

No.D-22012/01/2016-Genl.  
Government of India  
Ministry of Corporate Affairs

A-Wing, 5<sup>th</sup> Floor, Shastri Bhawan,  
New Delhi dated 22 Jan., 2016.

**Tender Notice**

**Subject: Invitation of quotations for supply of uniforms.**

The ministry of Corporate Affairs, Government of India, invites sealed bids along with samples of clothes for award of annual contract for supply of Winter and Summer uniforms clothes from established and reliable Indian manufacturers and suppliers for eligible employees and Staff Car Drivers of this Ministry during the period from February, 2016 to February, 2017. The schedule of requirement is at **ANNEXURE-I**.

2. The interested manufacturers / suppliers may submit their sealed quotations along with samples so as to reach the Under Secretary (Genl.) in Room No.526, A-Wing, 5<sup>th</sup> Floor, Shastri Bhawan, New Delhi on or before 11:30 a.m. on 4<sup>th</sup> February, 2016. The quotations will be opened on the same day at 3:30 p.m. in Room No.526, A-Wing, 5<sup>th</sup> Floor, Shastri Bhawan, New Delhi.

3. The bidder must mention the name of the firm and its contact numbers on sealed cover super scribing "Tender for uniform". An Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft drawn on any scheduled commercial bank in favour of DDO, Ministry of Corporate Affairs and payable at Delhi / New Delhi must accompany the bids. Quotations received after closing date and time and without EMD or EMD in a form other than Demand Draft will not be considered at all. Relaxation to furnish EMD shall be granted only to those bidders who are registered with the Central Purchase Organisation or National Small Industries Corporation. Certified copies of the same should be furnished with the quotation for claiming the relaxation, failing which the quotation will be rejected.

4. The details of terms & conditions for submitting of bid are as under: -

- i) The length and breadth of each sample of fabric should be at least 10"x10" and sample of saree, sandals and shoes (male / female) should be in single piece wise.
- ii) The quantity of the required fabric / items of uniform will be intimated at the time of placement of supply orders as per requirement from time to time.
- iii) The samples will be selected by duly constituted Tender Evaluation Committee of this Ministry. One or more items of the same firm may be selected by the Committee and accordingly, order shall be placed to the firm for one or more items. In other words, different firm may be awarded contract for different articles of uniform depending on quality and rates. The decision of the Committee will be final and binding on all bidders.
- iv) The bidders must have at least 3 years' experience for supply of uniform items in Central Govt. Ministries /Departments / PSUs. Necessary supporting documents to the effect be enclosed.
- v) Bidders are required to furnish their complete address and telephone numbers along with PAN/TAN, Service Tax No., Sales Tax registration certificate etc.
- vi) A firm blacklisted by any Govt./State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding this fact and it comes to

- the notice of this Ministry later, contract will be cancelled immediately and security deposit forfeited. The items of uniform already supplied will also be confiscated.
- vii) The bid document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- viii) Any request for increase in the approved rates will not be entertained for any reason for the contract period for any reason and the items required to be supplied by the contractor should strictly be in accordance with the samples approved.
- ix) The successful bidder shall be required to furnish Performance Security of Rs.10,000/- by the firm in the form of Fixed Deposit Receipt duly hypothecated in favour of **"The Pay & Accounts Officer, Ministry of Corporate Affairs"**, New Delhi.
- x) **Performance Security is compulsory and will have to be deposited by each successful bidder.**
- xi) The Ministry reserve the right to reject any or all the bids or part or not to award the contract to the lowest bidder considering the samples / quality of fabric. The decision of the Ministry in this regard shall be final and binding on all.
- xii) The job order to successful bidder for shoes and jerseys (Male/Female) will be made on the basis of general size No. 6,7,8,9 and Medium, Large and Extra Large respectively. However, if any change occurs in size nos, the items supplied on the basis of general size no. have to be replaced accordingly to the needs of the employees of the Ministry and complete satisfaction of the user.
- xiii) The items ordered shall be supplied as per specification / sample selected to the General Section, Room No.511-B, A-Wing, 5<sup>th</sup> Floor, Shastri Bhawan, New Delhi within 07 days of placement of order, failing which a penalty of Rs.100/- per day for each day of delay will be imposed and deducted from the payment of the supplier.
- xiv) Service Tax/VAT, if any, must be quoted failing which no amount would be paid towards service tax / VAT.
- xv) TDS and other applicable taxes as per prevailing rates will be deducted before making the payment.
- xvi) Payment against bill/invoice shall be released only after supply/inspection and observance of satisfactory supply of the uniforms. Payment will be made directly to the supplier through ECS mode only. **No advance payment will be made in any case.**
- xvii) The Department reserve the right to impose any other conditions for regulating the contract in public interest.
- xviii) In case the successful bidder is found in breach of any condition(s) / tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case, EMD / Performance Security shall be forfeited after giving proper opportunity through show cause notice.
- xix) All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and agreement will be governed by and be construed in accordance with the laws of India.
- xx) Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the firm.
- xxi) The bidders who does not fulfill any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the bidder only and any further correspondence in this regard will not be entertained.

  
(Riazul Haque)

Under Secretary to the Govt. of India

## ANNEXURE-I

**SCHEDULE OF REQUIREMENT & FORM OF FINANCIAL BID**

S.No.	Description	Unit of measurement	Rate per unit (Rs.)	ST/VAT (if any)
1.	Woollen solid fabric for two piece buttoned up suit (Raymond Sapphire or with similar specifications – Dark Blue/Black)	Per Mtr.		
2.	Full Sleeved pure Woollen Jersey for men (Navy blue)	Each		
3.	Full Sleeved pure Woollen Cardigan for women (Navy blue)	Each		
4.	Genuine Leather Shoes (Black) for men with PU Sole	Each Pair		
5.	Genuine Leather Shoes (Black) for women with TPR Sole	Each Pair		
6.	Woollen Socks (Blue)	Each Pair		
7.	Fabric for Safari Suit (Makers by Raymond or similar specifications)	Per Mtr.		
8.	Terricoat Fabric for Pant (Dark Blue)	Per Mtr.		
9.	Terricoat Fabric for Shirt (Light Blue)	Per Mtr.		
10.	Sarees (memsahib) light blue with fall	each		
11.	Blouse Fabric (light blue)	Per Mtr.		
12.	Petticoat Fabric (light blue)	Per Mtr.		
13.	Genuine Leather Sandals with PU Sole (Black) for men	Each Pair		
14.	Genuine Leather Sandals with TPR Sole (Black) for women	Each Pair		