

## TENDER/QUOTATION FOR STAFF SUMMER UNIFORM

Sealed Tender / Quotation are invited for providing **Staff Summer Uniform** and **Winter Uniform** from reputed firms/ agencies/companies having valid licenses and sanctions and shall have experience in the field of providing Office Uniform Supply for a minimum period of three years, to quote their best Offers in **Sealed Covers**.

The Company is required to give the following details:-

S.NO.	PRODUCT DESCRIPTION	COMPOSITION	NO. OF STAFF	QTY PER STAFF
1	SUMMER UNIFORM <b>SHIRT-REPUTED BRAND</b>	40% POLY 60% COTTON	110	2
2	SUMMER UNIFORM <b>PANT-REPUTED BRAND</b>	65% POLY 33% VISCOSE 2% LYCRA	110	2
3	WINTER UNIFORM <b>COAT- REPUTED BRAND</b>	65% POLY 35% WOOL	110	2
4	WINTER UNIFORM <b>PANT-REPUTED BRAND</b>	65% POLY 33% VISCOSE 2% LYCRA	110	2
5	WINTER UNIFORM <b>SHIRT-REPUTED BRAND</b>	70% POLY 30% COTTON	110	2

Sealed Tender, duly filled form/details along with earnest money 5% of the bid amount in the form of DD in favor of DDCA payable at Delhi may be submitted by 2.00 P.M on 21<sup>st</sup> March 2022 in an envelope SUPERSCRIPED with the name of item is to be addressed to **Tender & Purchase Committee, Delhi & District Cricket Association, Arun Jaitley Stadium New Delhi-110002** should be dropped in a box kept at the reception of DDCA during office hours 10 A.M TO 05 P.M and the Tender received shall be opened on 21<sup>st</sup> March 2022 at 04:00 PM . DDCA reserves the right to accept or reject any/all tender without assigning any reason whatsoever.

Tender & Purchase committee, DDCA

### **Particulars of Party Submitting Quotation**

<b>S.No.</b>	<b>Required Information</b>	
•	Name of the Party	
•	Legal Status ( Individual/ proprietor, partnership, firm, limited company, corporation, cooperative society.etc)	
•	Name of the contact person, Designation, Telephone No., Fax No., E-mail id	
•	Registration number issued by Regulation authority, if any (attach photocopies)	
•	Service Tax / GST – Registration number, if any (attach photocopy)	
•	VAT No. – Registration number (attach photocopy)	
•	Permanent Account Number (attach photocopy)	
•	Whether any partner/proprietor/Director of the prospective Quotationer has been convicted by any court of law, if so give details.	

### **DECLARATION**

1. The particulars furnished above are true to the best of my/our knowledge and belief & no material fact has been concealed therein and I/We understand that concealment of material facts shall entitle the DDCA to take penal action including blacklisting/ debarring the applicant from submitting any tender, quotation, bid to the DDCA for a period extending up to 5 years.
2. I/We shall not withdraw the rates quoted by me/us for the Work for 12 months from the date of furnishing this quotation. I understand that the rates finally settled between me and DDCA shall be firm and shall not be subject to change. In the event of Work being awarded to me / us and in case failure to execute the Work, the DDCA shall be entitled to forfeit the contract amount.
3. DDCA shall also be entitled to get the Work done from any other Quotationer at my/own risk & cost.

(Signature of Quotationer)

Name (In full) & Legal status

I.e. whether Proprietorship, partnership,

Company, Registered Society, HUF

(Affix rubber stamp in case of Firm, Company and Society)

## **INSTRUCTIONS TO THE APPLICANT**

1. The Applicant/ Tendered should give declaration that he/she /director/partner not be a member of DDCA.
2. The Shirt should contain a logo of DDCA in front of the Shirt.
3. The applicant should be in the business of supply the Office Uniform for a minimum period of Three years.

### **Other Terms & Conditions:**

- A. The necessary details / Clarification if any can be obtained from DDCA office.
- B. All quotations / offers / Tenders should be on Company / Firms or Organisation Letter Head with logo.
- C. The payment for the services provided by the applicant shall be made within 30 working days.
- D. DDCA reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other change in items, terms and conditions.
- E. All disputes shall be subject to the jurisdiction of courts of Delhi.
- F. The companies show the samples of clothing to the Tender Committee i.e. details of cloth brand, colour & fabric on the open of tender.
- G. The Uniforms have to be supplied within 15 days from the date of PO.
- H. The Successful bidder shall deliver duly stitched uniform after taking measurement individually of each staff. The Successful bidder shall also be responsible for rectifying the Stitching related defects.
- I. The Successful bidder shall show the cloth/fabric, after procurement but before utilizing for stitching to the designated person/authority to demonstrate that the same are as per tender specifications'
- J. All the supplied uniforms will be checked before acceptance by the DDCA, Defective material cloth/uniform, if supplied shall be replaced free of cost.
- K. We reserve the right to cancel the purchase order in case of non-compliance of any of terms and conditions.
- L. The quoted price shall be deemed to be exclusive of GST.
- M. It shall be tenderer/quotationer responsibility to have through understanding of the reference documents, specification, and scope of work, scope of supply, responsibilities & liabilities.
- N. In case there is any variation in the number of staff, the payment shall be made for actual number of staff whom the order is places and uniform supplied.