

BHARATI COLLEGE
(University of Delhi)
C-4, Janak Puri, New Delhi-110058

BC/Admin./Annual Sports Day/2018-19/1491

Date: 18-01-2019

NOTICE INVITING TENDER

Bharati College, University of Delhi, C-4, Janak Puri, New Delhi-110058, **invites sealed tenders, from the reputed manufacturers/authorized dealers for supply of quality Sports Awards and Prizes for College, Teaching and Non-Teaching Staff. Items quoted should be of the best quality. Only one free returnable sample of each item quoted should be sent submitted along with the technical bid tender document.** Tender can be download from the Central Public Procurement (CPC) Portal <http://eprocure.gov.in/eprocure/app> and website of the Bharati College, <http://www.bharaticollege.org>

Note: The bidders/vendors are requested to go through the tender documents carefully and ensure compliance with all specifications/instructions herein. Noncompliance with specifications/instructions in this e-tender document may disqualify the bidders/vendors for the tender exercise. Incomplete tenders/amendments and additions to tender after opening or late tenders are liable to be ignored and summarily rejected. Further tender can be rejected without assigning any reason.

Amount of EMD: Rs. 6,000/- (Rupees Six Thousand Only). Scanned copy of Earnest Money (Bid Security) is to be uploaded online and Hard Copy of the same must be sent to Office of the Principal, Bharati College, University of Delhi, C-4, Janak Puri, New Delhi-110058 on or before last date and time of submission of e-tender. If, hard copy of the EMD not received during that period, the tender will be summarily rejected.

CRITICAL DATES

	Date, Time and Venue
EMD	Rs. 6,000.00 Only
Date of publication of e-tender	Friday 18 th January 2019
Starting of submission of e-tender at http://eprocure.gov.in/eprocure/app (CPP Portal—e-procurement)	Friday 18 th January 2019
Last date and time of submission of e-tender	Friday 08 th February 2019
Date, Time and Venue of display of Sports Jersey's sample	Monday 11 th February 2019 and 11:00am in Committee Room, Bharati College
Date and Time of opening of Technical Bid and Financial Bid	Wednesday 13 th February 2019
Bid Validity	Sunday 31 st March 2019

Name of the firm : _____

Full postal address with Tel./Mob. No.
& E-mail : _____

: _____

: _____

Bank Details A/C No. IFSC Code : _____

Officiating Principal

GENERAL TERMS AND CONDITIONS

1. The word “Tenderer” as used in the Tender document shall mean the one who has signed the tender form. The tenderer may be the manufacturer/proprietor/partner or constituted attorney (in case of company) or his duty authorized representative in which case he/she shall clearly mention same while signing the tender form.
2. Partner/authorized representative or signatory/constituted attorney signing the tender document should have authority to sign the same and also submit **authorization letter** to this effect as per proforma at **Appendix-A**. The individual so authorized by proprietor/company etc. makes the proprietor/ company etc. bound under all terms and condition of this tender. Such authorized person shall be deemed to be authorized to bind the other person(s), on whose behalf he is signing the tender documents, for the present and future.
3. **Sealed tenders are invited** Bharati College, University of Delhi, C-4, Janak Puri, New Delhi-110058, from the reputed manufacturers/authorized dealers for supply of quality Awards and Prizes for College, Teaching and Non-Teaching Staff for 2018-19 as per details and quantity given at Annexure-I to this tender form.
4. The tender document duly completed in all respects should be submitted in **3(three) separate sealed envelopes** addressed to **Principal, Bharati College, C-4, Janak Puri, New Delhi-110058** as under:
5. **ENVELOPE-‘A’**
Shall contain crossed Demand Draft/Pay order for Rs. 6,000/- (Rupees Nine Thousand Only) towards Earnest Money Deposit (EMD) in favour of **Principal, Bharati College, payable at New Delhi** shall also be submitted in this Envelope-“A”.
6. **ENVELOPE-‘B’**
Shall contain the tender document dully filled, complete in all respects and signed by the tenderer or his authorized signatory **on each page** and a list of sample (only list, samples to be submitted separately) submitted as per proforma at **Annexure-II**.
7. **ENVELOPE-‘C’**
Shall contain the Financial/Commercial Bid indicating rate for each item quoted as per proforma/format at **Annexure-III**. **Rates quoted should be inclusive of all taxes transportation charges**. Rates quoted/offered will remain valid till the date of acceptance of the tender. (Maximum to one financial year)
8. All the **three Envelopes** should be superscribed “**TENDER FOR SUPPLY of Awards and Prizes for College for Annual Sports Day 2018-2019**” ENVELOPE – “**___**” (**EMD or Technical Bid or Financial Bid**), duly sealed and submitted in one big sealed cover (with envelope) duly superscribed “**TENDER FOR SUPPLY of Awards and Prizes for College for Annual Sports Day 2018-2019**”.
9. Envelope "A" & "B" will be opened on time the and date as given in the tender document. Envelope "C" i.e. Financial/Commercial Bid of only those tenderers/bidders will be opened, whose samples are approved/selected by the designated Committee/Competent Authority and whose documents are found in order.

The Tender and sample should be submitted by 05:00 pm/17:00 hrs. on or before 11th February 2019 in the Administration Department of Bharati College.

10. Each page of the tender should be signed by the tenderer or his duly authorized Signatory indicating name and designation.
11. It must be noted that this tender is **just an enquiry** and does not amount to any commitment on the part of **Principal, Bharati College** to order any or all products offered. The decision of **Principal, Bharati College**, in this regard would be final and be entirely at its discretion.
12. Issue of tender documents shall not constitute that the tenderer is automatically qualified.
13. Tenderer should also submit signed **undertaking** that they have read the complete tender documents, understood it and will abide by its terms and conditions.
14. Mere acceptance of tender shall not amount to binding contract and it is only upon placement of purchase order that a binding contract shall come into existence.
15. Tender documents are neither transferable nor the cost of tender documents is refundable under any circumstances.
16. **Samples** should be displayed discipline wise. Items on all samples as per proforma at **Annexure-II**.
17. **Warranty** period for free replacement of defective/rejected Sports Awards Items must be clearly spelt out but not less than one year.
18. Tender submitted without complete documents will be summarily rejected.
19. Offers sent by fax/e-mail etc. will not be accepted.
20. **Principal, Bharati College** reserves the right to reject any or all tenders at any stage/time without assigning any reason.
21. It may be noted that these are only proposed **draft terms and conditions and can be modified/changed** or additional terms and conditions added to, at the time of finally signing the agreement.
22. In case of any difference arising in the terms and conditions of this tender document with the firm(s), the decision of **Principal, Bharati College** will prevail.
23. Taking into account past performance of any tenderer/party, **Principal, Bharati College** reserves the right to reject any tenderer/party.
24. **Principal, Bharati College** is the accepting authority of the tender. In the matter of award of contract or otherwise his/her decision will be final.
25. Even after accepting the tender, if information/facts submitted by the tenderer are found to be incorrect, misleading or false etc. **Principal Bharati College** reserves right to reject/disapprove any item(s) for the current/future supply or may impose penalties as deemed fit.
26. Successful tenderer is to submit an **affidavit** as at **Appendix-B**, certifying that the quality of sports kit quoted are correct and is liable to pay penalty/damages, in case of any defect. **Principal Bharati College** may impose penalty as deemed fit and have the right to make recovery from security deposit or bills due.
27. EMD of successful tenderer will be returned within 10 days after execution of the agreement. The successful tenderer will deposit **Security Money/deposit**, within a week, preferably in the form of **Demand Draft/Bank Guarantee** at the rate of 5% (Five) of the

total value of approved sports kit items likely to be supplied in favour of the **Principal, Bharati College** will not pay any interest for such deposit.

The successful tenderer is required to make an **agreement within ten days** from the date of award of this contract for supply of sports kit items.

28. Security deposit should remain valid till a minimum period of 60 days beyond the date of completion of all the contractual obligations of the tenderer/supplier.
29. Late/Vague/Conditional/Incomplete bids, or having any cutting/overwriting or discrepancy between words and figures in any respect, will be rejected.
30. **Rates of successful tenderers will remain valid for 31st March 2019** from the date of execution of the contract/agreement and no increase on any account will be considered.
31. **Rates must be quoted for complete set/pair/pc** all types of Sweat, Shields, Memento etc. Samples also should be submitted accordingly, i.e. set/ pair/pc wise.
32. Tender should be submitted along with catalogue and other literature, if any, of the sports kit items(s) offered.
33. After finalization/approval, samples will be returned by **Physical Education Department, Bharati College**.
34. **Principal, Bharati College**, New Delhi shall have the right to buy kit items as per samples approved or may give its own colour/pattern/design etc. if required.
35. Material indented/ordered for, shall be supplied, in full quantity within stipulated time, at the **Physical Education Department, Bharati College** as per approved samples/specification. In case of **delayed supply or non supply/short supply/supply of poor quality** of indented items/material or supply having any other complaints, the **Principal, Bharati College** reserves the right to reject or adjust extra liabilities from the Earnest Money/pending bills or may take any other action as deemed fit.
36. In case if 5% or more of any item/articles supplied by the supplier, found to be **defective in material**, size, quality, specification or any other defect etc., **Principal, Bharati College** reserves right to reject any consignment/supply, in whole or in part, without assigning any reason. In such case 10% of the total cost of the bill, in addition to refund for returned/ rejected goods will become payable to Bharati College.
37. In case of doubt in material supplied, expenditure incurred for getting the material tested from an accredited lab, will be borne by the tenderer or will be adjusted from his bills or any other dues.
38. **Principal, Bharati College** reserves right to **terminate** or summarily cancel the **contract** in whole or in part, any time without assigning any reason, if the supply made is found not according to the approved sample or supply is not made within stipulated time and if **Principal, Bharati College** feels that the supply cannot be used for the event or by the group for which it was ordered.
39. **Awards and Prizes and Sweat Shirts** should confirm to the **latest specifications** prescribed College.

