

(DUSIB - Night Shelter Branch)  
Punarwas Bhawan, I.P. Estate, New Delhi – 110002

No:F.06/NS/DUSIB/369/2017

Date: 29.06.2017

**Notice Inviting Tender**

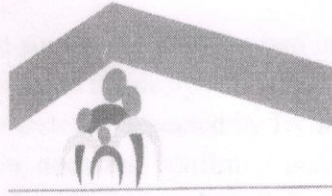
Delhi Urban Shelter Improvement Board (DUSIB) invites online e-tender for the supply of **Twenty thousand cotton bed sheets and pillow covers and ten thousand pillows** for the use of homeless persons at the Night shelters maintained by DUSIB from reputed manufacturers / dealers / suppliers. Bidders must comply with the related general & special conditions, rules & regulations, contract conditions, circulars and other guidelines as issued by Delhi Urban Shelter Improvement Board from time to time.

Date of notification of tender	29.06.2017
Date of Pre – Bid meeting	12.07.2017 (11.00 AM)
Last date for downloading the tender form	21.07.2017
Last date for submission of bid	2.00 PM on 24.07.2017
Opening of Technical bid	3.00 PM on 24.07.2017
Opening of Financial Bid	Will be intimated later
Cost of bid document	Rs.1150/-
Cost of EMD	Rs 2,50,000/- (Rupees two lakh and fifty thousand only)
Delivery period	120 days from the date of issue of supply order

- Note: -1.** Validity of rates is for **six months from the date of opening of financial bid**. NIT along with all the terms & conditions is available on the Delhi Govt. web site <https://govtprocurement.delhi.gov.in>. Agencies may contact for bidder registration portal at 6<sup>th</sup> floor, C-Wing, Vikas Bhawan – II near Matcafe House, Delhi-54.
- 2.** For any information / clarification regarding tender documents, bidders may contact the office of Director (Night Shelter - I), Punarwas Bhawan, I.P.Estate, New Delhi-110002 or on the website [delhishelter.nic.in](http://delhishelter.nic.in) or Phone No. 011- 23370555.
- 3.** The pre-bid conference will be held on **12.07.2017 at 11.00 AM** at the chamber of Director (NS-I), Punarwas Bhawan, I.P. Estate, New Delhi-110002.

Director (Night Shelter - I)

Mrb. 9717 999132



Delhi Urban Shelter Improvement Board

(DUSIB - Night Shelter Branch)  
Punarwas Bhawan, I.P. Estate, New Delhi – 110002

No:F.06/NS/DUSIB/369/2017

Date: 29.06.2017

**Terms and conditions of e-tender for the supply of Twenty thousand cotton bed sheets and pillow covers and ten thousand pillows**

1. Bids are invited from reputed manufacturers / dealers / suppliers for the supply of **Twenty thousand cotton bed sheets and pillow covers and ten thousand pillows** as per the specification given in **Schedule I**.
2. Tenders are required to be submitted in e-mode only. Tenders submitted in any other manner / form will be rejected and no correspondence on such matter will be entertained.
3. The last date for the submission of bid is **2.00 PM on 24.07.2017**. The technical bid will be opened on the same day at **3.00 PM**. The date and time for opening of financial bid of technically qualified bidders will be intimated later.
4. The bidder will not be allowed / permitted to alter or modify the bids after the expiry of the time for the submission / receipt of bids.
5. Bidders should remit the bid document/form fee of Rs.1150/- and Earnest Money Deposit (EMD) of Rs 2, 50, 000/- through NEFT/RTGS in A/C – **3086234857**; **IFSC – CBIN0283525** ; **Central Bank Of India, Vikas Kutir, I.P.Estate, New Delhi-110002 (in the name of DUSIB)** before the last date and time for the submission of bid and enclose/upload the copy of the remittance slip along with UTR number in the e-tendering portal along with the submission of bid.
6. Tenders without EMD, Form fee, requisite documents and submitted after the due date and time for the submission of bids will not be considered.
7. The rates quoted should be in Indian Rupees.
8. The rate quoted should be inclusive of cost of items; transportation, packing, and other charges and delivery at the designated place in Delhi excluding taxes and levies. The taxes and levies as on the date of supply/delivery as per the tender conditions will be applicable. In case the rate of tax increases due to the delay in delivery, the increase in tax cost due to delay in supply shall be borne by the supplier.
9. The rates quoted will be valid for six months from the date of opening of financial bid.
10. No transport / packing or any other charges will be paid for the items supplied under any circumstances.
11. No representation for enhancement of rates once accepted will be entertained.

12. The selected bidder should supply the items in two instalments within 120 days of placing the initial supply order at the designated place in Delhi.
13. The items supplied will be tested / inspected by DUSIB or an authority designated by DUSIB and if the item does not confirm / meet the specifications given in schedule I, the same will be rejected and no payment will be made against the supply of defective items. Besides, the Performance security of the bidder will also be forfeited.
14. The selected bidder should supply the items in good conditions and as per the specifications and if any item is found not so and not to the satisfaction of the department, such items will be rejected out-rightly and no payment will be made against such rejected items.
15. The items supplied should confirm the minimum specification as given in Schedule I. The evaluation shall be done on the basis of minimum specifications fulfillment and value quoted. No benefit shall be given for the higher specifications justifying the higher prices.
16. The selected bidder shall supply the items in two installments. The selected bidder should supply 10000 bed sheets and pillows covers and 5000 pillows within 60 days from the date of placing the supply order and the remaining 10000 bed sheets and pillows covers and 5000 pillows within 120 days from the date of placing the initial supply order at the designated place in Delhi. The payment shall be made for the first installment after receiving the goods in good condition and after testing/inspection of the goods are completed by DUSIB. DUSIB will make earnest efforts to make the payment for the goods delivered in the first installment but any delay in payment for the first installment shall be not an excuse for delaying the supply of second installment of goods and the supplier shall supply second Installment of 10000 bed sheets and pillows covers and 5000 pillows within 120 days from the date of placing the initial supply order at the designated place in Delhi.
17. The successful bidder has to submit a performance security for an amount equivalent to five per cent of the value of the supply order / contract in the form of Demand Draft / Bank Guarantee favouring the Chief Executive Officer, DUSIB valid till 60 days after the expiry of warranty period.
18. EMD will be released to the successful bidder on receipt of the performance security.
19. **The bidders has to submit the quality test report** from any Regional Laboratory, Textile Committee, Ministry of Textiles, Government of India or any other laboratories approved/recognized by Government of India for the sample items of Bed sheet, pillow and pillow cover going to be supplied in response to this tender. In case the bidder submits the test report from any other laboratories approved/recognized by Government of India, copy of the approval/recognition granted by Government of India for that laboratory should also be submitted along with the test report.



20. The dispute if any between the supplier and DUSIB will be settled at the concerned District and Session Court, Delhi and the contract/tender will be interpreted under Indian laws.
21. The bidder should not indulge or engage directly or indirectly in any corrupt, fraudulent, undesirable, restrictive practices and maintain probity in respect of this tender. If such practices come to the notice of DUSIB in future, the bid submitted by the bidder will be rejected and such bidder will be black listed / debarred from participating the tenders floated by DUSIB for a period of five years.
22. The Director (Night Shelter -I), DUSIB reserves the right to reject any or all the bids without assigning any reason and no damages will be paid to any bidders under any circumstances.
23. If the selected bidder fails to supply the items within 60/120 days from the date of issue of initial supply order, DUSIB reserves the right to extend the delivery time after levying the liquidity damages @ 0.5 % of the value of the supply order for each week of delay for each installment subject to a maximum of 10 % of the value of the supply order for each installment. However, the selected supplier has no right to demand to extend the delivery period.
24. The bidder should submit the financial bid as per the format given in **schedule IV**.
25. The selection procedure of the e-tender will consist of two stages i.e Technical Bid Evaluation and Financial Bid Evaluation to select the bidder for the supply of **Twenty thousand cotton bed sheets and pillow covers and 10000 pillows.**
26. **Stage 1:** Technical Bid evaluation: The designated Committee will open the technical bid submitted by all the bidders who have submitted their bids before the due date and time. The committee will examine the technical bid and only those bidders who fulfill the following conditions will be declared qualified in the technical bid evaluation.
  - a) The bidders should be legal entity. The bidder should submit the documents such as brief details of the organization, copy of Certificate of incorporation, VAT registration, PAN card, etc.,
  - b) The bidder should have an average annual turn over of Rs one Crore during the last three financial years ending March, 2016. The bidder should submit the audited accounts for the same.
  - c) The bidder should have positive Net-worth.
  - d) The bidder should have supplied the bed sheets, pillows and pillow covers/Linen Items worth of Rs 50,00,000/- (Rupees fifty lakhs only) annually in the last two financial year. The bidder should supply the supporting documents such as supply order etc. for the same. It is clarified that supply orders issued by government departments will be accepted as such. In case of private purchaser, the bidders have to submit the copy of invoice along with a certificate from the Chartered Accountant as per schedule V of the tender document.
  - e) Quality test report for the sample bed sheets, pillow cover and pillows going to be supplied in response to this tender.



**Stage 2: Financial Bid Evaluation:** The financial bids of only those bidders who have qualified in the technical bid evaluation will be considered. The financial bid will be evaluated on the basis of cost/price quoted for each item and bid will be awarded to the lowest bidder.

  
Director (Night Shelter - I)  
011- 2337055.

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All scanned copy of documents should be legible or readable otherwise the tender is liable to be rejected.

  
Director (Night Shelter - I)  
011- 2337055.

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**GOVT. OF NCT OF DELHI**

**Check List**


**Name of tender:** Supply of **Twenty thousand cotton bed sheets and pillow covers and Ten thousand pillows.**

**Earnest Money Deposit:** Earnest Money Deposit (EMD) of Rs 2,50,000 shall be remitted through NEFT/RTGS in A/C – **3086234857; IFSC – CBIN0283525 ; Central Bank Of India, Vikas Kutir, I.P.Estate, New Delhi-110002** before the last date and time for the submission of bid and enclose/upload the copy of the remittance slip along with UTR number in the e-tendering portal along with the submission of bid.

**Cost of bid document:** Rs. 1150/-. Amount to be deposited through NEFT/RTGS in Central Bank of India, Vikas Kutir, I.P. Estate, New Delhi-02 in DUSIB A/C No. 3086234857, IFSC No. CBINO283525.

1. Documents to be submitted in the technical bid
  - a. Scanned copy of counterfoil of remittance slip with UTR number for cost of bid documents/form fee.
  - b. Scanned copy of counterfoil of remittance slip with UTR number for EMD.
  - c. Brief Profile of the bidder.
  - d. Scanned copy of Certificate of Incorporation.
  - e. Scanned copy of PAN card.
  - f. Scanned Copy of VAT registration certificate.
  - g. Scanned copy of audited accounts for the last three year.
  - h. Scanned copy of turn over for the last three year ending March, 2016 as per the format given in **schedule II** duly signed by the Chartered Accountant/authorised signatory.
  - i. Scanned copy of supplied orders duly attested by the authorised signatory.
  - j. Letter indicating the competent authority to sign the tender / submit the bid document on behalf the bidder
  - k. Detail of bidders as per **Schedule-III**.
  - l. Quality test report for the sample bed sheets, pillow cover and pillows going to be supplied in response to this tender

All scanned copy of downloaded documents should be legible or readable otherwise the tender is liable to be rejected.


  
Director (Night Shelter - I)  
011- 23370555.

**Schedule – I : Specifications for bed sheets, pillows and pillow covers**

S.No	Items	Specifications
1	Bed sheets (20000)	Dimension: 215 cm X 135 cm Material: 100 % cotton; 240 GSM Colour: Dark colour and final colour will be intimated after the selection of bidder. Pattern: It will be intimated after the selection of bidder. Type: Print. For all other parameters the bed sheet should be as per IS 175:1989 standard for bed sheets. The logo and name of DUSIB shall be printed on the bed sheet.
2	Pillow cover (20000)	Dimension: 75 cm X 50 cm Material: 100 % cotton; 170 GSM Colour: Dark colour and final colour will be intimated after the selection of bidder. Pattern: It will be intimated after the selection of bidder. Type: Print. For all other parameters the bed sheet should be as per IS 175:1989 standard for bed sheets. The logo and name of DUSIB shall be printed on the Pillow cover
3	Pillows (10000)	Dimension: 70 X 45 cm. Material: Polyester fibre Pillow cover: Vinyl Pillow cover. Weight: 750 grams. The logo and name of DUSIB shall be printed on the pillows

**The printing pattern and Colour:** Will be given later.

**Warranty:** The bidder should give a minimum warranty of one year from the date of delivery at the designated place.

  
Director (Night Shelter - I)  
011- 23370555.

**Schedule – II: Turnover for the last three year**

S.No	Financial Year	Turn Over (Rs)
1	2013-14	
2	2014-15	
3	2015-16	
	Average Turn Over	

Name & Signature of  
the Authorised signatory

Name and signature of the Chartered  
Accountant  
Membership No:  
Registration code:





**Schedule – III : Details of the bidder**

S.No	Particulars	
1	Name and address of the bidder	
2	Name of the Proprietor / partners / company as applicable	
3	Name and address and mobile number of the contact person	
4	Registration Number of firm	
5	PAN	
6	TIN	
7	Service Tax Registration Number	
8	VAT registration Number	
9	Any other details if deems necessary	

I, .....hereby undertake / agree to abide by all the terms and conditions as mentioned in the tender notice No No:F.06/NS/DUSIB/369/2017 Dated 29.06.2017

Name & Signature of the Authorised signatory



**Schedule – IV : Financial bid**

S.No	Name of the Item	Quantity	Unit price (Rs)	Total Cost (Rs)
1	Bed sheets	20,000		
2	Pillow covers	20,000		
3	Pillows	10,000		

I, .....hereby undertake / agree to abide by all the terms and conditions as mentioned in the tender notice No No:F.06/NS/DUSIB/369/2017 Dated 29.06.2017

Name & Signature of the Authorised signatory



**Schedule – V : Certificate for supporting documents**

It is hereby certified that out of Rs ..... shown as income/revenue in the balance sheet for the financial year .....as the receipt from sale of .....; Rs..... are actually received as income/revenue from sale of bed sheets, pillows and pillow covers/Linen Items during the financial year..... This certificate is issued to meet the eligibility criteria given in para / point number 26 of terms and conditions of the tender notice F.06 /NS / DUSIB / 369 / 2017 Dated 29.06.2017.

Name & Signature of  
the Authorised signatory

Name and signature of the Chartered  
Accountant  
Membership No:  
Registration code:

