

**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

**TENDER DOCUMENT FOR
PROCUREMENT OF READYMADE LIVERY ITEMS FOR
WINTER UNIFORM, 2015-16**

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

**PROCUREMENT OF READYMADE LIVERY ITEMS FOR
WINTER UNIFORM, 2015-16**

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**LOK SABHA SECRETARIAT
(GENERAL PROCUREMENT BRANCH)**

No.9/14/2015-16/GPB/LSS

Dated the 21 December, 2015

From

**K.C. PANDEY
UNDER SECRETARY**

To

ALL CONCERNED

Sub. Limited Competitive bidding for procurement of Readymade Livery Items for Officers/staff of Lok Sabha Secretariat for Winter Uniform, 2015-16 - on Rate Contract basis

Sir,

Lok Sabha Secretariat (LSS) intends to procure **Readymade Livery Items for Uniform of Officers/Staff for Winter, 2015-16**. Sealed tenders are, therefore, invited from the manufacturers, authorized distributors/dealers/suppliers for the supply of **Readymade Livery Items on rate contract basis**.

2. The qualifications, terms and conditions, instructions to the Bidders, etc. may be downloaded from Lok Sabha Secretariat website www.loksabha.nic.in.

3. This tender document consists of (i) Instructions to the Bidders, (ii) Terms and conditions of the tender, (iii) Declaration, and (iv) Schedule of rates. **Bidders are requested to go through the instructions to the bidders and terms and conditions contained in the bid document which can be downloaded from www.loksabha.nic.in.**

4. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents/samples in sealed envelopes addressed to the **Under Secretary(GP), Lok Sabha Secretariat, Room No. 408, Parliament House Annexe, New Delhi**, and must reach on or before the **11th January, 2016 by 1500 hrs**. Bids should be hand delivered at the above mentioned address on or before the said date.

Yours sincerely

Sd/-

(K.C. PANDEY)

Ph.no.23034408/23034410

Limited Competitive bidding for procurement of Readymade Livery Items for Officers/Staff for Winter Uniform, 2015-16

Tender No.9/14/2015-16/GPB/LSS dated 21 December, 2015

INSTRUCTIONS TO THE BIDDERS

1. Definitions

- (i) "The Purchaser" means the Lok Sabha Secretariat
- (ii) "The bidder" means the individual or firm who participates in this tender and submits bid
- (iii) "The supplier" means the individual or firm supplying the goods under the contract
- (iv) "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation

2. Bid documents

- (i) Letter for inviting tender
- (ii) Instructions to the bidder
- (iii) Terms and conditions of the tender
- (iv) Schedule of rates (Financial bid)
- (v) Declaration regarding blacklisting.

2.1 The bidder is expected to examine all instructions and terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.

3. Documents/Certificates

3.1 The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- (b) Copy of CST/VAT/TIN Registration Certificates;
- (c) Copy of PAN/GIR Card;
- (d) Copies of Income Tax Return filed for last three financial years;
- (e) Original copy of authorization from manufacturer against this Tender valid throughout the contract period, in case the firm is not a manufacturer of the item.
- (f) Proof of experience in supplying to Government Departments (P.Os-two copies each of the last three years received from Government Departments & PSUs- should be received).
- (g) Declaration regarding blacklisting or otherwise. **(Annexure-I)**

4. Clarification on Bid Documents

A prospective bidder requiring any clarification on the Bid Documents may notify the General Procurement Branch (Under Secretary, General Procurement Branch) in writing or by e-mail at the mailing address gpb-lss@sansad.nic.in. Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry) will be uploaded on to LSS website www.loksabha.nic.in for the benefit of all the prospective bidders.

5. Amendment of bid document

5.1 At any time prior to the dead line for submission of bids, the General Procurement Branch (Lok Sabha Secretariat) may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid Documents by amendment. The amendment will be uploaded on to LSS website www.loksabha.nic.in for the benefit of all the prospective bidders.

5.2 In order to give prospective bidders reasonable time in which to take an amendment into account in preparing their bids, the Director (GPS&SCTC), General Procurement Branch may, at his discretion, extend the deadline for the submission of bids.

6. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

7. Non transferability

This tender is non transferable.

8. Minimum eligibility criteria

Bidders should

- be an Indian company/firm engaged in supplying **readymade items** in bulk in Delhi/NCR and having its Office (Head / Regional/Branch Office in Delhi/NCR).
- preferably have (manufacturing firms) Quality assurance certification like ISO 9001, ISI/BIS/CE/FDA certification, etc.
- have authorization from manufacturer against this Tender valid throughout the period of the contract, in case the firm (s) is not manufacturer of the items (Original copy has to be attached).
- have minimum **three years** of experience of supplying **readymade items** in bulk to the Departments/Ministries of the Government of India (Valid proof has to be attached).

- have minimum Turnover of **Rs. 8 lakhs** per year during each of the last three years (copies of two Purchase Orders received from Govt. Depts. / PSUs during each of the last three years should be enclosed).
- not have been blacklisted by the Depts/Ministries of the Govt. of India.

9 Preparation of Bids

Language of Bid

The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Purchaser shall be written in English only.

10. Documents comprising the bid

- (i) The bid should be sealed in a separate cover and super scribed “**Bid for supply of readymade items** “ . All the information/ documents sought in should be provided with the bid. **The documents / information sought should be in the same serial order as given in the bid.**
- (i) The bid shall specify the rates / prices schedule separately.

N.B. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected.

11. Bid Prices

11.1 The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, packing, forwarding, etc., as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

11.2 Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.

11.3 Prices should be quoted FoD basis (Free delivery at LSS).

12. Bid Security/ Earnest Money Deposit (EMD)

12.1 EMD of Rs 8,000/- (Rupees eight thousand only) in the form of banker’s cheque/ demand draft from any scheduled bank drawn in favour of “**Drawing and Disbursing Officer, Lok Sabha**” shall accompany the technical bid.

12.2 EMD shall remain valid for a period of 45 days beyond the final validity period of bids (120 days)

12.3 A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.

12.4 EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

12.5 The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.

12.6 The Bid security of the unsuccessful bidder will be discharged / returned to them within **30 days** after finalization and award of the contract without any interest. **EMD of successful bidder will be converted into PSD which will be released after three months of execution of supply.**

12.7 The bid security may be forfeited:

If a bidder withdraws his bid during period of bid validity specified in the bid document

13. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

14. Signing of the bids

14.1 **The bid shall be typed or printed.** All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

14.2 All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

14.3 The bid shall contain no interlineations , erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

15. Submission of Bid

15.1 The envelope shall bear the Name of the Work as described in the Notice inviting tenders i.e. **Supply of readymade items to Lok Sabha Secretariat** along with Tender Number, due date and time and shall be sealed and addressed to **The Director (GPS&SCTC), General Procurement Branch, Room no. 408, Lok Sabha Secretariat, parliament House Annexe, New Delhi-110001** and must reach on or before 11.1.2016 by **3.00 P.M.** If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

15.2 **The bidders must have to submit samples of the readymade items for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. The samples will be returned after selection of the bidder.**

15.3 Bids should be hand delivered at the address mentioned in clause 16.1

15.4 All the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

15.5 The bidder shall seal the bid.

16. Deadline for submission of bids

16.1 Bids must be submitted to the **Director (GPS&SCTC), General Procurement Branch, Lok Sabha Secretariat, Parliament House Annexe, New Delhi** on or before the prescribed date and time i.e. on or before 11.1.2016 (1500 hrs).

16.2 No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids

16.3 Director (GPS&SCTC), General Procurement Branch, Lok Sabha Secretariat, may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

16.4 The responsibility for submission of the bids in time would rest with the bidder.

16.5 Telegraphic / Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid;

16.6 Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

17. Modification and withdrawal of bids:

17.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of the bids.

17.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with clause 16. A withdrawal notice may also be sent by e-mail fax but followed by a signed confirmation copy by post (which should be received by the General Procurement Branch) before the deadline for submission of bids.

17.3 Subject to clause 16 no bid shall be modified subsequent to the deadline for submission of bids.

18. Bid Opening and Evaluation

Bid Opening

18.1 **Envelop No.1** containing the bid security shall be opened by **Pay and Accounts Officer (P&AO)** of Lok Sabha Secretariat **at 4 PM on the last date for submission of the bids** in the presence of the bidders or their representatives duly authorized by the bidders who wish to be present. If the Bid Security is not found as prescribed the bid shall be summarily rejected. The representatives are required to bring photo identity cards issued by the firm / employer and also a copy of the authorization.

18.2 **Envelop No. 2** containing the price/financial bid shall be opened. Bids shall be numbered serially by P&AO. The bidder's names, documents submitted/ not submitted and such other details as the P&AO, at its discretion may consider appropriate shall be announced at the bid opening.

19. Process to be confidential

After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process ;

20.2 Any effort by the bidder to influence the Purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

20. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the Committee may ask bidders individually for clarification of their bids, including breakdown of unit prices. The request for clarification and the response shall be in writing or email or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids in accordance with Clause 23 hereof.

21. Determination of Eligibility & Responsiveness

21.1 The empowered Committee will determine whether the bid is **substantially responsive** to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the bid documents without any deviation or reservation.

21.2 A bid which in relation to the cost estimates of the Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

22. Evaluation and Comparison of Bids

22.1 Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents, in accordance with Clause 21.1 will be evaluated. Other non responsive bids will be rejected.

22.2 Bidders shall note that no preference of any nature will be given to any bidder notwithstanding any custom, usage or instructions to the contrary.

22.3 Evaluation of the bids will take into account, in addition the bid amounts, the following factors-

- a) Arithmetical errors corrected in accordance with Clause 23.1;
- b) Such other factors as may be considered to have a potentially significant impact on contract execution price and payments ;

22.4 Offers, deviation and other factors, which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in bid evaluation;

23. Evaluation of substantiality of responsive bids

23.1 Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
- b) Incorrectly added totals will be corrected;
- c) In case there is any inconsistency between the rate and the value arrived (after multiplication with the tender quantity), the rate quoted shall prevail;

If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

23.2 The purchaser may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

24. Right to accept /reject any or all Bids

Lok Sabha Secretariat reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

Limited Competitive bidding for procurement of Readymade Livery Items for Officers/Staff for Winter Uniform, 2015-16

Tender No.9/14/2015-16/GPB/LSS dated 21 December, 2015

TERMS AND CONDITIONS OF THE TENDER

1. Application

The general conditions shall apply in contracts made by the Purchaser for the procurement of Goods

2. Standards

2.1 The goods supplied under this contract shall conform to the standards prescribed/ specifications mentioned there against the goods in the financial bid.

2.2 The bidder should furnish the full specifications of the goods offered in the tender. No change shall be permitted after opening of bids.

3. Rates/ Prices

3.1. The rates should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.

3.2. Tender rates should be valid for **at least one year** after the date of opening the tender. **Tender rates valid for a shorter period shall be rejected as non-responsive.** No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.

3.3. Prices should be quoted FoD basis (Free delivery at LSS).

4. Mode of Payment

4.1 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the LSS. Payment will be made direct to the supplier through **A/c payee cheque only.**

4.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

5. Change in quantity

Quantity given in the financial bid is approximate. It may vary depending on the actual usage.

6. Purchaser's Rights

6.1. The LSS reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

6.2 The LSS reserves the right to award the contract to more than one Bidder.

6.3 The LSS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

6.4 If a firm after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

7. Delivery

The required quantity as per samples approved, shall be supplied to the Store of Lok Sabha Secretariat on FoD (Free of Delivery) basis within 20 days from the date of purchase order.

8. Penalty for substandard / inferior quality

8.1 A penalty of 20% of P.O shall be imposed on the supplier for supplying **readymade items** which are sub standard (inferior quality).

8.2 If the selected bidder/firm does not supply the items/ does not make available within the stipulated period as may be indicated by the Purchaser, the Purchaser reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by the purchaser.

Annexure-I

**Limited Competitive bidding for procurement of Readymade Livery Items for
Officers/staff for Winter Uniform, 2015**

Tender No.9/14/2015-16/GPB/LSS dated 21 December, 2015

DECLARATION

To

The Under Secretary (GP),
General Procurement Branch
Lok Sabha Secretariat, Room No.408,
Parliament House Annexe,
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the format to be provided by your office as per-condition for obtaining the Supply / Purchase Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/ banned / suspended business dealing. I/We further undertake to report to the Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Name:

Date:

Designation with Seal of the Firm

Limited Competitive bidding for procurement of Readymade Livery Items for Officers/staff for Winter Uniform, 2015-16 - on rate contract basis

Schedule of Rates

Tender No.9/14/2015-16/GPB/LSS dated 21 December, 2015

Sl. No	Name of the item	Quantity (approx.) of readymade items required	Maximum Price Ceiling/ Range (Excluding Taxes)	Details Quality, Shade, (composition) of Livery items	MRP of the item (incl. Of taxes (Rs.))	Actual Price/ Price offered to LSS (Rs.)	VAT/ Excised duty, etc. If any, (Rs.)	Total Price incl. Taxes (Rs.) (Col.7+8)
1	2	3	4	5	6	7	8	9
1.	White shirt (full sleeve) for JS and above officer	14 Nos.	Rs. 1000/- Per shirt					
2.	White shirt (full sleeve) for Protocol & PSS officer	77 Nos.	Rs. 599/- Per shirt					
3.	White shirt (full sleeve) for Protocol and PSS staff	387 Nos.	Rs. 500/- Per shirt					
4.	Neck tie (Green with white strips)for PSS officers/staff	64 Nos.	Rs. 300/- Per tie					
5.	Leather jacket (black) for PSS official	8 Nos.	Rs.3000/- per jacket					
6.	Leather gloves (black) for PSS staff/Driver	17 Pairs	RS. 300/- per pair					
7.	Woolen Jacket (blue) for Driver	20 Nos.	Rs.2000/- per jacket					

N.B. The quantity of above said 'Cloth' may vary more or less by 10%.

**Authorized Signature &
Seal of the Firm**

Dated **Name & Address of Firm**