

NOTICE INVITING TENDER
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001

Tender Notice No.7/SFURTI SCHEME/MACHINERY TENDER/GROUP B/2023-24

Date: 30/01/2024

Inviting sealed quotations from authorized firms, suppliers, vendors, dealers, distributors, manufacturers, for Supply, Delivery, Assembly, Installation, Operationalization, commissioning and training on maintenance thereof various agro-processing based machineries and equipment for Kangmong Agro Cluster, Kangmong, Imphal West, Manipur on Lump sum turnkey (LSTK) basis.

A. SEVA MANIPUR is the Implementing agency for the Kangmong Agro Cluster, Kangmong, Manipur Madhya Pradesh under the aegis of IIE as Nodal agency and Margdarshak Development Projects & Consulting Pvt. Ltd (MDPC) as the technical agency for the SFURTI Project under Ministry of MSME. SEVA MANIPUR invites sealed quotations affixing court fee stamps of Rs. 8.25 from authorized vendor/firms/suppliers for supply, Delivery, Assembly, Installation, Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Manipur on Lump sum turnkey (LSTK) basis. Interested vendors may bid for the items under the GROUP B for which both TECHNICAL BID and FINANCIAL BID needs to be submitted.

Signature



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Self Employment Voluntary
Association, Manipur

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Tender No.	No.7/SFURTI SCHEME/MACHINERY TENDER/GROUP B/2023-24
Estimated Project cost (in Rs.)	Group B Rs. 27.35 lakhs
Earnest Money Deposit	EMD 1% of the estimated cost for SC/ST/OBC/MOBC/Unemployed Graduate Engineer EMD 2% of the estimated cost for general should be submitted along with tender documents in the Technical Bid. EMD Exemptions if any should be supported by necessary relevant documents. Details of EMD is given in Chapter 4
Cost of Tender Document	Rs. 500/-(non- refundable) for bids to any category of equipment/machinery to be submitted at the time of submitting the tender through Demand Draft of Rs. 500.00, of "Kangmong Agro Cluster" Payable at Guwahati. The same should be issued from a Scheduled Commercial Bank.
Mode of Payment	Payment during the period of execution of work order will be in the form of NEFT / RTGS / IMPS /Cheque issued from nationalized bank.
Completion Time	45 days from the Work Order
Address For Submission Of Bids (Physical/Post)	C/o Seva Manipur, North Babupara, Near Council of Higher Secondary Education School, State Guest House Road, West Imphal, PIN-795001 OR C/o The Director, Indian Institute of Entrepreneurship, Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati, Guwahati : 781029, Assam
Period of Downloading, Submission and Opening of Tender Box	Date of uploading of NIT & other Documents- 30 th January 2024 Last date of submission of Tender by Speed Post/Registered Post/ Courier- 12 th February 2024, 11 AM Date and Venue of BID opening- 12 th February, 12.30 PM C/o Seva Manipur, North Babupara, Near Council of Higher Secondary Education School, State Guest House Road, West Imphal, PIN-795001

NOTE:

1. If a holiday falls on any of the schedule date then schedule date shall be considered on next working day.


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2. The tender inviting agency will not be responsible for any postal delays. The bidders must self-ensure that the bid documents should reach the mentioned date on or before the last date of submission of tender.

KEY DATES

SL	PARTICULARS	DATE	TIME	MODE/VENUE
A	Date of Publishing tender	30 th January 2024		Physical in National/Regional Newspaper
B	Date of uploading of NIT	30 th January 2024	11 AM	Online in website : https://iie.gov.in/www.sevagroups.org
C	Date, Time and Venue of Pre-Bid Meeting	6 th February 2024	11 AM	C/o SEVA Manipur, Kangmong, Manipur Also, Online Link for those who cannot be physically present. can join the meeting on Meeting Link: https://meet.google.com/pza-jxyt-yhd
D	Bid submission starting date	30 th January 2024	11 AM	C/O SEVA Manipur, North Babupara, Near Council of Higher Secondary Education School, State Guest House Road, West Imphal PIN- 795001 OR C/o The Director, Indian Institute of Entrepreneurship, Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati, Guwahati : 781029, Assam
E	Last date of Submission of Tender (Physical, Speed Post/Registered Post/Registered Courier)	12 th February 2024	11 AM	C/O SEVA Manipur, North Babupara, Near Council of Higher Secondary Education School, State Guest House Road, West Imphal PIN- 795001 OR C/o The Director, Indian Institute of Entrepreneurship, Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati, Guwahati : 781029, Assam
F	Date and Venue of TECHNICAL BID opening	12 th February 2024	12.30 PM	C/O The Director Indian Institute of Entrepreneurship, N.H-37, Near Games Village, Lalmati, Guwahati : 781029, District Kamrup Metro, Assam
G	Date and Venue of FINANCIAL BID opening	12 th February 2024	2.00 PM	C/O The Director Indian Institute of Entrepreneurship, N.H-37, Near Games Village, Lalmati, Guwahati : 781029, District Kamrup Metro, Assam


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CHAPTER 2: GENERAL DETAILS AND CONDITIONS

1. **Description:** Supply, Delivery, Assembling and Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of machinery at the CFC of various agro-processing equipment/ machinery.
2. **Location:** Kangmong Agro Cluster, C/o SEVA Manipur, Imphal West, Manipur.
3. **Period of delivery and installation:** 45 working days from the date of Issue of Work Order.
4. Tender document may be downloaded from the website <http://iie.gov.in> and www.sevagroups.org
5. Interested parties may submit their sealed quotation at SEVA MANIPUR, North Babupara, Near Council of Higher Secondary Education School, State Guest House Road, West Imphal, PIN 795001 or Indian Institute of Entrepreneurship, Basistha Chariali, N.H-37 Bypass, Near Game Village, Lalmati, Guwahati : 781029, Assam within 21 days from the date of publication of the advertisement. **Rs.500/- (non- refundable) for bids to any category of equipment/machinery to be submitted at the time of submitting the tender through Demand Draft of Rs. 500.00, of "Kangmong Agro Cluster" Payable at Guwahati. The same should be issued from a Scheduled Commercial Bank.**
6. Price quoted will be inclusive of freight/transportation, taxes, charges, duty, transit insurance including all seen and unseen expenses required for installation and operationalization of machinery.
7. Machine electrical connection from supply source has to be provided by the successful bidder. The Price quoted in the financial Bid should be inclusive of cost of electrical connection from supply source.
8. All documents relating to the tender shall be in English language only.
9. Before the last date for submission of Tenders, the Tender Inviting Authority may modify any of the Contents of the Tender Notice, Tender documents by issuing Amendment/Addendum.
10. Any addendum/amendments issued by the Tender Inviting Officer shall be part of the Tender Document and it shall either be communicated in writing to all the purchasers of the Tender documents Notified in the Website in which NIT was published.


