



College of Engineering Pune-411 005

INVITATION OF TENDER

FOR

**Supply of T-shirts and sweatshirt at College of Engineering
Pune.**

Ref: No. COEP/ Bhau/i2i /2018-19/ 01

DATE: 20/02/2019

Cost of document Rs. 500/-

Ref: No. COEP/ Bhau/i2i /2018-19/ 01

DATE: 20/02/2019



COLLEGE OF ENGINEERING PUNE SHIVAJINAGAR, PUNE-411005

Ph: 020-25507000/7009

Fax: 020-25507299

Ref: No. COEP/ Bhau/i2i/2018-19/01

DATE: 20/02/2019

INVITATION OF TENDER

Name of the Work:

College of Engineering Pune invites sealed quotations from reputed / experienced organizations for Supplying of good quality T.Shirts, having minimum annual turnover of Rs.5.00 lacs (Rupees Five lacs) at COLLEGE OF ENGINEERING, PUNE.

The tender Document can be downloaded from the website www.mahatender.gov.in and www.coep.org.in/Tenders.

Sr. No.	Tender No & Date	Ref: No. COEP/ Bhau/i2i /2018-19/ 01 DATE: 07//01/2019
1.	Issue of Tender Forms	: From 20-02-2019 to 26-02-2019
2.	Last Date of Receipt of Tenders	: 26-02-2019 before 13.00 Hours
3.	Opening of Tenders	: 27-02-2019 at 14.00 Hours
4.	Tender Fees	: Rs. 500/- (Non-Refundable)
5.	Correspondence Address	: i2i'19 Bhau institute, College of Engineering Pune, Shivajinagar, Pune 411005

Ref: No. COEP/ Bhau/i2i /2018-19/ 01

DATE: 20/02/2019

1. Eligibility Criteria:

- 1.1 The bidder should have at least 03 year experience in supplying T- shirts, in esteemed educational institutions/organizations.
- 1.2 The bidder's annual turnover should be minimum Rs.05.00 lacs (Rupees Five lacs) in any of last three financial years.
- 1.3 The bidder should have experience in supply of T- shirts, at least one esteemed organization.
- 1.4 The bidder should have office /shop in Pune.

1.5 Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be enclosed with the Bid
1	The bidder shall be a reputable Indian/ Multinational Company/Shop/Firm with primary business in T-shirts	GST Registration Certificate.
2	The Bidder should have already carried out work of Supplying T- Shirts, in esteemed educational institution/organizations.	Copies of relevant work--order
3	Bidder must have carried out at least one similar work i.e. Supply of T- shirts, during the previous three years.	Copies of relevant work-order

Seal and signature of Manager /
Representative of the company/Shop/firm
On behalf of the company/firm submitting
tender

Telephone:.....

Mobile:.....

Fax:.....

Mail:.....

Contact Person Name:.....

Contact Person Designation:.....

2. Bidding Process

The Bid / TENDER document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Part 1: Technical Bid - detailed profile of the agency/organization/ shop/ firm, eligibility for selection, tender terms & conditions, etc. - to be submitted in a separate sealed cover. This should include **Annexure-I** and documents in support of turnover, experience, list of similar work of Supply of T- shirts, etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the supply of T shirts at College of Engineering Pune, .

3. Submission of Tender Documents:

3.1.1 Format & signing of Bid Document:

The tender documents will be submitted in the prescribed format in two parts in a sealed cover super-scribing “**Supply of T shirts and sweatshirt at College of Engineering Pune**”.

Instructions for submitting bids are given below:

3.1.2 Part 1: Technical Bid: in the prescribed format, sealed and duly signed.

Part 1: shall contain the following:

1. A covering letter in the format enclosed and **Annexure-I** along with cost of the bid document of Rs. 500/- by way of DD/online drawn in favor of Director, College of Engineering Pune of any nationalized / Scheduled Bank payable at Pune.
2. Details of bidders experience and capabilities in the format (**Appendix -A**) Balance sheets / audited accounts for the past three years.

