



Administration of the
Union Territory of Lakshadweep
Department of Tourism Development
Kavaratti-682555
Phone: 0489 262250

F.No.29/01/2019-TD

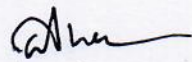
Dated: 13th December, 2019

QUOTATION NOTICE

Sealed Quotations in two cover system of quotations are invited from the reputed and experienced uniform suppliers for design, Stitching and supply of uniform as specified in the Schedule attached herewith for SPORTS (Lakshadweep Tourism), U.T of Lakshadweep. The quotations in a sealed cover superscribed "Quotation for design, stitching and Supply of uniform for SPORTS (Lakshadweep Tourism), U.T of Lakshadweep" should reach the Managing Director (SPORTS), Lakshadweep Office, Indira Gandhi Road, Willingdon Island, Kochi-682 003 on or before 11:30 hrs on 25.01.2020. The quotations will be opened on the same day at 3:30 hrs at the Chamber of Managing Director (SPORTS), Cochin. The quotations should be accompanied by an EMD of Rs.50,000/- in the form of Demand Draft drawn in favour of "Managing Director (SPORTS), U.T of Lakshadweep, Kavaratti". The quotations should be submitted as per the Guidelines for submission of Quotations and is subject to terms and conditions as per the guidelines with this Quotation Notice. The quotations received without EMD, superscription and not conforming to the Guidelines on submission of Quotations will be rejected. This Quotation Notice is subject to the terms and conditions of the Quotation Notice and should conform to Guidelines for submission of Quotations. Tenders received after the closing date and time will not be accepted under any circumstances.

The detailed Quotation Notice with terms and conditions and Guidelines can be downloaded from the official website lakshadweep.gov.in, www.lakshadweeptourism.com

A pre bid meeting is scheduled at 11-AM on 05.01.2020 at office of Managing Director (SPORTS), Lakshadweep Office, Indira Gandhi Road, Willingdon Island, Kochi-682 003


(S. Asker Ali, IAS)
Director (Tourism)

Guidelines for submission of Quotation

The Quotation is to be submitted in two covers as detailed below:

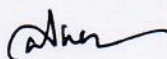
Cover-1: To be superscribed "Technical Cover" and should be addressed to Managing Director (SPORTS), Lakshadweep Office, Indira Gandhi Road, Willingdon Island, Kochi-682 003. The Technical Cover should contain following.

- (a) Profile of the firm with date of incorporation/formation, experience in the field of design, stitching and supply of uniform
- (b) Two designs for each category as per schedule of requirement.
- (c) The documentary proof for having experience in designing stitching and supply of uniform by the firm in the past. The firm should enclose copies of supply orders etc. as proof
- (d) Samples of cloth for each category in size of at least 5 sq/inches. Specifications of the cloth of Uniform required is attached herewith. However bidder should specify Technical specification like percentage of polyester, cotton etc. for the clothing items in the Technical Cover-1.
- (e) On all clothing items multi colour logo in the size of 4x4 inches have to be embroidered.
- (f) EMD for an amount of Rs.50,000/- in the form of Demand Draft drawn in favour of Managing Director, SPORTS, Kavaratti

Cover-2: To be super scribed "Financial Cover" and should be addressed to Managing Director (SPORTS), Lakshadweep Office, Indira Gandhi Road, Willingdon Island, Kochi-682 003. This should be in the letter head of the firm and should be signed by authorized signatory with seal of the firm. The Financial Cover-2 should contain only Price Bid.

OPENING OF BIDS & SELECTION PROCEDURES

I. Both the covers should be sealed separately and the name of the agency, address and telephone number should be printed on each cover. Both the sealed covers should be put in a big cover superscribed **"Technical & Financial Covers for design, stitching and supply of uniform for SPORTS (Lakshadweep Tourism) invited vide Quotation Notice F.No.29/01/2019-TD dated.13.12.2019"**. The bottom left of the big cover should carry full name, address, telephone nos. etc. of the quotationer. The big cover containing sealed Covers-1&2 should be sealed and addressed to the Managing Director (SPORTS), Lakshadweep Office, Indira Gandhi Road, Willingdon Island, Kochi-682 003 and should reach addressee on or before 11:30 hrs on 25.01.2020.



II. The bid documents will be opened by a designated committee for evaluation at 3:30 hrs on 25.01.2020 in the presence of agency/representatives of the quotationer if any.

III. There will be two stage evaluation to select the supplier for supply of uniforms for SPORTS, U.T of Lakshadweep.

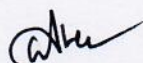
IV. The designated Committee will open the Big Cover containing Cover-1 and Cover-2 in the presence of bidders if any. Then the Committee will open the Cover-1 (Technical Cover) of all the bidders who have submitted quotations before due date and time. The Committee will examine the technical proposal which should include the materials as specified below and grade the individual quotationers as per following parameters:

V. Parameters

Parameters	Points
Profile of the firm with incorporation/formation certificate etc	20
Design of uniform as per schedule of requirement to be supplied in response to this quotation notice.	25
The documentary proof for experience of having designed, stitched and supplied uniform by the firm in the past. The firm should enclose copies of supply orders, experience certificates etc as proof.	25
Sample of cloth of uniform items	30
Total	100

VI. EMD for an amount of Rs.50,000/- in the form of Demand Draft drawn in favour of Managing Director, SPORTS, Kavaratti should be enclosed with the Cover-1. Technical Bid without EMD will be rejected out rightly and will not be considered and evaluated. :

VII. The Financial Bids/Proposals of only those bidders who have scored 60 points minimum in the technical proposal submitted in Cover-1 shall be opened and evaluated on the basis of the cost/price quoted for each item and work will be awarded to L1 bidder. The points obtained/scored in the Level-1 will not be carried forward to Level-2 and is for the purpose of qualifying to the Level-2 only.



The details of terms & conditions for submitting the quotations are as under:

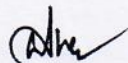
- a) The quantity given in the Schedule is only indicative and actual requirements may vary plus or minus 10% to 20% and actual required fabrics/items will be intimated at the time of placement of supply orders.
- b) The sample will be selected by duly constituted Tender Evaluation Committee of SPORTS. One or more items of the same firm may be selected by the Committee and accordingly, order shall be placed to the firm for one or more items. In other words, different firms may be awarded contract for different articles of uniform like clothing items and shoes/ sandals etc depending on quality and rates. The decision of the Committee will be final and binding on all bidders.

The bidders must have at least 3 years' experience for supply of uniform items in Central Govt. Ministries/Department/PSUs/ industrial houses hotels, and other such organisations. Necessary supporting documents to the effect to be enclosed.

- c) The firms are required to furnish their complete address and telephone numbers along with PAN/TAN, GST No. with the technical bid.
- d) A firm blacklisted by any Govt./State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of SPORTS later contract will be cancelled immediately and EMD/security forfeited.
- e) The bid document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- f) The item supplied should have the minimum specification as given in the schedule. The evaluation shall be done on the basis of minimum specifications fulfillment and value quoted. No benefit shall be given for higher specification justifying higher prices.
- g) Price quoted should be inclusive all taxes, levies, packing, transportation and delivery at Lakshadweep Office, Willingdon island, Kochi-3.
- h) The rates quoted should be in Indian Rupees.
- i) Quotationer should supply the items in good condition as per the schedule of requirement and if any item is found not so and not to the satisfaction of the Department such items will be rejected outright.
- j) Quotations must be accompanied by earnest money deposit (EMD) of Rs.50000/- in the form of Demand Draft drawn in favour of "Managing Director (SPORTS), U.T of Lakshadweep, Kavaratti
- k) The payment will be made only after receipt of items in full and to the satisfaction of the Department



