



Government of Jharkhand
Urban Development & Housing Department
Directorate of Municipal Administration

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Tender Ref No.192

Date: 26-12-2018

Short-term Tender Notice for Supply of “T-Shirt, Caps and Badges,” at the Office of Director, Directorate of Municipal Administration, UD&HD, Govt. of Jharkhand.

Director, Directorate of Municipal Administration, Govt. of Jharkhand, invites tenders (**Two Bid System**) from reputed and experienced agencies/ firms/ companies for supply of “T-Shirt, Caps and Badges” as per the below table on the Occasion of Global Skill Summit, 2019 at the Office of Director, Directorate of Municipal Administration, Govt. of Jharkhand.

S.NO	ITEMS	UNIT	TECHNICAL SPECIFICATION OF ITEM
1	T-SHIRT	1000	As per Annexure III
2	CAP	1000	
3	BADGE	50	

The response to this tender along with all required documents are to be submitted by interested agencies on or before **12:00 PM** of **02/01/2019**.

The Tender has to be submitted in a sealed non-transparent envelopes uperscribed with “**Short-term Tender for Supply of “T-Shirts, Caps and Badges”**” along with Tender Ref. No., Name of the agencies, its address, contact no. / email id, containing following two sealed non-transparent envelopes-

- A) Envelope–I: Marked as Technical Bid
- B) Envelope–II: Marked as Financial Bid

Note: Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/ are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid’s misplacement or premature opening resulting in disqualification.

Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The tenders will be opened on the same day, **02/01/2019** at **03.00 PM** in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the Directorate of Municipal Administration, Govt. of Jharkhand.

Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on same day, **02/01/2019** at **05.00 PM**.

The undersigned reserves the right to issue addendum/ corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this Tender at any stage without assigning any reason thereof.

Details regarding eligibility criteria, Terms & Conditions, material and other specifications, payments guidelines etc. can be seen on the “Tender Section” of the website: <http://udhd.jharkhand.gov.in>

Director
Directorate of Municipal Administration
Department of Urban Development & Housing
Govt. of Jharkhand, Ranchi

“Technical Bid”

Terms and Condition:

1. Important Dates and Times:

- 1.1 Last Date & Time for Submission of bids: **12:00 PM** of **02/01/2019**
 - 1.2 Date & Time of Technical Bid Opening: **03:00 PM** of **02/01/2019**
 - 1.3 Date & Time of Financial Bid Opening: **05:00 PM** of **02/01/2019**
 - 1.4 The Bid Validity Period will be **180days** from the last date of submission of this Tender.
 - 1.5 On Award of Contract, the Selected Bidder should Supply the material by **07/01/2019 on mandatory basis.**
2. The tender should not sub-let the any part of the work to any other service provider. No type of consortium or franchisee or sub-contracting arrangement will be acceptable.
 3. Bidder will have to submit a sample of T-Shirt, Cap & Badges with technical bid in the Office of Director, Directorate of Municipal Administration, UD&HD, GoJ.
 4. Conditional tender shall not be considered.

5. Minimum Eligibility Criteria & required documents (To be submitted as Technical bid):

Sl. No.	Criteria*	Document to be submitted (attach self-attested Xerox Copy)
1.	Bidder should be a Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act or proprietorship or registered under Society Act.	Incorporation/ Registration certificate
2.	Registered with GST	GST registration No.
3.	Registered with Income Tax department	PAN card
4.	Average Annual Turnover of Rs. 25 Lakh (Rs. Twenty Five) over the last three financial years 2015-16, 2016-17, 2017-18	Certificate from Chartered Accountant and Audited Financial Statements
5.	Should have been operating for the last three years. ITR for the Financial Years-2015-16, 2016-17, 2017-18	ITR-V to be attached
6.	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertakings (PSUs)	Self-declaration on Non Judicial Stamp paper of value Rs. 100 (Annexure II)
7.	Prior Experiences of Supply of Materials for Government of Jharkhand. (At least one such work orders in the last three FYs i.e. from FY 2015-16 to 2017-18)	Copy of Work order/Contract Agreement

*All bidders submitting the proposal must meet the above short listing criteria in full.

Note: The Financial Bid of only those bidders will be opened, who will meet the “Minimum Eligibility Criteria” post the technical evaluation by Tender Evaluation Committee.

