



Tender for Supply of T-Shirts, Caps & Bags for Branding For SMCG-UP
(Visit us at www.smcgup.org and <https://etender.up.nic.in>)

**State Mission for Clean Ganga
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh
6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter,
Hazratganj Lucknow, Uttar Pradesh 226001
Telephone No. 0522-2838108**

TABLE OF CONTENTS

Section	Title
I	Notice Inviting Tender
II	Instructions To Bidders For Submission Of Tender
III	General Terms and Conditions
IV	Agreement for Supply of T-Shirts, Caps & Bags including Branding & Advertisement.

Annexure	Title
I	Bid Application Form
II	Minimum Qualification Criteria.
III	Proforma Financial Bid
IV	Form of Bank Guarantee for Bid Security/EMD
V	Form of Bank Guarantee for Performance Security
VI	Undertaking

DATA SHEET

S. No.	Activity Description	Schedule
1	Tender No	02/SMCG-UP/2025-26
2	Sale of Tender Document	Tender document can be downloaded from our website www.smcgup.org and https://etender.up.nic.in
3	Time and last date of Submission of Bid document	09/02/2026 on or before 03:00 pm.
4	Time and Date of Opening of Technical Bid	09/02/2026 at 03:30 pm.
5	Time and Date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6	Minimum Validity of tender offer	120 days from the date of Opening of tender.
7	Amount of Tender Fee	Rs 1770 /- (One Thousand Seven Hundred Seventy only, Inclusive GST)
8	Amount of EMD to be Deposited	Rs 30000/- (Rupees Thirty Thousand)
9	Address of e-Portal for Submission of Bid document	https://etender.up.nic.in
10	Place of opening of the tender	SMCG-UP, 6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter, Hazratganj Lucknow, Uttar Pradesh 226001.

SECTION I

Notice Inviting Tender (NIT)

State Mission for Clean Ganga-UP

6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter,
Hazratganj Lucknow, Uttar Pradesh 226001.
e-mail: apd@smcgup.org

NIT No:-02/SMCG-UP/2025-26

State Mission for Clean Ganga-UP invites Bids from eligible Firms /Organizations/Bidders excluding those firms who have been declared as non-performing or blacklisted/under Two- bid systems through e-tendering for "Tender for "Supply of T-Shirts Caps & Bags for Branding " For SMCG-UP Office.

1. It is mandatory for all the bidders to have class-III Digital Signature Certificate (**With Both DSC Components, i.e. Signing & Encryption in the name of authorized signatory (who will sign the Bid)**) from any of the licensed Certified agencies. Bidders can see the list of licensed Certified agencies (CA's) from e-Tendering Portal <https://etender.up.nic.in>) to participate in e-tendering.
2. To participate in the e-bid, it is mandatory for the Bidders to get themselves registered with the e- tendering portal (<https://etender.up.nic.in>) *[Registration of cost as per rule and there is no Tender Processing Fee]*.
3. To Participate for bidding, bidders have to pay non-refundable tender document fee of **Rs 1770/-** (One Thousand Seven Hundred Seventy only, Inclusive GST) through Demand Draft favouring "Project Director, State Mission for Clean Ganga-UP," Payable at Lucknow OR (Through RTGS) favouring "Project Director, State Mission for Clean Ganga-UP" in "Union Bank of India, A/c No. 535102010704742 IFSC Code- UBIN0530221, Branch at P.N. Road Lucknow (UP).
4. The Bidder shall furnish, as part of the Bid, Earnest Money/Bid Security, in the amount as specified above in the form of **Bank Guarantee OR Bank Fixed Deposit Receipt (FDR) OR Through RTGS** must be submitted in favour of "Project Director, State Mission for Clean Ganga-UP," Payable at Lucknow in Union Bank of India, A/c No. 535102010704742 IFSC Code- UBIN0530221, Branch at P.N. Road Lucknow (UP).
5. The detailed Bid document/RFP can be viewed and downloaded from the website (<https://etender.up.nic.in> and www.smcgup.org) from 25/01/2026 **(10:00 Hrs)** to 09/02/2026 **(upto 15.00 Hrs.)** free of cost.
6. The last date of online submission of the Bid 09/02/2026 **upto 15.00 Hrs.** (as mentioned on the e-Portal only) ("**Bid Due Date**"). The Bids would be opened on 09/02/2026 **at 15.30 Hrs.** Online at O/o State Mission for Clean Ganga-UP, Lucknow. Representatives of the bidders (maximum of two) who choose to attend, may attend the online opening of the bids

on the date & time as mentioned above. However, such representatives shall be allowed to attend the opening of the bids only if they produce letter of authority on the letter head of the bidder, at the time of opening of bids.

7. A signed and having seal on every page bid should be submitted online in the prescribed format of Bid Document uploaded in the Website. No other mode of submission is acceptable. Conditional bids would be rejected. Besides this a hard copy of bid should be submitted in the office on 09/02/2026 15.00 hrs..
8. The Corrigendum/Addendums/Amendments/Clarifications to the Bid Document/ RFP, if any will be hosted on the above website (<https://etender.up.nic.in> and www.smcgup.org) only. For any clarification, the following office may be contacted:

**O/o Project Director,
State Mission for Clean Ganga
6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter,
Hazratganj Lucknow, Uttar Pradesh 226001. e-mail:-apd@smcgup.org**

9. State Mission for Clean Ganga-UP reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

**Project Director
SMCG-UP Lucknow**

SECTION II

INSTRUCTIONS TO BIDDERS

1. Tenders are invited under two bid system from the reputed Firms/Agencies for “**Supply of T-Shirts & Caps for Branding for SMCG UP**” at State Mission of Clean Ganga (SMCG), Lucknow.
2. Bids should be submitted in the prescribed Bid Document downloaded from SMCG website www.smcgup.org or e-Portal: <https://etender.up.nic.in>
3. The Technical and Financial Bids will be Submitted/ Uploaded on line at e-Portal: <https://etender.up.nic.in>”.

The firms/Agencies fulfilling the Criteria, will also Submit Hard Copy of uploaded Technical bid only superscribed as “**Supply of T-Shirts & Caps for Branding for SMCG UP** ” and addressed to **The Project Director**, State Mission for Clean Ganga (SMCG), 6-Rana Pratap Marg, U.P. Jal Nigam Head Quarte, Hazratganj Lucknow, Uttar Pradesh 226001. Uttar Pradesh so as to reach on or before Bid due date. No Financial Bid Should be submitted in hard Copy.

1. SMCG-UP, will not be responsible for any delay submission of bid or loss of document due to any reason.
6. Technical Bid must be duly typed, signed and stamped by the authorized Signatory of Firms/Agencies and submitted Online at e-portal: <https://etender.up.nic.in>.
7. **BID DUE DATE & TIME:** Tender document shall be download from 25/01 /2025 at 11 am to 09/02/2026 by 03:00 pm from SMCG-UP website www.smcgup.org or e-Portal: <https://etender.up.nic.in>.
8. **TWO BID SYSTEM:** The bid should be submitted online at e-Portal: <https://etender.up.nic.in>. as under:
I. Technical Bid. II. Financial Bid

- I. **TECHNICAL BID:** The Technical Bid will be Submitted/ Uploaded on line at e Portal: <https://etender.up.nic.in>” along with all details and documents as mentioned be in RFP

(a) **BID SECURITY / EARNEST MONEY DEPOSIT**

The Bidder shall furnish an Earnest Money Deposit of Rs.30000 (Rs. Thirty Thousand Only), as part of the Bid, Earnest Money/Bid Security, in the amount as specified in the form of Bank Guarantee OR Bank Fixed Deposit Receipt (FDR) OR Through RTGS must be submitted in favour of “Project Director, State Mission for Clean Ganga-UP,” Payable at Lucknow in Union Bank of India, A/c No. 535102010704742, IFSC Code-UBIN0530221 , Branch at P.N. Road Lucknow (UP).