40. Colour used for Sweat Shirts supplied should not lose its colour, texture, pocket chains etc. Thread used for stitching kit should not shrink or lose its colour and should be strong enough to withstand rough use by the sportspersons.
41. **Delivery period** of the items should be within one week on receipt of the supply order subject to urgency. In case of **delay in supply** of ordered items **College** reserves right to impose **penalty @ 2%** per month of the value of supply order subject to a maximum of 10% .
42. The small Bharati College **emblem** should be embroidered/screen printed neatly on left side at the chest level of the Sweat Shirts and Digital stickers on Awards (Trophies and Mementoes) as asked for during placing the order.
43. At the top portion backside of “BHARATI COLLEGE UNIVERSITY OF DELHI” (ON FRONT AND BACK SIDE OF SWEAT SHIRT) should be screen printed in a contrast colour to be clearly visible on College logo from distance.
44. The specification of Bharati College logos to be screen printed/ embroidered is at **Annexure- IV**.
45. In the event of any dispute or differences arising between the parties with regard to terms and conditions of this tender and subsequent agreement/contract entered based on this tender and or with regard to the breach or interpretation thereof including any matter what so ever touching upon the terms and conditions of the said agreement/contract whether in course or after its termination, the parties agree to settle the same at the first instance by mutual discussion/consultation which would be conducted by the Principal Bharati College or his authorized official.
46. In case the said mutual discussions/conciliation fail, the aggrieved party shall initiate arbitration proceeding. For resolving the differences/disputes etc. a sole arbitrator will be appointed by the Principal, Bharati College. Proceedings shall be conducted in accordance with the provisions of the arbitration and conciliation act 1996.
47. Venue of such arbitration proceedings shall be **Bharati College, Delhi** or as decided by Principal, Bharati College and courts in New Delhi alone will have jurisdiction of all proceedings connected therewith.
48. In case of litigation, the courts at New Delhi only will have jurisdiction for deciding case according to law in force.

I have read and understood all the terms & conditions of the tender and hereby undertake to abide by same.

(SIGNATURE OF TENDERER WITH SEAL)

(PROFORMA FOR SUBMISSION OF TENDER IN LETTER HEAD BY THE TENDERER)

The Principal

Bharati College
C- 4 Janak Puri
New Delhi-110058

Sub: Supply of Sports Awards and Prizes for 2018-2019

In response to the Tender Notice published in the
on..... for supply of Sports Awards and Prizes. I am/we are submitting our TENDER
along with following documents:

- i) **EARNEST MONEY DEPOSIT:** Demand draft/pay order no.....
dt..... for Rs.6,000/- drawn in favour of Principal Bharati College, University
of Delhi, New Delhi. **(Envelope – A)**
- ii) **TECHNICAL BID:** All tender documents duly signed on each page along with
necessary authorizations, undertakings, certificates etc. **(Envelope–B)** as under:
 1. Income Tax Permanent Account Number (PAN/TAN) & VAT registration number.
 2. Affidavit on Judicial Stamp Paper as required at Sl. No. ___ of Terms & Conditions of this
tender document. Appendix–B. (at the time of Contract)
 3. Authorization letter on letter head of the Tenderer.
 4. One work order (carry) in the same field.
 5. List of Samples submitted along with this tender.
 6. Self-Certificate
- iii) **FINANCIAL BID:** Financial bid containing rates (including all taxes) quoted for each
sports Awards and Prizes item as per proforma at **Annexure III**(Envelope–C).

I / we will abide by all the contractual obligations and undertake uninterrupted supply
of approved quality sports kit items.

This is to certify that I / we have studied all the Terms & Conditions and understood all the
clauses of the tender and in case our offer/tender is accepted I / we undertake to abide by all terms
and conditions mentioned in the said tender document.

Dt.....

Authorized Signatory
(Name in Block Letters)
Seal of tenderer/company

BHARATI COLLEGE
UNIVERSITY OF DELHI
C-4, Janak Puri, New Delhi-110058

TENTATIVE REQUIREMENT OF TROPHIES, MOMENTOES AND SWEAT SHIRTS, DISCIPLINE WISE FOR SPORTSPERSONS OF BHARATI COLLEGE FOR ANNUAL SPORTS DAY.

<u>S. No.</u>	<u>Items Name</u>	<u>Quantity</u>	<u>Rates</u>
1.	Sweat Shirts	77 Pcs	
2.	Athletics Trophies:		
	Small	28 Pcs	
	Medium	28 Pcs	
	Large	28 Pcs	
3.	Momento	04 Pcs	
4.	Shield in Fibre Box	01 Pc	
5.	Cricket Trophy	01 Pc	

BHARATI COLLEGE
UNIVERSITY OF DELHI
C-4, Janak Puri, New Delhi-110058

PROFORMA FOR SUBMISSION OF SAMPLES

S. No	Description	Brand / Model Details	Technical Details and Specification	Sample No.
1.	SWEAT SHIRTS			
2.	ATHLETICS TROPHIES:			
	Small			
	Medium			
	Large			
6.	MOMENTO			
7.	SHIELD IN FIBRE BOX			
8.	CRICKET TROPHY			

(Signature of Authorized Signatory with seal)

BHARATI COLLEGE
UNIVERSITY OF DELHI
C-4 Janak Puri New Delhi-110058

(PROFORMA FOR SUBMISSION OF FINANCIAL BID)

1. Name of the tenderer/firm/company :
2. Name of the Proprietor/partner etc. :
3. Address of the firm/company :
4. VAT/Sales Tax No. :
5. EMD Demand Draft/Pay order no. & dt. :
6. Amount of EMD :

I / we hereby submit our competitive rates/quotation for supply of sports Awards and Prizes (both general and playing/competition) with and without applicable taxes:

ATHLETICS

S.No.	Description	Brand / Model Details	Rate Per Unit/ Set/ Pair/pc inclusive of all taxes in INR
1.	SWEAT SHIRTS		
2.	ATHLETICS TROPHIES:		
	Small		
	Medium		
	Large		
3.	MOMENTO		
4.	SHIELD IN FIBRE BOX		
5.	CRICKET TROPHY		

I/ we hereby undertake that no extra charges, whatsoever will be claimed except rates as mentioned above.

I/ we also undertake to strictly abide by the commercial and other terms laid down in the tender.

(AUTHORISED SIGNITORY)
NAME IN BLOCK LETTERS
SEAL OF THE TENDERER

APPENDIX-A

Format of **authorization on the letter head** of the tenderer, in case tender documents are signed by an **authorized representative** of the tenderer.

I/we Proprietor/Partner/Directors etc. of M/s _____,
do hereby authorize Shri _____ S/o Shri _____
_____, aged about _____ years, resident of _____

(Address) to sign and represent on behalf of me/ our company with regard to our tender for supply of Sports Awards and Prizes to Bharati College, University of Delhi, C-4, Janak Puri, New Delhi-110058. I/we are bound by all terms and conditions of this tender document which are signed and submitted by Shri

Signature of Proprietor/Partner/Directors of tendering firm

Seal of the firm

APPENDIX - B

FORM OF AFFIDAVIT

TO BE SUBMITTED BY TENDERER FOR SUPPLY OF SPORTS AWARDS AND PRIZES FOR COLLEGE STUDENTS, TEACHING AND NON-TEACHING STAFF ON JUDICIAL STAMP PAPER

I _____, on behalf of M/s. _____
_____ certify that the technical details, specifications, quality etc. of sports kit items quoted and respective samples submitted with this tender, to Bharati College, are correct. I/we are liable to pay damages out of the security/MD in case of any discrepancy in this regard. Principal, Bharati College, may impose penalty as deemed fit & will have the right to make recovery from security/ EMD or make deduction from our bills due.

Signature of Tenderer

With seal

ANNEXURE-IV

- 1. SWEAT SHIRTS**
Back side of upper
(Size of each letter should be 6cm-8cm)

- 2. (i) Sweat shirt-Front left side**
(Size-8cm lengthx2 to 3cm)
COLLEGE Logo-3 to 4cm x 2cm

BHARATI COLLEGE
UNIVERSITY OF DELHI