

TENDER NOTIFICATION

Tender No.: 06/2025-26

Date: 20.11.2025

SUBJECT: PROCUREMENT OF COTTON BAGS FROM GREIGE/GREY FABRIC FOR PICKING, COLLECTION & TRANSPORTION AND HEAD COTTON CAPS FOR ELS COTTON PROJECT– TWO BID SYSTEM (TECHNICAL & FINANCIAL)

OUTREACH Association of Volunteers for Rural Development, Bengaluru, a registered society with over three decades of experience, is implementing a project for the promotion of Extra-Long Staple (ELS) Cotton in Haveri and Mysuru districts of Karnataka with the support of international donor agency.

Sealed tenders are invited under a Two-Bid System (Technical Bid & Financial Bid) from eligible suppliers for the supply of I)11,600 griege/grey fabric cotton bags for picking cotton of size 50cm (L) x 60 cm (W) II)11,600 griege/grey fabric cotton bags for collection & transport of cotton, of size 120cm (L) x 90 cm (W), III) 23,200 griege/grey fabric head cotton caps of size 30 cm (L) x 17 cm (W)

The specifications and terms mentioned below:

I). Bags for Picking of Cotton

1. Product Specification:

Dimensions:

- Length: 50 cm
- Width: 60 cm
- Bottom : 15 cm

Straps:

- Two straps made of cotton twill tape- griege/grey fabric
- Length: 100 cm each strap
- Width: 3 cm
- Purpose: To tie around the waist of the person involved in cotton picking

Top Edge Finish:

- Folded front side at the top of the bag
- Fold width: 5 cm

Fabric Specifications:

- Material: 100% cotton, griege/grey fabric
- Weave: Plain weave
- GSM: Submit quotation for 180 GSM
- Yarn quality: 15s and above

Quantity: 11,600 bags

Image of the Cotton Pickers Bag (*Note: Strap colour should be griege/grey*)



II. Bags for Collection and Transporting of Cotton

Dimensions:

- Width: 90 cm
- Length: 120 cm

Straps:

- 4 straps made of cotton twill tape- griege/grey fabric
- Length: 60cm each strap
- Strap width: 3 cm
- Purpose: To tie and secure the bag at the top after filling with cotton

Fabric Specifications:

- Material: 100% cotton, griege/grey fabric
- Weave: Plain weave
- GSM: Submit quotation for 180 GSM
- Yarn quality: 15s and above

Quantity: 11600 bags

Image of the Cotton Bag for collection & transportation (*Note: Strap colour should be griege/grey*)



III) Head cotton caps

Dimensions:

- Width: 17 cm
- Length: 30 cm

Straps:

- 2 straps made of cotton twill tape- griege/grey fabric
- Length: 15cm each strap
- Purpose: To tie around the neck to secure cap

Fabric Specifications:

- Material: 100% cotton, griege/grey fabric
- Weave: Plain weave
- GSM: Submit quotation for 140 GSM

Quantity: 23,200 head caps

Image of the head cap :

30cm length x 17cms width



Top View



Side view

3. Terms and Conditions:

1. Bid System:

Technical Bid (Part-I): The Technical Bid must include the following documents and details:

- Company/Supplier profile,
- Product sample(s),
- GST Registration Certificate,
- PAN Card copy,
- Details of manufacturing/supply capacity,
- List of clients (if any),
- Compliance certificate confirming adherence to the required specifications.

The Technical Bid (Part-I) must be accompanied by the prescribed Earnest Money Deposit (EMD). Bids submitted without the EMD will be summarily rejected.

Financial Bid (Part-II):

The financial bid shall quote the rate per bag and per cap, inclusive of all applicable taxes, transportation charges to the OUTREACH project offices at OUTREACH ELS cotton Haveri project, C/O Siddaramappa Nandeppanavar, Daneswari Nagara Ramachandra Colony, Shivalinga Nilaya, 1st floor, 4th cross, Haveri – 581110 and OUTREACH ELS cotton Mysore project, near Siddappaji temple, Honnegowda block, Hootagalli, Mysore - 570018, and any other incidental expenses. The rates shall be quoted strictly in the Financial Bid Format (Annexure–III). The bidder must clearly calculate the total amount for the tendered quantity of all three products, without any overwriting, corrections, or ambiguities. The Grand Total (to be considered for financial evaluation) shall be indicated both in figures and in words.

The bidder quoting the lowest Grand Total will be considered the L1 bidder.

The quoted price shall be treated as the final landed cost at the designated delivery locations.

Note: The financial bids will be opened only for those bidders who are technically qualified, as determined through the technical evaluation process.

2. Eligibility Criteria:

- Registered manufacturers/suppliers with valid GST and PAN.
- Minimum 2 years of experience in supply of similar materials.
- Capability to supply the entire quantity within the specified timeline.

