



INDIAN MARITIME UNIVERSITY
(A Central University)
MINISTRY OF SHIPPING, GOVT. OF INDIA
KOCHI CAMPUS
SERA, MATSYAPURY (PO)
KOCHI-682 029

TENDER FOR

**“PACKAGE – A: SUPPLY OF UNIFORMS TO THE MARINE CADETS
OF IMU KOCHI CAMPUS”**

TENDER NO: IMU/ KOC/T- 001 / 2018

VOLUME – I

TECHNICAL BID

Last Date for Submission : 10:00 Hrs. on 06.06.2018

NOTICE INVITING TENDER

Tender No: / IMU/ KOC/T- 001 / 2018

Indian Maritime University-Kochi Campus, invites, sealed tenders, from the qualified suppliers for Rate contract for one year for the Package – A supply of Uniforms under **Two-cover system**.

Name of the Work : **Package – A: Supply of Uniforms to the Marine Cadets of IMU Kochi Campus.**

Estimated Cost : **Rs.5,70,200/-**

EMD : **Rs. 11,404/-**

Sale Period : **From 14/05/2018 to 06/06/2018.**

Last Date for Submission : **06/06/2018- 10.00 Hrs.**

Opening of Technical Bid : **06/06/2018– 11.00 Hrs.**

Tender documents can be downloaded from the website free of cost. A pre bid meeting is scheduled to be held at 3 PM on 24.05.2018, at IMU Kochi Campus.

INDIAN MARITIME UNIVERSITY

(A Central University, Govt. of India)

KOCHI CAMPUS

TENDER ABSTRACT

- 1. NAME OF WORK** : **Package – A:Supply of Uniform to the Marine Cadets of IMU Kochi Campus**

- 2. PERIOD OF SALE** : **14/05/2018 to 06/06/2018**

- 3. LAST DATE & TIME OF SUBMISSION** : **06/06/2018 at 10.00 Hrs.**

- 4. DATE& TIME OF OPENING TECHNICAL BID** : **06/06/2018 at 11.00 Hrs.**

- 5. DATE OF PRE BID MEETING** : **24/05/2018 at 15.00 Hrs**

Tender should be submitted in Two covers, Cover - I (Technical Bid) and Cover – II (Financial Bid). Envelopes of Technical Bid and Financial Bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the Tender Reference No. and Due Date of Submission.

SECTION - I: GENERAL RULES AND DIRECTIONS FOR THE
GUIDANCE OF THE TENDERERS

1. INTRODUCTION

Indian Maritime University, Kochi Campus, SERA, Matsyapuri(Post), Kochi- 682 029 (hereinafter referred to as the Employer), the 'Employer' a body established by an Act of Parliament (Indian Maritime University Act – 22 of 2008) invites tender for "**Package – A: Supply of Uniforms to the Marine Cadets of IMU Kochi Campus**".

1.1 SALE OF DOCUMENT

The Tender documents can be downloaded from the website free of cost up to **06/06/2018**

1.2 SUBMISSION

The Tender shall be submitted in the prescribed format as hand delivery / by Registered / Speed Post, so as to reach the Office of **THE DIRECTOR, INDIAN MARITIME UNIVERSITY-KOCHI CAMPUS, SERA, MATSYAPURI (Post), KOCHI-682029 up to 10.00 Hrs. on or before 06/06/2018.**

1.3 OPENING DATE

The Tender will be opened in the presence of authorized representatives of the bidding firms who choose to attend at **11:00 Hrs. on 06/06/2018 in** the IMU Kochi Campus Office, SERA, Matsyapuri (Post), Kochi-682 029.

1.4 SCOPE OF TENDER

- a) The required uniform sets are of different measurement. Successful tenderer should make arrangements to take measurement of different sizes of uniforms of Male and Female students within working hours (9.30 am to 5.30 pm) at their own cost with prior permission and to deliver the stitched uniforms within the time frame stipulated in the tender.
- b) Measurements for stitching of uniforms should be completed within 10 days on intimation from university.
- c) The tenderer shall supply the stitched uniform sets of different sizes strictly as per the cloth and stitching specifications.
- d) The uniforms are to be supplied at Indian Maritime University, Kochi Campus, SERA, Matsyapuri Post, Kochi-682 029.
- e) The tenderer shall arrange themselves all tools & tackles, machines, labour, transportation and the consumables required for stitching the uniforms.
- f) All the stitched uniforms shall have the tag of student's number and be neatly packed in transparent polythene bag. The contents of the tag should be visible outside so that without opening the polythene bag, the contents can be verified (Read/Seen).
- g) Stitching requirements:
 - i) The thread, button, canvas & lining used for stitching uniforms should be of very good quality.
 - ii) The quality of stitching should be neat and have fine finishing and the stitching should last longer at least for a minimum period of one year.

