

TENDER DOCUMENT

TENDER Enquiry	Scope of work	T. E. No. & Date
TENDER FOR PURCHASE OF PRINTED TAFFETA AND PRINTED AND WOVEN DESIGNER LABELS FOR HANDLOOM MARK SCHEME ON RATE CONTRACT BASIS FOR THE PERIOD OF TWO YEARS.	Supply of Printed and Woven Handloom Mark Labels as defined in Tender document. Maximum Three Manufacturers or Authorized agents to be selected.	101(4)/2009/HLM-05-Vol. IX Dated 28.11.2011

Tender Document No.-

Date of issue -

Receipt No.-

For Rs. 500/-(Non refundable)

**By- Cash/Demand Draft/Pay Order/
Banker's Cheque** (please tick appropriate)

Name & Address of Bidder-



TEXTILES COMMITTEE
(Govt. of India, Ministry of Textiles)
The Director (EP&QA),
TQM Division,
P. Balu Road, Prabhadevi Chowk,
Prabhadevi, Mumbai-400 025.
Tel: 022-66527562/560/571
Fax: 022-66527561, 66527509
E-mail: mumbai.iso@gmail.com
Web site: www.textilescommittee.gov.in
www.handloommark.gov.in



Copy for Textiles Committee

Issuing Authority:

Shri S. Ulaganathan
Director (EP&QA), TQM Division, Textiles Committee, Mumbai

TENDER DOCUMENT

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TENDER FOR PURCHASE OF PRINTED TAFFETA AND PRINTED AND WOVEN DESIGNER LABELS FOR HANDLOOM MARK SCHEME ON RATE CONTRACT BASIS FOR THE PERIOD OF TWO YEARS.	Supply of Printed and Woven Handloom Mark Labels as defined in Tender document. Maximum Three Manufacturers or Authorized agents to be selected.	101(4)/2009/HLM-05-Vol. IX Dated 28.11.2011

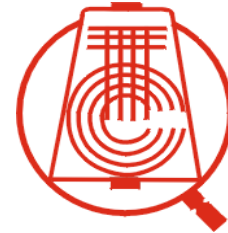
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Front Page

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Shri S. Ulaganathan
Director (EP&QA), TQM Division, Textiles Committee, Mumbai

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Note: Interpretation of any term/ word/ clause lies with the Textiles Committee.

TENDER DOCUMENT
(Tender Enquiry No. & Date)

TENDER Enquiry	Scope of work	T. E. No. & Date
TENDER FOR PURCHASE OF PRINTED TAFFETA AND DESIGNER (PRINTED AND WOVEN) LABELS FOR HANDLOOM MARK SCHEME ON RATE CONTRACT BASIS FOR THE PERIOD OF TWO YEARS.	Supply of Printed and Woven Handloom Mark Labels as defined in Tender document. Maximum Three Manufacturers or Authorized agents to be selected.	101(4)/2009/HLM-05-Vol. IX Dated 28.11.2011

Tender Document No.-
Date of issue -

Receipt No.-
For Rs. 500/-(Non refundable)
**By- Cash/Demand Draft/Pay Order/
Banker's Cheque (please tick appropriate)**

Name & Address of Bidder-

	<p>TEXTILES COMMITTEE (Govt. of India, Ministry of Textiles) The Director (EP&QA), TQM Division, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai-400 025. Tel: 022-66527562/560/571 Fax: 022-66527561, 66527509 E-mail: mumbai.iso@gmail.com Web site: www.textilescommittee.gov.in www.handloommark.gov.in</p>	
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Bidder's Copy

Issuing Authority:

Shri S. Ulaganathan
Director (EP&QA), TQM Division, Textiles Committee, Mumbai

TEXTILES COMMITTEE

(Govt. of India, Ministry of Textiles)

TQM Division, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai-400 025.

Tel: 91-22-66527562/560/571, Fax: 91-22-66527561

E-mail: mumbai.iso@gmail.com Website: www.textilescommittee.gov.in
www.handloommark.gov.in

T. E. No. & Date: 101(4)/2009/HLM-05-Vol.IX

Date: 28.11.2011

TENDER NOTICE FOR PURCHASE OF PRINTED TAFFETA AND PRINTED AND WOVEN DESIGNER LABELS FOR HANDLOOM MARK SCHEME

Tenders in two separate sealed covers viz. Technical (Cover-A) and Commercial (Cover-B) are invited by Textiles Committee from bonafide manufacturers or authorized agents **for the supply of printed taffeta and printed and woven designer labels to Textiles Committee for the period of two years.** The bidders have the options to quote for selected type of labels or all types of labels. Details of the labels, quantity required, specifications, payment terms and other details are given in the tender document. Interpretation of the terms & conditions and other related issues in the tender would rest with Textiles Committee only. Tenders can be purchased from The Director (EP&QA), Textiles Committee, TQM Division, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai- 400025. Besides this, the tender document can also be purchased from following Regional Offices. Sale price of Tender document is Rs.500/-(non-refundable). Payments can be made in Cash/Demand Draft (DD) /Pay Order (PO)/Banker's Cheque (BC) **drawn in favour of "Textiles Committee" payable at respective places of Regional Offices of Textiles Committee.**

Regional Office of the Textiles Committee 40, Community Centre, Phase- I Naraina Industrial Area, New Delhi – 110 028. Tel: 91-11-25893241/25896150 E-mail: - tcnaraina@gmail.com	Regional Office of the Textiles Committee Block – GN, Plot – 38/3, Sector – V, Salt Lake City, Kolkata – 700 091. (West Bengal) Tel: 91-33-23575202 E-Mail:- tccal2@vsnl.net
Regional Office of the Textiles Committee 8 & 9, Thiru Vi Kaa Nagar, 1st Floor, College Road, TIRUPUR – 641 602. (T.N) Tel.: 91-421-220 1402/2237935 Telefax: 91-421-220 2500 E-mail: tctirupur@dataone.in	

The bidders who purchase Tender documents are only eligible for submission of tenders. An Earnest Money Deposit (EMD) has to be submitted along with the tender. **Sealed tenders without EMD shall not be considered.**

Schedule of Tendering process is given below:

A.	Starting date of issue of Tender document.	December 8, 2011
B.	Last date of issue of Tender document.	December 23, 2011
C.	Date and time for Pre-bid meeting (Briefing Session) in order to clarify any points related to the tender.	December 16, 2011 11.00 hrs.
D.	Last date and time of submission of Tender (Both Technical & Commercial)	December 26, 2011 12.00 hrs.
E.	Date and time of opening of Technical Tender	December 26, 2011 12.00 hrs.
F.	Date and time of opening of Commercial Tender (only for successful technical bidder)	December 26, 2011 16.30 hrs.
G.	Earnest Money Deposit (Bid Security)	Details are given below

The bidders have the options to quote for selected type of labels or all types of labels and to pay EMD accordingly. Details of Earnest Money Deposit (Bid Security) are as given below:

Sr. No.	Type of Label	Value of EMD Rs.
Category-1: Parent Taffeta Label		
1	Parent Taffeta Label (1 X 2 inch)	62,700
Category-2: Designer Labels		
2	Woven Designer Label (UV yarn) (1 X 2 inch)	21,000
3	Woven Designer Label (Black yarn) (1 X 2 inch) Handloom Mark logo in Red and Blue	4,000
4	Designer Label in Art Card	
	Option-1 (1.5 X 3 inch)	4,200
	Option-2 (2 X 3.75 inch)	5,000
Total		96,900 say 98,000/-

Section-II/Page-4

1: Issue of Tender documents:

The Tender documents may be obtained from The Director (EP&QA), Textiles Committee, TQM Division, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai– 400025 or from the above mentioned Regional Offices of Textiles Committee **(from December 8, 2011 to December 23, 2011 during 10.00 hrs. to 16.00 hrs.)** on payment of Rs. 500/- (Rupees five hundred only- which is non refundable), in Cash/Demand Draft/Pay Order/Banker's Cheque drawn in favour of "Textiles Committee" payable at respective places of Regional Offices of Textiles Committee. The bidder shall submit requisition form which is available at above-mentioned regional offices of Textiles Committee & also on website, addressed to The Director (EP & QA), Textiles Committee requesting to issue Tender document. **Tender documents shall not be issued by post, which may be noted.**

Tender document is also available on Textiles Committee website www.textilescommittee.gov.in www.handloommark.gov.in The bidder shall pay Rs.500/- (non refundable) in Cash/Demand Draft/Pay Order/Banker's Cheque **drawn in favour of "Textiles Committee" payable at Mumbai**, at the time of submission of bidding document downloaded from website.

2: Submission of Tender documents:

Tenders (both technical & commercial) should be submitted in separate sealed cover, with clear superscription "Cover- "A" as "Technical Tender" & "Cover- "B" as "Commercial Tender", enclosed in an outer sealed cover with clear superscription on outer cover as "Tenders for supply of printed taffeta and printed and woven designer labels to Textiles Committee" addressed to The Director (EP&QA), Textiles Committee, TQM Division, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai– 400025, along with the documents as per instructions given at the check list for bidders. Filled in Tender documents which are hand delivered has to be dropped in the Tender box kept for the purpose at aforesaid address.

Filled in Tender documents sent by Post/Courier services will be received by TQM division of Textiles Committee and after making inward entry for date & time, the same shall be dropped in the Tender box.

A pre-bid meeting (Briefing Session) for bidders will be held at Textiles Committee, Mumbai, at the address given above on **December 16, 2011 at 11.00 hrs.** order to in clarify any points related to the Tender. The bidders or their authorized representatives may attend this meeting, if desire so.

Last date & time for submission of sealed tender at Textiles Committee, Mumbai is **December 26, 2011 12.00 hrs.** On the same day the technical tenders will be opened at **12.00 hrs** in the Conference Hall of the Textiles Committee, 5th Floor, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai– 400025. The technical tenders will be opened in the presence of bidders or their authorized representatives who may wish to remain present at the time of opening of tenders. ***The representative should produce a letter of authority for that purpose.***

After detailed analysis of technical tenders, the only bidders who are found to be technically responsive will be considered for commercial tender. The Commercial tenders will be opened on **December 26, 2011 at 16.30 hrs.** in the Conference Room of the Textiles Committee, 5th Floor, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai – 400 025. The commercial tenders will be opened in the presence of only technically responsive bidders or their authorized representatives who may wish to remain present at the time of opening of bids. ***The representative should produce a letter of authority for that purpose.***

Bidder desiring to send the tender document through Post/Courier services may please ensure that the same reaches before the time and date stipulated in the Tender document. Textiles Committee shall not be responsible for any transit delay. **Tenders sent through E-mail, Fax and Telex shall not be entertained.**

Section-II/Page-6

The Textiles Committee reserves the right to accept or reject any or all the bids either in full or any part at its discretion without assigning any reason thereof.

Address for Communication: The Director (EP&QA), Textiles Committee, TQM Division, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai– 400025.
Tel : 022-66527562/560/571, Fax : 022-66527561, 66527509 E-mail : mumbai.iso@gmail.com, handloommark@yahoo.co.in

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Section-III/Page-6

INTRODUCTION: Handloom Mark Scheme

The Handloom Textiles constitute a timeless facet of the rich cultural Heritage of India. As an economic activity, the handloom sector occupies a place second only to agriculture in providing livelihood to the people. It is estimated that handloom industry provides employment to 65-lakh workforces directly and indirectly and there are about 35-lakh looms spread practically all over India.

The Office of the Development Commissioner for Handlooms, Government of India has been implementing a number of developmental schemes and programmes to protect the interest and welfare of the weavers. The 'Handloom Mark Scheme' is now introduced with a view to provide a collective identity to the handloom products and can be used not only for popularizing the hand loom products but can also serve as a guarantee for the buyers that the product being purchased were genuinely hand loom origin.

By opting to become a member of the Scheme, the user will not only be able to procure a better price realization, but will also be promoting a social cause as most of these products are being prepared by the economically weaker sections of the society.

Textiles Committee, a statutory body constituted under an act of Parliament in 1963 under Ministry of Textiles, Government of India has been engaged as the Implementing Agency (IA) for the aforesaid Scheme.

As a part of implementation programme of the Scheme, Textiles Committee is issuing Handloom Mark labels to the registered users. The illustration of labels (Actual Label Samples) with respect to domestic market, exports market, year and unique coded serial numbers are given at Section-XV. It is envisaged that by this kind of label, the Handloom products would get due recognition and avoid misuse or falsification. The beneficiaries of the Scheme are Individual Handloom Weavers, Master Weavers, Primary Weavers' Co-operative Societies, Apex Handloom Societies, State Handloom Corporations, Traders/Retailers, Manufacturer Exporters and Merchant Exporters, Others such as Self Help Groups (SHG), Consortia, Producers Companies, Joint Liability Groups (JLG), Handloom Weavers Groups (HWG) etc., identified under Integrated Handloom Development Scheme (IHDS) or any other legal entity or any other organization involved in handloom related activities and approved to avail benefits under any other scheme of DC(HL). These entities will be entitled to participate in the scheme and avail benefits thereof.

1. Accordingly, it has now been decided by the Textiles Committee to procure printed taffeta labels and printed and woven designer labels as per the actual label samples given at Section-XV in this tender document by floating an Advertised Tender Enquiry in two-bid system.

Section-III/Page-8

2. The tender document contains the following details:

1	Tender Enquiry No. & Date
2	Tender Notice and Broad guidelines.
3	Introduction
4	Terms and conditions – General
5	Terms and Conditions- Special
6	Quantity of Labels proposed to be procured for two years.
7	Enclosure-1: Regional Offices of Textiles Committee
8	Enclosure-2: Format for Bank Guarantee
9	Enclosure-3 : Format for Agreement
10	Enclosure-4: Format for Confidentiality Statement
11	Enclosure-5: Format for covering letter to be sent along with Technical Tender
12	Enclosure-6: Format for covering letter to be sent along with Commercial Tender
13	Check List for Bidders
14	Cover A : Technical Tender
15	Compliance to Technical specifications of the Labels along with Actual Label Samples.
16	Production details
17	Details of EMD submitted
18	Cover B : Commercial Tender
19	Label Cost details

TERMS AND CONDITIONS- GENERAL:

1. Tender documents shall be issued by the Office of the Textiles Committee at Mumbai, New Delhi (Naraina), Kolkata & Tirupur to bonafide manufacturers or authorized agents, on payment of Rs.500/-(non refundable) either by Cash/Demand Draft/Pay Order/Banker's Cheque in favour of "Textiles Committee" payable at respective places of Regional Offices of Textiles Committee, towards cost of tender documents. The Director (EP&QA), Textiles Committee, TQM Division, Mumbai shall be the tender issuing authority.
2. Bidder has the option of downloading the tender document in pdf format from website of Textiles Committee www.textilescommittee.gov.in www.handloommark.gov.in In such case the bidder shall have to pay Rs. 500/-at the time of submission of tenders to Textiles Committee.
3. Modifications, if any, made in the above documents will be done by addenda / corrigenda, copies of which will be sent in duplicate to each bidder before the due date of the tender. One copy shall be signed, sealed and submitted packed along with the technical bids. The bidder shall not make any additions/ deletions to or amend the text of the documents except in so far as may be necessary to comply with any addenda / corrigenda issued. **The bidders shall use only tender documents as issued for submitting his bid (Green & Yellow pages as given in the tender document)** and shall comply to various terms and conditions.
4. The tender shall be filled in English. All accompanying literature and correspondence shall also be in English.
5. No claim for costs, charges, expenses incurred by the bidder in connection with preparation & submission of tender and for subsequent clarifications of their tender shall be accepted.

Section-IV/Page-10

6. Textiles Committee will not be responsible for any typographical errors/ambiguity/ additions /omissions committed while filling up of the tender by the bidder.
7. Submission of the tender by the bidder implies that he has read tender documents and has made himself aware of the specifications of labels and the terms and conditions.
8. The bidder shall be deemed to have full knowledge of documents and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. Any question regarding the tender document and discrepancies shall be directed to the Tender Issuing Authority i.e. The Director (EP&QA), TQM Division, Textiles Committee, Mumbai in writing **minimum 10 days** prior to the due date of submission of tender. Alternatively, it can be clarified in the pre-bid meeting. The Tender Issuing Authority will issue all clarifications, interpretations, meanings and specific directions, if any, in duplicate in writing to all the bidders. One copy of these shall be returned duly signed and seal affixed along with the technical bids.
10. The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and about the rates quoted by him and cover all his obligations under the tender.
11. Tenders submitted by bonafide manufacturers or authorized agent only shall be considered.

12. **EARNEST MONEY DEPOSIT (EMD) / BID SECURITY**

12.1 Tender must be accompanied by Earnest Money Deposit (EMD) either in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "Textiles Committee" and payable at Mumbai and it shall be interest free. The bidders have the options to quote for selected type of labels or all types of labels and to pay EMD accordingly. Details of Earnest Money Deposit (Bid Security) are as given below:

Sr. No.	Type of Label	Value of EMD Rs.
	Category-1: Parent Taffeta Label	
1	Parent Taffeta Label (1 X 2 inch)	62,700
	Category-2: Designer Labels	
2	Woven Designer Label (UV yarn) (1 X 2 inch)	21,000
3	Woven Designer Label (Black yarn) (1 X 2 inch) Handloom Mark logo in Red and Blue	4,000
4	Designer Label in Art Card	
	Option-1 (1.5 X 3 inch)	4,200
	Option-2 (2 X 3.75 inch)	5,000
	Total	96,900 say 98,000/-

12.2 The EMD deposited by the successful bidder shall be held back towards the security deposit as stipulated in the terms & conditions. No interest would be paid to the EMD deposited / held back.

12.3 Tenders not accompanied by Earnest Money Deposit shall be rejected.

12.4 The EMD of the unsuccessful bidders will be returned within 2 months from the date of opening the technical bids.

13. **PERFORMANCE SECURITY**

The successful bidder shall have to deposit an amount of **5% of the total value of the contract (which will include the retained EMD amount)** towards interest free security deposit and retention money, in the form of Demand Draft (DD) or Bank Guarantee (BG) as per the format given at Enclosure-2. This BG or DD shall be submitted along with the acceptance of the Purchase Order.

Section-IV/Page-12

14. The authorized person of the bidder shall sign at designated pages of tender documents.

15. **The full name of the person authorized to file the tender, designation, current and main office address, Phone No., Fax No. & E-mail address shall be indicated in the tender.**

16. **AUTHORITY OF SIGNING**

16.1. If the tender is submitted by an individual, it shall be signed by him.

16.2. If the tender is submitted by a proprietary firm, it shall be signed by the proprietor with the company seal.

16.3. If the tender is submitted by a partnership firm, it shall be signed by all the partners of the firm or by a partner holding the power of attorney for the firm for signing the tender with the company seal, in which case, a self attested copy of power of attorney shall accompany the technical tender.

16.4. If the tender is submitted by a limited company or a corporation, it shall be signed by a duly authorized person or the person holding the power of attorney for signing the tender with the company seal, in which case a self attested copy of the power of attorney shall accompany the technical tender.

17. **STATING OF RATES**

17.1. The tender shall be filled in English neatly handwritten and or typed. All the figures and words shall be legible. The rates shall be written both in words and in figures.

17.2. The bidder shall show the rate of each label in **paise and rupees** and the total of the whole tender **(both in words and in figures)**.

- 17.3. Corrections, if any, shall be made by crossing out, initialing with date and rewriting.
- 17.4. In case of conflict between the figures and words in the rates, the later shall prevail.
- 17.5. The tenders shall be verified by the bidder for accuracy in the arithmetical calculations, prior to submission.

18. PACKING AND SUBMISSION

- 18.1. The tender shall be submitted before the scheduled date & time and at the address mentioned in the Tender Notice. Tenders (both technical & commercial) should be submitted in separate sealed cover, with clear superscription "Cover- "A" as "Technical Tender" & "Cover- "B" as "Commercial Tender", enclosed in an outer sealed cover with clear superscription on outer cover as "Tenders for supply of printed taffeta and printed and woven designer labels to Textiles Committee". Any tender received after this date and time shall not be accepted & entertained.
- 18.2. Tender can be submitted personally or can be sent through post/courier services at the address mentioned in the Tender Notice. Bidder desiring to send the tender document through post/courier services may please ensure that the same reaches before the time and date stipulated. Textiles Committee shall not be responsible for any transit delay. Tender sent through E-mail, Fax and Telex shall not be entertained.
- 18.3. **COVER "A" (TECHNICAL TENDER) SHALL CONTAIN:**

- 18.3.1. Earnest Money Deposit (EMD) in the form of a Demand Draft/Pay Order/Banker's Cheque for an amount as mentioned in the tender document and the details of EMD submitted at Section-XVII, Page No. 45.

Section-IV/Page-14

- 18.3.2. Compliance to technical specifications of labels for which Tenders are submitted (Green pages of tender document) at Section-XV, Page No. 33 to 43. Authorized person to indicate the compliance of technical specifications in the respective pages of the tender document and sign the same.
- 18.3.3. Production details duly filled and signed in the format prescribed in the tender document (Green pages of tender document) at Section-XVI, Page No. 44.
- 18.3.4. Proof that the bidder is i) either manufacturer or ii) an authorized agent for the labels for which the Tender is submitted.
- 18.3.5. List of the last 2 year's customers, along with contact person name, address, phone No; fax No; etc. to which similar labels or similar kind of labels were supplied.
- 18.3.6. Financial statement of the bidder incorporating the turnover of business for the last 3 years.
- 18.3.7. Copy of Current and Valid Income Tax clearance Certificate (ITCC) & PAN No.
- 18.3.8. Copy of current and valid clearance from Central and State Sales tax authority.
- 18.3.9. Copy of Service Tax Registration and latest service tax filing Challan.
- 18.3.10. Covering letter, in the letterhead of the bidder as per Enclosure-5. The bidder can add or delete the rows, if necessary.
- 18.3.11. Addenda/ Corrigenda/ Clarification issued by Textiles Committee before due date of tender, duly signed by the authorized person.

18.3.12. A letter indicating assumptions, criterion, technical alternative etc; if any. However, the alternatives suggested by the bidder would not be taken as the basis for technical/commercial evaluation of the bids.

18.3.13. Power of attorney authorizing the person who has filed the tender, if applicable.

18.3.14. Tender document duly signed by the authorized person on all designated pages wherever necessary.

18.4. COVER "B" (COMMERCIAL TENDER) SHALL CONTAIN:

18.4.1. Covering letter, in the letterhead of the bidder as per Enclosure-6. The bidder can add or delete the rows, if necessary.

18.4.2. Total cost of the labels including the applicable taxes etc; duly filled and signed in the format prescribed in the tender document (Yellow pages of tender document) at Section-XIX, Page No 47 to 48. No money other than the total indicated above will be payable on any account.

19. VALIDITY OF THE TENDER:

Rates quoted by the bidder and the performance security submitted shall be valid till 24 months from the date of placing of first purchase order or to an extended date as agreed on mutually. The quantity mentioned in the first purchase order will be upto March 2012. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations including warranty obligations.

The Bidder shall not withdraw or revise or alter any conditions, rate(s) quoted within this stated period, unless he is called upon to do so on mutual agreement / negotiations. The Competent Authority of Textiles Committee reserves the right to forfeit the security deposit (EMD & Performance Security) if the bidder revokes or withdraws the tender within this stated period.

20. **OPENING OF TENDER**

The tender shall be opened by a Purchase Committee constituted by the Competent Authority of Textiles Committee. Time, Date and Venue are as given in the "Tender Notice".

21. **AGREEMENT**

The successful bidder shall sign and return copy of Purchase Order placed with him, as a token of acceptance of the terms and conditions of the Purchase order. The bidder shall also enclose the applicable performance security in the form of DD or BG in favor of Textiles Committee payable at Mumbai as specified at Clause No.13. The successful bidder shall submit the agreement & confidentiality statement along with the copy of the purchase order in the prescribed format as given at Enclosure- 3 & Enclosure- 4 respectively.

22. **CRITERION FOR REJECTION**

- 22.1. The Textiles Committee, Govt. of India, Ministry of Textiles reserves the right to accept or reject any tender or reject all tenders without giving any reasons whatsoever for their decision.
- 22.2. Tenders are liable to be rejected in which any of the particulars / prescribed information is either missing or incomplete in any respect and/or if the prescribed conditions are not fulfilled.
- 22.3. Tenders, which are found to be technically non-responsive, shall be rejected and their commercial tenders shall not be opened.
- 22.4. Canvassing in connection with tender is strictly prohibited and tender submitted by bidder who resorts to canvassing will be liable to rejection.
- 22.5. No mention of stipulated validity period of quoted rates, as mentioned in the tender document.
- 22.6. Tenders containing specific conditions of the bidder other than the terms and conditions given in the tender document, which are not acceptable to the Textiles Committee, are liable to be rejected.

Section-IV/Page-17

23. Before submission of the tender, the prospective bidders are expected to examine technical specifications of the labels required, terms and conditions, etc., given in this tender document. Failure to furnish all information required in the tender document may result in the rejection of the tender.
24. Bidder shall ensure that the Technical & Commercial Tender to be submitted in the prescribed pages of the tender documents only.

Section-V/Page-17

TERMS AND CONDITIONS- SPECIAL

1. **The Handloom Mark Scheme, being covered under the 11th Five year Plan, is concluding on 31st March 2012. Directions are yet to be received from O/o DHCL regarding continuation of the Scheme under the 12th Five year plan which starts from April 2012. It is also to be confirmed whether Textiles Committee will continue to be the implementing agency. However, since labels are required for the year 2011-12, a minimum quantity of each label will be purchased as shown at Section VI, page 19 (and in Commercial tender Section XIX, page 48). Rest of the quantity as per requirement will be purchased subject to extension of the scheme under 12th Five year Plan and also Textiles Committee be authorized as the implementing agency for the Handloom mark scheme.**
2. Terms of payment: Payment shall be made within 30 days from the date of receipt of invoice with insurance cover note, courier consignment copy & requisite proof of dispatch of labels to defined regional offices of Textiles Committee.
3. The successful bidder should take responsibility for delivering the labels to ROs of the Textile Committee, at the address specified in the Purchase Order.
4. The successful bidder shall be entirely responsible for all taxes, duties, license fees, etc; incurred until delivery of the contracted goods (labels) to the purchaser Viz. Textiles Committee.

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5. The successful bidder shall adhere to the delivery period as defined in the purchase order. Delay in non-execution of order other than force majeure shall attract penalty at simple interest of 0.5% for every week of delay.
6. It is the sole responsibility of the supplier viz. successful bidder to process insurance claim in case, if labels are received in fully or partly damaged condition or missing in transit. No extra payment will be borne by Textiles Committee towards clearing charges, freight or any other charges whatsoever for rectifying /replacement of the damaged labels.
7. In case of short supply or wrong supply of labels, or supply of labels in damaged conditions, it is the responsibility of the successful bidder (supplier) to arrange for the supply of the required labels within 7 days as per the purchase order, Any additional expenditure, whatsoever, for the above will be borne by the successful bidder only.
8. The specifications given in this document are the minimum requirement. **The bidders are free to offer labels with better features also. However, the evaluation shall be based on the features mentioned in the tender document.**
9. Orders for the supply of labels, once placed with successful bidder is non transferable and no sub-contracting is permitted. Textiles Committee reserves the right to cancel the order in such event.
10. **The number of labels being procured is tentative and liable to change without assigning any reason.**
11. Any non-fulfillment of the stipulation given above will make the Tender invalid.

QUANTITY OF LABELS PROPOSED TO BE PROCURED FOR TWO YEARS:

Sr. No.	Type of Label	Estimated/Min. Qty. upto March 2012	Estimated/Min. Qty. beyond March 2012 upto tender validity
Category-1: Parent Taffeta Label			
1	Parent Taffeta Label (1 X 2 inch)	30,00,000	1,35,00,000
Category-2: Designer Labels			
2	Woven Designer Label (UV yarn) (1 X 2 inch)	3,00,000 (Batch-1000)	27,00,000 (Batch-1000)
3	Woven Designer Label (Black yarn) (1 X 2 inch) Handloom Mark logo in Blue and Red colour	10,000 (Batch-1000) For Blue Logo	1,90,000 (Batch-1000) For Blue Logo
		10,000 (Batch-1000) For Red Logo	1,90,000 (Batch-1000) For Red Logo
4	Designer Label in Art Card		
	Option-1 (1.5 X 3 inch)	10,000	1,90,000
	Option-2 (2 X 3.75 inch)	10,000	1,90,000
	Total	33.4 lakhs labels	169.6 lakhs labels

Note:

- The number of labels being procured is tentative and liable to change without assigning any reason. It may be increased or decreased depending on demand from registered users of the Handloom Mark Scheme.
- For designer labels the estimated quantity mentioned in the tender document is with the minimum order quantity and the purchase orders will be issued on Place to Order basis i.e. order on demand from the registered users of the Handloom Mark Scheme.

