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**TENDER NO.NIC: HO: ESTB: P&S: 08:2017 Date: 15-09-2017**

**TENDER FOR MANUFACTURING, SUPPLY AND DELIVERY OF T-SHIRTS OR SWEATERS OR T-SHIRTS AND SWEATERS – 2017.**

National Insurance Company Limited , Head Office, 3, Middleton Street, Kolkata-700 071 hereunder called “the Company” invites sealed tender in two bid systems from well established, reputed and quality tenderers/bidders for manufacturing, supply and delivery of T-Shirts or Sweaters or T-Shirts and Sweaters – 2017 as per specifications given below : -

1. **Specification for T- Shirt - 2017 :**

|  |  |
| --- | --- |
| **PARTICULARS** | **SPECIFICATIONS** |
| **a. T- Shirt Type** | Collar T-shirt with buttons |
| **b. T- Shirt Size** | 40”, 42”, 44” |
| **c. T- Shirt colour & design** | 1. Front and back : \*Blue, white and Grey  2. Collar and Ribs: \*Green Colour  3. Printing of Message:  a. Front left hand side: “National Logo”  b. Back side: “Say no to Drugs” or similar  Type tag line.  4. T-shirt will have size number label.  5. Branding Label: “National Logo”  ( \* Blue & Green Colour specification attached) |
| **d. T-shirt weight in gms.**  **(Without packing)** | 300 gms ( 40’’ size)  (Weight will vary proportionately with the increase in size) |
| **e. Specification of Cloth** |  |
| **f. % age of cotton - quality & type** | 65% Super Combed, 20 single |
| **g. %age of synthetic yarn – type** | **35% Polyester**  Contd….p/2  :: 2 :: |
| **h. Knit specifications**  i. Type of knit  ii. Machines to be used for knitting | PIQUE KNIT  24 GAUGE CIRCULAR KNITTING MACHINE |
| **i. Packing Detail** | 1. Individually packed in transparent Polythene cover. 2. 50 pieces packed in one carton by using proper packing material to ensure that it can withstand the transport hazards, natural calamities and are not damaged during transit conditions. |

1. **Specification for Sweater - 2017 :**

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| --- | --- |
| **PARTICULARS** | **SPECIFICATIONS** |
| **a. Sweater Type** | Full Sleeves |
| **b. Sweater Size** | 40”, 42”, 44” |
| **c. Sweater colour & design** | 1. Front and back : Blue, Grey-Mixture ( medium)  2. Round Neck  3. Front left hand side: National Logo (embroidery).  4. Back side: “Say no to Drugs” or similar type  Tag line.  5. Sweaters will have size number label.  6. Branding Label: “National Logo” |
| **d. Sweater weight in gms.**  **(Without packing)** | 400 gms ( 40’’ size)  (Weight will vary proportionately with the increase in size) |
| **e. Specification of Yarn** | 100% Daffodil acrylic |
| **f. Machines to be used for knitting** | 12 GAUGE KNITTING MACHINE  Contd….p/3  :: 3 :: |
| **g. Packing Detail** | 1. Individually packed in transparent Polythene cover. 2. 50 pieces packed in one carton by using proper packing material to ensure that it can withstand the transport hazards, natural calamities and are not damaged during transit conditions. |

**SAMPLE APPROVAL**

1. The Tenderer/ Bidder will submit the sample piece of T-shirt or Sweater or T- shirt and Sweater as per above specifications within fifteen days from the date of order or receipt of all inputs from the company.

2. Failure in submitting the sample piece for approval within 15 days will attract a penalty of

Rs. 5000/- (Rs. Five Thousand) only per day for each day of default.

**DELIVERY PERIOD**

1. The Tenderer/ Bidder shall deliver the T-Shirts or Sweaters or T-Shirts and Sweaters within 3 (three) months from the date of approval of sample piece as per Distribution list attached.

2. The company reserves the right to return and / or reject and or deduct the cost of T- Shirts/ sweaters delivered in damage condition and or not as per approved sample.

3. No extra cost for delivery shall be paid. Timely delivery of the T-Shirts or Sweaters or T-Shirts and Sweaters is the responsibility of the Tenderer/ Bidder.

**TECHNICAL BID (ELIGIBILITY CRITERIA)**

1. The Tenderer/Bidder can apply for T-shirt or Sweater or T-shirt & Sweater both.
2. The Tenderer/ Bidder may have its own manufacturing infrastructure and will submit the details of infrastructure along with technical bid.

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:: 4:

1. The company reserves the right to inspect the manufacturing unit of the Tenderer/

Bidder. The Tenderer/ Bidder will submit his company profile on letter head along

With list of major clients and major supply orders during last three years.

1. The Tenderer/ Bidder will attach the sample of yarn with specification and yarn manufacturer name.
2. The Tenderer/ Bidder must have total turnover of Rs.10 Crores or more in last three years.
3. Every Tenderer/ Bidder will have to sign the Integrity Pact as per format enclosed with the tender document.
4. Successful Tenderer/ Bidder will further sign the agreement on the stamp paper.
5. Photocopy of following documents duly self-attested must be attached with the technical bid :
6. Valid Trade License issued by appropriate Authority to carry out the business (if applicable).
7. Income Tax Returns for the last three consecutive financial years i.e. 2013-14, 2014-15 and 2015-16 relating to Assessment years 2014-15, 2015-16 and 2016-17.
8. Previous 3 (three) years audited balance sheet i.e. for the year 2014-15, 2015-16 and 2016-17.
9. Latest Sales Tax/VAT Return/VAT/GST Registration Certificate.
10. Earnest Money of Rs.50,000/- (Rupees Fifty thousand only) in the form of Bank Draft/Pay Order /Bankers Cheque in favour of **“National Insurance Company Ltd.”** payable at Kolkata to be deposited along with the Technical Bid failing which the Tender will not be accepted.
11. The Earnest Money of the successful Tenderer/ Bidder shall be kept as Security Deposit and will be refunded without interest after successful completion of the job.
12. Earnest Money of the unsuccessful Tenderers/Bidders will be refunded without interest after the exercise for selection of L-1 Tenderer/Bidder is completed.
13. Declaration on letterhead of the Tenderer/ Bidder (s) that it has never been involved in any illegal activity or financial frauds.
14. Declaration on letterhead of the Tenderer/bidder(s) that they have not been put in the negative list by any Public sector Company/Govt. organization for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement.

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1. All the pages of the Tender Document (Technical Bid as well as Financial Bid) has to be signed with seal by the prospective Tenderer/ Bidder(s).

**ENCLOSURES (Detail of documents submitted with Technical bid)**

|  |  |
| --- | --- |
| **Sr.No.** | **Particulars** |
| 1 |  |
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**(Note: In case the documents are more, attached extra sheet)**

Date: Signature of the Tenderer/Bidder with seal

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:: 6:

**FINANCIAL BID**

Taking into account the above specifications, rates should be quoted inclusive of GST, All Taxes, levies, cost of packing / packing materials, delivery charges, Insurance charges and All other expenses related to the jobs as per format given below : -

**PRICE BID FOR T-SHIRTS OR SWEATERS OR T-SHIRTS AND SWEATERS-2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  **Description** | **Unit cost inclusive of GST, All Taxes, levies, cost of packing / packing materials, Delivery, Insurance charges and All other expenses.** | **Quantity** | **Total Price**  **(Unit cost x Quantity) =(A x B)** |
|  | **(A)** | **(B)** | **(C)** |
| **T- Shirt** | Rs. --------------- | 10,000 | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Rupees -------------------------------------------------------------------- only). |
| **Sweater** | Rs. --------------- | 10,000 | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Rupees -------------------------------------------------------------------- only). |
| **Grand Total** |  |  | **Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Rupees ------------------------------------------------------------------- only).** |

Date: Signature of the Tenderer/ Bidder

Along with Seal

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:: 7:

**HOW TO SUBMIT QUOTATION**

**1. Technical Bid:**

Clearly legible copies of Documentary evidences duly Signed and Stamped by the Tenderer/ Bidder in support of the requirements described in the Technical Bid (Eligibility Criteria) along with the Earnest Money of Rs.50, 000/- (Rupees fifty thousand only) should be submitted in a sealed envelope superscribing **“Technical Bid for supply of** T-Shirts or Sweaters or T-Shirts and Sweaters- **2017”- Marked ‘A’.**

**2. Financial Bid:**

The price as per our format duly signed should be quoted and put in a separate sealed envelope superscribing **“Price Bid for supply of** T-Shirts or Sweaters or T-Shirts and Sweaters **- 2017”- Marked –‘B’.**

**3. Important:**

The above two sealed envelopes i.e. ‘A’ & ‘B’ should be put in a Big Sealed Envelope superscribing **“ Tender for supply of** T-Shirts or Sweaters or T-Shirts and Sweaters **- 2017”** and be dropped in the Tender Box kept at the **Ground Floor of our Office Premises at 3, Middleton Street, Kolkata-700071** on or before 2.00 P.M. on 06-10-2017. The Tenders are likely to be opened on the same day at 2.30 P.M.

