



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

SP/T-1830

Date: 14.08.2024

SUB: SUPPLY OF MERCHANDISED ITEMS FOR IEI HQ

Sealed tenders are invited in two parts viz. Technical bid (Envelope – ‘A’) and Financial bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). Technical Part – Bids (Envelope – ‘A’) shall comprise of compliance documents Qualification Requirement, IT Return copy, GST certificates, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document.

Completed Separate tenders against each of the two (Technical part in one envelope, Financial part in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be submitted to the Receiving Cell of IEI by **30 August 2024**.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.

Deputy Director (IT & ADMN)



The Institution of Engineers (India)

SUPPLY OF MERCHANDISED ITEMS

QUALIFICATION REQUIREMENT

1. The bidder must be in service of preparation of Merchandised Items since last 5 years.
2. The Annual Average Turnover must be Rs.5 lakhs onwards.
3. The bidder has to submit the pictures of sample Merchandised Items prepared by them.
4. The bidder has to submit the Company Profile.

OTHER TERMS & CONDITIONS

1. The rates quoted shall be valid for the **period of one year from the date of issuance of work order. No escalation in price will be entertained during this period.**
2. Bidders are strictly asked to quote the rate of Merchandised Items as specified in the Tender Notice. No rate for any other brand which is not mentioned in the Tender Notice, would be considered.
3. The rates/prices quoted shall include packing delivery and all other charges.
4. Standard LD Clause for delay in supply / service @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
5. IEI reserves the right to reject the tender in part or whole without assigning any reason whatsoever.
6. Vendor shall not subcontract the job to any outside agency including their franchisee.
7. Payment shall made after successful delivery of items and submission of proforma invoice.
8. The initial tenure of the work shall for 12 months which can be extended upon satisfactory performance of the bidder at the existing rate with same terms & conditions. However, decision of IEI shall be final.
9. The contract can be terminated by IEI by given 15 days notice in case of unsatisfactory performance.
10. **Jurisdiction** : This Agreement will be governed by and constructed in accordance with the laws of India and any dispute arising out of this agreement will be subject to the jurisdiction of Court at Kolkata only.
11. **Contact Information** : For any clarifications vendor may contact Deputy Director, IT Section at email sudip.roy@ieindia.org.

DOCUMENTS TO BE SUBMITTED


- a) Copy of Trade Licence / Certificate of incorporation
- b) Copy of PAN Card
- c) Copy of the GST Registration Certificate.
- d) Company Profile.

MERCHANDISED ITEMS TO BE REQUIRED

Sl. No.	Merchandised Items	Description	Brand	Apprx. Price	Qty required
1.	Lapel Pin	Type : Round Customised design with Logo	N.A	110.00	100 nos.
2.	Key Chain	Good Quality Leather & Chrome Finish	N.A	150.00	100 nos.
3.	Cap	Light Weight and Good Quality Embroidery Logo at the front 5 Panel /6 Panel design	N.A	195.00	100 nos.
4.	Pen	Metal Body Ball Pen	Parker	300.00	100 nos.
5.	Card Holder	Leather Finished Engraving Logo Color : Black	Stealodeal	500.00	100 nos.
6.	Polo T-Shirt	Cotton Blend 230 GSM Size : L-42, XL-44, 2XL- 46	Allen Solly	665.00	35 nos. for each size
7.	Hoodie with Zip	Blended Cotton Color : Black	Scott	865.00	100 nos.
8.	Metal Clip Diary	Material : Faux Leather Magnetic Closure & Pen Loop Size : A5, Pages : 192 Color : Black	N.A	349.00	100 nos.
9.	Tote Bag	Material : Canvas Size : 11 inch X 14 inch Color : Beige	N.A	265.00	100 nos.
10.	Backpack	Can easily hold 15 inch Laptop Color : Black	American Tourister	1120.00	50 nos.

**** Each items should be packed individually in a corrugated box / plastic packet**

**** Please refer to the pictures in Appendix-I for more clarification.**

<p>1.</p>	<p>Lapel Pin</p>		<p>6.</p> <p>Polo T-Shirt</p>	<p>Logo size: 2inch Placement: Front left chest Type: Embroidery</p> 
<p>2.</p>	<p>Key Chain</p>		<p>7.</p> <p>Hoodie with Zip</p>	<p>Logo size: 2inch Placement: Front left chest Type: Embroidery</p> 
<p>3.</p>	<p>Cap</p>	<p>Logo size: 1inch Placement: Front Type: Embroidery</p> 	<p>8.</p> <p>Metal Clip Diary</p>	<p>Logo size: 1inch Placement: Front bottom cover Type: Print</p> 
<p>4.</p>	<p>Pen</p>	<p>Placement: Front Type: Print</p> 	<p>9.</p> <p>Tote Bag</p>	<p>Logo size: 6inch Placement: Front center Type: Print</p> 
<p>5</p>	<p>Card Holder</p>	<p>Logo size: 1.25inch Placement: Front Type: Engraving</p> 	<p>10.</p> <p>Backpack</p>	<p>Logo size: 2inch Placement: Front top left Type: Embroidery</p> 



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PRICE BID

Sl. No.	Merchandised Items	Product Price Each Rs. (including logo/engraving)	Qty.	GST	Total
1.	Lapel Pin		100 nos.		
2.	Key Chain		100 nos.		
3.	Cap		100 nos.		
4.	Pen		100 nos.		
5.	Card Holder		100 nos.		
6.	Polo T-Shirt		105 nos.		
7.	Hoodie with Zip		100 nos.		
8.	Metal Clip Diary		100 nos.		
9.	Tote Bag		100 nos.		
10.	Backpack		50 nos.		
Total					

Total in Words : (.....)

Name of the Company:

Signature of Vendor:

Date:

Seal of Vendor:

Phone/Mobile:

Email:

Signature of the bidder with date and seal