

E-TENDER NO.: CIPET/CSTS/GHY/ADMIN/E-TENDER/05/SU/2020-21 dated 08/03/2021



**BIDDING DOCUMENT FOR
SUPPLY OF STITCHED UNIFORM**

At

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING &
TECHNOLOGY**

(Formerly, CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY)

E-TENDER NO.: CIPET/CSTS/GHY/ADMIN/E-TENDER/05/SU/2020-21 dated 08/03/2021

LAST DATE FOR SUBMISSION OF ONLINE BID: 29.03.2021 at 5:30 PM

CIPET: CSTS - GUWAHATI

Near NH – 31; P/O Changsari; Assam 781101
Department of Chemicals & Petrochemicals;
Ministry of Chemicals & Fertilizers, Govt. of India
Ph: 9957193628 / 8471985335, e-mail: cipetcstsguwahati@gmail.com,
Website: www.cipet.gov.in

Notice Inviting E-Tender

CIPET: CSTS Guwahati, Changsari invites item wise rate for the E-Tender in two Bid systems (Technical and Financial) from Resourceful and reliable suppliers/Contractors for Supply of Stitched Uniform at CIPET: CSTS Guwahati.

Sl. No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value in Rupees	EMD in Rupees	Completion Time	Tender Fees in Rupees	Last Date & Time of online Bid submission
1	CIPET/CSTS/GHY/ADMIN/E-TENDER/05/SU/2020-21 dated 08/03/2021	Supply of Stitched Uniform at CIPET: CSTS GUWAHATI	3,75,000.00	7,500.00	45 Days from the date of issue of Purchase Order	1,000.00 Non-Refundable	29.03.2021 up to 5.30 P.M

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 on or before 29.03.2021 up to 5.30 P.M. The Tender Fee and EMD will be accepted in the form of Demand Draft drawn on any Indian Nationalized Bank favoring "CIPET Guwahati" payable at Guwahati and shall be submitted at CIPET Guwahati as specified on or before 29.03.2021 up to 5.30 P.M in separate sealed cover superscripted with "TENDER FOR CIPET GUWAHATI - SUPPLY OF STITCHED UNIFORM", failing which bids will be summarily rejected. Additionally, a soft copy / photocopy of the Tender Fee and EMD Demand Draft 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 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 of Rs. 1,770/- (Inclusive GST) 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. 1,000/- is Payable to CIPET Guwahati in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.
- (c) Processing Fees (As applicable as per norms of Keonics) Payable Online separately to M/S. KEONICS LTD.

5. Is there any device requirement for participation in E-Tender: Yes, Bidders should have valid Class-III 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:

Name of the Service Provider: KEONICS		
Contact Person	Telephone / E-mail	Remarks:
Telephone no. / Mobile no. (Helpdesk) (i) Abhijit Sinha :-	i) 9864779970 {between 9:00 am to 6:00 pm}	
E-mail id	i) cipethelpdesk@gmail.com ii) abhijit.s@etenderwizard.com	KEONICS as per 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.

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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 not be published.
11. **Last date of online submission of Tender bid: 29.03.2021 up to 05:30 PM.**
12. EMD and Tender Fee must be in approved mode only and shall be duly Signed & Sealed in separate cover as described above in person / by speed post on or before 29.03.2021 up to 05:30 PM at CIPET CSTS Guwahati. Non-receipt of the same is liable for rejection of the Tender.
13. **Date & Time of Technical Bid Opening:** 30.03.2021 at 10.30 A.M.
14. **Date & Time of Financial Bid Opening:** Technically qualified bidders will be intimated about the date & time after technical bid evaluation through the E-Tender portal.
15. **Venue for Opening Bids:** CIPET CSTS Guwahati, Near NH – 31, Changsari, Guwahati.

16. Eligibility Criteria:

- (a) Age of the Firm shall be More than 03 Years as on 28.02.2021.
- (b) The average Annual Turnover of the tendering firm should be minimum Rs. 15.00 Lakhs in last 03 financial years. Audited financial Statement shall be enclosed for the last three financial years.
- (c) Tenderer should have completed Job(s) 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.

Centre Head – CIPET, CSTS Guwahati;
Besides NH – 31, Changsari;
Guwahati, Assam – 781101

This Tender form contains Section I to VII

SECTION: I

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology, (CIPET: CSTS - Guwahati) 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 with Head Quarters and Head Office at Chennai. The Centre at Guwahati (CIPET CSTS Guwahati), Assam invites E-tenders in 2 bid system (Technical and Financial Bid) for the Item / work titled "Supply of Stitched Uniform at CIPET CSTS Guwahati".

SECTION: II

SCOPE OF WORK

Name of the Work: Supply of Stitched Uniform at CIPET: CSTS - Guwahati.

