

No. 5/Stores/2016(1)-690
Ministry of Home Affairs,
Government of India
New Delhi

Dated: 14.02.2017

Notice Inviting Tender

Assistant Director/Stores, Ministry of Home Affairs, Govt. of India, 35, Sardar Patel Marg, New Delhi-110021 invites sealed quotations from Khadi Village Industries Commission (KVIC) or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms) or registered Small Scale Industrial Units etc. for supply of winter liveries items for male and female Group 'C' and 'D' staff.

2. The tender document can be downloaded from the MHA website (www.mha.nic.in). Tender fee in form of a bank draft of Rs. 500/- (Rupees five hundred only) in favour of DDO/M, IB, MHA, payable at New Delhi is to be enclosed with the technical bid. Otherwise, technical bid of that firm will not be considered. Important dates related to this tender are furnished below for information:

Sl. No.	Particulars	Date	Time
01.	Starting Date for downloading Tender Document from MHA website	15.02.2017	10.00 hrs.
02.	Starting Date for Submission of Bid	15.02.2017	11.00 hrs.
03.	Closing Date for Submission of Bid	28.02.2017	13.00 hrs.
04.	Opening Date of Technical Bid	28.02.2017	16.00 hrs.

Sd/-
Assistant Director

TENDER DOCUMENT

Assistant Director, MHA, Govt. of India invites sealed quotations from Khadi Village Industries Commission (KVIC) or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms) or registered Small Scale Industrial Units etc. for supply of winter liveries items for male and female Group 'C' and 'D' employees. The detailed description of that items and quantity are given at **ANNEXURE-"A"**.

2. DELIVERY

The items are to be delivered at our office located at 35, S. P. Marg, New Delhi.

3. LIQUIDATED DAMAGES

Deliveries made after expiry of the contracted delivery period, without prior concurrence of the department and be accepted by the consignee, the department shall levy a penalty @ 0.5% per week or part thereof, on the total value of the late delivered quantity for the period by which it exceeds the stipulated time period subject to a maximum of 5%. In the event of delay of more than 6 weeks, the department will have the right of revoking purchase order and forfeiting the security deposit.

4. GENERAL INSTRUCTIONS

(i) The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender document carefully. Failure to furnish all required information/documents may result in rejection of the tender.

(ii) The department reserves the right to accept or reject any or all the tenders in part or in full without assigning any reason.

(iii) Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing, will be liable to rejection.

(iv) At any time, prior to the date of submission of the tender, the department may, for any reasons, modify bid document through amendments.

(v) The department, may at its discretion, extend the deadline for submission of tender.

(vi) Conditional tenders are liable to be summarily rejected.

(vii) The work/supply in full or part shall not be sublet to other agency. If such a violation comes to the notice of the department, the department shall be free to forfeit the entire amount of Earnest Money/Performance Security deposited by the firm.

viii) The department shall be at the liberty to ask for source and proof of procurement of materials.

ix) The samples finally approved/accepted shall be the property of the department.

5. EARNEST MONEY DEPOSIT / BID SECURITY DEPOSIT

(i) The tenderers should furnish Bank Guarantee (BG)/DD/FDR/Banker's Cheque for Rs. 4,000/- (Rupees Four thousand only) as 'Bid Security' drawn on any Nationalized Bank/Scheduled Bank payable to the DDO (M), IB, MHA, New Delhi. The bid security should be valid for 45 days. Tenders received without bid security will be summarily rejected.

(ii) The firms registered with DGS&D/National Small Industries Corporation (NSIC)/Ministry of Home Affairs etc. for these items are exempted from depositing bid security. However, they have to submit copy of valid registration/exemption certificate(s) with the bid.

(iii) In case of successful tenderers, the bid security may be adjusted towards the performance security deposit to be payable on request. In the case of unsuccessful tenderers, the bid security will be refunded/returned within ten days from the finalization of the tender.

(iv) The amount towards Bid Security is liable to be forfeited if the tenderer resiles from the offer after submission of the tender or after the acceptance of offer by the department to remit the performance security deposit.

(v) No interest will be payable by the department on the bid/performance security deposit.

6. PERIOD OF VALIDITY OF TENDERS

The tender shall remain valid for 60 days from the date of opening as prescribed by the department. A tender valid for a shorter period shall be rejected by department being non-responsive.

7. SUBMISSION OF TENDER

(i) The tender document can be downloaded from the MHA website (www.mha.nic.in). Tender fee in form of a bank draft of Rs. 500/- (Rupees five hundred only) in favour of DDO/M, IB, MHA, payable at New Delhi is to be enclosed with the technical bid. Otherwise, technical bid of that firm will not be considered.

(ii) The sealed quotations should be submitted under two separate covers, **Part-I and Part-II**. Part-I is a Technical bid and should contain Profile of the Company in brief, Tenderer's appraisal, Technology and other details as mentioned in 'Eligibility conditions and documents to be furnished in Part-I Cover for technical evaluation'. Part-II is the Financial bid. The Part-I and Part-II covers should be

superscribed with the Tenderer's Name and Address and sealed separately. Both the sealed covers should then be kept in another (outer) envelope addressed to 'Assistant Director/Stores, MHA, 35, S.P.Marg, New Delhi-110021' with the Name, Address and Phone Nos. of the tenderer on it and sent to the addressee so as to reach on or before the prescribed date and time. The outer envelope should be superscribed as "**Tender for supply of winter liveries**".

8. OPENING OF THE TENDER

(i) Sealed tender received up to 13.00 hours on 28.02.2017 will be taken up for opening. Tender received after the specified date and time will not be accepted. Department reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Technical bids (Sealed Part-I of the tender cover) will be opened on the same day at **16.00 Hrs.** in the presence of Technical Bid Opening & Evaluation Committee of the department and the bidders in the office premises at 35, Sardar Patel Marg, New Delhi. Each tenderer may authorize only one representative to attend the same.

(ii) Financial bid (Sealed Part-II of the tender cover) will be opened only in respect of those tenderers who qualify in the Technical bid and sample inspection. Date and time for opening of financial bids will be informed separately.

9. FINANCIAL BID (PART-II)

(i) The tenderer should quote rate of the item both in words and figures. The rate quoted should be inclusive of all i.e., cost of the clothes including delivery, insurance and all other applicable taxes and duties except VAT, if any.

(ii) Financial bid is required to be furnished in the prescribed performa at Annexure – 'B'.

10. ELIGIBILITY CONDITIONS AND DOCUMENTS TO BE FURNISHED WITH TECHNICAL BID.

(i) Tender fee of Rs.500/- in the form of Demand Draft/Banker's Cheque drawn on any Nationalized Bank/Scheduled Bank payable to 'DDO(M), IB, MHA, payable at New Delhi'.

(ii) EMD/Bid Security Deposit as per clause 5 of this tender document.

(iii) Profile of the company in brief and documentary proof of Khadi Village Industries Commission (KVIC) or notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms) or registered Small Scale Industrial Units etc. and is having three years experience of supplying liveries to the Government/Semi Government/Public Sector.

- (iv) Copy of VAT / Sales Tax Registration certificate.
- (v) The bidder should have a minimum annual turnover of Rs.4 lakh for each of the last three financial years (2013-2014, 2014-2015, 2015-2016).
- (vi) An affidavit to the effect that they have not been blacklisted by any other Central Government/State Government Department/PSUs & that no criminal case/complaint is pending against them anywhere in India.
- (vii) Copies of IT Returns for the last three Assessment Years (2014-2015, 2015-16, 2016-17 i.e. Financial Years 2013-14, 2014-15 & 2015-16).

11. TENDER SAMPLES

- (i) Tender Samples are required to be submitted along with the Technical bid for inspection and approval of designated committee members. Samples should be supplied/shown free of charge. The bidders submit samples of non-specified quality are liable to be cancelled and their financial bids will not be opened and returned. Tenders without samples of specified quality are also liable to be cancelled and their samples will be returned immediately. Financial Bids of the eligible bidders will be opened only after such inspection and approval of the committee. In this respect, decision of the technical committee shall be final. Only the samples of the awardee will be retained till completion of the work while samples of the other firms will be returned after tender is finalised.
- (ii) The mere fact that the competent authority has approved the samples (just by seeing it as a non-expertise way) will in no way absolve the contractor from supplying stores/materials of the different specifications. The awarded must supply the item same quality as per sample.
- (iii) Samples sent on “**Freight to pay**” basis will not be accepted.
- (iv) Samples submitted by the tenderers whose offers are not accepted may be collected by their authorized representatives on requisition or hearing from this Department.

12. PERFORMANCE SECURITY

The successful tenderer shall furnish Performance Security for an amount equal to 8% on the total value of the order within **10 days** from the date of receipt of the communication from the department on acceptance of the tender, by means of Bank Guarantee (BG)/FDR drawn on any Nationalized Bank/Scheduled Bank payable to DDO(M), IB, MHA, payable at New Delhi. The Performance Security should be valid for 90 (ninety) days and to be renewed if required. If the performance security is not paid within the time specified, the bid security remitted by the tenderer shall be forfeited. In such case the

department shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the tenderer due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. The Performance Security shall be refunded to the suppliers within 30 days of completion of the contract in all respect.

13. PAYMENT TERMS

The payment will be made after successful supply of items for winter liveries on production of the following:

- (i) Receipt from the concerned officer at 35, S. P. Marg, New Delhi-110021 for having received items mentioned at Annexure-‘A’.
- (i) A certificate to the effect that quality of items supplied are of same as per sample.

14. TERMINATION FOR INSOLVENCY

The department may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

15. FORCE MAJEURE

- (i) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form to the other party.
- (ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, lock-outs beyond the control of either party.

16. ARBITRATION

In the event of any question, dispute or difference arising between the department and the company relating to any matter arising out of or connected with the manufacturing, packaging and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Joint Director/G, I.B., MHA, New Delhi. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

Sd/-
Assistant Director

Detail requirement of clothes for Group ‘C’ & ‘D’ employees

S. No.	Item’s Name	No. of Employees	Entitlement of clothes in Mtr.	Total clothes requirement
1.	Coat cloth for Gents	115 Nos.	2.75 mtr. each	115 Pieces of 2.75 mtr. per piece
2.	Pant cloth for Gents	115 Nos.	1.20 mtr. each	115 Pieces of 1.20 mtr. per piece
3.	Pant cloth for Mali	02 Nos.	1.20 mtr. each	2 Pieces of 1.20 mtr. per piece
4.	Pant cloth for Canteen Staff	19 Nos.	1.20 mtr. each	19 Pieces of 1.20 mtr. per piece
5.	Coat cloth for Ladies	14 Nos.	1.83 mtr. each	14 Pieces of 1.83 mtr. per piece
6.	Jersey for Gents	106 Nos.	1 No. each	106 Nos.
7.	Jersey for Mali	02 Nos.	1 No. each	2 Nos.
8.	Jersey for Canteen Staff	24 Nos.	1 No. each	24 Nos.
9.	Jersey for Ladies	13 Nos.	1 No. each	13 Nos.
10.	Socks for Gents	78 Nos.	2 Pair each	156 Pairs
11.	Socks for Canteen Staff	13 Nos.	2 Pair each	26 Pairs
12.	Socks for Ladies	15 Nos.	2 Pair each	30 Pairs
13.	Blanket for Chowkidar	02 Nos.	1 No. each	2 Nos.

ANNEXURE-‘B’**Financial Bid for supply of Winter Liveries**

(Rates should be both in figure and words.)

Sl. No.	Name of the Items	Required Quantity	Rate (in Rupees)
01.	Coat clothes for Gents	115 Pieces of 2.75 mtr. per piece = 316.25 mtr.	Rs._____ per mtr. (Rupees_____)
02.	Coat clothes for Ladies	14 Pieces of 1.83 mtr. per piece = 25.62 mtr.	Rs._____ per mtr. (Rupees_____)
03.	Pant clothes for Gents Pant clothes for Malis Pant clothes for Cant. Staff	136 Pieces of 1.20 mtr. per piece = 163.20 mtr.	Rs._____ per mtr. (Rupees_____)
04.	Jersey for Gents Jersey for Malis Jersey for Cant. Staff Jersey for Ladies	145 nos.	Rs._____ each (Rupees_____)
05.	Socks for Gents Socks for Cant. Staff Socks for Ladies	212 pairs	Rs._____ per pair (Rupees_____)
06.	Blanket	02 nos.	Rs._____ each (Rupees_____)

VAT extra. Rate of VAT _____%

Signature

with

Seal of the firm