

# E-Tender Document for

## Supply of Stitched Student Uniform

at

**CIPET: CSTS, Vijayawada**



CIPET सि पे ट  
probe · perform · practice · Plastics

**LAST DATE FOR SUBMISSION OF BID: 22.09.2021**

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND  
TECHNOLOGY**

केंद्रीय पेट्रोकेमिकल्स इंजीनियरिंग एवं तकनीकी संस्थान

**CENTER FOR SKILLING AND TECHNICAL SUPPORT SERVICES  
(CSTS): VIJAYAWADA**

कौशल एवं तकनीकी सहायता केंद्र (सि यस टि यस) : विजयवाड़ा

रसायन एवं पेट्रोसायन विभाग / Department of Chemicals & Petrochemicals

रसायन और उर्वरक मंत्रालय / Ministry of Chemicals & Fertilizers

भारत सरकार / Govt. of India

## **NOTICE INVITING E-TENDER**

E-Tender No.: CIPET/CSTS/VJA/STU.UNI/2021-22/08, dated: 08.09.2021

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

Sl. No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value in Rupees	EMD in Rupees	Tender Fees in Rupees ( Inclusive of GST)	Last Date & Time of online Bid submission
1.	CIPET/CSTS/VJA/STU.UNI/2021-22/08	Supply of Stitched Student Uniform at CIPET: CSTS, Vijayawada	5,00,000.00	-NIL-	1,180.00 Non-Refundable	22.09.2021 @ 03:00 pm

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

All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET).

The **Tender Fee** and **EMD** shall also be uploaded along with the Technical Bid to be submitted online.

### **Salient information about the E-Tender:**

1. **Mode of submission:** ONLINE. 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](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://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](http://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](http://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 tender documents.
  - b) Tender Documents Fees (Non refundable) of Rs. 1180/- Payable to CIPET:CSTS Vijayawada in the form NEFT/RTGS.

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 related issue:

<b>Name of the Service Provider: KEONICS</b>		
<b>Contact Person</b>	<b>Telephone / E-mail</b>	<b>Remarks:</b>
Telephone no. / Mobile no. (Helpdesk) i) Mr Praveen Kumar	i) 7893432454 {between 9:00 am to 6:00 pm}	For Vendor registration / anyother issue regarding e-Tender Process, please contact:
E-mail id	cipethelpdesk@gmail.com	KEONICS as the details given in the previous Columns.

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. 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.
10. **Last date of online submission of Tender bid: 22.09.2021 up to 03:00 pm.**
11. **Bank details of CIPET : CSTS, Vijayawada for NEFT/RTGS purpose:**
- Name of the Account : CIPET VTC VIJAYAWADA
  - Bank Name : SBI
  - Account No : 34977031901
  - IFSC Code : SBIN0005947
  - Address :SBI SME BRANCH, NEAR SAI HOTEL CENTRE, AUTONAGAR, VIJAYAWADA, ANDHRA PRADESH
12. Concession in submission EMD or Tender Fee is given for MSME or etc.
13. **Date & Time of Technical Bid Opening: 23.09.2021 @ 11.00 am.**
14. **Date & Time of Financial Bid Opening: Will be informed to the Successful bidders**

**15. Eligibility Criteria:**

- a) Age of the Firm shall be More than 03 Years as on 31.08.2021
- b) The average Annual Turnover of the tendering firm should be minimum of Rs. 06.00 Lakhs & above in last 03 financial years. Audited financial Statement shall be enclosed for the year 2018-19, 2019-20 & 2020-21.
- c) Tenderer should have completed Job(s) 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.**

OR
  - ii. Two similar completed Job each of value not less than **50 % of the estimated cost.**

OR
  - iii. Three similar completed Job each of value not less than **40 % of the estimated cost.**

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

**Joint Director & Head**  
CIPET : CSTS,  
VIJAYAWADA

**This Tender form contains Section I to VII**

**SECTION: I**

**INTRODUCTION**

Central Institute of Petrochemicals Engineering & Technology, (CIPET) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics and allied industry with Head Office at Chennai. The Centre at Vijayawada(CIPET:CSTS, Vijayawada) was established in 2015 with a aim to provide technical consultancy and manpower services to Plastics industries in the State of Andhra Pradesh. CIPET:CSTS, Vijayawada is accredited with BIS, NABL CIPET invites e- tender in 2 Bid systems (Technical and Financial Bid) for the Item / work titled “Supply of Stitched Student Uniform of CIPET: CSTS, Vijayawada”.

**SECTION: II**  
**SCOPE OF WORK**

**Name of the Work:** Supply of Stitched Student Uniform at CIPET:CSTS, Vijayawada.

Contractor shall procure cloth, thread and all the other relevant materials, tools tackles etc. to complete the work at their own work place only. Contractor shall stitch Student uniform (Shirt & Trouser) and dispatch to CIPET:CSTS, Vijayawada based on measurement taken by the Tailor / Contractor at CIPET : CSTS, Vijayawada Office as per the instructions given in purchase order:

Sl.No.	Boys		Girls		Color
	Description of Item	Approx .Nos. **	Description of Item	Approx. Nos. **	
1	Half Sleeve Shirt (Grasim Bhiwani Textiles Ltd.)	400	Kurta / Tops (Grasim Bhiwani Textiles Ltd.)	60	Code 095
2	Trouser (Grasim Bhiwani Textiles Ltd.)	400	Pajama / Trousers (Grasim Bhiwani TextilesLtd.)	60	Code Q 1475898
3	Over Coat/Lab Coat (S. Kumar's Economic Deluxe)	200	Over Coat/Lab Coat (S.Kumar'sEconomic Deluxe)	30	Shade No. 204
4	-----	-----	Shawl/Chunni of 2.25 mtrs.Lengths	60	Maroon

\*\* CIPET : CSTS, Vijayawada 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  
as per our standard sizes

**Description of Trouser (Boys):**

Full Trouser  
Side Pockets  
Inter Lock Stitching  
  
Provision for Belt – with full grip & 06 Loops. Two Extra Buttons (Inside)Regular Fit

**Description of Kurta (Girls):**

Half Sleeve  
Inter Lock Stitching  
(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 sizeName

**Description of Chunni (Girls):**

2.25 m long Maroon Colour

**Description of Apron (Boys/Girls):**

Long fit as per our standardName

(CIPET) in Maroon colour thread printed at the edge of the Left Sleeve.

1. \*\* CIPET: CSTS, Vijayawada reserves the right to increase or decrease the quantity of uniform.
2. The brand mentioned above is indicative only. The supplier can supply other brand with prior approval from CIPET: CSTS, Vijayawada 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. Measured by the Tailor / Contractor at CIPET Vijayawada Office premises as per the instructions provided by the CIPET.
5. Supplier shall be solely responsible for any defect in stitching, quality of material etc. which may result in poor quality.
- 6.
7. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Pre – qualification criteria.
8. 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](http://www.tenderwizard.com/CIPET).
9. 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.
10. Tenders shall remain valid for 180 days after the date of E-Tender and in case of Rate Contract it should be valid for 06 months.
11. The work should be completed within 20 days time from the date of issue of the Purchase Order / Work Order.
12. In case of non receipt of stitched uniform in all aspects as per the requirement within 20 days from the date of issue of the Purchase Order / Work Order CIPET:CSTS, Vijayawada has the right to charge liquidated damages @ 0.50% per week subject to maximum of 10% of the total purchase value.
13. The cost of tender document is Rs. 1,180/- (Non Refundable) and Tenderers are requested to submit the tender fees on or before 22.09.2021, 03:00 PM, by way of Online, failing which the tenders of that party will be rejected.
14. **EMD (Earnest Money Deposit)** : In compliance to the No. OM released by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India vide No.: F.9/4/2020-PPD, dated: 12.11.2020, the Earnest Money Deposit (EMD) to be submitted by the bidders shall be treated as “NIL”
15. Performance security of an amount of Rs.25,000.00 shall be submitted by the L1 bidder which shall be kept till the completion of the work or for a period of 60 (sixty) days whichever is earlier.

- 16 TDS (Tax Deducted at Source) , GST TDS & other applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable.
17. 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.
- 18 The Bidder shall indicate on the Financial Bid attached to these documents, the unit prices and total Bid Prices of the goods, proposed to be supplied under the Contract.
19. Financial Bid should be submitted in the prescribed format (Excel Format) given under price schedule of the Tender Document.
- 20 The rate quoted by the Tenderer should be firm and no escalation on any account whatsoever shall be paid for this work.
21. CIPET will notify the successful Tenderer in writing by registered letter / fax / e-mail to be confirmed that his tender has been accepted.
- 22 100% amount shall be paid for supply of Stitched Uniform at the CIPET:CSTS Vijayawada as per the confirmation and on actual quantity ordered and received.
- 23 The suppliers shall be solely responsible for supplying the uniform in the given nos. & size to individual trainees at CIPET CSTS Vijayawada.
- 24 Selection and short listing of the uniform samples will be the sole discretion of CIPET.
- 25 The Joint Director & Head, CIPET:CSTS Vijayawada 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.
- 26 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, Vijayawada.



**SECTION:IV**

**TECHNICAL BID**

**E-TENDER No.: CIPET/CSTS/VJA/STU.UNI/2021-22/08, dated:08.09.2021**

**DESCRIPTION:** Supply of Stitched Student Uniform at CIPET : CSTS, Vijayawada

<b>Sl. No.</b>	<b>Particulars To Be filled up by the Tenderer / Bidder:</b>	
1	Name of the Tenderer / Supplier	
2	Postal address	
3	Telephone No. with STD code	
4	Fax with STD code	
5	Name of Contact person	
6	Mobile No.	
7	E-Mail ID	
8	Following Documents To Be Scanned and Uploaded in the website <a href="http://www.tenderwizard.com">www.tenderwizard.com</a> / <a href="#">CIPET</a> during the period of submission.	
9	The firm should have valid registration certificate in support of establishment of the firm (Registration No.)	
10	PAN (Permanent Account Number)	
11	Certificates of Registration for GST as applicable	
12	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.	

13	The firm should furnish the Average Annual Turnover during the last Three Financial Years (2018-19, 2018-19 & 2019-20). (Audited Financial Statements).	
14	The firm should furnish the balance sheet and Income Expenditure Account of last Three Financial Years (2017-18, 2018-19 & 2019-20)	
15	The firm should enclose copy of Income Tax Return of the last Three Assessment Years (2017-18, 2018-19 & 2019-20)	
16	Tender Fees (Non refundable) ofRs. 1,180/-	
17	EMD of Rs. 10,000/-	
18	Validity of Offer	

**Date:**

**Seal & Sign. of Bidder**

**SECTION: V**

**CHECKLIST**

**TENDER No.:**

1. Have you deposited requisite Tender Fees & EMD?
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 3years?
6. Have you enclosed Registration Certificate of GST?
7. Have you signed and sealed all the pages of Tender document along with Tender fee and EMD DD?
8. Have you enclosed experience certificate/work orders copies?
9. Have you enclosed Annual Turnover Certificate?

**SECTION: VI**

**FINANCIAL BID**

**E-TENDER NO. CIPET/CSTS/VJA/STU.UNI/2021-22/08**

**ITEM DESCRIPTION : Supply of Stitched Student Uniform to CIPET:  
CSTS, VIJAYAWADA**

**Financial Bid Sheet**

**Name of the Contractor**

Sl.No	Description of the Item	Gender	Colour / Code	Unit	Quantity	Basic Price per Unit (Rs.)	Taxes	Rate per Unit all inclusive (Rs.)	Total Amount (Rs.)
1	Supply of Half Sleeve Shirt (Grasim Bhiwani Textiles Ltd.)	Boys	Code 095	Nos.	400				
2	Supply of Trouser (Grasim Bhiwani Textiles Ltd.)	Boys	Code : Q1475 898	Nos.	400				
3	Supply of Half Sleeve Kurta (Grasim Bhiwani Textiles Ltd.)	Girls	Code 95	Nos.	60				
4	Supply of Pajama / Trouser (Grasim Bhiwani Textiles Ltd.)	Girls	Code : Q1475 898	Nos.	60				
5	Supply of Shawl/Chunni (Color Maroon)	Girls	--	Nos.	60				
6	Supply of Lab Coat/Over Coat (S.Kumar's Economic Deluxe)	Boys & Girls	Shade No.204	Nos.	230				

**Total Amount (Rs.)**

**Total Amount (Words)**

**Note:**

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
- 1 2. Price should be quoted exactly as per the format given above.  
\*\* CIPET : CSTS, Vijayawada reserves the right to increase or decrease the quantity of uniform.
- 2 The required quantity may be increased / decreased which is sole discretion of CIPET.
- 3 CIPET reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 4 The brand mentioned above is indicative only. The supplier can supply other brand with prior approval from CIPET: CSTS, Vijayawada up on submission of sample in original

## **Format of bid security declaration from bidders in lieu of EMD**

I/ We, the authorized signatory of M/s..... Participating in the subject tender No..... for the item/Job of .....do hereby declare:

- (I) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (II) (ii) That in the event we withdraw/modify our during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding/ award of all future contract(s) of Central Institute of Petrochemicals Engineering & Technology (CIPET) for a period of one year from the date of committing such breach.

**Signature and Seal of Authorized Signatory of Bidder**

**Name of Authorized Signatory.....**

**Company Name.....**

**Date :**