

Indian Maritime University-Kolkata Campus  
Tender for supply of Shoes

Tender No. IMU-KC/Shoes/02/2012

**INDIAN MARITIME UNIVERSITY**  
**(A Central University, Govt. of India)**  
**KOLKATA CAMPUS**

**TENDER DOCUMENT FOR**  
**SUPPLY OF SHOES**  
**UNDER RATE CONTRACT FOR ONE YEAR**

**Issued To,**

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**INDIAN MARITIME UNIVERSITY**  
(A Central University, Govt. of India)  
**KOLKATA CAMPUS**

TENDER DOCUMENT FOR SUPPLY OF SHOES

PARTICULARS OF TENDER

1. Name of Work : Supply of Shoe items (Rate Contract for 1Year)
2. Period of Sale : 21.01.2012 To 03.02.2012 (up to 1400 Hrs.)  
during office working hours
3. Time & Date of Submission : By 1500 Hrs. on 03.02.2012
4. Time & Date of Opening  
of Technical Bid : At 1530 Hrs. on 03.02.2012
5. Cost of Tender Form : Rs. 500/- (five hundred only)
6. Procurement of Tender  
Document : Tender may be downloaded from the website  
[www.merical.ac.in](http://www.merical.ac.in) or obtained from Indian  
Maritime University – Kolkata Campus,  
40, Circular Garden Reach Road,  
Kolkata – 700 043
7. Submission of Bids : At Indian Maritime University – Kolkata  
Campus, P-19, Taratala Road,  
Kolkata – 700 088

### DETAILED TENDER DOCUMENT

1. Sealed Tender are invited for SUPPLY OF SHOES (under rate contract for one year) to Indian Maritime University Kolkata Campus,(IMU-KC) from manufacturers/suppliers in Central/State Government Department/organization/PSUs or in the reputed establishments/ educational institutions to be submitted at the Office of the Indian Maritime University Kolkata Campus, P-19, Taratala Road, Kolkata 700 088 up to 1500 Hrs. on 03.02.2012. All bids will be opened at 1530 Hrs. on the same day i.e. 03.02.2012 in presence of the attending Bidders or their authorized representatives. Price quoted should be valid for a period of one year and no price escalation during the contract period will be entertained. Rate Contract agreement may be renewed with mutual agreement.

The tender is divided into two parts. Only Part – 1 (Technical Bid) will be opened on the above date and time. If due to any reason, the tender is not opened on scheduled date and time, it will be opened on the next working day at the same time.

2. Tender should be submitted in prescribed Form. These forms together with the proposed contract documents including specifications may be obtained from the IIPM unit of Indian Maritime University Kolkata Campus, at 40, Circular Garden Reach Road, Kolkata – 700 043 during normal working days/hours on payment of **Rs. 500/-** (Rupees five hundred only)(non-refundable) through Demand Drafts from any Nationalized Bank in favour of “**Indian Maritime University - Kolkata Campus**” payable at Kolkata for each set.
3. **Earnest Money Deposit** (EMD) of Rs. 6,000.00 (Rupees six thousand only) along with the cost of the tender should be furnished through Demand Drafts from any Nationalized Bank in favour of “**Indian Maritime University - Kolkata Campus**” payable at Kolkata. No tender will be considered without Earnest Money.
4. Bidders can also download tender documents from the website : [www.merical.ac.in](http://www.merical.ac.in) In this case bidder should deposit the cost of tender document through DD in envelope No. 1. Moreover undertaking is required to be furnished by the bidder(s) who have downloaded the tender from the website on the following line. “I/We accept the tender document as available in the website and my/our tender may be rejected if any tampering is found in them. I/We also undertake that I/We cannot raise any dispute in this regard” (Annexure –I). The offer of the bidder will not be accepted without cost of tender documents and EMD.

5. The successful bidder will have to deposit Security Money after adjusting the E.M.D. in the form of D.D in favour of “**Indian Maritime University - Kolkata Campus**” payable at Kolkata within 15 days from the date of issue of work order. The security money will be 10% of the contract value which will be refunded on successful completion of the contract after obtaining no dues certificate against the contractor.
6. Sub-letting of the work shall not be permitted.
7. **The minimum eligibility criteria** for consideration for award of the contract shall include the following :-
  - (I) The intending bidder must be a manufacturer *or* a supplier in Central/State Government department/organization/PSUs or in the establishments/educational institutions and experience of having successfully completed similar works during last 7 (seven) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be either of the following :
    - (a) **Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. OR**
    - (b) **Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. OR**
    - (c) **One similar completed work each costing not less than the amount equal to 80% of the estimated cost.**  
**(Note : Similar work means supply of Shoe items)**
  - (II) The intending bidders must submit documentary evidence in support of 7(I) above in the form of certified copy of work order, completion certificate, payment/vouchers indicating the period of work for which the payment has been made.
8. **Double Cover Bid Tender** :Bidders are required to submit their offers in sealed cover giving reference of this Tender Notice in two parts in two separate envelopes superscribing “**Tender for supply of Shoe items**” and will contain the following details :

**Envelope – I** : Technical specification of quoted items, Technical Bid as per Annexure III, filled in all respect, Photo copy of PAN No., Photocopy of Registration of Sales Tax/(TIN)/VAT, other essential certificates, Earnest Money, cost of Tender Documents downloaded and experience certificate affidavit etc. along with signed Tender Document.

