



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND
RESEARCH THIRUVANANTHAPURAM (IISERTVM)
(Govt. of India, Ministry of H.R.D)**

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CET CAMPUS, KULATHUR, ENGINEERING COLLEGE.P.O
THIRUVANANTHAPURAM 695016,
KERALA, INDIA.

Date: 17th October 2016

INVITATION TO TENDER
No: IISER/PUR/8638/MA/P&S/16
Due Date: 01st November 2016 [4PM]
Date of Opening: 02nd November 2016 [3PM]

Dear Sirs,

SUB: Supply of Stationary Items.

We invite Sealed Tenders for the following items:

Sl #:	Item/ Description	Qty
1.	Stationary Items as per annexure I	as per annexure I

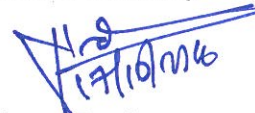
Please quote your lowest rate and shortest delivery period as per the following terms. Your offer in sealed cover **SUPERSCRIBING TENDER NUMBER AND DUE DATE** shall reach us on or before the due date and time. Please follow "Instruction to Tenderers" attached.

- EMD** : Rs.5,000/-in the form of DD or B.G. to be submitted along with the quote. Quote received without EMD will be summarily rejected. [Tender No. and Company name should be scribbled on the back side of DD/BG].
- Payment** : Within 30 days after supply and installation/Net 30 days /LC. **No advance payment will be made by IISERTVM.**
- Delivery** : To be delivered at stores (Free delivery). If import, mention Ex-works/FCA/CIP terms with clear breakup charges.
- Taxes & Duties** : Indicate taxes and duties. We are exempted for customs duty under 51/96 notification and Excise duty under 10/97 notifications.
- Discount** : Indicate, if any.
- Delivery Schedule** : Required Immediately. Indicate your schedule
- Validity of quote** : 60 days

Thanking You,

Yours Faithfully

Please see the rear side for other Terms & Conditions


Asst. Registrar
(GEN.ADMN)

P.S. CATALOGUE/LEAFLET FEATURING ALL TECHNICAL SPECS/INFORMATION OF THE PRODUCT QUOTED SHALL ACCOMPANY THE OFFER.

IISER-TVM

INSTRUCTION TO TENDERERS [IMPORTS]:

1. **PRICE:** The price quoted shall be firm. The terms of FOB/EXW/FCA/CIF/CIP etc shall be clearly mentioned.
2. **AGENT & AGENCY COMMISSION:** In case Tenderer is represented by any agent in India, their name and address shall be furnished. The amount of commission included in the price shall be clearly shown in the offer; which will be paid directly to the Indian Agents by purchaser in equivalent Indian Rupees. Incase Indian agents existing and their agency commission is not shown in the Tender, reasons for the same shall be clearly mentioned in Tender. Details of Indian agent's statutory registration shall be stated. If Agency Commission is paid by Principals in foreign currency, the reasons for the same and exemption from Enforcement Directorate in India shall also be provided.
3. **LEAFLET/CATALOGUE:** Tenderer should furnish all necessary leaflet/catalogue etc., of the stores offered by him to enable the Purchaser to evaluate his offer correctly.
4. **MODE OF DESPATCH:** Tenderer shall indicate the mode of dispatch (*i.e.*, Sea/Air-freight/Parcel Post, etc.) depending upon the normal mode of dispatch adopted by him for the type of stores offered for consideration of the Purchaser.
5. **COUNTRY OF ORIGIN:** Tenderer shall indicate in his offer the country of origin of goods offered and the name and address of the manufacture.
6. **INSURANCE:** If insurance of the goods is felt necessary, the same shall be advised by the Tenderer in the offer.
7. **DELIVERY/SHIPMENT:** The time for and date of delivery quoted shall be reasonable/realistic and shall strictly be adhered to incase of placing order on the Tenderer.
8. **MODE AND TERMS OF PAYMENT:** Payment in full (excluding the amount of Agency Commission included in the price payable directly by the Purchaser to the Indian Agents in Indian Rupees) will be made immediately on presentation of the prescribed documents against SIGHT DRAFT or LETTER OF CREDIT or WIRE TRANSFER against shipping documents. **OURS BEING A GOVT OF INDIA EDUCATIONAL INSTITUTE WE ARE UNABLE TO MAKE ANY ADVANCE PAYMENT**
9. **WARRANTY:** Period of warranty and conditions shall be clearly mentioned in the Tender.
10. **GENERAL:** The Tenderer shall also be complied with the following:
 - a. Mention your Banker's name and address.
 - b. Show approximate net and gross weight and dimensions of packages/ cases. If dimensional details are available the same should also be indicated in your offer.
 - c. Furnish list of recommended spares for satisfactory operation for a minimum period of one year if the quote is for Plant & Machinery, Equipments etc.
 - d. Details of any technical service, if required for erection assembly, commissioning and demonstration.
 - e. Conform that the prices quoted are inclusive of all taxes, levies, duties arising in the tenderer's country.
 - f. Samples, if called for, will be sent free of all charges.
 - g. Late tenders and Delayed will not be considered.
 - h. Offers made by Indian Agents on behalf of their Principals, should be supported by the Proforma Invoice of their Principals.
 - i. The authority of person signing the tender, if called for, shall be produced.
 - j. The purchaser reserves the right to accept or reject the lowest or any other offer in whole or in part without assessing any reason.
11. **Tender Opening:** All tenders will be opened at **Pratheeksha Building**. Authorized representatives with **authorization letters** of the bidders may attend the Tender Opening.

