

**Notice Inviting Tender for Supply of Stationery Items at IIM Tiruchirappalli**

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is 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 “*Supply of Stationery Items at IIM Tiruchirappalli*” as per the specifications on the terms and conditions given below:

**Part – A**

S. No.	Particulars	Size / Brand	Quantity	Rate Per Unit/dozen/box/Pkt	Total Amount Excluding GST
1	Bubble Sheet	100 Mtrs. Roll	12 Nos.		
2	Brown Tape 2"	Dozon	50 Dozon		
3	Brown Tape 3"	Dozon	20 Dozon		
4	Cello Tape 1"	Dozon	30 Dozon		
5	Cello Tape 2"	Dozon	30 Dozon		
6	Ball Pen (Reynolds Bright)	Ball pen (Blue - 25 pkt, Black - 15 pkt, Red -10 pkt)	1000 Nos.		
7	Ball Pen (Hauser)	Ball pen (Blue - 25 pkt, Black - 15 pkt, Red -10 pkt)	1000 Nos.		
8	A4 Size L -Type Folder File Transparent with IIMT Logo printing in Golden Colour	Saya	1000 Nos.		
9	Cloth cover with institute address printing in Single Colour – Black or Navy Blue	A4	6000 Nos.		
10	Cloth cover with institute address printing in Single Colour – Black or Navy Blue	A3	6000 Nos.		
11	Cloth cover with institute address printing in Single Colour – Black or Navy Blue	A3-Box Type	500 Nos.		
12	Cloth cover with institute address printing in Single Colour – Black or Navy Blue	A4-Box Type	500 Nos.		
13	Scissors	Medium Size	70 Nos.		
14	Scissors	Big Size	30 Nos.		
15	Cutter	Small	70 Nos.		
16	Sticker A4	A4 Size	20 Pkt.		
17	CD Marker Pen	10 pcs in 1 pkt	40 pkt (Blue - 20, Black - 20)		

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28/06/2023

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In Charge (Stores & Purchase)

S. No.	Particulars	Size / Brand	Quantity	Rate Per Unit/dozen/box/Pkt	Total Amount Excluding GST
18	White Board Marker 2.5mm - Black	Faber castle (Blue -15, Black - 15, Red - 10, Green -10)	50 Box (10 pcs in 1 Box)		
19	AAA Battery	Duracell	10 Dozon		
20	AA Battery	Duracell	5 Dozon		
21	Slide Changer	Logitech R800 Laser Presentation system	4 Pcs		
22	Scribbling pad	A5 size - plain	400 Nos.		
23	Exam pad	Omega, Art No: 1712	10 Nos		
24	Chart paper	light colour	600 Nos.		
25	Colour paper	A4-Mix (100 Nos.)	10 pkt		
26	Sketch Pen pocket	Camelin	50 Pkt.		
27	Pencil	Apsara (10 in 1 pocket)	40 pkt		
28	Eraser	Apsara (10 in 1 pocket)	40 Boxes		
29	Sharpener	Nataraj (10 in 1 Pkt)	40 Boxes		
30	Agarlic paint	Fabercastle	40 Nos.		
31	Water colour	Fabercastle	40 Nos.		
32	Board Pin	Small Size	70 Box		
33	Binder clip - 19mm	Lorilla	25 Box (12 Pcs Per Box)		
34	Binder clip - 32mm	Lorilla	50 Box (12 Pcs Per Box)		
35	Binder clip - 41mm	Lorilla	15 Box (12 Pcs Per Box)		
36	Gum	500 grams	8 pocket		
37	Fevicol	45 gram	100 Nos.		
38	Fevistick	Big Size	5 Box		
39	Spiral binding ring	Good quality	3 pocket		
40	Double side tape	Good quality	150 Nos.		
41	Thermocoal board	Good quality	120 Nos.		
42	Stapler	Kangaro HD-10	70 Nos.		
43	Stapler with pin	Kangaro HD-10 (1000 Staples 20x50)	70 Boxes		
44	Envelope cover (White colour) with Institute address printing in Single Colour – Black or Navy Blue	Office Cover (Size: Height: 12 cm and Breath: 27 cm)	500 Nos.		
45	Colour Threads	Wollen (10 pcs in a pocket)	20 pkt		
Total Amount including Supply, Packing, Labour, forwarding, freight, Loading and unloading, etc, Excluding GST (Part – A)					

