Price Rs. 500/-



# KOLHAN UNIVERSITY, CHAIBASA NH- 75, WEST SINGHBHUM JHARKHAND- 833202

## TENDER DOCUMENTS FOR

Procurement of Sports Material (2017-18)

### **NOTICE INVITING TENDER**

#### The Tender document contains five parts, namely;

- 1. Part I TENDER NOTICE AND TERMS & CONDITIONS
- 2. Part II TECHNICAL BID PROFORMA WITH CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH IT.
- 3. Part III COMMERCIAL BID & SPECIFICATIONS FOR SPORTS ITEMS
- 4. ANNEXURE 'A' AUTHORIZATION LETTER
- 5. ANNEXURE 'B' -- AFFIDAVIT



KOLHAN UNIVERSITY CHAIBASA, WEST SINGHBHUM Jharkhand, Pin : 833202 Phone No. 06582-255274

Date: 14.10.17

### <u> PART – I</u>

#### TENDER NOTICE FOR SPORTS ITEMS

Sealed quotations are invited by the undersigned on behalf of the Kolhan Universirty, Chaibasa from the registered firms/manufacturers/dealers for supply of sports goods/articles. The tender document containing all the description/specification of sports articles and terms & conditions may be obtained from the **Kolhan University, Chaibasa** by paying Rs 500/- (non-refundable) in cash or DD/pay order drawn in favour of "**The Registrar, Kolhan University**" on or before **02.11.2017** or downloaded from the website of this office <u>www.kolhanuniversity.ac.in</u> (Fee of Rs. 500/- should be enclosed in the form of DD). The last date of the receipt of the bids is **02.11.2017** latest by **1200 hrs** and will be opened on **02.11.2017** at **1600 hrs**. An Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand only) through DD/Pay order in favour of **"The Registrar, Kolhan University**" payable at Chaibasa also needs to be enclosed with the bids, without which the bids shall be liable to be summarily rejected.

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4.10.17 Sd/-

Registrar Kolhan University, Chaibasa

2110/17

1. 2.	Description of work Volume of Work	Supply of Sports Material viz Track suit, Playing kit, Sports shoes etc. 2017-18 As given in the Commercial bid in Part III
3.	Specification of the items	As per attached Part – III
4.	Owner	Kolhan University, Chaibasa
5.	Earnest Money/Security Deposit	Rs 5,000/- (Rupees Five thousand only)
		(by DD favouring The Registrar, Kolhan University
6.	Time of completion	Within 07 days of issue of order or as per requirement
7.	Performance Security Deposit	10% of the billed Value for up to 60 days after
		Supply of material
8.	Schedule of submission of tender	Up to 1200 hrs on 02.11.2017
9.	Tender Date & time of opening	1600 hrs on 02.11.2017

Submission of sealed envelope of tender containing Technical and Commercial Bid will be as follows.

**Part – I Terms and Conditions** – To be submitted by the bidder with the technical bid after signing each and every page indicating the acceptance of all the terms and conditions.

**Part – II Technical Bid** – To be submitted in original and completed in all respect along with documents to be attached after duly self-attested.

Part- III Commercial Bid Forms – To be submitted in original and completed in all respect.

**Part- IV** -An affidavit regarding that the firm has never been blacklisted on Non Judicial Stamp Paper of Rs 100/-

- a. The Terms and Conditions as prescribed in Part- I and Technical bid in Part II of the tender documents should be filled in original and should be sealed in a separate envelope "A". The Technical Bid should be super scribed as "Technical Bid Envelope due on 02.11.2017 at 1200 hrs."
  (Envelope "A").
- b. The commercial bid as prescribed in Part- III of the tender document should be filled in original and sealed in a separate envelope "B". The commercial bid envelope be super scribed as "Commercial Bid Envelope "B".
- c. The tender comprising the technical and commercial bid should be signed by all the partners in case of partnership firm.
- d. The bid must be unconditional and in the format given in the tender documents. Both the envelopes carried (I) Technical Bid Envelope A (II) Commercial Bid Envelope B should then be put in a single outer bigger envelope sealed and addressed to The Registrar Kolhan University, Chiabasa and super scribed "Tender for supply of Sports material" due on 02.11.2017 at 1200 hrs.