- l) No transportation charges will be paid for the articles supplied under any circumstance.
- m) The successful bidder shall be required to furnish performance security for an amount equivalent of ten percent of the value of supply order in the form of fixed deposit receipt duly hypothecated in favour of Managing Director (SPORTS), U.T of Lakshadweep, Kavaratti.
- n) Any request for increase in the approved rates will not be entertained for any reason for the contract period and the items required to be supplied by the contractor should strictly be in accordance with the each sample approved.
- o) The job order to successful bidder for Shoes/Sandal, Bermuda, T-Shirt and Beach Sandal/Bootees (male/female) will be made on the basis of general size No.6, 7, 8, 9, medium, large and extra-large respectively. However, if any change occurs in size nos., the item supplied on the basis of general size no. have to be replaced accordingly to the needs of the employees of the SPORTS and complete satisfaction of the user.
- p) The items ordered shall be supplied as per the specification/each sample selected to the SPORTS, Lakshadweep Office, Indira Gandhi Road, Willingdon Island, Cochin-682003 within thirty days of placement of order, failing which a penalty of Rs.100/- per day for each day of delay will be imposed and deducted from the payment of the supplier.
- q) GST must be quoted, failing which no amount would be paid towards GST.
- r) TDS and other applicable taxes as per prevailing rates will be deducted before making the payment.
- s) This tender is non-transferable.
- t) Payment against bill/invoice shall be released only after supply/inspection and observance of satisfactory supply of the Uniforms. Payment will be made directly to the supplier through ECS mode only. No advance payments will be made in any case.
- u) SPORTS reserves the right to impose any other conditions for regulating the contract in public interest.
- v) In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rule/laws shall be initiated against the agency concerned. In that case, EMD/Performance Security shall be forfeited after giving proper opportunity through show cause notice.
- w) The bidders does not fulfil any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the bidder only and any further correspondence in this regard will not be entertained.
- x) The bid document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- y) The disputes if any between the supplier/suppliers and the SPORTS (Lakshadweep Tourism) will be settled at District and Session Court, Kavaratti and the Contract will be interpreted under Indian Laws.

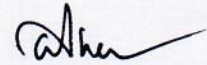


z) The bidders will not be permitted to alter or modify the bids after expiry of the deadlines for receipt of bids.

aa) Quotations without EMD and enclosures will be rejected.

The quotations will be evaluated on the basis of **OPENING OF BIDS & SELECTION PROCEDURES** given above.

bb) The Managing Director (SPORTS), UT of Lakshadweep reserves the right to reject any or all quotations without assigning any reason.



(S. Asker Ali, IAS)
Director (Tourism)

To

1. The Editor, Lakshadweep Times with a request to publish in the next issue of Lakshadweep Times
2. State Informatics Officer, NIC for placing the Tender Notice on the website of www.lakshadweep.nic.in
3. Administrative Officer, Lakshadweep office, Kochi/Resident Commissioner, New Delhi
4. All the Head of the Departments with a request to display in their Notice Boards
5. All SPORTS Unit in-charge for display in their Notice Boards

SCHEDULE TO QUOTATION NOTICE F.NO.29/01/2019-TD DATED.13th Dec, 2019

SCHEDULE OF REQUIREMENT & FORM OF FINANCIAL BID

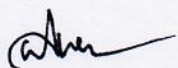
Sl. No	Categories	Description	Rate per unit (Rs.)
1	Managerial staff (AGM/Manager/Asst. Manager/CA)	Pant	
		Shirt	
		Shoe	
2	Catering Service (UH Gr.I & II)	Shirt	
		Pant	
		Apron	
		Shoe	
3	Food Production (Cook, Chef Gr.I, & II)	Chef Coat	
		Apron	
		Chef Cap	
		Shoe/Sandal	
4	Kitchen Assistant	Pant	
		Shirt	
		Head cover	
		Apron	
		Sandal	
5	Housekeeping (Chowkidar/UH)	Pant	
		Shirt	
		Shoe	
6	Staff Car Driver (SCD Gr.I, II & ordinary)	Shirt	
		Pant	
		Cap	
		Shoe	
7	Dive/Water Sports/Boat staff (Dive, WSA & Boat staff)	Bermuda	
		T-Shirt	
		Beach Sandal/Bootees	
8	MSE (Dhobi/Watchman/Washerman/SG & other common category in MSE level)	Pant	
		Shirt	
		Shoe/Sandal	

Category wise requirement of clothing items and shoes and sandals are given in Annexure-I

Adh

SPECIFICATIONS OF UNIFORM MATERIALS

Sl.No	Item	Specifications
1.	T-Shirt	<ul style="list-style-type: none"> • 280 gsm • 100 % combed ring-spun cotton • Compacted Pre-shrunk • Double needle stitch on shoulder, sleeves and cuffs, having side slits on the bottom hem • 4X4 inch embroidered logo on left chest • Color fastness Guaranteed. •
2.	Pant	<ul style="list-style-type: none"> • Polyester Viscose 65:35 , • Trovine Type Fabric • GSM-220., Normal dyed. •
3.	Chef Coat	<ul style="list-style-type: none"> • Weight: 240 gsm, • Twill View Material , • Polyester Viscose ratio 65:35
4.	Apron	<ul style="list-style-type: none"> • Weight: 240 gsm, Matt finished, • Polyester Viscose ratio 65:35, normal dyed •
5.	Saree	<ul style="list-style-type: none"> • Polyester Viscos Saree (Cotton rich) • Length : Appro X 6.30 Mts inclusive of Bouse Piece
6.	Water Sports T-shirt	<ul style="list-style-type: none"> • 75% Cotton inside and 50% Polyester outside , • GSM : 220 Weight
7.	Water Sports Shorts	<ul style="list-style-type: none"> • Half Pant/ Bermuda-75% Cotton inside and 50% Polyester outside • GSM :220
8	Shoes/Sandals	<ul style="list-style-type: none"> • 100% Leather shoes/sandals for all except water sports staff. • Good quality Beach Sandals for water sports staff



ANNEXURE-1

CATEGORY WISE REQUIREMENT OF CLOTHING ITEMS AND SHOES/SANDALS

Categories	Uniform	Regular			Contract			Labourer			Addl. Labourer		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
Managerial staff (GM(B)/ AGM/ Manager/Asst. Manager/CA/Supt./Acct. Clerk/Receptionist)	Pant, T-shirt, Shoe	22	1	23	11	8	19	0	0	0	0	2	2
Catering Service (UH Gr. I & II)	T-Shirt, Pant, Apron, Shoe	8	0	8	30	2	32	0	0	0	0	0	0
Food Production (Cook, Chef Gr. I & II)	Chef Coat, Apron, Chef Cap, & II) Shoe/Sandal	7	3	10	29	6	35	27	1	28	4	0	4
Kitchen Assistant	T-shirt, Pant, Head Cover, Apron, Sandal	2	0	2	7	0	7	2	5	7	0	0	0
Housekeeping (Chowkidar/UH)	Pant, T-shirt, Shoe	6	1	7	8	0	8	0	0	0	0	0	0
Staff Car Driver (SCD Gr. I, HI & ordinary)	T-shirt, Pant, Cap, Shoe	9	0	9	0	0	0	0	0	0	0	0	0
Dive/Water Sports/ Boat staff (Dive, WSA & Boat staff)	Bermuda, T-Shirt, Beach Sandal/Bootes	9	0	9	12	0	12	53	0	53	5	0	5
MSE (Dhobi/Watchman/ Washer/ SG & other common category in MSE level)	Pant, T-shirt, Shoe/Sandal	10	1	11	80	11	91	228	15	243	160	15	175
Grand Total		73	6	79	177	27	204	310	21	331	169	17	186

- For all clothing items (Pants, T-shirts, Apron, Chef Coat, Chef Cap, Head Cover, Saree), two pairs are required and for Shoe and Sandal/booties , only one pair is required.

Signature