

South Delhi Municipal Corporation



Tender document

Request for Proposal
for
Supply of Winter and Summer Uniforms for Group D employees
(2015-2017)

Tender No: DC (HQ)/SDMC/Uniform/NIT/2016/192(1) Dt. 08/11/2016

DISCLAIMER

The information contained in this tender document or subsequently provided to Bidder(s) or Applicant's whether verbally or in documentary form by or on behalf of South Delhi Municipal Corporation (SDMC) or any of their employees or advisors, is provided to the Bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

This tender document is not an agreement and is not an offer or invitation by the SDMC to any parties other than the Applicants who are qualified to submit the proposal. The purpose of this document is to provide the Bidders with information to assist the formulation of their proposals. This document does not purport to contain all the information each bidder may require. This document may not be appropriate for all persons, and it is not possible for SDMC, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice from appropriate sources. The SDMC, their employees and advisors make no representation or warranty and shall incur no liability under any Law statute rules or resolutions as to be accuracy reliability or completeness of the RFP document.

The SDMC may in their absolute discretion but without being under any obligation to do so, update amend or supplement the information in this document.

TENDER DOCUMENT & CONDITIONS

Tender Notice No.	DC (HQ)/SDMC/Uniform/NIT/2016_____
Tender Estimated Cost:-	Rs 101,256,732.00
Period of Completion of work	Five months from date of issue of work order
Tender Document Cost	Rs 5,000/- (Rs Five Thousand Only)
Earnest Money:-	Rs 20,25,135.00
Date of Closing :-	
Date of Opening :-	
Name of work:-	Supply of Winter and Summer Uniforms for Group D employees (2015-2017)

1. Background

Open Tender is invited by South Delhi Municipal Corporation from the eligible firm, in two packet system, who are manufacturer for the supply of uniform items mentioned in this document at an estimated cost of Rs 101,256,732/-. Interested firms may submit technical and financial bids on the basis of scope of work mentioned in this document.

2. Scope of Work

a. South Delhi Municipal Corporation (SDMC) needs Winter and Summer Uniform for its Group D employees in packages as detailed below. The Type & Approximate No.'s of Group D employees and the selected uniform items to be supplied to them are as follows:

Category	Male	Winter Items	Summer Items	Female	Winter Items	Summer Items
Sanitation Staff (Safai Karamchari)	11402	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks, Cap, apron	Half sleeve Shirt, Pant, Cap	6488	Woolen Salwar- Kameez, Dupatta, Full Sleeve Cardigan, Woolen Socks, Cap	Salwar- Kameez, Dupatta, Cap
Gardeners (Matis)	1906	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks, Cap, apron	Half sleeve Shirt, Pant, Cap	94	Woolen Salwar- Kameez, Dupatta, Full Sleeve Cardigan, Woolen Socks, Cap	Salwar- Kameez, D apron upatta, Cap,
Beldars (Laboures)	2419	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks, Cap, apron	Half sleeve Shirt, Pant, Cap	33	Woolen Salwar- Kameez, Dupatta, Full Sleeve Cardigan, Woolen Socks, Cap	Salwar- Kameez, Du apron patta, Cap
Peon	188	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks, cap	Half sleeve Shirt, Pant, Socks , cap	20	Woolen Salwar- Kameez, Dupatta, Full Sleeve Cardigan, Woolen Socks, cap	Salwar- Kameez, Dupatta, cap
Chowkidar	547	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks, Cap	Half sleeve Shirt, Pant, Socks, Cap	4	Woolen Salwar- Kameez, Dupatta, Full Sleeve Cardigan, Woolen Socks, Cap	Salwar- Kameez, Dupatta, Cap
Driver	291	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks,cap	Half sleeve Shirt, Pant, Socks,cap	NIL	NIL	NIL
Supervisors	301	Full sleeve double pocket double flap Shirt, Woolen Pant, Full sleeve Jersey, Socks, Cap	Half sleeve double pocket double flap Shirt, Pant, Socks, Cap	NIL	NIL	NIL
Others	985	Full sleeve Shirt, Woolen Pant, Full sleeve Jersey, Socks, cap	Half sleeve Shirt, Pant,cap	337	Woolen Salwar- Kameez, Dupatta, Full Sleeve Cardigan, Woolen Socks, cap	Salwar- Kameez, Dupatta, cap

Total	18039		6976	
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- b. The successful bidder needs to provide uniform comprising 2 sets of garments, 2 cap and 1 apron (where applicable) per employee. Total number of packets to be supplied would be 25,015 approximately (SDMC reserves the right to increase or decrease the quantity by 20%). The uniform is to be supplied in stitched condition as per standard fit and specifications given in the RFP.
- c. The detailed designs, technical specifications, measurements for different sizes, quality guidelines, uniform color codes are mentioned in Annexure 1.
- d. The size of uniform to be supplied shall be provided to manufacturer in specific format for each and every employee. Database of employees available with SDMC will be shared with successful bidder which will include details of individual employees, work place, size of uniform items etc. The bidder will be required to prepare complete uniform packets of each and every employee based on individual performa containing details of employee and their uniform sizes.
- e. The successful bidder has to be registered with Delhi Government for VAT purpose before starting the delivery of uniforms to SDMC.
- f. **Penalty Clause: Refer clause 9 of RFP.**
- g. Successful bidder has to submit samples of each uniform product along with its test certificate from Bureau Veritas / SGS or any authorized testing agency, as deemed fit by SDMC, before starting the bulk production. Successful bidder will have to inform SDMC or its authorized representative once each lot (25% of the total production for each product and each color) is ready for inspection. SDMC will direct Bureau Veritas / SGS for inspecting the lot and drawing samples. Representative of Bureau Veritas / SGS testing laboratories will inspect those lots and draw sample for required testing. Bureau Veritas / SGS testing laboratories will send the test report to SDMC & manufacturer. Cost of inspection and testing has to be borne by the manufacturer. Lot will be received only if the test results are satisfactory. List of testing parameters and its standards are mentioned in Annexure 1(iv).
- h. Successful bidder has to deliver the products at designated warehouse of SDMC. The location of those warehouses, which are in different parts of South Delhi, will be informed to successful bidder. The distribution strategy will also be shared with successful bidder.
- i. Successful bidder have to maintain proper record of all financial transactions, for audit purposes. The format of maintaining records will be informed to successful bidder.
- j. Successful bidder has to submit a weekly report covering the progress in supply from the day of issue of work order. The format of the weekly report will be provided to the successful bidder. The frequency of reporting may change based on the circumstances.
- 3. Eligibility Criteria for Submission of Tender**
- i. Bidder has to be either a Limited Liability Partnership / Private limited company / Public limited company
- ii. Minimum Turnover – *Annual turnover in any of the last three financial years should be at least Rs.10 00 Crores. The financial year that will be considered are 2013-14, 2014-15, 2015-16 and the current financial year.*
- iii. Details of experience of supplying uniform/garment to any Government organization. Proof of contract has to be submitted. The bidder must have completed at least one work

of 80% value of the estimated cost, or two works of 50% of the estimated cost or three works of 40% of the estimated cost of similar nature of work during the last three financial year. The three financial year will be 2013-14, 2014-15, 2015-16 and the current financial year.

Here "similar nature of work" is defined as supplying of uniform/garment to either Central Government or State government or Central or state PSU or any organization affiliated with central or state government of India. Experience from private organization will not be accepted.

