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Divisional Office – Somalwar Bhavan, 2nd Floor,
Plot No. 13, Mount Road Extension,
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&

Shri Vyankatesh Sewa Samiti
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**Cluster Name: Pandit Deendayal Upadhyay Tribal Women Bibba
processing Cluster**

**TENDER DOCUMENT FOR
PROCUREMENT OF MACHINERY & EQUIPMENTS, TOOLS.
FOR
COMMON FACILITY CENTRE AT
Amani, Tal-Malegaon, Dist – Washim Pin – 444 505**

**Tender Document Prepared By: Time Industrial & Entrepreneurship
Development Institute (TA)**

Tender No.:	A-001
Date of Issue/Sale Of Tender Document	24 ^t June,2020
Pre-Bid Meeting Date	10 th July, 2020
Last Date Of Submission Of Tender	16 th July, 2020
Date Of Opening Of The Tender	23 rd July, 2020
Price Of Tender	Rs.2000/- (Plus 18% GST)

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INTRODUCTION

Washim is a district in Maharashtra, India. The headquarters is at Washim. Washim district is located in the western region of Vidharbha. Akola lies to its north, Amravati lies to its north-east, Hingoli lies to its south, Buldhana lies to its west, Yavatmal lies to its east. The important cities are Washim, Risod, Karanja, Malegaon, Mangrul Pir, Manora and Shirpur. Washim is the largest city in the district. It also has a railway junction. By railway is connected to Akola, Purna, Nanded and Khandwa. Karanja is another city. It has another railway junction. There are some parts covered by the forests. There are mainly two regions. Both the regions are protected under Katepurna Wildlife Sanctuary and Karanja Sohul Wildlife Sanctuary According to the 2011 census Washim district has a Population of 1,197,160 respectively. The district being a producer of cotton, industrial activity is largely cotton-based, like the handloom industry which dates back to ancient times. In Mangarulpur, the cloth industry uses hand spun thread to make khadi. The only sugar factory in the district, Shri Balaji Cooperative Sugar Factory, is situated at Masalpen in Risod. There is a chemical fertilizer factory in Washim. Dhanaj in Karanja has a domestic LPG gas filling unit. Agriculture is the main activity in this region. Some of the main crops that are grown in this very place include jowar, cotton, bajra, wheat, rice, tur and mango. Cotton, bajra, tur, wheat, jowar, mango, sugarcane and rice are the main crops of Washim District. Amani village is located in Malegaon Tehsil of Washim district in Maharashtra, India. It is situated 6km away from sub-district headquarter Malegaon and 17km away from district headquarter Washim. As per 2009 stats, Amani village is also a gram Panchayat. Category of cluster is forest based industry/Medicinal plant processing industries. Bibba fruits are available locally as well as in nearby districts. There are number of Bibba (Marking Nut) Traders/Thekedars (Forest Contractors) and bibba processing artisans located in this area. All artisans of the clusters are belongs to SC/ST class and women based cluster. 100 % Artisan are from tribal women category.

MORE DETAILS:

- The tender document contains the following:
- Tender Notice
- Terms and Conditions-General land Special
- Technical Specification of the items
- List of machinery, equipment, accessory being procured

- Format for filling up the cost of items
- Delivery schedule for each of the items.
- Format of Undertaking for supply of goods
- Guidelines for the bidders.

DETAILS OF TENDER AND TENDER NOTICE

Tender in the sealed cover is invited by the chairman of the purchase committee, from manufacturers, authorized agents and suppliers for the supply of machinery, accessories for the use of the common facility center. Details of the machinery, equipments, accessory, number of units, their specifications, are given in Annexure I of this tender document. Interpretation of the terms & conditions and other related issues in the tender would lie with Chairman of the Purchase Committee only. Tender document can be obtained from Shri. Vyankatesh Sewa Samiti's office at Tilak Road, Washim, Tal Washim Dist- Washim. Pin. No.444 505 by paying Rs. 2000/- (Plus 18% GST). The tender document can also be downloaded from the website www.jadhaocollege.org Tender document is available: From 24th June, 2020 to 16th July, 2020 upto 2.00 PM. Pre-Bid meeting will be held on 10th July, 2020 in the office of Shri Vyankatesh Sewa Samiti, Washim, Tal- Washim, Dist.- Washim, Pin 444 505. Last date for submission of duly filled up sealed tender at Shri Vyankatesh Sewa Samiti, Tilak Road Washim Pin code 444 505 is 16th July, 2020 up to 2.00 PM.

