भारतीय प्रबंध संस्थान तिरूचिरापल्ली
Indian Institute of Management Tiruchirappalli
(An Autonomous Institute under Ministry of HRD, Government of India)
Tiruchirappalli - 620 024, Tamil Nadu, India

Ref. No. IIMT/2019-20/QUO/Pur/SI/1 September 12, 2019

Sub: Quotation for Supply of Stationery Items – Reg.

Dear Sir / Madam,

You are requested to quote your lowest rate for the items as per the brand, specifications and Terms & conditions mentioned below:

Sl. No.	DESCRIPTION	TOTAL (Rs.)
1	Supply of Stationery Items (As per list enclosed in Annexure I)	
	Total GST Amount	
	Grand Total	

Terms & conditions:

1. The above cost shall be inclusive of packing & delivery charges. GST should be quoted separately.
2. Delivery at:
   Indian Institute of Management Tiruchirappalli
   Trichy Pudukkottai High way
   Chinna Suriyur, Tiruchirappalli – 620 024
3. The brand and specifications mentioned in Annexure-I should be same.
4. Tax will be deducted as per rule in force.
5. Any legal disputes that may arise shall be subject to the jurisdiction of Madurai Bench of Madras High Court.
6. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**
7. Delivery: within 15 days from the receipt of Purchase order. If the agency/firm has failed to deliver within the delivery period, the purchase order automatically cancelled.
8. Payment: 15 days from the date of delivery of materials along with submission of Invoice / Bill.
9. The quotation should be submitted in the sealed cover.
10. The vendor should be a GST registered vendor and GST Number should be mentioned in the quotation.
11. The vendor shall attach copies of work orders under which the vendor has supplied the items of similar value in a year to various clients (Last 2 years).

Quotation in the sealed cover super scribing **"Quotation for Supply of Stationery Items"** addressed to, "The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Suriyur, Trichy – 620 024 to reach us on or before **3.00 PM, 04-10-2019.**

Dr. K. Elavazhagan
Librarian & CKO & AO (i/c)

Annexure - I Stationery Items									
S. No	**Name of the item**	**Pcs/Pkt.**	**Brand Name**	**Requirment for 2019-20**	**Rate per Unit**	**Total Amount**	**GST %**	**GST Amount**	**Total Amount including GST**
1	AA Battery	Pcs	Everyday	200					
2	AAA Battery	Pcs	Everyday	200					
3	A5 Paper - 80 GSM	Ream	TNPL	5					
4	Ball pen - Black (Pack of 10)	Pkt	Cello	60					
5	Ball pen - Blue (Pack of 10)	Pkt	Cello	60					
6	Ball pen - Red (Pack of 10)	Pkt	Cello	60					
7	Uniball pen - Green (Pack Of 12)	Pcs	Uniball	10					
8	Bell pins 26 mm (Net weight 70 Grams)	Box	Bell	20					
9	Binder clip - 19mm (12 Pcs Per Box)	Box	Lorilla	30					
10	Binder clip - 25mm (12 Pcs Per Box)	Box	Lorilla	60					
11	Binder clip - 32mm (12 Pcs Per Box)	Box	Lorilla	60					
12	Binder clip - 41mm (12 Pcs Per Box)	Box	Lorilla	40					
13	Box File/Lever File	Pcs	TSC	250					
14	Brown Tape 2' (65 Meter)	Dozen	Wonder	5					
15	Brown Tape 3' (65 Meter)	Dozen	Wonder	5					
16	Plastic Bucket (Size: 18 Ltr)	Pcs	Good quality	15					
17	Mug (Size: 1.5 Ltr)	Pcs	Good quality	15					
18	Plastic Bucket (Size: 13 Ltr)	Pcs	Good quality	15					
19	Mug (Size: 1 Ltr)	Pcs	Good quality	15					
20	CD Mailer	Pcs	Golden	50					
21	Cello tape 1' (65 Meter)	Dozen	Wonder	5					
22	Cello tape 2' (65 Meter)	Dozen	Wonder	5					
23	Colour Copier Paper - (Pink) 75 GSM	Ream	TNPL	15					
24	Colour Copier Paper - (Dark Blue) 75 GSM	Ream	TNPL	5					

