



M/s. Palladam Coir Growbag Cluster
Shop No.1-3, 1st Floor – Palladam Road
(Near Bank of Baroda)
Karadivavi , Palladam Taluk
Tiruppur District-641 658, Tamilnadu
Ph: 98940 19019, E-mail – ia@palladamcoircluster.com



TENDER NOTICE
(No.SFURTI/TN-PLDM/01/2016-17)

Sealed Tenders are invited by **M/s.Palladam Coir Growbag Cluster, Shop No.1-3, 1st Floor – Palladam Road, Near Bank of Baroda, Karadivavi, Palladam Taluk, Tirupur District – 641 658, Tamil Nadu**, the Implementing Agency (IA) of **Palladam Coir Cluster**, from reputed Manufacturers only for supply, erection, installation and commissioning of the following Machinery & Equipment for the Common Facility Centre (CFC) to be set up at Puliampatti village, Palladam Taluk, Tirupur District, Tamilnadu under the Scheme of Fund for Regeneration of Traditional Industries (SFURTI) of Coir Board, Ministry of MSME, Government of India with financial assistance from Government of India.

S.NO.	DESCRIPTION	QTY
1	COIR FIBRE EXTRACTION MACHINERY COMPLETE	1
2	COIR PITH BLOCK (5 KGS) MANUFACTURING MACHINES	2
3	COIR GROWBAG MANUFACTURING MACHINES	2
4	25 KGS. COIR PITH BAGGER MACHINE	1

Technical Specifications for the above Machinery and Equipments are available in the Annexure to the Tender Document.

Tender document may be DOWNLOADED from the date of advertisement (11.00 AM onwards) from the websites www.coirboard.nic.in or www.itcot.com.

- Date of commencement of issue of tender 01.06.2015 @ 11.00 A.M.
 - Pre-bid meeting 15.06.2016 @ 11.00 A.M
 - Last date for issue of Tender 21.06.2016 @ 05.00 P.M.
 - Last date for submission of Tenders 22.06.2016 @ 01.00 P.M.
 - Date of opening of sealed Tenders 22.06.2016 @ 02.00 P.M
- (Technical bid only)**

Secretary
M/s. Palladam Coir Growbag Cluster

IMPORTANT NOTE

The Tender Schedules for the following items are given below.

ITEM NO.	DESCRIPTION	QTY
1	COIR FIBRE EXTRACTION MACHINERY COMPLETE	1
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4	25 KGS. COIR PITH BAGGER MACHINE	1

The Tenderer may apply for single or multiple items. The Tenderer shall refer the respective tender schedule for each of the tendered item. **Separate sealed cover for EACH TENDERED ITEM shall be submitted by the Tenderer.**

M/s. Palladam Coir Growbag Cluster
Shop No.1-3, First floor – Palladam Road
Karadivavi, Palladam Taluk
Tiruppur District – 641 658, Tamilnadu
Ph:98940 19019, E-Mail ID: ia@palladamcoircluster.com

TENDER DOCUMENT

TENDER REFERENCE No. SFURTI/TN-PLDM/01/2016-17

**TENDER FOR THE SUPPLY, ERECTION AND
COMMISSIONING OF COIR FIBRE EXTRACTION
MACHINERY ON TURNKEY BASIS**

Prepared by:

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(Technical Agency – SFURTI Coir Clusters, TamilNadu)

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TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF COIR FIBRE EXTRACTION MACHINERY ON TURNKEY BASIS

1. PREAMBLE

Scheme of Fund for Regeneration of Traditional Industries (SFURTI), the scheme of Ministry of MSME, Government of India envisages development of clusters to organize the traditional industries and artisans for their long term sustainability and economy of scale. Coir Board, the Nodal Agency of coir based clusters, has obtained approval for the development of Palladam Coir Cluster under SFURTI.

M/s. Palladam Coir Growbag Cluster, the Special Purpose Vehicle (SPV) & implementing agency of Palladam Coir Cluster propose to establish a Common Facility Centre (CFC) at Survey No.84/1,85/2 Puliyampatti Village, Palladam Taluk, Tirupur District with the financial assistance from Government of India under SFURTI.

In this context, M/s. Palladam Coir Growbag Cluster invites sealed tenders from reputed manufacturers in “Two Cover System” for the supply, erection, and commissioning of Coir Fibre Extraction Machinery on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 22.06.2016.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of Coir Fibre Extraction Machinery on turnkey basis. The detailed specification of the Coir Fibre Extraction Machinery is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 60 days from the date of receipt of Purchase Order.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
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 Firm, <ul style="list-style-type: none"> • Copy of VAT Registration Certificate / Service Tax Registration Certificate.
b)	The tenderer should be a manufacturer of Coir Fibre Extraction Machinery.	<ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ Excise VAT/CST registration.
c)	The tenderer should have at least 3 years of experience (as on 31 st March 2016) in the manufacturing of Coir Fibre Extraction Machinery.	(i) Purchase Order issued by the clients. (ii) Performance certificate issued by the clients. (iii) List of similar orders executed in last 3 years as per Annexure-V
d)	The tenderer should have reported an Average Annual Turnover of Rs.1.50 Crores in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.	(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.
e)	The tenderer should not have been blacklisted for supply of any items or services to any Government 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/Tamil, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

5(a) The tender document shall be downloaded from www.coirboard.nic.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).

5(b) The tender document can be downloaded from 01.06.2016 to 21.06.2016.

6. PREBID MEETING

There will be a pre-bid meeting on 15.06.2016 at 11.00 A.M. in the office of Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu 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 M/s. Palladam Coir Growbag Cluster at least two days prior to the pre-bid meeting date. The tenderers may also check www.coirboard.nic.in or www.itcot.com for up to date information like change in date / venue etc., of pre-bid meeting as M/s. Palladam Coir Growbag Cluster 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.

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 must be sent in writing to “M/s. Palladam Coir Growbag Cluster”. M/s. Palladam Coir Growbag Cluster will upload the clarification on www.coirboard.nic.in or www.itcot.com.

8. AMENDMENT OF TENDER DOCUMENT

M/s. Palladam Coir Growbag Cluster 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.nic.in or www.itcot.com 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

10(a) 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.

10(b) Tenders should be submitted in two parts:

a) Part I will cover technical bid and

b) Part II will cover price bid

10(c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -X.

10(d) Tenderers are requested to submit Part I and Part II in a separate sealed covers. Part I cover to be superscripted as “**Part I – Technical bid**” and Part II cover to be superscripted as “**Part II – Price bid**” respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the supply, erection, and commissioning of Coir Fibre Extraction Machinery on turnkey basis” and addressed to “The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu”, containing the name and address of the Tenderer. **Tenders submitted without sealed cover would summarily be rejected.**

10(e) Tenders should be dropped only in the tender box kept at the office of M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658 Tamil Nadu on or before 1.00 PM on 22.06.2016”. Tenders will not be received by hand.

10(f) Alternatively, the tenders can be submitted through registered post or courier so as to reach the above address on or before 1.00 PM on 22.06.2016. Tenders received after the specified time will not be considered and M/s. Palladam Coir Growbag Cluster will not be liable or responsible for any postal delays.

10(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

- 11(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs. **50,000/-** (Rupees Fifty Thousand only) in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “M/s. HI Account - Palladam Coir Growbag Cluster”, payable at Udumalpet. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Tenderers.
- 11(b) EMD 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.
- 11(c) 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.
- 11(d) The amount remitted towards EMD is liable to be forfeited in case the Tenderer fails to undertake the contract after submission of the tender or after acceptance of the offer by M/s. Palladam Coir Growbag Cluster or fail to sign the Agreement or to remit the Security Deposit.

12. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the Tender Committee, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid till the entire contract is completed. Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- 13(a) The tenders received upto 1.00 PM as per the office clock on 22.06.2016 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 02.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- 13(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 is not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.

- 13(c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 1.00 PM on the next working day and opened at 02.00 PM on the same day.
- 13(d) The Technical bid will be evaluated by Tender Committee in terms of the qualification Criteria. Tender Committee reserves the right to disqualify any of the tender if is not satisfied with the documents furnished.
- 13(e) M/s. Palladam Coir Growbag Cluster 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.
- 13(f) The Tenderers declared as qualified will be informed the date of opening of Part II (Price bid).

14. PRICE OFFER

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

- 15(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II).
- 15(b) The comparison of the rates offered shall be on the basis of the total rates offered inclusive of all taxes, transportation, performance guarantee etc .

16. AWARD OF CONTRACT

The Tenderer who has quoted lowest price (L1) will be invited for negotiations. After finalizing the negotiated rate, Letter of Acceptance will be issued.

17. SECURITY DEPOSIT

- 17(a) On receipt of the Letter of Acceptance, the successful Tenderer should remit a Security Deposit (SD) of 5% of the value of the contract, by way of Demand Draft drawn on any scheduled commercial bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet, within 5 (five) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the SD.
- 17(b) Any other amount pending with M/s. Palladam Coir Growbag Cluster will not be adjusted under any circumstances, against the Security Deposit if so requested.
- 17(c) If the SD 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.
- 17(d) SD 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 to the tendered items. The successful tenderer should complete supply, erection and commissioning of Coir Fibre Extraction Machinery within 60 days from the date of receipt of Purchase Order.

