



Ref: ATDC/NHO/RP/SMART/05/19(B)/TE-12 Dated: 24.11.2014

**SHORT TERM TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR SUPPLY OF  
GREY 100% COTTON FABRIC WOVEN TO ATDC-SMART CENTRES ON PAN INDIA  
BASIS**

**Date of Closing:- 04.12.2014 at 11:00 A.M**

**Date of opening:- 04.12.2014 at 11:30 A.M**

**CLIENT:**

**APPAREL TRAINING AND DESIGN CENTRE**

(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:**

**SEAL:**

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**Check List**

SL.N.	Particulars	Remarks
1.	Whether DD/BG/FDR for Rs.40,000/- towards EMD and D/D for Rs. 1000/- towards tender fee enclosed with <b>Technical Bid</b>	Yes/No
2.	Whether specification of fabric offered are attached in the <b>Technical Bid</b>	Yes/No
3.	Whether 1 meter sample of the fabric offered, is attached with the <b>Technical Bid</b>	Yes/No
4.	Whether Test report of fabric offered, from renowned textile labs attached with the <b>Technical Bid.</b>	Yes/No
5.	Whether Technical and Financial Bids are in separate sealed envelopes, and the covers are super scribed accordingly.	Yes/No
6	Whether the vendor is blacklisted by any company.	Yes/No
7.	Whether the price quoted is inclusive of all taxes, excise duty, packing, forwarding and handling charges excluding transportation charges	Yes/No
8.	Whether validity of quoted rates for 1 year has been mentioned in the Financial Bid	Yes/No

Signature of the Tenderer


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

**NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT**  
**FOR SUPPLY OF GREY 100% COTTON FABRIC WOVEN**  
**TO ATDC-SMART CENTRES ON PAN INDIA BASIS**

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 GREY 100 % COTTON FABRIC to ATDC-SMART Centres on PAN India basis from firms/vendors/OEM and their authorised dealers/distributors for the specified items. Following details may be noted before submission of bids :-

**SUBMISSION OF TENDER:**

1. The tender is on two bid (Techno-Financial) system. Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscripted on the envelopes.
2. 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.
3. The envelope superscripted ' 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.
4. The complete product details as per the required specifications of the item should reflect in the technical bid.
5. 1 meter of sample of the fabric offered together with its testing report from a renowned textile testing lab (Texanlab,SGS,Textile Research Associations, Textile Committees etc) should accompany the technical bid.
6. The Bids matching the prescribed Technical specifications shall only be considered for opening of Financial Bids. It is therefore in the interest of the bidders to quote the items exactly as per specifications prescribed.
7. The Technical Bids shall not contain any price implication which should be mentioned only in Financial Bid.
8. All envelopes containing the tender should be properly sealed.
9. The envelope containing Technical Bids must contain the Earnest Money Deposit (EMD) of Rs 40,000/- 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 shall be accepted ). In case of submission of EMD in the form of Bank Guarantee of any scheduled Bank, the same should be valid for six months with additional one month claim period. Format for bank guarantee is attached. FDR should be valid for six months.

10. The EMD shall be returned in case the vendor is not short listed. The short listed vendor shall have to replace EMD with performance Guarantee@5% of P.O.value,by way of Demand draft/FDR/Bank Guarantee as mentioned for submission of EMD.If performance guarantee is submitted in the form of B.G,the same should be valid for a period of one year from the date of P.O with further 3 months for claim period. FDR should be valid for one year.
11. In case successful vendor backs out of contract or violates the terms & conditions of the contract for what so ever reason, the EMD submitted by vendor shall be forfeited.
12. Quotes must be on company letter head and should be valid for minimum 120 days. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable. No change in price shall be permitted throughout the Annual Rate Contract period
13. In view of the above bidders may quote their rates valid for one year or at the most, separate rates may be specified for two spells of 6 months, each to take care of escalation/decrease in price of raw material etc.
14. The price quoted should be inclusive of taxes and other charges.No extra amount shall be paid except the transportation charges on actual basis. Rates should be quoted taking into consideration of all expenses.
15. Quotes forwarded through email or by fax shall be summarily rejected
16. The envelope containing quotes should be sealed and super scribed as:
  - (i) Tender Ref No. ATDC/NHO/RP/SMART/05/19(B)/TE-12 Dated: 24.11.2014
  - (ii) Quotation for the procurement of **Grey 100% cotton Fabric Woven 127 Cms.**
  - (iii) Closing date: 04.12.2014 at 11:00 A.M
  - (iv) Opening Date:04.12.2014 at 11.30 A.M.
17. Late bids shall not be considered.
18. Payment shall be made within maximum 30 days after receiving of goods in ordered quantity and quality. Payment terms such as "**100% advance**", "**100% against delivery**" shall not be accepted.
19. Transportation charges to the destination shall be paid on actual basis.Door delivery to the specified centres scattered PAN-India, shall be required and hence the transporter to be selected should be reliable to deliver the goods at the destination specified with the purchase order.
20. Sub-letting of contract is not allowed in any case.
21. Canvassing directly or indirectly in connection with tender is strictly prohibited and the bid submitted by the vendor who resorts to canvassing is likely to be rejected.
22. The firm/vendor blacklisted by any Govt./Semi Govt. organization is not eligible to participate in the tendering process.it is in the interest of the vendor to disclose such information while participating in the bidding process.
23. An AGREEMENT for annual contract would be signed between firm/vendor and ATDC after finalization of bidding process.The annual contract shall be valid for one year from the date of signing and no upward escalation in contracted price shall be entertained during the contract period of one year.

24. Purchase order would be released against quantity as & when required for rate contracted item. **Minimum Order Quantity (MOQ) condition** shall not be accepted in any case.
25. Tender documents downloaded from ATDC website shall be considered valid for participating in the tender process. In such a case, the vendor shall deposit cost of tender document of Rs.1000/-(inclusive of tax) at the time of submitting the bid. During the scrutiny of downloaded tender document. If any modification/correction etc. is noticed as compared to the original documents posted on the website, the bid submitted by such a vendor is liable to be rejected. In case the bid of a vendor who has downloaded the documents from website is accepted, the contract shall be executed in the original/manual tender document issued by ATDC office.
26. **LD Clause:** The seller shall pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of item 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 item delayed for delivery. Should the delay be more than three months the buyer has the right to cancel the unfulfilled part of the contract. The seller undertakes to pay the penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods.
27. **Arbitration:** In case of any dispute the same shall be solved by means of arbitration, within New Delhi jurisdiction only.
28. **Clarification:-** if any may be obtained through email  
lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in or telephonically on 0124-4659-507/511

29. The bids should be addressed to:

**HOD (RP/PP),  
ATDC, Paridhan Vikas 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 1**

# **TECHNICAL BID**

**TECHNICAL BID**

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. Annual turnover for the last three year

2011-2012-----

2012-2013-----

2013-2014-----

9. Experience: (enclose relevant documents for authentication of having undertaken similar job in past)\_\_\_\_\_

10. Details of Earnest Money Deposited:

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

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

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 Details

Name of organization	Apparel Training & Design Centre		
Tender Title	Procurement of Grey 100% Cotton fabric woven on PAN india Basis.		
Location for supply of Items	ATDC,NHO Gurgaon and its centres PAN-India		
TENDER reference	ATDC/NHO/RP/SMART/05/19(B)/TE-12 dtd 24/11/2014		
TENDER value	Estimated Value	EMD	Performance Security
	Rs.20 lakh (To be repeated based on requirement.)	Rs.40,000/- (Refundable)	(After finalization of contract)
Type of bid	Two Bid (Technical & Financial In 2 separate Envelopes)		
Announcement Date	24.11.2014		
Pre-Bid Meeting	Date	Time	Place
	28.11.2014	11 A.M	ATDC NHO, Gurgaon
Closing Date/Time	04.12.2014 at 11:00 A.M		
Opening of Technical bids Date/Time	04.12.2014 at 11:30 A.M		
Name of Person in Contact	Dr.R.A.Lal / Rakesh Kumar Balyan		
Designation	HOD(RP/PP) / Purchase Officer(RP/PP)		
Address for submission of Bids	Apparel Training & Design Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Email	<a href="mailto:lal@atdcindia.co.in">lal@atdcindia.co.in</a> , <a href="mailto:balyanrakesh@atdcindia.co.in">balyanrakesh@atdcindia.co.in</a>		
Phone	0124-4659-511 / 507		
Fax	0124-4659-500		



(Dr.R.A. Lal)

HOD (RP/PP)

(On company/firm's letter head)

Quotation No. -----

Date: -----

**To,**

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

**SUBMISSION OF TECHNICAL BID AGAINST  
 TENDER ENQUIRY NO. Ref: ATDC/NHO/RP/SMART/05/19(B)/TE-12 Dated: 24.11.2014**

Dear Sir,

We are pleased to forward the Technical bid for the supply of Grey 100% cotton fabric woven as per the following details.

Specification as prescribed	Specification of fabric offered by the vendor	Variation in specification
<b>Grey Fabric Woven</b> <u>Specifications:</u> with tolerance of $\pm$ 5% GSM – 105 Reed – 64 Pick - 68 Count of Warp – 30 <sup>s</sup> Count of Weft – 30 <sup>s</sup> Width – 127 cm		

Note:- Weight addition by starch/weighting agents to ascertain GSM shall not be accepted and such bids shall be rejected.

1. Sample of the fabric..... Attached/Not attached
2. Test Report of the fabric offered..... Attached/ Not attached

**PART 2**

**FINANCIAL BID**

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

Quotation No. -----

Date: -----

**To,**

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

**SUBMISSION OF FINANCIAL BID AGAINST**  
**TENDER ENQUIRY NO. Ref: ATDC/NHO/RP/SMART/05/19(B)/TE-12 Dated: 24.11.2014**

Dear Sir,

We are pleased to forward the best rates for the supply of Grey 100% cotton fabric woven as per the following details.

SL No.	Description	Unit	Qty
1.	<p><b>Grey Fabric Woven</b></p> <p><b><u>Specifications:</u></b> with tolerance of <math>\pm 5\%</math></p> <p>GSM – 105</p> <p>Reed – 64</p> <p>Pick - 68</p> <p>Count of Warp – 30<sup>s</sup></p> <p>Count of Weft – 30<sup>s</sup></p> <p>Width – 127 cm</p>	Mtr	01

**Taxes and other charges-inclusive**  
**Delivery:-within 10 days of receipt of P.O**  
**Payment terms: As mentioned in the Tender**  
**Validity of quote: 120 days**

**Bank Guarantee Format for EMD**

From:

**BANK-----(Bank Name & Address)**

To,

**The Director General,  
Apparel Training & Design Centre,  
Paridhan Vikas Bhawan,  
P-50, Sec-44, Institutional Area,  
Gurgaon-122003**

Dear Sir,

Whereas you have released a tender no. **ATDC/NHO/RP/SMART/05/19(B)/TE-12 Dated: 24.11.2014** For procurement of Grey 100% cotton fabric woven (hereinafter referred to as the Tender) and whereas **M/s .....** hereinafter referred to as the "Supplier" for supply of goods tendered and whereas the Supplier has undertaken to produce a bank guarantee@ 2% for total Contract value amounting to Rs.40,000( Forty Thousand Only) to secure its obligations to the Apparel Training & Design Centre towards EMD.

1. We the **(BANK & ADDRESS)** hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the supplier that, in the event that the Director General, Apparel Training & Design Centre declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we shall pay you, on demand and without demur, all and any sum up to a maximum of Rs 40000/-.Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Supplier, indulgence to the Supplier by you, or by any alterations in the obligations of the Supplier or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for 6 months from the date of BG with further one month as claim period.

5. Unless a demand or claim is made under the warranty as mentioned in the work order terms and condition clause in writing or on before the aforesaid expiry date as provided in the above referred contract, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6.This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of **M/s .....**

**On The Letter Head of the Bank**

To,

**The Director General,  
Apparel Training & Design Centre,  
Paridhan Vikas Bhawan,  
P-50, Sec-44, Institutional Area,  
Gurgaon-122003**

**Forwarding of Bank Guarantee No. -----Dated-----**

Dear Sir

We are forwarding herewith please find our Bank Guarantee No.-----Dated----- for Rs.-----  
------(Rupees-----).

We confirm that the signatories to the bank Guarantee are authorised to do so on behalf of the bank.  
Please note that all correspondence related to this bank guarantee should be addressed to:

**Address of Branch**

Please note that the confirmation related to this bank guarantee can be obtained from:

**Address of Head Office**

Any claim if any, under this guarantee should be made in writing and reach us at the branch address  
on or before----- (inclusive of claim period) after that date all your rights under this guarantee shall  
cease and we shall be released and discharged of our liability forever.

Thanking you,

Yours' faithfully,