Opening of the technical bids will be held on 23rd July, 2020, at 12.00 p m at Shri Vyankatesh Sewa Samiti, Tilak Road Washim Pin code 444 505.

Chairman, working committee reserves the right to accept or reject any or all the bids either in full or any part without assigning any reason thereof.

(A)TERMS AND CONDITIONS – GENERAL

1. Tender documents shall be issued by the Chairman, Shri Vyankatesh Sewa Samiti, Tilak Road Washim Pin code 444 505 to manufacturers / authorized agents/suppliers or the interested machinery suppliers can download Tender documents from the website of IA www.jadhaocollege.org
2. Modifications, if any, made in the above documents will be done by addenda/ corrigenda, copies of which will be sent in duplicate to each bidder before the due date of the tender. One copy should be signed, sealed and submitted along with the technical bids. Tender to be submitted, is as detailed hereafter. The bidder shall not make any additions/deletions to or amend the text of the documents except in so far as may be necessary to comply with any addenda/corrigenda issued. The bidders shall use only tender documents as issued for submitting their bid and shall comply with various terms and conditions.
3. All pages of tender document shall be signed by the person authorized to file the tender.
4. The full name of the person authorized to file the tender, designation, current and main office address, Phone No., Fax No. & E-mail address shall be indicated in the tender.
5. Tenders sent through E-mail, Fax and Telex will not be entertained.
6. The tender should be filled in and submitted in English. All accompanying literature and correspondence shall also be in English.
7. No claim for costs, charges, expenses incurred by the bidder in connection with preparation of tender submission and for subsequent clarifications of their tenders' shall be accepted.
8. Purchase Committee will not be responsible for any typographical errors/ambiguity/ additions/omissions committed by the bidder while filling up of the tender.
9. Submission of a bid by a tenderer implies that he has read all terms & conditions, and has made himself aware of the scope and specifications of the items to be supplied, availability of materials, local conditions and other factors bearing on the execution of the supply.
10. The bidder shall be deemed to have full knowledge of documents and no extra charges consequent on any misunderstanding or otherwise shall be allowed
11. Any query regarding the tender document and discrepancies shall be directed to the Tender Issuing Authority in writing minimum 3 days prior to the due date of submission of tender. The Tender Issuing Authority will issue all clarifications, interpretations, meanings and specific directions, if any, in duplicate in writing to all the bidders. One copy of these shall be returned duly signed and seal affixed along with the bids.
12. The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his

tender and about the rates quoted by him and cover all his obligations under the tender.

13. Bids submitted by manufacturers, authorized agents and suppliers only, shall be considered.

14. Earnest Money Deposit:

Tender must be accompanied by Earnest Money Deposit (EMD) as indicated in Annexure-I for each item being supplied in the form of DD/pay order/RTGS in favor of Name of the Account: Shri Venkatesh Seva Samiti, payable at Washim. Account No - 30193410693 Branch – State Bank of India, Treasury Branch, Paras Paza, Risod Road, Washim 444 505, IFSC Code-SBIN0012711. EMD shall be paid in Indian currency only. The EMD deposit by the successful bidders shall be held back towards the security deposit and will be refunded after successful installation, trial and training. The EMD of the unsuccessful bidder will be returned within 30 days from the date of opening of the technical bids. The proof of payment by RTGS is supposed to attach with the Tender Document.

15. Performance Security:

The successful bidder shall have to deposit an amount of 5% of the total value of the contract including the retained EMD amount towards interest free security deposit in the form of Demand Draft or Bank guarantee. This Demand draft or bank guarantee shall be submitted along with the acceptance of the purchase order. The security deposit will be released without any interest only after satisfactory installation and testing of the machinery/equipment in full functioning condition.

16. Authority of Signing:

If the tender is submitted by an individual, it shall be signed by him. If the tender is submitted by a proprietary firm, it shall be signed by the proprietor. If the tender is submitted by a partnership firm, it shall be signed by all the partners of the firm or by a partner holding the power of attorney for the firm for signing the tender, in which case, a certified copy of power of attorney shall accompany the technical bid. If the tender is submitted by a limited company or a corporation, it shall be signed by a duly authorized person or the person holding the power of attorney for signing the tender, in which case a certified copy of the power of attorney shall accompany the technical bid.

17. Price /Commercial Bid:

The tender shall be filled in English with a neat hand written/typewritten and all the figures and words shall be legible. All costs should be quoted in **Indian rupees only [INR]**. The rates shall be written both in words and in figures. The bidder shall also show the amount of each item, the total of each section and the grand total of the whole tender. Correction, if any, shall be made by crossing out, initialing with date and rewriting. In case of conflict between the figures and words in the rates, the latter shall prevail. The tenders shall be verified by the bidder for accuracy in the arithmetical calculations, prior to submission.

18.1 Technical details shall contain:

1. Original Tender document duly signed by the authorized person on all pages.
2. Compliance to technical specifications of the equipment/item for which bids are submitted as given in annexure I.
3. Authorized person to indicate the compliance of technical specifications in the respective pages of the tender

document and sign the same.

Compliance to the terms and conditions of the tender document-Authorized person to specify, "All the above terms and conditions will be complied with" and signed in respective pages of the tender documents, where "terms and conditions" are given.

5. Adherence to the stipulated delivery schedule of the equipment/item – Authorized person to specify "delivery schedule given above will be complied with" and signed in respective pages of the tender documents, where "delivery schedule of each of the items" is as given in Annexure C.

6. Proof that the bidder is (i) either manufacturer or (ii) an authorized agent or (iii) supplier for the equipment/item for which the bid is submitted.

7. List of organizations in India and abroad, along with Contact Person, address, Tel. No. , Fax No.Etc. to which similar make/model of the equipment were supplied.

8. Compliance that the bidder has manufactured or supplied similar machinery/equipment during the past 3 years and performance report from at least 2 such users for the past 3years.

Covering letter, in the letter head of the bidder stating:

- a. That the minimum warranty period of **three** years.
- b. That the bid conforms to the terms and conditions of the tender.
- c. Confirmation that the quoted rates are valid till validity of the tender.
- d. The details regarding the service centers, stocking of spares etc.,

9. Addenda / corrigenda /clarification issued by Chairman Purchase Committee before due date of tender, duly signed by the authorized person.

10. Descriptive leaflet / brochure giving the technical details of the machine/ equipment/ instruments / accessories.

11. A letter indicating assumptions, criterion, technical alternative etc., if any. However, the alternatives suggested by the bidder would not be taken as the basis for technical/commercial evaluation of the bids.

12. The probable life expectancy of the machines as specified in the tender under normal conditions of operation should be minimum 15 years.

13. All the details of pre-installation requirements including space, power supply, environmental conditions, special structures if any.

14. Power of attorney authorizing the person who has filed the tender, if applicable.

18.2 Commercial details shall contain:

a. Total cost of the main equipment and accessories (imported/indigenous), required for the functioning of the equipment, including the test control system, printer, packing & forwarding etc., duly filled and signed in the form at prescribed in the tender document at Annexure-B.

b. Price shall be quoted on the basis of **Free on Road (FOR)** destination at Main CFC at/post Amani, Tal –

Malegaon, Dist – Washim Pin 444 505 & three extension CFC including taxes, duties, freight, insurance, packing and forwarding, erection and commissioning charges .Price should be firm and free from all escalations. No money other than the total quoted above will be payable on any account.

