

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

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Date: 2<sup>nd</sup> July 2016

**INVITATION TO TENDER**

No: IISER/PUR/8115/MA/P&S/16

Due Date: 12<sup>th</sup> July 2016 [4 PM]

Date of Opening: 13<sup>th</sup> July 2016 [3 PM]

Dear Sirs,

**Sub: Supply of A4 Size Copier Papers.**

We invite Sealed Tenders for the following items:

Sl No:	Item/ Description	Quantity
1.	A4 Size 80 GSM Copier white Paper packet of 500 sheets	500 Reams
	The papers are to be used in Plain Paper Copier, Laser Jet Printer, Fax Machine etc; neatly cut and in water proof packet of 500 sheets a) Along with the quotation, minimum 5 sheets shall be sent as samples mentioning gsm and affixing bidder's Rubber stamp on each sheet. b) Brand/Mill of the manufacturer shall be specifically shown in the quotation. c) The supply shall be completed preferably in ONE Lot. The quotes of approved samples only will be considered for further price comparison.	

Please quote your lowest rate and shortest delivery period as per the following terms:

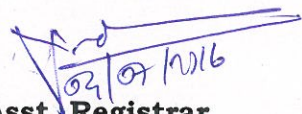
Your offer in sealed cover **SUPERSCRIBING TENDER NUMBER AND DUE DATE** shall reach us on or before the due date and time.

- Payment** : Within 30 days after supply and installation/Net 30 days /LC. **No advance payment will be made by IISERTVM.**
- Delivery** : 300 reams should be delivered to our Transit campus- CET Campus and 200 reams to be delivered at Permanent campus Vithura (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

**TENDER OPENING: ALL TENDERS WILL BE OPENED AT PRATHEEKSHA BUILDING ON DATE OF OPENING ITSELF. AUTHORIZED REPRESENTATIVES OF THE BIDDERS MAY ATTEND THE TENDER OPENING WITH AUTHORIZATION LETTERS. REPRESENTATIVES WITHOUT AUTHORIZATION LETTERS ARE NOT PERMITTED TO ATTEND THE OPENING UNDER ANY CIRCUMSTANCES.**

Thanking You,

Yours Faithfully

  
Asst. Registrar  
Gen. Admn

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