



भारतीय प्रौद्योगिकी संस्थान रोपड़
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Tender

For

**ANNUAL RATE CONTRACT OF
SPORTS ITEMS**

File No. 874-17/AD- SO/ ARCSE/PS/

Dated. 05.07.2018

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SECTION 1 – INVITATION OF THE BIDS

Tender No and Date Item Description	Annual Rate Contract for supply of Sports items
Last date & time of submission of Tender :	26.07.2018 by 3:00 PM
Date of opening of Technical Bids	26.07.2018 at 3:30 PM
Place of Submission of Bids	Registrar Office, Utility Block, Indian Institute of Technology Ropar, Birla Farms, Rupnagar-140001
Submission of Bids	<p>Two Bid System : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and "Envelope No. 2 . Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted in Registrar Office, Utility Block, Indian Institute of Technology Ropar, Birla Farms, Rupnagar-140001</p>
Tender Fees	Tender Fee of Rs. 2,000+ @18% extra (Rs. Two Thousand Only) in the form of Demand Draft in the favour of “ IIT Ropar Revenue Account ” payable at Ropar’ to be submitted in Technical Bid .
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs.40,000/- (Rs. Forty Thousand Only) in the form of Demand Draft in the favour of “ IIT Ropar Revenue Account ” payable at Ropar to be submitted in Technical Bid “
Place of Opening Tender	Utility Block, Indian Institute of Technology Ropar, Birla Farms, Rupnagar-140001

SECTION 2 – ELIGIBILITY CRITERIA

1. The bidder should have existence of retail sports items shop for **minimum period of 05 years.**(Enclose copy of Certificate of Incorporation/Registration Certificate of the firm.)
2. Enclose copy of **PAN CARD** of the firm.
3. Enclose Bidder's Information. **Annexure A1.**
4. The bidder must **not be blacklisted/Suspended** by any organisation/Govt. Organisations in India or outside India. **Annexure A2.**
5. The bidder should accept the Terms & Conditions of Tender **Annexure A3.**
6. The bidder must have experience of supplying sports items to various Government/Semi Government/PSU during **last 05 years.** Enclose copy of atleast 3 purchase orders or completion certificates/invoices which is more than Rs. 2.00 Lacs each. – **Annexure A4.**
7. The bidder must have Annual Business Turnover of minimum **Rs. 5 lakhs** in the last two financial years i.e. 2016-17, 2017-18. **Annexure A5.**
(Enclose copy of Audited Annual Accounts or Chartered Accountant certificate for turnover for the last two years).
8. The bidder should have submitted filed ITR copy for last two years i.e. A.Y. 2016-17, A.Y. 2017-18. **Annexure A5.** (Enclose copy of Acknowledgments.)
9. Enclose copy of valid **GST Registration certificate.**

SECTION 3 – INSTRUCTIONS TO BIDDERS

A) PREPARATION AND SUBMISSION OF BID :

1. The Bid **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Ropar shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.

B) VALIDITY OF THE BID: 180 days from the date of submission of bid.

C) AMENDMENT OF BIDDING DOCUMENTS :

1. At any time prior to the deadline for submission of bids, IIT Ropar may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Ropar, website for amendments / modifications which will be binding on them.

D) DEADLINE FOR SUBMISSION OF BIDS :

1. Bids must be received by IIT Ropar before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Ropar the bid-closing deadline will stand extended to the next working day up to the same time.

E) BID OPENING PROCESS:

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Ropar.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

F) LATE BIDS :

1. IIT Ropar will not be responsible:
 - (a) For delayed / late quotations submitted / sent by post / courier etc.

(b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.

(c) Any bid inadvertently received by IIT Ropar after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

I) CONFIDENTIALITY :

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

L) EVALUATION OF BID :

1. IIT Ropar evaluate technical and commercial acceptable offers on landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Ropar shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

M) PRICE BID :

1. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at IIT Ropar Campus at site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Ropar will reject bid.
4. If supplier wish to give pricing details it may be attached in separate sheet.
5. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
6. Quantity: The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
7. It is mandatory to quote optional items in separate sheet otherwise your quote will be rejected.

N) CANCELLATION OF TENDER :

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Ropar in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.

- b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non-submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

Q) DELIVERY :

1. The successful BIDDER should deliver the material as per tender document/purchase order. The successful bidder should emboss stickers of purchase order number on the material.

SECTION 4 – CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT :

1. The Rate Contract will be valid for a period of **ONE Year**. The successful bidders will be empanelled for the same period.
2. Sports category wise L1 will be determined and category wise L2 and L3 bidder will be allowed to match L1 rates. After matching L1 rates by L2 & L3 bidders they all shall be selected & empanelled for rate contract. If L2 & L3 bidders are not ready to match L1 rates then L4 & L5 will be allowed to match L1 rates.
3. The Empanelled bidder will be abide by all the Terms & Conditions of the Tender Document.
4. The services of the empanelled bidder's will be reviewed by committee during contract period and IIT Ropar reserve right to add or delete bidders in rate contract based on performance if necessary without intimation.

B) EARNEST MONEY DEPOSIT & SECURITY DEPOSIT :

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Ropar through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 40,000/- (Rs. Forty Thousand Only) in the form of Demand Draft in the favour of **IIT Ropar Revenue Account** ' payable at Ropar to be submitted in Technical Bid. Failing which, submitted bid will be Rejected.
2. The Earnest Money shall be valid upto a period of 90 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. For successful bidder, **EMD will be converted to security Deposit and will be retained with IIT Ropar till the expiry / termination of rate contract without interest.**
5. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues.
6. For Unsuccessful bidder, EMD will be returned within 30 days after the award of the contract.

C) TERMS OF PAYMENT :

1. 100% Payment will be made within 30 days after delivery and acceptance certificate from concerned department.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

D) PENALTY :

1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part thereof shall be levied and recovered subject to maximum of 5% of total purchase order value.

E) DELIVERY:

1. Free delivery at IIT Ropar. Delivery should be made within 15 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

F) FORCE MAJEURE :

1. Force Majeure will be accepted on adequate proof thereof.

G) LEGAL MATTER :

1. In the event of any dispute over this contract, IIT Ropar's decision shall be final and binding.

SECTION 5 – COMMERCIAL BID

List of Sports Equipments for Annual Rate Contract								
ATHLETICS								
S.No	Name of Equipment	Product details	Company Name	Model No./Product Code	Approx. Qty	Unit Price(Rs.)	GST Rate	Total price (Rs.)
1	Starting Block	Olympic Models	Nelco	N1131OSC	5			
2	Hurdle	IAAF CERTIFIED	Nelco	N1132ALS	40			
3	Discuss 1 kg	RIM 83% (IAAF CERTIFIED)	Nelco	N1104CS	2			
4	Discuss 2 kg	RIM 83% (IAAF CERTIFIED)	Nelco	N1104AS	3			
5	Shot put (8 pound = 4kg)	109mm (IAAF CERTIFIED)	Nelco	N1117XG	2			
6	Shot put (16 pound = 7.260 kg)	129mm (IAAF CERTIFIED)	Nelco	N1117XD	2			
7	Javelin	800 GMS./80 MTS., IAAF CERTIFIED	Nelco	N8080CJL	2			
8	Javelin	800 GMS./70 MTS., IAAF CERTIFIED	Nelco	N8070CJL	2			
9	Javelin	800 GMS./60 MTS., IAAF CERTIFIED	Nelco	N8060CJL	2			
10	Hammer 7.260 kg	110mm (IAAF CERTIFIED)	Nelco	N1122XA	2			
11	Stopwatch		Nivia/cosco	with memory	10			
12	Measuring Tape	Synthetic/Rubber tape 50m	freeman		1			
13	Measuring Tape	Steel tape 100m	freeman		2			

	BADMINTON							
S. No	Name of Equipment				Approx. Qty.	Unit Price	GST	Total price
14	Refree Stand		Spartan		1			
15	Shuttle Mavis		Yonex	Mavis 300 Shuttles	35			
16	Shuttle Feather		Yonex AS2	Aerosensa 2 Feather Shuttlecock	15			
17	Racquet		Yonex Duora 77		1			
18	Racquet		Yonex Arcsaber 7 Badminton Racquet		2			
19	Racquet		Yonex Nanoray 95DX Badminton Racquet		2			
	BASKETBALL							
S. No	Name of Equipment	Product details	Company Name		Approx. Qty.	Unit Price	GST	Total price
20	Basketball (7 No.)		Cosco [Challenge Composite Leather Pasted]		6			
21	Basketball (6 No.)		Cosco [Challenge Composite Leather Pasted]		8			
22	Sports Bibs	Florocent Green and Red	Stanley/Nivia	XL size	12(6 of each color)			
23	Sports Bibs	Florocent Green and Red	Stanley/Nivia	L size	12(6 of each color)			
24	Medicine ball		Nicson	Size 7(5 Kgs)	2			
25	Medicine ball		Nicson	Size 6(5 Kgs)	2			
26	Skipping rope		Nicson		2			
27	Basketball nets		Nivia/Spalding(white)		10 pairs			
28	6 balls carry net (Nylon)		Nivia		2			
29	Hand air pump		Nivia		2			
30	Basketball score card		Nivia		5			
31	Foul indicator set		Nivia		2 set			
32	Game clock	Analog	any brand		1			

33	Basketball kit bag		BDM		2			
34	Ankle weight (1 kg)		Nivia		3 pair			
	CRICKET							
S. No	Name of Equipment	SUB-CATEGORY	SIZE	BRAND & MODEL	Approx. Qty.	Unit Price	GST	Total price
35	Bat - English Willow		HS	KOOKABURRA KAHUNA 150	3			
36	Bat - English Willow		HS	SS TON ELITE	2			
37	Bat - English Willow		HS	SG SIERRA 350	4			
38	Bat - English Willow		HS	SS Magnum	4			
39	Leather Cricket ball		White	SG Club - White	200			
40	Leather Cricket ball		Red	SG Club - Red	120			
41	Batting Legguards	RIGHT HAND BATSMAN	Men	SG VS 319 SELECT	3			
42	Batting Gloves	RIGHT HAND BATSMAN	Men	SG RSD PROLITE	3			
43	Batting Inner Gloves			SG/SS	20 pairs			
44	Helmet		MEDIUM	SS PROFESSIONAL	1			
45	Helmet		LARGE	SS PROFESSIONAL	2			
46	Thigh Pad			SG LITEVATE	2			
47	Elbow Guard			SG LITEVATE	3			
48	Abdominal Guard			SG TEST	5			
49	Chest Guard			SG SUPALITE	2			
50	Keeping Leg Guards		MEN	SG SUPERTEST	1			
51	Keeping Gloves		MEN	SG RSD PROLITE	1			
52	Keeping Gloves Inners			SG LEAGUE	4 pairs			
53	Stump Set			SG TOURNA	1			

				MENT BLACK				
54	Kitbag with wheels			SG ULTRAP AK (BLACK)	2			
55	Scoring Book			60 Pages	3			
56	Stumps with spring	Single stump		Roxan/SG /SS/BDM	6			
57	Bat Grips			SG	12			
	FOOTBALL							
S. No	Name of Equipment		Company Name		Approx. Qty	Unit Price	GST	Total price
58	Footballs		Nivia	Shining star	15			
59	Shin gaurds		Vixen	m 160-180	20			
60	Cones		Jonex	9 inch	10			
61	Rebounder		spartan		2			
62	Small goals		local	6*4 foot	1			
63	Line man flags		Vixen		2			
64	Football goal nets		Garware		4			
65	Bibs		Nivia		11			
66	Running parachute		Vixen		2			
67	Substitution board		admiral		1			
68	Whistle			Fox 40	20			
	HOCKEY							
S. No	Name of Equipment		Company Name		Approx. Qty.	Unit Price	GST	Total price
69	Cone	12 inch	Nivia		30			
70	Marker	0.5 - 1 inch	Nivia/cosco/ Montex		30			
71	Ladder	8-10 foot	Nivia/cosco/ Montex		2			
72	Bibs	L - 2 different colors	Stanley		10(5 of each colour)			
73	Bibs	XL - 2 different colors	Stanley		10(5 of each colour)			
74	Hockey Sticks(37 No.)		Alpha	Alpha Castle SCH 9008, 37 inch	20			
75	Hockey Sticks(36 No.)		Alpha	Alpha Castle 36 inch	5			
76	Ball		Rakshak	Turf Gold Synthetic	60			
77	Ball	Hollow ball with	Alfa	SCH 60458	40			

VOLLEYBALL BOYS								
S. No	Name of Equipment		Company Name		Approx. Qty.	Unit Price	GST	Total price
97	Volleyball		Spartan multi colour super volley		30			
98	Pump		Cosco hand pump		2			
99	Volleyball net		Nivia		5			
100	Stretching rope		Joyfit		2			
101	Exercise mat	6mm thick	Vixen		10			
102	Antina		Stag		4 pair			
103	Volleyball net		Dixon		2			
104	Nylon Volleyball Carry net (6 balls)		Nivia		2			

Note:

- **It is mandatory to quote for all items.**
- **Net Price should be inclusive of all taxes/duties etc.**

Place:

GST Registration No:

Date:

TIN Registration No:

Signature:

SECTION 6- ANNEXURES

ANNEXURE A- 1: BIDDER'S INFORMATION

(On Company / firm's Letterhead)

Details of the bidders :		
1	Name of the bidder	
2	Address of the bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid Sales Tax Registration No. (if applicable)	
5	Valid Service Tax Registration No. (if applicable)	
6	Details of the Incorporation of the Company	Date:
		Ref. Document-
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
9	Telephone No. (with STD Code)	
10	Email Address of the Contact person	
11	Fax No. (with STD Code)	

Non- Blacklisting Undertaking

To,

Date:

The Registrar
I.I.T. Ropar,
Rupnagar.

Sir,

Re: Tender No. _____ **dated** _____, **for “Annual Rate Contract of Sports Items”.**

AFFIDAVIT

I/We (Name) _____ Contracting agency /Partner/Sole Proprietor (strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and declare that the individual/firm/companies have not been black listed by any Government Department or an autonomous body during the last 5 years.

DEPONENT

DATE, THE

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DATE, THE

DEPONENT

(NOTE : *To be furnished on non-judicial stamp paper duly attested by a Magistrate/Notary Public)*

**ANNEXURE A-3: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND
CONDITIONS**

(On Company / firm's Letterhead)

To,

The Registrar
I.I.T. Ropar,
Rupnagar.

Date :

Sir,

Re: Tender No. _____ dated _____, for “Annual Rate Contract of Sports Items”.

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

ANNEXURE A-4 : EXPERIENCE IN SIMILAR WORK

(On Company / firm's Letterhead)

To

Date :

The Registrar
I.I.T. Ropar,
Rupnagar.

Sir,

Re: Tender No. _____ dated _____, for “Annual Rate Contract of Sports Items”.

Brief particulars of the similar supply done in last five years: (Please attach copy of at least **three purchase orders** or completion certificates or invoices of more than Rs. _____/- for our reference).

Sr. No	Name of Institutions	Purchase Order No. & Date	Amount of Purchase order	Details of Contact person (Name, Add & Contact No.)

Yours faithfully,

(Signature of the bidder)

**ANNEXURE A-5: DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

The Registrar
I.I.T. Ropar,
Rupnagar.

Date:

Sir,

Re: Tender No. _____ dated _____, for “Annual Rate Contract of Sports Items”.

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F. Y. 2014 – 15	F. Y. 2015 – 16	F.Y. 2016-17

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. A.Y. 2014-15, A.Y. 2015-16 & A.Y.2016-17 . Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder)

Encl : As above

SECTION 7 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope “1”

- a) Demand Draft for Rs. _____/- (Rs. _____ only) towards cost of Bid document
- b) Demand Draft for Rs. _____/- (Rs. _____ only) towards Earnest Money Deposit.
- c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- d) Copy of this Tender document duly sealed and signed by the authorized signatory on every pages.
- e) Annexure A1 : Bidder's Information
Annexure A2 : Declaration Regarding Clean Track by Bidder
Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
Annexure A4 : Experience in similar work
Annexure A5 : Declaration Of Annual Turnover And Income Tax Return

2. Envelope “2”

- a) Commercial Bid :

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**