- c. The pre-installation requirement should be mentioned in the bid.

19. Validity of the tender:

Rates quoted by the bidder shall be valid till 180 days from the opening of the tender document. The Bidder shall not withdraw or revise or alter any conditions, rate(s) quoted with in this stated period.

20. Opening of tender:

The tender shall be opened by the Working Committee constituted by the competent authority, at office of Shri Vyankatesh Sewa Samiti, Tilak Road, Washim, Tal-Washim, Dist.- Washim the time and date as given in the “Tender Notice” .Bid will be opened before the representative who remain present at that time.

21. Agreement :

The successful bidder shall sign an Undertaking on Judicial paper worth Rs.100.00 in the form at prescribed in Annexure V before releasing of the Purchase order by the office of Director, KVIC, Somalwar Bhavan, 2nd Floor, Plot No. 13, Mount Road Extension, Sadar, Nagpur-440001(NA) & jointly Chairman Shri Vyankatesh Sewa Samiti, Tilak Road, Washim . A copy of the Purchase order once received should be returned as a token of acceptance of the terms and conditions of the Purchase Order. The EMD amount will be retained as security deposit and same will be refunded after successful installation, trial and training.

22. Criterion for rejection:

- a. The Working Committee reserves the right to accept or reject any tender or reject all tenders without giving any reasons whatsoever for their decision
- b. Tenders are liable to be rejected in which any of the prescribed particulars/ information is either missing or incomplete in any respect and/or if the prescribed conditions are not fulfilled.
- c. Tenders which are found to be technically non-responsive shall be rejected and their commercial details shall not be considered.
- d. Canvassing in connection with tender is strictly prohibited and tender submitted by bidder will not be considered
- e. Tenders containing specific conditions of the bidder other than the terms and conditions given in the tender document and not acceptable to the Working Committee are liable to be rejected.
- f. If the validity of the tender is not up to 180 days from the opening of the tender; the tender will be rejected.
- g. If the tender document duly signed by the authorized person on all pages is not submitted, the tender will be rejected.
- h. The bidder should quote for all the machinery/equipment specified in annexure II otherwise the tender will be rejected. However the commercial bid will be evaluated on the total cost.
- i. The I.A. will be catering to wide range of customers/ stakeholders including the manufacturers/exporters. Hence, preference will be given to more popular brands of machines, which are widely accepted internationally. The bidder should ensure that the machine manufacturer should have minimum 3 years of experience in manufacturing of items quoted in the tender.
- j. Before submission of the tender, the prospective bidders are expected to examine technical specifications of

the equipment's required, terms and conditions, etc., given in this tender document. Failure to furnish all information required in the tender document may result in the rejection of the bid. The Working Committee reserves the right to cancel or add items, from the list of requirement of equipment's without assigning any reason thereof.

