

**INDIAN OLYMPIC ASSOCIATION
OFFICE OF IOA - B-29, QUTAB INSTITUTIONAL AREA, NEW DELHI - 110016**

SHORT TERM TENDER DOCUMENT

**SUPPLY OF CEREMONIAL ATTIRE AND FORMAL LEATHER SHOE FOR MEN AND WOMEN FOR
THE INDIAN CONTINGENT PARTICIPATING IN THE 3RD ASIAN YOUTH GAMES, SCHEDULED TO
BE HELD IN BAHRAIN IN OCTOBER 2025**

Tender No. IOA/AYG/2025//2554

Date of Issue: 18th September, 2025

INSTRUCTIONS TO THE BIDDERS

1. Eligibility of the bidders:

Bidders

- (i) should have minimum 3 years of experience of in manufacturing or supplying in bulk (valid proof has to be attached)
- (ii) should have minimum Turnover of Rs. 50 lakh per annum during each of the last three years (valid and certified proof has to be attached)
- (iii) should not have been blacklisted by the any authorities in India. Declaration has to be given in the prescribed format- Annexure-1)
- (iv) Should have proper authorization from valid manufacturer throughout the period of the contract in case the firm /agency is not a manufacturer of the items (enclose copy of authorization)

2. Performance Security

Within five (5) days from the date of the issue of the Letter of Award by the Purchaser, the successful Supplier shall furnish a Performance Security to the Purchaser for an amount equal to five percent (5%) of the total value of the contract. The Performance Security shall be valid for a period of 45 days beyond the final delivery date.

3. Documents / Certificates:

The Tendering firms/agencies are required to submit bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration certificate as per existing norms;
- (b) Copy of GST/TIN Registration Certificates;

- (c) Copy of PAN Card;
- (d) Certified Copies of Income Tax Return filed for last three financial years
- (e) Copy of quality certification from a recognized Institute, if any.
- (f) Copy of valid authorization in case the firm /agency/dealer is not a Manufacturer of the item.
- (g) Proof of experience in supplying in relevant organisations, if any.
- (h) Declaration regarding blacklisting or otherwise. (Annexure-1)

4. Mode of and last date for submission of the Bids

Bid documents in a separate sealed envelope containing Technical and Financial Bid written on them alongwith the samples, should be addressed to **the Director Indian Olympic Association, B – 29, Qutab Institutional Area, New Delhi- 110016** and must be physically delivered on or before **20th September 2025 by 2.00 p.m.** and should be dropped in the TENDER BOX placed at the Reception of the IOA office at given address.

5. Opening of the bids & Evaluation:

The Technical bids will be opened first on **22nd September, 2025** at 1200hrs in the office of **Indian Olympic Association at B-29, Qutab Institutional Area, New Delhi 110011** and will be evaluated by the Competent Committee or authority. The representatives of the bidders, who would like to witness the opening of the bids, are required to submit details such as name and address (residence and office), phone & mobile no, etc, and valid written authorization from the company/firm to the Director Indian Olympic Association B-29, Qutab Institutional Area, New Delhi on the day of opening bids. Technical Bids will be assessed for compliance with all the Qualification Criteria as mentioned in “**Eligibility of Bidders**”. Failing this the bids will be rejected. Since Samples are the critical component of the technical evaluation and will be returned to all bidders after the finalisation of the contract.

Financial Bid of the Technically qualified bidders will be opened on the same date.

6. Variation of Quantities:

The quantity mentioned is approximate and it is prerogative of the Purchaser to decrease or increase the quantity.

7. Signature of the authorized person:

The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along-with the official stamping of the firm / Company.

8. Proper Filling up of the tender form:

All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the bid application must be initiated by the persons authorized to sign the tender bids.

9. Rejection of incomplete and conditional tenders:

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

10. **No withdrawal after submission of bids:**

No bidders will be allowed to withdraw after submission of bids/ opening of the tender.

11. **Non acceptance of the tenders received after the last date:**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

12. **Non transferability:**

This tender is non-transferable.

13. **Signature on each page of the tender document**

Each page of the tender document should be signed by the bidder as proof of having read the contents therein and to ensure that bidders do not plead ignorance of the contents subsequently.

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Date of Opening of bids: **22nd September, 2025** at 1200hrs

TERMS & CONDITIONS OF THE TENDER

Rates/ Prices

1. The rate of only those items should be quoted, which can be made available within 30 days after receipt of the supply order.
2. The rates should be quoted in Indian Rupees only in words as well as figures. Excise duty, GST as applicable should be quoted separately.

Penalty

4. It will be the responsibility of the Bidder to supply the said livery items in accordance with supply order within stipulated time frame; otherwise, the firm will be liable for penalty.
5. If the bidder/firm does not supply the items within the stipulated date as may be indicated by Indian Olympic Association reserves the right to arrange the supply from another firm and the bidder will have to reimburse the expenditure incurred.

Settlement of disputes

6. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Indian Olympic Association or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

Purchasers Rights

7. The Indian Olympic Association reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
8. The Indian Olympic Association reserves the right to award the tender to more than one Bidder.
9. The Indian Olympic Association reserves the right to relax/ withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered during the course of the execution of the contract.
10. The Indian Olympic Association reserves the right to reject the said livery items manufactured in case they are not made as per quality/design of sample approved by the Indian Olympic Association or found of inferior quality and are not of requisite

standards on the advice of Bid Evaluation Committee of Indian Olympic Association meant for inspection of the items supplied. In case, supplied shoes/ bellies are not found requisite standards or inferior quality by the officials during the guarantee/warranty period, the same will have to be replaced otherwise the payment of bills against supply of materials will be forfeited. In addition, Indian Olympic Association will also initiate appropriate legal action as deemed fit against the firm in this regard.

Delivery

11. The attire approved by the Indian Olympic Association shall be made available in all within a period of specified time in the office of the Indian Olympic Association or the places where Indian Olympic Association will ask to by **10th October, 2025**.
12. The process for the delivery of the said livery items shall be carried out/completed within a period from the date of giving the purchase order and any request thereafter shall not be entertained unless authorized by the Office in writing.

Mode of Payment

16. Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the Indian Olympic Association. Payment will be made direct to the supplier through either A/c payee cheque or through NEFT/RTGS only. No request for other mode of payment will be entertained. The finalisation on Advance payment will be taken on finalisation of Vendor.

Change in quantity

17. The quantity only of the required items shown in the tender is approximate and may vary more or less by approximate 25%.

Agreement

18. The selected bidder should sign an agreement with the Indian Olympic Association as per the specimen (Annexure -2)

General /others

19. The tenderer will be bound by the details furnished by him / her to Indian Olympic Association, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
20. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.

TENDER FOR SUPPLY OF CEREMONIAL ATTIRE AND FORMAL LEATHER SHOE FOR MEN AND WOMEN / SOCKS FOR THE INDIAN CONTINGENT PARTICIPATING IN THE 3RD ASIAN YOUTH GAMES, SCHEDULED TO BE HELD IN BAHRAIN IN OCTOBER 2025

Schedule of Items, Rates & Quantity.

From -----

To,
The Director
Indian Olympic Association
B-29, Qutab Institutional Area,
New Delhi – 110016

Sir, I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required - My / our rates are as under:-

Sl. No.	Items & category of Officials for whom required	Approximate Quantity of the Ceremonial Attire / Formal Leather Shoes (Men & Women) / Socks / Ties	Name of the brand / and Specification	Rate per piece/pair in INR (to be filled by the bidder)
(1)	(2)	(3)	(4)	
1.	Blazer	300 pcs.	Material/Brand of the reputé – Crest of Logo on Blazer pocket to be embossed.	
2	Trouser	300 pcs.		
3	Shirts	300 pcs.		
4.	Shoes	200 pair for Men	Preference – Hush Puppies	
		100 pair for Women		
5.	Socks	Men – 400 Women – 200	Bonjours or equivalent	
6.	Tie	300 pcs.	Sample will be assessed and Embossing of IOA logo on it	

Dated.....

Name & Address of Firm.....

Authorised Signature & Seal of the Firm

Annexure-1

TENDER FOR SUPPLY OF CEREMONIAL ATTIRE AND FORMAL LEATHER SHOE FOR MEN AND WOMEN FOR THE INDIAN CONTINGENT PARTICIPATING IN THE 3RD ASIAN YOUTH GAMES, SCHEDULED TO BE HELD IN BAHRAIN IN OCTOBER 2025

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DECLARATION

From

M/s.
.....

To _____

Indian Olympic Association
B-29, Qutab Institutional Area,
New Delhi - 110016

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security Money, as applicable, in the form of Demand Draft.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Indian Olympic Association, New Delhi immediately after we are informed but, in any case, not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the period of the Contract with you.

Yours faithfully, (Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

Agreement.

The agreement is made on this _____ day of _____ 2025 between M/s. _____ herein referred to as the contractor carrying on business under the name and style of M/s. _____ of the one part.

Indian Olympic Association herein after referred to as the other part whereas the said contractor has agreed with the Indian Olympic Association, for supply of required Items in conformity with the requirements & specifications.

Now this indenture witnesseth that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply **OF CEREMONIAL ATTIRE AND FORMAL LEATHER SHOE FOR MEN AND WOMEN FOR THE INDIAN CONTINGENT PARTICIPATING IN THE 3RD ASIAN YOUTH GAMES, SCHEDULED TO BE HELD IN BAHRAIN IN OCTOBER 2025** as per the requirement as agreed to in their tender and letter no. -----dated ----- at the rates quoted by him/them. The rates are inclusive of all the levies of excise duty freight, etc.
2. The supply of **OF CEREMONIAL ATTIRE AND FORMAL LEATHER SHOE FOR MEN AND WOMEN FOR THE INDIAN CONTINGENT PARTICIPATING IN THE 3RD ASIAN YOUTH GAMES, SCHEDULED TO BE HELD IN BAHRAIN IN OCTOBER 2025** which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from execution of purchase order till the completion of the order.
4. The contractor shall execute the Purchase Orders (POs) placed by the Indian Olympic Association with great promptness and satisfaction to the Indian Olympic Association. The contractor shall agree that the penalty @ one percent (1%) of the P.Os shall be imposed for each week of delay in delivery with reference to the delivery period given if he fails to deliver the same within the specified period mentioned in purchase order to maximum extent of 5% and penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply along with cancellation of work order.
5. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Indian Olympic Association or any person nominated by IOA. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

6. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and the Indian Olympic Association has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the
Company/Firm

Signature:

Name :

Address :

Signature of the authorized official of
the Indian Olympic Association

Signature:

Name :

Address :

WITNESSES

1.

1.