



**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: 25th July 2016

INVITATION TO TENDER

No: IISER/PUR/8262/DKG/ADMN/16

Due Date: 9th August 2016 [4PM]

Date of Opening: 10th August 2016 [3PM]

Dear Sirs,

SUB: Supply of Stationary Items.

We invite Sealed Tenders for the following items:

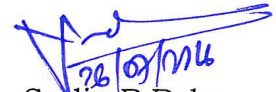
Sl #:	Item/ Description
1.	Stationary Items as per annexure I

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. 7,500/-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 Vithura Campus (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


Sudin.B.Babu
Asst Registrar
(GEN.ADMN)

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

LIST OF STATIONARY ITEMS		
Sl. No	Description of Goods	Qty.
1	Bell Pin	100
2	Binder Clip-15mm	300
3	Box File	500
4	Calculator	20
5	Carbon Paper	20
6	Card Holder	20
7	CD-Sony 10 pack blank CD	20
8	Cello Tape - 1/2"(Clear)	100
9	Cello Tape - 3/4"(Clear)	50
10	Cello Tape (Brown) -2" 150M	50
11	Cello Tape -1"	100
12	Chalk Holder	100
13	Chalk box Multi colour	200
14	Chalk(Dustless) 144/pkt-Kores white	50
15	Conference Pad (Plain)	500
16	Conference Pad (Ruled) - Bilt Matrix	500
17	Correction Pen -camalin	100
18	DVD-sony	100
19	Eraser - Camlin	100
20	File Board Superior	100
21	File Tray (Plastic)	50
22	Flag Film Index (Five Colour) - Paste it	50
23	Flag Note. Paper Type (Four Colour)	100
24	Folder - L (Milky) A4	1000
25	Gem Clip (Colour) - Plastic Coated	25
26	Glue Stick	200
27	High Lighter / Text Liner (Green) - Faber Castell	50
28	High Lighter / Text Liner (Orange) - Faber Castell	50
29	High Lighter / Text Liner (Pink) - Faber Castell	50
30	High Lighter / Text Liner (Yellow) - Faber Castell	50
31	Ink Pad	
32	Knife Cutter Blade	50

Handwritten signature in blue ink

33	Knife Cutter Plastic	50
34	Note Book Ruled (200 pg)	300
35	Note Book Unruled (200 pg)	300
36	Paper Weight (Rubber)	50
37	Pen - Black (Cello Techno Tip)	500
38	Pen - Blue (Cello Techno Tip)	500
39	Pen - Red (Cello Techno Tip)	300
40	Pen (Green)	100
41	Pen Stand	100
42	Pencil 10/pkt	100
43	Pencil Sharpener - Natraj	50
44	Pen-Uniball Eye- UB-157	20
45	Permanent Marker (Black) - Artline 107	100
46	Permanent Marker (Blue) - Artline 107	100
47	Permanent Marker (Red) - Artline 107	100
48	Punch Double (Small) - Kangaroo 52	30
49	Punch Double (Big) - Kangaroo DP-500	20
50	Punch Single - Kangaroo	50
51	Push Pin -pack of 500 pins	10
52	Register Ruled (100 pg)	500
53	Register Ruled (200 pg)	300
54	Register Ruled (300 pg)	100
55	Register Ruled (400 pg)	50
56	Rubber Band-100 pieces/pkt	20
57	Scale (Plastic - 30cm) - Faber Castell	50
58	Scale (Steel - 30cm)	50
59	Scissors - 7"	50
60	Silverlight Sealing Wax (Pack of 8 sticks)	50
61	Shorthand Book/Steno Book	20
62	Sketch Pen	20
63	Stapler (Heavy Duty)	10
64	Stapler - Big - Kangaroo HD 45	40


V. S. Srinivas

65	Stapler - Small - Kangaroo HD 10	200
66	Stapler Pin (Heavy Duty)/pkt	30
67	Stapler Pin - big Max No 3	100
68	Stapler Pin - Small - Max No 10	600
69	Stick Note (Big 3 x 4) - Post it	500
70	Stick Note (Small 3 x 3) - Post it	60
71	Tape Dispensor (Big) - Premier	10
72	Waste Bin (Plastic)	40
73	White Board Marker Pen (Black Colours) - Camlin	300
74	White Board Marker Pen (Blue Colours) - Camlin	500
75	White Board Marker Pen (Red Colours) - Camlin	200
76	White Board Duster	100
77	Black Board Duster	40
78	Writing Pad / Scribling Pad - Ruled (A4)	600
79	Writing Pad / Scribling Pad - Unruled (A4)	500

Ans
26/01/2016

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 Form16 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.
15. **Tender Opening:** All tenders will be opened at **Pratheeksha Building**. Authorized representatives [**with authorization letters**] of the bidders may attend the Tender Opening.


Asst. Registrar
[Gen. Admn]