



**ANNUAL RATE CONTRACT**  
**TENDER DOCUMENT FOR SUPPLY OF APRON,CAP & MASK**  
**FOR ATDC-SMART CENTRES PAN INDIA SUPPLY**

Ref: ATDC/NHO/RP/SMART/05/19/TE-02 Dated 26/05/2014

**CLIENT:**

APPAREL TRAINING AND DESIGN CENTER

(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)

P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,  
Haryana (India) Phone: 0124-4659511 / 4659507  
Fax: 0124-4659500

**NAME AND ADDRESS OF TENDERER:**

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**SEAL:**

Check List

SL No.	Particulars	Remarks
1.	Whether DD/BG/FDR for Rs.1,00,000/- towards EMD and D/D for Rs.1,000/- towards tender fee enclosed with technical bid	Yes/No
2.	Whether samples of Apron, Cap knitted & Mask are being submitted with Technical Bid	Yes/No
3.	Whether test report from SGS, Texan Lab or InterTech conforming technical parameters as specified in the tender notification, attached with Technical Bid	Yes/No
4.	Whether the remaining material of samples tested in the testing Lab as a proof of testing attached with Technical Bid.	Yes/No
5.	Whether List of Govt./Semi Govt institutions for whom supply of tendered items was undertaken during the last 3 years (2010-2011, 2011-2012, 2012-2013), attached with Technical Bid. Please enclose as a proof P.O. or job completion certificate from each organization	Yes/No
6.	Whether Feedback report from at least 3 organizations on their letter head has been attached with Technical Bid.	Yes/No
7.	Whether Annual Turnover of the company during last 3 years 2010-11, 2011-12 and 2012-13 with relevant pages of balance sheet and audit report has been attached with Technical Bid.	Yes/No
8.	Whether Profile of work force in the company to undertake the similar activity has been attached with Technical Bid.	Yes/No
9.	Whether the price quoted is inclusive of all taxes, excise duty, packing, forwarding and handling charges etc.	Yes/No
10.	Whether vendor has noted that it would be an <b>ANNUAL CONTRACT</b> on pan India from the date of awarding contract/signing agreement, without escalation upwards in the contracted price.	Yes/No



(Dr.R.A.Lal)  
HOD (RP/PP)

**Tender Notice for procurement of Apron,Cap & Mask**


HOD (RP/PP) on behalf of Director General, Apparel Training Design Centre, P-50, Sec-44, Institutional Area, Gurgaon-122003, invites quotation for Supply of items as per the following details on PAN India basis for its ATDC-SMART Centres. Various OEMs and their authorised dealers/distributors/Channel Partners/vendors/Firms may submit their Techno–Financial bids. The items details are as follows:

SL No.	Description	Unit	Qty
1.	Apron	Each	40,000
2.	Mask	Each	2,00,000
3.	Cap knitted	Each	40,000

Specifications of items are given here as under:

SL No.	Description	Specifications of tendered item	Specifications of item quoted
1.	Apron	<ul style="list-style-type: none"> <li>• 100 % Cotton Poplin Dyed fabric as per sample</li> <li>➤ GSM – 100 (<math>\pm 5\%</math>)</li> <li>➤ Count 40<sup>s</sup> x 40<sup>s</sup> (<math>\pm 5\%</math>)</li> <li>➤ Reed x Pick 100x 92 (<math>\pm 5\%</math>)</li> <li>• <b>Piping 3/8 Inches</b> Piping to be stitched with attachment</li> <li>➤ Neck – 33 cm</li> <li>➤ Chest – 54 cm</li> <li>➤ Bottom – 57 cm</li> <li>➤ Arm hole – 19 cm</li> <li>➤ Centre length -67 cm.</li> <li>➤ Arm hole string – 45 cms each side</li> <li>➤ Neck loop – 62 cms</li> <li>➤ Width – 3/8 inches</li> <li>• <b>Maximum Shrinkage <math>\pm 3\%</math></b></li> <li>• <b>Colour fastness to washing 3 – 4</b> with no cross staining</li> <li>• <b>Colour fastness to rubbing</b></li> <li>➤ Dry 3-4</li> <li>➤ Wet 2-3</li> <li>• <b>Test Standard for colour fastness to washing– ISO-105 C-06-A2S</b></li> </ul>	
2.	Cap Knitted	<ul style="list-style-type: none"> <li>• Made of Single Jersey 100% cotton knitted fabric</li> <li>➤ Count 30<sup>s</sup> (<math>\pm 5\%</math>)</li> <li>➤ GSM 160 (<math>\pm 5\%</math>)</li> <li>• <b>Maximum Shrinkage <math>\pm 3\%</math></b></li> </ul>	

		<ul style="list-style-type: none"><li>• <b>Colour fastness to washing</b> 3 – 4 with no cross staining</li><li>• <b>Colour fastness to rubbing</b><ul style="list-style-type: none"><li>➤ Dry 3-4</li><li>➤ Wet 2-3</li></ul></li><li>• <b>Test Standard for colour fastness to washing – ISO-105 C-06-A2S</b></li></ul>	
3.	Mask	<ul style="list-style-type: none"><li>• Green mask As per sample</li></ul>	

  
(Dr.R.A.Lal)  
HOD (RP/PP)

**PART-I**  
**TECHNICAL**  
**BID**

**SUBMISSION OF TENDER:**

Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.

All the pages of the Tender Notice should be signed with the name and designation of the signing authority , with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. **This is important and essential.**

The envelopes superscribed ' **Technical Bid**' should contain the tender form (General terms & conditions, Technical & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any price implication.


**All envelopes containing the tender should be properly sealed.**

**The envelope containing Technical Bid must contain the Earnest Money Deposit (EMD) of Rs. 1,00,000/=( Rupees One Lac Only ) and tender fee of Rs.1000/- ( Rupees One Thousand Only ) in the form of Demand Draft, Bank Guarantee or FDR in the name of Apparel Training & Design Centre payable at Gurgaon( For processing fee only Demand Draft will be accepted ).**

**CRITERIA FOR TECHNICAL EVALUATION OF BIDS**

Bidders to submit information against the following sub criteria for assessment of their technical competency

1. No. of years of existence of the company in supply of tendered items in **India**. Bidder may give information on letter head and also proof in the form of Website / Registration certificate etc. indicating the year of establishment and nature of business: – **20**
2. List of Govt./Semi Govt institutions for whom the job of supply of tendered items was undertaken during the last 3 years (2010-2011 , 2011-2012 , 2012-2013 ) Please enclose as a proof P.O. or job completion certificate from each organization:-**20**
3. Feedback report from at least 3 organizations mentioned above on their letter head :-**20**
4. Annual Turnover of the company during last 3 years 2010-11,2011-12 and 2012-13:-**30**  
(Please enclose relevant pages of balance sheet and audit report)
5. Profile of work force in the company to undertake the above activity:-**10**  
(Name,Designation,Qualification,Experience etc.)

  
(Dr.R.A.Lal)  
HOD (RP/PP)

**Technical Evaluation Process:**

All the vendors, along with their Technical Bids, will submit a test report from SGS, Intertek or Texan Lab, specifically confirming each Technical Specifications. Left over of the tested samples will also be submitted along with the Technical Bid.

One sample of each item matching with our standard sample will be submitted along with the Technical Bid. All the Technical Bids will be examined in **terms of matching the specifications of tendered items, offered by bidders. Bids matching requirement will be shortlisted.** The shortlisted vendors will be evaluated against the above Technical Evaluation Criteria. **For clearing technical evaluation criteria qualifying marks will be 60%**

Financial Bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Financial bid opening date and time will be intimated later on.

In the financial bids, the tenderer shall fill in the rates both in words and figures. The amount against each item is also to be filled in. In case of any discrepancy, the rates quoted by bidder in words shall be taken as correct.

The quoted price shall be inclusive of VAT, Sales Tax, , Excise Duty, commissioning and installation charges or any other taxes and duties prevailing in respect of this contract shall be payable by the supplier. ATDC will not entertain any separate claim whatsoever in respect of the same.

**The comparison of the bids for the award of the order will be based on 60:40 percentage** (Technical & Financial) criteria. Evaluation by the Technical Expert & Purchase Committee will be treated as final. Calculation of combined score 'S' will be based on the following formula:

**A=100xB/C,Where**

<b>A= Financial Score of proposal under consideration</b>
<b>B= Price of Lowest financial proposal</b>
<b>C= Price of the proposal under consideration</b>
<b>Final Score, S=0.6* T+ 0.4 * A),where</b>
<b>T= Technical Score</b>



**(Dr.R.A.Lal)**  
**HOD (RP/PP)**

1. Cost of tender: **Rs.1000.00** (Non Refundable)

a) Bank Draft /Pay Order No.:-----

b) Date of issue of BD/PO:-----

c) Name of the issuing authority:-----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----  
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3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----

4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Tenderer is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8. Details of Earnest Money Deposited:

a) Amount:\_\_\_\_\_

b) Bank Draft/Pay order\_\_\_\_\_

c) Date of issue of BD/PO\_\_\_\_\_

d) Name of the issuing authority\_\_\_\_\_

Place\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_ Name\_\_\_\_\_

Seal of the firm



**DECLARATION**

1. I, -----Son /Daughter of Shri -----  
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Proprietor / Partner / Director / Authorized Signatory of -----competent to sign  
this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey  
my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the  
best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague /  
false information / fabricated document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name: \_\_\_\_\_

Company's Seal: \_\_\_\_\_

Tender Informations

Name of organization	ATDC,NHO		
Tender Title	Procurement of Apron, Cap & Mask		
Tender reference	ATDC/NHO/RP/SMART/05/19/TE-02 dated 26/05/2014		
Tender value	Estimated Value	EMD @ 5% of estimated value	Performance Security
	Rs.20,00,000.00	Rs.1,00,000.00	(After finalization of contract)
Tender type	LIMITED		
Type of bid	Two Bid System		
Location	PAN India		
Announcement Date	26/05/2014		
Pre-Bid Meeting for display of samples by ATDC and clarification to the prospective bidders	Date	Time	Place
	12/06/2014	11.00 A.M.	ATDC,NHO
Closing Date/Time	19/06/2014 at 3.00 P.M		
Opening Date/Time	19/06/2014 at 4.00 P.M		
Name of Person in Contact	Dr.R.A.Lal,HOD	Rakesh Kumar Balyan	
Designation	HOD(RP/PP)	Purchase Officer	
Address	ATDC,NHO, P-50,Institutional Area, Gurgaon,(Haryana)-122003		
Email	lal@atdcindia.co.in	balyanrakesh@atdcindia.co.in	
Phone	0124-4659-511	0124-4659-507	
Fax	0124-4659-500		



(Dr.R.A.Lal)  
HOD (RP/PP)

### Term & Conditions

**Price:** The price quoted for each item should be inclusive of **all taxes, packing forwarding, handling charges etc. Freight Charges** would be paid on actual basis.

**Shortlisting of firms: Bids matching specifications will be shortlisted for technical evaluation.**

**Validity of Quote:** Quotes must be on company letter head and should be valid for minimum 180 days. Quotes having validity lesser than 180 days would not be considered. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable.

**Minimum Order Quantity (MOQ):** Purchase Order would be released against quantity as & when required for rate contracted item. Condition of **Minimum Order Quantity (MOQ)** from the side of vendor shall not be accepted in any case.

**Sample of items:** At least three random samples from bulk supply of each item can be drawn by ATDC to conform the specifications of items. Samples so drawn will be sent to SGS, InterTech or Texan Lab for testing.

Charges for testing of samples will be paid by the vendors and may be claimed subsequently while submitting their bills for payment against the supplies effected. In case of non-conformance of the specifications, the order may be cancelled and no testing charges shall be paid by ATDC.

**Rejection of Bids: Bids of vendors without samples of each item** and bids forwarded through email or by fax shall be summarily rejected. Sealed Tender should be dropped in tender box kept for the purpose at the reception. Late bids received after closing date/time will not be considered.

**Payment Terms:** Payment will be made in maximum 30 days after receipt of goods in respective centres. Payment terms such as "100% advance", "100% against delivery" will not be accepted.

**Agreement: An agreement will be signed between ATDC and the vendor (To whom the contract has been awarded) for supply of tendered items constantly for one year from the date of signing contract.**

**Packing & Forwarding:** The packing of each item should be of international standard to avoid transit damages up to our all ATDC-SMART Centres including insurance.

**LD Clause:** The seller will pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of equipment overdue for each of the first four full weeks and @1% for each subsequent full weeks of delay thereafter. However the total amount of penalties shall not exceed 10% of the cost of the value of the equipment delayed. Should the delay be more than three months ATDC may exercise the right to cancel the unfulfilled part of the contract. The seller/vendor undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.

**Bid security:** Against the estimated value of tendered items bid security of **Rs. 1, 00,000/-** should be deposited along with the quote by means of Account payee **Demand Draft/FDR/BG with the validity of 90 days (to be extended for further 90 days in case of delay in finalization of bids)**, drawn on any of the commercial banks favouring "Apparel Training & Design Centre" payable at Gurgaon. **In case successful bidder declines the offer of contract for whatsoever reasons; the EMD deposited by successful bidder would be forfeited. EMD of unsuccessful bidders will be refunded without interest. No claim of payment of interest on account of delay in in completion of tendering process will be entertained.**

**Performance Security Deposit:** The performance security will be deposited by the vendor/firm whom the contract is awarded by means of Demand Draft/Bank Guarantee drawn on any commercial bank. The Performance Security would be calculated @ 5-10% of total contract and will be communicated to the vendor/firm accordingly. In case Performance Security is deposited by means of bank guarantee, it should be valid for one Year from the date of invoice with a claim period of further three months.

**Canvassing:** Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.

The firm/vendor blacklisted by any Government Organization is not eligible to participate in the tendering process.

**Arbitration:** In case of any dispute the same will be solved by means of arbitration, within New Delhi jurisdiction only.

**Clarifications:** if any may be obtained through email lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in or telephonically on 0124-4659-507/511.

The envelope containing quotes should be sealed and super scribed as:

- I. Tender Ref No. ATDC/NHO/RP/SMART/05/19/TE-02 Date: 26/05/2014
- II. Tender for: Procurement of Apron, Cap & Mask
- III. Pre-bid meeting: 12/06/2014 at 1100 Hrs at Sameeksha Hall, ATDC, NHO
- IV. Closing date: 19/06/2014 at 1500 Hrs
- V. Opening Date: 19/06/2014 at 1600 Hrs

Late bids will not be considered.

The bids should be addressed to:

HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003



(Dr.R.A.Lal)  
HOD (RP/PP)

#### Declaration

We, M/s ----- have read and understood the abovementioned terms & conditions and agreed with unconditionally.

(Sign. of authorized Signatory With rubber stamp)

**PART 2**  
**FINANCIAL**  
**BID**

**ANNUAL RATE CONTRACT FOR SUPPLY OF APRON, CAP & MASK**

The tenderer should quote rates in figures as well as in words for items given in Abstract of Cost. The tenderers shall also work out the total amount of his offer and same should be written in figures as well as in words. The financial bid to be submitted in the given format only.



