



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

कार्यालय अधिष्ठाता, विद्यार्थी कार्य
Dean of Students Affairs Office

Ref. No. : IITK/DOSA/Convocation/2018/01

Date: 16.05.2018

Tender Notice

Sealed quotations are invited from the reputed suppliers/ agencies for the supply of bedding set and extra bedding set on hire for the forthcoming Convocation-2018 to be held on 26th June 2018. One bedding set includes 1) one mattress (gada), 2) one bed sheet, 3) one pillow with cover, 4) one plastic bucket (10lts) and 5) one plastic mug (1ltr). One extra bedding set includes 1) one mattress (gada), 2) one bed sheet and 3) one pillow with cover. The bedding sets and the extra bedding sets shall be supplied to the students during their stay in hostels. Total requirement of bedding / extra bedding sets from 24/06/2018 to 28/06/2018 is expected to be 5000 in numbers with 10% variation. Exact day wise supply figure shall be intimated to the supplier on 20/06/2018. The bedding materials shall be clean and of good quality. The pillow cover shall fit to the pillow and the bed sheet to the mattress. The mattress is of good quality and free from damage and dirt. Any bedding materials found torn or unclean and not fit for the use will be rejected and the supplier shall replace them free of charge.

Interested parties may submit their quotations in a sealed cover on the letter head of their firm. The quotation should be addressed to **Joint Registrar, Stores and Purchase, IIT Kanpur-208016**, and should be submitted through speed post/courier. Last date for submission of sealed quotation is 3 pm on 11/06/2018. The quotation shall be opened before the committee on 12/06/2018.

Quotations received after due date and time shall not be considered.

A) Terms & Conditions

1. The supplier shall be in a position to supply the indented quantity on the date and at the place as required by the IIT Kanpur.
2. The quoted rate shall include item wise bedding cost and also total cost of bedding set and extra bedding set. Lowest rate quoted for complete bedding set but not individual items shall be considered for placing the order.
3. Taxes if any shall be shown separately.
4. The supplier shall arrange to place the beddings in the hostels rooms and lift it from the room at its own cost.
5. The Institute shall intimate the name of the hostel and day wise quantity of beddings/ extra beddings to be supplied. The supplier shall keep in touch with the hostels and arrange to keep it in the hostel rooms and take it back from the rooms after the supply period.
6. The indented quantity of a day is to be placed in the rooms by 6.00PM of the previous day. The rent per day shall be calculated for 24 hours starting from 6.00AM. The supplier shall ensure that indented beddings shall be placed in rooms during the working hours of hostels.
7. After completion of the supply the supplier shall raise hall wise bill as per the approved rate duly verified by the hall office.
8. No advance shall be paid to the supplier and after completion of supply, the supplier shall raise bill against the supplied quantity.

9. The Institute reserves the right to negotiate with the lowest offered rate and can split the order among more than one supplier looking into the supplier's capacity to deliver the indented quantity.
10. The items consisting of bedding set and extra bedding set shall be of good usable quality and clean. If it is found that any items of the bedding sets/ extra bedding set are in damaged, torn or unclean condition, the supplier shall replace it immediately and no payment shall be made to the supplier against such supply.
11. The final work order shall be issued only after the inspection of the sample bedding items submitted by each participating firm for inspection.
12. If the supplier fails to supply the indented quantity within the time and place given in advance, then a fine of Rs.40/- per day per bedding set/ extra bedding set shall be collected/ adjusted from the supplier as fine against short supply. In such case the Institute reserves the right to procure it from the open market to meet the shortfall.
13. The rate shall be quoted in the following format for individual items and for complete set

Items	Quantity	For bedding set Rate (In Rs.)	For extra bedding set Rate (In Rs.)
Mattress (Gada)	01		_____
Bed sheet	01		_____
Pillow with cover	01		_____
Plastic bucket (10ltrs)	01		0
Plastic Mug (1ltr)	01		0
Total for one set			_____
Service Tax			_____
Total Amount		_____	_____

B) The applicant is required to submit the followings in respect of his organization:

1. Name and postal address including valid and current telephone/mobile number, e-mail address.
2. A copy of GST Registration Certificate.

The applicant should be in possession of the following documents and should submit them when ever called upon by the Institute:

3. Documents defining the legal status, place of registration, principal place(s) of business.
4. Name(s) and title of proprietor/ Officer(s) to be concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

C) The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.

- D. Prospective applicants may seek clarification regarding the scope and terms of work and/ or the requirement for qualification, in writing, within two weeks time of publishing this tender. No request for clarification will be considered after due date and time.
- E. Even though applicants satisfy the above requirements, they may be disqualified, if they have:
1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of these documents.
 2. Records of poor performance, such as abandoning work, record of supply of substandard material.

The Institute reserves the right to:

1. Amend the scope and value of the work order.
2. Reject any or all the quotations without assigning any reason.
3. Reject such quotations wherein the applicant or his agent exercise influence or pressurize the Institute for awarding the work order.
4. Canvassing of any kind is strictly prohibited.

Any deficiency in supply of the material on time & in the required place will be viewed seriously.

In case of any dispute, the Director, IIT Kanpur is the sole arbitrator. His decision shall be final and binding on both the parties. All disputes shall be subjected to the jurisdiction of Kanpur.

S/d-
(Joint Registrar)