

Request for Proposal (RFP) for the Memento for Krida Mahotsav 2023



**Dr. Babasaheb Ambedkar Technological University,
Lonere-Raigad, Maharashtra, India**



डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे

Dr. Babasaheb Ambedkar Technological University, Lonere

विद्याविहार, लोणेरे-रायगड ४०२ १०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103 (Maharashtra)

Tel: (02140) 275142 Student Helpline: 02140 - 275212

Website: www.dbatu.ac.in, E-mail: registrar@dbatu.ac.in



NO. DBATU/krida Mahotsav /Memento/2023-24/11

Date: 02 JAN 2024

Request for Proposal (RFP) for the Memento for Krida Mahotsav 2023

Seal Tenders are invited for the Memento for Krida Mahotsav by the undersigned from professionally managed and experienced reputed eligible firms. Blank Tender forms will be issued in the office of Registrar during 02nd Jan., 2024 to 11th Jan. 2024 between 10.00 a.m. to 01.00 p.m. on working days by way online payment mode SBI Current Account No. 11252385015 or DD of public sector bank favoring The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere, payable at SBI, Mangaon (Bank Code 0276).

Alternatively, the form can also be downloaded from our website www.dbatu.ac.in The last date of receipt of completed tender forms is 11th Jan. 2024 up to 5.00 p.m. Tenders will be opened on 12th Jan.2024 at 11.00 a.m. Right to reject any or all tenders without assigning any reason thereof is reserved by the University.

Description	Cost of Blank Tender	Time Limit
Request for Proposal (RFP) for the Memento for Krida Mahotsav 2023	Rs. 200/-	12 days


Registrar



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Registrar

Address for communication, submission of Bid and place of opening tender offers:

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere.
“Vidyavihar”, AP Lonere, Tal : Mangaon
Dist: Raigad, Maharashtra, INDIA
PIN : 402103
Phone no: +91-2140-275142
Email: registrar@dbatu.ac.in

Address for Communication:

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere
“Vidyavihar”, AP : Lonere, Tal : Mangaon
Dist: Raigad, Maharashtra, INDIA
PIN : 402103
Phone no: +91-2140-275142.
Fax No: +91-2140-275440
Email: nsjadhav@dbatu.ac.in pyware@dbatu.ac.in

DISCLAIMER

The information contained in this Request for Proposal ("RFP") document or subsequently provided as corrigendum or response to the queries of the interested bidders by the University is provided to the interested bidders on the terms and conditions set out in this RFP document.

This RFP document is not an agreement and is not an offer or invitation by the University to any other Party. The purpose of the document is to provide interested bidders with information to assist in formulation of their Proposal. The RFP does not purport to contain all the information to any bidder / Service Provider may require. The interested bidders / Service Providers should check the accuracy, reliability and completeness of the information in this RFP and respond suitably for the proposal.

The University may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in the RFP document at any point of time before the submission of the proposal by the service providers or the bidders.

1. INTRODUCTION

1.1 About the University

The district of Raigad is blessed with historical legacy of Chhatrapati Shivaji Maharaj and Bharat Ratna Dr. Babasaheb Ambedkar, both role models to the community. The University provides an environment, ideal and conducive for nurturing academic progress and pursuit of knowledge.

This University was established on 5th May 1989 by the Government of Maharashtra under the Dr. Babasaheb Ambedkar Technological University Act No. XXII, 1989.

We celebrated the Silver Jubilee Year in 2014. 1st March 2016 is another milestone now in the history of this university, the state Government has declared this university as State Technical University to which the Engineering & Technology, Pharmacy, Architecture and Hotel Management and Catering Technology Institutes from the State shall get affiliated over the next few years. The University is committed to provide guidance and directions in quality technical education, research and development to meet the needs of industry, businesses, and the society, at large.

The benefits of the research and education at the University has to flow to the eco-system in its surrounding.

At present, the University administers 8 UG and 06 PG Courses in Engineering and Technology. It also has 08 PhD programs. There are approximately 4500 students on the campus.

The University has a conducted institute of its own, "Institute of Petrochemical Engineering", running Diploma Courses in eight streams of engineering and technology. The University extends its services to the society through a governmental scheme of "Community Polytechnic" by educating the dropouts and empowering them with technical skills. The University offers education especially to rural women through a Certificate Course in Nursing Technology.

