

Tender for supply of three sets of lathe machines

1.1 Notice:

Office of the Madhya Pradesh State Bamboo Mission, invites sealed tenders from manufacturers, distributors or their authorized dealers for supply, installation and commissioning of 3 set of Lathe Machine for its Common Facility Centers at Harda, Satna and Balaghat. The tender document and other details are available for purchase at **Rs. 1000/- INR** from **25-11-2016** in the Office of MP State Bamboo Mission, Add: 74 Bunglows Khel Parisar, Bhopal, Madhya Pradesh 462003. Tender document and other details are also available at the website: <http://mpforest.gov.in/>, <http://www.mpbamboomission.org/>, <http://tenders.gov.in/> from dated **25-11-2016**. In all respect hard copy of the sealed Technical bid, Financial bid & Earnest money deposit must be received at the office of the undersigned latest by **06-12-2016** on 3:00 PM and will be open Technical bid on the same day at same office at 3:30 PM in the presence of such tenderer or their authorized representatives as may be present. Financial bid document of successful technical bidder will be open on **08-12-2016** at 12:00 PM in the office of MP State Bamboo Mission in the presence of such tenderer who will be qualified in technical bid or their authorized representatives as may be present. All corrigendum/ amendments/changes if any will only be issue and made available only on above given websites. The value of entire tender will be approximately 10 Lakhs INR.

1.2 Key Dates:

S.NO	TASK	DATE & TIME
1	Advertisement of Notice in the website	25-11-2016
2	Submission of Hard copies of EMD, Technical & Financial bids	06-12-2016 till 3:00 PM at office of M.P State Bamboo Mission, Bhopal
3	Opening of technical bid	06-12-2016 on 3:30 PM at office of M.P State Bamboo Mission, Bhopal
4	Opening of financial bid	08-12-2016 on 12:00 AM at office of M.P State Bamboo Mission, Bhopal

2.Tender Rules

2.1 Scope of Tender

Office of the Mission Director M.P State Bamboo Mission (hereinafter referred as Tender Inviting Authority and/or Tender Acceptance Authority and/or Ordering Authority unless the context otherwise requires) invites bids from Manufacturers, Distributors or Authorized dealers for Supply , installation and commissioning of 3 set of Lathe machines for its Common Facility Centers (CFC) at Satna, Balaghat and Harda.

S.No.	Description	Earnest Money Deposit (INR)	Tender Document Fees (INR)	Approximate Purchase Amount (INR)
01	3 sets of Lathe machines	Rs. 50,000/-	Rs. 1000/-	Rs. 10.00 Lakh

2.2 Eligibility Criterion

The Tenderers should fulfill the following eligibility criteria:

- 2.2.1. The Tenderer should be Manufacturer, Distributor or Authorized Dealer having relevant License of Manufacturer and such a Registration should be valid as on the date of Tender submission. Tenderer must submit its legal status
- 2.2.2. Tenderer should submit item wise ISI/ISO certificate valid at the time and date of bid submission, issued by competent authority.
- 2.2.3. The Tenderer should have achieved annual turnover of more than Rs.1 crore (every FY) in the last three financial years, backed by practicing chartered accountants certificate.
- 2.2.4. The Tenderer (and tenderer's principal manufacturer, if Tenderer is Authorized Dealer) should not be blacklisted either by the Tender Inviting Authority or by any State Government or their instrumentalities or by Government of India. An undertaking by the Tenderer should be submitted in this regard certifying that the Tenderer or its principal manufacturer (if applicable) is not involved in any corrupt practices & not blacklisted by any government organisation.
- 2.2.5. The Manufacturer should be in the business of manufacturing of similar equipment for a period not less than 5 Years.
- 2.2.6. The Tenderer must submit the list with complete address of those firms or institutions to whom they have supplied the same machines in last three years and details of the performance of machines in Annexure – 5
- 2.2.7. The Tenderer must submit the Income tax & Sales Tax clearance certificate of last three years.
- 2.2.8. Tenderer should have supplied at least 1 no of lathe machine in past one year.

