

Society for North East Handmade Paper Development

Baghchung, P.O.- Kuonri Pukhuri, District – Jorhat,
PIN – 785011, Assam

Notice Inviting Tender

Sealed tenders are invited under two cover (Technical and Financial) vide Tender No – SNEHPAD/SFURTI/POTTERY/01/2020-21

Details of Plant and Machinery	EMD	Last Date and Time for Submission of Tender Documents
Machinery for Pottery SFURTI Cluster (Ministry of MSME, Govt. of India) Society for North East Handmade Paper Development, Baghchung District – Jorhat, PIN – 785011, Assam	Rs. 30,000/- (Rs. Thirty Thousand Only)	10-08/2020 By 5.00 PM

Tender documents i.e. Tender Format and other terms and conditions/ details can be downloaded from Process and Product Development Centre (PPDC), Agra, Uttar Pradesh

Website (<http://www.ppdcaagra.dcmsme.gov.in>).

For queries, if any, e- mail : handmadepaperassam@yahoo.co.in,
empowermsme2019@gmail.com

BID DOCUMENT FOR OPEN TENDER

Bidder should read the tender document carefully. Submission of tender shall mean that the Bidder has read and understood all the terms and condition of the tender (including corrigendum issued if any, at later stage of publication of Tender) and agrees and binds himself/themselves to the same.

Bidder must submit 'TENDER ACCEPTANCE LETTER' with their signature and official seal

TENDER REF. NO.: SNEHPAD/SFURTI/POTTERY/01/2020-21
(In communication, Please quote this number & date)

Dated: 25/07/2020

Open Tender document of Supply, Installation and Commissioning of Pottery Machinery

SECTION I

Society for North East Handmade Paper Development, Baghchung, Jorhat, Assam

Pin: 785011

Email ID: handmadepaperassam@yahoo.co.in

TENDER REF. NO.: SNEHPAD/SFURTI/POTTERT/01/2020-21

Dated:25/07/2020

(In communication, Please quote this number & date)

NOTICE INVITING TENDER

Bid Particulars	Details
Tender Reference no	SNEHPAD/SFURTI/POTTERT/01/2020-21
Tender Details.	Machinery With Specifications (As Per Technical Specifications attached in Annexure – I)
Last date and Time of receipt of Bid	10-08-2020 By 5:00 PM
Date and Time for Opening of Technical Bid	12-08-2020 By 11:00 AM
Place of Tender submission	Chairman, Society for North East Handmade Paper Development, Baghchung, District – Jorhat, PIN – 785011, Assam
EMD	Rs. 30,000/-
Financial Bid opening	After finalization of first stage

Sealed Tender under Two cover System (Technical & Commercial) are invited on behalf of Society for North East Handmade Paper Development, by Chairman (here in after called ,the Implementing Agency and / or the Purchaser") through Society for North East Handmade Paper Development (Implementing Agency) for Items mentioned below as per Technical specifications given in the enclosed schedule **Section II Annexure -I** . These Items delivered / Installation and commissioning to be done at destination mentioned in this document.

Secretary

(Society for North East Handmade Paper Development)
Society for North East Handmade Paper Development, Baghchung
P.O. – Kuonri Pukhuri -785011, Jorhat, Assam

SECTION II

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. DEFINITIONS:

- a) "The Purchaser" means the **Society for North East Handmade Paper Development**.
- b) "The Bidder" means the individual or firm who participates in this tender and submits its bid. (c) "The Supplier" means the individual or firm supplying the goods under the contract.
- c) "The Goods" means all the equipment, machinery or other materials, which the Supplier is required to supply to the Purchaser under the contract.
- d) "The Advance Purchase Order" means the intention of Purchaser to place the Purchase Order on the bidder.
- e) "The Purchase Order" means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document. (g) "The Contract Price" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- f) "The Purchase Order" means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- g) "The Contract Price" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- (h) "Validation" is a process through which the equipment / System is tested to ascertain its performance against set technical standards as per Tender Specification in Indian Telecom Network. Validation is carried out in simulated field environment and includes stability, reliability and environment tests.

2. MINIMUM ELIGIBILITY CRITERIA:

2.1. Pre-qualification criteria for intending bidders:

The tenderer shall be required to submit the Earnest Money Deposit (EMD) which is refundable and a non-refundable tender fee by way of demand drafts only. The demand drafts shall be drawn in favour of “ **Society for North East Handmade Paper Development.**” payable at Jorhat. The demand drafts for Earnest Money Deposit & tender fee must be enclosed in the envelope containing the technical bid.

3. INVITATION FOR TENDER OFFERS:

Tenderers are requested to submit Part-I and Part-II in a separate sealed cover. Part-I cover to be superscripted as “Part I – Technical Bid” and Part II cover to be superscripted as “Part II – Price Bid” respectively.

The BIDDERS are requested to give detailed tender in two Bids i.e.

- a. Part - I: Technical Bid.
- b. Part - II: Commercial Bid.

Technical Bid:

3.1 The envelope clearly marked as "Technical Bid-Envelope No.1" shall contain the all copies of originals documents:

Envelope – 1 (Following documents to be provided)		
S.No.	Documents	Content
1.	Technical Bid	Technical Compliance Sheet as per Annexure – I
2.		Copy of IGST Certificate. Manufacturer’s Authorization Letter as per Annexure-II
3.		Declaration Sheet as per Annexure – III
4.		Reference Purchase Order copy. List of Organization/ Dept. as per Annexure-IV
6.		Mandate Form for Electronic Fund Transfer / RTGS Transfer as per Annexure-V
7.		Scanned copy of EMD and it is required to submit the same in original in a sealed envelope at the following address on or before closing date: Chairman, Society for North East Handmade Paper Development, Bagchung, P.O. Kuori Pukhuri, PIN- 785011, Jorhat, Assam

8.		The tenderer shall submit the copy of the tender document and addenda thereto, if any, with each page should be signed and stamped to confirm the acceptance of the entire term & conditions of the tender
9.		Financial statements with net profit, duly audited / certified by Chartered Accountant (CA) of the last three financial years along with the copies of Income Tax Return (ITR) must be enclosed with the technical bid.
10.		The tenderer viz. the Indian Agents and / or the foreign firms should furnish a certificate that the rates quoted by the tenderer are not more than those quoted to any other Institution in India or aboard during the last one year, with supporting documents.
Envelope – 2		
S.No.	Documents	Content
1.	Financial Bid	Price bid should be submitted.

Bid documents should be submitted as per the above sequence with Index page and page numbers (including technical literature). Each page of the bid should be signed & stamped in original. Unsigned bids will not be considered for evaluation. Each point of Envelope–I must be enclosed with the technical bid.

3.2. Tender Fee & Earnest Money Deposit Details

- I. Tender Document can be downloaded from <http://www.ppdcaagra.dcmsme.gov.in/> in with free of cost.
- II. EMD of Rs. 50,000/- (Rs Fifty thousand only) in the form of Demand Draft of a scheduled bank in the name of Society for North East Handmade Paper Development, valid for 60 days from the date of opening of the tender. The firm registered with NSIC as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD. Intended parties will have to give proof of registration along with their quotation. EMD of the unsuccessful bidders shall be refunded without any interest at the earliest after finalization of the purchase of concerned item.
 - a) The EMD will be returned to the BIDDERS(s) whose offer is not accepted by Centre for Rural Development, within one month from the date of the placing of the final order(s) on the selected BIDDER(s). In case of the BIDDER(s) whose offer is accepted the EMD will be returned on submission of Bank Guarantee as Security Deposit (SD).

However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the BIDDERS.

- b) The successful BIDDER, on award of contract / order, must send the contract / order acceptance in writing, within 15 days of award of contract / order failing which the EMD will be forfeited.
- c) The EMD shall be forfeited: In case a successful BIDDER fails to furnish the Security Deposit.

III. The firm(s) who are registered under Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. EMD will be liable to be forfeited if bidder withdraws or amends impairs or derogates from the tender in any respect within the validity periods of his tender. Self-attested scan copy of the valid registration certificate must be uploaded with the technical bid.

3.3. The technical offer should not contain any price information.

4. SPECIFICATIONS:

Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. The Bid which is not as per our tender enquiry will be treated as nonqualified. Institute has the sole discretion to accept or reject tenders based on technical specifications.

5. Envelope 2:

“Commercial Bid” shall contain:

- i. Cost of all the items should be mentioned clearly and individually in the Commercial Offer (Part-II) only.
- ii. The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- iii. List of deliverables / Bill of materials and services.

Note:

- (i) No request for extension of due date will be considered under any circumstances.
- (ii) No sub-contracting is allowed with regard to installation, commissioning, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/their authorized agents.
- (iii) Please do not insert ‘Commercial Bid’ (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid the tender will be rejected.

6. TERMS OF THE TECHNICAL COMMITTEE

On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the secretary, Society for North East Handmade Paper Development. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.

The technical evaluation will be an assessment of the Technical Bid.

The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of Centre for Rural Development and this criteria/recommendation will also form as a part of short-listing of the firms.

The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.

7. OPENING AND EVALUATION OF THE TENDER

(i) The tenders received up 10-08-2020 By 5:00 PM will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened through video conferencing (for which link will be shared with tenderers) by the Tender committee on 12-08-2020 By 11:00 AM in the presence of the available Tenderers/representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present online at the time of opening of the tenders.

(ii) Tender committee will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the online presence of the Tenderers. If any of the Tenderers or agents is not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever. The Technical bid will be evaluated by Tender Committee in terms of the qualification Criteria. Tender Committee reserves the right to disqualify any of the tender if is not satisfied with the documents furnished.

(iii) The Tenderers declared as qualified will be informed on the date of opening of Part-II (Price Bid).

List of Equipment & Specifications - Pottery Cluster, Jorhat, Assam

S.No	Machinery	Description	Quantity
1	Electric Klin (top Loading Type)	Fully stainless steel body Inner loading volume 24*24*24” 3 phase.440v,12 kilowatts semi-automatic With digital display of temperature, slow and fast firing change over option, temperature 800 to 1050 c. Heavy duty wheels	10
2	Electrical Potter Wheel	Overall Dimension Length : 450 MM Width : 550 MM Height : 500 MM 2 Weight of M/c. 35 Kgs Face Plate Die.350 MM Face Plate Thickness 15 MM Height of Face Plate 450 MM from Ground Level Bearing Load Capacity 25 Kgs Power Supply 230 Volts AC Domestic Power Motor Specification 360 Volts 1500 RPM PMDC Motor. It is fitted by nylon bush to avoid risk of Electric sock. Overload Protection Provided by 6 Amp DP MCB Cable Provided 1 Sq. MM 2 Core cable with 6 Amp 3 Pin Top & 10 Feet Lg. Earthling Not Compulsory	138
3	Grinding wheel	(Rotating wheel stand for clay sculpture design work)12” dia ,cast iron double ball bearing, wide base stand fully powder coated	12
4	Pottery tool set	Advanced [pottery tool set includes stainless tools pottery shaping tools	138
5	PUGMILL - KPM - 04	Overall Dimension-Length : 1175 MM,Width : 950 MM,Height : 825 MM,Weight of M/c.113 113 Kgs, Feeding Hpper Size Length : 275 MM, Width : 220 MM,Height of Hopper675 MM from Ground level,Size of Output Mould 130 MM,Power Supply 230 Volts AC Domestic Power, Motor specification 2.0 hp 1 Phase 1440 RPM (An ISI marked) It is fitted on wooden board to avoid risk of Ele sock. Capacity/Output 750 - 1000 Kgs/hour, Safety Side All rotating parts are covered by guard Consumption of Electricity 1-1.5 Unit by Running M/c of 20 Mins.,Overload Protection Provided by 16 Amp DP MCB, Cable Provided 2.5 Sq. MM 2 Core cable with 16 Amp 3 Pin Top & 10 Feet Lg. Earthling Not Compulsory	12

6	Home Scale Bunger	<p>Overall Dimension Length : 1100 MM Width : 900 MM Height : 1290 MM Weight of M/c. 118 Kgs Feeding Hopper Open Hexagonal Drum Height of Drum 975 MM from Ground Level Size of Output Valve 2 Inch PVC Valve Size of Drain Valve 2 Inch CI Cap Top Valve Provided for easy Operation Power Supply 230 Volts AC Domestic Power Motor specification 1 hp 1 Phase 1440 RPM (An ISI marked) It is fitted on wooden board to avoid risk of Ele sock. Capacity/Output 225 ltrs/hour Safety Side All rotating parts are covered by guard Consumption of Electricity 1-1.5 Unit by Running M/c. of 20 Mins. Overload Protection Provided by 16 Amp DP MCB Cable Provided 1.5 Sq. MM 2 Core cable with 16 Amp 3 Pin Top & 10 Feet Lg. Easy Movement Four Wheels are Provided Earthling Not Required</p>	12
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FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT
(on letter head)

Ref. No.

Date: 25-07-2020

To,
Society for North East Handmade Paper Development
Baghchung , P.O. Kuonri Pukhuri, PIN - 785011, Jorhat, Assam

Sub.: Authorization Letter.

Dear Sir,

We, _____, who are established and reputed manufacturers/Suppliers of _____, having factory at _____, hereby authorize M/s. _____ (name & address of Indian distributor /agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us. We shall remain responsible for the tender / contract / agreement negotiated by the said M/s. _____, jointly and severally. We ensure that we would also support / facilitate the M/s _____ on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period. In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarized power of attorney should also be furnished. Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Authorization letter in the prescribed format (Annexure – II) from Original Equipment Manufacturer (OEM) in favour of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.

Annexure-III

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty. The prices quoted in the financial bids are subsidized due to academic discount given to Society for North East Handmade Paper Development.

Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
GST Number	
Kindly provide bank details of the bidder in the following format: a) Name of the Bank b) Account Number c) Kindly attach scanned copy of one cancelled Cheque to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

Annexure-IV

List of Organization/Deptt.

List of Organizations/Deptt. for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization/Deptt. Name: _____

Contact No. : _____

Annexure: V

Certificate of Guarantee/Warranty (on letter head)

I / We certify that the guarantee / warranty shall be given for a period of Two (02) years starting from the date of the satisfactory installation, commissioning and handing over of the equipment and the work completed under the contract. During the guarantee / warranty period, I / we shall provide the “after sale service” and the replacement of defective / or any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee / warranty shall begin only from the date of successful installation. The benefit of change in dates of the guarantee / warranty period shall be in the interest of the user / your organization.

I / We shall try to repair the equipment at Institute premises. However, in case it is not possible to repair the equipment at Institute premises, we will take out the equipment to our site on our own expenses. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till the equipment is rehabilitated to the Institute after repair. If any loss of equipment occurred during our custody, we will restore it / compensate to Institute for such losses.

I / We guarantee that in case we fail to carry out the maintenance work within the stipulated period, the Institute reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs / maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of the Performance Bank Guarantee, the same shall be recoverable from us with / without interest in accordance with the circumstances.

I / We undertake to perform calibration after every major repair / breakdown / taking the equipment out for repair from the Institute premises. I / We guarantee that we will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

I / We guarantee to the effect that before going out of production of the spare parts, we will give the adequate advance notice to Institute so that Institute may undertake to procure the balance of the life time requirements of the spare parts.

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: _____

To,
 Society for North East Handmade Paper Development,
 Baghchung P.O. – Kuori Pukhuri, PIN - 785011,
 Jorhat, Assam

Sub: Authorization for release of payment / dues from Society for North East Handmade Paper Development through electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____ Permanent

Account Number _____

3.Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			

(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)

IFS Code																		
Account Type	Saving					Current					Cash Credit							
Account Number																		

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, Indian Institute of Technology Jodhpur responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.