



**QUOTATION NOTICE**

Quotation Number	IAV/PUR/2023-24/308/001
Due date and time for receipt of quotations	24/05/2023; 10:00AM
Date and time for opening of quotations	24/05/2023; 10:30AM
Date up to which the rates are to remain firm for acceptance	31/07/2023
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 as per the format attached as **Annexure I** and the undertaking as per **Annexure II** 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. 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.
5. The maximum period required for delivery of the articles should also be mentioned.



6. Details of the requirements and the conditions governing their supply can be obtained free on request from the office till 23/05/2023; 4:00PM

The rates quoted should be for delivery of the articles at **INSTITUTE OF ADVANCED VIROLOGY, Bio 360 Life Sciences Park, Thonnakkal, Trivandrum, Kerala-695 317**. 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.

Sd/-

Director

IAV, Thiruvananthapuram

Place: Thiruvananthapuram

Date: 12/05/2023



**ANNEXURE I**

**SCHEDULE OF SUPPLY**

SL No.	Description of the items	Make	Quantity	Unit	Unit Price (INR)	GST @ rate	Amount (INR)
1	Spray Bottles 500ml		25	Nos			
2	Binder Clip 51 Mm		50	Nos			
3	Binder Clip 41 Mm		50	Nos			
4	Binder Clip 32 Mm		50	Nos			
5	Steel Scale 60 Cm		10	Nos			
6	Gel Pen (Black & Blue 50nos each)		100	Nos			
7	Ball Point Pen- Red		100	Nos			
8	Ball Point Pen- Black / Blue (50nos each)		100	Nos			
9	Ball Point Pen - Green		20	Nos			
10	CD Marker (Black-100nos/Blue-100nos)		200	Nos			
11	White Board Marker Pen		25	Nos			
12	Stapler Pin 24/6		50	Nos			
13	Register Book (200 Pages)		50	Nos			
14	Register Book (100 Pages)		75	Nos			
15	Register Book (300 Pages)		25	Nos			
16	Attendance Register (100 Pages)		20	Nos			
17	Note Book A4 Ruled (160 Pages)		30	Nos			
18	Note Book A4 Plain (160 Pages)		30	Nos			
19	Note Book Ruled (180 Pages)		30	Nos			
20	Note Book Plain (80 Pages)		30	Nos			
21	Note Book Plain (120 Pages)		30	Nos			
22	Cello Tape 1/2 "		50	Nos			
23	Cello Tape 1"		50	Nos			
24	Cello Tape 2"		25	Nos			
25	Masking Tape 1/2"		30	Nos			
26	Masking Tape 1"		50	Nos			
27	Masking Tape 2 "(Thick)		20	Nos			
28	Paper Cutter 18 Mm		25	Nos			
29	Scissors (Big) 8"		30	Nos			
30	Scissors (Small) 6"		30	Nos			
31	Sticker Hook		50	Nos			



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32	Wall Hanger		40	Nos			
33	Aluminium Foil		50	Nos			
34	Dustbin (Easy Pedal Bin 10 Litre)		30	Nos			
35	A4 Photopaper (180 GSM 50 Sht)		05	Packet			
36	Steel Scale (30cm)		10	Nos			
37	Note Pad Ruled (55 To 80 Pages)		25	Nos			
38	Note Pad Plain (55 To 80 Pages)		25	Nos			
39	Pin Clip Magnetic Holder Dispenser		15	Nos			
40	Cloth Cover Envelope A4 Size		50	Nos			
41	Cloth Cover Envelope A3 Size		50	Nos			
42	Sticky Notes Coloured Plastic Flags		05	Set			
43	DP-800 Paper Punches		02	Nos			
44	Battery AAA (1.5 V)		10	Nos			
45	Battery AA		10	Nos			
46	Box File		100	Nos			
47	Tape Dispenser 1"		10	Nos			
48	Tape Dispenser 1/2"		10	Nos			
49	Rubber Band (3")		20	Pack			
50	Pencil (2B)		100	Nos			
51	Bond Paper		05	Bundle			
52	Cable Tie (300 mm)		100	Nos			

(Authorized Name & Signatory of Agency/firm with stamp)



**ANNEXURE II**

To  
**The Director**  
**Institute of Advanced Virology**  
(Tender Inviting Authority)

**UNDERTAKING BY THE TENDERER**

I/We have carefully gone through the various terms and conditions mentioned in the quotation notice No. IAV/PUR/QTN/2023-24/308/001 Dated 12.05.2023 for the Purchase of Stationery Items including annexures.

I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

(Authorized Name & Signatory of Agency/firm with stamp)

1025  
15/05/2023 09:53:01AM