**Envelop – II** : Envelope no. II should contain only the price bid as per Annexure IV. There should not be any conditions in price bid. It should contain only price inclusive of all Taxes, packing forwarding, freight, transport, insurance, delivery and any other charges/expenses.

Decision regarding opening of envelop No. II i.e. the price bid shall be taken after proper scrutiny of contents of envelope No.I.

9. The requirement indicated in attached items. Quantity and Specification (Annexure II) are approximate and may vary 20% (+) / (-).
10. Mode of quoting rate : Rates should be quoted by Bidders for the items given in the enclosed **PRICE BID (Annexure IV)** in words & figures both.
11. Bidders in sealed envelope should be submitted in the Office of the Indian Maritime University Kolkata Campus, P-19, Taratala Road, Kolkata 700 088 up to 1500 Hrs. on 03.02.2012. Each page of the tender document and all certificates and the papers submitted by the Bidder should bear the signature with seal.
12. **Details of Items, Quantities and Specification are given in Annexure II.**

**TERMS & CONDITIONS :-**

- 1 **DISTRIBUTION AT** : The supplied Shoe will be distributed to cadets at the following address :  
  
Indian Maritime University - Kolkata Campus, P-19, Taratala Road, Kolkata 700 088.  
  
The Shoes are required in different measurement. The successful bidder will have to come and take measurements from cadets for various Shoe items.
2. **The Tender documents (non-transferable) can be obtained from the Office of the IIPM unit of Indian Maritime University-Kolkata Campus, 40, Circular Garden Reach Road, Kolkata – 700 043 from 21.01.2012 to 03.02.2012 on deposit of the cost of tender document through Demand Drafts** from any Nationalized Bank (Non-refundable) in favour of “**Indian Maritime University - Kolkata Campus**” payable at Kolkata, during any working day and working hours up to 1400 Hrs. on 03.02.2012.
3. Tender must be submitted in 2 parts as specified in the tender document at the Office of the IMU-Kolkata Campus up 1500 Hrs. on 03.02.2012. Part-I of the tenders shall be opened on the same day at 1530 Hrs.
4. **Contract Period :-** One year. Rate Contract agreement may be renewed with mutual agreement.
5. **Validity of Price :-** Price quoted should be valid for a period of one year and no price escalation during the contract period will be entertained.
6. **Delivery Period :-** 100% of quantity to be supplied within 45(Forty five) days from the issue of Purchase Order. Indian Maritime University, Kolkata Campus may place the supply order in phased manner during the rate contract period depending upon the requirement.
7. **Payment Terms :-** 100% payment shall be made within 21 days of receipt and acceptance of materials at site and submission of bill(s) whichever is later. The payment may be made by “Electronic Fund Transfer (EFT) or e-payment or by cheque. You are therefore requested to indicate EFT No. and other relevant details in your bill(s). The bidder must give their Banker’s name, address, Type of Account & Account No., an authorization from duly signed for e-payment.
8. The successful contractor has to execute an agreement on a non judicial stamp paper of Rs. 100.

9. **Submission of Bills :** The successful Bidder should submit the following documents at the time of submission of bill to the consignee.
  - a. Challan in duplicate
  - b. Pre-receipted and stamped bill in duplicate.
10. Materials are subject to inspection by the authority to be deputed for the purpose at the time of taking delivery at our site.
11. The packing of all materials quoted shall confirm to the requirement of the carriers.
12. In the event of failure to deliver the materials within the stipulated date/period in accordance with the specification. IMU-Kolkata Campus reserves its right:-
  - i) To cancel the order.
  - ii) To forfeit the security deposit in full
13. **Liquidated Damages Clause :** In the event of failure to deliver or dispatch the material within the stipulated date/period in accordance with the samples and specifications and in the event of breach of the terms & conditions mentioned in the purchase order, IMU-Kolkata Campus should have right :

To recover from successful bidder, liquidated damages, of a sum not less than 0.5% of the price of the any item which successful bidder has not been able to supply as aforesaid for delay of each week or part of a week subject to maximum of 10%.
14. IMU-Kolkata Campus is of the right of accepting or rejecting the whole of any part of the bidder or the portion of the quantity offered without assigning any reason to the bidder shall supply the same at the quoted price.
15. Offer must be submitted in accordance with the instruction laid down in detailed tender documents.
16. The bidder is required to submit the samples of each items quoted by him duly signed along with the envelope of Technical Bid as per technical specification. In case he fails to submit the samples of the quoted items along with offer, his offer is liable for rejection without any further correspondence. Samples must be labeled with the Bidder's name, address and according to Sl.No. of item and brand should be specifically mentioned. The samples will be examined and accepted by the authorized person of IMU-Kolkata Campus, before price bid opening. In case of unsuccessful bidders, the samples submitted by him would be returned, if desired.

17. **SECURITY MONEY :-** The successful bidder shall have to deposit Security Money of 10% of the value of the order within 15 days of receipt of supply order. The Earnest Money already deposited shall be adjusted against the Security Money and the balance amount, if any, should be deposited within the stipulated period for successful bidder, Security Money shall be refunded within 30(thirty days) of the satisfactory execution of the supply on request of bidder. Security Money does not carry any interest.
18. **Validity :** The tenders should be valid for a period of 90 days from the date of submission.  
  
Since this is a rate contract for 1 year, the rates quoted should be valid for one year's time from the date of work order.
19. **Jurisdiction :-** The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.
20. **Settlement of Disputes/Arbitration :** It is incumbent upon the bidder to avoid litigation and disputes during the course of execution. However, if such disputes take place between the bidder and the University, effort shall be made first to settle the disputes at the IMU Kolkata Campus level. The bidder shall make request in writing to the Director for settlement of such disputes/claim within 30(thirty) days of arising of the cause of dispute/claim, failing which no disputes/claims of the contractor shall be entertained by the IMU Kolkata campus. If differences still persist, the settlement of the dispute may be sought in the Court of Law.
21. In case offer is sent by post, it should preferably be sent by Regd. Post/Speed post/Courier only. Telegraphic offers, Telex offers, Fax offers will not be accepted and are liable for rejection without assigning any reason.
22. The IMU-Kolkata Campus reserves the right to divide the work amongst two or more bidders. The IMU-Kolkata Campus also reserves the right to accept or reject any or all tenders wholly or partly without assigning any reasons what-so-ever.
23. Bidder who does not comply with the terms and conditions of this tender document are liable for rejection without any further reference.

Director (I/c.)  
Indian Maritime University-Kolkata Campus

**Annexure – I**

**UNDERTAKING**

Certified that I/We accept the tender document as available in the website and my/our tender may be rejected if any tampering is found in them. I/We also undertake that I/We cannot raise any dispute in this regard.

Signature of the Bidder  
with Seal

Place :

Date :

**Annexure – II**

**ITEMS, QUANTITIES AND SPECIFICATION**

The estimated number of students for BE Marine Course is 246 for August 2012 Entry Batch & for DNS Course is 40 each for February 2012 and August 2012 Entry Batches. The numbers are indicative and may vary 20% (+) / (-).

1	2			
Item Description	Specification	BE Marine (August 2012) (Qty) For each Cadet	DNS (August 2012) (Qty) For each Cadet	DNS (February 2012) (Qty) For each Cadet
BLACK LEATHER SHOES WITH STEEL TOE CAP (INDUSTRIAL)	APS	1 Pair	1 Pair	1 Pair
WHITE BUCK SKIN SHOES (LEATHER SOLE. NO TOE-CAP, MEDIUM TOE	APS	1 Pair	1 Pair	1 Pair

*APS : As per Sample*

**Annexure – III**

**TENDER FORM – TECHNICAL BID**

**SUPPLY OF SHOES (Rate Contract for 1 Year)**

1. NAME OF BIDDER .....
2. ADDRESS.....
3. EARNEST MONEY AND DD NO. & DATE & NAME OF ISSUING BANK
4. DD NO. & DATE & NAME OF ISSUING BANK FOR Rs. 500/- AS COST OF TENDER DOCUMENT (In case the Tender Document is downloaded)
5. PAN Number (Photocopy to be enclosed) .....
6. Details of Registration with appropriate Sales Taxes authorities/TIN. .  
(Photocopy to be enclosed) :.....
8. Company profile such as partnership/proprietorship/memorandum & article of the association of he company. (to be enclosed)
9. Experience certificate of supplier covering execution to various PSUs, Govt. or other Organisations as per the eligibility criteria. (to be enclosed).

Signature of the Bidder  
with Seal

Place :

Date :

**Annexure – IV**

**PRICE BID FOR SHOES**

Sl. No	Description of article (As per the specification in detailed NIT as above)	Details of the articles by Tenderer (Model make etc.)	BE Marine (August 2012) (Qty) For each Cadet	DNS(August 2012) (Qty) For each Cadet	DNS(February 2012) (Qty) For each Cadet
1.	BLACK LEATHER SHOES WITH STEEL TOE CAP (INDUSTRIAL)	APS			
2.	WHITE BUCK SKIN SHOES (LEATHER SOLE. NO TOE-CAP, MEDIUM TOE)	APS			

(The price includes all Taxes, packing, forwarding, freight, insurance, delivery and any other charges/expenditures)

We/I have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item.

Signature of the Bidder  
with Seal

Place :

Date :