



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ODISHA

ADVERTISED TENDER ENQUIRY

Department: Procurement of XXI Convocation Dress

Tender Notice No: NITR/PW/CONV/2023/306

Date: 18/08/2023

To

Important Dates

Through
CPP Portal
(E-Procurement)

Event	Date	Time
Pre-bid Conference	NA	NA
Last Date of submission of bid	11/09/2023	11:00 AM
Date of opening of technical bid	12/09/2023	11:00 AM

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

For any query, you may contact to:

Attention: -
Prof. Santosh Kumar Sahoo
Convener, Convocation Dress Procurement Committee
Department of Metallurgical and Materials Engineering [MM]
NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008, ODISHA
Phone: 06612462566
E-mail: santoshsahoo@nitrkl.ac.in
sursahoo@gmail.com

Yours sincerely,

Name: Prof. Santosh Kumar Sahoo
Convener, Convocation Dress
Procurement Committee

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. Schedule of requirements:

Sl. No.	Description of stores (As per the quotation)	Quantity**	
1	Kurta made of Sambalpuri* Fabric	Blue Shade**	592
		Green Shade**	459
		Maroon Shade**	107
		Golden Yellow** Shade	90
2	Pajama made of Sambalpuri* Fabric	White Shade**	1248
3	Sambalpuri* Bandha Saree	Blue Shade	137
		Green Shade	183
		Maroon Shade	53
4	Sambalpuri* Bandha Saree	Golden yellow Shade	11
5	Sambalpuri* Uttariya	White / Grey Shade	101

* As per Geographical Indication No. 208

** Tentative Quantity of various Size of Kurta [item – 1] and Pajama [item – 2] is given in Annexure – I. Actual quantity will vary by +/- 15%, which will be communicated before 30 days of delivery date.

A. SPECIFICATION OF VARIOUS SIZES:

KURTA [TOP] SIZE CHART

Label size	Chest (in inches)	Waist (in inches)	Sleeve length (in inches)	Shoulder width (in inches)	Length (in inches)
Small	36	37	25	18	41
Medium	38	39	25.5	18.5	41
Large	40	41	26	19	42
X-Large	42	43.5	26	19.5	42
XX-Large	44	44.5	26.5	20	43

PAJAMA [BOTTOM] SIZE CHART

Label size	Waist (in inches)	Length (in inches)	Leg Opening (in inches)
Small	32	45	12.5
Medium	34	46	13
Large	36	47	13.5
X-Large	38	48	14
XX-Large	40	49	14

2. Specifications and allied Technical Details

As mentioned in "Schedule of Requirements (Annexure – I)" in Tender Documents

3. Format of Quotation (tick appropriate box)

It is a two-part bid with separate technical and price bids.

4. The bid should be submitted through <https://eprocure.gov.in/eprocure/app>

5. Quotations should be valid for a period of **90** days from the date of opening of technical bid.

6. Some important dates:

i.	Pre-bid Conference:	Date: NA	Time: NA
ii.	Last date for submission of bid	Date: 11/09/2023	Time: 11:00 AM
iii.	Date of opening of technical bid	Date: 12/09/2023	Time: 11:00 AM

7. Warranty: As per organization policy.

8. Technical bid evaluation criteria:

- a) Should be user of GI No. 208 [Sambalpuri Bandha Saree and Fabrics] for at least last five years as on last date of receipt of bids.
- b) Should have successfully supplied similar materials of minimum value of Rs. 15.00 lakhs [inclusive of VAT/GST] against a single Purchase Order during last three financial years (i.e. 2019-20, 2020-21 and 2021-2022).
- c) Should have minimum average annual turnover of Rs. 1.00 crore during last three financial years ending on 31st March 2022. In support copy of ITR (Income Tax Return), audited Profit and Loss statement & audited Balance Sheet, etc. for last three financial years (i.e. 2019-20, 2020-21 and 2021-2022) must be uploaded along with technical bid.
- d) Should have successfully supplied similar materials at least once to State Govt. or Central Govt. Institutes in last three years.
- e) During technical bid evaluation, the quality of the cloth (as above) will be examined by the committee members, if found satisfactory then only it will be considered for the technical bid qualification. (In order to finalize the technical bid evaluation process, the respective bidders need to be present mandatorily on **14/09/2023; 03:00 PM (tentative date)** at NIT Rourkela for the presentation of sample dress material.)

9. Financial bid evaluation criteria:

- Financial bid will be opened only for those bidders who are technically qualified.
- Financial bid comparison for the award of contract will be made on overall items/overall L1 price basis, as quoted in BOQ.

Note: Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc., such offers shall be treated as inclusive of all these expenses.

