



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

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IISERTVM CAMPUS
MARUTHAMALA.P.O, VITHURA
THIRUVANANTHAPURAM 695551
KERALA, INDIA.

Date: 30/08/2018

INVITATION TO TENDER

No: IISER/PUR/0537/MA/P&S/18-19

Due Date: 18th September 2018 [4PM]

Date of Opening: 19th September 2018 [3PM]

Dear Sirs,

SUB: Supply of Stationery

We invite Sealed Tenders for the following items:

Sl. No	Description	Unit	Qty
1	Stationery Items (as per Annexure I)	1	1

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.

- EMD** : Rs.8,000/- should be paid through State Bank Collect- Tender No & Company Name must be mentioned in the Remarks column. Quotes should accompany a copy of Transaction slip /Print out **OR** Bank guarantee equivalent to the EMD value with validity 90 days **OR** Bidders should submit an undertaking in their letter head as per clause 12 of Instructions to Tenders (Imports).
- 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 our Malayil Centre (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 GST under 45/2017 & 47/2017 Dated 14/11/2017 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
Please visit the following websites for more information
1. www.iisertvm.ac.in
2. <https://www.eprocure.gov.in/epublish>


Deputy Registrar
[Purchase & Stores]

Bidders may quote for any of the item requested.
Evaluation of lowest bidder will be calculated on item wise basis. P.O will be issued to the lowest bidder of item.

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. In case 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 in case 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 **Shopping Complex and Community Hall Building, Vithura Campus.** Authorized representatives **with authorization letters** of the bidders may attend the Tender Opening.
12. **As per GFR 2017 clause 170 (III) Bidders who fail to pay the Earnest money deposit has to mandatorily sign a bid securing undertaking that if the bidder withdraw or modify the Bids during the period of validity, or if the bidder is awarded with the contract and they fail to sign the contract, or to submit a Performance security before the deadline defined in the request for bids document, they will be suspended for the period of time decided by the institute.**

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 GST under Notification No. 45/2017 & 47/2017 dt 14/11/2017 and Customs Duty under Notification No. 51/96- Customs dated 23rd July 2009. Also, we can issue Form 16 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 along with 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

Sl. No.	Description	Qty	
1	Box File (7825) - SNS	500	Nos
2	CD - Sony / Moser baer	100	Nos
3	Faber castell multimark 1513 - OHP,CD,Glass,Plastic, Metal etc., (CD marker)	100	Nos
4	Cello Tape - 1" (Clear)	500	Nos
5	Chalk (Dustless) 77mm L, 8mm dia(10 chalk per.Pkt) - Apsara White	500	Pkts
6	Correction Pen - Camlin	100	Nos
7	Conference Pad (Ruled) - Bilt Matrix	500	Nos
8	Conference Pad (Unruled) - Bilt Matrix	500	Nos
9	DVD - Sony/Moser baer	100	Nos
10	Eraser - Apsara	200	Nos
11	File Tray (Plastic) - Good quality	50	Nos
12	Pen Stand - Good quality	100	Nos
13	Flage Note Paper Type (Four Colour)	50	Nos
14	Flag Film Index (Five Colour) - Post it	100	Nos
15	Folder - L (Milky) A4	2000	Nos
16	Stick Folder - Set Of 5, Multicolor - Good quality	1000	Nos
17	Gem Clip (Colour) - Plastic Coated	100	Pkts
18	Glue Stick (15gm) - Fevi stick / Artline Clear	100	Nos
19	High Lighter / Text Liner (Green) - Faber Castell	100	Nos
20	High Lighter / Text Liner (Orange) - Faber Castell	100	Nos
21	High Lighter / Text Liner (Pink) - Faber Castell	100	Nos
22	High Lighter / Text Liner (Yellow) - Faber Castell	100	Nos
23	Knife Cutter Plastic - Good quality	150	Nos
24	Paper Weight - Rubber	50	Nos
25	Pencil - Apsara - 10 pc per pkts.	250	Pkts
26	Pencil Sharpener - Natraj	100	Nos
27	Pen - Black (Cello Techno Tip)	1000	Nos
28	Pen - Blue (Cello Techno Tip)	1000	Nos
29	Pen - Red - Ocean Gel water proof	500	Nos
30	Pen - use and throw - Good quality - Blue	500	Nos
31	Pen - use and throw - Good quality - Black	500	Nos
32	Pen - Uniball I - UB157 - Blue	30	Nos
33	Pen - Uniball I - UB157 - Black	20	Nos
34	Permanent Marker (Black) - Artline 107	200	Nos
35	Permanent Marker (Blue) - Artline 107	200	Nos
36	Permanent Marker (Red) - Artline 107	100	Nos

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37	Punch Double (Big) - Kangaroo DP-500	50	Nos
38	Punch Double (Small) - Kangaroo 52	50	Nos
39	Punch Single - Kangaroo	50	Nos
40	Register Ruled (100 pg) -90gsm	500	Nos
41	Register Ruled (200 pg) -90gsm	500	Nos
42	Register Ruled (300 pg) -90gsm	200	Nos
43	Register Ruled (400 pg) -90gsm	200	Nos
44	Scale (Plastic - 30cm) - Faber Castell	100	Nos
45	Scale (Steel - 30cm)	100	Nos
46	Scissors - 7"	200	Nos
47	Stapler - Big - Kangaroo HD 45	100	Nos
48	Stapler - Small - Kangaroo HD 10	200	Nos
49	Stapler Pin - Max No 3	50	Nos
50	Stapler Pin - Small - Max No 10	500	Nos
51	Stapler Pin - Small - Max No - 23/6-23/13 - Heavy duty	50	Nos
52	Stick Note (Big 3 x 4) - Post it	250	Nos
53	Stick Note (Small 3 x 3) - Post it	100	Nos
54	Tape Dispensor (Big) - Good quality	50	Nos
55	Waste Bin (Plastic) - - Good quality	50	Nos
56	White Board Duster	500	Nos
57	Black Board Duster	100	Nos
58	White Board Cleaning liquied - 100ml	100	Nos
59	White Board Marker Pen (Black Colours) - Camlin	500	Nos
60	White Board Marker Pen (Blue Colours) - Camlin	500	Nos
61	White Board Marker Pen (Red Colours) - Camlin	100	Nos
62	White Board Marker Pen (Green Colours) - Camlin	100	Nos
63	Writing Pad / Scribling Pad - Ruled (A4) - Good quality	250	Nos
64	Writing Pad / Scribling Pad - Unruled (A4) - Good quality	250	Nos
65	Binder Clips 19MM	100	Nos
66	Binder Clips 25MM	100	Nos
67	Binder Clips 32MM	100	Nos
68	Binder Clips 41MM	100	Nos
69	Packing Tape Brown 3"	50	Nos
70	Packing Tape Brown 2"	50	Nos
71	Push Pin (Notice board pin)	500	Nos

Handwritten signature and date: 26/08/14