



**Government of India  
Ministry of AYUSH**

**Subject: - Tender Document for Procurement of T-Shirts.**

1. **Ministry of AYUSH, Government of India (The Authority)** intends to procure Round Neck T-Shirts designed for promotion of Yoga.

Nature of Item	T-Shirts
Quantity	70,000 T-Shirts
Pre-bid meeting	17-04-2017 at 11:00 hrs
Tender closing date/time	03.05.2017 upto 17:30 hrs
Technical Bid opening Date & Time	04.05.2017 at 1100 hrs.
Financial Bid opening Date & Time	Will be informed

**Annexures**

Broad specifications of Cotton T-Shirts	Annexure 'A'
Pre-Qualification Criteria	Annexure 'B'
Bidders Details / Compliance Check List	Annexure 'C'
Undertaking Certificate	Annexure 'D'
Financial Bid format	Annexure 'E'

**2. SEALED / CLOSED COVER – I : TECHNICAL BID:**

To be superscripted with “**TECHNICAL BID for procurement of T-Shirts**”, and must contain the applicant’s response as per the requirements specified at Annexure ‘A’ to ‘D’ (Technical Bid).

**3. SEALED / CLOSED COVER – II : FINANCIAL BID**

To be superscripted with “**FINANCIAL BID for procurement of T-Shirts**” and must contain the applicant’s response as per the requirements specified at Annexure ‘E’ (Financial Bid).

*Note:- the two sealed / closed covers (i.e. one sealed / closed cover for the **TECHNICAL BID**, and another sealed / closed cover for the **FINANCIAL BID**) should be further put in a sealed / closed Master Cover / Envelope superscribed with the “**Tender Document for Procurement of T-Shirts**” due to be opened on **04.05.2017 at 1100 hrs**, along with the Name, Tel. No. and email ID of the bidder’s contact person.*

#### **4. GENERAL TERMS:-**

- a. The Authority invites Two Envelope tenders for supply of Cotton T- Shirt.
- b. Tenders received after closing date & time shall be rejected.
- c. Corrections, if any, should be duly authenticated with full signature of the authorized signatory, failing which such Bids are liable to be rejected.
- d. The tender should be submitted neatly and all corrections, over-typing should be attested with seal and full signature. Unsigned Bids are liable to be rejected.
- e. In the event of default in supply, the Authority reserves the right to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
- f. The Technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in this regard.
- g. Amendments and clarifications, if any, to this tender will be hosted on the website of the Authority at <http://ayush.gov.in/> and the authority shall not intimate the bidders individually of the same. The bidders are, therefore, advised to visit the authority's website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of five days before the closing date of the tender.

#### **5. EARNEST MONEY DEPOSIT (EMD):**

- a. The applicants are required to submit an EMD of amount: Rs. 5,00,000/-(Rupees Five Lakhs only)
- b. EMD shall be paid by way of Demand Draft in favour of "Pay & Accounts Officer (Sectt.) Ministry of Health & Family Welfare", payable at New Delhi and should be submitted along with the Technical Bid.
- c. EMD in case of unsuccessful bidder will be refunded within 7 days of award of the Purchase Order in favour of the successful bidder.
- d. EMD of the successful bidder will be returned without any interest, after receipt of Performance Security in the form of DD or Bank Guarantee for an amount of 10% of the value of the contract and the performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- e. EMD will be forfeited in the event of a bidder withdrawing or modifying his bid after opening of the tenders and till completion of the tender process, and / or in the event of the successful bidder declining to accept the Purchase Order, or to pay the Security Deposit.
- f. The Technical Bid shall be rejected if it is not accompanied with the required EMD.

#### **6. VALIDITY OF PRICES:**

- a) The quoted price should be valid for a period of 180 days from the closing date for submission of bids.
- b) The Authority, at its sole discretion, reserves the right to increase/ decrease the quantities or to place a repeat order for the entire ordered quantity. However, the price offered should remain unchanged till completion of the delivery of the quantity as ordered or two years from the date of Purchase Order, whichever is later. No request for increase in price shall be entertained during this period except on account of increase in

statutory duties, taxes, etc., if imposed by the Govt. of India/ concerned Govt.

- c) The Bidders should commit to pass on the benefit to the Authority of reduction in statutory duties, taxes etc. by the Govt. of the country of origin of the items and / or by the Govt. of India/ concerned Govt., during the period of validity of the Purchase Order.

## **7. DOCUMENTATION:**

All relevant documents required for supplying / shipping the item are to be submitted by the successful bidder at their own cost.

## **8. SUBMISSION OF SAMPLES & EVALUATION OF SAMPLES SUBMITTED ALONG WITH THE TENDER:**

- a) The bidders are required to submit along with the Technical Bid, only one sample of the best quality it proposes to offer in a proper packing.
- b) Submission of sample along with the Tender is mandatory and Fresh sample will not be accepted for evaluation or re-evaluation after the opening of the Technical Bid or after the rejection of initial sample submitted by the bidders.
- c) It may be noted that Technical Bids received without the sample will not be considered for further evaluation.
- d) The authority reserves the right to reject defective, loose and damaged samples.
- e) It is to be noted that all costs incurred in the preparation and submission of the tender including any development costs related to production of the samples and the cost of shipment of samples to the authority for submission along with the Technical Bid are to be borne by the bidder.
- f) The Sample should be forwarded in a separate box/packet marked as 'SAMPLE', and submitted along with the technical bid, quoting the Tender reference, title, Bidder's name and the closing date. The sample must reach the authority on or before the closing date and time of the tender. The tender is to be addressed to the following:-

**R & I Section,  
Ministry of AYUSH  
AYUSH Bhawan, GPO Complex, B  
Block, INA, New Delhi-110023**

- g) Delivery by the successful bidder should be completed within a total of 30 days (+/- 10%) of release / confirmation of the Procurement Order.  
This period includes the days taken by the bidder to submit the production samples and the approval of the authority thereof.

## **9. QUALITY INSPECTION & REJECTION AFTER RELEASE OF PURCHASE ORDER:**

- a) Supplies not meeting the specifications, or deficient in any other respect, shall be rejected at the time of inspection and returned to the bidder at his cost. Such supplies should be replaced free of charge within 30 days from the date of receipt of the rejected

quantity by the bidder.

- b) In the event the product supplied is found to be unacceptable due to lapses in packing or due to deficiencies in the shipping documents, etc., the authority reserves the right at its sole discretion to cancel the Purchase Order, and to withhold payments for such shipments that have not been accepted.
- c) The authority also reserves the right to cancel the Purchase Order in case of complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items against the Purchase Order, which have been established as due to defaults on the part of the bidder.
- d) The Agency shall not assign or sublet the order/contract or any substantial part thereof to any other agency.
- e) The supplier should submit certification from a Government Approved Laboratory verifying that the T-Shirts are 100 % Cotton Jersey and 180+GSM. The Ministry may also get the certification for the same by picking up T-Shirts on random basis.

#### **10. REJECTION OF BIDS (TECHNICAL BID & FINANCIAL BID):**

The response to the Technical Bid & Financial Bid will be rejected forthwith without evaluation of the tender response on the following grounds:

- a) If the Technical bid or the Financial bid has been received after due date and time of closing of the tender.
- b) If only the Technical bid has been received and Financial bid has not been received, and vice versa.
- c) If the Technical bid or the Financial bid has been received by fax or email.
- d) If the Technical bid has been received without samples.
- e) If the Technical bid or the Financial bid has been received unsigned.
- f) If the Financial bid has been received in an open condition in the master envelope containing the Technical bid or if both the Technical bid & Financial bid are received in an open condition in a single envelope.

#### **11. EVALUATION CRITERIA:**

##### **a) Technical Bids:**

The Technical Bids will be evaluated first. The Technical Bids would be evaluated by a duly constituted Evaluation Committee which will securitize and evaluate the bids as per the Technical Requirements of the Tender as indicated at Annexure A, B, C & D. Based on the evaluation for fulfilling the criterion and the Quality of sample, the financial bids of only the short - listed agencies would be opened. The authority reserves the right at its sole discretion to seek whatever information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of the bids.

**b) Financial Bids:**

The Financial Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened. The date and time of opening of the Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation, and their authorized representatives only would be permitted to participate in the opening of the Financial Bids.

**c) CALCULATION OF L-1**

- All the short-listed T-Shirts as per the process explained above will be treated as “equally suitable” and whosoever is quoting lowest will be treated as L-1. Order will be awarded strictly on the basis L-1.
- Financial Bids should be submitted strictly as per the format given at Annexure ‘E’ only.

**12. DELIVERY OF ITEMS:**

- (a) 50,000 numbers of T-shirts to be delivered at Outstation will be informed.**
- (b) 20,000 numbers of T-shirts to be delivered at Ministry of AYUSH, New Delhi.**

**13. PAYMENT:** The payment to the supplier will be released on satisfactory completion of the job order.

**14. JURISDICTION:**

Any dispute whatsoever shall be subject to the jurisdiction of the courts of Delhi, India, only.

### Broad Specifications of T-Shirts

S. No	Item	Specification & Print	Design	Quantity and Color of T-Shirts
1)	T-Shirt as per sizes/ specification	100% Cotton Jersey of 180 GSM Fabric with Multi-colored IDY Logo ( 12cm width x 18 cm Height appx) to be printed in Hindi & English (50% each) at the center in the front of the T-Shirt. IDY Logo in Hindi & English can be downloaded from Ministry of AYUSH website or can obtain soft copy of the Logo from the Ministry.	Half-sleeves White with ribs at Neck, Sleeves cuff ( 1 inch) and Hem/Waist rib (2 inch) with specified colored shoulder & sleeves	70,000 with the following color combination  i. With Royal Blue Shoulder & Sleeves – 50,000  ii. With Orange Shoulder & Sleeves – 20,000

**Note:** The authority does not guarantee procurement of all or any of the items or numbers mentioned above. The authority reserves the right of procurement of the items or quantity.

**PRE-QUALIFICATION CRITERIA**

Bids of the Bidders who fulfill the following pre-qualification requirements, and submit documentary proof thereof along with the technical bid, will only be eligible for evaluation of the technical bids.

**1) Technical Capacity:**

The bidders must have supplied individually or collectively at least 50,000 T Shirts during the last 5 years to reputed Organizations like Government Departments, Private or PSUs. Copies of Purchase Orders as documentary proof are to be enclosed in the technical bid.

**2) Financial Capacity:**

The bidder applying must have an average Annual Turnover of Rs. 500.00 Lakhs from the business of supplying/ manufacturing readymade garments in the last 3 financial years, i.e., at least Rs. 1500.00 Lakhs as total turnover during the last 3 years.

- 3) The bidders must have a Permanent Account Number (PAN). A copy of the PAN is to be submitted.
- 4) Copies of VAT/ CST Regd. Certificate
- 5) Copies of Audited Statement of Accounts & of Income Tax (IT) returns for the last three financial years are to be submitted.
- 6) An undertaking accepting all the terms and conditions unconditionally of the tender should be submitted on the bidder's letter head in the format as given at **Annexure-'D'**.
- 7) An Earnest Money Deposit (EMD) of Rs. 5,00,000/- must be enclosed along with the technical bid in the form of Demand Draft in favour of Pay & Accounts Officer(Sectt.), Ministry of Health & Family Welfare. No. other mode of EMD will be accepted.
- 8) Submission of Four samples of T-Shirt.

## Bidders Details / Compliance Check List

(On company's Letter  
head) Signed by Authorized  
Signatory

### ANNEXURE 'C'

Sr. No.	Required details	To be filled by the Bidder
1)	Name of the Company	
2)	Name of Contact Person & Designation	
3)	Contact Details: email id & Phone	
4)	Company Office address	
5)	Details of existing/previous clients such as any state government department/PSU or allied sector in the Hospitality industry, or any other organizations for supply of tendered item or category of such items. Please submit copies of such purchase orders /contracts	Documentary proof to be submitted
6)	PAN (Permanent Account Number) Card Number (Documentary proof required)	Documentary proof to be submitted
7)	Details of EMD submitted vide DD (Documentary proof required)	
8)	Samples of items submitted in a separate envelope / box.	
9)	Copies of Income Tax (IT) returns for the last three financial years are to be submitted.	Documentary proof to be submitted
10)	A certificate accepting all the terms and conditions unconditionally of the tender should be submitted on the bidder's letter head in the format as given at <b>Annexure-D</b>	
11)	Any other relevant information	
12)	VAT/ CST No.	Copy of Regd. Certificate to be submitted



**ON COMPANY’S LETTER HEAD  
UNDERTAKING CERTIFICATE**

To,

**Deputy Secretary (IEC),  
Ministry of AYUSH  
AYUSH Bhawan, GPO Complex, B  
Block, INA, New Delhi-110023  
Tel: 24651965  
Email: ramanand.meena@nic.in**

Sir,

- 1) It is certified that we have studied and understood the terms and conditions of the tender for Supply of T-shirts as per specifications/sizes and agree to abide by the same unconditionally.
- 2) We hereby declare that we have not been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.
- 3) We understand that:
  - a. The artwork design would be provided by the Authority to the successful bidder at the time of placement of Purchase Order.
  - b. The authority does not guarantee procurement of all or any of the items or variants or numbers mentioned above. The authority reserves the right of procurement of the items or variants or quantity.

**AUTHORISED  
SIGNATORY**

**FINANCIAL BID****(On company's Letter head)****Signed by Authorized Signatory**

<b>S.No</b>	<b>Item</b>	<b>Specification &amp; Print</b>	<b>Financial Quote for one number of item*</b>
1	T-Shirt as per sizes/specification	100% Cotton Jersey of 180 GSM Fabric with Multi-colored IDY Logo on chest.	

\*The bidders are required to quote a single rate irrespective of the size (small, medium, large, X large and XX Large) that would be required by the authority.

NOTE: The following points are to be noted while submitting the Financial Bid:

- 1) Unit price is to be quoted, inclusive of free delivery, **and all Govt. duties / levies** like Excise duties, VAT etc. and any other charges that may be applicable at the time of delivery. Break up of levies like ED, Cess, VAT etc to be specified.
- 2) The authority will not accept inclusion of any additional costs, if requested for after opening of the tender.
- 3) Submission of incorrect or incomplete information or with arithmetical errors in compilation of the data would be at the bidder's sole risk, and the decision of the authority in such cases would be final and binding.

**CERTIFICATION:**

Certified that:

- 1) There are no hidden costs to the authority over and above that indicated above.
- 2) We agree to hold the quoted prices firm till completion of supplies against the Purchase Order or for whichever is later.
- 3) We have read, understood, and agree to comply with the terms & conditions of the tender and the conditions as indicated in the Note at Annexure 'D'.

*Name of the Bidder:*

**Bidder's Seal**

**Signature of the authorized signatory**