**Note:** In case, the day of opening of Tenderer is declared as a Public Holiday or there is non-functioning of the Company due to strike, bandh etc., and the next working day will be treated as the day for the purpose. No separate intimation will be given by the Company.

**OTHER INFORMATION, TERMS & CONDITIONS**

1. Tenders submitted after the date and time mentioned above shall not accepted.
2. Tender without Earnest Money shall not be entertained.
3. At first stage, the technical Bids of all the Tenderers/Bidders will be opened and evaluated. The Tenderers/ Bidders who qualify in the Technical Bid, Financial Bid only of those qualified Tenderers /Bidders will be opened and evaluated.
4. Conditional tender shall be straightway rejected.

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:: 8:

1. Company reserves the right to inspect the premises of any or all Tenderer(s)/Bidder(s) and also ask for further documents / information, copies of documents and original documents for verification. If on inspection/ verification, it is found that any information/ documents submitted by any Tenderer/ Bidder is false or incorrect, the tender for such Tenderer/Bidder shall be rejected and the company reserves the right to forfeit EMD of such Bidders.
2. The selected Tenderer/Bidder will allow our representative to inspect the premises where the job is being carried out.
3. The company reserves absolute right to accept or reject any or all the Tenders without assigning any reason whatsoever.
4. The selected Tenderer/Bidder will design and furnish the complete ready sample piece of T-Shirt and Sweater to CSR Department for approval within 15 days from the date of receiving the order from the company.
5. Deviation in specification shall not be entertained. Any deviation may entail cancellation of the entire order and also withholding of the Earnest Money.
6. The selected Tenderer/Bidder will get in regular touch with our CSR Department for collection of inputs, approval of sample etc. for smooth completion of the jobs within time schedule.
7. Company reserve the right to cancel the entire Order in case the quality of T-Shirts and Sweaters are not as per specification.
8. Delivery must be completed within the time schedule as mentioned earlier failing which penalty charge of Rs.10,000/- (Rupees Ten Thousand only) per day for delay shall be deducted from the Manufacturer’s Bill upto 15days after the deadline. Beyond 15 days after the deadline, the Company reserves the right to impose appropriate penalty at its own discretion including right to accept or reject further delivery.
9. The T-Shirts or Sweaters or T-Shirts and Sweaters will be delivered as per distribution list attached. (Annexure-A)
10. If the L-1 Tenderer/ Bidder withdraws the Offer before the Order is placed for execution of the Order takes place, the Company shall forfeit their EMD submitted.

Contd….p/9

:: 9 ::

1. There shall be no escalation in the prices once fixed and agreed by the Company with the Tenderer/Bidder. But the Tenderer/Bidder should agree to pass on to the Company any benefit arising out of any subsequent reduction in the prices due to reduction in duties, excises, levies and taxes after the prices are fixed but before delivery of materials.
2. After completion of delivery, bills to be submitted along with acknowledgement as to receipt and /or Proof of Delivery under Office Seal.
3. Payment shall be made by the concerned Regional Office as per GST rule applicable within 30 days from the date of bill accompanied acknowledgement of receipt/proof of delivery under seal.
4. The Tenderer/ Bidder shall also provide their Bank details for payment. All the payments will made through RTGS/ NEFT mode only.
5. All disputes are subject to Kolkata Jurisdiction only.

**(NARESH KUMAR)**

**CHIEF MANAGER (ESTB.)**

**Encl :** Distribution List.

**ANNEXURE – ‘A’**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **National Insurance Co.Ltd.** | |  |  |  |  |  |  |  |
| **List of T- Shirts & Sweaters to be supplied RO-wise** | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Sl No.** | **RO NAME** | **T-Shirts** | **Sweaters** |  |  |  |  |  |  |
| 1 | **CALCUTTA RO I** | 250 | 250 |  |  |  |  |  |  |
| 2 | **CALCUTTA RO II** | 400 | 400 |  |  |  |  |  |  |
| 3 | **BHUBANESHWAR RO** | 250 | 250 |  |  |  |  |  |  |
| 4 | **GUWAHATI RO** | 350 | 350 |  |  |  |  |  |  |
| 5 | **PATNA RO** | 300 | 300 |  |  |  |  |  |  |
| 6 | **RANCHI** | 200 | 200 |  |  |  |  |  |  |
| 7 | **NLV** | 50 | 50 |  |  |  |  |  |  |
| 8 | **DELHI RO I** | 200 | 200 |  |  |  |  |  |  |
| 9 | **DELHI RO II** | 350 | 350 |  |  |  |  |  |  |
| 10 | **DELHI RO III** | 100 | 100 |  |  |  |  |  |  |
| 11 | **DELHI RO IV** | 100 | 100 |  |  |  |  |  |  |
| 12 | **CHANDIGARH RO** | 500 | 500 |  |  |  |  |  |  |
| 13 | **LUDHIANA RO** | 500 | 500 |  |  |  |  |  |  |
| 14 | **JAIPUR RO** | 250 | 250 |  |  |  |  |  |  |
| 15 | **LUCKNOW RO** | 400 | 400 |  |  |  |  |  |  |
| 16 | **DEHRA DUN RO** | 300 | 300 |  |  |  |  |  |  |
| 17 | **JODHPUR RO** | 200 | 200 |  |  |  |  |  |  |
| 18 | **CHENNAI RO** | 350 | 350 |  |  |  |  |  |  |
| 19 | **BANGALORE RO** | 300 | 300 |  |  |  |  |  |  |
| 20 | **COIMBATORE RO** | 250 | 250 |  |  |  |  |  |  |
| 21 | **HYDERABAD RO** | 400 | 400 |  |  |  |  |  |  |
| 22 | **KOCHI RO** | 400 | 400 |  |  |  |  |  |  |
| 23 | **HUBLI RO** | 250 | 250 |  |  |  |  |  |  |
| 24 | **VIZAG RO** | 250 | 250 |  |  |  |  |  |  |
| 25 | **MADURAI RO** | 250 | 250 |  |  |  |  |  |  |
| 26 | **GM Office** | 100 | 100 |  |  |  |  |  |  |
| 27 | **MCRO** | 50 | 50 |  |  |  |  |  |  |
| 28 | **MUMBAI RO II** | 150 | 150 |  |  |  |  |  |  |
| 29 | **MUMBAI RO III** | 200 | 200 |  |  |  |  |  |  |
| 30 | **AHMEDABAD RO** | 250 | 250 |  |  |  |  |  |  |
| 31 | **BARODA RO** | 150 | 150 |  |  |  |  |  |  |
| 32 | **INDORE RO** | 350 | 350 |  |  |  |  |  |  |
| 33 | **NAGPUR RO** | 250 | 250 |  |  |  |  |  |  |
| 34 | **RAIPUR** | 100 | 100 |  |  |  |  |  |  |
| 35 | **PUNE RO** | 350 | 350 |  |  |  |  |  |  |
| 36 | **HEAD OFFICE** | 900 | 900 |  |  |  |  |  |  |
|  | **TOTAL** | **10000** | **10000** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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***Trusted Since 1906***

**NATIONAL INSURANCE COMPANY LTD.**

**(Govt. of India undertaking)**

Reg. & Head Office: 3, Middleton Street, Kolkata – 700 071

**Tender for manufacturing, supply & delivery of T-Shirts or Sweaters or T-Shirts and Sweaters** – **2017.**

Sealed Tenders in two bid systems are invited from reputed, established and quality Manufacturers for manufacturing, supply and distributing large quantities of T-Shirts or Sweaters or T-Shirts and Sweaters - 2017. Tender documents are available with Establishment Department, Head Office at the above address or any nearest Regional Office of the Company on all working days from 18-09-2017 to 04-10-2017 during office hours. Last date of submission of tender is 06-10-2017 upto 2.00 P.M. Tender Documents can also be downloaded from our website:[**www.nationalinsuranceindia.com**](http://www.nationalinsuranceindia.com)

**Chief Manager**

**Establishment Department**

**National Insurance Co Ltd**

**3, Middleton Street,**

**Kolkata.**