

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

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

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

Date: 25<sup>th</sup> July 2016

**INVITATION TO TENDER**

**No: IISER/PUR/8246/MA/P&S/16**

**Due Date: 09<sup>th</sup> August 2016 [4 PM]**

**Date of Opening: 10<sup>th</sup> August 2016 [3 PM]**

Dear Sirs,

**Sub: Supply of Envelope.**

We invite Sealed Tenders for the following items:

| Sl No: | Item/ Description                    | Quantity |
|--------|--------------------------------------|----------|
| 1.     | Brown Envelope (10.5" x 4.5")        | 20,000   |
| 2.     | Brown Window Envelope (10.5" x 4.5") | 30,000   |
| 3.     | Cloth Lined Envelope -A3 (16" x 12") | 10,000   |
| 4.     | Cloth Lined Envelope-A4 (12" x 10")  | 4,000    |
| 5.     | Brown Envelope-A3 (16" x 12")        | 4,000    |
| 6.     | Brown Envelope-A4 (12" x 10")        | 2,000    |

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. 5,000/- in favor of IISER TVM Should also be submitted along with the bids.
- Payment** : Within 30 days after supply and installation/Net 30 days /LC. **No advance payment will be made by IISERTVM.**
- Delivery** : To be delivered to our CET Campus and Vithura Campus (Free delivery). The supply should be made in equal quantities to the delivery locations as apecified above. 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

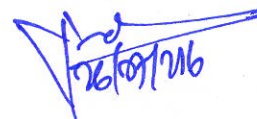
Yours Faithfully

  
**Asst. Registrar  
Gen. Admn**

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

**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 23<sup>rd</sup> 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.



Assistant Registrar  
Genl. Admn