

## **TENDER DOCUMENT**

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**P. O.: NIT, JAMSHEDPUR- 831014**  
(An Institution of National Importance under Ministry of HRD, Govt. of India)



### **RATE FOR UNIFORM STITCHING CHARGES**

**Tender Notice No. NITJSR/SPS/UNIFORM/2017/05/CD/2807 Dated:14/12/2017**

LAST DATE OF SUBMISSION OF TENDER: : 04/01/2018 UP-TO 05.00 P.M.

DATE OF OPENING OF TENDER: 08.1/2018 AT 03.00 P.M.

Address for submission of Tender:

Registrar  
National Institute of Technology  
Jamshedpur-831014

Telephone No :(91) +0657-2373629, 2374216

web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in)

Fax No. :(91) +0657- 2373246

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PREPARED BY: STORE & PROCUREMENT SECTION , NIT, JAMSHEDPUR



**NATIONAL INSTITUTE OF TECHNOLOGY**  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
**P.O.: NIT, JAMSHEDPUR, (JHARKHAND) -831014**

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## **RATE FOR UNIFORM STITCHING CHARGES**

**Tender Notice No. : NITJSR/SPS/UNIFORM/2017/05/CD/2807 Dated:14/12/2017**

### **TENDER NOTICE**

National Institute of Technology Jamshedpur intends to **RATE FOR UNIFORM STITCHING CHARGES** for **118 nos** Male & Female staff members. Reputed Firms are invited to submit their offer for Uniform 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](http://www.nitjsr.ac.in) or from the office of the Central Store Section, NIT Jamshedpur in person on any working day up to up to 04/01/2018 in between 9.00 AM to 5.00PM.

Last date for submission of Tender . 04/01/2018 upto 05.00PM

Opening of Tender . 08/01/2018 at 03.00 PM

Registrar (I/C)  
NIT Jamshedpur

Copy to:

1. Institute Notice Board NIT Jamshedpur/News Papers.
2. Institute website: [www.nitjsr.ac.in](http://www.nitjsr.ac.in) for broad circulation.
3. Hindustan (Hindi) News Paper Jamshedpur

## **INSTRUCTIONS TO THE BIDDERS**

### **General:**

1. The tender documents can be downloaded from the institute website **www.nitjsr.ac.in** and can also be obtained from the Central Store Section, NIT Jamshedpur on working day (up to 04/01/2018 at 5.00 Hrs.)
2. Bidders may be participated for any or all categories mentioned in Tender Documents but bid must be submitted in prescribed documents in sealed. & the rates of item should be quoted, full quantity and as per Technical specification.
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.
  - I. Cover 1(**Technical Bid**) shall be superscribed 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. GST Registration Certificates
    - d. Income Tax /PAN Registration Certificates
    - e. Copy of supply orders/work order completed during the last three years ending 31-03 2017.
    - f. Required EMD as specified in **Mode of Submission of Tenders (para -2)**
  - II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No. Due date of opening and the respective category.
  - III. Cover 1 and Cover 2 should be sealed individually and superscribed 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 superscribed with the tender reference no. Due date of opening & category and submit to the Registrar National Institute of Technology, P.O.: RIT, Jamshedpur-831014
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:**

1. Tenders along with samples in a sealed cover should be addressed to the **Registrar, National Institute of Technology, P.O.: NIT, Jamshedpur-831014** must reach on or before 04.01.2018 by 05.00 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.
2. The offers must be accompanied with an Earnest Money Deposit (EMD) of **Rs. 3000/** (Rs three Thousand Only) for **UNIFORMS STITCHING CHARGES**

3. The EMD should be in the form of Demand Draft/ Bank Guaranty (BG) from any scheduled bank in INR, drawn in favour of NIT Jamshedpur, and payable at State Bank of India, NIT Branch, (Code-1882) Jamshedpur. The EMD should remain valid for a period of 90 days.
4. EMD of unsuccessful bidders will be returned within one month of tender evaluation on submission of receipt challan. No interest is payable on EMD. The Tenders received without EMD are liable to be rejected.
5. Withdrawal is not allowed after submission of tender. EMD of the successful bidders who fail to honor the exceptions of purchase order with prescribed terms & condition shall stand forfeited. No representation in this regard shall be entertained by this Institute.
6. EMD of the selected successful bidder will be refunded on after successful compliance of Purchas/work order.

