

TENDER CALL NOTICE FOR SUPPLY OF BASEBALL CAPS

No.209 /25.11.2016

Sealed tenders in prescribed format are invited from the traders or manufacturers of cloth for supply of about 8.54 lakhs pieces of BASEBALL caps (baseball caps) in accordance with the terms and conditions spelt out in this tender document.

1. Quantities of Materials intended to be procured:

- a. 8, 54, 000 pieces

Quantities indicated above are tentative and may vary as per actual requirement.

2. Specification of intended items:

Item	Specifications	Remarks
Baseball Cap	<p>a. Colour-Viridian Green, fast in quality</p> <p>b. Weight- 72 grams</p> <p>c. Bill/Visor- 7.2 cm x 17 cm in size, flexible, weight-20 grams, four running stitches, white border</p> <p>d. Panel- Six panels, joined with double stitches with tape below, 8 eyelets @ 2 per panel in the back 4 panels</p> <p>e. Back strap- Elastic strap with auto-lock system</p> <p>f. Inner lining- Of same cloth and colour with five running stitches</p> <p>g. Logo: 6.5 cms in size, printed on front side</p> <p>All running stitches shall have 4 stitches per cm.</p>	Strictly as per our selected sample

Quality of Cloth-(Composition-100% cotton, Yarn Count- Warp-16, Weft-12. Twist per metre- Warp-16, Weft-12, Weight- 275 GMS (\pm 5%), Tear Strength- Warp-5.1, Weft-4.5, Tensile Strength- Warp-112.6, and Weft-72.9)

3. Purchase of Tender Document:

The tender document can be obtained from the office of the Principal Chief Conservator of Forests (KL) Odisha, 1st Floor, Aranya Bhawan, Chandrasekharpur Bhubaneswar, on cash payment of **Rs.2000/-** & **Rs.100/-** towards cost of tender papers and VAT (both non-refundable) on any working day from **11 AM to 4 PM**.

The tender document can also be down-loaded from the website

<http://www.odishakenduleaves.com> or <http://www.odishaforest.in> and in that case the tenderer shall enclose two separate Bank Drafts, one of **Rs.2000/-** & other of **Rs.100/-**, payable in favour of Asst. Chief Conservator of Forests (KL) Odisha,

drawn in any Nationalized Bank payable at Bhubaneswar, along with the technical bid of the tender.

4. About Tender Document:

Tender Document comprises two parts; Technical Bid and Financial Bid. Each part duly filled in shall be separately sealed in envelopes and superscribed in the following manner. "Tender for BASEBALL Cap -Technical Bid" for technical bid and "Tender for BASEBALL Cap -Financial Bid" for financial bid. The name of the tenderer shall also be mentioned at the left lower portion of each envelope. Both the envelopes shall then be enclosed in another envelope superscribed with the script "Tender for BASEBALL Cap" and sent to/submitted with, The Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar.

- i. Technical Bid document comprises Format-T/1, Format-T/2, Format-T/3 and Format-T/4 prescribed here under to be submitted with documents as specified.
- ii. Financial Bid document comprises Format-2 prescribed here under.

5. Eligibility Criteria for Tenderer:

- a. Annual Turn Over shall not be less than Rs.100 lakhs in each of the last three years.
- b. Must have registered under Central Sales Tax / State Sale Tax authority
- c. Must not be under declaration of Ineligibility.
- d. Outside manufacturers who do not have any branch inside Odisha and have not made any transaction inside Odisha but are participating in the tender shall produce an affidavit to that effect.

6. Tender Schedule:

The tender schedule shall be as under;

Sale of Tender Document	28 th November to 16 th December 2016
Cost of Tender Document (non-refundable)	Rs.2000/- plus Rs.100/- for VAT
Last date of submission of Tender	1 PM of 17 th December 2016
Opening of Technical Bid and evaluation	10.30 AM of 19 th December 2016
Opening of Financial Bid	3.30 PM of 21 st December 2016

7. Earnest Money Deposit (EMD):

Each tender shall be accompanied with a bank draft of **Rs. 8.5 lakhs** (Rupees eight lakhs and fifty thousand only) drawn on any Nationalized Bank payable at Bhubaneswar in favour of the Asst. Chief Conservator of Forests (Kendu Leaves),

Odisha, Bhubaneswar towards Earnest Money or Bid Security Money (BSM). The EMD will be forfeited should the bidder withdraw its bid before opening of the tender or not deposit security money within specified period in case the bidder's offer is accepted by the competent authority. In other cases it will be refunded. The earnest money will not be accepted in any other form.

8. Submission of Samples:

Each tenderer shall submit 1 sample of the item intended to be procured through this tender along with the tender document. The sample bearing the signature and seal of the tenderer shall be in sealed transparent packet.

9. Submission of Tender Document:

The document sealed in the manner as prescribed herein can be dropped in the 'Tender Box' in the office of the Principal Chief Conservator of Forests (KL), Odisha or can be sent by registered/speed post at the address of communication. However, the undersigned shall not be responsible for any postal delay nor any tender document received beyond the scheduled time shall be entertained.

10. Documents to be enclosed with Technical Bid:

- a. Copies of Income Tax Returns and audited balance sheet and profit & loss account duly audited by Chartered Accountant Firms for 2013-14, 2014-15 & 2015-16 financial years.
- b. Copy of Central Sales Tax / State Sales Tax registration certificate
- c. Self-attested copies of Annual VAT return for 2013-14, 2014-15, and 2015-16
- d. Self-Declaration (Format-T/2)
- e. Authorization Letter (Format-T/3)
- f. Tender terms & conditions Acceptance Letter (Format-T/4)
- g. One sample of the item bided for.

11. About Financial Bid:

In the financial bid, price shall be quoted separately for basic price, statutory taxes applicable thereon (Cess, VAT/CST, and others if applicable) including delivery at destinations indicated in this tender. ***The financial Bid shall be valid for a minimum of 90 days from the date of opening of the financial bid.***

12. Acceptance of Tender Document:

Tender document not submitted as per the terms and conditions spelt out herein shall be summarily rejected.

13. Technical Evaluation of Tender:

The technical bids of tenders received within prescribed time will be opened at 10.30 AM of 19th December 2016 and evaluated by a technical committee to be constituted by the PCCF (KL). The tenderers or their authorized representatives are advised to remain present at the time of opening of the technical bids as scheduled above. After

evaluation, the Technical Committee shall declare the names of tenderers qualifying in the technical bid.

14. Opening of Financial Bid:

The financial bids of the bidders qualified in the technical evaluation shall be opened by the Purchase Committee at 3.30 PM of 21st December 2016 in the office of the Principal Chief Conservator Forests (Kendu Leaves), Odisha. The final acceptance of the tenders will be decided by the competent authority whose decision will be final.

15. Selection of successful Bidder

The Principal Chief Conservator of Forests (KL), Odisha may select more than one successful bidder at the same lowest rate to ensure timely procurement of the items.

16. Execution of Agreement:

The successful bidder shall execute an agreement with the Principal Chief Conservator of Forests (Kendu Leaves), Odisha, Bhubaneswar within 7 days of communication of acceptance of his offer on payment of security deposit. Agreement format will be supplied along with the communication letter regarding acceptance of offer.

17. Security Deposit (SD):

The successful bidder shall deposit Rs.80 lakhs towards security deposit including the amount of EMD within seven days of acceptance of the offer in shape of bank draft in favour of **Asst. Chief Conservator of Forests (KL), Odisha Bhubaneswar**, drawn in any nationalized bank payable at Bhubaneswar. Security Money shall not be accepted in any other form. SD is liable to be forfeited in case the successful bidder fails to abide by the terms and conditions of this tender or agreement thereon.

18. Supply of BASEBALL Caps:

a. Within 7 days of work order, the successful bidder shall submit 20 pieces of BASEBALL caps duly signed on them and sealed as master samples to the office of the PCCF (KL), Odisha along with sample piece of the cloth (1 metre) used. Balance supply will be made after confirmation of the samples from the PCCF (KL), Odisha

b. The schedule of supply of indented materials shall be as under.

Consignee	Place of delivery	Quantity
DFO, Angul (Kendu Leaves) Division	Angul	53600
DFO, Athmallik (Kendu Leaves) Division	Athmallik	33800
DFO, Keonjhar (Kendu Leaves) Division	Keonjhar	31900
DFO, Boudh (Kendu Leaves) Division	Boudh	44700
DFO, Phulbani (Kendu Leaves) Division	Phulbani	36800
DFO, Deogarh (Kendu Leaves) Division	Deogarh	43000
DFO, Jharsuguda (Kendu Leaves) Division	Jharsuguda	30700
DFO, Kuchinda (Kendu Leaves) Division	Kuchinda	44400
DFO, Rairakhol (Kendu Leaves) Division	Rairakhol	27700

DFO, Rourkela (Kendu Leaves) Division	Rourkela	50000
DFO, Sambalpur (Kendu Leaves) Division	Sambalpur	33400
DFO, Bhawanipatna (Kendu Leaves) Division	Bhawanipatna	41000
DFO, Bolangir (Kendu Leaves) Division	Bolangir	37100
DFO, Khariar (Kendu Leaves) Division	Khariar	42300
DFO, Padampur (Kendu Leaves) Division	Padampur	69700
DFO, Patnagarh (Kendu Leaves) Division	Patnagarh	47500
DFO, Titilagarh (Kendu Leaves) Division	Titilagarh	43400
DFO, Jeypore (Kendu Leaves) Division	Jeypore	72600
DFO, Nabarangpur (Kendu Leaves) Division	Nabarangpur	70400

The supply of BASEBALL caps shall be completed within 90 days from the date of placement of order.

19. Packaging and Delivery

BASEBALL caps will be bundled in the bunch of 50 pieces and suitably packed and delivered at the indicated destination of the respective consignee. The last bunch may be less than 50 to match with the indented quantity and accordingly should be distinctly marked for easy identification.

20. Post-delivery Inspection (PDI):

After the delivery at the destination, samples of the item or items shall be compared with the master sample or may be sent for laboratory test. In case there is deviation in specification, the supplier shall be notified to take back the consignment and replace it within a week with the provision of 20% penalty. In case of failure to supply indented items, the security deposit will be forfeited along with other legal actions as may be deemed appropriate.

21. Payment Schedule:

90% of the billed amount against supply will be paid by the concerned consignee after acceptance of the indented item. Balance 10% will be released after one month of the payment of first bill.

22. Rescission of Agreement:

In the event of failure to supply the materials as per supply schedule or for breach of any terms and conditions of the contract, the agreement will be rescinded by the Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar, who reserves the right to buy the required quantity from other sources. Excess cost, if any, incurred for the same and loss if any, sustained by the Government on this account shall be recovered from the Security Deposit and if that is insufficient, then the balance amount will be recovered as arrears of land revenue under Odisha Public Demand Recovery Act. Tenders for part supply of the materials will not be entertained.

23. Address for Communication:

The address for communication shall be as under;
Principal Chief Conservator of Forests (KL), Odisha

1st Floor, Aranya Bhawan, Chandrasekharapur, Bhubaneswar-751023

Telephone No.-0674-2300916, Fax No.-0674-2300514.

24. Miscellaneous:

- a. The competent authority is not bound to accept the lowest tender and may reject any or all the tenders without assigning any reason thereof.
- b. The conditions embodied in the tender details will form part of the agreement.
- c. The very fact of submission of tenders will be treated as acceptance of all the conditions of the tender embodied in the tender details.
- d. Any notice sent to the tenderer by registered post with an acknowledgement on the address furnished by the tenderer at the time of filing tender shall be deemed to have been duly served.
- e. The jurisdiction of this tender shall be at Bhubaneswar. No suit regarding the agreement entered into in this respect and for breach of any condition of the agreement shall lie in any court outside Bhubaneswar, Odisha.
- f. The Principal Chief Conservator of Forests (KL), Odisha, Bhubaneswar reserves the right to modify / cancel any condition on the tender without assigning any reasons thereof before the last date of submission of tender document.

Bhubaneswar
Date: 25.11.2016


PRINCIPAL CHIEF CONSERVATOR OF FORESTS
KENDU LEAVES, ODISHA

TENDER DOCUMENT FOR SUPPLY OF BASEBALL CAPS**Technical Bid:**

A	Name : (In case of company / firm, notarized copy of power-of Attorney to be enclosed)			
B	Father's/ Husband's Name and address			
C	Address for correspondence : (With Tel. No. /Fax. No. with STD code, Mobile)			
D	Annual Financial Turn over (Rupees in lakhs)	2013-14	2014-15	2015-16
E	PAN			
K	Specification of BASEBALL Cap	AS per sample of the department*		
F	Particulars of E.M.D. deposited.	Bank Draft No. & date		
		Amount (Rs.)		
		Issuing Bank		
		Branch		
G	Documents Attached	Yes	No	
1	Registration Certificate			
2	Income Tax Return	2013-14		
		2014-15		
		2015-16		
3	Profit & Loss statement	2013-14		
		2014-15		
		2015-16		
4	VAT Return	2013-14		
		2014-15		
		2015-16		
5	Sample attached			

*In case of deviation, a deviation statement may be filed.

Signature of Tenderer

TENDER DOCUMENT FOR SUPPLY OF BASEBALL CAPS

SELF DECLARATION

Date: _____

Ref: _____

To

The Principal Chief Conservator of Forest (KL), Odisha
Govt. of Odisha,
1st Floor, AranyaBhawan,
Chandrashekharapur,
Bhubaneshwar-751023

In response to the tender notice No. _____, Dt: _____, I, Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of the Bidder

Date:

Place:

TENDER DOCUMENT FOR SUPPLY OF BASEBALL CAPS

Letter of authorization

Date: _____

Ref: _____

To

The Principal Chief Conservator of Forest (KL), Odisha
Govt. of Odisha,
1st Floor, AranyaBhawan,
Chandrashekharapur,
Bhubaneshwar-751023

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, Dtd: _____. S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,
Authorized Signatory

Representative's Signature

Signature attested

TENDER DOCUMENT FOR SUPPLY OF BASEBALL CAPS

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

To

The Principal Chief Conservator of Forest (KL), Odisha
Govt. of Odisha,
1st Floor, AranyaBhawan,
Chandrashekharpur,
Bhubaneswar-751023

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Notice [No. _____] regarding supply of blanket and mosquito net.

I declare that all the provisions of this tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of the Bidder

Date:

Place:

TENDER DOCUMENT FOR SUPPLY OF BASEBALL CAPS**Financial Bid:**

- A. Name :
(In case of company / firm attested
Copy of power of Attorney
to be enclosed) •
- B. Father's/ Husband's Name
and address:
- C. Address for correspondence :
(with Tel. No. /Fax. No. with STD code)
- D. Price quoted:

Particulars	BASEBALL CAP (Rs.) PER PIECE
Basic price	
VAT/ CST	
Others if any	
Total	

N.B: Any bid with condition will be summarily rejected.

Signature of Tenderer