



M/s.MATHA EDUCATIONAL TRUST

No.22, 22nd East Cross, Gandhi Nagar, Vellore-632006



Tender Notice No. SFURTI-II/TN-PAKKAM/MC-001/2020-21 dt. 25.07.2020

For and on behalf of M/s.Matha Educational Trust, sealed tenders are invited from reputed manufacturers / authorized dealers for the work mentioned below:

Name of Work	EMD									
Supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis under the "Scheme of Fund for Regeneration of Traditional Industries (SFURTI)".	The tender comprises of 2 packages: <table border="1"><thead><tr><th>S.No</th><th>Package</th><th>EMD (in Rs.)</th></tr></thead><tbody><tr><td>1.</td><td>Package I</td><td>1,00,000</td></tr><tr><td>2.</td><td>Package II</td><td>5,00,000</td></tr></tbody></table> EMD in the form of Demand Draft drawn in favour of "HI Account Pakkam SFURTI Coir Cluster", payable at Gudiyatham.	S.No	Package	EMD (in Rs.)	1.	Package I	1,00,000	2.	Package II	5,00,000
S.No	Package	EMD (in Rs.)								
1.	Package I	1,00,000								
2.	Package II	5,00,000								

The tender Schedule can be downloaded at free of cost from the website www.coirboard.gov.in or www.itcot.com upto 5.00 PM on 27.08.2020.

The last date for submission of tenders is upto 11.00 AM on **28.08.2020** and the same will be opened on the same day at 12.30 PM. The tender document shall be addressed to "M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002, Tamilnadu"

DIRECTOR

M/s.MATHA EDUCATIONAL TRUST

(Implementing Agency - Pakkam Coir Cluster, Vellore)

Office: No.22, 22nd East Cross, Gandhi Nagar, Vellore-632006

Phone: 0416-2240800, **Mobile:** +91-93677 78111,

Email: matha.vellore@gmail.com

TENDER REFERENCE No. SFURTI-II/TN-PAKKAM/MC-001/2020-21

**TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF
MACHINERIES, EQUIPMENTS AND ITS ACCESSORIES FOR THE
COMMON FACILITY CENTRE OF PAKKAM COIR CLUSTER, VELLORE
ON TURNKEY BASIS**

Date & Time of Release of Tender	25.07.2020, 10.00 AM
Date & Time of Pre-Bid Meeting	10.08.2020, 02.00 PM
Last Date & Time for Submission of Bid	28.08.2020, 11.00 AM
Date & Time of Opening of Bid (Technical bid only)	28.08.2020, 12.30 PM

Technical Agency (SFURTI)

ITCOT Consultancy and Services Limited

E-mail: info@itcot.com, **Website:** www.itcot.com

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**TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF
MACHINERIES, EQUIPMENTS AND ITS ACCESSORIES FOR THE COMMON
FACILITY CENTRE OF PAKKAM COIR CLUSTER, VELLORE ON TURNKEY BASIS**

1. PREAMBLE

Ministry of MSME, Government of India has formulated “**Scheme of Fund for Regeneration of Traditional Industries (SFURTI)**”, for the development of Village industries and Coir clusters in order to organize the traditional industries and artisans for their growth and long term sustainability. **Coir Board** is the Nodal Agency for the development of coir clusters under the scheme, undertakes the role of programme fund management, in addition to monitoring and evaluation of project implementation.

The scheme specifies the following institutional arrangement at the operational level:

- a Special Purpose Vehicle (SPV) be formed to develop and manage the cluster
- an Implementing Agency (IA) is appointed to undertake scheme implementation
- a Technical Agency (TA) is designated to assist and guide the scheme implementation

Pakkam Coir Cluster, Vellore is approved under the scheme. **M/s.Pakkam Coir Cluster Private Limited**, having administrative office at No.183, Thangam Nagar Main Road, Sri Meenatchi Amman Nagar, Gudiyattam, Vellore - 632602, is the Special Purpose Vehicle (SPV) of the Cluster. **M/s. Matha Educational Trust** is the Implementing agency of the cluster and **M/s.ITCOT Consultancy and Services Limited** is the designated Technical agency for the cluster.

The scheme envisages establishment of upgraded production infrastructure, as the Common Facility Center (CFC), for the manufacturing of coir products and stipulates the building construction and machinery procurement for the establishment of CFC should adhere the General Financial Rules (GFR) of Government of India. Accordingly, the tender procedures are being undertaken for the procurement of machineries, equipments and its accessories.

M/s.Pakkam Coir Cluster Private Limited, the Special Purpose Vehicle (SPV) of Pakkam Coir Cluster, Vellore, having the administrative office at No.183, Thangam Nagar Main Road, Sri Meenatchi Amman Nagar, Gudiyattam, Vellore - 632602, propose to establish a Common Facility Centre (CFC) at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu with the financial assistance from Government of India under SFURTI.

In this context, on behalf of SPV, **M/s. Matha Educational Trust**, the Implementing Agency (IA) of Pakkam Coir Cluster, Vellore having administrative office at No.22, 22nd East Cross, Gandhi Nagar, Vellore - 632006, invites sealed tenders from reputed manufacturers / authorized dealers in “Two Cover System” for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis through transparent bidding process.

The tender comprises of 2 packages. The Tender for each package have to be submitted separately and **each package will be considered as separate tender.** The tenderer can bid one or more packages subject to fulfillment of eligibility criteria for the respective package.

The successful bidder to be selected through this tender is expected to undertake supply, erection and commissioning of machineries, equipments and its accessories as specified, for each package, in the tender. The Tender notification has been published fixing the date of opening of tender as 28.08.2020 at 12.30 PM.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of machineries, equipments and its accessories for the common facility centre of Pakkam Coir Cluster, Vellore on turnkey basis. The tender comprises of 2 packages and the details are given hereunder:

Package	Supply Item
Package I	Coir yarn spinning machines with accessories – 12 Nos.
Package II	PVC Tufted Coir Mat manufacturing machine – 1 No.

The tenderer can bid one or more packages subject to fulfillment of eligibility criteria for the respective package.

- b) The detailed specification is given in Annexure-I for each package separately. The successful tenderer should adhere the schedule of supply and complete erection, commissioning and performance testing as prescribed in the schedule of supply for each package (Chapter 20).
- c) The successful tenderer should undertake supply, erection, commissioning and performance testing of the above said machineries at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
3(a)	The tenderer should be a registered legal entity.	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association (ii) In case of Partnership firm, <ul style="list-style-type: none"> • Registered Partnership deed (iii) In case of Proprietorship Concern, <ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ GST Registration Certificate / PAN Card.

3(b)	The tenderer should be a manufacturer/ authorized dealer of Original Manufacturer of the machinery.	(i) In case of Manufacturer, <ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ GST registration. (ii) In case of Authorized dealer of the Manufacturer, <ul style="list-style-type: none"> • Valid dealership certificate from OEM 						
3(c)	The tenderer should have at least 3 years of experience (as on 30 th June 2020) in the field of manufacture/sales of tendered items, for which the bidder bids.	(i) Purchase orders issued by clients (ii) Performance certificate issued by clients (iii) List of similar orders executed in the last 3 years as per Annexure-V						
3(d)	The minimum Average Annual Turnover of the tenderer in the last three financial years i.e. 2016-17, 2017-18 and 2018-19 or 2017-18, 2018-19 and 2019-20 shall be as given below: <table border="1" data-bbox="359 958 861 1585" style="margin: 10px auto;"> <thead> <tr> <th style="text-align: center;">Package</th> <th style="text-align: center;">Turnover</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Package I</td> <td style="text-align: center;">Rs.100.00 lakhs</td> </tr> <tr> <td style="text-align: center;">Package II</td> <td style="text-align: center;">Rs.400.00 lakhs (OR) Rs.150.00 lakhs, with the experience of supplying similar machines to minimum two Coir Cluster CFCs (In such cases, Purchase order and Performance certificate from the Cluster SPVs to be mandatorily enclosed)</td> </tr> </tbody> </table> <p>Note: The turnover stipulated is package specific, irrespective of the number of packages tendered.</p>	Package	Turnover	Package I	Rs.100.00 lakhs	Package II	Rs.400.00 lakhs (OR) Rs.150.00 lakhs, with the experience of supplying similar machines to minimum two Coir Cluster CFCs (In such cases, Purchase order and Performance certificate from the Cluster SPVs to be mandatorily enclosed)	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure IV (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years
Package	Turnover							
Package I	Rs.100.00 lakhs							
Package II	Rs.400.00 lakhs (OR) Rs.150.00 lakhs, with the experience of supplying similar machines to minimum two Coir Cluster CFCs (In such cases, Purchase order and Performance certificate from the Cluster SPVs to be mandatorily enclosed)							
3(e)	The tenderer should not have been blacklisted for supply of any items or services by any Government departments/agency	The declaration form as per Annexure VI should be enclosed.						

4.	LANGUAGE OF THE TENDER
<p>The Tender prepared by the tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be enclosed.</p>	
5.	PURCHASE OF TENDER DOCUMENTS
<p>a) The tender document shall be downloaded from www.coirboard.gov.in or www.itcot.com at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure VII).</p> <p>b) The tender document can be downloaded from 25.07.2020 to 27.08.2020.</p>	
6.	PREBID MEETING
<p>There will be a pre-bid meeting on 10.08.2020 at 02.00 PM in the office of the M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore - 632006 during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach IA at least two days prior to the pre-bid meeting date, which would be promptly addressed in the meeting. The tenderers are advised to check www.coirboard.gov.in or www.itcot.com for up-to-date information like change in date / venue etc., of pre-bid meeting as IA may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.</p> <p>In case of any extended (Covid 19) lockdown period on the date of pre-bid meeting or any other such circumstances, the pre-bid meeting would be conducted by video conferencing on the same date, for which the interested bidders are requested to mail their Email-Id and whatsapp/phone number to the mail Id of the IA (matha.vellore@gmail.com) before 09.08.2020</p>	
7.	CLARIFICATION ON THE TENDER DOCUMENT
<p>The tenderers may ask for queries in any of the clauses in the tender document before 48 hours of the opening of the tender. Such queries may be sent in writing to “M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore - 632006” or by e-mail to matha.vellore@gmail.com. IA will upload the clarification on www.coirboard.gov.in or www.itcot.com. It is binding on the part of tenderers to check the above said websites for any amendments or clarifications posted during the entire tender process.</p>	

