TENDER

Description of Stores : Scarves for 67th Annual Convocation
Quantity of Stores : As given in Annexure-I
Design of the Costume : As given in Annexure-II
Format for Price bid : As given in Annexure-III
Estimated Cost : Rs.15 Lakh

The Institute is intending to procure Scarves for 67th Annual Convocation. Interested and eligible vendors are requested to send their sealed bids under a two cover system as per requirement mentioned in the tender document. Two separate sealed covers superscribed “Technical Bid” and “Commercial Bid” should be submitted in a single sealed cover. In case of non-receipt of the sample and separate technical and commercial bids, the bid will not be considered.

1. Minimum Eligibility Criteria :
   a) The bidder must have prior experience of making convocation costume of National Institutes like IITs, IISERs and NITs during last 03 (three) years as on the tender submission deadline. Signed self certified Purchase Order copy from the clients to whom such supplies are being/have been extended must be enclosed with the technical bid. Experience within last 3 years as on the last date of tender submission must be as per the following details:
      Three similar completed works each of value not less than 40% of estimated cost;
      OR
      Two similar completed works each of value not less than 50% of the estimated cost;
      OR
      One similar completed work of each of value not less than 80% of the estimated cost;
   b) The bidder should submit samples as per specifications given in Annexure-I & II.

2. Important Dates:
   a. Last date & Time of submission
   b. Date & Time of opening the Technical Bid
   c. Date & Time of opening the Price Bid

3. Documents to be submitted along with the tender:
   a) Technical Bid
      i) Signed tender documents in all pages
      ii) Certified purchase order copy as work experience as mentioned in Sl.No. 1(a) above.
      iii) Acknowledgement of Income Tax return for the last three financial years or from the date of incorporation whichever is less.
      iv) Copies of PAN, GST Registration
      v) 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.
vi) Earnest Money Deposit of an amount of Rs. 30,000/- (Rupees thirty thousand only) in the form of demand draft from any nationalized bank and drawn in favour of “Indian Institute of Technology Kharagpur payable at Kharagpur.

vii) Non-refundable tender fee of Rs. 1000/- in the form of demand draft in favour of IIT Kharagpur payable at Kharagpur from any nationalized bank.

b) Sample of the item(s) as per specifications given in the Annexure-I & II

c) Price Bid as per Annexure-III in separate sealed envelope superscribing the same.

4. Evaluation Process:

a) Technical Evaluation:

i) Technical evaluation will be made on the basis documents submitted by the bidder as required in Sl.Nos. 3a(i) to 3a(vii)

ii) Sample submitted by the vendor will be examined by the committee and the acceptance of the samples by the committee is final.

b) Price Evaluation: The price bid will be opened of those who are technically qualified on the basis of 4a above and the lowest bidder will be awarded the contract.

5. General Terms and Conditions:

a) Earnest Money Deposit (EMD): An amount of Rs.30,000.00 (Rupees Thirty thousand only) in the form of Demand Draft been closed along with the Technical bid. The EMD shall be from any Nationalized Bank and drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. Any bid without EMD will not be considered. This will be refunded to the unsuccessful vendors once the tender process is completed. The EMD of vendor getting the purchase order will be retained and returned after successful completion of the work. No interest is payable on refund of EMD. The EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same as per the required quality and quantity.

b) Tender Fee: Non-refundable tender fee of Rs. 1000/- is to be paid in the form of demand draft only drawn in favour of IIT Kharagpur payable at Kharagpur from any nationalized bank in a separate envelope along with the Technical bid.

c) Validity of Quotation: The validity of quotation should be 120 days from the last date of submission of tender.

d) Rate: The rate quoted must be inclusive of all charges, i.e., Taxes, Duty, Packing & Forwarding charges. The stores are required to be delivered at the Institute under the suppliers own arrangement, free of additional charges. The damage or loss in transit if any will be at the risk and cost of the vendor.

e) Consignee: All stores are to be consigned in the name of Associate Dean (FoEA), Indian Institute of Technology, Kharagpur - 721302, West Bengal.

f) Disposal of Dispatch Documents: The Railway Receipt/PWB/Consignment Note along with the relevant bill and three part challan each in triplicate should be dispatched to the Associate Dean, FoEA, IIT, Kharagpur immediately on completion of dispatch. If these documents do not reach the Associate Dean, FoEA in time all wharfage/ demurrage incurred, if any, will be recoverable from the supplier.

h) Quality & Specification of Stores: As given in Annexure-I & II. The items should be confirming strictly to the specification given. The Institute reserves the right to reject such item/items, if found unacceptable on these grounds.
i) Submission of quotation: All quotations must be forwarded in sealed bids format under a two cover system as per requirement mentioned in the tender document. **Two separate sealed covers superscribed “Technical Bid” and “Commercial Bid”** should be submitted in a single sealed cover so as to reach within the specified period. The reference to the enquiry number and the last date of submission must clearly be superscribed on these sealed envelope.

j) Payment: Payment will be made through bank transfer to the account of the successful vendor, normally within 30 days from the date of receipt of bill after successful delivery of the stores in good order and condition.

In case of any increase/decrease in quantity, the corresponding amount will be increased/decreased on prorata basis.

k) The Institute reserves the right to accept or reject any or all the offers including the lowest bid without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to amend the scope of work, including quantity and quality.

l) Dispute: In case of dispute, the matter will be settled mutually, failing which the decision of the Director shall be final and binding on the bidders.

m) 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.

Associate Dean (Faculty of Engineering & Architecture)
IIT Kharagpur
### Annexure - I

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of stores</th>
<th>Quantity</th>
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| 1.     | *Scarf Specifications*:  
- **Cloth Material**: Benarasi Chanderi Silk (Good Quality), folded both side with same material including boarder and logo & text.  
- **Cloth Weight**: 80 grams per square meter  
- **Cloth Thread Count**: 120 threads per square inch  
- **Text**: Embroidery  
- **Logo**: Embroidery  
- **Embroidery Thread**: Silk Thread 600x3 (Dori)  
- **Lace**: Jari Golden color at both ends on the scarf | 2660 Nos. |

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<th>Border Base Color</th>
<th>Center Base Color</th>
<th>Text Color</th>
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<td>Light Gold</td>
<td>Light Gold</td>
<td>Red</td>
<td>1400</td>
</tr>
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<td>Light Gold</td>
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<tr>
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<td>Light Gold</td>
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<td>300</td>
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<tr>
<td>Deans / Senators</td>
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<td>Purple</td>
<td>Purple</td>
<td>Light Gold</td>
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Cloth should be folded to cover the back side.  
Good workmanship and good quality of materials.
Sample Images of Scarf

Chief Guests & BoG

UG

PG / MS

Annexure - II
Annexure - III

(Should be given on Agency Letter Head in Sealed Cover)

FORMAT FOR PRICE BID

Tender No.: ___________________________ Date: ___________________________

Order/Work: Convocation Costume (Scarves) for 67th Annual Convocation, IIT Kharagpur.

Name of the Firm/Bidder: ___________________________

Address: __________________________________________________________________________

Phone/Fax/Mobile: ___________________________________________________________________

E-mail: _____________________________________________________________________________

Rates quoted: Rates be quoted separately for each item (All Inclusive)

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<th>Center Base Color</th>
<th>Text Color</th>
<th>Logo Color</th>
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GRAND TOTAL (in figure)

GRAND TOTAL (in words)

Seal of the Firm:

Place & Date: ___________________________ Signature of the Authorized Signatory

Note: The price bid is to be submitted in the given format only. A separate sheet of paper may be attached, if required. Each sheet should be duly signed. In case of any increase/decrease quantity, the corresponding amount will be increased/decreased on prorata basis. Further, L1 will be decided based on the grand total.