10. **GST:** GST should be charge according to applicable rates.
11. **EMD (Earnest Money deposit)/ Bid Security (BS) and Tender Cost:** Bid security in shape of DD (Demand Draft) for **INR 50,000/- (Rupees Fifty Thousand Only)** and **Tender Cost (Non-refundable)** in the form of DD for **INR 500/- (Rupees Five Hundred Only)** in favour of **Director, NIT Rourkela** Payable at Rourkela from any Scheduled Commercial Bank except Co-operative and Gramin bank. DD for the EMD (Earnest Money deposit)/Bid Security (BS) should remain valid for a period of **45 days** beyond the bid validity period. EMD (Earnest Money deposit)/Bid Security (BS) of unsuccessful bidders will be returned to them at the earliest and latest on or before the 30th days after the award of the contract. EMD (Earnest Money deposit)/Bid Security (BS) and Tender Cost should reach physically through speed post/ register post/courier, containing in an envelope & superscripted with subject, tender reference number addressing to **Registrar, NIT Rourkela - 769008, Odisha**; on or before **12/09/2023 at 11:00 AM**. Any bid without accompanying EMD & Tender cost is liable to be treated as non-responsive and rejected.
12. **Performance Security:** Successful bidder shall have to deposit performance security of an amount equal to **3% of total contract value** to the institute within 15 days from the date of issue of Purchase Order, in shape of Demand Draft (DD)/Bank Guarantee in favour of "Director, NIT Rourkela" payable at Rourkela. And Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the suppliers including warranty obligation. And EMD (Earnest Money Deposit) amount of successful bidder will be returned after the receipt of performance security in case of award of contract to successful bidder.
13. Please go through the enclosed "bid document" carefully for other bidding instructions.
14. Please send your quotations through <https://eprocure.gov.in/eprocure/app>
15. For technical details, you may contact

Prof. Santosh Kumar Sahoo
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E-mail: santoshsahoo@nitrkl.ac.in
sursahoo@gmail.com

NB: ***Please furnish your Dealership Certificate (must) and Proprietary Nature Certificate (If applicable)***



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ORISSA

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769008, Odisha, from the intending bidders for supply of the goods/stores/ equipments for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in BOQ in clear terms without ambiguity.
- 1.3 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.4 The last date for receipt of the bid is marked in the tender document.
- 1.5 The bids should be uploaded in <https://eprocure.gov.in/eprocure/app> . Please follow the guidelines of the site.
- 1.6 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.7 Bids received after the deadline of receipt indicated in para 1.4 above, shall not be taken in to consideration.
- 1.8 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.9 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., technical bid and financial bid.
- 1.10 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages is acceptable.
- 1.11 Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration Certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid Certificate as on close date of tender are not eligible for exemption.
 - i) Khadi and Village Industries Commission (KVIC)
 - ii) National Small Industries Corporation (NSIC)
 - iii) Any other body specified by Ministry of MSME/GOI

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of packing, forwarding, freight, Insurance and all other incidental charges excluding taxes. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or Ad Valorem rate must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actual. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 Duties and Taxes are to be quoted separately. Ad Valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.
- 2.3 The goods are required to be delivered at the indenting Department of NIT, Rourkela, and must be reached **within 60 days of placement of P.O.** from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
- 2.4 The bid should remain valid for a period of **90 days** from the date of opening of technical bid. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The goods offered should strictly conform to the specification and technical details mentioned in tender documents.
- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.8 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.9 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT, Rourkela to recover **liquidated damage** from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.10 The successful bidder may be required to execute a contract, where applicable.
- 2.11 The bidder has to furnish up to date GST and Income Tax Clearance Certificate along with the bid.
- 2.12 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.13 In case of Advance payment, the payment will be made on either in Foreign Demand Draft or Wire Transfer only. The proforma invoice copy need to be sent for advance payment.
- 2.14 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
- 2.15 The bid document/resultant contract will be interpreted under Indian Laws.

SCHEDULE OF REQUIREMENT

Details of Quantity and Sizes for Sambalpuri Kurta, Pajama, Uttariya and Saree

Item	Description of stores	S	M	L	XL	XXL	Total
Kurta	Blue Shade	47	170	217	124	34	592
	Green Shade	22	145	158	96	38	459
	Maroon Shade	02	15	40	35	15	107
	Golden Yellow Shade	----	15	30	40	5	90
Pajama	White Shade	71	345	445	295	92	1248
Saree	Blue Shade	----	----	----	----	----	137
	Green Shade	----	----	----	----	----	183
	Maroon Shade	----	----	----	----	----	53
	Golden yellow Shade	----	----	----	----	----	11
Uttariya	White/Grey Shade	----	----	----	----	----	101

Note: S-Small, M-Medium, L-Large, XL-Extra Large, XXL-Extra Extra Large
