Sealed Tenders are invited in two separate sealed covers (Technical and Commercial offers) from eligible Indian manufacturers/suppliers/authorized dealers for the supply of the following materials:

<table>
<thead>
<tr>
<th>Description of stores</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Customized Degree Certificate Folder</td>
<td>4500 Nos.</td>
</tr>
<tr>
<td>Size : Length = 33 cm</td>
<td></td>
</tr>
<tr>
<td>Breadth = 25 cm in folded and 52 cm in open</td>
<td></td>
</tr>
<tr>
<td>2 folded, front &amp; back Rexene with hard board inside, inside soft sponge cloth</td>
<td></td>
</tr>
<tr>
<td>with two transparent pockets in inside front-cover &amp; inside back-cover. Neat</td>
<td></td>
</tr>
<tr>
<td>stitching throughout the boarder. Good workmanship and good quality of materials.</td>
<td></td>
</tr>
<tr>
<td>Screen Printing of Institute Logo and Institute Name on the top (as per the last</td>
<td></td>
</tr>
<tr>
<td>year sample as available in Academic Section, IIT Kharagpur)</td>
<td></td>
</tr>
</tbody>
</table>

| B) Jute Carry Bags (with water proof lamination inside the bag)                      | 3500 Nos.|
| Colour : Natural Jute                                                                |          |
| Size : 45 cm (H) x 38 cm (W) x 8 cm (D)                                              |          |
| Handle: Padded Cotton Webbing Tape                                                   |          |
| Material : Jute                                                                      |          |
| Good workmanship and good quality of materials. Screen Printing of Institute Logo    |          |
| and Institute Name on the both sides (as per the last year sample as available in   |          |
| Academic Section, IIT Kharagpur)                                                    |          |

Please send offers as per the format for each item along with one sample for each. The validity of the bid should be at least up to 60 days from the last date of submission of Tender. Please ensure that quotation in two separate sealed covers (Technical and Commercial offers) along with EMD of Rs. 16,000/- (Rupees Sixteen Thousand Only) reaches at the following address not later than **01st September, 2022 at 15:30 Hrs.** The envelope containing the tender should be super-scribed with “IIT/68Convo/DF&CB/Tender/2022-23” Dated 05-08-2022.

Deputy Registrar, Academic
Academic Section
Indian Institute of Technology Kharagpur
Kharagpur- 721 302, West Bengal
The tender is to be submitted in a sealed envelope, containing two separate sealed envelopes, i.e., Cover 1 for ‘Technical Bid’ and Cover 2 for ‘Price Bid’ (The format for price bid is available in Annexure-I). In Cover 1, the Bidder should enclose the following documents along with the Technical Bid document for Technical Evaluation: (A) Copy of the valid PAN Card, (B) GST Registration Certificate, (C) Copy of Company Registration Certificate/Trade License, (D) Dealership Certificate from the original manufacturer, if applicable (E) Copy of Income Tax Return for the last Three years (F) one sample for each items (G) Signed copy of the tender document (on each page of the tender) as a token of acceptance (H) prescribed EMD (Earnest Money Deposit) (I) CA Certificate/Audited statement of Annual Average turnover for last three Financial Years (J) The bid should also contain a signed “Compliance Certificate” duly signed by the bidder which implies that items offered meet the tender specifications of the Institute. In case of non-receipt of the samples and separate technical and commercial bids, the bid will not be considered.

**Scan copy of sample Degree Folder**

![Sample Degree Folder Image]

**Scan copy of sample Carry Bag**

![Sample Carry Bag Image]
Tender Reference | IIT/68Convo/DF&CB/Tender/2022-23 Dated 05-08-2022
---|---
Start Date of Bidding | 05.08.2022, 15.30 Hrs.
Last Date for submission of Tender document | 01.09.2022, 15.30 Hrs.
Date of opening of Technical Bids | 01.09.2022 at 16.00 Hrs.
Tender Fee | NIL
Estimated Cost | Rs. 7,00,000/- (Rs. Seven Lakhs only)
Earnest Money Deposit (EMD) | Rs. 16,000/- (Rupees Sixteen Thousand Only) 
(by way of Demand Draft / Fixed Deposit Receipt / Banker’s Cheque from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur)
Step-2: Samples of those vendor are selected will be finally selected for technical qualification on the basis of the following documents: 
(A) Copy of the valid PAN Card, (B) GST Registration Certificate, (C) Copy of Company Registration Certificate/Trade License, (D) Dealership Certificate from the original manufacturer, if applicable (E) Copy of Income Tax Return for the last Three years (F) one sample for each items (G) Signed copy of the tender document (on each page of the tender) as a token of acceptance (H) prescribed EMD (Earnest Money Deposit) (I) CA Certificate/Audited statement of Annual Average turnover for last three Financial Years (J) The bid should also contain a signed “Compliance Certificate” duly signed by the bidder which implies that items offered meet the tender specifications of the Institute.
Date of opening of Price Bid | Only technically qualified bids would be considered for price comparison and date will be intimated separately.
Place of Opening tender offers | Deans’ Conference Room, (1st Floor) Administrative Building, Indian Institute of Technology, Kharagpur - 721 302, West Bengal.
Address of communication | Deputy Registrar (Academic), Academic section, IIT Kharagpur-721302
TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES ORDERED:

1. [a] RATE: The rate quoted shall be on FOR IIT Kharagpur basis in INR clearly indicating the break-up cost and GST, etc. The Stores are required to be dispatched at this Institute under supplier's own arrangement free of additional charges. The risk of damage or loss in transit if any will be the supplier's. The format for price bid is available in Annexure-I.

