



**M/s. Grama Seva Bhavan,
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Thiruppuram, Neyyattinkara
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**TENDER NOTICE
(SFURTI/KER/TVM.../2016)**

Sealed Tenders are invited by **M/s. Grama Seva Bhavan, anchampazhinji P.O., Thiruppuram, Neyyattinkara, Trivandrum-695 525**, the Implementing Agency (IA) of Neyyattinkara 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 Re-Survey No. 416/4, Thiruppuram village, Thiruvananthapuram 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	Needle Felt Machine and Garden Article Machine	1
2	Pith Plus Manufacturing and Pith Composting	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 (0806.2016 @ 11.00 AM onwards) from the websites www.coirboard.nic.in or blog neyyattinkaracoircluster

- Date of commencement of issue of tender : 08.06.2016 @ 11 AM
 - Pre-bid meeting : 20.06.2016 @ 11 AM
 - Last date for issue of Tender : 29.06.2016 @ 05 PM
 - Last date for submission of Tenders : 30.06.2016 @ 01 PM
 - Date of opening of sealed Tenders : 30.06.2016 @ 02 PM
- (Technical bid only)**

Director

M/s. Grama Seva Bhavan

IMPORTANT NOTE

The Tender Schedules for the following items are given below

S.NO.	DESCRIPTION	QTY
1	Needle Felt Machine and Garden Article Machine	1
2	Pith Plus Manufacturing and Pith Composting	1

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

**Grama Seva Bhavan, Kanchampazhinji PO
Thiruppuram, Neyyattinkara
Trivandrum-695 525**

Email: gramasevabhavan@gmail.com

TENDER DOCUMENT

TENDER NOTICE NO. SFURTI/KER/TVM01/2016

TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF NEEDLE FELT MACHINE AND GARDEN ARTICLE MACHINE ON TURNKEY BASIS

Prepared by



**Entrepreneurship Development Institute of India
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TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF NEEDLE FELT MACHINE AND GARDEN ARTICLE MACHINE 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 Neyyattinkara Coir Cluster under SFURTI.

Neyyattinkara Coir Cluster Development Society, the Special Purpose Vehicle (SPV) of Neyyattinkara Coir Cluster proposes to establish a Common Facility Centre (CFC) at Re-Survey No. 416/4, Thiruppuram village with the financial assistance from Government of India under SFURTI.

In this context, on behalf of SPV, Grama Seva Bhavan, Neyyattinkara, the implementing agency of Neyyattinkara Coir Cluster, invites sealed tenders from reputed manufacturers in “Two Cover System” for the supply, erection, and commissioning of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE and on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 30.06.2016.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of Needle Felt Machine and Garden Article Machine on turnkey basis. The detailed specification of the NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 120 days from the date of receipt of Purchase Order.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Documents
a)	The tenderer should be a registered legal entity	(1) In case of Private/Public Limited Companies: <ul style="list-style-type: none"> • Copy of incorporation certificate issued by the registrar of companies and • Copy of memorandum and articles of association (2) In case of Partnership firm, <ul style="list-style-type: none"> • Registered partnership deed (3) In case of Proprietorship firm <ul style="list-style-type: none"> • Copy of VAT registration certificate / service tax registration certificate
b)	The tenderer should a manufacturer of NEEDLE FELT MACHINE	<ul style="list-style-type: none"> • Copy of Udyog Aadhaar/Excise VAT/CST registration
c)	The tenderer should have atleast three years of experience (as on 31 st March 2016) in the manufacturing of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE	<ul style="list-style-type: none"> • Purchase order issued by the clients • Performance certificate issued by the clients • List of similar orders executed in last three years as per Annexure-V
d)	The tenderer should have reported an average annual turnover of Rs. 2.00 crores in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2-014-15 and 2015-16	(i) the average annual turnover statement duly certified by the chartered accountant as per Annexure IV (ii) the annual report/certified copies of balance sheet, profit and loss statement along with schedules for the last three consecutive financial years
e)	The tenderer should not have been blacklisted for supply of any items or services to any government agencies	The declaration form as per Annexure VI should be enclosed

4. LANGUAGE OF THE TENDER

The Tender prepared by the Tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

- 5(a) The tender document shall be downloaded from www.coirboard.nic.in or from blog neyyattinkaracoircluster at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure VII).

6. PREBID MEETING

There will be a pre-bid meeting on 20.06.2016 at 11.00 A.M. in Grama Seva Bhavan Thiruppuram, Neyyattinkara Trivandrum 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 Grama Seva Bhavan at least two days prior to the pre-bid meeting date. The tenderers may also check www.coirboard.nic.in or blog neyyattinkaracoircluster for up to date information like change in date / venue etc., of pre-bid meeting as Grama Seva Bhavan 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 “Grama Seva Bhavan”. Grama Seva Bhavan will upload the clarification on www.coirboard.nic.in or blog neyyattinkaracoircluster.

8. AMENDMENT OF TENDER DOCUMENT

Grama Seva Bhavan 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 blog neyyattinkaracoircluster 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.

- 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 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 NEEDLE FELT MACHINE AND GARDEN ARTICLE MACHINE on Turnkey basis” and addressed to “The Director, Grama Seva Bhavan, Thiruppuram, Neyyattinkara, Trivandrum”, 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 “Grama Seva Bhavan Neyyattinkara” on or before 1.00 PM on 30.06.2016. 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 30.06.2016. Tenders received after the specified time will not be considered and Grama Seva Bhavan 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 “Neyyattinkara Coir Cluster Development Society”, payable Neyyattinkara. 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 Grama Seva Bhavan 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 30.06.2016 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) Grama Seva Bhavan 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 “Neyyattinka Coir Cluster Development Society”, payable at Neyyattinkara, 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 Grama Seva Bhavan 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, NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE within 120 days from the date of receipt of Purchase Order.

20. SCHEDULE OF SUPPLY

20(a) The specification of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE should be as per Annexure-I.

20(b) The delivery of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE ordered shall be completed within 120 days from the date of issue of purchase order. Delay beyond this period will attract penalty.

20(c) The NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE should be delivered and installed at Re-Survey No. 416/4, Thiruppuram village, Neyyattinkara.

20(d) If the contract is not completed within the stipulated time or extended time, Grama Seva Bhavan 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 Grama Seva Bhavan in any manner during the currency of the contract or also found on later date, Grama Seva Bhavan 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 NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE 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 Grama Seva Bhavan as required by the SPV.

21(c) The performance tests should be completed within 15 days from the date of installation of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE.

22. TRAINING OF STAFF

22(a) The tenderer should provide training to Staff on the operation and maintenance of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE before the commencement of performance test.

22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals of NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE.

23. PERFORMANCE GUARANTEE

23(a) The NEEDLE FELT MACHINE ANG GARDEN ARTICLE MACHNE 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 Grama Seva Bhavan 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 fulfilment of this contract by the supplier, to the satisfaction of the Grama Seva Bhavan, 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 issue of Purchase order. 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 Grama Seva Bhavan.

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) Grama Seva Bhavan 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 Grama Seva Bhavan immediately on demand, without raising any dispute/protest.

25. PENALTY

25(a) Failure to execute the entire contract within 120 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 Grama Seva Bhavan within 24 hours will attract a penalty of Rs.5,000/- per day.

25(c) Any delay on the part of Grama Seva Bhavan should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict Grama Seva Bhavan from levying penalty.

26. TERMINATION OF THE CONTRACT

Grama Seva Bhavan 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 Grama Seva Bhavan / 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, Trivandrum. 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 Trivandrum only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfilment 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 Trivandrum only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATIONS

(NEEDLE FELT AND GARDEN ARTICLE MACHINE)

1-(i): Specification for Product/Machinery Output/Performance (Strict adherence required)

Product/Machine Output/Performance Requirement	
Machine	Needled Felt & Garden Article Machine
Bale Opener	200 Kg / Shift
Coir Needle Felt M/c	a. Range :-300 gsm to 600gsm b.Width :-50” c. Output :- 2.5 to 3 Mtr / Minutes d.Auto fibre feed :- e. Control Panel:-
Product requirement	<ul style="list-style-type: none"> ❖ Vertical Garden Panels ❖ Hanging Basket liner of 12” dia ❖ Mulch mats of 6”, 8’, 12”, and 14” ❖ Coco pole ❖ Wall panel of 600 x600mm ❖ Coir Felt Roll ❖ Coir Felt sheet with Latex. ❖ Coir Felt with backing sheet ❖ Prepregs for ply wood

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

Sl.No	Parameter	Specification
1	Electric Motor	
	a. Brand Name	
	b. Warranty	
	c. Output power	
	d. Rated voltage	
	e. Frequency	
	f. RPM	
	g. ISI, ISO, standard details	
	h. Starter	

4	Latex Compounding Mill	Capacity :- 50 Ltrs
5	Air Compressor	5 Hp, 10.3 Kg/ Sq cm, 500 Lit capacity
6	Latex Sprayer top and bottom with drier	<ol style="list-style-type: none"> 1. Two side spray with three pass electric drier 2. Electric Heat exchanger with hot air blower:- 3. Pressure tank 2 Nos with 150 Ltrs 4. Pneumatic fittings and valves
7	Moulds	12", 3mm wall thickness, hanging pot die male and female -6 Nos
8	Hydraulic press- panel with Auto cycle switch, temp sensors, temp setting :- Capacity :- Day light gap :- Adjustment plates gap:- Electric heater ;:- Cylinder stroke time :-	-3 day light-Platen size 700mm x 1200 mm with Control
9	Fleece cutting machine	
	Electric Motor	
	a. Brand Name	
	b. Warranty	
	c. Output power	
	d. Rated voltage	
	e. Frequency	
	f. RPM	
	g. ISI, ISO, standard details	
	h. Starter	
10	Impregnation Machine	
11	Electric oven with trolley system	
12	Mulch Mat cutting System	Cutting Dyes 6", 8", 10", 12" and 14" Table :- 2Ft x 2 Ft
	Electric Motor	
	a. Brand Name	
	b. Warranty	

	c. Output power	
	d. Rated voltage	
	e. Frequency	
	f. RPM	
	g. ISI, ISO, standard details	
	h. Starter	
1	Pressing Capacity of Compacting cylinders (Tons)	
2	Holding capacity of clamping cylinder (Tons)	
3	Compacting Ratio (Variable)	
4	Press Arrangement	
5	Hydraulic Power Unit	
	Oil Tank capacity:	
	Electric Motor	
	i. Brand Name	
	j. Warranty	
	k. Output power	
	l. Rated voltage	
	m. Frequency	
	n. RPM	
	o. ISI, ISO, standard details	
	p. Starter	
6	Electrical Control Panel	
7	Machine Size	
8	Machine Weight	
9	Space requirement	
	Specific Details :-	

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

The tenders should specify the specifications of **Needle Felt Machine and Garden Article Machine** to be supplied. The Compliance report should be enclosed along with technical bid. Specifications of offered **Needle Felt Machine and Garden Article Machine** is to be written clearly in the column “OFFERED SPECIFICATIONS” in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

Compliance to Annexure 1(i)

Product/Machine Output/Performance Requirement	
Machine	Needled Felt & Garden Article Machine
Bale Opener	200 Kg / Shift
Coir Needle Felt M/c	a. Range :-300 gsm to 600gsm b. Width :-50” c. Output :- 2.5 to 3 Mtr / Minutes d. Auto fibre feed :- e. Control Panel :-
Product requirement	<ul style="list-style-type: none"> ❖ Vertical Garden Panels ❖ Hanging Basket liner of 12” dia ❖ Mulch mats of 6”, 8”, 12”, and 14” ❖ Coco pole ❖ Wall panel of 600 x600mm ❖ Coir Felt Roll ❖ Coir Felt sheet with Latex. ❖ Coir Felt with backing sheet ❖ Prepregs for ply wood

Compliance to Annexure 1(ii)

Sl.No	Parameter	Offered Specification
1	Electric Motor	
	i. Brand Name	
	j. Warranty	
	k. Output power	
	l. Rated voltage	
	m. Frequency	
	n. RPM	
	o. ISI, ISO, standard details	
	p. Starter	
4	Latex Compounding Mill	
5	Air Compressor	
6	Latex Sprayer top and bottom with drier	
7	Moulds	
8	Hydraulic press- panel with Auto cycle switch, temp sensors, temp setting :- Capacity :- Day light gap :- Adjustment plates gap:- Electric heater ;:- Cylinder stroke time :-	
9	Fleece cutting machine	
	Electric Motor	
	i. Brand Name	
	j. Warranty	
	k. Output power	
	l. Rated voltage	
	m. Frequency	
	n. RPM	
	o. ISI, ISO, standard details	
	p. Starter	
10	Impregnation Machine	
11	Electric oven with trolley system	
12	Mulch Mat cutting System	

	Electric Motor	
	q. Brand Name	
	r. Warranty	
	s. Output power	
	t. Rated voltage	
	u. Frequency	
	v. RPM	
	w. ISI, ISO, standard details	
	x. Starter	
1	Pressing Capacity of Compacting cylinders (Tons)	
2	Holding capacity of clamping cylinder (Tons)	
3	Compacting Ratio (Variable)	
4	Press Arrangement	
5	Hydraulic Power Unit Oil Tank capacity:	
	Electric Motor	
	y. Brand Name	
	z. Warranty	
	aa. Output power	
	bb. Rated voltage	
	cc. Frequency	
	dd. RPM	
	ee. ISI, ISO, standard details	
	ff. Starter	
6	Electrical Control Panel	
7	Machine Size	
8	Machine Weight	
9	Space requirement	
	Specific Details :-	

PART-I

Date:_____

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Director

Grama Seva Bhavan

Kanchampazhinji PO

Thiruppuram, Neyyattinkara,

Thiruvananthapuram-695525

Sir,

Sub: Tender for the supply, erection, and commissioning of Needle Felt Machine and Garden Article 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 Needle Felt Machine and Garden Article Machine on turnkey basis as specified by GRAMA SEVA BHAVAN 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 “Neyyattinkara Coir Cluster Development Society”, payable at Neyyattinkara).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the Needle Felt Machine and Garden Article Machine on turnkey basis 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 Needle Felt Machine and Garden Article Machine on turnkey basis 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

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 Trivandrum	
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/ VAT	
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		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 Needle Felt Machine and Garden Article Machine on turnkey basis 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 Needle Felt Machine and Garden Article 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 blog neyyattinkaracoircluster. 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 GRAMA SEVA BHAVAN /Coir Board or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Director
Grama Seva Bhavan
Kanchampazhinji PO
Thiruppuram, Neyyattinkara,
Thiruvananthapuram-695525

Sir,

Sub: Tender for the supply, erection, and commissioning of Needle Felt Machine and Garden Article Machine on turnkey basis– Submission of **Part – II** – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “Needle Felt Machine and Garden Article Machine on turnkey basis”

In continuation of our above tender, we submit herewith the price offer for “Needle Felt Machine and Garden Article Machine on turnkey basis” as specified by GRAMA SEVA BHAVAN in this tender document. We agree to abide by the terms and conditions stipulated by the GRAMA SEVA BHAVAN and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the GRAMA SEVA BHAVAN in this tender will hold good as per GRAMA SEVA BHAVAN 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	Needle Felt Machine and Garden Article Machine on turnkey basis					

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 Grama Seva Bhavan, Kanchampazhinji PO, Thiruppuram, Neyyattinkara, Thiruvananthapuram-695525 (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 “Neyyattinkara Coir Cluster Development Society”, payable at Neyyattinkara).
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the Needle Felt Machine and Garden Article Machine on turnkey basis 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 Needle Felt Machine and Garden Article Machine on turnkey basis 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 Grama Seva Bhavan, Kanchampazhinji PO, Thiruppuram, Neyyattinkara, Thiruvananthapuram-695525 (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.

**Grama Seva Bhavan, Kanchampazhinji PO
Thiruppuram, Neyyattinkara
Trivandrum-695 525**

Email: gramasevabhavan@gmail.com

TENDER DOCUMENT

TENDER NOTICE NO. SFURTI/KER/TVM02/2016

TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF PITH PLUS MANUFACTURING AND PITH COMPOSTING ON TURNKEY BASIS

Prepared by



**Entrepreneurship Development Institute of India
(Technical Agency for SFURTI Coir Clusters of
Kerala and Gujarat) - Thrissur – Kerala
Phone Nos. 0487 2206242 and 2206241**

Email: edikerala@gmail.com & sivan@ediindia.org

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**TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF PITH PLUS
MANUFACTURING AND PITH COMPOSTING
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 Neyyattinkara Coir Cluster under SFURTI.

Neyyattinkara Coir Cluster Development Society, the Special Purpose Vehicle (SPV) of Neyyattinkara Coir Cluster proposes to establish a Common Facility Centre (CFC) at Re-Survey No. 416/4, Thiruppuram village with the financial assistance from Government of India under SFURTI.

In this context, on behalf of SPV, Grama Seva Bhavan, Neyyattinkara, the implementing agency of Neyyattinkara Coir Cluster, invites sealed tenders from reputed manufacturers in “Two Cover System” for the supply, erection, and commissioning of PITH PLUS MANUFACTURING AND PITH COMPOSTING on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 30.06.2016.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of PITH PLUS MANUFACTURING AND PITH COMPOSTING on turnkey basis. The detailed specification of the PITH PLUS MANUFACTURING AND PITH COMPOSTING is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 120 days from the date of receipt of Purchase Order.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Documents
a)	The tenderer should be a registered legal entity	(1) In case of Private/Public Limited Companies: <ul style="list-style-type: none"> • Copy of incorporation certificate issued by the registrar of companies and • Copy of memorandum and articles of association (2) In case of Partnership firm, <ul style="list-style-type: none"> • Registered partnership deed (3) In case of Proprietorship firm <ul style="list-style-type: none"> • Copy of VAT registration certificate / service tax registration certificate
b)	The tenderer should a manufacturer of PITH PLUS MANUFACTURING AND PITH COMPOSTING	<ul style="list-style-type: none"> • Copy of Udyog Aadhaar/Excise VAT/CST registration
c)	The tenderer should have atleast three years of experience (as on 31 st March 2016) in the manufacturing of PITH PLUS MANUFACTURING AND PITH COMPOSTING	<ul style="list-style-type: none"> • Purchase order issued by the clients • Performance certificate issued by the clients • List of similar orders executed in last three years as per Annexure-V
d)	The tenderer should have reported an average annual turnover of Rs. 2.00 crores in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2-014-15 and 2015-16	(i) the average annual turnover statement duly certified by the chartered accountant as per Annexure IV (ii) the annual report/certified copies of balance sheet, profit and loss statement along with schedules for the last three consecutive financial years
e)	The tenderer should not have been blacklisted for supply of any items or services to any government agencies	The declaration form as per Annexure VI should be enclosed

4. LANGUAGE OF THE TENDER

The Tender prepared by the Tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English, the notarized translated English version of the documents should also be enclosed.

5. PURCHASE OF TENDER DOCUMENTS

- 5(a) The tender document shall be downloaded from www.coirboard.nic.in or from blog.neyyattinkaracoircluster at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure VII).

6. PREBID MEETING

There will be a pre-bid meeting on 20.06.2016 at 11.00 A.M. in Grama Seva Bhavan Thiruppuram, Neyyattinkara Trivandrum 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 Grama Seva Bhavan at least two days prior to the pre-bid meeting date. The tenderers may also check www.coirboard.nic.in or blog.neyyattinkaracoircluster for up to date information like change in date / venue etc., of pre-bid meeting as Grama Seva Bhavan 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 “Grama Seva Bhavan”. Grama Seva Bhavan will upload the clarification on www.coirboard.nic.in or blog.neyyattinkaracoircluster.

8. AMENDMENT OF TENDER DOCUMENT

Grama Seva Bhavan 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 blog.neyyattinkaracoircluster 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.

- 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 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 PITH PLUS MANUFACTURING AND PITH COMPOSTING on Turnkey basis” and addressed to “The Director, Grama Seva Bhavan, Thiruppuram, Neyyattinkara, Trivandrum”, 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 “Grama Seva Bhavan Neyyattinkara” on or before 1.00 PM on 30.06.2016. 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 30.06.2016. Tenders received after the specified time will not be considered and Grama Seva Bhavan 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. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “Neyyattinkara Coir Cluster Development Society”, payable at Neyyattinkara. 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 Grama Seva Bhavan 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 30.06.2016 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) Grama Seva Bhavan 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 “Neyyattinka Coir Cluster Development Society”, payable at Neyyattinkara, 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 Grama Seva Bhavan 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, PITH PLUS MANUFACTURING AND PITH COMPOSTING within 120 days from the date of receipt of Purchase Order.

20. SCHEDULE OF SUPPLY

- 20(a) The specification of PITH PLUS MANUFACTURING AND PITH COMPOSTING should be as per Annexure-I.
- 20(b) The delivery of PITH PLUS MANUFACTURING AND PITH COMPOSTING ordered shall be completed within 120 days from the date of issue of purchase order. Delay beyond this period will attract penalty.
- 20(c) The PITH PLUS MANUFACTURING AND PITH COMPOSTING should be delivered and installed at Re-Survey No. 416/4, Thiruppuram village, Neyyattinkara.
- 20(d) If the contract is not completed within the stipulated time or extended time, Grama Seva Bhavan 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 Grama Seva Bhavan in any manner during the currency of the contract or also found on later date, Grama Seva Bhavan 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 PITH PLUS MANUFACTURING AND PITH COMPOSTING 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 Grama Seva Bhavan as required by the SPV.
- 21(c) The performance tests should be completed within 15 days from the date of installation of PITH PLUS MANUFACTURING AND PITH COMPOSTING.

22. TRAINING OF STAFF

- 22(a) The tenderer should provide training to Staff on the operation and maintenance of PITH PLUS MANUFACTURING AND PITH COMPOSTING before the commencement of performance test.
- 22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals of PITH PLUS MANUFACTURING AND PITH COMPOSTING.

23. PERFORMANCE GUARANTEE

- 23(a) The PITH PLUS MANUFACTURING AND PITH COMPOSTING 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 Grama Seva Bhavan 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 fulfilment of this contract by the supplier, to the satisfaction of the Grama Seva Bhavan, 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 issue of Purchase order. 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 Grama Seva Bhavan.
- 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) Grama Seva Bhavan 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 Grama Seva Bhavan immediately on demand, without raising any dispute/protest.

25. PENALTY

- 25(a) Failure to execute the entire contract within 120 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 Grama Seva Bhavan within 24 hours will attract a penalty of Rs.5,000/- per day.
- 25(c) Any delay on the part of Grama Seva Bhavan should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict Grama Seva Bhavan from levying penalty.

26. TERMINATION OF THE CONTRACT

Grama Seva Bhavan 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 Grama Seva Bhavan / 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, Trivandrum. 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 Trivandrum only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfilment 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 Trivandrum only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATIONS

1-(i): Specification for Product/Machinery Output/Performance (Strict adherence required)

Product/Machine Output/Performance Requirement	
Machine	Pith Plus manufacturing and pith composting
Product	Pith Plus
Production	40kg/batch

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

Parameter	Specification
Auto Clave	
Incubator	
Rotary Screener	
Balance	
Stitching machine	
Water Pump & Hose	
q. Brand Name	
r. Warranty	
s. Output power	
t. Rated voltage	
u. Frequency	
v. RPM	
w. ISI, ISO, standard details	
x. Starter	
Machine Size	
Machine Weight	
Space Requirement	
Specific Details	

Annexure-1(a)

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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

Compliance to Annexure 1(i)

Product/Machine Output/Performance Requirement	
Machine	Pith Plus manufacturing and pith composting
Product	Pith Plus
Production	40kg/batch

Compliance to Annexure 1(ii)

Parameter	Offered Specification
Auto Clave	
Incubator	
Rotary Screener	
Balance	
Stitching machine	
Water Pump & Hose	
a. Brand Name	
b. Warranty	
c. Output power	
d. Rated voltage	
e. Frequency	
f. RPM	
g. ISI, ISO, standard details	
h. Starter	
Machine Size	
Machine Weight	
Space Requirement	
Specific Details	

PART-I

Date: _____

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Director
Grama Seva Bhavan
Kanchampazhinji PO
Thiruppuram, Neyyattinkara,
Thiruvananthapuram-695525

Sir,

Sub: Tender for the supply, erection, and commissioning Pith Plus Manufacture and Pith Composting 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 Pith Plus Manufacture and Pith Composting on turnkey basis as specified by Grama Seva Bhavan 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.5,000/- (Rupees Five Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “Neyyattinkara Coir Cluster Development Society”, payable at Neyyattinkara).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the Pith Plus Manufacture and Pith Composting 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 Pith Plus Manufacture and Pith Composting 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

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 Trivandrum/Kerala	
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/ VAT	
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		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 Pith Plus Manufacture and Pith Composting 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 Pith Plus Manufacture and Pith Composting 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 blog neyyattinkaracoircluster. 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 Grama Seva Bhavan / Coir Board or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Director
Grama Seva Bhavan
Kanchampazhinji PO
Thiruppuram, Neyyattinkara,
Thiruvananthapuram-695525

Sir,

Sub: Tender for the supply, erection, and commissioning of Pith Plus Manufacture and Pith Composting on turnkey basis – Submission of **Part – II** – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “Pith Plus Manufacture and Pith Composting”

In continuation of our above tender, we submit herewith the price offer for “Pith Plus Manufacture and Pith Composting on turnkey basis” as specified by Grama Seva Bhavan in this tender document. We agree to abide by the terms and conditions stipulated by the Grama Seva Bhavan, Neyyattinkara and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the Grama Seva Bhavan 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	Pith Plus Manufacture and Pith Composting					

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 Grama Seva Bhavan, Kanchampazhinji PO, Thiruppuram, Neyyattinkara, Thiruvananthapuram-695525 (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.70,000/- (Rupees Seventy Thousand only), towards EMD (DD No. _____ dated _____ drawn on _____ Bank in favour of “Neyyattinakara Coir Cluster Development Society”, payable at Neyyattinkara).
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the Pith Plus Manufacture and Pith Composting 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 Pith Plus Manufacture and Pith Composting 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 Grama Seva Bhavan,
Kanchampazhinji PO, Thiruppuram, Neyyattinkara, , Thiruvandhapuram-695525
(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.