ENCLOSURE - 1: REGIONAL OFFICES OF TEXTILES COMMITTEE

Member - Secretary Textiles Committee, P Balu Road Prabhadevi Chowk, Prabhadevi, Mumbai – 400 025 Tel:91-22-66527507,66527500(Board) Fax:91-22-66527509 E-mail:- secytc@gmail.com	Regional Office of the Textiles Committee “Ankur” Opp. Dinbal Tower, Mirzapur Road, Lal Darwaza, Ahmedabad– 380 001(Gujarat) Tel. 91-79-2550 7612 Fax.91-79-2550 7633 E-Mail:- rotcabd@gmail.com
Regional Office of the Textiles Committee FKCCI, WTC Building, 1 st Floor, Kempe Gowda Road, Bangalore–560 009(Karnataka) Tel: 91-80-22261401/22208010 Fax.91-80-22261401 E-Mail:- tcblr@dataone.in	Regional Office of the Textiles Committee C/o Orissa State Handloom Development Corpn. Ltd., Hastanta Bhavan, Janpath, Unit – IX, Bhubaneswar-751 022 (Orissa) Tel: 91-674-2543723 E-Mail:- tcbsr@sify.com
Regional Office of the Textiles Committee North Wing, 1 st Floor, TNSC Board Complex, 212, R.K. Mutt Road, Mylapore Chennai – 600 004. (T.N) Tel: 91-44-2461 0887/5901/24640740 Telefax-91-44-24615901 E-mail:- rotcchennai@gmail.com	Regional Office of the Textiles Committee Raj Chambers, 978-A, Thadagam Road, Coimbatore – 641 002.(T.N) Tel: 91-422-247 3094,2478758 Telefax: 91-422-247 2689 E-mail:- tcbe@dataone.in
Regional Office of the Textiles Committee Door No. 25-1-9, 1 st Floor, G.T. Road, Guntur – 522004 (Andhra Pradesh) Tel.: 0863-2218951 E-mail:- tcguntur@sify.com	Regional Office of the Textiles Committee 1 st Floor, UNI Building, D.No. 10-1-1200, A.C. Guards, Masab Tank Road, Hyderabad- 500 004. (A.P) Telefax:91-40-2332 7153 E-mail:- rotchyd@yahoo.co.in
Regional Office of the Textiles Committee Hall No.1, Ward No.10, Rajaram Stadium, Near Shivaji Putala, Ichalkaranji – 416 115. (Maharashtra) Tel. 91-230-242 0838 E-mail:- tcich@sancharnet.in	Regional Office of the Textiles Committee C-1, F-Type, Indira Complex, Vikas Tower, Navlakha, Indore – 452 001. (M.P) Tel:91-731-240 1243 E-mail:- tcindore@vsnl.net

<p>Regional Office of the Textiles Committee N/S/O/2, Nehru Place, Tonk Road, Jaipur – 302 015 (Rajasthan) Tel:91-141-274 3453,5105234 Fax:91-141-240 3020 E-mail:- tciaipur@gmail.com</p>	<p>Regional Office of the Textiles Committee Platinum Centre, 2nd Flr, Bank Road, Kannur – 670 001.(Kerala) Telefax:91-497-270 6390 E-mail:- tckannur@dataone.in</p>
<p>Regional Office of the Textiles Committee 117/Q/52, Sharada Nagar (Kakadeo)Near SyndicateBank Kanpur – 208 025 (U.P) Tel.No. 91-512-258 2458, 2581464 Telefax: 91-512-258 2458 E-mail:- tckanpur@dataone.in</p>	<p>Regional Office of the Textiles Committee K V R Complex, 2nd Floor, 21 – J, 80 Feet Road, Karur – 639 002. (T.N) Tel: 91-4324-238610 Telefax: 91-4324-274871 E-mail:- tckarur@dataone.in</p>
<p>Regional Office of the Textiles Committee Block - GN, Plot - 38/3, Sector - V, Salt Lake City, Kolkata - 700 091 Tel.91-33-23575202, 23575155 Telefax No.23575202 Email: tccal2@vsnl.net</p>	<p>Regional Office of the Textiles Committee 48B, Tagore Nagar, Civil Lines, Ludhiana – 141 001 (Punjab) Tel:91-161-2305635 Telefax:91-161-230 4906 E-mail:-tcludhiana@satyam.net.in tcludhiana@sify.com</p>
<p>Regional Office of the Textiles Committee 11-B, Jawahar Road (Near Vadamalayan Hospital) Chokkikulam Madurai – 625 002. (T.N) Telefax:91-452-2535748/58 E-mail:- tcmadurai@dataone.in</p>	<p>Regional Office of the Textiles Committee 3/108, M.G. Road, (Main Road) Ekambarakuppam - 517 592 Nagari Mandalam, Chittor District (A.P) Tel.: 91 – 8577 – 234619 E-mail: - texcomnri@sify.com</p>
<p>Regional Office of the Textiles Committee Brindavan, 1st floor, 744, WHC Road, Dharmapeth, Nagpur – 440 010. Telefax:91-712-256 1564 E-mail:- tcnagpur2008@gmail.com</p>	<p>Regional Office of the Textiles Committee 40, Community Centre, Phase- I Naraina Industrial Area, New Delhi – 110 028. Tel: 91-11-25893241/25896150 E-mail: - tcnaraina@gmail.com</p>

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<p>Regional Office of the Textiles Committee 39 Community Centre East of Kailash New Delhi – 110 065. Tel.No.91-11-26483476 Telefax:91-11-2648 3476 E-mail:- tcdek@vsnl.net.in tceok@yahoo.com</p>	<p>Regional Office of the Textiles Committee SCO-32, 1st Floor, Sector 11,HUDA, Near R.P. Stone Hospital, Panipat – 132 103. (Haryana) Tel: 91-180-266 8324 E-mail: - tcpanipat@gmail.com</p>
<p>Regional Office of the Textiles Committee S.K. Complex, 2nd floor, 54/598, Trichy Main Road, Gugai, Salem - 636 006. (T.N) Tel.: 91 – 427 - 2467740 E-mail: textilescommitteesalem@gmail.com</p>	<p>Regional Office of the Textiles Committee Block No.2 (A), 2nd Floor, Resham Bhawan, Lal Darwaza, Surat - 395 003.(Gujarat) Tel.: 91 – 261 – 742 3167 E-mail: tcsurat@yahoo.com</p>
<p>Regional Office of the Textiles Committee 162/11, Railway Lines, Solapur – 413 001. (Maharashtra) Tel.: 91 – 217 – 2312 698 E-mail: textcro_spr@dataone.in</p>	<p>Regional Office of the Textiles Committee 8 & 9, Thiru Vi Kaa Nagar, 1st Street, College Road, Tirupur - 641 601. (T.N) Tel.: 91 – 421 – 2201 402/ 2202 500 Fax: 91 – 421 – 2202 500 E-mail: - tctirupur@dataone.in</p>
<p>Regional office of the Textiles Committee EUPEA, B-2, Gurukripa Colony, Nadesar, Varanasi- 221 002 Tel: 91-542-250 0616, 2500413 E-mail: - tcvns@sify.com</p>	

ENCLOSURE-2: FORMAT FOR BANK GUARANTEE

FORMAT OF BANK GUARANTEE (ON NON-JUDICIAL STAMP PAPER OF Rs.100)

(Applicable for successful bidders, to be submitted in lieu of performance security deposit)

Bank guarantee No. _____ Date:_____

This deed of guarantee made this _____ day of _____ 2011 {(Name and address of the Bank) hereinafter referred to as 'the Bank'}} which expression shall where successors and assignees of the Bank and the Textiles Committee, (hereinafter referred to as the Committee) which expression shall unless repugnant to the context of the meaning thereof include its legal representatives, successors and assignees.

WHEREAS the Committee has placed its Purchase Order bearing No. _____ dated _____ on (name and address of the bidder) (hereinafter called 'the supplier' for the supply of _____.

The Bank shall not be discharged or released from this guarantee by any arrangement between the supplier and the Committee with or without the consent of the Bank or any alterations in the obligation of the parties or by any indulgence, forbearance shown by Committee to the supplier and the same shall not prejudice or restrict remedies against the Bank nor shall the same in any event be a ground of defence by the Bank against the Committee. In case the Committee puts forth a demand in writing on the Bank for the payment of the amount in full or in part against this Bank guarantee, the Bank shall considered that such demand by itself a conclusive evidence and proof that the supplier has failed in complying with the terms and conditions stipulated by Committee in the purchase order and payment shall be made to the Committee without raising any dispute regarding the reasons for any such lapse/failure on the part of the supplier.

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This guarantee shall be in addition to and without prejudice to any other securities or remedies which the Committee may have to hereinafter possess against the supplier and the Committee shall be under no obligation to marshal in favor of the Bank any such securities or fund or assets that the Committee may be entitled to receiving or have a claim upon and the Committee at its absolute discretion may vary, exchange renew, modify or refuse to complete or enforce or assign any security or instrument.

The Bank agrees that the amount hereby guaranteed shall be due and payable to the Committee on Committee's serving with a notice requiring the payment of the amount and such notice shall be deemed to have been served on the bank either by actual delivery thereof to the Bank or by dispatch to Committee thereof to the Bank by Registered Post shall be deemed to have been duly served on the Bank notwithstanding that the notice may not in fact have been delivered to the Bank.

In order to give full effect to the provisions of this guarantee, the Bank hereby waives all inconsistent with the above provisions and which the Bank might otherwise as guarantor be entitled to claim and enforce.

NOTWITHSTANDING anything contained herein before, the liability under this guarantee is restricted to Rs. _____ (Rupees _____ only). The guarantee shall remain in force till the _____ and unless the guarantee is renewed or a claim is preferred against the Bank within three months from the said date all rights of the Committee under the guarantee shall cease and Bank shall be released and discharged from all liability hereunder.

(SIGNATURE)

PLACE:

DATE:

SEAL

CODE NO.

NOTE: SUPPLIERS SHOULD ENSURE THAT SEAL AND CODE NO. OF THE SIGNATORY ARE AFFIXED BY BANKER, BEFORE SUBMISSION OF THE BANK GUARANTEE.

ENCLOSURE-3: AGREEMENT TO BE SUBMITTED BY SUCCESSFUL BIDDER
(ON NON-JUDICIAL STAMP PAPER OF Rs.100)

THIS AGREEMENT is made at _____ on this _____ day of _____ 2011 between THE TEXTILES COMMITTEE, a Statutory Body under the Ministry of Textiles, Government of India having its Head Office at P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai – 400 025 hereinafter referred to as "the Committee", which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors, assignees or representatives of the One Part and M/S. _____ having its registered office at _____ hereinafter referred to as the "Supplier" which expression shall unless it be repugnant to the context or meaning thereof include its successors, assignees, representatives or partners as the context may admit of the Other Part.

WHEREAS:

1. The Committee has placed an order with _____ hereinafter referred to as Supplier of printed taffeta and printed and woven designer Handloom Mark Labels, which can be used by affixing the same either by stitching or by means of tag pin on all kinds of handloom products viz Handloom fabrics and Made-ups/Garments made out of handloom fabrics.
2. The Supplier has agreed to supply the labels at the conditions given in purchase order No. _____ dated _____ placed at **Annexure-I (Order Details)**.
3. **Confidentiality Statement:** Supplier will be required to sign confidentiality statement about coding of labels, safe possession of soft copy of logo etc and maintain secrecy of the same as security features.
4. **Approval of Pre-production sample:** Before commencing bulk production, supplier will submit Pre-production label samples for different derivatives as and when necessary. Only on approval, production shall be commenced. Textiles Committee will not be responsible for financial losses, if any, on account of non-compliance of this requirement.

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5. **Pre-shipment inspection:** Supplier will inform Textiles Committee in advance (at least 3 working days) about the goods to be offered for inspection. The nominated officer of the Textiles Committee will conduct the inspection as and when necessary. Officer nominated for the purpose and representative of Supplier shall sign the report for compliance or otherwise, as the case may be. Packing of accepted quantity of labels will be done in the presence of Textiles Committee Officer and that he shall not be responsible for making payment towards defective/rejected labels.
6. **Custody of Labels:** It will be sole responsibility of the supplier to keep the labels under safe custody.
7. **Disposal of non-conforming labels policy:** The supplier shall comply with the policy of disposal of non-conforming labels as mentioned in Purchase Order.
8. The Supplier shall abide by the terms and conditions as set out in Purchase Orders issued from time to time.
9. Except in the case of deliberate negligence on the part of the Committee, for which the Committee hereby indemnifies the Supplier, the Committee shall not be liable for any loss or damage sustained by the Supplier due to the act of omission whatsoever and howsoever for itself, during the contract proceeds.
10. Both the parties shall bear with the force-majoure, which could not be reasonably foreseen.
11. Any disputes or differences under this agreement shall be resolved mutually between the parties.

Signed:

Authorised Signatory of
Textiles Committee
Name and Designation

Seal of Textiles Committee

Signed:

Authorised Signatory
of Supplier
Name and Designation

Seal of Supplier

ENCLOSURE - 4: CONFIDENTIALITY STATEMENT TO BE SUBMITTED BY SUCCESSFUL BIDDER

(ON COMPANY'S LETTER HEAD)

This has reference to your purchase order No. _____ dated _____ regarding placing of an order for printed taffeta and printed and woven designer Handloom Mark Labels with us.

We hereby give undertaking about the confidentiality in the following matter.

- We will keep the logo in print as well as in electronic form with utmost security and secrecy to avoid misuse of the same.
- We will not disclose/divulge any information about the coding pattern of labels.
- We will not use the logo on our promotional material and maintain the secrecy about the source of label manufacturing.
- We will dispose the wastage and non-conforming labels in accordance with our label disposal policy that has been submitted to you.

Authorised signatory

Name and designation

Company seal:

Place:

Date:

ENCLOSURE - 5: FORMAT FOR COVERING LETTER TO BE SENT ALONG WITH TECHNICAL TENDER

(ON COMPANY'S LETTER HEAD)

To
The Director (EP&QA)
TQM Division,
Textiles Committee,
P. Balu Road,
Prabhadevi Chowk, Prabhadevi,
Mumbai- 400025.

Sub: Technical Tender

Ref: Tender Enquiry No. 101(4)/2009/HLM-05-Vol. IX Dated 28.11.2011

Dear Sir,

This has reference to tender enquiry No.101(4)/2009/HLM-05-Vol.IX dated 28.11.2011. We have purchased tender document No._____on_____ after payment of Rs.500 by Cash/ Demand Draft (DD) / Pay Order (PO) /Banker's Cheque (BC).

We hereby confirm that we have read & understood the terms & conditions given in the Tender document.

Please find enclosed following documents in Cover-A i.e. Technical Tender.

Sr. No.	Details of documents
1	Tender document duly filled in (Technical Tender- All Green Pages).
2	Photocopy of the receipt of purchase of tender document.
or 2	Tender document fees of Rs.500/-(Non refundable), in the form of Demand Draft/Pay Order/ Banker's Cheque, in case Tender document downloaded from website.
3	Developed label sample by bidder.
4	Full details of the person authorized to file the tender.
5	Profile of Manufacturer or Authorized agent.
6	Proof that the bidder is either i) manufacturer or ii) authorized agent for the labels.
7	List of the last 2 year's customers along with full details as mentioned in the tender document.
8	Requisite Bid security (EMD) in the form of a DD/PO/BC for Rs._____/-(Rupees _____ only), drawn in favour of "Textiles Committee" & payable at Mumbai. DD/PO/BC No._____ date: _____ Drawn on: _____ Branch name: _____ Payable at: _____

9	Self attested copy of power of attorney in favor of the signatory signing the Tender documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.
10	Financial statement of the bidder incorporating the turnover of business for the last 3 years.
11	Copy of Memorandum of Association or Partnership deed if it is not a proprietary firm.
12	Copy of Current and Valid Income Tax clearance Certificate (ITCC) & PAN No.
13	Copy of current and valid clearance from Central and State Sales tax authority.
14	Copy of Service Tax Registration and latest service tax filing challan.
15	Any other documents in compliance with the Tender. (Please specify)

Thanking you,

Yours faithfully,

Name & Sign of Authorised Signatory of the bidder
Company Seal

Encl: a/a in Cover-A

ENCLOSURE - 6: FORMAT FOR COVERING LETTER TO BE SENT ALONG WITH COMMERCIAL TENDER

(ON COMPANY'S LETTER HEAD)

To
The Director (EP&QA)
TQM Division,
Textiles Committee,
P. Balu Road,
Prabhadevi Chowk, Prabhadevi,
Mumbai- 400025.

Sub: Commercial Tender
Ref: Tender Enquiry No. 101(4)/2009/HLM-05-Vol.IX Dated 28.11.2011

Dear Sir,

This has reference to tender enquiry No.101(4)/2009/HLM-05-Vol.IX dated 28.11.2011. We have purchased tender document No._____on_____ after payment of Rs.500 by Cash/ Demand Draft/ Pay Order/Banker's Cheque.

We hereby confirm that we have read & understood the terms & conditions given in the Tender document.

Please find enclosed following documents in Cover-B i.e. Commercial Tender.

Sr. No.	Details of documents
1.	Label cost details duly filled in (Commercial Tender- All Yellow Pages).

Thanking you,

Yours faithfully,

Name & Sign of Authorised Signatory of the bidder
Company Seal

Encl: a/a in Cover-B

CHECK LIST FOR BIDDERS

Sr. No.	PARTICULARS	Y	N
1.	Tenders must be submitted in a single sealed cover containing two separate sealed covers for Technical & Commercial Tender addressed to Director (EP&QA), Textiles Committee, TQM Division, Mumbai		
2.	Whether all documents is fully authenticated by the authorized signatory of the bidder under his signature with official seal.		
3.	Whether designated sections/pages of Tender are duly signed by the authorized signatory of the bidder with official seal as compliance statement.		
4.	Cover A: Technical Tender		
5.	Covering letter along with Technical Tender.		
6.	Compliance with Technical specifications of the labels.		
7.	Production details.		
8.	Details of EMD submitted. Requisite Bid security (EMD) in the form of a Demand Draft/Pay Order/Banker's Cheque for Rs._____ (Rupees _____only), drawn in favour of "Textiles Committee" & payable at Mumbai.		
9.	Whether label sample attached.		
10.	Full details of the person authorized to file the tender.		
11.	Profile of Manufacturer or Authorized agent.		
12.	Proof that the bidder is either i) manufacturer or ii) authorized agent for the labels.		
13.	List of the last 2 year's customers along with full details as mentioned in the tender document.		
14.	Requisite Tender document fees (Non refundable), in case Tender document downloaded from website.		
15.	Self attested copy of power of attorney in favor of the signatory signing the Tender documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
16.	Financial statement of the bidder incorporating the turnover of business for the last 3 years.		
17.	Copy of Current and Valid Income Tax clearance Certificate (ITCC) & PAN No.		
18.	Copy of current and valid clearance from Central and State Sales tax authority.		
19.	Copy of Service Tax Registration and latest service tax filing challan.		
20.	Any other documents in compliance with the Tender.		
21.	Cover B: Commercial Tender		
22.	Covering letter along with Commercial Tender.		
23.	Label cost details.		

(The Bid Security i.e. EMD in the form of DD/Pay Order/Banker's Cheque must be annexed with the bid documents itself)

Note: The bidder may please note that non-submission of requisite documents as per checklist above and tender document shall automatically disqualify the bidder in the first stage of technical evaluation itself.