



Panuhat Karmaudyog Welfare Society

(Implementing Agency for Purba Bardhaman Coir Cluster)

Panuhat, Boliyapara, Katwa, Purba Bardhaman – 713502
Mobile:+91- 62942 55814 Email: panuhatkwelfaresociety@gmail.com



Tender Notice

Ref: SFURTI/PKWS/TEN/2020/02

dt. 27.11.2020

Sealed Tenders are invited by **Panuhat Karmaudyog Welfare Society**, the Implementing Agency of **Purba Bardhaman Coir Cluster**, from reputed coir machinery manufacturers for the work mentioned below:

Name of Work	EMD		
Supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Purba Bardhaman Coir Cluster on turnkey basis under the Scheme of Fund for Regeneration of Traditional Industries (SFURTI) of Coir Board, Ministry of MSME, Government of India.	Sl.N	Package	EMD (in Rs.)
	1.	Package I	36,000
	2.	Package II	35,000
	3.	Package III	1,22,100
	4.	Package IV	3,200
	5.	Package V	18,000
	6.	Package VI	10,000
EMD in the form of Demand Draft drawn in favor of "IA Account Panuhat Karmaudyog Welfare Society (I.A)", payable at SBI Kolkata (SIB Branch).			

Tender document is available in the websites www.coirboard.gov.in and to enable the tenderers download the tender document up to 05.00 PM on 17.12.2020.

- Date of commencement of issue of tender 27.11.2020
- Pre-bid meeting 08.12.2020, 11.00 AM
- **Last date for submission of Tenders** 17.12.2020, 05.00 PM
- Date of opening of bid 19.12.2020, 11.00 PM

Place Tender Submission: Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001

Place of Opening of Technical bid and Price bid: Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001.

Secretary/President

M/s.Panuhat Karmaudyog Welfare Society

M/s. Panuhat Karmaudyog Welfare Society

(Implementing Agency –Purba Bardhaman Coir Cluster

Panuhat, Katwa, Purba Bardhaman, Pin 713502

Mobile: +91-6294255814, Email: panuhatkwelfaresociety@gmail.com

TENDER REFERENCE No. SFURTI/PKWS/TEN/2020/02

**SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND TRAIL RUN OF
MACHINERY AND EQUIPMENT**

Date & Time of Release of Tender	27.11.2020
Date & Time for Pre Bid Meeting	08.12.2020, 11:00AM
Last Date & Time for Submission of Bid	17.12.2020, 05.00 PM
Date & Time of Opening of Bid (Technical bid only)	19.12.2020, 11.00 AM

Technical Agency (SFURTI)

Foundation for MSME for Clusters

Email: info@msmefoundation.org,

Website: ww.fmc.org.in

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**TENDER FOR THE SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND TRAIL RUN
OF MACHINERY AND EQUIPMENT FOR THE COMMON FACILITY CENTRE OF PURBA BARDHAMAN
COIR CLUSTER**

1.	PREAMBLE
<p>Ministry of MSME, Government of India has formulated “Scheme of Fund for Regeneration of Traditional Industries (SFURTI)”, for the development of Village industries and Coir clusters in order to organize the traditional industries and artisans for their growth and long term sustainability. Coir Board is the Nodal Agency for the development of coir clusters under the scheme, undertakes the role of programme fund management, in addition to monitoring and evaluation of project implementation.</p> <p>The scheme specifies the following institutional arrangement at the operational level:</p> <ul style="list-style-type: none">➤ a Special Purpose Vehicle (SPV) is formed to develop and manage the cluster➤ an Implementing Agency (IA) is appointed to undertake scheme implementation➤ a Technical Agency (TA) is designated to assist and guide the scheme implementation <p>Purba Bardhaman Coir Cluster is approved under the scheme. Panuhat Rural Welfare Society, Panuhat, Boliyapara, Katwa, Purba Bardhaman 713502 at is the Special Purpose Vehicle (SPV) of the Cluster. Panuhat Karmaudyog Welfare Society is the Implementing agency of the cluster and M/s. Foundation for MSME the designated Technical agency for the cluster.</p> <p>The scheme envisages establishment of upgraded production infrastructure, as the Common Facility Center (CFC), for the manufacturing of coir products and stipulates the building construction and machinery procurement for the establishment of CFC should adhere the General Financial Rules (GFR) of Government of India. Accordingly, the tender procedures are being undertaken for the procurement of machineries, equipments and its accessories.</p> <p>Panuhat Rural Welfare Society , the Special Purpose Vehicle (SPV) of Purba Bardhaman Coir Cluster having the administrative office at Panuhat, Boliyapara, Katwa, Purba Bardhaman 713502 is establishing a Common Facility Centre (CFC) in (CFC : Vill. Birbegun, Sahapur, Post:-Islampur, Agradwip, P.S.-Katwa, Dist:-Purba Burdwan,Pin;713502 (W.B.), with the financial assistance from Government of India under SFURTI.</p> <p>In this context, on behalf of SPV, Panuhat Karmaudyog Welfare Society, the Implementing Agency (IA) of Purba Bardhaman Coir Cluster having administrative office at Agradwip,Purba Bardhaman 71350, invites sealed tenders from reputed manufacturers / authorized dealers in “Two Cover System” for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Purba Bardhaman Coir Cluster on turnkey basis through transparent bidding process.</p>	

The tender comprises of 6 packages. The Tender for each package have to be submitted separately and **each package will be considered as separate tender.** The tenderer can bid one or more packages subject to fulfillment of eligibility criteria for the respective package. The successful bidder to be selected through this tender is expected to undertake supply, erection and commissioning of machineries, equipments and its accessories as specified, for each package, in the tender. The Tender notification has been published fixing the date of opening of tender as 19.12.2020 at 11.00 am.

2. SCOPE OF WORK

- a) The successful tenderer should undertake supply, erection and commissioning of machineries, equipments and its accessories for the common facility centre of Purba Bardhaman Coir Cluster on turnkey basis.

Package	Supply Item
Package I	Defibering Machine
Package II	Geotextile Power-Loom
Package III	Double head spinning machine, including willowing and auto fiber feeding double head conveyor and spares
Package IV	Mesh Mat Frames
Package V	Corridor Mat Frame and Pressing Device
Package VI	Pith manure processing tools like sieving machine, stone remover, weighing and scaling machine, water pump, water sprinkler

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

- b) The detailed specification is given in Annexure-I for each package separately. The successful tenderer should adhere the schedule of supply and complete erection, commissioning and performance testing as prescribed in the schedule of supply for each package.
- c) The locations of contract execution are **CFC Vill. Birbegun, Sahapur, Post:-Islampur, Agradwip, P.S.-Katwa, Dist:-Purba Burdwan, Pin;713502 (W.B.).** The successful tenderer should undertake supply, erection, commissioning and performance testing in the above said location.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
3(a)	The tenderer should be a registered legal entity.	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association

		(ii) In case of Partnership firm, <ul style="list-style-type: none"> Registered Partnership deed (iii) In case of Proprietorship Concern, <ul style="list-style-type: none"> Copy of Udyog Aadhaar/ GST Registration Certificate / PAN Card. 															
3(b)	The tenderer should be a manufacturer/ authorized dealer of Original Manufacturer of the machinery.	(i) In case of Manufacturer, <ul style="list-style-type: none"> Copy of Udyog Aadhaar/ GST registration. (ii) In case of Authorized dealer of the Manufacturer, <ul style="list-style-type: none"> Valid dealership certificate from OEM 															
3(c)	The tenderer should have at least 3 years of experience (as on 29 th February 2020) in the field of manufacture/sales of tendered items, for which the bidder bids.	(i) Purchase orders issued by clients (ii) Performance certificate issued by clients (iii) List of similar orders executed in the last 3 years as per Annexure- V															
3(d)	The minimum Average Annual Turnover of the tenderer in the last three financial years i.e. 2016-17, 2017-18 and 2018-19 shall be given <table border="1" data-bbox="311 1019 734 1444"> <thead> <tr> <th>Package</th> <th>Turnover</th> </tr> </thead> <tbody> <tr> <td>Package I</td> <td>Rs.40.00 lakhs</td> </tr> <tr> <td>Package II</td> <td>Rs.40.00 lakhs</td> </tr> <tr> <td>Package III</td> <td>Rs.40.00 lakhs</td> </tr> <tr> <td>Package IV</td> <td>Rs.10.00 lakhs</td> </tr> <tr> <td>Package V</td> <td>Rs.10.00 lakhs</td> </tr> <tr> <td>Package VI</td> <td>Rs.10.00 lakhs</td> </tr> </tbody> </table>	Package	Turnover	Package I	Rs.40.00 lakhs	Package II	Rs.40.00 lakhs	Package III	Rs.40.00 lakhs	Package IV	Rs.10.00 lakhs	Package V	Rs.10.00 lakhs	Package VI	Rs.10.00 lakhs	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure IV (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years	
Package	Turnover																
Package I	Rs.40.00 lakhs																
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Package VI	Rs.10.00 lakhs																

3(e)	The tenderer should not have been blacklisted for supply of any items or services by any Government departments/agency	The declaration form as per Annexure VI should be closed.	
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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/Bengali, the notarized translated English version of the documents should also be enclosed.	
5.	PURCHASE OF TENDER DOCUMENTS

- a) The tender document shall be downloaded from **www.coirboard.gov.in** or at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure VII).
- b) The tender document can be downloaded from 27.11.2020 to 17.12.2020.

6. PREBID MEETING

There will be a pre-bid meeting on 08.12.2020 at 11.00 am in the office of the **Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001** during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach IA at least two days prior to the pre-bid meeting date, which would be promptly addressed in the meeting. The tenderers are advised to check **www.coirboard.gov.in** for up-to-date information like change in date / venue etc., of pre-bid meeting as IA may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.

In case of any extended (Covid 19) lockdown period on the date of pre-bid meeting or any other such circumstances, the pre-bid meeting would be conducted by video conferencing on the same date, for which the interested bidders are requested to mail their Email-Id and whatsapp/phone number to the mail Id of the IA (panuhatkwellfaresociety@gmail.com / +91-6294255814) before 8.12.2020.

7. CLARIFICATION ON THE TENDER DOCUMENT

The tenderers may ask for queries in any of the clauses in the tender document before 48 hours of the opening of the tender. Such queries may be sent in writing to “Panuhat Karmaudyog Welfare Society, Panuhat, Katwa, Purba Bardhaman, 713502” or by e-mail to panuhatkwellfaresociety@gmail.com IA will upload the clarification on **www.coirboard.gov.in**. It is binding on the part of tenderers to check the above said website for any amendments or clarifications post enduring the entire tender process.

8. AMENDMENT OF TENDER DOCUMENT

To issue Amendment IA in consultation with NA/TA as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the tender committee. Any such addendum or corrigendum will be uploaded on **www.coirboard.gov.in** and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.

9. AUTHORISATION OF THE TENDERER

The Tender should be signed on each page by the tenderer or by the person who is duly authorized for the same by the tenderer.

10. SUBMISSION OF TENDER IN TWO COVER SYSTEM

- (a) **The tender comprises of 6 packages. The tenderer can bid one or more packages.** Tender for each package have to be submitted separately and each package will be considered as separate tender. Bidders who apply multiple packages shall comply with the conditions and clauses pertaining to the respective packages and shall submit the bid for each package separately. **The Technical Specification of each package is given in Annexure I.**

- (b) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.
- (c) Tenders should be submitted in **two parts for each package separately**:
- Part I will cover technical bid and
 - Part II will cover price bid
- (d) Tenderers should ensure submission of all documents pertaining to Part-I and Part II proposals separately as per the Check list given in Annexure-X.
- (e) Tenderers are requested to place Part I and Part II documents in separate sealed covers. Part I cover to be superscripted as **“Part I – Technical bid (Package No:)”** and Part II cover to be superscripted as **“Part II – Price bid (Package No:)”** respectively, mentioning the name and address of the Tenderer in each of the both covers. These two sealed covers (Part I and Part II) must be placed in a single outer cover superscripted as **“Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Centre of Purba Bardhaman Coir Cluster on Turnkey basis (Package No:)”** and addressed to **“Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001”** mentioning the name and address of the Tenderer in the outer cover. **Tenders shall be submitted in sealed cover and unsealed tenders would summarily be rejected.**
- (f) Tenders should be dropped only in the tender box kept at the office of **“Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001”** on or before 05.00 PM on 17.12.2020. Tenders will not be received by hand.
- (g) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 05.00 PM on 17.12.2020. Tenders received after the specified time will not be considered and IA will not be liable or responsible for any postal delays.
- (h) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

- (a) The Tender should be accompanied by an Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft drawn on any State Bank Of India (SBI) Specialised Institutional Banking Branch, Kolkata in favour of “ IA Account Panuhat Karmaudyog Welfare Society (IA)”, payable at SBI, SIB Branch, Kolkata . EMD for each package is give

S.No	Package	EMD (in Rs.)
1.	Package I	36,000
2.	Package II	35,000
3.	Package III	1,22,100
4.	Package IV	3,200
5.	Package V	18,000
6.	Package VI	10,000

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

12. VALIDITY

- (a) The rate quoted in the Tender should be valid for the acceptance by the IA for a minimum period of 90 days from the date of opening of the Tender.
- (b) The accepted rate of the successful tenderer is valid till the entire contract is fully completed. Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- (a) The tender box will be closed at 5.01 PM as per the office clock on 17.12.2020 (**Place of tender submission: Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001**) and the received tenders in the tender box will only be opened. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Tender committee at 11.00AM on 19.12.2020 in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. **The venue of the Bid opening shall be at the Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001.** The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- (b) Tender Committee will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- (c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be opened at 11.00 AM on the next day.
- (d) The Technical bid will be evaluated by the tender committee in terms of the qualification Criteria. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished.

	<p>(e) IA may arrange for field inspection, if necessary, to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.</p> <p>(f) After the completion of evaluation of technical bids, the tenderers declared as qualified by the Committee, will be informed the date of opening of Price bid (Part-II).</p>
14.	PRICE OFFER
	<p>(a) The Price bid should be kept only in the Part -II cover.</p> <p>(b) The price bid should be prepared as per Annexure-IX.</p> <p>(c) The price should be neatly and legibly written both in figures and words.</p> <p>(d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.</p> <p>(e) If a bidder quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p> <p>(f) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.</p>
15.	EVALUATION OF THE PRICE
	<p>(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part-II)</p> <p>(b) The comparison of the rates offered shall be based on the total all inclusive rates offered (i.e. sum of all inclusive rate offered for all the tendered items).</p>
16.	AWARD OF CONTRACT
	<p>(a) The Tenderer who has quoted lowest price (L1) will be issued the ‘Letter of Acceptance’ by the Implementing Agency.</p> <p>(b) In unavoidable circumstances, such as receipt of very limited bids or the proposal prices are substantially higher than the market value / updated cost estimate or available budget, the committee may decide upon resorting to Negotiation with the lowest evaluated responsive bidder. In such cases, the Tenderer who has quoted lowest price (L1) will be invited for negotiations and after finalizing the negotiated rate, Letter of Acceptance will be issued.</p>
17.	SECURITY DEPOSIT

- (a) On receipt of the Letter of Acceptance from IA, the successful tenderer should remit a Security Deposit (SD) of **5%** of the value of the contract in the form of Account payee Demand Draft from any State Bank Of India (SBI) Specialised Institutional Banking Branch (SIB), Kolkata or irrevocable Bank Guarantee with a validity period of one year in favour of “IA Account Panuhat Karmaudyog welfare society (IA)”, payable at SBI, SIB Branch, Kolkata within 10 (Ten) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.
- (b) Any other amount pending with IA will not be adjusted under any circumstances, against the Security Deposit if so requested.
- (c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.
- (d) Security Deposit amount remitted will not earn any interest.

18. AGREEMENT

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

19. ISSUE OF PURCHASE ORDER

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

20. SCHEDULE OF SUPPLY

- (a) The specification of machineries, equipments and its accessories should be as per Annexure-I of the respective package.

The supply, erection & commissioning and performance test of machineries, equipments and its accessories for the respective packages shall be completed **within 90 days from the date of issue of purchase order**. Delay beyond this period will attract penalty.

- (c) The machineries, equipments and its accessories should be delivered and installed at the address as given below:

Package	Location	Name of Machinery	Qty
I	Vill. Birbegun, Sahapur, Post:- Islampur, Agradwip, P.S.-Katwa, Dist:- Purba Burdwan, Pin: 713502 (W.B.).	Defibering Machine (2 tones/shift) [Buster-1No Decorticator-1No, Bailing Press:1No , Fibre Screener-1No, Pith Screener-1No]	1
II		Geotextile power- loom Automatic Power loom for Manufacturing of Matting and Geotextile Unit [inclusive of Creel stand, Bobbin binding machine, <i>cops winding machine</i> , Tight Rolling Machine, SS Dying Tub, Spool stand as per requirement)	1
III		Double head spinning machine, including willowing and auto fiber feeding double head conveyor and spares [Turbo willowing machine -5 nos]	15
IV		Mesh Mat [MESH MAT FRAME (36" X 19")-50 nos, MESH MAT FRAME (29" X 19")-50 nos, MESH MAT FRAME (23" X 15")-100no]	200
V		Corridor Mat Frame and Pressing Device [Corridor Mat Frame For 4 People To Work In A Frame. Vertical Rod Of 10mm Dia With 700mm Long -160nos. Spaces In 13 Rod Per 300mm By Placing Two Iron Bar On Both Side. ONE IF FIXED AND ANOTHER ONE IF MOVEABLE AND THE MOVEABLE BAR IF WIDTH SCREW SHAFT OR ONWARD AND RETURN MOVEMENT. The Vertical Member Of Press Is fabricated With Angels Of 40mm X 5mm To A Height Of 1100mm. With 1big Scissor, One Clipping Scissor, Two Needle & Four Beating Bar]	20
VI		Coir pith processing tools [Sieving machine-1no, Stone remover-1no, Table top weighing machine-1no, Electronic check weighing machine-1no, Hand operated Sealing machine-1no, Water pump-1no, Water sprinkler-2no, Pith Screener-1no]	1

NOTE: Delivery of item no. 4 and 5 (Mesh Mat and Corridor Mat Frame and Pressing Device within 30 days from date of placement of order.

- (d) If the contract is not completed within the stipulated time or extended time, Tender Committee will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful tenderer. Such cancellation will entail forfeiture of EMD and Security Deposit.
- (e) In the event of non- performance of the contractual provisions or failure to effect the supply, erection & commissioning and performance test within the stipulated time or during the extended period and if it is found that the supplier, has not fulfilled the contractual obligation with IA in any manner during the currency of the contract or also found on later date, Tender Committee reserves the right to disqualify such

supplier to participate in future tenders or black list the firm up to a maximum period of 3years.

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

21. PERFORMANCE TEST

- (a) The successful tenderer shall demonstrate the performance of the machineries, equipments and its accessories in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order
- (b) This demonstration should be done as stipulated by the IA.
- (c) The performance tests should be completed within 30 days from the date of delivery of machineries, equipments and all accessories. However the period of supply, erection, commissioning and performance test should not exceed the period stipulated in the schedule of supply .

22. TRAINING OF STAFF

- (a) The successful tenderer should provide training to Staffs on the operation and maintenance of the machineries, equipments and its accessories after completion of the performance test.
- (b) The successful tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for the machineries, equipments and its accessories to IA.

23. PERFORMANCE GUARANTEE

- (a) The machineries, equipments and its accessories are to be guaranteed for a period of 12 months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.
- (b) During performance guarantee period of 12 months the successful tenderer should attend any call from IA immediately, in case of any problems, related to operation or malfunctioning of the machinery, equipments & accessories, without any delay for regular operation of the machinery. The above service should be done at Free ofcost.
- (c) After completion of one year performance guarantee period successfully, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.
- (d) The successful tenderer should submit bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.

24. PAYMENT TERMS

- (a) **30% of contract value** will be paid as advance on execution of agreement against Bank guarantee. The Tenderer should produce Bank guarantee for the equal amount, which should be valid for a minimum period of 12 months. If necessary the bank guarantee should be extended for the required period as requested by IA.
- (b) **40% of the contract value** will be paid, against bills, on receipt of the complete set of machinery, equipments and its accessories as per the order in full in good condition, at the CFC site, after acceptance by the tender committee.

(OR) Alternatively, the bidder may opt for **70% of Contract value** on supply of the complete set of machinery, equipments and its accessories as per the order in full in good condition, at the CFC site, after acceptance by the tender committee, instead of claiming first installment of 30% as advance payment against bank guarantee.
- (c) **25% of the contract value** will be paid on successful completion of performance test.
- (d) **The balance 5% and SD** will be released only after satisfactory completion of the entire contract and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.
- (d) IA also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The successful tenderer is liable to pay such dues to the IA immediately on demand, without raising any dispute/protest.

25.	PENALTY
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- (a) Failure to execute the entire contract within 90 days from the date of issue of purchase order will attract a penalty of 1% per week, on the full value of the contract up to a maximum of 5%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.
- (b) The response time for attending the complaint raised by IA has to be within 48 hours and resolution time for the same has to be within the next 48 hours. Failure to comply with the above time line will attract a penalty of Rs.1000/- per day.
- (c) Any delay on the part of IA should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict IA from levying penalty.

26.	TERMINATION OF CONTRACT
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IA reserves the right to terminate the contract at any time during the validity period on account of non-fulfilment of contract or for any of the reasons.

27.	GENERAL CONDITIONS
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- (a) Conditional tender in any form will not be accepted.
- (b) Any notice regarding any matters, to the supplier shall be deemed to be sufficiently served, if given in writing to his usual or last known place of business.
- (c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- (d) Tender committee reserves the right to relax or waive or amend any of the tender conditions.
- (e) The successful tenderer shall not outsource/off load either full or part of the work to any other agency /individual.
- (f) If the performance of the tenderer is not as per the schedule, then tender committee reserves the right to cancel / reallocate full or part of the contract, at any stage of the contract execution.

28. ARBITRATION

- (a) In case of any dispute in the tender, including interpretation, if any, on the clauses of the tender or the agreement to be executed, the matter shall be referred by IA / Tenderer to an Arbitrator to be appointed by the Parties hereto by mutual agreement. If no such Arbitrator could be appointed by mutual consent, the matter may then be referred to the Chairman, Coir Board for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act2015.
- (b) The venue of the Arbitration shall be at the **Sub Regional Office, Coir Board, New Secretariat Building, C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata 700001.** The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the court at Kolkata only.

29. JURISDICTION OF THE COURT

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

We agree to the above terms and
conditions. **SIGNATURE OF THE**

TENDERER: DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATION**PACKAGE – I****DEFIBERING MACHINE FACILITY- 1 No.**

S.NO	Description	Quantity
1.	Defibering Machine	1
2.	<p>BURSTER Shell : 990 mm Shaft : 110 mm Pipe Shaft Production Capacity : 2000 Husks per hour Motor :15hp Power consumption: kiloskar,promton (As per Required of standard brand motor & accessories.) Brand : To be mentioned Material: MS Raw material processed : Coconut Husk Automatic grade: Automatic *(As per the Sample Specifications available.)</p>	1
3.	<p>Decorticator Shell : 990 mm Shaft : 110 mm Pipe Shaft Production Capacity : 100kg fiber per hour Motor :30hp *(As per Required of standard brand motor & accessories.)</p>	1
4.	<p>SCREENERS Fibre Screener (16 Feet) Motor-2hp *(As per Required of standard brand motor & accessories.)</p>	1
5.	<p>Pith Screener (8 Feet) Motor-2hp *(As per Required of standard brand motor & accessories)</p>	1
6.	<p>BAILING PRESS (Hydraulic) Kirloskar Motor Production Capacity: 10 Bundle Per Hour Weight- 25-30 kg per bundle</p>	1

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

PACKAGE – II

Material handling Equipment

GEOTEXTILE POWERLOOM FACILITY- 2 No.

S. No.	Description	Qty.
1	<p>Geotextile Unit</p> <p>Fully Automatic Powerloom for weaving Coir heavy matting (2 Metre Width, 2shaft) 2metre width 2heddle frames and 2 treadles along with other standard parts. Loom,-creel feed type and necessary number of spools should also be supplied. HP motor for main drive 1HP motors for warp release and matting winding (1nos) 1No of 0.1/4 HP motor for lubrication. Necessary starters along with panel board should also be supplied.</p>	1 No
2	<p>Bobbin Winding Machine</p> <p>2Bobbin Capacity Bobbin weight: 2.5kgs Bobbin length: 30cms Production Capacity: 20 Bobbin/8 hrs Number of Heads:2</p>	1no
3.	<p>Cops Winding Machine</p> <p>The machine is intended for winding coir yarn into cops to feed to the shuttle of the loom. There should be a spindle with suitable drive to facilitate the winding of yarn on it in the shape of cops. There should be proper yarn guides to guide the yarn from feeding spool to the spindle. one 2HP motor should also be supplied</p>	1no
4.	<p>Tight Rolling Machine</p> <p>The machine should be capable of winding of matting in tight from for convenience in packing and transport. Machine should</p>	1no

	be 2meter in width and should have 2roller sandstone to receive the matting rolls and the other one for winding tightly would rolls. There should be proper guide rollers to guide the matting from the feed stand to tight rolling stand of the machine .this should be driven by 3HP gear motor.	
5.	SS Dying Tub Capacity 50KG, 600Litres.	2no
6.	Spool stand as per requirement	1no

Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the machines shall deem to be included in the scope of supply.

PACKAGE – III

Material handling Equipment

SPINNING MACHINE FACILITY- 3 No.

S. No.	Description	Qty.
1	<p>Double head spinning machine, including willowing, auto fiber feeding double head conveyor and spares</p> <p>Features: Direct fibre feeding attachment with double combing system, Electronic sensor controlled and auto stop and good quality controller box Production</p> <p>Min 60 Kg / 8 hrs shift (Ranage:120)</p> <p>(as per machinery Required of standard motor kiloskar, promton)</p>	15 No
2	<p>Heavy Duty Turbo willowing machine with electric motor</p> <p>Power: As per Required of standard</p>	5 Nos

Rekhanking, etc..

Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the machines shall deem to be included in the scope of supply.

PACKAGE – IV

Material handling Equipment

Mesh Matt

S. No.	Description	Qty.
1	MESH MAT FRAME (36" X 19")	50 Nos.
2	MESH MAT FRAME (29" X 19")	50 Nos
3	MESH MAT FRAME (23" X 15")	100 Nos

Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the machines shall deem to be included in the scope of supply.

PACKAGE – V

Material handling Equipment

Corridor Matt

S. No.	Description	Qty.
1	Corridor Mat Frame For 4 People To Work In A Frame. Vertical Rod Of 10mm Dia With 700mm Long -160nos. Spaces In 13 Rod Per 300mm By Placing Two Iron Bar On Both Sides one is fixed and another one is moveable and the moveable bar is fitted with screw shaft or	20 Nos

	onward and return movement. The Vertical Member Of Press Is fabricated With Angels Of 40mm X 5mm To A Height Of 1100mm. With 1big Scissor, One Clipping Scissor, Two Needle & Four Beating Bar for each press.	
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Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the machines shall deem to be included in the scope of supply.

PACKAGE – VI

Material handling Equipment

Coir Pith Processing Tool

S. No.	Description	Qty.
1	Sieving machine Power : 1 hp Material: Iron	1No
2	Stone remover Power consumption 2 hp Material MS, SS Frequency 50-60 Hz	1No
3	Table top weighing machine Weighing capacity 1-10 kg Display type Digital Power source Battery	1No
4	Electronic check weighing machine Weighing capacity 10-50 kg Display type Digital Platter material SS	1No
5	Hand operated Sealing machine Power supply 50-60Hz Sealing size 8,12,16,20 inch Type Impulse sealing Sealing material PE, PP, BOPP, HM, metalized film etc.	1no
6	Water pump Power Max. 2 Hp Motor type AC, DC Power source Electric Pipe material Copper	1no
7	Water sprinkler Material SS/ MS Type 360 Gear drive	2no

	Sprinkler type Rotary nozzles	
8	Pith Screener Screener Dia: 5 ft. Power: 2HP	1no

Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the machines shall deem to be included in the scope of supply.

ANNEXURE – II

Date:

From,
Name:
Address:
Ph:
E-mail:

To,
The Secretary/President,
Panuhat Karmaudyog Welfare Society,
Panuhat, Katwa, Purba Bardhaman, 713502 (W.B)

Sir,

Sub: Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Purba Bardhaman Coir Cluster on turnkey basis (Package Number:) - Submission of PartI- Reg

Ref: Your Tender Notice Dt.

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

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions
- 2) Demand Draft no. _____ for Rs./-(in words), in favor of "Panuhat

- K nk payable at SBI (SIB) Branch, Kolkata towards Earnest Money
a Deposit.
r 3) Authorization letter from the Company for the person to sign the tender.
m 4) Details of the Tenderer (as per Annexure-III)
a 5) Average annual turnover statement duly certified by a Chartered
u Accountant (as per Annexure-IV).
d 6) List of similar orders executed in the last 3 years as per Annexure-V
y 7) Declaration for not having black listed by any other Govt. agencies (as
o per Annexure-VI).
g 8) Declaration for not having tampered the Tender documents downloaded
from the websites **www.coirboard.gov.in** (Annexure-VII).
W 9) The copy of certificate of incorporation/registration(If applicable)
e 10) Copy of Memorandum and Articles of Association(If applicable)
l 11) Copy of Registered Partnership deed, in case of Partnership Firm(If
f applicable)
a 12) Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card
r 13) Copy of valid dealership certificate from OEM (In case of dealer)
e 14) Purchase Orders issued by the clients.
15) Performance certificate issued by the clients.
S 16) The Annual Report / certified copies of Balance Sheet, Profit & Loss
o statement along with schedules for the last 3 consecutive financial
c years FY 2016-17, 2017- 18and2018-19.
i 17) Latest I.T return.
e 18) Notarized translated English version of the documents in a language
t other than English/Bengali ,if any.
y

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Yours faithfully,

Enc. ^DAs stated above

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SIGNATURE OF THE TENDERER

DETAILS OF THE TENDERER

1. Name of the Tenderer	
2. Registered Office Address	
3. Contact Person	
4. Date of Incorporation	
5. Legal Status	
6. Eligible license holder of	
7. Brief profile of the tenderer	
8. Number of staffson regular payroll	
9. Details of infrastructure available: (attach a separate sheet)	
10. PAN Number	
11. GST Registration Number	

SIGNATURE OF THE TENDERER**(with seal and address)**

ANNUAL TURN OVER STATEMENT

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

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

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT

(with seal and Address)

LIST OF SIMILAR ORDERS EXECUTED IN THE PAST 3 YEARS

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

Sl.No	Name & address of the client	Phone / Mobile Number	Name of the machinery	Quantity Supplied	Year of supply	Purchase Order/ Completion certificate enclosed (Yes/No)

SIGNATURE OF THE TENDERER
(with seal and address)

CERTIFICATE

Date:

Certified that -----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-----do declare that I/We have carefully read all the conditions of tender sent to me/us by the M/s. Panuhat Karmaudyog Welfare Society, for the tenders floated vide tender ref. No.-----or the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Purba Bardhaman Coir Cluster on turnkey basis and will complete the contract as per the tender conditions.
- b) I/We have downloaded the tender document from the internet site **www.coirboard.gov.in** and I /We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with Panuhat Karmaudyog Welfare Society or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Date:

Name:

Address:

Ph:

E-mail:

To,

The Secretary/President,
Panuhat Karmaudyog Welfare Society,
Panuhat, Katwa, Purba Bardhaman,713502 (W.B)

Sir,

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

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

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

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

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID FOR PACKAGE I**(Bidders to bid for the respective package)****(Amount in Rs.)**

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
	(As per the technical specifications of Package I given in Annexure – I)						
	Defibering Machine						
1	BURSTER Shell : 990 mm Shaft : 110 mm Pipe Shaft Production Capacity : 2000 Husks per hour Motor :15hp *(As per the Sample Specifications available .)	1 No					

2	<p>Decorticator</p> <p>Shell : 990 mm Shaft : 110 mm Pipe Shaft Production Capacity : 100kg fiber per hour Motor :30hp</p> <p>*(As per Required of standard brand motor & accessories.)</p>	1 No					
3.	<p>SCREENERS</p> <p>Fibre Screener (16 Feet)</p> <p>Motor-2hp</p> <p>*(As per Required of standard brand motor & accessories.)</p>	1 No					
4.	<p>Pith Screener (8 Feet)</p> <p>Motor-2hp</p> <p>*(As per Required of standard brand motor & accessories)</p>	1no					

5.	HYDRAULIC`S BAILING PRESS Kirloskar Motor Production Capacity: 10 Bundle Per Hour s 25 kg per bundle	1					
8	Erection & Commissioning charges including transportation, loading and unloading etc. Including electrical panel boards and wiring.	-					
Grand Total							

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

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

PRICE BID FOR PACKAGE II

(Bidders to bid for the respective package)

(Amount in Rs.)

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
(As per the technical specifications of Package II given in Annexure – I)							
1	Geotextile Unit Fully Automatic Powerloom for weaving Coir heavy matting (2 Metre Width, 2shaft) 2metre width 2heddle frames and 2 treadles along with other standard parts. Loom,-creel feed type and necessary number of spools should also be supplied. HP motor for main drive 1HP motors for warp release and matting winding (1nos) 1No of 0.1/4 HP motor for lubrication. Necessary starters along with panel board should also be supplied.	1 No					
2	Bobbin Winding Machine 2Bobbin Capacity Bobbin weight: 2.5kgs Bobbin length: 30cms	1nos					

	Production Capacity: 20 Bobbin/8 hrs Number of Heads:2							
3	Cops Winding Machine The machine is intended for winding coir yarn into cops to feed to the shuttle of the loom. There should be a spindle with suitable drive to facilitate the winding of yarn on it in the shape of cops. There should be proper yarn guides to guide the yarn from feeding spool to the spindle . one 2HP motor should also be supplied	1no						
4.	SS Dying Tub Capacity 50KG, 600Litres.	2no						
5.	Spool stand as per requirement	1no						
6.	Erection & Commissioning charges including transportation, loading and unloading etc. Including electrical panel boards and wiring.							
Grand Total								

Amount in Words: (Rupees _____ only)

SIGNATURE OF THE TENDERER
(with seal and address)

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

PRICE BID FOR PACKAGE III

(Bidders to bid for the respective package)

(Amount in Rs.)

