

NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR - 831014

Tender Notice No.: NIT/CS/ PUR/ Uniform/ R/63/12

dated: 19-10-2012

TENDER NOTICE

National Institute of Technology Jamshedpur intends to procure the Uniform **items** for 141 nos Male & Female staff members. Reputed Firms / Suppliers are invited to submit their offer for following categories (A) Uniform clothes, (B) Footwear (Shoes & Chappal) and (C) Stitching charges in sealed cover prescribed tender document under two bid systems (Technical and Financial. The prescribed tender documents with Detailed terms & condition can be obtained from our website www.nitjsr.ac.in or from the office of the Central Store Section, NIT Jamshedpur in person on any working day up to 09-11-2012 in between 9.00AM to 5.00PM

Last date for submission of Tender -12-11-2012 (up to 03.00P.M)

Opening of Tender – 12-11-2012 at 05.00 P.M

Registrar
NIT,Jamshedpur

TENDER DOCUMENT

NATIONAL INSTITUTE OF TECHNOLOGY
P. O.: RIT JAMSHEDPUR- 831014



PROCUREMENT OF UNIFORM ITEMS FOR THE INSTITUTE STAFF

Tender Notice No. : NIT /CS/PUR/UNIFORM/R/63 Dated:19-10-2012

LAST DATE OF SUBMISSION OF TENDER: 12-11-2012 UP-TO 03.00 P.M.
DATE OF OPENING OF TENDER: 12-11-2012 AT 05.00 P.M.

Address for submission of Tender:

Registrar
National Institute of Technology
Jamshedpur-831014

Telephone No :((91) +0657-2373629
Fax No. :.....

Web Site : www.nitjsr.ac.in

Prepared by: Central Store Section, NIT, Jamshedpur

INSTRUCTIONS TO THE BIDDERS

General:

1. The tender documents can be obtained from the Central Store Section, NIT Jamshedpur, OR; the same can be downloaded from the institute website www.nitjsr.ac.in up to 09-11-2012 up to 5 PM.
2. Bidders may be participated for any or all categories mentioned in Tender Documents but bid must be submitted in prescribed documents in sealed.
3. Bidder who interested for participating in more than one Category, are directed to submit their offer in separate envelope category wise.
4. Bids are to be submitted under two cover BID systems.
 - Cover 1(**Technical Bid**) shall be super-scribed as "Technical bid" duly indicating the Tender reference No. ,due date of opening and category which should contain the following:
 - a. Declaration in prescribed form.
 - b. The agency should furnish Registration Certificates
 - c. CST/ VAT/TIN Registration Certificates
 - d. Income Tax /PAN Registration Certificates
 - e. Copy of supply orders/work order completed during the last three years ending 31-03 2012.
 - Cover 2 (**Financial Bid**) should contain Price only and shall be super-scribed as "Price bid" duly indicating the Tender Reference No. Due date of opening and the respective category.
 - Cover 1 and Cover 2 should be sealed individually and super-scribed with the tender reference no. Due date of opening and the category. Both covers shall be placed in a third cover which shall also be sealed and super-scribed with the tender reference no. Due date of opening & category and submit to the Registrar National Institute of Technology, P.O.: RIT, Jamshedpur-831014
 - Annexure "I" i.e. (Technical Bid) is applicable /mandatory for all bidders and Annexure "II" i. e. (Financial Bid) will be used Categorical for which category bidder interested for participation in tender.
5. Details of quantity and the specifications are mentioned in Financial Bid appended to this Tender Notice.

Mode of Submission of Tenders and last date:

Tenders along with samples in a sealed cover should be addressed to the **Registrar National Institute of Technology, P.O.: RIT, Jamshedpur-831014** must reach on or before 12-11-2012 by 3.00 P.M. Tenders may be hand delivered at the aforementioned address or sent by post also so as to reach the aforementioned

address on or before the said date. NIT Jamshedpur will not be responsible for delay or loss in transit if sent by post.

Opening of Bids:

- I. Cover 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the NIT'S administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderer may be present at the time of opening of the Tender. Tender received after due date and time will not be considered.
- II. Cover 2 i.e. **financial bids** of only those firms/agencies which satisfy technical requirements will be opened, a date which will be intimated to the qualified bidders after the scrutiny of technical bids. The same will be posted on our web site.

