



Inviting Tender

Ref: Advt. No: -D 74 ADC/HQ/SDMC/2022 Date: 28.02.2022

South Delhi Municipal Corporation (SDMC) is serving the population of almost 56 Lac citizens. It occupies an area of 656.91 Sq.K.M. Which is further sub-divided into 4 Zones- Central, South, West and Najafgarh Zone. SDMC has also unique distinction of providing civic services from highly posh residential and Price Bid areas to rural and urban villages, JJ Resettlement Colonies, regularized and unauthorized colonies. The Head Quarter is located at SP Mukherjee Civic Centre, Minto Road, Delhi.

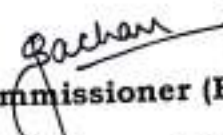
SDMC invites Online Tenders for Supply of New uniforms agency for providing winter and summer track suits on monthly and as on requirement basis to the South Delhi Municipal Corporation (SDMC).

The schedule of the tender is as follows:-

| Particulars | Description |
|--|---|
| Tender No. | D-74/ADC/HQ/SDMC/2022/ |
| Name of Work | Supply of New Uniforms for Safai Sainiks of DEMS an agency for providing winter and summer track suits on monthly and as on required basis in the South Delhi Municipal Corporation (SDMC). |
| Period of Work | 02 Year from the date of contract |
| Place of availability of tender documents | https://etenders.gov.in/eprocure/app&www.mcdonline.nic.in/sdmcportal |
| Mode of bid submission | Online; https://etenders.gov.in/eprocure/app |
| Earnest Money Deposit | Rs. 16,00,000/- |
| Non-refundable cost of tender/bid document | Rs. 5000/- |
| Validity of Tender | 180 days from last date of submission of tender |
| Date of Issuance of Tender Documents | 28.02.2022 |
| Pre-bid meeting date & time of tender | 07.03.2022 |
| Email id to send pre-bid queries | dchq-sdmc@mcd.nic.in |
| Place of pre-bid meeting | 6 th Floor, E1 Block, Conference Hall, Dr. SPM Civic Center, JLN Marg, New Delhi-110002 |
| Closing date and time of tender | 21.03.2022 at 3:00 PM |
| Opening of Technical bids | 22.03.2022 at 3:00 PM |
| Opening of Financial Bids | To be informed later |
| Address for Communication | 24 th floor, E-1, IT Department, SDMC, DR SPM Civic Center, JLN Marg New Delhi-110002 |

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Addl. Dy. Commissioner (HQ)
South Delhi Municipal Corporation

The above tender document can be downloaded from the e-Tender Central Public Procurement Portal (CPPP) of Government of India, <https://etenders.gov.in/eprocure/app>. A copy of the tender documents is also available on SDMC website, <https://mcdonline.nic.in/sdmcportal>. The submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in/eprocure/app>. Bids will not be accepted in any other form. The terms and conditions of the tender and the project are contained in the tender documents hence forth. Interested firms/agencies may submit their tender documents along with requisite tender fee, earnest money and other documents as mentioned in the tender documents.

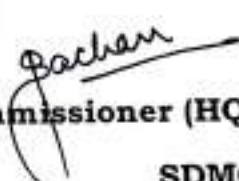

Addl. Dy. Commissioner (HQ)

SDMC

Addl./Dy. Commissioner (HQ)
South Delhi Municipal Corporation

Note: Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on the website <https://etenders.gov.in/eprocure/app> & SDMC website <https://mcdonline.nic.in/sdmcportal>. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The South Delhi Municipal Corporation reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.


Addl. Dy. Commissioner (HQ)

SDMC

Ph: - 011-2322-5222

Addl./Dy. Commissioner (HQ)
South Delhi Municipal Corporation

**REQUEST FOR PROPOSAL
FOR**

Supply of New Uniforms for SafaiSainiks of DEMS



SOUTH DELHI MUNICIPAL CORPORATION

**ADC (HEAD QUARTER) DEPARTMENT 2nd
FLOOR, DR. SPM CIVIC CENTER, JLN MARG
NEW DELHI-110002**

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| | |
|---|----|
| Contents | |
| 1. Definition..... | 5 |
| 2. Instructions to the Bidders..... | 6 |
| 2.1. General Instructions..... | 6 |
| 2.2. Availability of the tender documents..... | 7 |
| 2.3. Bid Processing Fee..... | 7 |
| 2.4. Conditions under which this tender is issued..... | 7 |
| 2.5. Compliant Proposals / Completeness of Response..... | 8 |
| 2.6. Right to Terminate the Process..... | 8 |
| 2.7. Acceptance of Part / Whole Bid / Modification - Rights there of..... | 8 |
| 2.8. Power of Attorney..... | 8 |
| 2.9. Authorized Signatory..... | 8 |
| 2.10. Bidder clarifications..... | 8 |
| 2.11. Pre-Bid Conference..... | 9 |
| 2.12. Proposal Preparation Costs..... | 10 |
| 2.13. Earnest Money Deposit (EMD)..... | 10 |
| 2.14. Forfeiture of Bid Security/ EMD..... | 11 |
| 2.15. Impact of Litigation..... | 11 |
| 2.16. Disqualification..... | 11 |
| 3. Bid Submission Instructions..... | 15 |
| 3.1. Language of Proposals..... | 15 |
| 3.2. Bid Currency..... | 15 |
| 3.3. Authentication of Bids..... | 15 |
| 3.4. Submission of Proposals..... | 15 |
| 3.5. SDMC's Right to Accept or Reject Any or All Proposal(s)..... | 16 |
| 3.6. Rights to the Content of the Proposal..... | 17 |
| 3.7. Acknowledgement of Understanding of Terms..... | 17 |
| 3.8. Clarification on Bids..... | 18 |
| 3.9. Governing Law and Dispute Resolution..... | 18 |
| 4. ELIGIBILITY CRITERIA..... | 19 |
| 5. SCOPE OF WORK..... | 23 |
| 6. Bid Opening and Evaluation Process..... | 28 |
| 6.1. Bid Opening Sessions..... | 28 |
| 6.2. Bid Evaluation Criteria and Selection Procedure..... | 28 |
| 6.2.1. Technical bid evaluation..... | 29 |
| 6.2.2. Price Bid Evaluation Process..... | 29 |
| ANNEXURE-I..... | 31 |
| Particulars of the Vendor..... | 31 |
| Annexure-II..... | 34 |

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5 5

Financial Information of Vendor.....

34

1 PRICE BID

37

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DISCLAIMER

This Request for Proposal (RFP) is issued by South Delhi Municipal Corporation (SDMC).


Each Party must conduct its own analysis of the information contained in this RFP to correct any inaccuracies therein and is advised to carry out its own due diligence into the proposed Project. Each Party must conduct its own analysis of the regulatory regime which applies thereto, and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the proposed Project. Neither the Corporations nor any of its officers or employees, nor any of their advisers or consultants shall be responsible for any direct or indirect loss or damage arising out of or for use of any content of the RFP in any manner whatsoever.

This RFP includes certain statements, estimates and projections with respect to proposed Project. Such statements, estimates and projections reflect various assumptions made by the management, officers, employees which (the assumptions and the base information on which they are made) may or may not prove to be 100% accurate. No representation or warranty is given to the reasonableness of the projections or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. SDMC on behalf of the Corporations shall be the sole and final authority with respect to qualifying a bidder through this RFP. The decision of SDMC in selecting the vendor who qualifies through this RFP shall be final and SDMC reserves the right to reject any or all the bids without assigning any reason thereof. SDMC further reserves the right to negotiate with the selected vendor to enhance the value through this project and to create a more amicable environment for the smooth execution of the project. SDMC may terminate the RFP process at any time without assigning any reason and upon such termination SDMC shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

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1. Definition

- a) **"The Bidder"** means company/firm participating in this bidding process.
- b) **"Eligible Bidder"** means a bidder satisfying qualifying criteria.
- c) **"The Purchaser"** means South Delhi Municipal Corporation.
- d) **"The Purchase Order"** means the order placed by the South Delhi Municipal Corporation to the Agency for the required services as per the tender. This shall be deemed as "Contract".
- e) **"The Successful Bidder/Agency"** means the successful bidder and on whom South Delhi Municipal Corporation have placed a Letter of Intent/Purchase Order for rendering the services as per the tender and with whom the Purchaser enters into contract against this tender.
- f) **"The Contract"** means an agreement entered into, by the Purchaser with the successful bidder by signing a contract form in a given format by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
- g) **"The Contract Price"** means the price payable to the Successful Bidder under the contract for the full and proper Performance of its contractual obligations.
- h) **"Consignee"** or "Indenter" or "Buyer" means the officer authorized by the South Delhi Municipal Corporation for receiving services at the place of receipt.
- i) **"Non-compliance"** means failure/refusal to comply with the terms and conditions of the tender.
- j) **"Non-responsive"** means failure to furnish complete information in a given format and manner required as per the tender documents or non-submission of tender offer in given Forms / Pro forma or not following procedure mentioned in this tender or any of required details or documents is missing or not clear or not submitted in the prescribed format or non-submission of tender fee and EMD.
- k) **"PBG"** means Performance Bank Guarantee.



2. Instructions to the Bidders

2.1. General Instructions

- a) Bidders are advised to study the tender document carefully & thoroughly. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which could have any effect on the performance of the contract and cost of the related services. No request for the change of price or time schedule of delivery of related services shall be entertained, on account of any local condition or factor once the offer is accepted by the Purchaser.
- c) A bidder may be a legal private entity or a legal government-owned entity with the intent to enter into a contract with the SDMC to deliver the aforementioned scope of work.
- d) The bidder should be eligible to operate in conformity with the provisions of the laws in India and the bidder must have an operational office in Delhi-NCR.
- e) Bidder should not have any conflict of interest with any parties included in the bidding process.
- f) The bidder can submit only one bid in the bidding process. Submission of more than one bid by the bidder will result in the disqualification of all the bids submitted by the bidder.
- g) The bidder must submit documentary evidence for eligibility criteria.
- h) SDMC with the prior approval of competent authority reserves the right to relax any terms & conditions in the Govt. interest.
- i) Conditional bids will not to be entertained and summarily rejected.
- j) Optional bids will not be entertained and summarily rejected. The optional bids either in model or in rates will not be accepted and the tender will be rejected straightway.
- k) Only online bids through e-Tendering will be accepted. No physical bids will be accepted.
- l) Bids not accompanied with the scanned copies of Application Fee and Earnest Money will be rejected straightway.
- m) The competent authority reserves the right to terminate/recall the tender at any stage due to administrative reasons.
- n) The tender will be rejected straightway without assigning any reasons if the firm/company or their owners/partners/directors etc are found involved in any Criminal Case or pending trial before any competent court within the territorial jurisdiction of India.
- o) A Foreign firm can participate in the tender only through its authorized distributor/dealer/agent appointed in India. In case the

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bidder is an India incorporated Agent of foreign firm/principal, the bidder shall have to submit the copy of agreement between the parties containing terms and conditions of agreement. No foreign company shall be entertained directly.

- p) Bidders shall not be permitted to alter or modify their bids after closer date of submission of bids.

2.2. Availability of the tender documents

Bidders can obtain or download the tender document from the SDMC website

<https://mcdonline.nic.in/sdmcportal> & <https://etenders.gov.in/e procure/app>. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the tender documents. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the bid security amount.

2.3. Bid Processing Fee

The electronic version of the tender document is freely available free of cost to all interested Bidders.

- a) Intending eligible bidders are required to submit the Bid processing fee of Rs. 5000 (non refundable) online through specified mode on e-tender portal. Proposals received without or with inadequate Bid processing fee shall be liable for rejection..

2.4. Conditions under which this tender is issued

- a) This tender is not an offer and is issued with no commitment. SDMC reserves the right to withdraw the tender and change or vary any part thereof at any stage. SDMC also reserves the right to disqualify any bidder should it be so necessary at any stage.
- b) No oral conversations or agreements with any official, agent, or employee of SDMC shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of SDMC shall not be valid. Oral communications by SDMC to bidders shall not be considered binding on SDMC.

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2.5. Compliant Proposals / Completeness of Response

Bidders are advised to thoroughly go through the tender. It is assumed that the bidder has done the due diligence and examination of the tender document with full understanding of its implications, prior to submission of the bid.

- a) Failure to comply with the requirements of this tender may render the Proposal non-responsive.
- b) Bidders must ensure that all the required documentation is submitted with bid and all information should be submitted as per formats provided in this tender.
- c) Non-responsive bids are liable to be rejected.

2.6. Right to Terminate the Process

SDMC reserves the right to terminate the whole bidding process at any time and without assigning any reason.

2.7. Acceptance of Part / Whole Bid / Modification - Rights there of

SDMC reserves the right to modify the technical specifications / quantities / requirements/tenure mentioned in this tender including addition / deletion of any of the item or part thereof after pre-bid and the right to accept or reject wholly or partly bid offer, or, without assigning any reason whatsoever. No correspondence in this regard shall be entertained. SDMC also reserves the unconditional right to place order on wholly or partly bid quantity to successful bidder.

2.8. Power of Attorney

The bidder must submit a statement confirming the authority of the authorized representative(s) of the bidder and a notarized power of attorney to act in all matters concerning the delivery of the Project.

2.9. Authorized Signatory

It is required that an authorized representative of the bidder shall sign the original submission letters/ forms in the required format for the Technical & Price Bids and shall initial and stamp all pages of the entire bid.

2.10. Bidder clarifications

- a) The Bidders should ensure that their queries for the Pre-Bid meeting should reach ADC HQ, SDMC as per the schedule provided in the

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Tender Notification Table.

- b) SDMC reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion they consider that it would be inappropriate to do so or do not find any merit in it.
- c) The queries must be submitted as per the following format:

BIDDER'S REQUEST FOR CLARIFICATION / PRE-BID

Name of the Person :

Organization Name :

Tel:

Email:

| S. No. | Bidding Document Reference(s) (section number/ page) | Content of tender requiring Clarification | Points of clarification Required |
|--------|--|---|----------------------------------|
| 1 | | | |
| 2 | | | |

- d) No pre-bid queries will be entertained if the queries are not provided in the above format.
- e) In no event the SDMC will be responsible for ensuring that bidder's inquiries have been received by the SDMC.
- f) Any requests for clarifications post the indicated date and time may not be entertained by the SDMC.
- g) Responses to Pre-Bid Queries and Issue of Corrigendum/Addendum (if any)
- h) At any time prior to the last date for receipt of bids, the SDMC may, for any reason, modify the tender document by a corrigendum. Appropriate time would be provided to all bidder to submit their bids after the issuance of corrigendum.
- i) The Corrigendum/Addendum (if any) & clarifications to the queries will be issued to all the bidders over the e-mail or notification on SDMC
[website https://mcdonline.nic.in/sdmcportal](https://mcdonline.nic.in/sdmcportal) & <https://etenders.gov.in/eprocure/app>

2.11. Pre-Bid Conference

- achan* a) SDMC will host Pre-Bid meeting, as per the schedule provided in the Tender Notification Table. In case of any change in date, time, venue and mode of the conference, the same will be notify on SDMC

website

<https://mcdonline.nic.in/sdmportal>&<https://etenders.gov.in/eprocure/app>

- b) Only persons, duly authorized by the Bidder, will be allowed to participate in the pre-bid meeting.
- c) The purpose of the conference is to provide bidders with information regarding the tender and the proposed requirements in reference to this tender.
- d) Pre-Bid Conference will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender and the project.
- e) Request for clarifications shall be sent by the bidders through email.

2.12. Proposal Preparation Costs

- a) The Bidder shall bear all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, visits to SDMC office at, preparation and submission of proposal, in providing any additional information required by the SDMC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- b) SDMC, in no case, will be responsible or liable for any cost, regardless of the conduct or outcome of the bid process.

2.13. Earnest Money Deposit (EMD)

- a) Intending eligible bidders are required to submit the EMD of Rs. 20 Lakh online through specified mode on e-tender portal. Proposals received without or with inadequate EMD shall be liable for rejection..
- b) No exemption from EMD and Bid Processing fee for MSME and Startup bidders.
- c) In case of unsuccessful bidder, earnest money/bid security will be refunded to the unsuccessful bidder without any accrued interest within 60 days from date of notification of the award of contract.
 - The EMD of the successful bidder will be returned after the successful bidder has submitted the required Performance Bank Guarantee of this document.

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- The EMD amount is interest free.
- The bid / proposal submitted without EMD, will be rejected.

2.14. Forfeiture of Bid Security/ EMD

The Bid security shall be forfeited in case of any of the following:

- a) If the bidder requests to withdraw its bid during the validity period or any extension agreed by SDMC.
- b) If the bidder tries to influence the evaluation process.
- c) If the successful bidder fails to furnish Performance Security within 15 days of receipt of notification of supply order from SDMC.
- d) The SDMC reserve the right to forfeit the earnest money or part thereof, in circumstances which according to the SDMC indicate that the bidder is not adhering to the requirements of executing the project.

2.15. Impact of Litigation

SDMC does not intend to deal with any bidders who are blacklisted/debarred facing litigations for non-performance or non-delivery of projects or enquiry of such nature which have the potential to adversely impact the capability to deliver and thereby posing significant risk to the implementation of the Project at the SDMC. The bidder shall furnish an undertaking.

2.16. Disqualification

The online proposal submitted by the bidder is liable to be disqualified if one or more violations of the following conditions are violated.

Violation of the bid submission process

- a) Online Price Bid proposal & online Technical proposal are not submitted in the prescribed formats and mode as given in the tender.
- b) The price information, the pricing policy or pricing mechanisms or any document/information/file indicative of the Price Bid aspects of the online proposal are either fully or partially enclosed or are part of the online Technical Proposal.
- c) If it comes to SDMC's knowledge expressly or implied, that some bidders may have compounded in any manner whatsoever or otherwise joined to form a cartel impacting the fair and transparent bid process, then the bidders so involved

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are liable to be disqualified.

- d) If a bidder submits more than one bid.
- e) If it is not complying to the CVC requirement of:
 - In a tender, either the Indian agent on behalf of the Principal / OEM or Principal / OEM itself can bid but both cannot bid simultaneously for the same item / product in the same tender.
 - If an agent submits bid on behalf of the principal / OEM, the same agent shall not submit a bid on behalf of another Principal / OEM in the same tender for the same item / product.

