

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) KOLKATA

Mohanpur-741246, District – Nadia, West Bengal, India

(An Autonomous Institute under the Ministry of Human Resource Development, Govt. Of India)



TENDER FOR PURCHASE OF TRACKSUIT SET (UPPER AND LOWER)

e-TENDER NOTICE

Tender Notice No: IISER-K/PurEnq/223/G/ADM/19-20

Dated : 29.10.2019

TENDER INFORMATION:

The Registrar invites on behalf of the Director, Indian Institute of Science Education and Research (IISER) Kolkata (hereinafter is referred as" THE INSTITUTE"), invites e-tenders from the Company /Authorized Dealer/ Manufacturers (hereinafter is referred as"THE BIDDER"), for Supply of Tracksuit Set at IISER Kolkata.

The following documents giving full details are enclosed:-

- A. Annexure I** : Eligibility Criterion.
- B. Annexure II** : General Terms and Conditions
- C. Annexure III** : Instruction for Technical Bid.
- D. Annexure IV** : Undertaking.
- E. Annexure V** : Instruction for Financial Bid.

1. The Tender documents can only be downloaded from the website: <https://eprocure.gov.in/eprocure/app>
Bidders must submit Earnest Money Deposit (EMD) through online payments like RTGS/NEFT. Details of transaction of online payment should be uploaded along with the tender documents. Payment through any other mode will not be accepted by the tender inviting Authority. In case of exemption, relevant supporting documents must be submitted.

Earnest Money Deposit : Rs.7000.00/-

Bank Account Details of the Institute as follows:

NAME OF THE ACCOUNT HOLDER : IISER KOLKATA
ACCOUNT NUMBER : 089301000011530
IFS CODE : IOBA0000893
BANK : INDIAN OVERSEAS BANK

2. The Tender is not transferable. Only one tender shall be submitted by one bidder.

3. **Schedule of Tender:**

Serial No	Particular	Date and Time
1	Date and time of publish of the Tender (Online)	29.10.2019 after 2.00 PM
2	Date and time of starting of document downloading (Online)	29.10.2019 after 2.00 PM
3	Date and time of starting of Bid submission (Online)	29.10.2019 after 2.00 PM
4	Date and time of closing of Bid submission (Online)	06.11.2019 up to 2.00 PM
5	Date and time of Bid opening (Technical)	07.11.2019 after 2.00 PM

4. The Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof. The Institute reserve the right to relax or stiffen the Terms and Conditions given in the tender documents.

5. Preparation and Submission of Bid:

- a. Bid is to be submitted on-line through the website stated above. All the documents uploaded by the Tender Inviting Authority forms an integral part of the contract. The Bidder is required to upload entire set of tender documents along with other related documents as asked for in the tender document through the above stated website within the stipulated date and time mentioned in **schedule of tender**.
- b. Bid is to be submitted in two folders namely “Technical Cover’ and “Financial Cover’ (as mentioned in the **cover details**) within due date and time. The Bidder shall carefully go through the documents and prepare to upload the scanned documents in Portable Document Format (PDF) files in the designated locations in the portal as Technical Bid. The Bidder is required to fill up the rates of items in the **downloaded BOQ** in the designated cells and upload the same in the designated location in the portal as Financial Bid.
- c. Documents uploaded are to be digitally signed using the Digital Signature Certificate (DSC).[Class –II or Class III worth organization name]
- d. Documents once uploaded can only be changed / replaced till last date of submission of bid and after this date and time no changes are allowed.

6. Cover Details:

All the Bid Documents should be uploaded in following two covers:

a) Technical Cover:

i) Statutory Cover: Scanned copy transaction details of remittance of EMD, duly filled up and signed Annexure-III, Annexure-IV, and NIT should be uploaded in this cover.

ii) Other Important Documents: All the scanned documents as per eligibility criterion should be uploaded in this cover. Bidders may upload any other relevant documents or their technical/financial credibility in this folder.

b) Financial Cover:

i) Only the commercial/Financial bid in the downloaded Bill of Quantity (BOQ) should be uploaded in this folder without tampering the BOQ Template.

7. Pre-bid meeting:

No pre-bid meeting shall be conducted. Bidders may directly contact to the Store & purchase Section for all kindly clarification if required.

8. Opening of Tender:

Technical bids may be opened and downloaded only after the scheduled date and time as mentioned in the **schedule of tender**. The status of the tender will be available in the CPP Tender portal after opening of the bid.

9. Evaluation of Tenders:

The technical evaluation of the Tenders will be made on the basis of technical information and documents submitted and the provided sample within the stipulated time. Financial Bid will be opened only for the technically qualified bidders. The Institute reserves the right to split the Purchase Order based on item wise evaluation. If felt necessary, for order of large number of the same item, the order may be split between two or more vendors.

10. Assistance to Bidders:

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. Email Id: ar_snp@iiserkol.ac.in and Contact No: **033 66340000**(Extn: 1186)
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be addressed to Email Id: suvenu.khan@iiserkol.ac.in and Contact No. **+91 9735107002**

ANNEXURE- I

ELIGIBILITY CRITERION:

Bidder should upload the authentic copy of documents in support of the following eligibility criteria in CPP Portal with their Bid:

- a.* The Bidder should be in the business of supplying/manufacturing similar kind of Goods/Items for more than 03 years.
- b.* The Bidder should have well established Infrastructure/ Office in West Bengal to prove its capability to provide after sales service as and when required. As documentary proof, copies of manufacturing/factory licence, dealership certificate, and authorised service centre certificate as applicable should be uploaded.
- c.* The Technical Bid must be accompanied by the Bidder's catalogue/brochures and photograph etc. in respect of the similar products /items offered.
- d.* The Bidder must upload legible copies of Trade License, Incorporation Certificate, Partnership Deed etc as applicable and PAN/TIN, GST Registration Certificate with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
- e.* Income Tax Return for last three Financial Years of the Bidder must be uploaded.
- f.* The Bidder should have successfully supplied similar kind of Goods/Items to any Central /State Govt. Department/University/Institute of National Importance in the last three years. As documentary proof, copies of Purchase/Work Orders and their respective completion certificates should be uploaded.
- g.* Even though an application may satisfy the above requirements, the Institute has the right to disqualify if the bidder has:
 - 1) Made misleading or false representation or deliberately suppressed the information in the form, statements and enclosures required in the prequalification documents,
 - 2) Record of poor performance such as abandoning works, not properly completing contract or financial failure / weakness etc.

ANNEXURE- II

GENERAL TERMS AND CONDITIONS:

- 1. Validity of Bid:** The bids shall be valid for a period of 120 days from the date of opening of the tender.
- 2. Period of Delivery:** 10 days from the date of issue of Purchase Order. Only the eligible bidders are requested to submit their bid.
- 3. Price Basis & Taxes:**

The price includes all charges such as taxes, surcharges and duties, insurance, warranty, packing & forwarding, transportation, loading & unloading, delivery up to IISER Kolkata, Mohanpur-741246, etc.
- 4. Delivery Address:**

Indian Institute of Science Education and Research (IISER) Kolkata, Mohanpur - 741 246, Nadia, West Bengal, India.
The institute may ask the supplier to provide the Quality Assurance Certificates of the items for each lot at the time of delivery. Random checking of the supplied Goods/Items may be done by the authorized persons of the Institute. In the event of discovery of any major error or defect due to the fault of the supplier or any intentional defect in manufacturing found, the Institute may return all items or defected items to the supplier immediately. In such case the bidders may be liable to pay the penalty as decided by the competent authority.
- 5. Terms of Payment:**

The payment will be made within 30 days after completion of successful supply of entire consignment of the Purchase Order. Bill(s) to be submitted in triplicate along with challan and warranty certificate.
The Institute reserves the right to deduct any amount from the bill(s) as deemed fit if the supplier(s) fails to supply Goods/Items as per this tender.
- 6. Performance Security :**

In case or order value is 5lac or above the successful Bidder must submit Performance Security equal to 10% of Purchase Order (P.O.) either through online payments like RTGS/NEFT (the bank details mentioned in **point 1 under Tender Information** stated above) or in the form of Bank Guarantee issued by any Scheduled Bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the successful Bidder including warranty obligation.
- 7. Penalty:**

The Performance Bank Guarantee/Security Money may be forfeited in the events:

 - a. Failing to execute the Purchase Order in good condition to the satisfaction of the Director of the Institute.
 - b. In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Institute. In the event of the delivery of any defective Goods/Items which owing to urgency or for any other reason cannot be wholly rejected, the Institute shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.
 - c. For any delay in supply of Goods/Items beyond the stipulated period of delivery, liquidated damages @0.5% per week on Purchase Order value may be recovered from vendor's/supplier's bill subject to a maximum of 10% of Purchase Order value.
- 8. Right of Acceptance:**
 - a. Director of the Institute reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bid. The decision of the Institute in this regard shall be final and binding
 - b. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas in any form at any stage are liable for cancellation of bid.

9. Breach of Terms and Conditions:

In case of breach of any of the terms and conditions mentioned above, the Institute will have the right to cancel the order without assigning any reason thereof.

10. Subletting of Work:

The successful bidder shall not assign or sublet the work or any part of it to any other person or party.

11. Right to Call upon Information Regarding Status of work:

Director of the Institute shall have the right to call upon information regarding status of supply of Goods/Items at any point of time.

12. Tolerance Clause:

- a. The Institute reserves the right to place the order(s) on the successful bidder(s) for any additional quantity at the same rates quoted by the bidder(s). The quantity can also be reduced if felt necessary.
- b. The Institute may or may not issue Purchase Order(s) for all items mentioned in BOQ to one single bidder. The rate quoted by the successful bidder(s) will be **valid for a period of 12 months from date of issue of Purchase Order(s)**. Institute may issue additional Purchase Order(s) for any items of BOQ to the respective successful bidder(s) within the said period.
- c. The withdrawal/non quotation of any slab/item rates after opening of tender will render entire tender invalid and forfeiture of the Earnest Money Deposits.
- d. Tolerance for all items and measurement should be + / - 0.5 %

13. The pre-inspection/post inspection:

The Institute may pre inspect the premises of the supplier and select the raw material and also check workmanship.

14. Terms of Execution:

The Bidders shall be responsible for all losses and damages from any cause whatsoever while the supply or is in the course of transit to the Institute. The cost of the transit insurance and transport should be borne by the successful Bidder.

Before bidding, the Bidder may visit the site, at their own cost, to satisfy themselves about the local conditions and constraints and other matters. The Bidder shall be presumed to have carefully examined General Terms and Conditions, Technical Specifications, BOQ etc. and have fully acquainted themselves with all details of site location, work front, site constraints, communications, underground utility services, materials, labours, water supply position, electricity and any other general information pertaining to and needed for the work to be completed within stipulated period, and shall quote accordingly taking all these factors into account. No claim whatsoever on the ground of insufficient knowledge about the work site or local condition will be entertained.

15. Sample verification:

After the opening of technical bid, bidder shall be asked to provide a set of sample of the quoted Tracksuit-Set within the stipulated time. Bidders are requested to make sure that the same must be delivered immediately within the dead line that should be mentioned in the technical bid opening summary. Any manual communication may not be done. Price bid shall be opened only for the bidder who will qualify in technical bid and sample verification only.

16. Arbitration Clause:

In event of any dispute the arbitration sitting shall be in Kolkata jurisdiction only.

ANNEXURE- III

INSTRUCTION FOR TECHNICAL BID:

The Bidder should fill the following Proforma with the correct information based on the enclosed supporting document along with the Undertaking and upload the same in the designated folder in technical cover as mentioned.

*Name of the Bidder : _____			
*Office Address: _____			
*Email ID : _____ *Contact No. : _____			
Serial No	Particulars	Details	
1	Nature of Concern (i.e. Proprietor /Partnership firm / Company Or State/Central Govt. / Autonomous Body/PSU etc). Please enclose Documentary evidence e.g. Registration/Incorporation Certificate etc.		
2	Details of EMD submitted (transaction details of online payment) <i>(Enclose proper documents if Exempted)</i>		
		<u>(Yes/No)*</u>	<u>Enclosure/ File Name</u>
			<u>Page No</u>
3	Whether each page of Tender Document and its Annexures, have been signed stamped and enclosed?		
4	Whether ready to supply Goods/Items within the period of delivery		
5	Whether the Bidder is black listed for supplying any item by IISERK or Govt. concern or otherwise penalized? (Attach declaration on organization letter head)		
6	Whether Bidder has submitted proof dealer base / manufacturing unit / authorized service centre in West Bengal as applicable along with Technical Bid?		
7	Whether the Bidder has submitted catalogue/brochures and photograph etc. in respect of the similar products /items offered along with Technical Bid?		
8	Whether Bidder has submitted legible copies PAN/TIN, Service Tax Registration certificate and GST Registration Certificate with Technical Bid?		
9	Whether Bidder has submitted Income Tax Return for last three financial years		

10	Whether Bidder has submitted proof of successfully supplied similar kind of Goods/Items to any Central /State Govt. Department/University/Institute of National Importance. As documentary proof, copies of Purchase/Work Orders and their respective completion certificates should be uploaded			
11	Whether the bidder is agreed to provide the sample of the TRACKSUIT SET?			

*Please mention YES/NO. In case of YES, supporting documents must be submitted.

Date:

Name of the Authorization Signatory

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Designation.....

Place:

ANNEXURE- IV

(UNDERTAKING)

(To be printed on the letter-head of Bidder)

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed purchase order of Goods/Items items and shall abide by them.
2. I/We undertake that I/We have understood “All the terms and conditions and Annexure” mentioned in this Tender, and shall conduct the supply of the Goods/Items strictly as per these “All the terms and conditions and Annexure.”
3. I/We undertake that the information given in this Tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We undertake that the materials to be supplied will be in accordance with specifications given in the Annexure V to the Tender Document and I/we shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the materials supplied is found substandard. We also undertake to incur the costs necessary for the tests or any other certification required by the Institute to confirm the compliance of the product with the specifications cited in the Notice for Tender.
5. I/We undertake that all items to be supplied within 10 days from the date of issue of Purchase Order.

Date:

Name.....

Designation.....

Place:

Name of the Bidder

INSTRUCTION FOR FINANCIAL BID:

The bidder should put their quotation in the downloaded BOQ Template (.xlsx File) without tampering the BOQ Template and should upload the same in designated financial cover only. If it is found that the financial bid has been disclosed along with the technical bid, the bid will be summarily rejected. The details of items for which rate us to be quoted is given below.

Bill of Quantity (BOQ) Kolkata

(The quantity may be increase or decreases in the actual purchase order as per our Requirement)

SL NO	SIZE	SPECIFICATION	QTY (NOS.)	BIDDER REMARKS	
				HSN CODE	BIDDER COMPLIANCE
1	S	<u>TRACK-SUITS Specifications:</u> <ul style="list-style-type: none">• Fabric (Composition) Polyester• Percentage of blending (in case of Blended Fabric) Polyester 65% Cotton 35%	65		
2	M	<ul style="list-style-type: none">• Mass (gram per square mtrs) 140 grams• Fabric Construction Woven• Weave (In case of Woven Fabric) Plain• Knitting (In case of knitted Fabric) Interlock Knitted• Raising at inner side of Main Fabric	49		
3	L	<ul style="list-style-type: none">• Upper Lining• Lower Lining• Lining material 100% Polyester Mesh• Upper provided with Piping• Lower provided with Piping	34		
4	XL	<ul style="list-style-type: none">• Side Pocket Closure with slide fastener-Upper• Number of Pockets (Lower) 2 side pockets• Colour of Mesh Lining same as colour of the base fabric• <i>Agree to provide Advance Sample(s) for buyer's approval before commencement of supply ****</i>• <i>Colour should be Dark Blue/Or Black</i>	12		

Date:

Name.....

Designation.....

Place:

Name of the Bidder