Period of validity of bids:

The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

Extension of last date:

The Director, NIT Jamshedpur, may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

Quantity:

Quantity mentioned is only indicative. The actual requirement may vary at time of placement of the purchase order.

Delivery & Payment:

- I. Delivery: Free at site to the Central Store Section NIT Jamshedpur
- II. No part supply shall be accepted or part payment/advance payment shall be made. Payment shall be made on receipt of complete supply by Account Payee Cheque.

CATEGORY WISE SPECIAL GUIDELINE TO THE BIDDERS

FOR CATEGORY –A (UNIFORM CLOTHES)

- 1 Sample for each **Cloths** must be submitted in an additional sealed packet superscribed on the top of cover "SAMPLES" with the tender reference no., due date of opening and Category Details, along with the Technical bid failing which your Bid may not be considered.
- 2 Sample for each clothes should be furnished in the size of 20cmx20cm minimum & bearing the manufacturer mark.
- Sample should have a Tag affixed to it securely with
 - I. Name of the Bidder,
 - II. The Make & Color Code for Distinct identification,
 - III. Sl. No. of Item quoted
 - IV. Item composition/shade/colour/company should also be specified on the samples along with bids.
- For more than one sample for a particular item, sample should be marked as 1(a) & (b) so on.
- Composition of Cloth should must be mentioned on each sample
- 3 TENDERS/BIDS WITHOUT SAMPLES WILL BE REJECTED SUMMARILY.
- 4 The rates of item should be quoted full quantity of which can be made available within 60 days after receipt of the supply order.
- 5 The rates should be quoted in Indian Rupees only in words as well as in figures. Excise duty, sales tax, VAT as applicable should be quoted separately.
- 6 Rates should be quoted F.O.R. Destination free delivery at NIT Jamshedpur

FOR CATEGORY – (B) FOOTWEAR [SHOES & CHAPPAL]

1. Sample for each footwear (Shoes & Chappal) must be submitted in an additional sealed packet superscribed on the top of cover "SAMPLES' with the tender reference no., due date of opening and Category Details, along with the Technical bid failing which your Bid may not be considered.
2. Sample for **footwear** should be furnished in one pair of each model & bearing the manufacturer mark.
 - Sample should have a Tag affixed to it securely with
 - I. Name of the Bidder,
 - II. The Make & Color Code for Distinct identification,
 - III. Sl. No. of Item quoted
 - IV. Item composition/shade/colour/company should also be specified on the samples along with bids.
 - V. Photographs and model no. of the article.
 - For more than one sample for a particular item, sample should be marked as 1(a) & (b) so on.
3. TENDERS/BIDS WITHOUT SAMPLES OF WILL BE REJECTED SUMMARILY.
4. The rates of item should be quoted full quantity of which can be made available within 60 days after receipt of the supply order.
5. The rates should be quoted in Indian Rupees only in words as well as in figures. Excise duty, sales tax, VAT as applicable should be quoted separately.
6. Rates should be quoted F.O.R. Destination free delivery at NIT Jamshedpur

FOR CATEGORY – (C) STITCHING CHARGES

1. Stitching charges should be quoted inclusive of thread, pocket, lining, chain and any other material required in stitching work, complete in all respect.
2. Sample of Cloth to be used as lining, pocket, thread etc must be submitted in an additional sealed packet superscribed on the top of cover "SAMPLES' with the tender reference no., due date of opening and Category Details, along with the Technical bid failing which your Bide may not be considered.
3. Sample for each clothes should be furnished in the size of 20cmx20cm minimum & bearing the manufacturer mark.
 - Sample should have a Tag affixed to it securely with
 - I. Name of the Bidder,
 - II. Purpose for consumption should also be specified on the samples along with bids.
 - For more than one sample for a particular item, sample should be marked as 1(a) & (b) so on.
4. Button, Chain and other material required in stitching work should be used branded/standard quality.
5. The selected vendor(s) shall have to depute their own staff to take measurements and the stitching shall have to be done accordingly at institute premises, a suitable place will be provided by the institute.
6. There should not be any complaint from the staff members regarding stitching, measurements of the uniform. All complaints about fitting should be attended within a week, failing which the bill may not be processed for payment until the complaint is resolved to the satisfaction of staff.

