

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,**  
**TIS HAZARI COURTS : DELHI**

**SHORT TERM OPEN TENDER NOTICE**

**Tenders in Two Bid System (i.e. Technical & Financial separately)** (in sealed covers) are invited from the firms of repute with past experience in the field and sound financial capability for the execution of work/purchase of the following description. The details of tender documents along with other relevant details can be obtained from Purchase Cell room No 214, 2<sup>nd</sup> floor, Tis Hazari Courts, Delhi on cash payment of Rs. 100/- for each form **on written request on the original letter head of the company** on any working days **from 06.10.2008 to 14.10.2008 between 11 A.M. to 3 P.M.** Tenderers may also visit the website of Delhi Govt. i.e. **www.delhigovt.nic.in & website of District Courts i.e. www.delhicourts.nic.in** for downloading the Tender Document and any other detailed information.

**(1) Purchase of Uniform (duly stitched / finished product) of 4403 Nos. (i.e. 2823 nos. Male and 1580 nos. Female) Group 'C' employees of District Courts, Delhi**

**Estimated cost of purchase : Rs. 2,00,13,413/- approximately**  
**EMD : Total 2% of the quoted rates**

The Tender form complete in all respect should be submitted in tender box which is kept in the room No 18, Ground Floor, Tis Hazari Courts, Delhi on or before **15.10.2008 up to 4.00 P.M.** which will be opened on the same day in the presence of tenderers. The tender received after the said date and time shall not be entertained and considered in any case.

**(R. KIRAN NATH)**  
**Chairperson, Purchase Committee**  
**Additional District & Sessions Judge, Delhi**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE:**  
**TIS HAZARI COURTS : DELHI**

**TENDER FORM**

**Cost of tender form Rs. 100/-**

**Sr. No.**

**Signature**

**1.Name of the Firm :**

**2.Full postal Address :**

**3.Telephone No./Mobile :  
No./Fax No.**

**4. Name of the responsible  
officer of the firm. :**

**5. Sale /Service Tax/ TIN Regn. No. :**

**6.PAN No. :**

**7. Amount of Demand Draft/ :  
Pay order with No.  
and name of issuing bank.**

**8. Has the tenderer ever been :  
blacklisted by any Govt.  
Deptt. If yes, give details.**

**9. Is any case pending in any :  
courts related to any supply.**

Signature of tenderer  
with date and seal of  
the firm

**TO BE ATTACHED WITH FINANCIAL BID**

**RATES OF UNIFORM (STITCHED/FINISHED PRODUCT) TO BE PURCHASED**

<b><u>SN</u></b>	<b><u>Name of items</u></b>	<b><u>Fabric / Brand</u></b>	<b><u>Rates</u></b>
	<b><u>SUMMER</u></b>		
1	<b>Shirt</b> (4 nos. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
2	<b>Trouser</b> (2 nos. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
3	<b>Neck Tie with strips</b> (2 nos. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
4	<b>Shirt + Salwar + Dupatta</b> (4 nos. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
5	<b>Saree + Petticot + Blouse</b> (4 nos. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
	<b><u>WINTER</u></b>		
6	<b>Coat (for Male)</b> (1 no. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
7	<b>Trouser (for Male)</b> (2 nos. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
8	<b>Coat (for Female)</b> (1 no. to each employee)	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

Total no. of employees :

Male : 2823  
Female : 1580

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**Total : 4403**

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**Note :** Out of abovesaid total 4403 nos. of employees, uniform for 2864 nos. (i.e. 1900 Male & 964 Female employees) will be taken immediately and uniform for 1539 nos. employees shall be taken as and when they will join the department.

**Signature of tenderer  
with date and seal of the firm**

## Special Terms & Conditions

- Note : (i) Each sample of fabric should be marked and numbered with permanent marker on the packing as well as on the body of the sample. The label of the firm must be properly affixed on the body of the sample for identification of the sample failing which the sample may not be considered.
- (ii) Tenderer will have to supply uniform for 2864 nos. employees immediately and may have to supply for the remaining 1539 nos. employees in staggered manner as and when the employees join the establishment as per the sanctioned posts.
- (iii) Tenderer will have to make the necessary arrangement for taking measurement of each employee for stitching of the uniforms are posted at various court complexes i.e. Tis Hazari, Patiala House, Kakardooma, Rohini, Dwarka Courts or as directed by this department before stitching the uniform.
- (iv) If any alteration is required in the stitched uniform, the same would be done by the tenderer without any additional cost.
- (v) Tenderers will be required to supply Stitched/Finished Uniform to this department within the stipulated period as mentioned in the supply order.
- (vi) The tenderer are also required to give the maximum / minimum time period within which they will be able to supply the stitched uniform for 2864 nos. employees from the date of purchase order.
- (vii) The tenderer are required to give in brief their tailoring capacity / standard to undertake/execute the said order.
- (viii) The tenderer are also required to give their past experience in the respective field and sound financial capability for the execution of work on the separate sheet.
1. The tenders are invited in **two bid system** i.e. Technical bid and Financial bid. The technical bid should contain detailed specifications of the items along-with necessary documents as mentioned in the tender conditions. **The financial bid should contain only competitive price of goods and other relevant description etc.**
  2. The quotations / tender complete in all respect be put only in tender box placed in **Room No 18, Ground Floor, Tis Hazari Courts, Delhi on or before 15.10.2008 by 4.00 P.M.**
  3. Quotations received either by hand through Direct, courier, post and any other means, shall not be accepted / entertained in any case.
  4. **The tenders received after due date and time shall not be considered by the Purchase Committee.**

5. Tenderers are required to submit their sealed quotation along with the necessary samples of the required items. Each sample should be marked & numbered as mentioned in the note (i) above. **The samples should also be submitted in Room No. 18, Ground Floor, Tis Hazari Courts, Delhi.**
6. The tenderers should submit the necessary samples at the time of submitting their tender bids. The quotations/tenders without requisite samples will not be entertained and liable to be rejected. The approval/selection of the items would be on the basis of their samples.
7. Any person who is in government service or an employee of this department should not be made a partner to the tender by the tenderer directly or indirectly in any manner whatsoever.
8. **Quoted rates of the items shall remain valid for a minimum period of one year starting from the date of placing of the order.**
9. The successful tenderers are bound to supply the items strictly as per approved sample during the contract period on the approved rates.
10. Quotation/tender of only those tenderers/firms would be opened whose submitted samples will be selected for purchase by this department.
11. The firms must have sales tax / VAT / TIN no. and Income tax / PAN Nos. and those who have not the same, need not apply. Also the firm must submit proof of depositing sales tax/VAT to indenting department. **The firm must submit the latest VAT Clearance Certificate and latest VAT return along with the tender.**
12. No payment will be made in advance to the tenderers. The payment of the bill will be made on monthly/quarterly/half yearly basis as deemed fit by this department at the time of placing contract order.
13. The quoted rates should be mentioned in figures as well as in words and **without any overwriting or erasing which will render the tender of the particular item invalid. If overwriting or erasing has to be made the tenderer must verify the same by making his initial.** Also tax position should be mentioned clearly, (if ST/VAT not mentioned, rates of concerned item will be treated as inclusive of ST, VAT, Excise Duty etc.)
14. The rates as well as supply should be F.O.R. Tis Hazari, Karkardooma, Patiala House Rohini and Dwarka Courts, Delhi or as directed by this office. No cartage/ transport charges will be paid extra.
15. The tenderers are required to attach photocopy of current Sales Tax Clearance Certificate along with their quotations. Failure to submit Current STCC may render them invalid automatically.
16. The Tenderers will furnish warranty/Guarantee against manufacturing defects at least for minimum period of one year. (if applicable).
17. The Purchase Committee in its discretion may reject or accept any or all the quotations at any time without assigning any reasons.
18. The firm should not be blacklisted by any Govt. Department/Semi Govt. If any proof of blacklisting is found against the tenderer/firm at any time during the period of contract/purchase, the whole claim or part thereof as decided by the Purchase Committee may be forfeited without assigning any reason.
19. When any working day is declared a holiday then the tenders will be opened on the next working day at the same time.

20. In case of job work or material used is found below the standard and not according to the specifications/sample, the Purchase Committee reserves the right to forfeit the whole claim or part thereof. The decision of Purchase Committee will be final in this regard.
21. The Purchase Committee reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason thereof and without incurring any liability.
22. In case of dispute the decision of Purchase Committee shall be final and binding upon the tenderer/firm/contractor/supplier.
23. **Each tender form should be accompanied by demand draft/pay order/FDR/Bank Guarantee for amount of 2% of total quoted rate and value of purchase as EMD in favour of District & Sessions Judge, Tis Hazari Courts, Delhi .**
24. The amount of security will be refunded as soon as possible to unsuccessful tenderers on written request. The Govt. Stores who have been declared exempted from depositing EMD shall be required to submit documentary evidence as proof to prove that they are exempted from depositing earnest money by the Govt. of India/Govt. of NCT of Delhi. In the absence of earnest money/documentary evidence the quotation shall not be considered.
25. The respective EMD/bid security submitted by the successful firm would be returned to them with the condition to submit the performance security as deemed fit by the Purchase Committee of this department in form of FDR/Bank Guarantee/Demand Draft. The said performance security would be valid for a period of all contractual obligations.
26. The Govt. Stores/SSI/NSIC units who are declared exempted from depositing EMD are required to submit documentary evidence issued by the Govt. of India/Govt. of NCT of Delhi in proof of exemption from depositing Earnest Money. In the absence of documentary evidence/proof, the quotations shall not be considered.
27. The unapproved samples could be taken back by the unsuccessful tenderer(s) within 7 days of accomplishment of final allotment /grant of tender. Unsuccessful tender(s) are advised to collect their unapproved samples within the said stipulated period of 7 days. This department would not entertain/accept any claim of loss of sample(s) & would not in any manner, be responsible for any such loss, if any.
28. The Purchase Committee will not be responsible for any loss or damage to any sample supplied with tender due to vis majeure natural calamities i.e. Fire flood, stampede, earthquake, tornado etc.
29. The term risk and the cost would mean to include additional costs incurred towards the articles, goods etc. and also the cartage/transport charges thereon to be borne by the contractor/supplier and the payment deducted from amount due for unaccomplished contract/ supplies.
30. The extra expenditure incurred by the Purchase Committee shall be deducted from the security deposit and the balance will be recoverable from the contractor/supplier as arrears of land revenue. The Purchase Committee further reserves right to impose cost & liquidate damages as it thinks fit for any delay/defective work or material etc.
31. In case of disputes Delhi Courts alone would have the jurisdiction.

32. The tenders who do not comply with any terms & Conditions are likely to be rejected.
33. The Purchase Committee reserves the right to terminate any contract any time before the expiry of the period covered under the contract without assigning any reason and without incurring any liability.
34. It will be at the discretion of the purchase Committee to make inquiries either itself or through any other officer/officials of this office to judge the suitability & capability of any firm/tenderer and its decisions to enter into a contract with any tenderer would be final.
35. The purchase committee reserves the right to waive or alter any of the General Terms & conditions if it finds sufficient reasons to accept a tender having regard to the price, quality, standing of the tenderer in the market and other relevant conditions.
36. After the tenders are opened, no attempt shall be made to meet any member/Chairperson of the Committee to influence their decision.
37. Each paper of the tender should be numbered, stamped and signed by tenderers with the date and seal of the firm.
38. The tender form is not transferable to any other firm.
39. **Random checking of the sample/supply of the articles will be done at the cost of supplier as per rules and the sample so used/damaged in the random checking should be replaced by the supplier.**
40. The tender form must be accepted unconditionally and any other counter terms & conditions by a firm would not be accepted/entertained in any case and the same may be rejected by the Purchase Committee without assigning any reason. **The acceptance should be given in the following format:**

**Non-Compliance of the same would render the tender to be rejected outrightly.**

**Acceptance of The aforementioned Terms & Conditions**

1. The Terms & Conditions mentioned above and attached with the proforma are acceptable to me/us. I/We bound myself/ourselves to abide by the same.
2. I/we hereby certify that I/we have gone through the terms & conditions mentioned above and undertake to comply with the same. The rates quoted by me/us are valid and binding on me/us for the acceptance for the period w.e.f. \_\_\_\_\_ to \_\_\_\_\_.

Signature of owner/partner  
with address & telephone no.  
with seal of the firm & Date

witnesses:-