



C I P E T: Institute of Plastics Technology: IPT, Chennai.

E-TENDER Bidding Document for Supply of Students Uniform Cloth and Stitching at CIPET: IPT, CHENNAI

**ONLINE TENDER NO.
CIPET: IPT/CHN/UNI/2019-20/02
LAST DATE FOR SUBMISSION OF ONLINE BIDS: 14/09/2019**

**CIPET: INSTITUTE OF PLASTICS TECHNOLOGY (IPT)
GUINDY, CHENNAI - 600 032 (INDIA)**

(Department of Chemicals & Petrochemicals)

(Ministry of Chemicals & Fertilizers)

Email: chennai@cipet.gov.in.

Phone: +91 44 22254701 (06 lines)

Fax: +91 44

22254707

Website: www.cipet.gov.in

SECTION I. INSTRUCTIONS TO TENDERER

Introduction

1. (a) CIPET: Institute of Plastics Technology is under the department of chemical & petrochemical, Ministry of chemical & fertilizer, Govt of India. It imparts in Training and Research in the field of Plastics, having its Head Office at Chennai and 34 Centres across the country.

PREPARATION OF TENDER

2. The Tender documents are contained.

- (a) A Tender Form and Price Schedule
- (b) Documentary evidence to be enclosed along with tender.

Online Tender Schedule:

- (c) Advertisement Release on: 30/08/2019.
- (d) Last date for Bids submission: 14.09.2019, 15.00 hours
- (e) Technical Bid opening on : 16/09/2019, 11.30 hours
- (f) Financial Bid opening on after the evaluation of technical bid.

3. Tender Form

An amount of Rs.25,000/- has to be paid as Earnest Money Deposit by way of Demand Draft. Demand Draft or Banker's cheque in favour of CIPET, payable at Chennai. (India). Online payment CIPET SBI A/c.No.10565622389 IFSC code No.SBIN 00004327 Last date for submission of Tender on or before 14.09.2019 15.00 hrs..

4. Tender Prices

4.1 The Tenderer shall indicate on the price schedule attached to these documents, the Unit prices, and total Tender Prices, proposed to supply under the Contract as per the Technical Specification spelt in the Tender.

4.2 Fixed Price: Prices quoted by the Tenders shall be fixed during the performance of the Contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and rejected.

Payment shall be effected after ensuring 100% receipt of all the Quoted items by the successful bidder and acceptance of the material by Training Department, CIPET Chennai after Inspection. No request for advance shall be entertained.

4.3 Delivery: Delivery within 10 days from the date of Purchase Order. Liquidated damages @ 2% for every week of delay, subject to a maximum of 10%).

5. Documents establishing Tenderer's Eligibility and Qualifications

- 5.1 The Tenderer shall furnish, as part of its tender, documents establishing the tenderer's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.
- 5.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its tender is accepted, shall establish to the Purchaser's satisfaction:
- (a) that, in the case of a Tenderer offering to supply of uniforms under the contract which the Tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized (as per authorization form in Section IV) by the manufacturer or producer to supply the uniforms in India.
 - (b) that, in the case of a Tenderer not doing business within India, the Tenderer is or will be (if successfully represented by an agent in India) equipped and able to carry out the Supplier's maintenance, repair and spare-parts stocking obligations prescribed by the Conditions of the Contract and / or Technical Specifications
 - (c) that the Tenderer has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the qualification criteria specified in Section V (Tenderer should furnish information on their past performance and per proforma in Section-VI).

6. Documents Establishing Eligibility and Conformity to Tender Documents

- 6.1 The Tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the Tender Documents, which the tender proposes to supply under the Contract.
- 6.2 The documentary evidence of the uniforms and services conformity to the Tender Documents may be in the form of literature, drawings, and data, and shall furnish:
- (a) a detailed description of the uniforms essential technical and performance characteristics;
 - (b) a list giving full particulars, including available sources and current prices, of all spare parts, special tools, etc., necessary for the proper and continued functioning of the uniform for a period of two years, following commencement of the uniform used by the purchaser; and
 - (c) a clause-by-clause commentary on the Purchase Technical Specifications demonstrating the uniform and services substantial responsiveness to those specifications or a statement of deviations and exceptions to the

provisions of the Technical Specifications (deviation statement in section annexured)

6.3 For purposes of the commentary, the Tender shall note that standards for uniform and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Tender may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutes are substantially equivalent or superior to those designated in the Technical Specifications.

7. Period of Validity of Tender

7.1 Tenders shall remain valid for 60 days after the date of tender opening prescribed by the Purchaser. A tender valid for a shorter period may be rejected by the Purchaser as non-responsive.

