



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

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

**ONLINE TENDER NO.
CIPET: IPT/CHN/Uniforms/2020-21/03
LAST DATE FOR SUBMISSION OF ONLINE BIDS: 18/08/2020**

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

(Department of Chemicals & Petrochemicals)

(Ministry of Chemicals & Fertilizers)

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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 training, Technical services and Research in the field of Plastics and its allied Industries having its Head Office at Chennai and 34 Centres across the country.

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: 29/07/2020.
- (d) Last date for Bids submission: 18.08.2020, 14.00 hours
- (e) Technical Bid opening on : 19/08/2020, 10.30 hours
- (f) Financial Bid opening on after the evaluation of technical bid.

3. Tender Form

The cost of Tender form is Rs.1180 (including GT) and an amount of Rs.30,300/- has to be paid as Earnest Money Deposit by way of 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 18.08.2020 14.00 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 payment shall be entertained.

4.3 Delivery: Delivery within 15 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 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 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 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, necessary for the proper and continued functioning of the uniform for a period of two years, following commencement of the uniform used by the student 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 6 months 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"**. The technical bid only apply both format online and offline the bid, should be packed in **envelope**. The content of the bid 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 (a) Profile of the Firm, (B) Details of similar work carried out during the last 2 years (Copy of W O to be enclosed, (C) Financial Background please provide details regarding Audited Balance Sheet, Profit and Loss A/c. and Turn over for the last three years. (d) Details of Present Supply of similar type under Execution (Copy of W O to be enclosed).
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.
9. Photocopies of various registration certificates like PAN, MSME and GST.

8.1.(b) PRICE SCHEDULE (COMMERCIAL OR PRICE BID)

Supply of stitched uniforms for male and female students
Upload format as per online in COMMERCIAL OR PRICE BID.

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 **02.00 p.m on 18.08.2020**. 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	500 x 2 = 1000 (approx.) 500 x 2 = 1000 (approx.) 606 (approx.)
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.	106 x 2 = 212 (approx.)

DECLARATION

I / We, Mr. / Ms. _____ Son / Daughter / Wife of Sri
of (Address)

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

Nam: Address:

Phone (O):

Seal of the Firm

Phone (R):

Mobile:

Date:

General Terms & Conditions

1. Submission of Online Bids is mandatory.
2. The CIPET: IPT, Chennai has decided to use process of short tendering for inviting this Offer and thus the physical copy of the tender would not be sold.
3. CIPET reserves the right to reject / cancel any or all the tenders without assigning any reason.
4. All the required supply of uniform cloth and stitching quantity should be supplied within 15 Days from issue of Purchase order and Quantity May be increased or decreased as per requirement.
5. All the Test certificate & Technical Data shall be provided along with material.
6. The rates quoted should be on FOR CIPET : IPT Chennai basis inclusive of supply of cloth and stitching , unloading & any other charges etc.
7. Taxes, levies, other duties shall be quoted separately or inclusive.
8. The rates quoted should remain valid for a minimum period of 06 months.
9. 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.
10. Income tax/GST on TDS shall be deducted as per rules at prevailing rate.
11. Tender/Offer along with all the relevant documents should be submitted/ UPLOADED soft copy online only in a Technical bid / eligibility window as per eligibility criteria document list.
12. Offer received after due date and time shall not be considered.

General Terms & Conditions

13. Splitting of contracts/Parallel Contracts

After due processing, if it is discovered that the quantity to be ordered is far more than what L1 alone is capable of supplying and there was no prior decision/declaration in the bidding documents to split the quantities, then the quantity being finally ordered may be distributed among the other bidders by counter offering the L1 rate in a manner that is fair, transparent and equitable based on objective data available.
e.g. eligibility data, quantity/delivery etc.

14. Cancellation of Procurement Process/Rejection of All Bids/Re-tender

The Procuring Entity may cancel the process of procurement or rejecting all bids at any time before intimating acceptance of successful bid under circumstances

- a) If the quantity and quality of requirements have changed substantially or there is an un-rectifiable infirmity in the bidding process
- b) When none of the tenders is substantially responsive to the requirements of the Procurement Documents.
- c) None of the technical Proposals meets the minimum technical qualifying score
- d) If effective competition is lacking. However lack of competition shall not be determined solely on the basis of the number of Bidders. (Please refer to para above also regarding receipt of a single offer.
- e) The Bids'/Proposals' prices are substantially higher than the updated cost estimate or available budget
- f) If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.

General Terms & Conditions

15. Breach of Contract, Remedies and Termination

In case the contractor is unable to honour important stipulations of the contract, or gives notice of his intention of not honouring or his inability to honour such a stipulation, a breach of contract is said to have occurred. The breaches occur in relation to the performance of the contract in terms of inability to supply the required quantity or quality.

16. 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:
 - a) Forfeiture of the performance security;
 - b) 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 (popularly called risk purchase); and

SECTION III. TECHNICAL SPECIFICATIONS
(Aide-Memoire)

S. No	Description	Specification	
For Male students.			
1	Pants (Trousers)	GRASIM Suiting Code no: Q 1475 shade no.898.	The quantity of cloth used for a Pant is minimum 1.30 mtrs
2	Half Sleeve Shirt	GRASIM Shirts Code no: 095 shade no.12.	The quantity of cloth used for a Shirt is minimum 2.00 mtrs
3	Over Coat	S KUMAR'S Economic balance Shade No. 204	The quantity of cloth used for a Coat is minimum 1.50 mtrs
For female students.			
4	Pants (Chudithar Bottom)	GRASIM Suiting Code no: Q 1475 shade no.898.	The quantity of cloth used for a Pant (Chudithar Bottom) is minimum 2.00 mtrs.
5	Long Sleeve Shirt (Chudithar Top)	GRASIM Shirts Code no: 095 shade no.12.	The quantity of cloth used for a Chudithar Top is minimum 2.50 mtrs.
6	Over Coat	GRASIM Suiting Code no: Q 1475 shade no.898.	The quantity of cloth used for a Duppatta is minimum 1.25 mtrs.
7	A label with CIPET is to be stitched on the left pocket of the shirt.		

Yours Faithfully,

(Name)

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

(Name of Manufactures)

SECTION IV MANUFACTURER'S AUTHORIZATION FORM

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

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

Dear Sir

Ref: Tender Reference

We 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.

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 two 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 numbers. Attach photocopy of registration certificate
 - PAN no. (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.50 Lakhs.
- (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.

List of Documents to be uploaded online:

01. Cost of Tender Rs. 1180/- and E.M.D. Rs. 30,300/- (Online Transfer on CIPET Chennai, SBI bank A/c No- 10565622389 (State bank of India) IFSC - SBIN00004327)
02. Name of the owners/ partners/ director of the firm/ company / corporation and their addresses.
03. Valid license copy of registration of the firm / company and authorization certificate of dealer, Distributor.
04. Copy of Similar work done in Industry / institute in last 2 years.
05. Name and addresses of bankers with whom the account is maintained.
06. Copy of the last Three years balance sheet.
07. Photocopies of various registration certificates like PAN card & GST.
08. Sign with stamp / seal Copy of General Terms and Condition.
09. Sign with stamp / seal Copy of Declaration.

Note:

All Technical details (eg. Documents Comprising the Technical Bid (as mentioned above) should be uploaded in eligibility bid of e-tendering module, failing which the tender stands invalid & rejected.

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)