- iii) Good quality of zip for the trousers shall be used and such zips should last longer at least for a period of one year. If it fails within a period of one year, it shall be replaced and stitched free of cost by the tenderer. The Tenderer shall also provide a good quality of gripper.
- iv) Wrong measurement or exchange of measurements of students resulting in the uniforms becoming unfit to wear, shall attract replacement of new stitched uniform from the contractor at his/her own cost.
- v) Two extra buttons for the shirt, to the button strip of the shirt from inside shall be attached.

1.5 ELIGIBILITY CRITERIA

- (i) The tenderer shall have minimum of three year experience in supplying of office stitched uniforms / Navy or Army cadets Uniforms in bulk to the Departments/Ministries of the Government of India/ PSUs /Corporate Sectors / Educational Institutions / any other reputed organisations.
(**Mode of Proof:** Copy of Purchase Order / Contract showing that the Bidder had been in a similar business for the last three years).
- (ii) The tenderer shall not have been blacklisted by the Departments/Ministries of the Government of India/PSUs/Corporate Sectors/Educational Institutions/any other reputed organisations.
(Declaration has to be submitted by the bidder)
- (iii) Copy of the GST registration certificate. Tenders submitted by unregistered persons will be summarily rejected.

Documentary proof for meeting eligibility criteria shall be enclosed with the tender in original or self attested copies and shall include certificates on timely completion.

1.6 EARNEST DEPOSIT MONEY:

The bidder shall have to pay the Earnest Money Deposit of Rs. 11,404/- (Rupees Eleven Thousand Four Hundred and Four Only) in the form of Demand Draft drawn in favor of Indian Maritime University, Kochi Campus on any Indian Nationalized Bank payable at Kochi and enclose the same along with the Technical Bid (Volume – I). Tenders not accompanied by EMD shall be rejected and no other form of payment will be accepted.

The EMD of the tenderers who are not qualified under Cover-I will be returned within one month from the date of return of their unopened Cover-II.

The EMD will be refunded to all tenderers other than the three lowest technically qualified tenderers within one month from the date of opening of price bid (Cover - II). The EMD of the two tenderers other than the tenderer whose offer is accepted will be refunded within a period of one month after finalization of the award of contract.

The EMD of the successful tenderer will be refunded only after the remittance of security deposit in any manner as aforesaid.

The EMD will be forfeited in the following cases:

- a) If the tenderer withdraws the tender after opening; or
- b) If the successful tenderer fails to submit the Security deposit within 15 days from the date of issue of Work order.

1.7 THE SECURITY DEPOSIT:

The successful bidder should pay an amount of 5% of the contract value in the form of demand draft from any nationalized bank drawn in favour of Indian Maritime University payable at Kochi. In addition, 5% will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University will not be more than the 10% of the contract amount or actual bill amount whichever is more. IMU reserves the right to deduct any amount due for recovery from the contractor out of the Security Deposit amount.

EMD Paid will be adjusted in which case the contractor has to pay the balance towards security deposit. The security deposit and EMD will not bear any interest thereof.

1.8 DELIVERY PERIOD

The delivery period for supply of uniforms and accessories shall be within 30 days from the date of measurement taken in all respects.

1.9 PAYMENT TERMS

(a) 90% payment will be made on successful supply of uniforms and accessories after certifying by authorised person.

(b) 10% of the value of work done less the EMD submitted shall be kept as security deposit for one year from the date of successful supply of uniforms and accessories.

1.10 DURATION OF THE CONTRACT PERIOD

The Contract will be awarded to the successful bidder and its validity period is One year from the date of work order issued initially. It may be extended by The Director, IMU Kochi Campus one more year based on the performance of the bidder if

satisfactory. The Director, IMU Kochi Campus will have the sole discretionary power for the extension of Contract.

1.11 VALIDITY

The tender shall be valid for a period of **120 Days** from the last date for submission of the tender.

1.12 CORRIGENDUM

Any corrigendum if required in the tender document will be notified to those who have obtained the document.

1.13 CLARIFICATION / INFORMATION

Any clarification / Information can be obtained from the Assistant Registrar at the IMU Kochi Campus.

SECTION II. INSTRUCTIONS TO TENDERERS

- 2.1** Tender should be submitted in sealed tamper proof cover super scribed with the name of the work. All pages of tender documents, conditions, corrigendum if any and drawings etc. shall bear the signature of the tenderer at the lower right hand corner. The tender should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent / authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board. Any corrigendum or addendum will also form the part of the tender document and will have to be submitted by the tenderer along with the tender.
- 2.2** The tenderer shall quote his rate for each item mentioned in the price bid both in figures and in words and also fill up the amount column without any omission. The quoted price should be inclusive

of all taxes (Except GST) and duties and delivery charges etc. No escalation what so ever will be allowed during the contract period.

2.3 In case any clarification is required, the tenderer may obtain it in writing, well in advance, from the Assistant Registrar. In any case the tenderer will be responsible to bind himself to the terms & conditions, corrigendum (if any), and specifications of the tender once it is submitted by him.

2.4 The Tenderers are required to submit Two separate Bids i.e. - Technical and Financial, as per prescribed proforma. The Two Bids should be submitted in Two separately sealed envelopes superscribed "Package – A:Technical Bid for Supply of Uniforms to the Marine Cadets of IMU-Kochi Campus" and "Financial Bid for Package – A:Supply of Uniforms to the Marine Cadets of IMU-Kochi Campus". Both the above said sealed envelopes should be put in a Third envelope sealed and superscribed "Package – A:Tender for Supply of Uniforms to the Marine Cadets of IMU-Kochi Campus".

2.5 COVER-1- TECHNICAL BID SHALL INCLUDE–

- a. Photo copy of PAN No.
- b. Photocopy of GST Registration certificate.
- c. Duly filled in Tender-Document including all relevant details and certificates. (Except price schedule)
- d. Experience certificate of supplier covering execution to various PSUs, Govt or other Organizations as per the eligibility criteria.
- e. Declaration by supplier against blacklisting by any PSUs, Govt or other Organizations as per the eligibility criteria.
- f. Samples of each items mentioned in price bid.

2.6 COVER-2 – PRICE BID SHALL INCLUDE-

PRICE SCHEDULE duly filled in (both in figures and words).

2.7 The two envelopes along with the covering letter, EMD, shall then be sealed in an outer envelope.

The **Outer Envelope** shall contain the following:

- (a) Covering Letter;
- (b) Earnest Money Deposit;
- (c) Technical Bid Cover –1; and
- (d) Price Bid Cover – 2.

2.8 The sealed outer envelope of Tender-bids shall be addressed to:

**THE DIRECTOR,
INDIAN MARITIME UNIVERSITY,
KOCHI CAMPUS,
SERA, MATSYAPURI (Post),
KOCHI – 682 029.**

2.9 All communication with regard to this tender is to be addressed to the above address only.

2.10 The completed tenders should be submitted before **10.00 Hrs. on 06/06/2018** at the above address.

2.11 The IMU, in exceptional circumstances, and in its sole discretion reserves the right, to extend the tender due date by issuing a corrigendum.

2.12 The tenders will be opened in the presence of the authorized representatives of the tenderers who choose to attend the tender

opening at **11.00 Hrs. on 06/06/2018 at THE INDIAN MARITIME UNIVERSITY, SERA, MATSYAPURI (Post), KOCHI – 682 029.**

- 2.13** The offer will remain valid for a period of 120 days from the last date for submission of tender.
- 2.14** IMU reserves the right to cancel or withdraw the tender at any time. IMU also reserves the right to reject part /full of any or all tenders without assigning any reasons thereof.
- 2.15** IMU will inform the unsuccessful tenderers for refund of EMD.
- 2.16** The “TECHNICAL BID” (application to qualify) shall contain all relevant data and information as sought by the University to draw up a list of qualified agencies who can take part in the tender process and whose “FINANCIAL BID (TENDER)” can be opened.
- 2.17** All information called for in the enclosed forms should be furnished/filled against the respective columns in the forms. If information is furnished in separate documents, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If any particulars / query is not applicable in case of the applicant, it should be stated as ‘not applicable’. However, the applicants are cautioned that not giving complete information called for in the application forms as required, not giving it in clear terms or making changes in the prescribed forms or deliberately suppressing information, may result in the applicant being summarily disqualified.

