

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

e-Tender for the
“PROCUREMENT / PRINTING OF TISS CONVOCATION SHAWL”

The agency will be engaged on Annual Rate Contract basis with TISS for a period of one year which may be further extended upto two more years on year to year basis based on the satisfactory performance

Tender No : TISS/Academic/Convo /Shawl/2021/23112021
Contact Number : 022 2552 5228
Email : so.ps@tiss.edu
Website : <https://www.tiss.edu/tenders/> or
<https://www.tenderwizard.com/TISS>
Estimated Tender Value : Rs. 21.00 Lakhs



::: Contact Person :::

The Section Officer (Purchase)
Tata Institute of Social Sciences
V.N. Purav Marg, Deonar, Mumbai 400 088

Schedule of Events (Critical Dates & Events):

SL	Particulars	Details
1.	e-Tender ID	TISS/Academic/Convo /Shawl/2021/23112021
2.	Tender date	26 th November 2021
3.	Selection Method	Open Tender
4.	EMD & e-Tender Processing Fees	EMD: Exempted , Bid Security Declaration Form must be produced along with online bid. The format are attached at Annexure- I
5.	Performance Bank Guarantee(PBG)	The Contractor selected would be required to furnish a Performance Security equal to 3 % of the cost of the work order issued , in the form of Demand Draft/ FDR/ Bank Guarantee from any Scheduled Bank in favour of “The Registrar, Tata Institute of Social Sciences payable at Mumbai. In case the Performance Security is submitted in the form of Bank Guarantee, the same should be valid for a period of 3 (three) months beyond the date of expiry of the contract. if any changes in % of Performance Security Deposit by the Government will be implemented w.e.f. renewal of second year contract.
6.	Nodal Officer for correspondence and Clarification	The Section Officer (Purchase) Tata Institute of Social Sciences V.N. Purav Marg, Deonar, Mumbai 400 088 Phone: 022-25525228
7.	Pre-Bid Meeting	A pre bid meeting shall be held at 02.30 PM on 1st December, 2021 in the Committee Room, Admin Block, Mezzanine Floor, TISS Main Campus, in which the bidders shall be briefed about the scope of work and resolve the queries of bidders if any. No queries/clarification will be entertained after the pre bid meeting in any form.
8.	Availability of tender document/ addendum/clarification (if any)	Same will be access on Institute Website (https://www.tiss.edu/tenders/ or https://www.tenderwizard.com/TISS)
9.	Shawls Sample Submission	7th December, 2021 by 3.00 pm
10.	Last date of bid submission Online	10th December, 2021 by 12.30 pm
11.	Opening of Technical bid Online	10th December, 2021 by 2.00 pm
12.	Bidder's Presentation and Demonstration	Will be intimated by mail or contact numbers, if any
13.	Opening of Financial bid Online	To be communicated later

About the Tender

The Institute is intending to procure Shawl for 81st Annual Convocation. Interested and eligible vendors are requested to apply through online portal of the Institute under a **two bid system** as per requirement mentioned in the tender document. Two separate files need to be entered through online mode only i.e. “**Technical Bid**” and “**Commercial Bid**”. Please refer to Annexures IV & V. The agency will be engaged on Annual Rate Contract basis with TISS for a period of one year which may be further extended upto two more years on year to year basis based on the satisfactory performance.

1. Minimum Eligibility Criteria

- 1.1 : The bidder must have prior experience of making convocation costume of National Institutes like IITs, IISERs, NITs etc. within last 03 (three) years as on the tender submission deadline. Signed **self-certified** Purchase/Work Order copy must be uploaded with the technical bid. Experience within last 3 years as on the last date of tender submission must be as per the following criteria:

Three similar completed works each of value not less than 40% of estimated cost;

OR

Two similar completed works each of value not less than 50% of the estimated cost;

OR

One similar completed work of each of value not less than 60% of the estimated cost;

- 1.2 : The bidder should submit samples as per specifications given in Annexure-II & III on the date.

2. **Documents to be submitted/Uploaded**

The bidder should also upload the following statement with documents in support of their credential.

1. Signed Tender Document in all pages
2. Shop & Establishment / Certificate of Registration
3. GST Registration Certificate
4. SSI/MSME Registration/ Udyog Aadhar Registration Certificate
5. Copy of PAN Card
6. List of Clients (Govt. & Non-Govt)
7. List of Products / Goods & Services
8. Three Consecutive Year's Audited Balance Sheet & Income Tax Return/Annual Turnover
9. Photo-copies of recent MOUs or Purchase Orders
10. Bank Details (Cancelled Cheque)
11. Sample of the item(s) as per specifications given in Annexure III
12. Price Bid as Annexure V
13. Bidder's Declaration Annexure VI
14. Integrity Declaration Annexure VII

3. **General Terms & Conditions**

1. **Tender Fee:** as per norms of tenderwizard.com/TISS Portal. Please refer to the attached guidelines.
2. **Validity of Quotation:** The validity of quotation should be **120 days** from the last date of submission of tender.
3. **Rate:** The rate quoted must be inclusive of all charges, i.e., taxes, duty, packing & transportation charges if any. The shawls are required to be delivered at the TISS, Mumbai Campus under the suppliers own arrangement without any additional charges. The damage or loss in transit if any will be at the risk and cost of the vendor.
4. **Consignee:** All shawls are to be consigned in the name of the Section Officer (Purchase Section), Tata Institute of Social Sciences, Mumbai 400 088.

5. **Disposal of Dispatch Documents:** The Railway Receipt/PWB/Consignment Note along with the relevant bill and three part challan each in triplicate should be dispatched to of the Section Officer (Purchase Section) immediately on completion of dispatch. If these documents do not reach to the Section Officer (Purchase Section) in time all wharfage/ demurrage incurred, if any, will be recoverable from the supplier.
6. **Delivery period:** The total quantities ordered are required to be delivered as soon as possible however; it should not be further delayed beyond 60 days from the confirmation from the Institute.
7. **Quality & Specification of Shawls: As given in Annexure-II & III.** The items should be conforming strictly to the specification given. The Institute reserves the right to reject such item/items, if found unacceptable on these grounds.
8. **Submission of quotation: “Technical Bid” and “Commercial Bid”** should be submitted online only.
9. **Payment:** Payment will be made through bank transfer to the account of the successful vendor, normally within 30 days from the date of receipt of bill after successful delivery of the shawls in good order and condition. In case of any increase/decrease in quantity, the corresponding amount will be increased/decreased on pro-rata basis.
10. The Institute reserves the right to accept or reject any or all the offers including the lowest bid without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to amend the scope of work, including quantity and quality.
11. **Liquidity Damages:** If a firm accepts an order and fails to execute the order, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered shawls. It will also be open to this Institute alternatively to arrange procurement of the required shawls from any other source at the risk and expense of the firm which accepted- and then failed to execute the order

according to stipulation agreed upon.

12. The bidder shall re print the Shawls at no additional cost to TISS if Deficiency in Services/materials are for reasons solely and entirely attributable to the bidder that has been proved.

13. In case of failure to complete the job in time, TISS shall impose a penalty of Rs 5000/- per week without prejudice and initiate legal action, which the Institute may deem fit. The Contractor may also be blacklisted for future work. In such situation, TISS shall have the right to make alternative arrangement for completion of the work through some other Contractor of its choice at his/ her/ their risk and cost. In that event, the entire cost so incurred by TISS will have to be recovered from the original Contractor and the same will be deducted from the Bill/ Performance Security amount/ EMD.

14. In case of breach of any of terms and conditions, the TISS Competent Authority will have the right to cancel the work order/ job without assigning any reason thereof. Nothing will be payable by TISS in that event and the EMD and Performance security deposit shall also stand forfeited. Besides, the Bidder will also be debarred/ blacklisted from participating in the future tendering process of the Institute. TISS decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.

15. Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or TISS as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics/pandemic.
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos

- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.
 - The bidder or TISS shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond TISS requirement shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract. However, TISS may consider for making payment for all the services rendered by the bidder till such date of termination of contract.
 - Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
16. All disputes arising shall be subject to the **jurisdiction of Mumbai** alone and shall be governed by the law of India.
17. TISS reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of TISS shall be final
18. Bidders are not allowed to submit multiple bids. Any such act will make the bid liable for rejection.
19. If dispute or difference of any kind shall arise between TISS and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
20. If the both parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Director, TISS at Mumbai as per the provisions of the

Indian Arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties. The venue of arbitration shall be Mumbai, India.

21. Any disputes arising out of this tender will be subject to the courts in Mumbai only
22. This will be the sole responsibility of the firm who will ensure all the COVID-19 guidelines issued by Government will be strictly followed while executing the said work.
23. Even though bidders may satisfy the above requirements, they may be disqualified: If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
 - a. If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 - b. If confidential inquiry reveals facts contrary to the information provided by the bidder.
 - c. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.

In such all above cases, TISS has the right to reject the bid.

Section Officer (Purchase & Store)

**Name of the item: E-TENDER for PROCUREMENT / PRINTING OF TISS
CONVOCATION SHAWL**

**UNDERTAKING
Bid Security Declaration**

To
The Registrar,
TISS, Mumbai

Dear Sir/Madam,

I/We, Mr/Ms..... authorised person to sign the bid documents of E-TENDER **PROCUREMENT / PRINTING OF TISS CONVOCATION SHAWL** of TISS do here by declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.

I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.

If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO etc., we will be suspended for the period of three years from being eligible to submit bids/proposals for contracts with TISS.

Signature of Bidder
With seal of firm (Name of Bidder)

Place

Date.....

DESCRIPTION OF SHAWLS

SL	Description of Shawls	
1	Shawl/Stole/Scarf Specifications:	
	Cloth Material: Quality of Yarn	100% mercerized cotton handloom folded on both sides with same material.
	Cloth Thread Count:	2/60's warp x 2/60's weft
	Border Design:	multiple shaft extra warp design
	Quality of Weaving	EPI (Ends Per Inch): 52
		PPI (Pics Per Inch): 48

SL		Base Colour	Border Colour	Logo Colour	Quantity
1	PG	Green 002	leaf green	Green	2270
2	PhD	Blue 001	aqua	Green	150
3	UG	Red R2	orange	Green	180
4	AC Members	Ivory	Golden	Golden	125

Score in Technical Bid/Sample Evaluation

Technical	Maximum Score
Cloth Material: Quality of Yarn/ Cloth Thread Count	40
Border Design of Shawls	20
Quality of Weaving	20
Work / Purchase Order/ Experience	20

Evaluation Criteria of Tender:

Opening of Technical bid and evaluation:

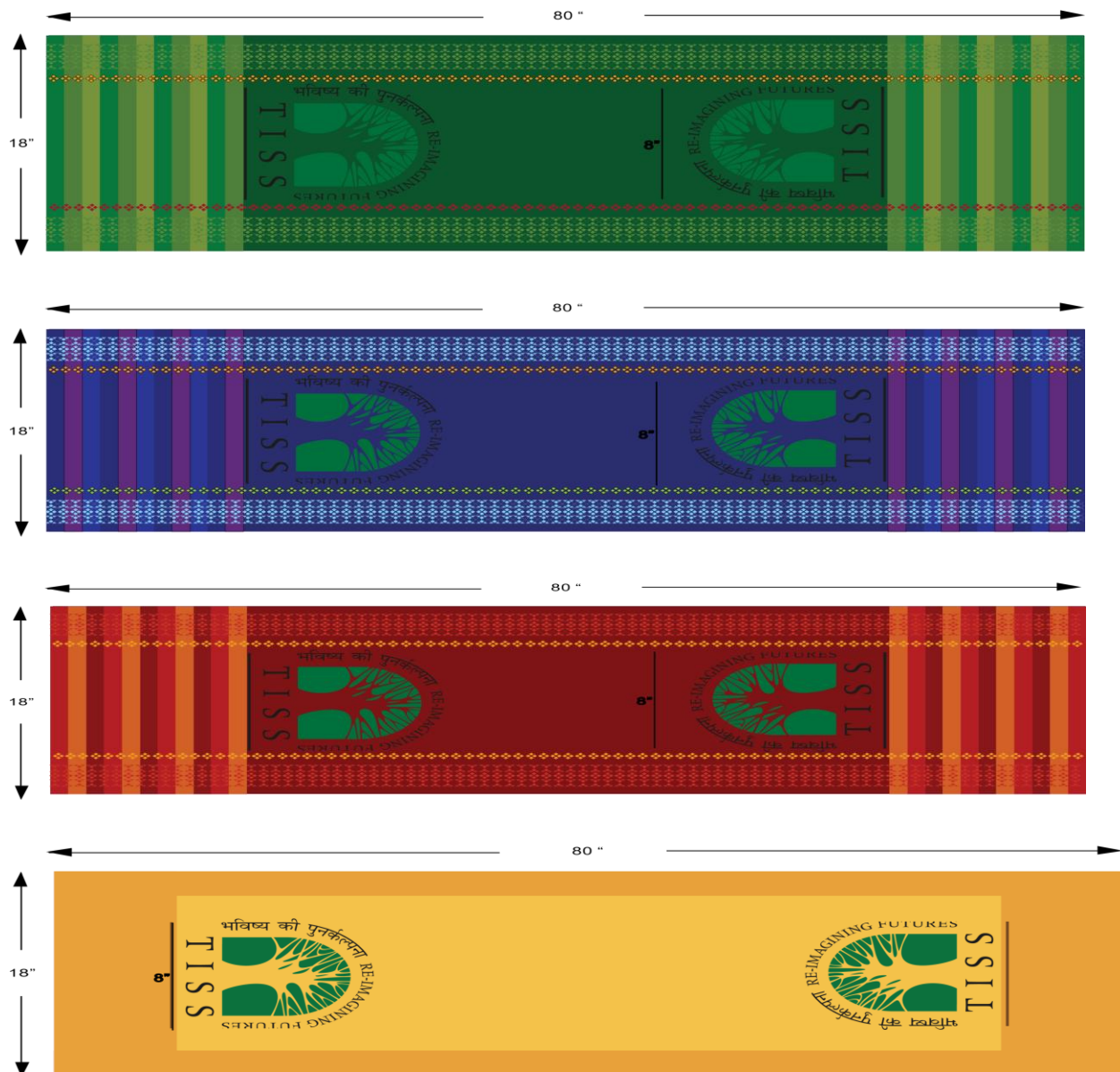
The bid should obtain minimum of 60 out of 100 marks for qualifying as mentioned above for the financial Bid Opening.

Opening of Financial bid and evaluation:

After, the Technical evaluation of the bids, the University will open the 'Financial Bids', of all the bidders who have scored more than 60% marks in the Technical bid evaluation, at notified time, date and place in the presence of the qualified bidders or their representatives, if any. The financial bid shall strictly be submitted in the format given in Section IV.

The lowest vendor will be decided on Grand Total of financial Bid for award of the work. However, during the placing of work order some items (colors) may be excluded in quantity as per the Institute requirement which will be binding and accepting to the vendor.

SAMPLE IMAGES OF SHAWLS



TECHNICAL BID
(Documents to be online uploaded)

1. Name of the Organization/Company: _____
2. Date of Incorporation / Establishment: -
(Please upload Certificate of Incorporation): _____
3. Registered Office Address: _____
4. Landline No: _____
5. Mobile No: _____
6. Email ID: _____
7. Fax No: _____
8. Type of Organization: Sole Proprietorship/Partnership/ Ownership or any other _____
9. Name of the Proprietor: _____
10. Name of the Bank: _____
11. Name of the Account Holder: _____
12. Bank Branch: _____
13. Bank A/c. Number: _____
14. NEFT/IFSC Code: _____
15. GST Registration No.: _____
16. Income Tax PAN Card No: _____
17. Product Details: _____
18. Total Turn Over (as on the date of application): _____

