

Section- I

NOTICE INVITING TENDER

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Tender Notice No. -----

Dated: 22.12.2020

Indian Institute of Entrepreneurship

An Autonomous Organization of the
Ministry of Skill Development and
Entrepreneurship, Govt. of India

(An ISO 9001:2015 Certified Organization)

Lalmati, N.H. Bypass No.37 Guwahati 29

Churachandpur Agro Cluster

**HSA Campus, Rengkai Road,
Rengkai, Churachandpur,
Manipur**

I. **The Manipur Agro Producer Development Cooperative Society Private Limited** is the Implementing agency for “**Churachandpur Agro Cluster**”, Rengkai, Churachandpur, District of Manipur under the aegis of **IIE, Guwahati** as Nodal agency and **Margdarshak Development Projects & Consulting Pvt Ltd** as the Technical Agency for the SFURTI Project of Ministry of MSME, Government of India. Grameen Sahara hereby invites sealed quotations in two parts: one part containing all the technical bids and the other part containing only the financial bid (Annexure III) affixing court fee stamps of Rs.8.25 from registered & bonafide, experienced and resourceful contractors from authorized firms/suppliers for Supply, Delivery, Assembly, Installation and Operationalization of various Agricultural tool and equipment and agro processing machinery and equipment for “**Churachandpur Agro Cluster**”.

KEY DATES

| | | |
|----|--|------------|
| A | Date of Publishing | 22-12-2020 |
| B | Date of uploading of NIT & other Documents | 22-12-2020 |
| C. | Documents Collection date | 22-12-2020 |
| D | Bid submission starting date | 22-12-2020 |
| E. | Last date of physical submission of Tender | 11-01-2021 |
| F. | Techno-commercial and financial bid opening date | 12-01-2021 |

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

Address for Submission of Bid:

**The Director,
Indian Institute of Entrepreneurship, Near Game Village, Lalmati,**

Guwahati, Assam- 781029

Or

HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128

Section II
INVITATION OF BID

INVITATION OF BID

1. SCOPE OF WORK: -

“Supply, Delivery, Assembly, Installation and Operationalization of various Agricultural tool/equipment and Agro processing machinery/equipment for “**Churachandpur Agro Cluster**”.

2. Estimated Amount is **Rs 6,646,750/-**

2. ELIGIBILITY CRITERIA OF THE BIDDER: -

- a) The bidder must have successfully completed similar nature of works during last five years.
- b) The bidder must have successfully completed three similar works.
- c) The Supplier should be able to provide post sales service and support for at least 2 years from successful completion of work.

3. COMMERCIAL ELIGIBILITY CRITERIA OF THE BIDDER: -

- a) Average annual turnover during last three years must be **Rs. 2,658,700/-** (40% of the Tender Amount)

4. OTHER STATUTORY REQUIREMENTS (Essential): -

The Bidder shall furnish the following documents

- a. EPF registration
- b. ESIC registration
- c. PAN Card detail
- d. I.T Return for last three financial years
- e. GST Registration Certificate; GSTIN
- f. Professional Tax Paid Certificate
- g. Performance as prime contractor for execution of similar nature of work for last five years and details of works in hand

5. The concerned bidder/ supplier should mandatorily provide their **Postal Address, Email Id and Contact Number** in their forwarding letter (Annexure I). For urgent communications, notice and correspondence in regard to the tender processes the email Id will be used and therefore a functional official email Id should be provided. Any communications/notices served through the provided email ID from competent authority will be treated as integral part of the tender process.

6. Estimated Amount is **Rs 6,646,750/-**

7. Earnest Money Deposit amounting to **Rs. 132,935/- (One Lakh Thirty two Nine Hundred Thirty Five Only, i.e. 2% of total estimated amount)** for general/ OBC and **Rs. 66,467/- (Sixty Six Thousand Four Hundred Sixty Seven Only, i.e. 1% of total estimated amount)** for SC/ST shall be submitted individually in favor of “**Churachandpur Agro Cluster**” and in the form of demand draft payable at Guwahati along with the bid.

8. Any bidder against whom FIR/Complaint is lodged with Police will not be eligible to participate in the bidding process.

9. Price quoted will be inclusive of GST, freight/transportation, taxes, charges, duty, transit insurance and installation and operationalization.

10. Tender document may be downloaded from the website www.iitraining.org

10. Period of delivery and installation: 60 working days from the date of acceptance of the work order.

11. The Competent Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

12. Last date of submission the Tender Document: 11-01-2021, 01:00 PM

13. Date & time of opening of tender: 12-01-2021, 02:00 PM

14. 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 contact. The tender shall be complete with all documents. The tender received without tender fee shall be rejected outright.

15. The tender fee amounting to Rs. 1500/- in the form of demand draft should be submitted individually in favor of “**Churachandpur Agro Cluster**” payable at Guwahati.

16. The tender documents (technical bid and financial bid) are to be separately spiral bound in order to maintain the integrity and authenticity of the documents. The bidder or his official designate must sign in every pages of the documents with their official stamp. The sealed envelope containing the technical bid must be super scribed with a label mentioned as “**TECHNICAL BID FOR SUPPLY, DELIVERY, ASSEMBLY AND INSTALLATION & OPERATIONALIZATION OF VARIOUS AGRICULTURAL PROCESSING BASED MACHINERIES AND EQUIPMENT AT CHURACHANDPUR AGRO CLUSTER, HSA CAMPUS, RENGKAI ROAD, RENGKAI, CHURACHANDPUR, MANIPUR-795128**”. The sealed envelope containing the financial bid must be super scribed with a Label mentioned as “**FINANCIAL BID FOR SUPPLY, DELIVERY, ASSEMBLY AND INSTALLATION & OPERATIONALIZATION OF VARIOUS AGRICULTURAL PROCESSING BASED MACHINERIES AND EQUIPMENT AT CHURACHANDPUR AGRO CLUSTER, HSA CAMPUS, RENGKAI ROAD, RENGKAI, CHURACHANDPUR, MANIPUR-795128**” The technical and financial bids must then be sealed in a main envelop with the super scribed label mentioned as “**BID FOR SUPPLY, DELIVERY, ASSEMBLY AND INSTALLATION & OPERATIONALIZATION OF VARIOUS AGRICULTURAL PROCESSING BASED MACHINERIES AND EQUIPMENT AT**

CHURACHANDPUR AGRO CLUSTER, HSA CAMPUS, RENGKAI ROAD, RENGKAI, CHURACHANDPUR, MANIPUR-795128". The bidder must provide the registered address along with seal and signature of its designate official at the bottom left corner of the sealed main envelop.

17. The Demand Draft of "Tender fee" and EMD must be included in the sealed envelope of "Technical Bid document".

18. The tender documents must be submitted at the tender box placed at the address:
**Indian Institute of Entrepreneurship, Near Game Village, Lalmati, Guwahati, Assam- 781029
or HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128**

19. The bid shall include the following along with other documents mentioned in the invitation of bid-

- The forwarding letter of the tender (Annexure I).
- Technical Bid Criteria Checklist (Annexure II).
- Financial Bid (Annexure III)
- Self-Declaration- No blacklisting in official letter head of the Firm/ Supplier (Annexure IV)
- List as per Checklist (Annexure V).
- Bidders must provide **GST REGISTRATION CERTIFICATE** else bids will be automatically rejected.

Section III
INSTRUCTION TO BIDDERS

1. Submission of Tenders:

Tenders are to be submitted offline. All the documents uploaded by the Tender Inviting Authority form an integral part of the Contract. Tenderers are required to submit all the tender documents along with the other documents, as asked for in the **INVITATION OF BID** published in the website mentioned above and within the stipulated date and time as given in the Tender Notice.

Eligibility of the supplier:

1. Must have at least 3 years of experience of supplying such items (related Agro-Processing Machines and Equipment)
2. Must have at least **Rs. 2,658,700/-** of annual turnover from the supply business. (40% of the estimated price), as reflected in its CA audited statements of the previous years.
3. Must not be black listed by any agency from supplying of such items in the five years.
4. Must have experience of capability of providing on site services/post sales services.
5. Failure to submit any of the given documents will render the bidder liable to be rejected for techno-commercial bid.
6. Bids failed in the stage of technical bid will not be considered for financial bid.

| Sl. No | Category | Sub-category | Details |
|--------|-------------------|----------------|---|
| 01. | Certificates | Certificates | <ol style="list-style-type: none">a) PAN Card.b) EPF registrationc) ESIC registrationd) Copy of I.T. return for last 3 (three) financial years.e) GST registration No., GSTINf) Professional Tax Paid Certificateg) Self-attested copy of License with validity in the name of bidder. |
| 02. | Company Detail(s) | Company Detail | |
| 03. | Credentials | Credential | <ol style="list-style-type: none">a) Performance as prime contractor for execution of similar nature of work for last five years and details of works in handb) Performance as prime supplier for execution of similar work for last 3 (three) years and details of work in hand.b) Documents of Credential (in the form of work completion certificates and payment certificates). |

| | | | |
|-----|-----------------------|-----------------------|--|
| 04. | Financial Information | Financial Information | <p>a) Copy of IT returns for last 3 financial years.</p> <p>b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory. (Chartered Accountant Certificate for showing annual turn-over and Net Worth may be provided in case the audit for FY 2019-2020 is under process along with the undertaking by the authorized signatory stating the same on letter head of the agency)</p> |
| 05. | Earnest Money | Earnest Money | <p>Earnest Money Deposit amounting to Rs. 132,935/- (One Lakh Thirty-Two Thousand Nine Hundred Thirty-Five Only, i.e. 2% of total estimated amount) for general/ OBC and Rs. 66,467/- (Sixty-Six Thousand Four Hundred Sixty-Seven Only, i.e. 1% of total estimated amount) for SC/ST shall be submitted individually in favor of “Churachandpur Agro Cluster” and in the form of demand draft payable at Guwahati along with the bid.</p> |

III. Packing, transportation and installation of the Machines:

The successful bidder is liable to supply as per the prescribed specifications only and also shall be responsible for packing, transportation; installation & operationalization and trial run of the machineries and equipment as given below:

- a) The agency has to pack and transport the machines to the CFC location at Churachandpur Agro Cluster, HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128
- b) The agency shall install, demonstrate and carry out a trail run of the machines at the Churachandpur Agro Cluster, HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128
- i) **TRAINING:** The bidder should impart suitable training to a group of cluster artisans for operation and maintenance of the machines at the cluster site.
- ii) **SPARES:** The agency has to provide required spare parts as and when required for at least 2 year as per the market price. The present market price of the spare part shall be mentioned along with the quotation.
- iii) **SERVICES:** The supplier either need to have local technical service providers for repairing and maintenance or should have trained technicians in the district where the cluster is located and need to provide an undertaking/ guarantee in judicial stamp paper indicating ability to provide the repairing or maintenance services for three years at free of cost.
- 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) **GUARANTEE:** Supplier should give Bank guarantee 10% of quoted amount valid for a period of one year from the date of receipt of the work order. The guarantee would be released subject to satisfactory performance of machineries and equipment as per manufacturer's guarantee and warrantee terms and conditions for machineries and equipment and established industry standards as applicable. The period of validity of guarantee and warrantee should count from the date of handover of the ordered equipment, machineries to the buyer followed by successful installation, commissioning, test run and training of operator designated by the buyer of the machines.

vi) **VALIDITY:** The validity for the supply of machineries will be two months (60 days) from the receipt of the work order from **Manipur Agro Producer's Development Cooperative Society Limited.**

vii) **PAYMENT:** 1st 50% installment at the time of supply order and submitting the Bank Guarantee and 2nd 50% installment after final installations, assembling, commissioning, operationalization, test run, training of operator in the CFC location of the Cluster. The bank guarantee may be increased by the competent authority considering the techno-commercial credibility and the same will be specified in the work order. The amount of bank guarantee would be specified in the work order.

**Forwarding Letter Format
(To be provided in the official letter head of the bidder)**

**To,
The Secretary,
Churachandpur Agro Cluster,
C/O Manipur Agro Producer's Development Cooperative Society Limited
HSA Campus, Rengkai Road, Rengkai,
Churachandpur, Manipur-795128**

Sub: Supply, Delivery, Assembly, Installation and Operationalization of various Agro Processing based machineries and equipment at Churachandpur Agro Cluster, HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128.

Dear Sir,

With reference to the tender notification, we hereby submit our technical credibility and financial quotation for supplying of the listed machines. We agree that the tender document provided are true to our knowledge and sprit and if found incorrect, our application will be cancelled automatically and we are ready to provide the required bank guarantee for the supply/against the advance amount.

Sd/-

**Secretary/ Propreitor
Signature & Official Seal**

Technical Bid Criteria Checklist

List of documents for qualification of commercial bidding by the bidder

Technical Bid Document

| SI No | Criteria | Enclosed | Enclosure No. |
|-------|--|----------|---------------|
| 1 | Experience of supplying agricultural tool and equipments and agro processing machines- supply order copies | Yes/No | |
| 2 | Annual turnover from the supply business – annual audit reports | Yes/No | |
| 3 | Activities of similar work/ Work Experience Certificates | Yes/No | |
| 4 | Experience of providing post sales services- order copies | Yes/No | |

| SI No | Criteria | Enclosed | Enclosure No. |
|-------|---|----------|---------------|
| 1 | EPF Registration Certificate | Yes/No | |
| 2 | GST Registration | Yes/No | |
| 3 | ESI Registration | Yes/No | |
| 4 | PAN | Yes/No | |
| 5 | Professional Tax paid certificate | Yes/No | |
| 6 | IT returns last 3 years | Yes/No | |
| 7 | Annual Audited Financial report of last 3 years (Chartered Certificate for showing annual turn-over and Net Worth may be provided in case the audit for FY 2019-2020 is under process along with the undertaking by the authorised signatory stating the same on letter head of the agency) | Yes/No | |
| 8 | Performance as prime contractor for execution of similar nature of work for last 5 years and details of work in hand | Yes/No | |
| 9 | Experience or work completion certificates of at least 3 completed work. | Yes/No | |
| 10 | Documentary evidences of work | Yes/No | |
| 11 | Company/proprietor etc. details | Yes/No | |
| 12 | Under taking as no FIR | Yes/No | |
| 13 | Under taking as not blacklisted/ debarred by Govt., PSUs, Semi Government etc. | Yes/No | |
| 14 | EMD submitted in correct form | Yes/No | |
| 15 | Tender Fee submitted in correct form | Yes/No | |

(Signature)

Date:

Office Seal

Financial bid document

To,
The Secretary,
Churachandpur Agro Cluster,
C/O Manipur Agro Producer's Development Cooperative Society Limited
HSA Campus, Rengkai Road, Rengkai,
Churachandpur, Manipur-795128

Subject: Financial quotation for supply, delivery, Assembly, Installation and Operationalization of various Agro Processing based machineries and equipment at Churachandpur Agro Cluster, HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128

Dear Sir,

Please find the best possible quotation for supply of the listed items as follows:

| Sl. No | Machine Name | Technical Specification | Quantity | Price per unit | Amount (Rs. In Lakh) |
|--------|----------------------------|--|----------|----------------|----------------------|
| 1 | Mini Rice Mill | | | | |
| i | De husking Machine | 1 TPH | 1 | | |
| ii | Huller Machine | 1 TPH | 1 | | |
| iii | Rice Destoner | 1.5-2 TPH | 1 | | |
| iv | Polishing machine | 0.6 - 1 TPH | 1 | | |
| | Estimated Amount | | | | |
| 2 | Ginger Slicer | 100 - 1500 per kg; Stainless, steel, Automatic | 1 | | |
| 3 | Ginger Dryer | 6 to 192 trays per day Semiautomatic tray dryer | 1 | | |
| 4 | Black rice packing machine | 3 KVA, AC, Single phase/three phase; 50 g to 5 Kg | 1 | | |
| 5 | Paddy Roaster | 75kg -300 kg per hour | 1 | | |
| 6 | Paddy Cleaner | 500-800 kg Per hour | 1 | | |
| 7 | Gunny Bag Filling Machine | 20-30-watt Capacity 5 to 50 kg | 1 | | |
| 8 | Transportation Tray | 57 liters- 600*400*280 mm | 200 | | |
| 9 | Computer with Accessories | HP Core i5 9th Gen 21.5 FHD AIO Desktop | 1 | | |
| 10 | Fruit Grading machine | Semi-Automatic, 5000 Kg per hour | 1 | | |

| | | | | | |
|-------------------------------|--------------------------------------|--|-----|--|--|
| 11 | Misc. equipment | 3 Electronic weighing scale of different capacity (1-10 kg, 10-50kg, 50-5000kg), 4 Impulse heat sealer electric power (400 watt), 1 Water storage tank (500 ltr), 10 Fire Extinguisher (5*1kg, 5*2 kg), 25 Aluminum Tray (450*300*70mm). | LS | | |
| 12 | Tool Kit for distribution to farmers | Drip Irrigations Kit Set: 4000 Sqm - 1 acre Hand tools Kits set (Hoe, Fork, Glove, Weeder, Dibber, Secateur, etc.) | 255 | | |
| Total Estimated Amount | | | | | |

(Signature)

Date

Official Seal

SELF-DECLARATION – NO BLACKLISTING

Date:

**To,
The Secretary,
Churachandpur Agro Cluster,
C/O Manipur Agro Producer's Development Cooperative Society Limited
HSA Campus, Rengkai Road, Rengkai,
Churachandpur, Manipur-795128**

Dear Sir/Madam

In response to the Tender Document for supply, delivery, Assembly, Installation and Operationalization of various Agro Processing based machineries and equipment at Churachandpur Agro Cluster, HSA Campus, Rengkai Road, Rengkai, Churachandpur, Manipur-795128, 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 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,

Signature of Authorized Signatory and Seal of the Company/Firm

Place:

Date:

Annexure V**Checklist**

| SI No | Criteria | Enclosed |
|--------------|--|-----------------|
| 1 | Forwarding letter of the tender (Annexure I) | |
| 2 | List of documents for qualifying for commercial bid (Annex. II) | |
| 3 | EPF Registration Certificate | |
| 4 | GST Registration | |
| 5 | ESI Registration | |
| 6 | PAN | |
| 7 | Professional Tax paid certificate | |
| 8 | IT returns last 3 years | |
| 9 | Annual Audited Financial report of last 3 years (Chartered Certificate for showing annual turn-over and Net Worth may be provided in case the audit for FY 2019-2020 is under process along with the undertaking by the authorised signatory stating the same on letter head of the agency) | |
| 10 | Performance as prime contractor for execution of similar nature of work for last 3 years and details of work in hand | |
| 11 | Experience or work completion certificates of at least 3 completed work. | |
| 12 | Documentary evidences of work | |
| 13 | Company/proprietor etc. details | |
| 14 | Undertaking – No Blacklisting (Annexure IV) | |
| 15 | Financial Bid document (Annexure III) | |
| 16 | Earnest Money Deposit | |
| 17 | Checklist (Annexure V) | |