2.18 The application should be typewritten / computerized. The applicant should sign in each page of the application.

2.19 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.

2.20 References, information and certificates from the respective clients certifying suitability, technical knowhow or capacity of the applicant should be signed by an officer not below the rank of Class I officers or equivalent.

2.21 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous/additional information beyond the requirements of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by IMU.

2.22 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

2.23 FINAL DECISION MAKING AUTHORITY

The employer reserves the right to accept or reject any application and to annul the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

2.24 PROVISIONAL QUANTITIES

The quantity provided against each item provided in the price bid is only probable. They are liable to change and must be considered as advance information only to assist the Bidder. The quantity

variation provided in the price bid are likely to vary 25% (+) or (-) for which there will not be any revision of rate whatsoever manner.

2.25 SAMPLES OF ITEMS

Tenderers are required to submit the samples of each items provided in price bid along with Technical bid. In case you fail to submit the samples of the quoted items along with offer, your offer is liable for rejection at the discretion of IMU without any further correspondence. Samples must be labeled with the Tenderer's name address and according to Sl.No. of the item and brand should be specifically mentioned. The samples will be examined and accepted by the authorized officials of IMU, Kochi, before price-bid opening.

2.26 SETTLEMENT OF DISPUTES:

Should any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Kochi irrespective of the locus of the dispute.

2.27 Conditional tender will be rejected without assigning any reason.

2.28 The contractor shall be primarily liable to all applicable statutory payments to be made under and for the observance of the regulations, without prejudice to the University's right to be indemnified from its contractor.

2.29 TERMINATION OF CONTRACT:

The competent authority of IMU accepting the tender may without prejudice to the right against the contractor in any delay or inferior workmanship or otherwise or to any claims for damage in respect of

any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases :

a) If the contractor have been given by Director or his representative a 7 days' notice to rectify, or replace any defective work and in the opinion of Director or his representative that the contractor will be unable to complete the work and secure completion of the work by the date of completion.

b) If the contractor, being a company pass a resolution or the court shall make order that company shall be wound up or any instructions are received from Income Tax department or any Government Organization.

c) If the contractor commits breach of any of the terms and conditions of the contract, then decision of The Director, IMU Kochi Campus is final.

d) If the contractor becomes insolvent, when the contractor has made himself liable for action under any of the cases aforesaid. The Director or his representative on behalf of IMU shall take action as under:

- i) To terminate or annul the contract and upon such termination or rescission, security deposit of the contractor shall be liable to be forfeited and shall be at disposal of the IMU.
- ii) To carry out the balance work through another agency and recover the balance amount arising out of difference between the latter rate and former rate from the original selected tenderer, from any amount payable to him including Earnest

Money Deposit, any bills payable, Security Deposit or any amount payable to him for any other work.

- iii) To take possession, of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor's expense or sell them by auction on account of contractor, at his risk and cost.

2.30 If the contractor violates rules and regulations of the University or damages the University property, a penalty of 0.5% of the work order amount will be recovered from their dues.

2.31 IMU reserves its rights to divide the work among different agencies or not to execute any items in the schedule of work or to call any agency for negotiation without assigning any reason and without giving any reference to anybody and also to divide the work among two or more agencies.

2.32 No work will be sublet to any other agency and if found, the said agency will be black listed by intimating to the other organization.

2.33 No mobilization advance will be given to the contractor.

SECTION III. SPECIFICATION OF MATERIALS AND WORKS

- 1.** The materials to be supplied by the contractor shall be of the quality or sort specified and in every respect equal and answerable to the pattern or samples submitted by him for approval of the Director or his representative.
- 2.** All materials used shall be new and no material shall be used on the work without the prior approval of the Director or his

representative. The decision of the Director or his representative regarding the quality of any materials used on the work will be final and binding on the contractor. He shall remove any material rejected as unfit for use on the work at his own cost as soon as he is ordered to do so, failing which The Director or his representative shall remove such materials and shall deduct the cost incurred by such removal by the IMU from any money due to the contractor.

3. All the work shall be carried out as per relevant specifications and to the satisfaction of Director or his representative.
4. The specification of all materials shall be given below.

Sl. No	Specification for Cloth IS-15853 or Latest	Quantity	Unit Rate Rs.P	Amount Rs. P
1.	<p><u>Stitched White Terry Cotton Trousers</u> White Terry Cotton Uniform trousers with zip back pocket, double pleat & 2 side pockets.</p> <p>(i) Approximate count on Yarn : a. Warp-20tex X 2(30s X 2) b. Weft-20tex X 2(30s X 2)</p> <p>(ii) Thread per inch : a. Warp - 66 (+5%, -2%) b. Weft - 48 (+5%, -2%)</p> <p>(iii) Blend composition percent (approx) : a. Polyester – 67%±3Unit b. Viscose – Remainder</p> <p>(iv) Width cm : 147 cm or as agreed ± 1 cm</p> <p>(v) Mass (g/m²): 270(+5%, -2.5%)</p>	92		
2.	<p><u>Stitched Black Terry Cotton Trouser</u> Black Terry Cotton Uniform trousers with zip back pocket, double pleat & 2 side pockets.</p>	185		

	<p>(i) Approximate count on Yarn : a. Warp-20tex X 2(30s X 2) b. Weft-20tex X 2(30s X 2)</p> <p>(ii) Thread per inch : a. Warp - 66 (+5%,-2%) b. Weft - 48 (+5%,-2%)</p> <p>(iii) Blend composition percent (approx) : a. Polyester – 67%±3Unit b. Viscose – Remainder</p> <p>(iv) Width cm :147 cm or as agreed ± 1 cm</p> <p>(v) Mass (g/m²): 270(+5%,-2.5%)</p>			
3.	<p><u>Stitched White Terry Cotton Shirts (Half Sleeves)</u> White Terry Cotton Shirt Half Sleeves with 2 front pockets, 2 Epaulettes. Suitable openings to be provided for Epaulettes. 2 Nos. Loops 1" above centre of the upper edge of the right pocket to be provided to display name plate.</p> <p>(i) Approximate count on Yarn : a. Warp-20tex X 2(30s X 2) b. Weft-20tex X 2(30s X 2)</p> <p>(ii) Thread per inch : a. Warp - 66 (+5%,-2%) b. Weft - 48 (+5%,-2%)</p> <p>(iii) Blend composition percent (approx) : a. Polyester – 67%±3Unit b. Viscose – Remainder</p> <p>(iv) Width cm :147 cm or as agreed ± 1 cm</p> <p>(v) Mass (g/m²): 190(+5%,-2.5%)</p>	342		

<p>4.</p>	<p><u>Stitched White Terry Cotton Shirts (full Sleeves)</u> White Terry Cotton Shirt full Sleeves with single front pocket.</p> <p>(i) Approximate count on Yarn : a. Warp-20tex X 2(30s X 2) b. Weft-20tex X 2(30s X 2)</p> <p>(ii) Thread per inch : a. Warp - 66 (+5%,-2%) b. Weft - 48 (+5%,-2%)</p> <p>(iii) Blend composition percent (approx) : a. Polyester – 67%±3Unit b. Viscose – Remainder</p> <p>(iv) Width cm :147 cm or as agreed ± 1 cm</p> <p>(v) Mass (g/m²):190(+5%,-2.5%)</p>	<p>154</p>		
<p>5.</p>	<p><u>Stitched White Terry Cotton Half Pant</u> White Terry Cotton Uniform shorts with zip, back pocket & 2 side pockets.</p> <p>(i) Approximate count on Yarn : a. Warp-20tex X 2(30s X 2) b. Weft-20tex X 2(30s X 2)</p> <p>(ii) Thread per inch : a. Warp - 66 (+5%,-2%) b. Weft - 48 (+5%,-2%)</p> <p>(iii) Blend composition percent (approx) : a. Polyester – 67%±3Unit b. Viscose – Remainder</p> <p>(iv) Width cm :147 cm or as agreed ± 1 cm</p>	<p>184</p>		

	(v) Mass (g/m²): 270(+5%,-2.5%)			
6.	<p><u>Stitched Boiler Suit (Blue in Colour)</u> Colored Boiler Suit with Zip & emblem printed on the pocket & at the back .A strip of white cloth of 1" x 6" (breadth of the pocket) to be stitched ½" clear from the upper edge of the right pocket to write name of the cadet.</p> <p>(i) Approximate count on Yarn: a. Warp-16 b. Weft – 12</p> <p>(ii) Thread per inch : a. Warp - 96 (+5%,-2%) b. Weft - 48 (+5%,-2%)</p> <p>(iii) Blend composition percent (approx) : a. Cotton – 100%</p> <p>(iv) Width cm : 147 cm or as agreed + 1 cm</p> <p>(v) Mass (g/m²): 260 (+5%, -2.5%)</p>	114		
7.	<p><u>Stitched White Terry Cotton Tunic & Trouser</u></p> <ol style="list-style-type: none"> 1. Approximate count on Yarn : <ol style="list-style-type: none"> a. Warp-20tex X 2(30s X 2) b. Weft-20tex X 2(30s X 2) 2. Thread per inch : <ol style="list-style-type: none"> a. Warp - 66 (+5%,-2%) b. Weft - 48 (+5%,-2%) 3. Blend composition percent (approx) : <ol style="list-style-type: none"> a. Polyester – 67%±3Unit b. Viscose – Remainder 4. Width cm : 147 cm or as agreed ± 1 cm <p>Mass (g/m²): 270(+5%,-2.5%) 5 sets of buttons should be provided</p>	40		

8.	<p><u>Blue woolen Blazer with college insignia & Red Terry plain cotton tie</u></p> <p><u>Blazer:</u> Blend : 65% Polyester, 35% Merino Wool Width : 150 Cms, Shade : Blue Black</p> <p><u>College insignia:</u> Brass 2 inch diameter with pin on back side</p> <p><u>Red Terry plain cotton tie:</u> Material – Polyester/Cotton</p>	20		
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STITCHING: SPECIFICATIONS FOR STITCHING IS AS FOLLOWS:

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.
- Hole/loops to be stitched with hand to make them last long since name plates will be put in/ off regularly.

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.

FOR HALF PANTS:

- 2 front buckles (as per sample), no hip pockets

FOR FULL SLEEVE SHIRT (WHITE)

- Single left hand side pocket with no flap

FOR BOILER SUIT BLUE COLOUR, FULL SLEEVE:

- Boiler suit to have IMU monogram on left pocket. A strip of white cloth of 1 " x 6 " (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 supplier.

FOR TUNIC (WHITE)

- 5 sets of button should be provided along with tunic.

SECTION IV. GENERAL TERMS AND CONDITIONS

1. The Supplier should adhere to the schedule of Measurement taking as per the IMU instructions.
2. The supply should be made within the stipulated time, otherwise action will be taken for alternative arrangement for supplying uniform at the risk and cost of the tenderer.
3. After the supply is completed, any alterations thereof should also be executed by the tenderer.
4. Only after the completed execution and certification from the end user department payment will be processed.
5. Delay in supply will attract penalty at the rate of 0.5% value for every week of the delayed period subject to maximum of 10%.
6. All the materials should match with the IMU selected quality. The supplied stock will be rejected if the quality does not meet as per the specification and the sample supplied.
7. **Delivery:** The materials should be delivered at Indian Maritime University, Kochi Campus.
8. **Price:** Inclusive of all taxes (Excluding GST) and charges including delivery at IMU Kochi Campus.
9. **Delivery period:** All the accessories, shoes and all dress materials should be delivered within 30 days from the date of taking the measurement of the available cadets at the Indian Maritime University Kochi. The date of commencement is within 5 days from the date of work order issued to the successful bidder.

- 10.** The successful bidder should complete all the supplies in all respects within 30 days from the date of measurement taken of students of the IMU Kochi Campus.
- 11. Packing:** All the dress materials should be in neatly ironed condition and packed in cardboard boxes set wise separately with name and Reg no. in respect of each student. A person of the firm should be present along with the IMU staff during distribution of uniform to the students.
- 12.** Invoices should be numbered serially in the sequence as given in the purchase order to ensure clarity and accountability.
- 13.** Your supply should be complete in all respects quantity / quality wise for each cadet and for the whole order.

SECTION – V: FORMS

1. FORM OF TENDER

**To
THE DIRECTOR
INDIAN MARITIME UNIVERSITY
KOCHI CAMPUS
SERA, MATSYAPURI (PO)
KOCHI- 682 029**

Sir,

- 1.** Having perused the Scope of tender for **Package – A:Supply of Uniforms to the Marine Cadets of IMU – Kochi Campus for the year 2018-2019**, We, the undersigned submit our offer to IMU and hereby specifically undertake to do the following should our tender-bid be accepted.
- 2.** We hereby undertake to furnish an Initial security deposit in the manner set-forth in the “Instruction to Tenderers” and to commence the work at site within 7 days from the date of issue of the work order.
- 3.** We undertake to enter into and execute an agreement with IMU in the prescribed format in accordance with the conditions of Contract within 15 days from the date of issue of the work order.
- 4.** Unless and until a formal agreement is prepared and executed, our tender-bid together with IMU’s written acceptance thereof, shall constitute a binding Contract between us.
- 5.** We shall and hereby undertake to abide by the terms and conditions of this tender for a period of 90 days from the day of opening of the Tender-Bids. We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.

6. We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU or in the event of our failing to furnish the Performance Security, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 15 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU.
7. We are aware and acknowledge that IMU is not bound to accept the lowest or any tender that IMU may have received.
8. Should our tender-bid be accepted, we find ourselves to be wholly and solely responsible for the due performance of the Contract.
9. Should our tender-bid be accepted, we undertake to perform the work of tender for **Package – A: Supply of Uniforms to the Marine Cadets of IMU – Kochi Campus for the year 2018-2019** at the price quoted in the Tender-bid during the stipulated Contractual period from the date of the execution of the Contract and strictly abide by the conditions of the Tender.

Dated at Kochi thisday of.....2018.

Signature in the capacity of duly authorized to sign the tender-bid for and on behalf of

(IN BLOCK CAPITALS)

WITNESSES:

1)

(2)

Address:

2. FORM OF POWER OF ATTORNEY

Dated:

POWER OF ATTORNEY

To whomsoever it may concern

Mr..... (Name of the person along with father/husband’s name, residing at..... (address), acting as (Designation and name of the Firm/Company), and whose specimen signature is attested below, is hereby authorized on behalf of..... (Name of the Firm/Company) to provide information and respond to enquiries, etc.for **Package – A:Supply of Uniforms to the Marine Cadets of IMU – Kochi Campus for the year 2018-2019**. The said Mr/Ms.....is hereby further authorized to sign and submit relevant documents on behalf of the Firm/Company in respect of the above.

(Attested Signature of Mr.....)

For..... (Name of the Firm/Company)

Attested by Notary Public

SECTION – VI: TECHNICAL BID

(First sheet shall be on the letter head and all pages have to be authenticated at the bottom)

- (1)** Address proof for having office / firm / shop in any part of Indian Territory

Yes/No.

- (2)** Whether having the minimum three years of experience in tailoring / stitching work and supplying of office uniforms / Students uniforms / Navy or Army cadets Uniforms in bulk to the Departments/Ministries of the Government of India/ PSUs /Corporate Sectors / Educational Institutions / any other reputed organisations.

Yes/No.

(a) Available at which page number of Bid Document:

- (3)** Whether the bidder has carried out and completed similar works to Ministries of the Government of India/ PSUs /Corporate Sectors / Educational Institutions / any other reputed organizations during last 3 years.

Sl. No.	Description of the work	Name of the client	Name, Address & Contact No. of the Client for whom the work was carried out	Value of the work	Period of the work	Mode of Proof	Available at which page of the document
1							
2							
3.							

(3) Whether the Bidder has been debarred or black listed by any Government Department / agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance?

Yes / No

(4) Whether the bidder is registered under GST. If so whether the copy of the registration certificate is attached or not.

Yes/No

DECLARATION

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Place:

Signature with Seal of Authorised Signatory