8.	AMENDMENT OF TENDER DOCUMENT
<p>IA whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, 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 www.coirboard.gov.in or www.itcot.com and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.</p>	
9.	AUTHORISATION OF THE TENDERER
<p>The Tender should be signed on each page by the tenderer or by the person who is duly authorized for the same by the tenderer.</p>	
10.	SUBMISSION OF TENDER IN TWO COVER SYSTEM
<p>(a) The tender comprises of 2 packages. The tenderer can bid one or more packages. Tender for each package have to be submitted separately and each package will be considered as separate tender. Bidders who apply multiple packages shall comply with the conditions and clauses pertaining to the respective packages and shall submit the bid for each package separately. The Technical Specification of each package is given in Annexure I.</p> <p>(b) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.</p> <p>(c) Tenders should be submitted in two parts for each package separately:</p> <ol style="list-style-type: none"> i. Part I will cover technical bid and ii. Part II will cover price bid <p>(d) Tenderers should ensure submission of all documents pertaining to Part-I and Part II proposals separately as per the Check list given in Annexure -X.</p> <p>(e) Tenderers are requested to place Part I and Part II documents in separate sealed covers. Part I cover to be superscripted as “Part I – Technical bid (Package No: ___)” and Part II cover to be superscripted as “Part II – Price bid (Package No: ___)” respectively, mentioning the name and address of the Tenderer in each of the both covers. These two sealed covers (Part I and Part II) must be placed in a single outer cover superscripted as “Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Centre of Pakkam Coir Cluster, Vellore on Turnkey basis (Package No: ___)” and addressed to “M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002,</p>	

Tamilnadu” mentioning the name and address of the Tenderer in the outer cover. Tenders shall be submitted in sealed cover and unsealed tenders would summarily be rejected.

- (f) Tenders should be dropped only in the tender box kept at the office of “Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002” on or before 11.00 AM on 28.08.2020. Tenders will not be received by hand.
- (g) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 11.00 AM on 28.08.2020. Tenders received after the specified time will not be considered and IA will not be liable or responsible for any postal delays.
- (h) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

- (a) The Tender should be accompanied by an Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham. EMD for each package is given below:

S.No	Package	EMD
1.	Package I	Rs.1.00 Lakh
2.	Package II	Rs.5.00 Lakhs

- (b) The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful tenderers at the earliest on the expiry of final bid validity and latest on or before the 30th day of the award of contract.
- (c) The Earnest Money Deposit will be retained in the case of successful tenderer and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.
- (d) Any request of the tenderer, under any circumstances claiming exemption from payment of EMD will be rejected and their Part II price offer will not be opened.
- (e) If the tenderer emerges as the successful bidder and after subsequent issuance of letter of acceptance by the IA, failure to sign the agreement, to remit the Security Deposit or to execute the contract as per tender conditions, will result in the forfeiture of the EMD amount remitted.

12. VALIDITY

- (a) The rate quoted in the Tender should be valid for the acceptance by the IA for a minimum period of 90 days from the date of opening of the Tender.

- (b) The accepted rate of the successful tenderer is valid till the entire contract is fully completed. Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- (a) The tender box will be closed at 11.00 AM as per the office clock on 28.08.2020 and the received tenders in the tender box will only be opened. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Tender committee at 12.30 PM on the same day in the presence of the available tenderers/ representatives of the Tenderers who choose to be present. **The venue of the Bid opening shall be at the Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu.** The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- (b) Tender Committee will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents 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.
- (c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 11.00 AM on the next working day and opened at 12.30 PM on the same day.
- (d) The Technical bid will be evaluated by the tender committee in terms of the qualification Criteria. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished.
- (e) IA may arrange for field inspection, if necessary, to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.
- (f) After the completion of evaluation of technical bids, the tenderers declared as qualified by the Committee, will be informed the date of opening of Price bid (Part II).

14. PRICE OFFER

- (a) The Price bid should be kept only in the Part II cover.
- (b) The price bid should be prepared as per Annexure-IX.
- (c) The price should be neatly and legibly written both in figures and words.
- (d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.

- (e) If a bidder quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- (f) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.

15. EVALUATION OF THE PRICE

- (a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II)
- (b) The comparison of the rates offered shall be based on the total all inclusive rates offered (i.e. sum of all inclusive rate offered for all the tendered items).

16. AWARD OF CONTRACT

- (a) The Tenderer who has quoted lowest price (L1) will be issued the 'Letter of Acceptance' by the Implementing Agency.
- (b) In unavoidable circumstances, such as receipt of very limited bids or the proposal prices are substantially higher than the market value / updated cost estimate or available budget, the committee may decide upon resorting to Negotiation with the lowest evaluated responsive bidder. In such cases, the Tenderer who has quoted lowest price (L1) will be invited for negotiations and after finalizing the negotiated rate, Letter of Acceptance will be issued.

17. SECURITY DEPOSIT

- (a) On receipt of the Letter of Acceptance from IA, the successful tenderer should remit a Security Deposit (SD) of **5%** of the value of the contract in the form of Account payee Demand Draft from any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of one year in favour of "HI Account Pakkam SFURTI Coir Cluster", payable at Gudiyatham, within 10 (Ten) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.
- (b) Any other amount pending with IA will not be adjusted under any circumstances, against the Security Deposit if so requested.
- (c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.
- (d) Security Deposit amount remitted will not earn any interest.

18. AGREEMENT

The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.

19. ISSUE OF PURCHASE ORDER

After payment of Security Deposit and successful execution of the agreement, Purchase Order will be released within 10 days by the IA. The successful tenderer should complete the supply, erection & commissioning and performance test of machineries, equipments and its accessories within stipulated time from the date of receipt of Purchase Order (Chapter 20).

20. SCHEDULE OF SUPPLY

- (a) The specification of machineries, equipments and its accessories should be as per Annexure-I of the respective package.
- (b) The supply, erection & commissioning and performance test of machineries, equipments and its accessories for the respective packages shall be completed as given below. Delay beyond this period will attract penalty.

Package	Timeline
Package I	Within 90 days from the date of issue of purchase order
Package II	Within 120 days from the date of issue of purchase order

- (c) The machineries, equipments and its accessories should be delivered and installed at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu.
- (d) If the contract 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 EMD and Security Deposit.
- (e) In the event of non- performance of the contractual provisions or failure to effect the supply, erection & commissioning and performance test within the stipulated time or during the extended period and if it is found that the supplier, has not fulfilled the contractual obligation with IA in any manner during the currency of the contract or also found on later date, Tender Committee reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 3 years.

(f) Every step will be taken by the IA to make infrastructure ready at the scheduled time of dispatch of Machinery, equipments and its accessories. If there is any delay due to any reason on the part of the IA, release of payment will be considered on the basis of delivery schedule given in Purchase Order.

21. PERFORMANCE TEST

(a) The successful tenderer shall demonstrate the performance of the machineries, equipments and its accessories in complete 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 IA.

(c) The performance tests should be completed within 30 days from the date of delivery of machineries, equipments and all accessories. However the period of supply, erection, commissioning and performance test should not exceed the period stipulated in the schedule of supply (Chapter 20).

22. TRAINING OF STAFF

(a) The successful tenderer should provide training to Staffs on the operation and maintenance of the machineries, equipments and its accessories after completion of the performance test.

(b) The successful tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for the machineries, equipments and its accessories to IA.

23. PERFORMANCE GUARANTEE

(a) The machineries, equipments and its accessories are to be guaranteed for a period of 12 months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.

(b) During performance guarantee period of 12 months the successful tenderer should attend any call from IA immediately, in case of any problems, related to operation or malfunctioning of the machinery, equipments & accessories, without any delay for regular operation of the machinery. The above service should be done at Free of cost.

(c) The successful tenderer should submit bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.

(d) After completion of one year performance guarantee period successfully, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.

24.	PAYMENT TERMS
<p>(a) 30% of contract value will be paid as advance on execution of agreement against Bank guarantee. The Tenderer should produce Bank guarantee for the equal 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 IA.</p> <p>(b) 40% of the contract value will be paid, against bills, on receipt of the complete set of machinery, equipments and its accessories as per the order in full in good condition, at the CFC site, after acceptance by the tender committee.</p> <p>(OR) Alternatively, the bidder may opt for 70% of Contract value on supply of the complete set of machinery, equipments and its accessories as per the order in full in good condition, at the CFC site, after acceptance by the tender committee, instead of claiming first installment of 30% as advance payment against bank guarantee.</p> <p>(c) 25% of the contract value will be paid on successful completion of performance test.</p> <p>(d) The balance 5% and SD will be released only after satisfactory completion of the entire contract and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.</p> <p>(e) IA also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The successful tenderer is liable to pay such dues to the IA immediately on demand, without raising any dispute/protest.</p>	
25.	PENALTY
<p>(a) Failure to execute the entire contract within the stipulated time from the date of issue of purchase order will attract a penalty of 1% per week, on the full value of the contract upto a maximum of 5%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.</p> <p>(b) The response time for attending the complaint raised by IA has to be within 48 hours and resolution time for the same has to be within the next 48 hours. Failure to comply with the above time line will attract a penalty of Rs.1000/- per day.</p> <p>(c) Any delay on the part of IA should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict IA from levying penalty.</p>	
26.	TERMINATION OF CONTRACT
<p>IA reserves the right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or for any of the reasons.</p>	

27. GENERAL CONDITIONS

- (a) Conditional tender in any form will not be accepted.
- (b) Any notice regarding any matters, to the supplier shall be deemed to be sufficiently served, if given in writing to his usual or last known place of business.
- (c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- (d) Tender committee reserves the right to relax or waive or amend any of the tender conditions.
- (e) The Tender Committee reserves the right to increase or decrease the order quantity with the same terms and conditions.
- (f) All the items of supply tendered shall be new and in any circumstances Old, refurbished or second-hand machines / equipments / components will not be accepted and will be considered to be the violation of tender norms.
- (g) The successful tenderer shall not outsource/off load either full or part of the work to any other agency / individual, other than the mandatory requirements for the execution of the project on turnkey basis.
- (h) If the performance of the tenderer is not as per the schedule, then tender committee reserves the right to cancel / reallocate full or part of the contract, at any stage of the contract execution.