6. Bid Price and Evaluation of Financial Bid and Letter of Award (LOA):

- 6.1 Tender Fee of Rs 5000.00 (Non-Refundable) in the form of Demand Draft in favor of Director, Directorate of Municipal Administration, UD&HD should be submitted along with tender documents.
- 6.2 All taxes, insurance and other levies shall be included in the quoted price.
- 6.3 Bidder has to send all T-Shirt, Caps and Badges to Office of The Director, Directorate of Municipal Administration or its designated place as per order. No extra payment will be made for logistics of these items.
- 6.4 Any damages to T-Shirts, Caps & Badges in transit will be at the risk of bidder only and has to be replaced by the bidder
- 6.5 Payment will be made only after the materials have been received at the designated place in satisfactory condition and according to approved quality/ specifications/ samples etc.
- 6.6 The required quantity of the item(s) as given in the tender is tentative. Office of the Director, Directorate of Municipal Administration reserves the right to increase or decrease the quantity without assigning any reason and shall not be bound to place any order for the items for which the tenders have been invited. The payment will be revised accordingly based on the unit price.
- 6.7 No request relating to advance payment of the ordered material will be entertained.
- 6.8 The price should be quoted in Indian Rupees only.
- 6.9 Taxes will be deducted at source as applicable.
- 6.10 Work orders will be issued based on the requirement only. Selection of bidder under this tender or Issuance of LOA will not guarantee issuance of work order/s and Office of The Director, Directorate of Municipal Administration, will not assume any liability or cost towards incurred by the bidder.
- 6.11 Items will have to be supplied as per the quantity and specification mentioned in this tender document/ Work order on or before 7th January 2019 on mandatory basis. The quality of the items supplied should be as per the satisfaction of Office of The Director, Directorate of Municipal Administration, Ranchi.
Failure on the part of successful bidder to do so may result in cancellation of its LOA/ Work Order In such case, Office of the Director, Municipal Administration may impose penalty upto Rs 1 lakh on the bidder.
- 6.12 This rate quote shall be valid for one year from the date of issuing of LOA. However, it may be extended for another year with mutual consent.
- 6.13 Payment shall be released on submission of bills with copy of work order issued by Office of The Director, Municipal Administration.

7. Other conditions:

- 7.1 If the bidder fails to do the jobs satisfactorily or is unable to complete the job, Office of The Director, Municipal Administration, reserves the right to cancel the Contract and may impose penalty of Rs 1 Lakh on the bidder. The decision of The Director, Municipal Administration will be final and conclusive in this regard.
- 7.2 In case of unsatisfactory service by selected agency or cancellation of contract within the contract period, Office of The Director, Municipal Administration can purchase required item from any other bidders at L1prices/ approved price or at Negotiated Prices.

8. Payment:

Payment shall be released on submission of bills with copy of work order issued by Office of The Director, Municipal Administration and copy of Delivery Challan, which was received by our concerned official. Taxes will be deducted as per rules. Payment can be released within 45 days after supply of materials

You are requested to provide/submit your offer in sealed cover latest by 12:00 PM on or before 02-01-2019 along with following documents:

- 1) All the required documents as per the minimum eligibility criteria.**
- 2) Filled Format of Financial Bid (Annexure-I)**

The Office of Director, Municipal Administration however reserves the right to cancel or reject the tender without any information to the bidders. If any dispute arises they would be subject to Ranchi Jurisdiction only.

**Director
Directorate of Municipal Administration
Department of Urban Development & Housing
Govt of Jharkhand, Ranchi**

“Financial Bid”

Annexure-I

(On the letter head of Agencies)

S.NO	ITEMS	TECHNICAL SPECIFICATION OF ITEM	PER UNIT QUANTITY PRICE	TAXES	TOTAL PRICE
1.	T-SHIRT		S1	S2	$T1= 1000 \times (S1+S2)$
2.	CAP		C1	C2	$T2= 1000 \times (C1+C2)$
3.	BADGE		B1	B2	$T3= 50 \times (B1+B2)$
				TOTAL	$T= T1+T2+T3$

Note: Office of The Director, Municipal Administration will have the right to correct the arithmetical error, if any, and that will be binding on the bidders. We understand you are not bound to accept any Proposal you receive.

For and on behalf of (Agency name):

Signature:

Name:

Designation:

Date:

(Stamp/ Seal)

Annexure-II

(Affidavit on a non-judicial stamp paper of Rs. 100/- by Authorized Representative of the Agency with his / her dated signature and Agency seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our proposal in response to the Tender Reference No. _____ and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my proposal at any stage besides liabilities towards prosecution under appropriate law.

2. I/ We, on behalf of..... (Name of the Agency), with its registered office at do hereby declare that the above-mentioned agency is not under a declaration of ineligibility for corrupt and fraudulent practices or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.

3. I/ We on behalf of..... (Name of the Agency) do hereby affirm and undertake that we have carefully read and understood fully the whole Tender documents and will unconditionally abide by all the terms and conditions given in the Tender document vide reference _____.

4. I/ We do not have any conflict of interest which materially affects the fair competition and is disadvantageous to other applicants. We undertake to observe the laws against fraud and corruption, including bribery, in force in India.

For and on behalf of (Agency name):

Signature:
Name:
Designation:
Date:
(Stamp/Seal)

ANNEXURE III

TECHNICAL SPECIFICATIONS

The high level technical specification of the T-Shirts, Caps and Badges are briefly given below, the exact design and specifications will be finalized based on the consultation with the Directorate of Municipal Administration, Govt. of Jharkhand.



1. T-SHIRTS

Name of Material	T-Shirt
Quantity	1000
Material	White Polo T-shirt Half Sleeves & Flat Collar
Material Type:	Spun Polyester Zero Shrinkage
Material Thickness:	190 GSM
Buttons Size:	Standard Size
Printing	Sublimation Printing No Fading
Colour of Collar, Buttons and Stitching	As per Proto-Type

T-SHIRT SIZE CHART

Size (Inches)	S	M	L	XL
Chest	38	40	42	44
Neck Circumference	15	15.5	16	16.5
	10%	40%	40%	10%

2. CAPS:

Name of Material	Cap
Quantity	1000
Fabric	Cotton Quick Dyeing Material
Size	Free Size
Material Type:	Spun Polyester Zero Shrinkage
Occasion	Global Skill Summit



3. BADGES:

Name of Material	Badge
Quantity	50
As Per Proto Type Shown	