3. Earnest Money Deposit (EMD): Bidders are required to submit an Earnest Money Deposit (EMD) of ₹50,000/- (Rupees Fifty Thousand Only), in the form of a Demand Draft drawn in favour of OUTREACH Association of Volunteers for Rural Development, payable at Bengaluru, issued by any nationalised bank. The EMD must be enclosed with the Technical Bid (Part-I). The EMD of the successful bidder will be adjusted against the Security Deposit. The EMD of unsuccessful bidders will be refunded without interest, after finalisation of the tender process.

4. Delivery Schedule: Upon confirmation as the successful bidder, the bidder shall:

- Deposit a Security Amount of ₹1,75,000/- (Rupees One Lakh Seventy-Five Thousand only) in the form of a Demand Draft drawn on a nationalised bank, payable at Bengaluru, and
- Execute an agreement on a non-judicial stamp paper of ₹500/- (Rupees Five Hundred only) within five (5) days from the date of issuance of the Confirmation of Sale Letter.
- The delivery of the bags must be completed within fifteen (15) days from the date of issuance of the Purchase Order.
- Delivery Locations: OUTREACH ELS cotton Haveri project, C/o Siddaramappa Nandeppanavar, Daneswari Nagara Ramachandra Colony, Shivalinga Nilaya, 1st floor, 4th cross, Haveri – 581110 and OUTREACH ELS cotton Mysore project, near Siddappaji temple, Honnegowda block, Hootagalli, Mysore - 570018
- OUTREACH reserves the right to increase or decrease the quantity of the specified items (bags) as per its requirements during the contract period. The selected supplier shall be obligated to supply the revised quantity at the same unit rate and terms and conditions as specified in the tender, without any change or escalation in price.

5. Payment Terms:

- 80% payment within 15 days after delivery and inspection.
- 20% after one month of usage feedback from field teams.

6. Sample Requirement:

- Interested bidders may inspect the reference sample available at the OUTREACH office during office hours prior to submitting their bids.
- Each bidder is required to submit one physical sample of the specified bag along with the Technical Bid (Part-I).
- Bids submitted without the required physical sample will be summarily rejected and will not be considered for further evaluation.

7. Rejection Clause:

- Bags not conforming to specifications or found defective during inspection will be rejected.

8. Submission Deadline:

- Last date for submission: The last date for submission of bids is 1st December 2025, up to 5:00 PM, as per the official clock at the office premises.
- Bids must be submitted in two separate sealed envelopes, clearly marked “Technical Bid” part-I and “Financial Bid” part-II, and both placed inside a larger sealed envelope titled “Tender for Grey colour Cotton pickers bags – [Tender No.6/2025-26 dated: 20-11-2025]

9. Address for Submission:

OUTREACH Association of Volunteers for rural development,
205, HBR Layout 2nd Block, 80 Feet Road, Bangalore -560043
Attn: Senior Programme Officer, GIZ project.

10. Addendum/amendment notification clause:

Any amendment (s), addendum (s), corrigendum(s) or other modification to this tender document will be notified only through the official notice boards at the OUTREACH office, Bangalore and the branch offices at Mysore and Haveri. The same shall also be made available on the official website of OUTREACH (www.outreachindia.org). Bidders are advised to regularly check these sources for updates. No separate communication shall be sent individually to the bidders.

11. Opening of Technical Bids

- The Technical Bids will be opened on **02-12-2025 at 11:00 AM** at the Head Office of OUTREACH, in the presence of a minimum of three (3) participating bidders, either physically present or represented by their authorized representatives through Power of Attorney (POA).
- Bidders who are technically qualified will be notified of the date and time of the opening of the Financial Bids on the same day, following the completion of the technical evaluation.

12. OUTREACH's Rights:

- OUTREACH reserves the right to accept or reject any or all bids without assigning any reason.
- The decision of the Procurement/Purchase Committee shall be final and binding.

13. Negotiation: Negotiations will be with L-1 (lowest bid tender) only.

14. Force Majeure:

Neither party shall be held responsible for any losses, if the fulfilment of any terms of provisions of the agreement are delayed or prevented by an act of lawful government orders, civil revolutions or other disorders, wars, strikes, floods, act of god or act of states without limiting the foregoing, any other causes not within the control of the party, whose performance is interfered with and which by the exercise of reasonable delinquency, is unable to prevent whether all the clause of causes, pre-cause herein before enumerated or not The affected party should notify within 15 days the other party promptly in writing upon the occurrence of a force majeure event and make reasonable efforts to mitigate its effects. Failing which the other party shall not be entitled to any benefits under this clause.

15. Government law and jurisdiction:

The contract shall be governed and construed in accordance with the Indian Laws and regulations, and all matters arising out of the contract will be within the jurisdiction of courts at Bengaluru, Karnataka state, India.

16. Settlement of disputes:

If at any time, any question, disputes or differences whatsoever, shall arise between the OUTREACH & bag supplier in relation to or in connection with this contract, both the parties agree to resolve such differences by mutual consultation. In the event of any controversy claim or dispute arising between the OUTREACH and bag supplier on any matter, relating to the order/contract or arising out of the breach thereof, as per the agreement clause. If the decision is not made by the Executive Director within 90 days or the decision of the Executive Director not acceptable to the bag supplier, the same shall be referred to the court of law. In respect of all disputes, if any arising between the parties, the Courts situated in the city of Bengaluru shall alone have exclusive jurisdiction.

17. Penalties: In case the bag supplier fails to execute the work as per the terms and conditions, the Executive Director reserves the right at his discretion to levy suitable penalty and recover the same from the bills of the bag supplier and from the security deposit furnished by the bag supplier and/or to cancel the work order at the risk and cost of the bag supplier. The supplier is bound to deliver 100% of contracted quantity of bags before last date as per delivery schedule. OUTREACH shall not accept delayed supplies, and delayed supplies should be treated as non-supply and the OUTREACH shall have liberty to impose penalty for non-supplied stock at its absolute discretion.

Contact for Queries & Site Visit:

Email: outreach@outreachindia.org

Phone: 9449077530

Executive Director

OUTREACH, Bengaluru.

[Authorized Signature & Seal]

Annexure-I

Tender Terms and Conditions Acceptance Form

To

The Executive Director,
OUTREACH
Bengaluru-

Subject: Supply of cotton bags (180 GSM) and caps (140 GSM) under promotion of ELS cotton project

Ref: Tender document No. _____ dated _____

I/We, the undersigned have examined the above-mentioned tender document, No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer **to supply and delivery of cotton bags (for picking and transportation and collection) and cotton head caps** in conformity with your above referred document.

If our tender is accepted, we undertake to supply, and delivery of cotton bags and cotton head caps as mentioned in tender document with the delivery schedule specified in the technical specifications.

I/We further confirm that, if supply / purchase order is placed to firm, we shall provide security deposit of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us.

I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully accept and agree to all the terms and conditions specified in above mentioned tender document, including amendment/ corrigendum etc. if any.

(Signature with date and seal of the company)

(Name and designation)

Note:

1. Firm/company shall use their own printed letter head for issuing this certificate.
2. Acceptance shall be unconditional.

Annexure - II

Form for Technical bid Part-I

To
The Executive Director
OUTREACH
Bengaluru

Sir,

Procurement of Cotton bags and Head caps - Supplier information

No.	Particulars	
1	Name of the Bag Supplier / Firms	
2	Year of establishment	
3	Registration No. and Date	
4	Full Address	
5	Contact person with Designation	
6	Contact No. Landline with STD code, Mobile and Email, Fax and Website	
7	<ul style="list-style-type: none">• Number of years in similar activity• Quantity supplied in last three years• Certification – licenses, certificates if any.	

No.	Particulars	
8	Detail of bags and caps manufacturing and Processing facilities available	
9	Cotton bags and cotton caps in stock ready to supply	
10	Bank Details: a) Name of the Bank b) Type of Account c) Cash credit limit	
11	Attachments: <ul style="list-style-type: none"> • Company licence for bag production and supplies • Registration number / legal compliances • Price list/quotation inclusive all taxes as applicable • Delivery terms • Three years turnover audited statement • Two references from their existing customer organizations 	

Place: -

Date

Name/ Designation/Signature
Of Authorized Signatory

ANNEXURE III

FINANCIAL BID FORMAT (To be submitted on Bidder's Letterhead)

Tender No.: -----

Name of Work: Supply of Cotton Bags (180 GSM) and Caps (140 GSM) under Promotion of ELS cotton Project

A. Bidder Details

Sl. No.	Particulars	Details
1	Name of Bidder / Firm	
2	Address	
3	GST No.	
4	PAN	
5	Contact Person & Mobile	
6	Email	

B. Financial Quote

(All prices must be inclusive of packing, forwarding, loading, unloading, transportation, and all applicable taxes in INR)

Sl. No.	Item Description	Specifications as per Tender notification	Estimated Quantity in numbers	Unit Rate in INR	Total Amount in INR = Qty × Rate
1	Bags for Cotton Picking Cotton	Grieger/grey fabric cotton bags of 180 GSM of size 50cm (L) x 60 cm (W)	11600		
2	Bags for cotton collection and transportation	Grieger/grey fabric cotton bags of 180 GSM of size 120cm (L) x 90 cm (W)	11600		
3	Cotton head caps	Grieger/grey fabric cotton caps of 140 GSM of size 17cm (W) x 30cm(L)	23200		
Total					

C. Grand Total (To be considered for Financial Evaluation)

Grand Total Amount (in figures):

Grand Total Amount (in words):

(Lowest "Grand Total" will be considered as L1 bidder.)

D. Declaration

I/We hereby declare:

1. The rates quoted above are firm, inclusive of all taxes and duties.
2. The items shall be supplied as per the specifications mentioned in the tender.
3. The organization reserves the right to accept or reject any bid without assigning reasons.

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal: _____

Date: _____