Non-compliance to the conditions of the bidding process

- a) The Bid documents are not signed as per guidelines of the tender.
- b) The required EMD has not been paid as specified in the tender.
- c) The Bid validity period is shorter than the required period.
- d) The Bid is not submitted in accordance with this document.
- e) During validity of the Bid, or its extended period, if any, the bidder revises its quoted prices.
- f) The bidder submits a conditional bid.
- g) Bid is received in incomplete form.
- h) Bid is not accompanied by all the requisite documents.

Non-responsive Content of the proposal

- a) Information submitted in an online Technical bid proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the bids or during the tenure of the agreement including the extension period, if any.
- b) If it does not comply with the terms & conditions, requirements of this tender including amendments and corrigendum.
- c) If an online proposal appears to be "canned" presentations of promotional materials that do not follow the format requested in this tender for Technical and Price Bid proposals or do not appear to address the particular requirements of the response, any such bids shall also be disqualified.
- d) If the online technical or Price Bid proposal of the bidder does not adhere to the minimum requirements and timelines of this tender, the bid shall be declared as non-responsive and will be rejected.

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- e) If there is a deviation in the proposal w.r.t requirements, terms and conditions as laid out in the tender.

Inability to respond in accordance with the tender guidelines

- a) The successful bidder fails to deposit the Performance Bank Guarantee or fails to enter into an agreement within 15 days of the notification of the supply order or within such extended period, as may be specified by SDMC.

Fraudulent and corrupt practice

- a) Bidder tries to influence the proposal evaluation process by unfair/unlawful/corrupt/fraudulent means at any point of time during the bid process defines, for the purposes of this provision, the terms set forth below as follows:
- b) "Corrupt" practice means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in agreement execution; and
- c) "fraudulent" practice means a misrepresentation of facts in order to influence a procurement process or the execution of an agreement to the detriment of the Purchaser, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the purchaser of the benefits of free and open competition;
- d) "Unfair trade" practice means supply of goods different from what is mentioned in the bid documents.

Consequences of disqualification

- a) If a bid or a proposal is disqualified, the bidder will not be eligible to participate in the bidding process initiated by this tender.
- b) If the proposal/bid is disqualified, it will not be processed further and the same will be communicated to the bidder through online. No further correspondence from the bidder with SDMC will be entertained.
- c) If the disqualification is for the reasons of fraudulent or corrupt practice, SDMC have the right to initiate actions to black list the bidder as per the provisions of the relevant acts/rules



3. Bid Submission Instructions

3.1. Language of Proposals

The online Proposal should be filled by the Bidder in English language only.

3.2. Bid Currency

Prices for services offered shall be quoted in Indian National Rupees (INR) only.

3.3. Authentication of Bids

The online Proposal must be supplemented by a Power-of-Attorney in the name of the authorized signatory of the Proposal, in a letter-head of the firm/ organization, duly signed & stamped by the competent authority along with the board resolution statement appointing the competent authority.

3.4. Submission of Proposals

Online Bids must be correct and complete in all aspects. SDMC will evaluate the bid based on its clarity, correctness and completeness of its response to the requirements of the project as outlined in this tender. This tender process will be administered through the e-Tender Central Public Procurement Portal (CPPP) (URL: <https://etenders.gov.in/eprocure/app>) Bidder must submit online proposal in two (02) parts as per the format given in this tender in the following manner:

Part-I: Online Technical Bid

- Online Technical Bid with all details and all the supporting documents as per the tender, all be uploaded in the technical bid folder at: <https://etenders.gov.in/eprocure/app>

Note: Providing any Price Bid information in any form in Part I will render the bidder disqualified

Part-II: Online Price Bid

- Online Price BID all details of all the components of price bid, the bidder has to first download the price bid format, fill up and upload the same in respective Price Bid folder. No any document is uploaded in the folder at online submission of Bid <https://etenders.gov.in/eprocure/app>

Note:-

- a) All the pages of the Technical proposal document must be sequentially numbered and indexed and must contain the

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list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

- b) The proposal/bid must be prepared in indelible ink. It must not contain any interlineations or overwriting.*
- c) All pages of the bid must be initiated and stamped by the person or persons who sign the bid.*
- d) The Bidder is advised to submit the online Bid well before the last date in order to avoid any inconvenience at the last moment.*
- e) The online bids received prior to the closing time and date of the bids shall be taken as valid and will be further processed for evaluation.*

3.5. SDMC's Right to Accept or Reject Any or All Proposal(s)

The SDMC also reserves the right to accept or reject any or all bid(s), without thereby incurring any accountability to the affected Bidder(s) or any responsibility to inform the affected Bidder(s) of the reasons of accept or reject any or all Proposal(s).

The acceptance of the tender response will rest with the SDMC, which does not bind themselves to accept any specific bid and reserve the right to reject any or all the proposals received, without assigning any reason. All bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing about this tender is strictly prohibited, and the proposal responses submitted by the Bidders, who may resort to canvassing, will be liable to rejection.

In the event of identification of a potentially abnormally low or high Bid, the SDMC may seek written clarifications from the Bidder, including detailed price analyses of its Price Bid in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document. After evaluation of the analyses, in the event that the Corporation determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Price Bid, the Corporation reserves the right to reject such Bid.

Authenticity of the Information and Right of verification

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- a) SDMC reserves the right to verify all statements, information and documents submitted by the bidder in response to this tender for the purpose of Technical evaluation.
- b) In case it is found at any point of time that the bidder has made material misrepresentation or has given any materially incorrect or false information in the proposal, the following provisions shall apply:
 - I. Before the supply order:
The bid will be out rightly rejected.
The EMD will be forfeited.
 - II. After the supply order:
The agreement will be terminated.
PBG will be forfeited.

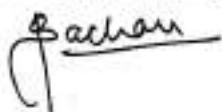
The bidder will be blacklisted, and appropriate penal and legal action will be initiated against the bidder.

3.6. Rights to the Content of the Proposal

All the bids along with accompanying documentation in response to this tender shall become the property of the SDMC and shall not be returned after opening of the proposals. SDMC shall have full rights to use or disclose any or all of the information contained in the proposal and can do so without any compensation to the bidders. SDMC shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure. SDMC have the right to use the services of external experts to evaluate the proposal by the bidders and share the content of the proposal either partially or completely with the experts for evaluation with adequate protection of the confidentiality information of the bidder.

3.7. Acknowledgement of Understanding of Terms

- a) By submitting a proposal, the bidder shall be deemed to acknowledge that the bidder has carefully read all sections of this tender, including all forms, schedules, Annexures and Appendices hereto, and has fully informed itself as to all the conditions and limitations.
- b) By submitting a proposal in response to this tender, the bidder shall be deemed to acknowledge that he is in



agreement with the terms and conditions of the tender and the procedures adopted for bidding and evaluation of the responses of the bidders.

3.8. Clarification on Bids

At any stage during the bid evaluation process, SDMC, at their discretion, may ask the Bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

3.9. Governing Law and Dispute Resolution

In case of any dispute arising out of or in connection with the project/contract, which is not resolved as per the governance structure provided in this tender, only the Courts in Delhi shall have sole and exclusive jurisdiction in respect of the dispute arising out of the present agreement.

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4. ELIGIBL
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4. ELIGIBILITY CRITERIA

The eligibility criteria of the bidders should encompass the following:

- a) The Bidder must be a manufacturer/distributor of stitched uniforms.
- b) The Bidders for this contract will be considered only from those Bidders (proprietorship firms, partnerships firms, companies).

Note:- Copy of Certificate of registration issued under the Companies Act/Partnership Act and any other relevant Act by the competent authority.

- c) The bidder is registered with Goods and Service and Tax Department.

- d) Each Bidder shall submit only one tender. If a bidder submits more than one tender then all such tenders in which the bidder has participated will be considered invalid. Submission of more than one tender shall lead to disqualification and EMD forfeited.

- e) The Bidder should have minimum three years of experience of supplying stitched uniform in bulk to the Departments/Ministries of the Government of India/PSUs/Autonomous Bodies (two copies of Purchase Orders received from Government Departments & PSUs/ Autonomous Bodies during each of the last three years should be enclosed).

- f) The Bidder should preferably have (manufacturing firms) Quality assurance certification like ISO 9001, ISI/BIS/CE/FDA certification along with production capacity of the OEM. Copies of the same are to be produced with the tender. Wherever Authorized Distributors are submitting the bid, the Quality assurance certificate like ISO 9001, ISI/BIS/CE/FDA certification of OEM to be produced with the tender.

- g) **Work Experience:** The bidders should have successfully completed work(s) for supply of stitched uniforms to Central Govt. /State Govt. /Autonomous Body/ PSUs/Nationalized Bank/Reputed Private Organization etc. during last five years as given below:

- (i) At least one work of similar nature of Rs. 2Crore or more.

OR

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(ii) Two work of similar nature of Rs. 1.5Crore or more.

OR

(iii) Three work of similar nature of Rs. 1Crore or more.

Note:-

1. Documentary proof such as completion certificates from client clearly indicating the nature/scope of work should be submitted. In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A., T.D.S certificates for all payments received and copy of final/last bill paid by client shall be submitted. The offers submitted without this documentary proof shall not be evaluated.

2. Value of successfully completed portion of any ongoing work up to 31.12.2021 will also be considered for qualification of work experience criteria.

h) Financial Turnover and Networth: The tenderer will be qualified only if they have minimum financial capabilities as below:-

a. Annual Turnover: - The Minimum average Turnover from last three financial years should be more than INR 08 Crores.

b. Positive Networth :- The bidder should have positive networth as on 31st march.

Note:-

1. Audited balance sheet and profit & Loss account statement of the bidder for each of last three financial years.

2. Certificate duly signed by Statutory Auditor of the bidder as per the format provided in **annexure-II**.

3. Bidder showing continuous losses during the last three years in the balance sheet be summarily rejected.

i) Solvency certificate of the firm issued by the bankers' not less than 4 Crore shall be submitted at the time of submission of tender document.

j) Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers

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Authorisation Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid. Also submitted the production capacity of the OEM.

- k) **Bidder financial standing:**The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- l) Dedicated /toll Free Telephone No. for Service Support : BIDDER must have Dedicated/toll Free Telephone No. for Service Support
- m) Escalation Matrix for Service Support: Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.
- n) The bidder should have valid Permanent Account Number (PAN) issued from Income tax Authorities.
- o) The bidder shall not be under declaration of ineligibility/ banned/blacklisted/debarred by any Central/state Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performance in the last three years.
- p) Bidder should submit sample of uniform cloths on or before opening of Technical bids at the office of the ADC (HQ), 2nd Floor, Dr. SPM Civic Center, JLN Marg, New Delhi-110002. The samples must be sealed and signed by the laboratory. The bidder should upload the report of all the submitted samples of uniform items in their technical bid covering all the parameters of the specification. The samples and the catalogue of fabric /cloth in various colour/shades, quality, company should be furnished with colour, quality number, company including the composition of fabric i.e. percentage of cotton, viscose, polyester and other yarn.
- q) The testing fees of samples of Uniform shall be deposited by each technically qualified bidder(s) (as per the testing fee of the concerned lab (Lab Name is International FOOTWEAR DESIGN & DEVELOPMENT Institute, Ministry of Commerce & industry, GOI or any reputed LAB) in the form of demand draft/ cheque payable to the ADC HQ Department, South DMC. The testing fee is non refundable..
- r) Financial Bids of only those bidders, who qualify in the Technical Bid and whose samples are found as per the required specifications in the lab test report, shall be opened on the date and time which shall be conveyed to such bidders. Acceptance of the financial bid shall be subject to the approval



of competent authority on the recommendation of Tenc
Evaluation Committee (TEC).

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5. SCOPE OF WORK

- 5.1. The successful Bidder shall supply the stitched Track Suit with Logo, T-shirt H/S Collar Nirmal Net Dry fit cloth, Lower (for male) & Ladies Suit cotton Mized with chunni, Jacket with logo (for female) to South Delhi Municipal Corporation.

| S. N | Items | QTY |
|------|--|-------|
| 1 | Track Suit with Logo (For Male) | 32000 |
| 2 | T-Shirt H/s Collar (For Male) | 32000 |
| 3 | Lower (For Male) | 32000 |
| 4 | Ladies suit cotton with Chunni (For Female) | 12000 |
| 5 | Jacket with Logo (Female) | 12000 |

