

TENDER NOTIFICATION



INDIAN MARITIME UNIVERSITY
(A Central University)
Kolkata Campus (KC),
P-19 TARATALA ROAD, KOLKATA, 700 088

Tender No. & Date : IMU-KC/ Uniform /2019-20/1 dated 10-05-2019

Title of the Procurement	Last date & time for Submission
Tender for Supply of Uniform and Accessories to the cadets at IMU-KC, Taratala, Kolkata, under Two Bid System	31-05-2019 - 1130 hrs

Tender documents i.e. Tender forms and other terms and conditions / details can be downloaded from IMU-KC website www.merical.ac.in and IMU website <http://www.imu.edu.in> from 10-05-2019.

DIRECTOR , IMU-KC

Signature of Bidder

Tender Abstract

Particulars	Details
Tender Title	Tender for providing 'Supply of Uniform and Accessories for cadets' at IMU-KC, Taratala, Kolkata
Tender Number & Date	IMU-KC/ Uniform /2019-20/1 dated 10-05-2019
Tender Document can be Downloaded from IMU-KC website	From 10-05-2019
Cost of Tender Form	NIL
Estimated cost	Package A : Rs 38 Lakh Package B : Rs 10.5 Lakh Package C : Rs 11 Lakh Package D : Rs 10.5 Lakh
EMD	Package A : Rs 76000 Package B : Rs 21000 Package C : Rs 22000 Package D : Rs 21000
Pre-Bid Meeting	17-05-2019 – 1500 hrs
Last Date of Submission of Tender	31-05-2019 – 1130 hrs
Technical Bid Opening Date and Time	31-05-2019 – 1200 hrs
Address for Submission of Tender	The Director, Indian Maritime University, Kolkata Campus, P-19, Taratala Road, Kolkata, 700088, West Bengal, India

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INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

Tender for providing 'Supply of Uniform and Accessories for cadets' at
IMU – Kolkata Campus

Tender No.: IMU-KC/ Uniform /2018-19/1 dated 10-05-2019

Volume. I

TECHNICAL BID

Section 1: General Rules and Directions for the Guidance of the Bidders

1. Introduction & Definitions

The Indian Maritime University is a Central University established by an Act of parliament and headquartered at Chennai. The Kolkata Campus of the Indian Maritime University (hereinafter referred to as the Buyer or IMU-KC) invites sealed tenders for providing 'Supply of Uniform and Accessories for cadets' at Indian Maritime University, Kolkata Campus located at P-19 Taratala Road, Kolkata defined in the tender documents (hereinafter referred to as the "Service"). The bidder/tenderer is also termed as service provider in this tender. The term tender includes tender document and its appendix, annexure, corrigendum / addendum and all other related documents. **The bidders can apply partially or wholly for any or all the packages.**

2. Eligibility Criteria

The tender is invited in TWO BID SYSTEM and is open to all service providers who fulfil the following eligibility criteria:

2.1. Experience – No. of years in the Business and completion of similar works:

The Bidder should have satisfactorily completed "Similar Service" involving values as listed below during the last 5 financial years i.e. from 2014-15 to 2018-19. [Mode of Proof: ESI / PF / Service Tax Registration Certification / Certificate of Incorporation / Registered partnership deed / IT Returns / Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work – Proof for existence during or prior to 2014-15 and providing similar service since 2014-15]

2.2.1. At least 1 similar supply with a minimum value of Rs. 30,34,264 for Package A, Rs. 8,82,873 for Package C and Rs. 8,37,284 for Package D. For Package B, 1 similar supply of minimum value of Rs. 841034.21 (if bid for full package), else for each article the value can be seen as per the table given below.

[OR]

2.2.2. At least 2 similar supply each with a minimum value of Rs. 22,75,698 for Package A, Rs. 7,20,467 for Package C and Rs. 6,27,963 for Package D. For Package B, 2 similar supply of minimum value of Rs. 630775.67 for

Package B (if bid for full package), else for each article the value can be seen as per the table given below.

[OR]

2.2.3 At least 3 similar supply each with a minimum value of Rs. 15,17,132 for Package A, Rs. 4,80,311 for Package C and Rs. 4,18,642 for Package D. For Package B, 3 similar supply of minimum value of Rs. 420517.11 (if bid for full package), else for each article the value can be seen as per the table given below.

For package B, the criteria for SIMILAR SUPPLY will be relaxed if the bid is submitted for partial items and not total items as per given table and in that case during 2014-15 to 2018-19, the firm should have at-least undertaken :

Package - B

Sl. No.	To bid for :	the firm should have at-least undertaken, during 2014-15 to 2018-19		
		1 order of Rs.	02 in no. orders of Rs.	03 in no. orders of Rs.
1	Peak cap	1 order of Rs. 153000 OR	02 orders of Rs. 115000 each atleast OR	03 orders of Rs. 77000 each atleast
2	Beret Cap Navy blue with zari badge stitched on * &	1 order of Rs. 147000 For beret caps OR	02 orders of Rs. 110000 atleast For beret caps OR	03 orders of Rs. 74000 atleast For beret caps
3	White Turban for SIKH Cadets only * &			
4	Navy Blue Turban for SIKH Cadets only *			
5	White Nylon belt with buckle	1 order of Rs. 45000 OR	02 orders of Rs. 34000 OR	03 orders of Rs. 23000
6	Black Nylon Socks	1 order of Rs. 43000 OR	02 orders of Rs. 32000 OR	03 orders of Rs. 21000

7	White Nylon Socks	1 order of Rs. 43000 OR	02 orders of Rs. 32000 OR	03 orders of Rs. 21000
8	White nylon stockings knee length	1 order of Rs 9000 OR	2 orders of Rs 7000 OR	3 orders of 5000
9	a) Epaulettes with evershine buttons and laces -1000 Approx Including 50 Epaulettes with yellow band and evershine buttons and laces	1 order of Rs. 82000 OR	02 orders of Rs. 61000 OR	03 orders of Rs. 41000
10	Name Plate	1 order of Rs. 19000 OR	02 orders of Rs. 14000 OR	03 orders of Rs. 9500
11	Safety Helmet (for working in Workshop)	1 order of Rs. 123000 OR	02 orders of Rs. 92000 OR	03 orders of Rs. 61000
12	Black Terrycot Tie with monogram	1 order of Rs. 41000 OR	02 orders of Rs. 31000 OR	03 orders of Rs. 20000
13	Navy Blue Terrycot Tie with monogram	1 order of Rs. 21000 OR	02 orders of Rs. 16000 OR	03 orders of Rs. 11000
14	Elastic Band – (Garter) (in Pairs)	1 order of Rs. 15000 OR	02 orders of Rs. 12000 OR	03 orders of Rs. 8000
15	Swimming Trunk (Both male & female)	1 order of Rs. 21500 OR	02 orders of Rs. 16000 OR	03 orders of Rs. 11000

* Beret Cap and Pagris will be taken as single entity means the supplier of beret cap will compulsorily bid for turban cloth also.

