

TENDER FOR THE RATE CONTRACT FOR SUPPLY OF STITCHED UNIFORMS & UNIFORM ACCESSORIES AT INDIAN MARITIME UNIVERSITY-NAVI MUMBAI CAMPUS



TENDER No: IMU/NMC/UNIFORMS/2020/60

Issue Date: 26th June, 2020

Issued To,

Cost of Tender Form /Document	The tender document can be downloaded from the website www.imunavimumbai.ac.in or www.imu.edu.in . There is no tender fee.
Estimated Cost	Rs.50,00,000/-
EMD Amount	Rs.1,00,000/- should be drawn in the form of Demand Draft / Pay Order in favour of "IMU. Navi Mumbai Campus" payable at Mumbai.
Issue of Tender Document	26th June, 2020 till 1300 Hrs on 27th July, 2020
Last Date/Time of submission of the Tender	1330 Hrs on 27th July, 2020
Date and Time of Pre-Bid Meeting	1400 Hrs on 15th July, 2020
Date and Time of Opening of the Technical Bids	1400 Hrs on 27th July, 2020, IMU-Navi Mumbai Campus
Tentative Date and Time of opening of the Financial Bids	Will be uploaded in the website www.imunavimumbai.ac.in and the email will be sent to the Technically qualified bidder

All bidders are requested to visit IMU Navi Mumbai Campus website: www.imunavimumbai.ac.in for regular updates.

THIS DOCUMENT CONTAINS TWENTY ONE PAGES INCLUDING COVER PAGE.

INSTRUCTIONS TO THE BIDDERS

1. **General Information.** Terms and conditions for the rate contract for the supply of stitched uniform & uniform accessories at IMU, Navi Mumbai Campus (NMC):
 - (a) Sealed Tenders are invited by the Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai – 400 706 for and on behalf of Indian Maritime University for the rate contract for Supply of **STITCHED UNIFORM & UNIFORM ACCESSORIES** to the cadets of Indian Maritime University, Navi Mumbai Campus as per attached **Annexure - 1** in the Technical bid of tender documents. Validity of the rate contract would be for a duration of one year.
 - (b) Tender documents consisting of Technical and Financial Bids shall be submitted by the bidders in two separate sealed envelopes, **Cover-I** named '**TECHNICAL BID IMU/NMC/UNIFORMS/2020/58**' and Cover –II named '**FINANCIAL BID IMU/NMC/UNIFORMS/2020/58**', latest by **1330 hrs on 27th July, 2020**. Both the above said Sealed Covers i.e. Cover –I & Cover –II be then put in another separate big cover (Cover–III) and properly wax sealed.
 - (c) Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc. and complete postal & e-mail address of their office.
 - (d) Sealed bids should be dropped in the Tender Box at First Floor, Administrative Building, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai 400 706 or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
 - (e) A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of Earnest Money (EM).
 - (f) The bidders shall submit all details, documents etc. as required in the tender document duly signed on each page. In case bidder fails to do so, Indian Maritime University, Navi Mumbai Campus reserves the right to reject the tender without seeking any further clarification. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter.
 - (g) The bidder shall submit the copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms and conditions of the tender.
 - (h) All communications with regard to this tender to be addressed to

**The Director,
[for DR(Admin)]
Indian Maritime University
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai - 400706
Tel:022-20876809
Email: dradmin.navimumbai@imu.ac.in**

