

CIPET-CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)



BIDDING DOCUMENT FOR

SUPPLY OF STITCHED UNIFORM

E-TENDER NO.: CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20/01

LAST DATE FOR SUBMISSION OF ONLINE BID: 26.07.2019: 14.00 Hrs.

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR

(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

Office: Industrial Area, Hajipur-844101. Ph: 06224-277424, 273515. E-mail: cipetpatna@gmail.com

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Website: www.cipet.gov.in

Notice Inviting E-Tender

E-Tender No.: CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20/01

Date:04.07.19

CIPET Hajipur invites item rate E-Tender in two Bid systems (Technical and Commercial) from Resourceful and reliable suppliers/Contractors for Supply of Stitched Uniform at CIPET Hajipur.

S. No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value in Rs.	EMD in Rs.	Completion Time	Tender Fees in Rs.	Last Date & Time of online Bid submission
1.	CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20/01 Dated:04.07.19	Supply of Stitched Uniform at CIPET:CSTS HAJIPUR	6,80,000/-	14,000/-	30 Days	1,050/-	26.07.2019 : 14.00 Hrs.

Interested and eligible bidders may view and download 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 are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to the Director & Head, CIPET:CSTS, Industrial Area, Hajipur on **26.07.2019(Friday)** at 14.00 Hrs and technical bid will be open on **26.07.2019(Friday)** at 14:30 Hrs.

The Tender Fee and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favouring "CIPET" payable at Hajipur and shall be submitted at CIPET:CSTS Hajipur as specified on or before **26.07.2019:14.00 Hrs.** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bid to be submitted online.

SILENT INFORMATION:

1. Mode of submission: ONLINE. No offline Tenders will be accepted.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are 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. 1,500/- + GST (As Applicable)** 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 of Rs. 1,050/- (Inc. GST) is Payable to CIPET, Hajipur in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of NIT.
 - (c) **Processing Fees is Rs. 750/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.**

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) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Hajipur)	1. Santosh Kumar-7763816416 2. Abhishek Kumar-7260813342	Vendor registration/ SC/anyother issue regarding e-Tender Process, please contact KEONIS as the details given in the previous Columns.
KEONICS's Helpdesk:	E-mail:1.Twhelpdesk536@gmail.com 2.Twhelpdest374@gmail.com Email: cipethelpdesk@gmail.com	

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF 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 not be published.
11. Last date of online submission of Tender bid: **26.07.2019** : 14.00 Hrs.
- 12. EMD and Tender Fee must be in approved mode and 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 26.07.2019: 14.00 Hrs. at CIPET:CSTS,Industrial Area, Hajipur-844101. Non receipt of which the Tenders are liable for rejection.**
13. Date & Time of Technical Bid Opening: **26.07.2019**: 14.30 Hrs.
14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.
15. Venue for Opening Bids: CIPET, Industrial Area, Hajipur. Ph:06224-277424,273515.
16. Eligibility Criteria:-

Age of the Firm	:	More than 01 Years as on 26.07.2019.
Annual Turnover	:	5 Lakhs & above on any financial year.
Individual Work Order	:	Minimum 01 Nos. of Work orders(Supply of stitched Uniforms) shall executed exceeding the value of Rs. 3 Lakhs & above during the last 03 financial years

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

DIRECTOR & HEAD – CIPET:CSTS, Hajipur

This Tender form contains Section I to VII

SECTION:I

INTRODUCTION

CIPET-CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS) 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 of Bihar State is located in Hajipur. CIPET:CSTS, Hajipur invites e-tenders in Two bid system (Technical and Financial Bid) for the Item/work titled “**Supply of Stitched Uniform at CIPET:CSTS Hajipur**”.

SECTION:II

SCOPE OFWORK

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

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 Hajipur as per sizes provided by CIPET:CSTS Hajipur.

S. No.	Description of the Item/Work	Colour	Unit	Qty. (Approx.)
1	Long Sleeve Shirt (Grasim Bhiwani Textiles Ltd.)	Code 095	Nos.	544
2	Trouser (Grasim Bhiwani Textiles Ltd.)	Code : Q 1475 898	Nos.	544
3	Over Coat (S. Kumar's Economic Deluxe)	Shade No. 204	Nos.	272

EXPLANATORY NOTE TO THE SCOPE OF WORK

Description of Shirt:-

Single Chest Pocket
Full Sleeve
Inter Lock Stitching
Name printed at the edge of the pocket
Two Extra Buttons (Inside)

Description of Trouser:-

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

SECTION:IIITECHNICALSPECIFICATIONTECHNICALSPECIFICATIONFOR STITCHEDUNIFORM

S. No.	Description of the Item/Work	Colour	Unit
1	Long Sleeve Shirt (Grasim Bhiwani Textiles Ltd.)	Code 095	Nos.
2	Trouser (Grasim Bhiwani Textiles Ltd.)	Code : Q 1475 898	Nos.
3	Over Coat (S. Kumar's Economic Deluxe)	Shade No. 204	Nos.

Description of Material to be used:-

1. Thread : Polyester Cotton
2. Buttons : Standard

SECTION:IV

SPECIAL TERMS AND CONDITIONS/INSTRUCTIONSTOBIDDER

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:CSTS Hajipur uniform at institute premises before submission of the bid.
4. Contractor shall be responsible for any defect in stitching, quality of material etc. which may result in poor quality.
5. One set of Stitched Uniform along with details of fabric used shall be submitted with suitable packing along with the Technical Bid. Parties can submit multiple samples with separate Financial Bid.
6. The label indicating the size of uniform shall be clearly indicated on the packet.
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
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 tenderers are advise 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.
11. The work should be completed within 40 days time.

12. In case of work not completed within 40 days CIPET has right to charge liquidated damages @0.50% per week subject to maximum 10%.
13. The contractor shall employ labour in sufficient number to maintain the required rate or progress and of quality to ensure workmanship.
14. The contractor shall pay to labour employed by him wages not less than fair wages as defined in the contract labour (Regulation & Abolition) Act' 1970 and Rules made there under.
16. The contractor shall indemnify the CIPET, Hajipur against any payment to be made under and for observance of the Contract Labour (Regulation & Abolition) Act'1970 and Rules made there under without prejudice to his right to claim indemnity from his sub-contractors.
17. The cost of tender document is **Rs. 1,050/-** and Tenderer's is requested to submit the tender fees on or before **26.07.2019: 14.00 Hrs.** Failing which the tender will be rejected.
18. The tenderer shall pay **Earnest Money Deposit Rs.14,000/- in the form of Demand Draft drawn in favour of "CIPET" payable at Hajipur on or before 26 . 0 7 . 2 0 1 9 : 14.00 Hrs..** The tenders received without the EMD in the prescribed form shall be rejected. The Earnest money of the Unsuccessful tenderers will be refunded within 15 days time from the completion of tender process and issue of work order.
 - a) If the tenderer withdraws his tender during the period of tender validity specified in the tender document.
 - b) If, after acceptance of his tender, the tenderer fails to take up the job.
 - c) If, the tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - d) If, after acceptance of his tender, the tenderer fails to furnish the balance of Security Deposit.
 - e) If, after acceptance of his tender, the tenderer fails to commence the work within seven days after receipt of work order to that effect.
20. Taxes will be deducted as per prevailing rules and regulations of the Government, if applicable.

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 supply under the Contract.
23. Financial Bid should be submitted in the prescribed format (Excel Format) given under price schedule of 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 a registered letter / fax / e-mail to be confirmed that his tender has been accepted.
26. Tenderer/supplier has to submit original and three copies of the invoice showing goods description, quantity, unit price, total amount along with Manufacturer's / Supplier's guarantee Certificate at CIPET:CSTS Hajipur.
27. 100% amount shall be paid for supply of Stitched Uniform at the CIPET:CSTS Hajipur as per the confirmation and actual quantity received.
28. The suppliers shall be solely responsible for supplying the uniform in the given nos. & sizes to individual CIPET:CSTS Hajipur.
29. Selection and shortlisting of the uniform samples will be the sole discretion of CIPET Hajipur.
30. The **DIRECTOR & HEAD**, CIPET:CSTS, Hajipur reserves the right to accept or reject any tender or all tenders at any time prior to award of contract without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.
31. In the case of a dispute or differences arising between the purchaser and Supplier relating to any matter arising out or connected with this agreement, such dispute or differences shall be referred within the Jurisdiction of Court, Hajipur (Bihar).

SECTION:V
TECHNICALBID

TENDER No.:CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20/01

DESCRIPTION: Supply of Stitched Uniform at CIPET:CSTS Hajipur.

S. No.	Particulars
1	Name of the Supplier / Manufacturer
2	Postal address
3	Telephone No. with STD code
4	Fax with STD code
5	Name of the Contact person
6	Mobile No.
7	E-Mail ID
8	Following Documents To Be Scanned and Uploaded In The Website www.tenderwizard.com/CIPET Within The Period of Submission.
9	The firm should have valid registration certificate in support of establishment of the firm
10	PAN (Permanent Account Number)
11	Certificates of Registration for GST
12	Experience of having supply of Stitched Uniform to Corporate Offices/Institutions/Central Government/State Government/Central Autonomous Body/Central Public sector Undertaking during last 3 years(Minimum 01 nos. of Work Orders (Supply of stitched Uniforms) shall executed exceeding the value of Rs.3 Lakhs & above)
13	The firm should furnished the Annual Turnover (Minimum 5 Lakhs and above on any financial Year)
14	The firm should furnished the Latest balance sheet and Income Expenditure Account.
15	The firm should enclose copy of Latest Income Tax Return.
16	Demand Draft No. & Date for Tender Fees of Rs. 1,050/-
17	Demand Draft No. & Date for EMD of Rs. 14,000/-
18	Validity of offer

Date:

Seal & Sign. of bidder

SECTION:VI**CHECKLIST****TENDER No.:**CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20

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 Latest Income Tax Return Certificate?
5. Have you enclosed Latest Balance Sheet and Income & Expenditure Account?
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:.....

Tender No.: CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20

To
 Director & Head
 M/s. CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)
 Industrial Area, Hajipur, Vaishali-844102

Dear Sir,

Subject: Financial Bid for Supply of Stitched Uniform.

Ref: Your Tender Enquiry No.: CIPET:CSTS /HJP/ET/Stitched Uniform/2019-20/01

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	Colour	Unit	Quantity (Approx)	Basic Price Per No. (Rs.)	Taxes	Rate Per No. all inclusive (Rs.)	Total Amount (Rs.)
1	Supply of Long Sleeve Shirt (Grasim Bhiwani Textiles Ltd.)	Code 095	Nos.	544 Nos.				
2	Supply of Trouser (Grasim Bhiwani Textiles Ltd.)	Code : Q 1475 898	Nos.	544 Nos.				
3	Supply of Over Coat (S. Kumar's Economic Deluxe)	Shade No. 204	Nos.	272 Nos.				
Total Amount (Rs.)								
Total Amount (Words)								

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

Name:

Place:

Sign. of Bidder/Tenderer

