



**INDIAN MARITIME UNIVERSITY
KOLKATA CAMPUS
P-19, Taratala Road
Kolkata 700 088
Phone: (033) 2401 4673, 74, 76, 77, 78**

**TENDER FOR
SUPPLY OF UNIFORM TO THE CADETS OF
IMU-KOLKATA CAMPUS**

TENDER NO. IMU-KC/UNIFORM/01/17-18

Cost of Tender Form: Rs. 1000/- For each package

Last time & date for submission: 1430 hrs on 29.06.2017

TENDER DOCUMENT

TENDER FOR SUPPLY OF UNIFORM TO THE CADETS OF INDIAN MARITIME UNIVERSITY - KOLKATA CAMPUS

SL. NO.	CONTENT	PAGE NO.
1.	Notice Inviting Tender	3
2.	Section-I General Rules and Directions for the Guidance of the Bidders	4
3.	Section -II Instruction to Bidders	8
4.	Section -III Specification of Materials and Works	14
5.	Section -IV General Terms and Conditions	21
6.	Section -V Forms Format	22
7.	Section -VI Technical Bid format	25
8.	Section VII Format of Finance/Price Bid	27

Notice Inviting Tender (NIT)
Tender No: IMU-KC/UNIFORM/01/17-18

Indian Maritime University, Kolkata Campus, invites sealed tenders, from qualified Suppliers for Rate Contract for one year for the Supply of Uniforms and Accessories Under **Two- Cover System**.

Name of the Work : Supply of Uniforms to the Cadets of IMU Kolkata Campus

EMD :

- (i) EMD of Rs. 1,07,000.00 (Rupees One Lakh Seven Thousand only) for Package 'A'-Stitched Uniform
- (ii) EMD of Rs. 68,000.00 (Rupees Sixty Eight Thousand only) for Package 'B'-Uniform Accessories
- (iii) EMD of Rs. 46,000.00 (Rupees Forty Six Thousand only) for Package 'C'-Shoes
- (iv) EMD of Rs. 37,000.00 (Rupees Thirty Seven Thousand only) for Package 'D'-Sports Uniform

Tender Document available : From 08.06.2017 to 29.06.2017

Last date of submission : 29.06.2017 upto 1430 Hrs.

Cost of Tender Document : Rs 1000/- for each package of Uniform Items

Opening of Technical Bid : 29.06.2017 at 1500 Hrs.

For details visit our website : www.merical.ac.in

Campus Director

Section 1. General rules and directions for the Guidance of the Bidders.

1. Introduction

The Indian Maritime University Kolkata Campus - P-19, Taratala Road Kolkata 700 088 (herein referred to as the Employer), the 'Employer' a body established by an Act of Parliament (Indian Maritime University Act -22 of 2008) invites tender for supply of uniforms to the Cadets at IMU kolkata campus.

1.1 Availability of Tender Document.

The Tender Document can be downloaded from the IMU Kolkata Campus website www.merical.ac.in and to be submitted along with the tender document fee of Rs.1000/- (non-refundable) for each Package through DD drawn in favour of "Indian Maritime University-Kolkata Campus" payable at Kolkata.

1.2 Submission.

The Tender shall be submitted in the prescribed format as hand delivery / by Registered Post/ Speed Post, so as to reach the **The Director, Indian Maritime University-Kolkata Campus P-19, Taratala Road Kolkata 700 088** by 1430 hrs on or before **29.06.2017**.

1.3 Opening Date.

The tender (*Technical bid*) will be opened in the presence of authorised representatives of the bidding firms at 1500 hrs on 29.06.2017 at Indian Maritime University - Kolkata Campus, P-19, Taratala Road Kolkata 700 088.

1.4 Scope of Tender.

- a) The required uniform sets are of different measurements. Successful bidder should make arrangements to take measurement of different sizes of uniforms of male and female cadets within working hours (10.30 am to 5.30 pm) at their own cost with prior permission and to deliver the Stitched Uniforms, Uniform Accessories, Shoes, Sports Uniforms within the time frame stipulated in the tender.
- b) Measurements for stitching of uniforms should be completed within 07 days from the date of issue of Purchase Order by the University.
- c) The Bidder should supply the stitched uniform sets of different sizes strictly as per the cloth and stitching specifications.
- d) The uniforms are to be supplied at Indian Maritime University, Kolkata Campus , P-19 Taratala Road, Kolkata – 700088.
- e) The Bidder shall arrange themselves all tools & tackles, machines, labour, transportation and the consumables required for stitching the uniforms.
- f) All the complete uniforms shall have the tag of student's number and be neatly packed in transparent polythene bag. The contents of the tag should be visible outside so that without opening the polythene bag, the contents can be verified (read/seen).

g) Stitching requirements:

- i) The thread, button, canvas & lining used for stitching uniforms should be of very good quality.
- ii) The quality of stitching should be neat and have fine finishing and the stitching should last longer atleast for a minimum period of two years.
- iii) Good quality of zip for the trousers shall be used and such zips should last longer atleast for a period of two years. If it fails within a period one year, it shall be replaced and stiched free of cost by the bidder. The Bidder shall also provide a good quality of gripper.
- iv) Wrong measurement or exchange of measurements of students resulting in the uniform becoming unfit to wear, shall attract replacement of new stiched uniform from the bidder at his/her own cost.
- v) 2 extra buttons for the shirt, to the button strip of the shirt from inside shall be attached.

1.5 Eligibility Criteria

i) The intending Bidder must have three years of experience in supplying (*items referred in each Package*) to Departments / Ministries of the Government of India/ PSUs / Corporate Sectors / Educational Institutions / any other reputed organisations.
(*Mode of Proof:* Copy of Work Order/ Contract showing that the Bidder had in similar business for the last 3 years.)

ii) The Bidder during past 3 years should have executed for each Package:

(a) Three similar jobs each costing not less than the amount equal to 40% of the estimated cost.

