



Indian Association for the Cultivation of Science
2A & 2B, Raja S.C. Mullick Road, Kolkata – 700032, West Bengal, India.
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E-mail : registrar@iacs.res.in website: www.iacs.res.in

NIT No. : IACS/WS/ Stationary /2018-19/77

DATE- 13/12/2018

**Sub: Purchase of materials (Printing & Stationary Items etc.) for Engg. Workshop ,
IACS. for day to day Office work.**

Indian Association for the Cultivation of Science invites Sealed Tenders (Single Bid System) for purchasing materials (Printing & Stationary Items etc.) for Engg. Workshop for day to day Office work of as details given below . Complete tender bids should reach to the **Registrar, Indian Association for the Cultivation of Science, 2A & 2B, Raja S C Mullick Road, Jadavpur, Kolkata 700032, West Bengal, India**, on or before the scheduled date & time specified below and dropping in the Tender Drop Box in Engineering Workshop.

Detail of Tender Venue:

Cost of Tender Form	Tender paper to be downloaded from IACS web site (www.iacs.res.in). Cost of Tender to be paid of Rs.150/- + 5% GST= Rs.158/- (Rupees One Hundred Fifty Eight only) (CGST & SGST total Rs.7.50 rounded to Rs. 8.00) per set (non-refundable) in the form of Demand Draft or Pay Order or Banker's Cheque of a scheduled bank in favor of "Indian Association for the Cultivation of Science", payable at Kolkata, to be attached with their tender otherwise their tender will be summarily be rejected.
Estimated Cost	Rs.42,899/- (Rupees Forty Two Thousand Eight Hundred Ninety Nine Only)
Earnest Money Deposit	The Earnest Money Deposit of Rs.860/-(Rupees Eight Hundred Sixty only). to be submitted with the tender in the form of Demand Draft or Pay Order or Banker's Cheque of a scheduled bank in favors of "Indian Association for the Cultivation of Science" payable at Kolkata, failing which the tender shall be summarily be rejected.
Tender downloading date	14-12-2018 to 28-12-2018
Last Date and Time of Submission of Tender	28/ 12 /2018 (up to 4.00PM) in the Tender Drop Box kept in Engineering Workshop
Date of Opening of Tender	28 / 12 /2018 at 4:30 PM in presence of Bidders.
Contact Details	033-2473-4971, Extn- 1700 / 1164

Terms & Conditions as under :

1) Incomplete & Conditional quotation & quotations received after due date will be summarily rejected without assigning reasons thereof.

2) The outer cover of the envelop should be super scribed as “**Quotation for Purchase of materials (Printing & Stationary Items etc.) for Engg. Workshop, IACS., Tender No. , Last Date of Submission, Date of Opening, Vendor’s Address, etc.**”

3) The quotation submitted shall remain valid at least 90 days. from the date of opening the quotation.

4) **The rate should be mentioned with HSN code, GST % (CGST & SGST), with GST No & GST Certificate. Trade license copy has to be furnished. The price should be inclusive of transportation etc. The bid to be submitted as per the Price Bid Format in the Tender Form. Nothing extra will be paid in addition to the quoted rate. Price should quote in Indian Rupee.**

5) In the event of date being declared a closed holiday for Purchaser’s Office, the due date for submission of quotation & its opening will be the following working day at the appointed time.

6) Payment: Within 90 days from the date of bill submission with accepted Material from Store/Indenter fully.

7) Acceptance of Quotation: IACS Authority does not bind itself to accept the lowest quotation & reserves the right to reject any or all the quotations received without assigning any reason thereof in the interest of IACS.

8) Installation / Demonstration etc. to be done against free of cost.

9) Supplier should provide copy of PAN No. , GSTIN No. & Trade License No. etc. along with sealed quotation failing which the tender will summarily be rejected.

10) Validity of Quotations beyond 90 days from the date of opening of the quotation shall be by mutual consent.

11) Price bid in one Envelop to be put in Main envelop with Other Documents with a covering Letter to be submitted positively in the Drop Box as mentioned.

12) The EMD shall be treated as part of the Security Deposit for the successful Bidder. Refund of EMD will be given along with payment of bill.

13) The EMD of unsuccessful Bidders will be returned after receiving the acceptance letter of the purchase order from the lowest Bidder . The unsuccessful Bidders should apply to collect their EMD.

14) Free delivery to the Workshop Store, IACS, Jadavpur, Kolkata – 700032

15) Any defective material or specification not matching as per schedule/ instruction it has to be changed by the Supplier as per instruction of Workshop In Charge otherwise payment will not be released for this reason.

16) Delivery time of materials within 15 (fifteen) days from the date of receiving Purchase Order Copy by the Vendor failing which order will be automatically cancelled without any further notice or communication and EMD will be forfeited

17) Sample quarry or any type of material specification quarry must be made from the **Workshop Store (Office) of Workshop** before submission of Tender positively.

Acting Registrar

Price Bid as per NIT No. IACS/WS/ Stationary/2018-19/77**DT.13/12/2018**

SL. No.	DESCRIPTION	QTY.	HSN Code	RATE in RS.	GST %	AMOUNT WITHOUT GST (Rs.)	Amount (Rs.)With GST.
01.	Stapler (Big) HD 23S24 Heavy Duty	01 no.					
02.	Stapler Pin for HD 23S24	10 nos.					
03.	Jute for Machine wash (Pure Cotton white color)	100 Kg					
04.	Cloth Duster 20 inch x 20 inch	104 nos.					
05.	Wheel Powder 800gm.	40 nos.					
06.	Table Clean Feather Stick	30 nos.					
07.	Lifebuoy Soap Leman Fresh 125gm	370 nos.					
08.	James Clip	05 Box					
09.	Stapler (Small) HD 10D	05 Nos.					
10.	Stapler Pin for HD10D	40 nos.					
11.	Punching Machine	05 nos.					
12.	Dot Pen (both end red & blue)	20 nos.					
13.	Pencil Box (Apsara Platinum)	05 Box					
14.	Erasing Rubber	20 nos.					
15.	Photocopy Paper A4 75 GSM	20 nos.Rim					
16.	Fevistick	10 nos.					
17.	Transparent plastic adhesive tape big size(¾ inch)	10 nos.					
18.	Alpine	01 Box					
19.	Chalk	10 Box					
20.	Board Marker Pen in Four Colors (Red,Blue,Green,Black)	(02 nos. each) 08 nos					
21.	Cover File as per IACS sample file cover	50 nos					

22.	Flat File as per IACS sample file cover	100 nos					
23.	Board File as per sample	25 nos					
24.	Arch Index File as per sample	18 nos					
25.	Permanent Marker (Black)	10 nos					
26.	Binding Register 256Pages	06 nos					
27.	Material requisition slip book(100 page)	10 nos					
GST Registration No. PAN No.				TOTAL (Without GST)			
				TOTAL CGST			
				TOTAL SGST			
				GRAND TOTAL(Rs.) With GST.			
Grand Total Amount In Word.							

Sign. of BIDDER With Date & Seal

TENDER

I/We have read , examined and agree the notice inviting tender, schedule of quantities, terms and conditions and all other contents of the tender document.

I/We hereby tender for supply of the material as per schedule of quantities, specification, and instruction.

I/We agree to keep the tender open for 90 days from the date of submission for acceptance and not to make any modification in its terms and conditions.

A sum of Rs.-_____ is hereby forwarded in the form of Demand Draft / bankers Cheque / Pay Order of a Scheduled Bank as earnest money deposit which shall be retained by IACS as a part of security deposit.

I/We agree that if I/We fail to commence the supply as specified in the schedule of quantities, an amount equal to the amount of the earnest money mentioned above shall be absolutely forfeited to the IACS without prejudice to any other right or remedy available in law.

Date._____

Signature of Bidder with Seal.

Postal Address :_____

Contact No._____

Witness_____

Occupation _____

Address/ _____