**(Dr.R.A.Lal)**  
**HOD (RP/PP)**

**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,

**HOD**  
(RP/Purchase & Procurement),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO. ATDC/NHO/RP/SMART/05/19/TE-02 DATED: 26/05/2014**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

<b>SL No.</b>	<b>Item description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate per unit</b>	<b>Total Value</b>
1.	Apron (As per specification)	Each			
2.	Cap Knitted (As per specification)	Each			
3.	Mask (As per sample)	Each			

Above quoted price should be inclusive of Excise Duty, VAT / CST, packing, forwarding and handling charges etc. Freight charges will be paid on actual basis.

Delivery Terms: -----

Payment terms: -----

Validity of quote: Not less than 180 days

(Sign. of authorized Signatory  
With rubber stamp)

Images of tendered items

Apron



Mask



Cap

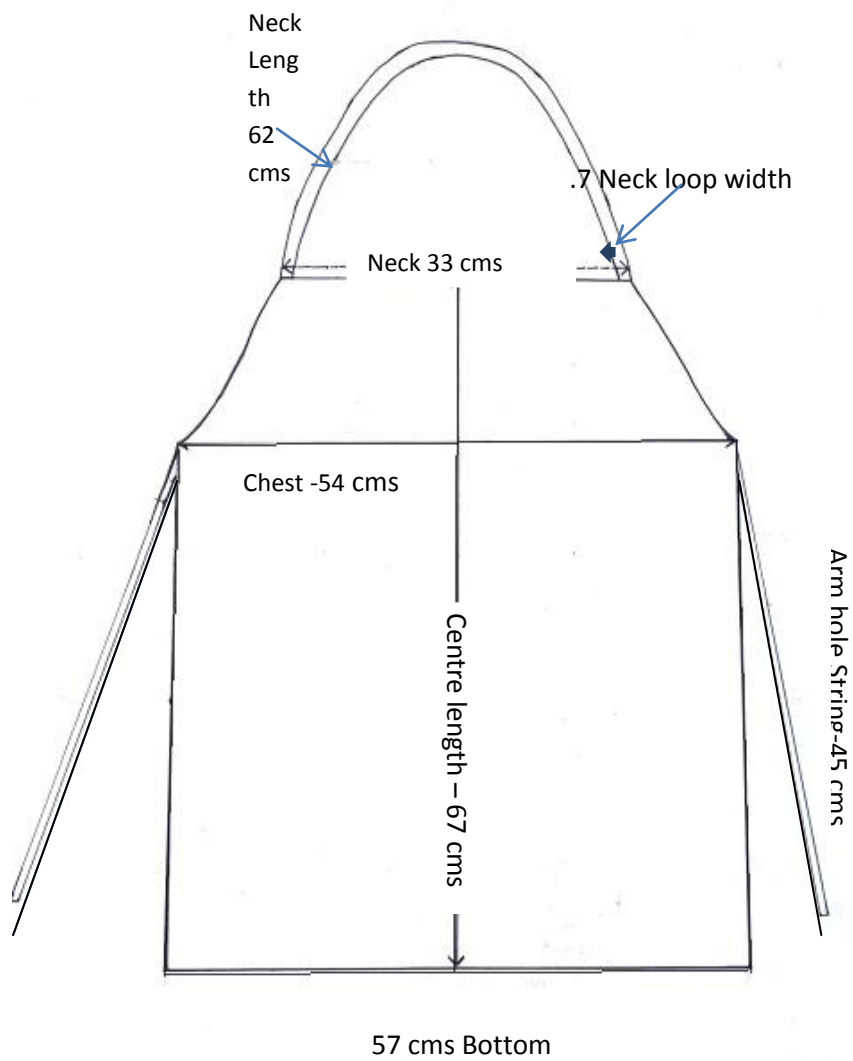


*Dr. R. A. Lal*

(Dr.R.A.Lal)  
HOD (RP/PP)



## Pattern of the Apron



*Dr. R. A. Lal*

(Dr.R.A.Lal)  
HOD (RP/PP)