

**TATA INSTITUTE OF SOCIAL SCIENCES**  
DEONAR, MUMBAI 400 088

**PURCHASE & STORES SECTION**

To:  (Put here rubber stamp or seal of the organization)	<b>ENQUIRY NO.:</b> P & S/041017/Shawls
	Our Email ID: < <a href="mailto:dilip_p@tiss.edu">dilip_p@tiss.edu</a> >
	<b>Mobile No:</b> 09987 55 22 89 / 022 2552 5228
	<b>DATE:</b> <b>04/10/2017</b>
	<b>DUE DATE: 30<sup>th</sup> November, 2017</b>

Sir/Madam,

TISS invites sealed quotations (under two bid system-Technical bid and Financial bid) for Designing, Printing and Supply of Convocation Shawls/Stoles. Kindly submit your sealed bids in two separate covers in the prescribed format as given below, duly filled in, signed, and sealed by you on or before **30<sup>th</sup> November, 2017** to the Despatch Section addressing to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088. on any working days between 10.30 a.m. and 4.00 p.m. **superscribing** as '*Quotation for Designing and supply of Shawls/Stoles*'.

SL	Description of items (Please Quote along with specifications or full details of the equipments)	Colour	Rate per Shawl/Stole	Qty Required	TOTAL COST
1	<b>TISS Stole/Shawl : TISS Stole/Shawl</b> Designing and Supply of Shawls/Stoles, Extra Warp, 100% handwoven Cotton Bodo Fabric, <b>Physical Dimension:</b> 18" x 80", <b>Quality:</b> Handwash				
a	As per sample	Blue		200	
b	As per sample	Green		1800	
c	As per sample	Red		300	
d	As per sample	Cream/ Golden		100	

<i>Any other liabilities including taxes:</i>	Percentile	Amount		
SGST:    %				
CGST:    %				
IGST:    %				

## **GENERAL TERMS & CONDITIONS**

1. Tender in two Part bidding system (1st Part- Technical Bid, 2nd Part Price Bid) is invited from experienced, resourceful and bonafide firms for supply, designing & commissioning of different stoles/shawls at the Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088. Separate envelops should be used for Technical and Price Bids and indication to that effect may please be superscribed on the envelops.
2. The envelop superscribed 'Technical Bid should contain the tender form (General terms conditions, Technical Specification & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any price implication. All envelops containing the tender should be properly sealed. The envelop containing Technical Bid must contain the Earnest Money Deposit (EMD) of Rs. 1,500/= and tender fee for downloaded tender in form of Demand Draft, Banker's cheque, Pay Order.
3. **Criteria for pre-qualification on the basis of the Technical Bid:**
  1. The firm should have credential of supply, designing & commissioning of different stoles/shawls in conformity with the design, style, quality of fabric and sample indicated in the Bill of Quantities of this tender. The firms should have valid PAN & GST Registration Number.
  2. The firm should have already completed similar nature of work of value Rs. 1.00 Lakh in a single contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Universities/Institutes.
  3. The firms shall provide a set of detailed working drawings showing the design of the different stoles/shawls within the pre-decided measurement along with the Technical Part (Part –I) of the tender. The firms should also mention all costs such as transportation charges etc for the supply, designing & commissioning of different stoles/shawls.
  4. The firms should satisfy that after sales services would be adequate in the event of placing order with them.
  5. Price Bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Opening date and time of which will be intimated later on. The tenderer shall fill in the rates both in words and figures. The amount against each item is also to be filled in. In case of any discrepancy, the rates quoted by contractor in words shall be taken as correct.
  6. The bid shall remain valid for acceptance for a period of 90 days from the date of opening. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to TISS, then the Institute shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money as aforesaid.

### **Conditional offer will not be acceptable.**

7. Earnest money deposit of Rs. 10,000/= is to be deposited in the form of Demand Draft, Pay order or Banker's Cheque in favour of "Tata Institute of Social Sciences" payable at Mumbai.
8. **Payment terms:**
  - (a) 90% Payment will be made on successful supply of stoles/shawls as per specifications and quality..

### **No Interest will be payable against the EMD.**

9. The Institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order. The Institute also reserves the right of splitting the items within two or more suppliers for placement of order.
10. If the supplier fails to maintain the required rate of progress or to complete the work and clear the order on or before the contract or extended date of completion, he shall without prejudice to any other right or remedy available under the law, pay compensation the amount calculated at the rates stipulated below or such smaller amount as the Director may decide (whose decision in writing shall be final and binding) on the amount of the tendered value of the work for every completed day/week (as applicable) that the progress remains below or that the work remains incomplete. Liquidated Damage shall be deducted from the bill @ 1% per Week of Delay subjected to maximum of 5% of the Value of the work done.

11. The In-charge, Purchase & Stores may without prejudice to his/her any other rights or remedy against the supplier in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the state of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases.
- a) *If the supplier fails to rectify/replace the defects despite of written notice by the Purchase & Stores Section.*
  - b) *If the supplier suspends the progress of work so that in the opinion of the P & S, she/he will be unable to secure completion of the work by the date of completion and do not improve performance even after written notice.*
  - c) *If the supplier neglects to carry out his/her obligations under the contract and/or commits fault in complying with any of the terms and conditions and does not make for remedy, even after written notice.*

When the supplier has made himself liable for action under any of the cases aforesaid, the official of Purchase & Stores on behalf of the Institute shall have powers

- a) *To determine or rescind the contract. Upon such rescission, the full security deposit recoverable under the contract shall be liable to be forfeited and shall be absolutely at the disposal of TISS.*
  - b) *After giving notice to the supplier to measure up the work done by him, get the balance work done by another contractor. Any expenses which may be incurred in excess of the sum which would work had been executed by him, shall be borne and paid by the original supplier and may be deducted from any of his dues.*
12. The successful tenderer, on acceptance of his tender by the accepting Authority, shall within 15 (Fifteen) days from the stipulated date of start sign the agreement on Non judicial stamp paper of requisite value.
13. The successful tenderer should submit “No- Claim Certificate” before submitting the Final Bill. The successful tenderer should indemnify TISS from any claim of the suppliers or authorized sub-Contractors of the supplier.
14. In case of any dispute arising out of this contract during the progress of the work or after the cancellation, termination, completion or abandonment, the decision of the Director, TISS, shall be final and binding on the supplier.
15. It is also a term of the contract that if the supplier does not raise any claim in writing within 90 days from the date of cancellation, termination, completion or abandonment, the claim of the supplier shall be deemed to have been waived.

**16. Technical Specification:**

- a) The supplier shall provide a set of sample (dummy) showing the layout of the shawls/stoles along with the Technical Part (Part –I) of the tender. The supplier should also mention the time required for supply of each set of shawl/stoles.
- b) The supplier shall arrange to deliver the materials on site.

**17. The Contract entered into with the Institute shall be valid for 3 years on the same terms and conditions.**

Date:

To

The Registrar,  
Tata Institute of Social Sciences,  
Sion Trombay Road, Deonar,  
Mumbai 400 088.

Dear Sir,

I/We having examined the specifications & designs relating to the shawls/stoles specified in the memorandum hereinafter set out and having visited and examined the samples specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to supply the materials specified in the said memorandum and in accordance in all respects with the specifications, designs, drawings, and instructions in writing referred to in terms & conditions of tender, the Articles of agreement, and with such materials as are provided for, by, and in all other respects in accordance with such conditions so far as they may be applicable.

**1. MEMORANDUM**

- (a) **Description of work:** Supply of Shawls/Stoles as per approved sample
  - (b) **Location of work:** Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088.
  - (c) **Earnest Money Deposit (EMD):** Rs. 10,000/- (Rupees one thousand only)
  - (d) **Total security deposit:** 10% (Ten percent of total value)
  - (e) **Completion period:** 30 working days
2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract hereto so far as they may be applicable in default thereof to forfeit and pay to the employer the amount mentioned in the said conditions.
  3. No claim for compensation for loss of profit or otherwise shall be raised by us. We agree that we shall not raise any claim for price escalation on building materials and labour or due to any other reasons.
  4. I/We have deposited by Demand Draft/Banker's Cheque as Earnest Money Deposit. I understand that Earnest Money Deposit will not bear any interest. Should I/We fail to execute the Contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by the Institute.
  5. The list showing the particulars of large works carried out by me/us and the names of manufacturers of specialized items that will be used by me/us in the work are given below/enclosed.
  6. Our Bankers & their address are :
  7. The name of Proprietor/partners/Directors of our firm as applicable are :
    - (I)
    - (II)

Name of the partners of the firm authorized to sign OR Name of person having power of attorney to sign the Contract (certified true copy of power of attorney should be attached).

Yours faithfully,  
Signature of Supplier/Vendor with Stamp

**TENDER FORM  
FOR THE SUPPLY, DESIGNING & KNITTING OF SHAWLS/STOLES  
FOR TISS, Mumbai**

1	Name & complete address and nature of the Firm	:	<hr/> <hr/> <hr/> <hr/>
2	Name of the Proprietor/Partner etc	:	<hr/> <hr/> <hr/>
3	Name of the Proprietor/Partner etc.	:	<hr/> <hr/> <hr/>
4	(a) Registration No. of the firm:		<hr/>
	(b) GST Registration No.		<hr/>
	(c) PAN No.		<hr/>
5	Annual turnover for the last three years		<hr/>
6	Address of the factory:		<hr/> <hr/> <hr/>
7	Have you supplied and supplied such items in any govt. organization, if yes, furnish details with proof:		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
8	Details of Earnest Money deposited of Rs.:		<hr/>

I / We \_\_\_\_\_ solemnly declare that the statements made above are correct to the best of my knowledge and belief and shall abide by the terms & conditions of the tender.

Date:

(Signature of the Proprietor/Partner/Director)

Stamp of the Firm: