

Detailed Terms and Conditions for supply of Liveries for staff of Governor's Secretariat, Assam, Raj Bhavan, Guwahati

1. The items to be supplied are as following:

SI No	Particulars	Colour	Quantity	Quality
1	Safari suit V neck i. Summer V Coat ii. Long Pant iii. White cap with Ashoka Emblem iv. Shirt (Full Sleeve)	White	4 pairs	The quality of fabric of clothes and socks should be as per specification submitted by Assam Textile Institute. (Specified in detailed terms and conditions)
2	Safari Suit General i. Safari Shirt (half sleeve) ii. Long Pant	Dark Grey	38 pairs	
3	Shirt Pant General		10 pairs	
	i. Shirt (half sleeve)	Sky Blue		
	ii. Long pant	Dark Blue		
4	Prince Safari Suit (Round Neck) i. Safari Price Coat (full sleeve) ii. Long Pant iii. White cap with Ashoka Emblem	White	18 pairs	
5	Khaki/ Dark Brown Safari General i. Safari Shirt (half sleeve/full sleeve) ii. Long Pant	Khaki/ Dark Brown	14 pairs	
6	Good quality Black Leather Shoes of reputed brands	Black	42 pairs	
7	Socks	White	84 pairs	

Total number of requirement of the aforesaid items may vary in actual supply order subject to requirement and discretion of Governor's Secretariat, Assam.

- Two separate sealed envelopes should be used for submitting Technical Bid and Financial Bid.
- The bidders will have to submit sample of fabric along with the bids with specifications indicating brand, quality etc. and the sample of black leather shoes will have to be produced on the date of opening of bids with specifications indicating brand, quality etc.
- The material of the fabric of clothes for uniform will have to be as per specification specified by Assam Textile Institute, Guwahati as following:

SI No	Characteristics	Requirement
1	Nominal Count of Warp & weft yarns (For guidance only)	20tex x 2(30s/2)
2	Threads/dm -Warp	260 (+5%, -2.5%)
	Threads /dm -Weft	190(+5%, -2.5%)
3	Mass (g/m ²)	190(+5%, -2.5%)
4	Fibres composition, percent: (a) Polyester (b) Viscose / Cotton	67±3 units Remainder
5	Breaking strength on 5cm x 20 cm strip. N (kgf),Min: Warpway	880(89.7)
	Westway	640(65.2)
6	Minimum colour fastness rating to Washing	4
	Change in colour Staining in adjacent fabrics	3-4
7	Rubbing: Dry	4
	Wet	3

5. The specification for socks will have to be as per specification specified by Assam Textile Institute, Guwahati as following:

Yarn	Cotton Yarn – 30tex x 2 (20s x 2)
Pattern (Type II as per IS-3329-1973 RA2016)	Top : 1 x 1 rib Leg and Foot : Plain (Socks should be free from any manufacturing defects)
	Foot length: 18 – 25 cm(+0.5, -0) Leg length: 18 - 25 cm (+2, -1)