OR

(b) Two similar jobs each costing not less than the amount equal to 50% of the estimated cost.

OR

(c) One similar job each costing not less than the amount equal to 80% of the estimated cost.

(*Mode of Proof:* Attested copy of Work Order/ Contract showing that the Bidder had in similar business for the last 3 years.)

“Similar Job” means supply of *items referred in each Package* to State /Central Government / State /Central Government undertakings or Educational Institutions etc as referred above in this clause.

iii) The bidder shall not have been black listed by the Departments / Ministries of the Government of India/ PSUs / Corporate Sectors / Educational Institutions / any other reputed organisations.
(Declaration has to be submitted by the bidder).

iv) The bidder should have a valid Income Tax Registration Number / PAN.

[Mode of Proof: Copy of the PAN Card to be produced]

Documentary proof (Mode of Proof) for meeting eligibility criteria shall be enclosed with the tender in notarised/self attested and shall include certificates on timely completion.

1.6 Earnest Money Deposit

The bidder shall have to pay the Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of The Indian Maritime University Kolkata Campus on any nationalised bank payable at Kolkata along with the Technical Bid as given below:

- (i) EMD of Rs. 1,07,000.00 (Rupees One Lakh Seven Thousand only) for Package ‘A’-Stitched Uniform
- (ii) EMD of Rs. 68,000.00 (Rupees Sixty Eight Thousand only) for Package ‘B’-Uniform Accessories
- (iii) EMD of Rs. 46,000.00 (Rupees Forty Six Thousand only) for Package ‘C’-Shoes
- (iv) EMD of Rs. 37,000.00 (Rupees Thirty Seven Thousand only) for Package ‘D’-Sports Uniform

Tender not accompanied by EMD shall be rejected and no other form of payment will be accepted.

Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-KC will be summarily rejected. However, exemption from EMD may be considered by IMU-KC only upon written request enclosed with the technical bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.

1.6.1 Refund of EMD:

The EMD of the Bidders who are not qualified under Cover-1 will be returned within one month from the date of return of their unopened Cover –II. No interest will be allowed on the earnest Money.

The EMD will be refunded to all the bidders other than the three lowest technically qualified Bidders within one month from the date of opening of Price Bid (Cover -II).

The EMD of the two bidders other than the bidder whose offer is accepted will be refunded within a period of one month after finalisation of award of contract.

The EMD of the successful bidder will be refunded only after the remittance of Security Deposit in any manner as aforesaid.

1.6.2 Forfeiture of EMD.

The EMD will be forfeited in the following cases:

- a) If the bidder withdraws the tender after opening.
- b) If the successful bidder fails to submit the Security deposit within 15 days from the date of issue of Purchase Order.

1.7 Security Deposit

The successful bidder shall deposit a sum equal to 5% of the value of the accepted tender with Indian Maritime University - Kolkata Campus (IMU-KC) within 15 days of the date of issue of Purchase Order as Security Deposit in the form of Demand Draft from any nationalised bank drawn in favour of “Indian Maritime University-Kolkata Campus” payable at Kolkata.

1.8 Turnover

If the successful bidder fails to submit the Security Deposit within the time allowed, IMU-KC may at its discretion cancel the Purchase Order and forfeit the EMD furnished along with the tender. The Security Deposit amount of 5% of the contract value so deposited, will be refunded within 60 (sixty) days from the date of expiry of the contract to the bidder. In case Security Deposit amount falls short on subsequent order, the bidder must deposit the differential amount of Security Deposit within 10 days of subsequent order. Security Money will not carry any interest.

The bidder must have a minimum average turnover annually during the last preceding three years as given below:

- i) Rs. 35,44,800.00 (Rupees Thirty Five Lakhs Forty Four Thousand Eight Hundred only) for Package 'A'- Stitched Uniform
- ii) Rs. 22,62,000.00 (Rupees Twenty Two Lakhs Sixty Two Thousand only) for Package 'B'- Uniform Accessories
- iii) Rs. 15,12,500.00 (Rupees Fifteen Lakhs Twelve Thousand Five Hundred only) for Package 'C'- Shoes
- iv) Rs. 12,30,800.00 (Rupees Twelve Lakhs Thirty Thousand Eight Hundred only) for Package 'D'- Sports Uniform

All bidders should submit annual turnover certificate from a Chartered Accountant with Registration No. as per the format given under Clause 2.5(f) of Instructions to bidders.

All bidders should also submit copies of Audited statement of Accounts for the last three years ending 31 March, 2016 along with the tender documents. In case of exemption from the requirement of Audit of statement of Accounts, necessary certificate should be provided.

2.19 Income Tax Return for last three previous years ending 31st March, 2016 should also be furnished.

1.9 Delivery period.

All stitched Uniforms, Shoes, sports and the Uniform Accessories should be delivered within 45 (Forty Five) days from the date of taking the measurement of the available cadets at Indian Maritime University-Kolkata Campus. The measurement must be completed within 07 days from the date of Purchase Order issued to the successful bidder. Indian Maritime University - Kolkata Campus may place Order in phased manner during the rate contract period depending upon the requirement.

1.10 Payment Terms

100% payment shall be made on successful supply of uniforms and accessories after certifying by authorized person of Indian Maritime University - Kolkata Campus. The payment will be made by bank transfer (NEFT), only after complete supply of all items.

1.11 Duration of the contract period.

The contract will be awarded to the successful bidder and its validity period is 1 (one) year from the date of Purchase Order issued initially. Director, IMU Kolkata has the sole discretionary power for the extension of the work by another year based on the satisfactory performance of the bidder/bidders with the same rates, terms and conditions of the initial contract.