### **TERMS & CONDITIONS**

- Sealed quotations for the supply of Sports Articles are invited by the undersigned, in the capacity of The Registrar, Kolhan University, Chaibasa on behalf of the .Kolhan University, Chaibasa from the registered firms/manufactures/dealers upto 1200 hrs on 02.11.2017 in the sealed cover marked as "Quotation for the supply of Sports Articles" as per enclosed list and not by the name. The quotations will be opened in the office of the undersigned at 1600 hrs on 02.11.2017. However, in case the date of opening is declared a Government Holiday or office is closed for any reasons whatsoever, the tenders will be opened on next day at scheduled time 1600 hrs.
- 2. This document states the complete information of date of submission & opening of tender's period allowed for the work etc. The tenders shall be deemed to have studied the items, specifications and details of the supplies to be made within the time schedule attached and to have acquainted him/ themselves with the conditions attached. The bidders / their representatives are permitted to be present at the time of the opening of the tenders.
- 3. The rates are to be quoted in whole rupee (not in paise) and inclusive of all taxes etc. as applicable, whatsoever. It is further termed that in case the quoted rates are found to be more than the MRP, the firm shall be blacklisted without prejudice to any other appropriate action, as may be deemed fit, whatsoever. Incomplete/ Conditional tenders are liable to be summarily rejected. However, the undersigned reserves the right to decide on such a matter in the interest of the University, if felt necessary.
- 4. The rates quoted by the contractor shall hold good and valid up to **one** year from the date of finalization of the tender. No amendment in the rate except increase in the rates of GST during the period of execution of the contract will be accepted.
- 5. There should not be any overwriting or corrections in the tenders if the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same must be attested with signature and the date' otherwise their tender will be liable for summarily rejected.
- 6. The sample of the Track Suits, Kits and Shoes etc. by the shortlisted firms qualifying for financial bids will be brought by the bidders for inspection on the day as intimated. In the event of the acceptance of the quotation and placing of the order for purchase, the articles may be subjected to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to the approved samples or do not confirm to the specification prescribed. Tenderer will have to supply the articles within 07 days of the issue of supply order or as per requirements at a place mentioned in the supply order.
- 7. If the supplier fails to supply any quantity of material within the time stipulated in the supply order, the undersigned will be at liberty to cancel the order and procure the materials from other sources and the EMD amount shall stand forfeited. In case of partial supplies, a penalty @ 5% of total value will be levied. In case of delivery beyond 01 week, no delivery may be taken by the undersigned and the transaction may stand cancelled with forfeited of the deposited EMD/ Security Deposits.
- 8. It would not be binding upon the authority to accept the lowest tender. The authority reserves the right to accept the tender in whole or in part, as may be decided. Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Court at West Singhbhum only.

#### 9. Earnest Money/Security Deposit:

a. The EMD/Security Deposit of Rs 5,000/- (Rupees Five thousand only) will be deposited by the tenderer through bank DD drawn in favour of The Registrar, Kolhan University. In the event of acceptance of tender, the amount of earnest money will be adjusted against security deposits. The tender without enclosing EMD will be rejected summarily. The quotations without Earnest Money

Deposit, will not be accepted.