- (i) Indian Maritime University, Navi Mumbai Campus reserves the right to reject any tender not meeting the stipulations of this tender document without issuing any notice.
- (j) Indian Maritime University, Navi Mumbai Campus, in exceptional circumstances and at its discretion, may extend the tender due date by issuing a corrigendum.
- (k) Indian Maritime University, Navi Mumbai Campus reserves the right to **annul** the bidding process at any time without any liability for such **annulment**, without assigning any reason thereto.
- (l) Indian Maritime University, Navi Mumbai Campus reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- (m) Indian Maritime University, Navi Mumbai Campus shall notify the successful bidder through Registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. Indian Maritime University, Navi Mumbai Campus will issue the Work Order to the successful bidder. This Work Order shall indicate the details of services to be supplied by the bidder and the amount which Indian Maritime University, Navi Mumbai Campus shall pay to the successful bidder in consideration of the execution of the contract by them.
- (n) Upon receipt of the Purchase Order by the Bidder, he shall prepare two sets of the Agreement as per **Annexure - 3** of the tender documents at the earliest without any delay and complete all the formalities and submit same to Indian Maritime University, Navi Mumbai Campus duly executed on stamp paper for value of Rs.200/- (Rupees Two Hundred only) **within 07 days** from the date of receipt of Purchase Order. The agreement should be submitted by the Bidder along with the required security deposit. One set of the agreement will be returned to the Bidder after the signature of authorized signatory of Indian Maritime University, Navi Mumbai Campus. Cost of the agreement should be borne by the successful bidder.
- (o) The estimated cost of this tender for all items including all packages is approximately **Rs.50 lakhs (Rupees Fifty lakhs)**.
- (p) A schedule for taking measurement of all uniform items and uniform accessories shall be communicated in writing. The Bidder is to deploy adequate number of tailors to take measurement of cadets in specified time. The Bidder must comply with schedule which would give him at least 48 hours notice. Bidder is to make necessary arrangements to deliver the stitched uniforms within the time frame stipulated in the tender.
- (q) The Bidder is to adhere to the quality specified in the tender; there should not be any complaints from the cadets regarding quality of stitching and fitting of the uniform

stated in Package "A". Besides items stated in Package "B", "C" & "D" should also conform to desired quality, size etc. All complaints related to fitting of uniform, uniform accessories, shoes and sports items should be attended within two days, failing which appropriate amount will be deducted from the bill.

- (r) Bidder is to take signatures of the cadet and the nominated official on the acquaintance roll for having issued the items of uniform and uniform accessories. All the distribution would be done from an issue room designated for the purpose at timings promulgated. The Bidder is advised to issue all the items in one go as a kit for a cadet as far as possible to have better issue management. Bidder is not to issue items to cadets in the hostel or make room deliveries
- (s) Institute may provide storage facility, if required, for maximum period of one week after the delivery of items at site.
- (t) Contract Period: The rate contract will be initially for a period of one year, extendable by another one year, subject to the satisfactory performance of the Uniform Supplier and maintaining same rates and terms and conditions at the sole discretion of IMU-Navi Mumbai Campus. The rate contract may be used by other campuses of IMU if necessary.
- (u) If successful bidder fails to enter into contract within 7 days, the next successful bidder may be awarded the contract if he accepts the L1 rates of the earlier successful bidder and at the discretion of IMU-NMC.
- (v) The tenderer must enclose valid "Authorization Letter" from the manufacturer or authorized dealer with their license number as specified in the tender specifications giving tender notice reference number and date stating the quality and make of the cloth proposed to be procured by the bidder for executing the contract. This has to be submitted with the Technical bid of the tender document. Tenders without valid Authorisation Letter from the manufacturer or authorized dealer with their license number will be rejected.
- (w) At any time prior to the deadline for submission of tenders, Indian Maritime University, Navi Mumbai Campus may for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda/corrigenda etc.). In case a bidder has already submitted his bid he would be intimated about the change by e-mail. All bidders must check the website. The bidders should keep on checking Indian Maritime University, Navi Mumbai Campus website **regularly**.
- (x) All the bidders shall verify if any such amendments(s) have been issued by Indian Maritime University, Navi Mumbai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the bidder. No separate notice/ intimation of amendments will be sent to the bidders.
- (y) Validity of tender is to be 120 days from the last date for submission of tender.

