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Basic Details

Organisation Chain	Directorate General of Shipping		
Tender Reference Number	DGMA/ADMIN/LIVERY-RC/2026-27		
Tender ID	2026_DGS_851410_1		
Tender Type	Open Tender	Form of contract	EOI
Tender Category	Services	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Required Qualification document

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	SUPPLY OF WINTER LIVERIES/UNIFORMS (ON RATE CONTRACT BASIS, AGAINST ACTUAL REQUIREMENT / PER-QUANTITY SUPPLY ORDERS)				
Work Description	SUPPLY OF WINTER LIVERIES/UNIFORMS (ON RATE CONTRACT BASIS, AGAINST ACTUAL REQUIREMENT / PER-QUANTITY SUPPLY ORDERS)				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	180	Period Of Work(Days)	15
Location	Directorate General of Maritime Administration (DG)	Pincode	400042	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Directorate General of Maritime Administration (DG)

Critical Dates

Publish Date	17-Sep-2026 09:00 AM	Bid Opening Date	28-Sep-2026 03:30 PM
Document Download / Sale Start Date	17-Sep-2026 09:00 AM	Document Download / Sale End Date	28-Sep-2026 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	17-Sep-2026 09:00 AM	Bid Submission End Date	28-Sep-2026 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Notice	632.13

Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Liveries.pdf	Rate Contract Documents	632.13

Tender Inviting Authority	
Name	ADG
Address	Directorate General of Maritime Administration (DGMA) 9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai 400 042

Tender Creator Details	
Created By	Kuldeep Singh
Designation	UDC
Created Date	16-Sep-2026 08:49 PM

भारत सरकार / GOVERNMENT OF INDIA

पत्तन, पोत परिवहन और जलमार्ग मंत्रालय

MINISTRY OF PORTS, SHIPPING AND WATERWAYS

DIRECTORATE GENERAL OF MARITIME ADMINISTRATION (DGMA)

9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042

TENDER DOCUMENT

(Rate Contract – Single Packet Tender / Offline Mode)

FOR

SUPPLY OF WINTER LIVERIES/UNIFORMS

(ON RATE CONTRACT BASIS, AGAINST ACTUAL REQUIREMENT / PER-QUANTITY SUPPLY ORDERS)

Tender Reference No.	DGMA/ADMIN/LIVERY-RC/2026-27
Date of Publishing	16.09.2026
Last Date & Time for Submission of Bids	28.09.2026 up to 1500 hrs (12 days from date of publishing)
Date & Time of Opening of Bids	28.09.2026 at 1530 hrs
Published at	https://eprocure.gov.in/epublish/app and DGMA official website

Issued by:

Kuldeep Singh, Assistant DG (Secretariat)

Directorate General of Maritime Administration (DGMA)

9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042

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NOTICE INVITING TENDER (NIT)

The Directorate General of Maritime Administration (DGMA), Ministry of Ports, Shipping and Waterways, Government of India, invites sealed quotations, in offline (physical) mode, on a Single Packet basis, from eligible and experienced manufacturers/suppliers/dealers of uniforms and liveries, for entering into a Rate Contract for supply of Winter Liveries to its officers and staff, strictly as per the specifications, categories and quantities detailed in this Tender Document.

1. Name of Work/Tender	Rate Contract for Supply of Winter Liveries/Uniforms for DGMA Officers/Staff
2. Tender Reference No.	DGMA/ADMIN/LIVERY-RC/2026-27/
3. Type/Mode of Tender	Open Tender (Advertised Tender Enquiry) – Rate Contract; Single Packet System; Offline (physical) submission of bids
5. Date of Publishing of NIT	03.09.2026, on https://eprocure.gov.in/epublish/app and on the DGMA website
6. Period Available for Downloading Tender Document	03.09.2026 to 18.09.2026
7. Tender Document Fee	Nil
8. Earnest Money Deposit (EMD)	Nil
9. Last Date & Time for Submission of Bids	18.09.2026 up to 1600 hrs (15 days from the date of publishing)
10. Date, Time & Place of Opening of Bids	18.09.2026 at 1530 hrs, at the office of DGMA, 9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042, in the presence of bidders/authorised representatives who wish to be present
11. Validity of Bid	180 days from the date of opening of the tender
12. Validity of Rate Contract	One year from the date of issue of the Rate Contract, extendable by a further period of up to one year, on the same rates, terms and conditions, at the sole discretion of DGMA
13. Address for Submission of Bids	Office of the Assistant DG (Secretariat), Directorate General of Maritime Administration (DGMA), 9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042
14. Contact Person	Shri Kuldeep Singh, (UDC DG Secretariat)
15. Contact Details	Address as above; Email/Phone: [●] (to be filled in by DGMA before publishing)