1.12 Validity of offer.

The offer should remain valid for a period of **90 days** from the last date of submission of the tender.

1.13 Corrigendum/Addendum/Extention

Any corrigendum/Addendum/Extention if required in the tender document will be displayed in the web-site.

1.14 Clarification / Information.

Any clarification / information can be obtained from the Deputy Registrar (dradmin.kolkata@imu.ac.in), IMU - Kolkata Campus and also available in IMU-KC website (www.merical.ac.in).

Section –II Instruction to Bidders .

2.1 Tenders should be submitted in sealed tamper proof cover superscribed with the name of the work. All pages of tender documents, conditions, corrigendum, if any, and drawings etc shall bear the signature of the Bidder at the lower right hand corner. The tender should bear the full signature of the bidder or if the bidder is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney(as per Form II) on behalf of such bidder and in case the bidder is a Private Ltd or Public Ltd Company by any competent/authorised person duly authorised by an official not below the rank of Director or Chief Executive or the Board. Any corrigendum or addendum will also form the part of the tender document and will have to be submitted by the bidder with the tender.

2.2 Bidder should quote their price bid for each item in the prescribed format only. The rate quoted must be legible, written in computer or type written or neatly hand written both in words and figures. In case of discrepancy, the amount written in word will prevail. Price quoted should include taxes, duties, testing charges, packing and freight and to be kept firm till execution of order in full. No escalation is allowed during the period of contract.

2.3. The bidders will be responsible to bind himself to the terms and conditions along with the corrigendum, if any, and specification of the tender once submitted by him.

2.4 The Bidders are to submit Bid (Technical & Price) grouped under four Packages separately as under:

- => *Package A – Stitched Uniforms,*
- => *Package B – Uniform Accessories,*
- => *Package C – Shoes,*
- => *Package D - Sports Uniforms.*

Bidders should submit their bids package wise as the tenders are issued Package wise. A bidder may quote for one or more Package. Where the bidder quotes for more than one Package, he should submit his bids separately for each Package considering each Package as a separate tender. Moreover in bidding for a Package / more than a Package, bidding should be for items of entire Package and not for part item in the package.

2.4.1 Bidders are required to submit two separate Bids i.e. ***Technical and Financial for each Package separately*** as per prescribed proforma. The two Bids should be submitted in two separate sealed envelopes superscribed `Technical Bid' (Cover-1) with package name for Supply of Uniforms to the cadets of IMU –Kolkata Campus and **Financial Bid/Price Bid'** (Cover-2) with package name for Supply of Uniforms to the cadets of IMU –Kolkata Campus. Both the above said sealed envelopes should be put in a third envelope sealed and superscribed "Tender for Supply of Uniforms to the Cadets of IMU - Kolkata Campus".

2.5 Cover 1 : Technical bid shall include

- a) Photocopy of PAN Card
- b) Photocopy of registration with appropriate Sales Tax authorities /TIN (Tax Identification Number)
- c) Photocopy of VAT No or similar number issued by other State Governments
- d) Photocopy of Trade License issued by Competent Authority

e) Duly filled in tender document including all relevant details and certificates. (Except price schedules.)

f) Turnover for last three years ending 31st March, 2016 certified by a Chartered Accountant (duly filled in following Format).

(Rs. In Lakhs) Financial Year	Turnover in Rupees
2013-14	
2014-15	
2015-16	

Audited Financial Statement for the last three years ending 31March, 2016 should also be furnished.

g) Experience Certificate of Supplier from the Govt and other organisations in the following format (Mode of Proof to be attached)

Sl. No.	Description of the work	Name of the client	Name, Address & Contact No. of the Client for whom the work was carried out	value of the work	Period of the work	Mode of Proof
1						
2						
3						

h) **Samples of each item mentioned in price bid:**

The bidder is required to submit single sample of each item provided in the price bid along with the Technical bid in a separate envelope/box as **per specification in Section III**. Samples must be labelled with the Bidder's name, address, respective specification and Sl. No. of the item of the Package.

In case bidder fails to submit the samples of the quoted items along with offer, the offer is liable for rejection technically without any further correspondence. The samples will be examined by the Tender Committee before opening of the 'Price Bid'. IMU-KC may reject the bids of the firms whose samples do not conform to expected standard/qualities/specifications etc. As determined by IMU-KC.

i) The EMD as prescribed in Clause No. 1.6 should also be furnished with the Technical Bid.

2.6 Cover 2 : Financial Bid/Price Bid

PRICE SCHEDULE duly filled in (both in figures and words) in the prescribed Format given in Schedule VII to be submitted in a Separate Envelope superscribed "**Financial Bid** for Supply of Uniforms to the Marine cadets of IMU – Kolkata Campus".

2.7. Outer envelope: This will include

- Covering letter as per FORM I
- Technical Bid (Cover – I) – Separate for each package
- Financial/Price Bid (Cover - II) - Separate for each package

2.8 The sealed outer envelope of the tender shall be addressed to;

**Director,
Indian Maritime University,
Kolkata campus,
P-19, Taratala Road Kolkata 700 088.**

All communication with regard to tender should also be made in the above address.

2.9 The completed tender should also be submitted before 1430 hrs on 29.06.2017 at the above address.

2.10 The IMU - KC, in exceptional circumstances and in its own discretion reserves the right to extend the tender due date by issuing a corrigendum.

2.11 IMU - KC reserves the right to cancel or withdraw the tender at any time. IMU-KC also reserves the right to reject any or all tenders without assigning any reason, thereof.

2.12 Tenders sent by Fax/E-mail and those received after the prescribed date and time will not be entertained.

2.13 The Tender Documents should be typewritten / computerized or neatly handwritten and each page of the tender document should be signed by the bidder.

2.14 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting.

2.15. The Bidders are advised not to attach superfluous/additional information beyond the requirements or related to the Bid. No information will be entertained after technical bid is submitted, unless it is called for by IMU-KC.

2.16. Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2.17 Proof of Registration of the bidder under relevant law, such as Companies Act, and / or Shops & Establishment Act, etc. has to be submitted. For partnership firms, full name and address of each partner along with certified copy of registered partnership deed, copy of trade license should be furnished. For proprietorship firms, full name and address of proprietor along with copy of trade license should be furnished.

2.18 The bidder must have a minimum average turnover annually during the last preceding three years as given below:

- (i) Rs. 35,44,800.00 (Rupees Thirty Five Lakhs Forty Four Thousand Eight Hundred only) for Package 'A'- Stitched Uniform
- (ii) Rs. 22,62,000.00 (Rupees Twenty Two Lakhs Sixty Two Thousand only) for Package 'B'- Uniform Accessories
- (iii) Rs. 15,12,500.00 (Rupees Fifteen Lakhs Twelve Thousand Five Hundred only) for Package 'C'- Shoes
- (iv)Rs. 12,30,800.00 (Rupees Twelve Lakhs Thirty Thousand Eight Hundred only) for Package 'D'- Sports Uniform

All bidders should submit annual turnover certificate from a Chartered Accountant with Registration No. as per the format given under Clause 2.5(f) of Instructions to bidders.

All bidders should also submit copies of Audited statement of Accounts for the last three years ending 31st March, 2016 along with the tender documents. In case of exemption from the requirement of Audit of statement of Accounts, necessary certificate should be provided.

2.19 Income Tax Return for last three previous years ending 31st March, 2016 should also be furnished.

2.20 Acceptance of bids & withdrawals: The right of final acceptance of the tender is entirely vested with the Director, IMU-KC who reserves the right to accept or reject any of the tenders in full or in part without assigning any reason whatsoever. There is no obligation on the part of IMU-KC to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender, or claim higher price. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, new technologies, lack of anticipated financial resources, court orders etc. and other unforeseen circumstances.

2.21 Alterations/Modifications: The IMU-KC reserves the right to make addition/deduction/alterations/modifications to the quantity of the items in the Purchase Order. The supplier shall supply such quantities also at the same rate as originally agreed to and incorporated in the Purchase Order. The items or quantity in price bid is only tentative. IMU-KC reserve the right to increase or decrease the items or the quantity of items without any change in the unit price quoted.

2.22 Test/Guarantee Certificate: Manufacturer's Test Certificate (T.C.) is to be submitted along with the material. In case T.C. is not made available at the time of despatch, a Guarantee Certificate from the supplier has to accompany the material confirming that the material has been manufactured conforming to the specification mentioned in the order.

2.23 "Technical Bid" needs to be complied with by the bidder. There should not be any complaints from the cadets regarding quality, colour and stitching of the uniform stated in Package 'A'. Measurements for stitching of uniforms should be completed within 07 days on intimation by the university. All complaints related to fitting of uniform, uniform accessories, shoes and sports items should be attended within two weeks of supply, failing which appropriate amount will be deducted from the bill. Besides items stated in Package 'B', 'C' & 'D' should also conform to desired quality, size etc.

Only the bids which meet the minimum eligibility in each group and have submitted the sample to the satisfaction of IMU-KC, to the extent applicable as determined by IMU-KC will be treated as technically qualified. Financial bids of only technically qualified firms will be opened.

2.24 Agreement: The successful bidder/bidders shall execute an agreement with IMU-KC on Non-Judicial Stamp Paper of appropriate value within 15 days of placement of Purchase Order.

2.25 Submission of Bills: The successful Bidder should submit the following documents at the time of submission of bill to IMU-KC:

- 1) Challan in duplicate
- 2) Stamped bill in duplicate.

The bill shall be accepted only after acceptance of the materials in full as per the specification/Purchase Order.

2.26 Liquidated Damage Clause: In the event of failure to deliver or dispatch the material within the stipulated date/period in accordance with the samples and specifications, IMU-Kolkata Campus would have the right to recover from successful bidder, Liquidated Damages, of a sum not less than 0.50% of the price of any item which has not been supplied as aforesaid for delay of each week or part of a week subject to maximum of 10%.

2.27 Cancellation of order, forfeiture of Security Deposit, Risk purchase clause.

In the event of failure to deliver the materials within the stipulated date/period in accordance with the specification, IMU-Kolkata Campus reserves its right:-

- i) To cancel the order.
- ii) To forfeit the security Deposit
- iii) To procure the materials or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit as referred to Clause 1.7 and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and the same may be recovered if necessary, by due legal process.

2.28 Termination of Contract:

The competent authority of IMU, Kolkata Campus accepting the tender may without prejudice to the right against the contract in any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases:

- a) If the supplier has been given by Director or his representative 07 days notice to rectify, or replace any defective work and in the opinion of the Director or his representative that the supplier will be unable to complete the work by the date of completion.
- b) If the contractor being a company pass a resolution or the court shall make order that the company shall be wound up or any instruction are received from Income Tax Department or any Government organisation.
- c) If the contractor commits breach of any of the terms and conditions of the contract then decision of the Director, IMU Kolkata Campus is final.
- d) If the contractor become insolvent, when the contractor made himself liable for action under any of the cases aforesaid. The Director on behalf of IMU, Kolkata shall take action as under:
 - i) To determine or annul the contract and upon such termination or rescission, Security Deposit of the contractor shall be liable to be forfeited and shall be in disposal of IMU, Kolkata Campus.
 - ii) To carry out the balance work through another agency and recover the balance amount arising out of difference between the later rate and former rate from the original selected tender, from any amount payable to him including EMD, any bills payable, Security Deposit or any amount payable to him for any other work.

iii) To take possession of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor expense or sell them by auction on account of contractor at his risk and cost.

2.29 If the contractor violates security rules and regulation of the University or damages the university property, a penalty of 0.5% of the work Order amount will be recovered from their dues.

2.30 No work will be sub-let to other agency, if found the said agency will be black listed by intimating to other organisation.

2.31 Mobilisation Advance: No mobilisation advance to be given to the supplier.

2.32 Settlement of Disputes: The Bidder shall make request in writing to the Director for settlement of any dispute within 30(thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the IMU Kolkata Campus. The decision of the Director, IMU-Kolkata Campus will be final and binding on the parties.

2.33 Compliance with Laws: Vendor warranted that all goods purchased against the tender shall conform to all applicable City, States and Central Laws, Ordinances and Regulations. Further, the supplier shall indemnify/defend/relieve IMU-Kolkata Campus harmless from loss, cost of damage, by reason or any actual or alleged violation thereof.

2.34 Jurisdiction: The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

2.35 Pre-Bid Meeting: IMU-Kolkata Campus intends to invite the intending bidders for a Pre-Bid meeting for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the uniforms projected in the bidding documents. The Pre-Bid meeting will be held on **19.06.2017** at **1500** hrs. at the conference room, 1st floor of IMU-KC at P-19, Taratala Road, Kolkata 700 088.

2.36 Financial Bid Evaluation: The financial bid will be evaluated group wise. The lowest bidder in each group will be awarded contract for supply of all the items in that particular group. Bids with impractically or unreasonably low price/rate, as per IMU-KC will be rejected.

Section III: Specification for Materials and Works

PACKAGE "A" - STITCHED UNIFORM

SI No.	ITEMS	Specifications
1.	<p>Stitched White Terry Cotton Shirt (Half Sleeves)</p> <p>Pocket on both side without flaps. Suitable openings to be provided for Epaulettes. On shoulder on either side for Epaulettes, eyelets to be stitched on machine or with hand for them to last long for regular putting in and putting off Epaulettes. 2 Nos. holes/loops, 1" above centre of the upper edge of the right pocket to be provided to display name plate. Holes/loops to be stitched with hand to make them last long since name plates will be putting in/off regularly.</p>	<p>(i) Approximate count on Yarn:</p> <ul style="list-style-type: none"> • Warp – 20tex x 2 (30s x 2) • Weft – 20tex x 2 (30s x 2) <p>(ii) Thread per inch:</p> <ul style="list-style-type: none"> • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%) <p>(iii) Blend composition percent (approx): Polyester & Viscose 67% & 33%</p> <p>(iv) Width cm: 147 cm or as agreed ± 1 cm</p> <p>(v) GSM – 190 (+5%, -2.5%)</p>
2.	<p>Stitched White Terry Cotton Shirts (Full Sleeves) with single left hand side pocket with no flap</p>	<p>(i) Approximate count on Yarn:</p> <ul style="list-style-type: none"> • Warp – 20tex X 2 (30s X 2) • Weft – 20tex X 2 (30s X 2) <p>(ii) Thread per inch:</p> <ul style="list-style-type: none"> • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%) <p>(iii) Blend composition percent (approx): Polyester & Viscose – 67% & 33%</p> <p>(iv) Width cm: 147 cm or as agreed ± 1 cm</p> <p>(v) GSM – 190 (+5%, -2.5%)</p>
3.	<p>Stitched White Terry Cotton Half Pant with zip, & 2 side pockets, 2 front buckles (as per sample), no hip pockets</p>	<p>(i) Approximate count on Yarn:</p> <ul style="list-style-type: none"> • Warp – 20tex X 2 (30s X 2) • Weft – 20tex X 2 (30s X 2) <p>(ii) Thread per inch:</p> <ul style="list-style-type: none"> • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%) <p>(iii) Blend composition percent (approx): Polyester & Viscose – 67% & 33%</p> <p>(iv) Width cm: 147 cm or as agreed ± 1 cm</p> <p>(v) GSM – 270 (+5%, -2.5%)</p>
4.	<p>Stitched White Terry Cotton Trouser with zip, back pocket, double pleat & 2 side pockets with 38 mm loop, 8 in numbers, for belt, snug fitting on hips and thighs with 46 cm. flare zip of ISI mark and 1 year warranty</p>	<p>(i) Approximate count on Yarn:</p> <ul style="list-style-type: none"> • Warp – 20tex x 2 (30s x 2) • Weft – 20tex x 2 (30s x 2) <p>(ii) Thread per inch:</p> <ul style="list-style-type: none"> • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%) <p>(iii) Blend composition percent (approx): Polyester & Viscose –</p>

		67% & 33% (iv) Width cm: 147 cm or as agreed ± 1 cm (v) GSM – 270 (+5%, -2.5%)
5.	Stitched Black Terry Cotton Trousers with zip, back pocket, double pleat & 2 side pockets with 38 mm loop, 8 in numbers, for belt, snug fitting on hips and thighs with 46 cm. flare zip of ISI mark and 1 year warranty.	(i) Approximate count on Yarn: <ul style="list-style-type: none"> • Warp – 20tex X 2 (30s X 2) • Weft – 20tex X 2 (30s X 2) (ii) Thread per inch: <ul style="list-style-type: none"> • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%) (iii) Blend composition percent (approx): Polyester & Viscose – 67% & 33% (iv) Width cm: 147 cm or as agreed ± 1 cm (v) GSM – 270 (+5%, -2.5%)
6.	Stitched Boiler Suit (Orange Colour) Full Sleeves: Boiler Suit to have IMU monogram on left pocket. A strip of white cloth of 1" x 6" (or breadth of the pocket) to be stitched ½" clear from upper edge of the right pocket to write name of the cadet. Name to be printed by the supplier.	(i) Approximate count on Yarn: <ul style="list-style-type: none"> • Warp – 16 • Weft – 12 (ii) Thread per inch: <ul style="list-style-type: none"> • Warp – 96 (+5%, -2%) • Weft – 48 (+5%, -2%) (iii) Blend composition percent (approx): Cotton – 100% (iv) Width cm: 147 cm or as agreed ± 1 cm (v) GSM – 260 (+5%, -2.5%)
7.	Stitched Full white set – Tunic & Trousers: With Brass/Chrome plated 5 buttons as per sample. Trousers with zip, back pocket, double pleat & 2 side pockets with 38 mm loop, 8 in numbers, for belt, snug fitting on hips and thighs with 46 cm. flare zip of ISI mark and 1 year warranty.	(i) Approximate count on Yarn: <ul style="list-style-type: none"> • Warp – 20tex X 2 (30s X 2) • Weft – 20tex X 2 (30s X 2) (ii) Thread per inch: <ul style="list-style-type: none"> • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%) (iii) Blend composition percent (approx): Polyester & Viscose – 67% & 33% (iv) Width cm: 147 cm or as agreed ± 1 cm (v) GSM – 270 (+5%, -2.5)
8.	Navy Blue woolen blazer with IMU insignia, single breasted with 3 metal buttons in front, 2 smaller buttons on each sleeve.	Polyester & Wool – 75% & 25% GSM – 255(+5%, -2.5%)

PACKAGE "B" - UNIFORM ACCESSORIES

SI No.	ITEMS	Specifications
1.	Peak Cap , with Zari badge	White Rexine on top, Zari badge as per sample, Black cap band, of high quality equivalent to supplies to Indian Navy
2.	Beret Cap Navy blue with zari badge stitched on.	Woolen – 100% With zari badge (small size) as per sample Beret edge to have seam with tightening lace, black colour. Plastic interior, durable, moisture absorption, should not get effected by weather change especially in coastal climate.
3.	White belt with buckle	White webbed nylon belt Stainless steel/chromium plated buckle with monogram (as per sample) Material Nylon, Durable Length x Breadth x Thickness : 1250 mm x 34 mm x 2 mm (approx)
4.	Black belt with buckle	Black Leather Belt: 48" Length and 34mm breadth (Chromium plated) with IMU Monogram as per sample
5.	Black Nylon Socks	Material 100% Nylon Thickness of material & Mass : as per ISI standard, Colour Black
6.	White Nylon Socks	Material 100% Nylon Thickness of material & Mass : as per ISI standard, Colour White
7.	White Nylon Stockings (Knee length)	Material 100% Nylon Thickness of material & Mass : as per ISI standard, Colour White with Garter, as per size, elastic, 15 mm minimum width; durable high quality
8.	Epaulettes with evershine buttons and laces	With full strips as per sample, colour black. Material Inside PVC, Outside lining Cotton, underlining white cotton with laces (as per sample), Brass button with brass ring, brass stars as per requirement (one star or two star or three star).

9.	White Turban for SIKH Cadets only	<p>Malmal/Masleen (Sample of Cloth to be provided with quotation)</p> <p>Size: lenth 8 Meters, Breadth 36"</p> <p>Note: Two strips of 4 meters x 36" to be stitched together lengthwise to make turban size</p> <p>4 mtrs x 72"</p> <p>Badge: Merchant navy cadets</p>
10.	Navy Blue Turban for SIKH Cadets only	<p>Malmal/Masleen (Sample of Cloth to be provided with quotation)</p> <p>Size: lenth 8 Meters, Breadth 36"</p> <p>Note: Two strips fo 4 meters x 36" to be stitched together lengthwise to make turban size 4 mtrs x 72"</p> <p>Badge: Merchant navy cadets</p>
11.	Name Plate	<p>Material Fiber, Colour white, Black letters engraved with brass safety pin attached to pass through two holes provided on uniform shirt</p> <p>Size: length 3" (pocket width) Width 20mm, Thickness 2 mm</p>
12.	Safety Helmet (for working in Workshop)	PVC with ISI mark
13.	Black Terrycot Tie with monogram	<p>Colour Black</p> <p>Material Polyester / Cotton</p> <p>IMU Monogram stitched/printed in front</p>
14.	Navy Blue Terrycot Tie with monogram	<p>Colour Navy Blue</p> <p>Material Polyester / Cotton</p> <p>IMU Monogram stitched/printed in front</p>
15.	Elastic Band (in Pairs)	Garter 1" with male and female hooks for Stockings
16.	Swimming Trunk	<p>Swimming trunks – boys</p> <p>Swim Suits - girls</p>

PACKAGE "C" - SHOES

SI No.	ITEMS	Specifications
1.	Black Leather Shoes with laces	Colour: Black Upper: Smooth Leather; Thickness: 1.2-1.4 mm Lining: Non-Woven Cambrell lining Sock: Beige Cambrell lining; laminated with EVA Insole: Non-Woven Strobel Cloth Sole: Poly Urethane Sole with cleated design Counter / Stiffener: Heat Activated Moulded Thermoplastic Thread: Nylon Eyelets / D-rings: Brass Laces: Nylon Cotton Round Laces 6 months warranty
2.	Safety shoes with laces	Colour : Black Construction : Direct pouring PU Process Upper Lining : Steel toe Cap (of ISI specification) Anti – Penetration Sole: Optional Insole : Polyurethane/Textile Safety Toecap : Polyurethane Midsole : Buff Printed Leather Outsole : Mesh Fitting : Polyurethane Standard :Wide Fitting Steel Toe, ISI & DGMS or equivalent for industrial use 6 months warranty
3.	Sports Shoes with laces	Upper: Smooth synthetic material;

		<p>Thickness: Durable thickness</p> <p>Insole: Non-Woven Strobel Cloth</p> <p>Sole: Poly Urethane Sole with cleated design</p> <p>Counter / Stiffener: Heat Activated Moulded Thermoplastic light weight</p> <p>Thread: Nylon</p> <p>Eyelets / D-rings: Of durable design</p> <p>Laces: Nylon Cotton Round Laces</p> <p>6 months warranty</p>
4.	White buckskin shoes	PVC Sole, no toe cap, medium toe.

