Birla Institute of Management Technology

Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306
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REQUEST FOR QUOTATION FOR SUPPLY OF CUSTOMIZED HOODIES

M/s …… **……** **……**	TENDER NO. BIMTECH/Purchase/Hoodies/2026/15 Date 07.10.2026

IMPORTANT DATES	
Work	Requirements of branded/Unbranded Customized Hoodies
Date of issue of tender document	07/10/2026
Last date and time for submission of tender	17/10/2026 till 5:00 PM
Venue, date and time for opening of Bid	Registrar, BIMTECH Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

Dear Sirs,

Birla Institute of Management Technology invites sealed quotations for **Request for Quotations** under a Two-Bid System (Technical & Financial) for supply of branded/Unbranded customized Hoodies.

Please go through the complete tender document. Bids complete in all respects should reach the BIMTECH on or before the due date & time. Bids received after the due date and time is liable to be rejected.

Birla Institute of Management Technology reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever. No claim, whatsoever, shall be entertained on this account.

Sd/-
(Registrar- BIMTECH)

PART-

A: ELIGIBILITY CRITERIA:

Only those firms/Proprietary Firms/Partnership Firms/Agencies Firms/Pvt.Ltd which fulfill the following minimum criteria need to submit their bids along with necessary documents. Those firms who do not meet the minimum eligibility criteria and not submitting the required document will be disqualified on technical grounds.

1. The Firm/agency should have PAN, GST Registration
2. The Firm/agency should have a minimum of One (1) years of experience in the same nature supply of materials. The firm/Agency should have experience in Govt. Departments OR Autonomous Organization or Corporate or Private Institute/University.
3. The Firm/agency should not have been blacklisted/debarred by Government Organization or Corporate or Private Institute/University. Undertaking in this regard is to be furnished.
4. The Firm must have Registered office in Delhi & NCR (Address Proof) should be attached.

Tender shall be accompanied by the following documents:

- Copy of certificate of work experience and other documents as specified shall be deposited in a **sealed Envelope 1** marked as " **Technical Bid".**

- Bill of quantities and other relevant commercial information(tender) duly filled and compiled with rates, amounts, totals and signed by authorized signatory shall be placed separately in a **sealed Envelope 2**. Envelope 2 shall be super scribed as "**Financial Bid**" and opened only after tenderer's eligibility to participate in the tender is successfully established and accepted by BIMTECH.

All the envelopes shall be placed in a **large, sealed envelope** marked as **"Supply of Customized Hoodies"**. The large sealed envelope shall be submitted to the BIMTECH Security Gate before the last date/time.

Addressed to:
To,
Registrar
Birla Institute of Management Technology (BIMTECH)
Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

At the bottom:
From: (Organization's Name, Address, and Details)

B: SELECTION PROCESS:

1.Tenders' documents submitted without proper information, without documentary evidence, shall be summarily rejected.

2.The Organization/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of Annexure–I & II and annexure-III" and quoting BEST COMPETATIVE RATE in totality, will be treated as a successful bidder.

3.In case two or more organizations/Firms/agencies are quoting the same rate, in that situation the firm having the highest work experience in Govt. Departments OR Autonomous Organization or Corporate or Private Institute/University. Will be treated as a successful bidder.

C. GUIDELINES FOR BIDDERS/GENERAL TERMS & CONDITIONS AND GENERAL RULES AND DIRECTIONS:

1. Any person who submits a tender shall fill up the rates in the BOQ. Tenders, which propose any alteration in the items specified in the Schedule of Quantities or in the time allowed for executing the Work or which contain any other conditions of any nature, including conditional rebates, shall be liable to be summarily rejected.

2. Rates quoted by the vendor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.

3. The BIMTECH shall have the right of rejecting all or any of the tenders and shall not be bound to accept the lowest or any other tender.

4. GST or any other applicable tax in respect of the supply of goods and/or services shall be payable by BIMTECH to the Supplier/Vendor. The Supplier/Vendor shall be solely responsible for complying with all applicable GST and other tax laws to the Government authorities

5. BIMTECH reserves the right to terminate the contract without assigning any reason. The contract can also be terminated at the request of agency, with an advance notice falling which, the agency is liable to pay liquidated damages @ 10% of tendered value.

6. BIMTECH has the discretion and right at any stage to cancel/add or amend the information, terms, conditions procedure and protocol set out in this Tender Document and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever.

7. The bidder/Tenderer shall not tamper/modify the tender bid template in any manner. In case if the same is found to be tampered with/modified in any manner, the tender will be completely rejected.

8. **Supply of Customized Hoodies:** The agency shall supply customized hoodies as strictly in accordance with the approved specifications and sample. The agency shall submit a sample for evaluation and approval before the order is finalized. The final supply shall conform to the approved sample in terms of design, fabric, colour, branding, size, and overall quality.

9. The hoodies may be with or without a cap. The actual quantity and size-wise requirements shall be intimated at the time of issuance of the Purchase Order

10. The agencies shall provide samples of the hoodies for quality inspection and approval prior to supply.

11.The BIMTECH logo shall be embroidered on the upper portion of the hoodie, in the pocket area. The size of the logo shall be communicated to the agency at the time of issuance of the Purchase Order.

12.The tentative color of the hoodies Black/Blue/Mahroon the final color will inform the agencies at the time of issuance of the Purchase Order.

13.The quoted price shall remain valid for 60 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the BIMTECH as non- responsive.

14.This bidding document should be duly signed and stamped by the authorized person agencies/firms/Dealer on each page as proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.

