



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

No. IIT/64Convo/DegFolder/Tender/2018-19

Date : 6 April 2018

TENDER

Tender offers 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:

Sl.No.	Description of stores	Quantity
1.	Degree Certificate Folder (Colours : Black – 1600 nos. + Blue – 1200 nos. + Red - 300 nos.) Size : Height = 33 cm Width = 25 cm in folded and 51 cm in open 2 folded, front & back Rexene with hard board inside, inside soft sponge cloth with two transparent pockets in inside front-cover & inside back-cover. Neat stitching throughout the boarder. Good workmanship and good quality of materials. Screen Printing of Institute Logo and Institute Name on the top (as per sample available in Academic Section)	3100 Nos.

Please send offers along with sample. The validity of the bid should be at least up to 60 days from the date of Tender. Please ensure that quotation in two separate sealed covers (Technical and Commercial offers) along with EMD of Rs. 10,000/- (Rupees ten thousand only) reaches at the following address not later than 7th May 2018 at 15:30 hrs. The envelope containing the tender should be superscribed with “IIT/64Convo/DegFolder/Tender/2018-19”.

Deputy Registrar, Academic
Indian Institute of Technology Kharagpur
Kharagpur- 721 302, West Bengal

Scan copy of sample Degree Folder



Tender reference	IIT/64Convo/DegFolder/Tender/2018-19 dated 6-04-2018
Last date for submission of Tender document	07.05.2018, 15.30 hrs.
Date of opening of Technical Bids	07.05.2018 at 16.00 hrs.
Process of Technical Evaluation	<p>Step-1 : Selection of sample by the Technical Committee. Decision of committee for selection of sample is final.</p> <p>Step-2: Sample of those vendor is selected will be finally selected for technical qualification on the basis of the following documents :</p> <p>Copy of the valid PAN Card, GST Registration.</p>
Date of opening of Price Bid	Only technically qualified bids would be considered for price comparison. It may be on the same day after opening of technical bids i.e. on 07.05.2018 or some other day which will be communicated to Technically qualified bidders.
Place of Opening tender offers	Office of the Professor-in-Charge, 64 Annual Convocation, Indian Institute of Technology, Kharagpur- 721 302, West Bengal.
Address of communication	Deputy Registrar (Academic), IIT Kharagpur-721302

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES ORDERED:

- [a] **RATE:** The rate quoted shall be on FOR Kharagpur basis in INR clearly indicating the break-up cost towards packing and forwarding, freight, insurance, 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. In case the aforesaid terms are not considered acceptable, charges payable will be required to be specified as advalorem or lump sum. Manufacturer's price list, wherever applicable, should be submitted. Evaluation will be made taking into account the quantity tendered for.

[b] **Earnest Money (EMD) :** EMD have to be given in the form of demand draft only in favour of IIT Kharagpur payable at Kharagpur from any nationalized bank **in a separate envelope**. In case of any failure of supply or inferior quality, the EMD will be forfeited.
- [a] **CONSIGNEE:** All stores are required to be consigned to the Director, 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), I.I.T, 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.
- DELIVERY PERIOD:** The stores are required to be delivered/despached within thirty days from the date of receipt of the order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible.
- QUALITY & SPECIFICATION OF STORES:** The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specification cited. The Institute reserves the right to reject such stores as are found unacceptable on these grounds.

5. **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.
6. The entire tender notice should be duly signed on all the pages.
7. In case, the bidder is an authorized dealer, "Dealership Certificate" from the original manufacturer MUST be submitted mentioning the tenure of such dealership.
8. Adherence to our technical requirement to manufacture/supply of such bulk stores as mentioned in the tender document within a short period (maximum – 30 days). A copy confirming the terms of supply should be attached.
9. Details and nature of the maximum warranty period offered by the bidder. A declaration is to be attached on the letter head of the firm.
10. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization.
11. **SUBMISSION OF QUOTATION:** Quotation must be forwarded in sealed cover addressed to the Deputy Registrar (Academic), I.I.T. Kharagpur -721302 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.
12. **OPENING OF THE QUOTATION:** Quotation will be opened at the venue, time and date indicated above. A firm may send its accredited representative to witness the opening if it so desires.
13. **PERIOD OF VALIDITY:** A quotation shall remain valid for acceptance at least for a period of 60 days from the date of opening.
14. **PAYMENT:** a) 100% payment through electronic transfer after receipt of store in good order and condition, successful installation and the after certification of the bill by the Head of the Department.
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
15. **REJECTION OF OFFER:** The Director of the Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason.