

# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF Centre for System Design, NITK Surathkal

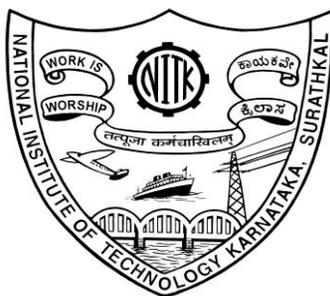
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

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## TENDER DOCUMENT

Tender Notification. No. **NITK/CSD/MSME-DC-IA/2022/T1/BCM/04**

Date: **19-01-2022**

**Name of Goods** : **Design of Toys**

Estimated amount put to Tender : Rs. 5, 00,000/-

E M D Amount : Nil

Time for Supply of item  
after the release of a Work order : 30 days

Last Date for submission of tender : **09-02-2022 before 3.00 PM**

Address for Submission of Tender : Dr. Bijuna C Mohan  
Asst. Professor,  
Centre for System Design  
NITK Surathkal – 575025  
(M): 9448503838, [bijuna@nitk.edu.in](mailto:bijuna@nitk.edu.in)

Date of opening of technical bid : 09-02-2022 at 3.30 PM (if possible)



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Tender Notification. No. **NITK/CSD/MSME-DC-IA/2022/T1/BCM/04**

Date: **19-01-2022**

**NOTICE INVITING TENDER (NIT)**

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous body under the Ministry of HRD Govt of India , a Deemed University , imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

**1. Name of Goods/Service: Design of Toys**

**2. Estimated Cost: Rs. 5, 00,000/- (Rupees Five Lakh Only)**

**3. Time for completion of Supply after Placing Work Order: 30 days**

**4. Last date at time for submission of Tender: 09-02-2022 before 03:00 PM**

**5. Tender to be submitted at the following address : Dr. Bijuna C Mohan  
Asst. Professor,  
Centre for System Design  
NITK Surathkal – 575025  
(M): 9448503838, [bijuna@nitk.edu.in](mailto:bijuna@nitk.edu.in)**

**6. Place, Date and Time of opening of technical bid:**

Date: 09-02-2022

Time: 03:30 PM

VENUE: Board Room

Note: Institute shall not be responsible for any postal delay about non-receipt /nondelivery of the bids or due to the wrong addressee.

**Sd/-  
Co-ordinator**

## **SECTION 1: INSTRUCTION TO BIDDER (ITB)**

### **1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:**

**1.1 Envelope No.1 – Technical Bid:** The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items. The details of the agency/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

### **1.2. Documents to be submitted in the technical bid:**

- a) The agency should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The agency should possess Income tax PAN Number.
- d) The agency should possess GST registration.
- e) Catalogue of the Product with detailed product specifications.
- f) List of customers with contact details.
- g) **Contract form given in section 5 needs to be submitted.**

**The above documents should be furnished in the technical bid envelope.**

**2. Envelope No.2 – Financial bid:** The agencies should submit their financial bid as per the format given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialed. This envelope should be duly super scribed as “**Envelope No. 2 – Financial bid**”. Full name and address of the agency should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

**Both the Envelope No. 1 and 2 should be kept in another separate envelope duly super scribed with the following details.**

**(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before (Date and Time)**

**Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.**

**3. The tender will be acceptable only from the **manufacturers or its authorized supplier.****

**4. The Institute **reserves the right to visit the factory** before or after issue of supply order to satisfy itself regarding quality of production.**

**5. The Financial bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.**

**6. Details of item to be carried out, approximate quantity and the specifications are mentioned in “Section 3” appended to this Notice Inviting Tender.**

**7. The item to be used is strictly according to the specification and subject to test by the institute/concerned authorities. It must be delivered and installed in good working condition.**

8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.

9. **Validity of bids:** The rate quoted should be valid for a minimum of 90 days.  
No claim for escalation of rate will be considered after opening the Tender.

10. Clarification of Tender Document:

A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids

11. Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.

**12. Institute may at its own discretion extend the last date for the receipt of bids.**

13. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

14. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the Bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

15. The bidder should give the following declaration while submitting the Tender.

16. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

## DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITK, Surathkal and/or prosecuted.

**Signature of the Bidder:** \_\_\_\_\_

**Name and Designation:** \_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Place:**

**Seal of the Bidder's Firm**

**Date:**

## **SECTION 2: CONDITIONS OF CONTRACT**

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The institute is eligible for customs duty exemption, excise duty exemption, issuance of form D.
4. The rate quoted should be on a unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier.  
**In case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security needs to be submitted at the time of LC commitment / issue of sight draft.**
7. Period requirement for the supply and installation of item should be specified conforming to the section 3 of this tender document.
8. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

### SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[ To be filled up by the Department / Center of NITK, Surathkal ]

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Item(s) Name to be procured : Design of Toys

Type (Equipment / Software / Furniture / Others) : Others-highly skilled artisan service

Brief Specifications of the Item(s)  
(Attach Additional Sheet if necessary) : Attached in Annexure I

Quantity : 20 No.'s

Any other details / requirement : Nil

Warranty Period required : Nil

Delivery Schedule expected  
after release of Work order  
(In days) : 30 days

EMD (in Rupees) : Nil

Performance Security to be given  
by Successful Bidder after release of  
Purchase Order (in Rupees) : Nil

## SECTION 4 : PRICE SCHEDULE

[To be used by the bidder for submission of the bid]

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1. Item Name :
2. Specifications  
(Conforming to Section 3 of  
Tender document- Enclose additional  
Sheets if necessary) :
3. Currency and Unit Price :
4. Quantity :
5. Item Cost (Sl No. 3 \* Sl. No. 4) :
6. Taxes and Other Charges :  
(i) Specify the type of taxes and duties  
in percentages and also in figures.  
(ii) Specify Other Charges in figures.
7. **Warranty Period** :  
**Conforming to the Section 3 of**  
**Tender document- This should be**  
**Mentioned in technical bid also in**  
**Order to get qualified for financial bid)**
8. Delivery Schedule :  
(Conforming to the Section 3 of  
Tender document
9. Name and address of the Firm for :  
Placing purchase order
10. Name and address of Indian authorized :  
Agent (in case of imports only)

**Signature of the Bidder:** \_\_\_\_\_

**Name and Designation:** \_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Place:**  
**Date**

**Seal of the Bidder's Firm**

**SECTION 5: CONTRACT FORM**

[ To be provided by the bidder in the business letterhead]

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1. (Name of the Supplier's Firm) hereby abide to deliver the by the delivery schedule mentioned in the section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder:** \_\_\_\_\_

**Name and Designation:** \_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Place:**

**Date:**

**Seal of the Bidder's Firm**

## Annexure - I

### Specifications of the Toy Design

Item name: **Design of Toys**

Estimated cost: **Rs. 5, 00,000/-**

Quantity: **20 No's**

Warranty: **Nil**

Requesting artisans to provide designs of toys for **M/s Paper Seed** under Design Expertise for Manufacturing MSME Project.

Designs of toys focusing on local flora, fauna & culture and traditions of State of Karnataka specifically to Dakshina Kannada and Udupi engaging people with local culture.

The designs must meet the below criteria:

1. **It needs to focus mainly on local tradition, flora and fauna of the region.**

a) Culture & Tradition consists of (but not limited) :

- Yakshagana (Badaguthittu, Thenkuthittu)
- Bhootakola
- Kambla
- Rooster Fight
- Chariot

b) Flora and Fauna

- Birds (including migratory birds)
- Animals (including all species of Western Ghats)
- Amphibians & insects: Tortoise, Reptiles and other insects.
- Aquatic: Fish and other marine species.

c) Traditional Pottery & Culinary (from Paper Mache)

2. **Specifications**

- a. Size: Height, length and width should not exceed 20 inches.
- b. Material: Design should be done keeping Paper Mache in consideration (Shrinkage, Strength and Surface Finishing).
- c. Design should include two sizes of toys with various color combinations -innovative creative design
- d. The design should also specify the art work on the outer surface of the toy.
- e. Quantity- Minimum 25 designs should be provided out of which 20 relevant and acceptable designs will be selected.

### **Selection criteria for the tender**

1. Artisans with relevant experience and have demonstrable designs already done on local flora, fauna & culture and traditions of State of Karnataka specifically to Dakshina Kannada and Udupi.
2. Photograph of 3 previous works to be submitted along with the tender.
3. Drawing/ sketch/ toy of any 2-sample design focusing on local flora, fauna & culture and Traditions of the State of Karnataka specifically to Dakshina Kannada and Udupi.

4. Design should be of original creation of the artisan (not a copy of any existing design owned by other designer).
- b) Undertaking by the designer that the designs are original creation and not a copy of any other design.
  - c) Provide Address proof indicating the designer is a local artisan- documentary evidence
  - d) Selection committee decision on the evaluation of the artisans and design suitability is final and cannot be contested.
  - e) Designer should agree to work/ cooperate with M/s. Paper Seed to get the Design implemented for mass production of the Toys at the location specified by Paper Seed. The required input is to be collected from M/s paper Seed.
  - f) All the accepted designs will be properties of the firm, M/s Paper Seed.
  - g) Designer have to work for the creative part of the design at M/s Paper Seed location.

**Final Deliverable:**

- 1. Design Description for all Design: Description about how the design is connected to the local Flora, fauna / culture and traditions of the State of Karnataka to be provided.
- 2. Design sketch in A4 sheet or A3 sheet and its soft copy.
- 3. 20 prototypes at least in one size, Medium Size preferred.

**Delivery Period:**

30 days from the date of release of work order.

