

REQUEST FOR PROPOSAL

FOR

PROCUREMENT OF Sports Medals/ Memento & Trophy



**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR**

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SECTION 1 - INVITATION OF THE BIDS

RFP No.	IITKGP/TSG/SPORTS Medal/2018-19
RFP Date	5 th October, 2018
Item Description	RFP for Procurement of Medals/ Memento & Trophy
Category	Sports Medals , Memento & Trophy
Last date & time of submission of Tender :	29th October, 2018, 05:00 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	30th October, 2018 at 12:00 PM.
Tender Fees	NIL
Earnest Money Deposit	Rs. 3000 (Rupees Three Thousands Only)
Place of Opening Tender	Office of the President ,Technology Students' Gymkhana, IIT Kharagpur, 721302
Any Clarification	032222-81186, 60711
E-Mail ID	rishisirohi@adm.iitkgp.ernet.in

Assistant Registrar TSG

Sr. Sports Officer

President TSG

- CC: 1. IIC Cell
2. CPPP
3. TSG Notice Board
4. Office Guard File

SECTION 2 - ELIGIBILITY CRITERIA

1. The bidder should enclose copy of Certificate of Incorporation/Registration Certificate of the firm or the firm has Institute vendor ID may also participate of tendering after deposited all related documents.
2. Enclose copy of PAN CARD of the firm.
3. Enclose Bidder's Information. **Annexure A1.**
4. The bidder should accept RFP Terms & Conditions- **Annexure A2.**
5. The bidder must have experience of supplying sports medals to various Government/Semi- Government/PSU/Private Firms during last one year. Enclose copy of at least 1 (one) purchase orders or completion certificates/invoices which is more than Rs.10, 000/- **Annexure A3.**
6. The bidder must have Annual Business Turnover of minimum Rs.5 lakhs in the last two Financial years i.e. 2016-17 & 2017-18. **-Annexure A4.**
(Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last two years).
7. The bidder should have submitted filed ITR copy for last two years i.e. A.Y. 2016-17 & A.Y. 2017- 18. **-Annexure A4. (Enclose copy of Acknowledgments.)**
8. Enclose copy of valid GST Registration certificate.

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.

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: 180 Days from the date of submission of 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. In the two bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Kharagpur.
2. 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.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. 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) 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.

H) 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.

I) CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser i.e 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.
5. Bidder must sign on each page of tender document and attach technical bid document.

J) DELIVERY:

1. The successful BIDDER should deliver the material as per tender document/purchase order. The successful bidder should emboss stickers of purchase order number on the material.

SECTION 4 - CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT:

1. The bidder has to show minimum 3 samples for Momento and Cup/Trophy.
2. The bidder will be abiding by all the Terms & Conditions of the Tender Document.
3. The samples of bidder's will be reviewed by committee and IITKGP reserve right to select any sample of their choice or reject all samples.
4. Commercial bid shall be opened of only selected samples.

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. 3,000/- (Rs. Three Thousand Only) in the form of Demand Draft in the favour 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 upto 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 45 days after delivery and acceptance certificate from concerned department.
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.

1. MEDAL

Materials: Copper alloy or Susq. Equivalent

Size : 6 cm dia

Thickness: 6mm

Weight: 100 gm (0.5 gm relax able)

Embossing: One side IIT Kharagpur & another side embossing all the disciplines with one inch breadth printed (IIT Kharagpur) ribbon with tri color.

Along with adjustable Connecting box between medal and ribbon.

First prize Ribbon: blue color (printed with IIT Kharagpur)

Second Prize Ribbon: Yellow color (printed with IIT Kharagpur)

Third Prize Ribbon: Maroon Color (printed with IIT Kharagpur)

2. MOMENTO

Materials: Made of metal/fiber/ wood with base

Embossing: IIT Kharagpur with Logo written on front side

Weight : Suitable weight

3. TROPHY

Materials: Golden Color Made of good quality metal/fiber with wooden base

Minimum: 12+ Inches in height

Weight : Suitable weight

Embossing: IIT Kharagpur with Logo/WINNER(Sports name) written on front side

2. DESCRIPTION OF MEMENTO & TROPHY

SAMPLE MEMENTO (not above Rs. 400/-)



3. SAMPLE TROPHY (not above Rs.800/-)



SECTION 5: TECHNICAL BID**1. MEDALS**

S. No.	Item Description	Product company name /Code ,if any	Quantity reqd (approx)	Materials to attached wherever can supply Yes/ No [Please √]
1.	Gold Color Medal (made of Copper alloy)		350	
2.	Silver Color Medal (made of Copper alloy)		350	
3.	Bronze Color Medal (made of Copper alloy)		350	

2. MEMENTO

S. No.	Item Description	Product company name /Code,if any	Quantity reqd (approx)	Materials to attached wherever can supply Yes/ No [Please √]
1	Memento Large (metal/wooden) Weight : Suitable weight		30	
2	Memento Medium (metal/wooden) Weight : Suitable weight		40	
3	Memento Small (metal/wooden) Weight : Suitable weight		60	

3. TROPHY

S. No.	Item Description	Product company name /Code,if any	Quantity reqd (approx)	Materials to attached wherever can supply Yes/ No [Please √]
1	Trophy for the Winner (Metal with wooden base) Weight : Suitable weight		20	

***** Number may increase or decrease as per our requirement**

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

Details of the bidders:		
1	Name of The Bidder	
2	Address of The Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
5	Details of the Incorporation of the Company	Date: Reference Document:
6	Permanent Account No. (PAN)	
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 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,

Re: RFP No. IITKGP/TSG/SPORTS Medal/2018-19, dated: 5th October, 2018 for "Procurement of Medals/ Memento & Trophy".

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-3: 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,

**Re: RFP No. IITKGP/TSG/SPORTS Medal/2018-19, dated: 5th October, 2018 for
"Procurement of Medals/ Memento & Trophy".**

Brief particulars of the similar supply done in last three years : (Please attach copy of at least one purchase orders or completion certificates or invoices of more than Rs.10,000/- 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				

Yours faithfully,

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

ANNEXURE A-4: 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,

Re: RFP No. IITKGP/TSG/ SPORTS Medal/2018-19, dated: 5th October, 2018 for "Procurement of Medals/Memento & Trophy".

- 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 :

F.Y. 2016-17	F.Y. 2017-18

And,

1. I/we hereby declare that, our firm had filed Income Tax Returns for last two year's i.e. A.Y. 2016- 17 & A.Y. 2017-18. Supported by copy of ITR of two years.

Yours faithfully,

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

Encl: As above

SECTION 7 - COMMERCIAL BID

Re: RFP No. IITKGP/TSG/ SPORTS Medal/2018-19, dated: 5th October, 2018 for "Procurement of Medals/ Memento & Trophy".

Supplier's Ref. No. & Date:-

Tender No:-

Due Date:-

Sr No	Description of Item & specification	Unit Price in (Rs.)	GST (%)	Total unit Price in (Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

-Delivery Mode: Delivery at IIT Kharagpur, at the site

-Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.

-Delivery period: Materials should be delivered within 30 days after received the Purchase Order.

-Quotation Validity Date: Minimum 180 days from the date of Submission of quotation/tender

-Payment Term: Payment within 45 working days from the date of submission clear of bill with acceptance certificate from the concerned Dept./Sec./School/Centre.

Sign of bidder: - _____

Date: - _____

Name of the bidder: - _____

Firm's Name: - _____

SECTION 8 - CHECK LIST

Re: RFP No. IITKGP/TSG/ SPORTS Medal/2018-19, dated: 5th October, 2018 for "Procurement of Medals/Memento & Trophy".

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

1. Envelope "1"
 - a. Demand Draft for Rs. 3000/ (Rs. Three 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 for Acceptance of RFP Terms and Conditions
 - f. Annexure A3 : Experience in similar work
 - g. Annexure A4 : Declaration Of Annual Turnover And Income Tax Return
2. Envelope "2"
 - a. Technical Bid :
Mention Items you can supply with their Product company name /Code,if any.
3. Envelope "3"
 - a. Commercial Bid:

Your quotation must be submitted in three envelopes (Envelope 1) and Technical Bid (Envelope 2) and Commercial Bid (Envelope 3) are super scribing on three the envelopes the Tender no. and the due date and all three 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 send to above mention address.