APPLICATION FOR (FOR PRE- QUALIFICATION)

TENDER FORM (TECHNICAL BID)

To,

Registrar
National Institute of Technology
Jamshedpur- **831014**

Sir,

Sub: Technical Bid against Tender No.Dated.....

I, _____ of M/S.....
hereby agree on the acceptance on this tender by you, to supply to the National Institute of Technology, Jamshedpur in accordance with the terms and conditions stipulated in the tender form, of the quality or sort and at the rates or price specified in the financial bid.

1. Name of Agency/Firm _____

2. Name of proprietor: _____

3. Address;; _____

4. Fax/ Telephone No. _____

5. Organization Structure
(Please attach Separate sheet) _____

6. Details of Registration _____

7. Field of Specialization; _____

8. VAT Registration _____

9. Income Tax Registration No. _____

10. Supply orders/work order completed during the last three years.
(Attach separate Documents)

2009-10 Rs _____

2010-11 Rs _____

2011-12 Rs _____

Place- _____
Date - _____

(Signature of the Bidder)
with Seal

DECLARATION FORM

(Declaration should provide on printed letter head of the Bidder)

DECLARATION

To,

Registrar
National Institute of Technology
Jamshedpur - 831014

Sir,

Sub: Declaration against Tender No.....Dated.....

Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

I hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

I certify that my firm is not **blacklisted / banned** from business by any organization.

I hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with National Institute of Technology, Jamshedpur and /or prosecuted.

Place-_____

Date -_____

(Signature of the Bidder)
with Seal

Name of the Bidder:

Designation:

Business Address:

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ANNEXER “II”**FINANCIAL BID FOR CATEGORY – A (UNIFORM CLOTHES)****TENDER FORM (FINANCIAL BID)**

To,

Registrar
National Institute of Technology,
Jamshedpur - 831014

Sir,

Sub: Financial Bid against Tender No.Dated.....

Sl No	Items	Colour	Rate(Rs.) in Unit	Total Cloth/ Material required	Total amount (Rs.)
1	Terri cotton cloth for pant	Navy blue		230.4mtr	
2	Terri cotton cloth for half Shirt	Sky blue		384mtr	
3	Woolen cloth for Coat	Navy blue		211.95Mtr.	
4	Woolen cloth for pant	Navy blue		124.8 Mtr.	
5	Terri cotton cloth for pant	Khakhi		62.40mtr	
6	Terri cotton cloth for half Shirt	Khakhi		104mtr	
7	Woolen cloth for Coat	Khakhi		46.8mtr	
8	Woolen cloth for pant	Khakhi		31.20mtr	
9.	Terri cotton cloth for pant	White		19.2mtr	
10.	Terri cotton cloth for half Shirt	White		32 mtr	
11.	Saree [With 3” Navy Blue border of 5.5mtrs. Length]	White		44.Nos.	
12	Petticoat (Long cloth cotton)	White		44. Nos	
13	Blause (Rubia / cotton)	Blue		44.Nos	
14	Socks	Navy Blue		542 pair	
Total Rs.					

Total cost in words. Rs.

I hereby agree on the acceptance on this tender by you, to supply to the National Institute of Technology, Jamshedpur at the rate or price hereunder specified in accordance with the terms and conditions stipulated in the tender form, of the quality or sort in continuation to the technical bid submitted by us.

We also confirm that we will abide by all the Terms & and we do not have any counter conditions.

Place- _____

(Signature of the Bidder)

Date - _____

with Seal

Name of the Bidder:

Designation:

Business Address:

.....

ANNEXER “II”

FINANCIAL BID FOR CATEGORY – (B) FOOTWEAR (Shoes & Chappal)

TENDER FORM (FINANCIAL BID)

To,

Registrar
National Institute of Technology,
Jamshedpur - **831014**

Sir,

Sub: Financial Bid against Tender No.Dated.....

Sl No	Items	Colour	Rate(Rs.) in Unit	Total No. of footwear Required	Total amount (Rs.)
1	Leather Shoe for Male	Black		260 pair	
2	Leather Shoe for female	Black		11 pair	
3	Chappal for female	Black		11 pair	
Total Rs.					