- iv. Bidder should be manufacturer for at least one product category among woven garment, sweater / cardigan, shirt, trousers. For product other than the one the firm is manufacturing, the supplier should have identified supplier base. Bidder has to submit commitment certificates from such suppliers. The Successful bidder should be a registered entity with the sales tax department of Government of Delhi.
- v. The Successful bidder should have VAT registration
- vi. The Successful bidder has to comply with all required compliance norms (social, environmental, safety, etc.)
- vii. Any contractor who has been blacklisted/debarred by SDMC/NDMC/EDMC/erstwhile MCD, for breach of terms and conditions of the agreement shall not be eligible for offering tenders and the contractor shall be required to furnish an undertaking to this effect along with tender form

4. Procedure for Submission of Tender

The proposal shall be submitted in Two packets viz Technical Bid and Financial Bid.

- a. 'Envelope A' should contain following information. This envelope should be clearly marked as "**Documents In Support of Eligibility Criteria for Supply of Winter & Summer Uniforms to Group D Employees of SDMC**".
 - i. Details of the Bidder (Name of the company, Type of the company, Contact Address, Name and designation of contact person for this project, email, phone, Fax, any other relevant information)
 - ii. Unabridged annual reports or audited financial accounts for the last three years
 - iii. Proof of establishment of the company (Company / LLP Incorporation certificate)
 - iv. Copies of Sales Tax Registration, PAN Card, Service Tax Registration, TIN No., DIN No., etc., as applicable
 - v. *Earnest Money Deposit (EMD) of Rs 20,25,135/- (Rs. Twenty Lakhs Twenty Five Thousands One Hundred Thirty Five only) in the form of Demand Draft drawn in favour of "South Delhi Municipal Corporation" or Fixed Deposit Receipt or Bank Guarantee from any commercial banks which will remain valid for a period of 45 days beyond the final bid validity period. EMD will get adjusted against performance security (mentioned in para 12) for successful bidder. For others, the EMD will be returned within 30 days from the final selection of the bidder.*
 - vi. Demand draft drawn in favour of "South Delhi Municipal Corporation" for an amount of Rs. 5,000/- (Rupees Five Thousand only) towards cost of tender documents.
 - vii. A declaration confirming that they are not blacklisted/debarred by SDMC/NDMC/EDMC/erstwhile MCD, for breach of terms and conditions of any agreement

Note: Bids not supported with EMD & cost of tender documents shall be summarily rejected. Financial bids (Envelope B) will be opened only for eligible bidders.

Note: Financial bids (Envelope B) will be opened only for those bidders, who fulfill all eligibility criteria in technical bid.

Note: Please fill in the format given in Annexure – 3 and submit it along with other required documents in 'Envelope A'.

- b. 'Envelope B' should contain following information. This envelope should be clearly marked as **"Financial Bid for Supply of Winter & Summer Uniforms to Group D Employees of SDMC"**.
 - i. Financial Quote should include all expenses, taxes and duties. The financial bid has to be submitted as per 'Annexure 4'.

Note: There should be No Cutting/ Over-writing in the financial quote submitted.

The Name of the Bidding Firm should be clearly mentioned on all the two envelopes. Both the sealed envelopes should be put together in a bigger envelope duly sealed and submitted before the closing time and closing date to:

OFFICE OF THE D.C. (H.O.)
SOUTH DELHI MUNICIPAL CORPORATION
CENTRAL UNIFORM CELL
3rd FLOOR, DR. S.P.M. CIVIC CENTRE, JLN. MARG,
NEW DELHI-110002

5. Rejection of Bid

SDMC reserves the right to reject any/ all bids without assigning any reason thereof and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. SDMC may at its sole discretion at any time during the evaluation of Proposal, reject any bid and disqualify the bidder if:

- a. The submitted proposal is not accompanied with required documentation.
- b. The bidder has made misleading or false representations in the tender document submitted by them
- c. The bid not supported with earnest money deposit (EMD) & cost of tender documents shall be summarily rejected
- d. The bidder have any pending dues with SDMC or erstwhile MCD
- e. The bidder tries to influence the tender process through direct contact with any official involved in the tender process
- f. The undue use by any bidder of confidential information related to the process may result in rejection of their bid
- g. Any delay in receipt of tender documents through post/ courier shall render the tender invalid. Telephonic/ fax/ e-mail tender etc shall be summarily rejected.