Note: This Tender Document has been prepared with reference to the General Financial Rules (GFR), 2017; the Manual for Procurement of Goods, 2017 issued by the Department of Expenditure, Ministry of Finance; and the extant guidelines of the Central Vigilance Commission (CVC). Prospective bidders are advised to read the entire document carefully before submitting their bids.

SECTION 1: INTRODUCTION

1. The Directorate General of Maritime Administration (DGMA), functioning under the Ministry of Ports, Shipping and Waterways, Government of India, is responsible for the administration of matters relating to maritime affairs in India. As part of its establishment requirements, DGMA is required to issue Winter Liveries to its eligible categories of officers and staff, by the end of October every year, as per the approved scale and entitlement of the office.
2. With a view to streamlining procurement and ensuring timely, quality-assured supply at pre-agreed, competitive rates, DGMA intends to enter into a Rate Contract with a suitable, eligible and financially sound bidder/firm for the supply of Winter Liveries described in Section 2 of this Tender Document.
3. This Tender Document is issued as an Open Tender (Advertised Tender Enquiry) in accordance with Rule 161 and Rule 173 of the General Financial Rules (GFR), 2017 and the Manual for Procurement of Goods, 2017. Bids are invited on a Single Packet basis, to be submitted in offline (physical/manual) mode, on a per-quantity, item-wise rate basis.
4. This Tender shall be published on the Central Public e-Publishing Portal (<https://eprocure.gov.in/epublish/app>) as well as on the official website of DGMA, for a minimum period of twenty-one (21) days from the date of publishing, in terms of Rule 161(iv) of GFR 2017, which requires a minimum bid submission period of three weeks from the date of publication of the tender.

SECTION 2: SCOPE OF WORK / TECHNICAL SPECIFICATIONS

5. The successful bidder ("the Contractor") shall be required to supply Winter Liveries strictly as per the categories, description and specifications set out below, on a Rate Contract basis, against individual supply/purchase orders to be placed by DGMA from time to time, on a per-quantity/per-set basis, as per actual requirement.
6. Quantities indicated against each category are estimated/indicative annual requirements provided solely for the purpose of evaluation of bids and price comparison. DGMA does not guarantee procurement of any minimum quantity, and the Contractor shall have no claim whatsoever on account of any variation (increase or decrease) in the actual quantity ordered during the currency of the Rate Contract.

Sr. No.	Category	Livery Details (Per Set)	Estimated Annual Qty. (Sets)
1	Senior Staff viz. Officials 1, 2 & 3	Two White Shirts, Two Black Pants with Blazer of Same Colour and One Pair of Leather Shoes	5
2	Executive Assistants 1 & 2	Two White Shirts, Two Black Pants with Blazer of Same Colour and One Pair of Leather Shoes	3
3	Office Assistants	One White Shirt, One Grey Pant with Blazer of same Colour and One Pair of Leather Shoes	6
4	Office Support Assistants	One White Shirt, One Navy Blue Pant with Blazer of same Colour and One Pair of Leather Shoes	3
5	Drivers	One White Shirt, One Black Pant with Blazer of same Colour and One Pair of Leather Shoes	6

7. Note: All Liveries shall be suitably embossed with the DGS Logo/Emblem, as supplied/approved by DGMA, at no extra cost to DGMA.
8. Winter Liveries shall be supplied/delivered in full, category-wise, by the end of October every year, or within such other timeline as may be specified in the individual supply order.
9. Fabric, colour shade, stitching pattern and sizing of all items shall conform to a pre-approved sample to be submitted by the bidder and approved by DGMA prior to bulk supply. Sizes/measurements of individual officers/staff shall be intimated by DGMA/its designated official closer to the time of each supply order, and garments shall be tailored/supplied accordingly.
10. The Contractor shall be responsible for providing shoes, blazers and shirts/pants of standard, durable quality, suitable for daily official wear, and shall replace, free of cost, any item found to be defective in material or workmanship within a reasonable period from the date of delivery, as may be intimated by DGMA.
11. Place of Delivery: DGMA Office, 9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042, and/or such other DGMA/subordinate office location(s) as may be specified in the individual supply order, on a Free of Cost (FOR) destination basis, inclusive of all packing, forwarding and transportation charges.

SECTION 3: ELIGIBILITY CRITERIA

The following eligibility criteria have been framed with reference to Rule 173 of GFR 2017 and Chapter 4 of the Manual for Procurement of Goods, 2017. Bidders must satisfy ALL the criteria below and furnish documentary evidence in support thereof. Bids of firms not meeting the eligibility criteria, or not furnishing the requisite documentary proof, are liable to be summarily rejected.

12. The bidder should be a legally constituted entity, i.e., a Proprietorship, Partnership Firm, Limited Liability Partnership, or a Company registered under the Companies Act, 2013 (or the corresponding earlier enactment), and should furnish a copy of its Certificate of Incorporation/Registration, as applicable.
13. The bidder should possess a valid PAN issued by the Income Tax Department and a valid GST Registration Certificate, copies of which shall be enclosed with the bid.
14. The bidder should have satisfactorily executed similar work, i.e., supply of uniforms/liveries/garments, to Central/State Government Departments, Public Sector Undertakings, Autonomous Bodies, or other reputed organisations, during the last one (1) financial year, and should furnish documentary proof (copies of work/supply orders and satisfactory completion/performance certificates) in support thereof, in the format at Annexure IV.
15. The bidder should have a minimum average annual turnover of ₹50 lakh during each of the last three (3) financial years (2023-24, 2024-25 and 2025-26), duly certified by a practising Chartered Accountant, along with copies of Audited Balance Sheets/Profit & Loss Accounts and Income Tax Returns for the said years.
16. The bidder should not have been blacklisted/debarred by any Ministry/Department of the Central Government, any State Government, or any Public Sector Undertaking/Autonomous Body, as on the date of submission of the bid, and shall furnish a Self-Declaration to this effect in the format at Annexure III.

17. The bidder should not be under liquidation, court receivership, or similar proceedings, and its business activities should not have been suspended by any statutory/regulatory authority.
18. Micro and Small Enterprises (MSEs) registered under Udyam Registration, and Startups recognised by the Department for Promotion of Industry and Internal Trade (DPIIT), shall be extended the relaxations/exemptions in respect of Earnest Money Deposit, prior turnover and prior experience, to the extent and in the manner provided under the Public Procurement Policy for Micro and Small Enterprises Order, 2012 (as amended), Rule 170(i) of GFR 2017, and other applicable Government of India orders in force, subject to production of valid registration certificates and subject to the enterprise being registered for the tendered items or for similar items.
19. The bidder should not be from a country which shares a land border with India, unless registered with the Competent Authority as notified vide Department of Expenditure, Ministry of Finance Order No. F.No.6/18/2019-PPD dated 23.07.2020, as amended from time to time, and should furnish a Certificate regarding this in the format prescribed therein, wherever applicable.

SECTION 4: INSTRUCTIONS TO BIDDERS

4.1 General

20. This Tender Document may be downloaded free of cost from the e-Publish portal (<https://eprocure.gov.in/epublish/app>) and the DGMA website. This Tender is being published for the purpose of notice/information only; submission of bids shall be made exclusively in offline (physical) mode, as detailed below. No online bid submission facility is being used for this Tender.
21. This is a Single Packet Tender. Bidders shall submit ALL documents — i.e., eligibility/technical documents as well as the Price Bid (BOQ) — together in a single sealed envelope, as detailed in Clause 4.3 below. There shall be no separate Technical and Financial envelopes.
22. Bidders are advised to study all instructions, forms, terms, specifications, etc., contained in this Tender Document carefully before submitting their bids. Submission of a bid shall be deemed to constitute unconditional acceptance of all the terms and conditions contained in this Tender Document by the bidder.

4.2 Earnest Money Deposit (EMD)

23. Not Applicable as there is no EMD associated with this bid.

4.3 Preparation and Sealing of Bids

24. The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person(s) duly authorised to bind the bidder to the contract. All pages of the bid shall be signed and sequentially numbered by the person(s) signing the bid. Any interlineation, erasure or overwriting shall be valid only if initialled by the person(s) signing the bid.
25. The bid, along with all supporting documents, EMD, and the duly filled Price Bid (Annexure II), shall be placed in a single sealed envelope, superscribed as under:

*"TENDER FOR RATE CONTRACT — SUPPLY OF WINTER LIVERIES — Tender Ref. No.
DGMA/ADMIN/LIVERY-RC/2026-27/[●] — DUE ON 28.09.2026"*

26. The sealed envelope shall be addressed to: Assistant DG (Secretariat), Directorate General of Maritime Administration (DGMA), 9th Floor, Beta Building, Think Techno Campus, Kanjurmarg (East), Mumbai – 400 042, and shall bear the name, address and contact details of the bidder on the reverse.
27. Bids may be sent by Registered Post/Speed Post or delivered by hand/courier at the above address, so as to reach on or before the date and time specified in the NIT. DGMA shall not be responsible for any postal/courier delay.

4.4 Documents to be Enclosed

28. Covering Letter/Bid Form (Annexure I), duly signed.
29. EMD, in the form specified in Clause 4.2 above (or valid MSE/Startup exemption certificate).
30. Documentary proof of eligibility as per Section 3 above (Certificate of Incorporation, PAN, GST Registration, audited financials/CA certificate, past performance certificates, etc.).
31. Self-Declaration regarding non-blacklisting (Annexure III).
32. Performance Statement of past supplies (Annexure IV).
33. Duly filled and signed Price Bid/BOQ (Annexure II), indicating rates for each category, inclusive of all taxes, duties, packing, forwarding, transportation and embossing of DGS Logo/Emblem, but with GST shown separately as specified in the format.
34. Checklist of Documents (Annexure V), duly filled and signed.

4.5 Rejection of Bids

35. Bids received after the specified date and time, bids not accompanied by the requisite EMD/exemption certificate, unsigned bids, conditional bids, and bids not conforming to the Single Packet format prescribed above, are liable to be summarily rejected.
36. DGMA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of the Rate Contract, without assigning any reason whatsoever and without incurring any liability to the affected bidder(s), in terms of Rule 173(ix) of GFR 2017.

4.6 Clarifications and Corrigenda

37. Any queries or requests for clarification regarding this Tender Document may be addressed, in writing, to the Contact Person specified in the NIT, at least seven (7) days prior to the last date of bid submission.
38. Any amendment/corrigendum to this Tender Document shall be published only on the e-Publish portal (<https://eprocure.gov.in/epublish/app>) and the DGMA website, and shall form an integral part of this Tender Document. Bidders are advised to check the said portal/website periodically till the last date of bid submission.

SECTION 5: TERMS AND CONDITIONS OF RATE CONTRACT

5.1 Nature of Rate Contract

39. The contract to be entered into pursuant to this Tender shall be a Rate Contract, in terms of Rule 178 of GFR 2017. The Rate Contract only fixes the rates, terms and conditions for supply of the items listed in Section 2; it does not, by itself, constitute an order for supply of any quantity.
40. Actual supplies shall be effected only against specific supply/purchase orders to be issued by DGMA, from time to time, on a per-quantity/per-set basis, as per actual requirement. DGMA does not guarantee any minimum quantity of purchase under the Rate Contract.
41. The Rate Contract shall be valid for a period of one (1) year from the date of its issue, and may be extended for a further period of up to one (1) year, on the same rates, terms and conditions, at the sole discretion of DGMA, subject to satisfactory performance of the Contractor.

5.2 Rates, Taxes and Price Variation

42. Rates quoted shall be on a per-set, per-category basis, inclusive of all costs of materials, tailoring/stitching, embossing of DGS Logo/Emblem, packing, forwarding and transportation up to the place of delivery (FOR destination), but exclusive of GST, which shall be shown separately in the Price Bid.
43. Rates quoted shall remain firm and fixed for the entire period of the Rate Contract, including any extension thereof, and shall not be subject to any escalation on any account whatsoever.
44. Fall Clause: The Contractor shall certify that the rates quoted are not higher than the rates offered/charged by it for the same or similar items to any other Central/State Government Department, Public Sector Undertaking or other organisation. Should the Contractor, at any time during the currency of the Rate Contract, offer the same or similar item at a lower rate to any other purchaser, it shall promptly intimate DGMA and extend the same lower rate to DGMA with effect from the date of such lower offer, in terms of Rule 173(xii) of GFR 2017.

5.3 Performance Security

45. Not Applicable for this Tender.

5.4 Delivery, Inspection and Quality

46. The Contractor shall supply items strictly as per the pre-approved sample and specifications indicated in Section 2, within the delivery period specified in the individual supply order, and in any case, so as to ensure that Winter Liveries are made available by the end of October each year, as required.
47. All items shall be inspected by DGMA/its authorised representative(s) at the time of delivery, for conformity with the approved sample, specifications and sizing. Items found defective, sub-standard, or not conforming to the approved sample shall be rejected, and the Contractor shall replace such items, free of cost, within a reasonable period as intimated by DGMA.
48. Delay in delivery beyond the period specified in the supply order shall attract Liquidated Damages as per Clause 5.6 below, unless such delay is attributable to Force Majeure conditions as per Clause 5.9.

5.5 Payment Terms

49. No advance payment shall be made. Payment shall be released within thirty (30) days of satisfactory delivery and acceptance of the items, on submission of a proper tax invoice (GST invoice), delivery challan and acceptance certificate issued by DGMA.

50. Payment shall be made through electronic mode (RTGS/NEFT) directly to the Contractor's bank account, subject to deduction of applicable Income Tax at Source (TDS) and GST TDS, as per prevailing statutory provisions.

5.6 Liquidated Damages

51. In the event of delay in delivery beyond the period stipulated in the supply order, for reasons attributable to the Contractor, Liquidated Damages shall be levied at the rate of 0.5% (half percent) of the value of the delayed supply per week of delay, subject to a maximum of 10% of the value of the delayed supply, in terms of Rule 173(xi) of GFR 2017. This is a genuine pre-estimate of loss and shall be levied without proof of actual loss or damage.

5.7 Termination

52. DGMA reserves the right to terminate the Rate Contract, in whole or in part, by giving thirty (30) days' written notice, in the event of persistent delay, repeated supply of sub-standard items, breach of any material term of the Rate Contract, or if the Contractor is blacklisted/debarred by any Government Department/PSU during the currency of the Rate Contract, without prejudice to any other right or remedy available to DGMA under law.

5.8 Corrupt and Fraudulent Practices

53. The bidder/Contractor shall not, either directly or indirectly, offer, give or agree to give any Government servant/DGMA official any gift, consideration, reward, commission, fee, brokerage or inducement in connection with this Tender or the resultant Rate Contract, failing which DGMA shall be entitled to cancel the Rate Contract, forfeit EMD/Performance Security, and take such other action as may be permissible under law and the extant guidelines of the Central Vigilance Commission (CVC).

5.9 Force Majeure

54. Neither party shall be held liable for any delay or failure in performance of its obligations, to the extent such delay or failure is caused by Force Majeure events, including but not limited to acts of God, war, riots, fire, flood, epidemic/pandemic, or Government-imposed restrictions, beyond the reasonable control of the affected party, provided timely written notice of such event is given to the other party.

5.10 Arbitration and Jurisdiction

55. Any dispute or difference arising out of or in connection with this Tender/Rate Contract shall, in the first instance, be resolved through mutual discussion. Failing amicable resolution, the dispute shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The venue of arbitration shall be Mumbai, and the proceedings shall be conducted in English.
56. Subject to the above, all disputes shall be subject to the exclusive jurisdiction of the Courts at Mumbai only.

SECTION 6: EVALUATION AND AWARD OF CONTRACT

57. Bids received within the stipulated date and time shall be opened at the date, time and venue specified in the NIT, in the presence of such bidders or their authorised representatives as may choose to be present.

58. Since this is a Single Packet Tender, eligibility/technical documents and the Price Bid shall be examined together. Bids of bidders not satisfying the eligibility criteria in Section 3, or not furnishing the requisite EMD/documents, shall be declared non-responsive and their Price Bids shall not be considered for further evaluation.
59. Among the responsive bidders, evaluation shall be carried out on the basis of the Lowest Quoted Rate (L1), determined with reference to the total value arrived at by applying the quoted per-set rates to the estimated annual quantities indicated in the Price Bid (Annexure II), in accordance with Rule 173 read with the Manual for Procurement of Goods, 2017.
60. The Rate Contract shall ordinarily be awarded to the single bidder found to be L1 on the aggregate/total value across all categories. DGMA, however, reserves the right, for reasons to be recorded in writing, to award the Rate Contract category-wise/item-wise to the bidder(s) found to be L1 in respect of the concerned category/item, where this is considered administratively expedient and in the interest of DGMA.
61. In case of a tie in quoted rates between two or more bidders, the Rate Contract shall be awarded in accordance with the tie-breaking procedure prescribed under the Manual for Procurement of Goods, 2017/applicable CVC guidelines, as decided by the Competent Authority.
62. The decision of the Competent Authority, DGMA, regarding evaluation of bids and award of the Rate Contract shall be final and binding on all bidders.

SECTION 7: GENERAL CONDITIONS

63. This Tender Document and the resultant Rate Contract shall be governed by the General Financial Rules (GFR), 2017; the Manual for Procurement of Goods, 2017; and other applicable Government of India orders/instructions in force from time to time, including those of the Central Vigilance Commission.
64. DGMA reserves the right to modify, amend or withdraw this Tender at any stage, without assigning any reason, and without any liability towards the bidders.
65. Canvassing in any form, in connection with this Tender, shall render the bid liable to rejection and the bidder liable to be debarred from future tenders of DGMA.
66. All correspondence in connection with this Tender shall be addressed to the Contact Person named in the NIT.

ANNEXURE I

COVERING LETTER / BID FORM

(To be typed on the letterhead of the bidder)

To,

The Assistant DG (Secretariat),

Directorate General of Maritime Administration (DGMA),

9th Floor, Beta Building, Think Techno Campus,

Kanjurmarg (East), Mumbai – 400 042.

Subject: Tender for Rate Contract for Supply of Winter Liveries — Tender Ref. No. DGMA/ADMIN/LIVERY-RC/2026-27/[●]

Sir/Madam,

1. Having examined the Tender Document, including all Sections and Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply Winter Liveries in conformity with the said Tender Document, at the rates quoted in our Price Bid (Annexure II) enclosed herewith.
2. We undertake, if our bid is accepted, to enter into a Rate Contract with DGMA and to supply the items in accordance with the delivery schedule specified in individual supply orders issued from time to time.
3. We agree to abide by this bid for a period of 90 days from the date of opening of the Tender, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. We confirm that we satisfy all the eligibility criteria laid down in Section 3 of the Tender Document, and enclose all requisite documents in support thereof.
5. We certify that we are not blacklisted/debarred by any Ministry/Department of the Central/State Government or any PSU, as on the date of this bid, as evidenced by the Self-Declaration at Annexure III.
6. We understand that DGMA is not bound to accept the lowest or any bid received, and reserves the right to reject any or all bids without assigning any reason whatsoever.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Name of Firm:

Address:

Contact No./Email:

Seal of the Firm:

ANNEXURE II**PRICE BID / BILL OF QUANTITY (BOQ)**

(To be submitted along with the Technical/Eligibility documents in the same sealed packet, as this is a Single Packet Tender)

Name of Bidder/Firm: _____

Tender Ref. No.: DGMA/ADMIN/LIVERY-RC/2026-27/[●]

