

Ref. No. 24SP305T

January 18, 2025

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

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India. More details about IIM TIRUCHIRAPPALLI are available on our website <http://www.iimtrichy.ac.in>. IIM Tiruchirappalli invites tender for the **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 is placed as Annexure -I .	2,50,000/-

Terms and Conditions:

1. The above cost should be inclusive of Supply, Packing, Labour, forwarding, freight, Loading and unloading, etc., and Excluding GST. **No extra amount will be paid apart from the above-quoted price.**
2. **If the vendor quotes a different rate for the same items, the lowest quoted rate will be considered for the evaluation.**
3. **Supply to be done at:**
Stores and Purchase Department of Indian Institute of Management Tiruchirappalli,
Trichy- Pudukkottai High way, Chinna Suriyur, Tiruchirappalli – 620 024.
Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5121/22.
4. Bidder should take into account the Corrigendum/Addendum published in the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
5. The brand and specifications mentioned in the tender should only be delivered.
6. 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.
7. **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.


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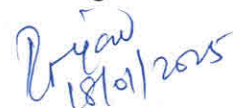
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8. Payment Terms:

- 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.

9. 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 (Two installments) 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.
- 10. Additional Quantity Clause:** IIM Tiruchirappalli shall exercise an option to procure additional Quantity of the items in addition to the quantity initially mentioned in the tender at the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.
- 11. 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 commissioning/installation of the work with the same terms & conditions of the tender. In extraordinary circumstances, a repeat order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIM Tiruchirappalli) to place the repeat order or not.
12. The quote shall remain valid and open for acceptance for a period of 180 days from the date of opening of the bid.
13. If you have any technical queries, please e-mail to purchase@iimtrichy.ac.in / 0431 -250 5068/5121/5153 before submitting the tender.
14. ***The bidder should submit the tender duly signed and stamped on all the pages.***
15. ***The bidder should quote the rate for all the items failing which the tender will not be considered.***
16. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clause or items stated therein any or all provisions of this Tender document. Such revisions / amended/ corrigendum will be made available on the website of the IIM Tiruchirappalli Tender portal.



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17. 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.
18. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender/tender.
19. No telex/telegraphic/fax tenders will be accepted.
20. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
21. IIMT will not be responsible for any loss in transit or postal delay.
22. Tax will be deducted as per the rule in force.
23. **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.
24. GST Number of IIM Tiruchirappalli is **33AAAI5004R1ZO**.

Tenders should be submitted in the sealed cover super scribing "***Tender for the Supply of Stationery Items to IIM Tiruchirappalli***" addressed to, "The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Trichy – 620 024 to reach us on or before **11.00 AM, February 10, 2025**."


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Annexure – I

Sl. No	Items Name	UOM	Quantity	Rate per Unit	Total Amount
1	A4 Color Sheet - Blue	Ream	5		
2	A4 Color Sheet - Yellow	Ream	5		
3	A4 Copier Paper	Ream	250		
4	A5 Paper Bundle	Ream	10		
5	Attendance Register	Nos	20		
6	Bell Pins	Box	25		
7	Binder Clip - 15mm	Box	50		
8	Binder Clip - 19mm	Box	50		
9	Binder Clip - 25mm	Box	50		
10	Binder Clip - 32mm	Box	30		
11	Binder Clip - 41mm	Box	25		
12	Binder Clip - 51mm	Box	25		
13	Board Pin	Box	50		
14	Bond Sheet	Ream	5		
15	Box File	Nos	300		
16	Brown Tape - 2 inch	Nos	144		
17	Button File	Nos	100		
18	Calculator - Big DJ-240 D Plus	Nos	3		
19	Calculator - Small	Nos	5		
20	Cello Tape - 1 inch	Nos	180		
21	Cello Tape - 2 inch	Nos	144		
22	Cello Tape Dispenser	Nos	3		
23	Correction Pen	Nos	150		
24	CD & DVD	Nos	30		
25	CD Cover	Nos	30		
26	Double Side Tape - Red	Nos	50		
27	Double Side Tape - White	Nos	50		

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28	Dust Bin - Small	Nos	30		
29	Envelope Kraft Cover - Big	Nos	250		
30	Envelope Kraft Cover - Small	Nos	250		
31	Eraser	Nos	100		
32	Exam Pad	Nos	20		
33	Fevi Stick - 25g	Nos	120		
34	Fevi Stick - 8g	Nos	120		
35	Highlighter - Colors	Nos	100		
36	Hole Guard	Nos	50		
37	ID Card Pouch	Nos	50		
38	Jute Rope	Roll	3		
39	Kraft Cover - A4	Nos	200		
40	L Folder - IIMT Logo	Nos	1000		
41	Napkin - Big	Nos	20		
42	Napkin - Small	Nos	20		
43	OHP Marker - Green	Nos	5		
44	Paper Cutter - Big	Nos	60		
45	Paper Cutter - Small	Nos	30		
46	Pedal Dust Bin - Big	Nos	30		
47	Pedal Dust Bin - Small	Nos	30		
48	Pen - Blue	Nos	2000		
49	Pen - Red	Nos	500		
50	Pen Rorito - Black	Nos	1500		
51	Permanent Marker - Black	Nos	50		
52	Permanent Marker - Green	Nos	50		
53	Plastic Tray - Big	Nos	20		
54	Plastic Tray - Small	Nos	30		
55	Punching Machine - Double Side	Nos	10		
56	Punching Machine - Double Side (DP-900)	Nos	10		

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57	Rubber Band - 3 inch	Pkt	20		
58	Scale - Plastic	Nos	100		
59	Scissors - Big	Nos	96		
60	Scissors - Small	Nos	96		
61	Sharpener - Small	Nos	100		
62	Stabler No.10 - Small	Nos	400		
63	Stabler Pin - 23/24	Nos	200		
64	Stamp Pad - Big	Nos	20		
65	Stamp Pad Ink - 100ml	Nos	10		
66	Stapler - Big HP45	Nos	30		
67	Stapler Pin - 23/13	Nos	80		
68	Stapler Pin - 23/17	Nos	80		
69	Stapler Pin - Remover	Nos	50		
70	Sticky Note - 3 Colors	Nos	200		
71	Sticky Note - 4 Colors	Nos	200		
72	Sticky Note - 5x3	Nos	100		
73	Sticky Note Yellow - 3x3	Nos	150		
74	Tag File - IIMT Logo	Nos	500		
75	Urgent & Ordinary File	Nos	100		
76	White Board - Duster	Nos	50		
77	White Board Marker - Black	Nos	150		
78	White Board Marker - Blue	Nos	150		
79	White Board Marker - Red	Nos	150		
80	Gift Wrapper	Nos	500		

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