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11. Bidders are requested to visit the website <https://iie.gov.in/> and www.sevagroups.org regularly, any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
12. The bidders, who are desirous of participating in the Tender, shall sign on all the statements, documents, certificates of the machinery tender document purchased by him, owning responsibility for their correctness/authenticity.
13. Sealed Envelopes containing the tender documents are to be submitted offline. Bidder should submit their bids through Speed post/Courier or Hand delivery to any one of the address mentioned below.

SEVA MANIPUR The Secretary, Kangmong Agro Cluster C/o SEVA MANIPUR North Babupara, Near Council of Higher Secondary Education School State Guest House Road, West Imphal, PIN-795001	AND/OR	C/o The Director Indian Institute of Entrepreneurship, N.H-37, Near Games Village, Lalmati, Guwahati : 781029, District Kamrup Metro, Assam
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14. The tender inviting authority will not be responsible and liable for any issues arising out of postal/courier delays.
15. Bidders will be required to come or send their authorized representative to attend the bid opening process at above mentioned office.
16. If a holiday falls on any of the schedule date then schedule date shall be considered on next working day.
17. The Bidders should not be blacklisted by any State/Central government or Private Organization, the bidder should be free from any past litigation, pending court case or criminal proceedings, an undertaking in this regard has to be submitted, failure to submit the undertaking shall cancel the bid.
18. Black listed bidders or bidders who have withdrawn previously are not allowed to participate in the tender.
19. Each Bidder shall submit only one Tender for the work. A Bidder who submits more than one Tender will cause disqualification of all the Tenders submitted by the Bidder.


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20. Each bidder shall submit technical and financial bid in separate sealed envelope. Both the envelope should be placed in the main envelope.
21. The Bidder shall bear all costs associated with the preparation and submission of his Tender and the tender inviting authority will in no case be responsible and liable for those costs.
22. The successful bidders have to complete the works within the specified period of time, failing which penalty clause will be imposed.
23. Record of poor progress such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or even while execution of the work, if found that the work was awarded to the Supplier based on false / fake certificates of experience, the Supplier will be blacklisted and work will be taken over invoking relevant standard rules of GOI.
24. Even though the Bidders meet the above qualifying criteria, they are liable to be disqualified/ debarred / suspended / blacklisted if they have Furnished false/fabricated particulars in the forms, statements and annexure submitted in proof of the qualification requirements and/or Not turned up for entering into agreement, when called upon.
25. If the rate quoted by a Bidder is found to be either abnormally high or within the permissible ceiling limits prescribed but under collusion or due to unethical practices adopted at the time of tendering process, such tenders shall be rejected.
26. A Bidder submitting a Tender which the tender accepting authority considers excessive and or indicative of insufficient knowledge of current prices or definite attempt of profiteering will render him liable to be debarred permanently from tendering or for such period as the tender accepting authority may decide.
27. Price quoted should be inclusive of GST, other taxes, cess, transit, insurance, loading, unloading, transportation, Set Up Charges etc. and any other seen and unseen costs without any scope for cost escalation under any circumstances.
28. The estimated cost is inclusive of GST and all the statutory compliances by the Supplier including insurance of man and material till completion of the asset.
29. The interested bidders are requested to read the detailed specification and quote the rates clearly in the Price bid. Quoting the rates in the Price bid will only be taken up for comparison and shall be final.
30. Bidders must provide **GST REGISTRATION CERTIFICATE** else bids will be automatically rejected.


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31. There is no scope for escalation of cost in the tender process till the final delivery, installation, operationalization and commissioning of machinery is complete.
32. Conditional or incomplete tenders/bids will be summarily rejected.
33. The bidders, who are desirous of participating in the Tender, shall duly sign and seal on all the statements, documents, certificates, undertaking, tender document purchased by him, owning responsibility for their correctness/authenticity.
34. The successful Bidder will have to furnish the original hard copies of all the documents, certificates, statements by them before entering into the supply agreement.
35. The interested bidders should have prior authorization from the original equipment manufacturer to participate in the bid including stating the statement of the delivery time schedule of the equipment by the original equipment manufacturer. The prior authorization from the OEM shall be made available for each of the machinery items. If the prior authorization is absent against any of the major machinery items, the concerned bid will be summarily rejected at the stage of technical bid opening.
36. The tender issuing authority may relax the terms and conditions of the tender, based on discussion with the selected supplier before the signing of the agreement.
37. The Tender Inviting Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
38. The venue of the **First Level of Arbitration** shall be at Indian Institute of Entrepreneurship, Guwahati. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
39. The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the court at Guwahati only.
40. Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in Guwahati only.
41. The other terms and Conditions applicable to this tender have been incorporated in the tender document.


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CHAPTER 3: TERMS AND CONDITIONS OF THE BIDDING PROCESS

1. TECHNICAL ELIGIBILITY CRITERIA OF THE BIDDER:

- a. The bidder must have successfully completed similar nature of works during last three years in supply, delivery, installation & operationalization of Agro/Food Processing plant and machinery.
- b. Three similar completed works in supply, delivery and installation of plant and machinery in Agro/Food Processing machineries.
- c. Must have at least 3 years of experience of supplying such items.
- d. Must submit at least 3 Work Order & 3 Work Completion Certificates [In Technical Bid Documents]
- e. The Minimum Average Annual Turnover of the bidder from similar business during last three years should be at least as under:-
- f. **The Minimum Average Annual Turnover of the bidder from similar business (Last 3 Financial Years) should be as under:**

<i>Group</i>	<i>Estimated Cost (Rs.)</i>	<i>Minimum Average Annual Turnover in Last Three Financial Years (Rs.)</i>
<i>Group B</i>	<i>27.35 Lakhs-</i>	<i>1,09,40,000</i>

- g. The bidder has to provide Annual Turnover Certificate of last 3 Financial Years certified from a Chartered Accountant, with valid UDLI Number of Client. The same should be submitted in the Technical Bid Document as Per Annexure.
- h. In case of **start-up entity** proper registration from the concerned authority, DIPP registration, Government of India is required as per Startup Policy. Minimum 2 Year experience in similar completed works is mandatory. Minimum 2 Years completed work proven by client satisfactory report should be submitted with bid document (In Technical Bid)
- i. The bidder should submit an **undertaking with seal and sign mentioning the sole contact of the Nodal Officer, with Contact number, Email address, Postal address for all communication regarding the tender.**
- j. The bidder must not be black listed by any agency from supplying of such items in the last five years.


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- k. The bidder should submit an **undertaking with seal and sign that no FIR is pending against the bidder. The same should be enclosed in the technical bid. The same should be in Non Judicial Stamp Paper and Notarised.**
- l. Any bidder against whom FIR/Complaint is lodged with Police shall not be eligible to participate in the bidding process. Bidders blacklisted by any competent authority will not be considered and their bid will be summarily rejected if found blacklisted at any point of time during the selection process or execution.
- m. The bidder must provide at least 3 Years of free maintenance support. **The bidder must provide an undertaking in letter head, with seal and sign in this regard. The same should be enclosed in the technical bid.**
- n. The interested bidder must have experience of providing post sales services in similar sector.
- o. **The bidder must have prior agreement with original equipment manufacturer (OEM) regarding provisions of post sales services and warranty support. The bidder must provide an undertaking in letter head, with seal and sign in this regard. The same should be enclosed in the technical bid.**
- p. The bidder must have authorized technical staffs/offices in the State of Manipur to provide post supply& installation/post sales services and support.

2. OTHER STATUTORY REQUIREMENTS: The Bidder shall furnish the following documents

- a. Certificate of Registration
- b. Trade License/Shop License
- c. Factory License (Only in case of Manufacturer/Factory)
- d. EPF registration
- e. ESIC registration
- f. Professional Tax
- g. Audited Balance Sheet of Last 3 Financial years (2019-20, 2020-2021, 2021-2022)
- h. Income Tax Return (ITR) for last three Financial years
- i. PAN Card
- j. OEM Authorization
- k. GST registration No.
- l. Past Experiences
- m. Three Similar Work Order (Particular Group for which Bid is made)
- n. Three Similar Work Completion Certificates (Particular Group for which Bid is made)


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3. Estimate of cost of supply of machinery: The tender should be submitted in accordance with the instructions and conditions and any tender not conforming thereto is liable to be rejected. The instruction shall form the part of the tender and contract. The tender shall be complete with all documents. The tender received without tender fee shall be rejected outright.
4. Conditional or incomplete tenders/bids will be summarily rejected.

5. PRE BID MEETING

- a. There will be a pre-bid meeting **on 6th February 2024, 11 AM** in the office of the Tender Issuing Authority- SEVA MANIPUR , North Babupara, Near Council of Higher Secondary Education School, State Guest House Road, West Imphal, PIN 795001
- b. The interested tenderers are advised to check <https://iie.gov.in/> and www.sevagroups.org for up-to-date information like change in date / venue etc., of pre-bid meeting as SEVA MANIPUR may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not disqualification.
- c. **The interested bidder can also participate in the pre-bid meeting in the online mode by video conferencing. The meeting would be conducted in the Google Meet app.**
- d. Pre Bid Meeting Link: <https://meet.google.com/pza-jxyt-yhd>

6. AMENDMENT OF TENDER DOCUMENT

- a. The tender issuing authority may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the tender committee. Any such addendum or corrigendum will be uploaded on <https://iie.gov.in/> and www.sevagroups.org and the same will be binding on all Applicants or Respondents or Tenderers or Bidders, as the case maybe.

7. SUBMISSION OF TENDER IN TWO COVER SYSTEM:

- a. Tenderers are requested to submit the bid in two parts **Part-I and Part-II** in a separate sealed cover.


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- b. Tenders are to be submitted offline. All the documents uploaded by the Tender Inviting Authority Forman integral part of the Contract. Interested parties are required to submit all the tender documents along with the other documents, as asked for, in the tender within the stipulated date and time as given in the Tender Notice. Tenders are to be submitted in two envelopes - one is TECHNICAL BID and the other is FINANCIAL BID. The interested bidder shall carefully go through the documents, prepare and submit the documents.
- c. The tender should be submitted in accordance with the instructions and conditions and any tender not conforming thereto is liable to be rejected. The instruction shall form the part of the tender and contract. The tender shall be complete with all documents. The tender received without tender fee shall be summarily rejected.
- d. The interested bidders are requested to submit the technical documents in the form of spiral/binding/ hard binding format in a sealed envelope (Part-I). Submission of loose documents will lead to disqualification.
- e. Both the Bids i.e. Technical Bid and Financial Bid should be sealed in the Parent/Main Envelope superscripted as **Submission of Technical Bid and Financial Bid for GROUP B for supply, Delivery, Assembly and Installation, Operationalization and Commissioning on Lump sum turnkey (LSTK) of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Manipur .**
- f. The duly signed and stamped tender shall be submitted at the address in a sealed envelope.

SEVA MANIPUR The Secretary, Kangmong Agro Cluster C/o SEVA MANIPUR North Babupara, Near Council of Higher Secondary Education School State Guest House Road, West Imphal, PIN-795001	AND/OR	C/o The Director Indian Institute of Entrepreneurship, N.H-37, Near Games Village, Lalmati, Guwahati : 781029, District Kamrup Metro, Assam
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- g. The bidder at his own responsibility, expenses and risk, is encouraged to visit and examine the Site(s) of Project/Work(s) and its/their surroundings and obtain all information (including that on the risks, contingencies and other circumstances which may affect or influence the bid) that may be necessary for preparing the Bid and entering into a contract. No extra charges consequent on any misunderstanding or otherwise shall be allowed.


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8. VALIDITY OF BIDS:

- a. Bids shall remain valid for a period of 180 (one hundred & eighty) days from the next day of opening of the tender.
- b. During the above mentioned period no plea by the Bidder for any sort of modification of the tender based upon or arising out of any alleged misunderstanding or misconceptions or mistake or for any reason will be entertained. In exceptional circumstances, prior to expiry of the original time limit, the Tender Inviting Authority may request the bidders to extend the period of validity for a specified additional period. Such request to the Bidders shall be made in writing.

9. PROCESS TO BE CONFIDENTIAL:

- a. After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of contract shall not be disclosed to bidders or other person's not officially concerned with such process.
- b. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the tender accepting authority. Any effort by a Bidder to influence the processing of tenders or award decisions may result in the rejection of his tender.

10. SIGNING OF TENDER

- a. If the tender is made/submitted by a firm/partnership firm/ Public Ltd or Private Ltd Company/LLP/ Corporation, it shall be signed and sealed by the proprietor/co-partners/ Director/Managing Director/ Duly Authorized Officer, who shall produce with his tender satisfactory evidence of his authorization.
- b. The tender shall contain no alterations or additions, except those to comply with instructions issued by the tender inviting authority, or as necessary to correct errors made by the Bidder, in which case all such corrections shall be initiated by the person signing the tender.
- c. No alteration which is made by the Bidder in the contract form, the conditions of the contract, the specifications or statements/formats or quantities accompanying the same will be recognized, and , if any such alterations remade the tender will be rejected.


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11. EVALUATION AND COMPARISON OF BIDS

- a. On examination of documents submitted under different covers, SEVA MANIPUR (Tender Inviting Authority) and Working Committee will evaluate and compare the bid, determined to be substantially responsive at each step.
- b. The Committee will evaluate and compare the price of all the qualified Bidder.
- c. Negotiations at any level are strictly prohibited.
- d. In case the bid capacity is same amongst the bidder, the bidder whose annual turnover is more will be preferred.

12. RIGHT TO REJECT BIDS

- a. SEVA MANIPUR (Tender Inviting Authority) and Working Committee reserves the right to accept or reject the bid, wholly or partly, or to split the work in parts and to add/delete any of the items, without assigning any reason whatsoever

13. AWARD OF CONTRACT

- a. SEVA MANIPUR (Tender Inviting Authority) will award the contract to the successful bidder whose bid has been determined to be substantially responsive, qualified to satisfactorily perform the contract and evaluated as the lowest bidder.
- b. The tender committee will award or recommend to the competent tender accepting authority for award of the contract to the Bidder who is found technically qualified as per the tender conditions and whose price is lowest.
- c. The tender inviting authority reserves the right to accept or reject any tenders and to cancel the tendering process, at any time prior to the award of contract.
- d. The Final Agreement/ Award of Contract will be signed between the Social Action for Rural Development (Tender Inviting Authority) and successful/ qualified bidder only.

14. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT

- a. The Bidder whose Tender has been accepted will be notified of the award of the work prior to expiration of the Tender validity period by an official mail from the tender inviting authority.


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- b. The successful Bidder has to sign an agreement within a period of 7 days from the date of receipt of communication of acceptance of his tender. On failure to do so his/her/their tender will be cancelled.
- c. The Scope of work, time of completion, defect liability period and Bank Guarantee will be made in the agreement between successful bidder & SEVA MANIPUR (Tender Inviting Authority)

15. TAXES, DUTIES, INSURANCE AND OTHER LEVIES

- a. The supplier/bidder shall be solely responsible for the taxes that may be levied on the Supplier's persons or on earnings of any office employee.
- b. All other duties / levies payable by the bidder/Supplier shall be included in the bid price and no claim on this behalf will not be entertained by SEVA MANIPUR (Tender Inviting Authority)

16. SCHEDULE OF SUPPLY

- a. The supply, installation & commissioning and performance test of machineries, equipment and its accessories for the respective packages shall be completed within 45 days from the date of issue of purchase order. Delay beyond this period will attract penalty as decided by the Tender Inviting Authority.
- b. The machineries, equipment and its accessories should be Supplied, delivered, installed at Kangmong Agro Cluster, Kangmong , Manipur . The list of machineries, equipment and its accessories with quantity is mentioned in Annexure.
- c. If the contract/Supply is not completed within the stipulated time or extended time, Tender Committee will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful tenderer. Such cancellation will entail forfeiture of Security Deposit along with the machinery and equipment already supplied by the successful bidder.
- d. In the event of non- performance of the contractual provisions or failure to effect the supply, installation & commissioning and performance test within the stipulated time or during the duly extended period through written communication from the competent authority and if it is found that the supplier, has not fulfilled the contractual obligation with Tender Inviting Authority in any manner during the contract period of the bidder also found on later date, Tender Committee reserves the right to disqualify such supplier to participate in future tenders or blacklist the firm upto a maximum period of 3 years in any tender/bids published by SEVA MANIPUR (Tender Inviting Authority) and Indian Institute of Entrepreneurship.


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17. PERFORMANCE TEST

- a. The successful tenderer shall demonstrate the performance of the machineries, equipment and other accessories incomplete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
- b. This demonstration should be done as stipulated by the Tender Inviting Authority and working committee of the cluster as per MoMSME SFURTI Guidelines.
- c. The performance tests should be completed within 15 days from the date of delivery, installation, commissioning of machineries, equipment and all accessories. However, the period of supply, installation, commissioning and performance test should not exceed the period stipulated in the schedule of supply.

18. TRAINING OF STAFF

- a. The successful tenderer should provide training to staffs on the operation and maintenance of the machineries, equipment and its accessories after completion of the performance test.
 - b. The successful tenderer shall demonstrate the performance of the machineries, equipment and other accessories incomplete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
 - c. The bidder has to bear the costs of all men power involved in supply, delivery, assembly, installation, commissioning, trial run and conducting training of relevant group for which the bidder has made the bid.
19. Corrupt or fraudulent practices: Under the SFURTI scheme requires that the bidders / suppliers / contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, define for the purposes of the provision, the terms set forth below as follows: “corrupt practices” means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish in Tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition will reject a proposal for award if it determines that the Bidder recommended for award has engaged incorrupt or fraudulent practices in competing for the contract in question.


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20. Supplier's Risks: All risks of loss of or damage to physical property and of personnel injury and death, which arise during and in consequence of the performance of the Contract, are the sole responsibility of the Supplier.

CHAPTER 4: COST OF TENDER DOCUMENT, EARNEST MONEY DEPOSIT, PERFORMANCE SECURITY, PAYMENT TERMS PENALTY

1. COST OF TENDER DOCUMENT

- a. Rs.500/-(non- refundable) for bids to any category of equipment/machinery to be submitted at the time of submitting the tender through Demand Draft of Rs. 500.00, for "Kangmong Agro Cluster" Payable at Guwahati. The same should be issued from a Scheduled Commercial Bank.

2. EARNEST MONEY DEPOSIT

Group	Estimated Cost (Rs.)	2 % of Estimated cost General/Others (Amount Rs.)	1 % of Estimated cost SC/ST/OBC/MOBC/Unemployed Graduate Engineer (Amount Rs.)
Group B	27.35 Lakhs	54,700/-	27350/-

- a. The bidder should deposit the requisite earnest money, in the form of 'Bank Draft'/Pay Order in favour of "Kangmong Agro Cluster", Payable at Guwahati, Assam
- b. The EMD should be submitted in Technical Documents (PART A)
- c. The EMD should be valid for 7(seven) calendar months with an additional claim period up to 3(three) months from the date of submission of bid. Tenderer shall not claim any interest on Earnest Money Deposit.
- d. Earnest money will be refunded to the unsuccessful Tenderers after finalization of the tender.
- e. Bids submitted without EMD will be summarily rejected.
- f. Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs) would be entitled for exemption from furnishing EMD. The interested bidder seeking exemption has to submit a certificate (in technical bid) issued by the appropriate authority.


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- g. EMD Exemptions if any should be supported by necessary relevant documents.
- h. SC/ST/OBC/MOBC/ Unemployed Graduate Engineer has to provide relevant documents in technical bid documents.

3. PERFORMANCE SECURITY

- a. The Successful Bidder should give Performance Security 3% of the quoted amount, to the SEVA MANIPUR , at the time of acceptance of work-order, to the organization, in the form of a demand draft from a nationalized bank drawn in favor of “ KANGMONG AGRO CLUSTER”, Payable at Guwahati. The same should be issued from a Scheduled Commercial Bank, as per form specified in GFR 2017.
- b. In case of surrendering of the tender or failure to comply with the terms and conditions of the supply as mentioned in the NIT and supply order document. The Performance security will be forfeited.

4. PAYMENT STAGES FOR MACHINERIES WILL BE MADE IN ONE OF THE FOLLOWING TWO OPTIONS:

OPTION-I

- a. 30% (Thirty) of contract value may be paid, as advance against submission of bank guarantee on execution of agreement. The bidder should produce Bank guarantee for the amount equal to 110% of the advance amount, which should be valid for a minimum period of 12 months. If necessary, the bank guarantee should be extended for the required period as requested by the competent authority. The Bank Guarantee should be made from a Scheduled Commercial Bank. The Bank Guarantee should be as per the form as mentioned in GFR 2017.
- b. The next 20% of the contract value will be paid on delivery of the 70% of the machinery in terms of bid value.
- c. Remaining 40% of the contract value will be paid against bills on receipt of the complete set of machineries, Equipment and its accessories as per the order in full and in good condition and installation and commissioning at the CFC site and its verification by tender issuing authority and technical agency (Margdarshak Development Projects & Consulting Pvt. Ltd.)


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- d. The final 10% of the contract value will be paid after training of the staffs/operators and trial run and operationalization at the CFC site and its verification by the tender issuing authority and technical agency (Margdarshak Development Projects & Consulting Pvt. Ltd.). At this point the bank guarantee of 30% advance will also be released.
- e. The performance security will be released after observing full scale operation of the plant and machinery in the agro/food processing and if observed that the whole machineries are running without any technical problem or glitz and is devoid of any manufacturing defect.

OPTION—II

- a. Alternatively, the bidder may opt for payment of 50% of the contract value as first instalment after the supply of 50% of machineries, Equipment and accessories as per the order in good condition at CFC site and its verification by SEVA MANIPUR and technical agency (Margdarshak Development Projects & Consulting Pvt. Ltd.)
- b. Remaining 40% of the contract value will be paid against bills on receipt of the complete set of machineries, Equipment and its accessories as per the order in full and in good condition and installation and commissioning at the CFC site and its verification by SEVA MANIPUR and technical agency (Margdarshak Development Projects & Consulting Pvt. Ltd.)
- c. The final 10% of the contract value will be paid after training of the operators and trial run and operationalization at the CFC site and its verification by the tender issuing authority and technical agency (Margdarshak Development Projects & Consulting Pvt. Ltd.)
- d. The performance security will be released after observing full scale operation of the plant and machinery in the agro/food processing and if observed that the whole machineries are running without any technical problem or glitz and is devoid of any manufacturing defect.


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5. PENALTY

- a. The competent authority reserves the right to impose Penalty to supplier/bidder in case of Non Delivery, Delay in Delivery 45 days from the acceptance of work order. Failure to execute the entire contract within the stipulated time due to delay on the part of the Supplier from the date of issue of work order/ advance payment, as the case may be, will attract a penalty to be decided by IIE based on the completion status or as per industry practise **0.5%** per week. (Maximum up-to 10%). The contract/supply order will be considered as terminated and the competent authority will have the right to engage 3rd party to complete the work. No payments will be made to the supplier for all such non- delivered items. 10% Premium on the value of such non-delivered items will be deducted to offset the expenses of supply, delivery, installation, commissioning and operationalization of machineries and equipment's.
- b. The bidder must mention its **official email ID, detailed courier/ postal address and contact number** in the bid document. All necessary official communications related to the contract will be sent by the IA on these addresses only throughout the period of contract.
- c. Termination/Penalty etc. all such notifications will be made through/to the Email or Postal Address as provided by the bidder in the undertaking.

6. IDENTIFYING DEFECT:

- a. The representative of SEVA MANIPUR / Technical Agency (Margdarshak Development Projects & Consulting Pvt. Ltd.) / Nodal Agency (Indian Institute of Entrepreneurship) will have the right to check the Suppliers work during the process of supply, delivery, installation, commissioning and operationalization to identify any defects/deviations on the technical specification and quality of the various machinery and equipment's to identify and notify the supplier of any defects that are found. Such checking shall not affect the Supplier's responsibilities. The Competent Authority will instruct the supplier to verify the defect and test the machinery/equipment through an independent technical expert until such defects are nullified to ensure smooth functioning of the Plant and Machinery.
- b. There is no scope for escalation of cost in the tender process till the final delivery, installation, operationalization, commissioning and performance testing of machinery is complete.
- c. The Competent Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.


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CHAPTER 5: PACKING, TRANSPORTATION, TRAINING

The successful bidder shall be responsible for packing, transportation; installation and trial run of the machineries and equipment on turnkey basis including provision of necessary electrical work, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of machinery at the CFC as per the following:

- a. The agency has to pack and transport the machines to the cluster at Kangmong, Manipur at their own risk including insurance etc. as may be required.
- b. The agency shall install and demonstrate trial run of the machines at the cluster Kangmong, , Manipur
 - i. **TRAINING:** The bidder should impart suitable training to a group of cluster artisans/farmers/operators for operation and maintenance of the machines during installation at the cluster. The bidder has to arrange training for the cluster artisans/farmers/operators to run, operate, maintain the machineries including minor maintenance works like greasing, lubrication etc. The bidder has to provide free exposure to the cluster artisans/farmers/operators in a similar functioning unit within the State of Manipur. The logistical expenses for such exposure like food, travel, lodging of the cluster artisans/farmers/operators will be borne by SEVA MANIPUR.
 - ii. **SPARES:** The agency has to provide consumables and required spare parts having regular wear and tear/as and when required for at least 3 years. The same should be provided without any extra cost. **The Bidder has to provide an undertaking in this regard.** After 3 Years the consumable, spare parts may be provided at the market price.
 - iii. **SERVICES:** The agency must be able to provide post sale services as and when required with a separate Fee as per the market rate.
 - iv. **MRLS & MANUALS:** The supplier has to include manufacturer recommended list of spares & cost thereof for 2 years successful running of machine in their quotation. However, the same will not be considered for finalization of order.
 - v. **WARRANTY:** All the equipment/machinery should have 1 year warranty.


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1. SCOPE OF WORK

I. Type of Work: Supply, delivery, assembly, installation, operationalization, Commissioning, training on maintenance of the following machines and equipment at Kangmong Agro Cluster, Manipur.

Sl	Description of work	Estimated Cost (in Rs. lakhs)
1	Supply, Delivery, Assembly, Installation & Operationalization & Commissioning on turnkey basis including provision of necessary electrical works, switches, power, boards, sockets, electrical accessories, as per requirement etc., and various tool kits at farm field on Lump sum turnkey basis at the CFC Kangmong, Manipur of various agro-processing equipment/ machinery . Group B	Rs. 27.35 lakhs


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II. (a) List of Machineries and equipment.

GROUP B:

Sl.	Type of machine	Specification	No. of Unit
1	Vacuum Evaporater-Tomato paste	Material- Stainless Steel- 304, Evaporate capacity- 50 kg/hour, Concentrator tank volume- 200 L, Evaporate temp- < 60 degree celsius, Steam consumption kg/hr- 56	1
2	Hammer Mill for tomato paste	Material- Stainless Steel-304, Automation grade- Semi-automatic, Capacity- min 500 kg/hour	1
3	Tubular Juice pasteurizer	Material- Stainless Steel 304, Automation grade- Automatic, Capacity- min 200 lt/hour, Temp profile- 95 degree celsius	1
4	Baby Steam Boiler	Capacity- up-to 500 kg/hour, Type- Wood fired Steam Boiler, Material- Mild Steel, Working Pressure- Min 5 kg/sq.cm.g, Style- Vertical	1
5	Tomato pulper	Material- Food grade stainless steel, Capacity- Min 200kg/hour, Driven type- Electric	1
6	Tomato sauce filling machine	Type of sealing- Centre sealing, Material- Food grade Stainless steel, Driven type- Electric 3 Phase, Filling system- Automatic, Packaging type- Pouch, Speed- min 300 pouch/hr	1
7	Tool-kit for distribution: Agriculture tool-kits	Tool-kit for distribution: Agriculture tool-kits	202
8	Steam Jacketed Kettle	Tilting Arrangement- Tilting type (through worm gear/pinion) Material: Stainless Steel SS 304 Phase: Single Phase Capacity: 250 to 300 Liters Other Specification: Kettle bottom should be of hemispherical design, the unit should be complete with pressure gauge, safety valve, steam pet cock, Steam trap	
9	Other accessories to operationalise the Tomato sauce processing line	Incl. screw pumps, pipes and fittings, elevator buckets etc.	LS
10	Computer	All- in One Desktop Computer. Processor: Intel i3 or equivalent AMD RAM 8 GB DDR 1 TB SATA HDD 19" LCD Monitor UPS 650 VA	1
11	Printer	Multi function printer (Printer/Scanner/Copier) RAM Size : 8 MB Hardware Interface: USB Print Colour: Monochrome Printing Technology: Laser Resolution: 1200 dpi Max scanning size: A4	1


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CHAPTER 6: ANNEXURES

Sl	Particulars	Content	Where to Enclose
1	ANNEXURE 1	Forwarding Letter Format	Technical Bid Envelope "Part-I"
2	ANNEXURE 2	Annual Turnover Statement Certified By CA. Mentioning UDIN Number	Technical Bid Envelope "Part-I"
3	ANNEXURE 3	Self-Declaration For No Blacklisting	Technical Bid Envelope "Part-I"
4	ANNEXURE 4	Declaration For No CBI / Vigilance Case, Notarized In Stamp Paper	Technical Bid Envelope "Part-I"
5	ANNEXURE 5	Self-Declaration/ Undertaking Regarding Communication	Technical Bid Envelope "Part-I"
6	ANNEXURE 6	Declaration From Supplier For Maintenance Support On Company Letterhead	Technical Bid Envelope "Part-I"
7	ANNEXURE 7	OEM Authorization Letter On Company Letterhead	Technical Bid Envelope "Part-I"
8	ANNEXURE 8	Company Profile/Business Profile	Technical Bid Envelope "Part-I"
9	ANNEXURE 9	Checklist	Technical Bid Envelope "Part-I"
10	ANNEXURE 10	Financial Bid Document	Financial Bid Envelope "Part-II"
11	ANNEXURE 11	Self-Declaration: Bid-Security/ Earnest Money Deposit Declaration	Financial Bid Envelope "Part-II"


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ANNEXURE: 1
(PART OF TECHNICAL BID, ENVELOPE 1)

FORWARDING LETTER
(To be provided in the official letter head of the bidder)

To,
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date:

Sub: Supply, Delivery, Assembly, Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Manipur (LSTK) basis.

Sir,
With reference to the tender No. _____, I/We hereby submit our technical credibility and financial quotation for supplying of the listed machines for Group B.

I/We agree that the tender documents provided are true to our knowledge and sprit and if found incorrect, our application will be cancelled automatically at any stage.

We assure to supply, deliver, install the machines for Group B as per the completion time mentioned in the NIT.

Date Seal	Name of Authorized Person	Name of Firm	Signature	and
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ANNEXURE: 2
(PART OF TECHNICAL BID, ENVELOPE 1)

ANNUAL TURNOVER STATEMENT
(Certified by the Chartered Accountant)

The Annual turnover of M/s _____ for the last three Financial years are given below and certified that the statement is true and correct.

Sl	FINANCIAL YEAR	TURNOVER (In Rs.)
1	2019-2020	
2	2020-2021	
3	2021-2022	
	TOTAL AVERAGE ANNUAL TURNOVER (FOR LAST THREE FINANCIAL YEARS)	

Certified by the Chartered Accountant

UDIN Number of Client:

Signature

Seal

Date:

Mobile Number of Certifying Chartered Accountant:

Email Id of Certifying Chartered Accountant:


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ANNEXURE: 3
(PART OF TECHNICAL BID, ENVELOPE 1)

SELF-DECLARATION - NO BLACKLISTING
SEAL AND SIGNED NOTARISED IN STAMP PAPER

To,
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date

Sub: **SELF-DECLARATION - NO BLACKLISTING IN NON JUDICIAL STAMP PAPER AND NOTARISED**

Dear Sir/Madam

In response to the Tender Document No. _____ for Supply, Delivery, Assembly, Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Imphal West on Lump sum turnkey (LSTK) basis.

I/We hereby declare that presently our Company/firm (Name) _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,
Yours faithfully,

Date Seal	Name of Authorized Person	Name of Firm	Signature and
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NOTICE INVITING TENDER
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ANNEXURE: 4
(PART OF TECHNICAL BID, ENVELOPE 1)

FORMAT OF SELF-DECLARATION – NO PENDING VIGILANCE / CBI CASE
To be Printed in Non-Judicial Stamp Paper and Notarized

To,
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date:

Dear Sir/Madam

In response to the Tender Document No. _____ for Supply, Delivery, Assembly, Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Imphal West, Manipur on Lump sum turnkey (LSTK) basis for **Group B**.

I/We hereby declare that presently our Company/firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/firm is not having any FIR / CBI/ Vigilance investigation/Litigation/ or is pending in any case whatsoever.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,
Yours faithfully,

Date Seal	Name of Authorized Person	Name of Firm	Signature and
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ANNEXURE: 5
(PART OF TECHNICAL BID, ENVELOPE 1)

SELF DECLARATION/ UNDERTAKING REGARDING COMMUNICATION

To,
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date:

Dear Sir/Madam,

In response to the Tender Document for supply of machinery for Common Facility Centre for Kangmong Agro Cluster, Kangmong , Imphal West. I/We hereby declare/mention details of communication as Under:

Name of Bidder	
Registered Address of the Bidder	
Name of Nodal officer	
Contact Number of Nodal Officer	
Alternate Number	
Official Email Id for Communication/Correspondence	
Official Postal Address for Correspondence (With Pin Code)	
Official Website (If Available)	
Other Details	

I/We_____declare that the above mentioned address is true and correct to the best of my knowledge. I/We_____declare that any change in Email Id, Address, Contact Number etc. will be immediately informed to the **Secretary**, SEVA MANIPUR, Kangmong Agro Cluster, Imphal West, Manipur through a written communication.

Thanking you,
Yours faithfully,

Date
Seal

Name of Authorized Person

Name of Firm

Signature and


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ANNEXURE: 6
(PART OF TECHNICAL BID, ENVELOPE 1)

To,
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date:

UNDERTAKING TO PROVIDE 1 YEAR OF FREE TECHNICAL & MAINTENANCE SUPPORT.
(IN LETTER HEAD SEAL AND SIGNED)

Sub: Undertaking to provide **1 Year of Warranty & 1 Year Free maintenance** support for Supply, Delivery, Assembly, Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Imphal West, Manipur on Lump sum turnkey (LSTK) basis for **Group B**.

Sir/Madam,

Hereby I/ we _____ declare that I/ we have the following technical service providers in the district/location _____

We assure to provide 1 Year Warranty and 1 Year Technical Support for all the machineries under GROUP _____ supplied by our firm _____ at Kangmong Agro Cluster, Kangmong, Imphal West, Manipur on Lump sum turnkey (LSTK) basis for **Group B**.

Details are attached herewith

Sl	Name	Full Address	Contact Details	Email Id
1				
2				
3				
4				

Date
Seal

Name of Authorized Person

Name of Firm

Signature and


Secretary
Self Employment Voluntary
Association, Manipur

NOTICE INVITING TENDER
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001

ANNEXURE 7
(PART OF TECHNICAL BID, ENVELOPE 1)

OEM AUTHORISATION
(On Letter Head Seal & Signed)

To,
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date:

Sub: OEM Authorization, Direct Manufacturers Authorization for the Installation

Dear Sir,

Name of Work: Supply, Delivery, Assembly, Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Imphal West, Manipur on Lump sum turnkey (LSTK) basis for **Group B**

We M/san established and reputable manufacturer of professional (Product) having Corporate/Registered office atdo hereby authorize M/s.....as our Distributor / Dealer to submit the above bid no..... datedAnd subsequently negotiate and sign the contract with you for the supply of goods manufactured by us.

We hereby confirm and extend our full guarantee and warranty for 1 year as per standard service procedure for the products offered for supply by the above firm only against the invitation for bids.....dt.....and only duly authorize the said firm to act on our behalf in fulfilling any or all installation, technical support and maintenance obligation as required by the contract.

Also undertake to carry out comprehensive AMC for at least 1 year after the defect liability period of three year and carry out software up gradation to 1 year after the expiry of Defect Liability Period "free of cost".

Date Seal	Name of Authorized Person	Name of Firm	Signature and
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NOTICE INVITING TENDER
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ANNEXURE: 8
(PART OF TECHNICAL BID, ENVELOPE 1)

To,
 The Secretary
 SEVA MANIPUR
 North Babupara, Near Council of Higher Secondary Education School
 State Guest House Road, West Imphal, PIN-795001
 Manipur

Date:

BUSINESS PROFILE/COMPANY PROFILE
(On Letter Head, Seal & Signed)

Sl	Particulars	To be Filled by the Bidder (Separate Sheet May be Attached if Required)
1	Name of the Bidder	
2	Name of Owner/Director/Partner of the Firm/Company	
3	Registered Address of the Bidder	
4	Address of Branch Office If Any	
5	Address of Head Office	
6	Mobile Number/Contact Number of the Bidder	
7	Email Id of the Bidder	
8	Website (If Available)	
9	Date and Year of Establishment of Firm	
10	Type of Registration of Business	
11	Chief functionary of the organization with educational qualification	
12	Availability of Manpower (Key Personnel Engaged)	
13	No. of project undertaken in last 3 (years) of similar nature. (Attach experience documents/ work order/ completion certificate from certified CA)	
14	Bidder's Past experience/Completed Projects	
15	No. of Employees in the Firm/Organisation/Company	
16	DIPP Number in case of Start-up Firm	
17	EPF Registration Number	
18	ESIC Establishment Id	
19	GST Number	
20	Import Export Code Registration Number	
21	PAN Number of the Firm	
22	Trade/ Shop License Number and Validity Date	
23	Udyog Aadhaar Number	
24	Factory License Number and Validity Date (if any)	
25	Pollution Certificate and Validity Date (if any)	
26	Professional Tax Registration Number	
27	Turnover in F.Y 2019-20	
28	Turnover in F.Y 2020-2021	
29	Turnover in F.Y 2021-2022	

Date
Seal

Name of Authorized Person

Name of Firm

Signature and


 Secretary
 Self Employment Voluntary
 Association, Manipur

NOTICE INVITING TENDER
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
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ANNEXURE: 9
(PART OF TECHNICAL BID, ENVELOPE 1)

CHECKLIST
(IN LETTER HEAD SEAL AND SIGNED)

Sl	Criteria (CHECK LIST)	List of enclosed Supporting documents (Please Tick)	Enclosure No/Page No.	Remarks
1	Tender Document Fee	YES / NO		
2	EMD (1% for SC/ST/OBC/MOBC/Unemployed Engineering Graduate) or (2 % for General/Others). Relevant Document to be submitted in case EMD 1% is Provided.	YES / NO		
3	EMD Exemption- Relevant Document	YES / NO		
4	Udyog Aadhaar Registration Certificate	YES / NO		
5	Signed Copy of Tender Documents entire set	YES / NO		
6	Certificate of Registration/Proof of ownership along address	YES / NO		
7	Trade License and or Shop License	YES / NO		
8	Memorandum of Association & Articles of Association (In case of Company)	YES / NO		
9	Partnership Deed	YES / NO		
10	PAN Card	YES / NO		
11	GST Registration Certificate (Active Status)	YES / NO		
12	Labour License Registration	YES / NO		
13	Professional Tax Registration or Latest Payment Receipt (If Applicable)	YES / NO		
14	EPF Registration Certificate (If Applicable)	YES / NO		
15	ESIC Registration Certificate (If Applicable)	YES / NO		
16	Factory License Registration (In case of Factory/Manufacturer Only)	YES / NO		
17	DIPP Number in case of Startup Firm/Registration	YES / NO		
18	TAN Number (If Applicable)	YES / NO		
19	Import Export Code Registration Number (If Available)	YES / NO		

Date **Name of Authorized Person** **Name of Firm** **Signature** **and**
Seal


Secretary
Self Employment Voluntary
Association, Manipur

NOTICE INVITING TENDER
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001

ANNEXURE: 9 [CONTINUED]
(PART OF TECHNICAL BID, ENVELOPE 1)
CHECKLIST [CONTINUED]
(IN LETTER HEAD SEAL AND SIGNED)

Sl	Criteria (CHECK LIST)	List of enclosed Supporting documents (Please Tick)	Enclosure No/Page No.	Remarks
20	Certified Copy of Balance Sheet F.Y 2019-20	YES / NO		
21	Certified Copy of Balance Sheet F.Y 2020-21	YES / NO		
22	Certified Copy of Balance Sheet F.Y. 2021-2022	YES / NO		
23	Certified Copy of Profit & Loss statement F.Y 2019-20	YES / NO		
24	Certified Copy of Profit & Loss statement F.Y 2020-21	YES / NO		
25	Certified Copy of Profit & Loss statement F.Y 2021-2022	YES / NO		
26	ITR Financial year 2018-19, Assessment Year: 2020-2021	YES / NO		
27	ITR Financial year 2019-20, Assessment Year: 2021-2022	YES / NO		
28	ITR Financial year 2020-21, Assessment Year: 2022-2023	YES / NO		
29	Experience of completing 3 works of similar nature- 3 Order Copies	YES / NO		
30	Experience of completing 3 works of similar nature- 3 Completion Certificates	YES / NO		
31	Present Works in Hand (Any 3) if Any	YES / NO		
32	Self-Declaration on Letter Head that the firm is not supplying the same item at lower rates quoted in the tender to any government institution during the past one year, as per fall clause adhered by DGS/D and other government Organization.	YES / NO		
33	Annexure 1: Forwarding Letter Format	YES / NO		
34	Annexure 2: Annual Turnover Statement Certified By CA. Mentioning UDIN Number	YES / NO		
35	Annexure 3: Self Declaration For No Blacklisting Notarised in Stamp Paper	YES / NO		
36	Annexure 4: Declaration For No CBI / Vigilance Case, Notarized In Stamp Paper	YES / NO		
37	Annexure 5: Self-Declaration/ Undertaking Regarding Communication	YES / NO		
38	Annexure 6: Declaration From Supplier For Maintenance Support On Company Letterhead	YES / NO		
39	Annexure 7: OEM Authorization Letter On Company Letterhead	YES / NO		
40	Annexure 8: Company Profile/Business Profile	YES / NO		
41	Annexure 9: Checklist	YES / NO		
42	Annexure 10: Financial Bid Document	YES / NO		

Date **Name of Authorized Person** **Name of Firm** **Signature** **and**
Seal


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ANNEXURE: 10
(PART OF FINANCIAL BID, ENVELOPE 2)
SEALED AND SIGNED
SEPARATE SEALED ENVELOPE FOR EACH GROUP

FINANCIAL BID DOCUMENT FOR GROUP A
(In Letter Head of the Company, Seal and Signed)

To, Date:
The Secretary
SEVA MANIPUR
North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001

Sub: Financial Quotations for Supply, Delivery, Assembly, Installation & Operationalization, Commissioning and training on maintenance on Lump sum turnkey (LSTK) basis including provision of necessary electrical work from power source, control panel system, starter, switches, power, boards, sockets, electrical accessories, as per requirement etc. and minor civil works for setting up and installation of various machineries and equipment at Kangmong Agro Cluster, Kangmong, Imphal West, Manipur on Lump sum turnkey (LSTK) basis for **Group B**

Dear Sir/Madam,
Please find the best possible quotation for supply of the listed items as follows:


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GROUP A:

Sl.	Type of machine	Specification	No. of Unit	Unit Cost (Rs.)	Total Amount (Rs.)
1	Vacuum Evaporater-Tomato paste	Material- Stainless Steel- 304, Evaporate capacity- 50 kg/hour, Concentrator tank volume- 200 L, Evaporate temp- < 60 degree celsius, Steam consumption kg/hr- 56	1		
2	Hammer Mill for tomato paste	Material- Stainless Steel-304, Automation grade- Semi-automatic, Capacity- min 500 kg/hour	1		
3	Tubular Juice pasteurizer	Material- Stainless Steel 304, Automation grade- Automatic, Capacity- min 200 lt/hour, Temp profile- 95 degree Celsius	1		
4	Baby Steam Boiler	Capacity- up-to 500 kg/hour, Type- Wood fired Steam Boiler, Material- Mild Steel, Working Pressure- Min 5 kg/sq.cm.g, Style- Vertical	1		
5	Tomato pulper	Material- Food grade stainless steel, Capacity- Min 200kg/hour, Driven type- Electric	1		
6	Tomato sauce filling machine	Type of sealing- Centre sealing, Material- Food grade Stainless steel, Driven type- Electric 3 Phase, Filling system- Automatic, Packaging type- Pouch, Speed- min 300 pouch/hr	1		
7	Tool-kit for distribution: Agriculture tool-kits	Hand tools Kits set (Secateur, Trowel, Hoe, Fork, Weeder, cultivator, transplanter, hand sickle)	202		


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8	Steam Jacketed Kettle	Tilting Arrangement- Tilting type (through worm gear/pinion) Material: Stainless Steel SS 304 Phase: Single Phase Capacity: 250 to 300 Liters Other Specification: Kettle bottom should be of hemispherical design, the unit should be complete with pressure gauge, safety valve, steam pet cock, Steam trap	1		
9	Computer	All- in One Desktop Computer. Processor: Intel i3 or equivalent AMD RAM 8 GB DDR 1 TB SATA HDD 19" LCD Monitor UPS 650 VA	1		
10	Printer	Multi function printer (Printer/Scanner/Copier) RAM Size : 8 MB Hardware Interface: USB Print Colour: Monochrome Printing Technology: Laser Resolution: 1200 dpi Max scanning size: A4	1		
11	Other Accessories to operationalise the tomato sauce processing line--Incl. screw pumps, pipes and fittings, elevator buckets etc.		LS		
	TOTAL AMOUNT (Rs.) ALL INCLUSIVE				

Final Quoted Amount (Rs.) Inclusive of All for GROUP B

Rupees in words: _____



Date

**Name of Authorized Person
Signature and Seal**

Name of Firm

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ANNEXURE-11

(IF APPLICABLE FOR EMD EXEMPTION) IN TECHNICAL BID DOCUMENT- ENVELOPE 1

SELF DECLARATION: BID-SECURITY/ EARNEST MONEY DEPOSIT DECLARATION
(ON LETTER HEAD WITH SEAL AND SIGN)

To,

The Secretary
SEVA MANIPUR

North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur

Date

Sub: Bid-Security/EMD Declaration towards Supply, Delivery, Assembly, Installation of various machineries and equipment (**Group B**) at Kangmong Agro Cluster, Kangmong, Imphal West, Manipur

Sir,

I/We understand that, as per Clause _____ of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We _____ hereby accept that I/We _____ will be disqualified from bidding for any contract with you for a period of **Three years** from the date of disqualification as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse) if,

1. I am /We are in a breach of any of the obligations under the bid conditions,
2. I/We have withdrawn or unilaterally modified/amended/revise, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.

Seal & Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:


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Duly authorized to sign the bid for and on behalf of: _____ (complete name of Bidder)

Dated on _____ day of _____ month, _____ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).


Secretary
Self Employment Voluntary
Association, Manipur