

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

Dean Students Welfare

Web: www.nitt.edu

Phone: 0431 - 2503041



TENDER DOCUMENT

Tender Notification No.: **NITT/DSW/ORIENTATION2017/T-Shirt**

Dated: 21.07.2017

Name of the component : Collared Neck T-shirt

Quantity required : 1000

EMD Amount : Rs.4000/-

Delivery : Within 10 days of purchase order.

Date of pre-bid meeting : 31.07.2017 up to 11:30 AM

Last Date of submission of Tender: 14.08.2017 up to 11:00 AM

Address for submission of Tender: The Director

National Institute of Technology - Tiruchirappalli,
Tiruchirappalli, Tamil Nadu, India – 620015

Kind ATTN to: Dr. A.V. Reddy

Dean Students Welfare

National Institute of Technology
Tiruchirappalli-620015
Phone: 0431 - 2503041

Date of opening of technical bid : 14.08.2017 at 11:30 AM



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

DEAN STUDENTS WELFARE

Tender Notification No.: **NITT/DSW/ORIENTATION2017/T-Shirt**

Dated: 21.07.2017

NOTICE INVITING TENDER

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research activities. It is proposed to procure the following component for the Departmental academic/research activities.

Sealed bids under **three cover system** are invited for the following component subject to the following terms and conditions, from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time. The technical cover will be opened on the same day in the presence of bidders or their authorized agents who may choose to be present.

Name of the component	: Collared neck T-shirts
Quantity required	: As per the Annexure B
EMD	: Rs.4,000/-
Time for completion of supply after placing purchase order	: within 10 days
Last Date of submission of Tender	: 14.08.2017 up to 11:00 AM

Address for submission of Tender: The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli, Tamil Nadu, India- 620 015

Kind ATTN to: Dr. A.V. Reddy
Dean (Students' Welfare)
National Institute of Technology
Tiruchirappalli-620015
Phone: **0431 - 2503041**

Place, Time and Date of opening of bid

Date: **14.08.2017**

Time: **11:30 AM**

Venue: **Admin Block**

Note: The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the bids or due to wrong addressee.

The **EMD** must be paid in the form of a **Demand Draft**.

SECTION: 1 TENDERING PROCESS

- 1.The tender document and terms and conditions can be downloaded from our website (www.nitt.edu).
- 2.Without **EMD of INR 4000** (Four Thousand Rupees only) the technical bid will not be opened and the dealer will be rejected summarily. Exemption EMD amount can be provided for the bidders who provide a valid NSIC certificate/MSME certificate.
- 3.Payment of **EMD** should be done only through **DD** (Demand Draft) taken in favor of “**The Director, NIT Trichy**” payable at **SBI NIT Campus**.
- 4.The sealed tender should be submitted on or before **Monday 14th August 2017 up to 11:00 AM** Through registered post or Speed Post or Hand delivery and addressed to the addressee in the notification.
- 5.At the first stage, the envelope containing EMD amount will be opened and at the second stage the envelope containing Technical Bid will be opened on **14.08.2017 at 11:30 AM** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
- 6.At the time of opening of Tender, the names of those who have submitted their offers along with the details of their remittance of EMD swill only be read out and no other information/ details whatsoever will be shared at this stage.
- 7.If in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/ opening.
- 8.Subsequent to evaluation of technical bids, price bids of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/purchase order.
- 9.The bidders are advised to go through the tender documents and understand the terms and conditions specified there in before submitting the tender.
- 10.The Tender document consisting of Technical Bid (along with all annexures A and B to the technical bid) and Price Bid should be submitted in the Prescribed Format only.**
- 11.The bidders are not allowed to make addition or alteration in the Technical or Price Bid.
- 12.Each and every page of the submitted bid shall carry the page numbers.
- 13.All pages of the tender document should be signed by the person or persons duly authorized to sign, on behalf of the bidder along with the official stamp of the bidder.
- 14.No paper/ page shall be detached and No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.

15. Printed condition at the back of the letter or bid from the tenderer will be ignored. If it is desired to apply any particular condition to tender, the same must be clearly brought out in the body of the bid/ tender itself.
16. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
17. The NITT will not be responsible for pre-mature opening of the tenders.
18. The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected.
19. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped.
20. Bidders must confirm the acceptance of all the terms and conditions of the tender.
21. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
22. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.

SECTION: 2 – PRE BID MEETING

IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

It is proposed to conduct a Pre-Bid meeting on 31.07.2017 at 11.00 am (Venue: Administrative Building, National Institute of Technology, Tiruchirappalli-15). The purpose of the meeting is to clarify our requirements and to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

View above, prospective bidders are advised to submit their doubts/questions clarifications, if any, through e-mail (email id- nrb@nitt.edu) before the date of pre-bid meeting. Further, on the date of the meeting , the questions should be given in writing.

Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NITT. No clarifications will be entertained beyond the date of pre-bid meeting.No extension of time will be given for submission of tender on any account , beyond the last date for submission of tender.

NOTE : Please bring the samples ready as per the given specifications in the tender while coming for pre-bid meeting.

SECTION: 3 – TERMS AND CONDITIONS FORM

IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT

1. If the supplier/ the firm is manufacturer authorized dealer /sole distributor of any item, the Certificate to this effect should be attached.
2. The tender Document should be in two parts as **Technical Offer and as Financial Offer:**
 - a) The Technical offer should include the detailed Specifications of the main item and its accessories. All items should be numbered as Numbered for each item in **Annexure – A.**
 - b) The Financial offer should include the cost of the main item and its accessories numbered as in (a). If there is any separate cost for installation etc. that should be quoted separately. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed, failing which the offers are liable to be rejected.
 - c) The two parts of the offer placed should be placed in separate envelopes clearly marked **“Technical Offer” & “Financial Offer”**. These two envelopes must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the term and tender due date must be forwarded to the undersigned so as to reach him on or before the due date. **Softcopy of the Technical Compliance form and Quotation Forms should be submitted along with the tender in MS-Excel file format in a CD/DVD or USB drive. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.**
 - d) Incomplete tenders, amendments and additions to the tender after opening or late tenders are liable to be ignored and rejected.
3. **Fax and E-Mail quotations are not acceptable.**
4. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc. A minimum of three-year warranty is required from the date of commissioning
5. Relevant literature pertaining to the items quoted with full specification (and drawing, if any) should be sent along with the quotations, wherever applicable. The suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance.
6. The quotations should be given for the items in the same order as in the tender document.
7. The quantity shown against each item is approximate and may vary as per the demand of the Institute at the time of placing the order.

8. **100% payment will be released only after the completion of the supply of the item(s).**
9. NIT Trichy is exempt from payment of Exercise Duty. Necessary certificate will be issued on demand.
10. In the event of any dispute or difference(s) between the vendee NIT Trichy and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of NIT Trichy who may decide the matter himself or may appoint arbitrators(s) under the arbitration and conciliation Act 1996. The Decision of the arbitrator shall be final and binding on both the parties.
11. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
12. All Disputes be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
13. NIT Trichy has the right to accept the whole or any parts of the tender or portion of the quantity offered or reject it in full without assigning any reason.
14. All offers should indicate unit price (excluding taxes and duties applicable), Taxes and other charges should be mentioned separately, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
15. No revision of the price bid will be allowed once the price bids are opened. In case of foreign currency, the agency should mention the % of currency fluctuations they can bear.
16. No increase in price will be allowed after our firm orders are placed.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly super-scribed and sealed before the time scheduled for opening.
19. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
20. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
21. The tender will be acceptable only from the manufacturers or its authorized supplier.
22. All damaged items should be replaced within 2 days after the delivery of the item without charging any additional cost. In case of failing to replace the damaged items within 2days after the delivery of the items, NITT shall not pay for the damaged quantity.
23. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.

24. The Tender/Bid will be open on **14.08.2017** at **11:30 AM**.

- a) The supplier or the authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b) **Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned item(s).**
- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
- d) **A Sample of the attached T-Shirt Design in Sizes of Men has to be provided by the vendor during the opening of the tender on 14.08.2017 at 11:30 AM.**

25. In case the supplier requires any elucidation regarding the tender document, they are requested to contact to the Deputy Registrar (Purchase) through e-mail, nrb@nitt.edu .

26. All tender documents should have to be forwarded through **speed post** or **registered post**, courier to the address in the notification on or before **14.08.2017** at **11:00 AM**.

Annexure-A

ACCEPTANCE

Prequalification criteria

The following criteria have to be satisfied by the bidder and bidder should attach relevant proofs for their claims.

1. An authorization letter should accompany your quote for each product quoted. Otherwise it may lead to rejection.
2. The bidder should have supplied a minimum of 500 T-shirts to renowned Educational Institutions or Organizations. (Copy of the Purchase orders of the same is to be produced along with the technical bid without which your bid will be rejected.)
3. The bidder should submit copy of license certificate for manufacture/supply of the item.
4. The bidder should furnish Income Tax PAN number & TIN number.
5. The bidder should replace defective T shirts if any within two days of time when the defect is identified failing which full/part payment would be with-held.
6. The T-shirt should be according to the technical specification provided in **Page no. 9**.
7. Design must be followed as given in the attachment for the T Shirt Design (**Page no. 12**) and font used must be the same. No Alteration in the design by the supplier or vendor will be accepted.
8. Size of the T-Shirts must be as indicated in the Size table (**Page no.10**) attached along with the design. No alterations will be accepted.

The bidder should give the following declaration while submitting the Tender.

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

ADDRESS:

Signature and seal

Technical Specification

Name of the item	: Collared neck T-shirts
Required Specification	: 200 GSM (Biowash) <ul style="list-style-type: none">o 1 colors to be printed (excluding T-Shirt base color)o Unbranded (Not Nike / Adidas etc.) T-shirt base color with Hex code: #0B1A36 Printed Color 1 = #AE832D Printed Color 2 = #000000
Material	: Cotton
Quantity to be supplied	: Collared neck T-shirts (1000 Nos.)
Type of Print	: Discharge Print

Size specification (all measurements are in inches)

a. Men

	<i>Small</i>	<i>Medium</i>	<i>Large</i>	<i>Extra Large</i>	<i>XXL</i>
<i>Chest</i>	19	21	23	24	26
<i>Length</i>	25	28	29	31	33
<i>Sleeve length</i>	8	9	9	10	11
<i>Shoulder</i>	18	20	22	23	25

b. Women

	<i>Small</i>	<i>Medium</i>	<i>Large</i>	<i>Extra Large</i>
<i>Shoulder</i>	13	14	15	16
<i>Bust</i>	17	18	19	20
<i>Waist</i>	16	17	18	19
<i>Hips</i>	18	19	20	21
<i>Back Length</i>	21	22	23.5	24

NOTE: The detailed design for the T-shirt to be printed (as per the purchase order) will be provided along with the purchase order.

Design Attached (Page 12)

Annexure - B

Annexure - B
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPALLI
MODEL PRICE BID FORMAT FOR INDIAN BIDDERS

Tender No. & Date:

Bidder's Offer No. & Date:

S. No.	Description of item	Unit (SET/No)	QTY	Rate/Qty in Rs. (excluding of all taxes)	CGST in Rs.	SGST in Rs.	IGST in Rs.	Other taxes (if any)	Total value in Rs. (inclusive of all taxes)
1	T Shirt of required specifications		1000						
2	Packing & Forwarding charges (extra, if any)								
4	Freight & Transit insurance charges, extra, if any								
5	Total all - inclusive price delivered at NIT Trichy								
6	Net cost to be paid by NITT								

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected

Design of the T-shirt



Fig.: Design of the T-shirt attached: There are two colors dark-blue(#0B1A36) and yellow-ochre(#AE832D) and color-code of the collar is black(#000000)