6. Evaluation & Selection of Bidders

- a. The Bids would be evaluated on a Technical-cum-Financial Evaluation methodology for the eligible bidders.
- b. At first 'Envelope A' will be opened for checking the eligibility of the bidders.
- c. 'Envelope B' will be opened only for eligible bidders.
- d. The successful bidders will be selected by a committee. Its decision will be binding on all the bidders.
- e. SDMC reserves the right to recommend amendments in the proposed project. The selection in that case will be subject to incorporation of those amendments.
- f. Decision of the committee shall be final and binding on all the applicants.
- g. The bids should remain valid for minimum 90 days from the last date of submission of the bids.

7. Entering into agreement and payment of performance security

- a. The successful bidder shall enter into an agreement with SDMC on the terms and conditions as laid down in the tender document.
- b. The successful bidder shall pay a performance security of 10% of the quoted amount as per format given in Annexure 5. The earnest money may be adjusted in this amount or may be returned to the successful bidder on submission of 10% performance security.

8. Payment Terms & Conditions

- a. On completion of 25% supply of complete packages of uniform: 10%
- b. On completion of 50% supply of complete packages of uniform: Additional 15%
- c. On completion of 75% supply of complete packages of uniform: Additional 20%
- d. On completion of 100% supply of complete packages of uniform: Additional 20%
- e. On completion of the project: Balance 35%

Note: The successful bidder may avail mobilization advance of 10% of the contract value subject to following conditions

- i. It will be released on submission of 110% of the mobilization advance in the form of bank guarantee
- ii. The mobilization advance will be interest bearing
- iii. Interest rate will be 12%
- iv. The mobilization advance along with interest accrued on it will be deducted from the payment as mentioned under point no. 8 a. In addition to it the bank guarantee will also be returned on completion of 50% supply of winter uniform.

9. Delivery Terms

- a. Winter uniform & summer uniform (Complete packages)
 - i. First shipment of 25% of total quantity within 90 days of issuance of work order
 - ii. Second shipment of 25% of total quantity within 120 days of issuance of work order
 - iii. Final shipment of balance 50% of total quantity within 150 days of issuance of work order
 - iv. The successful bidder shall first supply winter uniform packages at the designated warehouse and later supply summer uniform packages at the designated warehouses.

10. Penalty Clause: Any delay in start or completion of supply may cause cancellation (full / part) of contract and/or penalty based on merits of case shall be decided by the SDMC. The penalty will be to the tune of 0.1% of the contract value for the delay of 1 day, after a delay

of 30 days from the date mentioned in the date of issue of work order, for supply of the lot of uniform of employees. After the delay of two months from the date of supply of the shipment, process will be initiated to terminate the contract.

11. Return Norms

a. In case of any manufacturing and/or quality defect / issue, uniform item has to be replaced within 7 (Seven) days from the date of communication made.

12. Subcontracting

- a. In no case, the subcontracting with other vendors will be allowed beyond the agreed vendor clauses of Memorandum of Understanding (MoU), which will be signed between the successful bidder and competent authority of SDMC at the starting of the project.
- b. In case, if the Supplier Agency subcontracts any part of the work to be performed by a Subcontractor, then the provisions of this tender shall apply to such Subcontractor and the Supplier Agency shall be liable for the work of the Subcontractor including product quality and delivery delays, if any.

13. Performance Security -

- a. Within 7 (seven) days from the date of signing of the agreement, the successful Bidder shall furnish to the SDMC a Performance Security (in form of Bank Guarantee valid for the period of the contract) for an amount of 10% (ten percent) of the Contract amount and in accordance with the Conditions of Contract. *The Bank Guarantee should be valid for additional 60 days after scheduled completion of project. Format for Bank Guarantee – Annexure 5.*
- b. Failure of the successful Bidder to provide the requisite Performance Security in accordance with the requirements of Para 12a shall be sole ground for *annulment of the award and forfeiture of the Earnest Money* deposited at the time of bid.

