



**QUOTATION NOTICE**

Quotation Number	<b>IAV/PUR/2022/308/003</b>
Due date and time for receipt of quotations	<b>16/08/2022; 10:00AM</b>
Date and time for opening of quotations	<b>16/08/2022; 10:30AM</b>
Date up to which the rates are to remain firm for acceptance	<b>31/10/2022</b>
Designation and address of officer to whom the quotation is to be addressed	The Director Institute of Advanced Virology Bio 360 Life Sciences Park Thonnakkal, Thiruvananthapuram, Kerala – 695 317
Mode of bidding	Single Bid (Techno-Commercial)
<b>Superscription: Quotation for Purchase of Stationery Items</b>	

1. Sealed quotations are invited for the supply of the materials specified in the schedule attached below/overleaf from manufactures/authorised suppliers.
2. The tenderers may submit the quotations on their own papers/letter head.
3. The technical details such as make, model, drawings/pamphlets etc so as to confirm that the offered product is meeting the technical specification as per schedule of supply are to be submitted along with the tender.
4. In case of authorised suppliers, the authorisation from manufacturer needs to be submitted along with the tender.
5. The quotations will be opened at the prescribed time in the presence of such of the tenderers or their authorized representatives who may wish to be present at that time.
6. The maximum period required for delivery of the articles should also be mentioned.



7. Details of the requirements and the conditions governing their supply can be obtained free on request from the office till 15/08/2022; 4:00PM

The rates quoted should be for delivery of the articles at the place mentioned below the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned.

Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subject to the following conditions:

1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfilment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerors expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Institute reserves also the right to remove the defaulter's name from the list of Institute suppliers permanently or for a specified number of years.
3. Samples, duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerors at their own expenses and the Institute will in no case be liable for any expenses on account of the value of the samples or their transport charges, etc. In case, the samples are sent by railway/post; the railway/postal receipt should be sent separately, and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Quotations for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered for are forwarded. The approved samples may or may not be



returned at the discretion of the undersigned. Samples sent by V.P. Post or “freight to pay” will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.

5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.

6. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.

7. The quotation may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.

8. (a) In cases where a successful tenderer, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied may, at the discretion of the competent authority be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Institute shall thereby together with such sums as may be fixed by the Government towards damages be recovered from the defaulting tenderer.

(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the authorities of the Institute or any other person authorized by the Institute and set-off against any claim of the authorities of the Institute for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or Institute or any other person authorized by the Institute.

9. The prices quoted should be inclusive of all taxes, duties, delivery charges, installation charges cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.



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The item has to be delivered and installed within 30 days from date of supply order. The LD clause will be applicable as per Institute rules for late supply

10. (a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per cent of the value of the materials at the discretion of Institute. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e. counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.

(b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.

11. Any sum of money due and payable to the successful tenderer or contractor from Institute shall be adjusted against any sum of money due to the Institute from him under any other contracts.

12. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

Director  
IAV, Thiruvananthapuram

Place: Thiruvananthapuram

Date: 05/08/2022



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**SCHEDULE OF SUPPLY**

<b>SL No.</b>	<b>Description of the items</b>	<b>Quantity</b>
1	Rubber Band 500 gm	5 Packet
2	Binder Clip 41 mm	50 Nos.
3	Binder Clip 31 mm	50 Nos.
4	Binder Clip 25 mm	50 Nos.
5	Pencil	100 Nos
6	Non dust Eraser	25 Nos
7	Pencil Sharpner	25 Nos
8	Steel Scale (30cm)	20 Nos
9	Plastic Scale (30cm)	10 Nos
10	Ball point (black)	100 Nos.
11	Ball point ( blue)	100 Nos.
12	Ball point ( red)	20 Nos.
13	Gel Pen (Blue)	10 Nos
14	Correction Pen	50 Nos.
15	CD /DVD Marker	50 Nos.
16	White board marker	10 Nos.
17	Pen Stand (Small)	20 Nos
18	Pen Stand (Big)	10 Nos
19	Stapler No.10	50 Nos.
20	Kangaro Stapler Pin 24/6	10 Packet
21	Kangaro Medium Stapler DS-45	5 Nos
22	Kangaro Single punch	20 Nos
23	Kangaro Double punch	30 Nos.
24	Brown Tape 2"	10 Nos
25	Big Tape Dispenser MG-31	15 Nos
26	Sticy Notes 3X3	50 Nos.
27	Sticy Notes Flges 0.6X3X5	50 Nos
28	A4 Stick File	50 Nos.
29	Office Tag File (Plain)	100 Nos
30	Box File	200 Nos
31	File Separators Colour A4	100 Nos
32	Ruled Register Book (400 Pages)	10 Nos
33	Ruled Register Book (300 Pages)	10 Nos
34	Ruled Register Book (200 Pages)	20 Nos
35	Ruled Register Book (100 Pages)	20 Nos
36	Writing Pad No 3	50 Nos.
37	Cello Tape 2"	10 Nos
38	Cello Tape 1"	50 Nos.
39	Cello Tape 1/2 "	10 Nos.



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40	Masking Tape 1"	25 Nos.
41	Masking Tape 2"	10 Nos.
42	Glass Paper weight GPW200	20 Nos
43	Gum Paste 150ML	10 Nos
44	Glue Stick 35gms	50 Nos.
45	Colour Paper clip 28mm	30 Nos.
46	Calculator	25 Nos
47	Exam Pad	10 Nos
48	Paper Cutter Knife with blade	10 Nos
49	SS Scissors Big	10 Nos
50	SS Scissors Medium	10 Nos
51	Wall Hook	5 Packet
52	A4 Photo Paper 180GSM 50SHT	2 Packet
53	L shape Folder Clear A4 size	100 Nos
54	My Clear Bag A4 size	100 Nos
55	Highlighter Pen	50 Nos.
56	Permanent marker Pen	50 Nos.
57	Aluminium Foil	5 Bundle