



Government of India
Ministry of Communications & IT
Department of Telecommunications
G-I Section, Sanchar Bhawan, 20 Ashoka Road, New Delhi-01

LIMITED TENDER No. 14-2/2015-G-I

BID DOCUMENT

Limited Tender for Supply of Winter Uniform 2015

**(Visit us at www.dot.gov.in)
Not transferable**

PRICE OF BID DOCUMENT- Rs. 200/-

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & I.T
DEPARTMENT OF TELECOMMUNICATIONS
SANCHAR BHAWAN, 20, ASHOKA ROAD
NEW DELHI-110001**

Dated: 07.12.2015

LIMITED TENDER NO. 14-2/2015-General - I

NOTICE INVITING TENDER

Office of Issue	: Department of Telecommunications General-I Section, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001
Date of Issue of Bid document	: 07-12-2015
Tender No.	: 14-2/2015-General-I
Tender Forms Available From	: Section Officer (General-I) Department of Telecommunications Sanchar Bhawan, Ashoka Road, New Delhi
Due date of Receipt	: Upto 18th December, 2015, Time – 15.00 Hrs.
Date of opening of technical bid	: 18th December, 2015, Time – 15.30 Hrs.
Date of opening of Financial bid	: to be notified later
Cost of bid Documents	: Rs. 200/- (Non-refundable)
Earnest Money	: Rs.4,000/-
Total estimated cost	: Rs.1,50,000- (approximately)

Tenders in sealed cover, **along with the samples**, under two bid systems i.e. “Technical Bid” and “Financial Bid” are invited for and on behalf of the President of India from established and reliable Indian manufacturers/ suppliers of summer uniform items for Group C employees of this Department as per the quantity mentioned against each item in the table below:-

S.No.	Item	Quantity	
1.	Woolen Serge cloth (G)	71 pcs x 2.75 mtr.	195.25 mtr.
2	Ladies Half cloth	7 pcs x 1.83 mtr.	12.81 mtr..
3.	Overcoat cloth (G))	4 pcs x 2.29 mtr.	9.16 mtr.
4.	Jersey (G)	49 pcs.	49 pcs
5.	Jersey (L)	6 pcs	6 pcs.
6	Shoes (G)	86 pairs – Gents	86 pairs
7.	Shoes (L)	8 pairs - Ladies	8 pairs
8.	Woolen socks (G)	105 pairs – Gents	105 pairs
9.	Woolen socks (L)	6 pairs-Ladies	6 pairs
10	Leather Gloves (G)	18 pairs	18 pairs
11.	White Coat/Pant Cloth (G)	8 pcs. x 6 mtr..	48 mtr.
12.	Woolen pant for Halwais/cook	2 pcs x 1.20 mtr.	2.40 mtr.

2. Intending eligible bidders may obtain a copy of bid document from the Section Officer, G-I Section, Mezzanine floor, DoT, Sanchar Bhawan, 20, Ashoka Road, New Delhi-1100 01 on payment of Rs.200/- (Rs. Two hundred only) in the form of crossed Demand Draft/Banker's Cheque/ Cash from any scheduled Bank in Delhi/New Delhi drawn in favor of "Pay & Accounts Officer (HQ), Department of Telecommunications, New Delhi-110001.

In case, firm has downloaded the tender document from the DOT's website i.e. www.dot.gov.in or <http://eprocare.gov.in> they may ensure that requisite tender fee/cost is enclosed with the form of Demand Draft/Banker cheque in favour of above.

3. The Bidders will be required to deposit an earnest money of Rs. 4,000/- (Rupees Four thousand only) in the form of Demand Draft drawn on any scheduled bank at Delhi in favour of "Pay and Accounts Officer (Hq)", Department of Telecommunications, New Delhi-110001 along with the bid with validity of 120 days from the date of opening of bids.

4. Bids from bidders who have not purchased the bid documents or bids not accompanied by an earnest money are liable to be summarily rejected.



(A.K. Singh)

Under Secretary to the Govt. of India
for & on behalf of the President of India,
Ministry of Communications & I.T.,
Department of Telecommunications,
Sanchar Bhavan, 20, Asoka Road,
New Delhi – 110001.
Tele : 23036300

Copy to:

All Ministries /Departments of Government of India

LIMITED TENDER ENQUIRY

Cost of Tender Set Rs. 200/-

Invitation of tender for supply of winter uniform items.

