



Tender Document

For Supply, installation, training, commissioning and maintenance of Equipments & machines for
Establishment of Common Facility Centre at **Ri-Bhoi district, Meghalaya**

Under the Project:

“Promoting Integrated Bamboo Based Enterprise Development among SAARC Countries: India
Component”

Implemented by: Foundation for MSME Clusters, New Delhi

IMPORTANT DATES

| | |
|-----------------------------------|----------------------------------|
| Date of Tender | : 30 th December 2020 |
| Last date of submission of Tender | : 19 th January 2021 |
| Date of opening of Tender | : 20 th January 2021 |

Foundation for MSME Clusters (FMC)

USO House, 2nd Floor, USO Road,
Off Shaheed Jeet Singh Marg,
6, Special Institutional Area,
New Delhi – 110067
Tel: +91-11-40563323/24
info@msmefoundation.org

IMPORTANT CLARIFICATIONS:

Following terms are used in the document interchangeably to mean:

1. FMC means "Foundation for MSME Clusters"
2. CFC means "Common Facility Centre"
3. Tender means this "Tender document"
4. Recipient, Respondent and Bidder means "Respondent to the Tender document"
5. OEMs means "Original Equipment Manufacturers"
6. Bid means response to the Tender Document prepared by the Bidder and submitted to Foundation for MSME Clusters.
7. 'LOI' means "Letter of Intent".
8. Term of the Contract/Agreement shall reckon from the successful installation and commissioning of the last system

This document is meant for the specific use by the Company / Agency interested to participate in the current bidding process. This document in its entirety is subject to Copyright Laws. FMC expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the FMC in the event of such a circumstance is brought to the notice of the FMC. By downloading the document, the interested party is subject to confidentiality clauses.

NOTICE INVITING TENDER

**To,
All Eligible Bidders**

Sealed proposals are invited from OEMs/ Authorized distributors for supply of machinery and equipment for establishment of Common Facilities Centre (CFC) at Ri-Bhoi district, Meghalaya. Proposal should be submitted in separate envelopes for Technical Bid and Financial Bid along with earnest money of Rs. 5,000/- (Rupees Five Thousand) and can be deposited to the; Procurement Officer, Project: "Promoting Integrated Bamboo Based Enterprise Development among SAARC Countries - India Component", Foundation for MSME Clusters (FMC), USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg 6, Special Institutional Area, New Delhi – 110067 up to **05.00 PM on 19th January 2021**. The Demand Draft of earnest money should be in the name **Foundation for MSME Clusters, New Delhi**. Proposals received will be opened before the Purchase Committee of FMC on **20th January 2021 at 4.00 PM**. However Tender sets free of cost and exemption from payment of earnest money to registered MSEs having EMD exemption certificate from any approved body of Ministry of MSME such as National Small Industries Corporation (NSIC) or so.

Detailed proposal along terms of reference can be obtained from **Foundation for MSME Clusters (FMC) USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi – 110067** on any working day between **30th December 2020 to 19th January 2021** from 10.00 AM to 5.00 PM and also can be downloaded from www.fmc.org.in

The details of items to be supplied and Terms and Conditions are available in the tender document. Foundation for MSME Clusters, reserve the right to cancel any or all the proposals without assigning any reason.

**Procurement officer
Foundation for MSME Clusters
New-Delhi**

FORM-1 (Terms of Reference)

(Establishment of Common Facilities Centre, Ri-Bhoi district, Meghalaya)

Tender Document Number :

Date of issue of Tender Document :

Signature of issuing authority

Terms and Conditions:

1. The average turnover of the bidder for the last three years (2017-18, 2018-19, 2019-20) should not be less than **Rs. 20.00 lakhs**.
2. The bidder should have minimum three-year experience as on 30th November 2020 in supply of said machinery and necessary evidence of one such order executed of any of the machinery mentioned in the Tender Document need to be furnished as per **Annex -1**.
3. The bid should be submitted as prescribed in the Tender Document.
4. The Tender Document can be obtained from Foundation for MSME Clusters (FMC) USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi on any working day from **30th December 2020 to 19th January 2021** between **10.00 am to 5.00 pm** and also can be downloaded from www.fmc.org.in
5. Bid Document should be deposited in separate envelopes containing (a) Technical Bid and (b) Financial Bid along with earnest money of Rs. 5,000/- at above address on or before 05.00 pm of **19th January 2021**. Earnest money can be paid through DD purchased in favor of Foundation for MSME Clusters, New Delhi. In case you are registered as an MSME, earnest money deposit is not required. However, in that case you need to attach your MSME Registration Certificate (e.g. EM2 or Udyog Aadhar). The bids received will be opened before the Purchase committee on **20th January 2021** at **4.00 pm**. The date of opening of the financial bids will be announced through email.
6. The bids will be submitted in sealed envelopes separately for technical bid and financial bid. On each envelop "**Bid for establishment of Bamboo CFC at Ri-Bhoi district, Meghalaya**" should be written on the top of envelop. Technical Bid and Financial Bid should also be clearly mentioned on its respective envelope.
7. The Technical Bid will be opened and considered first. The financial Bids of only eligible firms/agencies will be opened. Bid documents of unsuccessful bidders will not be returned and will be destroyed. Incomplete bids will be rejected and destroyed. The bidder should submit implementation plan of supplying & erection of machinery along with other details of the firm as per **Annex - 2**.
8. The bidder can submit bid for the whole or part of the items mentioned below. However, preference will be given for those firms, which can supply all the mentioned items.
9. Technical Bid/ Financial Bid cannot be withdrawn once submitted.
10. If the items supplied are not found as per specifications or unsatisfactory or delivered after stipulated time, the payment of whole or equivalent amount can be withheld.
11. The selected bidder has to enter into an agreement with Implementing Agency Foundation for MSME Clusters, New Delhi on the Stamp Paper of Rs. 100/- on prescribed Performa.
12. Foundation for MSME Clusters, New Delhi has reserved the right to accept the bid partially/in full or may reject any or all the bids without assigning any reason.
13. The maximum time frame given for supply of machinery, erection, and training of CFC personnel is 2 months and extendable by 1 month with justification.
14. Bid validity should be for 90 days from 20th January 2021; i.e. till 19th April, 2021
15. All attachments need to be **self-attested**

16. Payment Terms and Conditions:

- a. 30% of agreed payment as advance along with work order
- b. 30%, after machinery delivered on site.
- c. 25%, after installation of machinery
- d. 13% after successful trial production
- e. 2% as performance guarantee and will be given only after 6 months completion of commercial operations.

Declaration:

I do here by agree to abide by all the terms and conditions mentioned above.

(Seal & Signature of the authorized person/proprietor)

Name :

Designation :

Name of firm :

Phone/Mob :

FORM-2 (Technical Bid)

(Establishment of Common Facilities Centre at Ri-Bhoi district, Meghalaya)

Tender Document Number :

Date of issue of Tender Document :

Signature of issuing authority

Technical Bid:

Part – 1

Description of Items

Name of work: Supply and erection (where applicable) of Machineries & Equipments for establishment of CFC at Ri-Bhoi district, Meghalaya

| S.No | Description of item |
|-------------|--------------------------------|
| 1 | Desktop System |
| 2 | UPS |
| 3 | Colour Printer (multifunction) |
| 4 | Inverter with battery |
| 5 | Box strapping machine |
| 6 | Fire & Safety equipment |

Part – 2

Annex -2; Details of bidders

- 1 Name of Firm/Agency :
- 2 Registered Address of Firm/Agency :
- 3 Name, Phone No, Cell Number and e-mail address of co-coordinator/contact person :
- 4 Nature Registration of Firm/Agency/ Company or Any Other (Please Mention) :
- 5 Registration Number of Firm/Agency :
- 6 Year of Commencement of work of the Firm/Agency :
- 7 Turnover of Firm/Agency for the year 2017-18, 2018-19 and 2019-20 as per CA Certified Balance Sheet (Please enclose a copy) :
- 8 Number of persons working (Manpower with the firm/Agency) :
- 9 PAN No. of the Firm/Agency (Please enclose photocopy) :
- 10 GST No. of the Firm/ Agency (Please enclose photocopy) :
- 11 Description of supply of similar items done in the past by the Firm/ Agency :

(Please enclosed copies of work order/Invoices)

- 12 Action plan for present activity :
13 Other details (if any) :

Miscellaneous:

1. The average turnover of the bidder for the last three years (2017-18, 2018-19,2019-20) should not be less than Rs. 20.00 lakhs.
2. A demand draft of Rs. 5,000 (Rupees five thousand only) will be enclosed with the technical bid as earnest money. The draft will be in favour of Foundation for MSME Clusters payable at New Delhi.
3. Balance Sheet prepared by chartered Accountant for 2019-20 must be enclosed along with technical bid.
4. Copies of Income Tax returns for the 2019-20 must be enclosed with technical bid.
5. **Copy of authorization from Original Manufacturer, in case the bidder is not OEM and only authorized distributor / dealer/ supplier.**
6. Copy of PAN/ GSTN Registration Certificate will be enclosed with technical bid.
7. Preference will be given to bidders who would provide warranty (as mentioned in the description of item) on the equipment, machine and annual maintenance service for five years after the warranty period.
8. The profile and following details of bidder firm/agency along with photograph, paper cutting, copy of work order will be submitted as under:

Annex 1: Details of Machinery Supplied Previously

| Year | Details of items supplied | Duration | Name of party for whom items supplied |
|---------|---------------------------|----------|---------------------------------------|
| 2017-18 | | | |
| 2018-19 | | | |
| 2019-20 | | | |

9. Detail of earnest money (Not applicable for registered SMEs having EMD exemption certificate)

- D.D. No. :
a) Date :
b) Amount :
c) Name of the issuing bank :

Declaration:

I hereby declare that the information given in the technical bid is true and correct and I hereby accept all the terms and conditions.

Place:

Date:

(Seal & Signature of the authorized person/proprietor)

Name :
Designation :
Name of firm & address :
Phone / Mobile No. :

FORM-3 (Description of Work)

(Establishment of Common Facilities Centre at Ri-Bhoi district, Meghalaya)

Tender Document Number :

Date of issue of Tender Document :

Signature of issuing authority

Description of work

1. Name of work: Supply and erection (where applicable) of Machineries & Equipments for establishment of Ri-Bhoi district, Meghalaya

| Sl. No. | Description of item | Quantity |
|----------------|--|-----------------|
| 1 | Desktop System (Processor i5- 8th Gen, 4GB DDR 4RAM, 1TB HDD, DVDRW, USB KEYBOARD, USB Mouse, 20inch LED display, Windows 10 Professional, with installed MS-Office (original) warranty 24/36 months | 1 unit |
| 2 | UPS (Offline interactive 20-25mins backup) for desktop system 12/24 months warranty | 1 Unit |
| 3 | Printer (Type Ink tank with Colour print, Photocopy, Scan, option) 12 months warranty | 1 unit |
| 4 | Inverter/ UPS 12V 950/1050/1100-WATT 24months warranty with Tubular battery 12V 180AMP 48/54 months warranty | 1 unit |
| 5 | Box packing machine (min size 60mm, max any size, strap width 6-15mm (adjustable), 220V-400W | 1 unit |
| 6 | Fire extinguisher 6Kg(2pcs), 500ml (2pcs), with holding bracket, fire blanket (2pcs), fire bucket (4pcs) | 1 unit |

Financial Bid

| Sl. No. | Supply of specified items | Amount Quoted (item wise) |
|----------------|---|----------------------------------|
| 1 | 1. The amount should be quoted item wise as per above specifications 2. The price quoted should be inclusive of taxes, freight, and erection charges if any. | |

Place :

Date :

Signature of the authorized person

Name:

Designation:

Name of firm & address:

Phone /Mobile No. :

Seal of the firm:

DATA SHEET

| | | |
|----|---------------------------------------|--|
| 1 | Tender Notice No. | FMC/SDF Bamboo/2021-21/002 |
| 2 | Name of the work | Supply and erection (where applicable) of Machineries & Equipments for establishment of CFC at Ri-Bhoi district, Meghalaya |
| 3 | Location | Ri-Bhoi district, Meghalaya |
| 4 | Owner | Foundation for MSME Clusters |
| 5 | Earnest Money Deposit. | Rs. 5,000 (Rupees Five thousand Only) (by way of Demand Draft in favour of Foundation for MSME Cluster). |
| 6 | Tender Document Forms available from | From 30th December 2020 to 19th January 2021 Downloadable from the FMC's website – www.fmc.org.in |
| 7 | Last date of submission of Bid | 19th January 2021 up to 17:00 hrs |
| 8 | Bid to be submitted to | Procurement Officer, Project: "Promoting Integrated Bamboo Based Enterprise Development among SAARC Countries - India Component", Foundation for MSME Clusters (FMC), New Delhi |
| 9 | Bid System | Envelope -1: Technical Bids Envelope -2: Financial Bids |
| 10 | Opening of Technical Bids | At 16:00 hrs on 20th January 2021 at Conference Hall, Foundation for MSME Clusters (FMC) USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi |
| 11 | Warranty | 24 months from the date of commissioning is preferred. |
| 12 | Mode of payment | Milestone based payment, as per clause No: 16, of the terms of reference, payment will be through Cheque/ RTGS |
| 13 | Liquidated damages for delayed supply | 0.5% of the cost of machine/s per week or part thereof for delayed delivery subject to maximum of 10% of the cost of the Machine/s, for which there is delay. |
| 14 | Escalation of price | No escalation permitted once quoted. |
| 15 | Delivery Period | Time frame given for supply of auxiliary machinery, and training of CFC personnel (if any) is 3 months. |