**Note:** The successful bidder should supply Part – A items once in 6 months @ 2 installments.

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Part – B

S. No.	Particulars	Size / Brand	Quantity	Rate Per Unit/dozen/box/Pkt	Total Amount Excluding GST
1	AA Battery	Everyday	750 Nos.		
2	AAA Battery	Everyday	500 Nos.		
3	A5 Paper - 80 GSM	TNPL	20 Ream		
4	Pencil	Apsara	100 Box		
5	Eraser	Apsara	250 Nos.		
6	Sharpener	Apsara	250 Nos.		
7	Scale - Steel 30cm	Camlin	100 Nos.		
8	Scale - Plastic 30cm	Camlin	100 Nos.		
9	Ball pen - Blue	Hauser XO	1500 Nos.		
10	Ball pen - Black	Hauser XO	1000 Nos.		
11	Ball pen - Red	Hauser XO	100 Nos.		
12	Binder clip - 15mm	Lorilla	75 Box (12 Pcs Per Box)		
13	Binder clip - 19mm	Lorilla	75 Box (12 Pcs Per Box)		
14	Binder clip - 25mm	Lorilla	20 Box (12 Pcs Per Box)		
15	Binder clip - 32mm	Lorilla	20 Box (12 Pcs Per Box)		
16	Binder clip - 41mm	Lorilla	20 Box (12 Pcs Per Box)		
17	Binder clip - 41mm	Lorilla	20 Box (12 Pcs Per Box)		
18	Brown Tape 2' (55 Meter)	Wonder	200 Nos.		
19	Brown Tape 3' (55 Meter)	Wonder	200 Nos.		
20	Cello tape 1' (45Meter)	Wonder	200 Nos.		
21	Cello tape 2' (55 Meter)	Wonder	200 Nos.		
22	Correction Pen (White)	Faber-Castell	50 Nos.		
23	Double Sided Foam Tape - 0.5 inch / 4 meters	Pilot	10 Nos.		
24	Push Pin	Good quality	200 Box (50 pins per box)		
25	Gem clip Plastic 28mm	Saya	200 Nos (100 Nos Per Box)		
26	Duster	Omega	100 Nos.		
27	Highlighter (Multi Colours)	Faber-Castell	10 Packet (Pack of 5 Multi Colours)		
28	Highlighter (Yellow Colours)	Faber-Castell	30 Packet (Pack of 5 Yellow Colour)		

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S. No.	Particulars	Size / Brand	Quantity	Rate Per Unit/dozen/box/Pkt	Total Amount Excluding GST
29	A4 Size L -Type Folder File Transparent with IIMT Logo printing (Golden Colour)	Saya	50 Packet (Pack of 20 Nos.)		
30	OHP/CD Marker - Blue	Faber castel	20 Nos.		
31	OHP/CD Marker - Black	Faber castel	20 Nos.		
32	OHP/CD Marker - Red	Faber castel	20 Nos.		
33	OHP/CD Marker - Green	Faber castel	20 Nos.		
34	Paper cutter knife Auto Lock, 18mm (Big Size) - Steel	Good quality	50 Nos.		
35	Paper cutter knife Auto Lock, 18mm (Big Size) - Plastic	Good quality	50 Nos.		
36	White Board Marker 2.5mm - Black	Faber castel	100 Nos.		
37	White Board Marker 2.5mm - Blue	Faber castel	100 Nos.		
38	White Board Marker 2.5mm - Green	Faber castel	100 Nos.		
39	White Board Marker 2.5mm - Red	Faber castel	100 Nos.		
40	Permanent Marker Pen - Black	Faber castel	20 Nos.		
41	Permanent Marker Pen - Blue	Faber castel	20 Nos.		
42	Permanent Marker Pen - Red	Faber castel	20 Nos.		
43	Permanent Marker Pen - Green	Faber castel	20 Nos.		
44	Post it pad 4 Colour (0.75 inch x 3 inch x 4)	Butterfly	30 Pkts		
45	Post it pad 3 Colour (1 inch x 3 inch x 3)	Butterfly	30 Pkts		
46	Post it pad (Yellow) - 3 inch x 3 inch	Butterfly	75 Pkts		
47	Post it pad (Yellow) - 3 inch x 5 inch	Butterfly	30 Pkts		
48	Scissors (Size - 4.5 inches)	Saya	50 Nos.		
49	Scissors (Size - 7 inches)	Saya	50 Nos.		
50	Rubber Band - Big	Sanyo	5 Pocket		
51	Stamp pad ink - Purple (100 ml)	Camel	10 Bottle		

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S. No.	Particulars	Size / Brand	Quantity	Rate Per Unit/dozen/box/Pkt	Total Amount Excluding GST
52	Sticker - 12 in 1	Novajet	10 Pkt (Pack of 100 sheets)		
53	Sticker - A4	Novajet	10 Pkt (Pack of 100 sheets)		
54	Stapler - HD 10	Kangaro	50 Nos.		
55	Stapler - HD 10 Pin	Kangaro HD-10 (1000 Staples 20x50)	50 Boxes		
56	A4 Hole Sheet Protector	Saya	05 Packs (Pack of 50 Pcs)		
57	A4 Transparent Document Folder with Snap Button Closure	Good quality	50 Nos.		
58	Plastic Small Size Stationary Office Paper Tray A4 Documents	Good quality	30 Nos.		
59	Plastic Stationary Tray Set (Size: 34 cm x 27 cm x 8 cm)	Good quality	50 Nos.		
60	Jute	Good quality and thickness	02 Nos. (05 Kg Bundle)		
Total Amount including Supply, Packing, Labour, forwarding, freight, Loading and unloading, etc, Excluding GST ( <b>Part – B</b> )					
Total Amount including Supply, Packing, Labour, forwarding, freight, Loading and unloading, etc, Excluding GST ( <b>Part – A + Part - B</b> )					

**Terms & conditions:**

- 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.*
- If the vendor quotes a different rate for the same items, the lowest quoted rate will be considered for the evaluation.*
- 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](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 250 5121/22.**
- The successful bidder should supply Part – A items once in 6 months @ 2 installments.**
- 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.
- The brand and specifications mentioned in the tender should only be delivered.

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7. 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.
8. **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.
9. **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.
10. **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.
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 270 days from the date of opening of the bid.
13. If you have any technical queries, please e-mail to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) / 0431 -250 5068/5121/5153 before submitting the tender.

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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.
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.
19. **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.
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 **33AAAAI5004R1ZO**.

The tender should be submitted in the sealed cover superscribing "**Tender for the Supply of Stationery Items at IIM Tiruchirappalli**" addressed to, "The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Sooriyur, Trichy – 620 024 to reach us on or before **05.00 PM, July 19, 2023**."

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