Splitting of the packages may be done subject to decision of IMU-KC such that it does not delay, does not hamper and benefits IMU-KC.

[Mode of Proof: Copies of the Work order, Agreement and Work Completion certificate for the Completed or ongoing work].

“Similar Supply” means contract for supply of Package A and/or Package B and/or Package C and/or Package D as defined in tender abstract as the case may be with Government / Semi-Government/ Public Sector organizations / National level educational institute like IIT, IIM, NIT and Universities/ Banks/PSU’s/Ship Management Companies/ Public Limited Company or a Private Limited Company with a minimum work force of 100 employees. **For Similar Supply the value of similar supply will be based on the number of packages for which the bidder has applied. In case of partial applications in any group, the value of items will be as per points mentioned above.** Technical Qualification of bidders will take into account all the packages as a whole, whereas Financial Qualification of bidders will take into account each package as a separate bid.

IMU-KC reserves the right to split the order even for a single package i.e. the orders item-wise can also be given. The general guide-line for such splitting may be cost-effectiveness or even practical aspects related to effective supply.

2.3. Turnover

Should have had annual turnover of at least Rs. 57 Lakh for Package A, Rs. 17 Lakh for Package B, Rs. 17 Lakh for Package C and Rs. 16 Lakh for Package D, during the any 3 financial years from Year 2015-16.

[Mode of Proof: Annual accounts duly certified by a Chartered Accountant / Income tax Returns].

2.4. Possession of Valid GST Number & PAN

The Service provider should have a valid GST Number & PAN.

[Mode of Proof: Copy of the GST Registration Certificate & PAN Card to be produced]

2.5. The Staff employed by the Service provider should have been covered by ESI and PF.

[Mode of Proof: Copies of Respective Registration Certificates along with Receipts for the payments made during the last 2 months]

- 2.6. **Bidders who have been rejected in the past on the basis of submission of poor quality samples even after getting a chance to change the poor quality samples are not allowed to participate and their bids will be technically rejected.**

[Mode of Proof: Self declaration to this effect]

- 2.7. **Bidders who have delayed fulfilling/completing past tenders by more than 2 months, without having a valid reason, cannot participate in this tender. The decision regarding the validity of the reason is the prerogative of IMU-KC & cannot be challenged.**

With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU-KC's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required. IMU may also conduct independent verification of credentials furnished by the service providers. All the Mode of Proof Documents for meeting eligibility criteria enclosed with the tender are to be duly signed by the authorized signatory. If required, IMU-KC may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU-KC- also reserves the right to ask more proof to corroborate the eligibility declarations.

3. **General Conditions**

- 3.1. The duly authorized signatory (ies) of the entity should sign in all the pages of the tender document including the annexure / schedules signifying the acceptance of all the terms and conditions, stated in the various parts of the tender. The person(s) authorized to sign the tender shall also sign in all the pages of the supporting documents submitted as proof of their eligibility etc. In other words, every page of the bid submitted should have the signature of the duly authorized signatory of the bidder.
- 3.2. Bidder should furnish all the details in the prescribed proforma and as per the requirements set out in the tender documents under Cover I. Bids and

Tender documents should be complete in all respects and any incomplete tenders will be rejected.

4. **One Bid per Bidder**

The Bidder who submits more than one tender will be disqualified.

5. **IMU-KC not responsible for Cost of Tendering**

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their tenders and the IMU-KC will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU-KC, due to any reason whatsoever and at any stage of the tender (IMU-KC is not responsible, if there is a cancellation even after price bid opening).

6. **Rejection of Tender Documents**

The bidder shall read and understand the contents of the tender documents, carefully. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Tenders, which do not comply with the requirements of the tender conditions, will be rejected.

7. **Clarification of Tender Documents**

A bidder requiring any clarification regarding the tender documents may notify in writing to the address mentioned in the invitation of tenders or E-Mail to dradmin.kolkata@imu.ac.in. IMU-KC will respond to any valid request for clarification, raised during the pre-bid meeting or received one week prior to the last date for submission of tenders. IMU-KC's decision is final and binding with regard to interpretation of terms used or other tender contents.

8. **Pre-bid meeting**

Pre-bid meeting is not compulsory but bidders are strongly advised to attend pre-bid meeting as per the date mentioned in tender abstract, as the tender conditions are likely to get altered as per the feed back in pre-bid meetings.

9. **Amendment to Tender Documents**

9.1 At any time prior to the last date for submission of tenders, IMU-KC may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by amendments(addenda/corrigenda,etc). Such amendments will only appear in

IMU-KC website www.merical.ac.in and hence it is the responsibility of the bidders to keep abreast about the modifications, if any.

9.2 Any such amendments may not be intimated individually to any bidder / prospective bidder. All the bidders who had downloaded the bid document prior to such amendment shall verify, whether any such amendments have been issued by IMU-KC, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.

10. Preparations and Submission of Tenders

10.1 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU-KC should be in the English language only. If the bidder along with their offer furnish any printed literature written in any other language, such documents should be supplemented with their English translation also. The contents in the English translated version alone shall be taken into consideration.

10.2 Documents comprising the Tender

The tender submitted by the Bidder shall comprise the following and should be read in conjunction with any Amendments issued.

10.2.1 Cover I (Technical Bid)

- a) Demand Draft towards Earnest Money Deposit
- b) Complete Tender Document downloaded from IMU-KC website and its amendments, corrigenda / addenda issued by IMU – KC which are duly signed by the authorized signatory in each page with stamp.
- c) Duly filled Technical Bid format (Annexure I) with all the documents stated in the technical bids and other supporting documents in evidence of the data filled in technical bids and any other documents stated in the tender document.
- d) Bidder Memorandum (Annexure II) duly signed by the bidder.

The Cover I shall be addressed to "The Director, Indian Maritime University – Kolkata Campus" and should be duly superscribed as "Cover-I-Technical Bid for Providing (name of the tender as mentioned in tender abstract) at IMU-KC" and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover.

10.2.2 Cover II (Price Bid)

The Cover II shall only contain the Price Bid formats given viz.

- a) Form of Tender,
- b) Priced Bill of quantities / Filled in Price Bid format

All the above should be duly filled in, signed and sealed:

The Cover II shall be addressed to "The Director, Indian Maritime University – Kolkata Campus" and should be duly super scribed as "Cover-II-Price Bid for Providing Tender for Supply of Uniform and Accessories to the cadets at IMU-KC, Taratala, Kolkata, under Two Bid System (name of the tender as mentioned in tender abstract) at IMU-KC" and sealed properly. Name and Address of the bidder shall also be written/ printed on the cover. A bidder can apply for more than one package but all the Packages 'A', 'B', 'C' and 'D' should be submitted separately. If more than one package is kept in a sealed cover the price bid for that package will not be evaluated.