19. Bidder Experience (documents to be uploaded)

The bidder must have prior experience of making convocation costume of National Institutes like IITs, IISERs, NITs etc. within last 03 (three) years as on the tender submission deadline. Signed **self-certified** Purchase/Work Order copy must be uploaded with the technical bid. Experience within last 3 years as on the last date of tender submission must be as per the following criteria:

Three similar completed works each of value not less than 40% of estimated cost;

OR

Two similar completed works each of value not less than 50% of the estimated cost;

OR

One similar completed work of each of value not less than 60% of the estimated cost;

20. An affidavit duly certified by a notary that the Partners of the firm or sole proprietor or Company as the case may be, has **never been black listed or debarred.**

21. Copy of the IT return filed for the last three financial years, certified by the Chartered Accountant:

- (a) 2018-2019
- (b) 2019-2020
- (c) 2020-2021

22. The bidder must have financial turnover of an amount of Rs. 20,00,000 during the last 3 years.

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

Yes

☐

No

☐

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:

Tender No: TISS/Academic/Convo /Shawl/2021/23112021**FINANCIAL BID PROPOSAL FORM**

SL	Description of Shawl	Qty	Cost Per Unit	Basic Cost (1)*(2)	GST (Rs.) on basic Cost mentioned in Column 3	Grand Total Cost (3)+(4)
		(1)	(2)	(3)	(4)	(5)
1	Green 002 Border- Leaf Green (As per approved Sample)	2270				
2	Blue 001 Border - Aqua (As per approved Sample)	150				
3	Red R2 Border - Orange (As per approved Sample)	180				
4	Cream / Ivory Border - Golden (As per approved Sample)	125				
5	Transport Cost Place of Delivery: TISS, Mumbai					
	TISS GST Number: 27AAATT4224B1ZW					

Instructions to the Bidders: The above BOQ sheet allow only enter the “Rate in Figures” in above “Coloured Blue Cells” only. The Bidders should mention “Name of the Bidder” in above Blue cell only. Bidder should also quote GST amount in Rupees in “E12” Blue Cells.

This is an Electronic Spread Sheet – “Signature is not Required”.

Bidder's Declaration
(On Letter Head – to be uploaded)

I, the undersigned _____ Son/Daughter of
_____ Shri _____ Proprietor /
Partner/Director/ Authorized Signatory of M/s _____ am
competent to sign this declaration and execute this tender document.

I have carefully read and understood all terms and conditions of the tender and here
by convey my acceptance of the same.

I /We _____ (Tenderer) hereby also declare that the Firm /
agency namely M/s. _____ has not having any pending
criminal case against Partners / Proprietor / Others and we are not blacklisted by any
Government Agency for any fraudulent practices so far.

The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.

I/We am/are well aware of the fact that furnishing of any false information/fabricated
documents would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Date: _____ Name & Signature of the Bidder/authorized person along
with Rubber Stamp/ Seal of organization

Place: _____

*Note: This declaration must be uploaded along with technical bid. Above mentioned form
- Vendors need to fill up the form with stamp and signed on letter head and same should
be uploaded online also}*

INTEGRITY DECLARATION

1. It is hereby specifically agreed that the firm/vendor/contractor will not pay, offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
2. It is understood that violation of the aforesaid clause shall entail sanctions, which could include loss or denial of contract, forfeiture of bid or performance security, liability for damages, debarment for future contracts. Besides action in accordance with law and criminal or disciplinary action against any, employee of the Institute, who seeks, demands accepts bribes of any sort.
3. The vendor/supplier/contractor shall declare that they have not been convicted by any court for and have not been formally investigated of a corruption crime and have not/ will not resort to bribery or any other form of corruption in the context of the contract.
4. Any misinformation or wrong declaration in respect of above clause (3) above shall provide the Institute the right to cancel the contract unconditionally.

Date:

Name & Signature of the Bidder/authorized person along
with Rubber Stamp/ Seal of organization

Place: