only the original products, if the vendor provides compatible products the Purchase Order will be Cancelled, and the penalty will be imposed.
- All the products should be well packed and sealed.
- The bidders should submit the **Canon Authorized Dealership certificate**; else the bid will not be considered.

**I. PROCEDURE FOR SUBMISSION OF BID**

The participating Bidders should submit a Bid in Three Separate Sealed Envelopes.

**i) Technical Bid (Envelope A)**

An envelope should contain a GST, PAN, and Canon Authorized Dealership Certificate, *else the bid will not be considered for further process.*

**ii) Price Bid (Envelope B)**

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 of Canon Cartridge at IIM Tiruchirappalli"***.

**iii) Master Envelope (Envelope C)**

Contains both Envelope A and Envelope B

**II. EVALUATION PROCESS**

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

**Stage 1:**

**Technical Bid Verification** – The committee will verify the documents submitted by the Bidders and the eligible bidders will be qualified to participate in the Price Bid.

*Priya*  
*14/06/2023*

V Priya

In Charge (Stores & Purchase)



## 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. Bidders who have participated and qualified in Stage 1 will be permitted to be present during the opening of the price bids. Date and time of opening of Price Bids will be published in the IIMT tender portal / communicated to the qualified bidders through email. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and the Purchase Order will be awarded to the L1 Bidder

## Terms & Conditions:

1. The above cost should be inclusive of Supply, Packing, Forwarding, Loading and unloading, freight, etc. and Excluding GST. *No extra amount will be paid apart from the above-quote price.*
2. **Delivery at:**  
Indian Institute of Management Tiruchirappalli,  
Trichy- Pudukkottai High way, Chinna Suriyur, Tiruchirappalli – 620 024.  
**Contact: Email:** [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in); **Phone:** 0431 – 2505121/22
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 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.
4. **Delivery Schedule:**
  - a. The vendor should supply all the items within 15 days from receipt of the Purchase Order.
  - b. In case the firm 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.
5. **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.
6. The bidders should submit the **Canon Authorized Dealership certificate**; else the bid will not be considered.
7. **Penalty Clause:**  
Deficiency/delay in work/services 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 completing the required work as covered by this Tender within the stipulated date and timings.

*Priya*  
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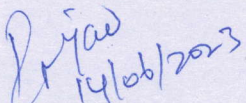
Tender Ref. No. 23SP095T(2)

June 14, 2023

IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.

**8. Performance Security Details:**

- a. The successful Bidder will be required to remit an interest-free Performance Security Deposit of 10% of the Purchase Order value through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the work order. ***The security deposit will be refunded to the vendor after the supply of all the items along with the final payment after adjusting applicable deductions, if any.***
  - b. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
  - c. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.
9. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the bid.
10. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
11. Bidder should take into account the corrigendum/Addendum published in the IIM Tiruchirappalli website in the tender page from time to time before submitting the bids.
12. If you have any technical queries, please e-mail: [saict@iimtrichy.ac.in](mailto:saict@iimtrichy.ac.in) with a copy to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in). You may also call in **Phone: 0431 – 250 5047/5073 before submission of the quotation.**
13. ***The bidder should submit the tender/quotation duly signed and stamped on all the pages.***
14. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clauses, or items stated therein in any or all provisions of this tender document. Such revisions/amendments/ corrigendum will be made available on the website of the IIMT Tender portal.
15. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the quotation/tender.
16. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties.

  
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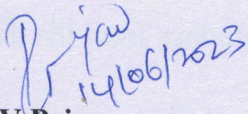


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17. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
18. **IIMT** will not be responsible for any loss in transit or postal delay.
19. Tax will be deducted as per the rule in force.
20. **Force Majeure:**
  - a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
  - b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.
21. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.

Tenders should be submitted in the sealed cover super scribing "**Tender for the Supply of Canon Cartridge at IIM Tiruchirappalli**" addressed to, "The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Suriyur, Trichy – 620 024 to reach us **on or before 05.00 PM, June 28, 2023**."

  
14/06/2023

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