INSTRUCTION TO TENDERERS [INDIGENOUS]

1. Tenders should be sent in sealed envelopes superscribing the relevant tender no. and the due date of opening. Only one tender should be sent in each envelope.
2. Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
3. (a). Your quotation should be valid for a minimum period of 90 days from the date of opening of the Tender. Quotation with firm prices will be preferred.
(b). Prices are required to be quoted according to the units indicated in the Invitation to Tender. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
4. **(a) Preference will be given to those tenders offering supplies from ready stocks. The basis of delivery is at IISER site free of cost.**
(b) Our payment terms are within 30 days of receipt and acceptance of the item at our site.
5. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.
Specifications: Stores offered should strictly conform to our specifications. Deviations, if any should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary along with the quotations. Test Certificates wherever necessary should be forwarded along with supplies. Whenever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate reasons for the same.
6. IISER shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted.
7. Corrections, if any, in the Quotation must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Quotation must have price for each line item and totaling of the price including taxes and duties should be clearly mentioned.
8. The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.
9. The authority of the person signing the tender, if called for, should be produced.
10. IISER being a Govt of India Educational and Research Institute, is exempted from payment of Excise Duty under Notification No. 10/97 and Customs Duty under Notification No. 51/96- Customs dated 23rd July 2009. Also, we can issue Form16 as per VAT Rules.
11. The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.
12. Earnest Money Deposit/ Bid Security should be submitted alongwith your quote as mentioned in Invitation for Tender. EMD should be in favour of Indian Institute of Science Education and Research Thiruvananthapuram valid for 90 days.

Annexure I To Enquiry No.
 11SER/PUR/8638/MA/PSS/16
 Dated: 17th October 2016

Sl. No.	Description	Qty	
1	Box File (7825) - SNS	200	Nos
2	CD - Sony	250	Nos
3	Cello Tape - 1/2" (Clear)	100	Nos
4	Cello Tape - 1" (Clear)	300	Nos
5	Chalk (Dustless) 144/Pkt - Kores White	50	Pkts
6	Correction Pen - Camlin	150	Nos
7	Conference Pad (Ruled) - Bilt Matrix	300	Nos
8	DVD - Sony	50	Nos
9	Eraser - Camlin	200	Nos
10	File Board Superior	300	Nos
11	File Tray (Plastic)	50	Nos
12	Flage Note Paper Type (Four Colour)	50	Nos
13	Flag Film Index (Five Colour) - Post it	100	Nos
14	Folder - L (Milky) A4	1000	Nos
15	Gem Clip (Colour) - Plastic Coated	200	Pkts
16	Glue Stick (15gm) - Kores Clear	200	Nos
17	Gum (300ml) - Camel	25	Btls
18	High Lighter / Text Liner (Green) - Faber Castell	50	Nos
19	High Lighter / Text Liner (Orange) - Faber Castell	50	Nos
20	High Lighter / Text Liner (Pink) - Faber Castell	50	Nos
21	High Lighter / Text Liner (Yellow) - Faber Castell	50	Nos
22	Knife Cutter Plastic	50	Nos
23	Paper Weight - Rubber	20	Nos
24	Pencil Sharpener - Natraj	100	Nos
25	Pen - Black (Cello Techno Tip)	500	Nos
26	Pen - Blue (Cello Techno Tip)	500	Nos
27	Pen - Red (Cello Techno Tip)	300	Nos
28	Permanent Marker (Black) - Artline 107	50	Nos
29	Permanent Marker (Blue) - Artline 107	50	Nos
30	Permanent Marker (Red) - Artline 107	50	Nos
31	Punch Double (Big) - Kangaroo DP-500	20	Nos
32	Punch Double (Small) - Kangaroo 52	30	Nos
33	Punch Single - Kangaroo	30	Nos
34	Register Ruled (100 pg) -90gsm	400	Nos
35	Register Ruled (200 pg) -90gsm	400	Nos
36	Register Ruled (300 pg) -90gsm	100	Nos

[Handwritten Signature]
 17/10/16

37	Register Ruled (400 pg) -90gsm	25	Nos
38	Scale (Plastic - 30cm) - Faber Castell	50	Nos
39	Scale (Steel - 30cm)	50	Nos
40	Scissors - 7"	50	Nos
41	Stapler - Big - Kangaroo HD 45	50	Nos
42	Stapler - Small - Kangaroo HD 10	150	Nos
43	Stapler Pin - Max No 3	50	Pkts
44	Stapler Pin - Small - Max No 10	300	Nos
45	Stick Note (Big 3 x 4) - Post it	250	Nos
46	Stick Note (Small 3 x 3) - Post it	100	Nos
47	Tape Dispenser (Big) - Premier	15	Nos
48	Waste Bin (Plastic)	20	Nos
49	White Board Duster	50	Nos
50	Black Board Duster	20	Nos
51	White Board Marker Pen (Black Colours) - Camlin	500	Nos
52	White Board Marker Pen (Blue Colours) - Camlin	500	Nos
53	White Board Marker Pen (Red Colours) - Camlin	100	Nos
54	Writing Pad / Scribling Pad - Ruled (A4)	100	Nos
55	Binder Clips 19MM	100	Nos
56	Binder Clips 25MM	100	Nos
57	Binder Clips 32MM	100	Nos
58	Binder Clips 41MM	100	Nos
59	Packing Tape Brown 3"	50	Nos
60	Packing Tape Brown 3"	50	Nos
61	Cotton Filing Tag (100 pieces)	2000	bundle



Asst. Registrar
Gen. Admin