- b. The EMD of those firms whose tenders are not approved will be returned the original DD / Pay Order. The bid security of the unsuccessful bidder will be returned to them on or before the 30<sup>th</sup> day after the award of the contract.
- c. **Performance Security Deposit:** The successful bidders will have to deposit the performance Security @ 10% of estimated value within a week's time from the date of award of the contract and should be valid up to 60 days after the date of completion of contract. However, the EMD amounts will be adjusted against the security deposits. If the accepted bidder fails to remit the Performance Security within prescribed time, the EMD remitted by him will be forfeited and his bid may be held void. The Performance Security will be released only after the successful completion and final payment of the job.
- 10. Prior to the acceptance of the quotation, the undersigned reserves the right to call for samples or demonstrations, and the contractor shall be liable to supply the samples or give the demonstration free of cost. The samples must be displayed/demonstrated as per the technical specifications (enclosed with the documents). The samples will be rejected if they do not meet the requirement. In order to have leverage for the quality products with economy, the rates of the Track Suits / Playing Kits/ Sports Equipment etc. have been called without specifying any particular brand available in the open market, while giving detailed specifications of the materials. The bidders are at liberty to either quote for any single or multiple brands for which firm is authorized. The supply order will be issued for either of the shortlisted category of products only after confirming the quality, rates and other related aspects to the satisfaction of the purchase committee of the Kolhan University. The undersigned/ purchase committee of the Kolhan university reserves the rights in this regard.

#### 11. TOLERANCE CLAUSE

It is further clarified that the quantities for the said materials and its quantities as shown in the volume of the work may get varied. Hence, the purchaser reserves the right for increment/decrement of the articles while placing the supply order as the rates to be quoted are for the estimated quantities only. It is however further clarified that even smaller quantities of the articles may be ordered by the individual constituent college of Kolhan University if they wish to do so for their use and that will be supplied/ honoured by the supplier to them at the lowest rates of this tender.

#### **12. UNRESPONSIVE TENDERS**

The following kind of tenders will be treated as unresponsive tenders:

- i) Not meeting the qualifying criteria i.e. carrying required financial/solvency status, Regd. With the appropriate authorities for carrying out the described work, furnishing the declaration regarding blacklisting on stamp paper etc.
- ii) Tender not enclosed with the required DD of EMD amount of Rs.5,000/- (Rs. Five thousand only) and fee amount of Rs.500/- (Rs. Five Hundred only) if applied on downloaded document.
- iii) Unsigned tender document/terms & conditions/pricing bid document.
- iv) The tenderer not agreeing to any of the terms & conditions so listed. The bidder should not impose any counter condition and in such case tender shall be liable to be summarily rejected.
- v) The contractor shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. No under letting or subletting to any person or body

respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/ incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly.

- 14. The undersigned on behalf of the Kolhan University does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement as may be decided. Also, any of the terms and conditions for technical qualification is liable to be relaxed by the undersigned in the interest of the organization, if felt necessary. Accordingly, the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part.
- 15. The following documents along with documents as mentioned in part II Technical Bid Form must be attached along with the technical bid otherwise the quotation will not be accepted.
  - a) The Registration of the firm PAN No/GST/TIN etc.
  - b) Income tax clearing certificate of last 02 years.
  - c) Annual Turnover of Ten Lacs or more per year for the last two years.
- 16. Dealership/OEM: The copy of OEM/Dealership of the quoted brand needs to be enclosed with tender form. As such, the firm other than the OEM selected for supplying the sports articles, may be required to furnish proof along with the bills to be effect of purchasing the said brand articles from the authorized dealer/OEM during the period of contract in currency viz., delivery Challan etc., in order to ensure the genuiness of the brand supply.
- 17. Award of Contract:
  - A. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has been decided by the purchase committee.
  - B. The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period.
  - C. Payment will be made within 40 days after the delivery of goods and their acceptance on receipt of bills in duplicate.
  - D. Notwithstanding the above, the purchaser reserves the right to accept or reject any Quotations to cancel the bidding process and reject all quotations at any time prior to the contract.
  - E. The Notification of award to clearly specify any change in the unit price or any other terms & conditions accepted.
  - F. Normal commercial warranty/guarantee shall be applicable to the supplied goods

Sd/-

Negistrar Kolhan University, Chaibasa

### **AGREEMENT**

I/ We hereby undertake that all the technical and commercial tender conditions and other terms & conditions mentioned in this document from **1 to 17** or any changed conditions prior to the dead line for submission of the bids shall be accepted to us and I / We shall abide by the same fully.

(Signature of Prop./ Manager) Full name with date / Rubber Stamp/ Registration No/GST No. etc. of the firm.

### <u> PART – II</u>

#### Technical Bid Form (Envelope "A")

#### **GENERAL INFORMATION ON PROFILE OF THE BIDDER and Attachments**

- 1.1 Name of the Firm :
- 1.2 Nature of the Firm: Public / Private/ Partnership/ Proprietorship
- 1.3 Address with Phone No. , Fax and E-mail.
- 1.4 Two copies of Supply Order/ Bills for Rs 5 Lakhs each or one attached/ not attached copy of single order for Rs 2 Lakhs and above during last 2 years (2015-16 & 2016-17) at page No\_\_\_\_
- 1.5 Copy of the PAN Card
- 1.6 Copy of GST/TIN/Sale Tax Registration No. (Whichever is applicable)
- 1.7 Copy of latest IT Return / Clearance Certificate for 2015-16 & 2016-17)
- 1.8 Copy of latest VAT / ST Returns/ Clearance for 2015-16 & 2016-17)
- 1.9 Balance sheet for 2015-16 & 2016-17 duly attested by CA
- 1.10 An affidavit regarding that the firm has never been blacklisted on Non Judicial Stamp Paper of Rs 100/-
- 1.12 Details of Earnest Money Deposit (EMD) Amount: Rs 5,000/- (Rupees Five thousand only). Name of Bank\_\_\_\_\_\_ Date of DD.....
- 1.13 Documents for partnership firm / other firm.
- 1.14 Whether all enclosures signed with Sealed by the owner / Partner/ Director/ Manager.

1.15 Copy of Authorization Certificate of Reputed Company.

Note:-

- 1. All the documents submitted should be self- attested and stamped by the bidder.
- 2. Bidder will not enclose any other additional documents other than asked above.
- 3. All the pages of the above enclosures will be serially numbered and the total number of enclosed pages should be mentioned as ...... (Total No. of pages enclosed)

It is certified that I/ We have read and understood the above technical specifications and have quoted the rates accordingly. The finished product will match the above specifications. If any deviation is found in the finished product, the firm is liable to any punitive action, as mentioned in the terms and conditions of the tender.

Signature of the bidder Authorized person with seal Date & Place

### Checklist of Documents to be enclosed along with Technical Bid.

Technical Bid shall be opened first and evaluated. The financial bid will be opened only for the firms which qualify in the technical bid evaluation. Self- attestation of the following each and every document is required to be submitted with the Technical Bid by the bidder along with seal.

- The Demand Draft for Rs. 5,000 /- (Rupees Five thousand only) towards EMD amount and Rs 500/- (Rupees Five hundred Only) towards tender fee, if applied on downloaded documents. Cheques will not be accepted in any circumstances and tender will be treated as received without EMD and hence unresponsive.
- Terms and conditions as per Annexure –I duly signed in token of acceptance of all T&Cs from 1 to 18 above as in Part-I of the Tender.
- 3. Along with the quotations, a copy of GST/TIN certificate, and any other certifications from concerned authority's etc. be enclosed.
- 4. The supplier should have minimum annual turnover of Rs Ten Lakh, for last two years from the business of sports goods material. The copy of audited balance sheet of the firm for last 3 years i.e. 2014-15, 2015-16 & 2016-17 must be produced, if finalized.
- 5. Latest IT Return of the firm/ VAT/GST clearance certificate for the year 2015-16 & 2016-17.
- 6. An affidavit of Non Judicial Stamp Paper of Rs 100/- duly notarized will have to be submitted by the firm declaring:
  - i. that the firm has never been blacklisted by any Govt. / Pvt. Organization / Institution or department.
  - ii. that the firm has never been penalized for sub-standard quality / short supply / delayed supplies.
- 7. The bidder must have the experience in the job of supply of sports articles / items. Attach copies of bills/ orders.
- 8. Any other documents as required by the text inside the documents.

Signature of the bidder with date & Seal of the firm.

#### PART – III

#### COMMERCIAL BID (ENVELOPE "B")

(To be submitted in original along with the tender)

The Registrar Kolhan University, Chaibasa Date: \_\_\_\_\_

Sub: Submission of Commercial Bid for Supply of Sports Material (2017-18)

Sir,

Having examined the tender documents, terms and conditions stipulated therein, specification of work etc., I/We, the undersigned offer to execute the work of supply of sports material in conformity with the said specifications and conditions of contract.

If our bid is accepted, we shall submit the performance securities as per the conditions mentioned in the contract. We agree to abide by this bid for a period of one year from the date of opening of financial bid and it shall remain binding upon us as may be accepted at any time before the expiry of that period. The rates quoted above are applicable for the entire work supply of sports material to be done as per the quantity and quality mentioned in the tender form.

The Commercial bid for quoting the rates (without price) is enclosed herewith as PART-III of the Tender documents.

Signature of the Bidder with full Name & Seal

### **ANNEXURE 'A'**

Ref:\_\_\_\_\_

Date: \_\_\_\_\_

То

The Registrar Kolhan University, Chaibasa NH-75, West Singhbhum, Jharkhand Pin no.- 833202

Subject: Representative Authorization Letter

Thanking You,

Authorized Signatory

Representative Signature

Signature Attested

Note: - It should be on the letter head of the firm/tenderer duly signed and stamped authorized signatory

### Annexure-"B"

(To be furnished on non judicial stamp paper duly attested by the Notary).

# **AFFIDAVIT**

I/We/M/s	is/are
registered as Manufacturer/Distributor/Supplier of	as per
GST Registration Certificate No. issued by	having
registered office at	_ and manufacturing/
Supply base at description of the second sec	do hereby declare and
solemnly affirm that I/We have not been Black-Listed, nor mine/our Ter	nders or Supply Orders
have ever been cancelled by any State/UT/Central Government Institu	ution or any partner or
shareholder either directly or indirectly connected with or has any su	bsisting interest in the
business of my/our firm nor any legal proceedings have ever been in	nitiated/pending or any
penalty has ever been levied due to delay of non completion of	supply order by any
State/UT/Central Government Institution or by any authority.	

DEPONENT

Pla	ac	e:			
_					

Dated: \_\_\_\_\_

**Verification** 

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT

# LIST OF ITEMS FOR THE SUPPLY OF SPORTS ARTICLE

S.	Name of the Items	Specifications	BRAND	Per	GST	Total
No				Unit		Amt.
				/Pkt /		
				Pair		
				Rate		
				in Rs		
1	2	3	4	5	6	7
1	TRACK SUIT			250		
А	Super Poly (Size 26-46)	Track Suit Super Poly Imported Cloth with standard 1				
		KG weight in (Small - XL) size "Upper Jacket& Lower				
		full made with Border & fitted with good Quality /				
		Imported Zip, Including Front Side rubber Printing:-				
		Kolhan University Logo, Back Side rubber Printing :-				
		Kolhan University, Chaibasa				
2	PLAYING KIT					

Α	Archery :- T-Shirt (Half-	Cloth -Supreme (Size - Small - XL) Trouser (Super	30	
	Sleeve) & Trouser	Poly)Including Front side rubber printing:- Kolhan		
		University logo,Back side rubber printing :-Kolhan		
		University		
В	Athletics - Vest & Short	Cloth - Nirmal Net/Dry Fit (Super Poly) (Size - Small -	40	
		XL) Including Front side rubber printing:- Kolhan		
		University Slogo,Back side rubber printing :-Kolhan		
		University, Chaibasa		
С	Basket Ball:-T-Shirt (Sleeve	Cloth -Nirmal Net/Dry Fit (Super Poly) (Size - Small-XL)	48	
	Less) & Long Short With No.	Including Front side rubber printing:- Kolhan University		
	rubber Printing No. 04 to 15	Slogo,Back side rubber printing :-Kolhan University,		
		Chaibasa		
D	Boxing:- Playing Kit- Blue-	Cloth - Nirmal Net/Dry Fit (Super Poly) (Size - Small -	30	
	Red combination, Vest &	XL) Including Front side rubber printing:- Kolhan		
	Shorts	University Slogo,Back side rubber printing :-Kolhan		
		University, Chaibasa		
E	Cricket (White): T-Shirt (Full-	Cloth - Supreme (Size - Small - XL) Including Front	32	