2. Tender opening, Bidder Participation, stages of Evaluation (Technical and Financial)

- (a) Tenders, that is, Technical Bids will be opened in the Conference Room, Indian Maritime University, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai, at **1400 Hrs on 27th July, 2020**. Any bidder who is willing to observe the tender opening, may, in person or through his authorised representative, be present at the venue and witness the tender opening. **In case of authorized representative**, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
- (b) The bidder or his authorised representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the Indian Maritime University, Navi Mumbai Campus, the tender shall be opened at the specified time on the next working day.
- (c) The tenders will be opened in the presence of the committee members and authorized representative of bidders. The financial bids of all the bidders will be kept in a separate cover, sealed and signed by the members and bidder's representative.
- (d) The information furnished by the bidder in **Cover - I** in the prescribed format supplied by the IMU-Navi Mumbai Campus will form the basis for the evaluation. In exceptional cases Indian Maritime University, Navi Mumbai Campus or his representative reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the Indian Maritime University, Navi Mumbai Campus, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the Indian Maritime University, Navi Mumbai Campus.
- (e) The **Cover- II -Price Bids** will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and present. The procedures and number of participants etc., for opening **Cover - II** will be the same as the procedures outlined in Clause (a) & (b).
- (f) After evaluating the price bids received under Cover - II the lowest bidder in each individual Package (A,B,C and D) of the financial bid will be awarded the contract.
- (g) In case the financial bid of more than one bidder is same as L-1, then Indian Maritime University, Navi Mumbai Campus may decide L1 on the basis of turnover of bidder for last three years average and past experience in executing similar works by the Bidders.
- (h) IMU reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.
- (i) The IMU shall have the right to call upon the Bidders to explain/substantiate/prove the various claims made by the Bid document and if satisfactory explanation/proof is not forthcoming, the IMU reserves the right to treat the claim as "Not Proved" and ignore it.

- (j) The bidder must bid for all the packages and all item in each of the package. In case bidder has submitted bid for few item in a package or not bided for all the packages then bid will be rejected i.e. partial bid is not acceptable. In case none of the Bidders quoted for any one of the package than the tender will be re-floated for that package. IMU shall decide L1 for each package.
- (k) Bidders are not allowed to submit multiple bids nor bid through a consortium.
- (l) Bidders are not allowed to sub-contract any part or whole of this contract.
- (m) Information, references and certificates from the respective clients certifying technical, delivery and execution capability of the Bidder should be signed and the contact numbers of all such clients should be mentioned. The IMU, Navi Mumbai Campus may also independently seek information regarding the performance from the clients.
- (n) All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- (o) Each page of bid documents should be signed and numbered by the Bidder, otherwise the bids will be rejected.
- (p) Bidder should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are in escapable each alteration/correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.
- (q) The Bidder may furnish modes of proof other than the ones indicated but it shall be entirely up to IMU Navi Mumbai Campus whether to accept them or not.
- (r) Uniform to be delivered at the address given below:

Deputy Registrar
Indian Maritime University
Navi Mumbai Campus, Karave,
Nerul Navi Mumbai – 400 706.

3. **Pre-Bid Meeting Schedule.** The Pre bid meeting is scheduled at Indian Maritime University, Navi Mumbai Campus at **1400 Hrs on 15th July, 2020** in Conference room to facilitate the bidders. The firms interested to bid are advised to attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote. Absence in the pre-bid meeting should not be resorted at later stages as an excuse towards under quoting or quoting wrongly without understanding the requirements.

4. **E.M.D., Guarantee and Damages**

- i) **Earnest Money Deposit (E.M.D.).** Earnest Money Deposit (E.M.D): Rs.**1,00,000/- (Rupees One Lakh Only)** by way of D.D./ P.O in favour of IMU- Navi Mumbai Campus payable at Mumbai to be submitted to IMU- Navi Mumbai Campus along with Technical Bid. The bids of the bidder, who fail to submit E.M.D, shall be summarily rejected. **No**

exemption from payment of EMD is available to any bidder for any other reason whatsoever. The EMD of the bidders, who are not qualified under the Technical bid, shall be returned within 15 days.

Note: No interest will be allowed on the Earnest Money Deposit from the date of its receipt until it is refunded.

ii) The EMD will be forfeited in the following cases: –

(a) In case the bidder withdraws his tender once submitted after opening tender document.

(b) If the successful bidder fails to enter into a contract/agreement within 07 (seven) days from the date of receipt of Purchase Order.

(c) If the successful bidder refuses to accept the work.

5. **Security Deposit.** The successful bidder shall, deposit a sum of Rs 1,25,000/- (one lakh Twenty Five Thousand only) as security deposit for the entire tenure of the rate contract. On placement of the Purchase Order the vendor will have to deposit 7.5% of the order value within 07 days from the date of receipt of Purchase Order. The security deposits would be made in the form of Demand Draft/ Pay Order in favour of IMU, Navi Mumbai Campus payable at Mumbai. On successful completion of the order the security deposit for the order shall be refunded within 15 days. The security deposit for the Rate contract would be refunded within 15 days of expiry of the rate contract or completion of any outstanding order, whichever is later. The Security Deposit will not carry any interest.

6. **Cancellation of Order/ Forfeiture of Security Deposit, Risk Purchase Clause.** In the event of failure to deliver or dispatch the all or part of materials within the stipulated date/period specified with each order in accordance with the samples and specification, IMU- Navi Mumbai Campus reserves its right:-

(a) To cancel the order.

(b) To forfeit the security deposit.

(c) To procure all or part of materials from other sources at the Bidders risk, responsibility and cost. Any extra cost incurred in the procurement of the material from the alternative source shall be recovered from Security Deposit as referred to earlier and if the value of the materials under risk purchase exceeds, the amount of Security Deposit, same may be recovered, if necessary, by due legal process.

(d) Penalty for the delay in completion of supply/work beyond the stipulated period will be liable for liquidated damages @ 0.5% of order value per week delay or part whereof shall be levied and recovered subject to maximum of 10% of total supply order value.

7. **Time Period for Execution for each Order.** Within 30 days for the entire order from the last date of having taken the measurements. The Bidder shall complete the work as

specified in the tender documents and shall hand over the total items as specified in the tender documents. Dates for measurement of the cadets for uniform would be intimated at least one week in advance due uncertainty caused by the lockdown, however the tentative dates are :-

- | | | |
|-----|-----------------------|-----------------------|
| (a) | First Semester cadets | 01-04 September, 2020 |
| (b) | Third Semester cadets | 05-08 September, 2020 |
| (c) | Fifth Semester cadets | 09-13 September, 2020 |

8. **Settlement of Disputes.** The Bidder shall make request in writing to the Director, Indian Maritime University, Navi Mumbai Campus for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes/claims shall be entertained by the Indian Maritime University, Navi Mumbai Campus. The issue would be resolved by mutual discussions. In case mutual discussions do not resolve the issue a neutral arbitrator shall be appointed by IMU. Decision of the arbitrator shall be final and binding on both parties. In case not satisfied the Bidder can exercise his legal options.

Jurisdiction: The Court of Navi Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

9. **Payment Terms.**

- (a) The Bidder has to submit their bill along with acquaintance rolls duly signed by cadets and counter signed by the institute representative/s, only after the successful completion of complete work as per tender documents. 100% payment shall be made to the Bidder by IMU, Navi Mumbai Campus within 15 working days after the completed bill along with all the supporting documents mentioned herein:-
- (i) Tax Invoice clearly mentioning the details of the bill viz item, quantity unit rate and total cost. The GST and any other tax component applicable would be mentioned as separate line item.
 - (ii) Delivery challan copy, disbursement list duly signed by the cadet and IMU designated rep (Duty Warden shall be the IMU Rep).
 - (iii) TDS at the rates applicable shall be deducted U/S.194 (c) of Income Tax Act 1961 on the whole amount.
- (b) All costs, charges and expenses, if any, in connection with the Contract as well as preparations and completions of Agreement formalities shall be borne and payable by the Bidder only.
- (c) The Bidder shall pay all taxes which he may be liable to pay to the State or Central Government or any other statutory authority under the law for the time being in force in respect of or in accordance with the execution of the contract.

TECHNICAL BID

PRE-QUALIFICATION CRITERIA

1. **Eligibility Criteria.** The Bidder must possess **ALL** the Minimum Qualifying Criteria. If he does not possess even one of these, he shall stand Technically disqualified and his bid will not be taken up for Price Bid evaluation.
 - (a) They should not have been debarred or blacklisted till the date of submission of the bid documents and should not have been terminated on account of non-compliance of tender conditions. If the service provider has been terminated by IMU- NMC in case of any type of service provided in this campus, in the last 3 years for any reason whatsoever before the completion of the contract period they are debarred from participating in this tender process.
[Mode of Proof: Self declaration to this effect].
 - (b) The bidder should submit copy of valid Trade License, PAN and GST/Sales Tax / VAT Registration No. with the Technical bid of Tender documents.
 - (c) The bidder should submit the Income Tax return for previous three years ending **31st March 2019 (2020 in case already filed)** with the Technical bid of Tender documents.
 - (d) The bidder should submit one of the followings:-
 - (i) Proof of Registration of the bidder under relevant law such as Companies Act, and /or Shop & Establishment Act.
 - (ii) For Partnerships firms, full name and address of each partner along with the certified copy of the registered partnership deed, copy of Trade License.
 - (iii) For proprietorship firms, full name and address of proprietor along with the copy of trade license.
 - (e) The bidder must have an annual turnover of minimum Rs.75,00,000/ (Rupees Seventy Five Lakhs only), in each year during the preceding three years i.e. 2017-18, 2018-19 and 2019-20. The details to be furnished by the bidder in the Technical bid giving the audited profit & loss account and balance sheet for last three years ending 31st March 2019 (2020 if already finalised provision made due Govt has extended the FY up to 30 June, 2020). It should be duly attested by the bidder's Chartered Accountant.
 - (f) The Bidder should have successfully implemented during 2017-18, 2018-19 and 2019-20, similar orders / work of Supply of Stitched Uniforms & Uniform Accessories as listed below in any one year during the last 3 years:

One similar work costing not less than 80% of the present estimated cost this tender i.e. Rs.40,00,000/- (Rupees Forty Lakhs only) in Universities/Institutes/ Colleges/ PSU/ Corporate Sector;

(or)

Two similar works costing not less than 60% of the present estimated cost this tender i.e. Rs. 30,00,000/- (Rupees Thirty Lakhs only) in Universities/Institutes/ Colleges/PSU/ Corporate Sector;

(or)

Three similar works costing not less than 50% of the present estimated cost this tender i.e. Rs. 25,00,000/- (Rupees Twenty Five Lakhs only) in Universities/Institutes/ Colleges/ PSU/Corporate Sector;

(Mode of proof. Copy of Purchase order/contract for providing 'Award of Work'. Copy of Completion Certificate/Final Invoice/ Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work', should be furnished for each of the projects).

(g) Bidder is required to supply each of the items as per the sample shown by IMU, Navi Mumbai Campus.

- (h) Earnest Money Deposit of Rs.1,00,000 (Rupees One Lakh Only) per tender should be drawn in the form of Demand Draft/Pay Order in the name of "IMU - Navi Mumbai Campus" from any Nationalized bank/Scheduled bank payable at Mumbai and to be submitted to IMU, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai – 400706 along with Technical bid, failing which tender will be rejected.
- (i) The tenderer must enclose valid "Authorization Letter" from the manufacturer or authorized dealer with their license number as specified in the tender specifications giving tender notice reference number and date stating the quality and make of the cloth proposed to be procured by the bidder for executing the contract.

2. STITCHED UNIFORM AND UNIFORM ACCESSORIES (Specifications and additional instructions).

- (a) The list of items along with their specification is mentioned in the **Annexure-1**, which is attached in the Technical bid of the tender documents.
- (b) The bidder must bid for all the items in a package and for all the packages. In case a bidder has not quoted for all the packages his bid would be rejected even after getting technically qualified. It is further clarified that L1 would be declared for each package separately.
- (c) The items supplied by the Bidder may be sent to a laboratory for test and suitable action will be taken by the IMU, Navi Mumbai Campus against the Bidder for not complying with the specification against each item as mentioned in the tender document.
- (d) **The Technical Bid should not contain the Financial Bid.** Disclosure/indication of price in the Technical Bid shall render the bidder disqualified and their bids shall stand rejected.
- (e) All the documents mentioned above should be submitted, failing which the tender shall be rejected.

Cover Letter Format (In letter head)

TENDERERS PARTICULARS FOR TENDER NO:

The Director
Indian Maritime University,
Navi Mumbai Campus,
Karave, Nerul,
Navi Mumbai 400 706

Sir,

Being duly authorized to represent and act on behalf of _____ hereinafter called "The Tenderer" and having visited the site and examined the Scope of work, Conditions of Contract, Specifications, Schedules and Bill of Quantities for the work of **"TENDER FOR RATE CONTRACT FOR OF SUPPLY STICED UNIFORMS & UNIFORM ACCESSORIES AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS, KARAVE, NERUL, NAVI MUMBAI – 400706"**

1. I/ we here by submit my/our offer as follows:
 - (a) Technical Bid – (in separate sealed cover along with EMD of Rs.1,00,000/- & other documents) (Cover I)
 - (b) Financial Bid– part of the tender document. (Cover II)
 - (c) The two sealed covers containing Technical bids and financial bids referred to above have been put in main cover (Cover III) as required.
2. I hereby undertake to abide by all the terms and conditions contained in your **TENDER No:** IMU/NMC/UNIFORMS/2020/60 (Copy, duly signed, enclosed).
3. We understand that IMU Navi Mumbai Campus reserves the right to:-
 - (a) Amend the scope of tender.
 - (b) Reject or accept any tender including the lowest on detecting any anomaly even after, cancel the tender process and reject all tender.
 - (c) We agree that the IMU Navi Mumbai Campus will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
 - (d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
 - (e) This bid contains pages from ----- to ----- and all pages are serially numbered, signed and stamped.
4. I also express my willingness to sign the contract incorporating the Standard terms and special conditions of the contract as contained in the Tender.

Yours Sincerely,

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place).

Note: -

Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

Specification of Uniform Cloth. The fabric should be matching the sample held with IMU-NMC. The cloth should be heat set and fully shrunk. In case the cloth provided is not matching the sample, all the material supplied is liable to be rejected.

Special Note. The Bidder must supply one full set of uniforms to confirm adherence to the quality of materials before making bulk supply.

Technical Bid**Annexure – 1**

1. The following items are listed in **Package A:-**

Sr. No.	Sr. No. as per Annex 2	Descriptions	
1	1 2	a) Stitched white Polyester Viscose shirt (Half sleeves) b) Stitched white Polyester Viscose shirt (Full sleeves)	Recommended brands (Siyarams, Vimal, S Kumar, Raymond) (Gabardine) The samples to be checked from IMU-NMC on any working day
2	3 6	c) Stitched white Polyester Viscose Trousers d) Stitched white Polyester Viscose tunic and trouser	Recommended brands (Siyarams, Vimal, S Kumar, Raymond) (Gabardine) The samples to be checked from IMU- NMC on any working day
3	4	Stitched black Polyester Viscose Trousers	The samples to be checked from IMU- NMC on any working day
4	5	Stitched Boiler Suit Orange Colour	The samples to be checked from IMU- NMC on any working day
5	7	Black Blazer made of Raymond Safire cloth or equivalent with three golden buttons	The samples to be checked from IMU- NMC on any working day

2. The following items are listed in **Package B:-**

Sr. No.	Sr. No. as per Annex 2	Descriptions	
1	8	White uniform peak cap with zari badge	The samples to be checked from IMU- NMC on any working day
2	9 10	a) White Nylon Belt with buckle b) Black Nylon Belt with buckle	The samples to be checked from IMU- NMC on any working day
3	11 12	a) Black Nylon socks in pairs b) White Nylon socks in pairs	The samples to be checked from IMU- NMC on any working day
4	18	Garter	The samples to be checked from IMU- NMC on any working day
5	13	Epaulettes with full strip for cadets, as per sample Approx quantity Epaulettes is a) Without star – 35 b) One star – 184 c) Two star – 158 d) Three star - 178	The samples to be checked from IMU- NMC on any working day
6	14 15	a) White Turban for Sikh Cadets Only b) Navy Blue Turban for Sikh Cadets Only	The samples to be checked from IMU- NMC on any working day

7	16	Name Plate	The samples to be checked from IMU- NMC on any working day
8	17	Black Polyester Silk Tie with embroidered monogram	The samples to be checked from IMU- NMC on any working day