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S. No	**Name of the item**	**Pcs/Pkt.**	**Brand Name**	**Requirment for 2019-20**	**Rate per Unit**	**Total Amount**	**GST %**	**GST Amount**	**Total Amount including GST**
25	Colour Copier Paper - (Light Blue) 75 GSM	Ream	TNPL	5					
26	Colour Copier Paper - (Yellow) 75 GSM	Ream	TNPL	5					
27	Correction Pen - Pack of 10 (White)	Pkt	Faber-Castell	5					
28	Double Sided Foam Tape - 0.5 inch / 4 meters	Pcs	Pilot	30					
29	Dust bin (10 Ltrs)	Pcs	Ajantha	20					
30	Dust bin - Fedestral (10 Ltrs)	Pcs	Ajantha	20					
31	Duster	Pcs	Omega	40					
32	DVD-R with Pouch (Pack of 5)	Pkt	Sony	10					
33	Fevistick - Big 25g (20 Nos Per box)	Box	Fevistick	5					
34	Fevistick - Small 8g (30 Nos Per box)	Box	Fevistick	5					
35	FS size L-Shape front side Transparent and backside black or brown coloured Folder	Pcs	Saya	30					
36	Gemclip silver 28mm (100 Nos Per box)	Box	Saya	25					
37	Gem clip Plastic 28mm (100 Nos Per box)	Box	Saya	45					
38	Highlighter (Multi Colours) Pack of 5	Pkt	Faber-Castell	10					
39	A4 Size L -Type Folder File Transparent(Pack of 45)	Pkt	Saya	6					
40	Single Line Long Register with page number (500 Pages) 80GSM, size 21 X 33.5 cms	Pcs	Good quality	150					
41	OHP/CD Marker - Blue (Pack of 10)	pkt	Faber castel	2					
42	OHP/CD Marker - Black (Pack of 10)	pkt	Faber castel	2					
43	Paper cutter knife Auto Lock, 20mm - (Pack of 10)	Pkt	Good quality	25					
44	Special face Tissue-100 pulls-2ply (200 sheets)	Pkt	Premier	20					
45	Tissue paper (Napkins) -1 ply each (33 cm x 33 cm)- 100 sheets	Pkt	Premier	20					
46	Pencil (Pack of 10)	Pkt	Apsara	120					
47	Permanent Marker Pen - Pack of 10 (Black)	Pkt	Faber castel	3					
48	Post it pad 4 Colour (0.75 inch x 3 inch x 4)	Pkt	Butterfly	150					

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S. No	**Name of the item**	**Pcs/Pkt.**	**Brand Name**	**Requirment for 2019-20**	**Rate per Unit**	**Total Amount**	**GST %**	**GST Amount**	**Total Amount including GST**
49	Post it pad 3 Colour (1 inch x 3 inch x 3)	Pkt	Butterfly	100					
50	Post it pad (Yellow) - 3 inch x 3 inch	Pkt	Butterfly	20					
51	Post it pad (Yellow) - 3 inch x 5 inch	Pkt	Butterfly	40					
52	Rubber Band - Big	Pkt	Ambika	4					
53	Scale - Plastic 30cm (Pack of 10)	Pkt	Camlin	2					
54	Scissors (Size - 4.5 inches)	Pcs	Saya	30					
55	Scissors (Size - 7 inches)	Pcs	Saya	30					
56	Notepad 80 pages unruled (14.8 x 21 cm)	Pcs	Paperkraft	200					
57	Single punch (FP-20)	Pcs	Kangaro	7					
58	Stamp pad (Violet) - Small (88mm x 54mm)	Pcs	Faber castel	10					
59	Stamp pad (Violet) - Big (110mm x 69mm)	Pcs	Faber castel	5					
60	Stapler - HP - 45	Pcs	Kangaro	10					
61	Stapler - HD 10	Pcs	Kangaro	40					
62	Sticker - 12 in 1	Pkt	Novajet	15					
63	Sticker - 65 in 1	Pkt	Novajet	5					
64	Sticker - 16 in 1	Pkt	Novajet	5					
65	Sticker - A4	Pkt	Novajet	20					
66	Red Tag - (8 Inch x 500 Pcs per bundle) Paper File Lace/Treasury File Tag	Bundle	Good quality	50					
67	White Board Marker 2.5mm - Black	Pkt	Faber castel	30					
68	White Board Marker 2.5mm - Blue	Pkt	Faber castel	30					
69	White Board Marker 2.5mm - Green	Pkt	Faber castel	10					
70	White Board Marker 2.5mm - Red	Pkt	Faber castel	15					
71	Stapler pin - Small No 10 -1M (set of 20 box)	Box	Kangaro	7					
72	Stapler pin - Big No 24/6 -1M (set of 20 box)	Box	Kangaro	3					

Annexure - I
Stationery Items

S. No	Name of the item	Pcs/Pkt.	Brand Name	Requirment for 2019-20	Rate per Unit	Total Amount	GST %	GST Amount	Total Amount including GST
73	Staff Attendance - 40 Pages	Nos	-	10					
74	Non Dust Erasers (Pack of 20)	Box	Apsara	5					
75	Pencil Sharpner (Pack of 20)	Box	Faber castel	5					
76	Stamp pad ink - Purple (100 ml)	Nos	Camel	5					
77	A4 Hole Sheet Protector (Pack of 50 Pcs)	Pkt	Saya	15					
78	FS Hole Sheet Protector (Pack of 50 Pcs)	Pkt	Saya	3					
79	Double punch (DP-480)	Nos	Kangaro	20					
80	Double punch (DP-600)	Nos	Kangaro	5					
81	Double punch (DP-900)	Nos	Kangaro	5					
82	Calculator (DJ - 240D plus) 14 digits	Nos	Casio	5					
83	A4 Transparent Document Folder with Snap Button Closure (Pack of 20)	Nos	Good quality	3					
84	Sticky 1' Tape Dispenser (Omega No.1775)	Nos	Omega	5					
85	Urgent Ordinary Pad	Nos	Good quality	80					
86	Push Pin (120 pins per box)	Box	Good quality	50					
87	High Glossy Photo Paper (180 GSM, Pack of 50 sheets)	Pkt	Kent	5					
88	Executive Bond sheet (100 GSM, A4, 500 Sheet per Ream	Ream	Royal	5					
89	Omega No.1739/S Deluxe Office Tray	Nos	Omega	5					
								Grand Total	