



**UNIVERSITY OF CALCUTTA
DEPARTMENT OF SPORTS**

Purchase of Sports Kits/Uniform

E-Tender No. **ET/SP/KU/01/2021**

Date: 09/11/2021

Notice inviting e-Tender for the purchase of **Sports Kits/Uniform** for the DEPARTMENT OF SPORTS, University of Calcutta.

- **Description of Particulars:** Purchase of **Sports Kits/Uniform** for the DEPARTMENT OF SPORTS, University of Calcutta.
- **Delivery Period in Days: 3 days**
- **Bid Validity Days:** 180 days
- **Name of the Concerned Department:** Department of Sports, University of Calcutta
Senate House, 87/1, College Street, Kolkata - 700073 (West Bengal)
Phone No: (033)22412859 (Extn. No.: 413 & 434)
Email: departmentofsportscu@gmail.com
- **Earnest Money (EMD) : Rs 20,000 /- (To be deposited Online)**
- **Sample of the Sealed Uniform Kit has to be submitted at the Department of Sports, University of Calcutta Senate House, 87/1, College Street, Kolkata – 700073, after last bid submission day within 24 hours.**

SPECIFICATIONS

Sl. No	Item Name	Type/Brand	Description	Quantity	Remarks
1	Track Suit	Track only /Equivalent	Super poly cloth (340-350 GSM), 2.5 mtr. Poly thickness, Clear locking, Chain, inter locking stitch and “3” inch shape logo, Back printing 10’ x 2.5 “ University name, Navy Blue & White Combined Colour, Size from Small (S) to Triple XL (XXXL)	Minimum 300 Nos. to Maximum 700 Nos.	1. Rate per Unit, Tax as Applicable. 2. Procurement of the Uniform/kits will be in phase from the month of November, 2021 to March, 2021 as per the prescribed size within 48 hours of intimation.
2	T-Shirt /Jersey	Track only /Equivalent	Dot Net/Nokia thick cloth (170-175 GSM), “4” inch Nylon Collar, “1” inch sleeve Nylon, inter spider locking stitch and rubber print font “3” inch shape Logo, Back 10 x 2.5 University Name printing, Number printing, Navy/ Royal Blue & White/Golden colour Combination, Size from Small (S) to Triple XL (XXXL)	Minimum 300 Nos. to Maximum 500 Nos.	
3	Shorts	Track only /Equivalent	Dot net/Nokia thin cloth, 4”, inter spider locking stitch and rubber print font “2” inch shape Logo, and Number printing, Navy/ Royal Blue & White/Golden colour Combination, Standard Size, different style/model for different game.	Minimum 300 Nos. to Maximum 500 Nos.	
4	Sports Shoe	ESS	Fully leather upper, Rubber Tie grip, Hard sole, Rubber Moulded, Soft Padding, ¼ hard colour lace, Different Size(From Size No.3 to Size.12), Colour White/ Blue/Black/Grey	Minimum 300 Nos. to Maximum 500 Nos.	
5	Kit Bag	Not Specific	15 inch size round shape, coat, 3/3 meter, chain runner 8 no. 1.5 inch nylon tapes, double bit, chamber imported partition, multi colour, printed soft kit bag.	Minimum 300 Nos. to Maximum 500 Nos.	

Earnest Money (EMD):- Intending bidders are requested to deposit Rs.20,000 /- (to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS Challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the closing date for bid submission as it requires considerable time for processing of Payment for EMD.

For availing exemption of EMD: -

- 1) Bidders are requested to upload the NSIC / MSME Registered Certificate for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.**

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

Times Seclude of the Tender:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	09/11/2021 ; 18:00 pm
2	Documents downloading, starting date (online)	09/11/2021 ; 18:00 pm
3	Bid submission, starting date (online)	09/11/2021 ; 18:00 pm
4	Bid submission, closing date (online)	22/11/2021 ; 14:00 pm
5	Bid opening date for technical proposal (online)	24/11/2021 ; 14:00 pm
6	Date of uploading of the list of technically qualified bidder (online)	To be communicated later
7	Date and place for the opening of financial proposal (online)	To be communicated later
8	Date of uploading of the list of bidders along with the approved rate	To be communicated later

INSTRUCTIONS TO BIDDERS

Instructions / guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in e- tendering.

- I. Registration of Bidder:** - Any bidder willing to take part in the process of e –tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>.The bidder is to click on the link for e – Tendering site as given on the web portal.
- II. Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1, using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. Cost of Earnest Money (EMD)

Description of Items	Earnest Money (EMD) Quoted INR
Purchase of Sports Kits/Uniform for the DEPARTMENT OF SPORTS, University of Calcutta	Rs. 20,000 /- (To be deposited Online)

V. Submission of Tenders:-

a. **General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is technical bid and other is financial bid, before the prescribed date and time using the digital signature certificates.

- **Technical Bid:-** Technical bid must contain scanned copies of the followings :
 - NIT
 - Scan Copy of EMD
 - Credential
 - GST, PAN
 - P-Tax
 - Relevant valid trade license
- **Financial Bid :-** BOQ in .xls format

b. Online bid to be submitted to <https://wbtenders.gov.in> portal

VI. Statutory Cover Containing

- i) NIT and corrigendum, if any (download the NIT and upload the same using digital signature).

VII. NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License
			5. NSIC / MSME Registered Certificate/Bank Guarantee for getting Exemption of EMD.
			6. For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.
B.	Credential	75% of the total amount of work in government, autonomous organization, state universities.	

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

Note: Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected for both statutory & non statutory cover.

VIII. Financial Bid: - BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.


NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

X. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.


Department of Sports, 09/11/2021
University of Calcutta