8. Submission of Tenders

a) The detailed technical specification of the uniform is enclosed as Section II of Tender document, Offer should be of two parts Viz., **"TECHNICAL BID"** and **"COMMERCIAL BID"** Both the bids, should be packed in **TWO separate envelopes** and sent together in **ONE envelope**. The content of the both bids should be as under;

8.1 (a) The cover labeled "TECHNICAL BID" should include the following:-

- 1. Submit Sample of Cloth for Uniforms material.**
2. Detailed specification of the uniforms
3. Product Literature
4. Proforma for Performance Statement
5. Qualification Criteria
6. Manufacturer's Authorization Form
7. Any other information which the bidder would like to state about the technically of the equipment.
8. Cost of application of Rs.1180/- (Including GST), if downloaded from website Demand Draft for Rs. 1180/- drawn in favour in **"CIPET CHENNAI"** shall be included in Technical Bid, failing which the tender will be rejected.

(b). The cover named "COMMERCIAL BID" should include the following:-

1. Price Schedule
2. Terms and conditions of Contract and the details of the Tax, Duties, Insurance, Transportation charges etc.
3. Any other information

The tender, which are not containing the statements, mentioned in 8.1 (a) & (b) are liable to be rejected.

(c). The envelope shall be addressed to the Purchaser at the following address:

"The Sr.Officer(Per.&Admin),CIPET:IPT, Guindy, Chennai-600 032, India".

(d) bear the Ref.No....."Do not open before....."

8.2. If the envelope is not sealed and marked, the Purchaser will assume no Responsibility for the bid's misplacement or premature opening.

8.3 The Tender Document purchased need not be submitted along with your offer. It contains only the instruction to Tender, Terms and Condition of the contract and proforma of schedules to be submitted along with your offer.

8.4 The Proforma of Annexures (Sections) in the Tender Document, wherever necessary, should be typed on the tender letter head.

8.5 Price Schedule should be submitted in the prescribed format given under price Schedule of the Tender Document.

8.6 The Deviation Statement enclosed should be duly filled in and submitted along with Tender Document. If the tender is offering more than one options/models a separate. Deviation statement for each of such quotes should be submitted along with the offer.

8.7 Quotes received without price schedule, and deviation statement as per the Prescribed format, will summarily be rejected.

9. Deadline for Submission of Tender

- 9.1 Tender must be received by the Purchaser at the address specified under para 8.1 not later than **03.00 p.m on 14.09.2018**. In the event of the specified date for the submission of Tender being declared a holiday for the Purchaser, the Tender will be received up to the appointed time on the next working day.
- 9.2 The Purchaser may, at its discretion, extend this deadline for submission of tender by amending the Tender Documents in accordance with Clause 8, in which case all rights and obligations of the Purchaser and Tender previously subject to the deadline will thereafter be subject to the dead-line as extended.

10. Late Tender

- 10.1 Any Tender received by they Purchaser after the deadline for submission of bids prescribed by the Purchaser, Pursuant to Clause 11, will be rejected and/or returned unopened to the Bidder.

11. Purchaser's right to vary Quantities at Time of Award

- 11.1 The Purchaser reserves the right at the time of award of Contract to increase or decrease by up to 15% of the quantity of uniform and services specified in the schedule of requirements (rounded off to the nearest whole number) without any change in price or other terms and conditions.

12. Purchaser's Right to accept any Tender and to Reject Any or All Tender

- 12.1 The Purchaser reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders at any time prior to award of Contract, without thereby incurring any liability to the affected Tender or any obligation to inform the affected Tender of the grounds for the purchaser's action.

SECTION II.SCHEDULE OF REQUIREMENTS

Supply of Cloth and Stitching

S No	Uniform	Qty in set
1.	<u>Male Uniform 2 Shirts and 2 Pants and 1 Over Coat</u> a) Cost of Cloth as specified in technical and stitching charges for 2 Pants b) Cost of Cloth as specified in technical and stitching charges for two shirts with CIPET Emblem in the pockets c) Cost of Cloth as specified in technical and stitching charges for 1 Over Coat with CIPET Emblem in the pocket	400 x 2 = 700 400 x 2 = 700 400
2.	<u>Female Uniform 2 Chudithar and 2 Pants and 1 Over Coat and 2 Dupatta</u> a) Cost of Cloth as specified in technical and stitching charges for two sets of Chudithar with CIPET Emblem in the left hand side of the Chudithar and two Pants and two dupatta b) Cost of Cloth as specified in technical and stitching charges for 1 Over Coat with CIPET Emblem in the pocket	50 x 2 = 100 50

SECTION III. TECHNICAL SPECIFICATIONS
(Aide-Memoire)

S. No	Description	Specification	
1	Pants	GRASIM BHIWANI TEXTILES LTD Code no: Q 1475 898	The quantity of cloth used for a Pant is minimum 1.30 mtrs
2	Half Sleeve Shirt	GRASIM BHIWANI TEXTILES LTD Code no: 095	The quantity of cloth used for a Shirt is minimum 2.00 mtrs
3	Over Coat	S KUMAR'S Economic Deluxe Shade No. 204	The quantity of cloth used for a Coat is minimum 1.50 mtrs
4	Ladies Chudithar	GRASIM BHIWANI TEXTILES LTD Code no: 095	The quantity of cloth used for a Chudithar Top is minimum 2.50 mtrs
	Pant suiting	S KUMAR Code No.280 DK	The quantity of cloth used for Bottom is minimum 2.00 mtrs
	Dupatta	S KUMAR Code No. 280 DK	The quantity of cloth used for a Duppatta is minimum 1.25 mtrs
	LOGO with CIPET		

Sl.	Particulars	Value (Rs. In lakhs)
I	Turnover of the bidder (Year-wise)	
1	Financial year (2016-17)	
2	Financial year (2017-18)	
4	Financial year (2018-19)	

Yours Faithfully,

(Name)

For and on behalf of M/s.....

(Name of Manufactures)

Note: IT Return proof to be attached (otherwise, qualification criteria will not be fulfilled, resulting in disqualification of the bidder, in not submitting essential evaluation criteria papers / documents required for processing the Tender.

SECTION IV MANUFACTURER'S AUTHORIZATION FORM

No.....dated.....

To
M/s. CIPET
Guindy,
Chennai - 600 032,
Tamilnadu, India.

Dear Sir

Ref: Tender Reference

We who are established and reputable manufacturers ofhaving factories atand.....do hereby authorize M/s.....
(Name and address of Agents) to tender, negotiate and conclude the contract with you against the above tender.

No company or firm or individual other than M/s..... are authorized to tender, negotiate and conclude the contract in regard to this business against this specific Tender.

We hereby extend our full guarantee and warranty as per clause 6 of the Terms and Conditions of Contract for the goods offered for supply against this invitation for tender by the above firm.

Yours Faithfully,

(Name)
For and on behalf of M/s.....
(Name of Manufactures)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

PRICE SCHEDULE

Supply of Cloth and Stitching

S No	Uniform	Qty (Approx)	Rate in (one set uniform) Rs.	Amount
1.	<u>Male Uniform</u> a)Cost of Cloth as specified and stitching charges for one pant b)Cost of Cloth as specified and stitching charges for one shirt with CIPET Emblem in the pockets c)Cost of Cloth as specified and stitching charges for 1 Over Coat with CIPET Emblem in the pocket	350 350 350		
2.	<u>Female Uniform</u> a)Cost of Cloth as specified and stitching charges for one set of Chudithar with CIPET Emblem in the pockets and one Pant and one dupatta b)Cost of Cloth as specified and stitching charges for 1 Over Coat with CIPET Emblem in the pocket	50 50		
Taxes and other levies if any				
Grand Total				

SIGNATURE OF BIDDER

Date:

Name:

Place :

Business Address:

Note: Price schedule should be typed on the letter head of the bidder duly signed and stamped and for each model, it has to be given in separate price schedule.

SECTION V

(Referred to in clause 5.2 C of Instruction to Tendered)

QUALIFICATION CRITERIA

- (a) The tender should be a manufacture or authorized representative of a manufacturer, who must have designed and supplied to the type specified in the Schedule of requirements at least 10 years on the date of bid opening.
- (b) The tender should furnish the information on the past three year's supplies and satisfactory performance in the proforma given under Section VI-A.
- (c) Tender shall invariably furnish documentary evidence (Client's Certificates) in support of the satisfactory as specified above".
- (d) Statutory compliances:
 - GST registration and TIN numbers. Attach photocopy of registration certificate
 - Service Tax registration, if any, (Attach photocopy)
 - PAN no. (Attach photocopy)
 - ESI Registration no. if any (Attach photocopy)
 - PF Registration no. if any (Attach photocopy)
- (e) The tender should have executed the similar work of the nature in a single contract at least for a value of Rs. 3.00 lakhs.
- (f) The average turnover of the last three financial years should at least be Rs.1.00 crore.
- (g) Tender shall submit a declaration without any reservation whatsoever that the submitted Eligibility and Qualification details, Technical bid and financial bid are without any deviations and are strictly in conformity with the documents issued by the Employer.

SECTION VI
PROFORMA FOR PERFORMANCE STATEMENT
 (For Simple Goods)

Tender No.Date of Opening.....Time.....Hours

Name of the Firm

Order placed by (Full Address of Purchaser)	Order No and date	Description & Quantity of ordered equipment	Value of order	Date of completion of delivery As per Contract	Delivery actual	Remarks indicating reasons for late delivery, if any	Has the equipment been satisfactorily Functioning?
1	2	3	4	5	6	7	8

Signature and Seal of the Bidder

(copy of the orders have to be submitted as an evidence/ proof for the above works executed)