Power of Attorney for signing of tender in the format for Supply of, T- shirts at College of Engineering Pune

3.1.3 Part 2: Commercial Bid: in the prescribed format sealed and duly signed.

4. Acceptance of Tender conditions:

4.1 Envelope should be marked as Part-1: Technical Bid of Reference No. COEP/ Bhau/i2i/2018-19/01 DATE: 20-02-2019, “Supply of, T-shirt and sweatshirt College of Engineering Pune.” Due on 26-02-2019 at 13.00 hrs. and shall bear the name, address & telephone numbers of the bidder.

4.2 Envelope should be marked as Part-2: Commercial Bid of Reference No. COEP/ Bhau/i2i/2018-19/01 DATE: 20-02-2019, “Supply of, T-shirts and sweatshirt at College

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of Engineering Pune.” Due on 26-02-2019 at 13.00 hrs. and shall bear the name, address & telephone numbers of the bidder.

- 4.3 Both sealed covers of Part 1&2 are to be put in a single cover duly sealed and superscribed as Reference No. COEP/ Bhau/i2i/2018-19/01 DATE: 20-02-2019 “Supply of, T- shirts, at College of Engineering Pune.” due on 26-02-2019 at 13.00 hrs and submitted at Office of i2i,Bhau institute, College of Engineering Pune-411005.
- 4.4 The last date for submission of the tender document is 26-02-2019 before 13.00 hrs. Bids received beyond the closing date / time will not be accepted and will be rejected, unopened.
- 4.5 The Part 1 (Technical Bid) and Part 2 (Commercial Bid) will be opened on 27-02-2019 at 14.00 pm. at the same venue in front of the bidders’ representatives who wish to attend. In the event of any change in the date, this would be intimated in advance.
5. All duties, taxes and other levies payable by the bidder needs to be included in the total price, and break up needs to be indicated.
6. The Institute reserves the right to accept or reject any or all bids.
7. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
8. Incomplete tenders will be rejected without considerations.
9. The actual quantity will depend on the institute requirements.

10. **Payment:**
 - a. 100% of the **Annexure-I** wise supply price will be made against receipt of materials in good condition.
11. The vendors shall have to quote for all the items of the tender. Part Tenders/incomplete Tenders shall be summarily rejected.
12. The bidder shall be required to deposit non-refundable Tender fee Rs.500/- (Rupees Five Hundred only) by way of demand draft/online only. The demand draft shall be drawn in favor of “The Director, College of Engineering Pune”.
13. The demand draft/online receipt for the tender fee must be enclosed in the envelope containing the technical bid and Commercial bid.

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14. Offers in bid should be written in English and price should be written in both, figures and words.
15. The relevant supporting document(s) should be enclosed along with the offer.
16. Envelopes of bid should be individually sealed and super-scribed with tender number, due date of submission.
17. Bid(s) received beyond last date of bid submission will be rejected.
18. No tender will be entertained by E-mail / FAX.
19. The Director, College of Engineering Pune, has final rights to cancel the tender without any reason.
20. The Institute reserves the right to cancel purchase order before making payments, without giving any reasons thereof.
21. The tender should be signed and submitted in the following format as per the **Part 1: Technical Bid and Part 2: Commercial Bid**

**Appendix -A (To be filled up by the bidder)
Following details required for all bidders**

Sr. No.	Name & Full Address of the firm/Shop:	
1.	Registered Office with Address (Copy of registration certificate of firm/Shop may be enclosed)	
2.	Income Tax Pan no.	
3.	Previous Purchase order details	
4.	GST/Sales tax Clearance Certificate of last Financial year.	
5.	Whether limited company or Pvt. Ltd. or Partnership or shop. If Private limited or Public company, then name & Address of directors.	
6.	Name & Addresses of the person who will represent the firm/shop while dealing with the Institute.	
7.	Turnover for the last three financial years. 2015-16 2016-17 2017-18	
8.	Do you have experience in Supply of , T- shirts, in esteemed educational institution/organizations?	
9.	Do you have an office/shop in Maharashtra?	
10.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years	
11.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit notarized affidavit stating you are not blacklisted in past.	

Seal and signature of Manager/ Representative
of the firm/company/Shop on behalf of the
company/firm/Shop submitting tender
Telephone:.....
Mobile:.....
Fax:.....
Mail:.....
Contact Person Name:.....
Contact Person Designation:.....

Part 1: Technical Bid:

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Bidder:
3. Complete office address of Bidder.....
4. Contact details of authorized person of Bidder who have signed the Tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. Tender fee (if downloaded from website) (DD number & bank detail)/online details.
7. Submission of technical confirmation to the requirement.
8. Higher technical specifications may be considered subject to competitive price offer.
9. Documents to be enclosed with the Technical bid are as under:
 - a) Duly signed & stamped tender documents (All pages) as a mark of your acceptance.
 - b) Details of latest three clients for whom the similar work was completed should be submitted in the following format:-

Sr.No.	Name of Client along with contact details

- c) Supporting information with respect to the technical data or booklets of product.
- d) Copies of PAN, VAT/ TIN duly Signed & Stamped.

Detailed description of the supply/work to be provided and indicative nature of work is given in Annexure-I

Signature of the bidder with stamp

Annexure-I

Sr. no.	Description	Whether meets requirements (Y/N)
1.	T-shirt: 200 GSM 100% cotton collar t-shirt with 4 colour printing on front and 1 colour printing on back. Total 4 logo. (providing one printed sample t-shirt on returnable basis)	
1.	Sweatshirt: 320 GSM 100% cotton hoodie with zip and Kangaroo pockets with printing on front and back Printing Logo (Providing one sample printed sweatshirts on returnable basis).	

Part 2: Commercial Bid

FORMAT & REQUIREMENTS

Ref. No.:

Name of the Bidder:

The format of commercial offer for Supply of T-shirts and sweatshirts, at College of Engineering Pune (As mentioned **Annexure-I**)

Sr. no.	Description	Tentative Qty.	Unit of Measurement	Rate per unit in Rs. (Inclusive of all taxes)	Total Amount in Rs. (Inclusive of all taxes)
1.	Tshirt-	400	Nos.		
2.	Sweatshirt-	80	Nos.		
Total Amount in Rs. (Inclusive of all taxes)					
Total Amount (Inclusive of all taxes) in words Rupees					

Signature with designation and office seal

Director
College of Engineering, Shivajinagar,
Pune.-411005.

[Covering letter to be submitted by the bidder]

To,
The Director
College of Engineering Pune
Shivajinagar, Pune -411005,

Sub: Supply of T- shirts and sweatshirt at College of Engineering Pune.

Sir,

I am the authorized signatory of my company/Firm/Shop for this tender process and, am therefore competent to make this declaration.

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for Supply of , T- shirts and sweatshirt at College of Engineering Pune.

We shall be bidding in this tender.

I hereby declare that

1. All the information related to my company/Firm/Shop, manpower, customer base, projects, financial details, etc., provided in our offer is true and without any alteration / modification.
2. All the provisions of these tender documents are acceptable to my company/Firm/Shop. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company/Firm/Shop or any member of company/Firm/Shop has not been debarred / black listed by any Government / Semi -Government organizations in India.
4. I am ready to provide printed sample before contract allotment.

Yours faithfully,

(Signature of the bidder)

Seal and signature of Manager
/ Representative of the company/ firm

On behalf of the company/ Firm

Submitting tender

Telephone:

Mobile:

Fax:

Mail:

Contact Person Name:

Contact Person Designation:

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List of Documents attached by the Bidder