

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**

**THIRUVANANTHAPURAM [IISER-TVM]**

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THIRUVANANTHAPURAM 695016,  
KERALA, INDIA.

Date: 01<sup>st</sup> October 2014

**INVITATION TO TENDER(IND)**

**No: IISER/PUR/4839/14**

**Due Date: 21<sup>ST</sup> October 2014 (3PM)**

**Date of Opening: 23<sup>RD</sup> October 2014 [11AM]**

Dear Sirs,

**Sub: Supply of Stationery Items**

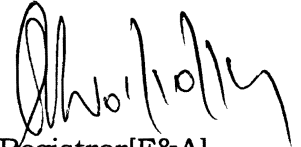
We invite Sealed Tenders for the following items:

Sl No	Description
1.	Stationery items as per Annexure I

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



Deputy Registrar[F&A]  
Addl. Charge [P&s]

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

**STATIONERY ITEMS**

<b>SL No</b>	<b>DESCRIPTION</b>	<b>QTY</b>
1	Bell Pin	10 Pkts
2	Black Board Duster	20 Nos
3	Box File (7825)	50 Nos
4	CD 700 MB	100 Nos
5	Cello Tape - 1/2" (Clear)	30 Nos
6	Cello Tape -1" (Clear)	100 Nos
7	Chalk (Dustless - Multy Colour) 100/Pkt	10 Pkts
8	Chalk (Dustless) 100/Pkt	50 Pkts
9	College Note Book (Ruled)	250 Nos
10	College Note Book (Unruled)	500 Nos
11	Conference Pad (Ruled 20-Pages, GSM 70)	180 Nos
12	Correction Pen	50 Nos
13	DVD	50 Nos
14	Envelop - A4 Brown	500 Nos
15	Envelop - A3 Brown	200 Nos
16	Envelop - Cloth Lined – A3 Size	500 Nos
17	Envelop - Cloth Lined – A4 Size	500 Nos
18	Eraser – good quality	100 Nos
19	File Board – good quality	100 Nos
20	File Tray (Plastic) standard size (good quality)	10 Nos
21	Flag Note Paper Type (Four Colour)	25 Nos
22	Flag Note - (Film Index)	100 Nos
23	Folder - L (Milky)	500 Nos
24	Gem Clip Plastic quoted coloured	150 Pkts
25	Glue Stick (15gm) – good quality	150 Nos
26	Gum (300ml)	12 Btls
27	High Lighter / Text Liner (Orange)	50 Nos
28	High Lighter / Text Liner (Green)	50 Nos
29	High Lighter / Text Liner (Yellow)	50 Nos
30	High Lighter / Text Liner (Pink)	50 Nos
31	Knife Cutter	30 Nos
32	Paper Weight - Rubber (good quality)	50 Nos
33	Ball Pen (Black) standard type	500 Nos
34	Ball Pen (Blue) standard type	500 Nos
35	Ball Pen (Green) standard type	100 Nos
36	Ball Pen (Red) standard type	300 Nos
37	Pencil Sharpener (good quality)	100 Nos
38	Permanent Marker (Blue Colour)	50 Nos
39	Permanent Marker (Black Colour)	50 Nos
40	Permanent Marker (Red Colour)	50 Nos
41	Punch Double (Big)	20 Nos
42	Punch Double (Small)	20 Nos
43	Punch Single	30 Nos
44	Register Ruled (100 pg)	200 Nos
45	Register Ruled (200 pg)	200 Nos
46	Register Ruled (300 pg)	100 Nos
47	Register Ruled (400 pg)	50 Nos
48	Scale - Plastic - 30cm (good quality)	30 Nos
49	Scale - Steel - 30cm (good quality)	50 Nos
50	Scissors (good quality)	50 Nos

51	Stapler - Big (good quality)	20 Nos
52	Stapler - Small (good quality)	50 Nos
53	Stapler Pin - Large (MAX)	50 Pkts
54	Stapler Pin - Small (MAX)	400 Nos
55	Stick Note (Big 3 x 4) only good quality	100 Nos
56	Stick Note (Small 3 x 3) only good quality	25 Nos
57	Tape Dispensor (Big)	10 Nos
58	Waste Basket (Plastic)	20 Nos
59	White Board - Duster good quality	50 Nos
60	White Board Maker Pen (Black Colours)- good quality	300 Nos
61	White Board Maker Pen (Blue Colours)- good quality	300 Nos
62	White Board Maker Pen (Red Colours)- good quality	300 Nos
63	White Board Maker Pen (Green Colours) - good quality	100 Nos
		36 Nos
64	Writing Pad / Scribling Pad - Ruled (A4)	150 Nos
65	Writing Pad / Scribling Pad - Unruled (A4)	200 Nos

**Note: You are requested to quote only for standard/good quality products**

  
**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 and on the basis of delivery at IISER site.  
(b) Preference will also be given to those who agree our payment terms of 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.
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 and Customs Duty under Notification No. 51/96- Customs dated 23<sup>rd</sup> July 2009. Also, we can issue Form 16 as per VAT Rules.
13. There is no EMD or Tender Cost.

  
**DR [F&A]**

**ADDL. CHARGE [P&S]**