



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड, इंदौर- 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 0731-6603369/3408

Email: servicecontracts@iiti.ac.in

RFP No. IITI(SC)/Empanelment/Merchandise/2025-26

November 04, 2025

Request for Proposal (RFP)
for
Empanelment of Merchandise Vendor

Indian Institute of Technology Indore (IITI) is one of the premier institutions of science & technical education and an Institute of National Importance under Ministry of Education, Government of India.

The institute has a sprawling campus of around 501 acres with a community of approx. 5000 members that is likely to grow to more than 10000 within a few years. The community includes students, faculty and staff etc.

Request for Proposal (RFP) for Empanelment of Merchandise Vendor at IIT Indore. Service providers are invited from reputed and branded firms having relevant experience in owning and/or providing Merchandise in academic institutes like IITs, IIMs, IISERs, NITs, IIITs, premium universities and autonomous colleges and who are permitted to do business with Government, educational and research institutes, PSUs, autonomous bodies etc. in India.

The purpose of this RFP is to ensure a pool of reliable vendors who can provide high-quality merchandise with prompt service to meet the Institute's needs for events, brand promotion, and the campus store.

IITI reserves the right to:

1. Reject/modify/change the scope of business of any or all the proposals without assigning any specific reason whatsoever;
2. not bind it to accept the lowest or any proposal; and
3. accept the whole or any part of the proposal and the firm shall be bound to perform the same at the quoted rates. Canvassing in connection with tender/quotation is strictly prohibited.

SCHEDULE OF TENDER:

Sl. No.	Event	Date and Time/ Remarks
01	Category (Services/Goods/works)	Services
02	Date of uploading of Tender	From November 04, 2025 http://www.iiti.ac.in/tender
03	Last date & Time of Submission of Bids Offline (Technical and Price Bid)	November 11, 2025 upto 03:00 PM Please refer tender Terms at IIT INDORE'S website
04	Date & Time of Opening of Technical Bids Offline	November 11, 2025 at 03.30 PM (IST) Please refer tender Terms at IIT INDORE'S website
05	In case of any query, clarification or any details pertaining to tender, please contact	Assistant Registrar, Service Contracts Section 4th Floor, Abhinandan Bhawan (West Wing), Indian Institute of Technology, Indore, Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3369/3408 Email: servicecontracts@iiti.ac.in

सहायक कुलसचिव
(सेवा अनुबंध)

Assistant Registrar



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1. Scope of Work and Product List:

The empanelled vendors will be required to supply a wide variety of merchandise as per the Institute's requirements. This includes, but is not limited to:

- (a) **Apparel:** T-shirts (cotton, dry-fit), hoodies, sweatshirts, jackets, polo shirts, caps, and blazers.
- (b) **Stationery:** Notebooks, pens, folders, and customized diaries.
- (c) **Accessories:** Mugs, water bottles, keychains, lapel pins, bags, and backpacks.
- (d) **Promotional Items:** Lanyards, wristbands, and other branded novelty items.
- (e) **Other Items:** As per specific event or departmental requirements.

The supplier must be capable of handling variable order quantities, from small custom orders to large bulk quantities.

Supplier must be capable of customizing supplied print designs on any/different merchandise.

2. Terms and Conditions:

- (a) **Delivery:** All deliveries must be completed within the time specified in individual purchase orders.
- (b) **Quality Assurance:** The Institute reserves the right to reject any items that do not meet the specified quality standards. Rejected goods must be replaced by the supplier at no extra cost. To secure an order sample of the desired product with customizable design/logos must be supplied.
- (c) **Confidentiality:** The supplier must maintain the confidentiality of any designs, logos, or information shared by the Institute.
- (d) **Payment:** Payments will be processed within 30 days after delivery, inspection, and acceptance of the goods.
- (e) **Contract Period:** The initial period of contract will be for 01 year from the date of issue of LOI with a provision to extend the contract for a further maximum period of 02 years subject to satisfactory performance, on the same terms and conditions at the absolute discretion of the IIT INDORE.
- (f) **Bills:** Payments will be made by IIT Indore only. No other payments should be received from anyone for the selected merchandise
- (g) Supplier should be able to furnish details of sales made to the institute for a particular event, type of merchandise, and overall in a financial year.

3. Eligibility Criteria:

- (a) The firm must have been in the merchandise manufacturing or supply business for a minimum of 3 years.
- (b) The firm must have an average annual turnover of at least 10 Lakhs from similar business in the last three financial years.
- (c) The firm must not have been blacklisted by any government, semi-government, or public sector organization in the past.

IIT INDORE

सहायक कुलसचिव
(सेवा अनुबंध)
Assistant Registrar
(Service Contracts)

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- (d) The bidder must possess a valid Goods and Services Tax (GST) registration and Permanent Account Number (PAN).
- (e) Experience supplying merchandise to educational institutions, preferably IITs, NITs, or other reputed organizations, is highly desirable.

4. Bid Submission:

- (a) The bidder should mention the below details in their proposal:

(i) Stitching Quality:

- (1) Stitch Type & Density – Proper stitch type (lockstitch/overlock) and correct stitches per inch (SPI) for durability.
- (2) Seam Alignment & Strength – Seams straight, even, and able to withstand stress without opening.
- (3) Thread Quality & Tension – Strong, color-matched threads; stitches lie flat without puckering or loose ends.
- (4) Reinforcements & Defect Check – Back-tacking at stress points; no skipped stitches, open seams, or loose threads.

(ii) Fabric / Cloth Quality:

- (1) Material Composition – Fiber content matches specification (e.g., 100% cotton, cotton-poly blend).
- (2) GSM (Weight) – Fabric weight appropriate for the product type (light, medium, heavy).
- (3) Fabric Strength & Shrinkage – Adequate tensile strength and minimal shrinkage after washing.
- (4) Surface Quality & Defects – Free from holes, stains, weaving faults, color variation, and pilling.

(iii) Printing Quality:

- (1) Color Accuracy & Placement – Matches approved Pantone/strike-off; correctly positioned on the garment.
- (2) Print Sharpness & Registration – Clean edges, fine details visible; multi-color prints properly aligned.
- (3) Durability & Adhesion – Print does not crack, peel, or fade after washing or rubbing.
- (4) Defects & Hand Feel – No smudges, pinholes, or uneven coverage; surface texture as required.

(iv) Sample / Pre-Production Check:

- (1) Design Approval – Sample matches approved tech pack/design specifications.
- (2) Fit & Measurements – Size and dimensions conform to size chart and buyer requirements.
- (3) Fabric & Stitching Verification – Material, GSM, color, and seam quality checked.
- (4) Print & Finishing Check – Prints, embroidery, labeling, and finishing meet standards.

- (b) The bids must be submitted in a single-bid system consisting of a combined Technical and Financial.
- (c) All required documents, forms, and declarations should be included in a single sealed envelope, clearly labeled with the bidder's name and marked "RFP for Empanelment of Merchandise Supplier".
- (d) Incomplete or improperly formatted submissions may be rejected at the discretion of the procuring entity.

Tender to be submitted in Tender Box at Ground Floor, Abhinandan Bhavan, IIT Indore, Khandwa Road, Simrol, Indore- 453552

For any other clarification/detail, you may feel free to interact on email: servicecontracts@iiti.ac.in, Contact No.: 0731-6603408/3369.



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Bidder Details

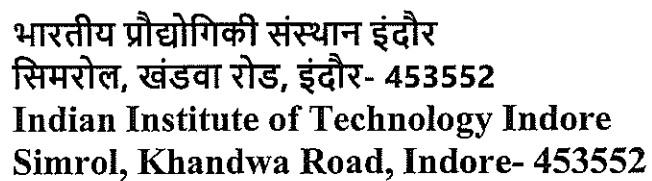
Sl. No.	Details	Response
1.	Name of the Bidder/Company	
2.	Type of Organization	
3.	Registered Office Address	
4.	Contact Person Name/Mob. Number/Email id	
5.	Date of Establishment/Registration	
6.	GST/PAN Registration Number	
7.	Bank Details - Bank Name: - Account Number: - IFSC Code:	
8.	Experience in Merchandise Supply (Years)	
9.	Previous Clients (List Major Clients)	
10.	Annual Turnover (Last 3 Financial Years)	
11.	Product List to be supplied	

The institute may ask for any additional information while considering the proposal.

Date:

Name of the Service Provider:

Seal & Sign of the Firm/Service Provider



Email: servicecontracts@iiti.ac.in

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Price Bid

[illegible]