5.2. Specification:-

| S. N | Items | Specifications |
|------|--|--|
| 1 | Track Suit with Logo (Upper and Lower)(For Male) | <p>Super Poly/Trenz Poly Imported Cloth, Sweat absorbent & dust free fabric with not less than 250 GSM quality and standard weight of 1 KG for 42 (XL) size "Upper Jacket made with Border & fitted with original YKK Open and auto lock Zip. Full length trouser with two side pockets and one back pocket at right side and piping".</p> <p>Printing of SDMC (Logo) front left side of the track suit and Back side</p> <p>Note: +/- 3% Variance can be accepted as per standard norms</p> |
| 2 | T-Shirt H/s Collar (For Male) | <p>Nirmal Knit / Dot Knit / Micro Knit / Similar Cloth, Sweat absorbent & dry fit fabric with not less than 170 GSM quality and standard weight of 225 Grams for 42 (XL) size "Rib collar & Placket with 02 Buttons. Printing of SDMC (Logo) front left side of the track suit and Back side</p> |

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| | | |
|---|---|--|
| | | Note: +/- 3% Variance can be accepted as per standard norms |
| 3 | Lower (For Male) | Super Poly/Trenz Poly Imported Cloth, Sweat absorbent & dust free fabric with not less than 250 GSM quality & Full length trouser with two side pockets and one back pocket at right side and piping. Note: +/- 3% Variance can be accepted as per standard norms |
| 4 | Ladies suit cotton with Chunni (For Female) | Shirting- Fabrics on high speed repair and sulzer looms with super fine quality terry cotton (33% Cotton, Polyester 67%) yarn, with features of anti-pilling, shrinkage control, colour fastness, durability and soft hand feel. Suiting:- Fabrics on high speed repair and sulzer looms with super fine quality terry cotton (33% Cotton, Polyester 67%) yarn, with features of anti-pilling, shrinkage control, colour fastness, durability and soft hand feel. Chuuni:- Fabrics on high speed repair and sulzer looms with super fine quality terry cotton (33% Cotton, Polyester 67%) yarn, with features of anti-pilling, shrinkage control, colour fastness, durability and soft hand feel. (Length 2.25 Meters, |
| 5 | Jacket with Logo (Female) | Super Poly/Trenz Poly Imported Cloth, Sweat absorbent & dust free fabric with not less than 250 GSM quality "Upper Jacket made with Border & fitted with original YKK Open and auto lock Zip. Printing of SDMC (Logo) front left side of the track suit and Back side Note: +/- 3% Variance can be accepted as per standard norms |

Note:- Successful Bidder shall be responsible for any defect in stitching, quality of Cloth material as stipulated in tender document, which may result in poor quality. If at any point of time, if it is noted that the

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material is not of said technical specification, all the uniforms are liable to be rejected and Performance security will be forfeited.

- 5.3. The detailed designs, measurement for different sizes, uniform color codes as decided by authority of SDMC and same will be shared to successful bidder at the time of award of contract.
- 5.4. **Supply of items:-** The Number of items to be supplied is indicative only and the same may be varied during the period of bids validity period. The number of items may increase or decrease during the bid validity period. The bidders should provide the items as per the rate quoted in the bid based on the requirement of SDMC.
- 5.5. **Packing and Marking:-**The successful bidder should supply the uniform in packages consisting all the items. The successful bidder shall pack at his own cost. The name, employee & size number (list of employee details will be provided by the SDMC) should be mentioned outside the each package along with list of items for easy identification.
- 5.6. **Penalty:**In case of the delay on the side of successful bidder, following penalty will be levied:

The applicable rate is 0.5% per week and the maximum deduction is 10% of the purchase Order Value. As soon as maximum penalty charges reached, SDMC will initiate action for termination of the contract and seizure of performance Security.
- 5.7. The supply should be made by successful bidders(s) in bundles each containing of each subject. Each bundle shall be marked with details of subject of Uniform & Male/Female.
- 5.8. The quantity of supply can be increased or decreased by $\pm 10\%$ in each year during the validity period by the competent authority and the supplier shall have no right to claim any compensation / damages in this regard.
- 5.9. The approved supplier(s) should submit Non-Judicial Stamp Paper of the value of Rs. 100/-, should remit Rs. 100/- as Typing Fee and should deposit 3% of the value of supply order as performance Security in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank or online payment in an acceptable form safeguarding the purchase interest in all respect in the name of the Commissioner, South DMC within 15 Days of the issue of the offer, failing which the earnest money shall be forfeited. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- 5.10. The approved supplier(s) will deliver the supply of material at any prescribed building/Store to be decided by the ADC HQ Department.



iii. 6%
comp.
5.16

Lifting of the sample from the supply for inspection of each subject Uniform of each lot will be carried out at the prescribed building/ store by the inspection committee constituted by the department. Samples drawn from the said supply shall be checked and inspected physically by the Inspection Committee and final acceptance of the goods shall be only after the same is found as per specifications in physical inspection as well as laboratory testing. The supply which is not found as per specifications in the lab test report will not be accepted. The complete lab testing fee shall be borne by the approved supplier(s). The actual number of samples lifted from the actual supply shall be replaced by the approved supplier(s) to complete the work order.

- 5.11. The approved supplier(s) shall complete the entire supply of the work order within 60 days from the date of issue of supply order as per schedule prescribed by ADC HQ Department, failing which the security amount shall be forfeited.
- 5.12. Rejected material shall be lifted by the supplier(s) and shall be replaced by them with good quality material as per required specifications within the time as stated in the work order. In case, rejected material is not lifted by the supplier and he fails to replace the rejected material with the good quality of material as per required specifications within stipulated time then his security deposited shall be forfeited. The expenses incurred towards replacement as stated above shall be borne by the concerned supplier(s).
- 5.13. If the supplier(s) fails to lift the rejected material within a period of two weeks from the date of receipt of communication from the department to this effect, the supplier(s) will have to pay the rent of storage, watch & ward, which would be decided by the ADC HQ. Further, if the supplier(s) fail(s) to lift the rejected material within one month from the initial date of communication by the department for lifting the rejected material, the same will be removed by SDMC at the cost of the contractor by way of auction of such material and the amount so realized will be deposited in Municipal Treasury. The supplier(s) will have no right to claim any compensation / damages in this regard.
- 5.14. If the material supplied does not conform to the relevant specifications and does not match with the approved sample, the ADC HQ reserves the right to cancel the balance quantity of the supply order and withhold either full payment or part thereof from the claim submitted by the supplier for the supplies already made.
- 5.15. The approved supplier(s) will complete the entire supply of Uniform as per the work order schedule failing which **penalty** shall be imposed on the supplier for non commencement, slow performance or delay in completion of supply as per following:
 - i. 2% of the balance supply order amount in case the supply is completed after 15 days from the last date of completion of supply.
 - ii. 4% of the balance supply order amount in case the supply is completed after 30 days from the last date of completion of supply.

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iii. 6% of the balance supply order amount in case the supply is completed after 45 days from the last date of completion of supply.

- 5.16. The right of extension of the period of supply and thereby waiving off the penalty of the said period is reserved with the ADC HQ exclusively.
- 5.17. The purchaser shall have the liberty to visit the manufacturing unit for verification of the documents/claims made by the bidder for which arrangements for the inspection of the manufacturing unit, if desired by South DMC, shall be made by the bidder(s).
- 5.18. If any of the bidder(s) belongs to outside Delhi, he should appoint his local representative in Delhi to look after the work of his firm. The authority letter indicating the name and address of the said representative should be submitted along with the Technical Bid. The appointed representative should be authorized to correspond and /or negotiate with South DMC and his decision during the process shall be final and binding on bidder(s). The authority letter should be given by the Director / Proprietor / Partner, who has attested the tender document, on a non judicial stamp paper of Rs. 10/-. The signature of local representative along with his/her photograph should be duly attested by the bidder(s).
- 5.19. That the payment of the material supplied by the successful bidder(s) shall be made by the purchaser within 30 days on receipt of material as per required specification and on submission of bills by the supplier. If the material is sent for lab testing then the payment of the said lot shall be made within 15 days on receipt of test reports from the testing lab."
- 5.20. The safety of goods at the designated store will be sole responsibility of the bidder till the test reports are received that goods supplied are as per required specifications. For such period supplier may get the goods insured at his own cost and risk for such period without having any liability of SDMC.

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6. Bid Opening and Evaluation Process

6.1. Bid Opening Sessions

- a) Total transparency shall be observed while opening the online proposals/bids.
- b) Corporations reserve the rights at all times to postpone or cancel a scheduled bid opening
- c) The online bids will be opened on the e-tendering portal by the committee to be setup by the Corporations.
- d) In the event of the specified date of bid opening being declared a holiday for the Corporations, the Corporations will communicate the subsequent date for the Bid opening.
- e) In case there is no representative of the bidder present in the bid opening session, Corporations shall go ahead and open the bid of the bidders.
- f) During bid opening, preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether they comply with the Technical qualification criteria, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.
- g) Bids for which the requisite online Bid Processing Fees has not been received by the Corporations shall be rejected.
- h) Bids for which the requisite online EMD has not been received by the Corporations or whose EMD is not in order shall be rejected.
- i) The venue of the Bid Opening Sessions will be: Conference Hall, 6th Floor, E-1 Block, South Delhi Municipal Corporation, Dr. SPM Civic Centre, J.L. Nehru Marg, New Delhi - 110002.

6.2. Bid Evaluation Criteria and Selection Procedure

The Bidding process below specifies the procedures that would regulate the overall bidding process. It contains standard provisions that have been prepared to Design, Prepare, Advertise/ Publish, Submit, Open, Evaluate, Compare bids and Award of Contract and are to be strictly adhered to by the bidder.

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6.2.1. Technical bid evaluation

- i. The bidders' Technical bid Proposal shall be evaluated as per the criterion specified in the tender.
- ii. The bidders shall meet all the mandatory compliance requirements as mentioned in the tender. Failure in meeting the mandatory compliance requirements will result in disqualification of the bidder.
- iii. All the bidders will be communicated of the results of evaluation of the technical bids over the e-mail alerts from e-tender.
- iv. The Price Bids of those bidders who qualify in the Technical bid process only will be considered for Price Bid evaluation.

6.2.2. Price Bid Evaluation Process

After the technical evaluation is completed and approved, Corporations shall notify online those Bidders whose Proposals did not meet the minimum technical criterion or were considered non-responsive to the tender and their Price Bid Proposal will be not opened online. Further, only those Price bid proposal should be open of bidders who applied for participations and submitted EMDs.

The online Price Bids would then be opened in the presence of the bidders' representatives on a specified date and time. The bidder names, the bid prices, the total amount of each bid and such other details as corporation may consider appropriate, will be announced and recorded at the opening.

The duly constituted Tender Evaluation Committee by corporation will then evaluate the Price Bid proposal of the technically shortlisted Bidders. The Price Bid evaluation will consider the information supplied by the Bidders in their Price Bid proposal.

Price Bid submission format is present in the Appendix-II of this tender. However, the Bidders must ensure that

- i. The bidder must submit Price Bid Proposal as per format provided in Appendix-II of this tender (Price Bid Format).
- ii. Bidders shall give a break-up of the prices in the manner and detail as asked for in Appendix- II of this tender (Price Bid Format).
- iii. The currency of the bid shall be in Indian National Rupee (INR) only. Price Bid Proposal in any currency other than INR will be treated as non-responsive and hence will be rejected.
- iv. The bidder as part of the Price Bid should account for all out of pocket and other expenses including all permits, approvals, travel cost and licenses etc.
- v. The Price Bid Proposal should clearly identify as separate amounts,



the local, duties, levies, and other charges to be incurred under the applicable law. The final quoted prices shall be inclusive of statutory taxes, duties and other levies. However, rates exclusive of taxes and tax amounts should be clearly mentioned.

- VI. Bidders shall quote unit price for the line items as indicated in the Price Bid in Appendix- II of this tender. The price quote will be valid throughout the contract duration and will be used only for Price Bid evaluation of the invoice submitted by vendor during the tenure of the project. The actual payment will be as per the agreed terms defined in the payment terms section.
- VII. The Price Bid Proposal will be rejected if the statutory taxes, duties, levies etc. quoted are higher than the prevalent rates as on date of bid submission.
- VIII. The prices/rates quoted by the bidder shall remain firm (fixed) during the entire Contract Period and shall not be subject to any variation on any account except in case of statutory taxes, duties and levies. A bid submitted with a variable price quotation will be treated as non-responsive and hence will be liable to be rejected.
- IX. Date of Opening of the Price Bid of technically qualified bidders will be notified by the corporation later.
- X. The bidder with lowest quoted Price Bid (L1), including applicable taxes, will be considered for award of the contract.
- XI. In case of similar rates of two or more bidders, department may ask the respective bidder to submit their revised bids in sealed envelope on the time and date fixed by the department.
- XII. The EMD of all the unsuccessful bidder shall be returned once the bidding process is over.

