



GOVERNOR'S SECRETARIAT, ODISHA

RAJ BHAVAN, BHUBANESWAR-751 008

No. GOV-HH-1-0003/20/SG(HH)/Dtd. 05.01.2022

**NOTICE INVITING PROPOSAL FOR  
RATE CONTRACT FOR SUPPLY OF TAILOR-MADE UNIFORMS  
FOR PERSONNEL WORKING IN RAJ BHAVAN.**

Proposal in sealed cover are invited for empanelment of firm on Rate Contract basis for the work of stitching and supply of tailor-made uniform for the personnel working in Raj Bhavan, Odisha (Governor's Secretariat).

**1. Scope of work and allied aspects:**

- a. The successful firm will be given the rate contract for the work of stitching and supplying tailor-made uniforms in various styles viz., bush-coat with full pant, achkan with full pant, shirt with half pant (as per the approved designs in white and khaki colour) for the personnel engaged in Governor's Secretariat as required from time to time within the period of the contract.
- b. The approved Rate Contract shall remain valid up to **31-03-2022** or any written communication in this regard, whichever is earlier.
- c. If, required for office exigency, the contract may be extended by the competent authority up to **30-06-2022**.
- d. The number uniforms are to be stitched and supplied is approximately **80** with some variations.
- e. The work includes, but shall not remain confined to:
  - i. taking measurement of the persons for whom the uniforms are to be stitched,
  - ii. procuring the fabric and all connected accessories for the uniform like the buttons, hooks, fly zipper, etc;
  - iii. Good quality suiting fabric will be used for both the shirt /coat and the pant.
  - iv. stitching of the uniform as per measurement so taken;
  - v. stitching of the label 'RAJ BHAVAN ODISHA' to (be supplied by the office) and the name of the person concerned on the front side of the uniform.
  - vi. to correct any defects , at no additional cost , as may be noticed in the uniforms so prepared and delivered.
- f. Delivery of the prepared uniforms in the Raj Bhavan to the designated official. The Model Proposal Form and the other details can be downloaded from the website of Governor House i.e. <https://www.rajbhavanodisha.gov.in>
- g. Interested firms are requested to go through the instructions and the terms & conditions contained in the model proposal document.
- h. There is no tender fee.

**2. Minimum eligibility of the firms-**

The firm concerned should have -

- i. its own fabric shop or a tailoring unit having its official business address within a radius of 45 km. of Bhubaneswar Municipal Corporation.
- ii. minimum **three years** of experience of **sale of fabrics/tailoring/stitching of official uniforms** ;
- iii. have minimum turnover of **Rs. 5 lakh** per year during each of the last three financial years (valid and certified proof are to be attached);

- iv. must not have been blacklisted by any Deptts./Ministries of the Govt. of Odisha / Govt. of India/PSUs, during last FIVE years, for default in supply or due to quality issues (Declaration has to be submitted in the proposal form as specified)

***However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to claim award the Rate Contract by the Governor's Secretariat.***

**3. Non transferability**

The Rate Contract System being offered is non-transferable.

**4. Proposal:**

Complete proposal in the enclosed model Proforma confirming to the following guidelines are to be submitted by the interested parties for consideration by the Governor's Secretariat:

- i. The rates/ prices should be quoted in Indian Rupees only in words as well as in figures inclusive of all taxes with free delivery at Raj Bhavan, Bhubaneswar.
- ii. Only one price should be quoted for each category and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be considered for evaluation.
- iii. Rates/ prices should be valid **till 31-03-2022.**
- iv. The Rates/ prices shall not be increased during the entire period of the contract and shall not be subject to variation on any account.
- v. Proposal submitted with an adjustable price quotation will be treated as non responsive and will be rejected.
- vi. The sealed envelope containing the proposal for Rate Contract shall bear the Name of the Work viz. **'Proposal for Rate Contract for supply of tailor-made Uniform for Governor's Secretariat'** as described in the Notice inviting quotation along with the **Notice No. and date.**
- vii. The envelope should indicate the name and address of the Proposer Firm.

**5. Documents/, Samples or Specimen of fabrics/ Certificates to be enclosed with the proposal:**

Interested firms are required to submit their proposals as per the enclosed PROFORMA (**Annexure-1**) along with photocopies of following failing which their proposals will be summarily rejected and will not be considered any further:

- i. Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern/commercial establishments, etc.)
- ii. Copy of PAN Card
- iii. Copy of GST registration certificate;
- iv. Copies of Income Tax Returns filed during last three financial years;
- v. Proof of having annual turnover of Rs. 5 lakh or more for each year during the last three years (valid legal document showing the required amount of turnover)
- vi. Proof of experience in **tailoring/stitching of official uniforms for supply** to Government Departments / PSU / Corporate /any other reputed organizations/ institutions (two copies of work orders received during each of the last three years should be enclosed).



- vii. Samples or specimens of the fabric proposed to be used (minimum 12" X 5" in size) of each colour with original brand name and design code clearly visible on the border of the samples.

**6. Other important information:**

1. Proposal in sealed envelope containing the proposal for Rate Contract shall bear the Name of the Work viz. '**Proposal for Rate Contract for supply of tailor-made Uniform for Governor's Secretariat**' along with the **Notice No. and date** addressed to the **Comptroller, Governor's Household, Raj Bhavan, Bhubaneswar-751008** may be deposited the Reception Office of Raj Bhavan or sent through **Registered Post** or **Speed Post** or **Courier Services** so as to reach the authority concerned by the last date as indicated below. No other modes are acceptable.
2. The last date for submission of proposals in response to this notice is **18.01.2022 (5.00 pm)**.
3. All submission proposals will be opened in the Mini Conference Hall of Raj Bhavan, Bhubaneswar and evaluated by the designated Purchase Committee.
4. The proposals will be evaluated on the basis of the quality of the fabric and brands proposed to be used as per samples submitted and the price quoted thereof. Preference will be given the quality of the materials and overall rate quoted per each type and pair of uniform.
5. The authorities are not bound to accept the lowest rate quoted.
6. The authorities reserve their rights to cancel this request for proposal at any stage without assigning any reasons thereof.



Comptroller,  
Governor's Household

**ANNEXURE -1**

**PROFORMA FOR SUBMISSION OF PROPOSAL FOR RATE CONTRACT FOR  
STITCHING AND SUPPLY OF TAILOR-MADE UNIFORMS FOR PERSONNEL  
WORKING IN RAJ BHAVAN, ODISHA**

<b>A. DETAILS OF THE INTERESTED FIRM</b>				
1.	Name of the Firm			
2.	Full Business Address with Pin Code			
	Contact Telephone no.			
3.	Name of the Authorized Person or Signatory			
4.	Whether a registered company/  partnership firm/  proprietorship concern/  any other commercial establishment  (please mention)			
5.	GSTN No.			
6.	PAN Details			
7.	Trade License No. and other details			
8.	Whether previously black-listed for default or quality issues ( write 'Yes' or 'No' as applicable)			
9.	Annual turnover of each financial year during the last three financial years (pls attach supporting documents)		FY 2018-2019	
			FY 2019-2020	
			FY 2020-2021	
<b>B. DETAILS OF THE PROPOSAL FOR THE RATE CONTRACT</b>				
	<b>TYPES OF UNIFORMS</b>	<b>SPECIFICATIONS OF FABRIC</b>  (with manufacturer's name and design no. /name)  * please provide sample fabric as per instructions.	<b>Time to be taken to stitch and deliver minimum 8(eight) sets of uniforms or a part thereof (in days)</b>	<b>RATE PER PAIR OF UNIFORM</b>  (INCLUSIVE OF ALL CHARGES & TAXES)
1.	Bush-coat (without lining) with full pant			
2.	Achkan (without lining) with full pant			
3.	Shirt with Half-pant			



**DECLARATION:**

I/We \_\_\_\_\_ (Full name of the Authorized person with designation and full name of the Firm) hereby declare that:

- (1) The particulars furnished in this proposal and the copies of documents enclosed in support of eligibility criteria, are all true, factually correct and genuine to the best of my/our knowledge.
- (2) I /We are legally competent /authorized to submit this proposal on behalf of this firm.
- (3) I/We undertake to abide by the terms and conditions as stipulated in this notice.
- (4) My/Our firm has not been blacklisted by any Deptts. / Ministries of the Govt. of Odisha / Govt. of India/PSUs for default in supply or due to quality issues during the last FIVE years.
- (4) I/ We undertake to correct any defects as may be noticed in the uniforms prepared and delivered by my/our firm without any additional charge.

Yours sincerely,

Signature of the Authorized person  
with date and full name

