



JAMIA MILLIA ISLAMIA

Maulana Mohammad Ali Jauhar Marg, Jamia Nagar
New Delhi-110025

E-TENDER NOTICE

BID DOCUMENT
[Two- bid system]

E-Tender for Supply of Footwear (Shoes, Chappals & Socks)

No. JMI/PICO/NIT-18/2018-19-II

Date: 12.07.2018

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, online bids (two bids system) are invited from reputed companies/firms for the supply of Footwear (**like Shoes, Chappals & Socks**) for Group 'D' employees of JMI as per attached specification. **Manual bids shall not be accepted.** Bid documents with other terms & conditions can be downloaded from Website: <https://eprocure.gov.in> and be uploaded along with notified EMD as per following:

EMD (Refundable)	Last Date & Time for online submission of bids	Venue for submission of EMD	Date/Time for opening of Technical Bid
Rs.10,000/-	25.07.2018 1:00 pm	Purchase & Inventory Control Office, Jamia Millia Islamia, New Delhi	26.07.2018 3.00 pm

Eligibility of Bidders-Pre Qualification

- (i) Firm that is providing similar kind of services to any of the Departments/ Autonomous Institution/Universities/PSUs of Govt. of India.
- (ii) The bidder should not have been black listed at anytime in the past by any of the Departments/Autonomous Institutions/Universities/PSUs of Govt. of India. Affidavit in this regard may be submitted.
- (iii) Samples must be submitted to Purchase & Inventory Control Office, JMI before date of opening of tender as mentioned in critical date sheet.
- (iv) In addition to above bidder should also fulfill any one of the following conditions during last 7 years to become eligible to offer their bids.
 - (a) Three similar completed works costing not less than Rs.6 lakhs each; or
 - (b) Two similar completed works costing not less than Rs.9 lakhs each; or
 - (c) One similar completed work costing not less than Rs.12 lakhs

The Registrar

Note: All the bidders may kindly note that all future corrigendum/amendments will be published on JMI website and CPPP website only and no separate newspaper shall be released for the same. All the prospective bidders are therefore requested to visit the website regularly for any such changes/update.

Conditions of Contract

Terms & Conditions:

1. The bidder shall be required to deposit Earnest Money Rs. 10,000/- of the estimated value of goods to be procured through Bank Demand Draft in favour of 'The Registrar, Jamia Millia Islamia.' EMD and Samples must be submitted to Purchase & Inventory Control Office, JMI before date of opening of tender as mentioned in critical date sheet. Bids would be rejected for whom the EMD and Samples are not received in time.
2. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
3. The JMI may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the JMI and Bidders previously subject to the deadline will thereafter be subject to the deadline Bids would be rejected for award if it determines that the bidder recommended for award has, directly or as extended.
4. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be authorized by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
5. The bidders submit their bid online not later than the time and date specified therein.
6. Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The JMI Authority has the right to reject any bids on technical grounds without assigning any reason.
7. Jamia Millia Islamia shall not be responsible for any delay, loss or non-receipt of original mentioned documents.
8. Prices shall be quoted in Indian Rupees. Prices quoted by bidders shall remain firm and fixed during the currency of the contract and not subject to any variation on any account.
9. The JMI may decide to open a letter of Credit or Wire Transfer in cases where it so decides. Any variation in price from the importer and manufacturer be indicated well in advance.
10. Payment shall be made through RTGS on receipt of items in good condition. Bidders should provide Bank A/C details as below :-
 - a. Name of the Supplier.
 - b. Account Number.
 - c. Account Type.
 - d. Name of the Bank.
 - e. Branch.
 - f. City.
 - g. Branch Code.
 - h. MICR Code.
 - i. IFSC Code.
11. All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes (please refer Price Bid format).
12. Delivery should be within specified days mentioned in Purchase Order. If the items are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof subject to a maximum of 10% of order value and the amount will be deducted from the payment on account of purchase.

13. The supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.
 - (a) The supplier shall repair or replace the defective goods or parts these of free of cost at the ultimate destination i.e. JMI.
 - (b) The supplier shall be responsible till the entire store contracted is received in JMI in good condition.
14. The bidder may submit the proprietary certificate for the item(s), if applicable.
15. Jamia Millia Islamia reserves the right to purchase varying quantity of material, less or more.
16. In the process of evaluation, comparison of bids, Jamia Millia Islamia reserves the right to reject any or all
17. All corrigenda will only be notified on the JMI website and CPPP website.
18. The Vice-Chancellor, JMI shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Delhi/New Delhi.

Authorize Signature of the firm:

Name:

Designation:

Bid Submission:

1. Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided for online submission of bids -
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Tenderer who has downloaded the tender from the JMI website and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with JMI.
5. Intending tenderers are advised to visit again JMI Website: www.jmi.ac.in (Reference only) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Applicant contractor must provide demand draft as EMD Rs. 10,000/- through Bank in favour of The Registrar, Jamia Millia Islamia and payable at New Delhi. From any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also.
7. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode /eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document /schedule and generally, they can be in PDF /XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded hid Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the

details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
Number: 0120-4200462, 0120-4001002,
Mobile Number: 91 8826246593, `
In Office Hour only: 8804377070
E-Mail : support-eproc[at]nic[dot]in
- 3) For Tender related Query may please contact:
Tel: 26982759(Dir), 26981717#1240, 1242

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

TECHNICAL BID (to be uploaded)

Bidders should upload the following documents in technical bid:

- a. Copies of IT return for the last three years.
- b. GST Registration number and certificate.
- c. Copy of PAN Card
- d. The bidder should not have been black listed at anytime in the past by any of the Departments/ Autonomous Institutions/Universities/PSUs of Govt. of India. Affidavit in this regard may be submitted.
- e. Samples must be submitted to Purchase & Inventory Control Office, JMI before date of opening of tender as mentioned in critical date sheet.
- f. In addition to above bidder should also fulfill any one of the following conditions within last 7 years to become eligible to offer their bids. Satisfactory completion certificate work may be attached mentioning clearly the type of work, duration (date of commencement & completion) and amount of completion of work.
 - i. Three similar completed works costing not less than Rs.6 lakhs each; or
 - ii. Two similar completed works costing not less than Rs.9 lakhs each; or
 - iii. One similar completed work costing not less than Rs.12 lakhs

Note

1. The work orders/award letters will not be considered as completion certificate.
2. Technical Bids and Financial bids are to be uploaded separately.
3. Each document shall be duly signed and stamped by the vendor.
4. All future corrigendum/amendments will be published on JMI website and CPPP web site only and no separate newspaper shall be released for the same. All the prospective bidders are therefore requested to visit the website regularly for any such change/update.

Financial Bid
(To be uploaded only in Financial Cover separately)

Sl. No.	Items/Descriptions	Specification	Qty	Make	Unit Price	Tax (%)
1.	Gents Shoes	Plain black Leather full chrome derby pattern complete with laces.	255			
2.	Gents Chappal	Plain black full chrome line uppers.	520			
3.	Ladies Shoes	Plain black Leather full chrome derby pattern complete with laces.	17			
4.	Ladies Chappal	Plain black full chrome line uppers.	46			
5.	Socks (Ladies & Gents)	Woollen Socks (Blue)	555			

Authorized Signature

Name & Address of
the Firm/Company --

Phone/Mobile No. --

PAN No. --

Sale Tax No. --

Tin No. --

Fax No. --

Email Id --

Bank Draft/Pay Order No. --

Seal of the Firm/Company -

Date: