



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद, झारखण्ड, भारत, पिन-826004
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
DHANBAD, JHARKHAND, INDIA, PIN-826004
(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : drps@ismdhanbad.ac.in || Website : www.iitism.ac.in

No.: INST-INS-004-19-20

Date: 15.04.2019

NOTICE INVITING TENDER

Subject: Supply of Xerox Paper and stationery items.

Indian Institute of Technology (Indian School of Mines), Dhanbad invites quotations for the following to be supplied and delivered in Purchase & Store Section.

S No	Full Description of items/ store	Qty	Delivery
1	Supply of A4 Xerox Paper Make: Century, GSM: 75 GSM Weight: 2.34 kg (White paper 500 sheets in each Packet)	1500 Pkt	At the Earliest /Ex-Stock
2	Supply of A3 Xerox Paper Make: Century, GSM: 75 GSM Weight: 4.7 kg (White paper 500 sheets in each Packet)	05 Pkts.	
3	Cello Tape 1 inch 24 mm width X 65 meter length.	200 Nos.	
4	Cello Tape 2 inch 48 mm width X 65 meter length.	50 Nos.	
5	White board marker pen (Blue) reputed brand.	1000 Pcs.	

Tender Schedule

Particulars	Date & Time
Bid Security or Earnest money deposit	Rs 9,000.00 (Rupees Nine Thousand Only)
Last date and time for submission of tenders	06.05.2019 at 1:00 P.M.
Date and time of opening of tenders	06.05.2019 at 4.00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in the attached Format for Financial Bid (Annexure – I)
2. ***L1 will be decided on individual item.***
3. Clarification(s) sought after the prescribed date shall not be entertained.
4. You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
5. Tender should be submitted in sealed cover only super scribed with Enquiry No. and due date at the following address only:

The Assistant Registrar (P&S)
Indian Institute of Technology (Indian School of Mines),
Dhanbad – 826 004 Jharkhand



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Terms & Conditions

- 1) The rates should be quoted for each item separately.
- 2) Conditional offer will not be accepted.
- 3) IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate. Hence, full rate of GST applicable should be quoted.
- 4) **Educational discount**, if any, should be clearly mentioned.
- 5) You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
- 6) **Bid Security or Earnest money deposit (EMD)**: should be submitted in form of A/c payee demand draft drawn in favor of **Registrar, IIT (ISM) Dhanbad** and payable at any other bank/branch located in Dhanbad.
- 7) Your tender must be valid for **minimum 90 days** from the date of opening of tender.
- 8) *Each page in the bid document must be numbered properly* and duly signed & sealed by the bidder on every page of the bid.
- 9) **Please attached sample of paper with your quotation failing which your quotation may not be considered.**
- 10) **The items/ materials shall be required to be delivered at Purchase & Store Section, IIT (ISM) Dhanbad** at the risk and cost of the tenderer.
- 11) Unloading and installation shall be the complete responsibility of the supplier.
- 12) The stores are required to be delivered within 30 days. Late delivery may not be accepted.
- 13) The items offered should be of good quality confirming to BIS standards, wherever applicable.
- 14) **Advance payment is not admissible.** Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- 15) In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 16) Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt. Tender/ quotation will be received during IIT (ISM) working hours only (i.e. Monday to Friday). **By hand delivery will not acceptable at any circumstances. Late or delayed tenders shall be summarily rejected.**
- 17) Any other information that you may like to obtain, you are free to contact IIT (ISM) before submission of tender.
- 18) IIT (ISM) reserves the right to accept and/or to reject any/ all tenders without assigning any reason.

Assistant Registrar



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Annexure-I

1. PRICE SCHEDULE FOR GOODS BEING OFFERED WITHIN INDIA

Name of the Bidder_____

NIT Reference No. _____

File Reference No. _____

Sl. No.	Full Description of items with (HSN Code/SAC Code)	Quantity	Unit Price (in INR)	Total Amount (in INR)
1.				
2.				
3.				
Ex-Works Price-				
Packing & Forwarding				
Transportation				
FOR (IIT ISM) Dhanbad				
<u>GST/IGST (their rate(s) as the case may be, clearly specified)</u> <u>Please note that IIT ISM is eligible for Concessional GST as per Notification No. 45/2017- Central Tax (Rate) for CGST, 45/2017-State Tax (Rate) for SGST and 47/2017-Central Tax (Rate) for IGST,</u>				
Insurance up to Destination/handover (in case of fabrication)				
Installation & Commissioning charge				
Training charges, if any				
Additional Warranty Charges, if any				
Annual Maintenance Charge, if any				

*(On the basis of the technical specifications submitted)

Total Bid Price_____

in words_____

Note :

(a) The Price schedule of optional items shall be indicated in a separate sheet in the same Performa.

(b) Cost spare parts may be indicated separately

Signature of Bidder

Name _____

Business

Address_____