28. ARBITRATION

- (a) In case of any dispute in the tender, including interpretation, if any, on the clauses of the tender or the agreement to be executed, the matter shall be referred by IA / Tenderer to an Arbitrator to be appointed by the Parties hereto by mutual agreement. If no such Arbitrator could be appointed by mutual consent, the matter may then be referred to the Chairman, Coir Board for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act 2015.
- (b) The venue of the Arbitration shall be at the Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) 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 Vellore only.

29.	JURISDICTION OF THE COURT
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Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Vellore only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER:

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATION**PACKAGE – I****COIR YARN SPINNING WITH SPOOLING FACILITY****(i) Specification for Product/Machinery Output/ Performance (Strict adherence required)**

Product Requirement/Machine Output/Performance	
Capacity per machine	Min. 60kg to 110kg / 8 hours
Finished product (Yarn) range	100 to 200 runnage for loose and hard twist yarn

The tenderer shall offer the Double Head Double Conveyor type Coir yarn Spinning machine with Auto feeding system strictly meeting the above requirements on Product/Machinery output.

(ii) Machinery Specification (Equivalent/Superior specification required)

S.No	Machinery / Equipments	Specification
1.	Turbo Willowing machine with Auto feeding attachment – 1 No.	Power : 3 HP (2 Hp + 1 HP)
2.	Two Ply Coir Yarn spinning machine – 12 Nos.	Double head, Double combing with 1.5 HP 1440 RPM Motor each Capacity: 80 Kgs. per 8 hour shift
3.	Auto feeder for Double head spinning machine – 12 Nos.	With 1 HP 1440 RPM Motor, counter shaft type and Panel board
4.	Auto Rewinding machine – 1 No.	Included of standard quality suitable for the main machinery
5.	Spooling machine (Four head) – 1 No.	With 3.0Hp Motor and Starter – Production Capacity- 1200Kg/8hours

Additional specifications for spinning machine:

Description	Specification
Size	20'*3'4"*7' (l*b*h)
Minimum weight	900kg
M.S.Rectangular Pipe – Branded	100 * 50mm Size
M.S.Angle - Branded	50 * 6 Angle
Gear Wheels	Hardened
Chain	Diamond (Branded
Chain Sprocket	Hardened - L/2'r Size
Back sheet	S.S. material - 430 Grade
Conveyor Belt	P.V.C.Material
Reeper	HDPE Material

Description	Specification
Bobbin	Nylon Material
Nozzle	Tip Type (Hardened).
Needle	Hardened
Auto drive system	0.25 Hp motor & gear box

The above machinery specifications are proposed for the required Product/ Machine output/ performance stated in Item Annexure I (i). Electric Motor should be of reputed brand, three phases with optimum output power suitable for smooth functioning, maximum production with minimum power consumption provided with starters and safety features with minimum warranty of one year. Machinery should be capable of producing the required quality and quantity prescribed. Specific Details of the machineries developed by adopting suitable technologies for quality improvement, output and reduced operational cost can be submitted on separate sheet.

The tenderer shall offer the “Double Head Double Conveyor Type Spinning Machine with Auto Feeding System” with EQUIVALENT / SUPERIOR specifications to meet the Product/ Machine output/ performance requirements mentioned in Item Annexure I (i) of this section. Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the machine shall deem to be included in the scope of supply.

PACKAGE – II

PVC Tufted Coir Mat (1 No.):

PVC Tufting machine should be capable for Manufacture of coir mats in 200 cm width with PVC base. The production capacity of this machine should be 100 sq m per/hour, with a pile height of 12mm to 30mm. This machine should comprise of the following:

1. Machine should have a Creel stand to carry 480 spools
2. A Yarn drier to eliminate excess moisture in the yarn
3. Cutting head suitable for tufting 2.1 m coir mat with Spreading platform for PVC / Latex emulsion with doctor blade for adjustment of feed thickness of PVC emulsion.
4. Roller conveyor with Teflon belt.
5. Belt aligner
6. 20 Nos of heating panels of 1 Mtr length each
7. 5 Nos. of Cooling panels in 1 mtr length each
8. Inline shearing machine 1 No. provided with dust collecting system
9. Inline slitting and cross cutting station with 7 Nos. of slitting heads
10. 1 No. inline rolling machine
11. Electrical control Panel.

Details:

1. **Creel stand** – This should have provision for carrying 480 spools fabricated out of 50mm x 50mm square tubes and should have 240 spindles, each carrying two spools of 10 Kg each. Total length of creel stand should be 6 to 6.5m.
2. **Yarn drier (inline):** 2100mm x 2500mm should be the size of yarn drier. This should be provided with a heat exchanger with suitable circulation fan. This should have opening windows for feeding coir yarn to the yarn drier into the cutting head. Suitable heat insulation should also be provided.
3. **Cutting Head:** This will be constructed with heavy side frames of 10cm thick MS and matching sizes/ sections for other parts. This should have a length to tuft 2.1m coir mat having pile height from 12mm to 30mm. This should be driven by 10HP motor of 1440 RPM with variable speed control of 5:1 for getting 160 cuts per min, maximum with variable yarn feeding arrangement for getting mats of above pile heights. This should be supplied with 2sets of long knives. There should be a spreading platform for the PVC/ Latex compound and piping system over it for the conveyance of compound from the mix carrying drum to the machine bed. This should be provided with doctor blade for thickness adjustment of PVC/latex compound. This should also be provided with a chute to guide the cut bits of yarn to the spreading platform in upright position.