2. [a] CONSIGNEE: All stores are required to be consigned to the Indian Institute of Technology, Kharagpur- 721302, West Bengal.
   [b] DISPOSAL OF DISPATCH DOCUMENTS: The Railway Receipt/PWB/Consignment Note along with the relevant bill and three priced challan each in triplicate should be dispatched to the Deputy Registrar (Academic), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Deputy Registrar (Academic) in time all wharfage/ demurrage incurred, if any, will be recoverable from the supplier.

3. Tender Fee: NIL

4. Earnest Money Deposit (EMD): Rs. 16,000/- (Rupees Sixteen Thousand Only). By way of Demand Draft / Fixed Deposit Receipt / Banker's Cheque from any of the commercial banks in India and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. IIT Kharagpur will give exemption for submission of tender fee and EMD to the bidders who are registered with MSME, NSIC or start-ups as recognized by DIPP as per revised rule of GFRs-2017. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.

5. The Bidder must have Minimum Rs. 5 Lakhs (Rupees Five Lakhs Only) Annual Average turnover for last three Financial Years. Bidder shall enclose CA Certificate/Audited statement.

6. The Bidder have to submit Copies of the Income Tax Return for the last Three years.

7. DELIVERY PERIOD: The stores are required to be delivered/dispatched within 20 (twenty) days from the date of receipt of the purchase order.

8. QUALITY & SPECIFICATION OF STORES: The stores offered should be of the best quality available, as per the specification only. The Institute reserves the right to reject such stores as are found unacceptable on these grounds.

9. LIQUIDATED DAMAGES: If a firm accepts an order and fails to execute the order, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alliteratively to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted-and then failed to execute the order according to stipulation agreed upon.

10. The entire tender notice should be duly signed on all the pages and submit along with technical bid.

11. In case, the bidder is an authorized dealer, “Dealership Certificate” from the original manufacturer MUST be submitted mentioning the tenure of such dealership.
12. **SUBMISSION OF QUOTATION**: Quotation must be submitted in sealed cover addressed to the Deputy Registrar (Academic), Academic Section, IIT Kharagpur -721302, West Bengal so as to reach within the specified period. The reference to the Enquiry Number and the last date for submission must clearly be super scribed on the sealed envelope.

13. **OPENING OF THE QUOTATION**: Quotation will be opened at the venue, time and date indicated above. A firm may send its authorized representative to witness the opening if it so desires.

14. **PERIOD OF VALIDITY**: A quotation shall remain valid for acceptance at least for a period of 60 days from the last date of the submission of the tender.

15. **PAYMENT**:
   a) 100% payment through electronic transfer after receipt of store in good order and conditions, and the after certification of the bill by the Head of the Section.
   b) Ensure providing: i) Bank details and PAN number of the beneficiary. ii) Full name and address of the beneficiary on whom order has to be placed

16. **REJECTION OF OFFER**: The Director of the Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason. IIT Kharagpur also reserve right to place order either full or part quantity of the items as per the requirement.

17. **Conditional offers**: Conditional bids will not be accepted on any ground and shall be rejected straightway.

18. **Award of the Contract**: The order shall be placed to successful L1 bidder.

19. **The bidder should quote for all the items and quantity mentioned in this tender document, as part bidding is not allowed. Tender with part bids will be rejected.**

**Note :-**

1. IIT Kharagpur will give exemption for submission of tender fee and EMD to the bidders who are registered with MSME, NSIC or start-ups as recognized by DIPP as per revised rule of GFRs-2017. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.

2. If the day falls on any holiday, the date of any of the events mentioned above shall be on the next working day.

3. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.

4. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
Annexure – I

FORMAT FOR PRICE BID

Tender No.: IIT/68Convo/DF&CB/Tender/2022-23 Date: 05-08-2022

Order/Work: Degree Certificate Folder and Jute Carry Bag

Name of the Firm/Bidder: _____________________________________________

Address: ______________________________________________________________________________________________

Mobile: ____________________________________ E-mail: __________________

Rate Details:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>No. of copies</th>
<th>Unit Price</th>
<th>GST</th>
<th>Total Price (All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Customized Degree Certificate Folder</td>
<td>4500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red - 625 nos.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B) Jute Carry Bags (with water proof lamination inside the bag)</td>
<td>3500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(C) Grand Total = [(A) + (B)]

Declaration: I/We do hereby accept all the terms and conditions laid down in the tender notice for the above said supply & works. I/We also agree to the condition that the right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reasons thereto is reserved by the Competent authority of the Institute without any obligation or liability whatsoever.

Seal of the Firm:                       Signature of the Authorized Signatory

Place & Date:

Note: 1. The L1 shall be derived from Lowest Rate quoted after considering (C) = [(A) + (B)]
2. The price bid is to be submitted in this format only. Any increase/decrease of number of quantities, the amount will be calculated on pro rata basis.