Annexure-I

B1 Tender for the Memento for Krida Mahotsav 2023

1.1 Pre-Qualification Criteria

Prospective bidders meeting the following minimum pre-qualification criteria are ONLY eligible to respond to this RFP. Checklist of Eligibility criteria should be as per the following table:

Checklist of Eligibility Criterion for Prequalification of Bidders

Sr. No.	Criteria	Supporting Documents
1	The bidder should be a company registered under the Indian Companies Act 1956 and should have been in existence for at least 3 years as on 31 st March 2023	Certified copy of Company Registration Certificate issued by the ROC
2	The bidder should have an average annual turnover of Rs. 3 lakhs in the Last Three Financial Years from the services.	Chartered Accountant's Certificate to this effect Copy of MOA as a proof that firm is in business of software Services (a) Audited Balance Sheets and Statement of Profit & Loss for last three financial years. (b) Certificate as per the prescribed format
3	The bidder should have implemented similar projects for minimum 2 universities/boards/any organizations/Institute of repute in India in the last three years put together	Certified copies of LOI / Agreements / Contract
4	The bidder should have designed and supplied the Memento for Krida Mahotsav/Indrashanshya/Ashwamedh/ Sports Events/other Events to Universities/ boards/Sports Club/Govt. Institutes/any organizations	Certified copies of LOI / Agreements / contract and self-declaration by the bidder
5	The bidder should be registered with statutory authorities as required	Certified copies of Service Tax Registration Certificate, GST registration Certificate, PAN Card copy etc should be attached (a) Income Tax Return statement for the last three Assessment Years and

		(b) Tax Return for the previous year (if applicable)
6	One single contract worth Rs 3 Lakhs for similar work assignments executed successfully during the last five years in any of the reputed government institutions/All other Institutions/ (IITs /NITs /Central Universities / Govt. State Universities / All Universities) in India. If more than two contracts then it has to be half of that specified for single contract.	a) Work Order. (b) Satisfactory Completion Certificate (c) Client list with contact details
7	Bidder should be Owner, authorized vendor.	Self Declaration (If applicable)
8	Bidder should not have been blacklisted for any reason by any government institution / department in the past three years	An Affidavit by competent authority.
9	A) Technical Proposal Covering Letter B) Relevant Customer base/User in India C) Profile of Company D) Broader Project Plan of the proposed solution E) Non infringement of Patent Rights/copyrights	A) T1 B) T2 C) T3 D) T4 E) T5
10	Tender Form Fee in Rs. 200/-	Scanned copy of Receipt Which is mentioned in Tender document

1.2 A list of Qualifying Requirements (QRs) and the supportive documents that need to be submitted by the Bidder is given below. Any Bidder not meeting any of the following QRs or not submitting any of the documents shall be summarily disqualified. Only those Bidders who satisfy all the Qualifying Requirements and submit requisite documents will be eligible as per the process.

- i. It should have clients like University/IIT/NIT/Colleges, Banks, Govt. Institutions, Financial Institutions/large corporate to its credit (present and past),
- ii. Bidders must have had successfully executed individual customers order for supply of more than 1500 Memento per year in the past 3 years.
- iii. The track record of the bidders shall be clean and they shall not have any involvement in illegal activities or financial frauds.
- iv. The Bidder must not have been disqualified by Government or Corporate or some Public Sector Bank, during the last three years.

- v. The Bidder shall have integrated capability for undertaking such jobs i.e. designing and manufacturing of Memento under the one roof. The bidder should have experience of designing and supply of such materials to the reputed organisations.
- vi. The bidders who provided unsatisfactory performance earlier or who was awarded the contract earlier but refused to continue the contract will be not eligible for this contract.
- vii. The Bidder must have capacity to complete delivery of all material which includes Memento in a staggered manner, within eight days from the confirmed order. (Self-Certification on the Letter head signed by the Authorized Signatory is mandatory).

2.1 OPENING OF TENDERS

On the date, specified in the Tender Schedule, following procedure will be adopted for opening of the Tender.

(A) COVER I : (TECHNICAL BID-DOCUMENTS)

First Cover I of the tender will be opened off line to verify its contents as per requirements. If the scanned copies of various documents contained in this cover do not meet the requirements of the university, a note will be recorded accordingly by the tender opening authority and the said tenderer's Cover II will not be considered for further action and the same will be recorded. The decision of the tender opening authority in this regard will be final and binding on the bidders.

(B) COVER II : (FINANCIAL BID-TENDER)

This Cover II shall be opened off line after opening of Cover I only if contents of Cover I are found to be acceptable to the university. The quoted tender rates of the items in Schedule 'B' of BoQ shall then be read out from the template in the presence of bidders who remain present at the time of opening of Cover II.

Annexure – II
(A) Terms & Conditions of the Quotation

1. Quotations not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria (indicated above) will not be considered and will be rejected forthwith.
2. Quotations received after the prescribed time and date will not be considered and rejected forthwith. Decision of University in this regard shall be final, conclusive and binding on the bidders.
3. University reserves the right to amend/ modify the tender document or issuing any corrigendum to the bid process.
4. Any effort by the vendor to influence the tender process may result in forthwith rejection of the vendor's bid.
5. The successful bidder shall be required to submit the designs of the memento on the day of indicating corrections. The Bidder shall get approved the colour and design of Memento from the authorized person appointed by the University.
6. Bidders will be responsible for all taxes (GST) and levies.
7. The work order issued to the successful bidder shall be accepted within 3 days from the date of issue of work order.
8. Any delay in delivery or failure to supply requisite Memento as per agreed quality and specifications will entitle the University to invoke penalty clause or even cancel whole/part of the order. In the event of cancellation of the order, the University shall not be liable to pay any amount including the cost incurred by the bidder to execute the job and the bidder shall not be entitled to recover from the University any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the University shall be entitled to recover the loss, which it may incur on account of non-delivery of items as per quality and quantity.
9. The University does not bind itself to accept the lowest or any quotation and reserves the right to reject all or any bid or cancel the quotation without assigning any reason, whatsoever. The University also reserves the right to re-issue / re-commence the Quotation. Any decision of the University in this regard shall be final, conclusive and binding on the bidders.
10. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria (indicated above) will not be considered and will be rejected forthwith. Conditional tenders, who stipulate conditions contrary to the conditions given in the tender document, are also liable for rejection.

11. Payment procedure

- a. No advance payment will be made for executing the work order.
 - b. Payment would be made after the delivery of the order material at specified locations and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill. Income Tax etc. will be deducted at source (TDS) from the bills as required under I.T. Act.
 - c. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
 - d. No escalation in the rates will be accepted/ entertained.
12. The Bidder shall (whether or not he responds to this tender notice) treat the details of the documents as secret and confidential.
13. Specifications of the items for which rates are invited are mentioned in the Annexure III. The job of designing the Memento as per specifications and proper packing in suitable box or enclosure shall be treated as one bucket and assigned to the Bidder who is selected as per the decision of the University.
14. The bidder shall pack the quantity of Memento as may be indicated by the University and deliver the packs by the courier/transport agency to the University.
15. The Bidders who participate in the quotation shall clearly state that they have read the above terms and conditions and accept the same.
16. Bidders shall satisfy pre-qualification criteria and general terms and conditions to qualify in the Technical Bid.
- 17. The Bidder shall furnish samples of raw material to be used for the Memento. The bidder shall also furnish specimen of above as per design along with Technical Bid.**
18. The University reserves the right to split the order or combine the order.
- 19. Quantity indicated is an estimate and may undergo change to the extent of (+/-) 10-20%.**
20. The bidder shall bear all costs associated with the preparation and submission of its bid and the University shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment of the bidding process.
21. It should be clearly stated whether **GST** Insurance Freight or packing and forwarding charges, or any other taxes and duties etc. leviable.

Signature of the authorized person: _____

Name of the signatory (_____)

(In block capital letters) :

Seal of the company:

Date:

Place:

Annexure – III

Technical Specification/Financial bid format

Sr. No.	Description	Approx. Qty. Req.	Approx. Rate per/ Each	Approx. Total Cost (Rs.)
	Supply of Memento for “Krida Mahotsav 2023”			
01	Memento <ul style="list-style-type: none">• Team Manger & Referee Wooden Stand with Golden foil with wooden base as per design Size 8” X 10” with Red polish• Chief Guest Size :12” X 16” wooden plague with silver plate with box• VIP Guest Size: 12” X 18” wooden plague with Golden plate with box	600		
		50		
		20		
Total Cost In words Rupees:				

- Note:**
- 1.The approval for designed Memento is mandatory.
 - 2.Please quote for unit rate for above items separately so that payment for the increase or decrease in the quantity of the respective items over and above the specified quantities can be decided.
 3. Experience of manufacturing and supply of such items will be preferred.
 4. Quantity of above items may vary according to requirement.
 5. Sample material need to be shown during opening of Technical Bid.
 6. The Quantity may change as per the actual use and will be intimated 5 days in advance or during Placing Purchase Order.
 7. The Technical Specifications given in Technical Bid must be same in the Financial Bid, if Found incorrect, the bid will be reject.

(Signature of the authorized person)
(Name and address of the Bidder in Block capital letters)

Seal of the Company:

Date:

Place:

Bidder Information

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sr. No	Item	Details
1.	Name of the Company	
2.	Postal address	
3.	Office address	
4.	Telephone/Mobile and Fax numbers	
5.	Details of contact person: Name, designation, Email ID, Telephone No.	
6.	Constitution Individual/Partnership/Company	
7.	Name and designation of the person authorized to make commitments to the Bank	
8.	Year of commencement of Business	
9.	Turn over of the company (Audited) (not of group)	
	F.Y. 2020-21	
	F.Y. 2021-22	
	F.Y. 2022-23	
10.	Profit of the company (Audited) (not of group)	
	F.Y. 2020-21	
	F.Y. 2021-22	
	F.Y. 2022-23	
11.	G. S. T Number	
12.	Income Tax. Number (PAN)	
13.	Infrastructure: Description of machinery, facilities for production, inspection, testing and quality assurance (Details be enclosed) I. Qualified Personnel II. Other Staff III. Details of Machinery:	
14.	Names and addresses of the principal bankers with whom major credit facilities (Fund/non-fund) are being enjoyed (Also mention names of the banks in consortium, names of the contact officials of the bank, phone & fax numbers etc.)	
15.	Name of Companies/Organisations for which similar job work has been done in previous year along with specimen of above items.	