PACKAGE “D” - SPORTS UNIFORM

SI No.	ITEMS	Specifications
1.	Sports Shirts (T-Shirt) Red	<p>Material Blend 52% cotton & 48% polyester</p> <p>Type of knit – pique</p> <p>GSM – 200 (+5%, -2.5%)</p> <p>Collar – Ribbed collar</p> <p>Sleeves – Ribbed & Half sleeves</p> <p>IMU logo as per sample on the left of shirt in front and at the back.</p> <p>Logo to be printed, durable printing, no fading of logo</p> <p>Cadet’s name embedded</p>
2.	Sports Shirts (T-Shirt) Sky Blue	<p>Material Blend 52% cotton & 48% polyester</p> <p>Type of knit – pique</p> <p>GSM – 200 (+5%, -2.5%)</p> <p>Collar – Ribbed collar</p> <p>Sleeves – Ribbed & Half sleeves</p> <p>IMU logo as per sample on the left of shirt in front and at the back.</p> <p>Logo to be printed, durable printing, no fading</p>

		of logo Cadet's name embedded
3.	Sports shorts - Dark Blue	a) Genuine Comfort fit b) Polyester 100% c) Dual Side Pocket d) Durable board waist band flat inner drawstring.
4.	Sports shorts - Black	a) Genuine Comfort fit b) Polyester 100% c) Dual Side Pocket d) Durable board waist band flat inner drawstring.
5.	Sports stockings – Dark Blue	Material Nylon 100% Thickness of material & Mass: as per ISI standard Colour light Blue with dark blue band Garter, as per size, elastic, 15 mm minimum width; durable high quality
6.	Sports stockings - Red	Nylon 100% Material Nylon 100% Thickness of material & Mass: as per ISI standard Colour Red with Black band Garter, as per size, elastic, 15 mm minimum width; durable high quality
7.	Tracksuit - Maroon with cream strip	Polyester 100% Colour – Maroon with cream strip

Section IV. General Terms and Conditions

1. The Supplier should adhere to the schedule of Measurement taking as per the IMU Kolkata Campus instructions.
2. The supply should be made within the stipulated time; otherwise action will be taken for alternative arrangement for supplying uniform at the risk and cost of the supplier.
3. After the supply is completed, any alterations thereof should also be executed by the bidder.
4. Only after the completed execution and certification from the end user department, payment will be processed.
5. Delay in supply will attract penalty at the rate of 0.5% value for every week or part thereof, of the delayed period subject to maximum of 10%.
6. All the materials should match with the IMU Kolkata Campus selected quality. The supplied stock will be rejected if the quality does not meet as per the specification and the sample supplied.
7. **Delivery:** The materials should be delivered at Indian Maritime University-Kolkata Campus
8. **Price:** Inclusive of all taxes and charges including delivery at IMU Kolkata Campus. However, if there is increase in rates of taxes due to imposition of new tax/enhancement of rates etc., such increase will be considered. Similarly if there is a fresh reduction in rates due to reduced charging of tax by Governments, the benefit need to be passed on to IMU-KC.
9. **Delivery period:** All stitched Uniforms, Shoes, sports and the Uniform Accessories should be delivered within 45 (Forty Five) days from the date of taking the measurement of the available cadets at Indian Maritime University, Kolkata Campus. The measurement must be completed within 07 days from the date of Purchase Order issued to the successful bidder.
10. **Packing:** All the dress materials should be in neatly ironed condition and packed in cardboard boxes set wise (in transparent polythene bag) separately with name and Regn. no. in respect of each student. A person of the supplier should be present along with the IMU Kolkata Campus staff during distribution of uniform to the students.
12. Invoices should be numbered serially in the sequence as given in the Work Order to ensure clarity and accountability.
13. Supply should be complete in all respects quantity / quality wise for each cadet and for the whole order.

Section V- FORMS

FORM 1

FORM OF TENDER

**To
THE DIRECTOR
INDIAN MARITIME UNIVERSITY,
KOLKATA CAMPUS,
P-19 TARATALA ROAD,
KOLKATA 700088**

Sir,

- 1) Having perused the Scope of tender for **Supply of uniforms to the cadets of Indian Maritime University- Kolkata Campus (IMU, KC) for the year 2017- 2018** we, the undersigned submit our offer to IMU KC and hereby specifically undertake to do the following should our tender-bid be accepted.
- 2) We hereby undertake to furnish Initial Security Deposit in the manner set-forth in the "Instruction to Bidders" and to commence the work at site within 3 days from the date of issue of the Purchase Order.
- 3) We undertake to enter into and execute an agreement with IMU KC in the prescribed format in accordance with the conditions of Contract within 15 days from the date of issue of the Purchase Order.
- 4) Unless and until a formal agreement is prepared and executed, our tender-bid together with IMU KC's written acceptance thereof, shall constitute a binding Contract between us.
- 5) We shall and hereby undertake to abide by the terms and conditions of this tender for a period of 90 days from the day of opening of the Tender-Bids. We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.
- 6) We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU KC or in the event of our failing to furnish the Security Deposit, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 15 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU Kolkata Campus.
- 7) We are aware and acknowledge that IMU KC is not bound to accept the lowest or any tender that IMU KC may have received.
- 8) Should our tender-bid be accepted, we find ourselves to be wholly and solely responsible for the due performance of the Contract.

