



M/s. ADITYA GLOBAL BUSINESS INCUBATOR
(Implementing Agency – Amalapuram Coir Cluster,
East Godavari District, Office: Surampalem,
Andhra Pradesh 533437,
Mobile: +91-9652022531, Email: iacoircluster@gmail.com



SHORT TENDER NOTICE

N.I.T No. 12/Amalapuram/2022

Date: 22.10.2022

**TENDER FOR SUPPLY, ERECTION AND COMMISSIONING OF
MACHINERIES, EQUIPMENTS AND IT'S ACCESSORIES FOR THE
COMMON FACILITY CENTRE OF AMALAPURAM COIR CLUSTER**

Date & Time of Release of Tender	22.10.2022, 10.00 AM
Pre-Bid meeting	28.10.2022, 11.30 AM
Last Date & Time for Submission of Bid	04.11.2022, 05.00 PM
Date & Time of Opening of Technical Bid	07.11.2022, 11.30 AM

Technical Agency

National Institute for Micro, Small and Medium Enterprises (ni-msme)

E-mail: kspg@nimsme.org, Website: www.nimsme.org

CONTENTS

Clause	Topic	Page No.
1.	PREAMBLE.....	1
2.	SCOPE OF WORK	2
3.	QUALIFICATION CRITERIA.....	2
4.	LANGUAGE OF THE TENDER	3
5.	PURCHASE OF TENDER DOCUMENT.....	3
6.	PRE-BID MEETING.....	3
7.	CLARIFICATION ON THE TENDER DOCUMENT.....	4
8.	AMENDMENT OF TENDER DOCUMENT.....	4
9.	AUTHORISATION OF THE TENDERER	4
10.	SUBMISSION OF TENDER IN TWO COVER SYSTEM	4
11.	EARNEST MONEY DEPOSIT	5
12.	VALIDITY	5
13.	OPENING AND EVALUATION OF THE TENDER	5
14.	PRICE OFFER	6
15.	EVALUATION OF THE PRICE	6
16.	AWARD OF CONTRACT	6
17.	SECURITY DEPOSIT	6
18.	AGREEMENT.....	7
19.	ISSUE OF PURCHASE ORDER.....	7
20.	SCHEDULR OF SUPPLY	7
21.	PERFORMANCE TEST	8
22.	TRAINING OF STAFF.....	8
23.	PERFORMANCE GUARANTEE	8
24.	PAYMENT TERMS.....	9
25.	PENALTY	9
26.	TERMINATION OF CONTRACT.....	9
27.	GENERAL CONDITIONS	9
28.	ARBITRATION	10
29.	JURISDICTION OF THE COURT.....	10

ANNEXURES

I. TECHNICAL SPECIFICATION.....	11
II. COVERING LETTER.....	15
III. DETAILS OF THE TENDERER.....	17
IV. ANNUAL TURNOVER STATEMENT.....	18
V. LIST OF SIMILAR ORDERS EXECUTED IN THE PAST 3 YEARS.....	19
VI. DECLARATION OF NOT HAVING BLACKLISTED	20
VII. DECLARATION FORM FOR NOT TAMPERING.....	21
VIII. COVERING LETTER (PART-II).....	22
IX. PRICE BID	23
X. CHECKLIST OF DOCUMENTS	29
XI. BID SECURITY DECLARATION	31

TENDER FOR SUPPLY, ERECTION AND COMMISSIONING OF MACHINERIES, EQUIPMENTS AND IT'S ACCESSORIES FOR THE COMMON FACILITY CENTRE OF AMALAPURAM COIR CLUSTER

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

Amalapuram Coir Cluster is approved under the scheme. M/s. Krushivala Coconut Farmers Producer Company LTD, having administrative office at D.No. 1-144/1, Upstair Ambajipeta PACS, Main Road, Ambajipeta, East Godavari District, Andhra Pradesh, 533214 is the Special Purpose Vehicle (SPV) of the Cluster. M/s. Aditya Global Business Incubator is the Implementing agency of the cluster and M/s. National Institute of Micro, Small and Medium Enterprises 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. Krushivala Coconut Farmers Producer Company LTD, the Special Purpose Vehicle (SPV) of Amalapuram Coir Cluster, having the administrative office at D.No. 1-144/1, Upstair Ambajipeta, PACS, Main Road, Ambajipeta, East Godavari District, Andhra Pradesh, 533214 is establishing a Common Facility Centre (CFC) in (D.NO : 131-3, Nedunuru Village, Inavilli Mandal , Amalapuram SRO , East Godavari District), with the financial assistance from Government of India under SFURTI.

In this context, on behalf of SPV, M/s. Aditya Global Business Incubator, the Implementing Agency (IA) of Amalapuram Coir Cluster having administrative office at 1-144/1, Upstair Ambajipeta PACS, Main Road, Ambajipeta, East Godavari District, Andhra Pradesh , 533214, 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 Amalapuram Coir Cluster at # 131-3, Nedunuru Village, Inavilli Mandal, Amalapuram SRO, East Godavari District through transparent bidding process.

The tender comprises of 1 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 package in the tender. The Tender notification has been published fixing the date of opening of tender as 07.11.2022 at 11.30 AM.

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 Amalapuram coir cluster . The tender comprises of single package and the details are given here under:

Package	Supply Item
Package-I	Coco Peat Block Unit

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**.
- c) The successful tenderer should adhere the schedule of supply as prescribed in the schedule of supply
- d) The location of contract execution is at CFC # 131-3, Nedunuru Village, Inavilli Mandal, Amalapuram SRO, East Godavari District. The successful tenderer should undertake supply, erection, commissioning and performance testing in the above said location.

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 1 st March 2022) 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)	<p>The minimum Average Annual Turnover of the tenderer in the last three financial years i.e. 2018-2019, 2019-2020 and 2020-2021 shall be as given below:</p> <table border="1"> <thead> <tr> <th>Package</th> <th>Turnover</th> </tr> </thead> <tbody> <tr> <td>Package-I</td> <td>Rs. 25.00 lakhs</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. 25.00 lakhs	<p>(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure IV</p> <p>(ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years</p>
Package	Turnover					
Package-I	Rs. 25.00 lakhs					
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

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, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

- a) The tender document shall be downloaded from www.coirboard.gov.in or at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per **Annexure VII**).
- b) The tender document can be downloaded from 22.10.2022 to 04.11.2022

6. PRE-BID MEETING

There will be a pre-bid meeting on 28.10.2022 at 11.30 AM virtually 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 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. If any bidders interested to join in Pre-Bid Meeting through Video Conference on the same date, for which the bidders are requested to mail their Email-Id and whatsapp/phone number to the mail Id of the IA (iacoircluster@gmail.com /9652022531) before 27.10.2022.

7. CLARIFICATION ON THE TENDER DOCUMENT

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. Aditya Global Business Incubator, Surampalem, Andhra Pradesh 533437” or by e-mail to iacoircluster@gmail.com IA will upload the clarification on www.coirboard.gov.in. It is binding on the part of tenderers to check the above said website for any amendments or clarifications posted during the entire tender process.

8. AMENDMENT OF TENDER DOCUMENT

To issue Amendment IA in consultation with NA/TA 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 and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.

9. AUTHORISATION OF THE TENDERER

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.

10. SUBMISSION OF TENDER IN TWO COVER SYSTEM

- (a) The tender comprises of single package. The Technical Specification of package is given in Annexure- I.
- (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.**
- (c) Tenders should be submitted in two parts for each package separately:
- i. Part I will cover technical bid and**
 - ii. Part II will cover price bid**
- (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.
- (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 Amalapuram Coir Cluster (Package No:)**” and addressed to “**The Director Aditya Global Business Incubator , CFC Office, #4-96, Main Road , Mukkamala, Ambajipet Mandal-533214 Andhra Pradesh 533101**” 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 “**The Director Aditya Global Business Incubator , CFC Office, #4-96, Main Road , Mukkamala, Ambajipet Mandal-533214 Andhra Pradesh 533101**” on or before 05.00 PM on 04.11.2022. 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 05.00 PM on 04.11.2022. 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) There is no Earnest Money Deposit (EMD); however, the bidders have to submit the Bid Security Declaration as per the **Annexure – XI, failing which their bid will be rejected.**

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 document received up to 05.00 PM as per the office clock on 04.11.2022 will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Tender committee at 11.30 AM on 07.11.2022 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 CFC Office, # 4-96, Main Road, Mukkamala, Ambajipet Mandal - 533214, Andhra Pradesh.** 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 opened at 11.30 AM on the next 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 Award' 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 Award will be issued.

17. SECURITY DEPOSIT

- (a) On receipt of the Letter of Award from IA, the successful tenderer should remit a Security Deposit (SD) of 3% 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 "Aditya Global Business Incubator", payable at SBI Ambajipet, within 10 (Ten) working days from the date of receipt of letter of award.
- (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, 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 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.

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 within 90 days from the date of issue of purchase order. Delay beyond this period will attract penalty.
- (c) The machineries, equipments and its accessories should be delivered and installed at the address as given below:

Package	Location	Details of Machinery
Package-I	# 131-3, Nedunuru Village, Inavilli Mandal , Amalapuram SRO , East Godavari District	Coir Pith Block Unit

- (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.
- (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.

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) After completion of one year performance guarantee period successfully, 10% (Final payment 7% and 3% SD) will be returned to the tenderer, after recovery of dues if any.

24. PAYMENT TERMS

- (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.
- (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. (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.
- (c) **23% of the contract value** will be paid on successful completion of performance test.
- (d) **The balance 7% and SD** will be released after one year from the date of performance test and satisfactory completion of performance guarantee period.
- (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.

25. PENALTY

- (a) Failure to execute the entire contract within 90 days from the date of issue of purchase order will attract a penalty of 1% per week, on the full value of the contract up to a maximum of 5%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.
- (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.
- (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

26. TERMINATION OF CONTRACT

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.

27. GENERAL CONDITIONS

- (a) Conditional tender in any form will not be accepted.
- (b) Any notice regarding any matters, to the supplier shall 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 successful tenderer shall not outsource/off load either full or part of the work to any other agency / individual.
- (f) 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, Main Rd, Alcot Gardens, Rajahmundry, Andhra Pradesh-533101. 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 East Godavari only

29. JURISDICTION OF THE COURT

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 East Godavari only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER:

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

PACKAGE – I

TECHNICAL SPECIFICATIONS

Specification for Product/Machinery Output/Performance (Strict adherence required)

COIR PITH BLOCK UNIT- 1 No

S.No	Description	Quantity
1.	COCO PEAT SCREENER (Cone Type) 3 Metre Length with 2 HP motor, with reduction Gear box	1
2.	COCO PEAT COMPACTING MACHINE 5KG Pith Block Machine with cooling Tower 100-110 Blocks per Hour Block Size : 30x30x9 to 12cm Compaction Ratio: 6:1 Press Capacity : 100 Tonnes Motor : 20HP	1
3.	SHRINK WRAPPER EQUIPMENT. Wrapping 500 grams to 5 Kg block	1
4.	SAND SIEVER Production 2000 kgs/Hour, Inclusive of Suitable Capacity of Motor	1
5.	CONVEYOR AS PER REQUIREMENT	1
6.	BUSTER Pith Block Waste Buster as per requirement	1

"Any accessories, parts, components not specified/stated in the specifications but which are necessary for satisfaction operation of the machinery shall be deemed to be included in the scope of supply"

COVERING LETTER

Date: _____

From:

Name:

Address:

Ph:

Fax:

E-mail:

To

The Director,
M/s. Aditya Global Business Incubator,
Surampalem,
Andhra Pradesh 533437.

Sir,

Sub: Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Amalapuram Coir Cluster (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 Amalapuram Coir Cluster , 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) Authorization letter from the Company for the person to sign the tender.
- 3) Details of the Tenderer (as per Annexure-III)
- 4) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV).
- 5) List of similar orders executed in the last 3 years as per Annexure-V
- 6) Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI).
- 7) Declaration for not having tampered the Tender documents downloaded from the websites www.coirboard.gov.in (Annexure-VII).

- 8) The copy of certificate of incorporation/registration (If applicable)
- 9) Copy of Memorandum and Articles of Association (If applicable)
- 10) Copy of Registered Partnership deed, in case of Partnership Firm (If applicable)
- 11) Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card
- 12) Copy of valid dealership certificate from OEM (In case of dealer)
- 13) Purchase Orders issued by the clients.
- 14) Performance certificate issued by the clients.
- 15) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years 2018-2019, 2019-2020 and 2020-2021.
- 16) Latest I.T return.
- 17) Notarized translated English version of the documents in a language other than English/Telugu, 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. Details of Infrastructure available (Attach separate sheet/photographs)	
10. PAN Number	
11. 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 are given below and certified that the statement is true and correct.

S.no	Year	Turnover (Rs. in lakh)
1	2018-2019	
2	2019-2020	
3	2020-2021	
	Total	
Average annual turnover		

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(With seal and Address)

ANNEXURE - V

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)

S.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)

SIGNATURE OF THE TENDERER
(With seal and address)

ANNEXURE - VI

DECLARATION

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

DECLARATION FORM

Date:

- a) I/We----- do declare that I/We have carefully read all the conditions of tender sent to me/us by the M/s. Aditya Global Business Incubator , for the tenders floated vide tender ref.no. ----- or the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Amalapuram Coir Cluster 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 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 M/s. Aditya Global Business Incubator or prosecuted.

SIGNATURE OF THE TENDERER

(With seal and address)

PART-II

Date:

From

Name:

Address:

Ph:

E-mail:

To,

The President,
M/s.Aditya Global Business Incubator,
Surampalem,
Andhra Pradesh - 533437

Sir,

Sub: Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Amalapuram Coir Cluster (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 Amalapuram Coir Cluster ”

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 Amalapuram Coir Cluster ” 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 FOR PACKAGE-I**COIR PITH BLOCK UNIT- 1 No**

S.No	Name of the Machinery	Cost Per Unit			Quantity (in Nos.)	Total Price for all unit including taxes
		Basic price including Erection & Commissioning charges including transportation, loading , unloading, Electrical Panel Board and wiring etc.,	IGST	Total Price incl. Taxes		
1.	COCO PEAT SCREENER (Cone Type) 3 Metre Length with 2 HP motor, with reduction Gear box with covers on motors				1 No	
2.	COCO PEAT COMPACTING MACHINE 5KG Pith Block Machine with cooling Tower 100-110 Blocks per Hour Block Size : 30x30x9 to 12cm Compaction Ratio: 6:1, Press Capacity : 100 Tonnes Motor : 20HP				1 No	
3.	SHRINK WRAPPER EQUIPMENT. Wrapping 500 grams to 5 Kg block				1 No	
4.	SAND SIEVER Production 2000 kgs/Hour, Inclusive of Suitable Capacity of Motor				1 No	
5.	CONVEYOR (As per requirement)				1 No	
6.	BUSTER Pith Block Waste Buster as per requirement				1 No	
7.	Erection & Commissioning charges including transportation, loading, unloading, Electrical Panel Board and Wiring etc.					
Grand Total Amount (in Rs.)						

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(With seal and address)

Lowest Evaluated Price: The Grand Total Cost with Taxes in the above table will be evaluated to identify the lowest evaluated price

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 Secretary, The President, M/s.Aditya Global Business Incubator, Surampalem, Andhra Pradesh - 533437 (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
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.	Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI)		
7.	Declaration for not tampering the tender document (as per Annexure-VII)		
8.	Bid Security Declaration as per the Annexure – XI		
9.	The copy of certificate of incorporation/registration.		
10.	Copy of Memorandum and Articles of Association		
11.	Copy of Registered Partnership deed, in case of Partnership Firm		
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 & Performance certificates issued by the clients		
15.	Latest I.T return		
16.	Notarized translated English version of the documents in a language other than English, if any		

Documents to be enclosed in Part-II

S.No	Check list	Enclosed (Yes/No)
1	A covering letter on your letter head addressed to the Secretary, The President, M/s.Aditya Global Business Incubator, Surampalem, Andhra Pradesh - 533437 (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 Amalapuram Coir Cluster (Package No:-)” and addressed to “**M/s. Coir Board Regional Office, Main Rd, Alcot Gardens, Rajahmundry, Andhra Pradesh 533101,**”, containing the name and address of the Tenderer.

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

BID SECURITY DECLARATION

(On Bidders Letter Head)

Date: _____ Tender No.: _____

To

The Director,
M/s. Aditya Global Business Incubator,
Surampalem,
Andhra Pradesh 533437

I/We, the undersigned, declare that: I/We accept that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- a. Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - i. Fail or reuse to execute the contract, if required, or
 - ii. Fail or reuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand the Bid securing Declaration shall cease to be valid if I am/we are not the successful bidder, after the earlier of

- i. The receipt of your notification of the name of the successful Bidder; or
- ii. Thirty days after the expiration of the validity of my/our Bid.

Signature

Designation

Name:

Date:

Seal