14. Discussions after selection of successful bidder

- a. The objective of discussions is to reach an agreement on all points and sign a contract. The negotiations shall be held with the successful bidder.
- b. It will include discussions on technical proposal, work plan and staffing.
- c. In no circumstance, the scope of discussions will be out of the terms and conditions of Request for Proposal (RFP) document.

15. Force Majeure Clause

Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilling or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its concurrence inform the other party in writing. Force majeure shall mean fire, flood, natural calamities or any other acts as war, turmoil strikes (as not limited to the establishment of the seller), sabotage, explosion and quarantine restrictions beyond the control of either party.

16. Breach of Contract

Any violation in the terms and conditions of the contract will be treated as breach of contract and the performance security shall be seized by SDMC for the losses incurred by it and under no circumstance shall be released to the successful bidder. Further the successful bidder shall also be liable for any legal action by SDMC in order to realize the total loss incurred by it.

17. Rights of SDMC

- a. SDMC reserves the right to accept/reject any tender without assigning any reason whatsoever or may call for any additional information / clarification from eligible bidder, if so required. No right shall accrue to any eligible bidder to approach the court of law for rejection of the bids.
- b. SDMC may cancel the contract performed either partially or in full, if there is any issue related to quality of the product, service of the supply or any reason causing difficulty in execution of the project. Performance security and Earnest Money Deposit amount will be forfeited in that case.

18. Agreement Cancellation

In the event of supplier agency willfully not commencing the supply within 60 working days after issuance of work order, SDMC at its sole discretion shall cancel this agreement in writing and forfeit the earnest money and performance security amount along with suitable penalty.

19. Court Jurisdiction

Any dispute arising between the parties to the tender agreement shall be to exclusive jurisdiction of courts in New Delhi only.

20. Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the short-listed bidders would not be disclosed to any person not officially concerned with the process. SDMC would treat all information submitted as part of the Tender in confidence and will ensure that all who have access to such material treat it in confidence. SDMC would not divulge any such information unless ordered to do so by any Government authority that has the power under law to require its disclosure.

21. Important Dates

Sr.No.	Activity Description	Time Schedule
1.	Pre-bid meeting	12:00 Noon on 18/11/2016
2.	Time and last date of depositing Tender	5.00 PM on 30/11/2016
3.	Time and date of Opening of Packet A	11.00 AM on 01/12/2016
4.	Time and date of Opening of Packet B	11.00 AM on 02/12/2016

22. Further Information

In case of any further clarification or information, following may be contacted:

Sr No.	Designation	Office Address	Telephone No.
1.	DCI, HQ, SDMC	3rd Floor, Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, New Delhi-110002	011-23227053, 7005



Annexure I

I. Product Designs, Technical Specifications & Measurements

Winter Uniform
Men's Uniform Items

Product:- Full Sleeve Jersey

- V Neck
- Full sleeve jersey
- Logo on front left top
- Rib at neck, bottom & sleeve ends



● SDMC logo

Materials Specified

Fabric Description	
Fibre Composition	Acrylic
Knit	Single Jersey
GSM	300

Stitching Thread Description	
Thread Type	3ply polyester for SMLS, 2 Ply Polyester for OL/FL
Thread Color	Body Matching top and bottom

Other Finishes(Rib)	
Fibre Composition	Acrylic
Knit	2 X 1 Rib
GSM	320

Other Stitching Details	
Stitch per inch	12
Needle Used	DP9/DB11 for SMLS, DC11/DC9 for OL,UY9/UY11 for FL

Labels	
Size Label:	Woven label at centre back with neck seam; black color printed on top of white base
Wash Care Label:	Woven label; stitched in left side seam 10 cm above bottom hem