2.3. Earnest Money Deposit (EMD)

- 2.3.1. All tenders must be accompanied with EMD along with Technical bid.
- 2.3.2. The EMD should be submitted in form of irrevocable bank guarantee of Nationalized Bank/Scheduled Bank in Favor of **“Director Rajya Bans Mission”** Earnest Money submitted in any other form will not be accepted and the tender will be rejected.
- 2.3.3. Earnest Money/Security Deposit to this office in previous tenders will not be adjusted towards the present tender and no request will be entertained in this regard.
- 2.3.4. The EMD of all unsuccessful Tenderers shall be returned within 7 days of signing of contract with successful Tenderer(s).
- 2.3.5. The EMD of successful Tenderer shall be returned after supply & installation of machines successfully by the Tenderer(s).
- 2.3.6. The EMD will be forfeited, in case successful Tenderer withdraws its Tender during the validity of bids OR the successful Tenderer who fails to sign the contract agreement OR fails to supply the machines in given time limit.

2.4. Validity of Tender

- 2.4.1. The Tender will be valid for a period of 90 days from the due date of submission of Tenders. A Tender valid for a shorter period shall be rejected by the Tender Inviting Authority.
- 2.4.2. In exceptional circumstances, prior to the expiration of the Tender validity, the Tender Inviting Authority may request the Tenderers to extend the Tender validity for further period as deemed fit. The request and the responses thereto shall be made in writing. A Tenderer may refuse the request without forfeiting its EMD. A Tenderer, agreeing to the request will not be required or permitted to modify its Tender

2.5. Preparation and submission of Tender

- 2.5.1. The Tender should be typewritten and every correction and interlineations in the bid should be attested with full signature by the Tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.
- 2.5.2. All documents/papers should be numbered, signed and sealed by the Tenderer on each page.
- 2.5.3. The Tender is required to be prepared and submitted in two parts viz. 'Envelope A - Technical bid' and 'Envelope B- Financial bid'.
- 2.5.4. The '**Envelope A- Technical bid**' shall contain all essential documents for Technical Tender. Such documents to include the following:
 - 2.5.4.1. Earnest Money Deposit to be submitted
 - 2.5.4.2. Duly filled and signed Technical Tender form as per annexure-1
 - 2.5.4.3. Covering Letter as per annexure- 3
 - 2.5.4.4. Manufacturer's Authorization Letter as per annexure-4
 - 2.5.4.5. Performance Statement as per annexure-5
 - 2.5.4.6. Guarantee certificate as per annexure-6
 - 2.5.4.7. Undertaking (Not blacklisted by any TIA, state & central govt, etc)
 - 2.5.4.8. Self-attested copy of relevant License for Manufacturing/Selling and distribution(whichever appropriate) of the product quoted duly approved by the Licensing authority for each schedule of product quoted as per specification in the tender.
 - 2.5.4.9. Self-attested copy of firm's registration certificate
 - 2.5.4.10. Self-attested copy of registration in sales tax department and its TIN number
 - 2.5.4.11. Self-attested copy of Sales tax Clearance Certificate of last three financial years.
 - 2.5.4.12. Self-attested copy of Income Tax Clearance Certificate of last three financial years.
 - 2.5.4.13. Annual turnover statement of last three financial year backed by practicing chartered accountant.
 - 2.5.4.14. Audited Balance sheet and Profit and Loss Statement of last three financial years.
 - 2.5.4.15. Self-attested copy of Item-wise ISO/ISI certificate.
- 2.5.5. The '**Envelope B- Financial Bid**' shall contain duly filled, stamped and signed Financial bid in the format provided in Annexure – (2).

2.6. Tender Prices

- 2.6.1. The Tenderers should quote the rates in Annexure – (2) for the item as per composition and Specification given in **point no. 2.22** of tender document. Any variation, if found, will result into the rejection of the tender.

- 2.6.2. The Tenderer should mention the name of manufacturer of the item being quoted.
- 2.6.3. Rates inclusive of all types of taxes (i.e. Excise Duty, Customs duty, transportation, insurance, any incidental charges, State VAT/CST, and separately on door delivery basis (FOR Destination, at Stores), etc as per format given in Annexure – 2.
- 2.6.4. Quoted rates are valid up to one year from the date of signing of contract agreement and shall be firm during the currency of the contract.

2.7. Deviation

If the Tenderer submits the offer with deviation for item then Deviation statement should be submitted for every offer. In the absence of this the purchaser reserves the right to accept or reject the bid of that particular item. Bidder should submit Deviation statement in following format. No other formats will be accepted. In absence of deviation statement the tender will be rejected.

SN	Specification of Machine/Equipment mentioned in Tender Enquiry	Specification of Machine/Equipment offered by the Tender	If yes, indicate the deviation & whether it on + ve side & how

2.8. Opening of Tenders

- 2.8.1. The Tenders shall be opened at the scheduled date, time and venue (**given in section 1.2**) by the committee constituted by the Tender Inviting Authority. The Tenderers' representative may attend the Tender opening.
- 2.8.2. During the tender opening as above, the envelopes containing Technical bid shall be opened first. The envelopes containing Financial bid shall be Opened on Scheduled Date & Time.
- 2.8.3. Tenderers must maintain discipline at the time of opening of tender, any Tenderer if found creating nuisance or hinder the tender process will be blacklisted by TIA.
- 2.8.4. The date and time of opening of Financial Tenders shall be informed to all such Tenderers who qualify in technical evaluation. Financial Tender will be open in presence of Tenderers or its representative who successfully qualify in technical bid evaluation.
- 2.8.5. In the event, the date of opening as above is declared government holiday; the tenders shall be opened at the same time on the next working day.

2.9. Evaluation of Tenders

- 2.9.1. The purchase committee, constituted by the Tender Inviting Authority, shall evaluate the technical bid first with reference to technical requirements and various other commercial criteria given in the Tender Document. (Format for Technical evaluation as per Annexure-9)

- 2.9.2. Criteria for evaluating technical competency shall have four basis (Power, Function, Metal standard and Specification) given in section 2.22 in the form of required technical specification of the machines.
- 2.9.3. Purchase committee will have power to decide the minimum criteria for lathe machine against which they can reject the technical bid on that account.
- 2.9.4. Only successful technical bidders will be considered for next round of bidding for deciding the financial criteria.
- 2.9.5. The rate per unit for the tendered quantity, indicated in the Financial bid shall be considered for evaluation of Price and determining Tenderer.
- 2.9.6. No complaint shall be entertained by the Tender Inviting Authority after the opening of financial bid.
- 2.9.7. The team constituted by TIA will visit the site of lowest bidders(1st lowest and 2nd lowest) and at sites where their machines are running.
- 2.9.8. The team constituted by TIA will evaluate the past performance of machines of these bidders and have the right to reject the lowest bidder if they don't find a satisfactory track record.
- 2.9.9. The team constituted by TIA will give extra weightage to the bidders who have customers who have done repeat purchases, who have export based customers, also the manufacturers who have manufacturing background with employees having facility of ESIC and PF and also good manufacturing setup.

2.10. Award of Contract

- 2.10.1. The Tenderer who successfully qualified in technical bid and has quoted lowest unit rate for an item shall be considered for award of contract.
- 2.10.2. The successful Tenderer shall execute an agreement (As per format given in Annexure – 7 on a Non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the Tenderer) within 7 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- 2.10.3. If the successful Tenderer fails to execute/sign the agreement within the specified time or withdraw his/her tender after the intimation of acceptance of his/her tender or owing to any other reasons, his purchase order shall be cancelled and the EMD deposited by him with the tender shall stand forfeited by the Tender Inviting Authority besides debarring the Tenderer for a period of one year.

2.11. Placement of Purchase Orders and Delivery Requirements

- 2.11.1. The Tender Inviting Authority shall place individual Purchase Order for supply of Items during the period of 1 year from the date of signing of contract with successful Tenderer(s). Tender Inviting Authority reserves the right to extend the validity of purchase order further by 3 months on the same rates and terms & conditions of the contract.
- 2.11.2. The supplier should complete the supply at the respective common facility centre (CFC) i.e Balaghat, Satna and Harda within 30 days from the date of issue of purchase order.
- 2.11.3. If at any time the Tenderer has, in the opinion of the Tender inviting authority, delayed the supply of Items due to one or more reasons related to force Majeure events such as riots, mutinies, wars, fire, storm, tempest, natural

calamities or other exceptional events, the time for supplying the Items may be extended by the Tender inviting authority/ordering authority at its discretion for such period as may be considered reasonable. However such extension shall be considered only if a specific written request is made by the Tenderer within 7 days from the occurrence of such event. The exceptional cause does not include scarcity of raw material, power cut and labour disputes.

- 2.11.4. The undersigned reserves the rights for any changes/cancellation/rejection of any part or whole tender, without assigning any reason what so ever.
- 2.11.5. Warrantee/Guarantee should be for a period of minimum 1 year.
- 2.11.6. All consignment must be dispatched freight paid to concern CFC "To pay" Railway Receipt/Freight Receipts will not be accepted. Loading /Unloading charges shall be borne by the supplier.
- 2.11.7. It must be noted that normally all correspondence and transactions will be made only with the parties whose tenders have been accepted and not with anybody else.
- 2.11.8. The undersigned reserves the right to split up the order for supply of articles at tender for amongst more than one tender.

2.12. Quality Testing Requirements:

- 2.12.1. The Items including its packaging, to be supplied, shall be of the best quality & ISI/ISO certified and shall comply with the specifications given in the Tender Document.
- 2.12.2. All Items should be supplied with quality certificate. The undersigned may get the items inspected by such person or persons he deems fit and to reject such of these items as in his opinion do not come up to the specification. The decision of the undersigned will be final in such cases. The rejected items will be returned on the bidder's cost.
- 2.12.3. If any of the Items supplied by the Tenderer, found to be 'Not of Standard Quality' after the delivery, the Tenderer should supply the whole Item quantity again irrespective of consumption of that particular item. The balance stock, if any, should be taken back within 7 days by the supplier at his/her own cost otherwise the authority will destroy it and no claim in this regard shall be entertained.
- 2.12.4. Mission Director, MP State Bamboo Mission or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the Mission Director, MP State Bamboo Mission . Mission Director, MP State Bamboo Mission shall notify the Supplier, in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 2.12.5. The inspections and tests may be conducted on the premises of the Supplier and/or at point of delivery. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Mission Director, MP State Bamboo Mission.
- 2.12.6. Should any inspected or tested goods fail to confirm to the specifications, Mission Director, MP State Bamboo Mission may reject the goods and the Supplier shall either replace the rejected goods or make alterations

necessary to meet specification requirements free of cost to the Mission Director, MP State Bamboo Mission

- 2.12.7. Office of the Mission Director, MP State Bamboo Mission has the right to inspect, test and, where necessary, reject the goods after the goods' arrival at respective CFC shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the Office of the Mission Director, MP State Bamboo Mission , or its representative prior to the goods shipment.
- 2.12.8. Nothing in this clause shall in any way release the Supplier from any warranty or other obligations under this Contract.
- 2.12.9. All the above processing equipment/instruments, manufacturer should have any of the following certifications, in respect of the product quoted, which must be furnished along with the tender.
- ISO 9000 Certification
 - BIS Certification
 - Any other certification from a recognized agency.
- 2.12.10. The supplied machinery /equipment/ operating system should be accompanied by the operational/ Instructions/ operational diagram/ manual/booklet and warranty papers etc.
- 2.12.11. The Supplier shall be responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units and connecting to power supplies. The Supplier will test all machinery/hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.
- 2.12.12. The Supplier will accomplish preventive and breakdown maintenance services up to the warranty period to ensure that all machinery /hard-wares work without defect or interruption for 95% uptime for 24 hours a day, 7 days a week of operation of the unit. If any critical component of the configuration is out of service for more than three days within warranty period, the Supplier shall either immediately repair the defective unit or replace it on site at its own cost. The Supplier will respond to a site visit and commence repair work on the equipment within 24 hours of being notified of equipment malfunction.
- 2.12.13. Machine should be fitted with motor, DOL starter, push button, Reverse forward switch, Cable: 12 ft
- 2.12.14. Motors: ONLY Crompton or Kirloskar. All three phase
- 2.12.15. DOL starter: Siemens/ C&S/ L&T/ Equivalent
- 2.12.16. Reverse Forward Switch/ foot switch to be provided wherever required
- 2.12.17. Belts fenner make only, Cables: Polycab/ finolex/ equivalent
- 2.12.18. MCB (seimens make only) with Box to be provided on multi motor machine
- 2.12.19. All machines to be Heavy Duty, to have safety guards
- 2.12.20. Guarantee(for any manufacturing defect) of 12 months to be provided

2.13. Training

- 2.13.1. For each unit of machinery component installed, the Supplier is required to train the designated CFCs technical and end-user personnel within 30 days of installation so as to enable them to effectively operate.

2.13.2. The successful Tenderer have to provide minimum 12 hours training per month for a period of one year to the bamboo artisans & departmental staff at concerned CFCs at their own cost. Also they have to submit report of progress, participation, productivity, etc. on the same to Mission Director, MP State Bamboo Mission .

2.14. Payment Terms

Payment for Goods and Services shall be made as follows:

- 2.14.1. **1st Installment (50%)** of the payment at the time of delivery after proper inspection and physical verification of the supplied item.
- 2.14.2. **2nd Installment (35%)** of the payment after successful installation, commissioning, training and trail of machines.
- 2.14.3. **3rd Installment (15%)** of the payment shall be paid after one year successful running of machines i.e. after the completion of warranty/guarantee period.
- 2.14.4. No advance payment either with order or against delivery chalan will be made to the supplier in any case. Hence the supplier should not stipulate condition of advance payment or offer any discount on payment in time limit either. The terms of payment are neither negotiable nor conditional. Payment shall be made after successful installation and commissioning of the machinery in working condition.

2.15. Penalty Conditions

- 2.15.1. In case the delivery period is extended with liquidated damages, the Ordering Authority shall impose liquidated damages @0.5% per day of the delivered price of the delayed items or part thereof until the actual delivery is made up to a maximum deduction of 10% of the contract price.
- 2.15.2. If the delay is for more than 8 weeks, the order shall be subject to unilateral termination and consequential action at the discretion of the Mission Director, MP State Bamboo Mission . In case of termination for default or non compliance with the terms of the contract the security shall be liable to be forfeited. Mission Director, MP State Bamboo Mission shall then be free to procure the goods and services from any other source.

2.16. Settlement of Disputes

- 2.16.1. The purchaser and the supplier shall make every effort to resolve, amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 2.16.2. In case of any dispute Mission Director, MP State Bamboo Mission will be the appealing authority & arbitrator for both the parties (i.e. Purchaser & Supplier) and final decision making authority will be PCCF JFM, MP Forest Dept.
- 2.16.3. No Appeal shall be preferred while the tender is in process and until tender is finalized and Notification of award is issued by the purchaser.
- 2.16.4. In no event will the TIA be liable for any loss of profits, loss of savings, or incidental, indirect , special or consequential damages 'arising out of' or 'in relation to' the present tender.
- 2.16.5. Neither the TIA shall be liable for any claims, losses, costs, damages of any nature whatsoever nor the Tenderer shall claim expenses for any cause or

causes, including any legal liability arising 'out of' or 'in relation to' the present tender.

2.16.6. The Tenderer shall be solely responsible for any deficiency in services and supplies given by him including the quality and specification of machineries and the Tenderer shall be liable to incurred the losses suffered by the TIA due to the fault on the part of the Tenderer.

2.16.7. The maximum liability of TIA shall be limited to the extent of payment of goods delivered as per terms of this tender document. TIA shall not bear any other financial liability such as interest on delays etc.

2.17. Downloading of the Tender Documents

The tender documents can be downloaded online from the website:

(<http://mpforest.gov.in/>, <http://www.mpbamboomission.org/>, <http://tenders.gov.in/>)

2.18. Payment of tender document fee

2.18.1. Although the tender document can be purchased from office of Mission Director M.P State Bamboo Mission by paying a sum of Rs. 1000/-

2.18.2. It can also be downloaded from the website <http://mpforest.gov.in/>, <http://www.mpbamboomission.org/>, the bidder has to pay a sum of INR 1000 (Rupees One Thousand only) towards tender document fee by way of demand draft from any nationalized bank in the name of Mission Director M.P State Bamboo Mission along with bid documents at the time of submission of bids.

2.19. Submission of Earnest Money Deposit

The manufacturers, distributors or their Authorized Dealers shall submit their Earnest Money Deposit as usual in a physically sealed Technical Tender Envelope- "A" and the same should reach to the concerned office as stated in the Notice Inviting Tender and key dates.

Earnest Money should be submitted in the form of bank guarantee of Nationalized Bank/Scheduled Bank in Favor of Mission Director M.P State Bamboo Mission.

2.20. Opening of Tender

The concerned Department Official receiving the tender or his duly authorized person shall open the tender.

2.21. For any further queries, bidders may kindly contact

For more details, please contact on working days within working hours (10:30 to 17:30)

Office of Mission Director M.P State Bamboo Mission

Add: 74 Bunglows, Khel Parisar, Bhopal, M.P 462003

Tel: 0755 2555524

Email: mpbamboomission@mp.gov.in

Fax: 0755 2555523

2.22. Specifications and minimum requirements of machines:

S.NO	PARAMETER	VALUE
1	Total length of lathe	12 ft
2	Minimum job length to be turned	7.5 ft
3	Centre Height	9"
4	Bed width	13"or more
5	Swing over bed	19"
6	Spindle speed to be permissible	8 Nos
7	Power	3 HP
8	Motor	Kirloskar/equivalent
9	Bed ways	Hardened and Ground
10	Head stock	Latest design, should have double bearing of original SKF make
11	Centrifugal parts	To be balanced properly
12	Tail stock	Ram hardened & ground special with lock system
13	Spindle pulley should have	Gunmetal bushing
14	Spindle should be	Induction hardened & ground & should be made of special alloy steel
15	Gear Box	should have separate lead screw and feed shaft for threading pitch accuracy
16	Total Machine weight	Minimum 1400 kg
17	Accuracy	to be tested as per IS 1878-1971 standard
18	Accessories	8" through chuck, with steady rest, chuck plates, standard make, quick change tool post, tool set, Cable, DOL starter, R/f switch etc
19	Apron	To be enclosed in oil bath system
20	Lever type arrangement	automatic feed
21	Bed Type	V & flat
22	Maximum weight of work piece that can be held between chuck and supported by centre in tail stock	100 Kg+
23	Type of chuck	Through chuck, independent, automatic
24	Chuck shall be capable of holding	Max dia 19" and Min 1"
25	Grade of casting (Metal used in bed & lathe)	Grey cast iron FG grade 25 and above, up to 400 BHN
26	Type and size of internal taper in tail stock sleeve	MT4
27	Swing over cross-slide	480
28	Distance between centers	2500 mm

TECHNICAL TENDER FORM

(On the original letter head of the manufacturer, should be submit tender form)

Ref No:

Date:

To,
Mission Director, M.P State Bamboo Mission

Sub:

Dear Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to supply and deliver Item/Equipment in conformity with your above referred document and as per table below:

1. Lathe Machine:

S.N O	NAM E	MODE L NO	FUNCTIO N	POWE R	METAL STANDAR D	SPECIFICATIO NS	QUALITY PARAMET ER	NAME OF MANUFATUR ER	QUANTI TY

2. If our tender is accepted, we undertake to supply the Item/Equipment in accordance with the delivery requirements given in the Tender document.
3. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

Authorized Signatory	
Name & Signature with Seal	
Date	

FINANCIAL TENDER FORM

(To be filled in prescribed Excel format only & same to be submitted for financial Bid)

S.NO	NAME	MODEL NO	QUANTITY	RATE/UNIT	AMOUNT

Note:

- Rate should be inclusive of all types of taxes
- Rate must be inclusive of cost of transportation + loading/unloading + installation+ trail & training of machines

FORMAT OF COVERING LETTER

Ref No:

Date:

To,
Mission Director, M.P State Bamboo Mission

Sub: Submission of Supply of Lathe Machine, Tender No.

Dear Sir,

As per terms & conditions of the tender following documents are submitted as under:

S.No	Earnest Money Deposit Amount	Bank Guarantee No.	Date	Issuing Bank
01				

The item is quoted with brand name & full specification. The technical detail as desired is submitted in prescribed format as per enclosed Annexure

Authorized Signatory Name & Signature of Tenderer with seal	
Complete Address:	
Phone, Fax & Mobile no:	
Email: Id	
Website:	
Firms Registration No	
Firms Registration No. in sales tax department	
PAN No.	
TIN No. & TAN No	

MANUFACTURERS' AUTHORIZATION FORM

Ref No:
.....

Date:

To,

Mission Director, M.P State Bamboo Mission

Dear Sir,

We ----- who are established and reputable manufacturers of (name and description of goods offered) having factories at -----(address of factory) do hereby authorize M/s -----(Name and address of Agent) to submit a bid, and sign the contract with you for the goods manufactured by us against the Tender Published by you.

No company or firm or individual other than M/s ----- are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific Tender.

Yours faithfully

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a competent person. This AUTHORIZATION FORM should be notarized. It should be attached in the bid.

**PROFORMA FOR PERFORMANCE STATEMENT
(FOR THE PERIOD OF LAST THREE YEARS)**

Tender NO	
Date of Opening	
Name of Bidder	

Name & Address of Purchaser	Order No & Date	Description & Quantity of order item	Order Value (in Rs)	Date of Delivery	Reason of delay in delivery (if any)	Attach satisfaction Certificate issued by Purchaser
1	2	3	4	5	6	7

Authorized Signatory	
Name & Signature with Seal	
Date	

GUARANTEE CERTIFICATE

(On the original letter head of the manufacturer)

Ref No:

Date:

To,
Mission Director, M.P State Bamboo Mission

Sub:

Ref:

M/s

Dear Sir,

With reference to the above, this is to certify that the following item has been supplied by our Authorized Dealer M/s

SN	Item Name & Description	QTY
1		

We further certify that the material supplied as above has been duly pre inspected by us and have been found to be in conformity with specification as per the terms & conditions of the supply order.

They are hereby guaranteed for a period of 12 months from the date of receipt at respective CFC; against any material defects, manufacturing defects (Including assembly installation, commissioning as applicable) and bad workmanship.

In case of any defect, we guarantee to replace the same immediately without at any cost.

Seal & Signature of Dealer	Seal & Signature of Manufacturer
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CONTRACT AGREEMENT FORM

(On the Non-Judicial Stamp)

THIS AGREEMENT made the..... Day of, 20__ between _____
_____ (hereinafter "the Purchaser") of the one part and M/s _____
_____ (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz. Supply of machineries in the tender reference -----and has accepted a bid by the Supplier for the supply of those goods and services for the sum of Rs. _____ /- (*Rupees _____ only*) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) The Letter of Acceptance issued by the purchaser.
 - b) The Notice Inviting Tender
 - c) The supplier's bid including enclosures, annexure, etc.
 - d) The Terms and Conditions of the Contract
 - e) Technical Specifications and minimum requirements of machines.
 - f) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under.

SN	Name	Model No	QTY	Unit Price (Rs.)	Total value inclusive all taxes

DELIVERY SCHEDULE:

Supply shall complete within 30 days from the date of release of purchase order.

PAYMENT SCHEDULE:

- **1st Installment (50%)** of the payment at the time of delivery after proper inspection and physical verification of the supplied item.
- **2nd Installment (35%)** of the payment after successful installation, commissioning, training and trail of machines.
- **3rd Installment (15%)** of the payment shall be paid after one year successful running of machines i.e. after the completion of warranty/guarantee period.
- No advance payment either with order or against delivery chalan will be made to the supplier in any case. Hence the supplier should not stipulate condition of advance payment or offer any discount on payment in time limit either. The terms of payment are neither negotiable nor conditional. Payment shall be made after successful installation and commissioning of the machinery in working condition.

PENALTY CONDITIONS:

- In case the delivery period is extended with liquidated damages, the Ordering Authority shall impose liquidated damages @0.5% per day of the delivered price of the delayed items or part thereof until the actual delivery is made up to a maximum deduction of 10% of the contract price.
- If the delay is for more than 8 weeks, the order shall be subject to unilateral termination and consequential action at the discretion of the Mission Director, M.P State Bamboo Mission. In case of termination for default or non compliance with the terms of the contract the security shall be liable to be forfeited. Mission Director, M.P State Bamboo Mission shall then be free to procure the goods and services from any other source.

CHECKLIST**Checklist For Envelope 'A' (Technical Bid)**

SN	Documents	Submitted Y/N	Page No
1	Earnest Money Deposit (EMD)		
2	Technical Tender form as per Annexure-1		
3	Format of Covering Letter as per Annexure-3		
4	Manufacturers' Authorization form as per Annexure-4		
5	Performa for Performance Statement as per Annexure-5		
6	Guarantee Certificate as per Annexure-6		
7	Self Declaration for not having been debarred/blacklisted either by the Tender Inviting Authority or by any State Government or by Government of India on INR 100 Judicial Stamp		
8	Self-attested copy of relevant License for Manufacturing/Selling and distribution (whichever appropriate) of the product quoted duly approved by the Licensing authority for each schedule of product quoted as per specification in the tender.		
9	Self-attested copy of firm's registration certificate		
10	Self-attested copy of registration in sales tax department		
11	Sales tax clearance certificate of last three FY		
12	Income Tax clearance certificate of last three FY		
13	Turnover Certificate of Minimum Rs. 1 crore issued by practicing CA for last three FY		
14	Copies of Audited balance sheet & profit-loss account for last three FY		
15	Self attested copy of item wise CE/ISO/ISI/GMP certificate		

Checklist For Envelope 'B' (Financial Bid)

SN	Documents	Submitted Y/N	Page No
1	Financial Tender Form as per Annexure-(2)		

Authorized Signatory Name & Signature with Seal	
Date	

Evaluation Sheet

Name of Tenderer:

Maximum Marks: 100

S.NO	Name of Machine	Function (Max. Marks=25)	Power (Max. Marks=25)	Metal Standard (Max. Marks=25)	Specifications (Max. Marks=25)	Total Marks Obtained (out of 100)
1						

Note: Marks will be allotted on the basis of given specification and minimum requirements of machines in sec 2.22

