



NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT: HQ
Dr. Shyama Prasad Mukherjee Civic Centre
E Block, 15th Floor, JLN Marg, N Delhi-02
Email.: ade.edu.hq.ndmc@gmail.com
Ph. No. 011-23226501



No.: NDMC/Education/Uniform/Tender/01/2018

Dated: 26.02.2018

Request for Proposal (RFP)

For

Supply of Stitched School Uniforms

For Primary Schools covered under the jurisdiction of North Delhi Municipal Corporation

Start Date of Issue of Bid Documents :	28.02.2018 at 10.00 A.M.
Last Date of Issue of Bid documents :	20.03.2018 up to 5.00 P.M.
Date of Pre-bid meeting	21.03.2018 at 2.00 PM
Last Date for submission of Bid:	02.04.2018 up to 3.00 P.M.
Date of opening of Technical Bid	02.04.2018 at 3.15 P.M.

Cost of Tender Document:

Rs. 1,500/- (Rupees one Thousand Five Hundred only) to be paid by Demand Draft drawn on a Nationalized /Scheduled Bank


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Education Department
North Delhi Municipal Corporation
15th Floor, Dr. Shyama Prasad
Mukherjee Civic Centre,
J.L.N. Marg, New Delhi -110002
Ph. No.: 011-23226501
Email ID: ade.edu.hq.ndmc@gmail.com

Contents of RFP Document

Chapter 1	Instructions to Bidders
Chapter 2	Terms & Conditions of Contract
Chapter 3	Specifications and Technical Details with respect to the Products
Chapter 4	Form of Price Schedule
Chapter 5	Draft Contract Form
Chapter 6	Other Standard forms required to be utilised by the North DMC or the Applicant/Bidders

Chapter 1 consists of Instructions to Bidders which are required to be adhered to while preparation and submission of the Bid.

Chapter 2 contains the conditions of contract which along with those contained in the Draft contract shall be required to be followed by the successful bidder.

Chapter 3 contains the specifications with respect to the desired Products in details and which shall be required to be followed at all times unless otherwise specified by the North DMC.

Chapter 4 consists of the form for price bid. The Applicants/Bidders shall provide their financial bid in the manner provided in this chapter.

Chapter 5: Draft Contract Agreement, to be signed between Education Department, North Delhi Municipal Corporation and the successful Bidder or Lead Member formed in case of a Consortium. In case a Consortium is declared as the Preferred Bidder, the original members of the Consortium shall also be confirming parties to the Contract Agreement. In case of Partnership Firm, all the members of the Partnership Firm shall be parties to the Contract Agreement.

Chapter 6 provides necessary formats for the North DMC and Applicants/Bidders to prepare the Proposal. The prescribed formats for the submission of Proposal are annexed to this chapter.

Applicants/ Bidders are advised to thoroughly understand the Terms and Conditions and submit their Proposals complying with the requirements stipulated in the RFP document. Proposals are liable to be disqualified in case they are incomplete, non-responsive, non-eligible and if the information is not submitted as per the prescribed formats.

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DISCLAIMER

The information contained in this Request for Proposal comprising of Chapters 1 to 6 (hereinafter referred to as "RFP") or subsequently provided to the Bidders, in documentary form by or on behalf of the North Delhi Municipal Corporation, its authorised employees is provided to the Applicant(s)/ Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information for all the persons and it is not possible for North DMC, its employees or any of its agencies/consultants/advisors to consider the business/ investment objectives, financial situation and particular needs of each Applicant/ Bidder who reads or uses this RFP document. Each Applicant/ Bidder should conduct its own investigations and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. North DMC, its employees or any of its agencies/consultants/advisors make no representation or warranty and shall incur no liability under any law, statute, rule or regulation as to the accuracy, reliability or completeness of the RFP document.

North DMC may at its own discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Handwritten signature
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NORTH DELHI MUNICIPAL CORPORATION
EDUCATION DEPARTMENT,
15TH FLOOR, DR. SHYAMA PRASAD MUKHERJEE CIVIC CENTRE,
J.L.N. MARG, NEW DELHI-110002

No.: NDMC/Education/Uniform/Tender/01/2018

Dated: 26.02.2018

NOTICE INVITING TENDER (NIT)

for

SUPPLY OF STITCHED SCHOOL UNIFORMS FOR STUDENTS OF PRIMARY SCHOOLS OF THE NORTH DELHI MUNICIPAL CORPORATION

Purpose: The Director (Education), North DMC, Dr. Shyama Prasad Mukherjee Civic Centre, Delhi invites on behalf of the North DMC sealed and super-scribed technical and financial proposals from eligible manufacturer for supply of stitched school uniform.

North DMC intends to complete the entire process of proposal evaluation and award the Project on a priority basis. In order to enable North DMC to complete the process as soon as possible, Applicant/ Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. North DMC shall endeavour to adhere to the schedule during the bidding process.

Notes:

1. **Addresses for obtaining the RFP document:** RFP document containing detailed terms and conditions can be obtained from the office of the Dy. Director of Education (Purchase), Education Department at 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi-110002 upon payment of Rs. 1,500/- (Rupees One Thousand Five Hundred Only) as the necessary cost of RFP document. Alternatively, the document can be downloaded from www.mcdonline.gov.in. In case documents are downloaded, then while submission of the Proposal by the Applicant/ Bidder, a Demand Draft for Rs. 1,500/- (Rupees One Thousand Five Hundred only) in favour of Commissioner, North Delhi Municipal Corporation, payable in Delhi, to be submitted prior to the date of the Pre-bid meeting. Copy of the G8 form shall be enclosed with Envelope 1- Technical Proposal, containing the original Technical Proposal.
2. **Address for submission of Proposal:** Sealed Technical and Financial Proposals will be received till **02.04.2018 upto 03:00 PM** in the office of the Dy. Director of Education (Purchase), North Delhi Municipal Corporation, 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi-110002. The Technical Proposal will be opened at 3.15 P.M. on the same day in the presence of the Applicants/Bidders or their authorized representatives.
3. **Proposal Validity Period:** The Proposal submitted by the Applicants shall hold good for 180 days from the date of opening of the Technical Bid.
4. **Cost of RFP document:** Rs. 1,500/- (Rupees One Thousand Five Hundred Only), as non-refundable tender fee, to be paid through Demand Draft of a Nationalised /Scheduled Bank, payable in Delhi, in favour of Commissioner, North Delhi Municipal Corporation.
5. **Earnest Money Deposit:** Rs. 44,00,000/- (Rupees Forty Four Lacs Only) should be deposited as Earnest Money Deposit ("EMD") vide bank Demand Draft obtained from a nationalised /scheduled bank in favour of Commissioner, North Delhi Municipal Corporation, payable in Delhi, to be submitted along with Technical Proposal, otherwise the Proposal shall be rejected.
6. **Performance Security:** Performance Security @ 5% of the actual contractual amount shall be payable within 15 (Fifteen) days from the acceptance of the Letter of Intent ("LoI").
7. **NIT Intimation:** NIT can also be seen on the notice board/office of the Education Department, North DMC.


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8. **Pre-Bid Meeting:** A pre-bid meeting for clarification of Applicant/ Bidders' queries will be held on **21.03.2018 at 1400 hrs (02:00 pm)** in the Conference Room, North Delhi Municipal Corporation, 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi- 110002. The Bidders are encouraged to send their queries through the email i.e. ade.edu.hq.ndmc@gmail.com. Only those who have remitted the cost of the RFP on or before the date of the Pre-bid meeting would be eligible for participation in the pre-bid meeting and would be entitled to receive the response for their queries. Any modification in the RFP document that may become necessary as a result of pre-bid meeting shall be intimated through the issuance of any addendum. These then will form a part of the RFP and a part of the Agreement to be executed upon selection of the preferred Bidder.
9. **North DMC's rights of rejection/acceptance:** The Commissioner on behalf of the North DMC reserves the right to accept or reject any or all the Proposals or cancel the tender process without assigning any reason(s) whatsoever.
10. **Enquiries:** For any enquiry contact the office of the **Director** (Education Department) at 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi-110002 or on Phone No: 011-23226501 (E-mail - ade.edu.hq.ndmc@gmail.com).



Dy. Director of Edu.
(Purchase)

North Delhi Municipal Corporation

CHAPTER 1

INSTRUCTIONS TO BIDDERS (ITB)

The North Delhi Municipal Corporation (hereinafter referred to as the "NORTH DMC") amongst other functions runs, operates and manages primary schools in the area covered under the jurisdiction of North DMC. The North DMC in view to standardize the uniforms across the primary schools and make uniforms available to the students of primary schools have decided to provide stitched school uniforms for summer and winter season (hereinafter referred to as "Products") to the students of the primary schools being operated by the North DMC for a duration of 2 (two) years. The Products are required to be supplied each year. There are 715 primary schools with approximately 298672 students studying from Classes 1 to 5. The details with respect to the students studying in the primary schools have been provided in **Annexure I** to this Chapter. The Education Department of the North DMC is responsible for undertaking various decisions regarding education and management of the schools.

The Education Department, North DMC accordingly intends to seek bids from suitable entities for supply of the Products for about **298672 students** on its rolls in the primary schools. Accordingly, sealed bids are invited by North DMC from original uniform cloth manufacturers, for supply of Products as per details given in the bid documents, to the primary schools run by North DMC.

1. Bid Process

The Bid shall be a two stage process, namely:

(a) **TECHNICAL BID;** and

(b) **FINANCIAL BID**

2. Schedule for invitation to Bid:

Date of Issue of Bid Documents :	28.02.2018 at 10.00 AM
Last Date of Issue of Bid document :	20.03.2018 up to 3.00 PM
Last date of receiving queries for Pre-Bid Meeting	21.03.2018 up to 1.00 PM
Date of Pre-Bid Meeting	21.03.2018 at 2.00 PM
Last Date of submission of Bid:	02.04.2018 up to 3.00 PM
Date of opening of Technical Bid	02.04.2018 at 3.15 PM
Date of opening of Financial Bid	
Date of issue of Letter of Intent	To be intimated separately
Date of signing of the Contract	

Please note that North DMC reserves the right to extend the dates as mentioned hereinabove. Intimation to this effect shall be given to all Applicants/Bidders including requests for extending the proposal and bid security validity time frame if required. Intimations may be sent by email only to the Applicants/ Bidders who may have either purchased the RFP document or attended the pre-bid meeting after payment of the Tender Fee whose correct addresses along with email id and phone numbers and fax number is available with North DMC. North DMC or its employees/ advisors/ consultants etc. shall not be liable in any manner whatsoever in case any Applicant/ Bidder fails to receive such intimations. Applicants/ Bidders are advised to regularly check for details including the ones that may be notified at the North DMC website: www.mcdonline.gov.in.



3. **Details about Bid Submission:**

3.1 Name of the Concern by whom the bids are being invited:

Education Department, North Delhi Municipal Corporation, 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi -110002

3.2 **Address at which Bids are to be submitted:**

Sealed Technical and Financial Proposals will be received upto **02.04.2018** by 03:00 PM in the office of the Dy. Director of Education (Purchase), 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi-110002. The Technical Proposal will be opened at 03:15 PM on the same day in the presence of the Applicants /Bidders or their authorized representatives.

The Bids have to be submitted physically by the authorised representative at the aforesaid address. The authorised representative shall put his signatures at the appropriate place. All Bids received after the due date or which are incomplete or received in tampered condition shall be forthwith rejected except in accordance with the terms of this RFP.

3.3 **Place, Time and Date for opening of Technical bids:**

Place: Education Department, North Delhi Municipal Corporation, 15th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, J.L.N. Marg, New Delhi -110002

Time: **03:15 PM**

Date: **02.04.2018**

3.4 Financial bids of the Applicants/Bidders who have successfully completed the technical stage will be opened and scrutinized at the date stated above. In case of any change in the date and time of the opening of the same, such Applicants/Bidders shall be intimated of such change by email at the email address provided to the North DMC by such Applicants/Bidders.

3.5 **Date till which the bid is valid:** 180 days from the date of submission of bids. In the event the validity period is required to be further extended, Applicants/Bidders shall accordingly provide such confirmation to the North DMC including extension of the EMD, after due intimation of the same by North DMC in writing.

3.6 **NORTH DMC's rights of rejection/acceptance:** The Commissioner on behalf of the North DMC reserves the right to accept or reject any or all the Proposals or cancel the engagement process without assigning any reason(s) whatsoever.

3.7 The Commissioner, North DMC reserves the right to continue with the Bid process as per this RFP document even in case of a receipt of a single bid. Such bid shall be scrutinized in accordance with this RFP.

4. **Procedure for Submission of Bids**

4.1 It is proposed to have a Two-Cover System for this bid.

(a) Technical Bid documents in one cover.

(b) Financial Bid in another separate cover.

4.2 The Applicants/Bidders must place their Technical and Financial bids in separate envelopes, super-scribed with separate Bid titles in the following manner:

(a) The Technical Bid should be covered in a separate sealed cover super-scribing the wording "**Technical Bid for Supply of Stitched School Uniforms**".


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Please note that commercial aspects (prices, cost, charges, etc.) should not be indicated in the Technical Bid and should be quoted only in the Financial Bid.

- (b) Financial Bid should be covered in a separate sealed cover super-scribing the wording "**Financial Bid for Supply of Stitched School Uniforms**".

Financial Bid should only indicate prices in the prescribed format.

- 4.3 Both, the cover containing the Technical Bid and the cover containing Financial Bid must be placed together in one single sealed envelope before submission. In case necessary, a box can be used for the said purpose.

- 4.4 The box/cover containing both the Technical and the Financial Bid thus prepared should also indicate clearly the name and address of the Applicant/Bidder and shall be super-scribed by the wording "**Bid for Supply of Stitched School Uniforms**".

- 4.5 A Bid Evaluation Committee shall be constituted by the North DMC which shall evaluate the conformance of the Bids with the terms and conditions mentioned in this RFP.

- 4.6 The Bids received late and declared late by the Bid Evaluation Committee after the last date and time for receipt of bids prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the Applicant/Bidder. The Bids shall be returned unopened after being marked "Late".

- 4.7 Conditional bids shall not be entertained and will be disqualified promptly without assigning any reasons.

- 4.8 Financial Bids of only those Applicants /Bidders will be opened who qualify the Technical round on date as prescribed in this RFP.

5. The Applicant/Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required in the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Applicant's/Bidder's risk and may result in the rejection of the Bid.

6. Language of Bids

The Bids prepared by the Applicant/Bidder and all correspondence and documents relating to the bids exchanged by the Applicant/Bidder and North DMC, shall be written in English language, provided that any printed literature furnished by the Applicant/Bidder in any other language may not be accepted except where it is accompanied by a certified copy of English translation in which case, for purposes of interpretation and evaluation of the Bid, the English translation shall govern.

7. Documents Comprising the Bids

- 7.1 The Bids prepared by the Applicants/Bidders shall comprise of following components (Bid documents are to be submitted in the order of pre-qualification clauses along with index and page numbers clearly marked):

(i) The **Technical Bid** shall consist of following:-

- a. Bid proposal sheet duly filled in, signed on each page and complete in all respects. (**Chapter 6 -Annexure - I**).
- b. Qualification data duly filled in as per relevant proforma provided in the bid proposal that the Applicant/Bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted (**Chapter 6 -Annexure - II**).
- c. The Applicant/Bidder must furnish Earnest Money Deposit (EMD) for **Rs. 44,00,000/- (Rupees Forty Four Lacs Only)** in the form of bank demand draft drawn in favour of Commissioner, North Delhi Municipal Corporation payable at New Delhi, failing which the Bid will be rejected.


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This EMD is to be submitted with the Technical Bid. The said Demand Draft may be required to be replaced at the request of North DMC failing which the Bid shall be rejected.

- d. The Applicant/Bidder is required to submit the proof of each year turnover of the Applicant/Bidder during last 3 years of operations for respective items along with copy of audited Balance Sheet and Profit and Loss account for the last 3 financial years to be attached. The certified copies of the Income Tax Returns along with the Balance Sheets and Profit and Loss Accounts shall also be furnished.
- e. The certified copy of valid Sales Tax/VAT registration certificate and Permanent Account Number (PAN) issued by Income Tax Department to the Applicant/Bidder must be attached and form a part of the Technical Bid. In case of consortium, each member shall provide the valid Sales Tax/VAT registration certificate and PAN.
- f. Solvency certificate of **Rs. 13.52 Crores (Rupees Thirteen Crores Fifty Two Lacs Only)** issued by a nationalized/Scheduled Bank shall be furnished by the Applicant/Bidder.
- g. Copy of certification of valid ISO 9001-2000 to be attached.
- h. Copy of **latest composite mill certificate** issued by the Govt. of India, Ministry of Textiles showing spinning, weaving & processing under one company/entity name, having one legal entity. This certificate should **not be more than two years old** from last day of the month previous to the date of the Notice for Invitation of this RFP.
- i. Any other document as required to be enclosed in support of the eligibility criteria mentioned in clause 12 and 17.9 of this chapter herein.
- j. The Applicant/Bidder must submit the sample exactly as per shade and design required by North DMC. A coloured photocopy of the uniform is included in the RFP document. To get the appropriate shade cutting, the Applicant/Bidder may approach North DMC at New Delhi at the following address:-
Director (Education)
15th Floor, Education Department,
North Delhi Municipal Corporation,
Dr. Shyama Prasad Mukherjee Civic Centre,
J.L.N. Marg, New Delhi -110002
- k. "The Applicant/Bidder must submit a sample, for each type of uniform, exactly as per tender specification as mentioned in Chapter 3 to this Section, duly tested from any Laboratory of the Textile Committee, Ministry of Textiles, Govt. of India or any other laboratory duly accredited by the National Accreditation Board for Testing and Calibration Laboratories (NABL) or by A2LA (American Association for Laboratory Accreditation, USA) or RvA (Raad Voor Accreditatie), Dutch Accreditation Council, Netherlands. Each sample shall contain the stamp and sign of the laboratory and shall accompany a signed and sealed test report with respect to the sample and the samples along with the Test Report shall be submitted to North DMC along with the Technical Bid.

All parameters mentioned in the specification of each type of uniform must be tested and the concerned laboratory should give a clear Remark / Report whether the sample is matching as per tender specification. Any incomplete Test Report without the remark of the laboratory will be rejected. The Laboratory must also mention that "all parameters as per specification have been tested". Any deviation from this condition shall make the Bid liable for rejection.

