

**PROCUREMENT OF LINEN ITEMS  
FOR GUEST HOUSES AND HOSTELS  
OF  
VAIKUNTH MEHTA NATIONAL INSTITUTE OF  
COOPERATIVE MANAGEMENT, PUNE**



**Vaikunth Mehta National Institute  
of Cooperative Management, Pune**

**Department of Agriculture, Cooperation & Farmers  
Welfare**

**Ministry of Agriculture & Farmers welfare,  
Government of India**

## CONTENTS

Sr. No.	Particulars	Page
1.	Data Sheet	3
2.	Terms and Conditions	4
3.	Instructions to Fill Tender	5
4.	Technical Bid Details	6
5.	Letter of Proposal Submission	7
6.	Financial Proposal Submission	8

The Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune hereby invites Quotations from **local suppliers in Pune** for supplying various Linen items for its Guest Houses and Hostels.

Priority will be given to Cooperative Handlooms Linen items manufactured by Cooperative Institutions that have specialization for designing customized Linen items for reputed Hotels and Guest Houses of Institutions.

<b><u>PART II: DATA SHEET</u></b>	
<b><i>Sr. No.</i></b>	<b><i>Particulars of Data Sheet</i></b>
1	Name of the Employer: <b>Director</b> , VAMNICOM, Pune- 411007 E-mail: <a href="mailto:info@vamnom.gov.in">info@vamnom.gov.in</a>
2	Name of the Assignment/job is: <b>Procurement of Linen Items For Guest House and Hostels of Vaikunth Mehta National Institute of Cooperative Management, Pune.</b>
3	Last Date, time and address for submission of Proposal: Last Date: <b>09/01/2019</b> , Time : <b>17:00 Hrs.</b> Address : <b>Registrar</b> Vaikunth Mehta National Institute Of Cooperative Management, Savitribai Phule Pune University Road, Pune-411007
4	a) <b>A Pre-Proposal and Site visit meeting:</b> will be held on Date: <b>03/01/2019</b> Time : <b>11:00 am</b> <b>Venue:</b> Office of The <b>Registrar</b> , VAMNICOM, Pune b) <b>Opening of Bid:</b> will be held during Date: <b>11/01/2019</b> Technical Bid Opening: <b>11:00 Hrs.</b> Financial Bid Opening: <b>16:00 Hrs.</b> <b>Venue:</b> Office of the <b>Director</b> , VAMNICOM, Pune.
5	<b>Processing Fee and Bid Security:</b> Processing Fee (non-refundable) of <b>Rs. 500/- (Rs. Five Hundred Only)</b> and Bid Security (refundable till validity of Proposal) of <b>Rs. 5,000/- (Rs. Five Thousand Only)</b> to be submitted in sealed envelope in the form of Demand Draft in favour of Director, VAMNICOM, Pune payable at Pune. <b>(Should be submitted along with Technical Bid)</b>

6	<p><b><u>Terms and Conditions</u></b></p> <p>a) In case of any defective/damaged material, supplied by the vendor/ supplier that should be immediately replaced, if failed to do so, a penalty equivalent to full amount of the item/material will be imposed and same will be deducted at the time of bill payment.</p> <p>b) For the delayed supplies and liquidated damages @ 0.5% per week on entire cost of the order will be levied from the bill to the maximum of 5% after which the order will remain cancelled.</p> <p>c) The items should be supplied within 15 days from date of receipt of purchase order. The items must be delivered to Vaikunth Mehta National Institute of Cooperative Management, Pune.</p> <p>d) An Security Bid of Rs. 5,000/- is to be deposited by the successful bidder, which will be refundable after expiry of the contract. The Security Bid may be forfeited in case of breach of contract by the vendor/supplier.</p> <p>e) Security Bid received from the Vendors will be returned after placing the Purchase order to successful bidder and Security Bid of successful bidder will be converted into "Supply Deposit" for a period of three months.</p> <p>f) Copy of GST Registration certificate duly signed by the Participants.</p> <p>g) The Director, VAMNICOM has full rights to revert the Contract at any time without giving prior notice and any reasons.</p> <p>h) Director, VAMNICOM, Pune reserves the right to alter/modify any or all conditions of this tender notice.</p> <p>i) Payment terms</p> <ul style="list-style-type: none"> <li>- No advance payment.</li> <li>- 100% on delivery.</li> <li>- Transport charges, if any, may be included in the GST bill.</li> </ul>
7	Quarries, if any, may be raised by the participants only on the date of Pre-Proposal meeting.
8	Proposals must remain valid for <b>120 (One Hundred and Twenty)</b> days after the submission date.

**INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT**

- a) The bidders should submit their bids, complete in all respects, in two separate sealed envelopes.
- i. **Envelope No.1 Marked as Technical Bid:** Containing **Form TECH BID** and Demand Draft of Rs. 500/- (Processing Fee) + Rs. 5000/- (Bid Security) both in favour of **Director, VAMNICOM, Pune** payable at **Pune**. Name and address of the company must be clearly visible on the envelope
  - ii. **Envelope No. 2 Marked as Financial Bid:** Containing **Form FIN BID** only.
- b) The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2.
- c) Bids received shall be opened in presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, one week period may be given to the successful bidder at the discretion of VAMNICOM authorities, on such specific request received from bidder to furnish such documents, failing which the offer will be disqualified.
- d) The Technical bids will opened on **11/01/2019 at 11:00 hrs.** and only technically qualified bidders will be eligible for opening of Financial bids on the same day.
- e) The Financial Bids will open on **16:00 hrs.**
- f) Bids by “e-mail” will not be accepted. Bids received without separate sealed covers and rates not quoted in **specified Performa** will not be accepted. Bids may be submitted by Registered Post or by Hand or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
- g) Each page of the both Technical and Financial offer submitted needs to be properly numbered, stamped and signed.
- h) The Director, VAMNICOM reserves the right to reject one or all tenders without giving any reason thereof.
- i) Tender document must be submitted before the aforementioned closing date and time.

**The Registrar**

Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune –  
411 007

## **ENVELOPE NO.1 (Technical Bid)**

### **Vendor/ Supplier Profile**

- a) Name and Address Telephone Nos., Mobile Nos., Fax Nos., email address of the vendor/supplier in Pune for supply of Linen items(as per Form FIN BID)
- b) Certified copy of GST registration certificate for supply Linen items.
- c) The bidder will produce latest copies of acknowledgements of GST payment.
- d) Priority will be given to Cooperative Handlooms Linen items manufactured by Cooperative Institutions that have specialization for designing customized Linen items for reputed Hotels and Guest Houses of Institutions.
- e) The Director of VAMNICOM has full rights to reject such vendors/ suppliers who failed to quote their bid for the specifications and brands detailed in Form FIN BID.
- f) Preference will be given to those vendors/suppliers who have experience for supply of such materials in Institutions and Government Department.

# LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to **Supply Linen Items For Guest House and Hostels of Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender Document. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

We agree to supply Linen items at the rates quoted by us. We hereby agree to abide by all the terms and conditions mentioned in the tender document.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

# FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:[Name and address of Employer]

Dear Sir:

We, the undersigned, offer to **Supply Linen Items For Guest House and Hostels of Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender document and our Technical Proposal.

We hereby submit our Financial Proposal for the item-wise Price per piece after discount as detailed below inclusive of all applicable taxes:

S. N.	Description of linen items	Brand / Make	Quality of fabric	Size	Qty. in No.	Price Per Piece inclusive of GST (in Rs.)
1	Cream colour Bed Sheets with pillow cover-inscribed with monogram	Bombay Dyeing/ Handloom	Superior Quality thick 100% Cotton fabric with self designed - strip	274 CM X 274 CM (1+2)	80	
2	Cream colour Bed Sheets with pillow cover-inscribed with monogram	Bombay Dyeing/ Handloom	Superior Quality thick 100% Cotton fabric with self designed - strip	150CMX229CM	250	
3	Bed cover –customized Self Design with monogram of VAMNICOM	Bombay Dyeing/ Handloom	Superior Quality thin 100% Cotton fabric with self designed - strip	Cotton 220 CM X240 CM	80	
4	Blanket cover – Cream Colour - inscribed with monogram of VAMNICOM	Bombay Dyeing/ Handloom	Superior Quality thick 100% Cotton fabric with self designed - strip	165CMX230CM	100	
5	Blanket	Signature/Bombay Dyeing	Superior Quality thin 100% Cotton fabric with self designed - strip	120CMX228CM	200	
6	Pillow	Raymond /B.Dy.	Superior Quality	43CMX69CM	200	
7	Bombay Dyeing white Towel	Raymond /Bombay Dyeing	Superior Quality	75 CM X150 CM	150	

We understand that the actual payment under the Contract, to the successful Bidder, shall be



made on the basis of the above stated Price per piece inclusive of GST.

We hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to Financial Proposal may result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, if any, as per Tender document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address: