

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15 NITTFEST CONVENER

Web : www.nitt.edu

Phone : 0431-2503041



TENDER DOCUMENT

Tender Notification No.: **NITT/NITTFEST/2012/T-Shirt**

Dated: **20.02.2012**

Name of the component : Round-neck T Shirt

Quantity required : 5000 Nos.

EMD Amount : Rs.12,000/-

Delivery : Within one week from date of purchase order

Last Date of submission of Tender : **12.03.2012 upto 3.00 p.m.**

Address for submission of Tender : Dr. K. Sankaranarayananasamy
Convener (NITTFEST 2012)
National Institute of Technology
Tiruchirappalli – 620015
Mobile: 9486001114 / Phone: 0431-2503041

Date of opening of bid : **12.03.2012 at 3.30 p.m**



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

NITTFEST CONVENER

Tender Notification No.: NITT/NITTFEST/2012/T-Shirt

Dated: 20.02.2012

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 Quotations under **two 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 : Round-neck T Shirt

Quantity required : 5000 Nos.

EMD : Rs.12000/-

Time for completion of supply after placing purchase order : Within a week from receiving purchase order

Last Date of submission of Tender : **12.03.2012** upto 3.00 p.m.

Tender to be submitted at the following address : Dr. K. Sankaranarayananasamy
Convener (NITTFEST2012)
National Institute of Technology
Tiruchirappalli – 620015
Mobile: 9486001114 / Phone: 0431-2503041

For Round-neck T-shirt, the quotation should be given in one cover.

Place, Date and time of opening of bid :

Date: **12.03.2012** Time: **3.30 p.m** Venue : **Dean (R&C) office/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.

SECTION : 1 INSTRUCTION TO BIDDER

1. The bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.

1.1 *Bids are to be submitted under two cover system.*

Cover 1:

The cover 1 shall be superscribed as 'Technical cover' duly indicating the Tender reference No. and the due date of opening for the supply of "NITTFEST- 2012/ ROUND-NECK T-SHIRTS " .

Cover 1 should contain the following:

- a. *EMD - Earnest Money Deposit (EMD) is to be remitted by way of Demand Draft drawn on any Nationalized bank in India by Demand Draft drawn on any scheduled bank in favour of "The Director, NIT, Trichy" payable at Trichy should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.*
- b. *Technical pamphlets*
- c. *Detailed technical specification*
- d. *The agency should furnish copy of license certificate for manufacture/supply of the item.*
- e. *The agency should furnish Income Tax PAN number*
- f. *Remedy for defective items should be specified.*
- g. *Duly filled up technical questionnaire, if any*
- h. *Duly filled up deviation schedules to technical specification*
- i. *Copy of supply orders completed during the last three years ending 31-12-2008.*
- j. *If the prices are revealed in the cover 1, the offer will be summarily rejected*

1.2 Cover 2:

Cover 2 should contain the following

Cover 2 shall contain Price only and shall be superscribed as 'Price Cover' duly indicating the Tender Reference No. and the due date of opening.

Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1 and Cover 2) should be sealed individually with the sellers's distinctive seal and superscribed with the tender reference no. and due date of opening. Both the inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and superscribed with the tender reference no. and due date of opening.

Mention "Kind Attention:Dr. K. Sankaranarayananasamy, (Dean, Students Welfare), Convener (NITTFEST 2012)", and submit at the address given in the Notice Inviting Tender.

Cover 1 will be opened on the scheduled date and time mentioned in the tender enquiry. Cover 2 of the technically and commercially suitable offers alone will be opened on the same date (i.e.12.3.2012) at a later time which will be intimated to the qualified bidders.

*The Institute reserves the right to place the supply order either for Round neck T-shirts or Collar neck T-shirts according to the need of this institute. **One sample each for Small, Medium, Large and Extra-Large size of men's round neck type T-shirts with one of the sample size printed, should be produced on the date of opening (i.e. 12.03.2012 at 3.30 p.m) of Tender (NITT/NITTFEST/2012/T-Shirt) by the bidder, failing which the bid will be summarily rejected.***

2. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting Tender in this cover. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
3. The tender will be acceptable only from the manufacturers or its authorized supplier.
4. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
5. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting Tender.
6. The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered in good condition.
7. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
8. **Release of EMD:** The EMD shall be released after finalization/release of the Purchase order.
9. **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.
10. **Imports:** In case, goods are to be imported, the Indian agent should furnish authorization certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.
11. **Clarification of Tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
12. **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.
13. ***The Institute may at its own discretion extend the last date for the receipt of bids.***
14. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

- 15. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
- 16. The bidder should give the following declaration while submitting the Tender.

DECLARATION

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 full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder :

Name and Designation :

Business Address :

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Place :

Date :

Seal of the Bidder's Firm

- 18. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION : 2 CONDITIONS OF CONTRACT

1. The rates should be quoted in Indian Rupee F.O.R.NIT, Trichy for supply within India.
2. In case of import both CIF and / or FOB rate should be quoted. All components of expenditure to arrive at Chennai need to be explicitly specified.
3. The bidder shall indicate the excise duty exemption for the goods if applicable
4. The Institute is eligible for customs duty and excise duty exemption.
5. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
6. Rate quoted should be inclusive of transport charges.
7. **Payment**: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier. In case of imports, the payment will be made through LC after installation and performance security need to be submitted at the time of LC commitment.
8. The remedial action to be taken on delivering defective items should be clearly mentioned.
9. Period required for the supply of item should be specified conforming to the section 3 of this tender document.
10. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
11. **Delivery**: The printed T-shirts (as per the purchase order schedule) should be delivered within the given deadline i.e. one week from the day of issue of purchase order at the following address:
Dr. K. Sankaranarayananasamy,
Convener (NITTFEST 2012),
Office of Dean (Student Welfare),
National Institute of Technology,
Tiruchirappalli – 620015.
Phone: 0431-2503041

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

SECTION: 3 SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Name of the Component to be procured : **Supply of Round-neck T Shirt for NITT**

Specifications : **As per annexure**

Quantity : **5000 Nos.**

Delivery schedule expected after release of purchase order (in weeks) : **Within one week from date of purchase order**

EMD (in Rupees) : **Rs. 12,000/-**

SECTION: 4 PRICE SCHEDULE

[To be used by the bidder for submission of the bid]

- 1. Component Name : Round neck T-shirts
- 2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary) :
- 3. Currency and Unit Price (exclusive of tax) : Round neck T-shirt(Cost per T-shirt)-
- 4. Quantity : Round neck T-shirts-5000
- 5. Total cost (Sl.No.3 & Sl.No.4) (in Indian Rupee) (exclusive of tax) : Round neck T-shirts-
- 6. Taxes and other charges :
 - (i) Specify the type of taxes and duties in percentages and also in figures
 - (ii) Specify other charges in figures
- 7. Delivery Schedule (confirming to the Section 3 of Tender document) :
- 8. Name and address of the firm for placing purchase order :
- 9. Name and address of Indian authorized agent (in case of imports only) :

Signature of the Bidder :

Name and Designation :

Business Address :
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.....

Place :

Date :

Seal of the Bidder's Firm

SECTION: 5 CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. {Name of the Supplier's Firm) hereby abide to deliver theby the delivery schedule mentioned in the Section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

Signature of the Bidder :

Name and Designation :

Business Address :

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Place :

Date :

Seal of the Bidder's Firm

ANNEXURE

- 1.Name of item : Round-neck T-shirt
2. Specification : 200 GSM
3 colours for any one size (excluding T-shirt basecolor)
Unbranded (Not Reebok, adidas etc.)
T-Shirt base colour: white for round neck T-shirt.
3. Material : Cotton
4. Quantity to be supplied : 5000 Nos.
5. Size Specifications :
- a. Men

	Small	Medium	Large	Extra large
Chest	19	21	23	24
Length	25	28	29	31
Sleeve Length	8	9	9	10
Shoulder	18	20	22	23

b. Women

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

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