

TENDER DOCUMENT

(NIT No: RGNUL/ 282

Dated: 26/10/2023

Supply of Winter Uniforms and accessories for 2023



**Rajiv Gandhi National University of Law, Punjab,
Sidhuwal Bhadson Road Patiala**



RGNUL, PUNJAB

TENDER DOCUMENT

TENDER NO.	:	RGNUL/281
NAME OF WORK	:	Supply of Winter Uniforms and accessories for 2023.
COST OF DOCUMENTS	:	Rs. 1,000/- + 18% GST
EARNEST MONEY	:	Rs. 5,000/-
DATE AND TIME OF ISSUE OF TENDER DOCUMENTS	:	26.10.2023 TO 06.11.2023 UPTO 10:30 AM
DATE AND TIME OF RECEIPT OF TENDERS	:	06.11.2023 (UPTO 11:00)
DATE AND TIME OF OPENING OF TENDERS	:	06/11/2023 (AT 11:30 A.M.)

Dated: 26.10.2023

TENDER NO. RGNUL/282

NOTICE INVITING TENDER

Office of Issue	: Rajiv Gandhi National University of Law Punjab Bhadson Road Patiala, 147006
Date of Issue of Bid document	: 26.10.2023 to 06.11.2023 (Up to 10.30 AM)
Tender Forms Available at	: C&MW Office, RGNUL Campus Sidhuwal Bhadson Road Patiala.
Date of opening	: 06.11.2023, Time – 11.30 AM
Cost of bid documents	: Rs. 1,000/- + 18% GST (Non-refundable)
Earnest Money	: Rs. 5,000/-

Tenders in sealed cover, **along with the samples**, are invited for and on behalf RAJIV GANDHI NATIONAL UNIVERSITY OF LAW PUNJAB SIDHUWAL BHADSON ROAD, PATIALA 147006 from established and reliable Indian manufacturers/ suppliers of uniform items for Security employees of this UNIVERSITY as per the quantity mentioned against each item in the table below:-

S.No.	Item	Approximate Quantity
1.	Winter Uniform (Woolen) 1.Shirt with sleeves, two pockets, Shoulders title, lane-yard on the left shoulder and metal badges of RGNUL Security staff on Shoulder and Trousers(Oswal/Mafatlal/ Raymond)	40 Pairs
2	One pair of Shoe(black)	39 Pairs
3.	One pair of woolen socks(blue) Two for each	78 Pairs
4.	Leather Belt with RGNUL Crest(Buckle)	39 Nos.
5	Over-coat (For Security Supervisor)	01 Nos.

1. The Intending bidder must have GST number and have adequate experience for supply of uniform items in Govt. offices/ PSU and other similar organizations. Necessary supporting documents to this effect must be along with the offer.

2. Intending eligible bidders may obtain a copy of bid document from the Office of University Engineer, RGNUL campus Sidhuwal Bhadson Road Patiala 147006 on payment of Rs. 1,000/- + 18% GST in the form of Online/crossed Demand Draft/Banker's Cheque from any scheduled Bank in favor of "Registrar, RGNUL Patiala.

In case, firm has downloaded the tender document from the RGNUL's website i.e. <https://www.rgnul.ac.in/tender.aspx?page=50> they may ensure that requisite tender fee/cost is enclosed with the bid in the form of Demand Draft/Banker cheque in favour of "Registrar, RGNUL Patiala"/ online payment receipt (<https://www.onlinesbi.com/sbicollect/>)

3. The Bidders will be required to deposit an earnest money of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft drawn on any scheduled bank at Patiala in favour of "Registrar, RGNUL Patiala", along with the bid with validity of 120 days from the date of opening of bids.

4. Bids from bidders who have not purchased the bid documents or bids not accompanied by an earnest money are liable to be summarily rejected.

5. The Tender Allotment Committee reserves the right to accept or reject any or all the tenders without assigning any reason/s.

REGISTRAR
RAJIV GANDHI NATIONAL
UNIVERSITY OF LAW PUNJAB
PATIALA

Copy to:

NOTICE BOARD:

M/S:

SUBMISSION/OPENING OF TENDERS:

1. Please subscript our reference number and date of tender opening on sealed cover. Failure to do so will render your offer invalid. The technical bid and financial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed.
2. Sealed quotations, along with samples, addressed to Registrar, Rajiv Gandhi National University of Law Punjab Bhadson Road Patiala 147006 should be sent by hand or by registered post so as to reach in University by due date and time. No responsibility will be taken for postal delay or non-delivery/non- receipt of tender documents.
3. Sealed quotations, along with samples, will be opened by a Committee on due date and time. Your representative may attend the tender opening with authorization letter in the prescribed format enclosed. If due to any exigency, the due date for opening of tender is declared closed holiday, in such case the tenders will be opened on next working day at the same time or any other day/ time as intimated by the buyer.
4. Tenders sent by fax will not be considered. Tenders found in sealed cover will only be considered. To avoid any complication with regard to late receipt/non-receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late quotes will be rejected out rightly.
5. **Technical documents:** The firm in this regard should submit the following documents -
 - a. Income Tax Return File Acknowledgements for the last two years
 - b. PAN Number
 - c. GST Number
6. TIN number of the firm
7. Telephone number (landline & mobile)
8. A copy of the complete bid document duly signed & stamped by the authorized signatory of the firm, in token of acceptance of the terms and conditions of the tender.
9. Copies of the work-order for the last two years should be enclosed.

10. **Clarification of Bid Documents** : A prospective bidder requiring any clarification of the bidding documents shall notify to the purchaser in writing and the purchaser respond in writing to the clarification sought, not later than 5 days prior to the date of opening of the tenders. Copies of the queries and clarification by the purchaser shall be sent to all prospective bidders who have received the bidding documents.
11. **Amendments of Bidding Documents**: At any time prior to the date of submission of bid, when at his own or in response to a clarification requested by a prospective bidder, the purchaser may modify bid documents by amendments. The amendments shall be notified in writing to all prospective bidders. In order to afford prospective bidder, a reasonable time to take the amendment into account in preparing their bids, the purchaser at his discretion, may extend the dead line for submission of bids.
12. **Modification and withdrawal of bids**: A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during the period will result in bidders for feature of bid security.
13. **Clarification of Bids**: During evaluation and comparison of bids, the purchaser may at its discretion ask the bidder for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of bidder shall be entertained.
14. **Delivery schedule**: The delivery of uniform items shall commence within 7 (seven) days of the placement of order and to be completed in 30 days.

The purchaser however reserves the right to advance or delay the delivery within the stipulated time period. All the items will be delivered to Property In-charge in RGNUL campus Sidhuwal Bhadson Road Patiala and no transport/Carriage charges shall be paid for the delivery of goods.

15. Contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the buyer with applicability of liquidated damages clause.
16. **Earnest Money Deposit**: The tender will be required to submit an Earnest Money Deposit (also known as Bid Security) of Rs. 5,000/- (Rupees Five Thousand only) in the form of Account Payee Demand Draft from any of the commercial banks in favour of Registrar, RGNUL Patiala, valid for a period of 120 days. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected.
17. **Price**: Price quoted should be firm and not subject to variation on any account during the fulfillment of the order. The price quoted shall be inclusive of tax, packing, forwarding, freight charges, transit insurance and other charges as applicable.

18. **Evaluation Criteria:** The guidelines for evaluation of offer will be as follows:

- a. Only those offers/samples shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the tender. The bids received with the samples, along with the rates mentioned against each items of uniform, shall only be taken into consideration.
- b. RGNUL shall evaluate the bids/samples to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
- c. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price shall be corrected by the Department of Telecommunications. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, his bid shall be rejected.
- d. Prior to detailed evaluation, RGNUL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one which confirms to all the terms and conditions of the bid documents without material deviation. RGNUL's determination of bids responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- e. A bid determined as substantially non responsive will be rejected by the RGNUL and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.
- f. RGNUL may waive any minor infirmity or non-conformity or irregularities in a bid which doesn't constitute a material deviation provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

18. **Right to vary quantities:** The purchaser reserves the right to increase or decrease of the specified quantities in the schedule of requirements without any change in the unit price or other terms and conditions within the agreed delivery schedule.

19. **Bid validity:** A bid shall remain valid for 120 days unless otherwise specified from the date of opening of tender. A bid valid for shorter period can be rejected by the purchaser, as being non-responsive. In exceptional circumstance, the purchaser may request the consent of the bidder for an extension to a period of bid validity. Such request shall be made in writing. The bid security provided shall also be suitably extended. A bidder accepting the request and granting extension shall not be permitted to modify his bid.

20. Warrantee for product performance:

21. The supplier shall warrant that everything to be supplied hereunder shall be free from all defects and faults in material, workmanship and manufacture.
22. The supplier shall replace any defective uniform items free of any charges within three months of supply of items, failing which the supplier shall pay to the purchaser value thereof at the contract price or in the absence of such price at price decided by the purchaser.

23. JURISDICTION

- i. The jurisdiction of Civil Court for matters under dispute shall be Patiala.

REGISTRAR
RAJIV GANDHI NATIONAL
UNIVERSITY OF LAW PUNJAB,
BHADSON ROAD PATIALA-147006

PRICE BID

S.No.	Item	Approximate Quantity	Rate	Amount
1.	Winter Uniform (Woolen) 1.Shirt with sleeves, two pockets, Shoulders title, lane-yard on the left shoulder and metal badges of RGNUL Security staff on Shoulder and Trousers(Oswal/Mafatlal/ Raymond)	40 Pairs		
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4.	Leather Belt with RGNUL Crest(Buckle)	39 Nos.		
5	Over-coat (For Security Supervisor)	01 Nos.		
			TOTAL=	

Note: -

1. Samples of all the items quoted by the firm must be submitted along with biddocuments.
2. Rates are inclusive of all taxes/GST etc.
3. Pants and shirts will be stitched as per the individual measurements of staff and not as per the common size charge. Measurement will be done in RGNUL campus on pre-decided dates only. The date and venue will be decided later after finalization of order.
4. The uniforms being presently used can be seen in RGNUL campus on any working day during office hours.
5. Quantity may be increase/ decrease.

(Authorized signatory of the firm with stamp)

BID FORM

Tender No.

Date

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos. The receipt of which is hereby duly acknowledge, we, undersigned, offer to supply and deliver in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within () months to complete delivery of all the items specified in the contract within () months calculated from the date of issue of your work order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of2021

Signature of
in capacity of

Duly authorized to sign the bid for and on behalf or

Witness

Tele No(s):-.....

Signature

FAX No(s):-.....

Address

E-Mail Address:-