

**SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY, CHABUA, DIBRUGARH**  
(A State University of Assam)  
**2<sup>ND</sup> FLOOR, DICC BUILDING, DIBRUGARH, NEAR DISTRICT LIBRARY, DIBRUGARH,**  
**ASSAM, PIN 786003**  
**Mail- registrar.ssasu@gmail.com web. www.sasu.ac.in Landline- 0373-2590466**

No. SASU/CHB/ST/103/2021/1578

Date: 27/09/2023

**NOTICE INVITING TENDER FOR SUPPLY OF READYMADE & STITCHED UNIFORM AND UNIFORM ACCESSORIES TO SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY (SASU) ON AN ANNUAL RATE CONTRACT BASIS.**

Sealed tenders are invited by affixing Rs. 8.25 court fee stamp from reputed Companies/ Firms/Agencies for the supply of "**READYMADE & STITCHED UNIFORM AND UNIFORM ACCESSORIES SUPPLIES TO SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY**" Dibrugarh. Interested parties are requested to submit their tender along with the documents mentioned in the (i) Instruction to Bidder -Annexure A. (ii) Bidders Information- Annexure B. (iii) Declaration- Annexure C. (iv) Financial Bid- Annexure D.

The detailed specification of the items is provided in (v) **ANNEXURE-E (Schedule of Items)**. The Tender must be sent in hard copies in sealed cover addressed to "The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, 2<sup>nd</sup> Floor, DICC Building, Near District Library, Dibrugarh, Assam, 786003." Tenders received after the closing date and time shall not be entertained.

Last date for submission of Bid	19/10/2023 up to 2:00 P.M.
Time & Date of Opening of Bid	19/10/2023 at 02:30 P.M.
Place of opening of Bid	2 <sup>nd</sup> Floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003
Total Estimated Value	Rs. 2,52,000/- (Two lakh fifty two thousand only)
Tender Paper cost.	Rs. 500/- (Non-refundable) through Demand Draft in favour of "Registrar, Sri Sri Aniruddhadeva Sports University, Chabua." Payable at Dibrugarh
EMD- To be deposited along with the Technical Bid. Refundable to the unsuccessful bidders.	Rs 5,000/- (Refundable) Five Thousand Only in the form of Demand Draft in favour of "Registrar, Sri Sri Aniruddhadeva Sports University, Chabua." Payable at Dibrugarh.
Security Deposit (At the time of Execution of Contract)	5% of the Purchase Order.

  
Registrar

Sri Sri Aniruddhadeva Sports University  
Dibrugarh

Copy to:

1. The Hon'ble Vice-Chancellor, SASU for kind information.
2. The Members of the Purchase Committee, SASU for kind information.
3. The I/c IT in charge of SASU for upload to the University website.
4. The I/c to upload in the <https://sppp.assam.gov.in/> portal of the Govt. of Assam.
5. Notice Board of SASU.
6. Office file.

  
Registrar

Sri Sri Aniruddhadeva Sports University  
Dibrugarh

**ANNEXURE- A**  
**INSTRUCTIONS TO BIDDERS**

- 1. General Information.** Terms and conditions for the rate contract for the supply of readymade & stitched uniform and uniform accessories at Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh.
- a. Sealed Tenders are invited by Sri Sri Aniruddhadeva Sports University, Chabua-786184 for and on behalf of the University for the rate contract for the Supply of **READYMADE & STITCHED UNIFORM & UNIFORM ACCESSORIES** to the students of SASU, Chabua as per attached **Annexure -E** in the Technical bid of tender documents. The rates will be valid for 1 year from the date of execution of the contract. Which may be extended up to a stipulated time if found satisfactory.
  - b. Bids should be forwarded by Bidders under their original memo/letter pad furnishing details like GST number, Bank Account details etc. and complete postal & e-mail address of their office.
  - c. Sealed bids should be dropped in the Tender Box kept at the Temp. administrative office of Sri Sri Aniruddhadeva Sports University, DICC Building, Second Floor, Near District Library, Dibrugarh, P.O C.R. Building, 786003, Assam or sent by registered post in the address mentioned for communication above and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
  - d. The bidders shall submit all details, documents, etc. as required in the tender documents **duly signed on each page**. In case the bidder fails to do so, Sri Sri Aniruddhadeva Sports University reserves the right to reject the tender without seeking any further clarification. All the pages of the tender document including the documents enclosed withit should be serially numbered.
  - e. Upon receipt of the Letter of Intent the Bidder shall enter an Agreement with the University at the earliest and complete all the formalities and submit same to Sri Sri Aniruddhadeva Sports University duly executed on stamp paper for value of Rs.100/- (Rupees One Hundred only) **within 3 days** from the date of receipt of the letter of Intent.  
The agreement should be submitted by the Bidder along with the required security deposit. One set of the agreement will be returned to the Bidder after the signature of the authorized signatory of Sri Sri Aniruddhadeva Sports University. The cost of the agreement should be borne by the successful bidder.
- 2. SUBMISSION OF OFFER:**  
Sealed bids should be dropped in the Tender Box kept at the **Temp. administrative office of Sri Sri Aniruddhadeva Sports University, DICC Building, Second Floor, Near District Library, Dibrugarh, P.O C.R. Building, 786003, Assam.** or sent by registered post in the address mentioned for communication above and to reach this office by due date and time.  
No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case the due date happens to be a holiday the tender will be accepted up to 02.00 PM on the next working day and will be opened on the same date at 2.30 P.M. & interested tenderers or authorized persons with proper authority letter may also be present at the time of opening.  
Tenders must be submitted in the Two-Bid system in two separate envelopes. One envelope should be marked as **PART-I** containing the **Technical Bid** and the second envelope as **Part II** containing the **Financial Bid**.
- A. TECHNICAL BID-PART "I"**  
The bidder should furnish the following in a separate cover hereinafter called "PART I".
- a. Cour Fee stamp of Rs 8.25 must be affixed in Annexure B.
  - b. **Bidder should enclose a copy of the Self-certified registration certificate mentioning the name of the Company/Firm/Agency.**
  - c. Bidder should enclose a copy of the certificate mentioning the status of the firm (Proprietorship/ Partnership / any other).
  - d. Bidder should enclose copies of the supply orders/ work completion certificates for





similar works. (Minimum 2 relevant supply/Work orders).

- e. Bidder should enclose a copy of the up-to-date Trade License/Firm Registration of the Company/Firm/Agency for doing such business or supply.
- f. Bidder should enclose a copy of the **PAN CARD** of the Company/Firm/Agency.
- g. Bidder should enclose a copy of the valid **GST Registration certificate**.
- h. Bidder should enclose a copy of the Annual Turnover as certified by the Chartered Accountant for the last three years or the copies of profit and loss accounts and balance sheets certified by the Chartered Accountant for the Financial year 2019-20, 2020-21 & 2021-22. (Annual turnover for last 3 financial years should not be less than 20 Lakhs only)
- i. Copy of the ITR for the last 3 (Three) Financial Years.
- j. Enclose Bidder's Information. (**Annexure-B**).
- k. Enclosed copy of the Declaration (**Annexure-C**) and a signed copy of the tender documents.
- l. Enclose the tender Fee of Rs. 500/- (Five Hundred only)
- m. Enclose the EMD of Rs 5,000/- (Five Thousand only).
- n. Tender Documents should be duly signed on each page by the concerned /competent person of the Company/firm/Agency.
- o. The estimated cost of this tender for all items including all packages is approximately Rs. 2,52,000/- (Two lakh fifty-two thousand only)
- p. **The Technical Bid should not contain the Financial Bid.** Disclosure/indication of price in the Technical Bid shall render the bidder disqualified and their bids shall stand rejected.

**B. FINANCIAL BID- PART "II"**

Part "II" shall contain the Financial Bid of the bidder.

- a. Each page of the financial bid should be duly signed by the bidder affixing the office seal.
- b. Rates Quoted should be in rupees (both in words and in figures).
- c. The bidder shall submit the financial bid (Part-II) in the format as in Annexure D. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately. No additional amount is payable for any reason.

**C. COVER FOR TECHNICAL BID AND FINANCIAL BID**

The two separately sealed covers Technical Bid (Part "I") and Financial Bid (Part "II") shall be placed together inside a Single Cover which shall be sealed and superscribed as "**NOTICE INVITING TENDER FOR SUPPLY OF READYMADE & STITCHED UNIFORM AND UNIFORM ACCESSORIES TO SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY (SASU) ON AN ANNUAL RATE CONTRACT BASIS.**" and addressed to "The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, Near District Library, Dibrugarh, Assam, Pin 786003.

**D. OPENING OF COVER "I" AND COVER "II" OF TENDER**

Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid – Cover "I" and Financial Bid "Cover II". The Financial Bids of the Bidders who qualify in the technical evaluation stage would be considered for Financial Evaluation.

- E. The bidder has to produced the sample of Quoted items before the Committee. The Financial Bid will be opened only the responsive bidders.

**3. BID VALIDITY PERIOD**

Bid shall remain valid for a period of **180 days** from the date of opening.

**4. ADDITIONAL INFORMATION REGARDING BID.**

**Time Period for Execution of Order.** Vendors has to supply the readymade items within 12 days. The remaining items need to be supplied within 15 days of from the last date of having taken the measurements. The Bidder shall complete the work as specified in the tender documents and shall hand over the total items as specified in the tender documents. Dates for measurement of the cadets for uniform would be intimated at least two days in advance.



**5. READYMADE, STITCHED UNIFORM, AND UNIFORM ACCESSORIES (Specifications and additional instructions).**

- a. The list of items along with their specification is mentioned in **Annexure-E**, which is attached in the tender documents. All the requisite uniforms must be as per the design annexed herewith and the logo must be printed or embroidered as mentioned in the annexures.
- b. The bidder must bid for all the items in the packages. In case a bidder has not quoted for all the items in the packages his bid would be rejected even after getting technically qualified. It is further clarified that L1 would select on the basis of rate per set.
- c. The items supplied by the Bidder may be sent to a laboratory for test and suitable action will be taken by the University against the Bidder for not complying with the specification against each item as mentioned in the tender document.
- d. A schedule for taking measurements of all uniform items and uniform accessories shall be communicated in writing. The Bidder is to deploy an adequate number of tailors to take measurements of students in a specified time. Bidder is to make necessary arrangements to deliver the stitched uniforms within the time frame stipulated in the tender.
- e. Bidder is to take signatures of the students and the nominated official on the acquaintance roll for having issued the items of uniform and uniform accessories. All the distribution would be done from an issue room designated for the purpose at the timings promulgated. The Bidder is advised to issue all the items in one go as a kit for students as far as possible to have better issue management.

**6. AWARD OF CONTRACT:**

- a. The University reserves the right to accept the tender in whole or in part subject to the satisfaction of the Tender Committee.
- b. L1 bidder will be selected on the rate per set. The rates will be valid for 1 year from the date of execution of the contract.
- c. The qualified supplier may be selected for the period of one year and may be extended for a stipulated time as per the decision of the competent authority.
- d. In case there is loss or damage to the material or unsatisfactory services provided by the bidder then such losses shall be borne by the selected bidder.
- e. If the quality of the product and service provided is not found satisfactory, the University reserves the right to cancel or amend the contract of such bidders.
- f. Communication with bidders will be carried out in hard copy. All bidders must provide their current e-mail address with contact number and mobile number.

**7. E.M.D., Guarantee and Damages**

- i) **Earnest Money Deposit (E.M.D.).** Earnest Money Deposit (E.M.D): Rs.5,000/- (**Rupees Five Thousand Only**) by way of D.D. in favour of Sri Sri Aniruddhadeva Sports University payable at Dibrugarh to be submitted to the Registrar along with Technical Bid.

The bidder, who fails to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the Technical bid, shall be returned their EMD within 30 days.



**Note:** No interest will be allowed on the Earnest Money Deposit from the date of its receipt until it is refunded.

(a) The EMD will be forfeited in the following cases: –

- In case the bidder withdraws his tender once submitted after opening the tender document.
- If the successful bidder fails to enter into a contract/agreement within 03 (three) days from the date of receipt of the letter of intent.

**8. Security Deposit.**

The successful bidder shall submit the security deposit, @5% of the purchase value at the time of execution contract agreement, within 3 days from the date of receipt of the letter of intent. The Security deposit has to submit in the form of Demand Draft, Bank Guarantee, Fixed deposit Receipt (In the name of Registrar, Sri Sri Aniruddhadeva Sports University payable at Dibrugarh) valid for a period of 15 months from the date of commencement of the contract from any scheduled bank, failing which the University may cancel the award of the contract with appropriate action against the agency.

**9. Cancellation of Order/ Forfeiture of Security Deposit, Risk Purchase Clause.**

In the event of failure to deliver or dispatch all or part of materials within the stipulated date/period specified with each order in accordance with the samples and specification, the university reserves its right:-

i. To cancel the order.

ii. To forfeit the security deposit.

Penalty for the delay in completion of supply/work beyond the stipulated period will be liable for liquidated damages @ 0.5% of the order value per week delay or part whereof shall be levied and recovered subject to a maximum of 5% of total supply order value.

**10. OTHER TERMS AND CONDITIONS:**

- a. The Successful Bidder must supply all the items listed in the Annual Rate Contract.
- b. The purchase order will be issued in the name of the successful bidder and the same should collect the order from the office of the University.
- c. Supply of materials will be on the basis of requirements as per rate contract Rates, Terms and conditions.
- d. In the event of any dispute over this contract, the University decision shall be final and binding.
- e. Bidder should read carefully all the instructions and Terms and Conditions, etc. before quoting rates.
- f. In the event of any breach of the Terms and Conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the Security Deposit of the supplier.
- g. Tenderers are advised to study all Technical and Commercial aspects, instructions, forms, terms, and specifications carefully in the tender document. Failure to furnish any information, if required, in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- h. The competent authority of, Sri Sri Aniruddhadeva Sports University (SASU) reserved the right to reject or cancel any Bidder/ all the Bidder without assigning any reason thereof.



11. **SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against the University or any person for anything that is done in good faith or intended to be done in pursuance of tender.

12. **ARBITRATION**

Any dispute whatsoever in any way arising, out of, or relating to the contract shall be referred to the arbitration of the competent authority of the University or to the sole arbitration of some persons nominated by him. The award of the arbitrator shall be final, conclusive, and binding, on all parties. The dispute relating to this tender will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law in **Dibrugarh, Assam** only.



Registrar

Sri Sri Aniruddhadeva Sports University  
Dibrugarh



**(Annexure-B)**  
**(Own Letter Pad)**

**BIDDER'S INFORMATION**

<b>Sl. no.</b>	<b>Essential information to qualify technically</b>	<b>Documents to be submitted</b>	<b>Documents attached (Yes / No)</b>
1.	Name of the Company/Firm/Agency	Self-certified registration certificate.	
2.	Status of the Firm (Partnership/Proprietorship/Any other)	Self-certified certificate mentioning the status.	
3.	Complete address of the Firm with telephone, mobile no., and email id.	Information on the own letterhead.	
4.	Name of the Proprietor/Managing Partner/etc. (as the instance maybe)	Information on the own letterhead.	
5.	Name of organization(s) to which the Agency is rendering similar services.	Self-certified copy from the concerned organization(s). Minimum 2 nos work order.	
6.	Trade License (for similar work or supply)	Self-certified up-to-date Trade License.	
7.	PAN No.	Self-certified copy of PAN card.	
8.	GST No.	A self-certified up-to-date copy of the GST certificate	
9.	Annual Turnover/ Audit Report for the last three Financial Years.	Certified by CA	
10	Copy of ITR	Last (3) three Financial Years.	
11	Annexure C	Own Latter Pad	
12	Sign copy of the Tender Documents	Full tender documents.	
13	Tender paper cost Rs. 500/-	DD No-	
14	EMD Rs. 5,000/-	DD No-	
15	Court Fee stamp Rs. 8.25	Attached in this format	

NB: Documents are to be submitted serially as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,  
(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_

In the capacity of [insert legal capacity of the person signing the Letter of Tender]

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

ANNEXURE C  
UNDERTAKING

To  
The Registrar,  
Sri Sri Aniruddhadeva Sports University  
Chabua, Dibrugarh

Tender No. \_\_\_\_\_

For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ and office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned above and undertake to comply with all the tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of the Order to us.
2. The University has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

Name of Authorized Signatory:

DESIGNATION:

DATE:

NAME AND ADDRESS OF THE FIRM:

SEAL:



**Annexure- D**  
**FINANCIAL BID**

To, The Registrar  
Sri Sri Aniruddhadeva Sports University  
Chabua, Dibrugarh  
Subject:- Submission of Rates of the Uniform.

Sl No	Name of the Item & Particulars	Brand Offered	Rate before tax	GST (Percent age) %	GST (Amount Rs.)	Total amount (Rs.)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total amount per set						
Total amount for 21 nos of Sets						

Amount in words:- Rupees.....

We agree to provide the above-mentioned items in accordance with the terms and conditions with the total cost as mentioned above inclusive of all taxes, duties, delivery charges, etc. and the prices quoted shall be valid for the period of the contract. No additional cost will be charged.

Name of Authorized Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm:-

**ANNEXURE E (LIST OF ITEMS)**

SI No.	Particulars	Colour	Qty	Specification	Preferred brand
1	Blazer – Colour	Silver Grey	1	Terry cotton / Terry Rayon fabric. With pin-able logo of the University	Raymond's or equivalent
2	Formal Trouser	Black	2	Terry cotton / Terry Rayon fabric	Raymond's or equivalent
3	Formal Shirt	White	2	Cotton viscose fabric	Raymond's or equivalent
4	Activity Shorts	Black	2	Woven fabric with mechanical stretch, Regular fit with rubber printing Logo.	Nivia or equivalent
5	Activity t-shirt	Navy Blue	2	Dotted micro 100% polyester with knitted collar and rubber print logo	Nivia or equivalent
6	Tracksuit	Grey	1	Foma spandex polyester with super stretchable fabric with rubber print logo	Nivia or equivalent
7	Activity Shoe	Single colour	1		Sega, Nivia or Equivalent
8	Tie	Photo annexed	1	Polyester fabric with embroidered logo	Raymonds or equivalent
9	Shocks	White	1		Nivia or Equivalent

The total quantity will be-

SI No.	Particulars	Colour	Qty
1	Blazer	Silver Grey Colour	21
2	Formal Trouser	Black	42
3	Formal Shirt	White	42
4	Activity Shorts	Black White	42
5	Activity t-shirt	Navy Blue	42
6	Tracksuit	Grey	21
7	Activity Shoe	Single colour	21
8	Tie	Photo annexed	21
9	Shocks	White	21 Pair

### **Proforma Design of Blazer**

Blazer – Colour- Silver Grey

With the pin-able logo of the University



**Proforma Design of the Activity Shorts with logo.**

Activity Shorts- Black





**Proforma Design of the Activity t-shirt with logo.**

Activity t-shirt- Colour- Navy Blue



**Proforma Design of the Tracksuit with logo.**

Colour- Grey



**Design of the Tie with logo.**

Colour- Grey