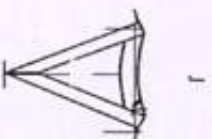
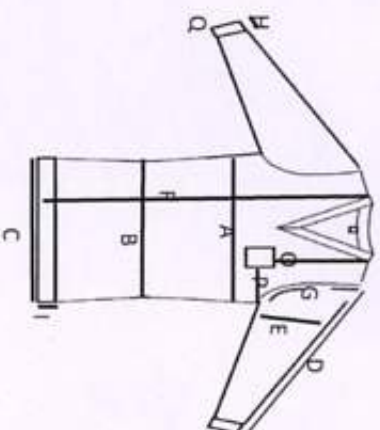
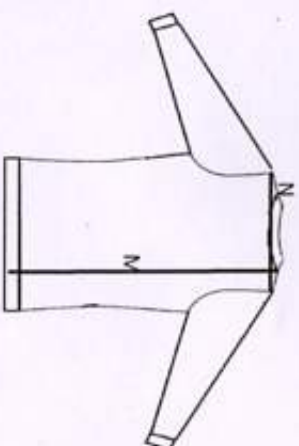
Konso	
Length by Width(cm)	7 by 5.5

Finishing	
Packing Materials	BOPP, Main tag, Size Tag, Barcode Sticker


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

Measurements

Description	Measurement in inches							
	36	38	40	42	44			
A - Chest	36.0	38.0	40.0	42.0	44.0			
B - Waist	36.0	38.0	40.0	42.0	44.0			
C - Bottom Opening	36.0	38.0	40.0	42.0	44.0			
D - Sleeve Length	23.0	23.5	25.0	25.5	26.0			
E - Sleeve Width	16.0	17.0	18.0	19.0	20.0			
F - Front Length(HPS)	24.0	25.0	26.0	27.0	28.0			
G - Sleeve	19.0	19.5	20.0	20.5	21.0			
H/J - Cuff Height	3.0	3.0	3.0	3.0	3.0			
Q - Cuff Length	3.0	3.0	3.0	3.0	3.0			
J - Neck Width	5.8	5.8	5.9	6.1	6.2			
K- Neck Drop Front	4.4	4.4	4.6	4.7	4.8			
L-Neck Rib	1.0	1.0	1.0	1.0	1.0			
M - Back Length HPS	24.0	25.0	26.0	27.0	28.0			
N - Shoulder width	18.1	18.1	18.5	18.9	19.7			
O - Logo distance from top	8	8	9	9	9			
P - Logo distance from side	4	4	4	4	4			



Measurement Guide

Sl. No.	Measurement Point	How to measure
1	A - Chest	Measure 1" below armholes, straight across garment from side seam to side seam
2	B - Waist	Measure from side to side at the narrowest point
3	C - Bottom Opening	Measure from side to side at the centre of the rib
4	D - Sleeve Length	Measure from the point shoulder meets armhole till the end of sleeve, include cuff
5	E - Sleeve Width	Measure 1" below bottom of armhole, measure at right angle to centre fold of sleeve
6	F - Front Length(HPS)	Measure straight from HPS to bottom, till end include bottom rib
7	G - Sleeve	Measure from top of armhole at shoulder seam following seam curve to bottom of armhole at side seam
8	H/J- Cuff Height	Measure straight from sleeve end to bottom
9	Q- cuff length	Measure straight from body end to bottom
10	J - Neck Width	Measure from inside edge to inside edge
11	K- Neck Drop Front	Using a ruler determine an imaginary line from HPS to below and measure from that point to neck seam at CF
12	L-Neck Rib	Measure from seam to end
13	M - Back Length(HPS)	Measure from HPS till the end of garment
14	N - Shoulder width	With back of the garment facing you, measure from shoulder point to shoulder point
15	O - Logo distance from top	Measure from HPS in a straight line
16	P- Logo distance from side	Measure from side in a straight line