Bid not accompanied by earnest money shall be summarily rejected. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. The amount will be refunded to unsuccessful bidder without any interest within 30 days after completion of the tender process. The EMD will remain valid for a period of forty-five days beyond the final bid validity period. The Bidder shall submit the Bid Security/EMD in a sealed envelope and mark the envelope as “Bid Security” along with hard copy of Technical Bid.

NOTE:

The Tender Committee constituted by the Competent Authority, SMCG-UP will technically evaluate the Technical Bids. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence. Decision of the Competent Authority SMCG-UP, on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

(b) Documents required to be submitted by bidders with Technical Bid:

- (i) Bid form (as per Annexure -1)
- (ii) Bid security / Earnest money deposit (as per Section II, ITB)
- (iii) Document/Information Required For Qualifying Eligibility (as per Annexure- II)
- (iv) Form of Bank Guarantee for Bid Security / EMD (as per Annexure-IV)
- (v) Undertaking of Non Blacklisting and True/correct information furnished (as per Annexure-VI)

II. FINANCIAL BID

The Financial Bid will be Submitted on line at e- Portal: <https://etender.up.nic.in>”as mentioned in Annexure II: **“Supply of T-Shirts & Caps for Branding for SMCG UP ”** charges

The rates including GST quoted shall be fixed and valid for one year. No request for change or variation in rates or terms and conditions of the tender shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.

NOTE:

- After due evaluation of the bid(s), SMCG-UP will award the contract to the lowest evaluated Responsive Bidder based upon rate at minimum rate of **“Supply of T-Shirts, Caps & Bags for Branding for SMCG UP ”**. Conditional bid will be treated as unresponsive and it may be rejected. The successful bidder will have to enter into an agreement for one years on Rs. 100 Non-Judicial Stamp paper.
- Any variation, addition and/or omissions in the quantity/quality of items to be actually ordered shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of supplies ordered.

SECTION III

General Terms & Conditions, bidder should satisfy are as mentioned below:

TERMS AND CONDITIONS:

- 1.1 The Rate Contract for “**Supply of T-Shirts, Caps & Bags for Branding for SMCG UP**” shall be valid for a period of one year from the date of commencement of Contract.
- 1.2 If the successful Bidder fails to fulfil his obligations under the present contract i.e., non-adherence to terms and conditions, SMCG-UP after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited to SMCG-UP.
- 1.3 The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned.

2. DELIVERY PERIOD:

- 2.1 Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. Requirements indicated as “Immediate” will have to be supplied urgently not later than 15 days. In case of delay beyond the stipulated period, a penalty of Rs. 200/- per day of delay will be levied.
- 2.2 In the case of rejected items, the replacement is to be made within two days of receipt of information regarding rejection of items. Else, penalty @ Rs.200/ per day will be levied.
- 2.3 In the case of short supply, the items are to be replenished within the time stipulated in the supply order. Otherwise, penalty @ Rs.200/- per day of delay will be levied.

3. PAYMENT TERMS:

- 3.1 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- 3.2 TDS and all other taxes will be deducted as per applicable rules.

4. DESPATCH INSTRUCTIONS:

Stores are required to be delivered at SMCG-UP's Office at 6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter, Hazratganj Lucknow, Uttar Pradesh 226001 and no additional payment will be made on account of freights/transportation. SMCG-UP will not pay separately for transit insurance and the tenderer will be responsible till the entire stores ordered for, arrive in good condition at the SMCG-UP offices.

5. RISK PURCHASE:

In case the tenderer fails to supply the ordered quantity within the stipulated time limit, SMCG-UP may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.

6. GUARANTEE/WARRANTY:

- 6.1 The tenderer shall guarantee that the stores, articles sold/ supplied to the SMCG-UP under this tender shall be of the best quality and new (i.e. fresh stock) in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The items supplied shall be fresh and in no case it shall be old stock.
- 6.2 The successful tenderer shall ensure that the items supplied are as per the specifications mentioned in the supply order and of good quality & free from defects. In case the items/articles are not as per the specifications and required quality, the same are liable to be rejected by SMCG-UP. Decision of SMCG-UP will be final on this account. The rejected items must be removed by the successful tenderer from SMCG-UP's premises within three days from the date of information of their rejection. The expenses incurred on this account shall be borne by the successful tenderer.

