



C I P E T: Institute of Petrochemicals Technology (IPT), Chennai.

E-TENDER Bidding Document for Supply of Students Uniform with Stitching

e-TENDER NO.

CIPET: IPT/CHN/Uniforms/2021-22/04
LAST DATE FOR SUBMISSION OF ONLINE BIDS: 14/10/2021

**CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT)
GUINDY, CHENNAI – 600 032 TAMILNADU.**

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

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Phone: +91 44 22254701 (06 lines) Fax: +91 44 22254707

Website: www.cipet.gov.in

SECTION I. INSTRUCTIONS TO TENDERER

Introduction

1. CIPET: Institute of Petrochemicals Technology (IPT) is under the department of Chemical & Petrochemical, Ministry of Chemical & Fertilizer, Govt. of India. It imparts training, Technical services and Research in the field of Plastics and its allied Industries having its Head Office at Chennai and 37 Centres across the country.

2. Tender documents are contained.

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

Online Tender Schedule:

- (a) Advertisement Release on : 25.09.2021.**
- (b) Last date for Bids submission : 14.10.2021, 14.00 hours**
- (c) Technical Bid opening on : 14.10.2020, 15.30 hours**
- (d) Financial Bid opening on after the evaluation of technical bid.**

3. Tender Form fee & EMD: Nil.

(as per G.I Ministry of Finance Order No.F.No:9/4/ 2020-PDD date 12/11/2020)

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 out in the Tender.

4.2 Prices quoted by the Tenders shall be fixed & firm during the performance of the Contract and not subject to variation on any account. Tender submitted with an adjustable price quotation will be treated as non-responsive and shall summarily be rejected.

Payment shall be effected after ensuring 100% receipt of all the quoted items by the successful bidder and acceptance of the material by the Training Department, CIPET Chennai after inspection.

4.3 Delivery within 20 days from the date of issue of Purchase Order. Liquidated damages @ 2% for every week of delay, subject to a maximum of 10%, will be levied, in case of delay.

5. Documents establishing Tenderer's Eligibility and Qualifications

5.1 The tenderer shall furnish, as part of this tender, documents establishing the tenderer's eligibility and qualifications to perform the contract if the tender is accepted.

5.2 The documentary evidence of the tenderer's qualifications to perform the Contract, if the 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 is not the manufacture or otherwise, the tenderer has been duly authorized (as per authorization form in Section IV) by the manufacturer or producer to supply the uniforms to any part of our country.
- (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 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 specified in Section V (tenderer should furnish information on their past performance and as per proforma in Section-VI) .

6. Period of tender validity

Tenders shall remain valid for 6 months after the date of tender opening prescribed by the Purchaser. Tender valid for a shorter period may be rejected by the Purchaser as "as non-responsive".

7. Submission of Tenders

The detailed technical specification of the uniform is enclosed as Section II of Tender document. Tender should be submitted **online only** with the documents mentioned at Para No 8.

8. Documents to be uploaded online:

1. The tenderer should have **two years' experience** of carrying out of similar kind of supply and stitching of uniform to any Corporate Company / Schools / Collages / Organizations. Such copy of work order / purchase order / performance certificate to be uploaded.
2. **Annual turnover certificate** for the last two financial years duly certified by the Chartered Accountant. The bidder should have annual turnover of Rs.6 lakhs and above in each financial year.
3. **Copy of the IT returns** for the last two financial year
4. **Manufacturer's Authorization Certificate** for the materials to be used.
5. **Photocopies of PAN, GST, MSME**
6. **Sample cloth of pant, shirt, overcoat**, etc, as per the specification, should be submitted to CIPET: IPT Chennai in a closed cover mentioning as "Sample Clot for Uniform" on or before the last date of submission of tender.

9. PRICE SCHEDULE (price Bid)

It shall be submitted only online in the prescribed format.

10. Purchaser's right to amend Quantities at Time of Award of contract

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.

11. Purchaser's right to accept any tender and to reject any or all tender

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

SECTION II

SCHEDULE OF REQUIREMENTS

Supply of Uniform Cloth and Stitching

S No	Uniform	Approximate Qty
1.	<p>Male Uniform : Requirement per student Shirts-2; Pants-2 and Overcoat-1</p> <p>Total No. of Students (Approx): 400</p> <p>Cost of cloth as specified in technical bid including stitching charges for one set (Shirt-1; Pant-1; Overcoat-1)</p> <p>Shirt and Overcoat should have CIPET embroidery in the pocket.</p>	<p>Shirt: 800 Nos. Pant: 800 Nos. Overcoat: 400 Nos.</p>
2.	<p>Female Uniform: Requirement per student Chudithar Top-2; Chudithar Bottom -2, Dupatta-2 and Overcoat-1</p> <p>Total No. of Students (Approx): 50</p> <p>Cost of cloth as specified in technical bid including stitching charges for one set (Chudithar Top-1; Chudithar bottom -1; Dupatta-1 and Overcoat-1)</p> <p>Shirt and Overcoat should have CIPET embroidery in the pocket.</p>	<p>Chudithar Top 100 nos Chudithar bottom 100 Nos Dupatta – 100 nos Overcoat – 50 nos</p>

DECLARATION

I / We, Mr./Ms. _____ Son / Daughter / Wife of

Sri _____ on behalf of my / our firm, hereby declare that the information's furnished in this document are true and correct to the best of my our knowledge.

I will be liable for prosecution if any of my information's is found to be incorrect.

I have read the Terms & Conditions of this tender document and have understood them fully.

Signature of the proprietor /
Authorized signatory

Name and Address of firm:

Contact Details:

Seal:

General Terms & Conditions

1. Submission of Bids ONLINE is mandatory.
2. All the required supply of uniform cloth and stitching quantity should be supplied within 20 Days from issue of Purchase order and Quantity May be increased or decreased as per requirement.
3. All the certificate & Technical Data shall be provided along with material.
4. The rates quoted should be on the basis inclusive of supply of cloth, measuring, stitching, delivery and any other charges.
5. Taxes, levies, other duties shall be quoted separately or inclusive.
6. The rates quoted should remain valid for a minimum period of 06 months.
7. Payment Terms: 100 % Payment shall be released within 15 days in receipt of bill & materials in good condition at our site and verification / certified by our authorized person.
8. Applicable Taxes shall be deducted as per rules at prevailing rate.
9. Tender along with all the relevant documents should be UPLOADED online only.
10. Splitting of contracts/Parallel Contracts is not allowed.
11. Cancellation of Contract for Default: Without prejudice to any other remedy for breach of contract, such as removal from the list of registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:
 - (i) If the supplier fails to deliver any or all of the stores within the time period (s) specified in the contract, or any extension thereof granted; and
 - (ii) If the supplier fails to perform any other obligation under the contract within the period specified in the contract or any extension thereof granted.
 - (iii) If the contract is terminated in whole or in part, recourse may be taken to any one or more of the following actions:
12. Forfeiture of the performance security; Upon such terms and in such manner as it deems appropriate, goods similar to those undelivered may be procured and the supplier shall be liable for all available actions against him in terms of the contract.

**SECTION III
TECHNICAL SPECIFICATIONS**

S. No	Description	Specification	Minimum Qty
For Male students			
1	Full Pants (Trousers)	Colour: Brown (coffee) Shade Blend: 70% Polyester 30% Viscose	The quantity of cloth used for a Pant is minimum 1.30 mtrs
2	Half Sleeve Shirt	Colour: Cream shade Blend: 70% Polyester 30% Cotton	The quantity of cloth used for a Shirt is minimum 2.00 mtrs
3	Over Coat	Colour: Sky blue shade Blend: 70% Polyester 30% Cotton	The quantity of cloth used for a Coat is minimum 1.50 mtrs
For Female students			
4	Pants (Chudithar Bottom)	Colour: Brown Shade Blend: 70% Polyester 30% Viscose	The quantity of cloth used for a Pant (Chudithar Bottom) is minimum 2.25 mtrs.
5	Long Sleeve Shirt (Chudithar Top)	Colour: Cream shade Blend: 70% Polyester 30% Cotton	The quantity of cloth used for a Chudithar Top is minimum 2.50 mtrs.
6	Duppatta	Colour: Brown Shade Blend: 70% Polyester 30% Cotton	The quantity of cloth used for a Duppatta is minimum 2.00 mtrs.
7	Over Coat	Colour: Sky blue shade Blend: 70% Polyester 30% Cotton	The quantity of cloth used for a Coat is minimum 1.50 mtrs
A label with CIPET is to be stitched on the left pocket of the shirt.			

Yours Faithfully,

Signature :

Name :

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

**SECTION IV
MANUFACTURER'S AUTHORIZATION FORM**

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

To

M/s. CIPET: IPT-Chennai
Guindy,
Chennai – 600 032,
Tamilnadu, India.

Dear Sir

We are established and reputable manufacturers of having 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,

Signature :

Name :

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

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