20. SCHEDULE OF SUPPLY

- 20(a) The specification of Coir Fibre Extraction Machinery should be as per Annexure-I.
- 20(b) The delivery of Coir Fibre Extraction Machinery ordered shall be completed within 60 days from the date of issue of purchase order. Delay beyond this period will attract penalty.
- 20(c) The Coir Fibre Extraction Machinery should be delivered and installed at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District.
- 20(d) If the contract is not completed within the stipulated time or extended time, M/s. Palladam Coir Growbag Cluster 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.

20(e) In the event of non- performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the Contractor, has not fulfilled the contractual obligation with M/s. Palladam Coir Growbag Cluster in any manner during the currency of the contract or also found on later date, M/s. Palladam Coir Growbag Cluster reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 5 years.

21. PERFORMANCE TEST

- 21(a) The successful tenderer shall demonstrate the performance of the Coir Fibre Extraction Machinery in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
- 21(b) This demonstration should be done as stipulated by the M/s. Palladam Coir Growbag Cluster.
- 21(c) The performance tests should be completed within 15 days from the date of installation of Coir Fibre Extraction Machinery.

22. TRAINING OF STAFF

- 22(a) The tenderer should provide training to Staffs on the operation and maintenance of Coir Fibre Extraction Machinery before the commencement of performance test.
- 22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for Coir Fibre Extraction Machinery.

23. PERFORMANCE GUARANTEE

- 23(a) The Coir Fibre Extraction Machinery and its accessories are to be guaranteed, for a period of twelve months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.
- 23(b) During performance guarantee period of 12 months they should attend any call from M/s. Palladam Coir Growbag Cluster immediately, in case of any problems, related to operation or malfunctioning of the Machinery, without any delay for regular functioning of the cluster. The above service should be done at Free of cost.
- 23(c) Upon the complete fulfillment of this contract by the supplier, to the satisfaction of the M/s. Palladam Coir Growbag Cluster, after completion of one year period, for the satisfactory performance of the Machinery, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.

24. PAYMENT CONDITIONS

- 24(a) **20% of contract value** will be paid on execution of agreement. 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 M/s. Palladam Coir Growbag Cluster.
- 24(b) **75% of the contract value** will be paid on receipt of the complete set of machinery as per the order in full in good condition, at the destination, after acceptance by the tender committee.
- 24(c) **The balance 5% and SD** will be paid only after satisfactory completion of the entire contract, including performance test and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.
- 24(d) M/s. Palladam Coir Growbag Cluster 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 M/s. Palladam Coir Growbag Cluster immediately on demand, without raising any dispute/protest.

25. PENALTY

- 25(a) Failure to execute the entire contract within 60 days 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 result in cancellation of the orders.
- 25(b) Failure to attend the service complaint reported by M/s. Palladam Coir Growbag Cluster within 24 hours will attract a penalty of Rs.1,000/- per day.
- 25(c) Any delay on the part of M/s. Palladam Coir Growbag Cluster should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict M/s. Palladam Coir Growbag Cluster from levying penalty.

26. TERMINATION OF THE CONTRACT

M/s. Palladam Coir Growbag Cluster reserves the right to terminate the contract at any time during the validity period, on account of non-fulfilment of contract, on any count.

27. GENERAL CONDITIONS

- 27(a) Conditional Tender in any form will not be accepted.
- 27(b) Any notice regarding any problems, to the supplier shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.
- 27(c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

27(d) The Tender Committee reserves the right to reduce or enhance quantity or items of supply without assigning any reason thereof.

27(e) The Tender Committee reserves the right to relax or waive or amend any of the tender conditions.

28. ARBITRATION

28(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 M/s. Palladam Coir Growbag Cluster / 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.

28(b) The venue of the Arbitration shall be at the Regional Office, Coir Board, Pollachi. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration

28(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 Tiruppur only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in Tiruppur only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATIONS

MINIMUM SPECIFICATIONS OF COIR FIBRE EXTRACTION MACHINERY

Description	Specification
Decorticator (Husk Dismantling Machine 6 Feet)	
Frame	150 X 75 mm Channel
Shell	25 mm Square
Shell Dia	40 Inches
Shaft Dia	110 mm (Without Machining)
Hand Sets	65 X 18 mm Flat
Flange Size	14 Inches dia, 15 mm Width
Knife	65 x 8mm Flat
Pulley	Fenner or Equivalent brand
Belt (Drive)	Fenner or Equivalent brand
Production Capacity	4500 Husks Per Hour
Power	50 HP
Motor	Kirloskar or Siemens or Equivalent brand
Design Decorticator (Fibre Cleaning Mechanism 6 Feet)	
Frame	150 x 75 mm Channel
Shell	20 mm Square
Shell Dia	40 Inches
Shaft Dia	110 mm (Without Machining)
Hand Sets	50 x 15 mm Flat
Cleat Pieces	75 x 20 mm Flat
Knife	50 x 6 mm Flat
Pulley	Fenner or Equivalent brand
Belt (Drive)	Fenner or Equivalent brand
Production Capacity	350 Kgs. Dry Fibre per Hour (Fine Quality)
Power	60 HP
Motor	Kirloskar or Siemens or Equivalent brand
Fibre Screener (16 Feet)	
Frame	100 x 50 mm Channel
Screener Dia	5 Feet
Side Member Angle	65 x 6 mm Angle
Ring Size	65 x 18 mm Drive ring, 65x12 mm Supported Ring
Power	2 HP
Motor	Kirloskar or Siemens or Equivalent brand
Pith Screener (12 Feet)	
Frame	100 x 50 mm Channel
Screener Dia	5 Feet
Side Member Angle	65 x 6 mm Angle
Ring Size	65 x 18 mm Drive ring, 65x12 mm Supported Ring
Power	2 HP
Motor	Kirloskar or Siemens or Equivalent brand

Description	Specification
Conveyors	
Frame	65 x 6 mm Angle
Frame Width	30 Inches (Outer to Outer)
Roller Diameter, width	210 mm (OD), 7 mm Thick
Belt	3 Ply 7 mm Thickness, 600 mm Width
Leg Assembly	75 x 40 mm Channel
Drive System	Gear Drive
Motor	Kirloskar or Siemens or Equivalent brand
Baling Press (Mechanical Type)	
Machine Frame	75 x 40 mm Channel
Machine Width	21 Inches
Machine Length	36 Inches
Total Height	99 Inches
Box sheet Thickness	6 mm
Bed Frame	100 X 50 mm Channel
Belt,Pulley	Fenner Brand
Drive System	Hydraulic
Fibre Baling Capacity	30 to 35 Kg (Dry Fibre)
Production Capacity	12 Bundle Per Hour
Motor	Kirloskar or Siemens or Equivalent brand
Auto Feeder	
Frame	125 X 65 mm channel
Rollers (Drive & Driven)	360 mm dia 7 mm thickness
Pickling roller	410 mm dia 10 mm thickness
Gearbox	Worm Gear Double Reduction
Pickling rollers	Pulley Reduced System
Belt	3 Ply 1500 mm Width 8 mm thickness
Panel board	Fully Auto Control System and Various RPM Controlling Unit
Motor	Kirloskar or Siemens or Equivalent brand

The above specifications are minimum requirements. The tenderer shall offer the Coir Fibre Extraction Machinery strictly meeting the above requirements or with better specifications. Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the Coir Fibre Extraction Machinery shall deem to be included in the scope of supply.

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

The tenderers should specify the specifications of Coir Fibre Extraction Machinery to be supplied. The Compliance report should be enclosed along with technical bid. Specifications of offered Coir Fibre Extraction Machinery is to be written clearly in the column of “OFFERED SPECIFICATIONS” in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

Description	Specification
Decorticator (Husk Dismantling Machine 6 Feet)	
Frame	
Shell	
Shell Dia	
Shaft Dia	
Hand Sets	
Flange Size	
Knife	
Pulley	
Belt (Drive)	
Production Capacity	
Power	
Motor	
Design Decorticator (Fibre Cleaning Mechanism 6 Feet)	
Frame	
Shell	
Shell Dia	
Shaft Dia	
Hand Sets	
Cleat Pieces	
Knife	
Pulley	
Belt (Drive)	
Production Capacity	
Power	
Motor	
Fibre Screener (16 Feet)	
Frame	
Screener Dia	
Side Member Angle	
Ring Size	
Power	
Motor	

Description	Specification
Pith Screener (12 Feet)	
Frame	
Screener Dia	
Side Member Angle	
Ring Size	
Power	
Motor	
Conveyors	
Frame	
Frame Width	
Roller Diameter, width	
Belt	
Leg Assembly	
Drive System	
Motor	
Baling Press (Mechanical Type)	
Machine Frame	
Machine Width	
Machine Length	
Total Height	
Box sheet Thickness	
Bed Frame	
Belt,Pulley	
Drive System	
Fibre Baling Capacity	
Production Capacity	
Motor	
Auto Feeder	
Frame	
Rollers (Drive & Driven)	
Pickling roller	
Gearbox	
Pickling rollers	
Belt	
Panel board	
Motor	

PART-I

Date: _____

From,

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

To,

The Secretary,
M/s. Palladam Coir Growbag Cluster,
Shop No.1-3, First floor – Palladam Road,
Karadivavi, Palladam Taluk, Tiruppur District – 641 658

Sir,

Sub: Tender for the supply, erection, and commissioning of Coir Fibre Extraction Machinery on turnkey basis – 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 Coir Fibre Extraction Machinery on turnkey basis as specified by M/s. Palladam Coir Growbag Cluster 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 for Rs.50,000/- (Rupees Fifty Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the Coir Fibre Extraction Machinery as per Annexure-I (a).

- 5) Details of the Tenderer (Annexure-III)
- 6) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 7) List of customers to whom Coir Fibre Extraction Machineries are supplied in the past 3 years should be enclosed (Annexure-V)
- 8) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from Internet (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/ Excise/VAT/CST registration
- 14) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 17) Copy of Service Tax Registration Certificate
- 18) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 19) Latest Assessment orders under TN VAT Act/CST Act.
- 20) Latest I.T return.
- 21) Latest Service Tax Clearance Certificate.
- 22) Notarized translated English version of the documents in a language other than English/Tamil, if any

Yours faithfully,

SIGNATURE OF THE TENDERER
(with seal and address)

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. Brief profile of the tenderer	
7. Address of Service Centres in Coimbatore	
8. Number of staffs on regular payroll	Technical: Administration:
9. Registration Number as a firm under State Sales Tax Act/VAT	
10. Registration Number as a firm under Central Sales Tax Act	
11. PAN Number	
12. Service Tax Registration Number	
13. PAN 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 in lakh (Rs.)
1	2012-2013	
2	2013-2014	
3	2014-2015	
4	2015-2016	
	Total	Lakh
	Average annual turnover	Lakh

Note: Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)

ANNEXURE – V

List of customers to whom Coir Fibre Extraction Machinery are supplied in the past 3 years

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

Sl.No	Name & address of the client	Phone / Mobile Number	Quantity Supplied	Year of supply	Work 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 Coir Fibre Extraction Machinery on turnkey basis will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site www.coirboard.nic.in or www.itcot.com. 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. Palladam Coir Growbag Cluster /Coir Board or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Secretary,

M/s. Palladam Coir Growbag Cluster,

Shop No.1-3, First floor – Palladam Road,

Karadivavi, Palladam Taluk, Tiruppur District – 641 658

Sir,

Sub: Tender for the supply, erection, and commissioning of Coir Fibre Extraction Machinery on turnkey basis – Submission of **Part – II** – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “Coir Fibre Extraction Machinery on turnkey basis”

In continuation of our above tender, we submit herewith the price offer for “Coir Fibre Extraction Machinery on turnkey basis” as specified by M/s. Palladam Coir Growbag Cluster in this tender document.

We agree to abide by the terms and conditions stipulated by the M/s. Palladam Coir Growbag Cluster and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the M/s. Palladam Coir Growbag Cluster in this tender will hold good as per tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID

(Amount in Rs.)

Sl. No	Description	Basic price	Excise Duty	VAT	CST	Total Cost
1.	Coir Fibre Extraction Machinery as per Technical specification					

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

CHECKLIST OF DOCUMENTS

Documents to be enclosed in Part-I:

- 1) A covering letter on your letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658 (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.50,000/- (Rupees Fifty Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet).
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the Coir Fibre Extraction Machinery as per Annexure-I (a).
- 6) Details of the Tenderer (Annexure-III)
- 7) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 8) List of customers to whom Coir Fibre Extraction Machinery are supplied in the past 3 years should be enclosed (Annexure-V)
- 9) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 10) Declaration for not having tampered the Tender documents downloaded from Internet (Annexure-VII).
- 11) The copy of certificate of incorporation/ registration
- 12) Copy of Memorandum and Articles of Association
- 13) Copy of Registered Partnership deed, in case of Partnership Firm
- 14) Copy of Udyog Aadhaar/ Excise/VAT/CST registration
- 15) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 18) Copy of Service Tax Registration Certificate
- 19) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 20) Latest Assessment orders under TN VAT Act/CST Act.
- 21) Latest I.T return.
- 22) Latest Service Tax Clearance Certificate.

23) Notarized translated English version of the documents in a language other than English/Tamil, if any

Documents to be enclosed in Part-II

- 1) A covering letter on the letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658 (as per Annexure-VIII)
- 2) Price Bid as per Annexure-IX of the Tender document.

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

M/s. Palladam Coir Growbag Cluster
Shop No.1-3, First floor – Palladam Road
Karadivavi, Palladam Taluk
Tiruppur District – 641 658, Tamilnadu
Ph:98940 19019, E-Mail ID: ia@palladamcoircluster.com

TENDER DOCUMENT

TENDER REFERENCE No. SFURTI/TN-PLDM/01/2016-17

**TENDER FOR THE SUPPLY, ERECTION AND
COMMISSIONING OF 2 NUMBERS OF COIR PITH BLOCK
(5 Kgs) MANUFACTURING MACHINES ON TURNKEY
BASIS**

Prepared by:

ITCOT Consultancy and Services Limited

(Technical Agency – SFURTI Coir Clusters, TamilNadu)

50 A Greams Road, Chennai – 600 006.

Ph: 044-42936800-02, Fax: 044- Fax: 044-28293512

E-mail: itcot@vsnl.com Web: www.itcot.com

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TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF 2 NUMBERS OF COIR PITH BLOCK (5 KGS) MANUFACTURING MACHINES ON TURNKEY BASIS

1. PREAMBLE

Scheme of Fund for Regeneration of Traditional Industries (SFURTI), the scheme of Ministry of MSME, Government of India envisages development of clusters to organize the traditional industries and artisans for their long term sustainability and economy of scale. Coir Board, the Nodal Agency of coir based clusters, has obtained approval for the development of Palladam Coir Cluster under SFURTI.

M/s. Palladam Coir Growbag Cluster, the Special Purpose Vehicle (SPV) & implementing agency of Palladam Coir Cluster propose to establish a Common Facility Centre (CFC) at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District with the financial assistance from Government of India under SFURTI.

In this context, M/s. Palladam Coir Growbag Cluster invites sealed tenders from reputed manufacturers in “Two Cover System” for the supply, erection, and commissioning of 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 22.06.2016.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis. The detailed specification of the Pith Block Manufacturing machine is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 60 days from the date of receipt of Purchase Order.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
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 Firm, <ul style="list-style-type: none"> • Copy of VAT Registration Certificate / Service Tax Registration Certificate.
b)	The tenderer should be a manufacturer of 5 Kgs Pith Block Manufacturing machine.	<ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ Excise VAT/CST registration.
c)	The tenderer should have at least 3 years of experience (as on 31 st March 2016) in the manufacturing of 5 Kgs Pith Block Manufacturing machine.	(i) Purchase Order issued by the clients. (ii) Performance certificate issued by the clients. (iii) List of similar orders executed in last 3 years as per Annexure-V
d)	The tenderer should have reported an Average Annual Turnover of Rs.75.00 Lakhs in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.	(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.
e)	The tenderer should not have been blacklisted for supply of any items or services to any Government 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/Tamil, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

5(a) The tender document shall be downloaded from www.coirboard.nic.in or www.palladamcoircluster.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).

5(b) The tender document can be downloaded from 01.06.2016 to 21.06.2016.

6. PREBID MEETING

There will be a pre-bid meeting on 15.06.2016 at 11.00 A.M. M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu 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 M/s. Palladam Coir Growbag Cluster at least two days prior to the pre-bid meeting date. The tenderers may also check www.coirboard.nic.in or www.itcot.com for up to date information like change in date / venue etc., of pre-bid meeting as M/s. Palladam Coir Growbag Cluster 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.

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 must be sent in writing to “M/s. Palladam Coir Growbag Cluster”. M/s. Palladam Coir Growbag Cluster will upload the clarification on www.coirboard.nic.in or www.itcot.com.

8. AMENDMENT OF TENDER DOCUMENT

M/s. Palladam Coir Growbag Cluster 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.nic.in or www.itcot.com 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

10(a) 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.

10(b) Tenders should be submitted in two parts:

a) Part I will cover technical bid and

b) Part II will cover price bid

10(c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -X.

10(d) Tenderers are requested to submit Part I and Part II in a separate sealed covers. Part I cover to be superscripted as **“Part I – Technical bid”** and Part II cover to be superscripted as **“Part II – Price bid”** respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the supply, erection, and commissioning of 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis” and addressed to “The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu”, containing the name and address of the Tenderer. **Tenders submitted without sealed cover would summarily be rejected.**

10(e) Tenders should be dropped only in the tender box kept at the office of “The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu”, on or before 1.00 PM on 22.06.2016”. Tenders will not be received by hand.

10(f) Alternatively, the tenders can be submitted through registered post or courier so as to reach the above address on or before 1.00 PM on 22.06.2016. Tenders received after the specified time will not be considered and M/s. Palladam Coir Growbag Cluster will not be liable or responsible for any postal delays.

10(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

- 11(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs.25,000/- (Rupees Twenty Thousand only) in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “M/s. HI Account - Palladam Coir Growbag Cluster”, payable at Udumalpet.. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Tenderers.
- 11(b) EMD 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.
- 11(c) 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.
- 11(d) The amount remitted towards EMD is liable to be forfeited in case the Tenderer fails to undertake the contract after submission of the tender or after acceptance of the offer by M/s. Palladam Coir Growbag Cluster or fail to sign the Agreement or to remit the Security Deposit.

12. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the M/s. Palladam Coir Growbag Cluster, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid till the entire contract is completed. Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- 13(a) The tenders received upto 1.00 PM as per the office clock on 22.06.2016 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 02.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- 13(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 is not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.

- 13(c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 1.00 PM on the next working day and opened at 02.00 PM on the same day.
- 13(d) The Technical bid will be evaluated by Tender Committee in terms of the qualification Criteria. Tender Committee reserves the right to disqualify any of the tender if is not satisfied with the documents furnished.
- 13(e) M/s. Palladam Coir Growbag Cluster 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.
- 13(f) The Tenderers declared as qualified will be informed the date of opening of Part II (Price bid).

14. PRICE OFFER

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

- 15(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II).
- 15(b) The comparison of the rates offered shall be on the basis of the total rates offered inclusive of all taxes, transportation, performance guarantee etc.

16. AWARD OF CONTRACT

The Tenderer who has quoted lowest price (L1) will be invited for negotiations. After finalizing the negotiated rate, Letter of Acceptance will be issued.

17. SECURITY DEPOSIT

- 17(a) On receipt of the Letter of Acceptance from the M/s. Palladam Coir Growbag Cluster, the successful Tenderer should remit a Security Deposit (SD) of 5% of the value of the

contract, by way of Demand Draft drawn on any scheduled commercial bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet, within 5 (five) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the SD.

17(b) Any other amount pending with M/s. Palladam Coir Growbag Cluster will not be adjusted under any circumstances, against the Security Deposit if so requested.

17(c) If the SD 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.

17(d) SD 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 to the items by the M/s. Palladam Coir Growbag Cluster. The successful tenderer should complete supply, erection and commissioning of 2 numbers of 5 Kgs Pith Block Manufacturing machine within 60 days from the date of receipt of Purchase Order.

20. SCHEDULE OF SUPPLY

20(a) The specification of 5 Kgs Pith Block Manufacturing machine should be as per Annexure-I.

20(b) The delivery of 2 numbers of 5 Kgs Pith Block Manufacturing machine ordered shall be completed within 60 days from the date of issue of purchase order. Delay beyond this period will attract penalty.

20(c) The 2 numbers of 5 Kgs Pith Block Manufacturing machine should be delivered and installed at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District.

20(d) If the contract is not completed within the stipulated time or extended time, M/s. Palladam Coir Growbag Cluster 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.

20(e) In the event of non- performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the Contractor, has not fulfilled the contractual obligation with M/s. Palladam Coir Growbag Cluster in any manner during the currency of the contract or also found on later date, M/s. Palladam Coir Growbag Cluster reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 5 years.

21. PERFORMANCE TEST

- 21(a) The successful tenderer shall demonstrate the performance of the 5 Kgs Pith Block Manufacturing machine in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
- 21(b) This demonstration should be done as stipulated by the M/s. Palladam Coir Growbag Cluster.
- 21(c) The performance tests should be completed within 15 days from the date of installation of 5 Kgs Pith Block Manufacturing machine.

22. TRAINING OF STAFF

- 22(a) The tenderer should provide training to Staffs on the operation and maintenance of 5 Kgs Pith Block Manufacturing machine before the commencement of performance test.
- 22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for 5 Kgs Pith Block Manufacturing machine.

23. PERFORMANCE GUARANTEE

- 23(a) The 5 Kgs Pith Block Manufacturing machine and its accessories are to be guaranteed, for a period of twelve months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.
- 23(b) During performance guarantee period of 12 months they should attend any call from M/s. Palladam Coir Growbag Cluster immediately, in case of any problems, related to operation or malfunctioning of the machine, without any delay for regular functioning of the cluster. The above service should be done at Free of cost.
- 23(c) Upon the complete fulfillment of this contract by the supplier, to the satisfaction of the M/s. Palladam Coir Growbag Cluster, after completion of one year period, for the satisfactory performance of the machine, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.

24. PAYMENT CONDITIONS

- 24(a) **20% of contract value** will be paid on execution of agreement. 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 M/s. Palladam Coir Growbag Cluster.
- 24(b) **75% of the contract value** will be paid on receipt of the complete set of machinery as per the order in full in good condition, at the destination, after acceptance by the tender committee.
- 24(c) **The balance 5% and SD** will be paid only after satisfactory completion of the entire contract, including performance test and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.
- 24(d) M/s. Palladam Coir Growbag Cluster 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 M/s. Palladam Coir Growbag Cluster immediately on demand, without raising any dispute/protest.

25. PENALTY

- 25(a) Failure to execute the entire contract within 60 days 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 result in cancellation of the orders.
- 25(b) Failure to attend the service complaint reported by M/s. Palladam Coir Growbag Cluster within 24 hours will attract a penalty of Rs.1,000/- per day.
- 25(c) Any delay on the part of M/s. Palladam Coir Growbag Cluster should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict M/s. Palladam Coir Growbag Cluster from levying penalty.

26. TERMINATION OF THE CONTRACT

M/s. Palladam Coir Growbag Cluster reserves the right to terminate the contract at any time during the validity period, on account of non-fulfilment of contract, on any count.

27. GENERAL CONDITIONS

- 27(a) Conditional Tender in any form will not be accepted.
- 27(b) Any notice regarding any problems, to the supplier shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.
- 27(c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

27(d) The Tender Committee reserves the right to reduce or enhance quantity or items of supply without assigning any reason thereof.

27(e) The Tender Committee reserves the right to relax or waive or amend any of the tender conditions.

28. ARBITRATION

28(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 M/s. Palladam Coir Growbag Cluster / 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.

28(b) The venue of the Arbitration shall be at the Regional Office, Coir Board, Pollachi. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration

28(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 Tirupur only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Tirupur only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATIONS

MINIMUM SPECIFICATIONS OF 5 KGS PITH BLOCK MANUFACTURING MACHINE

Description	Specification
Product & Capacity Specifications	
Block size	300 x 300 x 100-140 mm
Block weight	5 Kgs. (+ or – 100 gms.)
Compaction Ratio	1 : 7
Production Capacity	140 - 150 blocks per hour
Production Capacity/8 hrs.	Min. 5500 Kgs.
Main Cylinder	
Bore	215 mm
Stroke	1250 mm
Quantity	1
Clamping Cylinder	
Bore	140 mm
Stroke	50 mm
Quantity	3
Power Pack	
Pump	Vane pump (Yuken or equivalent)
Valve	Solenoid operated (Yuken or equivalent)
Power	18.5 KW / 25 HP
Control System	PLC Control (Crozet or equivalent)
Additional Components/accessories	Shot counters, Hour Meters, Voltage Selection Switch with Voltmeter, Ammeter, Temperature indicators etc.

The above specifications are minimum requirements. The tenderer shall offer the 5 Kgs Pith Block Manufacturing machine strictly meeting the above requirements or with better specifications. Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the 5 Kgs Pith Block Manufacturing machine shall deem to be included in the scope of supply.

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

The tenderers should specify the specifications of 5 Kgs Pith Block Manufacturing machine to be supplied. The Compliance report should be enclosed along with technical bid. Specifications of offered 5 Kgs Pith Block Manufacturing machine is to be written clearly in the column of “OFFERED SPECIFICATIONS” in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

Description	Specification
Product & Capacity Specifications	
Block size	
Block weight	
Compaction Ratio	
Production Capacity	
Production Capacity/8 hrs.	
Main Cylinder	
Bore	
Stroke	
Quantity	
Clamping Cylinder	
Bore	
Stroke	
Quantity	
Power Pack	
Pump	
Valve	
Power	
Control System	
Additional Components/accessories	

PART-I

Date: _____

From,

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

To,

The Secretary,
M/s. Palladam Coir Growbag Cluster,
Shop No.1-3, First floor – Palladam Road,
Karadivavi, Palladam Taluk,
Tiruppur District – 641 658, Tamilnadu

Sir,

Sub: Tender for the supply, erection, and commissioning of 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis – 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 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis as specified by M/s. Palladam Coir Growbag Cluster 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 for Rs.**25,000/-** (Rupees Twenty Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet.).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the 5 Kgs Pith Block Manufacturing machine as per Annexure-I (a).

- 5) Details of the Tenderer (Annexure-III)
- 6) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 7) List of customers to whom 5 Kgs Pith Block Manufacturing machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 8) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from Internet (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/ Excise/VAT/CST registration
- 14) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 17) Copy of Service Tax Registration Certificate
- 18) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 19) Latest Assessment orders under TN VAT Act/CST Act.
- 20) Latest I.T return.
- 21) Latest Service Tax Clearance Certificate.
- 22) Notarized translated English version of the documents in a language other than English/Tamil, if any

Yours faithfully,

SIGNATURE OF THE TENDERER
(with seal and address)

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. Brief profile of the tenderer	
7. Address of Service Centres in Coimbatore	
8. Number of staffs on regular payroll	Technical: Administration:
9. Registration Number as a firm under State Sales Tax Act/VAT	
10. Registration Number as a firm under Central Sales Tax Act	
11. PAN Number	
12. Service Tax Registration Number	
13. PAN 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 in lakh (Rs.)
1	2012-2013	
2	2013-2014	
3	2014-2015	
4	2015-2016	
	Total	Lakh
	Average annual turnover	Lakh

Note: Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)

ANNEXURE – V

List of customers to whom 5 Kgs Pith Block Manufacturing machine are supplied in the past 3 years

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

Sl.No	Name & address of the client	Phone / Mobile Number	Quantity Supplied	Year of supply	Work 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 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.nic.in** or www.palladamcoircluster.com. 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. Palladam Coir Growbag Cluster /Coir Board or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Secretary,

M/s. Palladam Coir Growbag Cluster,

Shop No.1-3, First floor – Palladam Road,

Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu

Sir,

Sub: Tender for the supply, erection, and commissioning of 2 numbers of 5 Kgs Pith Block Manufacturing machine on turnkey basis – Submission of Part – II – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “5 Kgs Pith Block Manufacturing machine on turnkey basis”

In continuation of our above tender, we submit herewith the price offer for “5 Kgs Pith Block Manufacturing machine on turnkey basis” as specified by M/s. Palladam Coir Growbag Cluster in this tender document.

We agree to abide by the terms and conditions stipulated by the M/s. Palladam Coir Growbag Cluster and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the M/s. Palladam Coir Growbag Cluster in this tender will hold good as per tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID

(Amount in Rs.)

Sl. No	Description	Cost per unit					Total Cost for 2 units
		Basic price	Excise Duty	VAT	CST	Total Cost	
1.	Coir Pith Block (5 Kgs) Manufacturing machinery						

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

CHECKLIST OF DOCUMENTS

Documents to be enclosed in Part-I:

- 1) A covering letter on your letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu (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.25,000/- (Rupees Twenty Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet.).
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the 5 Kgs Pith Block Manufacturing machine as per Annexure-I (a).
- 6) Details of the Tenderer (Annexure-III)
- 7) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 8) List of customers to whom 5 Kgs Pith Block Manufacturing machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 9) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 10) Declaration for not having tampered the Tender documents downloaded from Internet (Annexure-VII).
- 11) The copy of certificate of incorporation/ registration
- 12) Copy of Memorandum and Articles of Association
- 13) Copy of Registered Partnership deed, in case of Partnership Firm
- 14) Copy of Udyog Aadhaar/ Excise/VAT/CST registration
- 15) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 18) Copy of Service Tax Registration Certificate
- 19) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 20) Latest Assessment orders under TN VAT Act/CST Act.
- 21) Latest I.T return.
- 22) Latest Service Tax Clearance Certificate.

23) Notarized translated English version of the documents in a language other than English/Tamil, if any

Documents to be enclosed in Part-II

- 1) A covering letter on the letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu (as per Annexure-VIII)
- 2) Price Bid as per Annexure-IX of the Tender document.

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

M/s. Palladam Coir Growbag Cluster
Shop No.1-3, First floor – Palladam Road
Karadivavi, Palladam Taluk
Tiruppur District – 641 658, Tamilnadu
Ph:98940 19019, E-Mail ID: ia@palladamcoircluster.com

TENDER DOCUMENT

TENDER REFERENCE No. SFURTI/TN-PLDM/01/2016-17

**TENDER FOR THE SUPPLY, ERECTION AND
COMMISSIONING OF 2 NUMBERS OF COIR GROWBAG
MANUFACTURING MACHINES ON TURNKEY BASIS**

Prepared by:

ITCOT Consultancy and Services Limited

(Technical Agency – SFURTI Coir Clusters, TamilNadu)

50 A Greams Road, Chennai – 600 006.

Ph: 044-42936800-02, Fax: 044- Fax: 044-28293512

E-mail: itcot@vsnl.com Web: www.itcot.com

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**TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF 2
NUMBERS OF COIR GROWBAG MANUFACTURING MACHINES
ON TURNKEY BASIS**

1. PREAMBLE

Scheme of Fund for Regeneration of Traditional Industries (SFURTI), the scheme of Ministry of MSME, Government of India envisages development of clusters to organize the traditional industries and artisans for their long term sustainability and economy of scale. Coir Board, the Nodal Agency of coir based clusters, has obtained approval for the development of Palladam Coir Cluster under SFURTI.

M/s. Palladam Coir Growbag Cluster, the Special Purpose Vehicle (SPV) & implementing agency of Palladam Coir Cluster propose to establish a Common Facility Centre (CFC) at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District with the financial assistance from Government of India under SFURTI.

In this context, M/s. Palladam Coir Growbag Cluster invites sealed tenders from reputed manufacturers in “Two Cover System” for the supply, erection, and commissioning of 2 numbers of Coir Growbag Manufacturing machine on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 22.06.2016.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of 2 numbers of Coir Growbag Manufacturing machine on turnkey basis. The detailed specification of the Coir Growbag Manufacturing machine is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 60 days from the date of receipt of Purchase Order.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
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 Firm, <ul style="list-style-type: none"> • Copy of VAT Registration Certificate / Service Tax Registration Certificate.
b)	The tenderer should be a manufacturer of Coir Growbag Manufacturing machine.	<ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ Excise VAT/CST registration.
c)	The tenderer should have at least 3 years of experience (as on 31 st March 2016) in the manufacturing of Coir Growbag Manufacturing machine.	(i) Purchase Order issued by the clients. (ii) Performance certificate issued by the clients. (iii) List of similar orders executed in last 3 years as per Annexure-V
d)	The tenderer should have reported an Average Annual Turnover of Rs.1.00 Crore in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.	(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.
e)	The tenderer should not have been blacklisted for supply of any items or services to any Government 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/Tamil, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

5(a) The tender document shall be downloaded from **www.coirboard.nic.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).

5(b) The tender document can be downloaded from 01.06.2016 to 21.06.2016.

6. PREBID MEETING

There will be a pre-bid meeting on 15.06.2016 at 11.00 A.M. in the office of M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu 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 M/s. Palladam Coir Growbag Cluster at least two days prior to the pre-bid meeting date. The tenderers may also check **www.coirboard.nic.in** or www.itcot.com for up to date information like change in date / venue etc., of pre-bid meeting as M/s. Palladam Coir Growbag Cluster 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.

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 must be sent in writing to “M/s. Palladam Coir Growbag Cluster”. M/s. Palladam Coir Growbag Cluster will upload the clarification on **www.coirboard.nic.in** or www.itcot.com.

8. AMENDMENT OF TENDER DOCUMENT

M/s. Palladam Coir Growbag Cluster 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.nic.in** or www.itcot.com 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

10(a) 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.

10(b) Tenders should be submitted in two parts:

a) Part I will cover technical bid and

b) Part II will cover price bid

10(c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -X.

10(d) Tenderers are requested to submit Part I and Part II in a separate sealed covers. Part I cover to be superscripted as “**Part I – Technical bid**” and Part II cover to be superscripted as “**Part II – Price bid**” respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the supply, erection, and commissioning of 2 numbers of Coir Growbag Manufacturing machine on turnkey basis” and addressed to “The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu”, containing the name and address of the Tenderer. **Tenders submitted without sealed cover would summarily be rejected.**

10(e) Tenders should be dropped only in the tender box kept at the office of M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu, on or before 1.00 PM on 22.06.2016”. Tenders will not be received by hand.

10(f) Alternatively, the tenders can be submitted through registered post or courier so as to reach the above address on or before 1.00 PM on 22.06.2016. Tenders received after the specified time will not be considered and M/s. Palladam Coir Growbag Cluster will not be liable or responsible for any postal delays.

10(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

- 11(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs. **40,000/-** (Rupees Forty Thousand only) in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Tenderers.
- 11(b) EMD 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.
- 11(c) 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.
- 11(d) The amount remitted towards EMD is liable to be forfeited in case the Tenderer fails to undertake the contract after submission of the tender or after acceptance of the offer by M/s. Palladam Coir Growbag Cluster or fail to sign the Agreement or to remit the Security Deposit.

12. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the M/s. Palladam Coir Growbag Cluster, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid till the entire contract is completed. Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- 13(a) The tenders received upto 1.00 PM as per the office clock on 22.06.2016 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 02.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- 13(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 is not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- 13(c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 1.00 PM on the next working day and opened at 02.00 PM on the same day.

13(d) The Technical bid will be evaluated by Tender Committee in terms of the qualification Criteria. Tender Committee reserves the right to disqualify any of the tender if is not satisfied with the documents furnished.

13(e) M/s. Palladam Coir Growbag Cluster 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.

13(f) The Tenderers declared as qualified will be informed the date of opening of Part II (Price bid).

14. PRICE OFFER

14(a) The Price bid should be kept only in the Part II cover.

14(b) The price bid should be prepared as per Annexure-IX.

14(c) The price should be neatly and legibly written both in figures and words.

14(d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.

14(e) 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

15(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II).

15(b) The comparison of the rates offered shall be on the basis of the total rates offered inclusive of all taxes, transportation, performance guarantee etc.

16. AWARD OF CONTRACT

The Tenderer who has quoted lowest price (L1) will be invited for negotiations. After finalizing the negotiated rate, Letter of Acceptance will be issued.

17. SECURITY DEPOSIT

17(a) On receipt of the Letter of Acceptance from the M/s. Palladam Coir Growbag Cluster, the successful Tenderer should remit a Security Deposit (SD) of 5% of the value of the contract, by way of Demand Draft drawn on any scheduled commercial bank in favour of "HI Account - Palladam Coir Growbag Cluster", payable at Udumalpet, within 5 (five)

working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the SD.

17(b) Any other amount pending with M/s. Palladam Coir Growbag Cluster will not be adjusted under any circumstances, against the Security Deposit if so requested.

17(c) If the SD 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.

17(d) SD 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 to the items by the M/s. Palladam Coir Growbag Cluster. The successful tenderer should complete supply, erection and commissioning of 2 numbers of Coir Growbag Manufacturing machine within 60 days from the date of receipt of Purchase Order.

20. SCHEDULE OF SUPPLY

20(a) The specification of Coir Growbag Manufacturing machine should be as per Annexure-I.

20(b) The delivery of 2 numbers of Coir Growbag Manufacturing machines ordered shall be completed within 60 days from the date of issue of purchase order. Delay beyond this period will attract penalty.

20(c) The 2 numbers of Coir Growbag Manufacturing machines should be delivered and installed at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District.

20(d) If the contract is not completed within the stipulated time or extended time, M/s. Palladam Coir Growbag Cluster 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.

20(e) In the event of non- performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the Contractor, has not fulfilled the contractual obligation with M/s. Palladam Coir Growbag

Cluster in any manner during the currency of the contract or also found on later date, M/s. Palladam Coir Growbag Cluster reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 5 years.

21. PERFORMANCE TEST

- 21(a) The successful tenderer shall demonstrate the performance of the Coir Growbag Manufacturing machines in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
- 21(b) This demonstration should be done as stipulated by the M/s. Palladam Coir Growbag Cluster.
- 21(c) The performance tests should be completed within 15 days from the date of installation of Coir Growbag Manufacturing machine.

22. TRAINING OF STAFF

- 22(a) The tenderer should provide training to Staffs on the operation and maintenance of Coir Growbag Manufacturing machine before the commencement of performance test.
- 22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for Coir Growbag Manufacturing machine.

23. PERFORMANCE GUARANTEE

- 23(a) The Coir Growbag Manufacturing machine and its accessories are to be guaranteed, for a period of twelve months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.
- 23(b) During performance guarantee period of 12 months they should attend any call from M/s. Palladam Coir Growbag Cluster immediately, in case of any problems, related to operation or malfunctioning of the machine, without any delay for regular functioning of the cluster. The above service should be done at Free of cost.
- 23(c) Upon the complete fulfillment of this contract by the supplier, to the satisfaction of the M/s. Palladam Coir Growbag Cluster, after completion of one year period, for the satisfactory performance of the machine, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.

24. PAYMENT CONDITIONS

- 24(a) **20% of contract value** will be paid on execution of agreement. 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 M/s. Palladam Coir Growbag Cluster.

24(b) **75% of the contract value** will be paid on receipt of the complete set of machinery as per the order in full in good condition, at the destination, after acceptance by the tender committee.

24(c) **The balance 5% and SD** will be paid only after satisfactory completion of the entire contract, including performance test and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.

24(d) M/s. Palladam Coir Growbag Cluster 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 M/s. Palladam Coir Growbag Cluster immediately on demand, without raising any dispute/protest.

25. PENALTY

25(a) Failure to execute the entire contract within 60 days 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 result in cancellation of the orders.

25(b) Failure to attend the service complaint reported by M/s. Palladam Coir Growbag Cluster within 24 hours will attract a penalty of Rs.1,000/- per day.

25(c) Any delay on the part of M/s. Palladam Coir Growbag Cluster should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict M/s. Palladam Coir Growbag Cluster from levying penalty.

26. TERMINATION OF THE CONTRACT

M/s. Palladam Coir Growbag Cluster reserves the right to terminate the contract at any time during the validity period, on account of non-fulfilment of contract, on any count.

27. GENERAL CONDITIONS

27(a) Conditional Tender in any form will not be accepted.

27(b) Any notice regarding any problems, to the supplier shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.

27(c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

27(d) The Tender Committee reserves the right to reduce or enhance quantity or items of supply without assigning any reason thereof.

27(e) The Tender Committee reserves the right to relax or waive or amend any of the tender conditions.

28. ARBITRATION

28(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 M/s. Palladam Coir Growbag Cluster / 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.

28(b) The venue of the Arbitration shall be at the Regional Office, Coir Board, Pollachi. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration

28(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 Tirupur only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Tirupur only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATIONS

The tenderer shall note that 2 machines manufacturing Coir Growbags, each with different specifications are tendered.

MINIMUM SPECIFICATIONS OF COIR GROWBAG MANUFACTURING MACHINE

MACHINE-I

Description	Specification
Frame Type	Closed Frame
Tonnage	300
Power	10 + 15 = 25 HP
Controlling System	PLC Control system
Max. Day Light	1300mm
Min. Day Light	600mm
Machine Stroke Length	700mm
Die Size Max	1200 X 200mm
Required Die Size	100 X 20 ; 100 X 18; 100 X 15; 100 X 12; 90 X 15; 90 X 12
No of Cavities	2 Nos
Die Guide Type	Pillar Guide
No of Strokes	100 / hr
<i>Cylinder Details</i>	
Main Cylinder	Bore Dia 400 mm, Piston Rod Dia 200mm, Stroke Length – 700mm
Pilot Cylinder (2 Nos)	Bore Dia 160 mm, Piston Rod Dia 100mm, Stroke Length 700mm
Ejection cylinder	Bore Dia 120 mm, Piston Rod Dia 80mm, Stroke Length – 200mm
Pushing Cylinder	Bore Dia 80 mm, Piston Rod Dia 50 mm, Stroke Length – 600mm
Motor	Kirloskar or Siemens or Equivalent

MACHINE-II

Description	Specification
Frame Type	Closed Frame
Tonnage	200
Power	10 + 15 = 25 HP
Controlling System	PLC Control system
Max. Day Light	1050mm
Min. Day Light	500mm
Machine Stroke Length	550mm

Die Size Max	1200 X 200mm
Required Die Size	100 X 20 ; 100 X 18; 100 X 15; 100 X 12; 90 X 15; 90 X 12
No of Cavities	1 No
Die Guide Type	Pillar Guide
No of Strokes	80 / hr
<i>Cylinder Details</i>	
Main Cylinder	Bore Dia 250 mm (2 Nos.), Piston Rod Dia 120mm (2 Nos.), Stroke Length – 550mm
Ejection cylinder	Bore Dia 100 mm, Piston Rod Dia 70mm, Stroke Length – 200mm
Pushing Cylinder	Bore Dia 60 mm, Piston Rod Dia 40 mm, Stroke Length – 500mm
Motor	Kirloskar or Siemens or Equivalent

The above specifications are minimum requirements. The tenderer shall offer the Coir Growbag Manufacturing machine strictly meeting the above requirements or with better specifications. Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the Coir Growbag Manufacturing machine shall deem to be included in the scope of supply.

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

The tenderers should specify the specifications of Coir Growbag Manufacturing machine to be supplied. The Compliance report should be enclosed along with technical bid. Specifications of offered Coir Growbag Manufacturing machine is to be written clearly in the column of “OFFERED SPECIFICATIONS” in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

MACHINE-I

Description	Specification
Frame Type	
Tonnage	
Power	
Controlling System	
Max. Day Light	
Min. Day Light	
Machine Stroke Length	
Die Size Max	
Required Die Size	
No of Cavities	
Die Guide Type	
No of Strokes	
<i>Cylinder Details</i>	
Main Cylinder	
Pilot Cylinder (2 Nos)	
Ejection cylinder	
Pushing Cylinder	
Motor	

MACHINE-II

Description	Specification
Frame Type	
Tonnage	
Power	
Controlling System	
Max. Day Light	
Min. Day Light	
Machine Stroke Length	

Die Size Max	
Required Die Size	
No of Cavities	
Die Guide Type	
No of Strokes	
<i>Cylinder Details</i>	
Main Cylinder	
Ejection cylinder	
Pushing Cylinder	
Motor	

PART-I

Date: _____

From,

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

To,

The Secretary,
M/s. Palladam Coir Growbag Cluster,
Shop No.1-3, First floor – Palladam Road,
Karadivavi, Palladam Taluk, Tiruppur District – 641 658

Sir,

Sub: Tender for the supply, erection, and commissioning of 2 numbers of Coir Growbag Manufacturing machine on turnkey basis – 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 2 numbers of Coir Growbag Manufacturing machine on turnkey basis as specified by M/s. Palladam Coir Growbag Cluster 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 for Rs.40,000/- (Rupees Forty Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the Coir Growbag Manufacturing machine as per Annexure-I (a).

- 5) Details of the Tenderer (Annexure-III)
- 6) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 7) List of customers to whom Coir Growbag Manufacturing machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 8) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from Internet (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/ Excise/VAT/CST registration
- 14) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 17) Copy of Service Tax Registration Certificate
- 18) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 19) Latest Assessment orders under TN VAT Act/CST Act.
- 20) Latest I.T return.
- 21) Latest Service Tax Clearance Certificate.
- 22) Notarized translated English version of the documents in a language other than English/Tamil, if any

Yours faithfully,

SIGNATURE OF THE TENDERER
(with seal and address)

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. Brief profile of the tenderer	
7. Address of Service Centres in Coimbatore	
8. Number of staffs on regular payroll	Technical: Administration:
9. Registration Number as a firm under State Sales Tax Act/VAT	
10. Registration Number as a firm under Central Sales Tax Act	
11. PAN Number	
12. Service Tax Registration Number	
13. PAN 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 in lakh (Rs.)
1	2012-2013	
2	2013-2014	
3	2014-2015	
4	2015-2016	
	Total	Lakh
	Average annual turnover	Lakh

Note: Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)

ANNEXURE – V

**List of customers to whom Coir Growbag Manufacturing machine are supplied in the past
3 years**

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

Sl.No	Name & address of the client	Phone / Mobile Number	Quantity Supplied	Year of supply	Work 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 2 numbers of Coir Growbag Manufacturing machine on turnkey basis will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.nic.in** or **www.itcot.com**. 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. Palladam Coir Growbag Cluster /Coir Board or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Secretary,

M/s. Palladam Coir Growbag Cluster,

Shop No.1-3, First floor – Palladam Road,

Karadivavi, Palladam Taluk, Tiruppur District – 641 658

Sir,

Sub: Tender for the supply, erection, and commissioning of 2 numbers of Coir Growbag Manufacturing machine on turnkey basis – Submission of Part – II – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “Coir Growbag Manufacturing machine on turnkey basis”

In continuation of our above tender, we submit herewith the price offer for “Coir Growbag Manufacturing machine on turnkey basis” as specified by M/s. Palladam Coir Growbag Cluster in this tender document.

We agree to abide by the terms and conditions stipulated by the M/s. Palladam Coir Growbag Cluster and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the M/s. Palladam Coir Growbag Cluster in this tender will hold good as per tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID

(Amount in Rs.)

Sl. No	Description	Cost per unit				
		Basic price	Excise Duty	VAT	CST	Total Cost
1.	Coir Growbag Manufacturing Machine -1 (as per Specifications of Machine – I)					
2.	Coir Growbag Manufacturing Machine -II (as per Specifications of Machine – II)					
	Total					

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

CHECKLIST OF DOCUMENTS

Documents to be enclosed in Part-I:

- 1) A covering letter on your letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658 (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.40,000/- (Rupees Forty Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet).
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the Coir Growbag Manufacturing machine as per Annexure-I (a).
- 6) Details of the Tenderer (Annexure-III)
- 7) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 8) List of customers to whom Coir Growbag Manufacturing machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 9) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 10) Declaration for not having tampered the Tender documents downloaded from Internet (Annexure-VII).
- 11) The copy of certificate of incorporation/ registration
- 12) Copy of Memorandum and Articles of Association
- 13) Copy of Registered Partnership deed, in case of Partnership Firm
- 14) Copy of Udyog Aadhaar/ Excise/VAT/CST registration
- 15) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 18) Copy of Service Tax Registration Certificate
- 19) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 20) Latest Assessment orders under TN VAT Act/CST Act.
- 21) Latest I.T return.
- 22) Latest Service Tax Clearance Certificate.

23) Notarized translated English version of the documents in a language other than English/Tamil, if any

Documents to be enclosed in Part-II

- 1) A covering letter on the letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu (as per Annexure-VIII)
- 2) Price Bid as per Annexure-IX of the Tender document.

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

M/s. Palladam Coir Growbag Cluster
Shop No.1-3, First floor – Palladam Road
Karadivavi, Palladam Taluk
Tiruppur District – 641 658, Tamilnadu
Ph:98940 19019, E-Mail ID: ia@palladamcoircluster.com

TENDER DOCUMENT

TENDER REFERENCE No. SFURTI/TN-PLDM/01/2016-17

**TENDER FOR THE SUPPLY, ERECTION AND
COMMISSIONING OF COIR PITH BAGGER MACHINE
(25 Kgs) ON TURNKEY BASIS**

Prepared by:

ITCOT Consultancy and Services Limited

(Technical Agency – SFURTI Coir Clusters, TamilNadu)

50 A Greams Road, Chennai – 600 006.

Ph: 044-42936800-02, Fax: 044- Fax: 044-28293512

E-mail: itcot@vsnl.com Web: www.itcot.com

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TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF COIR PITH BAGGER MACHINE (25 KGS) ON TURNKEY BASIS

1. PREAMBLE

Scheme of Fund for Regeneration of Traditional Industries (SFURTI), the scheme of Ministry of MSME, Government of India envisages development of clusters to organize the traditional industries and artisans for their long term sustainability and economy of scale. Coir Board, the Nodal Agency of coir based clusters, has obtained approval for the development of Palladam Coir Cluster under SFURTI.

M/s. Palladam Coir Growbag Cluster, the Special Purpose Vehicle (SPV) & implementing agency of Palladam Coir Cluster propose to establish a Common Facility Centre (CFC) at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District with the financial assistance from Government of India under SFURTI.

In this context, M/s. Palladam Coir Growbag Cluster invites sealed tenders from reputed manufacturers in “Two Cover System” for the supply, erection, and commissioning of 25 Kgs Coir Pith Bagger Machine on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 22.06.2016.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of 25 Kgs Coir Pith Bagger Machine on turnkey basis. The detailed specification of the 25 Kgs Coir Pith Bagger Machine is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 60 days from the date of receipt of Purchase Order.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
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 Firm, <ul style="list-style-type: none"> • Copy of VAT Registration Certificate / Service Tax Registration Certificate.
b)	The tenderer should be a manufacturer of 25 Kgs Coir Pith Bagger Machine.	<ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ Excise VAT/CST registration.
c)	The tenderer should have at least 3 years of experience (as on 31 st March 2016) in the manufacturing of 25 Kgs Coir Pith Bagger Machine.	(i) Purchase Order issued by the clients. (ii) Performance certificate issued by the clients. (iii) List of similar orders executed in last 3 years as per Annexure-V
d)	The tenderer should have reported an Average Annual Turnover of Rs.30.00 Lakhs in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.	(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.
e)	The tenderer should not have been blacklisted for supply of any items or services to any Government 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/Tamil, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

5(a) The tender document shall be downloaded from **www.coirboard.nic.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).

5(b) The tender document can be downloaded from 01.06.2016 to 21.06.2016.

6. PREBID MEETING

There will be a pre-bid meeting on 15.06.2016 at 11.00 A.M. in M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu, 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 M/s. Palladam Coir Growbag Cluster at least two days prior to the pre-bid meeting date. The tenderers may also check www.coirboard.nic.in or www.itcot.com for up to date information like change in date / venue etc., of pre-bid meeting as M/s. Palladam Coir Growbag Cluster 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.

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 must be sent in writing to “M/s. Palladam Coir Growbag Cluster”. M/s. Palladam Coir Growbag Cluster will upload the clarification on **www.coirboard.nic.in** or www.itcot.com.

8. AMENDMENT OF TENDER DOCUMENT

M/s. Palladam Coir Growbag Cluster 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.nic.in** or www.itcot.com 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

10(a) 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.

10(b) Tenders should be submitted in two parts:

- a) Part I will cover technical bid and
- b) Part II will cover price bid

10(c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -X.

10(d) Tenderers are requested to submit Part I and Part II in a separate sealed covers. Part I cover to be superscripted as “**Part I – Technical bid**” and Part II cover to be superscripted as “**Part II – Price bid**” respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the supply, erection, and commissioning of 25 Kgs Coir Pith Bagger Machine on turnkey basis” and addressed to “The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu”, containing the name and address of the Tenderer. **Tenders submitted without sealed cover would summarily be rejected.**

10(e) Tenders should be dropped only in the tender box kept at the office of M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu, on or before 1.00 PM on 22.06.2016”. Tenders will not be received by hand.

10(f) Alternatively, the tenders can be submitted through registered post or courier so as to reach the above address on or before 1.00 PM on 22.06.2016. Tenders received after the specified time will not be considered and M/s. Palladam Coir Growbag Cluster will not be liable or responsible for any postal delays.

10(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

11(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs. **12,000/-** (Rupees Twelve Thousand only) in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “M/s. HI Account -

Palladam Coir Growbag Cluster”, payable at Udumalpet. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Tenderers.

- 11(b) EMD 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.
- 11(c) 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.
- 11(d) The amount remitted towards EMD is liable to be forfeited in case the Tenderer fails to undertake the contract after submission of the tender or after acceptance of the offer by M/s. Palladam Coir Growbag Cluster or fail to sign the Agreement or to remit the Security Deposit.

12. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the Tender Committee, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid till the entire contract is completed. Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- 13(a) The tenders received upto 1.00 PM as per the office clock on 22.06.2016 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 02.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- 13(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 is not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- 13(c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 1.00 PM on the next working day and opened at 02.00 PM on the same day.
- 13(d) The Technical bid will be evaluated by Tender Committee in terms of the qualification Criteria. Tender Committee reserves the right to disqualify any of the tender if is not satisfied with the documents furnished.

13(e) M/s. Palladam Coir Growbag Cluster 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.

13(f) The Tenderers declared as qualified will be informed the date of opening of Part II (Price bid).

14. PRICE OFFER

14(a) The Price bid should be kept only in the Part II cover.

14(b) The price bid should be prepared as per Annexure-IX.

14(c) The price should be neatly and legibly written both in figures and words.

14(d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.

14(e) 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

15(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II).

15(b) The comparison of the rates offered shall be on the basis of the total rates offered inclusive of all taxes, transportation, performance guarantee etc .

16. AWARD OF CONTRACT

The Tenderer who has quoted lowest price (L1) will be invited for negotiations. After finalizing the negotiated rate, Letter of Acceptance will be issued.

17. SECURITY DEPOSIT

17(a) On receipt of the Letter of Acceptance, the successful Tenderer should remit a Security Deposit (SD) of 5% of the value of the contract, by way of Demand Draft drawn on any scheduled commercial bank in favour of "M/s. HI Account -Palladam Coir Growbag Cluster", payable at Udumalpet., within 5 (five) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the SD.

17(b) Any other amount pending with M/s. Palladam Coir Growbag Cluster will not be adjusted under any circumstances, against the Security Deposit if so requested.

17(c) If the SD 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.

17(d) SD 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 to the tendered items. The successful tenderer should complete supply, erection and commissioning of 25 Kgs Coir Pith Bagger Machine within 60 days from the date of receipt of Purchase Order.

20. SCHEDULE OF SUPPLY

20(a) The specification of 25 Kgs Coir Pith Bagger Machine should be as per Annexure-I.

20(b) The delivery of 25 Kgs Coir Pith Bagger Machine ordered shall be completed within 60 days from the date of issue of purchase order. Delay beyond this period will attract penalty.

20(c) The 25 Kgs Coir Pith Bagger Machine should be delivered and installed at Survey No.84/1,85/2 Puliampatti Village, Palladam Taluk, Tirupur District.

20(d) If the contract is not completed within the stipulated time or extended time, M/s. Palladam Coir Growbag Cluster 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.

20(e) In the event of non-performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the Contractor, has not fulfilled the contractual obligation with M/s. Palladam Coir Growbag Cluster in any manner during the currency of the contract or also found on later date, M/s. Palladam Coir Growbag Cluster reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 5 years.

21. PERFORMANCE TEST

- 21(a) The successful tenderer shall demonstrate the performance of the 25 Kgs Coir Pith Bagger Machine in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
- 21(b) This demonstration should be done as stipulated by the M/s. Palladam Coir Growbag Cluster.
- 21(c) The performance tests should be completed within 15 days from the date of installation of 25 Kgs Coir Pith Bagger Machine.

22. TRAINING OF STAFF

- 22(a) The tenderer should provide training to Staffs on the operation and maintenance of 25 Kgs Coir Pith Bagger Machine before the commencement of performance test.
- 22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for 25 Kgs Coir Pith Bagger Machine.

23. PERFORMANCE GUARANTEE

- 23(a) The 25 Kgs Coir Pith Bagger Machine and its accessories are to be guaranteed, for a period of twelve months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.
- 23(b) During performance guarantee period of 12 months they should attend any call from M/s. Palladam Coir Growbag Cluster immediately, in case of any problems, related to operation or malfunctioning of the machine, without any delay for regular functioning of the cluster. The above service should be done at Free of cost.
- 23(c) Upon the complete fulfillment of this contract by the supplier, to the satisfaction of the M/s. Palladam Coir Growbag Cluster, after completion of one year period, for the satisfactory performance of the machine, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.

24. PAYMENT CONDITIONS

- 24(a) **20% of contract value** will be paid on execution of agreement. 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 M/s. Palladam Coir Growbag Cluster.

24(b) **75% of the contract value** will be paid on receipt of the complete set of machinery as per the order in full in good condition, at the destination, after acceptance by the tender committee.

24(c) **The balance 5% and SD** will be paid only after satisfactory completion of the entire contract, including performance test and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.

24(d) M/s. Palladam Coir Growbag Cluster 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 M/s. Palladam Coir Growbag Cluster immediately on demand, without raising any dispute/protest.

25. PENALTY

25(a) Failure to execute the entire contract within 60 days 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 result in cancellation of the orders.

25(b) Failure to attend the service complaint reported by M/s. Palladam Coir Growbag Cluster within 24 hours will attract a penalty of Rs.1,000/- per day.

25(c) Any delay on the part of M/s. Palladam Coir Growbag Cluster should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict M/s. Palladam Coir Growbag Cluster from levying penalty.

26. TERMINATION OF THE CONTRACT

M/s. Palladam Coir Growbag Cluster reserves the right to terminate the contract at any time during the validity period, on account of non-fulfilment of contract, on any count.

27. GENERAL CONDITIONS

27(a) Conditional Tender in any form will not be accepted.

27(b) Any notice regarding any problems, to the supplier shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.

27(c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

27(d) The Tender Committee reserves the right to reduce or enhance quantity or items of supply without assigning any reason thereof.

27(e) The Tender Committee reserves the right to relax or waive or amend any of the tender conditions.

28. ARBITRATION

28(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 M/s. Palladam Coir Growbag Cluster / 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.

28(b) The venue of the Arbitration shall be at the Regional Office, Coir Board, Pollachi. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration

28(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 Tirupur only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in Tirupur only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATIONS

MINIMUM SPECIFICATIONS OF 25 KGS COIR PITH BAGGER MACHINE

Description	Specification
Dimension of the Product	44cm X 32cm X 75cm
Product weight	25 to 30 kg (adjustable)
Production per 8hr shift	350 – 400 bales
Operating Pressure	160 kgf/cm ²
Power	20 HP
Motor	Kirloskar/Siemens or Equivalent

The above specifications are minimum requirements. The tenderer shall offer the 25 Kgs Coir Pith Bagger Machine strictly meeting the above requirements or with better specifications. Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the 25 Kgs Coir Pith Bagger Machine shall deem to be included in the scope of supply.

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

The tenderers should specify the specifications of 25 Kgs Coir Pith Bagger Machine to be supplied. The Compliance report should be enclosed along with technical bid. Specifications of offered 25 Kgs Coir Pith Bagger Machine is to be written clearly in the column of “OFFERED SPECIFICATIONS” in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

Description	Specification
Dimension of the Product	
Product weight	
Production per 8hr shift	
Operating Pressure	
Power	
Motor	

PART-I

Date: _____

From,

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

To,

The _____,
M/s. Palladam Coir Growbag Cluster,
Shop No.1-3, First floor – Palladam Road,
Karadivavi, Palladam Taluk,
Tiruppur District – 641 658, Tamilnadu

Sir,

Sub: Tender for the supply, erection, and commissioning of 25 Kgs Coir Pith Bagger Machine on turnkey basis – 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 25 Kgs Coir Pith Bagger Machine on turnkey basis as specified by M/s. Palladam Coir Growbag Cluster 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 for Rs.12,000/- (Rupees Twelve Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet.).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the 25 Kgs Coir Pith Bagger Machine as per Annexure-I (a).

- 5) Details of the Tenderer (Annexure-III)
- 6) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 7) List of customers to whom 25 Kgs Coir Pith Bagger Machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 8) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from Internet (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/ Excise/VAT/CST registration
- 14) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 17) Copy of Service Tax Registration Certificate
- 18) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 19) Latest Assessment orders under TN VAT Act/CST Act.
- 20) Latest I.T return.
- 21) Latest Service Tax Clearance Certificate.
- 22) Notarized translated English version of the documents in a language other than English/Tamil, if any

Yours faithfully,

SIGNATURE OF THE TENDERER
(with seal and address)

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. Brief profile of the tenderer	
7. Address of Service Centres in Coimbatore	
8. Number of staffs on regular payroll	Technical: Administration:
9. Registration Number as a firm under State Sales Tax Act/VAT	
10. Registration Number as a firm under Central Sales Tax Act	
11. PAN Number	
12. Service Tax Registration Number	
13. PAN 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 in lakh (Rs.)
1	2012-2013	
2	2013-2014	
3	2014-2015	
4	2015-2016	
	Total	Lakh
	Average annual turnover	Lakh

Note: Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)

ANNEXURE – V

List of customers to whom 25 Kgs Coir Pith Bagger Machine are supplied in the past 3 years

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

Sl.No	Name & address of the client	Phone / Mobile Number	Quantity Supplied	Year of supply	Work 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 25 Kgs Coir Pith Bagger Machine on turnkey basis will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.nic.in** or _____. 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. Palladam Coir Growbag Cluster /Coir Board or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Secretary,

M/s. Palladam Coir Growbag Cluster,

Shop No.1-3, First floor – Palladam Road,

Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu

Sir,

Sub: Tender for the supply, erection, and commissioning of 25 Kgs Coir Pith Bagger Machine on turnkey basis – Submission of **Part – II** – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “25 Kgs Coir Pith Bagger Machine on turnkey basis”

In continuation of our above tender, we submit herewith the price offer for “25 Kgs Coir Pith Bagger Machine on turnkey basis” as specified by M/s. Palladam Coir Growbag Cluster in this tender document.

We agree to abide by the terms and conditions stipulated by the M/s. Palladam Coir Growbag Cluster and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the M/s. Palladam Coir Growbag Cluster in this tender will hold good as per tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

ANNEXURE –IX

PRICE BID

(Amount in Rs.)

Sl. No	Description	Basic price	Excise Duty	VAT	CST	Total Cost
1.	25 Kgs Coir Pith Bagger Machine					

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

CHECKLIST OF DOCUMENTS

Documents to be enclosed in Part-I:

- 1) A covering letter on your letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu (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.12,000/- (Rupees Twelve Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “M/s. HI Account -Palladam Coir Growbag Cluster”, payable at Udumalpet.
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the 25 Kgs Coir Pith Bagger Machine as per Annexure-I (a).
- 6) Details of the Tenderer (Annexure-III)
- 7) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 8) List of customers to whom 25 Kgs Coir Pith Bagger Machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 9) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 10) Declaration for not having tampered the Tender documents downloaded from Internet (Annexure-VII).
- 11) The copy of certificate of incorporation/ registration
- 12) Copy of Memorandum and Articles of Association
- 13) Copy of Registered Partnership deed, in case of Partnership Firm
- 14) Copy of Udyog Aadhaar/ Excise/VAT/CST registration
- 15) Purchase Order 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 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 18) Copy of Service Tax Registration Certificate
- 19) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 20) Latest Assessment orders under TN VAT Act/CST Act.
- 21) Latest I.T return.
- 22) Latest Service Tax Clearance Certificate.

23) Notarized translated English version of the documents in a language other than English/Tamil, if any

Documents to be enclosed in Part-II

- 1) A covering letter on the letter head addressed to The Secretary, M/s. Palladam Coir Growbag Cluster, Shop No.1-3, First floor – Palladam Road, Karadivavi, Palladam Taluk, Tiruppur District – 641 658, Tamilnadu (as per Annexure-VIII)
- 2) Price Bid as per Annexure-IX of the Tender document.

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