III (B) TERMS AND CONDITIONS- SPECIAL

1. Cost details are to be filled up in the prescribed form at as given at Annexure-II for all the Machinery/equipment as applicable to indicating the rate in total FOR charges.
2. All accessories, startup kit required for installation & commissioning the main equipments are to be specified and quoted.
3. The terms of payment of machinery/equipment shall be:
 - A) 40% payment as an advance at the time of agreement between both the parties, against bank guarantee from bidder.
 - B) 50%of the payment will be released against delivery and installation of the machinery/equipment at site.
 - C) Balance10%of the payment will be released after successful commissioning of the equipment/machinery and imparting training to the technical personnel of the CFC.
4. The bidder should take responsibility for delivering the equipment's inside the premises at CFC site, Shahapur Chikhaldara, Dist Amravati Maharashtra as mentioned in the Purchase Order.
5. The suppliers of the machinery/equipment should provide adequate training **free of cost** for at least 2 technical personnel of the CFC per equipment including troubleshooting etc., and making them confident of operating the equipment independently.
6. The bidder shall adhere to the delivery period of the equipment/item as committed by him as indicated in Annexure III of the tender document, whichever is earlier. Penalty for non-execution of the order within the delivery period shall be 1% of the cost of the equipment/item for every week of delay.
7. The delivery installation & commissioning period of the equipment/machinery as agreed to should not be extended; under normal conditions. Suitable penalty for non-execution of the order may be enforced to the extent of 1% of the cost of machinery for every week extended. In case of the delay beyond scheduled period due to some unforeseen reason, written permission is required from the Chairman, Working Committee, with proper justification to avoid penalty.
8. The bidder shall give warranty for at least three years in respect of items quoted.
9. During the warranty period, regular servicing/maintenance should be undertaken free of charge, including replacement of defective parts/travel cost, etc. Subsequently, servicing/maintenance should be under taken every 3 months by the authorized agency of the manufacturer /supplier.
10. Operation manuals, calibration procedures and other instruction manuals should be provided along with each of the equipment.
11. The bidder shall also mention the probable life expectancy of the machine/instrument/ accessory under normal conditions of operation wherever applicable
12. Terms for service contract (comprehensive or non-comprehensive) after the expiry of warranty period are to be included.
13. The Test Control Systems like computer and printer, compatible to them a in instrument, are to be supplied indigenously with latest configuration and licensed operating system.
14. In case of short supply or wrong supply of machinery/equipment/instrument, its parts or accessories or supply of

items in damaged conditions, it is the responsibility of the bidder to arrange for the supply of the required items in working condition as per the purchase order, within a reasonable time. Any additional expenditure, whatsoever, for the above will be borne by the bidder only.

15. The specifications given in this document are the minimum requirement. The bidders are free to offer equipment/instruments with better features also. However, the evaluation shall be based on the features mentioned in the tender document. If different models are quoted, the cost details may be given in separate sheet.
16. Orders for the supply of items, once placed with successful bidder is non-transferable and no sub-contracting is permitted. The Working Committee reserves the right to cancel the order in such an event.
17. Any non-fulfillment of the stipulation given above will make the bid invalid.
18. The full payment will be released to the bidders only after completion of satisfactory performance check of the instrument/equipment.

19. The bids shall first be evaluated on the "technical parameters" which shall inter-alia include,
 - (i) Proof that the bidder is (i) either manufacturer or (ii) an authorized agent or (iii) Supplier for the equipment/item for which the bid is submitted,
 - (ii) Compliance to technical specifications of the machinery/equipment, for which the bid is submitted,
 - (iii) Adherence to the warranty period,
 - (iv) Necessary documentary proof that the bidder has manufactured or supplied similar machinery/equipment during the past 3 years along with the list of such customers and performance report of the machinery/equipment from at least 2 such customers/users for the past 3 years,
 - (v) Details regarding the service centers, stocking of spares etc.
 - (vi) Compliance to all other relevant and critical terms and conditions of the tender.
 - (vii) Validity of the tender up to 180 days from the date of opening of the tender.
 - (viii) If any of the above mentioned parameters are not fulfilled, the bid will be considered as technically disqualified.

20. The commercial details of those bidders who are technically qualified only shall be evaluated based on the following criterion:
 - (i) Total price of the equipment as free on road (F O R) destination.

21. Settlement of dispute:

All the disputes and differences of any kind what so ever arising out of or in connection with the contract, will settled in front of working committee.

III (C) SCOPE OF WORK

Scope of supply shall include, supply, erection, testing, commissioning and Successful handing over of Machinery. The all Plant & machinery & equipment's as per specifications of Annexure – A.

The scope of work covers the design, engineering, documentation, supply, installation & commissioning of complete Machinery along with installation and establishing the performance guarantee of Machinery as per the approved make & specification

DETAILS OF ANNEXURE

Annexure A

List of Machines to be procured & EMD Value

ITEM No: ATOD-Supply, inspection, testing, packing, transportation, unloading, Delivery, installation & erection commissioning of Machinery and Equipment's.

Item No.		Place of installation	Total EMD to be paid (Amount in INR)
1.	Bibba Deshelling Equipment/Portable machine suitable for bibba deshelling activity.	Pandit Deendayal Upadhyay Tribal Women Bibba Processing Cluster CFC at Amani, Tal-Malegaon, Dist. - Washim. Pin 444 505	1 % of the quotation amount.
2.	Personal Protective Equipment to Women artisan for Bibba Processing Activity. (PPE Kit) <ol style="list-style-type: none">1. Hand gloves suitable for acidic/corrosive material handling & bibba deshelling activity having enough grip to bibba nut.2. Back open full sleeve apron suitable for acidic/corrosive material handling.3. Face shield to protect from acidic & corrosive bibba oil, with sticker facility (Suitable customized set for above 1 to 3)		

Note: Please quote per set for Artisan PPE Kit.

Annexure B
COMMERCIAL BID/FORMAT FOR COST DETAILS

Cost particulars should be given in this format item wise separately:
Price should be quoted on the basis of free on road [FOR] destination and including taxes/
duties/freight/insurance/packing and forwarding/erection/commissioning charges.
Price should be firm and free from escalations.

No.	Description	Unit	Qty.	Rate	Total
1	Bibba Deshelling Equipment/Portable machine suitable for bibba deshellng activity.				
2	Personal Protective Equipment to Women artisan for Bibba Processing Activity. (PPE Kit)				
	1. Hand Gloves				
	2. Back open, Full sleeve apron				
	3. Face Shield with Sticker facility.				

Annexure C

Delivery & Commissioning Schedule of Machinery & Equipments

Item No.	Delivery and Successful Commissioning of Machinery /Equipment's	
1	Bibba Deshelling Equipment/Portable machine suitable for bibba deshelling activity.	Within 45 days from the date of Issuing Purchase Order.
2	Personal Protective Equipment to Women artisan for Bibba Processing Activity. (PPE Kit)	
	4. Hand Gloves	
	5. Back open, Full sleeve apron	
	6. Face Shield with Sticker facility.	

Annexure D
FORMAT TO BE FILLED UP AND SUBMITTED IN THE LETTER HEAD OF THE BIDDER

To,
Director, KVIC,
&
Chairman (IA)
Shri. Vyankatesh Sewa Samiti,
Tilak Road, Washim, Tal-Washim
Dist.- Washim. Pin 444 505
Maharashtra.

Sub: Supply of machines/equipment to the common facility center at & post Amani, Tal – Malegaon, Dist. - Washim as per the specifications and quantities mentioned in the tender.

Dear Sir,

Having examined the conditions of Tender and Specifications of the -“**Machinery & Equipments as per Annexure – A**”. We, the undersigned, offer to supply machines and equipment as mentioned in the Annexure A as per the quantity and specifications given in the tender along with standard spares/accessories as specified.

Earnest Money Deposit (EMD)

Annexure-A in the form of Bank Demand Draft / Pay Order/RTGS utr No_.Dt.____Drawn on.____in favor of Chairman, Shri Vyankatesh Sewa Samiti, Washim, payable at Washim as detailed in Tender Conditions is enclosed.

The original tender document duly signed on all pages is enclosed.

We agree to abide by this offer for the period of 180 days from the date of opening of tender and it shall remain binding upon us.

If our offer is accepted, we undertake to supply the **Machinery, Equipments and** install the same in the Common Facility Centre as mentioned in the tender within the specified periods mentioned in Annexure A from receipt of the order from the Director KVIC/Chairman (IA), Shri. Vyankatesh Sewa Samiti, Washim in writing.

We agree to supply consumable spare parts and replacement of the broken/damaged/non-compatible parts during the guarantee/warrantee period, free of charge as per the terms & conditions.

We confirm that the probable life expectancy of the machines as specified in the tender under normal conditions of operation is for a period of 10 years.

We agree to train the personnel of Common Facility Centre free of charge, as per the terms and conditions.

If our offer is accepted we will, obtain and arrange:

1. To sign an Undertaking on Judicial paper worth Rs 100.00 in the format prescribed in before releasing of the Purchase order
2. Any other statutory obligation, if any, prior to commencement of supply of machinery.

We shall use only tender documents as issued for submitting our bid and shall comply with various terms and conditions.

Unless and until a formal Agreement/order is prepared and issued, this tender together with your written acceptance thereof, shall constitute a binding contract between us and Director, KVIV and Chairman (IA), Shri Vyankatesh Sewa Samiti, Washim.

We understand that you are not bound to accept the lowest or any tender you may receive.

We agree to make a presentation of the products to be supplied by us, before the Purchase Committee if need be on a mutually convenient date.

Authorized Signatory to tenderer :

Name :

Date :

Designation/Capacity

Annexure E

(To be submitted by the bidder on Rs.100/- Stamp Paper)

Tender Reference No. ___Dated___

UNDERTAKING/DECLARATION

To,

Director, KVIC,
&
Chairman (IA),
Shri. Vyankatesh Sewa Samiti,
At & Post – Washim, Tal.- Wahim,
Dist.- Washim.

Dear Sir,

I/We _____ (Bidders Name & Address) undertake to supply the items

“Machinery & Equipment – Annexure – A” As per the detailed specification of Tender and honor the terms and conditions of the tender document.

I/We undertake to supply the machinery/equipment within the stipulated period of time and accept the penalty clause imposed by Purchase Committee as per the terms and conditions of the Tender.

I/We undertake that during the warranty period, regular servicing/maintenance will be carried out as per the Warranty Clause.

I/We undertake to provide adequate training (normal operation, trouble shooting) to two technical personnel of the Common Facility Centre on the supplied equipment and making them confident of operating the machinery/equipment independently.

I/We agree that the full payment will be released to us only after completion of satisfactory installation, trial and training on the said machines/instrument.

Dated at _____ this ___ day of ___ 2020.

Authorized Signatory Signature Name :

Designation :

Name & Address of the Company :

V) CHECK LIST TO THE BIDDERS

1. Get all the clarification regarding terms and conditions, specification etc. during the pre-bid meeting or by writing to the Director KVIC, Nagpur & chairman (IA) Shri. Vyankatesh Sewa Samiti, Wahim prior to submission of bids.
2. The original tender document in full, along with the technical details/supporting documents/enclosures should be duly signed on all the pages.
3. Fill up the relevant compliance columns in the specifications given for the equipment's/machinery quoted by stating, "YES" or "NO". In case of any deviations in the specifications, the details may be given separately as Annexure.
4. The Earnest Money Deposit (EMD) for each machinery/equipment as mentioned in the Tender Document are to be enclosed. DD/Pay Order/RTGS proof are to be kept in Technical Bids.
5. A covering letter duly signed by the authorized person as per the specimen given of the tender document.
6. Ensure that User certificates from at least two users, on their letter head stating that the performance of similar make and model supplied to them is working satisfactorily, is enclosed.
7. Descriptive leaflet/brochure of the equipment quoted to be enclosed along with the technical details.
8. The Technical and commercial details are to be submitted separately super scribing "Cover -A" – Technical details for "**supply of Machinery & Equipment – Annexure A**". AND "Cover-B"-Commercial details for-"**supply of Machinery & Equipment – Annexure - A**". Both the covers are to be put together in **one envelope** and sealed properly, subscribing "**bid for supply of Machinery & Equipment – Annexure - A**".
9. Proof regarding manufacturer/authorized agent/supplier, as the case may be, is enclosed.
10. Prior to submission of bids, bidders have to ensure that the equipment quoted by them is manufactured as per the international standard mentioned in the specification.
11. Cost details are to be given in the prescribed format only.
Note: If the bidder fails to furnish all the relevant document/ information as mentioned in the Tender Document, the Tender will be rejected.

