



Ref: ATDC/NHO/RP/SMART/05/24/TE-07 Dated:08/08/2014

**SHORT TERM TENDER NOTICE FOR ANNUAL RATE CONTRACT
FOR PROCUREMENT OF DUMMIES & MANNEQUINS ON PAN INDIA**

Date of closing: 28/08/2014 at 1500 Hrs.

Date of opening: 28/08/2014 at 1530 Hrs.

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:

SEAL:

**SHORT TERM TENDER NOTICE FOR ANNUAL RATE CONTRACT
FOR PROCUREMENT OF DUMMIES & MANNEQUINS ON PAN INDIA**

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

SL No.	Description	Unit	Qty
1.	Female half Dummy	Each	110
	Specifications: Blk, Fabric finish with one detachable Sleeve + Extra Cup & 2-in-1 stand with new PU Wheel Set.Size:10		
2.	Female Full Dummy	Each	100
	Specifications: Blk, Fabric finish with one detachable Sleeve + Extra Cup & 2-in-1 stand with new PU Wheel Set.Size:10		
3.	Male Full Dummy	Each	74
	Specifications: Blk, Fabric finish with one detachable Sleeve + Extra Cup & 2-in-1 stand with new PU Wheel Set.Size-40		
4.	Kids Full Dummy	Each	98
	Specifications: With Legs in Black, Fabric finishes with one detachable sleeve. Age Group:2-3 Years.		
5.	Teenage Girl	Each	84
	Specifications: With Legs in Black, Fabric finishes with one detachable sleeve. Age Group:12-13 Years.		
6.	Male Mannequins	Each	65
	Specifications: with head, Black colour, Posture: walking with one arm straight and arm bend.		
7.	Female Mannequins	Each	76
	Specifications: with head, Black colour, Posture: walking with one arm straight and arm bend.		

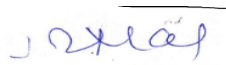

(Dr.R.A.Lal)
HOD (RP/PP)

PART-I
TECHNICAL
BID

EVALUATION CRITERIA

Bidders to submit information against the following sub criteria for assessment of their technical competency and **qualifying criteria will be 60%**.

1. No. of years of existence of the company in maintenance 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 : (website – home page and page containing relevant information – highlighted to be submitted): – **25**
2. ISO- 9000 certification, Copy of ISO-9000 certificate to be enclosed: - **10**.
3. List of Govt./Semi Govt institutions for whom the supply/services 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**
4. Feedback report from at least 3 organizations mentioned above on their letter head :-**20**
5. Annual Turnover of the company during last 3 years 2011-12,2012-13 and 2013-14: -**20**
(Please enclose relevant pages of balance sheet and audit report)



(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 -----

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

(On Company letter head)

DECLARATION

1. I, -----Son /Daughter of Shri -----

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.

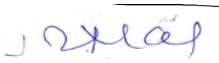
Signature of authorized person

Full Name: _____

Company's Seal: _____

Tender information

Name of organization	Apparel Training & Design Centre		
Location	Apparel Training & Design Centre, NHO Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Scope of Work	Procurement of Dummies & Mannequins		
TENDER reference	ATDC/NHO/RP/SMART/05/24/TE-07 dated :06.08.2014		
TENDER Value	Estimated Value	EMD	Performance Security
	Rs.24,00,000.00	Rs.48,000.00	(After finalization of contract)
Tender Type	Limited		
Type of bid	Two Bid (Technical & Financial In 2 separate Envelope)		
Closing Date/Time	28.08.2014 at 1500 Hrs		
Opening Date/Time	28.08.2014 at 1530 Hrs		
Name of Person in Contact	Dr.R.A.Lal / Rakesh Kumar Balyan		
Designation	HOD(RP/PP) / Purchase Officer(RP)		
Address	Apparel Training & Design Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003		
Email	lal@atdcindia.co.in,balyanrakesh@atdcindia.co.in		
Phone	0124-4659-511 / 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, loading/unloading charges etc. Only Freight Charges will be paid by ATDC 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. The tenderer may not that this tender is for annual contract and rate quoted will be valid for one year from the date of contract.

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.

Delivery: Delivery of items shall be effected within 30 days from the date of purchase order.

Rejection of quote: Quotes 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.

Payment Terms: Payment will be made in maximum 30 days after successful delivery and receipt confirmation from the concerned centres. Payment terms such as "100% advance", "100% against delivery" will not be accepted.

Warranty: Warranty for a period of 3 years from the date of invoice towards manufacturing defects etc. If any item found defective, the supplier would arrange free replacement immediately at suppliers cost and risk.

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. 48,000/-** 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 submitted by successful bidder would be forfeited.**

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 3 Years 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.

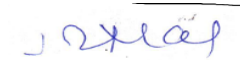
The envelope containing quotes should be sealed and super scribed as:

- I. Tender Ref No. ATDC/NHO/RP/SMART/05/24/TE-07 Date:08/08/2014
- II. Tender for: Procurement Dummies & Mannequins
- III. Closing date: 28/08/2014 at 1500 Hrs
- IV. Opening Date: 28/08/2014 at 1530 Hrs

Late bids will not be considered.

The bids should be addressed to:

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

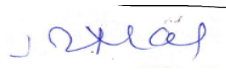


**(Dr.R.A.Lal)
HOD (RP/PP)**

PART 2
FINANCIAL
BID

Procurement of Dummies & Mannequins on pan India basis

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)

(On company/firm's letter head)

Quotation No. -----

Date: -----

To,

Head Resource Planning,
ATDC, Paridhan Vikash Bhavan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003

SUBMISSION OF BIDS AGAINST
TENDER ENQUIRY NO. ATDC/NHO/RP/SMART/05/24TE-07 DATED 06.08.2014

Dear Sir,

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

SL No.	Description	Unit	Qty	Unit Price	Total Value
1.	Female half Dummy	Each	110		
	Specifications: Blk, Fabric finish with one detachable Sleeve + Extra Cup & 2-in-1 stand with new PU Wheel Set.Size:10				
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6.	Male Mannequins	Each	65		
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	with one arm straight and arm bend.				
7.	Female Mannequins	Each	76		
	Specifications: with head, Black colour, Posture: walking with one arm straight and arm bend.				

Above quoted price should be inclusive of Excise Duty, VAT / CST, loading/unloading charges etc.

Freight Charges: would be paid at actuals

Delivery schedule: -----

Payment terms: As per tender terms.

Warranty/guarantee: 3 years against any manufacturing defect.

Validity of quote: 180 days

(Sign. of authorized Signatory
With rubber stamp)