

Ref. No. 24SP305T

January 27, 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	Items Name	UOM	Quantity	Rate per Unit	Total Amount
1	A4 Color Sheet – Blue (500 papers per ream)	Ream	15		
2	A4 Color Sheet – Yellow (500 papers per ream)	Ream	15		
3	A4 Color Sheet – Pink (500 papers per ream)	Ream	15		
4	TNPL A5 Paper Bundle	Ream	5		
5	Attendance Register – 80 Pages	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	Push/Notice Board Pin (50 pin per box)	Box	50		
14	Bond Sheet (500 papers per ream)	Ream	5		
15	Lever Arch Box File	Nos	300		
16	Brown Tape - 2 inch	Nos	144		
17	Transparent Button File	Nos	100		
18	CASIO Calculator - Big DJ-240 D Plus	Nos	3		

Priya V
AO (Purchase)

Ref. No. 24SP305T

January 27, 2025

19	CASIO Calculator - Small	Nos	5		
20	Cello Tape - 1 inch	Nos	200		
21	Cello Tape - 2 inch	Nos	100		
22	Cello Tape Dispenser	Nos	3		
23	Camlin Correction Pen	Nos	150		
24	CD & DVD – RW	Nos	30		
25	CD Cover	Nos	30		
26	Double Side Tape 1” – Red – 3 Meters	Nos	50		
27	Double Side Tape 1” – White - 3 Meters	Nos	50		
28	Envelope Kraft Cover – A4	Nos	250		
29	Envelope Kraft Cover – Letter	Nos	250		
30	Eraser	Nos	100		
31	Exam Pad	Nos	20		
32	Fevi Stick - 25g	Nos	120		
33	Fevi Stick - 8g	Nos	120		
34	Fabercastle Highlighter – Muticolor – (5 Nos. per pack)	Nos	20		
35	Hole Guard – 6 mm	Nos	50		
36	Transparent ID Card Pouch	Nos	50		
37	Jute Rope – 250 Mtrs.	Roll	3		
38	Kraft Cover - A4	Nos	200		
39	Transparent L Folder with IIMT Logo	Nos	1000		
40	Premier Special Soft Tissue – 1 ply (100 pulls per box)	Nos	20		
41	Premier Soft Face Tissue – 2 ply (100 pulls per box)	Nos	20		
42	OHP Marker - Green	Nos	5		

Priya V
AO (Purchase)

Ref. No. 24SP305T

January 27, 2025

43	Plastic Paper Cutter Knife - Big	Nos	60		
44	Plastic Paper Cutter Knife - Small	Nos	30		
45	Hauser XO 0.7mm Ball Pen – Blue	Nos	2000		
46	Hauser XO 0.7mm Ball Pen - Red	Nos	1000		
47	Camlin Permanent Marker - Black	Nos	50		
48	Camlin Permanent Marker – Green	Nos	50		
49	Punching Machine - Double Side (Kangro DP – 200)	Nos	10		
50	Punching Machine - Double Side (Kangaro DP-900)	Nos	10		
51	Rubber Band - 3 inch (200 pcs. Per pack)	Pkt	20		
52	Scale 30 cms – Plastic (Camlin)	Nos	50		
53	Scale 30 cms – Steel	Nos	50		
54	Scissors – Big	Nos	50		
55	Scissors – Small	Nos	50		
56	Sharpener – Small	Nos	100		
57	Stapler No.10 – Small (Brand: Kangaro)	Nos	400		
58	Stapler Pin - 23/24 (Brand: Kangaro)	Nos	200		
59	Stamp Pad – Big (15.7 cm x 9.6 cm)	Nos	20		
60	Stamp Pad Ink - 100ml (Brand: Camlin)	Nos	10		
61	Stapler - Big HP45 (Brand: Kangaro)	Nos	30		
62	Stapler Pin - 23/13 (Brand: Kangaro)	Nos	80		
63	Stapler Pin - 23/17 (Brand: Kangaro)	Nos	80		
64	Stapler Pin – Remover (Brand: Kangaro)	Nos	10		
65	Sticky Note - 3 Colors	Nos	200		

Ref. No. 24SP305T

January 27, 2025

66	Sticky Note - 4 Colors	Nos	200		
67	Sticky Note - 5x3	Nos	100		
68	Sticky Note Yellow - 3x3	Nos	150		
69	Tag File with printing of IIMT Logo	Nos	500		
70	Urgent & Ordinary File	Nos	100		
71	White Board – Duster	Nos	50		
72	White Board Marker – Black (Camlin/Faber Castle)	Nos	150		
73	White Board Marker – Blue (Camlin/Faber Castle)	Nos	150		
74	White Board Marker – Red (Camlin/Faber Castle)	Nos	150		
75	White Board Marker – Green (Camlin/Faber Castle)	Nos.	150		
76	Gift Wrapper Sheet with printing of IIMT Logo	Nos	500		

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.

Priya V
AO (Purchase)

Ref. No. 24SP305T

January 27, 2025

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.

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. 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.

10. 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.

11. The quote shall remain valid and open for acceptance for a period of 180 days from the date of opening of the bid.

12. If you have any technical queries, please e-mail to purchase@iimtrichy.ac.in / 0431 -250 5068/5121/5153 before submitting the tender.

13. *The bidder should submit the tender duly signed and stamped on all the pages.*

14. *The bidder should quote the rate for all the items failing which the tender will not be considered.*

15. 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.

16. 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.

17. 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.

18. No telex/telegraphic/fax tenders will be accepted.

Priya V
AO (Purchase)

Ref. No. 24SP305T

January 27, 2025

19. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
20. IIMT will not be responsible for any loss in transit or postal delay.
21. Tax will be deducted as per the rule in force.
22. **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.
23. 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 **05.00 PM, February 17, 2025**.”

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