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
(As per the technical specifications of Package III given in Annexure – I)							
1	Double head spinning machine, including willowing, auto fiber feeding double head conveyor and spares Features: Direct fibre feeding attachment with double combing system, Electronic sensor controlled and auto stop and good quality controller box Production Min 60 Kg / 8 hrs shift Max. 2 HP Weight Min. 750 Kg	15 No					
2	Turbo willowing Machine Min :300kg/ 8 hrs shift Power: As per Required of standard	5no					
3	Erection & Commissioning charges including transportation, loading and unloading etc.	-					
Grand Total							

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

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

PRICE BID FOR PACKAGE IV

(Bidders to bid for the respective package)

(Amount in Rs.)

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
(As per the technical specifications of Package IV given in Annexure – I)							
1	MESH MAT FRAME (36" X 19")	50 Nos.					
2	MESH MAT FRAME (29" X 19")	50 Nos					
3	MESH MAT FRAME (23" X 15")	100 Nos					
4	Transportation, loading and unloading etc.	-					
Grand Total							

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

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

PRICE BID FOR PACKAGE V

(Bidders to bid for the respective package)

(Amount in Rs.)

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
(As per the technical specifications of Package V given in Annexure – I)							
1	Corridor Mat Frame For 4 People To Work In A Frame. Vertical Rod Of 10mm Dia With 700mm Long - 160nos. Spaces In 13 Rod Per 300mm By Placing Two Iron Bar On Both Sides one is fixed and another one is moveable and the moveable bar is fitted with screw shaft or onward and return movement. The Vertical Member Of Press Is fabricated With Angels Of 40mm X 5mm To A Height Of 1100mm. With 1big Scissor, One Clipping Scissor, Two Needle & Four Beating Bar for each press.	20Nos					
2	Transportation, loading and unloading etc.	-					
Grand Total							

Amount in Words: Rupees _____ only

**SIGNATURE OF THE TENDERER
(with seal and address)**

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

PRICE BID FOR PACKAGE VI

(Bidders to bid for the respective package)

(Amount in Rs.)

S.No	Name of the Machinery	Quantity (in Nos.)	Basic price per unit	SGST	CGST	IGST	Total Price per unit including taxes
(As per the technical specifications of Package VI given in Annexure – I)							
1	Sieving machine Capacity:50 kg/hr Power : 1 hp Material: Iron	1Nos					
2	Stone remover Power consumption Max 2 hp Material MS, SS Frequency 50-60 Hz Capacity 50 Kg/hr	1Nos					
3	Table top weighing machine Weighing capacity 1-10 kg Display type Digital Power source Battery	1Nos					
4	Electronic check weighing machine Weighing capacity 10-50 kg Display type Digital Platter material SS	1Nos					
5.	Hand operated Sealing machine Power supply 50-60Hz Sealing size 8,12,16,20 inch Type Impulse sealing	1nos					

	Sealing material PE, PP, BOPP, HM, metalized film etc.						
6.	Water pump Power Max. 2 Hp Motor type AC, DC Power source Electric Pipe material Copper	1no					
7.	Water sprinkler Material SS/ MS Type 360 Gear drive Sprinkler type Rotary nozzles	2NO					
5	Erection & Commissioning charges including transportation, loading and unloading etc.	-					
Grand Total							

Amount in Words: (Rupees _____ only)

SIGNATURE OF THE TENDERER
(with seal and address)

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

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

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to the Secretary/President, Panuhat Karmaudyog Welfare Society, Panuhat, Katwa, Purba Bardhaman, 713502, (W.B) (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Demand Draft for Rs...../- (Rupees..... only), in favour of "IA Account Panuhat Karmaudyog Welfare Society (IA)", payable at SBI, SIB Branch, Kolkata Earnest Money Deposit.		
4.	Authorization letter from the Company for the person to sign the tender		
5.	Details of the Tenderer (as per Annexure-III)		
6.	Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV)		

7.	List of similar orders executed in the last 3 years as per Annexure-V		
8.	Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI)		
9.	Declaration for not having tampered the Tender documents downloaded from the websites www.coirboard.gov.in (Annexure-VII).		
10.	The copy of certificate of Incorporation/registration.		
11.	Copy of Memorandum and Articles of Association.		
12.	Copy of Registered Partnership deed, in case of Partnership Firm		
13.	Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card		
14.	Copy of valid dealership certificate from OEM (In case of dealer)		
15.	Purchase Orders issued by the clients		
16.	Performance certificate issued by the clients		
17.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2016-17, 2017-18 and 2018-19.		
18.	Latest I.T return		

19.	Notarized translated English version of the documents in a language other than English/Bengali, if any		
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Documents to be enclosed in Part-II

S.No	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Secretary/President, Panuhat Karmaudyog Welfare Society, Panuhat, Katwa, Purba Bardhaman, 713502 (W.B) (as per Annexure - VIII)	
2.	Price Bid as per Annexure - IX of the Tender document.	

Both ‘Part I – Technical bid’ cover and ‘Part II – Price bid’ cover must be placed in a separate sealed cover superscripted as “Tender for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Purba Bardhaman Coir Cluster on turnkey basis (Package No:)” and addressed to “Coir Board Sub Regional Office New Secretariat Building C Block, Ground Floor, Kiran Sankar Roy Road, Kolkata – 700001”, containing the name and address of the Tenderer.

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