#### **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 and 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.

#### **Discretion**

In all matters of dispute the decision of the Director, NIT Jamshedpur shall be final and binding on the bidders.

## **SPECIAL GUIDELINE TO THE BIDDERS UNIFORM 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 %SAMPLESqwith 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 Notice No. : NITJSR/SPS/UNIFORM/2017/05/CD/2807  
Dated:14/12/2017 for UNIFORM STITCHING CHARGES

I, \_\_\_\_\_ of M/S.....  
here by agree on the acceptance on this tender by you, to supply/work 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. Details of Registration \_\_\_\_\_

6. Field of Specialization; \_\_\_\_\_

7. GST Registration \_\_\_\_\_

8. Income Tax Registration No. \_\_\_\_\_

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

20014-15 Rs \_\_\_\_\_

2015-16 Rs \_\_\_\_\_

2016-17 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. : NITJSR/SPS/UNIFORM/2017/05/ CD/2807 Dated: 14/12/2017 for UNIFORM STITCHING CHARGES

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: ò

Designation: ò

**ANNEXER “III”**

**FINANCIAL BID FOR UNIFORM STITCHING CHARGES**

**TENDER FORM (FINANCIAL BID)**

To,

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

Sir,

Sub: Financial Bid against Tender No. :NITJSR/SPS/UNIFORM/2017/05/CD/2807 Dated:  
14/12/2017 for UNIFORM STITCHING CHARGES

Sl. No	Item	Unit	Rate Rs.	Quantity	Total Amount Rs.
1.	Shirt [Terricot, sky blue, stitched, one pocket without cover]	Each		140 no.	
2.	Full Pant [Terricot, navy blue blue, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace ]	Each		140 no.	
3.	Shirt [Terricot, khaki, stitched, two pocket with cover, shoulder flap]	Each		64 no.	
4.	Full Pant [Terricot, khaki, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		64 no.	
5.	Shirt [Terricot, white, stitched, one pocket without cover]	Each		12 no.	
6.	Full Pant [Terricot, white, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace ]	Each		12 no.	
7.	Petticoat: [ Long cloth, Colour . white ]	Each		40 no.	
8.	Blouse:			40 no.	



	[Rubia/cotton , Colour . Navy Blue]	Each			
9.	Woollen buttoned up full sleeves coat [Navy blue , stitched,. two side pockets with cover one inside pocket ]	Each		76 no.	
10.	Woollen Full Pant [[Navy blue, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		76no.	
11.	Woollen buttoned up full sleeves coat [Khaki, stitched,. two side pockets with cover one inside pocket ]	Each		32 no.	
12.	Woollen Full Pant [Khaki, stitched, two side pockets, one back pocket, one inside pocket with provision of belt bocklace]	Each		32 no.	
13.	Woollen full sleeves leadis coat [Navy Blue, stitched, two side pockets one inside pocket ]	Each		10 no.	
				Total Rs.	

Total cost in words. Rs. 0 .

I here by 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: 0

Designation: 0

Business Address: 0

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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.

The Prices are to be quoted in Indian National Rupee (INR) in figures and words. In case of discrepancy, the rate quoted in words will be taken as valid. Over-writing /over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the bid invalid.

2. **Delivery schedule:** The bidders may please note that the delivery of the items/ completion of work should be within 60 days from the date of placing of purchase order unless specified other wise in the terms of the bidder.
3. **Validity of bids:** The rate quote should be valid for a minimum of 180 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. Receipt of the Order should be acknowledged within a week.
11. In case of dispute, the matter will be subject to Seraikella-kharsawan, Jharkhand Jurisdiction only.
12. **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.