



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026, Gujarat.

Phone: 079-67775430

E-mail: purchase@iitram.ac.in

Website: www.iitram.ac.in

No. IITRAM/EOI/5th Convo./2023/08

Date: 25.08.2023

(SHORT NOTICE)

EXPRESSION OF INTEREST (EOI)

Name of Item(s)	Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5 th Convocation - 2023
EOI Issue Date	25.08.2023
EMD	Rs.20,200/- (Rupees: Twenty Thousand Two Hundred Only) (Refundable)
Last date & time for bid/offer submission	01.09.2023, till 03:30 pm
Date & Time for bid/offer opening	01.09.2023 at 04:30 pm
EoI Inviting Authority and Address	The Registrar Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat.

Institute of Infrastructure, Technology, Research And Management

(SHORT NOTICE)

EXPRESSION OF INTEREST (EOI)

Invitation for Expression of Interest (EOI) for Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5th Convocation 2023 – reg.

Sir/Madam,

Interested supplier(s)/vendor(s) may visit the Institute's website i.e., www.iitram.ac.in and download the EoI BID FORM and documents. Filled in form complete in all respects may be forwarded to The Registrar, Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat, in a sealed envelope containing the documents and **EMD (DD / Electronic Transfer)** as stated in this EoI notice and super scribed **“Expression of Interest (EOI) for Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5th Convocation - 2023”**, so as to reach at IITRAM office by post or in person during office hours on or before **01.09.2023 till 03:30 PM**.

Introduction:

The Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University vide Act No. 05 of 2013 Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University and has been mandated to bring about significant change in Engineering Education with respect to Technical and Managerial knowledge in the area of Infrastructure.

1. General Terms and Conditions:

- 1.1 The bidder should quote the rates/price for all the item(s) as per specifications mentioned in Annexure – II.
- 1.2 The bid/offer is to be quoted for full quantity mentioned in this document as per Annexure – II. Part quantity will not be accepted.
- 1.3 The items for which quotations have been submitted must be in accordance with the specifications given in Annexure – II.
- 1.4 The offer shall be valid up to 90 days from the date of opening of EoI bid.
- 1.5 The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled tender are not fully filled in. Particular attention must be paid to the satisfactorily work/delivery completion and also to the particulars referred to in the conditions of this tender notice and purchase order.
- 1.6 The tender not complying with the terms & conditions mentioned in this tender are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- 1.7 The order placed shall be non-transferable.
- 1.8 IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserves the right to reduce or increase the quantity and split/cancel the order at any stage.
- 1.9 The bidder has to submit photocopies of following documents along with duly signed & stamped manner:
 - a) PAN Card
 - b) Firm's Registration Certificate
 - c) GST Registration Number

- d) Income Tax Return (Last two years' i.e. 2021-22, 2022-23)
 - e) This EoI bid documents, Annexures, etc.
 - f) Any other required documents as mentioned in this tender notice at any place
- 1.10 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the Jurisdiction of the Courts at Ahmedabad only.
- 1.11 The bidder shall have to enter into the agreement (Contract Form) in the prescribed Performa provided by IITRAM.
- 1.12 If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted tender will be rejected.
- 1.13 **It shall be deemed that the bidder is fully aware about the scope of work, requirement for the item(s)/goods prior to the submission of this tender document.**
- 1.14 The selected bidder will have to handover the complete order on or before 18.09.2023.
- 1.15 **All the supplied material should be approved standard quality. Prior approval of IITRAM's authority must be taken about the color, fabric etc. to be used for the requested item(s). In the event of not supplying appropriate quality material in time (especially cloths etc.), IITRAM will replace the same at the cost of successful bidder and levy penalty up to 20% of the total order value.**
- 1.16 The quantities, requirements and specifications mentioned in this tender notice are approximate and may vary as per requirement and few items may be deleted / added / modified by IITRAM, if needed.
- 1.17 The tender/bid will be opened on **01.09.2023, 04:30 PM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
- a) The bidders or their authorized representative may also be present at their own expenses during the opening of the bid/ offer, if they desire so. The required technical specifications for the cited item(s) is mentioned in Annexure-II.
 - b) The tender committee nominated by IITRAM reserves the right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
- 1.18 Any effort by a bidder to influence IITRAM's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the bidder's tender and forfeiture of the bidder's EMD.
- 1.19 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 1.20 No bidder shall withdraw his rates after the tender is opened. If a bidder does so, his tender related deposit(s) shall be forfeited and such bidder shall be considered ineligible for work/contract in future.
- 1.21 If there happens to be a holiday on any date indicated in this tender notice, the transaction shall be performed on the next working day.
- 1.22 In any case the decision of IITRAM authority will be considered as final and binding to all bidder(s).
- 1.23 Any increase or decrease in quantity will be considered on pro-rata basis of quoted rate.
- 2. Submission of bid/offer:**
- 2.1 The bidder should download the tender document from the Institute's website (i.e. <https://iitram.ac.in/eoi>). The bidder(s) are required to submit the entire tender **documents (Page 1 to 10)** endorsed by seal and signature as acceptance of terms and conditions of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

The fully filled in and complete in all respect tender documents must be submitted at the address specified in this tender notice within time frame mentioned in this tender notice.

2.1.1 EMD should be submitted **Rs.20,200/- (Rupees: Twenty Thousand Two Hundred Only)** as per following:

- In form of Demand Draft in favor of the “**INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT**” payable at Ahmedabad. Please mention EOI number and name of Firm’s on back side of DD.

