

## TENDER DOCUMENT

Tele : (020) 27157612 Extn 2103  
Fax : (020) 27157534

Army Institute of Technology  
Dighi Hills, Alandi Road  
Pune-411015

AIT/0810/01/2018-19/Proj

3 Apr 2018

To

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### TENDERING ENQUIRY FOR PROCUREMENT UNIFORM CLOTHES FOR FE STUDENTS 2018-19

Sir/Madam,

1. This Institute is interested in procuring Uniform for 1st year Engg Students.
2. Please quote your best offer based on specifications as given in tender documents by **17 Apr 18**.

(KE Vijayan)  
Colonel (Retd)  
for Director

# TENDER DOCUMENT

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## TENDERING ENQUIRY FOR PROCUREMENT UNIFORM CLOTHES FOR FE STUDENTS 2018-19

Sir.

1. Army Institute of Technology, hereinafter referred to as Customer, is interested in procuring uniform for first year students of AIT.

(a) Only the enclosed formats (Appendix 'A' to 'D' and its Annexure) in original will be used. All sheets will be submitted duly affixed with the Companies stamp and signature of the authorised signatory of the company. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify specific issues.

(b) Costs indicated in offer for each item should be the landed cost of the item, giving break up of basic cost of item; GST specified separately, levies and freight etc.

(c) Cost per unit item considering all the taxes as well as the total costs for the full quantity to be supplied will be indicated.

(d) Technical and commercial offers will be submitted on specific formats enclosed with this tender document in **separate envelopes** marked "Technical Offer" and "Commercial Offer" respectively. Submit Single Main envelop which include envelopes of Technical Offer and Commercial Offer. Please mention Contact details of your company on the main envelop.

(e) Incomplete tender is liable to be rejected.

2. **Delivery Schedule.** Supply of item within 6 weeks of placement of supply order

3. **Acceptance Testing.** The item supplied will be subjected to detailed acceptance testing procedure to test individual components and successful integration of all components. Modalities of the test may be worked out jointly by vendor and the customer. Quality of the items supplied shall be checked for the conformity with specifications given in the supply order. The customers would issue an Acceptance Certificate on successful completion of acceptance testing. The date of issue of Acceptance Certificate shall be deemed to be the date of commencement of warranty.

### **Payment Terms**

4. Payment terms shall be as under: -

(a) 100% payment on receipt of items & verification of Board of Officers.

(b) In case of Purchase done through custom free payment through CIF, Mumbai payment terms as agreed between the vendor and customer as per laid down norms for such purchase.

5. **Performance Bank Guarantee.** 5% of the complete supply order cost shall remain under Bank Guarantee till the expiry of the warranty as 'Performance Warranty'. The vendor shall furnish a performance Bank Guarantee equal to five percent (5%) of the total value of the contract. In case of adherence to the delivery schedule for all deliverables of the project as given above in Para 2, liquidated damages as given in para 6 and 7 will be deducted from this amount. Bank Guarantee will be valid till expiry of the warranty.

6. **Liquidated Damages (LD).** If the vendor fails to complete in full all deliveries of items within the stipulated period, in accordance with the, supply order, the vendor shall pay to the Customer AIT, liquidated damages, at the rate of one percent (1%) of the total value of project cost, for each complete week or part thereof for delay up to a maximum of ten percent (10%) of the value of supply order. Thereafter the Customer will have right to terminate the supply order in case or such delay beyond 8 weeks, and the Customer would have the option to buy the items and implement the project from the market at the vendors risk and cost. The mode and method of such risk purchase would be at the total discretion of the customer.

7. **Method of Payment of Liquidated Damages.** The amount charged as liquidated damages shall be deducted by the Customer from the amount due for payment to the Vendor. If the amount of such LD exceeds the payments due to the vendor, the vendors shall within 30 (thirty) days make payment to the customer in full and final settlement of claims failing which the Bank Guarantee will be encashed to make good the amount exceeding the payments due to the vendor.

## **Warranty**

8. **Warranty**. Vendors will provide warranty for the items for a minimum period of one year onsite. Warranty shall be from the date of acceptance. During the warranty, the vendor will replace the items without any cost any equipment/part/accessory, which becomes, defective. The Customer may invoke the bank guarantee in case vendor fails to ensure rectification of defects within two week of the defect being intimated. Vendor will ensure 99% items availability during the warranty period. Items of consumable nature that may not be replaced free on account of defect/malfunction must be specified clearly in the offer. Failure to provide this Information shall be treated as all items components consumables are covered under warranty.

## **Submission of Offers**

9. You are requested to indicate the acceptance of the above offer based on the terms and conditions as given out in the aforesaid paragraphs and anywhere in the tender documents as per **Appx 'D'**.

10. You are requested to submit your offers as technical and commercial offers will be in separate envelopes marked 'Technical Offer' and 'Commercial Offer' respectively. Technical offer should contain **Appendixes 'B'** including Annexure and all relevant technical document and commercial offer will consist of **Appendix 'C'**.

11. Once the supply order is placed, it will be the vendor's responsibility to make the project functional. Any additional cost incurred for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.

12. Brand will be specified for all items being offered. Complete technical specifications will be attached with the Technical bid.

13. Any offer received incomplete or ambiguous is likely to be rejected at the discretion of the AIT without recourse to further clarifications. AIT also reserves the right to seek clarifications with one or more vendors if deemed necessary and also not accept any offer at all In case they are not reasonably priced.

14. Any conditions/terms given in the technical or commercial bids by vendors will not be binding on the AIT, Pune. In case the product specifications called in tender are not available technical specification set out in the tender may be changed at the discretion of the customer. The decision of the customer in deciding the technical specification shall be final. All the terms and conditions for the supply, delivery, testing and acceptance, payment, warranty, uptime, penalty will be as given herein and no change in any term or condition by the vendors will be acceptable. Alterations, if any, in the tender documents should be attested properly by the vendor failing which the tender will be rejected. Vendors will not make any assumptions while submitting their bids. If required, clarifications will be sought prior to submission of bids.

15. Withdrawal of offer by vendor after opening of commercial bids shall render the vendor unreliable and out right debar him from attending any further transaction/ negotiations without giving any reason thereof. Proceeding shall be initiated by customer to black list the vendor on this account.

16. Vendors/authorised reps of vendor shall be required to attend the Technical Evaluation Committee (TEC) meeting and Price Negotiation Committee (PNC) meeting. Date and time of such meetings will be intimated from time to time by customer. TEC/PNC reserves the right to disqualify the vendor, due to non-attendance of ' any ' of the meeting by the vendor or his representative.

17. All items for which excise duty is applicable at varied rates shall be specified distinctly, in the commercial bid Vendor shall be responsible to produce excise duty and other duty levy certificates in respect of all such items, whether manufactured by the vendor or otherwise.

18. The details of similar project executed by vendor in various Govt/reputed firm may be enclosed. These will be signed by the authorised company representative and stamped with the company stamp.

**19. You are requested to send your best offer to the office of the undersigned by 17 Apr 2018. Any offer received after this date will not be considered. A tender fee of Rs 250/- by cheque in favour of "ARMY INSTITUTE OF TECHNOLOGY" to be submitted at the time submission of tender.**

20. Please ensure that this is your best and final offer.

**(Note.** Vendors will submit their technical and commercial bids on the original tender document including appendices and annexure. Photocopies will not be accepted).

Sd/-xxx  
(KE Vijayan)  
Col (Retd)  
Jt Director  
For Director

Please attach copy of Authorisation Certificate issued to your company/firm by Brands mentioned in Technical Offer.

## TECHNICAL OFFER

### TENDERING ENQUIRY FOR PROCUREMENT UNIFORM CLOTHES FOR FE STUDENTS 2018-19

S/No	Description	Qty	Compliances (Yes/No)	Remarks if any
(a)	Brand - Raymond (Sterling) Q No. 567138/7 Worsted Grey Colour	1000 mtr		
(b)	Brand - Raymond (Sapphire) Q No 415384/9 Dark Navy Blue Colour for Coat	700 mtr		
(c)	Brand Carolon – Poly Cotton Light Blue (36" width)	1800 mtr		
(d)	Brand JCT/Arvind – Navy blue cotton Drill Suiting	600 mtr		

Note –

- A. Attach Sample Cloths of each item of Size 30cm X 30cm with the Technical Bid.
- B. You are requested to submit this technical offer with all relevant tender documents in separate envelope marked 'Technical Offer'.

## COMMERCIAL OFFER

### TENDERING ENQUIRY FOR PROCUREMENT UNIFORM CLOTHES FOR FE STUDENTS 2018-19

S/No	Description	Qty	Rate (Rs)	GST (Rs)	Amount (Rs)
(a)	Brand - Raymond (Sterling) Q No. 567138/7 Worsted Grey Colour	1000 mtr			
(b)	Brand - Raymond (Sapphire) Q No 415384/9 Dark Navy Blue Colour for Coat	700 mtr			
(c)	Brand Carolon – Poly Cotton Light Blue (36" width)	1800 mtr			
(d)	Brand JCT/Arvind – Navy blue cotton Drill Suiting	600 mtr			
<b>Total (Inclusive of GST)</b>					

Note –

- A. Attach Sample Cloths of each item of Size 30cm X 30cm with the Technical Bid.
- B. You are requested to submit this commercial offer in separate envelope marked 'Commercial Offer'.



**ACCEPTANCE OF TERMS AND CONDITIONS FOR PROCUREMENT  
UNIFORM CLOTHES FOR FIRST YEAR STUDENTS IN AIT**

1. **Validity:** Vendor confirms that the prices are valid upto \_\_\_\_\_
2. **Payment Terms**
  - (a) 100% payment on receipt of items in good condition and on verification of Board of Officers detailed by AIT.
  
  - (b) In case of Purchase done through custom free payment through CIF, Mumbai payment terms as agreed between the vendor and customer as per laid down norms for such purchase.
3. **Delivery Period.** 6 weeks after receipt of Purchase Order.
4. **Warranty.** Vendor confirms acceptance of terms set out at Tender Document. The date of issue the acceptance certificate would be deemed to be the date on which the Warranty will commence. The vendor will provide onsite warranty for the period specified of one year.
5. The vendor will abide by the delivery schedule as laid out in Paragraph 4 above and elsewhere in the Tender Document.
6. All prices will be the landed costs and shall give break up basic cost, excise local taxes, levies, freight etc (as per format attached with document). All hard items for which Excise duty is applicable at varied rates will be specified in Commercial bid. Vendor will responsible to produce excise duty certificate in respect of all such items, whether manufactured by vendor or otherwise. Delivery of all goods shall be at Customer's premises.

CERTIFICATE

**It is certified that all the terms and conditions as laid down in the above paragraphs and anywhere else in the Tender Document and its appendices are accepted by the Company and we will abide by them. It is further certified that any cost incurred on items would be borne by vendors.**

Company Seal                      (Authorised Signatory of Vendor/Company/Firms)

Place \_\_\_\_\_

Date \_\_\_\_\_