10.2.3 Main Cover

Both the "Cover I" and "Cover II" shall be placed inside the main cover and sealed properly. The main cover should be duly super scribed as "Tender for providing Tender for Supply of Uniform and Accessories to the cadets at IMU-KC, Taratala, Kolkata, under Two Bid System (Name of the tender as mentioned in tender abstract) [Tender No IMU-KC/ Uniform /2018 -19/1 at IMU-KC"]. **The cover should clearly mention the package / packages for which the tender document is submitted.** The tender shall be either sent to the address mentioned in the Tender Abstract so as reach before the last date & time for submission or dropped in the tender box placed in the Deputy Registrar's Office (First Floor), IMU-KC prior to the last date & time for submission. The tender should be sealed properly with utmost care. No stapler or stapler pins should be used for sealing the tender.

11 **Conditions stipulated by the bidder**

The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to IMU-KC. Tenders containing any qualifying conditions or even bidder's clarifications in any form will be treated as non-responsive and will run the risk of rejection.

12 **Filling up of Forms, Completeness & Mode of Submission of Tender**

12.1 The bidder shall submit all the documents required to be submitted as per Clause 11 duly filled in along with their covering letters, data and other information so that the tender is complete in all respects.

12.2 The Rates in Price Bid shall be filled in either typed or written in indelible ink and shall be signed by the person or persons duly authorized to sign on behalf of the bidder.

12.3 Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/ courier/ dropping in the box provided) shall not be accepted.

13 **Last date for submission of tender, Extension and Late Tenders :**

Tenders must reach the Deputy Registrar's office at the address stated in the Tender abstract Prior to the time mentioned in the tender abstract. IMU-KC may, at its sole discretion extend the date and time for submission of tenders. Any updates with regard to such extension or any other communication intended for the bidders / prospective bidders will be made only through IMU-KC's website stated above. Any tender received after the last date and time for submission of tenders prescribed will be rejected.

14 **Tender Prices**

14.1 The contract shall be for all the packages however the bidder may opt for at least one package or more. No partial tender for any package will be accepted by IMU-KC.

14.2 Items against which no rate or price is entered by the bidder will not be paid for and when executed, such items, shall be deemed to have been covered by other rates and prices in the price bid like service charges. Tender price covers bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Supply at IMU-KC and includes all the liabilities of the bidder including all kinds of taxes (**except GST**).

14.3 The rate quoted shall be responsive. GST is to be shown separately. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

15 **Tender Validity**

Tenders shall remain valid for 120 days from the last date of submission of tender.

16 **Earnest Money Deposit (EMD)**

16.1 Each tender should be accompanied by an Earnest Money Deposit (EMD)- Rs.76000 for package A, Rs 21000 for package B, Rs 22000 for package C and Rs 21000 for package D which shall be in the form of Demand Draft from any Nationalized Bank / Scheduled Bank drawn in favour of **“Indian Maritime University-Kolkata Campus”**, Payable at **Kolkata**. No other form of deposit towards Earnest Money shall be accepted.

16.2 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. EMD amount should be given for any one package at least (Irrespective of the number of items for which the bidder quotes)

17 **Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Price Bid)**

17.1 Technical bids will be opened at the conference hall in IMU – KC located at the address stated in tender abstract. Any bidder who is willing to observe the tender opening, may, in person or through his authorized representative (in writing), be present at the venue and witness the tender opening. The maximum number of person allowed per bidder is one.

17.2 Any change in the date / timing of bid opening and similar notifications will be communicated only through IMU-KC website or through e-mail, as decided by IMU-KC, and not through both.

17.3 Similarly, a suitable date and time for opening of the Cover II – Price Bids will be fixed and those bidder(s) who are qualified will be intimated about the opening of Cover - II – Price Bids. The Cover II - Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and be present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in technical bid opening.

18 **Influencing prohibited**

Any effort by a bidder to influence the buyer during the processing of tenders or award decision will result in the rejection of his / their bid offered and may also lead to black listing.

19 **Correction of Errors (in Price Bid)**

19.1 Bidders are advised to exercise utmost care while preparing the Price bid and technical bid. If there is a discrepancy, IMU – KC may decide to reject the tender altogether. However, IMU-KC may also at its sole discretion, consider accepting the tender, if there are differences between the rates quoted by the bidder in words and in figures or in the amount worked out by him, adopting the following procedure:

19.2 When there is a difference between the rates in figures and in words, the rates given in words would only prevail.

19.3 IMU-KC may adopt any other method, as deemed suitable by it, to resolve any such unintentional error(s), if any. It is reiterated that resolving of errors as stated above, is optional to IMU-KC. The bidders are advised to exercise utmost caution not to run the risk of rejection due to such error(s).

20 **IMU-KC's right to accept any tender and to reject any or all tenders**

The IMU-KC reserves the right to accept or reject any tender / all tenders, and to annul / cancel the tendering process, at any time / stage prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders.

21 **Refund of EMD**

21.1 The EMD will be refunded to all the unsuccessful bidder(s) within one month from completion of the tender evaluation process. No interest will be allowed on the Earnest Money.

21.2 The EMD of the successful bidder will be refunded only after the remittance of security deposit in any manner as aforesaid. Alternatively, the successful bidder shall when his tender is accepted, furnish security deposit as specified in the clause elsewhere after giving credit to the amount deposited by him as earnest money. The balance, if any, will be refunded to the bidder against

such request. Till such time, the earnest money shall retain its character, as such, till the successful bidder furnishes the security deposit.

21.3 Where a person whose tender has been received by the IMU-KC intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-KC (or) fail to furnish the security deposit within the prescribed time, the IMU-KC shall without prejudice to IMU-KC's any other right or remedy, be at liberty to forfeit the Earnest Money deposit.

22 **Evaluation of Bids**

22.1 Technical Bid Evaluation

The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened. Technical bid (Cover-I) of each bidder shall fulfil the minimum eligibility criteria prescribed in Clause 2. If the bidder fails to fulfil any one of the above criteria, he would be treated as not eligible and their Cover II – Price bid shall not be opened.

The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-KC will form the basis for the technical evaluation. In exceptional cases IMU-KC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-KC, information and documents supplied in support of the tender do not meet the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-KC. After satisfying that all / or some of the bidders have attained the minimum qualifying criteria as detailed above, bids of only the technically qualified bidders who fulfil all the pre-qualification / eligibility criteria, will be considered for further evaluation. If a bidder does not fulfil even single minimum eligibility criteria / pre-qualification criteria during the technical bid evaluation, his financial bids will not be evaluated.

Sample Evaluation: The process of sample evaluation is a part of technical evaluation. Samples on the basis of the poor quality can be rejected. **Merely giving uniform or accessories on the basis of technical specifications mentioned against each item does not qualify the item to be selected as QUALIFIED sample. The Committee is at the liberty to select the best three (or such other number deemed suitable by the committee) samples as qualified for technical evaluation. The decision of committee will be final in this regards. Hence quality items will have preference.**

22.2 Financial Bid Evaluation

Total cost including all other taxes or levy (**except GST**), will be taken for comparison among the bidders for evaluation and the bidder who quoted the lowest total cost will be awarded the work. However, mere quoting of low rates alone will not confer any right to such bidders seeking acceptance.

In case the Price bid of more than one agency is same, as L-1, then IMU-KC will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who scores highest marks, among the L-1 bidders.

22.3 Quoting unworkable rate will not be considered for evaluation and is liable to be rejected. If the committee decides the rate as unworkable and the bidder's justification is not satisfactory enough w.r.t quality and effective execution of the contract, the bid will be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.

22.4 In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU-KC.

23. IMU-KC depending on its requirements reserves the right to place more orders upto 1 year from the first purchase order at the same pricing and terms of conditions. The bidders must honour this provision.

IMU Kolkata has the sole discretionary power for the extension of the work order by another two years based on the satisfactory performance of the

supplier/suppliers with the same rates, terms and conditions of the initial contract- package wise.

24 **GENERAL TERMS AND CONDITIONS**

24.1 The selected Bidder shall be responsible and liable for and shall indemnify IMU-KC and keep the IMU-KC indemnified, safe and harmless at all times, against:

Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature, whatsoever made or instituted against or caused to or suffered by IMU-KC directly or indirectly by reason of:-

24.2 Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, bad faith, disregard of its duties and obligations here under, service, act or omission of or by the Service provider and / or any of his Staff, and/or

24.3 Any theft, robbery, fraud or other wrongful act or omission by his staff.

24.4 The Bidder shall do and perform all such services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the IMU-KC may issue from time to time and which have been mutually agreed upon between the two parties.

24.5 The Bidder shall be responsible to maintain all property and equipment of IMU-KC entrusted to it.

24.6 All necessary reports and other information will be supplied immediately as required and regular meetings will be held with IMU-KC as and when required by IMU-KC.

24.4 All correspondence regarding Supply & payment of bills etc., or any other matter shall be done only with the Director, IMU – KC through the Officer in Charge.

25 **Security Deposit**

25.1 **Within 3 working days** of the successful bidder's receipt of notification of award from IMU-KC, the Bidder shall furnish a Security Deposit at the rate of **10%** of the contract value in the form of an A/C Payee Demand Draft drawn in the name of Indian Maritime University, payable at Kolkata towards due compliance of contract obligations to the satisfaction of the IMU-KC and to make good any loss or damage caused to the IMU-KC owing to acts in

pursuance/violation of terms herein. The EMD already paid can be adjusted towards the Security Deposit, and in which case, the balance of security deposit is to be paid within 3 days of notification of award by IMU-KC. If the bidder fails to submit the Security deposit to IMU-KC within the stipulated time, IMU-KC shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely and / or may, at its sole discretion, treat the bidder as having lost his eligibility for the award of the contract.

25.2 No request of partial payment will be accepted. No interest is payable on the Security Deposit.

25.3 In case Security Deposit amount falls short on subsequent order, the supplier must deposit the differential amount of Security Deposit within 10 days of subsequent order. Security Money will not carry any interest.

25.4 The Security Deposit will be discharged by the IMU-KC and returned to the bidder not later than 90 days from the date of expiry of the contract to the supplier.

25.5 The proceeds of the Security Deposit shall be payable to the IMU-KC as compensation for any loss(es) incurred by IMU-KC resulting from the failure of the supplier to meet out its obligations under the Contract, as determined by IMU-KC. This shall be in addition to any other action/ penalty taken by IMU-KC for delays/ default/ failure on the part of the service provider.

26 **PAYMENT TERMS**

26.1 Submission of Bills: The Supplier should submit the following documents at the time of submission of bill to IMU-KC:

- a. Challan in duplicate
- b. Stamped bill in duplicate.

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

26.2 Invoices should be numbered serially in the sequence as given in the Work Order to ensure clarity and accountability.

26.3. GST and other taxes: GST should be shown separately. 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 is needed to be passed on to IMU-KC.

26.4. Only after the completed execution and certification from the end user department, payment will be processed.

26.5. **Payment will be made on the actual quantity ordered and supplied. IMU – KC does not guarantee the quantity of items to be supplied as mentioned in the tender document. The quantities mentioned are just an approximation.**

26.6. 100% payment shall be made on successful supply of uniforms 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.

26.6.1. Setting off of service provider's bills:

IMU-KC shall be entitled to set off the following against and deduct and recover from the service charge and any other sums payable by IMU-KC to the service provider at any time:

- i. Tax, levy or any other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now in force or which may come into force during the currency of this Agreement.
- ii. Any and all amounts which may be or become payable by the Service provider to IMU-KC under this Agreement.

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 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.

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:

- 28.1. 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 which the supplier will be unable to complete the work by the date of completion.
- 28.2. If the supplier being a company passes a resolution or the court shall make order that the company shall be wound up or any such instructions are received from Income Tax Department or any Government organisation.
- 28.3. If the supplier commits breach of any of the terms and conditions of the contract.
- 28.4. If the supplier becomes insolvent, when the supplier makes himself liable for action under any of the cases aforesaid, the Director on behalf of IMU, Kolkata shall take action as under:
 - 28.4.1. To determine or annul the contract and upon such termination or rescission, Security Deposit of the supplier shall be liable to be forfeited and shall be in disposal of IMU, Kolkata Campus.
 - 28.4.2. 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.

28.4.3. To take possession of any tools, plants, materials and stores in or upon the work or site thereof belonging to the supplier and procured by the supplier 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 supplier expense or sell them by auction on account of supplier at his risk and cost.

29. **POST TERMINATION RESPONSIBILITY OF THE SERVICE PROVIDER**

29.1. Upon termination of this Agreement, the bidder shall immediately deliver to IMU-KC all the documents/ tools/ equipment and any/ all data pertaining to IMU-KC, held by it or in the possession/ custody/ control of his staff, to IMUKC. The Bidder shall also forthwith remove all his staff together with his machines/ his equipment / his tools whatsoever from the premises of IMU-KC as directed by the IMU-KC. IMU-KC reserves the right to demand from the service provider to finish any particular work/ works which may at the date of termination stands incomplete in full or part.

29.2. Any breach of the obligation or delay in its implementation of post termination responsibilities of service provider shall without prejudice to IMU-KC's other rights at law will, result in levy of compensation at the rate of Rs.1000/- per day with interest thereon upto the rate of 12% per annum. This amount may without prejudice to all other rights of recovery vested as per law with IMU-KC also be recovered from the amount outstanding to the service provider.

30. **Arbitration & Jurisdiction**

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-KC. Such arbitration

shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Kolkata. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Kolkata.

31. **AGREEMENT**

Any offer made in response to this tender, when accepted by IMU-KC, will constitute a contract between IMU-KC and vendor / bidder.

32. **Contract Agreement**

The successful bidder shall, if awarded the contract, enter into and execute an agreement in the form prescribed when called upon to do so with such modifications as agreed upon, prior to the date of acceptance of the tender and until the formal agreement is prepared and executed, this tender together with the written acceptance shall form a binding contract between the buyer and the service provider. All costs, charges and expenses including stamp duty in connection with the contract as well as preparation and completion of agreement shall be borne by the bidder.

33. Other Terms and Conditions are enumerated in Appendices.

DIRECTOR

IMU-KC

Section 2: Bidder's Representations and Warranties

The selected bidder hereby represents warrants and confirms to the IMU-KC that:

1. He has the necessary skills, knowledge, experience, expertise, required capital net worth, adequate and competent Facility staff, systems, equipment and procedures and capability to duly perform its obligations in accordance with the terms of the tender / Agreement and to the satisfaction of the IMU-KC, provided, however, that the IMU-KC's judgment as regards the quality and skills of the Bidder and his Facility Staff shall be final and binding on the Bidder.
2. The execution of the Agreement and providing services hereunder by the Bidder to the IMU-KC does not and will not violate, breach any covenants, stipulations or conditions of any Agreement, Deed entered into by the Bidder with any third parties.
3. The Service provider shall be solely responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service and shall not hold the IMU-KC responsible in respect of any claim made by any person for any reason whatsoever. The service provider will make no claim for reimbursement or other form of claims arising out of such accidents etc. against IMU-KC. In the event of IMU-KC incurring any loss due to the above, Bidder shall indemnify IMU-KC to the extent of its loss on this account. Bidder shall be solely responsible for reporting to IMU-KC and concerned authorities immediately of any serious or fatal accident.
4. The service provider shall alone be responsible & entitled to act in pursuance of this Contract and the Bidder shall not directly or indirectly transfer, assign or makeover any rights and obligations of the contract or any part thereof to any other persons.
5. In the event of any losses or damages to any Properties or effects of University by theft, Pilferage, the service provider shall alone be responsible & liable to pay, reimburse & indemnify all losses & expenses suffered or paid or payable by the University, if such loss is attributable to the conduct of outsourced staff deployed by the service provider.

6. The selected bidder should have a Branch Office in Kolkata. Proof of office in Kolkata to be given.

Section 3: Bidder's Covenants

1. 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. Test/Guarantee Certificate: Manufacturer's Test Certificate (T.C.) is to be submitted along with the material (for cloth material). In case T.C. is not made available at the time of dispatch, 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.
3. Complaints: 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 should be attended within two weeks of supply, failing which appropriate amount will be deducted from the bill.
4. Agreement: The supplier shall execute an agreement with IMU-KC on Non-Judicial Stamp Paper of appropriate value within 15 days of placement of Purchase Order and until such execution; this work order duly signed as having accepted will form the basis of the contract.
5. No work will be sub-let to other agency, if found the said agency will be black listed by intimating to other organisation.

6. Mobilisation Advance: No mobilisation advance to be given to the supplier.
7. Settlement of Disputes: The Supplier 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.
8. 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.
9. 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.
10. Delivery
 - 10.1. The materials should be delivered at Indian Maritime University-Kolkata Campus.
 - 10.2. 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.
 - 10.3. All items should be delivered within 30 (Thirty) days from the date of award of purchase order. Indian Maritime University - Kolkata Campus may place order in phased manner during the rate contract period depending upon the requirement.
 - 10.4. Supply should be complete in all respects quantity / quality wise for each cadet and for the whole order.
11. **All the items will be verified with the approved sample by an officer designated by Director. After verification the stitched uniforms will be received by the stores at IMU-KC. The quality of the item supplied not matching with the sample will be rejected instantly and will be treated as not supplied. The replacement is to be provided by the supplier at their own cost**

at the earliest to avoid Liquidated Damages clause as per the work order. Deviation from sample may result in blacklisting of the firm. In case of deviation, the supply will be considered as not delivered. The quantity of the items should be verified by either of the Store Officer/O-I/c Hostels/Faculty-in-charge of the class/Deputy Registrar/Assistant Registrar.

12. After the supply is completed, any alterations thereof should also be executed by the supplier.

Section 4: Penalties & Fines

1. Liquidated Damage

- 1.1. 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 supplier, 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% of contract value.
- 1.2. If the supplier 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.

Package 'A' – Stitched Uniform

1. General Terms and Conditions for Supply of Uniform

- 1.1. The required uniform sets are of different measurements. The supplier should make arrangements to take measurement of different sizes of uniforms of male and female cadets during the time from 9:00 am to 8:30 pm at their own cost with prior permission and to deliver the Stitched Uniforms within the time frame stipulated in the Purchase Order.
- 1.2. Measurements for stitching of uniforms should be completed within 07 days from the date of issue of Purchase Order by the University **OR** During the admission conduct schedule which is generally held during the month of July 2019. This will be decided by IMU-KC.
- 1.3. The Supplier should supply the stitched uniform sets of different sizes strictly as per the cloth and stitching specifications.
- 1.4. The uniforms are to be supplied at Indian Maritime University, Kolkata Campus, P-19 Taratala Road, Kolkata – 700088.
- 1.5. The Supplier shall arrange themselves all tools & tackles, machines, labour, transportation and the consumables required for stitching the uniforms.
- 1.6. All the dress materials should be in neatly ironed condition and packed in cardboard boxes set wise separately with name and Registration no. in respect of each student.

2. Stitching requirements:

- 2.1. The thread, button, canvas & lining used for stitching uniforms should be of very good quality.
- 2.2. The quality of stitching should be neat and have fine finishing and the stitching should last longer at least for a minimum period of two years.
- 2.3. Good quality of zip for the trousers shall be used and such zips should last longer at least for a period of two years. If it fails within two years, it shall be replaced and stitched free of cost by the supplier. The Supplier shall also provide a good quality of gripper. The supplier will be required to collect such defective pieces for alteration from Campus & delivered in Campus.
- 2.4. Wrong measurement or exchange of measurements of students resulting in the uniform becoming unfit to wear, shall attract replacement of new stitched uniform from the supplier at his/her own cost.

- 2.5. 2 extra buttons for the shirt, to the button strip of the shirt from inside shall be attached.
- 2.6. After the supply is completed, any alterations thereof should also be executed by the supplier.
- 2.7. The Supplier should adhere to the schedule of Measurement taking as per the IMU Kolkata Campus instructions.

Schedule to Appendix I

SI	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. 3 Nos. loops, 1" above centre of the upper edge of the right pocket to be provided to display name plate. Loops to be stitched with hand to make them last long since name plates will be putting in/off regularly.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Tentative Supply - 3000</div>	<p>i) Approximate count on Yarn: □ Warp – 20tex x 2 (30s x 2) □ Weft – 20tex x 2 (30s x 2)</p> <p>ii) Thread per inch: • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%)</p> <p>iii) Blend composition percent (approx): Polyester & Viscose - 67% & 33%</p> <p>iv) Width cm: 147 cm or as agreed <u>+1</u> 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> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Tentative Supply - 1500</div>	<p>i) Approximate count on Yarn: □ Warp – 20tex X 2 (30s X 2) □ Weft – 20tex X 2 (30s X 2)</p> <p>ii) Thread per inch: • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%)</p> <p>iii) Blend composition percent (approx): Polyester & Viscose -67% & 33%</p> <p>iv) Width cm: 147 cm or as agreed <u>+1</u> cm</p> <p>v) GSM – 190 (+5%, -2.5%)</p>

<p>3</p>	<p>Stitched White Terry Cotton Half Pant with zip, & 2 side pockets, 2 front buckles (as per sample), no hip pockets</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;">Tentative Supply - 2000</div>	<p>i)Approximate count on Yarn: □Warp – 20tex X 2 (30s X 2) □Weft – 20tex X 2 (30s X 2) ii)Thread per inch: • 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 <u>±</u>1 cm v)GSM – 270 (+5%, -2.5%)</p>
<p>4</p>	<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> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;">Tentative Supply - 1000</div>	<p>i)Approximate count on Yarn: • Warp – 20tex x 2 (30s x 2) • Weft – 20tex x 2 (30s x 2) ii)Thread per inch: • 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 <u>±</u>1 cm v)GSM – 270 (+5%, -2.5%)</p>
<p>5</p>	<p>Stitched Black 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> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;">Tentative Supply - 1000</div>	<p>i)Approximate count on Yarn: □Warp – 20tex X 2 (30s X 2) □Weft – 20tex X 2 (30s X 2) ii)Thread per inch: • 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 <u>±</u>1 cm v)GSM – 270 (+5%, -2.5%)</p>

<p>6</p>	<p>Stitched Full white set – Tunic & Trouser:</p> <p>With Brass/Chrome plated 5 buttons as per sample. 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> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Tentative Supply - 250</div>	<p>i)Approximate count on Yarn: □Warp – 20tex X 2 (30s X 2) □Weft – 20tex X 2 (30s X 2)</p> <p>ii)Thread per inch: • Warp – 66 (+5%, -2%) • Weft – 48 (+5%, -2%)</p> <p>iii)Blend composition percent (approx): Polyester & Viscose – 67% & 33%</p> <p>iv)Width cm: 147 cm or as agreed <u>+1</u> cm</p> <p>v)GSM – 270 (+5%, -2.5)</p>
<p>7.</p>	<p>Navy Blue woolen blazer with IMU insignia :</p> <p>single breasted with 3 metal buttons in front, 2 smaller buttons on each sleeve.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">Tentative supply: 250</div>	<p>Polyester &Wool – 75% & 25% GSM – 255(+5%, -2.5%)</p>

Appendix II

Package 'B' – Uniform Accessories

1. General Terms and Conditions for Supply of Uniform accessories

- 1.1. The required uniform accessories are of different measurements. The supplier should make arrangements to take measurement of different sizes of uniform accessories of male and female cadets during the time from 9:00 am to 8:30 pm at their own cost with prior permission and to deliver the uniform accessories within the time frame stipulated in the Purchase Order.
- 1.2. All the uniform accessories should be neatly packed in cardboard boxes set wise separately with name and Registration no. in respect of each student.

Schedule to Appendix II

SI	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
	Tentative Supply - 500	
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.
	Tentative Supply: 1000	
3.	White Nylon 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)
	Tentative Supply - 750	
4.	Black Nylon Socks	Material 100% Nylon Thickness of material & Mass : as per ISI standard, Colour Black
	Tentative Supply: 1500	
5.	White Nylon Socks	Material 100% Nylon Thickness of material & Mass : as per ISI standard, Colour White
	Tentative Supply: 1500	
6.	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
	Tentative Supply - 2000	
7.	a) Epaulettes with evershine buttons and laces -950 Approx b) Epaulettes with yellow band and evershine buttons and laces -50 Approx	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). 50 nos. to be provided additional yellow band or stripe to make it discriminable from the rest.
	Total Tentative Supply - 1000	

8.	White Turban for SIKH Cadets only	Malmal/Masleen (Sample of Cloth to be provided with quotation) Size: length 8 Meters, Breadth 36" Note: Two strips of 4 meters x 36" to be stitched together lengthwise to make turban size 4 mtrs x 72" Badge: Merchant navy cadets
	Tentative Supply – Based on no. of Sikh cadet Tentative supply (1-10)	
9.	Navy Blue Turban for SIKH Cadets only	Malmal/Masleen (Sample of Cloth to be provided with quotation) Size: length 8 Meters, Breadth 36" Note: Two strips fo 4 meters x 36" to be stitched together lengthwise to make turban size 4 mtrs x 72" Badge: Merchant navy cadets
	Tentative Supply – Based on no. of Sikh cadet (1-10)	
10.	Name Plate	Material Fiber, Colour white, Black letters engraved with brass safety pin attached to pass through two holes/loops provided on uniform shirt Size: length 3" (pocket width) Width 20mm, Thickness 2 mm. The name plate should not be too light or heavy.
	Tentative Supply - 750	
11.	Safety Helmet (for working in Workshop)	PVC with ISI mark
	Tentative Supply: 500	
12.	Black Terrykot Tie with monogram	Colour Black Material Polyester / Cotton IMU Monogram stitched/printed in front
	Tentative Supply - 500	
13.	Navy Blue Terrykot Tie with monogram	Colour Navy Blue Material Polyester / Cotton IMU Monogram stitched/printed in front
	Tentative Supply - 250	
14.	Elastic Band (in Pairs)	Garter 1" with male and female hooks for Stockings
	Tentative Supply - 1500	
15.	Swimming Trunk	Swimming trunks – boys & Swim Suits – girls (Covering thorax, abdomen upto knee length)
	Tentative Supply – 250	

Appendix III

Package 'C' – Shoes

1.General Terms and Conditions for Supply of Shoes

1.1.The required Shoes are of different measurements. The supplier should make arrangements to take measurement of different sizes of Shoes of male and female cadets during the time from 9:00 am to 8:30 pm at their own cost with prior permission and to deliver the Shoes within the time frame stipulated in the Purchase Order.

Schedule to Appendix III

SI	ITEMS	Specifications
1.	Black Leather Shoes with laces Tentative supply: 750	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 Tentative supply: 500	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; Page 19 of 29
	Tentative Supply: 1000	PACKAGE "D" - SPORTS UNIFORM Thickness: Durable thickness Insole: Non-Woven Strobel Cloth Sole: Poly Urethane Sole with cleated design Counter / Stiffener: Heat Activated Moulded Thermoplastic light weight Thread: Nylon Eyelets / D-rings: Of durable design Laces: Nylon Cotton Round Laces 6 months warranty

Appendix IV Package 'D' – Sports Uniform

1.General Terms and Conditions for Supply of Sports Uniforms

1.1.The required Sports Uniforms are of different measurements. The supplier should make arrangements to take measurement of different sizes of Sports Uniforms of male and female cadets during the time from 9:00 am to 8:30 pm at their own cost with prior permission and to deliver the Sports Uniforms within the time frame stipulated in the Purchase Order. The measurement of the size will be arranged during admission schedule during month of July.

1.2.All the Sports Uniforms should be neatly packed in cardboard boxes set wise.

