

FOR
TRACKSUIT



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR**

Tender No: IITKGP / TSG /Track Suit / 2019-20/07, Dated 4th Sep Sep 2019 for “Supply of Branded Track Suits,

Table of Contents

SL NO.	SECTION	SUBJECT
1	SECTION 1	INVITATION OF THE BIDS SECTION
2	SECTION 2	ELIGIBILITY CRITERIA
3	SECTION 3	INSTRUCTIONS TO BIDDERS
4	SECTION 4	CONDITIONS OF CONTRACT
5.	SECTION-5	Technical Specification
5	SECTION 6	
	1. ANNEXURES	Bidder's Information
	2. ANNEXURES	Declaration Regarding Clean Track by Bidder
	3. ANNEXURES	Declaration for Acceptance of RFP Terms and Conditions
	4. ANNEXURES	Experience in similar work
	5. ANNEXURES	Declaration of Annual Turnover and Income Tax Return Last Two Years.
6	SECTION 7	Commercial bid
7	SECTION 8	CHECK LIST

SECTION 1 – INVITATION OF THE BIDS

RFP No.	IITKGP/TSG/TS /2019-20/07
RFP Date	4 th Sep 2019
Item Description	Procurement of Track Suit
Category	Sport Wear
Last date & time of submission of Tender :	27 th Sep 2019, 11:00 PM
Place of Submission of Bids	Office of Technology Students' Gymkhana, IIT Kharagpur 721302
Submission of Bids	Two Bid System : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
Opening Date & Time of tender	27 th Sep 2019, 11:30 AM
Earnest Money Deposit	Rs. 15, 000 (Rupees Fifteen Thousands Only)
Place of Opening Tender	Committee Room , IIT Kharagpur, 721302
Any Clarification	032222-81186
Contract E-Mail	skpanda@adm.iitkgp.ac.in

SECTION 2 – ELIGIBILITY CRITERIA

1. The bidder should have existence of either retail sports items shop for minimum period of 5 years or is a manufacturer/authorized dealer/sole distributor of any item. – (Enclose copy of Certificate of Incorporation/Registration Certificate and Dealer/Distributor certificate of the firm.)
2. Enclose copy of PAN CARD of the firm, and GST Registration Certificate.
3. Enclose Bidder's Information. **Annexure A1.**
4. The bidder must not be blacklisted/Suspended or any service related dispute with any organization/Govt. Organizations/ Bank in India or outside India. **Annexure A2.**
5. The bidder should accept RFP Terms & Conditions- **Annexure A3.**
6. The bidder must have experience of supplying Track Suits items to various Government/Semi- Government/PSU/Private Firms during last three years. Enclose copy of at least 3 purchase orders or completion certificates/invoices which is more than Rs.50, 000/- each. – **Annexure A4.**
7. The bidder must have Annual Business Turnover of minimum Rs.1500000 in the last two Financial years - **Annexure A5.**
(Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last two years).
8. The bidder should have submitted filed ITR copy for last two years . **Annexure A5. (Enclose copy of Acknowledgments.)**
- 9 Must have necessary dealership/distributors certificate in case of Authorized Dealer/ Distributor.
- 10 Tender fee and EMD as mention in Section- IV, point no. B in the form of DD from any Nationalized Bank must be attached in Envelope- 1, without the same the tender will be rejected except valid NSIC / MSME etc Certificate.
- 11 Replacement in event of bad quality of materials must be carried out within 10 working days of reporting of issue during the warranty period.

Asst. Registrar, Accounts & TSG

President, TSG

Copy to:

1. Institute Information Cell
2. CPPP
3. TSG Notice Board
4. Office Guard File

SECTION 3 – INSTRUCTIONS TO BIDDERS

A) PREPARATION AND SUBMISSION OF BID:

1. The Bid **MUST BE ENCLOSED IN a SEALED COVER** super scribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Kharagpur shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.
5. It's mandatory to sign & put official seal on all pages of tender document.
6. **The bidders should be mention serial number accordingly of all submitted samples as well as technical bid documents and Price bid documents of the materials.**

B) COST OF BIDDING:

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

C) VALIDITY OF THE BID: 30 Days from the date of opening of Financial bid.

D) AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, IIT Kharagpur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Kharagpur, website for amendments / modifications which will be binding on them.

E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids must be received by IIT Kharagpur before the due date and time at the address specified in the tender document. In the event of the specified date for the

submission of bids being declared as a holiday for IIT Kharagpur the bid closing deadline will stand extended to the next working day up to the same time.

F) BID OPENING PROCESS:

1. At first the sample submitted will be checked by the authorized Technical Evaluation Committee will select sample of items. Samples will be select on the basis of Quality of cloth, other Material and sustainability, on the date of opening of Technical bid document also.
2. After Sample selection the Technical Bid of selected vendors will be opened in the first instance in the presence of representatives of the bidders at IIT Kharagpur.
3. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
4. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
5. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

G) LATE BIDS:

1. IIT Kharagpur will not be responsible:
 - a) For delayed / late quotations submitted / sent by post / courier etc.
 - b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
 - c) Any bid inadvertently received by IIT Kharagpur after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended / postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

I) CONFIDENTIALITY:

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

J) DEVIATION, RESERVATIONS AND OMISSIONS:

1. During the evaluation of Bids, the following definitions apply:
 - a) “Deviation” is a departure from the requirements specified in the Bidding Documents;
 - b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents.

K) CORRECTION OF ARITHMETICAL ERRORS:

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

L) EVALUATION OF BID:

1. IIT Kharagpur evaluates technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Kharagpur shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

M) PRICE BID:

1. Quoting of Price (s) : Price quoted should be in Indian Rupees, free delivery at IIT Kharagpur Campus at site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Kharagpur will reject bid.
4. If supplier wish to give pricing details it may be attached in separate sheet.
5. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
6. Quantity : The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.

7. It is mandatory to quote optional items in separate sheet otherwise your quote will be rejected.
8. **For Serial No. 1 L1 will be decided as per the Lowest Quoted Price of the selected Samples**

N) CORRUPT & FRAUDULENT PRACTICES:

1. IIT Kharagpur requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
 - a) The terms set forth below are defined as follows:
 - “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - “Collusive practice” means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
 - “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
 - b) IIT Kharagpur will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

O) TRANSFER AND SUBLETTING:

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

P) CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Kharagpur in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - a. To accept OR reject lowest tender or any other tender or all the tenders.
 - b. To accept any tender in full or in part.
 - c. To reject the tender offer not confirming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a. Non - submission of complete offers.
 - b. Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c. Receipt of offers in open conditions.

4. Conditional Tenders and Unsigned Tenders will also be rejected.

Q) DELIVERY:

1. The successful BIDDER should deliver **260 Numbers of Tracksuits within the 15 Days after receive of Purchase Oder. The successful bidder should emboss stickers of purchase order number on the material.**

SECTION 4 – CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT:

1. The Empanelled bidder will be abiding by all the Terms & Conditions of the Tender Document.
2. The services of the empanelled bidder's will be reviewed by committee during contract period and IITKGP reserve right to add or delete bidders in contract based on performance if necessary without intimation.

B) EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Kharagpur through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 15,000/- (Rs. Fifteen Thousand Only) in the form of Demand Draft in the favor of 'IIT Kharagpur' payable at Kharagpur to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. The Earnest Money shall be valid up to a period of 90 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. For successful bidder, EMD will be converted to security Deposit and will be retained with IIT Kharagpur till the expiry / termination of rate contract without interest.
5. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues.

C) TERMS OF PAYMENT:

1. 100% Payment will be made within 50 days after delivery and acceptance certificate from concerned department of each Purchase Order respectively.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

D) PENALTY:

1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

E) DELIVERY:

1. Free delivery at IIT Kharagpur. Delivery should be made within 15 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

F) FORCE MAJEURE:


1. Force Majeure will be accepted on adequate proof thereof.

G) LEGAL MATTER:

1. In the event of any dispute over this contract, IIT Kharagpur's decision shall be final and binding.

SECTION 5 – (Technical Specification)

Tracksuit (Separate Copy need to be attached if a single vendor is applying / submitting bid for different Brands)

S. No.	Item Description	Brand and Item Code	Able to Supply or Not (Yes/No) If Yes Complete Technical Specification of the Item to be supplied
1	<p>Branded Track Suits: [Adidas/Puma/Reebok or subsequently equivalent] as per below mentioned specifications: No Of Track suit : 260 (Approximate)</p> <p>1 Jacket/Upper :</p> <ol style="list-style-type: none"> Printing or embroidery Digital Printing (desirable) of IIT Kharagpur Logo (3-4 inch) on the left side of the chest and IIT Kharagpur printed size (front size 4-5 inch apx.) back side of the jacket. Concealed Coil Zip detail: self-fabric piping details, full zip Super polyester mixed cotton or micro fabric with cotton inner lining Two side pockets. <p>1. Pants/lower :</p> <ol style="list-style-type: none"> Elasticized waistband with internal draw cord in contrast color; elasticized internal draw cord system Super polyester mixed cotton or micro fabric with cotton inner lining. Two side pockets (no back pockets) <p>Please note:</p> <ol style="list-style-type: none"> Type one : (Price not more than Rs. 2000/-) <p>If tracksuit design is not patented, then vendor must adhere to the design provided by IIT Kharagpur, Size details will be provided after the confirmation of the purchase. IIT Kharagpur Logo & Name printing charges must be included into final price of the all items.</p>		

Net Price should be inclusive of all taxes/duties etc.

Place :
Date :

PAN No :
GST Registration No:
Signature :
Name :
Office Address :
Contact Details :
Affix Rubber Stamp

SECTION 6-**ANNEXURES****ANNEXURE A- 1: BIDDER'S INFORMATION (On Company / firm's Letterhead)**

**RFP. No. Tender No: IITKGP / TSG /Track Suit/2019-20/07, Dated: 4th Sep 2019 for
“Supply of Branded Track Suits”**

Details of the bidders:		
1	Name of The Bidder	
2	Address of The Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.) (copy attached)	
4	Valid GST Registration No. (copy attached)	
5	Details of the Incorporation of the Company (copy attached)	Date: Reference Document:
6	Permanent Account No. (PAN) (copy attached)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8	Telephone No. (with STD Code)	
9	Email Address of the Contact person	
10	Fax No. With Std Code.	

Signature :

Name :

Office Address :

Contact Details :

Affix Rubber Stamp :

**ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK
Declaration of Clean Track Record (On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

**RFP. No. Tender No: IITKGP / TSG /Track Suit / 2019-20/07, Dated: 4th Sep 2019 for
“Supply of Branded Track Suits”**

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions/private hospitals in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions/ Private hospitals	Reason	Since when and for how long
1				
2				
3				

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully
(Signature of the bidder)
Printed Name Designation

Seal:

Date:

Business Address:

Encl: As above

**ANNEXURE A3: DECLARATION FOR ACCEPTANCE OF RFP
TERMS AND CONDITIONS (On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

**RFP. No Tender No: IITKGP / TSG /Track Suit / 2019-20/07, Dated: 4th Sep 2019 for
"Supply of Branded Track Suits"**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP Document. I/we declare that all the provisions of this RFP are acceptable to my company. I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal
Date:
Business Address:

**ANNEXURE A-4: EXPERIENCE IN SIMILAR WORK
(On Company / firm's Letterhead)**

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

**RFP. No Tender No: IITKGP / TSG /Track Suit / 2019-20/07, Dated: 4th Sep 2019 for
"Supply of Branded Track Suits"**

Brief particulars of the similar supply done in last three years : (Please attach copy of at least three purchase orders or completion certificates or invoices of more than Rs.50,000/- for our reference).

S. No.	Name of Institution	Purchase Order No. & Date	Amount of Purchase order	Details of Contact person (Name, Add & Contact No.)
1				
2				
3				
4				
5				

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal
Date:
Business Address:
Encl: As above

ANNEXURE A-5: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN (On Company / firm's Letterhead)

To,
The President
Technology Students' Gymkhana
Indian Institute of Technology Kharagpur
West Bengal: 721302.

Date:

Sir,

RFP. No. Tender No: IITKGP / TSG /Track Suit / 2019-20/07, Dated: 4th Sep 2019 for "Supply of Branded Track Suits"

- 1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references of Last Two financial Year

&
2. I/we hereby declare that, our firm had filed Income Tax Returns for last two years. Supported by copy of ITR **acknowledgement** of two years.

Yours faithfully,

(Signature of the bidder)
Printed Name Designation
Seal
Date:
Business Address:

Encl: As above

SECTION 7 – COMMERCIAL BID

(Filled in a separate envelope and properly sealed)

S. No.	Item Description	Brand and Item Code	Approximate Quantity Required	Rate Per Unit	GST	Rate per Unit inclusive of all taxes (Rs.)	Total Amount Inclusive of All Taxes
1	Track Suit		260				

Note:

It is mandatory to quote for all items. Net Price should be inclusive of all taxes/duties etc.

Place :

PAN No :

Date :

GST Registration No:

Signature :

Name :

Office Address :

Contact Details :

Affix Rubber Stamp :

SECTION 8 - CHECKLIST

RFP. No Tender No Tender No: IITKGP / TSG /Track Suit / 2019-20/07, Dated: 4th Sep 2019 for “Supply of Branded Track Suits”

The following items must be checked before the Bid is submitted:

1. Envelope “1” (Technical Bid)

- a. Demand Draft for Rs. 15,000/ (Rs. Fifteen Thousand only) towards Earnest Money Deposit.
- b. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- c. Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
- d. Annexure A1 : Bidder's Information
- e. Annexure A2 : Declaration Regarding Clean Track by Bidder
- f. Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
- g. Annexure A4 : Experience in similar work
- h. Annexure A5 : Declaration Of Annual Turnover And Income Tax Return

2. Envelope “2”

- a. Commercial Bid :

Your quotation must be submitted in two envelopes Technical Bid (Envelope 1) and Commercial Bid (Envelope 2) super scribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date.