To,

As per list

Subject:- Quotation for supply of Woolen Serge (Winter Uniform) for MTS and certain categories of Group ‘C’ employees of DIPP.

Sir,

I am directed to invite sealed quotation along with samples of Woolen Serge of well known brands only from the established and reliable Manufacturers and Suppliers for MTS and certain category of Group ‘C’ employees of DIPP as per quantity in the table below:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of item(s)</th>
<th>Required Quantity</th>
<th>Estimated value of Tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Woolen Serge (Navy Blue) [Reputed brands e.g. Raymond, OCM, Digjam etc.]</td>
<td>199 mtr. (69 piece × 2.75 mtr + 5 piece × 1.83 mtr)</td>
<td>Rs. 1,77,110/- (inclusive of all taxes)</td>
</tr>
</tbody>
</table>

2. Interested parties may send quotations in sealed cover [technical bid (as per Annexure-I) and financial bid (as per Annexure-II) in separate envelopes] along with samples for the above mentioned articles so as to reach the Under Secretary (Estt.D) in Room No.468-2B, Udyog Bhawan, New Delhi by 3.00 P.M. on 28.02.2017. The bidder must quote the name of the firm and its contact numbers on sealed cover super scribing “Tender for Woolen Serge (Winter Uniform)”. Tenders received after the closing date and time shall NOT be accepted under any circumstances.

3. Sealed quotations, along with the samples, will be opened by a Purchasing Committee on the same day/date i.e. 28.02.2017 at 3.30 PM in Room No.468-2B, Udyog Bhawan, New Delhi. You or your authorized representative may attend opening of tender.
4. In case the prospective bidders need any clarification regarding any terms and conditions of the tender or item of 'Woolen Serge (Winter Uniform)' he/she/they may write to the Under Secretary(Estt.-D), Room No. 468-2B, Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi-110001 (Ph.No.23061256) well in time to ensure that required clarification in writing reach the said firm before the last date for submission of tender.

5. The rates quoted and samples provided will be valid for a period of 60 days from the date of award of the work. The Department would have full right to reject any quotation without assigning any reason thereof.

6. The details of Terms & Conditions for submitting of bid application to be read as under:-

   i) The length and breadth of the each sample of cloths should be of size at least 10"x10" displaying visible brand name and composition of cloth article;

   ii) The quantity of the required item of 'Woolen Serge (Winter Uniform)' shown in the tender is approximate only depending on the previous year's consumption and actual requirement of supplies may vary;

   iii) The sample will be selected by Purchasing Committee of this Department based on quality of cloth article and the competitive prices quoted by the firm. The decision of the Committee will be final and binding on all bidders;

   iv) The bidders must have 3 years experience for supply of uniform items in Govt. offices/PSU and other similar organizations. Necessary supporting documents to this effect must enclosed with the quotation. Copies of the work order for the last three years should be enclosed. The firms are required to furnish their complete address and telephone numbers along with PAN/TAN, Service Tax No, Sales Tax registration certificate etc;

   v) A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of Department later contract will be cancelled immediately and security forfeited;

   vi) Earnest Money:- The quotation must be accompanied by an Earnest Money Deposit (EMD) of Rs 5000/- (Rupees Five thousand only) through Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the commercial banks in favour of DDO(Cash), Department of Industrial Policy and Promotion, New Delhi, which should be valid for a period of 60 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful bidders immediately but in any case within 30 days after the award of the contract without any interest. EMD will be forfeited in case successful bidder fails to abide by the terms and conditions or refuse to undertake the contract. A bid received without Earnest Money, except those Firms which have been exempted from submission of Earnest Money, as per Government of India orders/instruction shall be summarily rejected;
vii) The bid document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained;

viii) Bidder will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of bidder, if the bidder fails to honour the contract;

ix) Any request for increase in the approved rates of DIP&P will not be entertained for any reason and the items required to be provided by the supplier should strictly be in accordance with the sample approved by the department;

x) Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected;

xi) The EMD shall be forfeited in case the firm does not fulfill/produce the documents/promises made before this Department or any committee constituted by this Department for this purpose;

xii) **Performance Security: Performance Security @ 7.5% of the total value of job order** will be the “Security Deposit” in the case of successful bidder, which may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank within the 10 days of award of contract. The Performance Security should be valid for a period of two months beyond the date of completion of all contractual obligations of the contractor. Earnest Money will be refunded to the successful bidder on receipt of Performance Security;

xiii) **Performance Security is compulsory and will have to be submitted by each successful bidder**;

xiv) The Department reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefore and giving any compensation. The decision of the Department in this regard shall be final and binding on all;

xv) If the item/items supplied by the firm is/are found defective within the period of ‘Performance Security’ the same should be replaced by the firm unconditionally failing which Performance Security will forfeited;

xvi) Successful bidder of woolen serge shall provide the cloth article as per sample approved by the Department. However, any defect is noticed in supplied article, the bidder have to replace the same immediately to complete satisfaction of the purchaser;

\[\text{Signature}\]
xvii) The items ordered shall be supplied as per specification/sample selected to the Establishment-D Section, Room No. 440-B, Udyog Bhawan New Delhi within 07 days of placement of the order;

xviii) TDS and other applicable taxes as per prevailing rates, will be deducted before making the payment;

xix) This tender is non-transferable;

xx) Payment against bill/invoice shall be released only after supply/inspection and observance of satisfactory performance of the Winter Uniforms. Payment will be made direct to the supplier through A/C payee cheque/ ECS mode only. No advance payments will be made in any case;

xxi) The Department reserves the right to impose any other conditions for regulating the contract in public interest;

xxii) In case the successful bidder found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice;

xxiii) All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India;

xxiv) Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the Firm;

xxv) The Tender of tenderer who does not fulfill any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the tenderer only and any further correspondence in this regard will not be entertained.

Yours faithfully,

(Anoop Kumar)
Under Secretary to the Government of India
Tel. No.011-23061256

Copy to:- NIC with a request for placing the Tender notice on DIPP Website and same may kindly be removed on 28.02.2017 at 3.00 P.M.
ANNEXURE-I

Technical Bid

To

The Under Secretary (Estt.D)
Department of Industrial Policy & Promotion,
Ministry of Commerce & Industry, Room No. 468-B2,
Udyog Bhawan, New Delhi – 110001

Subject:- Inviting quotation for supply of Winter Uniform items to the Department of Industrial Policy and Promotion.

Sir,

I/we intend to submit the quotation on the subject mentioned above and hereby consent to agree/accept all the terms and conditions stipulated in Department of Industrial Policy & Promotion’s letter No. D-22012/2/2016-Estt.D dated February, 2017.

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<tbody>
<tr>
<td>1.</td>
<td>EMD Details (Amount, Name of Bank Branch, DD date and No.)</td>
</tr>
<tr>
<td>2.</td>
<td>Experience Details of 3 years works including the work value of Rs. 1 Lakh or higher in last two financial years or during current financial year</td>
</tr>
<tr>
<td></td>
<td>Name of the organization</td>
</tr>
<tr>
<td></td>
<td>Year and Value of work done (in Rupees)</td>
</tr>
<tr>
<td>3.</td>
<td>Details of works premises including infrastructure available</td>
</tr>
<tr>
<td>4.</td>
<td>The details of registration(s) viz. No., date, validity etc. with Government authorities towards incorporation of the firm, running of stated business viz. service tax.</td>
</tr>
<tr>
<td>5.</td>
<td>The details of the PAN/VAT and other statutory registration.</td>
</tr>
</tbody>
</table>

2. Details of Samples Submitted in sealed cover (Sealed cover is to be submitted in Room No. 440-B, Udyog Bhawan, New Delhi by the bidder in person.)

3. I/we undertake that documents and genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address (Works), if any,

Contact Nos.
## Financial Bid

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Item</th>
<th>Name of brand/specification</th>
<th>Rate per mtr. (Inclusive of all taxes, levies)</th>
<th>Rates (in figure)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Woolen Serge (Navy Blue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Signature of Authorised Signatory)

Name of the bidder:
Complete Address:
Address (Works), if any,
Contact Nos.