6. The uniforms and shoes will be made to individual measurement and size which will have to be obtained from Raj Bhavan, Assam.
7. The material must be according to the sample and any material which is not according to the sample will be rejected and the replacement of the same must be made by the Agency/ Contractor without any extra cost. Random checking of supplied items may be done by Governor's Secretariat, Assam and Assam Textile Institute.
8. The supplier will have to supply the complete uniforms within 20 (twenty) days from the date of issue of supply order.
9. The supplied material must be according to the sample and any material which is not according to the sample will be rejected and the replacement of the same must be made by the Agency/Contractor
10. The interested bidders are requested to attend the pre-bid discussion scheduled on 20/12/2022 at 1.30 PM in Raj Bhavan, Assam along with sample of fabric and shoes, shocks to inspect the items to be supplied before submitting the bids.
11. Sealed tender should be submitted in 2 (two) Bid system i.e. Technical Bid and Financial Bid separately by the intending registered Agencies/ Contractors / Firms/Suppliers/Authorized Dealers. Relevant documents as per terms and conditions including Earnest Money Deposit should be submitted in Technical bid.
12. The bidders will have to submit Earnest Money Deposit of **Rs.10,000/- (Rupees Ten thousand) only** in the form of Demand Draft/Term Deposit/Fixed Deposit pledged in favour of **Governor's Secretariat, Assam**. The EMD of the successful bidder will be retained in Governor's Secretariat, Assam as Security Deposit till successful supply of the supply order.
13. The bidders should submit self attested copies of the following documents along with the technical bid:
- Tender Form as per **Annexure A**.
 - Firm Registration Certificate or Registration Certificate under Shop & Establishment Act or Registration Certificate as supplier
 - Valid Trade License
 - GST Registration Certificate
 - PAN Card
 - Earnest Money Deposit
 - IT Return of last 3 (three) years
 - Bank Account Details

14. The bidders should quote for each item separately and the same should be written both in figure and words legibly. Any correction/alteration/ eraser etc should be authenticated by the tendered before submission of tender.
15. The rate quoted by the firm should include cost of materials (cloth, buttons etc) and stitching including GST and any other cost.
16. The rates once accepted will remain valid up to 1 (one) year w.e.f. the date of acceptance. It will not be changed under any circumstances during the period as specified. However, in case of unavoidable circumstances, the term will be extended till the next rates are finalized on the same terms and condition.
17. Bidders should note that their tender/quotations will be rejected if any of the requirements are not complied with.
18. The authority does not bind itself to accept the lowest rate of any tender or to assign any reason for accepting or rejecting any tender thereof. The authority also reserves the right to cancel the contract before expiry of the term of contract on use of inferior quality of material, poor workmanship or failure to supply the items in time including forfeiting of the earnest money deposit.
19. In case of non-compliance of the work order after being selected as successful bidder, the EMD will be forfeited and the party will be blacklisted for 3 (three) years.
20. In case of delay in supply, the Office of Governor's Secretariat, Assam will have the right to impose penalty @ 1.5% of the total cost of order items.
21. The Governor's Secretariat, Assam is not bound to order the items from the approved party and may purchase from any other party in case of urgency and need arises.
22. No advance payment will be made to the successful bidder.
23. The authority/Departmental Tender Committee is not bound to accept the lowest rate and reserve the right to accept L2 or L3 or so on rates at the discretion and decision of the Departmental Tender Committee.
24. All the disputes shall be subject to the jurisdiction of Gauhati High Court.
25. The Firm will have to supply the best quality items and in no circumstance the quality of items will be compromised.
26. The Firm/bidder must not have been blacklisted by the Government/Ministry/Department/PSU nor should have been debarred from dealing with any public Department.
27. For any queries and clarification, Deputy Secretary, Governor's Secretariat, Assam may be contacted during office hours.


(Gitartha Baruah, ACS)
Deputy Secretary,
Governor's Secretariat, Assam

**TENDER FORM FOR SUPPLY OF SUMMER LIVERIES TO
GOVERNOR'S SECRETARIAT, ASSAM**

Sl no	Particulars	To be filled by the Tendered
1	(a) Name of agency/Contractor/Supplier/Firm/ Authorized Dealer	
	(b) Address (Including P.O. & P.S.)	
	(c) Name of Proprietor & Address	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) E-mail address	
	(g) Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3	GST Registration Certificate (copies to be enclosed) (TIN Numbers)	
4	Whether copies of Income Tax Return for last 3 year attached	
5	Whether terms and conditions is acceptable or not?	
6	Whether the firm is blacklisted by any Government/Department or any criminal case is registered against the firm or its owner/Partners anywhere in India (If no, an undertaking to this effect may be attached)	

Date :

Place :

(Signature of the authorized person)

Name :

Designation :

Seal :