15.Intending bidders/tenderers are advised to visit website https://www.bimtech.ac.in/in regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
16.Technical offers shall be opened first, and technical offers will be evaluated by a committee based on technical evaluation criteria. The Financial offers from technically unqualified tenderers will not be opened and evaluated as per evaluation criteria. Financial offer shall be opened only for those tenders who are technically qualified.
17.All materials to be incorporated in the purchase order shall be arranged by the contractor and shall be in accordance with the specifications laid down.
18.The selected bidder shall not sublet, assign, or transfer the whole or any part of the work to any other party or bidder without the prior written approval of the Institute. Any unauthorized subletting shall constitute a breach of the contract and may result in termination of the contract.

19. The interested bidders shall provide the required sample free of cost for quality assessment. After the quality inspection, the bidders may collect their respective samples.

D.PERIOD OF WORK COMPLETION: The entire material shall be completed and handed within 3-4 weeks from date of issue of Purchase order.

E. QUALITY SPECIFICATIONS: The vendor shall strictly maintain the quality and specifications of the hoodies in accordance with the sample and specifications approved by the Institute. No deviation from the approved sample, quality, or specifications shall be permitted under any circumstances.

In the event of any deviation or non-compliance, the Institute reserves the right to reject the supplied items and require their replacement with conforming items at the sole risk and cost of the vendor, without any additional cost to the Institute.

Any repeated or material non-compliance with the approved sample, quality, or specifications shall constitute a breach of contract. In such cases, the Institute shall have the right to cancel or terminate the Purchase Order, even after its issuance, without prejudice to any other rights or remedies available to the Institute under the terms of the Purchase Order.

F. PAYMENT TERMS:

a. No advance payment will be made. The Payment shall be released within 30 days from the date of submission of the invoice, subject to satisfactory supply and acceptance of the items.

b. Bill to be made in the name of **Birla Institute of Management Technology.**

G. CONCILIATION/ARBITRATION/APPLICABLE LAW & JURISDICTION:

a. If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by BIMTECH.

b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by BIMTECH.

c. All matters connected with this Tender document shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Noida (UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms & Conditions of the above contract of BIMTECH.

Date: (Signature of the Bidder, with Official Seal)

TECHNICAL BID

ANNEXURE- "I"

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organization /Firm/Agency	
2.	Address of the Organization /Firm/Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (authorize a person who signs this tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organization/Firm/ Agency. (Attach a photocopy).	
5.	PAN No of the Organization/ Firm/ Agency. (Attach a photocopy).	
6.	The Firm/agency should have a minimum of One (1) years of experience in the same nature supply of materials. The firm/Agency should have experience in Govt. Departments OR Autonomous Organization or Corporate or Private Institute/University.	

7.	Does your firm have ever been Blacklisted? (if NO) Attach certificate (Self-declaration)	
8.	The Firm must have Registered office in Delhi & NCR (Address Proof) should be attached.	

Place: (Signature of the agencies or His authorized signatory)

Date: (Name with Official Seal/Stamp)

TENDER NO. BIMTECH/Purchase/Hoodies/2026/15 Date 07.10.2026

FINANCIAL DETAILS

ANNEXURE- "II"

Sr. No	Particulars	Specification	Quantity	Price / Unit	Amount (In Rs.)
1.	Customised branded Hoodies Brand: Nike/Adidas/Puma/Reebok/ Jack & Jones/Decathlon	**Hoodies with cap**, chain & side Pocket GSM: 400 (heavyweight, suitable for winter), 100% Cotton. Embroidery BIMTECH Logo on the upper portion of the hoodie, in the pocket area.	700 Nos		
2.	Customized branded Hoodies Brand: Nike/Adidas/Puma/Reebok/ Jack & Jones/Decathlon	**Hoodies without cap,** chain & side Pocket GSM: 400 (heavyweight, suitable for winter), 100% Cotton. Embroidery BIMTECH Logo on the upper portion of the hoodie, in the pocket area.	700 Nos		
3.	Customized Hoodies unbranded	**Hoodies with cap**, chain & side Pocket GSM: 350 (heavyweight, suitable for winter), 100% Cotton. Embroidery BIMTECH Logo on the upper portion of the hoodie, in the pocket area	700 Nos		
4.	Customized Hoodies unbranded	**Hoodies without cap**, chain & side Pocket GSM: 350 (heavyweight, suitable for winter), 100% Cotton. Embroidery BIMTECH Logo on the upper portion of the hoodie, in the pocket area	700 Nos		
				Total Rs	
				@ GST	
				Grand Total Rs	

Place: (Signature of the vendor or His authorized signatory)

Date: (Name with Official Seal/Stamp)

Annexure-III

UNDERTAKING/ BLACK LISTING

With respect my/our bid submitted against NIT/RFQ No. _____date _____, I / We_____Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm)_____to hereby declare and solemnly affirm: -

i.That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government OR Autonomous Organization or Corporate or Private Institute/University. That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. government departments OR Autonomous Organization or Corporate or Private Institute/University. That the terms and conditions at BIMTECH are acceptable to me/ us. I/We will abide by them in letter and spirit.

ii.That no partner or shareholder, directly or indirectly is connected/related to any employee working in the BIMTECH.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us is found to be false/ incomplete at any stage, our bid/empanelment will be liable to be canceled/terminated and attract appropriate action.

Date: _____

Place:_____

STAMP & SIGNATURE OF THE BIDDER