

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

LIMITED TENDER No. 14-1/2015-G-I

BID DOCUMENT

Limited Tender for Supply of Summer 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: 27.05.2015

LIMITED TENDER NO. 14-1/2015-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 | : 27-05-2015 |
| Tender No. | : 14-1/2015-General-I |
| Tender Forms Available From | : Section Officer (General-I) Department of Telecommunications Sanchar Bhawan, Ashoka Road, New Delhi |
| Due date of Receipt | : Up to 8th June, 2015, Time – 15.00 Hrs. |
| Date of opening of technical bid | : 8th June, 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.1,25,754/- (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&D employees of this Department as per the quantity mentioned against each item in the table below:-

| S.No. | Item | Quantity | |
|-------|---------------------|--|-------------|
| 1. | Shirt Cloth | 44 pcs x 5.25 mtr. 8 pcsx 7.50 mtr. | 291 mtr. |
| 2 | Pant cloth | 44 pcs x 2.40 mtr. 8 pcsx 3.60 mtr. | 88.80 mtr.. |
| 3. | Sarees | 13 x 2 Nos. | 26 Nos. |
| 4. | Blouse Cloth | 13 pcs x 3.45. | 44.85 mtr.. |
| 5. | Petticoat cloth | 13 pcs x 6 | 78 mtr. |
| 6 | Chappal (Gents) | 142 pairs – Gents 13 pairs - Ladies | 155 pairs |
| 7 | Black Shoes (Gents) | 11 pairs | 11 pairs |
| 8. | White Safari cloth | 11 pcs. x 6 mtr.. | 66 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 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 summer uniform items.

To,

M/s

.....

.....

1. Quotations in sealed cover **along with the samples** of summer uniforms items mentioned in the table in para 3 below are invited for supply of summer 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. : 14-1/2015-G-I
- (c) Date of issue of Bid Document : 27-05-2015
- (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 : 8th June, 2015, up to Time-15.00 Hrs.
- (f) Time and date for opening of technical bids : 8th June, 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. | Shirt Cloth | 44 pcs x 5.25 mtr. 8 pcsx 7.50 mtr. | 291 mtr. | 76.50/- - 93.50/- |
| 2 | Pant cloth | 44 pcs x 2.40 mtr. 8 pcsx 3.60 mtr. | 88.80 mtr.. | 180/- - 200/- |
| 3. | Sarees | 13 x 2 mtr. | 26 Nos. | 202.50/- - 2 47.50/- |
| 4. | Blouse Cloth | 13 pcs x 3.45. | 44.85 mtr.. | 31.50/- - 38.50/- |
| 5. | Petticoat cloth | 13 pcs x 6 | 78 mtr. | 31.50/- - 38.50/- |
| 6 | Chappal (Gents) | 142 pairs – Gents 13 pairs - Ladies | 155 pairs | 270/- - 330/- |
| 7 | Black Shoes (Gents) | 11 pairs | 11 pairs | 351/- - 429/- |
| 8. | White Safari cloth | 11 pcs. x 6 mtr.. | 66 mtr. | 297/- - 363/- |

SUBMISSION/OPENING OF TENDERS:

4. Please subscribe 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:** - The annual turnover of the firm should not be less than 10 (ten) Lakhs per annum. Documentary evidences in respect of financial status may also be indicated separately. The firm in this regard should submit the following documents -

- (a) Income Tax Return File Acknowledgements for the last two years
- (b) PAN Number
- (c) Sales tax registration certificate
- (d) TIN number of the firm
- (e) Telephone number (landline & mobile)
- (f) A copy of the complete bid document duly signed & stamped by the authorized signatory of the fir, in token of acceptance of the terms and conditions of the tender.

9. The bidder must have adequate experience for supply of uniform items in Govt. offices/ PSU and other similar organizations. Necessary supporting documents to this effect must be along with the offer. Copies of the work-order for the last two years should be enclosed.

10. **Clarification of Bid Documents** : A prospective bidder requiring any clarification of the bidding documents shall notify to the purchaser in writing and the purchaser respond in writing to the clarification sought, not later than 5 days prior to the date of opening of the tenders. Copies of the queries and clarification by the purchaser shall be sent to all prospective bidders who have received the bidding documents.

11. **Amendments of Bidding Documents**: At any time prior to the date of submission of bid, when at his own or in response to a clarification requested by a prospective bidder, the purchaser may modify bid documents by amendments. The amendments shall be notified in writing to all prospective bidders. In order to afford prospective bidder, a reasonable time to take the amendment into account in preparing their bids, the purchaser at his discretion, may extend the dead line for submission of bids.

12. **Modification and withdrawal of bids**: A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during the period will result in bidders for feature of bid security.

13. **Clarification of Bids**: During evaluation and comparison of bids, the purchaser may at its discretion ask the bidder for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of bidder shall be entertained.

14. **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.

15. 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.

16. **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 in respect of their claim for exemption

17. **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.

19.. **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 confirms to all the terms and conditions of the bid documents without material deviation. The Department of Telecommunication's determination of bids responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

(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.

20. **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.

21. **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.

22. **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.

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

30. 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.

31. 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.

PRICE BID

| S.No. | Item | Quantity | | Price Range per unit (in Rs.) | Rate per unit (inclusive all taxes) (in Rs.) |
|-------|---------------------|--|-------------|-------------------------------|--|
| 1. | Shirt Cloth | 44 pcs x 5.25 mtr. 8 pcsx 7.50 mtr. | 291 mtr. | 76.50/- - 93.50/- | |
| 2 | Pant cloth | 44 pcs x 2.40 mtr. 8 pcsx 3.60 mtr. | 88.80 mtr.. | 180/- - 200/- | |
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| 7 | Black Shoes (Gents) | 11 pairs | 11 pairs | 351/- - 429/- | |
| 8. | White Safari cloth | 11 pcs. x 6 mtr.. | 66 mtr. | 297/- - 363/- | |

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

(Authorized signatory of the firm with stamp)

BID FORM

Tender No.

Date

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos. The receipt of which is hereby duly acknowledge, we, undersigned, offer to supply and deliverin conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within () months to complete delivery of all the items specified in the contract within () months calculated from the date of issue of your work order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of2015

Signature of
in capacity of
Duly authorized to sign the bid for and on behalf or

Witness

Tele No(s):-.....

Signature

FAX No(s):-.....

Address

E-Mail Address:-

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on (Date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below:

| Order of Preference | Name | Specimen signature |
|---------------------|------|--------------------|
|---------------------|------|--------------------|

I

II

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case

Where it is restricted to one, first preference will be allowed. Alternate representative

Will be permitted when regular representative are not able to attend

2. Permission for entry to the hall where bids are opened may be refused in case Authorization as prescribed above is not recovered.

BID SECURITY FORM

Whereas (Hereinafter called “the Bidder”) has submitted its bid dated for the supply of KNOW ALL MEN by these Presents that WE OF having our registered office at (hereinafter called “the Bidder”) are bound unto (hereinafter called “the Purchaser”) in the sum of For which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these presents. THE CONDITIONS of the obligation are :

1. If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchase during the period of Bid validity
(a) Fails or refuses to execute the Contract, if required or (b) fails or refuses to furnish performance security in accordance with the instructions to Bidders.
3. We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand without the Purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of two conditions specifying the occurred condition or conditions.
4. This guarantee will remain in force up to and including Thirty (30) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the Bank Signatory

Signature of the Witness

Tel.No.s:-

Name of Witness.....

FAXNo:-.....

Address of Witness

E-MailAddress:-

