

# INTEGRATED TRIBAL DEVELOPMENT AGENCY : KORAPUT.

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No. 2484/VI-70/19

Date: 20/09/2019

## SHORT TENDER CALL NOTICE

Sealed Tender Papers are invited from the intending Firms / Authorised dealers / Rate contract holders / Agencies / Reputed manufacturers to quote their rates for supply & installation of **Commercial Coffee Bean Grinder (Kuban KM01- Makina)** at Koraput with following specification, terms and conditions, (Available in the Website [www.koraput.nic.in](http://www.koraput.nic.in) / Office Notice Board) which should reach to the Office of the undersigned from 20.09.2019 to 30.09.2019 (Up to 5.30 P.M ) (Through Registered Post/ Speed Post / Courier / by special messenger ) only, which will be opened on 30.09.2019 at 6.00 P.M by the Tender Committee.

## Commercial Coffee Bean Grinder unit

Sl. No.	Description			Quantity
1	Model – Kuban KM01 – Makina			1 pc.
	<b>Dimension</b>	<b>Electrical</b>	<b>Capacity</b>	
	Width : 30 cm / 300 mm/ 1 ft	Voltage : 110- 220V	70 KG per Hour	
	Height : 80 cm / 800 mm / 2.5 ft	Freq.: 50/60 Hz	Discs : 100 mm	
	Depth : 40cm / 400mm/ 1.4ft	Power : 1100 W	Bean Hopper : 1.5 KG	
Weight : 45 kg	1 phase motor	Grinding capacity : 50/70 Kg per hour		

Bids submitted beyond the manner prescribed (General Bid format/ Technical Bid format / Financial Bid format each in separate cover inserting all 3 in a big cover Super scribed the name of tender including the tender documents, shall be rejected.

### Terms & Conditions

1. The Rate should be quoted inclusive of all taxes both in figure & words without any correction.
2. The bidder should submit their bids with copy of valid GST Certificate / PAN Card & update income tax clearance certificate and credentials along with the tender. The original documents should be produced before the committee at the time of opening of bid. If any bidder fails to submit the required documents, the same will stand cancelled.
3. The bid paper in sealed cover must be accompanied with **Earnest Money Deposit (EMD) 1 % of the tender value quoted for** in shape of NSC / FDR/ TDR / DD (in favour of PA ITDA payable at Koraput) / Term Deposit of any Nationalised Bank / Post Office duly pledged in favour of **Project Administrator, ITDA, Koraput**. The EMD will be released immediately to the un-successful Bidder after finalisation of Bid and to the successful tenders after full supply of the materials.
4. The articles should be delivered at the office of the **PA, ITDA, Koraput** after verification by the committee & No transportation charges will be paid for the purpose.
5. The successful Bidder should supply and install the materials within 7 days from the date of placement of order (by e-mail) at the Unit Point. If the supplier fails to supply the Articles with in the stipulated period the order shall stand automatically cancelled. No extra cost will be paid towards installation charges.

6. The sealed cover must be superscribed by **“Commercial Coffee Bean Grinder ”**
7. The financial bid will be opened only after the bidder qualified in General & Technical bid.
8. The authority reserves the right to reject any or all bids / supplier without assigning any reason thereof.
9. On site warranty period should be mentioned in bid.

***The detail terms & conditions, Bid documents can be available in the website [www.koraput.nic.in](http://www.koraput.nic.in) as well in the ITDA Office.***

*hstb*  
*15/9/19*  
Collector-cum-Chairman,  
ITDA , Koraput.

