



Foundation for MSME Clusters (FMC)

**Terms of Reference (ToR) for appointing as a reputed Manufacturers / Authorized Dealers Equipment for the Common Facility Centers (CFC) to be set up at Bangiriposhi block of Mayurbhanj district of Odisha**

**Tender Notice No. FMC/HDLC/25-26/003**

**Date: 02.01.2026**

**Project code/ Project Title: HDFC PARIVARTAN- Driving Sustainability, Green Livelihoods, and Women's Empowerment through Cluster & Value Chain Development**

Sealed Tenders are invited by Foundation for MSME Clusters, the Implementing Agency (IA) of HDFC PARIVARTAN Driving Sustainability, Green Livelihoods, and Women's Empowerment through Cluster & Value Chain Development project, from reputed Manufacturers / Authorized Dealers for supply, erection, installation and commissioning of the following Machinery & Equipment for the Common Facility Centres (CFC) to be set up at Bangiriposhi block of Mayurbhanj district of Odisha

The Tender are available at <https://www.fmc.org.in/tender>. Please apply by **9th January, 2026 (till 12:00 hrs)**. The tender submission by Electronically (email). For any query, please email at [procurement@msmefoundation.org](mailto:procurement@msmefoundation.org), CC [accounts@msmefoundation.org](mailto:accounts@msmefoundation.org), [hr@msmefoundation.org](mailto:hr@msmefoundation.org)

**Stipulated Timelines:**

**Date of Publication:** 02<sup>nd</sup> January 2026

**Last Date of Application:** (9<sup>th</sup> January 2026) till 12:00 hrs

**Date of Bid opening:** (9<sup>th</sup> January 2026) at 15:00 hrs

**Award of Contract:** The quotation soft copies are to be mailed on the above email IDs

The tender schedule along with detailed Technical Specification can be downloaded at free of cost from the website [www.fmc.org.in](http://www.fmc.org.in) upto 9<sup>th</sup> January,2026(till 11.55) Hrs.

The last date for submission of E tenders is upto (9<sup>th</sup> January 2026) till 1200 Hrs on and the same will be opened on the same day at 1500 Hrs.

sd/-

**Executive Director**  
**Foundation for MSME Clusters**



Foundation for MSME Clusters (FMC)



**Tender Notice No. FMC/HDFC/25-26/003**

**Date: 02.01.2026**

**Supply, erection, installation and commissioning of the Machinery & Equipment for the common facility centres for processing millet and making values added products at Bangiriposhi Block of Mayurbhank district, Odisha.**



Foundation for MSME Clusters (FMC)

## **TENDER FOR THE SUPPLY, ERECTION, INSTALLATION AND COMMISSIONING OF MACHINERY AND EQUIPMENTS FOR Millet PROCESSING AND VALUED PRODUCT MAKING COMMON FACILITY CENTERS**

### **1. PREAMBLE**

The Foundation for MSME Clusters (FMC), as the Implementing Agency of the **HDFC PARIVARTAN** - Driving Sustainability, Green Livelihoods, and Women's Empowerment through Cluster & Value Chain Development Project supported under the CSR initiative of the **HDFC PARIVARTAN**, invites sealed tenders from reputed Manufacturers / Authorized Dealers under a "Two Cover System" for the **supply, erection, installation and commissioning of machinery and equipment for millet value-added product making units**.

The project envisages the establishment of **six processing units at four villages located in Bangiriposhi Block of Mayurbhanj District, Odisha**, with a focus on empowering rural communities through sustainable livelihood generation, nutritional security, and promotion of millet-based enterprises.

Through this tender, FMC seeks to procure and install millet processing and product-making machinery that will enable the production of diversified value-added products such as flour, traditional snacks, bakery items, noodles, pasta, and puffed products. The selected supplier will also be responsible for providing training and technical support to the local producer groups to ensure effective utilization and maintenance of the machinery.

The tender notification has been published with the scheduled date of opening of tenders fixed as **09-01-2026 at 1500 Hrs**. Bidders are advised to refer to **Annexure I** for detailed technical specifications of machines

### **2. SCOPE OF SUPPLY & SERVICE**

- a) Interested bidders can participate in bidding process for either one or entire set of machines.
- b) The successful tenderer should undertake supply, erection and commissioning of above machinery. The detailed specifications are given in Annexure-1.  
**The Selected Supplier will also have to provide training and support for operating the machines & equipment's supplied for a period of 15 days to the staffs of the Common Facility Centre.**
- c) The successful tenderer should complete the supply, erection, commissioning within 55 days (45 Days' Supply, 5 days Installation, 5 days performance test)

### 3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
3(a)	The tenderer should be a registered legal entity.	<p>(i) In case of Private / Public Limited Companies,</p> <ul style="list-style-type: none"> <li>• Copy of Incorporation Certificate issued by the Registrar of Companies</li> <li>• Copy of Memorandum and Articles of Association</li> </ul> <p><b>or</b></p> <p>(ii) In case of Partnership Firm,</p> <ul style="list-style-type: none"> <li>• Registered Partnership deed</li> </ul> <p><b>or</b></p> <p>(iii) In case of Proprietorship Concern,</p> <ul style="list-style-type: none"> <li>• Copy of Udyog Aadhaar/ GST Registration Certificate / PAN Card.</li> </ul>
3(b)	The tenderer should be a manufacturer or authorised Dealer of Machineries for which Tenders are called for	<p>(i) Valid Udyog aadhaar / Udyam <b>or</b></p> <p>(ii) Valid Dealership Certificate or relevant documents from Manufacturer. <b>or</b></p> <p>(ii) Valid registration of GST</p>
3(c)	The tenderer should have at least 3 years of experience in manufacturing or Trading of food processing Machinery.	<p>(i) Purchase orders issued by clients <b>or</b></p> <p>(ii) Performance certificate issued by clients <b>and</b></p> <p>(iii) List of Similar order executed as per Annexure-V</p>
3(d)	The tenderer should have reported a minimum Average Annual Turnover of Rs. 50.00 lakhs in the last three consecutive financial years i.e. 2022-23, 2023-24, 2024-25	<p>The average annual turnover statement duly certified by Chartered Accountant with UDIN number as per Annexure IV</p> <p><b>or</b></p> <p>The Annual Report/ certified copies of Balance Sheet, Profit &amp; Loss statement along with schedules for the last 3 consecutive financial years</p>
3e	The tenderer should not have been blacklisted for supply of any items or services by any Government departments/ agency	The declaration form as Annexure VI should be enclosed.



#### **4. LANGUAGE OF THE TENDER**

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

#### **5. PURCHASE OF TENDER DOCUMENTS**

a) The tender document shall be downloaded from [www.fmc.org.in](http://www.fmc.org.in) 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 (02.01.2026) to (09.01.2026) prior to bid submission deadline.

#### **6. CLARIFICATION ON THE TENDER DOCUMENTS**

The tenderers may ask for queries in any of the clauses in the tender document , Such queries may be sent by e- mail to [procurement@msmefoundation.org](mailto:procurement@msmefoundation.org). FMC will upload the clarification on [www.fmc.org.in](http://www.fmc.org.in) is binding on the part of tenderers to check the above said websites for any amendments or clarifications posted during the entire tender process.

#### **7. AMENDMENT OF TENDER DOCUMENTS**

FMC whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the tender committee. Any such addendum or corrigendum will be uploaded on [www.fmc.org.in](http://www.fmc.org.in) and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.

#### **8. 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.

#### **9. SUBMISSION OF TENDER IN TWO COVER SYSTEM**

- (a) Interested bidders can participate in bidding process for either one machine or for entire machines
- (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 for machines should be submitted in two parts:
  - i. Part I will cover technical bid and



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**Bidders will have to submit Detailed Specification as per format given in Annexure – II, Part – I**

ii. Part II will cover price bid/password protected

(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 sent the tender document in two separate PDF files. Part I to be superscripted as "**Part I – Technical bid**" and Part II to be password protected file, superscripted as "**Part II – Price bid**" respectively, the subject line of the mail should be "**Tender for Supply, erection and commissioning of Machinery for Common facility center for Millet processing and value added product making**"

(f) A tender once submitted shall not be permitted to be altered or amended.

**10. EARNEST MONEY DEPOSIT**

(a) The Tender should be accompanied by an Earnest Money Deposit (EMD)of amount Rs 76,000 (seven six thousand only) in the form of Account Payee Demand Draft drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of "Foundation for MSME Clusters", payable at New Delhi. 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

(b) 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.

(c) To qualify for this exemption, MSEs must be registered with relevant authorities such as the National Small Industries Corporation (NSIC) or District Industries Centres (DIC). For this purpose, a valid EM-II or production certificate is required. (b) Startups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT) under the Startup India initiative are also eligible for exemption from submitting the EMD.

(d) If the tenderer emerges as the successful bidder and after subsequent issuance of letter of acceptance by the FMC, 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.

**11. VALIDITY**

(a) The rate quoted in the Tender should be valid for the acceptance



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by the FMC 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.

## **12. OPENING AND EVALUATION OF THE TENDER**

Procurement Committee will open the technical bid. **Bidders will have to submit Detailed Specification for each machine as per format given in**

**Annexure – II, Part – I.** The Technical bid will be evaluated by the tender committee in terms of the qualification Criteria and detailed Specification of the Machinery. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished After the completion of evaluation of technical bids, the tenderers declared as qualified by the Committee, the committee will opening of Price bid (Part II) taking the password of the financial bid

## **13. PRICE OFFER**

- (a) The Price bid should be kept only in the Part II cover.
- (b) The price bid should be prepared as per Annexure-IX and include the cost of training of staff of CFC for a period of 5 days as per Clause 22.
- (c) The price should be neatly and legibly written both in figures and words.
- (d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.
- (e) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.

## **14. EVALUATION OF THE PRICE**

- (a) The procurement committee will examine for complete, properly signed and error-free nature of the Price bid (Part II)
- (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).
- (c) Only after technical evaluation vendor will qualify for financial bid

## **15. AWARD OF THE CONTRACT**

- (a) The Tenderer who has quoted lowest price (L1) will be invited for



negotiations. After finalizing the negotiated rate, Letter of Acceptance will be issued.

(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.

## 16. SECURITY DEPOSIT

(a) On receipt of the Letter of Acceptance from FMC, 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 Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of two Months in favour of "foundation for MSME Clusters", payable at New Delhi within 10 (Ten) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit. **One completion of the contract the bidder will have to submit a Bank Guarantee of 5% of the Value of contract as performance security for a period of 1 year before release of final payment.**

(b) Any other amount pending with FMC 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.

## 17. ISSUE OF PURCHASE ORDER

After payment of Security Deposit and successful execution of the agreement, Purchase Order will be released within seven days by the FMC. The successful tenderer should complete supply, erection and commissioning of the machineries as stipulated in the Schedule of Supply & Service Section of this tender document.

## 18. SCHEDULE OF SUPPLY

(a) The Specifications of Machineries proposed to be procured under this tender should be as per Annexure-I.

(b) The delivery of Machineries as per Annexure -I shall be completed as per

### Clause 2 C.

- (c) The erection and commissioning of delivered items have to be completed within the time specified in Section 2C from the date of delivery Delay beyond this period will attract penalty.
- (d) The performance test of all the machine should be completed within the time specified in Section 2C from the date of commissioning of the machinery.
- (e) All Machinery along with supporting attachments should be delivered and installed at Bangiriposhi block, District: Mayurbhanj, Odisha.
- (f) If the contract is not completed within the stipulated time or extended time, FMC 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.
- (g) In the event of non-performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the Contractor, has not fulfilled the contractual obligations with Foundation for MSME Clusters in any manner during the currency of the contract or also found on later date, FMC reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 5 years.
- (h) Every step will be taken by the FMC to make infrastructure ready at the scheduled time of dispatch of Plant & Machinery. If there is any delay due to any reason on the part of the FMC, release of payment will be considered on the basis of delivery schedule given in Purchase Order

## 19. PERFORMANCE TEST

- (a) The successful tenderer shall demonstrate the performance of all the Machinery with supporting 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 FMC
- (c) The performance tests should be completed within 5 days from the date of Installation of all the Machineries with supporting accessories.

## 20. TRAINING OF STAFF

- (a) The tenderer/ Selected supplier should provide training to Staffs on the operation and maintenance of Machinery with supporting accessories for manufacture of millet value added products after the

completion of performance test for a period of 5 days

(b) The tenderer/ Selected supplier should provide 2 hard copies and soft copies of brochures & operation manual for all the machinery with accessories for manufacture of garments for each machine.

## 21. PERFORMANCE GUARANTEE

21.1 All the machinery and its accessories proposed to be procured under this tender are to be guaranteed, for a period of Twelve months from the date of completion of performance test against manufacturing defect, bad workmanship or poor performance.

21.2 During performance guarantee period of 12 months they should attend any call from FMC immediately, in case of any problems, related to operation or malfunctioning of the machine, without any delay for regular functioning of the cluster. The above service should be done at Free of Cost.

21.3 Supplier will have to submit a Bank Guarantee (**Performance Security**) equivalent to 10% of the Contract value for a period of one year from the date of commissioning of machinery and before release of the 5% Security Deposit.

## 22. PAYMENT TERMS

- 30% of the agreed payment will be made as an advance within 2-3 working days after acceptance of the work order.
- 30% payment will be made after all machinery and equipment are delivered to the site.
- 30% payment will be made after successful installation, trial run of the machine, and completion of training to CFC personnel.
- 10% payment will be made after 800 hours of successful running of the machine or three months, whichever comes first.

## 23. PENALTY

- Failure to execute the entire contract (Supply to Performance test) within the stipulated time from the date of issue of work order / signing of agreement will attract a penalty of 1% per week, on the full value of the contract upto a maximum of 5%. Delays beyond 5-week period will result in cancellation of order.
- FMC to inspect the site at any point of time during the contract period to ensure the progress and quality of work carried out. During the inspection, if any discrepancies found in the quality of work / material used, the FMC, with the approval of the tender committee, reserves the right to order for any rework(s) / replace any item(s) of material, as the case may be, in order to ensure the quality of work / progress as per the contract terms.
- Any delay on the part of FMC should be intimated and sorted out immediately without affecting the progress of works.

## 24. TERMINATION OF CONTRACT

FMC 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.

## 25. GENERAL CONDITION

- (a) Conditional tender in any form will not be accepted.
- (d) Any notice regarding any matters, to the contractor shall deemed to be sufficiently served, if given in writing to his usual or last known place of business.
- (e) All the items of supply tendered shall be new and in any circumstance sold, refurbished or second-hand machines/equipment's/components will not be accepted.
- (f) The Tender Committee reserves the right to reduce or enhance quantity of items of supply without assigning any reason thereof.
- (g) Tender committee reserves the right to relax or waive or amend any of the tender conditions.
- (h) The successful tenderer shall not outsource/off load either full or part of the work to any other agency / individual without the written consent of the FMC
- (i) 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.

## 26. 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 the 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 Executive Director, Foundation for MSME Clusters for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act 2015.
- (b) The venue of the Arbitration shall be at Cuttack. 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 Odisha only.

## 27. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfilment 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 Cuttack, Odisha.



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We agree to the above terms and conditions.

**SIGNATURE OF THE TENDERER:**

**DATE:**

**NAME IN BLOCK LETTERS:**

**DESIGNATION:**

**ADDRESS**

**ANNEXURE – I**  
**Specification of Machinery to be Supplied**

Sl. No.	Item Description	Key Technical Specifications (Summary)	Unit	Qty
1	Millet De-Stoner with Grader cum Aspirator	Positive pressure type; MS channel frame; dynamically balanced fan; motors: 2 HP + 0.5 HP; 220V, 50 Hz, single phase; capacity 50-60 kg/hr (wheat basis)	Nos	1
2	Gas Fired Roasting Machine	Batch type; SS 304 U-shaped container (2 mm); SS jacket (1.5 mm); MS frame; worm gear tilting; LPG burner heating; 1 HP motor with gearbox; batch capacity 50 kg millet	Nos	1
3	Micro Pulveriser with Cyclone System	MS base frame; MS body; 12 HSS beaters (62-64 HRC); 2 HP motor; SS screens (1 mm & 1.5 mm); cyclone system; complete with pulleys, V-belts & foundation bolts; capacity ~25 kg/hr	Nos	2
4	Stainless Steel Storage Tank	SS 304 grade; argon welded & polished; body 18 SWG; top cover 20 SWG; capacity 50 litres (brimful)	Nos	1
5	Sugar Grinder	MS channel frame; SS body; 4 heavy-duty hammers; 2 HP motor; double ball roller bearings; capacity ~10 kg/hr	Nos	1
6A	Chowmein Mixing Machine	'U' shaped mixer; SS 304 construction; MS angle support; 1 HP motor; batch capacity 15 kg	Nos	1
6B	Chowmein Making Machine	Wooden frame; cutting comb; 6 wooden rollers; 3 HP motor; capacity 50 kg/hr	Nos	1
7	Steaming Pan (Electric)	Rectangular; SS 304; argon welded; electric heater 9 kW; wooden hanging rods; size 60"×30"×20"	Nos	1
8	Hot Air Dryer (Electric)	Aluminium inner chamber; GI middle; MS outer cabinet; 75 mm glass wool insulation; 6 kW heaters; PID controller with PT-100; 2 blowers (1 HP each); 24 trays; input capacity 50 kg	Nos	1
9	Pasta Making Machine	Main motor 5 HP; mixer motors 2 HP ×2; vacuum pump 1 HP; cutting motor 0.5 HP; three dies (pasta, macaroni, vermicelli); capacity 50 kg/hr	Nos	1
10	Dough Mixer	SS 304 bowl (3 mm thick); MS support structure; 1 HP motor; capacity 10 kg per 15 minutes	Nos	1
11	Gas Heated Deck Oven	Inner size 30"×24"×12"; SS inner & outer chamber; MS frame; 4" glass wool insulation; spring-loaded door; two V-shaped gas burners with control knob	Nos	1
12	Bread Slicer	Food-grade construction; semi-automatic; uniform slicing; safety blade guard	Nos	1
13A	Manual Packing Machine - Millet Powder	Manual packing for 500 g, 1 kg & 5 kg	Nos	1



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13B	Manual Poly Packing Unit - Laddu & Arisa Pitha	Manual sealing & packing	Nos	1
13C	Manual Packing Unit - Chowmein & Pasta	Manual packing system	Nos	1
13D	Manual Packing Unit - Bread & Rusk	Manual packing system	Nos	1
14	Electronic Weighing Scale	Digital display; food-grade; suitable for packaging	Nos	4

**Note: The quality of the machine to be supplied should conform to the standards specified by FSSAI.** The Selected Supplier will also have to provide training and support for operating the machines & equipment's supplied for a period of 5 days to the staffs of the Common Facility Centre.



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## ANNEXURE II

### PART - I

From Name Address

Date

To

**Foundation for MSME Cluster**

USO House, 2nd Floor, USO Road, off Shaheed Jeet Singh Marg,  
6 Special Institutional Area, New Delhi, 11006

Sir,

**Sub:** Tender for the supply, erection, and commissioning of Machinery for common facility centers for making millet value added product - Submission of Part I -

**Reg**

**Ref: Tender Notice No. ...., Dated : .....**

With reference to your tender notice, we submit herewith our sealed Tender for the supply, erection, and commissioning of Machinery for common facility centers for making millet value added product, as specified by FMC 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. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only), in favour of "**Foundation for MSME Clusters**", Drawn on \_\_\_\_\_ Bank payable at **New Delhi**, towards Earnest Money Deposit.
- 3) Authorization letter from the Company for the person to sign the tender.
- 4) Details of the Tenderer (as per Annexure-III)
- 5) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV).
- 6) List of Similar order executed in last 3 years as per Annexure-V
- 7) Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI).
- 8) Declaration for not having tampered the Tender documents downloaded from the websites [www.fmc.org.in](http://www.fmc.org.in) (Annexure-VII).
- 9) The copy of certificate of incorporation/registration (If applicable)
- 10) Copy of Memorandum and Articles of Association (If applicable)
- 11) Copy of Registered Partnership deed, in case of Partnership Firm (If applicable)
- 12) Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card
- 13) Valid Dealership Certificate in case of an Authorised Dealer
- 14) Purchase Orders issued by the clients.



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- 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 2022-23, 2023-24 and 2024-25.
- 17) Latest I.T return.
- 18) Notarized translated English version of the documents in a language other than English, if any.
- 19) We are also enclosing the detailed Specification for the Equipment being supplier.

**Yours Faithfully**  
**Signature & Seal**

**Name and Designation of Authorized Signatory**

**Enclosed : As stated above**



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## ANNEXURE II

### Part I - Continue

Sl. No.	Name of the Machinery	Detailed Specification	Power Consumption (In KWh)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Note:** 1) Insert additional rows if required

- 2) To be filled for each machine being supplied
- 3) The tender would be rejected if the above details are not provided
- 4) The Specification proposed by the supplier can be different from that specified in the tender, however the overall production capacity and material of construction has to be same as that specified in Annexure 1 of this tender document.

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



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**ANNEXURE – III**  
**DETAILS OF THE TENDERERS**

1. Name of the Tenderer	
2. Registered Office Address	Telephone Number: Fax : Email : Website, if
3. Contact Person	Name: Designation : Phone: Mobile: Email:
4. Date of Incorporation	
5. Legal Status	Proprietorship/partnership/Pvt. Limited/Public Limited/ others(Pl. mention)
6. Manufacturer / Authorized Dealer	
7. Brief profile of the tenderer	
8. Number of staffs on regular payroll	Technical: Administration:
9. PAN Number	
10. GST Registration Number	

**Yours Faithfully**

**Signature & Seal**

**Name and Designation of Authorized Signatory**



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**ANNEXURE – IV**  
**ANNUAL TURNOVER STATEMENT**

The Annual turnover of M/s ..... for the past three years are given below and certified that the statement is true and correct.

<b>S.no</b>	<b>Year</b>	<b>Turnover (Rs. in lakh)</b>
1	2022-2023	
2	2023-2024	
3	2024-2025	
	Total	
	Average annual turnover	

**DATE :**

**SIGNATURE & SEAL OF THE TENDERER**

**SIGNATURE OF CHARTERED ACCOUNTANT  
(with seal, Reg. No. and Address)**



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### ANNEXURE – V

#### **List of clients to whom similar machinery have been supplied in the past 3 years**

*(Please provide the details for each project in separate sheet along with work Order/completion certificate from client)*

<b>S.No</b>	<b>Name &amp; Address of the Client</b>	<b>Details of item / machinery supplied</b>	<b>Year of Supply</b>	<b>Cost (Rs.in Lakhs)</b>	<b>Work Order &amp; Completion certificate enclosed (Yes/No)</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					

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



Foundation for MSME Clusters (FMC)



## **ANNEXURE – VI CERTIFICATE**

**DATE:**

Certified that M/s...../ the firm /company or its partners /shareholders had not been blacklisted by any Government Agencies.

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



Foundation for MSME Clusters (FMC)

**ANNEXURE – VII**  
**DECLARATION FORM**

**DATE:**

a) I/We ..... having our office at ..... do declare that I/We have carefully read all the conditions of tender sent to me/us by the M/s. **Foundation for MSME Clusters**, for the tenders floated vide tender ref No. .....for the supply, erection, installation and commissioning of Machineries for common facility centers for making millet value added product and will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site [www.fmc.org.in](http://www.fmc.org.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 M/s. **Foundation for MSME Clusters** or prosecuted.

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



Foundation for MSME Clusters (FMC)

**ANNEXURE – VIII**

**PART – II**

From

Date :

Name

Address

To

**Foundation for MSME Cluster**

USO House, 2nd Floor, USO Road, off Shaheed Jeet Singh Marg,  
6 Special Institutional Area, New Delhi, 11006

**Sir,**

**Sub:** Tender for the supply, erection, installation and commissioning of Machineries & Equipment's for common facility centers for making millet value added product)-  
Submission of Part II - **Reg**

**Ref: Tender Notice No.** ..... Dated: .....

In continuation of our above tender, we submit herewith the price offer for the "Supply, erection, installation and commissioning of Machineries for common facility centers for making millet value added product" as specified by FMC in this tender document.

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

Yours faithfully,

**SIGNATURE & SEAL OF THE TENDERER**

## **ANNEXURE – IX**

## Price Bid

**Amount in Words** \_\_\_\_\_ **only**

## Note:

- a) The prices above are inclusive of Packing, Forwarding, Freight, Insurance, erection & Training of personnel
- b) The lump sum offer shall provide for all superintendence, labour, technical assistance, material, plant, equipment and all other things required for executing and completing all the works as per defined Scope of Supply & Service.

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

**Note: Tenders submitted with password protected would summarily be rejected.**