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 (shirt & trouser) and dispatch at CIPET: CSTS - Guwahati as per sizes measured by the Tailor / Contractor at CIPET: CSTS - Guwahati Office:

Sl. No.	Boys		Girls		Color
	Description of Item	Approx. Nos. **	Description of Item	Approx. Nos. **	
1	Long Sleeve Shirt (Grasim)	220	Kurta / Tops (Grasim)	80	Code 095 Shade No. 12
2	Trouser (Grasim)	220	Paijama / Trousers (Grasim)	80	Code Q 1475 Shade No.898
3	Apron (S. Kumar's Economic Deluxe)	110	Apron (S. Kumar's Economic Deluxe)	40	Shade No. 204
4	----	----	Chunni of 2.25 mtrs. Lengths	80	-----

** CIPET: CSTS - Guwahati reserves the right to increase or decrease the quantity of uniform as per requirement.

EXPLANATORY NOTE TO THE SCOPE OF WORK:

Description of Shirt (Boys):

Single Chest Pocket
Full Sleeve
Inter Lock Stitching
Name (CIPET) in Maroon color
thread embroidered at the edge of the pocket
Regular Fit 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)

Description of Kurta (Girls):

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

Description of Pajama (Girls):

Side Pocket
Regular Fit as per our standard size

Description of Chunni (Girls):

2.25 m long Maroon Colour

Description of Apron (Boys/Girls):

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

SECTION: III

TECHNICAL SPECIFICATION

TECHNICAL SPECIFICATION FOR STITCHED UNIFORM

Sl. No.	Boys		Girls		Color
	Description of Item	Approx. Nos. **	Description of Item	Approx. Nos. **	
1	Long Sleeve Shirt (Grasim)	220	Kurta / Tops (Grasim)	80	Code 095 Shade No. 12
2	Trouser (Grasim)	220	Pajama / Trousers (Grasim)	80	Code Q 1475 Shade No 898
3	Apron (S. Kumar's Economic Deluxe)	110	Apron (S. Kumar's Economic Deluxe)	40	Shade No. 204
4	----	----	Chunni of 2.25 mtrs. Lengths	80	-----

** CIPET: CSTS - Guwahati reserves the right to increase or decrease the quantity of uniform.

Description of Material to be used:-

1. Thread : Polyester Cotton
2. Buttons : Standard

SECTION: IV

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. CIPET CSTS Guwahati 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 and expense to examine the present CIPET uniform at institute premises in CIPET: CSTS - Guwahati before submission of the bid.
4. Measurement of Uniform must be taken at CIPET CSTS Guwahati premises only as per the details provided by CIPET Authority at the expense of the bidder. CIPET will not be liable for any additional expenses incurred in this regard. At least 3 days Prior information for measurement shall be provided by mail and telephone.
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 for both Boys & Girls along with details of fabric used shall be submitted with suitable packing mentioning "NAME OF BIDDER" in BOLD along with the Tender Fee & EMD Drafts at the centre on or before closing date / extended closing date (as applicable) of the Tender.
7. The label indicating the size of uniform shall be clearly provided on the packet.
8. Bidder shall submit documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Eligibility 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 after the last date for submission of E-Tenders, 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 180 days after the opening date of the Financial Bid of the E-Tender as prescribed by the Purchaser.

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12. The work should be completed within 45 days from the date of receipt of the Purchase Order / Work Order.
13. In case of non-receipt of stitched uniform in all aspect as per the requirement within 45 days from the date of issue of the Purchase Order / Work Order CIPET has the right to charge liquidated damages @ 0.50% per week subject to maximum of 10% of the total purchase value. Head of the Institution shall have absolute authority in case of any discrepancy.
14. The cost of tender document / tender fee of Rs. 1,000/- (Non Refundable) shall be mandatorily payable by all bidders on or before 29.03.2021, 5.30 PM, by Demand Draft drawn in favor of "CIPET Guwahati" payable at Guwahati, failing which the tender will be rejected.
15. The bidders shall pay Earnest Money Deposit of Rs. 7500/- in the form of Demand Draft drawn in favour of "CIPET Guwahati" payable at Guwahati on or before 29.03.2021, 5.30 PM. Bids received without the EMD shall be rejected. The Earnest Money of the unsuccessful Tenderers will be refunded after 15 days from the completion of tender process on receipt of a request letter from the bidder.
16. Micro & Small Enterprises as defined in MSME or firms registered with Central Public Organization or concerned Ministry or Department are exempted from payment of EMD (As per GFR 2017 Rule no. 170.). Necessary certificate as proof in such case has to be submitted mandatorily to claim such exemption.
17. EMD amount of successful bidder shall be kept as performance security for a period of 60 (sixty) days to be reckoned from the date of receipt of goods in all respect and complete. In case of L1 bidder being exempted under rule mentioned in SI. No. 16, the performance security amount equivalent to EMD Value (i.e. Rs. 7,500.00) has to be deposited by the L1 bidder separately either by Demand Draft / NEFT with an intimation letter addressed to The Manager (Project) & Head; CIPET CSTS Guwahati within a period of 7-Days from issue of the Purchase Order.
18. The total cost of Uniform shall be taken together (i.e. Cost of Trouser / Shirt / Kurta / Pajama / Apron) for evaluation of L1 Bidder.
19. 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 his tender, the Tenderer fails to take up the job.

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20. TDS (Tax Deducted at Source) and other applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable from time to time.
21. 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.
22. 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.
23. Financial Bid should be submitted in the prescribed format (Excel Format) given in the Tender Document.
24. The rate quoted by the Tenderer should be firm and no escalation on any account whatsoever shall be paid for this work.
25. CIPET will notify the successful Tenderer in writing by registered letter / fax / e - mail to be confirmed that his tender has been accepted.
26. 100% amount shall be paid for supply of Stitched Uniform at the CIPET CSTS Guwahati as per the confirmation and on actual quantity received. Necessary GST Invoice shall be raised by the supplier after complete supply of the order quantity. No interim / advance payment shall be entertained.
27. The suppliers shall be solely responsible for supplying the uniform in the given nos. & size to the individual trainees at CIPET CSTS Guwahati. Supplier is advised to take the details of the students (NAME / COURSE / SEMESTER/ CONTACT NO. etc.) to ensure that there is no mismatch during supply. CIPET shall not bear the responsibility of such anomalies.
28. The supplier shall ensure proper size is maintained for the uniforms of all trainees. Any modification / correction if required shall be the sole responsibility of the supplier and the supplier will arrange to make the necessary corrections at his / her own cost.
29. Selection and short listing of the uniform samples will be the sole discretion of CIPET.
30. The Manager (Project) & Head, CIPET CSTS Guwahati 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.
31. In the case of any dispute arising between the Purchaser and Supplier relating to any matter out or connected with this Tender, such dispute or differences shall be referred within Guwahati Jurisdiction only.

SECTION: V

TECHNICAL BID

TENDER No.: CIPET/CSTS/GHY/ADMIN/E-TENDER/05/SU/2020-21 Date 08.03.2021

DESCRIPTION: Supply of Stitched Uniform at CIPET: CSTS – Guwahati

Sl. No	Particulars To Be filled up by the Tenderer / Bidder:	
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 www.tenderwizard.com/ <u>CIPET</u> 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	

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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.	
13	The firm should furnish the Annual Turnover during the last Three Financial Years. (Audited Financial Statement up to FY – 2019-20).	
14	The firm should furnish the balance sheet and Income-Expenditure Account of last Three Financial Years. (up to FY – 2019-20)	
15	The firm should enclose copy of Income Tax Return of the last Three Assessment Years (up to Assessment Year 2020-21)	
16	Demand Draft No. & Date for Tender Fees (Nonrefundable) of Rs. 1,000/-	
17	Demand Draft No. & Date for EMD of Rs.7500/- (in case applicable)	

Date:

Seal & Sign. Of Bidder

SECTION: VI

CHECKLIST

TENDER No.: CIPET/CSTS/GHY/ADM/E-TENDER.-05/SU/2020-21

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 Certificate 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 sealed & signed all the pages of Tender document?
8. Have you enclosed experience certificate/work orders copies?
9. Have you enclosed Annual Turnover Certificate?

SECTION: VII

PRICE SCHEDULES

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

Date: _____

To,

CIPET CSTS Guwahati, Besides NH - 31, Changsari, Guwahati Assam - 781101

Dear Sir,

Subject: Financial Bid for Supply of Stitched Uniform.

Ref: Your Tender Enquiry No.: CIPET/CSTS/GHY/ADMIN/E-TENDER/05/SU/2020-21 dated 08/03/2021

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

Sl. No.	Description of the Item	Gender	Color	Unit	Qty **	Basic Price Per No. (Rs.)	Taxes	Rate Per No. all inclusive (Rs.)	Total Amt (Rs.)
1	Supply of Long Sleeve Shirt (Grasim)	BOYS	Code 095 Shade No. 12	Nos.	220				
2	Supply of Trouser (Grasim Bhiwani Textiles Ltd.)		Code : Q 1475 Shade No 898	Nos.	220				
3	Supply of Apron (S. Kumar's Economic Deluxe)		Shade No. 204	Nos.	110				

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Sl. No.	Description of the Item	Gender	Color	Unit	Qty **	Basic Price Per No. (Rs.)	Taxes	Rate Per No. all inclusive (Rs.)	Total Amt (Rs.)
4	Supply of Long Sleeve Kurta (Grasim)	GIRLS	Code 095 Shade No. 12	Nos.	80				
5	Supply of Pajama / Trouser (Grasim)		Code : Q 1475 Shade No 898	Nos.	80				
6	Supply of Apron (S. Kumar's Economic Deluxe)		Shade No. 204	Nos.	40				
7	Supply of Chunni (Color Maroon)		---	Nos.	80				
Total Amount (Rs.)									
Total Amount (Words)									

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.

** CIPET: CSTS - Guwahati reserves the right to increase or decrease the quantity of uniform.

Name:

Place:

Signature of Bidder