## GENERAL CONDITIONS OF THE CONTRACT

1. The bidders/ supplier should either be an original equipment manufacturer (OEM) or their agents/ dealers authorized to sell supply and service their products. The latest authenticated documentary proof of this shall be submitted. The proof submitted earlier in some other context shall not be treated as valid and sufficient.
2. The tenders (also called bid), not submitted in prescribed format or in the prescribed manner, shall be rejected at the risk and responsibility of the bidder.
3. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English.
4. All the crucial figures, like, rates and amount should be written in figures followed by words.
5. There shall be no over-writing in the tender document and other papers submitted. All the additions, alteration, deletions and cuttings should be initialled with rubber stamp (or seal) by the same person, who signs the tender documents failing so, the tender may be rejected.
6. All the rates and amounts shall be quoted in Indian Rupees (INR) and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
7. The rates quoted shall be valid for a period of one year counted from the last date of receipt of the bids or submission of tenders.
8. Each page of this tender documents should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
9. For the companies and corporations making the bids, the tender document shall be signed by the Managing Director. If it is otherwise, the authority to sign the tender paper on behalf of the company/ corporation shall be enclosed. In case of Partnership Firm the tender documents shall be signed by the proprietor.
10. "Legal Status" of a bidder shall mean either proprietorship or partnership or private/ public limited company or otherwise (to be specified), as the case may be.
11. All the documents and papers submitted with the bid should be in English and shall be authenticated under the seal and signature of the bidder unless specified otherwise in this tender document.
12. Submission of more than one competitive bid for single item by the same Firm in response to the Tender Call Notice is prohibited.
13. Use separate piece of paper, where the space provided in the formats in these tender documents for submission of information, is not sufficient.
14. All the information submitted or supplied in the formats of his tender document shall be presumed to be true to the best knowledge of the bidder.
15. Firms blacklisted shall also not be eligible for participating in the bid.
16. **The GST Registration Certificate, PAN Card and Income Tax return of last 3 years i.e. 2016-17 to 2018-19 be submitted.**
17. **Earnest Money Deposit (EMD), shall in the form of NSC / TDR / FDR / DD (in favour of PA ITDA payable at Koraput) / Postal Saving Pass Book duly pledged in favour of PA, ITDA, Koraput.** EMD shall be returned immediately after the rejection of a bid. After that, it shall be returned in the same manner as in the case of unsuccessful bidders.
18. This tender document has prescribed a three bid format for submitting the offers. It contains the "General", "Technical" and "Financial" bid formats. The "General" "Technical" and "Financial" bids to be submitted in separate sealed covers identified as "Technical" or "Financial" bid after detaching the formats from this tender document. Both the sealed covers, the remaining part of this tender document along with " **General Bid Format**", all the other papers/ documents should be put inside a bigger sealed cover and shall be delivered as per conditions published in the tender call notice. All the sealed covers shall have boldly written with by the supplier/ bidder, 'The tender call notice number and the last date of submission'.
19. The tenders or the bids can be sent by Registered post/ Speed Post only. However, the authorities shall not be responsible for the postal and other delays in receipt of bids.
20. If the last date for receipt of the tender/ bid turns out be a holiday, it will automatically be extended to next working days.
21. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any, may be provided by them.

22. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/ damage suffered by the bidders on account of such rejection.
23. The "Technical" bids shall be opened and scrutinized only in those cases, where the bidders have been found to have fulfilled all the prescribed criteria and conditions of these tender documents other than technical specifications of the products.
24. The equipments must carry Comprehensive guarantee and free service for a minimum of one year for all components from the date of successful commissioning. The Manufacturer's name, Trademark, Brand etc., should be furnished along with equipment.
25. In respect of imported equipments, charges, if any, collected by the bank shall have to be borne by the supplier himself.
26. In respect of imported items, the successful tenderer should arrange to clear the consignment from customs authorities at their own cost, including customs Duty, clearing charges etc., which will be levied for the Govt. Institutions. The authorization letter & relevant documents will be issued by the tender calling authority for clearing purpose. The suppliers are also responsible for having the equipment's duly insured and delivering them.
27. "Financial bids" shall be opened only in those cases, where one or more of the offered products have fulfilled the prescribed technical specifications. No preference or extra payment shall be admissible for the superior technical specifications or quality of the like, if any.
28. The authorities are not bound to accept the lowest financial bid.
29. On delivery, the supplies or products shall be inspected to verify the quantity and to see whether those are in accordance with the technical specifications (or quality requirements) for which the order was placed. If it turns out to be otherwise, the acceptance of delivery shall be refused at the risk and responsibility of the supplier. Further, the articles found damaged shall not be counted as accepted until repaired or replaced to the satisfaction of the authorities.
30. Short deliveries may not be accepted. All the items ordered must be supplied in full & good condition, for claiming even the part payment.
31. All the clarifications sought from the bidders/ suppliers on technical specifications of the products or otherwise shall be promptly submitted in a transparent and unambiguous manner.
32. All the transit risks shall be the responsibility of the suppliers.
33. Entire tender documents, duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders.
34. All the disputes shall be subject to jurisdiction of Civil courts situated at Koraput.

#### **Tender Technical Qualification Criteria**

- 1) Agents/Representatives of a registered Branded Manufacturers can also quote with authorization.
- 2) Specify the number of days needed to install the machinery at our Processing Unit site once the work order is issued.
- 3) Specify the procedure for lodging a complaint for any service issues.
- 4) GST Registration Certificate.
- 5) PAN card & Income tax details.
- 6) Certificate of incorporation issued by the Government.
- 7) A declaration for having not been disqualified / black listed / suspended from empanelment or from participation in any tender from Government or Quasi Government agency in the union of India.
- 8) The agency shall attach the technical specification/Brochures/Literatures along with photograph of each of the item of the equipment quoted.
- 9) The equipment & materials offered for supply must be the most recent series models incorporating the latest improvement in design and must have been in satisfactory operation for a period not less than 24 months till the date of tender opening.

**SEAL & SIGNATURE  
OF THE BIDDER**

*sd/*  
**SIGNATURE & SEAL OF THE TENDER  
CALLING AUTHORITY**

GENERAL BID FORM

1.	Name	:	
	Full Address	:	
	Fax No.	:	
	Telephone/ Mobile No	:	
	E-mail of the Firm	:	
2.	Legal Status of the Firm	:	
3.	GST Regd. No.	:	
4.	Item for which you have submitted the bid.	:	<b>Commercial coffee bean grinder (Model – Kuban KM01 – Makina)</b>
5.	Give the location & Address of your factory / firm	:	
6.	Have you enclosed the EMD ? if yes, mention the amount & its identifying details	:	
7.	Have you enclosed all the documents and papers called for in this Tender documents ? (Kindly enclose a list ).	:	
8.	If the answer to (1 to 6) above is 'no' which documents/ papers called for in the tender document have not been enclosed ( kindly enclose a list of such documents / papers )	:	
9.	Have you enclosed Catalogue with detail specification	:	

SEAL & SIGNATURE  
OF THE BIDDER

*sd/*  
SIGNATURE & SEAL OF THE TENDER  
CALLING AUTHORITY

## TECHNICAL BID FORMAT

Sl. No	Name of the item	Whether offered products fulfills the detailed technical specification kindly answer "Yes" or "No" (Specification wise)	Offered specification and details of deviations, if any
1.	<b>Commercial coffee bean grinder (Model – Kuban KM01 – Makina)</b>		

*Sd/-*  
**SIGNATURE & SEAL OF BIDDER**

## FINANCIAL BID FORMAT

NAME OF THE ITEM :

1.	Price per unit excluding all the duties and levies (Per unit in Indian Rupees)	:	
2.	CGST	:	
3.	GST Regd. No.	:	
4.	SGST	:	
5.	Installation with all accessories	:	
6.	Other Charges (to be specified)	:	
7.	Total Unit price of the Item	:	
8.	Terms of delivery	:	
9.	Terms of payment	:	
10.	Any other	:	

*sd/*  
SIGNATURE & SEAL OF BIDDER