	Sleeve) & Trouser	side rubber printing:- Kolhan University Slogo,Back side		
		rubber printing :-Kolhan University, Chaibasa		
F	Cricket : Wickets/ Stumps		4	
	Set			
G	Cricket: Batting Leg Guard		8	
	Se			
Н	Cricket: Thai Guard		8	
I	Cricket: Arm Guard		8	
J	Cricket: Chest Guard		8	
К	Cricket: Helmet		8	
L	Cricket: Wicket keeping leg		4	
	guard			
М	Cricket: Wicket keeping		2	
	helmet			
Ν	Cricket: Bat (SG Club)		4	
0	Cricket: Leather Balls (SG		10	
	Club)			

Р	Cricket: Abdominal Guard		32					
Q	Basketball	Size 6	2					
R	Basketball	Size 5	2					
S	Volleyball	Size 6	2					
Т	Volleyball	Size 5	2					
U	Football	Football Size Standard						
V	Bow & Arrow	INDIAN & RECURVE	2 & 2					
W	Teeth Guard		44					
Х	Kabaddi:- T-Shirt (Half-	Super Poly - (Size - Small - XL) Including Front side	48					
	Sleeve) & Short With No.	rubber printing:- k <sup>15</sup> I University Slogo,Back side						
	rubber Printing No. 01 to 12	rubber printing :-Kolhan University, Chaibasa						
Y	Swimming Costume Men's(U-	Lycra(Size :-Small - XL) Including Front side rubber	18					
	Shape), Goggles & Cap	printing:- Kolhan University Slogo,Back side rubber						
		printing :-Kolhan University, Chaibasa						
Z	Swimming Costume	Lycra(Size:-26 to 46) Including Front side rubber	18					
	Women's, Goggles and Cap	printing:- Kolhan University Slogo,Back side rubber						
		printing :-Kolhan University, Chaibasa						

AA	T.Shirt Half Sleeves	Cloth - Nirmal Net/Dry Fit (Super Poly) (Size - Small -	20	
		XL) Including Front side rubber printing:- Kolhan		
		University logo,Back side rubber printing :- Kolhan		
		University, Chaibasa		
3	GOAL KEEPER			
	ACCESSORIES			
A	Football Goal Keeper Set	(Size: Small - XL)	2	
В	Goal Keeper Gloves Football		2	
С	Cricket: Batting Gloves with		8	
	inner gloves set			
D	Cricket: Wicket keeping		4	
	Gloves with inner gloves			
E	Boxing Gloves		8	
4	ANKLETS		100	
Α	Gum Shield	Approved by I.B.F	35	
5	KNEE CAP			
A	With Pad		80	

В	Without Pad		80	
6	SOCKS	S <sup>16</sup> Lycra Cotton	250	
			Pairs	
7	STOCKING	Top Elastic in cotton Lycra Mix Export Quality	90	
8	SHOES			
A	Athletics Running Spikes		48	
В	Non Marking Shoes, Bad,	Non Marking	90	
	Tennis			
С	Basket Ball Shoes		48	
D	Boxing Shoes		35	
Е	Cricket Shoes		32	
F	Football shoes		34	
G	Sports Shoes		30	
9	SWEATER			
Α	Cricket Sweater F- Sleeve	(Size: Small - XL)	32	

All the terms & conditions mentioned in tender form are accepted by me / us and I / we agree to supply the above goods in accordance with the specifications for the above mentioned unit price shown against the item (s) for which quotations have been submitted, with in the period specified in the invitation of quotations. We also confirm that normal commercial warranty / guaranty shell apply to the offered goods, Bid security of Rs. 5,000/-

(Rs.	Five	thousand	only.)	is	Furnished	here	with	vide	Bank	Draft	No.		Dated	 Drawn
on												•		

Sd/-Regsitar Kolhan University, Chaibasa

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