



CIPET : CENTRE FOR SKILLING & TECHNICAL SUPPORT (C S T S)
(Department of Chemicals & Petro Chemicals, Ministry of Chemicals & Fertilizer, Govt. of India)

G Sector, Govindpura Industrial Area, J.K. Road, Bhopal-462023

Phone : 0755 - 4028602 – 640, 2687454, 2688288

Website : www.cipet.gov.in, Email: cipet.bhopal@gmail.com

NIT No: CIPET : CSTS/e-Tender/Uniform/2021-22/02

Date: 14.12.2021

E-TENDER DOCUMENT FOR

EMPANELMENT OF UNIFORM SUPPLIERS FOR PROVIDING UNIFORM OF CIPET:CSTS VOCATIONAL TRAINING COURSE (VTC)/ STC STUDENTS

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सिपेट : सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सी एस टी एस)
CIPET : CENTRE FOR SKILLING & TECHNICAL SUPPORT (C S T S)

(रसायन एवं पेट्रो रसायन विभाग, रसायन एवं उर्वरक मंत्रालय ,भारत सरकार)
(Department of Chemicals & Petro Chemicals, Ministry of Chemicals & Fertilizer, Govt. of India)
जी-सेक्टर , गोविंदपुरा ,औद्योगिक क्षेत्र, जे. के. रोड, भोपाल-462023

G Sector, Govindpura Industrial Area, J.K. Road, Bhopal-462023

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NIT No: CIPET : CSTS/e-Tender/Uniform/2021-22/02

Date: 14.12.2021

E-TENDER NOTICE

1. CIPET:CSTS Bhopal invites E-tender for empanelment of Uniform suppliers under **two bid systems viz. Technical Bid and Financial Bid** only from registered **UNIFORM SUPPLIERS FOR SUPPLYING OF STITCHED UNIFORM FOR CIPET : CSTS VOCATIONAL TRAINING COURSE(VTC)/ STC STUDENTS**. Annual approximate stitching work is 1000 sets of uniforms (one set consists of 2 shirts and 2 trousers).

2.

S. No.	Name of work	PAC (In Rs)	EMD (Rs)	Cost of tender form (In Rs)
				Tender Cost
1	Supplying of Stitched Uniform for CIPET:CSTS VTC/ STC Students	Rs. 15.00 Lacs	45,000/- (in the form of Demand draft drawn from any Nationalized Bank in favour of CIPET:CSTS, Bhopal)	Rs. 1180/-

3. Interested and eligible bidders may view and download detailed tender documents from CIPET:CSTS 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 Principal Director & Head, CIPET:CSTS - Bhopal, G Sector, J.K. Road, Govindpura Industrial Area, Bhopal-462023 on or before **24.12.2021 @ 04:00 PM.**

4. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Signature Certificates Class III. The Bidders may contact KEONICS LTD, **Mr. Ranjan, Mob. No +91-9981783170, Email: twhelpdesk770@gmail.com**

5. Tender documents are available in our e-tendering website www.tenderwizard.com/CIPET which can be purchased and downloaded from dt. **14-12-2021 05:00 PM to 24-12-2021 04:00 PM**

6. The tenders are required to submit Envelope 'A' physically as per dates Indicated in Key Dates. The Physical Envelope should contain all necessary documents as mentioned in "Essential documents for the Bid –I" by SPEED POST/Hand only to the CIPET : CSTS, Bhopal, (M.P.) India 462023.

7. Tender cost Rs.1180/- (non-refundable).

8. Tenderer which qualifies the Technical bid shall only be considered for opening of Financial Bid, rest of the Financial bid will be rejected. **CIPET:CSTS, BHOPAL** reserves the right to reject any or all the Tenders received without assigning any reason(s) thereof.

Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **24.12.2021, 04:00 PM**

Online Upload Technical Document (as mentioned in "Essential documents for the Bid –I")

- 1. A- Attested copies of last 2 years Balance sheet & ITR**
- 2. B- Copy of PAN card, GSTIN No.**
- 3. C- Experience details**
- 4. D- Work order and/or completion certificate**
- 5. E- EMD payment proof**
- 6. F- Declaration letter**
- 7. G- Technical bid Cover page.**
- 8. H- Any other document**

Online Tender Schedule:			
Stages Name	Stages By	Start Date and Time	End Date and Time
TENDER RELEASE	DEPARTMENT		14-12-2021 05:00 PM
TENDER PURCHASE & DOWNLOAD	BIDDER	14-12-2021 05:01 PM -	24-12-2021 04:00 PM
BID SUBMISSION	BIDDER	14-12-2021 05:01 PM -	24-12-2021 04:00 PM
TENDER CLOSING	DEPARTMENT	24.12.2021 04.00 PM	
TENDER OPENING, (Technical)	DEPARTMENT	24.12.2021 04:01 PM	
TENDER OPENING, (Financial)	DEPARTMENT	27.12.2021 01:00 PM	

**Principal Director & Head
CIPET:CSTS, Bhopal**

Essential documents for the Bid –I:

1. Minimum Eligibility of the bidders-

Bidders should have -

- (i) its tailoring shop/firm in Bhopal;
- (ii) Minimum **Three years** of experience of **tailoring/stitching of official uniforms in bulk** to the Departments/Ministries of the Government of India/PSUs/Corporates/Engg. Colleges/Schools. etc.. (two copies of work orders received during each of the last three years should be enclosed);
- (iv) have minimum turnover of **Rs. 10 lakh** per year during each of the last three years (valid and certified proof has to be attached);
- (v) not have been blacklisted by the Deptts./Ministries of the Govt. of India/PSUs/ Engg. Colleges/Schools. etc.. (Declaration has to be submitted in the specified format).

2. Documents / Certificates

The bidders are required to submit photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- (b) Copy of PAN Card & GSTIN registration and certificate;
- (c) Copies of Income Tax Returns filed for last three financial years;
- (d) Proof of having annual turnover of Rs. 10 lakh or more for each year during the last three years (P&L A/c, Balance sheet or any other valid legal document showing the required amount of turnover to be enclosed);
- (e) Proof of experience in **Tailoring/stitching/supply of official uniforms** to Government Departments/PSU/Corporate/Engg College or other reputed organizations/institutions (minimum two copies of work orders received during last two years should be enclosed).
- (f) Declaration regarding blacklisting or otherwise. (**Annexure-1**)
- (g) Original copy of EMD Demand draft for **Rs. 45,000** to be submitted physically along with Technical bid to CIPET:CSTS Bhopal. (MSME/Startups are exempted)
- (h) This e- tender is non-transferable.
- (i) However, it is informed that mere fulfilment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

3. Documents comprising the bid

The tenders are required to submit Envelope 'A' physically as per dates Indicated in Key Dates. The Physical Envelope should contain all necessary documents as mentioned in "Essential documents for the Bid –I" by SPEED POST/Hand only to the CIPET:CSTS Bhopal, (M.P.) India 462023. The technical bid should be sealed in a separate cover and super scribed **"EMPANELMENT OF UNIFORM SUPPLIERS (FIRMS) FOR PROVIDING UNIFORM OF CIPET VOCATIONAL TRAINING COURSE(VTC)/ STC STUDENTS"**. All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.

The financial bid shall not require to be submitted physically. It shall specify the rates / prices in the format shown in the financial bid/price schedule on the e-tending portal.

N.B. All the documents submitted in the bid must be legible and self-attested along with the seal of the firm. Otherwise the bid is likely to be rejected.

4. Bid Prices

- The rates/ prices should be quoted in Indian Rupees (INR) only in words as well as figures. Taxes, if any, should be indicated separately.
- Only one price should be quoted for each category and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be considered for evaluation.
- Prices should be quoted FOR basis (Free delivery at CIPET).

5. Bid Security/ Earnest Money Deposit (EMD)

- EMD for **Rs. 45000/- (Rupees Forty Five Thousand Only)** in the form of demand draft from any scheduled bank drawn in favour of **"CIPET Bhopal"** shall accompany the bid.
- A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
- EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.
- The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.
- The Bid security of the unsuccessful bidder will be discharged / returned to them within **30 days** after finalization and award of the contract without any interest.

6. Submission of Technical Bid

Sealing, Marking & Submission

- The Technical bid shall be submitted in accordance with the procedure detailed herein:-
 - (i) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed.
 - (ii) **Envelope No.1** shall contain the bid security/EMD as indicated in clause 6 of these instructions to bidders.
 - (iv) **Envelope No.2** shall contain all the information and documents in the same serial order as shown in the technical bid. A covering letter may also accompany the technical bid.
 - (v) **Envelope No.3** shall contain the samples of accessories i.e. **Cloths for pants & shirts, Thread, Lining, Zip, Inter- lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.**

N.B. Rates of stitched uniforms should not be indicated in any of the documents enclosed in envelope 1 and or 2 or 3.

- All the above three envelopes shall be sealed in a fourth envelope and addressed to **Principal Director & Head, JK Road, Sector-G, Govindpura Industrial Area, Bhopal-462023, MP** and must reach on or before the **24.12.2021 by 4.00 p.m.** If the date on which the e-tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- **The bidders must have to submit samples of accessories i.e. Cloths, Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. Samples of the unsuccessful bidders may be collected by the bidders from Purchase Department.**
- The bidder shall seal the bid.
- All the above envelopes shall bear the Name of the Work viz. **'EMPANELMENT OF UNIFORM SUPPLIERS (FIRMS) FOR PROVIDING UNIFORMS OF CIPET VOCATIONAL TRAINING COURSE(VTC)/ STC STUDENTS in CIPET : CSTS, Bhopal'** as described in the Notice inviting e-tenders along with e-Tender Number, due date and time.
- All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

7. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

8. Contacting the officials of CIPET

Subject to clause 7 (clarification of bids) no bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time contract is awarded. Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

9. Right to accept / reject any or all Bids

Principal Director & Head reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.

10. Annulment of the Award

10.1 Failure of the empanelled bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.

10.2 Empowered committee/Authorised official reserves the right to disqualify for a suitable period or take appropriate action against the bidder who habitually fails to undertake the **supply of uniforms/stitching/tailoring in time**. Further, the **bidders whose stitching work is not of desirable quality, standards and prescribed specifications of the uniforms** may also be disqualified for a suitable period as decided by the Purchaser.

10.3 Empowered committee/ Authorised official reserves the right to blacklist a bidder at any time during operation of the award of the contract for a suitable period in case he fails to honour his bid in accordance with the terms and conditions of the tender without sufficient grounds.

**EMPANELMENT OF UNIFORM SUPPLIERS (FIRMS) FOR PROVIDING UNIFORM OF
CIPET : CSTS VOCATIONAL TRAINING COURSE (VTC)/ STC STUDENTS**

Tender No. CIPET:CSTS/e-Tender/2021-22/Uniform/02

TERMS AND CONDITIONS OF THE e-TENDER

1. Standards

1.1 **The Supply of uniforms/tailoring/stitching** under this contract shall conform to the standards prescribed/ specifications mentioned in the financial bid.

1.2 The bidder should furnish the **rates for supply of uniforms/tailoring/stitching along with samples of accessories i.e. Cloths, Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. which will have to be used in stitching of the uniform** in the tender. No change shall be permitted after opening of bids.

2. Performance Security Deposit (PSD)

2.1. PSD for **Rs.45,000/- (Rupees Forty Five Thousand Only)** will have to be made **within 7 days** of receipt of the communication of the selection of the bid.

2.2. PSD shall be in the form of Demand Draft payable to CIPET Bhopal.

2.3 The PSD should remain **valid** for a period of **60 days** beyond the date of completion of all contractual obligations by the tailoring firm including all types of the obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.

2.4 PSD can be withheld or forfeited in full or in part in case of violation of any terms and conditions of the tender document and not execution of work satisfactorily or within the stipulated period as prescribed in the tender document for the awarding of contract for supply of uniforms/tailoring/stitching work.

2.5 **Exemption like EMD/Experience/Annual Turn Over may be given to the bidder based on submission of valid registration certificate of NSIC/MSME/Start ups.**

3. Fundamental Rules for supply of uniforms/stitching of uniform/suits

3.1 Empanelled tailoring firms will be allotted suits, category-wise for stitching of. In case of any tailoring firm is not performing the job to the satisfaction of Empowered committee/ Authorised official **despite warning**, the work allocated to the said firm will be redistributed amongst the other empanelled firms.

3.2 The uniform of the VTC students will be stitched as per prescribed specifications mentioned in **Annexure-3**. The uniforms not properly stitched or not stitched as per the prescribed standard/specifications shall have to be re-stitched/ remade/ altered as per the specifications without any extra charge.

3.3 Payment of the bills for supply of uniform will be made after submission of the satisfactory report in the prescribed format by the concerned Officers/staff. In case, the concerned Officers/staff does not submitted the satisfactory/dissatisfactory report within one week of receipt of the uniform, it will be presumed that uniform has been stitched to the satisfaction and checked by the concerned department accordingly, process for payment of the bill will be initiated.

3.4 If the uniforms are not stitched properly by the tailoring firm and the firm is unable to remove the defects in the stitched uniform up to the satisfaction, the firm shall have to replace the uniform of student or same colour/quality/shade of cloth would have to be deposited by the firm in the CIPET:CSTS, Bhopal.

3.5 The measurement for stitching the uniform of eligible students shall be taken for by the tailoring firms themselves in the CIPET:CSTS, Bhopal on day/days so fixed by the competent authority. The empanelled firms are required to deliver the stitched uniform to store department of CIPET : CSTS, Bhopal at their own cost. No transportation charges will be paid in this regard.

3.6. Empowered committee/ Authorised official shall be the final authority to decide whether a particular uniform has or has not been stitched properly with full satisfaction of the Students.

3.7 The materials i.e. **Cloths, Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.** to be used in the uniforms must conform to approved stitching materials. The variations in the materials used *vis-a vis* and the material approved by the Empowered committee/ Authorised official, if noticed, at any point of time, the same will have to be replaced by the tailoring firms at their own cost and risk.

3.8 The tailoring firm/contractor/firm will be responsible to make good the loss to any clothing materials given to him for stitching uniforms through theft, fire or any other loss which occurs while the material is under his custody.

4. Cloth Ceiling of Uniform

4.1 All the empanelled tailoring firms will have to stitch the uniform as per specifications given at **Annexure-2**. In this regard, the selected tailoring firms will be provided the cloth (per set) as mentioned in **Annexure-2 (Specifications of uniform and cloth - category-wise)**.

4.2 Bidders/tailoring firms may also submit their own cloth ceiling of uniform in case any tailoring firm/bidder finds that cloth for uniform/suit as prescribed in **Annexure-2**, in their opinion, is not sufficient for the stitching of uniform for a particular category / categories . In this regard, Empowered committee/ Authorised official may examine the requests of the tailoring firms during the selection of the bidders/tailoring firms. If it has been considered by the empowered Committee/Competent Authority that the requests of the tailoring firm is genuine, the cloth ceiling will be enhanced accordingly for the uniform of a particular category or other category, if applicable.

5. Mode of Payment

5.1 Payment against Bill / Invoice shall be released only after execution/supply of the Uniforms as per specification and submission of the same.

Payment will be made direct to the bidder/tailoring firm through **A/c payee cheque/NEFT only**.

5.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

6. Rights of CIPET:CSTS, Bhopal

- 6.1 CIPET reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
- 6.2 CIPET reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders/tailoring firms and also during the course of the execution of the contract.
- 6.3 Before awarding the contract, Inspection Team will visit the premises of the bidders/tailoring firms to inspect their infrastructure, manpower, quality of stitching of uniform, etc. and a report of the inspection will be placed before the empowered Committee for their consideration. Inspection Team may also visit the premises of the selected bidders from time to time during the currency of the period for which they have been empanelled.
- 6.4 If a tailoring firm/bidder after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. In these circumstances, the Purchaser will forfeit the security deposit/performance security and cost of suits will liable to be deducted from the bills as submitted by the tailoring firms for stitching of uniform.
- 6.5 The CIPET reserves the right to make changes in the specifications/pattern of the uniform before or during the period of the award of contract or change the pattern/design of logo with embroidery in place of detachable on the uniform of the students or any other changes required in maintaining the similarity in the uniforms. No extra charges will be made on such changes.
- 6.6 The CIPET reserves the right to allocate the stitching work to the selected/empanelled tailoring firms according to their performance/quality of standards and rates.
- 6.7 CIPET is not liable to award work order to L 1 bidder on the basis of financial bid. Technical capabilities also consider for awarding the tender.

7 Delivery of Uniform

- 7.1 The stitched uniforms shall have to be deposited in the store of CIPET by the tailoring firms within 20 days of taking measurements. That the delivery after the 20th day, shall attract a penalty of Rs.10 per day thereafter, the forfeiture of the PSD/fully or partially, deduction of up to 10% amount from the bills for stitching of uniform and any other action, which may include termination of contract can be taken against the

bidders/tailoring firms by CIPET in case the tailoring firms fail to adhere to time schedule as mentioned above or do not return the uniform/cloth as provided to the tailoring firms for stitching of uniform.

- 7.2 No freight charges will be paid whenever the cloth for stitching of uniform has been received by the bidder/tailoring firm from the store of CIPET for their showroom/firm. After stitching of uniform/ bidders/tailoring firms will have to deposit the stitched uniform to the Store of CIPET with FoD (free of delivery) within the time given under clause 7.1 of the tender document.
- 7.3 An Inspection Team of CIPET:CSTS, Bhopal shall also inspect all the uniforms from time to time which have been stitched and handed over to the bidders/tailoring firms. Termination of contract/liable for blacklisting or any appropriate action as deemed fit by CIPET will be taken against the tailoring firms, if the stitched uniform has not been supplied to the Store of CIPET as per the cloth as approved and provided to the tailoring firm or as per the specifications of the uniform as mentioned at **Annexure-2**.

8. Validity of rates

- 8.1 The rates should be valid for a period of one year from **the date of Indent of work order and can be extended for another one year based on satisfactory supply on same rates and terms & conditions.**
- 8.2 Any clarification issued by CIPET in response to query raised by prospective bidders/tailoring firms shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.

9. General/Others

- 9.1 In no circumstances, the bidder/tailoring firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the bidder/tailoring/contractor firm has violated these conditions, the contract award will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.
- 9.2 The bidder/tailoring firm will be bound by the details furnished by CIPET, while submitting the e- tender or at subsequent stage. In case, any of such documents furnished by CIPET is found to be false at any stage, it would be deemed to be a breach of terms of award/contract making him / her liable for **legal action besides termination of award/contract.**

**EMPANELMENT OF UNIFORM SUPPLIERS (FIRMS) FOR PROVIDING
UNIFORM OF CIPET VOCATIONAL TRAINING COURSE (VTC)/ STC STUDENTS**

E-Tender No. CIPET:CSTS/e-Tender/Uniform/2021-22/02

DECLARATION

From

M/s.
.....
.....

To

The Principal Director & Head,
CIPET : CSTS
JK Road, G Sector,
Govindpura Industrial Area
Bhopal

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the CIPET, Bhopal immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the bidder)

Name:

Designation with Seal of the bidder/tailoring Firm

Date:

**EMPANELMENT OF UNIFORM SUPPLIERS (FIRMS) FOR PROVIDING
UNIFORM OF CIPET VOCATIONAL TRAINING COURSE (VTC)/STC STUDENTS**

E-Tender No. CIPET:CSTS/e-Tender/Uniform/2021-22/02

Specifications/Pattern of Uniform and Cloth (pant & shirt), category-wise

Sl. No.	Description	Brand name &Quality	Colour/Shade	Other specifications if any;
Uniform for VTC Trainees				
1	Supply of Uniform Trousers stitched	The cloth shall be GSM 72/35 PV of any Reputed brand.		
2	Supply of Uniform Shirts stitched	The cloth shall be GSM 65/35 PV of any Reputed brand.		

Note: Cloth of the Uniform of above said categories is different to each other in terms of colour/quality/shade and price.

*** Each buttoned up shirt of all students will be stitched with the logo of CIPET. The said logo will be embroidered on the shirts uniform.**

**** The Logo of the sponsoring agency provided by the CIPET should be printed on the pocket of the shirt.**