



TECHNOLOGY STUDENTS' GYMKHANA
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

ENQUIRY NO: IITKGP/TSG/ENQ/GENL/REF/INT-2017-18

25th August, 2016

**INVITATION OF TENDER FOR SUPPLY OF REFRESHMENT FOR INTER IIT STUDENTS
PRACTICE- 2017**

Sealed tender offers are invited in a **two bid system** sealed cover from eligible Indian caterers/ Suppliers/ authorized dealers from the supply of refreshment from 9th October to 15th November, 2016. The Refreshment is required for the Inter IIT practice 2017 of students. Total tender value is Rs. 427,000/- (Apprx.).

SL NO	QUANTITY REQUIRED PER DAY	TOTAL DAYS	Total QUANTITY
1	220 nos. (Apprx.)	38 days (Apprx.)	8360 Nos. (Apprx.)

Please send offers along with mention specifications of the items. The validity of the bid should be for at least 90 days from the date of Tender. The envelope containing the quotation should be superscripted with "IITKGP/TSG/ENQ/GENL/REF/INT-2017-18, 25th August, 2017" and Last date submission: 15/09/2017.

Please ensure that your quotation reaches at the following address not later than 15/09/17

To
The president
Technology Students Gymkhana
IIT Kharagpur- 721 302

President, TSG

Copy to:

1. Institute website
2. CPPP
3. TSG Notice Board
- 4.

Tender Reference	IITKGP/TSG/ENQ/GENL/REF/INT-2017-18 DT: 25 th August, 2017
Last date and time for receipt of techno commercial bid sealed envelopes	15 th September, 2017 (11:00 Hrs.)
Date and Time for Opening of Techno commercial Bid	15 th September, 2017 (11:30 Hrs.)
Place of Opening tender offers	Office of the President, Technology Students' Gymkhana, IIT Kharagpur, West Bengal, India-721 302
Address of Communication	As stated above
Contact	03222-220799, 03222-281186, 03222-220899
Tender Fee	NIL
EMD	Rs. 10,000/-

Annexure 1

Details Specification of the refreshment

Technical specification			
Sl no	Name of the menus	Approx quantity	Approx Cost (Rs.)
1.	Taaza Tetra pack milk (reputed brand)	200 ml	Rs. 12/-
2.	Apple	150 gm	Rs.15/-
3.	Banana (Standard size)	Standard Size	Rs. 4/-
4.	Boiled Egg	One nos.	Rs. 5/-
5.	Cake (Britannia or Eq.)	One	Rs. 10/-
6.	Chocolate (Diary Milk or Eq.)	One nos.	Rs. 5/-
	Note: GST% mention with GST Number	Total	Rs. 51/-

The firm shall send the bid with appropriate against the specifications/ menus, as required by the TSG and authentically endorse it at the bottom with their office seal and with authorized signatures. The sealed envelope should be duly superscripted with tender enquiry no with date. The validity of the bid shall be at least three months from the last date of submission for this tender. The firm shall ensure that their quotation reaches this office not later than 15/09/2016 at 11:00 hrs.

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

1. **Price Basis** : Prices are to be quoted in Indian Rupees for delivery at IIT, Kharagpur showing the breakup of the expenses in clear terms.
2. The Institute, on request and with proper supporting documents shall arrange for the following documents:-
 - Excise Duty Exemption Certificate (EDEC)
 - Road Permit/E-Way Bill
3. **Institute is not authorized to issue C or D Form for availing Concessional Sales Tax.**
4. **Tender System:** Two bid system. Bid 'A' is Technical bid. All related documents are enclosed in a sealed envelope with menu after seal and signed by authorized person. Bid 'B' included only price bid and kept in an envelope sealed properly. These two envelopes are enclosed in a big envelope and superscripted tender enquiry no. and date and address to the President, TSG, IIT Kharagpur- 721 302.
5. **Payment Terms:** Payment shall be made normally within 30 days from the date of receipt of bill or of the successful installation / commissioning of stores, whichever is later.
6. **Liquidated Damages** : The stores should be delivered/dispatched to destination and ready for operation not later than the delivery date specified. If the supplier fails to deliver any or all the stores or perform the service by the specified date, liquidated damages at 1% per month of part thereof in respect of the value of stores will be deducted from the contract price subject to a maximum of 5%. Alternately, the order will be cancelled.
7. **OPENING OF THE QUOTATION:** Quotation will be opened at the President, Technology Students Gymkhana Office, and IIT Kharagpur at the time and on the date indicated on the tender form. A firm may send its accredited representative (with authorization certificate) to witness the opening if it so desires. After evaluation by the purchase committee the price bid will open on the same day only technically qualified bidders.
8. **Distribute:** Total refreshment packet need to require distributed as per requirement per day wise of specific ground as per required numbers of packed. The exact required number of refreshment of specific ground will announced latter.
9. The Institute does not bind itself to offer any explanation to those bidders who's Bid has not been found acceptable by the Evaluation Committee of the Institute.
10. **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening.
11. **Late Tenders:** Tender received after the due date and time of submission as mentioned above shall not be accepted.
12. All Tenders are to be addressed and sent to the office of President, Technology Students' Gymkhana, Indian Institute of Technology, Kharagpur, PO Kharagpur, PIN - 721 302, West Bengal by post or in person and acknowledgement shall be obtained for the same.
13. **Earnest Money Deposit (EMD):** An amount of Rs.10, 000.00 (Rupees ten Thousand only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be 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 process of techno commercial bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned three months after successful supply of the stores. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to

execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Techno commercial bid document.**

14. Canvassing in any form not only invites disqualification in the tender but may also result in debarring the vendor from participation in the future tendering process. IIT, Kharagpur reserves its right to enter into negotiations of rates, contract conditions etc., only with the L1 bidder.
15. **DELIVERY PERIOD:** The stores are required to be delivered / dispatched within the specific mention period as per attendance of the students. The firm should produce be undertake that they able to supply within specific mention period if failed action will be imposed as per norms.

SIGNATURE TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE

IMPORTANT:

- A. Director may accept or reject any or all the bids in part of in full without assigning any reasons and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before place the Purchase Order.
- B. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.
- C. For any query pertaining to this bid document, correspondence shall be addressed to:

President

**Technology Students' Gymkhana,
Indian Institute of Technology, Kharagpur,
PO Kharagpur, PIN - 721 302,
West Bengal**

Contact: 03222-220799, 03222-281186, 03222-220899

- N.B.:**
- 1) Please note that the Institute remains closed during Saturdays & Sundays.
 - 2) Fax, e-mail Tender will not be accepted. Duplicate Bid document must be submitted in separate close cover.
- General Terms and Conditions as stated above related to supply of stores/equipments/assets etc. And for specific service other terms and conditions of the Institute shall apply.

(TENDERER TO FILL UP THIS PAGE ON BIDDERS LETTER HEAD)

1.a. Name of the Caterer/ tenderer/ Organization
.....

b. Name of the proprietor/Partner(s)

2.a. Address (Office) :

b. Telephone No:

c. Mobile No:

d. E-mail:

3. Whether agreed to abide by all the terms and conditions mentioned in the tender Paper: Yes / No

4. Details of relevant supply executed earlier to other organisations:

(i)

(ii)

(iii)

5. Furnish copies of the following documents:

(i) Valued Caterer License (updated copy)

(ii) GST Number (copy enclosed)

(iii) PAN Card

(iv) IT Clearance certificate (last 2 years)

.....
(Signature of the tenderer with office seal)

Date:

N.B: Tenderer has to submit entire set of tender papers duly signed while dropping the tender.

(TENDERER TO FILL UP THIS PAGE ON BIDDERS LETTER HEAD)

Format of Price Bid

Sl no.	Name of the items	Required nos. of Packet	Unit rate	GST%	Total
1.	Menu refreshment of	8360 (Approx.)	Rs.	Rs.	Rs.

Note: The price bid envelope should be sealed in a separately envelope and superscripted with bold letter "PRICE BID" and enclosed with big envelope with technical and price bid.

SIGNATURE TENDERER ALONG WITH
SEAL OF THE COMPANY WITH DATE