

TENDER ENQUIRY FORM

**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR - 721302**

(Enquiry No. IIT/HMC/Enq/Stitching/Liveries-3/Rev/2016, Date : 12th July, 2016)

Last date for submission 02.08.2016 by 4:00 pm	Date and time for opening 02.08.2016 at 5:00 pm
---	--

Sealed tenders are invited in a two part bid system from the reputed Tailors for Stitching of Pant and Shirt as specified below for the regular staff members of Hall Management Centre, IIT, Kharagpur.

Item No.	Description	Unit	Quantity
1.	Stitching of Full Pant [Two side pockets, one back pocket, one inside pocket, provision of belt buck lace, good quality zipper]	Each	488
2.	Stitching of Full Sleeve shirt [One pocket without cover, embroidered logo]	Each	244
3.	Stitching of Half Sleeve Shirt [One pocket without cover, embroidered logo]	Each	244

The offers/bids are to be submitted in two bid systems i.e. (1) Technical bid and (2) Commercial bid. The Technical Bid must consist of all the details as mentioned under whereas Commercial Bid must indicate rate only inclusive of all taxes. THERE MUST NOT BE ANY COST INDICATION IN THE TECHNICAL BID. The estimated maximum cost of work is Rs. 2,44,000.

An Earnest Money Deposit (EMD) of 10,000/- be enclosed in the form of Bank Draft, drawn in favour of "Indian Institute of Technology Kharagpur" payable at any Nationalized Bank at "Kharagpur". EMD of unsuccessful vendor(s) shall be refunded on finalization/acceptance of the tender. In case of successful vendor(s) the said amount will be retained as Security Deposit.

The tender papers can be submitted on all working days (except holidays) during office hours either by Speed Post/Registered Post addressed to the Chairman, Hall Management Centre, IIT, Kharagpur – 721302. or by dropping the tender papers in the box to be kept in the Office of the Chairman, Hall Management Centre, IIT, Kharagpur – 721302, **latest by 4.00 pm On 02.08.2016**. In the event of this day being declared as a holiday, the tender papers may be submitted up to the afore-mentioned time on the next working day.

The Technical Bid and the Commercial Bid must be in SEPARATE envelopes duly SEALED and MARKED AS 'TECHNICAL BID' and 'COMMERCIAL BID' respectively. The Technical Bid should contain the following:

1. Name and address of the tailor, and distance of local tailoring facility from IIT Kharagpur.
2. No. of sewing and other machines for different activities available in the shop
3. One sample pant and shirt complete in all respect (This is refundable)
4. One sample fine embroidery of IIT Logo (size 2.5" height)
5. Vendor must mention the brand name of all consumable materials and provide specimens of all consumables (buttons, zippers, etc. as detailed under) to be used.
6. Valid trade license issued by competent local authority.

Material Specification:

For pant: Good quality of zipper (Original riri or YKK), Standard Pocketing, Belt Pasting, Thread (Coats Ameto / Coats Moon), Pant Hook (Original YKK, Grovers, or similar top brand), Greed, Special Type Button (Yessica, Woolrich, or similar), one extra button.

For Shirt: Good Quality of Collar and wristband Pasting with woven fusible interlining buckram (Klink, Welco, Bafna, etc.), Thread (Coats Ameto / Coats Moon), Original Mother of pearl (MOP) button at least 5mm thick (Prestige, Elegant, etc.), Calf Pasting, Two extra buttons.

The sealed Technical Bid and Commercial Bid are to be put in a bigger envelope. Thus prepared bigger envelope is to be super scribed on the left side of the envelope with the words "**Tender for Stitching of Shirt and Pant – Hall Management Centre, IIT Kharagpur**". The sealed envelope containing Commercial Bid of the bidders will not be opened if their Technical bids and the sample submitted are found unacceptable by the Committee.

General Terms and conditions:

- The bidder must have stitching facility within 10km distance from IIT Kharagpur which must be operating for at least the last 5 years.
- The bidder should provide proof of ability to complete all stitching within one month from the date of issue of work order.
- The tailor is responsible for taking measurements of all employees.
- All shirts must have "Institute Logo" below which "Hall Management Centre" will be written.
- The logo and text will be embroidered in silk thread of matching color (not to be printed).
- The bidder must have executed work order from govt. organization in any of the following kind.
 - (i) one work order of estimated cost or more,
OR
 - (ii) two work orders, each of at least 80% of the estimated cost,
OR
 - (iii) three work orders, each at least of 60% of the estimated cost,

Bidders must agree to keep their tender open for sixty (60) days from the stipulated last date of submission. Once the Tender papers are submitted, no request for any modification of whatsoever will be entertained.

The bids/offers received after the pre-defined date and time of submission will not be considered for any reason whatsoever.

The right to shortlist/reject any or all tenders and/or to accept the whole or any part of the Tenders without assigning any reason whatsoever will be vested upon the Committee as would be constituted for the purpose.

The Committee as would be constituted by the authority of the Hall Management Centre, IIT will be the only authorized body to evaluate, examine all related tender documents and to take decision on everything related to tender process, suitability of bidders and awarding of contracts etc. It will be the prerogative of the said Committee to make negotiation, if required any, and to work out splitting of the job amongst the successful bidders with a view to cater maximum service to the Institute.

Any legal disputes arising out of any breach of contract pertaining to the whole process of this tender or part thereof, shall be settled in the court of competent jurisdiction in the district of Paschim Medinipur in the state of West Bengal.

PRESENCE OF THE TENDERER OR ONE OF HIS AUTHORISED REPRESENTATIVES AT THE TIME OF OPENING OF THE BID IS INSISTED UPON.

THE RIGHT TO SUSPEND THE WHOLE TENDER PROCESS OR ANY PART THEREOF, TO ACCEPT OR REJECT ANY OR ALL THE TENDERS AT ANY STAGE OF THE PROCESS AND/OR TO MODIFY THE WHOLE PROCESS OR ANY PART THEREOF AT ANY TIME WITHOUT ASSIGNING ANY REASONS THERETO IS RESERVED BY THE HALL MANAGEMENT CENTRE, IIT KHARAGPUR WITHOUT ANY OBLIGATION OR LIABILITY WHATSOEVER.

Yours faithfully,

Chairman

12/7/16