

Secretary  
Koothattukulam Municipality  
Koothattukulam P.O.  
Ernakulam Dist.  
Kerala, Pin:- 686662  
Ph: 0485 2252350



## കൂത്താട്ടുകുളം നഗരസഭ

e-mail :- kklmmunicipality@gmail.com

File No: H1-5750/22

Date: 25/09/2023

### കാപ്പേഷൻ നോട്ടീസ്

കൂത്താട്ടുകുളം നഗരസഭയിലെ KSWMP പദ്ധതിയുമായി ബന്ധപ്പെട്ട് താഴെ പറയുന്ന സാധന സാമഗ്രികൾ ലഭ്യമാക്കുന്നതിന് മത്സര സ്വഭാവമുള്ള കാപ്പേഷനുകൾ ക്ഷണിച്ചുകൊള്ളുന്നു. കാപ്പേഷനുകൾ നഗരസഭയുടെ വെബ്സൈറ്റിൽ നൽകിയിരിക്കുന്ന നിശ്ചിത മാതൃകയിലുള്ള ഫാരത്തിൽ തയ്യാറാക്കി തിരിച്ചറിയൽ രേഖകൾ സഹിതം 05/10/2023-ാം തീയതിയിൽ വൈകിട്ട് 5:00 മണിക്ക് മുമ്പായി നഗരസഭയിൽ ലഭിച്ചിരിക്കേണ്ടതാണ്. കാപ്പേഷൻ തുകയ്ക്ക് GST ബാധകമാണ്.

ക്രമ നം	ഇനം	എണ്ണം	അടിസ്ഥാന നിരക്ക് (GST ഉൾപ്പെടെ)
1.	Uniform to Contingent Female Workers	5	9168.60 /-
2.	Uniform to Contingent Male Workers	3	5575.50 /-
3.	Uniform to HKS Workers	23	13678.56 /-

കാപ്പേഷൻ സംബന്ധിച്ച കൂടുതൽ വിവരങ്ങൾ (സ്പെസിഫിക്കേഷൻ, കാപ്പേഷൻ ലഭ്യമാക്കേണ്ട മാതൃക ഫോറങ്ങൾ എന്നിവ വെബ്സൈറ്റിൽ നിന്നും എടുക്കാവുന്നതാണ്) നഗരസഭയുടെ [www.koothattukulammunicipality.lsgkerala.gov.in](http://www.koothattukulammunicipality.lsgkerala.gov.in) / [www.tender.lsgkerala.gov.in](http://www.tender.lsgkerala.gov.in) എന്ന വെബ്സൈറ്റിൽ നിന്നോ, ഓഫീസ് പ്രവൃത്തി സമയത്ത് നഗരസഭാ ഓഫീസിൽ നിന്നോ അറിയാവുന്നതാണ്. (ഓഫീസ് നം: 0485 2252350)



വില്ലേജ് ഓഫീസ്

നോട്ടീസ് ബോർഡ്- ഓഫീസ് & ലൈബ്രറി

സെക്രട്ടറി

കൂത്താട്ടുകുളം നഗരസഭ

**M.R. SANU**  
CLEAN CITY MANAGER  
KOOTHAATTUKULAM MUNICIPALITY

M.R. SANKU  
CLEAN CITY MANAGER  
KOOTHATTUKULAM MUNICIPALITY

**E-5**

**PROCUREMENT OF GOODS  
THROUGH  
REQUEST FOR QUOTATIONS ( RFQ)  
PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$100,000 each)*

**SEPTEMBER 2023**



**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ**  
**Procurement Notice**

Purchaser : Koothattukulam Municipality  
Contract Title : Supply of Uniforms to Sanitation Workers and HKS Workers  
RFQ No. : H1-5750/22(1)  
Date : 25/09/2023  
Applicable Procurement Regulation : Fourth Edition November 2020  
Date

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the Kerala Solid Waste Management Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Koothattukulam Municipality invites quotations from eligible bidders for the following goods.

Sl. No.	Brief Description of Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requiement (if any)
1.	Uniform for Male Contigent Workers	As per section 2: Technical Specification	3 Set	20 days	O/o Koothattukulam Municipality	N. A
2.	Uniform for female Contigent Workers	As per section 2: Technical Specification	5 Set	20 days	O/o Koothattukulam Municipality	N. A
3.	Uniform for HKS Workers	As per section 2: Technical Specification	23 Set	20 days	O/o Koothattukulam Municipality	N. A

*[\*Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.]*

2. The Bidders may submit Quotations for all items.
3. This procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website [koothattukulammunicipality.lsgkerala.gov.in](http://koothattukulammunicipality.lsgkerala.gov.in) or can be availed from the office of the Sanu M R ,Koothattukulam Municipality. For submission of Quotation, the Bidder shall be eligible as per Clause 1 of the terms and condition of this RFQ document.
4. Quotations shall be submitted at the office of Sanu M R Koothattukulam Municipality before 17:00 hours on 05.10.2023 through registered post/speed post/ By hand . Any

quotation or modifications to quotation received through electronic media or any other mode will not be considered. No submission will be allowed after the submission due date and time. The Quotations will be opened at the Office of Sanu M R Koothattukulam Municipality on 06.10.2023 at 11.00 AM hour and Bidders or their representatives are required to be present at the time of the opening.

5. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
6. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser online through email id or may visit the office of the Purchaser at the address given below.

**Sanu M R**  
**Clean city manager**  
**Koothattukulam Municipality**  
**Office of Koothattukulam Municipality**  
**Ernakulam**  
**PIN:686662**

Phone No. 04852252350.

Emailid [kklmmunicipality@gmail.com](mailto:kklmmunicipality@gmail.com)

[koothattukulammunicipality.lsgkerala.gov.in](http://koothattukulammunicipality.lsgkerala.gov.in)



RFQ No. : H1-5750/22(1)  
Date : 25/09/2023

### **Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the notice board or the ULB website, for any amendments to the terms and conditions.
3. **The Quotation shall comprise the following:**
  - (a) Letter of Quotation;
  - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
  - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
  - (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
  - (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed format.
  - (f) Complete address and contact details of the Bidder having the following information:
    - Name of Firm
    - Address for communication
    - Telephone No(s): Office
    - Mobile No.
    - Facsimile (FAX) No.
    - Electronic Mail Identification (E-mail ID)
  - (g) Price Schedule (using the Schedule given in the RFQ document) wherein the rates shall be entered .

### **4. Quotation Prices**

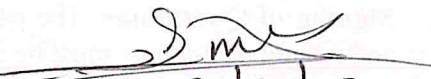
- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission.

- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
  - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - e) The Prices shall be quoted in Indian Rupees only.
5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods conform to the specifications and standards, as relevant in the catalogue of the manufacturer .
6. **Qualification of the Bidder:**
- (a) Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma.
  - (b) Supplies for any particular item in each quotation should be from one manufacturer only. Quotations offering supplies from different manufacturers for the same item in the quotation will be treated as non-responsive.
7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
8. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
9. **Quotation Submission:** The Letter of Quotation shall be filled, signed and scanned copies shall be submitted along with the Price Schedules that shall be furnished using the Forms available in the Document without any alterations. All blank spaces shall be filled in with the information requested.
10. **Offline Opening and Evaluation of Quotations:** The Quotations will be opened at the office of the Sanu M R ,Clean city manager Koothattukulam Municipality on the specified date and time. Bidders or Representative of the bidders can also be present at the time of the opening. The summary of the bid opening shall be recorded by the concerned person.
- (a) The Purchaser shall examine the quotation to determine whether the quotation has been properly signed (Clause 8);
  - (b) meets the eligibility criteria (Clause 1);
  - (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.;
  - (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).



- (e) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
- (f) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
11. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- c) 100% Payment shall be made within 7 days after delivery of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
- d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.



  
25/09/23

**M.R. SANU**  
**CLEAN CITY MANAGER**  
**KOOHATTUKULAM MUNICIPALITY**



## Quotation Forms

## Letter of Quotation

*The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.*

RFQ No. [ Insert Identification]

Our Reference No.....

Dated.....

To ,

**Sanu M R**  
**Clean city manager**  
**Koothattukulam Municipality**  
**Office of Koothattukulam Municipality**  
**Ernakulam**  
**PIN:686662**

Subject: Supply of Uniforms to Sanitation Workers- Male and Female HKS Workers.

Sir,

We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- a. **No Reservations :** We have examined and have no reservation to the RFQ Document.
- b. **Confromity:** We offer to supply in confromity with RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services “ Supply of Uniforms to Contigent Workers and HKS Workers as per the individual size of the workers.
- c. The total price of our Quotation including any unconditional discounts offered is:  
Total Price of the Quotation : **Rs. [ insert the total price of the quotation including GST and any other taxes which is payable on the finished goods, in words and figures] Rs. (in Figures).**
- d. **Commissions,gratuities and fess :** None
- e. **Quotation Validity Period:** Our Quotation shall be valid for the period of 60 days , from the deadline fixed for the Quotation Submission.

E5-RFQ-7



- f. **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- g. **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive or obstructive practices.

**Yours Faithfully,**

Authorized Signature

Name and Title of Signatory.....

In the capacity of [ *insert legal capacity of person signing the Letter of Quotation*]

Name of Bidder.....

Address.....

.....

Dated on ..... day of .....(month), ..... (Year) [ *insert date of signing*]

## Format of Quotation *(On Bidder's Letterhead)*

Sl. No.	Description of Goods	Specifications	Quantity	Unit	Quoted Unit Rate <sup>1</sup> at destination in Rs.	GST <sup>2</sup> and Similar other taxes applicable on finished Goods in Rs.	*Total price per line item at destination –inclusive of discounts, all taxes and duties.	
							In figures	In Words
1.	Uniform for Male Contingent Workers	As per section 2: Technical Specification	3	Set				
2.	Uniform for female Contingent Workers	As per section 2: Technical Specification	5	Set				
3.	Uniform for HKS Workers	As per section 2: Technical Specification	23	Set				

**Note:** Evaluation shall be done for each items together.

\*Payment of GST and other taxes payable for the goods at the time of invoicing although included in the total cost, will be at actuals or the rate amount of these taxes specified in the special order, which ever is lower.

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. .... (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of .....months shall apply to the offered goods.

<sup>1</sup> Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

<sup>2</sup> Indicate each applicable tax separately



We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

**Signature of the Bidder**

E5-RFQ-10

# Proforma for Performance Statement

Proforma for Performance Statement (for a period of last 3 years)

RFQ No.	Date of Opening	Time.....Hours
Name of the Bidder		

Order placed by (Full address of Purchaser)	Order No. and date	Description and quantity of ordered goods/equipments	Value of Order		Date of Completion of Delivery		In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the purchaser/Consignee)
			As per Contract	Actual	As per Contract	Actual	
1.	2.	3.	4.	5.	6.	7.	

Signature and Seal of the Bidder



## Purchaser's Requirement

### 1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and related services	Quantity	Physical Unit	Final Destination (Project Site)	Desired Delivery Period for completion of supply from the date of contract	Bidder's Offered Delivery period (to be provided by the bidder)
1.	2.	3.	4.	5.	6.	7.
1	Uniform for Male Contingent Workers	3	Set	O/o of the Koothattukulam Municipality	20 Days	
2	Uniform for female Contingent Workers	5	Set	O/o of the Koothattukulam Municipality	20 Days	
3	Uniform for HKS Workers	23	Set	O/o of the Koothattukulam Municipality	20 Days	


Note:

1. All details should be filled in by Purchaser except for Column 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.



## 2. TECHNICAL SPECIFICATIONS

1. Uniforms for Contingent Workers- Male :

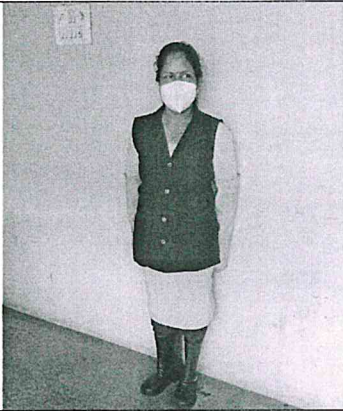
Dress Code	Khaki Shirt (Half) and Khaki Pant
Material	Cotton dyed.
Size of Shirt	As per every individual measurement
Size of Pant	As per every individual measurement
Quantity of Cloth required.	Approx 5 meters
Stiching Material	Chain: YKK Button: Nylon Thread: Three Ply
Design	
Others	Agencies to get the samples apporved before stitching and supplying.

## 2. Uniform for female contingent workers

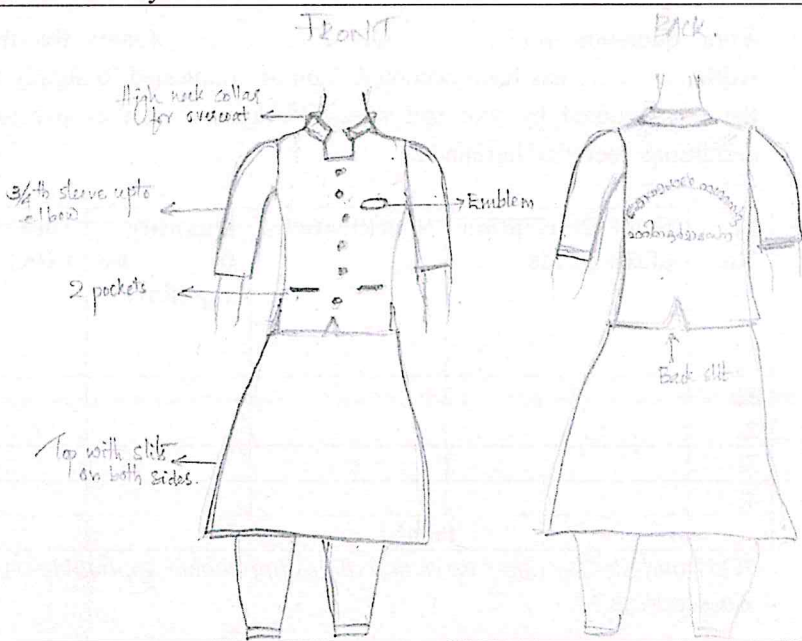
Dress Code	Navy Blue Color Coat (Sleeveless) and Navy Blue Salwar and Light Blue Kameez
Material	Cotton dyed for Coat, Polyester/Vicose for Salwar Kameez
Size of Shirt	As per every individual measurement
Size of Pant	As per every individual measurement
Stiching Material	Chain: YKK Button: Nylon Thread: Three Ply





Design	
Others	Agencies to get the samples apporved before stitching and supplying.

### 3. Uniform for HKS workers

Dress Code	Green Colour Coat (Sleeveless) and Pink Salwar and Green Kameez
Material	Cotton dyed for Coat, Polyster/Vicose for Salwar and Kameez
Size of Coat	As per every individual measurement
Stiching Material	Button: Nylon Thread: Three Ply
Design	
Others	Agencies to get the samples apporved before stitching and supplying. The agency shall print the the logos on the Coats . The design and writing shall be provided by ULB.



**ATTACHEMENT****OFFICE OF THE.....<PURCHASERS OFFICE LETTER HEAD>****PURCHASE/SUPPLY ORDER****To,****M/s.**

.....  
.....  
.....

**Dear Sir,****Sub: Supply of .....**

1. Your quotation no. .... Of .....(date) for the Supply of < name of the work>..... has been accepted. You are requested to supply the following good/equipment at the rates quoted by you and specified against each as per the specifications and terms and conditions specified hereunder:

Sl. No.	Brief Description of the goods	Specifications	Quantity to be supplied	Unit Rate ( Rs.)	GST *	Total Price (Rs.) including all taxes and Duties
1.						
2.						
3.						
4.						
<b>Total</b>						

*\*GST and Similar other taxes and duties applicable on finished goods. Indicate each tax separately*

2. Delivery Period : .....days from the date of issue of this Supply Order.
3. Place of Delivery : .....
4. Consignee Address: .....
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. Above, whichever is lower.
6. Standard Manufactures commercial warranty/Guarantee shall be..... months from the date of delivery and acceptance.

**E5-RFQ-15**

7. Payment shall be made within 7 days of delivery and acceptance of the goods/equipment.
8. Other terms and conditions are as under :
  - a. The supplied uniform should be as per the design and specification provided, if not the uniforms should be replaced by the agency.
  - b. The stitching of uniforms should be technically good and of acceptable standard and sub-Standard will not be accepted.
  - c. The measurement of the security personnel will be taken in three working days from the date of issue of this order.

Date .....

(Purchaser)

Place.....

Name.....

Designation.....



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