

REQUEST FOR PROPOSAL
for
Procurement of Summer Liveries

**National Bank for Agriculture and Rural Development
(NABARD)**



**National Bank for Agriculture and Rural
Development**

Head Office
C-24, 'G' Block,
Bandra Kurla Complex
Bandra (East)
Mumbai - 400 051

This document is the property of National Bank for Agriculture and Rural Development (NABARD). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without NABARD's written permission therefor. The use of the contents of this document, even by the authorized personnel / agencies for any purpose other than the specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.

DISCLAIMER

National Bank for Agriculture and Rural Development (NABARD), DPSP, Head Office has prepared this document to give background information to the interested parties. While NABARD has taken due care in the preparation of the information contained herein and believes it to be in order, neither NABARD nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The information is provided on the basis that it is non – binding on NABARD or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. NABARD reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

PART 1: INTRODUCTION

Introduction

National Bank for Agriculture and Rural Development (NABARD) is an apex development financial institution in India having its headquarters in Mumbai (Maharashtra) and Regional Offices all over the country.

1. The Bank invites tender for Purchase of Summer Liveries for its employees for the period of April 01, 2021 to March 31, 2023 from reputed companies / dealers operating in India.
2. All entries in the tender should be entered in Technical & Financial formats without any ambiguity.

ESSENTIALS INFORMATION/TIME TABLE OF THE TENDER:

a.	e-Tender No.	NB.DPSP.DSS/ / F-17/ Summer Liveries/ 2021-22
b.	Mode of Tender	(Online Part I – Technical Bid and Part-II – Financial Bid) through physical form
c.	Date of NIT/Tender document available on website to download	30.04.2021
d.	Pre-Bid Meeting	No
e.	Date of Starting of e-publishing for submission of on-line Technical Bid and Financial Bid at https://nabard.eproc.in	30.04.2021
f.	Date of closing of on-line e-Tender for submission of Technical Bid and Financial Bid	21.05.2021 (11.00 AM)
g.	Date and Time of opening of Part-I : Technical Bid Part-II: Financial Bid	21.05.2021 (03.00 PM) 21.05.2021 (03.30 PM)

In the event of any date indicated above being declared a Holiday, the next working day shall become operative for the respective purpose mentioned herein. Tender document can be downloaded from www.nabard.org and www.eprocure.gov.in. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The Bidder should regularly check the above website / e-Portal for any Amendment / Corrigendum / Clarification on the Tender documents.

TENDER DOCUMENT

FOR

SUPPLY OF SUMMER LIVIRIES FOR ITS STAFF

INDEX

Sr. No.	Subject	Page no.
1	Tender Notice	1
2	Instructions to the Bidders	1
3	Terms and Conditions of the tender	2
4	Technical Specification	4
5.	Schedule of Rates (Financial bid)	6
6.	Other Terms and Conditions	8

National Bank for Agriculture and Rural Development (NABARD)

**DPSP, Ground Floor, 'B' Wing
Plot No.C-24, G Block
Bandra-Kurla Complex
Bandra (E)
Mumbai – 400 051**

TENDER NOTICE

Tender No. NB.DPSP.DSS/ / F-17/ Summer Liveries/ 2021-22

NABARD (Herein after called “Purchaser”) invites e-tenders for SUPPLY OF SUMMER LIVIRIES for its employees by way of two bid system viz. Technical Bid and Financial Bid, only from reputed cloth merchant/dealers/ suppliers. The approximate value of the procurement is around Rs. 8.11 lakh for one time supply only. The Bidders can go through the Technical Bid and Financial Bid through the website of www.nabard.org and Central Public Procurement Portal <https://eprocurement.gov.in> The tender consists of the following documents:-

- A. Notice inviting tender
- B. Instructions to the bidder
- C. Terms and conditions of the tender
- D. Technical bid
- E. Financial bid
- F. Other Terms and conditions

B. IMPORTANT INSTRUCTIONS TO THE BIDDERS:

This is e-procurement event of NABARD. The bidders are requested to read and understand the terms and conditions of the Tender document and subsequent Corrigendum, if any, carefully before submitting the bid. Bids shall be accepted in prescribed format only. Bidders who do not comply with the conditions pertaining to documentary proof (wherever required) will not qualify in the Tender for considering/opening of Technical bid.

Submission of Technical and Financial Bid:

- a. The Technical Bid and the Financial Bid shall have to be submitted at the following address: Chief General Manager, DPSP, NABARD Head Office, Plot No C 24, G Block, Bandra Kurla complex, BKC Road, Bandra East, Mumbai, 400051 on or before the specified date and time as given in the tender.
- b. In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the tender.

- c. Purchaser reserves the right to amend or cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- d. No deviation to the technical and financial terms & conditions are allowed.
- e. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

C. TERMS AND CONDITIONS OF THE TENDER:

1. The eligible bidders/ dealers/ suppliers cloth merchants who have been in this line of business for the past 5 years and must have all applicable tax registrations.
2. The merchants should have experience in supply of uniforms / uniform materials to Banks / large corporates / Hotels or Hospitals etc. The Vendor / service Providers should be located within India. However, preference may be given to local Vendor / Service providers.
3. The specifications of the cloth materials required are detailed at mentioned in clause 10 (List of Items to be supplied) and Technical Specification.
4. The successful Bidder will have to deliver the goods at NABARD, Head Office, DPSP, Ground Floor, 'B' Wing. Plot No.C-24, G Block, Bandra-Kurla Complex, Bandra (E). Mumbai- 400 051. Supplier is not entitled to claim any payment towards the delivery of goods to the Head office of the purchaser/NABARD.
5. This tender is for one time supply only and the estimated cost of supply is around Rs.9.10 lakh.
6. 15% of the order value will be held back for a period of 01 month from the date of delivery and presenting of the invoice, as a Security of Deposit.

Vendors/Bidders have to submit a sample of the cloth material as per the technical specifications mentioned in the tender in the sealed cover by superscripting "Quotation for Summer Liveries" on the cover to the following address: Chief General Manager, National Bank for Agriculture and Rural Development, DPSP, Ground Floor, 'B' Wing. Plot No.C-24, G Block, Bandra-Kurla Complex, Bandra (E). Mumbai- 400 051.

7. The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification as and when it is required by NABARD / Purchaser, failing which their bids will be summarily/out-rightly rejected and will not be considered any further:
 - (a) Registration Certificate as per existing norms (indicating the legal status – Company/partnership firm/proprietorship concern, etc.)
 - (b) Copy of CST/VAT/TIN Registration Certificates;
 - (c) Copy of PAN Card;
 - (d) Copies of Income Tax Return filed for last three financial years;

- (e) Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for last three financial years
- (f) Copies of Quality assurance certification like ISO 9001, ISI/BIS/CE/FDA certification
- (g) Original copy of authorization from manufacturer against this Tender valid throughout the contract period, in case the firm is not a manufacturer of the item.
- (h) Proof of experience in supplying to Government Departments/PSUs/Autonomous Bodies (Copies of two Purchase Orders received from Govt. Depts. / PSUs/ Autonomous Bodies during each of the last three years should be enclosed).
8. The contract shall be awarded with the approval of the competent authority of the Purchaser to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents. The Lowest bidder will be awarded the contract.
9. Waive or Change any formalities, irregularities or inconsistencies in this proposal (format and delivery) such as change / waiver would be duly and publicly notified on NABARD's website before the closure of the bid date. NABARD reserves the right to accept or reject any or all offers without assigning any reasons whatsoever and its decision in this regard shall be final and binding on all bidders.

10. List of Items to be supplied:

A good quality of cloth material as specified in the table of a reputed brand with the Technical specification indicated below to be supplied.

Sr No.	Particulars	Code No. / Brand	Colour	Quantity required
1	Safari suit piece (35 pieces of 4.25 meters each), in white Colour	Any Brand	White	148.75 mts*
2	Shirt piece (444 pieces of 2.25 meters each), in white Colour	Any Brand	White	999 mts*
3	Pant piece (444 pieces of 1.20 meters each), in white Colour	Any Brand	Black	532.80 mts*
4	Floral printed Saree (with blouse) (6.3 meter)	Any Brand	Blue	124 Sarees*

* Quantity given above table is approximate depending on the usage of the Purchaser. It may vary depending upon the actual usage. The Purchaser reserves the right to vary the quantity mentioned.

11. The Purchaser requires that tenderers, suppliers, contractors, interested in having business relationship with the Purchaser, observe the highest standard of ethics during the entire period of process of tender / engagement/ execution of work order:

a. In pursuance of this policy, the Purchaser defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:

- “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and
- “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

b. will reject a proposal for award if it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;

c. may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract;

D. TECHNICAL SPECIFICATION OF THE CLOTH MATERIAL:

Bidder shall submit the sample of the cloth material in a sealed cover addressed to the CGM, Ground floor B wing, Plot No C-24, G Block, Bandra Kurla Complex, Bandra (East) Mumbai 400051.

Characteristics	Suiting (White Shade) for Safari	Tolerance
Blend Composition (in %)	60% Polyester + 40 Viscose	+/- 5 %
Width (including selvedge)	150 Cm	Min
Weight per Linear Mtr (gms)	311	+/- 5 %
Count (NM)		
Warp	2/102 N	+ /- 5
Weft	2/150 D	+ /- 3
Ends/ 10 Cm	427	+ /- 3
Picks/ 10 Cm	288	+ /- 5

Characteristics	Suiting (Black Shade) for Pants	Tolerance
Blend Composition (in %)	60% Polyester + 35 Viscose	+/- 5 %
Width (including selvedge)	150 Cm	Min
Weight per Linear Mtr (gms)	395	+/- 5 %
Count (NM)		
Warp	2/51 N	+ /- 5
Weft	2/51 N	+ /- 3
Ends/ 10 Cm	339	+ /- 3
Picks/ 10 Cm	239	+ /- 5

Material Code	Shirting (White Shade) for Shirts
Count	80/2 x 80/2
Construction	104 x 80
Weight	115 GSM
Blend % (+/- 5)	PC 65/ 35 (Polyester + Cotton)
Width	89 CM Minimum
Weave	Plain

E. FINANCIAL BID:

Bidder shall submit the financial Bid as per the format given below:

SUPPLY OF SUMMER LIVERIES ON RATE CONTRACT BASIS.

Tender No. NB.DPSP.DSS/ / F-17/ Summer Liveries/ 2021-22

Date of opening of technical bids: 21.05.2021 (03.00 PM)

Date of opening of financial bids: 21.05.2021 (03.30 PM)

SCHEDULE OF RATES (FINANCIAL BID)

From:

To

CGM, DPSP, Ground Floor, 'B' Wing
Plot No.C-24, G Block
Bandra-Kurla Complex
Bandra (E)
Mumbai – 400 051

Sir,

I/We have gone through, understood fully and declare that I/ We shall abide by the terms and conditions detailed in the tender document for supply of the items required – my/our rates are as under:

CLOTH MATERIAL AND SAREES FOR SUMMER LIVEIRIES

Sl. No	Name of the item	Number of Piece	Quantity (approx.) of cloth required	MRP of the cloth offered (incl. Of taxes (Rs.))	Actual Price/ Price offered to NABARD Per Mtr. (Rs.)	VAT/ Excised duty, etc. If any, per mtr. (Rs.)	Total Price Per Mtr. incl. Taxes (Rs.) (Col.7+8)
1	2	3	4	5	6	7	8
1.	Safari Suit Piece (White shade) (4.25 mtrs per set)	35	148.75 mtrs.				
2.	Shirting (White Shade) for Shirts (2.25 mtrs per set)	444	999 mtrs.				
3	Suiting (Black Shade) for Pants (1.20 mtrs per set)	444	532.80 mtrs.				
4	Floral printed Saree (with blouse) (6.3 meter)	124 (6.3 meter each)	124 piece (6.3 meter each)	*			

***Note:- The cost of Saree per piece at Sr. No.4 above, inclusive of all taxes should be up to Rs.1000/- only.**

F. OTHER TERMS AND CONDITIONS:

- 1 The bidder shall obtain and submit the Tender Document as stated by the Purchaser in this Tenders Notice; otherwise the Purchaser is not responsible for the completeness of the Tender Document.
- 2 The bidder is expected to examine all instructions, forms, terms, and specifications in the Tender Document. Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.
- 3 The bidder should submit all the required documents as attachments / enclosures / annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected.
- 4 Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- 5 No tender shall be allowed to be modified subsequent to the last date of submission of tender. No tender shall be allowed to be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender.
- 6 Delivery of the material shall be within 45 days from the date of receipt of the work order/purchase order.
- 7 Payment will be made within 10 working days after delivery. Bills have to be raised directly on the respective offices and submit it to them for payment. As per Indian laws, taxes as applicable, shall be deducted at source and a certificate for the same shall be issued to the Vendor/Bidder.
- 8 On execution of purchase order, vendor shall submit Proof of Delivery (POD) showing the actual dates of delivery of cloth material to DPSP, NABARD, Mumbai.
- 9 All the payments shall be released through NEFT/ RTGS channel only, for which necessary mandate shall be submitted to the Purchaser.
- 10 Any objection regarding the payment received by the vendor may be brought to the notice of the Purchaser within 10 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.

- 11 The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Purchaser shall not be responsible or liable for such costs, regardless of the conduct or outcome of the Tendering process.
 - 12 In no circumstances, the vendor shall appoint any sub-contractor or sub-lease the contract. If it is found that the vendor has violated these conditions, the order will be terminated forthwith without any notice and security deposit will be forfeited.
 - 13 **Liquidated damage:** The delivery period begins with the day when the order is placed. The information about all circumstances which endanger the meeting of the deadline or make it impossible will be conveyed to the purchaser, giving the reasons and the estimated delay. However, this should not affect obligation to deliver the goods on time. In the case of a delay in delivery, purchaser is entitled to claim liquidated damages at 0.5% of the order amount for each day of the delayed delivery, up to a maximum of 5% without any further proof.
 - 14 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the vendor, terminate this contract in whole or in part , if
 - a. the vendor fails to deliver any or all the goods/items within the time period(s) specified in the Purchase Order, or any extension thereof granted by the purchaser;
 - b. the vendor fails to perform any other obligation(s) under the Contract; and
 - c. the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.
- 15. Set Off:** Any sum of money due and payable to the vendor (including Performance Security Deposit refundable to him) under this contract may be appropriated by the purchaser or any other person(s) contracting through the Purchaser and set off the same against any claim of the Purchaser or such other person or person(s) for payment of sum of money arising out to this contract or under any other contract made by the vendor with the Purchaser.

16. Settlement of disputes: All disputes, differences and questions arising out of or in any way touching or concerning this documents or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the CGM, DPSP, NABARD, HO, Mumbai or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

17. Force Majeure : Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

18. Disclaimer: Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of NIT, it shall be considered that this document is complete in all respects.

- 1 The Purchaser reserves the right to modify, amend or supplement this document including all formats and Annexures.
- 2 While this document has been prepared in good faith, neither the Purchaser nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

19. Confidentiality Statement:

- 1 The information contained in this Tender Document or subsequently provided to Bidders whether verbally or in documentary form by or on behalf of the Purchaser or by any of its

employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

- 2 The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.
- 3 This Tender Document does not purport to contain all the information each tenderer may require.
- 4 This tender document may not be appropriate for all persons, and it is not possible for the Purchaser and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.
- 5 Each Bidders should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.
- 6 The Purchaser and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.
- 7 This document and the information provided therein are confidential and intended solely for the use of the Bidders.

-----XXX-----