

NOTICE INVITING QUOTATION

Procurement of Printed T-Shirts with conference Name and Logo for NIT Delhi



NIQ NUMBER: NITD/2025/S&P/NIQ/009

NATIONAL INSTITUTE OF TECHNOLOGY DELHI
An autonomous Institute under the aegis of
Ministry of Education (Shiksha Mantralaya), Government of India
Plot FA7, Zone P-1, G T Karnal Road
Delhi - 110036

NIT Delhi is an autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Government of India. The Institute is inviting bids for the Procurement of ***Printed T-Shirts with conference Name and Logo*** for ***TEMSMET 2025 conference, scheduled from 8th October to 10th October, 2025, at NIT Delhi*** NIT Delhi as per details provided in this bid document.

Quotations need to be submitted only through Post. The bidders are requested to read the technical specifications carefully and ensure compliance with all specifications/ instructions. Non-compliance with specifications/ instructions mentioned in this document may lead to disqualification of the bidders.

The Competent authority of NIT Delhi reserves the right to accept/reject the offer or to accept/reject any bid wholly or partly or to cancel the complete purchase process without assigning any reason whatsoever. Incomplete bids or late bid submissions are liable to be ignored and rejected.

The quotations are hereby invited on behalf of THE DIRECTOR, NATIONAL INSTITUTE OF TECHNOLOGY (NITD) DELHI from the bidders with respect to the following item categories:

ITEM CATEGORIES

S. No.	Item	Quantity	Specification of the item
1	Printed T-Shirts with conference Name and Logo	60	As per Annexure I

IMPORTANT DATES

1. Last date for receiving quotation: **24.09.2025 upto 05:00 PM**
2. Tentative Date of opening quotations: **Next date from last date of receipt of bids**

OTHER TERMS AND CONDITIONS

1. Rates are to be quoted by the vendors on F.O.R basis.
2. The T-shirts of different sizes would be required and details will be shared along with PO.
3. The quotations must contain two separate sealed envelopes (i.e. technical and financial documents). These two envelopes should then be enclosed in one large sealed envelope.
4. A Sample of T-shirt with printing must be submitted from the bidders for the product quoted as a part of technical evaluation (As per technical specifications at Annexure- 1). The rejected samples will be returned to respective bidders.
5. Kindly note that the actual number of items is tentative and the quantity may increase/decrease at the time of placing the order as per the requirement of the Institute.
6. Only the technically qualified bids will be considered for opening of the financial bid.
7. The items quoted by the vendor should be new and as per the specifications mentioned in Annexure-I.
8. Rates to be quoted should be final (including delivery, taxes, freight & labour charges, etc) and nothing extra shall be paid over the quoted rates by the Institute. Annexure II is attached for the same.
9. **Sample may be called from the bidders for evaluation of the quotations**
10. **The bidders are required to provide previous 3 Year Purchase Orders regarding supply of items of similar nature.**
11. **PERFORMANCE SECURITY:** The successful bidder shall be required to deposit an amount equivalent to 3% of order value (in accordance with Ministry of Finance OM vide No. F.9/4/2020-PPD dated 12th November 2020) as Performance Security in the form of DD duly pledged in the name of the **Director, NIT Delhi General** valid for period of 14 months within 30 days from the issue of Work order.
 - I. Performance security will be discharged after compliance of successful bidder's performance obligation.

II. If the successful bidder fails or neglect any of his obligations under the warranty /guarantee period, it shall be lawful for Director, NIT Delhi to forfeit either whole or any part of performance security furnished by the bidder as a compensation for any loss resulting from such failure.

12. Kindly note that the actual number of items is tentative and the quantity may increase/decrease at the time of placing the order as per the requirement of the Institute.
13. Payment will be released only after satisfactory supply, installation and inspection of the items by the Institute.
14. No part payment requests shall be entertained by the institute and the payment shall be processed only after the delivery, installation and inspection of all the ordered items as per the Purchase Order issued by the Institute.
15. **Maximum Delivery Period should be 07 days from date of issue of Purchase Order.**
16. **Copies of GST Registration and PAN** shall be provided.

ADDITIONAL INFORMATION / DOCUMENTS REQUIRED

1. The **delivery period** needs to be explicitly mentioned while quoting by the vendor.
2. The **warranty period** needs to be explicitly mentioned by the vendor.
3. **The bidders should provide copies of suitable documents in support of their reputation, credentials and past performance.**
4. **The vendor should provide the documents in support of firm's registration with appropriate authorities.**

***Heading on the envelope must be mentioned.**
"Quotation for procurement of T-shirt"

The postal address for submitting the Quotations in hard copy is as follows:

The Faculty-Incharge
Store & Purchase Section,
3rd Floor, Admin Block,
National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036.

CONTACT DETAILS

For Technical Queries (Items Related): Name: Dr. Anmol Ratna Saxena Address: National Institute of Technology (NIT) Delhi Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036. Phone: 9873177085 Email: anmolsaxena@nitdelhi.ac.in	For any other Queries Name: Dr. Anurag Singh Address: National Institute of Technology (NIT) Delhi Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036. Phone: 7835014014 Email: anuragsg@nitdelhi.ac.in
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Technical Specification

S. No	Particulars	Technical Specification
1.	T-shirt	T-shirt of knitted cloth with flat collar preferable containing 65% cotton and 35% synthetic, measuring 160 to 200 GSM and NIT Delhi logo printed on the left side of the chest and conference name & logo printed on back side of the T-shirt. Also, any additional printing as required. Design details mentioned are tentative in nature.

Note:

The bidder may be required to submit one sample of the T-shirt (as per above details and specification) along with the quotations. The final evaluation of the L1 vendor bidder would be done by the institute after taking into account both the aspects i.e. the quotations submitted as well as the quality of the sample accompanying the same.