3. The following items are listed in **Package C:-**

Sr. No.	Sr. No. as per Annex 2	Descriptions	
1	19	Black Leather Shoes with laces in pairs Uniform Shoes should have high quality breathing leather high strength, durability and esthetic look, high moisture absorption, quick drying, good perspiration absorption, Extra comfort	Recommended brands like (Bata, Liberty, Relaxo etc.) The samples to be checked from IMU- NMC on any working day
2	20	Safety Shoes with laces in pairs	Recommended brands like (Bata Liberty, Relaxo etc.) The samples to be checked from IMU- NMC on any working day
3	21	Sports Shoes with laces in pairs	Recommended brands like (Bata Liberty, Puma, Reboc etc.) The samples to be checked from IMU- NMC on any working day
4	22	Shoes PU Coated Split Leather (White) in pairs	Recommended brands like (Bata Liberty, Relaxo etc.) The samples to be checked from IMU- NMC on any working day

4. The following items are listed in **Package D:-**

Sr. No.	Sr. No. as per Annex 2	Descriptions	
1	23 24 27	a) Gymrig / Sportsrig Red T Shirt b) Gymrig / Sportsrig Sky Blue T Shirt c) Gymrig / Sportsrig Shorts Olive Green	The samples to be checked from IMU- NMC on any working day
2	25	Gymrig / Sportsrig Blue Half Shorts	The samples to be checked from IMU- NMC on any working day
3	26	Track suit Maroon with cream strip	The samples to be checked from IMU- NMC on any working day
4	28 29	a) Sports stockings (light blue /dark blue band) in pairs b) Sports Stockings yellow with green band in pairs	The samples to be checked from IMU- NMC on any working day

5. **Specifications for stitching are as follows:-**

- (a) **For Half Sleeve Shirts.** Pocket on both side without flaps. Suitable openings to be provided for Epaulettes. On shoulder on either side for Epaulettes eyelets to be stitched on machine or with hand for them to last long for regular putting in and putting off Epaulettes. Two number holes / loops, one inch above the centre of the upper edge of the right pocket for name plate. Holes/loops to be stitched with hand to make them last long since name plates will be put in/ off regularly.
- (b) **For Trousers.** Trousers with 38 mm loops, 8 in numbers, for belt, snug fittings on hips and thighs with 46 cm. flair Zip of ISI mark and 1 year warranty.
- (c) **For Full Sleeve Shirt (white).** Single left hand side pocket with no flap
- (d) **For Boiler Suit Orange colour, Full Sleeve.** Boiler suit to have IMU monogram on left pocket. A strip of white cloth of 1"x6"" (or breadth of pocket) to be stitched half inch clear from upper edge of the right pocket to write name of the cadet. Name to be printed by the Bidder.
- (e) **For Tunic.** With Brass / Chrome plated 5 buttons as per sample.



INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
Navi Mumbai Campus

TENDER No: IMU/NMC/UNIFORMS/2020/60

FINANCIAL BID

Schedule Tender for supply of Stitched Uniform & Uniform Accessories to the cadets of IMU, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai – 400 706. Price Bid is inclusive of all taxes, duties and charges and the prices quoted shall be valid for the period of contract.

Package A

SL. No.	Items Tentative list / Subjected to approval from IMU HQ Chennai	Approx. Requirement for the Academic Year 2020-21	Rate per Item (Rs.)	Total Amount (Rs.)	Remarks
1	Stitched white Polyester Viscose shirt (Half sleeves)	1680			
2	Stitched white Polyester Viscose shirt (Full sleeves)	784			
3	Stitched white Polyester Viscose Trousers	1120			
4	Stitched black Polyester Viscose Trousers	784			
5	Stitched Boiler suit	560			
6	Stitched white Polyester Viscose Tunic and Trouser	55			
7	Black Blazer made of Raymond Safire cloth or equivalent with three gold plated buttons.	178			
Total Cost of all items under Package A = Rs.					

Package B

8	White uniform peak cap with zari badge	402			
9	White Nylon Belt with Buckle	402			
10	Black Nylon Belt with Buckle	402			

Signature and name of the Authorised Signatory

(with Seal)



INDIAN MARITIME UNIVERSITY
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TENDER No: IMU/NMC/UNIFORMS/2020/60
FINANCIAL BID

SL. No.	Items Tentative list / Subjected to approval from IMU HQ Chennai	Approx. Requirement for the Academic Year 2020-21	Rate per Item (Rs.)	Total Amount (Rs.)	Remarks
11	Black Nylon socks in pairs	1120			
12	White Nylon socks in pairs	784			
13	Epauettes with full strip for cadets, as per sample	560			
14	White Turban for Sikh Cadets Only	As per Actual			
15	Navy Blue Turban for Sikh Cadets Only	As per Actual			
16	Name Plate	560			
17	Black Polyester Silk Tie with embroidered monogram	560			
18	Garter	448			
Total Cost of all items under Package B = Rs.					

Package C

19	Black leather shoes with laces in pairs	560			
20	Safety shoes with laces in pairs	402			
21	Sport shoes with laces in pairs	560			
22	Shoes PU Coated Split Leather (White) in pairs	178			
Total Cost of all items under Package C = Rs.					

Signature and name of the Authorised Signatory

(with Seal)



INDIAN MARITIME UNIVERSITY
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TENDER No: IMU/NMC/UNIFORMS/2020/60
FINANCIAL BID

Package D

SL. No.	Items Tentative list / Subjected to approval from IMU HQ Chennai	Approx. Requirement for the Academic Year 2020-21	Rate per Item (Rs.)	Total Amount (Rs.)	Remarks
23	Gym rig / Sports rig Red T shirt	600			
24	Gym rig / Sports rig Sky Blue T shirt	600			
25	Gym rig / Sports rig Blue Half Shorts	560			
26	Track Suit Maroon with cream strip	184			
27	Gym rig / Sports rig Shorts olive green	560			
28	Sports stockings (light blue / dark blue band) in pairs	402			
29	Sports Stockings yellow with green band in pairs	402			
Total Cost of all items under Package D = Rs.					
Grand Total (A +B +C +D) (in Figure): _____					
Grand Total (A+B+C+D) (In words): _____					

- The bidder has to quote the price per item under each **Package** in Indian Rupees in figures as well as in words. No cell under column unit price and total price is to be vacant.
- The Quantity could change at the time of ordering based on number of new enrolments.
- The cost shall be inclusive of all taxes, transportation charges etc., ** (except GST). (**Price bid evaluation will be made based on rates quoted exclusive of GST.)
- Items are to be delivered at following location and distributed to the cadets from specified place provided by IMU only.
T.S.Chanakya, Karave, Nerul, Navi Mumbai - 400 706.
- The price quoted in the tender shall be firm and valid for entire order and a supplementary order if placed within 4 months. Price quoted should include Taxes and other applicable levies payable by the bidder to the Central government, State government or any other statutory body. However, these taxes and other payable statutory fees / taxes to be also mentioned separately.

I/We have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. I/We agree to carry out the above work at the rate mentioned against each item.

The quoted rates of each of the articles are one single price all inclusive.

Place:

Date:

Signature and name of the Authorised Signatory (with Seal)

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.200/-)

IT IS THIS _____ day of _____ 2020 MUTUALLY AGREED between the IMU, Navi Mumbai Campus, hereinafter referred to as “the Contractee ” (which expression shall mean and include their assigns and successors) on the one part AND M/sa company /incorporated under the companies Act, 1956.....having its Registered office at herein after referred to as “the Bidder” (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per tender documents hereinafter called “The Works” and has accepted a Tender by the Bidder for the execution, completion and guarantee of such works.

NOW THIS AGREEMENT WITNESSES as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the tender documents
 - e) The Annexures` (duly filled)
 - f) The Purchase Order
 - g) Security Deposit
2. In consideration of the payment to be made by the Contractor to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Contractor to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Contractor hereby covenants to pay the Bidder in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the tender documents and any other conditions given in the tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Navi Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED AND DELIVERED

On behalf of the Bidder

On behalf of Employer

Signature:

Signature:

Name:

Name:

Address:

Address:

Official Seal

Official Seal

Place:

Place:

Date:

Date:

On behalf of the Bidder

On behalf of the Employer

Witness:

Witness:

i) Signature:

i) Signature:

Name:

Name:

Address:

Address:

Place:

Place:

Date:

Date:

ii) Signature

ii) Signature

Name:

Name

Address:

Address:

Place:

Place:

Date:

Date:

MANDATE FORM

(Account/s Information form)

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager