



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI

(Autonomous institution under MOE, Govt. of India &
Department of Information Technology & Electronics, Govt. of
West Bengal)

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

(Tender No. IIITK/Tender/24-25/09)
Dated: 07-10-2024

Last date of submission: 16-10-2024

For Supply of Customized Items for Student Activity

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL**

**NOTICE INVITING TENDER FOR SUPPLY OF
CUSTOMIZED ITEMS FOR STUDENT ACTIVITY**

TENDER NO.: IITK/Tender/24-25/09 DATED: 07-10-2024

NAME OF WORK: For Supply of Customized Items for Student Activity

LOCATION OF SUPPLY: Indian Institute of Information Technology Kalyani (IITK)
c/o WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water
Treatment Plant, Near Buddha Park, Dist. Nadia, P. O Kalyani, PIN
- 741235, West Bengal.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

16-10-2024 upto 3 pm in the Tender Box placed in Office of Indian
Institute of Information Technology, Kalyani, (Room no. 107).
Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Registrar, the bidders are advised to read the “**General Conditions and Important Instructions for Bidders**” available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: To be declared later.

Tender Document

SECTION-I: General Conditions and Important Instructions for Bidders

1. Bidders are invited to submit sealed quotations on official pad/letter head of the manufacturer/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to Office of Registrar, Indian Institute of Information Technology Kalyani, Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm.
2. The last date of receipt of tender is 16-10-2024. Quotations received later will not be entertained under any circumstances.
3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.
3. Only branded item must be quoted as per annexure - I.
4. Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

Registrar,
Indian Institute of Information Technology Kalyani,
Webel IT Park, Kalyani
Nadia, Pin Code- 741235
West Bengal.

5. All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges to deliver items at the premises of the Institute. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. should be clearly indicated. Inclusion of Tax/levy or any other charges at a later stage will not be accepted. At the end, the total price of a single item must be indicated as TOTAL PRICE: Rs.....only INCLUDING ALL.
6. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.
7. The equipments are to be supplied at the Office of IIIT Kalyani between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
8. Period of delivery is 10 days from the date of issue of Purchase Order. If the supply is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @ 0.5 % per week will be imposed on the value of purchase order.
9. Bills in triplicate should be presented for payment within 15 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.

10. Documents to be submitted with the tender. Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.
11. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.

Registrar
Indian Institute of Information Technology, Kalyani

Technical Specification:**Student Activities**

The details of the items to be purchased for

1. Robotics competition
2. Literature Week
3. Get Together
4. Futsoul and Badminton
5. Cricket Fiesta and Athletics
6. IEEE Day Celebration

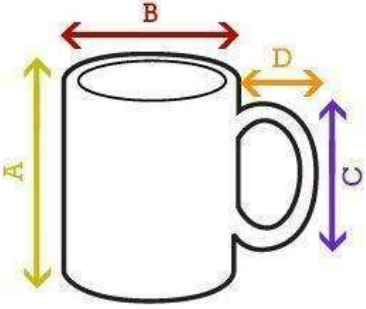
are listed below.

Sl. No	Items	Details	Quantity	
			Individual	Total
1.	Mugs	Material: Terracotta and Ceramic - Black		85
		1.a Mug for the Robotics competition	25	
		1.b Mug for the Literature Week	60	
		Material: Terracotta and Ceramic - White		3
		1.c Mug for IEEE Day Celebration	3	
		Total	88	
2.	Memento	Size: 8 inch x 4 inch, Material: Acrylic/Crystal		
		2.a Memento for the Robotics competition	6	6
3.	ID card & Lanyard	Material: Plastic , Size: 9 cm x13 cm		
		3.a ID Card For the Robotics competition	60	60
		3.b Lanyard For the Robotics competition	60	60
		Material: PVC Size: 9 cm x13 cm		
		3.c ID Card For the Robotics competition	20	50
		3.d ID Card For the Get-Together	30	
		3.e Lanyard For the Robotics competition	20	50
		3.f Lanyard For the Get-Together	30	
		Total	110 each ID card and Lanyard	
4.	Certificates	300 GSM A4size		
		4.a Robotics competition - Participants	70	255
		4.b Robotics competition - winners	10	
		4.c Robotics competition - Organizers	20	
		4.d Literature Week - winners	30	
		4.e Literature Week - Participants	85	
		4.f Literature Week - Organizers	35	
		4.g IEEE Day celebration	5	
5.	Stickers	Maximum size of 2.5x 2.5 (in inches), shape cut according to the printable area in the design on Glossy finish paper		100
		5.a Sticker for the Robotics competition	25	
		5.b Sticker for the Robotics competition	25	
		5.c Sticker for the Robotics competition	25	

		5.d Sticker for the Robotics competition	25	
6.	Banner	Flex material - Frame not required		
		6.a 6x3 ft - For the Robotics competition	1	2
		6.b 8x6 ft - For the Get-Together	1	
		PVC Board - Frame not required, inner cutting required		
		6.c 8x5 ft - For the Get-Together	1	1
7.	Hoodie	3D Print on both front and back side		
		7.a For the Literature Week	50	50
8.	Key chain	Sandwich type: - Both side printed		
		8.a Key chain for the Literature Week	130	130
9.	Paper Bag	Size : 10 x 4 x 12 (in inches) White color with print on both side(8x8 inch)		
		9.a For the Literature Week	70	70
10.	T-shirt	Colour: White , Material: cotton		
		10.a For the IEEE Day celebration	1	1
		Colour: Black , Material: cotton		
		10.b For FutSoul event	12	44
		10.c For Badminton event	3	
		10.d For Cricket Fiesta	16	
		10.e For athletics	13	
11.	Medal And Ribbon	Specifications As given in the design		
		11.a Gold Medal i) For FutSoul event ii) For Badminton event iii) For Cricket Fiesta iv) For Athletics	12 3 16 11	42
		11.b Silver Medal i) For FutSoul event ii) For Badminton event iii) For Cricket Fiesta iv) For Athletics	12 3 16 7	38
		11.c Bronze Medal i) For FutSoul event ii) For Athletics	12 7	19
12.	Shuttles	Badminton Shuttles - Mavis 200i	4 boxes	

Designs of items

1. MUGS

size chart	SIZE CHART MUG																											
	NOTE: All sizes are approximations and are to be used as a guideline only.																											
	<table border="1"><thead><tr><th rowspan="2"></th><th colspan="2">A</th><th colspan="2">B</th><th colspan="2">C</th><th colspan="2">D</th></tr><tr><th>ins</th><th>cms</th><th>ins</th><th>cms</th><th>ins</th><th>cms</th><th>ins</th><th>cms</th></tr></thead><tbody><tr><td>ONE SIZE</td><td>3.8</td><td>9.6</td><td>3.3</td><td>8.2</td><td>2.9</td><td>7.5</td><td>1.6</td><td>4</td></tr></tbody></table>		A		B		C		D		ins	cms	ins	cms	ins	cms	ins	cms	ONE SIZE	3.8	9.6	3.3	8.2	2.9	7.5	1.6	4	
	A		B		C		D																					
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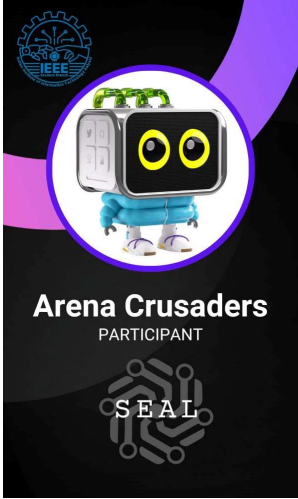


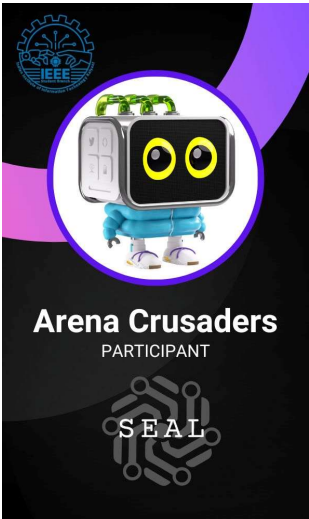

Mock up sample (Just for demonstration, actual base colour is as given in purchase table)

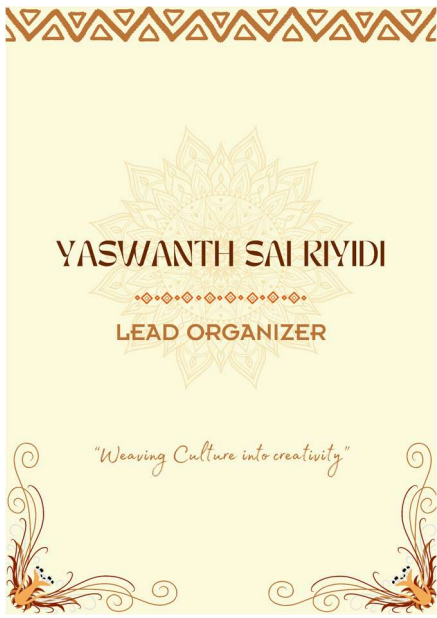





2. Memento



3. ID Card and lanyard

	Robotic Event	
	Front side	Back side (sample of customisable design)
3.a		
3.b		
	Front side	Back side
3.c		
	Front side	Back side

<p>3.d</p>		
<p>3.e</p>		
<p>3.f</p>		

4. Certificates

4.a

4.b

4.c



4.d



4.e

4.f



4.g



5. Stickers

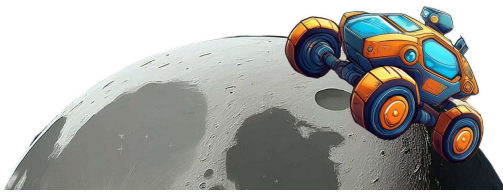
Sticker 1



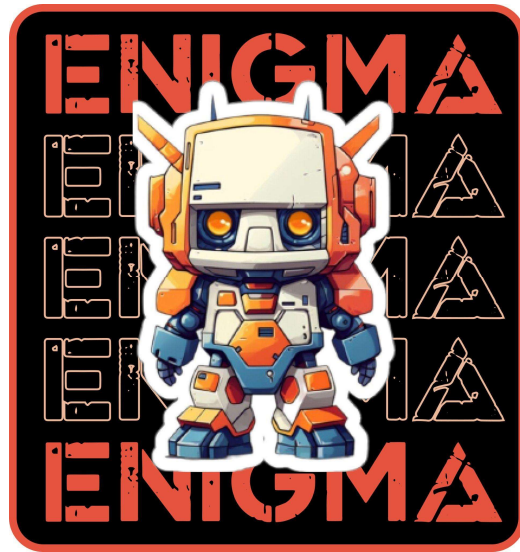
Sticker 2



Sticker 3



Sticker 4



6. Banner

Banner design is for demonstration purpose only; actual design will be shared with the L1 Bidder.




7. Hoodies

Mock Up



Designs





SIZE CHART


GILDAN 18500 HEAVY BLEND HOODIE

SIZE	LENGTH	CHEST
S	27	20
M	28	22
L	29	24
XL	30	26
2XL	31	28
3XL	32	30
4XL	33	32
5XL	34	34

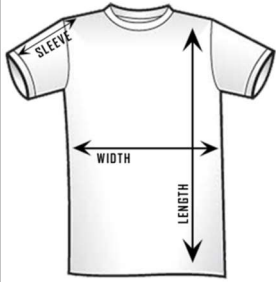
8. key chain

Mock up	Both side design
	

9. Paper Bag

Mock up	Both side design
	

10. T shirt

Size chart	<p>PRODUCT SIZE CHART (INCHES) GILDAN PREMIUM COTTON ADULT T-SHIRT 7600</p>																																		
		<table border="1"> <thead> <tr> <th>SIZE</th> <th>LENGTH</th> <th>WIDTH</th> <th>SLEEVE</th> </tr> </thead> <tbody> <tr> <td>XS</td> <td>25</td> <td>18</td> <td>7</td> </tr> <tr> <td>S</td> <td>26</td> <td>19</td> <td>7.5</td> </tr> <tr> <td>M</td> <td>27</td> <td>20</td> <td>8</td> </tr> <tr> <td>L</td> <td>28</td> <td>21</td> <td>8.5</td> </tr> <tr> <td>XL</td> <td>29</td> <td>22</td> <td>9</td> </tr> <tr> <td>2XL</td> <td>30</td> <td>23</td> <td>9.5</td> </tr> <tr> <td>3XL</td> <td>31</td> <td>24</td> <td>10</td> </tr> </tbody> </table>	SIZE	LENGTH	WIDTH	SLEEVE	XS	25	18	7	S	26	19	7.5	M	27	20	8	L	28	21	8.5	XL	29	22	9	2XL	30	23	9.5	3XL	31	24	10	
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3XL	31	24	10																																

Preferred Material	Cotton (210 GSM)
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Below attached is the images provided for reference for the T-shirt design:

<p>10.a</p>	
<p>10.b 10.c 10.d 10.e</p>	

11. Medal and Ribbon

	Front	back
11.a		
11.b		
11.c		
Specifications		



Kindly Note:

- The bidder must enclose the catalogue of the product quoted.
- The detailed specification along with the make and model of the product must be clearly mentioned in the Tender Document.

Annexure 2

Financial Bid:

Sl. No.	Item Title	Required Quantity	Unit of Measure	Amount
1	Mugs Black	85	Nos	
2	Mugs White	3	Nos	
3	Memento	6	Nos	
4	ID Card Plastic with Lanyard	60	Nos	
5	ID Card PVC with Lanyard	50	Nos	
6	Certificates	255	Nos	
7	Stickers	100	Nos	
8	Banner Flex Material 6 by 3 ft	1	Nos	
9	Banner Flex Material 8 by 6 ft	1	Nos	
10	Banner PVC Board 8 by 5 ft	1	Nos	
11	Hoodie	50	Nos	
12	Key Chain	130	Nos	
13	Paper Bag	70	Nos	
14	Tshirt White	1	Nos	
15	Tshirt Black	44	Nos	
16	Gold Medal and Ribbon	42	Nos	
17	Silver Medal and Ribbon	38	Nos	
18	Bronze Medal and Ribbon	19	Nos	
19	Shuttles	4	Boxes	

- The bidder must quote the price inclusive of GST.