

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

**PURCHASE & STORES SECTION**

To:  
(Put here rubber stamp or seal of the organization)

**ENQUIRY NO.: 29\_1018\_Shawls**  
**Our Email ID: <dilip\_p@tiss.edu**  
**Contact No. 022 2552 5228**  
**Mobile No: 9987552289/7039201320**  
**Date: 29<sup>th</sup> October 2018**

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 **9<sup>th</sup> November, 2018** to the Despatch Section addressing to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088. on any working days between 10.30 a.m. and 4.00 p.m. **superscribing** as 'Quotation for Designing, Printing and Supply of Convocation Shawls/Stoles'.

SL	DESC OF ITEMS (Logo & Printing)	HSN	QTY REQD	MRP	SGST	CGST	IGST	TOTAL COST
1	Stoles/Shawls -Convocation <b>Colour:</b> Blue/Green/Red (As per sample approved) Blue: 200 Nos. Red: 125 Nos. Green: 1500 Nos.		1925					
2	Stoles/Shawls -Convocation <b>Colour:</b> Cream / Golden (As per sample approved)		175					

**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. 10,000/= and tender fee for downloaded tender in form of Demand Draft, Banker's cheque, Pay Order.

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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 & VAT / Central Sales tax 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, octroi, VAT, taxes 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. The quoted price shall be inclusive of VAT, Sales Tax, Income tax, Excise Duty, turnover tax, Service tax , Octroi, or any other taxes and duties prevailing in respect of this contract shall be payable by the supplier. TISS will not entertain any separate claim whatsoever in respect of the same.
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.

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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 Director of TISS, 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 Director of TISS 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.**

## **TENDER FORM / Letter of Intent**

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) Estimated Cost** : Rs. 15,00,000/-
- (e) Total security deposit** : 10% (Ten percent)
- (f) 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.

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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

**TATA INSTITUTE OF SOCIAL SCIENCES**  
(A Deemed to be University under Section 3 of the UGC Act, 1956)  
**DEONAR, V.N. PURAV MARG, MUMBAI 400 088**

**VENDOR REGISTRATION FORM**

**SECTION 1**

**TECHNICAL BID & ORGANISATIONAL PROFILE**

To register as a new supplier, enter your user and organization information.  
*Please provide information on the company's Letter Head*

**Name of the Organisation/Company:** \_\_\_\_\_

**Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation):** \_\_\_\_\_

**Product Description:** \_\_\_\_\_

**Registered Office Address:** \_\_\_\_\_

**Landline No:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**Type of Organisation:** Sole Proprietorship/Partnership/ Ownership or any other

**Name of the Proprietor:** \_\_\_\_\_

**Name of the Bank:** \_\_\_\_\_

**Name of the Account Holder:** \_\_\_\_\_

**Bank Branch:** \_\_\_\_\_

**Bank A/c. Number:** \_\_\_\_\_

**NEFT Code:** \_\_\_\_\_

**GST Registration No.:** \_\_\_\_\_

**Income Tax PAN Card No:** \_\_\_\_\_

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**Product Details:** \_\_\_\_\_

**Total Turn Over (as on the date of application):** \_\_\_\_\_

**Strength of the Man-power:** \_\_\_\_\_

**Address of Workshop or Shop Floors:**

\_\_\_\_\_

**Any other branches:**

(a) -----

(b) -----

(c) -----

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN.

Yes

No

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

**Reason:** \_\_\_\_\_

*Enclosures:*

1. Company founding year – Shop & Establishment Certificate
2. Company size/branches,
3. Clients' List
5. Products Profile/List
6. **Target** - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS)
7. Copy of Purchase Order pertaining to the Government Organization (at least three exceeding Rs. One Lakhs, if not please ignore)

*I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.*

*This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.*

Date:

Name & Signature of the Bidder/authorized person along



with Rubber Stamp/ Seal of organization

Place: