

**HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
TENDER NOTICE**

(Ref. No. IIT/HMC/Enq/Liveries-4/2016, Date : 2nd December, 2016

**Subject : Supply of office Uniforms (Woolen Jersey) to the
regular hall staff members**

Sealed quotations are invited in a **two part bidding system** for purchase of the Winter Liveries items (Uniform), complete in all respect, as per standard terms and conditions of the Hall Management Centre.

In the event you are interested, and able to supply Ex-stock/within 30 days from the date of receipt of Purchase Order, please send your offer within the specified date/time. Any **conditional offer** will not be accepted.

Tender Fee: An amount of Rs. 500.00 (Rupees five hundred only) as tender fee (non refundable) is to be paid. The payment shall be made by Bank Draft from any Nationalized Bank and paid in favor of "Chairman, Hall Management Centre", payable at Kharagpur. **Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope marked on Envelope – 1, super scribing Tender Fee.**

An Earnest Money Deposit (EMD) of Rs. 5000.00 (Rupees Five thousand) only be enclosed in the form of Bank Draft, drawn in favor of "Chairman, Hall Management Centre", payable at any National Bank at Kharagpur. EMD of unsuccessful vendors 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 IIT Logo and " Hall Management Centre IIT Kharagpur" shall be embroidered on woolen uniforms.

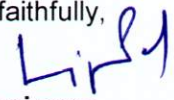
The technical bid should provide complete detail of the product(s) offered, and copies of proof of any past bulk orders, quality certificates, tax certificates, trade license, VAT registration, Pan card, dealership certificate, IT return and any other supporting documents.

The technical bid with sample will be evaluated first and price bids will be opened only in respect of those OEM/Vendor, whose samples will be recommended by a committee and found technically qualified. Samples should not contain any indication of price or price indication should be adequately covered.

The **Last date for submission of sealed quotation is 27.12 2016 by 4:00 pm.** at the office of the Chairman, Hall Management Centre, IIT Kharagpur. The sealed bids shall be opened on **27.12.2016 at 5:00 pm in the Office of Hall Management Centre**, in the presence of the tenderers or their authorized representatives. The sample of successful vendor shall be retained and will be returned only on completion of supply of ordered stores.

Please see the Instruction to Tenderers given below for compliance.

Yours faithfully,


Chairman

Winter liveries Items:

Sl.No.	Item type / Variety	Unit	Approximate Quantity required	Approx. Unit price (Rs.)
1.	Woolen Jersey (Pullover) [Full sleeves, Deep blue, V neck for male (2 or 3 white stripe borders in neck & cuff, embroidered logo)	Each	237	750.00
2.	Woolen Jersey (Pullover) [Full sleeves, Deep blue, Round neck, Front open for female] (embroidered logo)	Each	23	750.00

Instruction to Renderer :

1.Note : Sample for each item must be submitted along with the Quotation failing which your quotation shall not be considered. Sample should have a Tag affixed to it securely with (1) Name of the Bidder, (2) The make, color code, percentage of materials like wool, acrylic, cotton, etc. for Distinct identification, (3) SI.No. of Item quoted written legibly. For more than one sample for a particular items sample should be marked as 1(a) & 1(b) so on. The bid shall be submitted in accordance with the procedure detailed herein: (a) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed. (b) Envelope no. 1 shall contain the tender fee as indicated above. (c) Envelope No. 2 shall contain all the information and documents in the same serial order. A covering letter may also accompany the technical bid. (d) Envelope No. 3 shall contain the rate/price (Tax components as applicable must be shown separately) of the items duly filled in (schedule of rates) and signed and stamped.

2. Delivery: Free at site to the Hall Management Centre, IIT, Kharagpur – 721302.
3. Quantity mentioned is only indicative. The same may vary at the time of actual purchase.
4. No part supply of particular item shall be accepted or part payment /advance payment shall be made on receipt of complete supply duly certified by the office of the Hall Management Centre. Please note all payments are made by e-payment mode by this Hall Management Centre. Vendor shall submit the following details along with the tender: (I) Name of the Vendor with address, (II) Pan (with Xerox copy), if not submitted earlier, (III) Name of the Bank with address (photocopy of the Pass Book, if any), (IV) CBS Bank Account No. of the Vendor, (V) IFSC Code of the Bank, (VI) Contact No. in the Envelope – 2

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES.

1 (a) Rate : The rate quoted must be inclusive of Excise duty, packing & forwarding charges, Sales Tax, Freight charges and Insurance charges. All the charges like Excise Duty, Packing & Forwarding , Sales Tax, Freight, Insurance, Handling charges etc., as applicable must be shown separately. The store are required to be dispatched by passenger train F.O.R. Kharagpur or by Road Transport or delivered at the Hall Management Centre, IIT under the suppliers own arrangement, free of additional charges. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalogue whenever applicable, should invariably be submitted.

1 (b) (i) Excise Duty : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instruments/equipments, for which necessary certificate shall be provided by the Institute on request.

(ii) Sales Tax / Vat : Extra as applicable

(iii) Way Bill : This is issued only against Consignment Note and a copy of Invoice , Hall Management Centre, IIT does not issue any C or D form.

2 (a) Consignee : All stores are to be consigned in the name of the Chairman, Hall Management Centre, IIT Kharagpur (West Bengal, PIN – 721302).

2 (b) Disposal of Dispatch Documents: The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and priced challan in triplicate should be dispatched to the Chairman, Hall Management Centre, IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Chairman , Hall Management Centre, IIT Kharagpur in time all warfare/demurrage incurred, if any, will be recoverable from the suppliers.

3. Delivery Period : The stores are required to be delivered/dispatched within the delivery period mentioned in the order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilization advance is payable against the Purchase Order.

4. Quality & Specification of Stores : The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Hall Management Centre reserves the right to reject such stores, if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.

5. Liquidated Damages: If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the HMC to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the HMC alternatively, to arrange procurement of the required stores from any other source at the risk and expenses of the firm which accepted the orders and then failed to execute the order according to stipulations agreed upon.

6. Submission of Quotation: all quotations must be forwarded in sealed cover addressed to the Sender of this enquiry so as to reach within the specified period. The reference to the Enquiry No. and the last date of submission must clearly be super scribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted, the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice. The tendered may quote for any or all the items listed in the Annexure.

7. Opening of Quotation: Every quotation will be opened at the Hall Management Centre at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in the public or in presence of representative of bidders.

8. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.

9. Payment : Payment will be made after successful supply within 30 days from the date of receipt of bill & installation of the stores in good order and condition. Payment will however be made by e-payment.

10. Rejection of offers: The Hall Management Centre reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The HMC does not bind itself to accept the lowest offer.

11. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Chairman, Hall Management Centre shall be final and binding on the bidders.