Total cost in words. Rs.

I hereby agree on the acceptance on this tender by you, to supply to the National Institute of Technology, Jamshedpur at the rate or price hereunder specified in accordance with the terms and conditions stipulated in the tender form, of the quality or sort in continuation to the technical bid submitted by us.

We also confirm that we will abide by all the Terms & and we do not have any counter conditions.

Place-_____
Date - _____

(Signature of the Bidder)
with Seal

Name of the Bidder:

Designation:

Business Address:

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FINANCIAL BID FOR CATEGORY – (C) STITCHING CHARGES**TENDER FORM (FINANCIAL BID)**

To,

Registrar
National Institute of Technology,
Jamshedpur - **831014**

Sir,

Sub: Financial Bid against Tender No.Dated.....

Sl. No	Item	Unit	Rate Rs.	Quantity	Total Amount Rs.
1.	Half Sleeve Shirt [Terricot, sky blue, stitched, one pocket without cover]	Each		192 no.	
2.	Full Pant [Terricot, navy blue blue, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		192 no.	
3.	Half Sleeve Shirt [Terricot, khaki, stitched, two pocket with cover, shoulder flap]	Each		52 no.	
4.	Full Pant [Terricot, khaki, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		52 no.	
5.	Half Sleeve Shirt [Terricot, white, stitched, one pocket without cover]	Each		16 no.	
6.	Full Pant [Terricot, white, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		16 no.	
7.	Petticoat: [Long cloth, Colour – white]	Each		44 no.	
8.	Blouse: [Rubia/cotton , Colour – Navy Blue]	Each		44 no.	

9.	Woollen buttoned up full sleeves coat [Navy blue , stitched,. two side pockets with cover one inside pocket]	Each		104 no.	
10.	Woollen Full Pant [[Navy blue, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		104 no.	
11.	Woollen buttoned up full sleeves coat [Khaki, stitched,. two side pockets with cover one inside pocket]	Each		26 no.	
12.	Woollen Full Pant [Khaki, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		26 no.	
13.	Woollen full sleeves leadis coat [Navy Blue, stitched, two side pockets one inside pocket]	Each		11 no.	
Total Rs.					

Total cost in words. Rs.

I hereby agree on the acceptance on this tender by you, to supply/work to the National Institute of Technology, Jamshedpur at the rate or price hereunder specified in accordance with the terms and conditions stipulated in the tender form, of the quality or sort in continuation to the technical bid submitted by us.

We also confirm that we will abide by all the Terms & and we do not have any counter conditions.

Place- _____
Date - _____

(Signature of the Bidder)
with Seal

Name of the Bidder:

Designation:

Business Address:

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.....

GENERAL TERMS & CONDITIONS

1. **Price:** The rates should be quoted in Indian Rupee F.O.R. NIT, Jamshedpur. The rate quoted must be inclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges. The stores are required to be delivered at the Institute under the Suppliers' own arrangement, free of additional charges.
2. **Delivery schedule:** The bidders may please note that the delivery of the items should be within 60 days from the date of placing of purchase order unless specified otherwise in the terms of the bidder.
3. **Validity of bids:** The rate quote should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.
4. **Clarification of Tender Document:** a prospective bidder requiring any clarification of the Tender document may communicate to the Registrar NIT Jamshedpur during office hours.
5. **Amendment of tender document:** at any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
6. The Institute may at its own discretion extend the last date for the receipt of bids.
7. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director NIT Jamshedpur OR Person authorized by him is final in all matters of tender and purchase.
8. The bidder should give the **declaration** with **Technical bid** while submitting the Tender in on printed letter head of the Bidder as prescribed in tender Documents.
9. **Payment:** 100%Payment will be made only after the supply of the item/ completion of work in good and satisfactory condition and receipt of the relevant Bill & Challan each in triplicate with other relevant documents. No advance payment will be made.
10. In case of dispute, the matter will be subject to Saraikela-kharsawa, Jharkhand Jurisdiction only.
11. **Liquidity Damages:** If a firm accepts an order and fails to execute the order in full or part, as per terms & conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part there of subject to a maximum of 5% of the value of the undelivered stores.