To,

M/s

1. Quotations in sealed cover **along with the samples** of winter uniforms items mentioned in the table in para 3 below are invited for supply of winter uniform as per quantity mentioned in enclosed schedule of requirements. **(ANNEXURE-I)**

2. General Information about the tender:-

- (a) Office of Issue : Department of Telecommunications,
General-I Section, Sanchar Bhawan,
20-Ashoka Road, New Delhi-01.
- (b) Tender reference no. : 14-2/2015-G-I
- (c) Date of issue of Bid Document : 07-12-2015
- (d) Tender forms available from : Section Officer (General –I)
Department of Telecommunications,
Sanchar Bhawan, 20-Ashoka Road,
New Delhi-01.
- (e) Last date and time for receipt of tenders : 18th December, 2015, up to Time-15.00 Hrs.
- (f) Time and date for opening of technical bids : 18th December, 2015 Time- 15.30 Hrs.
- (g) Time and date for opening of financial bids : to be notified later
- (g) Place of opening the tender : Room No. 511, Sanchar Bhawan,
New Delhi-01.
- (h) Address for communication : Under Secretary (T)
Department of Telecommunications,
Room No. 511, Sanchar Bhawan, 20-
Ashoka Road, New Delhi-110001

3. Specifications of supply of Summer Uniforms items are as under:-

S.No.	Item	Quantity		Price range per unit (in Rs.)
1.	Woolen Serge cloth (G)	71 pcs x 2.75 mtr.	195.25 mtr.	297/- - 363/-
2	Ladies Half cloth	7 pcs x 1.83 mtr.	12.81 mtr..	297/- - 363/-
3.	Overcoat cloth (G))	4 pcs x 2.29 mtr.	9.16 mtr.	297/- - 363/-
4.	Jersey (G)	49 pcs.	49 pcs	379/- - 463/-
5.	Jersey (L)	6 pcs	6 pcs.	379/- - 463/-
6	Shoes (G)	86 pairs – Gents	86 pairs	351/- - 429/-
7.	Shoes (L)	8 pairs - Ladies	8 pairs	261/- - 319/-
8.	Woolen socks (G)	105 pairs – Gents	105 pairs	34.65/- - 42.5/-
9.	Woolen socks (L)	6 pairs-Ladies	6 pairs	34.65/- - 42.5/-
10	Leather Gloves (G)	18 pairs	18 pairs	108/- - 132/-
11.	White Coat/Pant Cloth (G)	8 pcs. x 6 mtr..	48 mtr.	297/ - 363/-
12.	Woolen pant for Halwais/cook	2 pcs x 1.20 mtr.	2.40 mtr.	297/ - 363/-

SUBMISSION/OPENING OF TENDERS:

4. Please subscript our reference number and date of tender opening on sealed cover. Failure to do so will render your offer invalid. The technical bid and financial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed.

5. Sealed quotations, along with samples, addressed to Under Secretary (T), Department of Telecommunications, Room No.511, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001 should be sent by hand or by registered post so as to reach General-I Section, Mezzanine Floor, Sanchar Bhawan, 20, Asoka Road, New Delhi-110001 by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.

6. Sealed quotations, along with samples, will be opened by a Committee on due date and time. Your representative may attend the tender opening with authorization letter in the prescribed format enclosed. If due to any exigency, the due date for opening of tender is declared closed holiday, in such case the tenders will be opened on next working day at the same time or any other day/ time as intimated by the buyer.

7. Tenders sent by fax will not be considered. Tenders found in sealed cover will only be considered. To avoid any complication with regard to late receipt/non-receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late quotes will be rejected out rightly.

8. **Technical documents regarding Financial status:** -
Documentary evidences in respect of financial status may also be indicated separately.
The firm in this regard should submit the following documents -

- (a) PAN Number
- (b) Sales tax registration certificate
- (c) TIN number of the firm
- (d) Telephone number (landline & mobile)
- (e) A copy of the complete bid document duly signed & stamped by the authorized signatory of the firm in token of acceptance of the terms and conditions of the tender.
- (f) Copy of Work Orders for supply of liveries/uniform to Government organizations during last 02 years.

9. **Delivery schedule:** The delivery of uniform items shall commence within 7 (seven) days of the placement of order and to be completed in 10 days.

The purchaser however reserves the right to advance or delay the delivery within the stipulated time period. All the items will be delivered at G-I Section, Sanchar Bhawan, 20 Ashoka Road, New Delhi-01 and no transport/Carriage charges shall be paid for the delivery of goods.

10. Contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the buyer with applicability of liquidated damages clause.

11. **Earnest Money Deposit:** The tender will be required to submit an Earnest Money Deposit (also known as Bid Security) of Rs. 4,000/- (Rupees Four thousand only) in the form of Account Payee Demand Draft from any of the commercial banks in favour of PAO(HQ), Department of Telecommunications, New Delhi, valid for a period of 120 days. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected. **The firm/bidder claiming for exemption in tender fee/earnest money must submit the requisite documents such as Registration Certificate specific to his firm issued by the concerned Government organization such as NSIC, DIC etc. in respect of their claim for exemption from Tender Fee/EMD..**

12. **Price:** Price quoted should be firm and not subject to variation on any account during the fulfillment of the order. **The price quoted shall be inclusive of tax, packing, forwarding, freight charges, transit insurance and other charges as applicable.**

13. **Evaluation Criteria:** The broad guidelines for evaluation of offer will be as follows:

(a) Only those offers/samples shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the tender. The bids received with the samples, along with the rates mentioned against each items of uniform, shall only be taken into consideration.

(b) Department of Telecommunications shall evaluate the bids/samples to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.

(c) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price shall be corrected by the Department of Telecommunications. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, his bid shall be rejected.

(d) Prior to detailed evaluation, Department of Telecommunications will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one which conforms to the terms and conditions of the bid documents without material deviation.

(e) A bid determined as substantially non responsive will be rejected by the Department of Telecommunications and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

(f) Department of Telecommunications may waive any minor infirmity or non conformity or irregularities in a bid which doesn't constitute a material deviation provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

14. **Right to vary quantities:** The purchaser reserves the right to increase or decrease up to 50% of the specified quantities in the schedule of requirements without any change in the unit price or other terms and conditions within the agreed delivery schedule.

15. **Bid validity:** A bid shall remain valid for 120 days unless otherwise specified from the date of opening of tender. A bid valid for shorter period can be rejected by the purchaser, as being non-responsive. In exceptional circumstance, the purchaser may request the consent of the bidder for an extension to a period of bid validity. Such request shall be made in writing. The bid security provided shall also be suitably extended. A bidder accepting the request and granting extension shall not be permitted to modify his bid.

16. **Warrantee for product performance:**

(A) The supplier shall warrant that everything to be supplied hereunder shall be free from all defects and faults in material, workmanship and manufacture.

(B) The supplier shall replace any defective uniform items free of any charges within three months of supply of items, failing which the supplier shall pay to the purchaser value thereof at the contract price or in the absence of such price at price decided by the purchaser.

17. The successful bidder will have to deposit Performance Security @ 5% of the value of the contract within 10 days of supply order in the form of Demand Draft/FDR of a scheduled bank. Bid security (EMD) shall be refunded to the successful bidder on receipt of Performance Security.

18. The Performance Security shall remain in full force and in effect during the period that will be taken for satisfactory performance and fulfillment in all respects of the contract i.e. till satisfactory receipt of the materials. If the supplier fails to supply the materials to the satisfaction of the purchaser, the performance bank guarantee shall be encased by the purchaser on expiry of agreed delivery period as per contract.

19. On the performance and completion of the contract as per the general conditions, the performance bank guarantee bond will be returned to the contractor without any interest.



(A.K. Singh)

Under Secretary to the Govt. of India
for & on behalf of the President of India,
Ministry of Communications & I.T.,
Department of Telecommunications,
Sanchar Bhavan, 20, Ashoka Road,
New Delhi – 110001.

ANNEXURE-'I'

PRICE BID

S.No.	Item	Quantity		Price range per unit (in Rs.)	Rate per unit (inclusive all taxes) (in Rs.)
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12.	Woolen pant for Halwais/cook	2 pcs x 1.20 mtr.	2.40 mtr.	297/ - 363/-	

Note: - Samples of all the items quoted by the firm must be submitted along with bid documents.

(Authorized signatory of the firm with stamp)

2. Intending eligible bidders may obtain a copy of bid document from the Section Officer, G-I Section, Mezzanine floor, DoT, Sanchar Bhawan, 20, Ashoka Road, New Delhi-1100 01 on payment of Rs.200/- (Rs. Two hundred only) in the form of crossed Demand Draft/Banker's Cheque/ Cash from any scheduled Bank in Delhi/New Delhi drawn in favor of "Pay & Accounts Officer (HQ), Department of Telecommunications, New Delhi-110001.

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Copy to:

All Ministries /Departments of Government of India