



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

Tender No: IITKGP/TSG/ENQ/T-SHIRT/2018-19

Date: 10.10.2018

Subject: Procurement of T-Shirt

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed quotations to purchase T-Shirt for Technology Students Gymkhana from reputed Original Equipment Manufacturers (OEM) OR their Authorized Distributors or any Institute register vendor or any registered vendor, for the Technology Students' Gymkhana of IIT Kharagpur.

Interested vendors are requested to send their sealed bids under a two cover system as per requirement mentioned in tender document, along with the Technical Specifications & Compliance Certificate (as mentioned in Annexure – I) of the tender document.

Details are also mentioned in the Institute website www.iitkgp.ac.in [link: tenders].

The final quotation for consideration is to be sent in a sealed packet, containing two separate sealed envelopes (Technical Bid and Price Bid) duly superscripted with (Tender No. **IITKGP/TSG/ENQ/T-SHIRT/2018-19 (dated 10th October, 2018)**) to the Office of the President, Technology Students' Gymkhana, IIT Kharagpur, P.O. Kharagpur Technology, PIN: 721 302 on or before **23rd October 2018 (Tuesday) at 11:00 am.**

The technical bids (should also contain detailed un-priced bill of material) will be opened on **23rd October 2018 (Tuesday) at 11:30 am.** in the Office of the President, Technology Students Gymkhana, IIT Kharagpur in the presence of the vendors/ or their authorized representatives and price bids will be opened on the same day only technically qualified bidders, only of those firms, who will be found technically qualified/short listed, after evaluation of their technical bids.

Yours
sincerely,

Encl: Annexure – I, II & III

President, TSG
IIT Kharagpur

Copy to:

1. Notice Board
2. Institute website
3. CPPP

TECHNICAL SPECIFICATIONS FOR T-SHIRT

SI No.	Description of the items	Required quantity
1.	<p><u>Technical Specification</u></p> <ul style="list-style-type: none"> • Made of cotton 80% cotton & 20% polyester • 100 GSM • Regular fit • Button/normal down collar • Short turn-up sleeves • Buttoned front • Pocket (4.5 x 4.5") • Fully white in colour • Back side rubber printed logo of IIT KGP on top and adjustable (10 x 10 inch) picture of run for unity in black color. <p>(Rate should be including printing and supply at the site of TSG) (Sizes of T-Shirt will tell at the purchase meeting)</p>	500 pc.

Note: First will check of the quality of T-Shirt and select of T- Shirt and then will open technical bid and financial bid respectively on the same day.

GENERAL TERMS & CONDITIONS

Sealed quotations are invited from the OEM or their authorized distributors of Institute registered vendors to Technology Students' Gymkhana, IIT Kharagpur for procurement of quality of T-Shirt for RUN FOR UNITY.

1. Last Date of Submission of Sealed Bids: Oct. 23rd 2018 (Tuesday) at 11:00 am.
2. Date of opening of Sealed Technical Bids: Oct. 23rd 2018 (Tuesday) at 11:30 am.
3. Authorization: If the bidder is not OEM, Letter of authorization from the OEM is to be submitted.
4. Payment Terms: After successful supply and commissioning, duly certified by the concerned Head of the Department/Centre. Vendor should submit the Bill along with quality Certificate duly sealed and signed.
5. Warranty and Guarantee: The bidders should mention on their official letter head that the supplied items is quality of materials as mention in the technical specifications.
6. Delivery of the Store Item: The item should be delivered after the issue of purchase order.
7. Price: Price should be quoted only in Indian Rupees on free delivery at site. Tax component should be shown separately.
8. Conditional Offer: No Conditional offer will be accepted. No advance is payable against supply of stores.
9. Period of Validity: Bids shall remain valid for acceptance, at least for a period of 60 days from the date of opening of the price bid.
10. Past Performance of the Vendors will be judged at the time of Technical Evaluation.
11. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Evaluation Committee of the Institute.

14. Bidders should enclose the following documents in the technical bid:-

- (i) GST and PAN No.
- (ii) Signed Tender document as a token of acceptance
- (iii) Free Specimen of T- Shirt

15. The bid should also contain a signed “compliance certificate” duly signed by the bidder in the effect that items offered meet the tender specifications of the Institute.

16. All tenders are to be submitted over to the office of the President, TSG, IIT Kharagpur, P.O.-Kharagpur Technology-721302 before the due date and time and acknowledgement to be obtained. In case due date happens to be a holiday, the tender will be accepted on the next working day.

17. Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

18. Bidders should have capacity to deliver the T-Shirt for a short time notice.

19. IMPORTANT

- (i) The Director, IIT Kharagpur, may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid.
- (ii) The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof, at any time before placing the Purchase Order. Institute at its discretion also reserves the right to verify information submitted and inspect the manufacturer facilities, if required to confirm their capabilities.
- (iii) In case of any dispute, the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.
- (iv) For any query pertaining to this Bid document, correspondence may be addressed to :

President
Technology Students' Gymkhana
Indian Institute of Technology
Kharagpur - 721 302 (W.B)
Telephone: (03222) 281186, 60711
Email: rishisirohi@adm.iitkgp.ernet.in , rishisirohi@gmail.com

N.B.: Please Note that the Institute remains closed during Saturdays & Sundays.

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PRICE BID FORMAT

NAME OF VENDOR: _____

Sr. No.	Item Description (OEM Name)	Qty	Unit Rate (INR)	GST (INR)	Total Amount (INR) at IIT KGP
1.					

Total Price (INR) inclusive of all taxes with quality of supply of the materials onsite delivery comprehensive warranty from the date of successful supply.

Note: Above quoted price is including transportation, printing and Charges.

Signature of the Bidder with Seal