7. DURATION OF CONTRACT:

- 7.1 The contract shall be awarded for a period of one year initially from the date of commencement of the Contract. SMCG-UP will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of SMCG-UP.
- 7.2 However, it will be obligatory on the part of the tenderer to continue to work at the rates prevailing on the last date of the Contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

8. SECURITY DEPOSIT:

The successful tenderer whose rates are finally accepted shall deposit a sum of 10 % Value of Contract as Security Deposit within 7 days from the date of the communication of award of contract by way of Fixed Deposit Receipts or Bank Guarantee which will be valid for a period of 3 more months beyond the period of contract. The EMD amount of Rs 30000/- (Rupees Thirty Thousand) deposited by bidder will be refunded. No interest will be paid on the performance security.

10. CONDITION FOR ELIGIBILITY:

- 10.1 Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) Provided herein. Proposal of only those Applicants who satisfy the Condition of Eligibility shall be considered for evaluation.
- 10.2 The Bidder may be a sole proprietorship firm/ a partnership firm/ a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under applicable laws of its origin. Joint venture / Consortium are not allowed.
- 10.3 To be eligible for evaluation of its Proposal , the Bidder shall fulfill the following:
- 10.3.1 The Bidder may be a sole proprietorship firm/ a partnership firm/ a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under applicable laws of its origin.
- 9.3.2 Registered under Income Tax Department
- 9.3.3 Registered under Goods and Service Tax Department.

- 9.3.4 Average Annual Financial turnover of Rs. 450000 (Four Lakhs Fifty Thousand) of the Firm/Agency for financial year 2022-23,2023-24 and 2024-25
- 9.3.5 The Bidder shall have minimum 3 (three) years of experience in supplying of “Supply of T-Shirts & Caps” (FY 2020-21,2021-22 2022-23,2023-24 and2024-25) **in** State Government/Central Government or any State/Central PSU/ Reputed Private Institutions/Industries.
- 9.3.6 Bidder shall have completed “Supply of T-Shirts & Caps for Branding” **one work with the single client value of Rs 12 Lakhs or Two works with two different clients of value INR 7.5 Lakhs each or Three works with three different clients of value INR 6 Lakhs each during single financial year** in last five financial years (FY 2020-21,2021-22, 2022-23,2023-24 and 2024-25) in State Government/Central Government or any State/Central PSU.
- 9.3.7 The bidder should have a positive net worth for the past 3 financial years. 2021-22; 2022-23 2023-24 and 2024-25.
- 9.3.8 Technical bid must be accompanied by the Audited Annual Reports / an audited balance sheet certified by Chartered Accountant of the bidder for the last 3financial years (FY 2022-23,2023-24 and 2024-25)

11 Opening and Evaluation of Bid

- 11.1 Process of e-bid (Technical Proposal) opening shall take place in the Office of The Project Director on the date of opening of Technical bids stipulated in the e-tender schedule, in presence of the bidders’ representatives who choose to be present.
- 11.2 The Technical Bid of the eligible bidder would be evaluated as per the Qualification criteria set out in the RFP document. Bids will be evaluated based on the information submitted by bidder. However, SMCG-UP reserves the right to seek clarification/documents from the bidders, if SMCG-UP considers it necessary for proper assessment of the bid.
- 11.3 Process of e-bid (Financial Proposal), opening shall take place in the Office of the Project Director on the date of opening of Financial bids (which shall be communicated to technically qualified bidders at a later stage), in presence of the bidders’ representatives who chose to be present.
- 11.4 The companies/firms shortlisted on the basis of technical evaluation and their financial proposal will be opened and technically qualify financial lowest Firm will be will be invited for contract negotiations.

- For a valid quote, a bidder is required to quote for all the items in the Annexure -III.

12. FORCE MAJEURE:

- 12.1 If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the firm may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to SMCG-UP within seven calendar days from the date of

occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of SMCG-UP as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

12.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract.

13. LAWS GOVERNING AGREEMENT/CONTRACT:

The Agreement/Contract entered into between SMCG-UP and the firm shall be governed by the laws of India for the time being in force.

14. JURISDICTION OF COURTS:

The court of the place where the Agreement/Contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the Agreement/Contract.

15. ARBITRATION:

In the event of any dispute arising between SMCG-UP and the firm in any matter covered under this Agreement/Contract or arising directly or indirectly therefrom or connected or concerned with the said Agreement/Contract in any manner of its implementation of any terms and conditions of the said Agreement/Contract, the matter shall be referred to the Secretary, SMCG-UP who may act as sole arbitrator or may nominate an officer of SMCG-UP as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of SMCG-UP as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made thereunder. The parties expressly agree that the arbitration proceedings shall be held at Lucknow. The language of arbitration shall be in English only.

15. GENERAL:

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Project Director/Additional Project Director SMCG-UP whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to him and his decision shall be final and binding.

SECTION IV

AGREEMENT FOR “SUPPLY OF T-SHIRTS, CAPS & BAGS FOR BRANDING FOR SMCG UP OFFICE”

This agreement is made on this _____ day of 2026 between
M/s _____ (herein after
called the Firms / Agency whose term includes its successors and assignees) whose registered office
is at _____

_____ and
is registered under _____
and acting through its authorized official
Sh. _____

_____, and State Mission for Clean Ganga- Uttar
pradesh (Herein after called the SMCG-UP whose term includes its successors and assignees whose
registered office is 6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter, Hazratganj Lucknow,
Uttar Pradesh 226001, Uttar Pradesh and acting through its authorized official
Sh. _____.

The Firm/ Agency will **“Supply T-Shirts, Caps & Bags for Branding** at SMCG-UP, Lucknow for
official use on the terms and conditions herein contained, and rates as mentioned in **Financial Bid**.
The “Firms/ Agency” has deposited Rs. _____ (Rupees
_____) as interest free Performance
Security.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these
present as followings.

1. The Firm/Agency shall during the period of this contract that is to say from _____ to
_____ or until this contract is determined by such notice as herein after mentioned, will
“Supply T-Shirts, Caps & Bags for Branding for SMCG UP Office”, on the rates accepted as
described in schedule vide Annexure- III to this agreement. It is agreed by the Firm/ Agency will
“Supply T-Shirts, Caps & Bags for Branding for SMCG UP ” may be demanded according to
the exigencies of service by SMCG-UP.

2. The Firm/ Agency shall comply with all the terms and conditions of Tender documents contained
which are part and parcel of this agreement and forms integral part of this agreement and also the
following.

3. The authorities of SMCG-UP shall place an order for their requirement and will receive
acknowledgement from the Firm/ Agency for **“Supply T-Shirts, Caps & Bags for Branding for
SMCG UP ”**. It is anticipated that the Firm/ Agency will **“Supply T-Shirts, Caps & Bags for
Branding for SMCG UP ”** to these authorities on regular basis until such time the contract is valid
and the parties in agreement are satisfied with the performance of the contract.

4. The Firms/ Agency agrees with the SMCG-UP and with each authority competent to order that every contract of hire order should be subject to the terms of this Agreement for **“Supply T-Shirts, Caps & Bags for Branding for SMCG UP** and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for **“Supply T-Shirts, Caps & Bags Caps for Branding for SMCG UP** shall prevail.

5. Firm/Agency will **“Supply T-Shirts, Caps & Bags for Branding for SMCG UP**, from fresh stock not older.

6. The Firm/ Agency should provide the particular model or make of **“Supply T-Shirts, Caps & Bags for Branding for SMCG UP** as agreed upon in the contract. The SMCG-UP only reserves the right to substitute it with another similar **“Supply of T T-Shirts, Caps & Bags for Branding**. If for any reason whatsoever the SMCG-UP is not happy with the condition/quality of the **“Supply T-Shirts, Caps & Bags for Branding for SMCG UP**, the Firm’s/Agency’s nearest office will be informed immediately and they should accept and liability to replace it as per requirement. If for any reason the Firm/ Agency is not in a position to provide **“Supply T-Shirts, Caps & Bags for Branding** as demanded by the SMCG-UP then the SMCG-UP will be free to take **T-Shirts, Caps & Bags for Branding** from the open market and debit the expenditure on account of it on the claims payable to the Firm/ Agency.

7. Firms/ Agency will submit bills to SMCG-UP for release of payment as per supply list.

8. If the Firm/ Agency fails to **“Supply of T-Shirts, Caps & Bags for Branding** to SMCG-UP and if the service is not found satisfactory enough, the SMCG-UP shall have the right to terminate the contract in whole or Part.

9. In the event of failure on the part of Firm/ Agency to **“Supply of T-Shirts, Caps & Bags for Branding for SMCG UP** as mentioned in the preceding paragraph, payment will not be made as per Provision of Contract.

10. The Tender Document which is annexed to this agreement, part and parcel of this Agreement and integral part of this agreement.

11. That Firm/ Agency is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of **“Supply of T-Shirts, Caps & Bags for Branding for SMCG UP** by Firm/ Agency. SMCG-UP will not be liable for any loss, damages, etc. suffered/ to be suffered by Firm/ Agency or third party as the case may be.

12. If for any reason the SMCG-UP is dissatisfied in any way with the standard of the **“Supply of T-Shirts, Caps & Bags for Branding for SMCG UP** or felt deficiency in service during the contract period, it will be reported to the Firm/ Agency in writing. The Firm/ Agency without raising any dispute on such assessment by the SMCG-UP regarding the standard of the Supplied **“Supply of T-Shirts, Caps & Bags for Branding for SMCG UP** provided or quality of service rendered by them may immediately replace it with another **“Supply of T-Shirts, Caps & Bags for Branding** on receipt of such complaint.

Signed

Signed

For and on behalf of the SMCG-UP, Lucknow

For and on behalf of the Firm/Agency

Name (caps):

Name (caps):

Position:

Date:

In the presence of Witnesses

1.

2.

Position:

Date:

In the presence of Witnesses

1.

2.

BID APPLICATION FORM
(On the letter head of the Firms)

No.

Dated:

Project Director,
State Mission for Clean Ganga,
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh,
6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter,
Hazratganj Lucknow, Uttar Pradesh 226001,

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda which is hereby duly acknowledged, we, undersigned, offer to **“Supply of T-Shirts, Caps & Bags for Branding for SMCg UP”** in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within two weeks of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2026 .

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address

Signature

DOCUMENT/INFORMATION REQUIRED FOR QUALIFYING ELIGIBILITY

Minimum Qualification Requirements	Supportive Document
1. The Bidder may be a sole proprietorship firm/ a partnership firm/ a limited liability partnership / a company incorporated under the Companies Act 1956/2013 or a body corporate incorporated under applicable laws of its origin.	Certificate of Incorporation / Registration (enclose self-attested copy of Certificate)
2. Registered under Income Tax Department	Copy of Pan Card (enclose self-attested copy of proof)
3. Registered under Goods and Service Tax Department.	Copy of Goods and Service Identification Number (GSTIN) (enclose self-attested copy of proof)
4. Average Annual Financial turnover of Rs. 450000 (Four Lakhs Fifty Thousand) of the Firm/Agency for financial year 2022-23 2023-24 and 2024-25	A Certificate issued by practicing Chartered Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover should be attached.
5. Audited Annual Reports / an audited balance sheet certified by Chartered Accountant of the bidder for the last 3 financial years (FY 2022-23,2023-24 and 2024-25).	A Certificate issued by practicing Chartered Accountant (with Membership Number and Firm Registration Number),
6. The bidder should have a positive net worth for the past 3 financial years. 2021-22; 2022-23 2023-24 and 2024-25.	A Certificate issued by practicing Chartered Accountant (with Membership Number and Firm Registration Number), certifying the Net worth certificate should be attached.
7. The Bidder shall have minimum 3 (three) years of experience in supplying “Supply of T-Shirts Caps & Bags for Branding” in last five Financial year (FY 2020-21, 2021-22 2022-23 2023-24 and 2024-25) in State Government/Central Government or any State/Central PSU/ Reputed Private Institutions/Industries .	Supply order containing Financial year.
8. Bidder shall have completed “Supply of T-Shirts Caps& Bags for Branding” In the last five financial years (FY 2020-21, 2021-22 2022-23 2023-24 and 2024-25) in State Government/Central Government or any State/Central /PSU. Reputed Private Institutions/Industries. One work with single client of value INR 12 Lakhs Or Two work with two different clients of value INR 7.5 Lakhs each. Or Three work with three different clients of value INR 6 Lakhs each.	Completion Certificate mentioning details, issued by Client to be submitted, in support of Experience.(enclose self-attested copy of proof)

PROFORMA FINANCIAL BID**I. T-Shirts , Caps and Bags Including Branding & Advertisement**

Sl No.	Name of Item	Quantity	Unit	Rate / Unit In (INR)	Total amount (INR)
1	Semi Fitted Unisex White collar T-shirt, size Small including both side printing, front left side (4 color). Logo Size Back 14”X19” (inches) front 8”X6” (inches). Material 100 % ring spun cotton. 210 GSM.	1	Number		
2	Semi Fitted Unisex White collar T-shirt size Medium including both side printing, front left side (4 color). Logo Size Back 14”X19” (inches) front 8”X6”(inches) . Material 100 % ring spun cotton. 210 GSM.	1	Number		
3	Semi Fitted Unisex White collar T-shirt size Large including both side printing , front left side (4 color). Logo Size Back 14”X19” (inches) front 8”X6” (inches). Material 100 % ring spun cotton. 210 GSM.	1	Number		
4	Semi Fitted Unisex White collar T-shirt size XL including both side printing, front left side (4 color)- Logo Size Back 14”X19” (inches) front 8”X6” (inches). Material 100 % ring spun cotton. 210 GSM.	1	Number		
5	Semi Fitted Unisex White collar T-shirt size XXL including both side printing , front left side (4 color)- Logo Size Back 14”X19” (inches) front 8”X6” inch. Material 100 % ring spun cotton. 210 GSM.	1	Number		
6	Semi Fitted Unisex Light White collar T-shirt, size XXXL including both side printing , front left side (4 color)- 210 GSM, Logo Size Back 14”X19” (inches) front 8”X6”(inches). Material 100 % ring spun cotton. 210 GSM.	1	Number		
7	Bags:- Material – Pure Cotton/ Jute, Cream Color 14”X12” (inches) , both sides printing, 4 color, logo size 8”X10” (Inches)	1	Number		
8	Caps -100% cotton, 200 GSM, Standard sizes, Elastic in back, white color with logo size front logo printing in 4 color 8”X6”(inches)	1	Number		

Note: Rate to be quoted by bidder for One Quantity Inclusive all taxes. The Rate shall be valid for a period of one year from the date of commencement of Contract and bidder has to supply Quantity of T-Shirts Caps & Bags on same rate as per demand by SMCG-UP

FORM OF BANK GUARANTEE FOR BID SECURITY/EMD

To

Project Director,
State Mission for Clean Ganga,
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh,
6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter,
Hazratganj Lucknow, Uttar Pradesh 226001,

WHEREAS _____ (Name of tenderer) (hereinafter called the tenderer) wishes to submit his tender “**Supply of “Supply of T-Shirts, Caps & Khadi Bags for Branding for SMCG-UP”** herein after called “the Tender” KNOW ALL MEN by these present that we _____ (Name of Bank) of _____ (Name of country) having our registered office at (_____) (hereinafter called the ‘Bank’) are bound unto the “State Mission for Clean Ganga-UP” (hereinafter called “the Employer”) in the sum of the Rs. _____ (Rupees _____) *for which payment can truly be made to the said Employer. The Bank bind themselves, their successors and assigns by these present with the common seal of the Bank this day _____ of _____ and undertake to pay the amount of _____ Rs. _____ to the employer upon receipt of his first written demand without the employer having to substantiate his demand.

The conditions of this obligation are:

(i) If the tenderer withdraws his tender during the period of Tender validity specified in the Form of Tender.

Or

(ii) If the Tenderer having been notified of the acceptance of his Tender by the Employer during the period of tender validity.

(a) fails or refuses to execute the Form of Agreement in accordance with the instructions to bidders, if required; or

(b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders.

We undertake to pay to the Employer upto the above amount upon receipt of his first written demand, without the employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including the date 45 days beyond the validity of the bid as stated in the Instructions to Bidders or as it may be extended by the Employer, at any time prior to the closing date for submission of the Tenders Notice of which extension to the Bank is hereby waived. Any demand in respect of this guarantee should be made on the Bank on or before the date of expiry of this guarantee.

“This Guarantee shall also be operatable at our Lucknow Branch at Lucknow, Uttar Pradesh from whom confirmation regarding the issue of this guarantee or extension/renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there-under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation.”

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____ in words) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is served upon us on or before _____ all our liability under this guarantee shall cease.

SIGNATURE OF AUTHORISED REPRESENTATIVE OF THE BANK _____

NAME AND DESIGNATION _____

EMPLOYEE CODE NUMBER _____

SEAL OF THE BANK _____

SIGNATURE OF THE WITNESS (IF THIS IS TO BE WITNESSED AS PER BANK'S POLICY) _____

NAME OF THE WITNESS _____

ADDRESS OF THE WITNESS _____

:

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

To

Project Director,
State Mission for Clean Ganga,
Department of Namami Ganga & Rural Water Supply,
Government of Uttar Pradesh,
6-Rana Pratap Marg, U.P. Jal Nigam Head Quarter,
Hazratganj Lucknow, Uttar Pradesh 226001,

WHEREAS..... (name and address of Firm/ Agency) hereinafter called “the contractor” has undertaken, in pursuance of Letter of Acceptance No. Dated to execute..... (name of Contract and brief description of Works) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Firm/ Agency shall furnish you with a Bank Guarantee for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Firm/ Travel Agency such a Bank Guarantee:

NOW THEREOF we hereby affirm that we are the guarantor and responsible to you on behalf of the Firm/ Travel Agency, up to a total of Rs..... (amount of guarantee) (Rupees..... (in words), , and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Firm/ Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract documents which may be made between you and the Firm/ Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 60 days from the date of expiry of the Contract Period.

“This Guarantee shall also be operatable at our Lucknow Branch at Lucknow, Uttar Pradesh from whom confirmation regarding the issue of this guarantee or extension/renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there-

under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation.”

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____ in words) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is served upon us on or before _____ all our liability under this guarantee shall cease.

Signature and seal of the Guarantor with Name, Designation, Employee Code Number & Telephone Number.....

Name of the Issuing Bank/ BranchName of the Controlling Branch/Bank.....

Address & Telephone Number.....Address & Telephone Number.....

Date.....

In the presence of (if this is to be witnessed as per bank's policy).....

1.....
(Name, Address & Occupation)

2.....
(Name, Address & Occupation)

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract including additional security for unbalance bids, if any and denominated in Indian Rupees.

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stampact.

UNDERTAKING
(on non-judicial stamp paper of Rs. 100/-)

(I)

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature:

Name:

Designation:

Name of the Agency:

Address of the Agency:

Phone No. & Mob. No.:

Email Address:

Website address (if any):

Date:

Place:

(II)

I / We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature:

Name:

Designation:

Name of the Agency:

Address of the Agency:

Phone No. & Mob. No.:

Email Address:

Website address (if any):

Date:

Place: