

TENDER NOTICE

Sealed tenders are invited from the eligible parties/firms for supply of Jersey and Balaclava required for the use of Security Personnel deployed for security duties. Tender form/document can be downloaded from the HIMPESCO Website: viz. <https://www.hpexservicemen.org> or can be obtained by payment of a Tender Fee Rs.800/- (in cash), from the office of the undersigned on any working day. The sealed tenders in two bids (Technical Bid & Financial bid, each bid sealed separately) and along with a sealed Sample of item, Online deposit transaction slip/DD of Tender Fee and Earnest Money of Rs. 25,000/- in the form of a DD/original FD duly pledged in favour of HP Ex Servicemen Corporation, must be submitted in the office of the undersigned **by 1:30 pm, 22th October, 2022**. The technical bids will be opened on 22th October, 2022 at 3:00 p.m.

The undersigned reserves all the rights to reject or cancel any or all the tenders/bids and/or to postpone the last date/ time of submission of bids and/or date of opening the bids etc. without assigning any reason.

TENDER FORM

Tender Fee: Rs. 800 in cash/Online deposit/DD

**HP EX-SERVICEMEN CORPORATION, HAMIRPUR
DISTT. HAMIRPUR (HP)-177001**

**TENDER DOCUMENT FOR PROCUREMENT OF JERSEY AND BALACLAVA
FOR THE USE OF SECURITY PERSONNEL
TENDER'S TIME SCHEDULE**

1	Last Date & Time of Submission of sealed Tender and Samples	:	22-10-2022 till 1:30 p.m.
2	Date & Time of opening of Technical Bids	:	22-10-2022 at 3:00 p.m.
3	Venue for opening of Bids	:	Office of the Secretary, HP Ex-Servicemen Corporation, Hamirpur, Distt. Hamirpur (HP)
4	Email Id: exservice-hp@nic.in		Phone No.01972-222472

Secretary,
HP Ex-Servicemen Corporation,
Hamirpur, Distt. Hamirpur (HP)

(FOR OFFICE USE ONLY)

Sr. No.	Tender Form Sr. No.	Tender Issue Date	Issued to Firm/Party Name/Address/ Phone No.	Detail of Payment of Tender Fee
				Cash Amt. Rs..... Date of payment:
TO BE FILLED IN BY THE TENDERER WHO DOWNLOADS TENDER FORM, FROM HIMPESCO WEBSITE.				
	Date of downloading the tender form from the HIMPESCO website (https://hpexservicemen.org)	Name of Firm/ Tenderer & Address/ Phone No.	Detail of Tender Form Fee Deposited by the tenderer by online payment/Demand Draft:- (NOTE*: PLEASE ATTACH A LEGIBLE PROOF OF ONLINE DEPOSIT TRANSACTION OF TENDER FEE WITH THE TECHNICAL BID OF TENDER, FAILING WHICH TENDER WILL BE REJECTED)	
			Deposited Amt.....Date of Deposit..... Transaction No..... DD No.....Date of Issue..... Bank NameBranch..... State.....(Attach copy of Transaction slip)	

Signature of Bidder with Stamp

Tender for procurement of Jersey and Balaclava for the use of Security personnel of HP Ex Servicemen Corporation, Hamirpur (HP).

1. Sealed Tenders in Two Bids (Technical Bid & Financial Bid) are invited from the interested and eligible manufacturer(s) or authorized distributors/dealers for supply of the Jersey and Balaclava required for the use of the Security personnel of HP Ex-Servicemen Corporation, Hamirpur, Distt. Hamirpur (HP) which should reach in the office of the Secretary, HP Ex Servicemen Corporation Hamirpur **on or before the 22th October, 2022 till 1:30 p.m. along with the Sample of the items (in sealed cover)**. Technical Bids of the tender will be opened before the Tender Committee on the same day (22-10-2022) at 3:00 p.m. in the presence of the bidders or their authorized representatives, if any, who may wish to be present on the occasion.
2. **ESTIMATED QTY. TO BE PURCHASED:-** The estimated Quantity of the Jersey and Balkowa for purchase will be approx. 1650. However, the quantity may vary (decrease or increase) in due course and the approved tenderer/firm will have to supply the required number of Jersey and Balkowa at the approved rate/price irrespective of the quantity of the items to be purchased by the Corporation.
3. **TENDER FORM & TENDER FEE:** Tender forms can be obtained by paying a tender fee Rs. 800 in cash, from the office of HP Ex Servicemen Corporation Hamirpur (HP) from the Supdt.G-II of the office on any working day after the publishing of the tender notice in the newspapers. **Tender Forms can also be downloaded from the HIMPESCO Website viz. <https://www.hpexservicemen.org> and a Tender Fee Rs. 800/- can be paid through a separate Demand Draft issued in favour of "HP Ex Servicemen Corporation, Hamirpur" & to be attached with the Technical Bid OR deposited by online payment through net-banking/RTGS in the Bank Account No. 11500100000750, IFSC CODE: UCBA0001150, MICR Code: 177028001, UCO BANK HAMIRPUR (HP) payable to "HP Ex Servicemen Corporation Hamirpur" (HP). Transaction slip of online payment made by net-banking/RTGS must be taken immediately & printed by the Tenderer and a self attested copy thereof must be attached with the Technical Bid of tender as the proof of deposit of Tender Fee, failing which the tender shall be rejected straightway for the reason of non-deposit of the tender fee and no plea/communication/correspondence in this regard shall be entertained by the office of HP Ex Servicemen Corporation Hamirpur.**
4. **GENERAL INSTRUCTIONS TO THE BIDDERS:**
 - (i) Before bidding, the bidders should also ascertain whether they meet the eligibility criteria for bidding or not and whether they are capable to make the supply of the items mentioned in the tender.
 - (ii) All fields/columns of the prescribed Forms/formats of tender form should be filled in

Signature of Bidder with Stamp

properly and additional information, if any should be attached separately as Annexure(s) duly page numbered to the Technical Bid. Any modification or rewording of the formats shall not be acceptable. **Each page of Tender Form & bid documents is required to be signed & stamped** by the bidder or authorized signatory.

- (iii) Bidders are advised to read carefully & follow all the instructions provided in the Tender Form/documents to understand the documents required to be submitted as part of their bids.
- (iv) In case the tender form/documents/ bids are signed by an **authorized signatory** of the firm, then a copy of authorization certificate / power of attorney (with Date & validity period), issued by the owner(s) of firms in name of the authorized signatory on the letter head of firm should also be submitted with the technical bid.
- (v) The Technical bid documents of tender should be attached with a **Covering Letter** in format **(ANNEXURE-1)** giving the detail of documents enclosed with the Technical bid.
- (vi) The bidders should necessarily fill in/submit their complete Bio-Data duly signed on the Bidder's Profile/Particulars Sheet format **(ANNEXURE-2)**.
- (vii) **Size/specifications/features of the items to be supplied under Tender:-** Size/specifications/features of the items to be supplied under this tender are given in **(ANNEXURE-3)**. The bidders should examine carefully the required technical size/specifications/features Logo etc. of the items, before submission of bids & before quoting rates in this tender.
- viii) **GST Registration:** The bidder should be registered under the Goods & Services Tax and a copy of GST Registration Number should be attached with the Technical Bid. The bidders may also attach a copy of their firm's letter Head having GSTIN number of firm printed on it & duly self attested by the bidder with stamp/Address of firm.
- ix) The Bidder shall submit the self attested copies of firm/bidder's **Income Tax Returns for the last three Assessment years** i.e. Assessment Year 2018-19, 2019-20 and 2020-21 (i.e. of **Financial Years 2017-18, 2018-19 & 2019-20**)
- x) Tenders with price variation clauses or with vague terms are liable to be ignored and rejected.

5. Earnest Money Deposit:-

- (i) The bidder shall pay the amount of Bid Security (Earnest Money Deposit) Rs. 25,000/- (Rupees Twenty Five Thousand only) with the Technical Bid by way of **Demand Draft/ original FDR duly issued/pledged** in name of HP Ex-Servicemen Corporation, Hamirpur (HP) drawn on any Nationalized/ Scheduled Commercial Bank and payable at Hamirpur (HP) and must be **valid for a minimum period of Three months**.

Signature of Bidder with Stamp

- (iii) Earnest Money deposited with HP Ex-servicemen Corporation, Hamirpur (HP) in connection with any other tender enquiry, even if for same/similar material/stores by the tenderer, will not be considered against this tender.
- (iv) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/documents furnished in its tender is/are incorrect or false.
- (v) The bid security (EMD) of the unsuccessful bidders without interest shall be returned after two month of opening of the technical bids and EMD of successful bidders shall be released after three month of completion/finalization of tendering process.
- (vi) In case any of the information given & documents submitted by the bidder in this tender is/are found false or incorrect or any discrepancy is found regarding non-compliance of this undertaking/affidavit or non-compliance of the terms & conditions of the tender, the bidder/firm will be liable for cancellation of the approved rates and for forfeiting the Earnest Money deposit amount and/or for blacklisting the bidder/ firm from future participation in the tenders.
- (vii) The offers submitted by Telegram/Fax/e-mail shall not be considered. No correspondence will be entertained in this matter.
- (viii) HP Ex-Servicemen Corporation, Hamirpur (HP) shall not be responsible for any delay whatsoever regarding postal/courier delay in sending/receipt of the tender documents in the office of HP Ex-Servicemen Corporation, Hamirpur (HP) on or before the last date/time of submission of bids.
- (ix) The bidders are not allowed to submit more than one bid for the same/similar tendered item/article else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

6. Undertaking /Affidavit:-

The bidders/ firm(s) shall have to submit an undertaking as a notarized Affidavit on the Format **(ANNEXURE-4)** on an Indian Non-judicial stamp paper of Rs. 10/- stating that:-

- (i) That the rates quoted in the tender are not higher than those quoted by the bidder/firm to any other State Govt. /Centre Govt. Institute/PSUs/reputed Private Organizations and DGS&D in the recent past for the similar items/articles of tender.
- (ii) That neither the bidder nor their principals have been blacklisted or debarred or banned/stopped by any State/Centre Govt. Institutions/PSUs/reputed Private Organizations and DGS&D etc. for manufacturing/supply of the items/articles of this tender during the last three years. Further, no blacklisting, criminal, income tax, vigilance/CBI or court case is pending or contemplated against bidder/firm.

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- (iii) That the rates quoted by the bidder/firm are valid and binding on the bidder/firm for acceptance for the entire period of contract from the date of approval of rates and the bidder/firm binds itself to the Chairman, HP Ex-Servicemen Corporation, Hamirpur (HP) to supply the approved items/stores for the entire period of contract on the approved rates.
- (iv) That in case any of the information given in tender or documents attached with the tender/bid are found false or incorrect and/or any discrepancy is found at any stage regarding non compliance of the terms and conditions of tender/contract, the tender/ contract may be cancelled by the competent authority and EMD amount shall be forfeited.
- (v) That all the decisions of the HP Ex-Servicemen Corporation, Hamirpur (HP) shall be binding upon the bidder/firm.

7. Submission of Tender Documents: The tender documents shall be submitted in two covers/files :-

Sealed Cover-1 (TECHNICAL BID): Shall contain Tender Form & Annexure(s)/formats, Earnest Money Deposit Demand Draft/FDR and all Other Technical Bid documents/undertaking / eligibility information documents etc.

Sealed Cover: 2 (FINANCIAL BID): Shall contain the Financial Bids/rates quoted in ANNEXURE-5 of this document.

8. List of Documents to be submitted in sealed Cover-1 (Technical Bid):

- (i) Covering letter of firm in format (ANNEXURE-1).
- (ii) A copy of all pages of the Terms & Conditions of this tender form duly signed & stamped on each page by the bidder as token of acceptance of Terms & Conditions of tender.
- (iii) Self Attested copy of the Transaction Slip of online deposited Tender Fee Rs. 800/- OR Demand Draft of Rs.800 in favour of HP Ex Servicemen Corporation, Hamirpur, (in case the tender form is downloaded from the HIMPESCO Website.
- (iv) A Copy of Demand Draft/original FDR of Earned Money Deposit Rs. 25,000/-
- (v) A Copy of Authorization letter/Power of attorney (with Date & validity period), in case the tender form/documents/ bids are signed by an authorized signatory of the firm, issued by the owner(s) of firms in name of the authorized signatory on the letter head of firm.
- (vi) Self attested copy of GST Registration No. of bidder/firm.
- (vii) Bidder's Profile/Particulars Sheet duly filed in & signed on format (ANNEXURE-2)
- (viii) Self Attested copy of PAN Card of the bidder/firm.
- (ix) List of tender items/articles & Technical size/Specifications/features/Logo etc. on format (ANNEXURE-3) duly signed/accepted by the tenderer for supply of items as per the required specifications/features/logo/good quality etc.
- (x) Copy of Undertaking/ Affidavit on an Indian Non-judicial stamp paper of Rs. 10/-duly attested by the Notary Public on format (ANNEXURE-4)..

Signature of Bidder with Stamp

- (xi) Self attested copies of firm/bidder's Income Tax Returns for the last three Assessment years i.e. **Assessment Year 2018-19, 2019-20 and 2020-21 (i.e. of Financial years 2017-18, 2018-19 & 2019-20).**
- (xii) Copy of any other documents required to be submitted in Cover-1(Technical Bid) as per terms & conditions of Tender Form, Tender Notice and related Corrigendum(s), if any.

9. Financial Bid (Terms & Conditions):

- (i) The Financial Bid shall be submitted in the prescribed format (**ANNEXURE-5**) of this document.
- (ii) Cutting/erasing/overwriting of the quotes rates shall not be accepted. Any omission in filling/typing/printing the columns of Financial Bid shall debar a tender from being considered.
- (iii) The rates should be quoted both in figures & words. In case of any difference between the rates quoted in figures & words, the rate quoted in words will be considered/ accepted as valid.
- (iv) The rates should be quoted WITHOUT G.S.T. (Goods & Services Tax), because the GST as applicable from time as per the instructions/norms/rates of Govt. of India shall be payable Extra by the HP Ex-Servicemen Corporation, Hamirpur on the bills raised by the suppliers.
- (v) Rates quoted should be inclusive of all packing, forwarding, postage and transportation charges for F.O.R. delivery at the store of HP Ex-Servicemen Corporation, Hamirpur (HP).
- (vi) The rates quoted in the tender should not be higher than those quoted by the bidder(s) to any other State Govt. /Centre Govt. Institute/PSUs/reputed Private Organizations & DGS&D etc. in the recent past for the similar items/articles of tender.
- (vii) The prices quoted for the items shall be firm throughout the period of contract/award of work and shall not be subject to any upward modification whatsoever.
- (viii) The rates quoted should not be conditional and only one price (in whole rupees) should be quoted for each item/article of this tender. The conditional bids shall be rejected straightway.

10. Submission of any false information and/or documents(s) shall automatically lead to the cancellation of the bid/tender and/or the contract/award of work /supply order and such cancellation shall not prejudice any criminal proceedings that may be initiated against the bidder.

Signature of Bidder with Stamp

11. Canvassing in any form is strictly prohibited and the tenderers/firms who are found involved in canvassing are liable to have their tenders/bids rejected out rightly.
12. It is required by all concerned viz. the Bidders/Suppliers, as the case may be to observe the highest standard of ethics during the procurement and execution of this Tender/contract.
13. **Bid Opening:-** The Technical bids will be opened at the scheduled date & time (as mentioned on the 1st/front page of the tender form) in the presence of bidders or their duly authorized representatives who may wish to be present on the occasion. The duly authorized representatives of firm/bidder shall be required to produce/submit a copy of the authorization letter/power of attorney from their firm owner/bidder for attending the technical bid opening meeting.
14. The last date/time of submission of bids, date/time of opening of bids etc. may be modified/postponed by the Corporation or the tender/bids may be cancelled by the Corporation without assigning any reason, the information of which will be given to the bidders on the notice board & **website (<https://www.hpexservicemen.org>)** of the Corporation. The bidders should watch the website of Corporation regularly for any such issued **modification/corrigendum**.
15. **Validity of rates:** The rates quoted in the bids shall be valid for period of **not less than 180 (One Hundred Eighty) days** from the date of opening of technical bid and no request for any variation in the quoted rates and/or withdrawal of tender on any such ground by the bidders shall be entertained. The unilateral withdrawal of tender at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.
16. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the goods. No request for the change of price or time schedule of delivery of goods shall be entertained on account of any local conditions or factors, once the offer is accepted.
17. To assist in analysis, evaluation and computation of the bids, the Competent Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing properly, but no change in the price or substance of the bid offered shall be permitted.
18. In order to verify the facts of the tender/ technical bid documents, the bidders/authorized representatives may be asked to produce/submit their any or all the original tender documents as per the terms & conditions of tender in the HP Ex-Servicemen Corporation on any working day or any fixed day during the process of

Signature of Bidder with Stamp

evaluation of the technical bids and the technical bid/tender of those bidder(s) shall be declared disqualified who fail to produce and/or submit the required original tender documents before the Tender Committee/competent authority on the fixed date & time, unless further time extension for the same is given by such authority.

19. Samples screening:-

- (a) After scrutiny/evaluation of the technical bids, the firms which qualify in the technical bid, their Sample of items will be checked /screened by the Tender Committee and the samples will be either accepted or rejected by the Committee.
- (b) Each tenderer/ firm will have to **submit only one sample of Jersey and Balkowa** in the sealed packet **super-scribed as "Sample of Jersey and Balkowa"** mentioning the **Name, Address & Phone No. of the firm** on the sealed packet, for which he/she quoted the rate in the financial bid of tender. **The tender of the tenderer /firm who submits more than one Sample of item in the sealed sample packet, will be rejected straightway.**
- (c) Acceptance or rejection of the sample will be at the sole discretion of the tender committee and no plea/representation/communication in this regard will be entertained by the Corporation.
- (d) The required size/specifications/features/quality/materials of the tender items are given in the **ANNEXURE-3**.
- (e) The financial bids of only those tenderers/firms will be opened, whose samples are accepted/approved by the Tender Committee.
- (f) **It is not necessarily required to insert the Corporation's Logo & HIMPESCO SECURITY features on the sealed sample of Jersey and Balkowa to be submitted by the tenderers/firms with the tender.** However, later the finally approved tenderer/firm will be required to present a Jersey and Balkowa of approved sample along with the Corporation's Logo & HIMPESCO SECURITY etc. features duly inserted/printed on Jersey and Balowa (As per **details given in Annexure-3**) for the final approval of the Tender Committee/authority of Corporation, before the issue of any supply order for the purchase of the items.
- (g) The approved sample of the successful bidder (the approved supplier) will be retained/ kept in the custody of HP Ex-Servicemen Corporation, Hamirpur during the period of contract/supply and shall be returned only after one month's period after the completion of the contract.
- (h) The samples which are not accepted/rejected by the tender committee will be returned to the tenderers/ firms by parcel/post/courier after the final outcome of the tender.

Signature of Bidder with Stamp

- 20. Period of Contract/Award of work:-** The initial award of work/contract under this tender will be for a period of one year from the date of approval of rates/award of work, which may further be extended on year to year basis at the mutual consent and on the same approved rates/prices and terms & conditions of tender/contract up to a maximum period of five years, at the sole discretion of the purchaser (Corporation), but subject to the satisfactory performance of the supplier/contractor.
- 21. Delivery Timing of Goods/items/Articles:-** The successful bidder/contractor/supplier shall supply the goods/articles of the standard quality as per the approved samples/specifications/features within a period of 60 (sixty) days from the date of issue of supply order in normal conditions and within a period of 40 (Forty five) days from the date of issue of supply order in urgent/emergent requirement cases, where specifically mentioned in the given supply order(s) by the purchasing authority, as the case may be.
- 22.** In case the quality of goods supplied are not in conformity with the approved standards/ specifications/features given in the tender and/or as per the approved samples or the supplies are found defective at any stage these goods shall immediately be taken back by the supplier and will be replaced with the tender quality goods, without any delay and without any extra cost. The competent authority reserves all rights to reject the goods, if the same are not found in accordance with the required description/specifications and any damages shall be charged in addition to the cost of re-tender from the supplier/contractor.
- 23.** The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any terms & conditions of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such bidder.
- 24.** No subletting of the work/supply shall be allowed and the contract/award of work shall not be transferrable.
- 25. Payment Terms:-** (a) No advance payment shall be made to the successful bidder/contractor for making supply of items/articles. (b) The payment of the supplied items/articles will be released at the earliest after the satisfactory supply/delivery of the items/articles in good condition, as per required quality standards & in accurate quantity at the purchaser's store as per given supply order(s) and along with proper bill(s) & required certificates/documents. (c) The bill/invoice should be prepared as per

Signature of Bidder with Stamp

the given supply order and shall not be combined for more than one purchase order. (d) The payment on bill will be made in Indian Rupees only. Further all payments to supplier/agency will be made subject to deduction of applicable penalty or other recovery as per terms & conditions of tender/ contract, TDS (Tax Deduction at Source), TDS on GST, GST and other taxes, if any (as applicable from time to time as per Govt. of India Taxation Laws/norms). (e) The supplier(s) should raise their bills in the name of the Secretary, HP Ex-Servicemen Corporation, Hamirpur, Distt. Hamirpur (HP)-177001. (f) The payments on raised bills will be made through RTGS only in the Bank Account No. provided by the supplier/firm.

26. At the time of awarding the contract or giving of supply order, the Corporation reserves the right to vary (increase or decrease) the quantity of the goods/articles as per the requirement of this Corporation within the period of validity of contract. The demand may fluctuate and no definite quantity can be guaranteed in the purchase orders. The essence of contract is the price per item approved for the stipulated contract period. Selected bidder shall be bound to supply the item(s) in such a quantity as required by the HP Ex-Servicemen Corporation, Hamirpur (HP) from time to time during the period of contract.

27. Legal Jurisdiction:- (a) The contract shall be governed /interpreted under the Bye Laws and purchase procedures of HP Ex-Servicemen Corporation, Hamirpur (HP) and/or the laws and procedures established by the Government of Himachal Pradesh within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing's. (b) All disputes/matters, if any arising out of this tender /supply order/contract between the parties shall be tried/ settled only within the jurisdiction of the Court(s)/ Forum(s) at Hamirpur, Distt. Hamirpur (HP).

28. Termination of Contract:-

- (i) The competent authority, may without prejudice to any remedy for breach of contract, by a written notice of default sent to the supplier/contractor terminate the contract agreement in whole or in part if: (a) The supplier fails to perform any or all the obligations within the time period(s) specified in the tender form or within any extension thereof granted by the competent authority. (b) The quality of the delivery of items/articles to be supplied under the contract is not up to the satisfaction of the competent authority or as per the standard quality of approved samples of items/articles. (c) The supplier fails to perform any other obligation under the agreement or terms & conditions of tender document duly signed by the bidder.

Signature of Bidder with Stamp

- (ii) The competent authority may at any time terminate the contract by giving a written notice to the supplier without any compensation to the supplier, if the supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy, which has occurred thereafter to the competent authority of Corporation.

29. HP Ex-Servicemen Corporation, Hamirpur (HP) reserves full rights to accept or reject any/all tender(s)/bids and all proceedings relating thereof without assigning any reason and to terminate the approved rates /contract and/or to cancel the purchase order(s) and/or payment of supplies in case of breach of any of the terms & conditions of tender/contract/purchase order and/or in case of any of the information given or documents submitted by the bidder in the tender is/are found false or incorrect at any stage/time. The decision of HP Ex-Servicemen Corporation, Hamirpur, Distt. Hamirpur, HP shall be final and binding in all matters relating to the tender/contract, purchase orders, acceptability of tender items, payment terms and performance security deposit etc.

Secretary,
HP Ex-Servicemen Corporation,
Hamirpur, Distt. Hamirpur (HP)

30. " I/We hereby accept the terms & conditions given in the tender and sign with stamp all pages of tender form as a token of acceptance of the terms & conditions":-

Signature and Stamp of the Bidder

Dated:_____

Name of bidder/ Authorized Signatory_____

Address of Firm:_____

Office Phone No._____ Mobile No._____

PAN No._____

Email Id_____

COVERING LETTER
(Part of TECHNICAL BID)

ANNEXURE-1

To

The Secretary,
HP Ex-Servicemen Corporation
Hamirpur, Distt. Hamirpur (HP)-177001

Subject :- Tender for supply of Jersey and Balkowa for the use of Security Personnel of
HP Ex-Servicemen Corporation, Hamirpur (HP)

Sir,

(1)

I/We, the undersigned, have read thoroughly & carefully and examined in detail the tender form/ documents, terms & conditions & size/ specifications/features of tender items/ articles in respect of "Tender for supply of Jersey and Balkowa for the use of Security Personnel" and do hereby propose to make the supplies of items mentioned in the tender document on the rates quoted in the Financial Bid.

(2)

The following documents have been attached with Technical Bid with proper page numbering:-

Sr. No	Name of Document/Enclosure	Page No.

Signature and Stamp of the Bidder

Dated: _____

Name of bidder/ Authorized Signatory _____

Address of Firm: _____

Office Phone No. _____ Mobile No. _____

Bidder's Profile/Particulars
(Part of TECHNICAL BID)

1.	Name of bidder/ Firm/ Company:	
2.	Registered Office(Postal) Address:	
3.	Office Tel. No:	Mobile No:
4.	Email Id:	FAX No:
5.	Name of authorized person signing Tender form/Bid Documents: Phone No:	e-mail Id:
6.	GST No. of bidder/firm:	
7.	TAN No. of bidder/firm:	
8.	PAN No. of bidder/firm:	
9.	Tender Fee Deposit details:	Amt. Rs.....Mode: Cash/DD/Online Demand Draft No.....Dt..... Online Transaction No..... Bank Name.....Branch.....
9.	Earnest Money Deposit Details:	FDR/DD No. _____ Date of Issue: _____ Valid up to: _____ Amount of EMD _____
10.	Whether the bidder/firm is a Manufacturer, Wholesaler or Distributor/ Dealer (Please Specify):	
11.	Whether the manufacturer/dealer has ever been convicted and/ or license cancelled by any Govt. under the relevant Act/Law or under any other Act/Law of the Centre/State Govt.(YES/NO) if Yes, give full details:	
12.	Bank Account Details of bidder/ tenderer: Name in Bank Account: _____ Name of Bank : _____ Name of Bank Branch: _____	Bank Account No. _____ Address of Bank Branch: _____ IFSC Code: _____

I _____ S/o Shri _____ do hereby declare that the information given above is true to the best of my knowledge & belief and nothing has been concealed herein.


Signature and Stamp of the Bidder

Dated: _____

Name of bidder/ Authorized Signatory _____

Address of Firm: _____

LIST OF TENDER ITEMS & TECHNICAL SIZE/SPECIFICATIONS/FEATURES/LOGO
(Part of TECHNICAL BID)

Sr N	Item(s) Name	Size/Specifications/Features etc.	LOGO & Logo Specifications
1.	Jersey	<p>i) Wool/Fiber/material used=</p> <p>Wool -50%</p> <p>Cotton - 25%</p> <p>Synthetic Fibres-25%</p> <p>ii) Size=Assorted-size(s) (XL,XXL) as per requirement of HP Ex Servicemen Corporation (mentioned in supply order).</p> <p>iii) Colour = Metty Khaki</p> <p>iv) Collar Type= V-Neck shape</p> <p>v) Sleeve= Full/Long sleeve</p> <p>vi) Fit type= Regular Fit</p> <p>vii) Sleeve Cuffs=Elastic cuffs.</p> <p>viii) Badges fitting= Shoulder straps on both shoulders to fit badges & Epauletters for identification</p> <p>ix) Inner Lining= Inner mesh lining</p> <p>x) Care /Wash= Hand-wash</p> <p>xi) Other = Durable stitching & Good finishing, Casual wear/ Rough & tough</p> <p>xii) Protection: Protection of body from winds & cold, all weather.</p>	<p>1. </p> <p align="center">HIMPESCO</p> <p>2. SECURITY</p> <p>Above Logo (1.) of HP Ex Servicemen Corporation is to be inserted/printed on Jersey with high quality non-washable/acrylic paints at front left pocket space/area in bright Golden Yellow Colour and (2.) HIMPESCO SECURITY to be inserted/ printed in bright Golden Yellow Colour on the backside of Jersey at the space/area between the two shoulders.</p>
	Balaclava	<p>(i) Material: Wool</p> <p>(ii) Type: Monkey cap</p> <p>(iii) Care Instruction: Normal wash</p>	
<p>Important Note: It is not necessarily required to insert the Corporation's Logo & HIMPESCO SECURITY features on the sealed sample of Jersey to be submitted by the tenderers/firms with the tender. However, later the finally approved tenderer/firm will be required to present a Jersey of approved sample along with the Corporation's Logo & HIMPESCO SECURITY etc. features duly inserted/printed on jersey for the final approval of the Tender Committee/authority of Corporation, before the issue of supply order for the purchase of the items.</p>			

I/We, the undersigned hereby accept/agree/declare to supply the tender items of above given size/specifications/features/logo(s) and of approved good quality fiber/materials in case of approval of our samples/rates in the tender.

Signature of bidder and Stamp

Dated: _____

Name of bidder/ Authorized Signatory _____

(Undertaking/ Affidavit to be given on an Indian non-judicial stamp paper of Rs. 10/-duly attested by the Notary public & to be submitted/uploaded online in COVER-1 (TECHNICAL BID)

(Part of TECHNICAL BID)

UNDERTAKING

I, the undersigned certify that I have gone through and understood properly all the terms and conditions of the tender form/document before submitting bids and I hereby undertake/declare to comply with all the terms & conditions of the tender. I further undertake, solemnly affirm & declare as under:-

- (i) That the rates quoted in the tender are not higher than those quoted by the bidder/firm to any other State Govt. /Centre Govt. Institute/PSUs/reputed Private Organizations and DGS&D in the recent past for the similar items/articles of tender.
- (ii) That neither the bidder nor their principals have been blacklisted or debarred or banned/stopped by any State/ Centre Govt. Institutions/ PSUs/ reputed Private Organizations and DGS&D etc. for manufacturing/supply of the items/articles of this tender during the last three years. Further, no blacklisting, criminal, income tax, vigilance/CBI or court case is pending or contemplated against bidder/firm.
- (iii) That the rates quoted by the bidder/firm are valid and binding on the bidder/firm for acceptance for the entire period of contract from the date of approval of rates and the bidder/firm binds itself to the Chairman, HP Ex-Servicemen Corporation, Hamirpur (HP) to supply the approved items/stores for the entire period of contract on the approved rates.
- (iv) That in case any of the information given in tender or documents attached with the tender/bid are found false or incorrect and/or any discrepancy is found at any stage regarding non compliance of the terms and conditions of tender/contract, the tender/ contract/ approved rates may be cancelled by the competent authority and EMD amount shall be forfeited.
- (v) All disputes arising out of the tender/contract/supply order shall be settled within the jurisdiction of Courts/Forum at Hamirpur.
- (vi) That all the decisions of the Chairman, HP Ex-Servicemen Corporation, Hamirpur (HP) shall be binding upon the bidder/firm.

Dated: _____

(Deponent)

Signature of bidder or duly Authorized person)

(with Stamp)

Name of Bidder/Firm:-_____

Full Address of bidder/Firm:_____

PAN No._____

ANNEXURE-5

FINANCIAL/PRICE BID

Note:-

1. All the instructions/ terms & conditions given in the tender form should be read carefully & thoroughly before quoting the rates in the Financial/Price Bid.
2. Rates should be quoted both in figures and words without GST because GST as applicable from time to time shall be paid by the HP Ex Servicemen Corporation.

Sr. No.	Name of Item(s)	Size/Specifications/Features/materials of Item(s)	LOGO & other Specifications/ Features	Rate Quoted in Figures for one unit/piece (in whole Rs.)	Rate Quoted in Words for one unit/piece (in whole Rs.)
1.	Jersey	Fiber/material used= Wool = 50%, Cotton= 25%, Synthetic Fibre= 23%, Size =(XL,XL) as per requirement of HP Ex Servicemen Corporation, Colour = Metty Khaki, Collar Type= V- Neck shape, Sleeve= Full/Long sleeve, Fit type= Regular Fit, Badges Fitting-shoulders straps on both shoulders to fit badges & Epauletters for identification, Care /Wash= Hand-wash, Other = Durable stitching & Good finishing, Casual wear/Rough & Tough, Protection: Protection of body from winds & cold all weather.	As given in Annexure-3 of Tender Form		
2	Balaclava	Material- Wool Type- Monkey cap normal, Normal wash	----do----		

Dated: _____

Signature of bidder or duly Authorized person) (with Stamp of Firm)

Name of Bidder/Firm:- _____

Full Address of bidder/Firm: _____

PAN No. _____