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ANNEXURE-I

Particulars of the Vendor

(To be submitted on the Letterhead of the vendor)

Subject: Technical Bid for supply of Uniform to the South DMC.

PARTICULARS OF BIDDER & MANUFACTURER

Sir,

I/We hereby submit Technical Bid for supply of Uniformas per terms & conditions of tender invited by ADC HQ, South DMC, which are acceptable to us.

| | | | |
|----|---|---|--|
| 1. | Name of Bidder | : | |
| 2. | Address for correspondence (of the Bidder) | : | |
| 3. | Year of Establishment, if applicable | : | |
| 4. | Registered address and location of the manufacturing unit | : | |
| 5. | Name & address of the officer who shall be the contact point regarding this bid | : | |
| 6. | Details of annual turnover of the firm for the last three successive financial years. (year wise detail should be given along with audited balance sheet) | : | |
| 7. | Details of certificates/purchase orders in support of experience | : | |
| 8. | EMD details (Name of the Bank, Draft No. with Date & Amount) | : | |

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|-----|--|---|--------|
| 9. | Details of GST (Regn. No. etc) | : | |
| 10. | Details of PAN Number | : | |
| 11. | Details of manufacturing capacity and certificate | : | |
| 12. | Details of Samples submitted | : | |
| 13. | Details of Registration Certificate of the firm/organization | : | |
| 14. | Terms and conditions duly accepted. | : | Yes/No |

As of the date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Firm/ Organization Seal

(With name & designation
of the person signing the bid)

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Financial Information of Vendor

Annexure-
Confirm

(To be submitted on the Letterhead of the statutory Auditor)

To,
.....

Dated:

ADC (HQ),
SDMC, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.

Ref. RFP No.....

Sub: Financial Information of the Vendor

Sir/Madam,

We have examined the books of accounts and other relevant records of <<Vendor Name along with registered address>>. On the basis of such examination and according to the information and explanation given to us, and to the best of our knowledge & belief, we hereby certify that the annual turnover, Profit before Tax and Profit after tax for the last three financial years was as per details given below:

| Financial Information | 2019-2020/2020-21 | 2018-2019/2019-2020 | 2017-2018/2018-2019 |
|-----------------------------------|-------------------|---------------------|---------------------|
| Turnover (in INR Crores) | | | |
| Profit Before Tax (in INR Crores) | | | |
| Net Worth (in INR Crores) | | | |
| Any Other Relevant Information | | | |

(Signature of the Chartered Accountant)

Name:

Designation:

Membership Number:

Date:

Company Seal:

Business Address:

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Confirmation of Specifications of Uniform

(To be submitted on the Letterhead of the Bidder)

To,

Dated:

ADC (HQ),
SDMC, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.

Ref. RFP No.....

Subject:-

Sir/Madam,

We have quoted the specifications of uniform to South Delhi Municipal Corporation as below complications:-

| S. N | Items | Specifications | Complied OR Not Complied |
|------|--|---|--------------------------|
| 1 | Track Suit with Logo (Upper and Lower)(For Male) | Super Poly/Trenz Poly Imported Cloth, Sweat absorbent & dust free fabric with not less than 250 GSM quality and standard weight of 1 KG for 42 (XL) size "Upper Jacket made with Border & fitted with original YKK Open and auto lock Zip. Full length trouser with two side pockets and one back pocket at right side and piping". Printing of SDMC (Logo) front left side of the track suit and Back side Note: +/- 3% Variance can be accepted as per standard norms | |
| 2 | T-Shirt Collar H/s (For Male) | Nirmal Knit / Dot Knit / Micro Knit / Similar Cloth, Sweat absorbent & dry fit fabric with not less than 170 GSM quality and standard weight of 225 Grams for 42 (XL) size "Rib collar & Placket with 02 Buttons. Printing of SDMC (Logo) front left side of the track suit and Back side Note: +/- 3% Variance can be | |

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|---|---|--|--|
| | | accepted as per standard norms | |
| 3 | Lower (For Male) | Super Poly/Trenz Poly Imported Cloth, Sweat absorbent & dust free fabric with not less than 250 GSM quality & Full length trouser with two side pockets and one back pocket at right side and piping. Note: +/- 3% Variance can be accepted as per standard norms | |
| 4 | Ladies suit cotton with Chunni (For Female) | Shirting- Fabrics on high speed repair and sulzer looms with super fine quality terry cotton (33% Cotton, Polyester 67%) yarn, with features of anti-pilling, shrinkage control, colour fastness, durability and soft hand feel. Suiting- Fabrics on high speed repair and sulzer looms with super fine quality terry cotton (33% Cotton, Polyester 67%) yarn, with features of anti-pilling, shrinkage control, colour fastness, durability and soft hand feel. Chuuni- Fabrics on high speed repair and sulzer looms with super fine quality terry cotton (33% Cotton, Polyester 67%) yarn, with features of anti-pilling, shrinkage control, colour fastness, durability and soft hand feel. (Length 2.25 Meters, | |
| 5 | Jacket with Logo (Female) | Super Poly/Trenz Poly Imported Cloth, Sweat absorbent & dust free fabric with not less than 250 GSM quality "Upper Jacket made with Border & fitted with original YKK Open and auto lock Zip. Printing of SDMC (Logo) front left side of the track suit and Back side Note: +/- 3% Variance can be accepted as per standard norms | |

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PRICE BID

Form C: Price Bid format

Tender No:

Bidder Name :

Financial proposal for supply of uniform

| S.No. | Name of item | Quantity | Unit rate quoted (including GST) | Total cost (including GST) |
|--------------------------|---|----------|---|-------------------------------|
| 1 | Track Suit with Logo (For Male) | 32000 | | |
| 2 | T-Shirt H/s Collar (For Male) | 32000 | | |
| 3 | Lower (For Male) | 32000 | | |
| 4 | Ladies suit cotton with Chunni (For Female) | 12000 | | |
| 5 | Jacket with Logo (Female) | 12000 | | |
| Total : | | | | |
| Total (in words): | | | | |

Rachan
 Dy. Commissioner (HQ)
 South Delhi Municipal Corporation