



BIDDINGDOCUMENTFOR
RATE CONTRACT FOR SUPPLY OF
STITCHED UNIFORM FOR STUDENTS

E-TENDER No.: CIPET:CSTS/HYD/PUR-SU/2021-22/ET/002dated 30.10.2021

LAST DATE FOR SUBMISSION OF ONLINE BID: 15.11.2021 at 15.30hrs

CENTRAL INSTITUTE OF PETROCHEMICALS
ENGINEERING & TECHNOLOGY (CIPET): CSTS

Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India
IDA, PHASE-II, CHERLAPALLY, HYDERABAD - 500051 Ph: 040-27263750/27263615
e-mail: cipethyderabad@yahoo.co.in Hyderabad@cipet.gov.in

Website: www.cipet.gov.in

NOTICE INVITING E-TENDER

E-Tender No.: CIPET:CSTS/HYD/PUR-SU/2021-22/ET/002 Date: 30.10.2021

CIPET:CSTS-HYDERABAD invites item rate E-Tender in two Bid system (Technical and Commercial) from Resourceful and reliable Suppliers/Contractors for Rate Contract for Supply of Stitched Uniform to CIPET:CSTS-HYDERABAD.

Sl. No.	E-Tender No. & Date	Name of the Item / Work	Rate Contract	EMD in Rupees	Completion Time	Tender Fees in Rupees	Last Date & Time of online Bid submission
1.	CIPET:CSTS/HYD/PUR-SU/2021-22/ET/002 Date: 30.10.2021	Rate Contract for Supply of Stitched Uniform to CIPET:CSTS HYDERABAD	Item Wise Rate Contract	Bid Security Declaration in Prescribed Format	15 Days from the date of issue of every Purchase Order	Rs.590/- inclusive of GST Non-Refundable	15.11.2021 up to 15.30hrs

Interested and eligible bidders may view and download the detailed tender documents from CIPET's E-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in

All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. However, bidders should also submit a copy of the online submitted Technical Bid with duly signed and sealed to the Principal Director & Head, CIPET:CSTS, Hyderabad on or before 15.11.2021 up to 15.30hrs.

The Tender Fee shall be accepted in the form of Demand Draft drawn on any Indian Nationalized Bank favoring "CIPET HYDERABAD" payable at HYDERABAD or Payment through Online to CIPET Extension Centre, A/c No.: 124911011000079, Union Bank of India, Cherlapally Branch, IFSC Code : UBIN0812498 and shall be submitted at CIPET Hyderabad as specified on or before 15.11.2021 up to 15.30hrs along with Technical Bid in separate sealed cover, failing which bids will be summarily rejected. No concession in Tender Fee for MSME etc.

Additionally, a soft copy of the **Tender Fee** shall also be uploaded along with the Technical Bid to be submitted online.

Crucial Date & Fact Sheet:

Date of Tender	30.10.2021
Bid Submission Start Date	30.10.2021
Bid Submission End Date & Time	15.11.2021 at 15.30hrs
Technical Bid Opening Date & Time	15.11.2021 at 16.30hrs
Validity of Bid	1 Year (365 days)
Tender Inviting Authority	Principal Director & Head, CIPET:CSTS, Hyderabad

Salient information about the E-Tender:

- 1. Mode of submission:** ONLINE only. No offline Tenders will be accepted.
- 2. Availability of Tender Documents:** All Bid formats (Technical & Financial) will be available ONLINE at CIPET's E – Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.
- 3. Who can participate for this e-Tender:** The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.

4. How to register by a Vendor:

- a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tenderdocuments.
- b) Tender Documents Fees (Non refundable) of Rs. 590/- inclusive of GST is Payable to CIPET Hyderabad in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing ofNIT.
- c) Processing Fees is Rs./- (Inclusive of taxes) Payable Online separately to **M/S. KEONICSLTD.**

5. Is there any device requirement for participation in E-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in E-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

6. Contact details for e-Tender relatedissue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone / E-mail	Remarks: For Vendor registration / any other issue regarding E-Tender Process, please contact: KEONICS as the details given in the previous Columns.
Telephone no. / Mobile no. (Helpdesk) i) MrBibek Kumar	i) 8247482565 {between 9:00 am to 6:00 pm}	
E-mail id	cipethelpdesk@gmail.com	

- 7. Bidders are hereby advised that all the documents to be submitted online are kept scanned to PDF & JPEG format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.
- 8. While uploading / submitting the documents, it should be ensured that the file name should be the name of the document itself.
- 9. All pages of Tender documents with Addenda / Corrigenda (if any) must be signed with proper official stamp and date by the Bidders or authorized power of attorney holders at the lower right hand corner.
- 10. Bidders are advised to visit CIPET's E-Tender portal regularly for any Addenda / Corrigenda (if any) with regard to the E – Tender, for which no separate paper advertisement will be published.
- 11. Last date of online submission of Tender bid: 15.11.2021 up to 15:30hrs**
- 12. Tender Fee must be in approved mode only and shall be duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person / by speed post on or before 15.11.2021 up to 15:30hrs at CIPET:CSTS Hyderabad. Non-receipt of the same is liable for rejection of the Tender.

13. No concession in submission Tender Fee is given for MSME or etc.

14. **Date & Time of Technical Bid Opening: 15.11.2021 at 16.30hrs.**

15. **Date & Time of Financial Bid Opening:** Technically qualified bidders will be intimated about the date & time after Technical Bid evaluation through the E-Tenderportal.

16. **Venue for Opening Bids:** CIPET:CSTS-HYDERABAD, IDA, PHASE-II, CHERLAPALLY, HYDERABAD.

17. **Eligibility Criteria:**

- a) Age of the Firm shall be More than 03 Years as on 31.03.2021.
- b) The average Annual Turnover of the tendering firms should be minimum of Rs.5.00 Lakhs & above in last 03 financial years. Audited financial Statement shall be enclosed for the years 2018-19, 2019-20 and 2020-21.
- c) Tenderer should have completed Jobs as given below in one financial Year during the last 03 (Three) financial years:
 - i. One similar completed Job (supply of stitched Uniform) costing not less than the amount equal to **80 % of the estimated cost of Rs.5.00 lakhs (OR)**
 - ii. Two similar completed Job each of value not less than **50 % of the estimated cost of Rs.5.00 lakhs (OR)**
 - iii. Three similar completed Job each of value not less than **40 % of the estimated cost of Rs.5.00 lakhs.**

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Principal Director & Head
CIPET : CSTS HYDERABAD,
IDA, Phase-II, Cherlapally,
HYDERABAD-500051.

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This Tender form contains Section I to VII

SECTION: I

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology, (CIPET) is a Govt. of India Organization under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Petrochemicals and allied industry with Head Office at Chennai. The Centre at Hyderabad (CIPET:CSTS-HYDERABAD) was established in 1987 with a aim to provide Technical Consultancy and Manpower Services to Petrochemical Industries in and around Telangana State. CIPET:CSTS, Hyderabad is accredited with BIS, NABL & NABCD. CIPET invites E-tender in Two Bid system (Technical and Commercial Bid) for the Item / work titled "Rate Contract for Supply of Stitched Uniform for Students of CIPET CSTS Hyderabad".



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SECTION: II

SCOPE OF WORK

Name of the Work: Rate Contract for Supply of Stitched Uniform at CIPET:CSTS, Hyderabad.

Contractor shall procure Cloth, Thread and all the other materials, Tools, Tackles etc. to complete the work at their own work place only. Contractor shall stitch Uniform as per requirement and dispatch to CIPET:CSTS, Hyderabad as per the Readymade Sizes given by CIPET or Measured by the Tailor of the Contractor at CIPET:CSTS, Hyderabad Office as per the instructions given in purchase order:

Sl.No.	Boys		Girls	
	Description of Item	Colour	Description of Item	Colour
1	Long Sleeve Shirt (Grasim Bhiwani Textiles Ltd.)	Code 095	Kurta / Tops (Grasim Bhiwani Textiles Ltd.)	Code 095
2	Trouser (Grasim Bhiwani Textiles Ltd.)	Code Q 1475898	Pajama / Trousers (Grasim Bhiwani Textiles Ltd.)	Code Q 1475898
3	Apron (S. Kumar's Economic Deluxe)	Shade No. 204	Apron (S. Kumar's Economic Deluxe)	Shade No. 204
4	-----	--	Chunni of 2.25 mtrs. Length	Maroon

** CIPET Hyderabad reserves the right to increase or decrease the quantity of uniform.

EXPLANATORY NOTE TO THE SCOPE OF WORK:

Description of Shirt(Boys):

Single Chest Pocket
Half Sleeve
Inter Lock Stitching
Name (CIPET) in Maroon Color
thread printed at the edge of the pocket

Description of Trouser(Boys):

Full Trouser
Side Pockets
Inter Lock Stitching
Provision for Belt – with full grip & 06 Loops.

Two Extra Buttons (Inside) for both Shirt & Trouser and Regular Fit as per Standard Ready Made Sizes.

Description of Kurta (Girls):

Full Sleeve
Inter Lock Stitching
Name (CIPET) in Maroon color thread printed at the edge of the Left Sleeve

Description of Pajama(Girls):

Side Pocket
Regular Fit as per our standard size

Description of Chunni(Girls):

2.25mtrs long Maroon Colour

Description of Apron (Boys/Girls):

Long fit as per our standard
Name (CIPET) in Maroon colour thread printed at the edge of the Left Sleeve.

The brand mentioned above is indicative only. The supplier can supply other brand with prior approval from CIPET: CSTS, Hyderabad up on submission of sample in original.

Description of Material to be used:-

1. Thread : Polyester Cotton
2. Buttons : Standard

SECTION: III

SPECIAL TERMS AND CONDITIONS / INSTRUCTIONS TO BIDDER

1. The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required for the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in rejection of the Tender.
2. The purchaser shall not be liable for any expenses whatsoever incurred by the Tenderer in the preparation of the tender whether his tender is accepted or not even if the purchaser opts for complete withdrawal of invitation of Tender.
3. The Tenderer is advised in his own interest to examine the present CIPET uniform at institute premises before submission of the bid.
4. Measurement of Uniform must be taken at CIPET CSTS Hyderabad premises as per the details provided by CIPET Authority or as per the readymade sizes provided by CIPET as per the instructions provided in the Purchase Order.
5. Supplier shall be solely responsible for any defect in stitching, quality of material etc. which may result in poor quality.
6. One set of Stitched Uniform along with details of fabric used shall be submitted with suitable packing along with the Technical Bid.
7. The label indicating the size of uniform shall be clearly indicated on the packet.
8. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Pre-qualification criteria.
9. Offer should be in two parts Viz., "TECHNICAL BID" and "FINANCIAL BID" and all bids must be submitted through the online portal www.tenderwizard.com/CIPET.
10. Any Tender received by the Purchaser after the deadline for submission of E-Tenders prescribed by the Purchaser, will be rejected. Conditional tender will be summarily rejected without prejudice so bidders are advised to quote the price as per N.I.T. conditions only.
11. Tenders shall remain valid for 1 year (365 days) after the date of E-Tender.
12. The work should be completed within 15 days' time from the date of issue of the Purchase Order / Work Order.
13. In case of non receipt of stitched uniform in all aspects as per the requirement within 15 days from the date of issue of the Purchase Order / Work Order CIPET:CSTS, Hyderabad has the right to charge liquidated damages @ 0.50% per week subject to maximum of 10% of the total purchase order value.
14. The cost of tender document is Rs. 590/- (Non Refundable) and Tenderers are requested to submit the tender fees on or before 15.11.2021, 15.30hrs, by way of Demand Draft drawn in favor of "CIPET Hyderabad" payable at Hyderabad or payment through Online as per the Bank details given in Tender Notice, failing which the tenders of that party will be rejected.

15. The successful bidder shall submit a performance security amount of Rs.10,000/- (Rupees ten thousand only) for a period of 1 year to be reckoned from the date of receipt of goods in all respect and on completion of the Validity of 1 Year (365 days) from the date of issue of PO.
16. The earnest money deposit may be forfeited if:-
 - a) The Tenderer withdraws his tender during the period of tender validity specified in the tender document.
 - b) After acceptance of the tender, if the Tenderer fails to take up the job.
17. TDS (Tax Deducted at Source) and other applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable.
18. The Tenderer shall complete the Tender Form and fill the appropriate Financial Bid furnished in the Tender Documents, indicating for the goods to be supplied, a brief description of the Goods, quantity and prices.
19. The Bidder shall indicate on the Financial Bid attached to these documents, the unit prices of the goods, proposed to be supplied under the Rate Contract.
20. Financial Bid should be submitted in the prescribed format (Excel Format) given under price schedule of the Tender Document.
21. The rate quoted by the Tenderer should be firm and no escalation on any account whatsoever shall be paid for this work.
22. CIPET will notify the successful Tenderer in writing by registered letter / fax / e-mail to be confirmed that his tender has been accepted.
23. 100% amount shall be paid for supply of Stitched Uniform at the CIPET:CSTS Hyderabad as per the confirmation and on actual quantity ordered and received.
24. The suppliers shall be solely responsible for supplying the uniform in the given nos. & size to individual trainees at CIPET CSTS Hyderabad.
25. Selection and short listing of the uniform samples will be the sole discretion of CIPET.
26. The Principal Director & Head, CIPET:CSTS Hyderabad reserves the right to accept or reject any or all tenders at any point of time prior to issue of Purchase Order without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.
27. In the case of a dispute or differences arising between the Purchaser and Supplier relating to any matter arising out or connected with this Tender, such dispute or differences shall be referred within the Jurisdiction of the Court, Hyderabad (Telangana).

DECLARATION

I _____ son/daughter/wife of Shri/Smt. _____

Proprietor/Director/Authorised Signatory of the Manufacturer/Dealer mentioned above is competent to sign his declaration and execute this tender document.

I have carefully read and understood all the terms and conditions laid down in the tender and undertake to abide by them.

The information/documents furnished along with the above bid/application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/bid at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the authorized person)

Name _____ Date _____

Place _____

Office Seal

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Form of Bid-Securing Declaration

To,
The Principal Director & Head
CIPET:CSTS-Hyderabad,
IDA, Phase-II, Cherlapally,
Hyderabad – 500 051.

Sub.: Submission of Form of Bid-Securing Declaration- reg.

Ref: **CIPET:CSTS/HYD/PUR-SU/2021-22/ET/002** Date: 30.10.2021

We, the undersigned, declare that:

We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept that we will automatically be suspended from being eligible for bidding in any contract in CIPET for the period of time of 3 years from the date of opening of Bid, If, we are in breach of our obligation(s) under the bid conditions, because we:

After having been notified of the acceptance of our bid by the Competent Authority within the period of bid validity: or

We have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or

We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of referred Tender No. or

We failed or refused to execute the Contract, if required,

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon: Our receipt of your notification to us of the name of the successful bidder or Sixty (60) days after the expiration of our Bid.

We know if we are a Joint Venture (JV), Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners name in the JV agreement.

