

ATMA, SIMDEGA
BID DOCUMENT (Very Short Tender Notice)

**INVITATION OF BIDS FOR SUPPLY & INSTALLATION OF NTFP PROCESSING
EQUIPMENTS IN SIMDEGA DISTRICT**

Sealed tenders are invited for supply of & INSTALLATION OF NTFP PROCESSING EQUIPMENTS in CENTRAL SPONSERED SCHEMES in Simdega district.

Two Bid System (Technical & Financial) from reputed agencies who have at least 3 (three) years experience in supply of similar items. Tender can be submitted by hand or by Speed post/ Registered post. If the tender is sent by post, ATMA will not be responsible for delay in postal transit. Tenders received after due date and time will be rejected.

1. Important dates for Tender

- 1.1. Date of issue of tender documents: 24.09.2019 from 10.00 hrs. to 26.09.2019, up to 17.00 hrs on all working day from 10.00 am to 5.00 pm.
- 1.2. Cost of tender documents: The intended bidders may purchase tender documents from Project Director, ATMA, Simdega, by non-refundable payment of Rs. 1000/- (Rupee one thousand only) in cash.
- 1.3. Last date of submission of sealed tender documents: On 27.09.2019 till 12.00 hrs at ATMA, Simdega, - 835223, Jharkhand, India.
- 1.4. Opening of technical bid: On 28.09.2019 at 15 hours in ATMA, Simdega in front of tender committee. All the bidders or their duly authorized representative may remain present at time of tender opening for any clarification sought by the tender committee.
- 1.5. On the date of opening, only Technical Bid will be opened. Financial Bid shall be opened subsequently only of those bidders, whose technical bid qualifies as per the laid norms of tender. The date of opening of financial bid of qualified bidder shall be announced by the tender committee.

2. Tender Procedure

- 2.1. The Bidders should submit the proposal in two parts:
 - (a) Technical Bid and (Envelop Marked 'A')
 - (b) Financial Bid. (Envelop Marked 'B')
- 2.2. Technical part should contain all such documents as mentioned in Para 4.1 of the Bid Document.
- 2.3. Financial part should contain the Financial Bid inclusive of all admissible comprehensive taxes, duties and levies etc. The details of the financial bid should also be included for better appreciation of the bid.
- 2.4. These two parts should be submitted in separate sealed and super scribed envelope.

2.5. Both the envelopes should then be sealed in a third envelope marked as **“TENDER FOR SUPPLY & INSTALLATION OF NTFP PROCESSING EQUIPMENTS IN SIMDEGA DISTRICT”**.

The bidder should also super scribed on the envelope the name of the firm, address and tender notice number & date and the word inscribed **“Don’t open before 15 hours on 28.09. 2019”**.

2.6. All the Bidders should send the tender at the following address:

Project Director, ATMA, Simdega, Jharkhand.

2.7. Tentative quantity of tendered items is as follows:

S. N.	Name of the Items/Goods	Approximate Quantity
1.	Manual Karanja Pod decorticator	6
2.	Manual Mahua seed decorticator	6
3.	Oil expeller (150 Kg/hr)	2
4.	Pulverizer	2
5.	Tamarind seed separator	2
6.	Tamarind brick maker	2
7.	Mango Skin Peeler	2
8.	Raw mango slicer	2
9.	Automatic pouch filling & sealing machine	2
10.	Bottle sealing machine	2
11.	PVC drum (200 lit)	20
12.	Storage bean (200 lit)	20

3. Scope of Work

The scope of work shall be complete supply, installation & operational training of the above equipments at selected locations of the district.

4. Guidelines for Submission

Interested firms/ companies/agencies with requisite experience may submit required documents in two packets (Technical & Financial Bids) as detailed below:

The list of essential documents which must be submitted with two Packets:

4.1 Technical Bid (Packet-I-Envelop ‘A’)

- 4.1.1 Earnest money (refundable) in the form of Demand Draft issued by any nationalized Bank amounting Rs.5,000 (Rupees five thousand only) in favour of Project Director, ATMA, Simdega.
- 4.1.2 Cheque / Bank guarantee / fixed deposit receipts / NSC etc. are not acceptable towards deposit of earnest money.
- 4.1.3 Photocopy of GST Registration Certificate in Jharkhand State, valid at the time of opening of technical bid.
- 4.1.4 If the bidding agency is not registered under Jharkhand Sales Tax department, then they must give an undertaking through notary affidavit that “They will supply the items after payment of GST on their own”.

- 4.1.5 IT return certificate and Audited Balance Sheet for last three financial years 2015-16, 2016-17 & 2017-18 of the bidder. The minimum average turnover of last three years should not be less than 50 lakhs.
- 4.1.6 An affidavit (notarised non judicial stamp of Rs. 50/-) mentioning that “*Our company/agency is not black listed by any Government / Semi government organization.* (Annexure II). Affidavit besigned by Director/ Proprietor of the firm/company.
- 4.1.7 If the bidder is not a manufacturer then he should produce authorization certificate from the manufacturer.
- 4.1.8 The authorization letter should be addressed to Project Director, ATMA, Simdega. Photocopy or Fax copy shall not be accepted.
- 4.1.9 List and full address with phone numbers of their clients in India, where they have supplied similar items which they are quoting in this tender document should also be submitted by the bidders.

4.2 Financial Bid (Packet – II-Marked Envelop ‘B’)

- 4.2.1 The rates should be quoted F.O.R. destination.
- 4.2.2 Price should be quoted inclusive of all admissible taxes and transportation costs.
- 4.2.3 Cutting or overwriting on the financial bid will disqualify the bid.
- 4.2.4 The technical bid submitted will be evaluated on the basis of the following criteria:-
(Max. - 100 marks)

S. N.	Criteria	Marking Scale	Maximum Marks
1.	Number of years in manufacturing/ supply of such items	15 marks for 3 years and 3 marksfor each additional year after 3years	30 marks
2.	Annual turnover, which will beaverage of 2015-16, 2016-17& 2017-18 on the basis of auditedbalance sheet	20 marks for 50 lakh and 5 marksfor each additional 25 lakh	40 marks
3.	Number of single order worth Rs.25 lakh and above	3 marks for each such order with15 maximum marks	15 marks
4.	Empanelment with state govt. agencies as supplier of tendered items	3 marks for each item category with 15 maximum marks	15 marks
	Total		100

5. Selection Process

A nominated committee will evaluate the technical bid received. Technical assessment will bebased on technical evaluation criteria as mentioned in Para 4.1. On the basis of technical assessment, top bidder scoring more than 50%, or as decided by the technical assessment committee, will be selected and the financial bid of only those agencies will be opened.

The job of supplying various items will be awarded to the bidder who quoted the minimum pricefor the items with specified technical specification as specified in the tender document.

7. Supply of goods/items

- 7.1 Goods/items should be supplied within stipulated time as quoted in supply order.
- 7.2 1% per day of total supply order as penalty shall be paid by the supplier.
- 7.3 The goods/items damaged during transport shall not be accepted.
- 7.4 The equipment should confirm the standards of ISI.

8. Terms of Payment

- 8.1 Full payments of items shall be made only after obtaining satisfactory report from the field level executives/ VO and after deduction of T.D.S.
- 8.2 Payment shall be made by the Project Director, ATMA, Simdega after compliance of all criteria related to supply of good and physical verification by the field representative.

9. Forfeiture of Security Deposit

Security Deposit in full or part may be forfeited in the following cases:

- (i) When the terms and conditions of contract is breached.
- (ii) When the bidder fails to make complete supply of items satisfactorily.
- (iii) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of Project Director, ATMA, Simdega, in this regard shall be final.

10. Signing of the Bid

Bid shall be signed by the bidder or by his duly authorized person holding power of attorney for signing the bid document.

11. Amendment of bid document

At any time prior to the deadline for submission of bid, the Project Director, ATMA, Simdega or authorised on behalf, may, for any reason whether on own initiative or in response to clarification requested by a prospective bidder, modify the bid document by amendment. The amendment will be notified in writing or, by FAX or E-mail to all prospective bidders who have purchased bid document.

12. Other Terms & Conditions

- a. The quantity mentioned in the tender document is tentative and subject to increase or decrease at the time of finalization of tender/supply order.
- b. The undersigned reserves the right to accept or reject in part or as a whole any of the proposal received or cancel the tender document without assigning any reason.
- c. The authority issuing the order reserves the right to cancel whole or part of the supply orders of those suppliers, who are found to be defaulter for delayed in supply of items.
- d. All disputes arising out of the agreement will be settled by mutual discussion failing which shall be decided by a sole arbitrator. The sole arbitrator may be appointed by mutual consent of the parties. The decision of the arbitrator will be binding on both the parties.
- e. Any legal matter related to this tender shall be under jurisdiction of Hon'ble Jharkhand High Court, Ranchi.
- f. Approved rate is valid up to one year/ agreement period.
- g. The detail name & specification of items are attached with this tender document.

- h. Any of the Financial Terms & Conditions not covered in this bid document shall be governed as per the provisions of General Finance & Accounts Rules prescribed by the Government of Jharkhand.

Note: Terms and Conditions and Bid Document is available on the website www.jharkhand.gov.in & collectoratenotice board.

Sd -

Project Director
ATMA, Simdega
Jharkhand