9) Should our tender-bid be accepted, we undertake to perform the work of tender for **Supply of uniforms to the Marine cadets of IMU - Kolkata Campus for the year 2017-2018** at the price quoted in the Tender-bid during the stipulated Contractual period from the date of the execution of the Contract and strictly abide by the conditions of the Tender.

Dated at Kolkata thisday of June, 2017

Signature in the capacity of duly authorized to sign the tender-bid for and
On behalf of

(IN BLOCK CAPITALS)

(1) WITNESS

(2)

Address

Address

FORM 2
POWER OF ATTORNEY

Dated:

POWER OF ATTORNEY
To whom so ever it may concern

Mr/Mrs(Name of the person) son/wife of (father/husband's name),
residing at..... (address), acting as
..... (Designation and name of the Firm/Company), and whose specimen signature is attested
below, is hereby authorized on behalf of (Name of the Firm/Company)
to provide information and respond to enquiries, etc. for supply of uniform to the marine cadets of IMU-
Kolkata Campus at IMU Kolkata Campus . The said Mr/Ms.....is
hereby further authorized to sign and submit relevant documents on behalf of the Firm/Company in respect of
the above.

(Attested signature of Mr)

For(Name of the Firm/Company)

Attested by Notary Public

Section VI: TECHNICAL BID

(First sheet shall be on the letter head and all pages have to be authenticated at the bottom)

- (1) Address proof for having office / firm / shop in any part of Indian Territory
Yes/No.
- (2) Whether having the minimum three years of experience in tailoring / stitching work and supplying of *office* uniforms / Students uniforms / Navy or Army cadets Uniforms in bulk to the Departments/Ministries of the Government of India/ PSUs /Corporate Sectors / educational Institutions / any other reputed organisations.
Yes/No.
- (a) Available at which page number of Bid Document:

- (3) Whether the bidder has carried out and completed similar works to Ministries of the Government of India/ PSUs /Corporate Sectors / Educational Institutions / any other reputed organisations during last 5 years.

SI. No.	Description of the work	Name of the client	Name, Address & Contact No. of the Client for whom the work was carried out	value of the work	Period of the work	Mode of Proof	Available at which page of the document
1							
2				-			
3							

- 4) Submitted Annual turnover for the last 3 years i.e. 2013-14, 2014-15 and 2015-16.

(Rs. In Lakhs) Financial Year	Turnover in Rupees	Page number of document
2013-14		
2014-15		
2015-16		

Yes/No.

- (5) Manufacturer's Test Certificate (T.C.) is submitted along with the material subject to Clause no. 2.22 of Instruction to bidders. The date of testing should not be earlier than the date of NIT for this tender
Yes/No.

Available at which page number of Bid Document:

- (6) Whether the Bidder has been debarred or black listed by any Government Department / agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient / ineffective performance?

Yes/No

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date: **Signature with Seal of Authorised Signatory**

Place:

Section VII : Format of Financial/Price Bid For Supply of Uniform to the Marine Cadets

Sl. No.	Items	Estimated Quantity	Unit Rate Quoted in Rupees per article (Figure and in word)	Total Amount (Rs)
	<u>PACKAGE "A" - STITCHED UNIFORM</u>			
1	Stitched White Terry Cotton Shirt (Half Sleeves)	3234		
2	Stitched White Terry Cotton Shirts (Full Sleeves)	1617		
3	Stitched White Terry Cotton Half Pant	2156		
4	Stitched White Terry Cotton Trouser	1078		
5	Stitched Black Terry Cotton Trouser	1078		
6	Stitched Boiler Suit (Orange Colour) Full Sleeves	1111		
7	Stitched Full White Set – Tunic & Trouser	253		
8	Navy Blue Woollen Blazer with IMU insignia	286		
<u>PACKAGE "B" - UNIFORM ACCESSORIES</u>				
1	Peak Cap	539		
2	Beret Cap	1078		
3	White Nylon belt with buckle	792		
4	Black belt with buckle	792		
5	Black Nylon Socks in pairs	1617		

6	White Nylon Socks in pairs	1617		
7	White Nylon Stockings (Knee length) in pairs	2156		
8	Epaulettes with evershine buttons and laces	1078		
9	White Turban for SIKH Cadets only	1078		
10	Navy Blue Turban for SIKH Cadets only	1078		
11	Name Plate	792		
12	Safety Helmet (for working in Workshop)	539		
13	Black Terry cotton Tie with monogram	539		
14	Navy Blue Terry cotton Tie with monogram	286		
15	Garter (in pairs)	1617		
16	Swimming Trunk (Boys) & Swimming Suit (Girls)	286		
	<u>PACKAGE "C" - SHOES</u>			
1	Black Leather Shoes with laces in pairs	792		
2	Safety shoes with laces in pairs	539		
3	Sports Shoes with laces in pairs	1078		
4.	White Buckskin Shoes	253		

	<u>PACKAGE "D" - SPORTS UNIFORM</u>			
1	Sports Shirts (T-Shirt) Red	1364		
2	Sports Shirts (T-Shirt) Sky Blue	1364		
3	Sports shorts - Dark Blue	1078		
4	Sports shorts - Black	1078		
5	Sports stockings – Light Blue with Dark Blue band	539		
6	Sports stockings - Red with Black band	539		
7	Tracksuit - Maroon with cream stripe	286		

The price includes all Taxes, packing, forwarding, freight, transport, insurance, delivery and any other charges/expenditures)

Place:

Date:

Signature of the Bidder with seal