

STATE YOUTH WELFARE BOARD  
GOVERNMENT OF ODISHA

Dated: 05.07.2018

**TENDER NOTICE FOR PROCUREMENT OF T-SHIRTS & CAPS**

Sealed Tenders are invited by **State Youth Welfare Board, Odisha** from reputed Firms/Agencies as per tender specifications for “**Supply of T-shirts and Caps**” under **Biju Yuva Vahini programme**. The detailed tender document may be downloaded from the website ([www.dsysodisha.gov.in](http://www.dsysodisha.gov.in)).

Interested bidders may submit their sealed tender documents in the prescribed format mentioning “**Supply of T-shirts and Caps**” on the cover of the envelope to the **State Youth Welfare Board, Kalinga Stadium, Bhubaneswar, Odisha**, by **16.07.2018 up to 3 P.M.** Bidders are required to submit Technical Bid and Financial Bid in separate envelopes enclosed in a common envelope mentioning “**Supply of T-shirts and Caps**” on the cover of the envelope along with the samples of the **T-shirts and caps**.

The Technical Bid will be opened on the same day at 4 P.M in presence of the bidders or their authorized representatives. The date and time of opening of the Financial Bids will be intimated to the shortlisted bidders later.

Tenders received after due date and time will not be accepted. **State Youth Welfare Board**, shall not be responsible for Postal delay or similar reasons. No Tenders sent through an electronic means shall be accepted. Any corrigendum/addendum, if any, will be be uploaded in the above mentioned website.

**State Youth Welfare Board, Odisha** reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at **Cell: 8860089059**

**Address: State Youth Welfare Board, Kalinga Stadium, Sky Walk 1, Dormitory No - 3, Bhubaneswar, Odisha** E mail: [bijuyuvavahini@gmail.com](mailto:bijuyuvavahini@gmail.com)

S/d-

CEO  
Biju Yuva Vahini  
State Youth Welfare Board

## Background

State Youth Welfare Board (SYWB), Government of Odisha, having its office at Kalinga Stadium, Bhubaneswar, Odisha – 751012 intends to procure T-shirts and caps for volunteers under Biju Yuva Vahini programme.

**SYWB intends to procure 5,00,000 T- shirts and caps @ Rs 200/- per set of T-shirt and cap. The cost is inclusive of all applicable taxes, transportation cost and printing of logos on the T-shirts and Caps. The upper price limit for each of the sample must be within Rs 200/- (inclusive of all charges etc.)**

## Scope of Work

The bidders are required to submit multiple samples of T shirt and cap sets (in two colors) as per the design exhibited below. Bidders are required to submit the sample of the T-shirt and cap sets along with price quotation for each of the submitted sample.

The selected bidder is required to make delivery in two lots – Lot 1 and Lot 2 (as mentioned in the tender document)

## Design:

### Set 1:



**Set 2:**



**Material Specifications:**

- i) T- shirts – With Collar

Material: Cotton/Micro Polyester/ Cotton spun polyester single tuck pique

- ii) Caps

Material: Cotton/ Polyester woven micro fabric cap

The successful bidder would be required to supply T-shirts and caps as per the estimated quantity mentioned in the table provided below:

S. No.	Set	Product	Lot 1 - Quantity to be delivered within 20 days of award of contract	Lot 2 - Quantity to be delivered within 60 days of award of contract
1	Set 1	T-Shirt 1	1,25,000	1,25,000
2		Cap 1	1,25,000	1,25,000
3	Set 2	T-Shirt 2	1,25,000	1,25,000
4		Cap 2	1,25,000	1,25,000

## Technical Evaluation Criteria

Bidders who fulfill all the below mentioned technical evaluation criteria will be considered eligible for carrying out the works.

### Technical Evaluation Criteria

S. No.	Criteria	Supporting Documents to be Submitted
1	The Bidder should be a Proprietorship/ Partnership Company established in India	Bidder must submit the Proprietorship/ Partnership Company registration certificate/ incorporation details along with a copy of: <ul style="list-style-type: none"><li>▶ PAN Card</li><li>▶ Income Tax Return of 2 years (FY 2015-16, FY 2016-17)</li><li>▶ GST Registration Certificate</li></ul>
2	The Bidder should have experience of executing supplying at least 50,000 T-shirts and caps in single lot against a single work order in last three years	Copy of work order clearly specifying the date of award, contracting authority and the no. of t-shirts and caps supplied
3	Production Capacity	The Bidder must submit an undertaking stating that it has a production capacity to produce 2,50,000 T-shirts and 2,50,000 caps in the stipulated time frame of 20 days from award of contract. (Attached as Annexure C )
4	Financial Details of the Bidder	The Bidder should have an average annual turnover of at least INR 5 Crore in each of the immediately preceding last two financial years (i.e 2015-16 and 2016-17). Proof to be submitted by the Bidder in form of a statement by a chartered accountant /Audit Report
5	The Bidder should submit a Bid Processing Fee of Rs 10,000/-	Demand Draft in favour of State Youth Welfare Board, Odisha payable at Bhubaneswar
6	The Bidder should submit an Earnest Money Deposit (EMD) of Rs 10,00,000/-	Demand Draft in favour of State Youth Welfare Board, Odisha payable at Bhubaneswar
7	Bidder should submit an undertaking that there are no major legal cases pending against it.	Attach self-certification /undertaking on company letter head duly signed and stamped by the competent authority of the Bidder. (Attached as Annexure 'D')

8	Bidder should submit an undertaking that it is not blacklisted by Government of India or the State Government of Odisha or any other Government authority.	Attach self-certification /undertaking on company letterhead duly signed and stamped by the competent authority of the Bidder.
9	Samples of T-shirts and Caps	The bidder must submit samples of T-shirts and caps in conformity with the specifications mentioned in the tender document.

**Note: All the documents must be self-attested by the Bidder.**

**The agency will be selected strictly on the basis of the quality of the sample of T-shirts and caps submitted by the bidders which will be evaluated by a committee to be constituted by SYWB. The samples of the bidders, only who fulfill the technical evaluation criteria will be placed before the evaluation committee for evaluation and selection.**

### **Financial Bids**

The Financial bids of only the Bidders whose samples are selected by the evaluation committee will be opened. Financial Bid must be submitted as per the format at Annexure B

### **Earnest Money Deposit**

As part of its Technical bid submission, the bidder would be required to submit an earnest money deposit amounting to INR Ten Lakh (INR 10,00,000) in form of a demand draft payable at Bhubaneswar. The demand draft should be in favour of **State Youth Welfare Board, Odisha** payable at Bhubaneswar. The EMD of unsuccessful Bidders will be returned to them within two weeks of the selection of successful Bidder. For successful bidder, the EMD will be returned upon signing of the contract. Any bid submitted without EMD will be rightly rejected. The Earnest Money will be forfeited because of one or more of the following reasons:

- The Bidder withdraws its Bid during the validity period as specified in RFP
- The Bidder does not respond to requests for clarification of its Bid
- The Bidder fails to provide the required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

- In case of a Selected Bidder, the said Bidder fails to sign the Agreement in time; or does not furnish the mandatory Performance Security.
- The Bidder materially alters his Bid during the Bid processing period.

### **Bid Processing Fee**

As part of its Technical bid submission, the bidder would be required to submit a Bid Processing Fee amounting to INR Ten Thousand (Rs 10,000/-) in form of a demand draft payable at Bhubaneswar. The demand draft should be in favour of **State Youth Welfare Board, Odisha payable at Bhubaneswar**. The Bid Processing Fee is Non Refundable.

### **Delivery Mechanism**

The delivery of the above stated quantities shall be made by Bidder at the respective district headquarters. A random quality and quantity check will be conducted at the time of each delivery. If the quantity and quality is found to be non-satisfactory, Bidder will be subjected to a penalty of up to 100% of the Order value. A district wise break-up of quantities to be delivered within 20 days is provided below:

<b>Lot 1 – District wise break up</b>				
<b>S. No.</b>	<b>Cluster</b>	<b>District</b>	<b>Set 1 (T-shirt 1 + Cap 1)</b>	<b>Set 2 (T-shirt 2 + Cap 2)</b>
1	Cluster A	Malkangiri	1250	1250
2		Koraput	2125	2125
3		Nawarangpur	2500	2500
4		Rayagada	2250	2250
5		Kalahandi	6250	6250
6	Cluster B	Ganjam	7500	7500
7		Gajapati	2500	2500
8		Kandhamal	2125	2125
9		Boudh	875	875
10		Nayagarh	4000	4000
11	Cluster C	Khurdha	14300	14300
12		Puri	3875	3875
13		Cuttack	8000	8000

Lot 1 – District wise break up				
S. No.	Cluster	District	Set 1 (T-shirt 1 + Cap 1)	Set 2 (T-shirt 2 + Cap 2)
14		Kendrapara	4750	4750
15		Jagatsinghpur	3000	3000
16	Cluster D	Mayurbhanj	5250	5250
17		Balasore	10750	10750
18		Bhadrak	6250	6250
19		Jajpur	4500	4500
20	Cluster E	Keonjhar	5000	5000
21		Sundergarh	2500	2500
22		Jharsuguda	1250	1250
23		Deogarh	1000	1000
24		Baragarh	3875	3875
25		Sambalpur	1500	1500
26	Cluster F	Angul	3250	3250
27		Dhenkanal	3750	3750
28		Sonepur	1700	1700
29		Bolangir	6125	6125
30		Nuapada	3000	3000
<b>Total</b>			<b>1,25,000</b>	<b>1,25,000</b>

- ▶ The selected bidder is required to make delivery in two different lots – Lot 1 and Lot 2.
- ▶ The quantities under Lot 1 is to be delivered within 20 days of award of contract.
- ▶ After successful delivery of Lot 1, the selected bidder is required to supply the same set of quantities under Lot 2 within 60 days of award of contract.
- ▶ For delivery purpose, the neighbouring districts have been clubbed together to form 6 clusters. The material is to be delivered to District Headquarters (DHQs) as per the cluster wise break up defined in the above table.

The Break-up of t-shirt sizes for both the lots will be as follows:

S. No.	Size	Percentage (%)
1	Small (S)	20%
2	Medium (M)	30%
3	Large (L)	30%
4	Extra Large (XL)	20%
	<b>Total</b>	<b>100%</b>

The quantity of t-shirts and caps is subjected to variation.



**Annexure A – Technical Submission Checklist**

The Checklist to be provided as first page of the Technical Bid:

<b>S. No.</b>	<b>Documents</b>	<b>Attached (Yes/No)</b>
1	Entry Registration Details	
2	Income tax registration Certificate or Income tax return acknowledgement	
3	PAN Card	
4	GST Registration Certificate	
5	Proof of Experience/ Contracts	
6	Undertaking for capacity to deliver in stipulated time frame	
7	Turnover of the Bidder	
8	Earnest Money Deposit	
9	Undertaking for no pending legal cases	
10	Undertaking for no blacklisting	
11	Undertaking for no cross ownership	

## Annexure B – Financial Bid

S. No.	Product	Quantity	Unit Rate (INR)	Type of Material used	Total Cost (INR)
1	T-shirts				
2	Caps				
	Total				

Total Cost (in words in INR):

Total Cost of a set (t-shirt + cap) should be maximum of Rs. 200 inclusive of all the taxes, transportation costs, printing of logos and other costs involved.

**Annexure C – Undertaking that Firm/ Institution has the production capacity to produce 2,50,000 t-shirts and 2,50,000 caps in the time frame of 20 days from award of contract**

**UNDERTAKING FOR PRODUCTION CAPACITY**

We confirm that we have the production capacity to produce and supply 2,50,000 t-shirts and 2,50,000 caps in a time frame of 20 days from award of contract.

**For and on behalf of:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature (With Seal)**

**To:**

Shri Chanchal Rana  
CEO, Biju Yuva Vahini  
State Youth Welfare Board  
Government of Odisha

**Annexure D – Undertaking that Firm/ Institution is not Blacklisted**

UNDERTAKING THAT THE FIRM/INSTITUTION IS NOT BLACKLISTED

We confirm that we are not blacklisted by any Government Institution/CPSE/SLPE/Local Authority.

**For and on behalf of:**

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**Signature (With Seal)**

**To:**

Shri Chanchal Rana  
CEO, Biju Yuva Vahini  
State Youth Welfare Board  
Government of Odisha