

**Tarasankar Panchagram Seva Samity,
Lavpur, Babupara, Birbhum,
West Bengal – 731 303**

**WEBSITE:
Contact No.:7001056312**

TENDER DOCUMENTS

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

Tarasankar Panchagram Producers Co. Ltd. (SPV)

TO ESTABLISH

**COMMON FACILITY CENTRE (CFC) OF
LAVPUR BABABA FIBER CRAFT CLUSTER
PURBA KADIPUR, LAV PUR, BIRBHUM 731 303**

OCTOBER 2020





Tarasankar Panchagram Seva Samiti

(A Social Welfare Organisation)

Labpur ❖ P.O.- Labpur ❖ P.S.- Labpur ❖ Dist.- Birbhum ❖ PIN - 731303, W.B.

Registered under Registration of Societies, West Bengal
Act XXVI of 1961 No.- S/1L/12547 of 2002 - 2003
Registered under section 12AA of the I.T. Act 1961,
Certificate for exemption U/S 80 G of I.T. Act 1961,
Registered under F.C.R.A.

Office - 03463 266023
Mobile No.: 9474010191
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Web Site : www.tpss.org.in

Ref. No. T.P.S.S(SFURTI)/06/2020-21

Date 04/01/2021

ADVERTISEMENT

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Date: 04/01/2021

Tarasankar Panchagram Seva Samity, Lavpur, Babupara, Birbhum, West Bengal – 731 303. invites Sealed Tenders from OEMs/ Authorized distributors for supply Banana Stem Cutter, Banana Fiber Extractor, Banana Yarn Making Machine, Banana Mat Weaving, Sheath Cup, Banana Mat Stitching Machine, Material Transport Vehicle, Fiber Shedder, Trommel Screener Set, Bailing Press, Bagging Machine wheel loader/ Shovel loader and Automatic Water sprinkler Machine under two bid system i.e. Technical Bid & Financial Bid from for construction of Common Facilities Centre (CFC) for **Tarasankar Panchagram Producers Co. Ltd. (SPV), Lavpur Chanapara, Lavpur, Pin Code 731303, West Bengal**

Date of Commencement of Tender	Last date of and time of submission of tender	Date & Time for opening of Tender	Cost of tender paper
04/01/2021	19/01/2021 05:00PM	21/01/2021 03:00PM	Rs. 6000.00

A complete set of the Bid documents containing the details of the terms and conditions may be downloaded from the website of IMEDF: www.fmc.org.in and the same can be submitted along with cost of tender paper on shape of Bank Draft. Any corrigendum/ addendum/ information related to this NIT will only be uploaded in IMEDF website which will not be published in Newspapers. The authority reserves the right to accept / reject any part or all the bids without assigning any reason thereof. The authority has the right to increase/ decrease / cancel the quantity of procurement of the equipment/ instrument without assigning any reason thereof.

Shyamal Sarker
Tarasankar Panchagram Seva Samity

Secretary
Tarasankar Panchagram
Seva Samiti

Secretary



TENDER FORM

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

Tender Form is issued to:-

Date of issue of tender form:-

Signature of issuing authority

Form No. 1

Terms and Conditions:

1. The minimum turnover of the tenderer firm for the last year 3 years should be Rs. 75 lacs.
2. The tenderer firm empaneled with OEMs or authorized suppliers / distributors of reputed manufacturers and others, empaneled with MSME and or tender firm should have minimum at least 3 years of experience of supply of said machinery and other suppliers from the date of tender.
3. The estimated cost of the machineries to be supplied is to be mentioned in the tender form.
4. The tenderer shall have qualified work force.
5. The preference will be given to the Tenderer who has executed similar types of installation of machinery and equipments to the CFC of similar types which is to be submitted along with tender document mentioning the "PAST EXPERIENCE".
6. The tenderer firm should have minimum three years experiences in supply of said machinery and necessary evidence in the form of invoice/ Work Orders need to be furnished.
7. The tender should be submitted in the prescribed tender form.
8. Tender form can be obtained from **Tarasankar Panchagram Seva Samity, Lavpur, Babupara, Birbhum, West Bengal – 731303** on any working day between 04/01/2021 to 19/01/2021 from 10.00 AM to 5.00 PM by payment of Demand Draft of Rs. 6,000 in favour of **Tarasankar Panchagram Seva Samity, UCO Bank, Bolpur**.
9. Tender should be submitted in separate envelopes for Technical Bid and Financial Bid along with earnest money of 2% of the tender value and can be deposited along with tender document in **separate envelope**. The Demand Draft of earnest money should be in the name of **Tarasankar Panchagram Seva Samity, UCO Bank, Bolpur on any Indian Nationalized/Scheduled Commercial Bank (Account payee demand draft)**
 - a. 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.



- b. 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 or to execute the contract as per tender and IA conditions, will result in the forfeiture of the EMD amount remitted.
10. The IA whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the Working committee. Any such addendum or corrigendum will be uploaded on www.fmc.org.in and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.
11. Tenders received will be opened before the Working Committee on 21/01/2021 at 3.00 PM at Lavpur, Babupara, Birbhum, West Bengal – 731303.
12. **Submission of tender:** The tender will be submitted in sealed envelopes separately for technical bid and financial bid. On each envelop "Tender for **Supply, Installation, testing, commissioning and trial running of the machinery and equipment for Common Facility center (CFC).** 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.
13. The tender will be submitted in sealed envelopes separately for technical bid and financial bid. On each envelop "Tender for **Supply, Installation, testing, commissioning and trial running of the machinery and equipment for Common Facility center (CFC) for Lavpur Banana Fiber Craft Cluster**"
14. Technical Bid and Financial Bid should also be clearly mentioned on envelop.
15. Tenders should be dropped only in the tender box kept at the office of "Tarasankar Panchagram Seva Samity" on or before _____. Tenders will not received by hand.
16. Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before _____. Tenders received after the specified time will not be considered and IA will not be liable or responsible for any postal delays. A tender once submitted shall not be permitted to be altered or amended.
17. The Technical Bid will be opened and considered first. The financial Bid of only eligible firms/agencies will be opened.
18. Interested bidders can participate in bidding process.
19. **OPENING AND EVALUATION OF THE TENDER:** The tender box will be closed at 1700 Hrs as per the office clock on 27.11.2020 and the tenders received in the tender box will only be opened. Tenders received after specified date and time will not be accepted. The Tender will be opened in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
20. Tenders received **without earnest money will not be accepted.**



21. The tenderer firm should submit **implementation plan of supplying & erection of machinery along with other details of the firm**. Incomplete tender will not be accepted.
22. The tendered firm should submit tender 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.
23. Technical Bid/ Financial Bid cannot be withdrawn after opening it. Earnest money can be forfeited in case of withdrawal of bid or not completing the work.
24. 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.
25. Validity:
- a. The rate quoted in the Tender should be valid for the acceptance by the IA for a minimum period of 60 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.
26. The party has to enter into an agreement with Implementing Agency on the Stamp Paper of Rs. 100/- on prescribed Performa.
27. The maximum time frame given for procurement of machinery, erection, and training of CFC personnel is four months positively from the date of placement of final order according to the demand wise machine of the cluster. Otherwise penalty @ 1% will be chargeable on the total value of the tender of number of days delayed.
28. Payment Terms:
- a. Payment of advance along with firm order **should be discouraged** (NO ADVANCE PAYMENT)
 - b. Up to 60% of the cost of the machinery may be released once the machinery is landed in the CFCs.
 - c. 30% cost of the machinery may be released on installation and successful trial run; and
 - d. The balance 10% may be released after successful running of the machine for 800 hours or three months whichever is earlier and production of insurance policy. A certificate in this regard has also to be given.
29. Secretary has reserved the right to accept the bid partially/in full or may reject any or all the bids without assigning any reason.
30. Order for the quantity of machinery will be finalized at the time of placing of final order with and also based on the specification of machines offered.
31. **Warranty and Guarantee of the machines and after sales services to be clearly mentioned. Spare parts of the machinery and others to be available with the suppliers for at least 5 years as and when required.**



32.Clause for forfeiture of EMD amount:

At any point of time, the **Secretary of the Tarasankar Panchagram Seva Samity** finds that the performance of the supplier is not satisfactory; the Secretary reserves the right to terminate the Contract. The loss/ damage suffered by the Cluster will be debited to the bidder assigned for the work from the EMD given. The earnest money will be kept for one year of satisfactory operation of supplied machinery for one year from date of trial run of machines and other quoted items without giving any interest.

Declaration:-

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

(Signature of the authorized person/proprietor)

Name:

Designation:

Name of firm:

Phone No. and Mobile No.:

Seal of the firm:



TENDER FORM-2

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

Technical Bid:-

Part – 1 Description of Items

1. Name of work: Supply and erection (where applicable) of below mentioned items:

Sl No	Name of the machine	Specification		qty
1	Banana Stem cutter	Material	MS & SS	2
		Power	2 hp	
		Cutter Size	18 inch	
2	Banana fibre extractor	Capacity	10-20 kg / hour	4
		Power	1 hp	
3	Yarn making/twisting machine	Automation grade	Automatic	4
		Capacity	200kg/day	
		Max. Pressure	4kg/ sq cm	
		Temperature range	Up to 130-degree c	
		Vacuum up to	35 cm of mercury	
4	Banana mat weaving	Mat weaving loom	Manual type, 20 mts/day	4
		Carpet making loom	Manual	2
		Vertical loom	Manual	4
		Hand loom	Manual	5
5	Banana sheath cup	No of dice	4	1
		Capacity	0.35 TPD	
		Dice size	100 ml	
6	Banana Mat Stitching Machine	Material		20
		Automation grade	Manual	
7	Material transport vehicle	Size	7L*4.8W*4.8H	3
		Height	850KGS	
		Capacity	1 BHK	
8	Banana Fiber Shredder/plant shredder	Capacity	0.5TPH	1
		MOC	Mild Steel (MS IS 2062)	
9	Trommel Screener set	Capacity	1TPH	1
		Screen and size	2 screen, 16mm & 5 mm	
		Feeding Conveyor	0.5m(w), 6 m(length)	
		Process Conveyor	0.5m(w), 6 m(length)	
		Reject Conveyor	0.5m(w), 6 m(length)	
10	Bailing Press	Width of bailing	600 mm	



		Length of bailing	650 mm	1
		Height of bailing	1500 mm	
		Conveyor capacity	500 kg	
		MOC	Mild Steel (MS IS 2062)	
11	Bagging Machine	Capacity	0.25 TPH	1
		Screw Conveyor	25kg supply per each bag	
		Bagging Size	25kg	
		MOC	Mild Steel (MS IS 2062)	
12	Wheel barrow / Shovel Loader			10
13	Automatic water sprinkler machine			1
14	Auto weighing scale			1
15	Bag Closure Machine			1

Part – 2

Details of firm/agency

1. Name of Firm/Agency:
2. Registered Address of Firm/Agency:
3. Name & Phone No. of co-coordinator/contact person:
4. Type of Firm/Agency: OEM/ Registered Wholesaler/ Unregistered wholesaler/ Retailer / Others
5. Registration No. :
6. Year of Commencement of work of the Firm/Agency:
7. Turnover of Firm/Agency for the last 3 years:
8. Minimum turnover of last year:
9. Details of Human resources: (Man power with the firm/Agency)
10. PAN/Service Tax No. of the Firm/Agency: (Please enclose photo copy) and GST No
11. Copy of authorization from Original Manufacturer, in case the tender firm is not OEM and only authorized distributor / suppliers
12. Description of supply of similar items done in the past by: Firm/Agency in past (Please enclosed copies of work order/Invoices)
13. Action plan for present activity



14. Undertaking of not being black listed by any organization in past

15. Other details, (If any):

Miscellaneous:-

1. The minimum turnover of last year 3years of the Bidder Firm/Agency should be **Rs. 75 lacs**
2. A demand draft of Rs. 2% of the tender value is applicable will be enclosed with the technical bid as earnest money in separate envelope The draft will be in favour of **Tarasankar Panchagram Seva Samity, UCO Bank, Bolpur or Account payee Demand Draft from any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank.**
3. Balance Sheet prepared by chartered Accounts for the last three years will invariably be enclosed along with technical bid.
4. Copies of Income Tax returns for the last three years will be enclosed with technical bid.
5. Copy of authorization from Original Manufacturer
6. Copy of PAN/Service Tax Registration Certificate / GST Registration will be enclosed with technical bid.
7. The profile and following details of bidder firm/agency along with photograph, paper cutting, copy of work order will be submitted as under:-

Year	Details of items supplied	Duration	Name of party for whom items supplied
2016-17			
2017-18			
2018-19			

8. Detail of earnest money

DD No.:

Date:

Amount:

Name of the issuing bank:

9. The If the Tender Form is downloaded from the website an amount of Rs. 6000.00 (Rs. thousand only) is essential to be deposited. The details of such amount:-

D.D. No.

Date :

Amount :

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.



Date:

Signature of the authorized person

Name:

Designation:

Name of firm & address:

Phone / Mobile No. :

Seal of the firm:



TENDER FORM-3

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

Financial Bid

No	Machinery for Common Facility Centre	Amount Quoted
1	<ol style="list-style-type: none">1. The amount should be quoted item wise as per above mentioning the specifications2. The amount quoted should be inclusive of all type of taxes, freight, loading, unloading, erection charges, installation charges and one-month training and no separate payment will be made for taxes and others. Bifurcation to be mentioned in separate sheet which is to be enclosed.3. One month operational support without any charge4. One year warrantee and guarantee with spare parts without charge5. Above should be mentioned clearly.	

Delivery at: FOR including loading and delivery charge.

Warranty and Guarantee of the machineries and service: Warranty and Guarantee of the machines and after sales services to be clearly mentioned. Spare parts of the machinery and others to be available with the suppliers for at least 5 years as and when required.

Total amount in words:-

Place :

Date :

Signature of the authorized person

Name:

Designation:

Name of firm & address:

Phone / Mobile No. :

Seal of the firm:



ANNEXURE – X

CHECKLIST OF DOCUMENTS

Documents to be enclosed :

SL.NO	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Secretary, Implementing Agency Tarasankar Panchagram Seva Samity	
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions	
3.	Demand Draft for Rs. ____/- (Rupees Fifty thousand only), in favour of "Tarasankar Panchagram Seva Samity" UCO Bank payable Bolpur or Account payee Demand Draft from any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank towards Earnest Money Deposit.	
4.	Authorization letter from the Company for the person to sign the tender	
5.	Details of the Tenderer as per tender documents	
6.	Average annual turnover statement duly certified by a Chartered Accountant	
7.	List of Similar order executed in last 3 years	
8.	Declaration for not having black listed by any other Govt. agencies	
9.	The copy of certificate of incorporation/registration.	
10.	Copy of Memorandum and Articles of Association	
11.	Copy of Registered Partnership deed, in case of Partnership Firm	
12.	Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card	
13.	Valid Authorized Dealership Certificate	
14.	Purchase Orders issued by the clients	
15.	Performance certificate issued by the clients	
16.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2016-17, 2017-18 and 2018-19.	
17.	Latest I.T return	
18.	Notarized translated English version of the documents in a language other than English, if any	



Documents to be enclosed

SL.NO	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Implementing Agency	
2.	Price Bid 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 **Supply, Installation, testing, commissioning and trial running of the machinery and equipment for Common Facility center (CFC)**" addressed to **Tarasankar Panchagram Seva Samity, Lavpur, Babupara, Birbhum, West Bengal – 731 303**, containing the name and address of the Tenderer.

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