Dated this _____ day of _____

For and on behalf of M/s _____

Address: _____

(Signature)

Name: _____

In the capacity of _____

(Duly Authorized to Sign the Bid)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

SECTION:IV
TECHNICAL BID

TENDER No.: CIPET:CSTS/HYD/PUR-SU/2021-22/ET/002**Date:** 30.10.2021

DESCRIPTION: Supply of Stitched Uniform at CIPET Hyderabad

Sl.No.	Particulars To Be filled up by the Tenderer / Bidder:	
1	Name of the Tenderer / Supplier	
2	Postal address	
3	Telephone No. & Fax No. with STD code	
4	Name of Contact person	
5	Mobile No.& E-mail ID	
6	Following Documents To Be Scanned and Uploaded in the website www.tenderwizard.com /CIPET during the period of submission.	
7	The firm should have valid registration certificate in support of establishment of the firm (Registration No.)	
8	PAN (Permanent Account Number)	
9	Certificates of Registration for GST as applicable	
10	Experience of Supplying of Stitched Uniform to Corporate Offices / Institutions of Central Government / State Government / Central Autonomous Body / Central Public sector Undertaking during last 3 years as per the eligibility criterion along with copies of POs executed.	
11	The firm should furnish the Average Annual Turnover during the last Three Financial Years (2018-19, 2019-20 & 2020-21). (Audited Financial Statements).	
12	The firm should furnish the balance sheet and Income Expenditure Account of last Three Financial Years (2018-19, 2019-20 & 2020-21)	
13	The firm should enclose copy of Income Tax Return of the last Three Assessment Years (2018-19, 2019-20 & 2020-21)	
14	Demand Draft No. & Date / Online Payment Receipt for Tender Fees Rs.590/- (Non- refundable)	
15	Validity of Rate Contract Offer should be for a period of 1 Year is accepted	YES / NO

Date:

Seal & Sign. of Bidder

SECTION:

VCHECKLIST

TENDER No.: CIPET:CSTS/HYD/PUR-SU/2021-22/002 Date: 30.10.2021

1. Have you deposited requisite Tender Fees?
2. Have you enclosed valid Registration Certificate of Establishment of Firm?
3. Have you enclosed your PAN Certificate?
4. Have you enclosed Income Tax Return Certificates for last 3 years?
5. Have you enclosed Audited Balance Sheet and Income & Expenditure account for last 3 years?
6. Have you enclosed Registration Certificate of GST?
7. Have you signed and sealed all the pages of Tender document along with Tender fee?
8. Have you enclosed experience certificate/work order copies?
9. Have you enclosed Annual Turnover Certificate?



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SECTION: VI

PRICESCHEDULES

[To be submitted along with the Financial Bid]
(Supply of Stitched Uniform)

Date:

To,
Principal Director & Head
CIPET:CSTS, IDA, Phase-II, Cherlapally,
HYDERABAD – 500 051

Dear Sir,

Subject: Financial Bid for Supply of Stitched Uniform.

Ref.: Your Tender Enquiry No.: **CIPET:CSTS/HYD/PUR-SU/2021-22/ET/002** Date: **30.10.2021**

In response to your tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

SI.No	Description of the Item Gender	Unit	Basic Price per Unit (Rs.)	Taxes	Rate per Unit all inclusive (Rs.)	Rate per Unit in Words (Rs.)
I. Boys Uniform						
1	Supply of Half Sleeve Shirt (Grasim Bhiwani Textiles Ltd. Code No.095)	Nos.				
2	Supply of Trouser (Grasim Bhiwani Textiles Ltd. Code Q1475 898)	Nos.				
3	Supply of Apron (S. Kumar's Economic Deluxe Shade No.204)	Nos.				
Total (Per Set for Boys)		Set				
II. Girls Uniform						
1	Supply of Long Sleeve Kurta (Grasim Bhiwani Textiles Ltd. Code No.095)	Nos.				
2	Supply of Pajama / Trouser (Grasim Bhiwani Textiles Ltd. Code Q1475 898)	Nos.				
3	Supply of Apron (S. Kumar's Economic Deluxe Shade No.204)	Nos.				
4	Supply of Chunni (Color Maroon)	Nos.				
Total (Per Set for Girls)		Set				

Note:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Price should be quoted exactly as per the format given above.

Name:

Place:

Signature of Bidder /Tenderer with Seal