In order to remove the dust particles resulted out of the cutting operation of the yarn, suitable duct will be provided with blower near the cutting head and connected to the cyclone.

4. **Roller conveyor with Teflon belt:** A conveyor with heat resistant Teflon belt running along the length of the machine provided with two rubber coated end rollers should also form part of the system. The movement of this conveyor is to be regulated by the belt aligner.
5. **Belt Aligner:** the cooking oven should be provided with a belt aligner for ensuring correct movement of the belt. This equipment consists of 3 rollers mounted on a Frame work that can be moved laterally and axially. These rollers are operated by power pack controlled motor. It is designed to help the belt passed through the rollers of this machine to move in correction position with proper tension while machine is working.
6. **Cooking Oven:** this should have 20 heating panels for a length of 20m and will have 5 cooling panels covering a length of 5m. The panels should be fabricated out of MS flat tubes. The head drum and tail drum of cooking oven should be provided with rubber coating to avoid slippage of Teflon belt. Bottom of the heating panel should be adequately insulated by rock wool of 100mm thickness. The cooking oven temperature control should be in three sections and this should be performed with necessary temperature control valves provided on the thermic line and with suitable temperature sensors. Heating system should be complete with all pipes, valves, Controls, indicators, safety systems, for incoming and return of oil to the heating panels and provided with proper insulation and cladding.
7. **Cooling:** There should be 5 panels of 1 metre length in suitable width to carry chilled water for cooling the mat coming out of the heating panels. The chilled water line from the chiller should be suitably led to the distribution line near the machine for chilled water supply to cooling panels with valves, non-return valves, and should be provided with insulation with 50mm thick thermocol and with necessary cladding. Cooling panel bottom should be insulated by thermocol of 100mm thickness.
8. **Shearing machine (inline):** This should be suitable for inline shearing with spiral and ledger blades provided with dust collection system consisting of dust sucking blower, ducting and cyclone. There should be one shearing head, driven by 7.5 HP motor. There should also be suitable storage bin as a safe guard against damage due to any excessive stretch.
9. **Inline Slitting and Cross cutting station:** This arrangement should have 6 Nos of slitting heads to slit mat into desired width with 1 HP motors each with circular knives mounted on it having size 250x40x2mm. A cross cutting station for cutting different size of mats automatically to the required width should also be provided. A circular blade mounted on a traveler moves from one side to the other to facilitate cutting of mat in preset lengths.
10. **Inline Roll winder unit:** This consists of two rollers of 250 mm dia. fixed on a suitable frame work driven by a gear motor. The tufted mat when needed in full length roll bypasses the cutting device and wound in roll form with the help of this roll winding device.

11. **Electrical Control Panels:** a) One centralised control panel should be provided with complete central system for controlling the yarn feeding for different pile height, controlling the temperature of the cooking oven, and controlling the belt speed.
b) The second electrical control panel for online slitting and cross cutting station, shearing machine and rolling device should also be provided. This should synchronize the machine speed with conveyor speed. Cross cutting length should be adjusted using a photocell.
12. **PVC/Latex Mixing Machine** The Mixing Unit consists of a stirrer, circular in shape mounted on a heavy SS shaft of 53 mm dia. driven by a 20 HP Motor, when operated, revolves at a very high Speed, whereby the PVC and its chemicals placed in a mix vessel underneath the stirrer is well stirred with all its additives to make a compound suitable for feeding to the Tufting machine. This stirrer is provided with facility to move up and down whenever needed while stirring process and this should be driven by 2 HP Motor. This is also provided with a dust collector with suitable hopper and blower to drive out the dust during stirring and collect it in suitable container. The mixed compound in the mixing vat is carried to the tufting machine and the compound pumped to the platform near the cutting head with the help of a diaphragm pump.
13. **PVC Pumping System:** This system operates by actuation of diaphragm pump which is used for pumping the PVC/Latex compound from the container to the spreading platform of the Tufting machine. Suitable Stainless Steel pipe of 1.5" dia with 4 outlets facing the surface of the spreading platform is provided on the platform for distribution of PVC/Latex compound on the conveyor. The outlet of the mix vessel and inlet of this pipe line should be connected to the diaphragm pump by a PVC hose and when the pump operates PVC compound will be transferred to the spreading platform.

Supporting machines & Equipments

1. **Wheeled drums / Barrels:** Scope of supply should also include 2 drums of 900mm height x 900mm dia. made of 3 mm thick MS plate for transferring PVC mix.
2. **Double Diaphragm Pump:** 1 No Double diaphragm pump for PVC
Details of the Pump are: Inlet 2", Out let 2", flow rate of 500 m. and body. PP
3. **Waste disposal tanks and movers:** 2 nos. waste disposal tanks and two nos. of movers (hydraulic pallet truck) of 2 ton capacity also should be supplied. The waste disposal tank should have a dimension of 1000mm height and 800mm dia. made of 3 mm thick MS plate.
4. **Belt joining Equipments:** The belt joining equipment will consist of Zig Zag cutting die and electric iron with temperature control Panel.
5. **Thermic Fluid Heater:** A thermic fluid heater for meeting the heating requirement of the Tufting machine should also be supplied as supporting machinery. Details of this heater are given below.

Type : Vertical thermic heater of Thermax makes,
Capacity : 4 Lakh K/CL
Heat out put : kcal/ hr 600000
Max. Outlet temperature: 280 degC
Fuel : Fire wood
Electric Supply : AC 3 phase, 415 V \pm 6%, 50Kz, \pm 3%, 4 Wire system.

This will consists of a main unit having one heat exchanger provided with two concentric helical coils. Along with the insulation and cladding, one soot blower fitted in top cover for the online cleaning of the heat exchanger and one circular combustion chamber assembly with fire and ash doors and grate bars.

Ancillaries: one induced draft (ID) fan with motor, base frames, control damper and expansion joint at fan outlet. One forced draft (FD) fan with motor, base frame control damper and canvas duct. One thermic fluid circulation pump with motor and base frame. One de aerator cum expansion tank. One diesel engine (for thermic fluid pump in the event of power failure)

Instruments controls and safeties: One pressure indicator for inlet pressure. One pressure indicator for outlet pressure. One temperature indicator cum controller for combustion control on inlet line. One temperature indicator cum alarm on unit outlet.

Chimney of suitable dimensions for thermic heater, thermic Fluid Pipe Line etc.

- 6. Control Valve for Thermic Heater:** Thermic heating line should be provided with 1 No pneumatic control valve for ensuring correct temperature at different zones without any variation. The details are given below.

Type: Globe type 3way diverter valve,size: 65nb 3000-65NB
 Size 65nb
 Plug/seat material SS 316
 Seat leakage class iv
 ACCESSORIES 1)Electro Pneumatic Positioner
 (2)Air filter regulator

With 1 No. RTD sensor PT100, 6mm Dia & 150mm probe length headtype dia 6MM, Probe Length 150MM, and with PID Controller 48x48MM 1010-312 - 1 No
 Cut Out Size 48X48mm
 Supply Voltage 230VAC
 Panel box for mounting Controllers - 1 No.

7. Chilling Plant

Type Water Chiller
 Capacity 10 Tons
 Control range +10 to 20
 Refregerent R-22
 Electric Power Supply 415 50Hz, 3 phase
 Total Connected load 10.85 KW
 Compressor Scroll
 Condenser Air Cooled
 Thermostat Microprocessor type temperature controller
 Electricals Fan Motor, internal circulation pump, isolating switch etc.

The chilling plant should have necessary pipe line duly insulated from the chiller to the cooling zone of the tufting machine and from the cooling zone to the chiller. It should be provided with over head water tank and necessary pump for pumping the chilled water to the tufting machine and back. All the necessary controls, temperature meters etc should also be supplied.

Along with ELECTRICAL - AC Panel. --- Supply, installation of cubical type Panel, floor mounted type, front open fabricated with 16SWG Sheet steel, powder coated with MCCBs, metering lamps, Ameters, Volt meter, Fuses etc.

Any material or equipment not specifically stated in the specification but which are necessary for satisfactory operation of the machine shall deem to be included in the scope of supply.

PART-I

Date: _____

From,

Name:
Address:
Ph:
Fax:
E-mail:

To,

The Director,
M/s.Matha Educational Trust,
No.22, 22nd East Cross, Gandhi Nagar,
Vellore District - 632006

Sir,

Sub: Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis (Package Number: _____) - Submission of Part I - Reg

Ref: Your Tender Notice Dt.

With reference to your tender notice, we submit herewith our sealed Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis, as specified by IA in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions
- 2) Demand Draft no. _____ for Rs. _____ /- (Rupees _____ only), in favour of “HI Account Pakkam SFURTI Coir Cluster”, Drawn on _____ Bank payable at Gudiyatham, towards Earnest Money Deposit.
- 3) Authorization letter from the Company for the person to sign the tender.
- 4) Details of the Tenderer (as per Annexure-III)
- 5) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV).
- 6) List of similar orders executed in the last 3 years as per Annexure-V
- 7) Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI).

- 8) Declaration for not having tampered the Tender documents downloaded from the websites **www.coirboard.gov.in** or **www.itcot.com** (Annexure-VII).
- 9) The copy of certificate of incorporation/registration (If applicable)
- 10) Copy of Memorandum and Articles of Association (If applicable)
- 11) Copy of Registered Partnership deed, in case of Partnership Firm (If applicable)
- 12) Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card
- 13) Copy of valid dealership certificate from OEM (In case of dealer)
- 14) Purchase Orders issued by the clients.
- 15) Performance certificate issued by the clients.
- 16) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2016-17, 2017-18 and 2018-19 or 2017-18, 2018-19 and 2019-20.
- 17) Latest I.T return.
- 18) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

ANNEXURE - III**DETAILS OF THE TENDERER**

1. Name of the Tenderer	
2. Registered Office Address	Telephone Number: Fax : Email : Website, if any
3. Contact Person	Name: Designation: Phone: Mobile: Email:
4. Date of Incorporation	
5. Legal Status	Proprietorship/partnership/Pvt. Limited/Public Limited/ others(Pl. mention)
6. Eligible license holder of	
7. Brief profile of the tenderer	
8. Number of staffs on regular payroll	Technical: Administration:
9. PAN Number	
10. GST Registration Number	

SIGNATURE OF THE TENDERER
(with seal and address)

ANNUAL TURN OVER STATEMENT

The Annual turnover of M/s for the past three years (either Sl.No.1,2 & 3, or Sl.No.2,3 &4) are given below and certified that the statement is true and correct.

S.no	Year	Turnover (Rs. in lakh)
1	2016-2017	
2	2017-2018	
3	2018-2019	
4	2019-2020	
	Total	
Average annual turnover of latest 3 years		

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)

LIST OF SIMILAR ORDERS EXECUTED IN THE PAST 3 YEARS

(Please provide the details for each project in separate sheet along with Purchase order/completion certificate from client)

Sl.No	Name & address of the client	Phone / Mobile Number	Name of the machinery	Quantity Supplied	Year of supply	Purchase Order/ Completion certificate enclosed (Yes/No)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

SIGNATURE OF THE TENDERER
(with seal and address)

CERTIFICATE

Date: _____

Certified that M/s...../ the firm /company or its partners / share holders had not been blacklisted by any Government Agencies.

SIGNATURE OF THE TENDERER
(with seal and address)

DECLARATION FORM

Date: _____

a) I/We having our office at do declare that I/We have carefully read all the conditions of tender floated vide tender ref.no._____ for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster on turnkey basis and will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.gov.in** or **www.itcot.com** and I/We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with Coir Board and M/s.Matha Educational Trust or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:
Address:
Ph:
Fax:
E-mail:

To,

The Director,
M/s.Matha Educational Trust,
No.22, 22nd East Cross, Gandhi Nagar,
Vellore District - 632006

Sir,

Sub: Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis (Package Number: _____) - Submission of Part II - Price Offer-Reg.

Ref:- Our tender (Technical Bid) submitted for the “supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis”

In continuation of our above tender, we submit herewith the price offer for the “Supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis” as specified by IA in this tender document.

We agree to abide by the terms and conditions stipulated by the IA and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the IA in this tender will hold good as per IA tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID - PACKAGE I*(for the supply, erection and commissioning of coir yarn spinning machinery and accessories)**(Bidders to bid for the respective package)*

S.No	Name of the Machinery	Cost Per Unit					Quantity (in Nos.)	Total Price Incl. taxes for entire Qty.	
		Basic price	SGST	CGST	IGST	Total Price incl. taxes			
(As per the technical specifications of Package I given in Annexure – I)									
1.	Turbo Willowing Machine						1 No.		
2.	Double Head Spinning Machine						12 Nos.		
3.	Auto Coir Fibre Feeding Machine						12 Nos.		
4.	Auto Rewinding machine						1 No.		
5.	Spooling machine (Four head)						1 No.		
6.	Erection & Commissioning charges including transportation, loading and unloading etc.								
Grand Total Amount (in Rs.)									

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

Price bid evaluation: The Grand Total Amount with Taxes in the above table will be price comparison parameter among the qualified bids.

PRICE BID - PACKAGE II

(supply, erection and commissioning of PVC Tufted Coir Mat machine)

(Bidders to bid for the respective package)

(Amount in Rs.)

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
1.	PVC Tufted Coir Mat machine with complete set of equipments and accessories as per the technical specifications of Package II given in Annexure – I.	1 No.					
2.	Erection & Commissioning charges including transportation, loading and unloading etc.	-					
Grand Total Amount (in Rs.)							

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

Price bid evaluation: The Grand Total Amount with Taxes in the above table will be the price comparison parameter among the qualified bids.

CHECKLIST OF DOCUMENTS**Documents to be enclosed in Part-I:**

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to the Director, M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore-632006 (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Demand Draft for Rs.____/- (Rupees _____ only), in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham, towards Earnest Money Deposit.		
4.	Authorization letter from the Company for the person to sign the tender		
5.	Details of the Tenderer (as per Annexure-III)		
6.	Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV)		
7.	List of similar orders executed in the last 3 years as per Annexure-V		
8.	Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI)		
9.	Declaration for not having tampered the Tender documents downloaded from the websites www.coirboard.nic.in or www.itcot.com (Annexure-VII).		
10.	The copy of certificate of incorporation/registration.		
11.	Copy of Memorandum and Articles of Association		
12.	Copy of Registered Partnership deed, in case of Partnership Firm		
13.	Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card		
14.	Copy of valid dealership certificate from OEM (In case of dealer)		

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
15.	Purchase Orders issued by the clients		
16.	Performance certificate issued by the clients		
17.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2016-17, 2017-18 and 2018-19 or 2017-18, 2018-19 and 2019-20		
18.	Latest I.T return		
19.	Notarized translated English version of the documents in a language other than English/Tamil, if any		

Documents to be enclosed in Part-II

S.No	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Director, M/s.Matha Educational Trust, No.22, 22 nd East Cross, Gandhi Nagar, Vellore-632006 (as per Annexure-VIII)	
2.	Price Bid as per Annexure- IX of the Tender document.	

Both ‘Part I – Technical bid’ cover and ‘Part II – Price bid’ cover must be placed in a separate sealed cover superscripted as “Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster, Vellore on turnkey basis (Package No:_____)” and addressed to “**M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu**”, containing the name and address of the Tenderer.

Note: Tenders submitted in unsealed cover would summarily be rejected.