Sr. No.	Category	Livery Details (Per Set)	Unit	Estd. Annual Qty.	Rate per Set (Basic) (₹)	GST (%)	Rate per Set (Incl. GST) (₹)	Total Amount (₹) (Qty × Incl. GST rate)
1	Senior Staff (Officials 1, 2 & 3)	Two White Shirts, Two Black Pants with Blazer of Same Colour and One Pair of Leather Shoes	Set	5				
2	Executive Assistants 1 & 2	Two White Shirts, Two Black Pants with Blazer of Same Colour and One Pair of Leather Shoes	Set	3				
3	Office Assistants	One White Shirt, One Grey Pant with Blazer of same Colour and One Pair of Leather Shoes	Set	6				
4	Office Support Assistants	One White Shirt, One Navy Blue Pant with Blazer of same Colour and One Pair of Leather Shoes	Set	3				
5	Drivers	One White Shirt, One Black Pant with Blazer of same Colour and One Pair of Leather Shoes	Set	6				
GRAND	TOTAL							

7. Rates quoted above are inclusive of all costs — materials, tailoring/stitching, embossing of DGS Logo/Emblem, packing, forwarding and transportation up to the place of delivery (FOR destination) — but GST is shown separately, as above.
8. Rates shall remain firm and fixed for the entire period of the Rate Contract, including any extension thereof.
9. Amount in words (Grand Total, inclusive of GST):

Signature of Authorised Signatory with Seal: _____

Date: _____ Place: _____

ANNEXURE III

SELF-DECLARATION (NON-BLACKLISTING / ELIGIBILITY)

(To be submitted on non-judicial stamp paper of appropriate value / on the letterhead of the bidder, as applicable, duly notarised)

I/We, [Name of Authorised Signatory], son/daughter of [●], authorised signatory of M/s [Name of Firm], having its registered office at [Address], do hereby solemnly affirm and declare as under:

10. That M/s [Name of Firm] has not been blacklisted/debarred by any Ministry/Department of the Government of India, any State Government, or any Public Sector Undertaking/Autonomous Body, as on the date of this declaration.
11. That M/s [Name of Firm] is not under liquidation, court receivership, or similar proceedings, and its business activities have not been suspended by any statutory/regulatory authority.
12. That all information and documents furnished by M/s [Name of Firm] along with the bid for the above Tender are true and correct to the best of my/our knowledge and belief, and that I/we shall be liable for forfeiture of EMD/Performance Security and other action as deemed fit, in case any information/document is found to be false or incorrect at any stage.
13. That M/s [Name of Firm] shall not resort to any corrupt or fraudulent practice, as defined under the extant CVC guidelines, in connection with this Tender.

Signature of Authorised Signatory with Seal: _____

Name:

Designation:

Date: _____ Place: _____

ANNEXURE IV

PERFORMANCE STATEMENT (PAST EXPERIENCE)

Name of Bidder/Firm: _____

Sr. No.	Name & Address of Purchaser/ Organisation	Order No. & Date	Description & Quantity of Items Supplied	Value of Order (₹)	Date of Completion	Remarks/ Satisfactory Performance Certificate Enclosed (Y/N)
1						
2						
3						
4						
5						

(Please attach copies of relevant Purchase/Supply Orders and Satisfactory Performance/Completion Certificates issued by the respective purchasers, in support of the above.)

Signature of Authorised Signatory with Seal: _____

Date: _____ Place: _____

ANNEXURE V**CHECKLIST OF DOCUMENTS**

Name of Bidder/Firm: _____

Sr. No.	Document	Enclosed (Y/N)	Page No.
1	Covering Letter / Bid Form (Annexure I), duly signed and sealed		
2	Earnest Money Deposit / valid MSE-Udyam or DPIIT Startup exemption certificate		
3	Certificate of Incorporation / Registration of the firm		
4	PAN Card copy		
5	GST Registration Certificate copy		
6	Audited Balance Sheet / Profit & Loss Account for last 3 financial years		
7	Chartered Accountant's Certificate of Average Annual Turnover for last 3 financial years		
8	Income Tax Returns for last 3 financial years		
9	Performance Statement (Annexure IV) with supporting Purchase/Supply Orders and Satisfactory Performance Certificates		
10	Self-Declaration regarding non-blacklisting (Annexure III)		
11	Duly filled and signed Price Bid / BOQ (Annexure II)		
12	Sample of items offered (if called for separately by DGMA)		
13	Power of Attorney / Authorisation Letter in favour of the signatory (if applicable)		

Signature of Authorised Signatory with Seal: _____

Date: _____ Place: _____