



QUOTATION NOTICE

Quotation Number	IAV/PUR/QTN/2024-2025/308/001
Date of publishing the Quotation	21/11/2024
Due date and time for receipt of quotations	29/11/2024; 10:00AM
Date and time for opening of quotations	29/11/2024; 12:30PM
Date up to which the rates are to remain firm for acceptance	31/01/2025
Designation and address of officer to whom the quotation is to be addressed	The Director Institute of Advanced Virology Thonnakkal, Thiruvananthapuram, Kerala – 695 317
Mode of bidding	Single Bid (Techno-Commercial)
Superscription: Quotation for Printing and Supply of Stock Registers & Envelops	

1. Sealed quotations are invited for the printing and supply of stock registers and envelops experienced firms providing the similar services. The printing has to be carried out as per the specification given in the scope of work and the proof provided/approved by the Institute. The bidders can inspect the samples during working hours till 04.00 P.M on 25/07/2024.
2. The tenderers may submit the quotations and technical compliance Statement as per the format attached as **Annexure I** and the undertaking as per **Annexure II** on their own papers/letter head .



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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 27/11/2024; 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 after the acceptance of his quotation should 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 offerers 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 offerers 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



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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. 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 specified period 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: 21/11/2024



SCHEDULE OF SUPPLY

SI No	Description of the item	Specifications
1	Printing and Supply of Stock Registers & Envelops	As per tender terms.

SL No.	Description of the items	Quantity (nos)
1	Treasury Cash Book 150 folio pages, Book size 25 x 37.5 cm, 4 Books 9,400 80 gsm Ledger paper, Leather Rexine Binding, Single colour printing.	04 nos
2	Cash Payment Slip A5 Size, Total Pages 200	06nos
3	Cash Receipt Slip A5 Size, Total Pages 200	10 nos
4	Sub stock register (Equipment) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, Blue colour printing, Front cover single colour printing	10nos
5	Sub stock register (Furniture) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, Blue colour printing, Front cover single colour printing	10nos
6	Sub stock register (Glassware & Plasticware) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, blue colour printing, Front cover single colour printing	10 nos
7	Sub stock register (Chemical& Consumables) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, blue colour printing, Front cover single colour printing	10 nos
8	Asset register (Equipment) 200 folio pages, Index, Book size 21 x 34 CM, 80 gsm ledger paper, Leather Rexine Binding, Single colour printing	02nos
9	Letter Head 100 gsm. bond, multi colour, A4 size	3000 Nos
10	Demand Slip Demmy 1/6 size, 200 Pages, 1 page with duplicate	10 nos
11	A3 Cloth Cover Closure Type: self-seal, Material -, Institute address & Logo Printed, A3 size, Single colour printing	250 Nos



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12	A4 Cloth Cover Closure Type: self-seal, Material -, Institute address & Logo Printed, A4 size, Single colour printing	250 Nos
13	A3 Brown Cover Closure Type: self-seal, Brown Colour , Material -paper Institute address & Logo Printed, A3 size, Single colour printing	250 Nos
14	A4 Brown Cover Brown Colour Institute address & Logo Printed, r A4 size, Single colour printing	500 Nos



ANNEXURE I

Name of Firm:

Quotation No:

Si No	Description of the item	Specification &Qty req.
1	Printing and Supply of Stock Registers & Envelops	As per the specification given below

SLNo.	Description of the items	Quantity (nos)	Unit Price INR	GST @ rate	Amount
1	Treasury Cash Book 150 folio pages, Book size 25 x 37.5 cm, 4 Books 9,400 80 gsm Ledger paper, Leather Rexine Binding, Single colour printing.	04nos			
2	Cash Payment Slip A5 Size, Total Pages 200	06nos			
3	Cash Receipt Slip A5 Size, Total Pages 200	10 nos			
4	Sub stock register (Equipment) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, Blue colour printing, Front cover single colour printing	10nos			
5	Sub stock register (Furniture) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, Blue colour printing, Front cover single colour printing	10nos			
6	Sub stock register (Glassware & Plasticware) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, blue colour printing, Front cover single colour printing	10nos			
7	Sub stock register (Chemical) 200 folio pages, Book size 28.25 x 20.25 CM + Index, Hard binding, 80 gsm maplitho paper, blue colour printing, Front cover single colour printing	10nos			
8	Asset register (Equipment) 200 folio pages, Index, Book size 21 x 34 CM, 80	02 nos			



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	gsm ledger paper, Leather Rexine Binding, Single colour printing				
9	Letter Head 100 gsm. bond, multi colour, A4 size	3000 Nos			
10	Demand Slip Demmy 1/6 size,200 Pages, 1 page with duplicate	10nos			
11	A3 Cloth Cover Closure Type: self-seal, Material -, Institute address & Logo Printed, A3 size, Single colour printing	250 Nos			
12	A4 Cloth Cover Closure Type: self-seal, Material -, Institute address & Logo Printed, A4 size, Single colour printing	250 Nos			
13	A3 Brown Cover Closure Type: self-seal, Brown Colour , Material - paper Institute address & Logo Printed, A3 size, Single colour printing	250 Nos			
14	A4 Brown Cover Brown Colour Institute address & Logo Printed, r A4 size, Single colour printing	500 Nos			
Total Amount (Inclusive of Taxes)					
Total Amount in words (Inclusive of Taxes)					



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/2024-25/308/001 Dated 21.11.2024 for the Printing of Stock Registers & Cash Book including annexures.

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

Place : _____

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