



International Centre for Free and Open Source Software

Ground Floor ,South Pavilion,Sports Hub,Karyavattom,Trivandrum - 695 581

Kerala, India.

Phone No: +91 471 2700013

NOTICE INVITING TENDER

For the supply of T Shirts

Tender No.: ICFOSS/40/2018-TRC dated 3-6-2019

Name of the material	T-Shirts
Quantity	1000 nos
Warranty Period	12 Months
Delivery time	Within 4 weeks
Availability of Tender documents	Can be downloaded from the website http://icfoss.in up to 17-6-2019, 02:00 PM
Last date & time of submission of bids	17-6-2019 at 04:00PM
Date & time of opening of bids	17-6-2019, 05:00PM
Warranty Period	12 Months
Delivery time	Within 4 weeks



All communications shall be addressed to the Director, ICFOSS, Ground Floor, South Pavilion, Sports Hub, Karyavattom, Trivandrum - 695 581, Kerala, India.

The bid documents and other details may be downloaded from the website <https://icfoss.in/announcements/tenders>. All Bid documents are to be submitted as hard copy and in the designated covers/envelops on the below address. Only manual submission shall be entertained. Late submissions will not be considered

The Director

Ground Floor, South Pavilion,
Sports Hub, Karyavattom,
Trivandrum - 695 581,
Kerala, India.
Phone No: +91 471 2700013
Email : info@icfoss.in

A handwritten signature in blue ink, appearing to be 'S. S.', located to the right of the contact information.

Place: Trivandrum
Date: 3-6-2019

Procurement Officer
ICFOSS

Note: - If the date of opening of bids happens to be a holiday; the actual date for the same will be the next working day. No separate intimation in this regard will be issued.



International Centre for Free and Open Source Software

7th Floor, Thejaswini,
Technopark, Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013

TENDER DOCUMENT
ICFOSS/40/2018-TRC dated 3-6-2019
(e-Procurement)

Item required

Sl.No	Item	Description	Qty	Warranty	Delivery Period
1	T Shirts	Normal Collar T Shirt with ICFOSS branding	1000	12 months	Within 4 weeks

Terms & Conditions

- Item offered must be standard, proven product and already available in the market.
- Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere.
- Replacement/Warranty terms of the product offered should be not less than 12 months.
- No price rise except Govt. levies will be allowed as the order has been placed during the validity of the claim.
- Materials must be properly packed against any damage and insured except where hand delivery is proposed.
- Delivery / installation at the store should strictly be completed within the stipulated period of delivery



- Supplier will have to pay penalty on non-delivery after expiry of delivery date @ 1% per week subject to maximum of 10%.
- Stores should be supplied to the “The Director,Ground Floor ,South Pavilion,Sports Hub,Karyavattom,Trivandrum ,- 695 581, Kerala, India.
- Technical literature/ hand book /data sheets must be sent along with the materials as and when supplied.
- Equipment / stores must be provided with the stipulated guarantee against manufacturing and functional defects and the date of warranty shall commence from the date of acceptance/ taking over in good condition.
- Equipment / stores supplied will be subjected to performance tests and in case the articles do not function / reach the expected standard, the suppliers are liable to replace the items free of cost at site. Cost of returning faulty goods will be to supplier’s account.
- Prompt and efficient after sales service must be rendered free within the guarantee period.
- If any equipment or part thereof is lost or rendered defective during transit, the supplier shall immediately arrange for the supply of the equipment or part thereof as the case may be.
- Purchaser reserves the right to cancel the order without any liability in case the materials are not supplied within the stipulated period or non - fulfillment of contractual obligations.
- **Payment:** The payment shall be made against completion of the entire supplies. The complete payment shall only be made against successful checking of the items supplied. In case of any defects the L1 bidder shall replace the item prior to the payment.
- **Warranty/ Support:** The items dispatched by the schedule of requirement shall carry minimum one year of replacement warranty from the date of acceptance of the items by ICFOSS. Warranty shall include free maintenance of the whole assembly supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should remain unattended for more than 48 hours. The defects, if any, during the guarantee/ warranty period are to be rectified free of charge by arranging the replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any, should be borne by the bidder. A clear confirmation should be given for this item. The warranty certificate should be furnished along the bills.
- **Quoted rate:** The quoted rates shall be **inclusive** of all taxes and also the bidder shall include charges like duties, freight, handling, loading, unloading, insurance premium along with the quoted rate.

The Taxes may include (excise duty, sales tax, service tax, entry tax etc), duties, levies, freight, handling, loading, unloading, insurance premiums etc complete and shall remain firm throughout the contract period. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.



- **Special Conditions:** The supplier is requested to submit all the items mentioned during the technical evaluation of the bid. There should not be any change in the make/specs in the final supplied items from the items submitted during the evaluation unless the technical evaluation committee recommends for the same.
- **Other Important documents to be submitted along with the technical bid.**
 1. Detailed specification of the item quoted
 2. Copy of Permanent Account Number (PAN)
 3. Signed Tender document with Tender form.
 4. Envelope should be marked with the heading '**SHORT TENDER FOR T SHIRTS - 2019**'

I / We hereby declare that I/We have read and understood the above instructions for the guidance of tenders.

Place :

Date :

Signature of Tenderer

Please submit the hard copy of this document duly signed by the authorized signatory to the following address:

**The Director
ICFOSS
Ground Floor, South Pavilion,
Sports Hub, Karyavattom,
Trivandrum - 695 581,
Kerala, India.**



TENDER FORM

To,
The Director
ICFOSS
Ground Floor, South Pavilion,
Sports Hub, Karyavattom,
Trivandrum - 695 581,
Kerala, India.

Dear Sir,

Sub: Bid form
Ref :**ICFOSS/40/2018-TRC Dated 3-6-2019**

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 4 weeks calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL: <https://icfoss.in/announcements/tenders>, the official website of ICFOSS and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.
8. GST Registration Number.
9. PAN Number.



10. Dated thisday of..... 201.....

11. Signature of

12. In capacity of

13. Duly authorized to sign the bid for and on behalf of

14. Witness 1.

15. Signature

16. Witness 2.

17. Signature

18. Address of the Tenderer:



BOQ TEMPLATE

Date:

Tender Inviting Authority: ICFOSS					
Name of Work: T Shirts					
Contract No: ICFOSS/40/2018-TRC-19					
Bidder Name :					
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be submitted after filling)					
Sl. No.	Item Description (as specified in Tender documents)	Quantity	Units	BASIC RATE Per Kit (inclusive of all Taxes)	TOTAL AMOUNT (inclusive of all Taxes)
1	T Shirts Normal Collar T Shirt with ICFOSS branding	1000	Nos		
Quoted Rate in Words					

Authorized Signature
(With Signature and Seal)