



INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

No. **IITKGP/TSG/Yoga/T-Shirt/2018**

Date: April 26, 2018

Sub: Procurement of T-Shirt (good quality)

Last date for submission tender: May 21, 2018 up to 12:00 PM.

Opening date of Technical Bid document: May 21, 2018 at 12:30 PM.

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from reputed **Original Manufacturers (OM) or their authorized distributor/dealers**, for **Supply T-Shirt (100%) cotton and Good Quality. The estimated cost is Rs. 2.5 lakhs all inclusive (approx.)**. The T-Shirt will use on International Yoga day programme, which will be held on June 21, 2018 at TSG Premises in IIT KGP.

Interested vendors are requested to send their sealed bids as per **Technical Specifications (Annexure-I)**, minimum eligibility of the bidders at **Annexure-II** and **General Terms & Conditions (Annexure-III)**. Bidders are required to submit the Details in the format given at **Annexure IV** along with their technical bids. They are also required to submit a signed declaration in the format given at **Annexure V** and submit it along with technical bid. Price bid format must be given as per **ANNEXURE - VI**. Kindly refer the Institute website www.iitkgp.ac.in/topfiles/tenders.php & CPPP for full tender details.

The quotation is to be sent containing two separate sealed envelopes (**Technical Bid and Price Bid**) duly superscripted with Reference Number (**Tender Notice No. IITKGP/TSG/Yoga/T-Shirt/2018, Dated: April 26, 2018**) to the Office of the President, Technology Students' Gymkhana, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN:721302, West Bengal, INDIA **on or before May 21, 2018 at 12:00 pm.**

The technical bid along with the free **samples** submitted by the OM/Vendors will be evaluated first by a technical committee and the price bids (as per Annexure - VI) submitted by only the technically qualified OMs/vendors will be opened for price comparison. **Without samples the bidders document will not entertained by the purchase committee.**

The Technical bids will be opened on **May 21, 2018 at 12.30 PM.** in the Office of President, Technology Students' Gymkhana, IIT Kharagpur.

Asst. Registrar, TSG

Sr. Sports Officer, TSG

President, Technology Students' Gymkhana

Copy to:

1. Institute website
2. CPPP
3. Notice Board
4. Office guard file

Technical Details

T-Shirt with collar of good quality made of cotton (100%) in annexure- A marked of rubber print **LOGO** of Yoga, size 4inch x3.5 inch back side middle portion of the T-Shirt and IIT Kharagpur Logo size 2x2 inch, left corner front side of chest pocket (size 4.5 x 4.5 inch).

SAMPLE GIVEN AS PER DRAWING "ANNEXURE A" ATTACHED WITH THE TENDER DOCUMENT.

Total numbers of T-Shirts are required approx 700 pcs. and sizes of T-Shirt are as under:

XXXL :	50
XXL :	150
XL :	200
L :	200
S :	100

Total :	700 pc.
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FREE SAMPLE OF THE T-SHIRT MUST BE PRODUCED ALONG WITH BOTH BIDS AND ONE REPRESENTATIVE OF RESPECTED BIDDERS SHOULD BRIEFLY DISCUS ABOUT THE T-SHIRT ON THE DAY WHEN THE TECNINCAL BID WILL OPEN. PURCHASE WILL DEPEND UPON THE QUALITY OF SAMPLES.

MINIMUM ELIGIBILITY CRITERIA

- (a) Bidder shall have a minimum 3 (three) years of experience in supplying T-shirts / work of similar nature in any Educational Institute/Government/Semi Government/Autonomous Institute as on tender submission deadline. Name, address/ contact details of the present and past satisfactory clients to be provided. Pls attach proof.

- (b) At least one similar work done of supplying 500+ T-shirts (with Logo)to any Educational Institute/Government/Semi Government in the last three (03) years as on tender submission deadline. Pls attach proof.

- (c) Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.

- (d) All bidders should submit the copy of PAN Card, GST Registration certificate

- (e) The bidder must submit copies of acknowledgement of Income Tax return for the last three years.

- (f) Filled in declaration as per the Annexure - V.

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria.

Simply an undertaking by the Bidder for any item of the criteria shall not suffice the purpose. All the documentary proofs must be listed on the letter head, to be submitted with the Tender Document signed and stamped by bidder.

GENERAL TERMS AND CONDITIONS

- (1) Important Dates
 - **Last Date of Submission of Sealed Bids:** **May 21, 2018 up to 12:00 PM.** in the Office of the President Technology Students' Gymkhana, Indian Institute of Technology Kharagpur
 - **Date of opening of the Technical Bids:** **May 21, 2017 at 12:30 PM.** (In the Office of the President Technology Students' Gymkhana, Indian Institute of Technology Kharagpur)
 - **Price Bid will open only after successful qualification of the bidders technically.**
- (2) **Payment Terms:** 100% Payment shall be made after successful supply of the T-Shirts at the stores and bills duly certified by the President, Technology Students' Gymkhana.

No advance/mobilization support, is payable against supply of stores/works.

In the event of failure to deliver at the stores beyond the specified date and time, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled.
- (3) **Completion of the Supply:** The successful bidder should supply the complete order within 15 days (as per mentioned sizes of T-Shirt) from the date of receipt of the Purchase Order.
- (4) **Price:** The price shall be **quoted for each item as per the format given in Annexure - VI in Indian Rupees**, on free delivery at site basis. This shall be inclusive of all taxes, and Inter-state transit Way Bill self generated by the successful bidder as may be mentioned in the Purchase Order.
- (5) **Bid:** Technical Bid (with free sample) and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope.
- (6) **Acceptance of Tender:** The Authority of IIT, Kharagpur reserves the right to accept/reject any or the entire tender bids received without assigning any reason thereof.
- (7) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (8) **Conditional Offer** will not be accepted.
- (9) **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
- (10) **The Institute does not bind** itself to offer any explanation to those bidders whose

technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

- (11) **Bidders should** enclose the following documents:
- (i) Certificate of Registration / Trade License
 - (ii) Copy of PAN card, GST registration papers
 - (iii) Copy of product literature technical leaflet, wherever applicable for which the prices have been quoted should invariably be enclosed.
 - (iv) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
- (12) **All tenders are to** be submitted or handed over to the office of **President, Technology Students' Gymkhana, IIT Kharagpur**. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. **The sample will not be refunded to the unsuccessful bidders after finalisation of the Tender.**
- (13) **The person/officer signing** the tender/bid documents should be delegated with an appropriate authority.
- (14) **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened on the same day before the technically qualified vendor(s).
- (15) 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.
- (16) **IMPORTANT**
- 1. A bid submitted with false information will not only be rejected but also the OM/vendor will be debarred from participation in future tendering process.
 - 2. The OMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
 - 3. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
 - 4. For any query pertaining to this bid document, correspondence be addressed to
**President, Technology Students' Gymkhana
Indian Institute of Technology, Kharagpur-721 302
[Ph.: 03222-281187, 281186**

TECHNICAL BID DOCUMENT

FORMAT MUST BE FILLED BY THE OM OR AUTHORIZED VENDORS AND ENCLOSED WITH TECHNICAL BID DOCUMENT.

1. Name of the Tenderer (COPY OF Registration Certificate/ Trade License) :
2. Status of the Tenderer (attach documents, if Registered company/partnership/propriety ship) :
3. Details of key top official/authorized official with tele links for Contact persons (attach details) :
4. Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act or Trade License from appropriate authority etc.
5. Income Tax returns of previous three years :
6. GST No. Registration certificate enclosed :
7. PAN No. (copy of Xerox enclosed) :
8. Details of relevant supply executed earlier to other organisations:
 - (i)
 - (ii)
1. Signed copy of the tender document, with company seal :
10. Free sample of T-Shirt (produce in front of purchase committee) :

Signature of authorised person and seal

DECLARATION

1. I /we ----- Son /Daughter of Shri -----
-- Proprietor/Partner/CEO/MD/Director/ am the Authorized Signatory of
M/s ----- and am competent to sign this declaration
and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false
information/ fabricated document would lead to rejection of my tender at any
stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my
Company is authenticated, sealed and signed, and I take full responsibility
for the entire documents submitted.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

FORMAT FOR PRICE BID

Sl. No.	Items	No.	Rate/unit	GST	Total (Rs.)
1.	<p>T-Shirt with collar of good quality made of cotton (100%) as given in annexure- A marked with rubber print colour LOGO of Yoga, size 4inchx3.5 inch back side middle portion of the T-Shirt and IIT Kharagpur Logo size inch, left corner front side of chest pocket (4.5 x4. 5 inch).</p> <p><u>Technical Specification</u></p> <ul style="list-style-type: none"> • Made of cotton (100%) • Regular fit • Button/normal down collar • Short turn-up sleeves • Buttoned front • Pocket (4.5 x 4.5") • Fully white in color • Left side logo of IIT KGP and back side central logo of Yoga as shown in the picture 	700			
Grand Total : (in figure)					
(In words) :					

Date, signature & seal of the
OEM/Vendor

Annexure-A

First image shown as Institute Logo is front side & 2nd Image is back side of T-Shirt



LOGO
2inchx2 inch



LOGO
4inchx3.5 inch

Technical Specification

- Made of cotton (100%)
- Regular fit
- Button/normal down collar
- Short turn-up sleeves
- Buttoned front
- Fully white in colour
- Left side chest pocket logo of IIT KGP as shown in the picture & back side middle portion logo of Yoga as shown in the picture