Schedule to Appendix IV

SI	ITEMS	Specifications
1.	Sports Shirts (T-Shirt) Red Tentative supply : 1250	Material Blend 52% cotton & 48% polyester Type of knit – pique GSM – 200 (+5%, -2.5%) Collar – Ribbed collar Sleeves – Ribbed & Half sleeves IMU logo as per sample on the left of shirt in front and at the back. Logo to be printed, durable printing, no fading of logo Cadet's name embedded
2.	Sports Shirts (T-Shirt) Sky Blue Tentative supply : 1250	Material Blend 52% cotton & 48% polyester Type of knit – pique GSM – 200 (+5%, -2.5%) Collar – Ribbed collar Sleeves – Ribbed & Half sleeves

		IMU logo as per sample on the left of shirt in front and at the back. Logo to be printed, durable printing, no fading of logo Cadet's name embedded
3.	Sports shorts - Dark Blue Tentative supply : 1000	a) Genuine Comfort fit b) Polyester 100% c) Dual Side Pocket d) Durable board waist band flat inner drawstring.
4.	Sports shorts - Olive green Tentative supply : 1000	a) Genuine Comfort fit b) Polyester 100% c) Dual Side Pocket d) Durable board waist band flat inner Drawstring.
5.	Sports stockings - (Light Blue /Dark Blue band) Tentative supply : 500	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 - Yellow with green band in pairs Tentative supply : 500	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 Tentative supply : 250	Polyester 100% Colour - Maroon with cream strip

Annexure-I

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for providing 'Supply of Uniform and Accessories for cadets' at
IMUKC, Taratala, Kolkata

Ref: IMU-KC's Tender Notification No. IMU-KC/ Uniform /2019-20/1 dated:
10-05-2019

From

Name & Address of the Bidder

Ph:

Email:

To
The Director,
Indian Maritime
University, P-19, Taratala
Road Kolkata - 700088.

Dear Sir,

We hereby submit our Technical Bid for providing 'Supply of Uniform and Accessories for cadets' at IMU – Kolkata Campus as detailed below:-

1. Experience in the business of providing Similar Service Since 2014-2015 or earlier:

Sl	Eligibility Criteria details	Bidders Confirmation
1	Whether in the business of Providing Similar Service Since 2014-2015 or earlier & meet this eligibility criteria (Yes / No)	
a)	Since which Year?:	
b)	Mode of Proofs enclosed:	Page No.
(i)		
(ii)		
(iii)		
(iv)		
(v)**		

** - May add more rows as required

2. A. Similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last five financial years (2014-15 to 2018-19):

Sl	Eligibility Criteria details	Bidders Confirmation
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A	Whether carried out similar service with minimum value specified in any one of the three set of minimum service values (a or b or c) during 2014-2015 to 2018-19 & thereby meet this eligibility criteria (Yes / No)	
a)	At least one similar supply with a minimum value of Rs. 30,34,264 for Package A, Rs. 8,82,873 for Package C and Rs. 8,37,284 for Package D. For Package B, 1 similar supply of minimum value of Rs. 841034.21(if bid for full package) (Yes / No)	
b)	At least 2 similar supply each with a minimum value of Rs. 22,75,698 for Package A, Rs. 7,20,467 for Package C and Rs. 6,27,963 for Package D. For Package B, 2 similar supply of minimum value of Rs. 630775.67 for Package B (if bid for full package): (Yes / No)	
c)	At least 3 similar supply each with a minimum value of Rs. 15,17,132 for Package A, Rs. 4,80,311 for Package C and Rs. 4,18,642 for Package D. For Package B, 3 similar supply of minimum value of Rs. 420517.11(if bid for full package) (Yes / No)	

2. B. Details of similar service with minimum value specified in any one of the three set of values (a or b or c) carried out during the last five financial years (2014-15 to 2018-19):[in proof of sl. No. 2-A above):

B	Mode of Proofs enclosed: (With Name, Address & Contact No. of the Client for whom Uniform Supply Services was provided)	Value of the Work (Rs)	Page No.
(i)			
(ii)			
(iii)			
(iv)			
(..)**			

** - May add more rows as required

Note: "Similar Supply" means contract for supply of Package A and/or Package B and/or Package C and/or Package D as defined in tender abstract as the case may be with Government / Semi-Government/ Public

Sector organisations/ National level educational institute like IIT, IIM, NIT and Universities/ Banks/PSU's/ Public Limited Company or A Private Limited Company with a minimum work force of 100 employees.

3. Minimum Annual turnover

(Rs. In Lakh)

Sl	Eligibility Criteria details	Bidders Confirmation	
		Turnover	Page No.
(i)	Whether the bidder has a minimum Annual turnover of at least Rs. 57 lakh for Package A, Rs. 17 lakh for Package B, Rs. 17 lakh for Package C and Rs. 16 lakh for Package D, during any 3 financial years from Year 2015-16. [YES / NO]		
	Year / Proof enclosed		
(ii)	2016-17 /		
(iii)	2017-18 /		
(iv)	2018-19 /		

4. Other Eligibility Criteria & Essential requirements and other details :

Sl	<u>Particulars</u>	Bidders Confirmation / Details	Details of Proof enclosed	Page No.
i)	Whether the Bidder have a valid PAN and GST		Copy of PAN and GST	
ii)	Whether the Bidder has covered their Staff employed under ESI and PF other [YES / NO]			
iii)	Whether obtained License Under Contract Labour (R&A) Act [YES/NO]			

iv)	Whether the Bidder has been debarred or blacklisted by any Government department / agency so far on account of fraudulent or corrupt practices or inefficient / ineffective performance [YES/NO]		Declaration to this effect	
v)	Whether the Bidder has attached EMD as stated in tender abstract from Nationalized or scheduled bank [YES/NO]		Original DD No. _____ enclosed with technical bid	
vi)	Whether the bidder inspected the site. If so, date and time of inspection of site: [YES/NO]		NA	NA
vii)	Form of Organization [Sole proprietorship / Partnership / PVT Ltd Company etc]:			
viii)	Provident Fund Number			
ix)	ESI Number			
x)	Local office address with proof			
xi)	Other Modes of Proof enclosed			
xii)	No. of Packages applied for (Please put a tick mark for packages applied)	A : B : C : D		

Name, Designation, Address and Telephone No. of Authorized person(s) of Firm / Agency:

I am also enclosing bidder memorandum and undertaking duly signed by me /us.

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 firm is liable to be blacklisted / debarred by IMU-KC for at least 3 years, in addition to any other right or remedy available to IMU-KC including forfeiture of EMD, Security Deposit etc.

Date:

Signature with Seal of
Authorized Signatory
Place:

Annexure - II

BIDDER MEMORANDUM & UNDERTAKING

[to be signed and enclosed on bidders letterhead with technical bid]

1. General Description
Tender for Providing 'Supply of Uniform and Accessories for cadets' at IMU – Kolkata Campus at Indian Maritime University Kolkata Campus at Kolkata. Tender No. IMU-KC/ Uniform / 2018-19 /1 dated: 10.05.2019.
 2. Period of Contract
One year from the date of commencement of work.
[The contract is extendable at the same terms and conditions by one more year subject to providing of service to the satisfaction of IMU-KC, at the option of IMU-KC]
 3. Forfeiture of Earnest Money Deposit & Undertakings by the Bidder
Should this tender be accepted in whole or in Part, I / we here by agree:
 - a) to terms and abide and fulfill all conditions annexed hereto and all the terms and provisions contained in all parts of the tender documents so far as applicable and/or in default thereof the EMD paid by us will be forfeited in favour of IMU-KC.
 - b) To execute all the Services referred to there in the tender documents upon the terms and conditions contained or referred to therein, and carryout such deviations as may be ordered by IMU-KC.
- b) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake to abide by all the terms and conditions laid down in the tender/bid documents.

4. I/We abide by the provisions of all acts, law and any other Charges applicable from time to time. I/We will abide by all the Government laws from time to time and shall be fully & solely responsible for any violation.

SIGNATURE:

FOR AND ON BEHALF OF:

DATE:



INDIAN MARITIME UNIVERSITY

KOLKATA CAMPUS

P-19 TARATALA ROAD, KOLKATA, 700 088

Tender for providing 'Supply of Uniform and Accessories for cadets' at
IMU – Kolkata Campus

Tender No.: IMU-KC/ Uniform /2018-19/1 dated 10-05-2019

Volume. II

PRICE BID

NOTE: This Memorandum forms part of the Tender and this should be duly filled in,
signed & sealed and enclosed along with the Tender.

To

The Director,
Indian Maritime University (Kolkata Campus),
P-19, Taratala Road
Kolkata - 700088

Sir,

Being duly authorised to represent and act on behalf of hereinafter called "the bidder" and having visited the site and examined the Conditions of Contract, Specifications, Schedules and Bill of Quantities for the Tender for providing 'Supply of Uniform and Accessories for cadets' at Indian Maritime University - Kolkata Campus, Taratala at Kolkata.

1. We offer to execute the work in conformity with the said Conditions of Contract, Specifications, Schedules and Bill of Quantities for the sum of as per the detailed price bid enclosed.
2. We undertake, if our Tender is accepted, to achieve completion of the service for the periods specified in this Schedule.
3. We agree to abide by all the terms and conditions of the Tender in all its parts including its annexure & forms, from the date of commencement of work as per the tender document or such further period as may be mutually agreed, it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period or such extended period as mutually agreed upon, I/We forfeit and forgo the Security Deposit to IMU-KC.
4. The work order when accepted by the supplier shall constitute a binding contract between Indian Maritime University and the bidder.
5. I/We understand that the Indian Maritime University, (Kolkata Campus) reserves the right to,
 - a) Amend the scope of tender and value of contract under this work;
 - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender(s).

I/We agree that the Indian Maritime University Kolkata Campus will not be liable for any such action and will be under no obligation to inform the bidder of the grounds for such action.

6. If our tender is accepted we understand that we are held fully responsible for the due performance of the contract.
7. We agree to execute all the works referred to in the tender documents in accordance with the terms and conditions contained or referred to therein and to carry out such deviations as may be communicated by IMU-KC.

SIGNATURE:

FOR AND ON BEHALF OF:

DATE:

PRICE BID - Priced Bill of Quantities for Supply of Uniform & Accessories

The rate is inclusive of all taxes and charges* (**except GST**). *GST is to be added to each item in Price Bid if it is not a composition Scheme. Price bid evaluation will be

made based on Rates quoted **exclusive** of GST, if such GST etc. is applicable to IMU-KC. The Number of items to be required is tentative only. Actual requirement may vary within a range of 0-250. All the Financial Bids i.e for Package A, B, C and D will be evaluated individually. Splitting of items as per Individual L-1 is permissible (subject to discretion of IMU-KC). If any of the columns of any price bid is left blank or incomplete in any respect, that Price Bid will not be evaluated.

PACKAGE 'A'

Sl	Item (Details of items as provided in the Schedule)	Quantity (A) Tentative *	Rate Per Item (B)	HSN Code (H)	GST Rate (C) per item	Total Amount without GST T=A*B	Total GST Amount G=A*C	Total Value TV=T+G
1	Stitched White Terry Cotton Shirt (Half Sleeves)	3000						
2	Stitched White Terry Cotton Shirts (Full Sleeves)	1500						
3	Stitched White Terry Cotton Half Pant	2000						
4	Stitched White Terry Cotton Trouser	1000						
5	Stitched Black Terry Cotton Trouser	1000						
6	Stitched Full white set – Tunic & Trouser	250						
7	Navy Blue woolen blazer with IMU insignia	250						
8	Total							

Date Place: Signature with Seal of Authorized Signatory

PACKAGE 'B'

SI	Item (Details of items as provided in the Schedule)	Quantity (A) Tentative *	Rate Per Item (B)	HSN Code (H)	GST Rate (C) per item	Total Amount without GST T=A*B	Total GST Amount G=A*C	Total Value TV=T+G
1	Peak Cap	500						
2	Beret Cap	1000						
3	White nylon belt with buckle	750						
4	Black Nylon Socks	1500						
5	White Nylon Socks	1500						
6	White Nylon Stockings (Knee length)	2000						
7	Epaulettes with evershin buttons and laces (50 with stripes)	1000						
8	White Turban for SIKH Cadets only	5						
9	Navy Blue Turban for SIKH Cadets only	5						
10	Name Plate	750						
11	Safety helmet	500						
12	Black Terrycot Tie with monogram	500						
13	Navy Blue Terrycot Tie with monogram	250						
14	Elastic Band (in Pairs)	1500						
15	Swimming Trunk – Female cadets – (Approx)- Male Cadets – (Approx)	5 240						
16	Total							

Date

Place: Signature with Seal of Authorized Signatory

PACKAGE 'C'

Sl	Item (Details of items as provided in the Schedule)	Quantity (A) Tentative *	Rate Per Item (B)	HSN Code (H)	GST Rate (C) per item	Total Amount without GST $T=A*B$	Total GST Amount $G=A*C$	Total Value $TV=T+G$
1	Black Leather Shoes with laces	750						
2	Safety shoes with laces	500						
3	Sports Shoes with laces	1000						
4	Total							

Yours faithfully,

Date

Place: Signature with Seal of Authorized Signatory

PACKAGE 'D'

Sl	Item (Details of items as provided in the Schedule)	Quantity (A) Tentative *	Rate Per Item (B)	HSN Code (H)	GST Rate (C) per item	Total Amount without GST $T=A*B$	Total GST Amount $G=A*C$	Total Value $TV=T+G$
1	Sports stockings - Dark Blue	500 pairs						
2	Sports stockings - Red	500 pairs						
3	Sports Shirts (T-Shirt) Red	1250						
4	Sports Shirts (T-Shirt) Sky Blue	1250						
5	Sports shorts - Dark Blue	1000						
6	Sports shorts - Black	1000						
7	Tracksuit - Maroon with cream strip	250						
8	Total							

Yours faithfully,

Date

Place: Signature with Seal of Authorized Signatory

* The quantities are taken for evaluation only. Actual quantity will differ.