OR

- Electronic Transfer in following Bank Account. Details of Bank Account is as follows:

Bank Name: INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT Account No.: 923010019592531 Account Type: Saving Bank Name: AXIS BANK LTD Branch Name: Hatkeshwar Ahm GJ, Ahmedabad - 380026 IFSC Code: UTIB0002645

**If electronic transfer the EMD amount, please submit the transaction details with bid document.*

2.1.2 The EMD is refundable.

2.1.3 The bid/offer received without EMD will not be considered.

2.1.4 The EMD of unsuccessful bidder(s) will be returned ‘without any interest’ within 30 (thirty) working days from the date of award of offer.

2.1.5 The EMD of successful bidder will be returned ‘without any interest’ within 30 (thirty) working days after satisfactorily completion of work/delivery of ordered item(s)/goods.

2.1.6 The EMD shall be forfeited:

- i. If the bidder withdraws his bid during the validity period of the bid.
- ii. If the bidder not complete the 100% order.

2.2 The bidder has to submit financial quotation as per Annexure – IV (Format of Quotation).

2.3 The bidder has to provide Annexure(s), and as the documents mentioned in this tender notice (**at any place of this tender notice**) in duly signed, stamped & sealed manner on all pages of it. Without this information, tender/bid(s) submitted by the bidder will be rejected.

3. Evaluation of Quotations:

The tender evaluation committee of Institute will evaluate and compare the received quotation(s) to determine the substantially responsive tender i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive EOI based on the following parameter(s):

- Total Price quoted in Annexure – IV (Format of Quotation). Quantity shown in Annexure - II is approximate. Payment will be made as per actual numbers of item(s) delivered/received at our site.

4. Award of Contract:

4.1 IITRAM will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the required item(s)/goods.

4.2 Notwithstanding the above, IITRAM reserves its right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.

4.3 The bidder whose bid is accepted will be notified of the award of contract by IITRAM prior to expiration of the quotation validity period. However, the final terms of the accepted offer shall be incorporated in the Purchase Order.

5. Delivery Period & Penalty:

- 5.1 **Delivery Period:** The ordered item(s)/goods must be delivered within 15 (fifteen) days from the issue date of Purchase Order. However, we require the delivery latest by 18.09.2023. The time is the essence of this contract.
- 5.2 **Late Penalty:** Late Penalty of 1% per day of ordered value will be charged after duration specified above. Further, EMD shall be liable to be forfeited, in case of any default.

6. Terms of Payment:

- 6.1 **Payment:** 25% payment shall be released in advance against Purchase Order and Proforma Invoice(s) and remaining 75% will be released within 15 (fifteen) working days on satisfactory receipt of the ordered item(s)/goods at our site, submission of clear Tax-Invoice(s) and supporting documents.
- 6.2 All bills (tax-invoice(s)) along with relevant supporting documents shall be submitted to the Registrar, IITRAM, Ahmedabad – 380026.
- 6.3 The quantity shown in Annexure - II is approximate. Payment will be made as per actual numbers of item(s) delivered/received at our site.
- 6.4 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

7. Address for submission of physical bid/offer:

**The Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.**

Registrar

Application to BID for Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5th Convocation 2023

Name of the Firm : _____

Address of the Firm : _____

To,
The Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest (EOI) for Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5th Convocation 2023, hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my / our knowledge and belief.

The undersigned is fully authorized to sign and submit this application from on behalf of the organization, he / she represents.

Signature _____

Name of Signatory _____

Place :

Date :

Seal of the Company

Annexure - II

(Schedule of Quantity)

Sr. No.	Name of Item(s) & Specifications	Unit	Qty. (Approx.)
1	Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5 th Convocation 2023 <ul style="list-style-type: none">• Stitching should be done as per measurement & Instructions• Cloth for kurta & payjama has to be used as per the choice of Institute's authority• Other customizations should be done as per Instructions	Nos.	374.00

- Quantity shown in Annexure - II is approximate. Payment will be made as per actual numbers of item(s) delivered/received at our site.

FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)

Sr. No.	Particulars	Details to be filled by the Firm
1	Name of the Company	
2	Registered Office Address Telephone Number Fax Number e-Mail	
3	Correspondence Address Telephone Number Fax Number e-Mail	
4	Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-Mail	
5	Is the firm - <ul style="list-style-type: none">• Government/ Public Sector Undertaking• Proprietary Firm• Partnership firm (if yes, give partnership deed)• Limited company or Limited Corporation• Member of a group of companies (if yes, give name and address and description of other companies)• Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
6	Goods & Service Tax Number (GST):	
7	Permanent Account Number (PAN) of the firm.	

Signature & Company Seal

(Format of Quotation)

Sr. No.	Name of Item(s)	Unit	Qty. (Approx.)	Rate (Without GST)	Total Amount
1	Exquisite white/off-white kurta pyjama set with specified fabric including custom stitching for IITRAM 5 th Convocation 2023, as per specifications mentioned in Annexure - II	Nos.	374.00		
Net Amount					
Add. GST@ _____					
Total Amount (Incl. GST)					
(Rupees in words:					

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EoI.

Signature & Company Seal

Date :

Place :

(To be printed on Firm's Letter Head)

Appendix – V

FORM

PARTICULARS FOR RTGS/National Electronic Fund Transfer (NEFT)

1. Name of the Bidder:

2. Permanent Account No (PAN):

Particulars of Bank Account:

a) Name of the Bank:

b) Name of the Branch:

c) Branch Code:

d) Telephone No.:

e) IFSC Code:

f) Type of Account:

g) Account No.:

3. Email id of the Bidder:

Seal & Signature of Company