



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
GT ROAD, KALYANPUR, KANPUR – 208016
UTTAR PRADESH, INDIA

TENDER REFERENCE NO. : VH/PI/2020-21/07

BID SUBMISSION END DATE- 24.09.2020

TENDER DOCUMENTS

FOR

“Supply of Linen items in VH & Allied Facilities”

BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Technical Bid opening (i.e. 25.09.2020) are invited for and on behalf of the Assistant Registrar, IIT Kanpur for “**Supply of Linen Items in VH & Allied facilities**”.

Name of Work	SUPPLY LINEN ITEMS IN VISITOR’S HOSTEL & ALLIED FACILITIES.
EMD (if any)	Rs 10,000/-
Date of Publishing	03.09.2020 at 4:00 p.m.
Clarification Start Date and Time	03.09.2020 at 4:00 p.m.
Clarification End Date and Time	24.09.2020 at 4:00 p.m.
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	03.09.2020 at 4:00 p.m.
Last Date and time of uploading of Bids	24.09.2020 at 4:00 p.m.
Pre-Bid meeting Date/place	Not Applicable
Place for Sample’s technical Evaluation.	Conference Hall PBCEC, Visitor’s hostel IITK
Last Date and time of submitting , EMD and other documents at IIT Kanpur (if any)	25.09.2020 at 2:00 p.m.
Date and time of opening of Technical Bids	25.09.2020 at 4:00 p.m.
Date and time of opening of Financial Bids	Will be separately notified for Technically shortlisted/qualified bidders
Tender type	Open, for ; <u>Only manufacturers(OEM)/Authorized distributors are allowed to bid</u>

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

(The bids have to be submitted online in electronic form on www.eprocure.gov.in only. No physical bids will be accepted.)

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app> , using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their userID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid

documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.

The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk 05122596770 between 10:30 hrs to 17:00 hrs.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is support-eproc@nic.in

INSTRUCTION FOR e-PROCUREMENT

1. PREPARATION AND SUBMISSION OF BIDS :

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1 and Financial Bid in “.PDF” should be upload online in cover-2

2. SUBMISSION OF THE BID : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- a. Technical Bid should be upload online in cover-1.
- b. Financial Bid should be upload online in cover-2

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

3. TECHNICAL BID: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> .

a) List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-

- i. Scanned copy of Bank details & registration of the firm authorization letter/factory Liscence. (Bank details of principal supplier in case of Import shipments).
Authorization Letter/Certificate of manufacturer as approved by Govt.(mandatory)
Registration under all acts & duties which is applied for manufacturing industries.
- ii. Name and Postal Address including valid and current telephone/Mobile number, E-mail address.
- iii. Scanned copy of GST/TIN registration and PAN Card.
- iv. Provide all minimum requirement criteria as mentioned in (ANNEXURE II-A) with proper signatory & seal.
- v. Scan copy of tender acceptance letter.
- vi. Scanned copy of all other document that we mentioned in in tender document.

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

NOTE - no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.

4. Financial Bid

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per

the specified “.PDF” format i.e. Price Bid Excel sheet attached as ‘.PDF’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.

- c. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc. **except service tax**. The service tax component shall be re-immersible by the department after receipt of paid challans etc. if applicable.

5. Last Date for Submission of Tender:

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The IIT, Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.

6. Bid Validity

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, the IIT may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. Modification / Substitution/ Withdrawal of bids:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

8. Rejection of the Bid: The bid submitted shall become invalid and tender fee shall not be refunded if:-

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.

9. Selection Criteria:

Phase-I: Technical Evaluation & Sample Approval

Technical evaluation will be done on the basis of information given by technical bid submitted by the bidders. Bid containing partial, incomplete, uncleared and superfluous and unwanted information will be summarily rejected.

Technical declaration must be supported with relevant document. Discrepancy in relevant supporting document and technical compliance sheet shall lead to rejection of technical bids.

Sample Approval:

Bidders should have to display/submit their samples on or before bid closing date at the Visitor's Hostel (Main) IIT Kanpur. Non-display of sample shall be considered as non-

responsive technical bids.

Phase-II

1. Financial bids of technically qualified and approved samples bidders shall be opened.
2. Financial evaluation is purely done on the total financial implication.
3. Any superfluous, unreasonable assets rate quotes will be summarily rejected.

10. Late Delivery:

Delivery must be completed within the period mentioned in tender document from the date of receipt of the order. Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.

11. Instruction to the bidder of countries which share land border with India (Rule 144(xi) GFRs)

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
 - a. An entity incorporated, established, or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established, or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established, or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means

Explanation-

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company.
- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or

management rights or shareholders agreements or voting agreements.

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals ;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership .
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. In case of tenders for Works contracts, including Turnkey contracts, The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority .

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Tender Notice

E-tender /Online bids are invited for reputed firms from eligible bidders for the work of “**Supply of Linen Items in VH & Allied facilities**”.

The Demand draft for Rs.10,000/- towards Bid Security/ EMD in favour of **Registrar IIT Kanpur** payable at **Kanpur** must reach **Mr. P.D. Anand, VH & Allied Facilities (Back office VH), IIT Kanpur-208016** latest by 14:00 Hrs on the bid opening day i.e. **25.09.2020**

Please note all bid related documents scanned copy is to be submitted on the online portal, only Demand draft has to physical reach the aforementioned address.

The tender document along with other details may be downloaded from the CPP Portal:
<http://eprocure.gov.in/eprocure/app>

IIT Kanpur reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

Sd/-
Assistant Registrar

Sub : Tender for " Supply of Linen Items in various allied facilities of Visitor's Hostel".

Preamble:

Housed in an imposing double storied building and located at a central place, Visitors' Hostel provides boarding and lodging facilities for the Institutes guests, newly appointed faculty, officers and staff members, delegates and participants attending various conferences, seminars, symposia and workshops. All the buildings are in reasonably good condition at present. IITK expects the visitors' hostel & allied facilities to be maintained as a high end facility for our visiting academic community, ensure state-of-the art service management at the level of **Three Star Standard**

IITK operates Visitor Hostel & Allied facilities at various locations & ensures that the providing services & amenities for proper management is at the level of 3 stars std. As part of renovation and modernization of hostel services, the Institute intends to purchase linen for various facilities of visitor's hostel.

Indian Institute of Technology Kanpur, an Institute of National Importance, invites sealed Tenders under two bids system viz., Part-I Technical Bid and Part-II Financial Bid from reputed Certified **Manufacturers/Authorized Dealers for " Supply of Linen Items in Institute Visitor's Hostel & Allied facilities at IIT, Kanpur"** as shown in the Annexure- I of this document. **The approximate value of given tender procurement for LINEN is about 5-6 Lakh. The manufacturers or authorized distributors** must have adequate credential for manufacturing and supply of quality Linen Items (of Star Hotel category; minimum 4 star Std.) with certification for quality product.

Interested vendors are requested to submit their bids as per **Technical Specifications (Annexure-I)** along with details in the **Minimum Qualification required for bidding as per Annexure-II (A) & Fill up the Technical Bid Document at par with Annexure-II (B) and Price Bid as per format given in Annexure- III, General Terms & Conditions (Annexure-IV) and signed Declaration (Annexure-V) & Appendix at last under a Two-Bid System.** A compliance statement, fulfilling all requirements on the product and vendor profile and capability shall also be submitted. Tender documents can be downloaded from www.iitk.ac.in (Link: Tenders), the same is also available on Central Public Procurement Portal (<https://eprocure.gov.in>).

Interested bidders are required to submit their credentials containing tender documents for technical bid and quote/fill price bid in BoQ proforma for Financial/Commercial Bid. Documents submit with the reference number, Tender ID number & postal doc.(i.e EMD) in the Office of the Officer In-Charge, Visitor Hostel & Allied Facilities, Indian Institute of Technology, Kanpur, PIN : 208016 **on or before bid closing date.**

The technical proposals along with actual samples (01 Nos. each items separately as mentioned) submitted by the manufacturers bidder will be evaluated first by a technical committee and the price bids submitted by only the technically qualified manufacturers bidder will be opened for price comparison & bidder/firms who quoted least price among all qualified firms would be selected as L1.

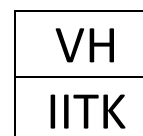
NOTE : The Technical bids will be opened on 24.09.2020 along with sample evaluation test in the **Conference Room PBCEC, Visitor Hostel, IIT Kanpur.**

Schedule of Requirement

- i. **The number of items and quantity mentioned in each category is as per indicative or as per current need so it can be increased/ decreased as per requirement of the Institute. Institute reserves the right to withdraw any item mentioned in the tender document and no compensation shall be payable for the same.**
- ii. The specifications mentioned should be strictly adhered to and a certificate from authorized agency should be provided for the same.
- iii. Mere fulfillment of specifications may not necessarily qualify the bidder at technical stage.
- iv. **The quality certificate and actual samples supplied shall be examined by approved committee who will recommend the qualifying bidders at technical stage. The Financial Bid of only these bidders shall be opened.**

Sl. No.	Name of Items with Specifications	Approx. Requirement
CATEGORY {Bed Linen}		
1.	<u>SINGLE BED SHEETS</u> SPECIFICATIONS :- Bed sheet Size- 64”(L) X 104”(W) (Same as per sample provide) Color- White Plain, Material-100% Cotton, Shrinkage % - 3 to 5% Thread Counts- 300 TC Quality- Fine Quality 1 Cm Satin Strips Material-100% Cotton with satin weaving 300 T.C. (thread counts) fabric.	660 Pcs.
2.	<u>DOUBLE BED SHEETS</u> SPECIFICATIONS :- Bed sheet Size- 100”(L) X 104”(W) (Same as per sample provide) Color- White Plain, Material-100% Cotton, Shrinkage % - 3 to 5% Thread Counts- 300 TC Quality- Fine Quality 1 Cm Satin Strips Material-100% Cotton with satin weaving 300 T.C. (thread counts) fabric.	250 Pcs.
3.	<u>FITTED SHEET</u> (of similar material and color) in size (As per size of mattresses fitting; 75”X36”X7.2”) SPECIFICATIONS Thread Counts- 200 T.C. Shrinkage percentage less than 3%	200 Pcs

- **Print logo as same as mentioned ahead; at sheet’s side corner of size (1.3 x 1.4) inches (MANDATORY).**



MINIMUM REQUIREMENT REQUIRED FOR BIDDING

- i. An Govt. Certified **Manufacturers/Authorized Distributors are only** engaged in supplying Bulk Linen items in Government Departments/ Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings, Star category Hotels/ Government Guest Houses shall have a **minimum 10 (ten) years of experience in supplying quality Linen Items in bulk** as on tender submission deadline. Name, address/ contact details of the present and past **satisfactory clients** to be provided. The copy of the same should be enclosed with the tender bid.
- ii. Authorized distributors must submit valid authorization letter of the same as provided by the primary/manufacturing firm.
- iii. Experience of having received **minimum (05 Nos.) orders** and successfully supplied the similar quality Linen Items as indicated in (**Annexure- I**) in **bulk** to the Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings/4 star norms Hotel/Hospitality sector **during the last financial years (April 2019-March2020)** as on the tender submission deadline. (Signed copies of **same (05 Nos.) Purchase Orders** received from Govt. Depts./PSUs/Autonomous Bodies/Ministries of the Government of India/4 star hotel/Hospitality sector **during the last financial years (April2019-March2020)** to whom such supplies are being/have been extended must be submitted in the technical bid)
- iv. All bidders should submit along with their tender, copies of the valid Trade license, PAN Card, VAT Registration No., Authorization certificate for manufacturing (OEM).
- v. Name, address/ contact details of the present and past **satisfactory clients with their satisfactory performance certificate to be provided in technical documents.**
- vi. A certificate (Affidavit) to be signed by MD/ CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ Central Government Depts. /Ministries of the Govt. of India/PSUs and no criminal case/legal proceeding or industrial dispute is pending or contemplated against them.
- vii. **The bidders must provide Samples of Linen Items on or before 3 days as technical bid opens for selection by Technical Committee.**
- viii. Technical Specification of samples with respect to Fabric, Thread Count, Microfiber / Polyfilla Weight or any other specification which tenderer may like to bring on record.
- ix. **The bidder must have annual turnover above 15 crore during the period June 2019 to May 2020 & submit copies of audited statement of accounts for the mentioned period.**
- x. The Average Financial Turnover of the bidder for the last three financial year 2017-2018; 2018-2019 & 2019-2020 should not be less than Rs. 12 Crore. Also the bidder company should not be in loss in any of the last three financial years.
- xi. The Turnover Certificate along with the copies of Income Tax Return Acknowledgement, Balance Sheet & Profit and Loss A/c for last three financial years duly signed by CA of the bidder should be enclosed with technical bid.
- xii. The bidder must enclose the documents of up-to date GST Return, with technical bid.
- xiii. It is mandatory to enclose the EMD of Rs 10,000 in favor of REGISTRAR IIT KANPUR, unless otherwise the agency/organization is entailed for an exemption while submitting bids to government Institute/offices etc, as evidence from authorization letter/ certificate issued by appropriate State/ Central Government Authority granting such exemptions

NOTE:

1. **Bidders must submit the documentary proof in support of meeting the minimum qualification criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All documentary proof must be listed on the letterhead of the company.**
2. **The bidders must submit quality certificate and actual samples of the product quoted in the price bid. The same will be examined by a approved technical committee who will recommend the qualifying bidders at technical stage. The Financial Bid of only those bidders shall be opened who qualifies the technical stage.**

TECHNICAL BID DOCUMENT

Format to be filled by the Manufacturers(OEM)/Authorized distributors only for submitting Tender for " Supply of Linen Items in visitor's Hostel & Allied Facilities t IIT, Kanpur" as shown in the Annexure- I

NOTE : Before submit/bid technical credentials along with this mentioned criteria, bidder's ensure that general term & condition is also satisfy with our given requirement. **(Mandatory)**

Sr. No.	Description	Compliance with valid documents duly signed & sealed
1.	Name, address and contact details of the Tenderer (Attach details)	
2.	Minimum 10 (ten) years of experience in supplying quality Linen Items in Government Departments/Autonomous Bodies/Ministries of the Government of India/Public Sector Undertakings, 4 Star norms category Hotels/ Government Guest Houses as on tender submission deadline. Name, address/ contact details of the present and past satisfactory clients to be provided.	
3.	Experience of having successfully supplied a minimum of 05Nos. (five) similar in bulk to the Government Departments/Autonomous Bodies/ Ministries of the Government of India / Registered Govt. MSME/NSIC/ Public Sector Undertakings Star Category Hotels/ Government Guest Houses during the last financial year April2019-March2020 as on the tender submission deadline. (Signed copies of same five (05 Nos.) Purchase Orders received from Govt. Depts./PSUs/Autonomous Bodies/Ministries of the Government of India/ Star category Hotels/ Government Guest Houses during the period April2019-March2020 to whom such supplies are being/have been extended must be enclosed with the technical bid). for quality Linen Items as indicated in (Annexure- I) in bulk.	
4.	Copies of the Valid Trade license, (if any)	
-	Govt. Certified manufacturing certificate (OEM)	
-	PAN Card & Bank Details (Account Holder)	
-	VAT Registration No.	
5.	A certificate (Affidavit) to be signed by MD / CEO of the company that they haven't been debarred or blacklisted for any services, supplies or products dealing in, by any organizations or educational institute/ university or state/ central government and no criminal case/legal proceeding or industrial disputes is pending or contemplated against them.	
6.	Income Tax return for the three financial years 2017-18, 2018-19 and 2019-20.	
7.	Bank Details along with CA turn over & audited balance sheet with supply order of same, at least 3 year	
8.	Details of EMD/Bank Draft No., issuing branch and date	
9.	Samples of Linen Items with printed logo for selection by Technical Committee.	

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the manufacturer

This is to be submitted with tender document for "TECHNICAL BID", evaluation in an given Reference & tender ID number and name of the bidder. All technical documents like literature, catalogues etc., are to be put or attach while opening date of tender bid. Price bid of that company/firm only will be only opened during financial opening, so all bidders are directed to not fill/quote any price value while technical bid submission; technically qualify based on Minimum Qualification required for bidding as per Annexure II (A). for further consideration. **Attach all relevant documents duly signed and sealed. The bidders are also instructed to provide 1 sample for each item that should be used at technical evaluation stage.**

Tender document

VISITOR HOSTEL & ALLIED FACILITIES
Indian Institute of Technology Kanpur
Kanpur (UP) 208016 India

Enquiry date: 03/09/2020

Enquiry No: VH/PI/2020-21/07

Online quotations are invited for “SUPPLY OF LINEN ITEMS IN VH & ALLIED FACILITIES”. The detailed specification of the LINEN ITEMS is described below.

OFFICER IN-CHARGE

VISITOR HOSTEL & ALLIED FACILITIES
Indian Institute of Technology Kanpur
Kanpur 208 016, India

Terms and Conditions:

- All equipment must be compatible with Indian standards and codes & also dimension as per our requirement. Specifically, documentation on the physical sizes and weights of all major and minor components must be submitted.
- Provide with the best quality material as per our requirement printed logo as mentioned and ensured it qualify all test marks of linen fabric.
- Quotations must be valid till the entire period of tender execution.
- Details of material, color, texture(specification) including requirement should be provided as per our list.
- IIT Kanpur is fully exempted from payment of GST on Imported Goods against our DSIR certificate.
- TENDER Specific Manufacturer Authorization Form/Certificate from OEM/Authorized letter for distributors required for mentioned scope of work. (Done by OEM is preferred).
- The price should be quoted per node basis. Number of nodes may vary depending on the financial status at the time of ordering.
- The Institute reserves the right of accepting or rejecting any quotations without assigning any reason thereof.

GENERAL TERMS AND CONDITIONS

- i. Indian Institute of Technology Kanpur, an Institute of National Importance is proposing to enter into a " Supply of Linen items as listed in Annexure-1 from manufacturers suppliers of Linen Items for various facilities of Visitor's Hostel. The rates will initially remain in force till the completion of tender period on the same approved terms and conditions subject to satisfactory performance of the supplier and adherence to the time schedule of supply. The rates are to be submitted in Price Bid Format i.e.BoQ during financial submission as given in Annexure- III. IIT, Kanpur will not entertain any request for the increase of rates during the period of tender execution.
- ii. Each bidder shall submit only one quotation, if found so then cancellation of all such tender bids.
- iii. IIT Kanpur reserves right to accept or reject any or all bid(s) without assigning any reason. It may be mandated to present the bids in-person at IIT Kanpur and bidder shall be ready for it without any prejudice.
- iv. The bidder should be a reputed Manufacture and should have establishment of more than 10 years old. Copy of certificate of Establishment should be provided with the Technical Bid.
- v. It is desirable if the bidder has already executed same type of supply in some government institution & Minimum 4 star rating Hotels.
- vi. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- vii. The bidder should furnish an affidavit on Non-Judicial Stamp Paper of Rs. 100/- for not been black listed or debarred by any Government / Semi Government / PSU / Banks / Universities / Educational Institute etc. during last Seven years at the time of submission of tender bid for any item or by any reason. If any bidder, who has been blacklisted /debarred by any Government / Semi Government / PSU / Banks / Universities / Educational Institute etc. for any item or by any reason during last seven years, participate for this tender work, then the appropriate legal action shall be taken against that bidder and the client has full rights to black list / debarred the said company for future tendering process.
- viii. Earnest Money Deposit (EMD): Rs. 10,000/-(Rupees Ten Thousand only) must be submitted along with the technical bid. The EMD document (Demand Draft) should be issued in the favor of "Registrar, IIT Kanpur"
- ix. Bid security is to be submitted by all bidders except those who are registered with the Central Purchase Organization such as MSME, National Small Industries Corporation (NSIC) or the concerned Ministry or Department.
- x. Exemption from EMD submission shall be allowed but bidders MUST enclose the valid MSME/NSIC certificate of manufacturing field to participate for the tender.

- xi. **The bidder must execute and complete all Supply within 40 days after releasing of purchase order otherwise LD @ 0.1% per day shall be levied.**
- xii. The supplier should ensure that he provide the good quality defined items in his best concern & take responsibility of the same from the Supply date and an undertaking on the company letter head should be submitted by the bidder with tender.
- xiii. The Bidder should quote for all items of the tender. Any tender for Part item will be rejected out rightly. An undertaking on the company letter head confirming the same should be enclosed with tender.
- xiv. No Deviation in the technical specifications for any product shall be accepted at all.
- xv. If the documents as well as the samples submitted by the bidder would not be up to the mark as per the tender requirement, the tender of such bidders would be rejected and the financial bid would not be opened.
- xvi. Quotations from the bids that do not meet the technical criteria set in the tender document will not be considered irrespective of the price or any other criteria.
- xvii. **The Price bids will be evaluated for each category separately and lowest bidder (L-1) in each category will be eligible for the award of the tender.**
- xviii. **If there is any complaint about the quality of the Linen items, the remaining quantity in the particular batch will be returned to the supplier and value equal to the quantity returned will be recovered from the supplier.**
- xix. **Tender Fee is not applicable but for EMD (Earnest money deposit): An amount of Rs.10,000 as EMD (as refundable) is to be paid.** The payment shall be made by Demand Draft from any Nationalized Bank and paid in favor of "Registrar, Indian Institute of Technology Kanpur", payable at Kanpur. **This should be enclosed separately in an envelope and must reach Office of Officer In-charge, Visitor's Hostel IITK.**
- xx. All bids should be duly sealed/taped and clearly marking the bidder's name and address on the top of the sealed envelope of EMD.
- xxi. **After quoting the prices in the Price (Financial) Bid, the unsuccessful bidders shall collect the EMD as same they deposit, except awardee of the tender.**
- xxii. The specifications mentioned should be strictly adhered to and a certificate from authorized agency must be provided for the same. Mere fulfillment of specifications may not necessarily qualify the bidder at technical stage.
- xxiii. **The bidders are also instructed to provide 1 sample for each item that should be used at technical evaluation stage** and returned back to unsuccessful bidder. The sample of successful bidder should remain with us to compare future supplies in the institute Guest Houses.

xxiv. **The Institute shall not be liable to make payment for the linen items which are defective and not according to the specification and samples of the linen Items.**

xxv. **Bids received without the EMD will be rejected summarily.**

- Companies must enclosed a Compliance list (or check list) along with the technical bids and mention how they plan to execute the providing services, enforce quick response time against costumer complaint, quality and grievance redressal mechanism etc.
- The Officer-in-charge/Designated Person by the Institute, Visitors' Hostel and Allied Facilities will be the contact point (Nodal Officer), IIT Kanpur for any queries related to the tender, and can be contacted at his phone no. 0512-2596770.
- Bidders must submit the documentary proof in support of meeting the minimum qualification criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All documentary proof must be listed on the letterhead of the company. Additionally, the bidder must submit a full bio-data (CV) of the Supervisors and Executives of the team proposed to be deployed for this site

Payment Terms:

- i. 100 % Payment for successful supply/delivery of the linen items will be made on submission of bills within 60 days subject to inspection and finding it acceptable and in accordance with the instructions given in the acceptance of Tender. Payment will be made only for those linen items which are found to be of satisfactory quality as per approved sample and duly certified by the Officer In-charge & approved tender committee.
- ii. No advance/mobilization support, is payable against supply of stores.
- iii. In case of any deviation /fault in the quality, the Institute shall have the right either to reject linen items or deduct part payment from the bill. All the expenditure related to removal and replacement of these rejected linen items will have to be borne by the Supplier. The Purchaser's decision(Competent Authority) as regards the rejection shall be final and binding on the Contractor.
- iv. In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1 % per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the bidder.

Warranty:

- Supplier warrants that the linen items supplied under this contract are new, unused and shall have no defect, arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of supplied linen items. Period of Warranty for items(Required LINEN):- Min. 01 year from the issue date of purchase order of tender.

Delivery clarification :

- The order for supply of Linen items specified in the tender document will be placed as and when the Tender is finalised. The Linen items must be delivered within 40 working days counted from the date of placement of Purchase Order for the same. The linen items must be delivered at the stores of VH & allied facilities within the working hours i.e. 9 A.M. to 5 P.M. Failure to deliver linen items at the mentioned time and place will be deemed as non-delivery. Way Bill may be issued to the bidder within fifteen(15) days after receipt of the way bill request and Proforma invoice (PI).

Tender Fee:

- Not applicable; Bids without tender Fee will be accepted & eligible for tender bid.

Earnest Money Deposit (EMD):

- An amount of Rs. 10,000/- in the form of Demand Draft must provide/submit prior the bid opening date. The E.M.D. shall be from any Nationalized Bank and to be drawn in favor of " Registrar Indian Institute of Technology Kanpur", payable at Kanpur. The validity of the EMD should be 3 {three} months from the date of issue. **Any bid without EMD will not be considered.** This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of bidder getting the purchase order/Tender awardee will be retained and returned six months after successful completion of the work, to be treated as security deposit. No interest is payable on refunds. EMD shall be forfeited if the selected bidder accepts the supply order, but is unable to execute the same. EMD in the form of Demand Draft must reach to the office of Officer In-charge on or before the date of tender Opening date.

Price:

- The price shall be **quoted in Indian Rupees only**, on free delivery at IIT Kanpur. This shall be inclusive of all taxes, and **summary** of total cost to be indicated. Inter-state transit Way Bill (Form-50) will be issued within Ten (10) days after receipt of the way bill request along with Proforma Invoice only to the selected bidder as may be mentioned in the Purchase Order.

Submission of Bids:

- Technical Bid and Price Bid should be submitted as per criteria mentioned in Tender document under quoting reference number & Tender ID number. EMD should be provide as a technical bid document, in separate sealed envelopes, with full addresses name & address as mentioned in tender document. **Only manufacturers having authorization certificate are allowed for bid directly, & all other bidders on behalf of manufacturer are not eligible for bid.**

Acceptance of Tender:

- The Competent authority of IIT Kanpur or approved committee of given tender reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

Compliance List:

- The proposal must be properly indexed and a compliance list against the technical specifications should be provided.

Conditional Offer will not be accepted.

Period of Validity:

- Bids shall remain valid for acceptance for a period of **90 days** from the date of opening of the price bid. The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to IIT Kanpur by the selected Manufacturer/bidder.

The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

All tenders are to be submitted in favor of Officer In-charge, VH & Allied facilities, Indian Institute of Technology, Kanpur, and acknowledgement to be obtained. The bids (technical and price bids) once submitted, then withdrawn & modification in tender document may attract the cancellation of applied tender. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.

The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.

Opening of Price Bids :

- The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately.**
- Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

IMPORTANT

- i. A bid submitted with false information will not only be rejected but also the Manufacturer/bidder will be debarred or blacklisted from participation in future tendering process of such Govt. autonomous sectors
 - ii. The Manufacturers/bidders need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kanpur for any supplies, products or services, or at present in any national organization or educational institute/university.
 - iii. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
 - iv. For any query pertaining to this bid document, correspondence be addressed to
- The Officer.-In-Charge, Visitor Hostel & Allied Facilities , Indian Institute of Technology, Kharagpur-208016
[Ph.: 0512-259-6770] [E-mail : vic_vh@iitk.ac.in / mauryashivam370@gmail.com]
 - For any defined work's due date regarding tender, happens to be on a holiday, the same will be accepted on the next working day. The timings will however remain unchanged. **Please Note that the Institute remains closed during Saturday & Sundays.**

DECLARATION

I, _____ Son/Daughter of Shri _____
_____ Proprietor/partner/CEO/MD/Director/ Authorized Signatory of M/s
_____ am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal : -----

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Certificate for Tender
(To be given on Company Letter Head)

Date: _____

To,

Sub: Certificate of compliance as per Rule 144 (xi) GFR's 2017

Tender Reference No: _____

Name of Tender / Work: - _____

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Certificate for Tender for Works involving possibility of sub-contracting
(To be given on Company Letter Head)

Date: _____

To,

Sub: Certificate of compliance as per Rule 144 (xi) GFR's 2017

Tender Reference No: _____

Name of Tender / Work: - _____

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Declaration for Local Content

**(To be given on Company Letter Head - For tender value below Rs.10 Crores)
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above
Rs.10 Crores)**

Date: _____

To,
The Director,
Indian Institute of Technology Kanpur,
GT Road, Kalyanpur, Kanpur -208016

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: - _____

1. Country of Origin of Goods being offered: _____
2. We hereby declare that items offered has ____% local content.

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”*

**Yours Faithfully,
(Signature of the Bidder, with Official Seal)**