



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

PH: 0471-2597454
FAX: 0471-2597427
EMAIL: PURCHASESTORES@IISERTVM.AC.IN

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

Date: 04th August 2015

INVITATION TO TENDER(IND)

No: IISER/PUR/6044/15
Due Date: 11th August 2015 [4 PM]
Date of Opening: 12th August 2015 [3 PM]

Dear Sirs,

SUB: Supply of Stationery Items.

We invite Sealed Tenders for the following items:

Sl No	Description
1.	Stationery items as per Annexure I

Please quote your lowest rate and shortest delivery period alongwith samples of Pens and Register.

- EMD** : **Rs. 5,500/-in the form of DD or B.G. to be submitted along with the quote. Quote received without EMD will be summarily rejected.**
- 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 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

Your offer in sealed cover **SUPERSCRIBING TENDER NUMBER AND DUE DATE** shall reach us on or before the due date and time. Please follow strictly the "Instructions to Tenderers attached".

Thanking You,

Yours Faithfully

(K. BHASKARA RAO)
Deputy Registrar
Purchase & Stores

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

Stationery Items

Sl. No.	Description	Qty
1	Box File (7825) - SNS	150 Nos
2	CD - Sony	250 Nos
3	Cello Tape - 1/2" (Clear)	50 Nos
4	Cello Tape - 1" (Clear)	200 Nos
5	Chalk (Dustless) 100/Pkt - Kores	50 Pkts
6	Correction Pen - Camlin	100 Nos
7	Conference Pad (Ruled) - Bilt Matrix	250 Nos
8	DVD - Sony	50 Nos
9	Eraser - Camlin	100 Nos
10	File Board Superior	250 Nos
11	File Tray (Plastic)	20 Nos
12	Flage Note Paper Type (Four Colour)	25 Nos
13	Flag Film Index (Five Colour) - Post it	50 Nos
14	Folder - L (Milky) A4 - FM 310	1000 Nos
15	Gem Clip (Colour) - Chrome	150 Pkts
16	Glue Stick (15gm) - Kores Clear	200 Nos
17	Gum (300ml) - Camel	25 Btls
18	High Lighter / Text Liner (Green) - Faber Castell	30 Nos
19	High Lighter / Text Liner (Orange) - Faber Castell	30 Nos
20	High Lighter / Text Liner (Pink) - Faber Castell	30 Nos
21	High Lighter / Text Liner (Yellow) - Faber Castell	30 Nos
22	Knife Cutter	30 Nos
23	Paper Weight - Rubber	15 Nos
24	Pencil Sharpener (good quality) - Faber Castell	50 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) - Arkline 107	50 Nos
29	Permanent Marker (Blue) - Arkline 107	50 Nos
30	Permanent Marker (Red) - Arkline 107	50 Nos
31	Punch Double (Big) - Kangaro DP-500	20 Nos
32	Punch Double (Small) - Chrome - 5652	20 Nos
33	Punch Single - Kangaro SHP-20	30 Nos
34	Register Ruled (100 pg)	400 Nos
35	Register Ruled (200 pg)	400 Nos
36	Register Ruled (300 pg)	50 Nos
37	Register Ruled (400 pg)	25 Nos
38	Scale (Plastic - 30cm) - Faber Castell	30 Nos
39	Scale (Steel - 30cm) - Ajanta	50 Nos
40	Scissors - Chrome SCA 33780	50 Nos

[Signature]

Sl. No.	Description	Qty
41	Stapler - Big - Kangaro HDZ 45	20 Nos
42	Stapler - Small - Kangaor HD 10	100 Nos
43	Stapler Pin - Large - 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	30 Nos
47	Tape Dispensor (Big) - Chrome 9053	05 Nos
48	Waste Bin - 707 (Plastic)	20 Nos
49	White Board Duster - Chrome	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) - Bilt Matrix	300 Nos


 (K. BHASKARA RAO)
 Deputy Registrar
 [Purchase & Stores]

IISERTVM
INSTRUCTIONS 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. Late tender and Delayed Tenders will not be considered under any circumstances.
3. Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
4. (a). Your quotation should be valid for a minimum period of 60 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.
5. **(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.
6. (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.
(b) Samples, if called for, should be submitted free of all charges by the tenderer and the IISER shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to take back the samples at his own expense.
(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.
(d) **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.
7. 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.
8. 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.
9. The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.
10. The authority of the person signing the tender, if called for, should be produced.
11. The purchaser reserve the right to accept or reject the lowest or any other offer in whole or in part without assigning any reason.
12. 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 Form 16 as per VAT Rules.
13. The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.
14. 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


DEPUTY REGISTRAR
[PURCHASE & STORES]