

Tender Document

Tender No: FMC/SDFBamboo/23-24/002

For Supply, installation, training, commissioning, and maintenance of 75 KVA Generator for Establishment of Common Facility Centre at Dumka, Jharkhand

Under the Project:

“Promoting Integrated Bamboo Based Enterprise Development among SAARC Countries: India Component”

Implemented by: Foundation for MSME Clusters, New Delhi

IMPORTANT DATES

Date of Tender	: 23 rd Nov. 2023
Last date of submission of Tender	: 13 th Dec. 2023
Date of opening of Tender	: 14 th Dec. 2023

Foundation for MSME Clusters (FMC)

USO House, 2nd Floor, USO Road,
Off Shaheed Jeet Singh Marg,
6, Special Institutional Area,
New Delhi – 110067
Tel: +91-11-40563323/24
info@msmefoundation.org

IMPORTANT CLARIFICATIONS:

Following terms are used in the document interchangeably to mean:

1. FMC means “Foundation for MSME Clusters”
2. CFC means “Common Facility Centre”
3. Tender means this “Tender document”
4. Recipient, Respondent and Bidder means “Respondent to the Tender document”
5. OEMs means “Original Equipment Manufacturers”
6. Bid means response to the Tender Document prepared by the Bidder and submitted to Foundation for MSME Clusters.
7. ‘LOI’ means “Letter of Intent”.
8. Term of the Contract/Agreement shall reckon from the successful installation and commissioning of the last system

This document is meant for the specific use by the Company / Agency interested to participate in the current bidding process. This document in its entirety is subject to Copyright Laws. FMC expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the FMC in the event of such a circumstance is brought to the notice of the FMC. By downloading the document, the interested party is subject to confidentiality clauses.

NOTICE INVITING TENDER

23rd November 2023

**To,
All Eligible Bidders**

Sealed proposals are invited from OEMs/ Authorized distributors for supply of 75 KVA Generator for establishment of **Common Facilities Centre (CFC) at Dumka, Jharkhand-814101, Bamboo Cluster**. Proposal should be submitted in separate envelopes for Technical Bid and Financial Bid along with earnest money of **Rs. 10,000/-** (Rupees Ten Thousand Only) and can be deposited to the; Procurement Officer, Project: "Promoting Integrated Bamboo Based Enterprise Development among SAARC Countries - India Component", Foundation for MSME Clusters (FMC), USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg 6, Special Institutional Area, New Delhi – 110067 up to 05.00 PM on and before **13th December 2023**. The Demand Draft of earnest money should be in the name **Foundation for MSME Clusters, New Delhi**. Proposals received will be opened before the Purchase Committee of **FMC on 14th December 2023 at 2.00 PM**. However Tender sets free of cost and exemption from payment of earnest money to registered MSEs having EMD exemption certificate from any approved body of Ministry of MSME such as National Small Industries Corporation (NSIC) or so.

Detailed proposal along with terms of reference can be obtained from Foundation for MSME Clusters (FMC) USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi – 1100672 on any working day between 23rd November, 2023 to 12th December, 2023 from 10.00 AM to 5.00 PM and also can be downloaded from www.fmc.org.in

The details of items to be supplied and Terms and Conditions are available in the tender document. Foundation for MSME Clusters, reserve the right to cancel any or all the proposals without assigning any reason.

**Executive Director,
Foundation for MSME Clusters
New-Delhi**

FORM-1 (Terms of Reference)

(Establishment of Common Facilities Centre, Dumka, Jharkhand)

Tender Document Number : FMC/SDFBamboo/23-24/002

Date of issue of Tender Document : 23rd November 2023

Signature of issuing authority

Terms and Conditions:

1. The average turnover of the bidder for the last three years (2020-21, 2021-22 and 2022-23) should not be less than **Rs. 30.00 lakhs** as per CA Certified Balance Sheet (Please enclose a copy of balance sheet and a turnover certificate)
2. The bidder should have minimum three-year experience as on 31st March 2023 in supply of said machinery and necessary evidence of one such order executed of any of the machinery mentioned in the Tender Document need to be furnished as per **Annex -1**.
3. The bid should be submitted as prescribed in the Tender Document.
4. The Tender Document can be obtained from Foundation for MSME Clusters (FMC) USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi on any working day from **23rd November 2023 to 12th December 2023** between **10.00 am to 5.00 pm** and also can be downloaded from www.fmc.org.in
5. Bid Document should be deposited in separate envelopes containing (a) Technical Bid and (b) Financial Bid along with earnest money of Rs. 10,000/- at above address on or before 05.00 pm of **13th December 2023**. Earnest money can be paid through DD purchased in favor of Foundation for MSME Clusters, New Delhi. In case you are registered as an MSME, earnest money deposit is not required. However, in that case you need to attach your NSIC certificate or Production certificate issued by department of MSME. The bids received will be opened before the Purchase committee on **14th December 2023 at 2.00 pm**. The date of opening of the financial bids will be announced through email.
6. The bids will be submitted in sealed envelopes separately for technical bid and financial bid. On each envelop "**Bid for establishment of Bamboo CFC at Dumka, Jharkhand**" should be written on the top of envelop. Technical Bid and Financial Bid should also be clearly mentioned on its respective envelope.
7. The Technical Bid will be opened and considered first. The financial Bids of only eligible firms/agencies will be opened. Bid documents of unsuccessful bidders will not be returned and will be destroyed. Incomplete bids will be rejected and destroyed. The bidder should submit implementation plan of supplying & erection of 75 KVA Generator along with other details of the firm as per **Annex - 2**.
8. Technical Bid/ Financial Bid cannot be withdrawn once submitted.
9. If the item supplied is not found as per specifications or unsatisfactory or delivered after stipulated time, the payment of whole or equivalent amount can be withheld.
10. The selected bidder has to enter into an agreement with Implementing Agency Foundation for MSME Clusters, New Delhi on the Stamp Paper of Rs. 100/- on prescribed Performa.
11. Foundation for MSME Clusters, New Delhi has reserved the right to accept or may reject any or all the bids without assigning any reason.
12. The tender allotment to bidder is subject to final approval from the client in this case the funding agency.
13. The maximum time frame given for supply of 75 KVA Generator and its, erection, is 45 days and is not extendable.

14. Bid validity should be for 90 days from 23rd November 2023.
15. All attachments need to be **self-attested**.
16. **Payment Terms and Conditions:**
 - a. 30% of agreed payment as advance along with work order
 - b. 30%, after machine delivered on site.
 - c. 25%, after installation of machine
 - d. 10% after successful trial run
 - e. 5% as performance guarantee and will be given only after 3 months completion installation.
17. The bidding firm should not be debarred by any organization at the time of bidding.

Declaration:

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

(Seal & Signature of the authorized person/proprietor)

Name :
Designation :
Name of firm :
Phone/Mob :

FORM-2 (Technical Bid)

(Establishment of Common Facilities Centre, Dumka, Jharkhand)

Tender Document Number : FMC/SDFBamboo/23-24/002

Date of issue of Tender Document : 23rd November 2023

Signature of issuing authority

Technical Bid:

Part – 1

Description of Items

Name of work: Supply and erection of 75 KVA Generator for establishment of CFC at Dumka

Sl. No.	Description of item
1	75 KVA Generator

Part – 2

Annex -2; Details of bidders

- | | | |
|----|--|---|
| 1 | Name of Firm/Agency | : |
| 2 | Registered Address of Firm/Agency | : |
| 3 | Name, Phone No, Cell Number and e-mail address of co-coordinator/contact person | : |
| 4 | Nature Registration of Firm/Agency/ Company or Any Other (Please Mention) | : |
| 5 | Registration Number of Firm/Agency | : |
| 6 | Year of Commencement of work of the Firm/Agency | : |
| 7 | Turnover of Firm/Agency for the year 2020-21, 2021-22 and 2022-23 as per CA Certified Balance Sheet (Please enclose a copy along with self-attested turn over certificate) | : |
| 8 | Number of persons working (Manpower with the firm/Agency) | : |
| 9 | PAN No. of the Firm/Agency (Please enclose photocopy) | : |
| 10 | GST No. of the Firm/ Agency (Please enclose photocopy) | : |
| 11 | Description of supply of similar items done in the past by the Firm/ Agency (Please enclosed copies of work order/Invoices) | : |
| 12 | Action plan for present activity | : |
| 13 | Other details (if any) | : |

Miscellaneous:

1. The average turnover of the bidder for the last three years (2020-21, 2021-22, 2022-23) should not be less than Rs. 30.00 lakhs as per CA Certified Balance Sheet (Please enclose a copy along with a self-attested turnover certificate)
2. A demand draft of Rs. 10000 (Rupees ten thousand only) will be enclosed with the technical bid as earnest money. The draft will be in favour of Foundation for MSME Clusters payable at New Delhi.
3. Balance Sheet prepared by chartered Accountant for 2020-21, 2021-22, 2022-23 must be enclosed along with technical bid.
4. Copies of Income Tax returns for the 2020-21, 2021-22, 2022-23 must be enclosed with technical bid.
5. **Copy of authorization from Original Manufacturer, in case the bidder is not OEM and only authorized distributor / dealer/ supplier.**
6. Copy of PAN/ GSTN Registration Certificate will be enclosed with technical bid.
7. At-least 12 months of warranty is required on the equipment, machine and preference will be given to bidders providing annual maintenance service for five years after the warranty period.
8. The profile and following details of bidder firm/agency along with photograph, paper cutting, copy of work order will be submitted as under:

Annex 1: Details of Similar Machinery Supplied Previously

Year	Details of items supplied	Duration	Name of party for whom items supplied
2020-21			
2021-22			
2022-23			

9. Detail of earnest money (Not applicable for registered SMEs having EMD exemption certificate)

D.D. No. :
a) Date :
b) Amount :
c) 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.

Place:

Date:

(Seal & Signature of the authorized person/proprietor)

Name :
Designation :
Name of firm & address:
Phone / Mobile No. :

FORM-3 (Description of Work)

(Establishment of Common Facilities Centre, Dumka, Jharkhand)

Tender Document Number : FMC/SDFBamboo/23-24/002

Date of issue of Tender Document : 23rd November 2023

Signature of issuing authority

Description of work

1. Name of work: Supply and erection of 75 KVA Generator forestablishment of CFC at Dumka, Jharkhand

Sl. No.	Description of item	Specifications	Quantity	Quantity	Reference Suppliers / preferred Brand
1	Generator	75 KVA, 3 Phase, self-start, silent Model with Exhaust pipe & Standard accessories & electrical connection wiring set, change over, bus bar, earthing equipment & installation included.	1 unit		Eicher / Kirloskar preferred

Financial Bid

Sl. No.	Supply of specified items	Amount Quoted (item wise)
1	1. The price quoted should be inclusive of taxes, freight, and erection charges if any.	

Place :
Date :

Signature of the authorized person
Name:
Designation:
Name of firm & address:
Phone /Mobile No.:
Seal of the firm:

DATA SHEET

1	Tender No.	FMC/SDF Bamboo/23-24/002
2	Name of the work	Supply and erection 75 KVA Generator for establishment of CFC at Dumka, Jharkhand
3	Location	Dumka, Jharkhand-814101
4	Owner	Foundation for MSME Clusters
5	Earnest Money Deposit.	Rs. 10,000 (Ten thousand Only) (Demand Draft in favour of Foundation for MSME Cluster).
6	Tender Document Forms available from	From 23 rd November 2023 to 12 th December 2023 Downloadable from the FMC's website – www.fmc.org.in
7	Last date of submission of Bid	13 th December 2023 up to 17:00 hrs
8	Bid to be submitted to	Procurement Officer, Project: "Promoting Integrated Bamboo Based Enterprise Development among SAARC Countries - India Component", Foundation for MSME Clusters (FMC), New Delhi
9	Bid System	Envelope -1: Technical Bids Envelope -2: Financial Bids
10	Opening of Technical Bids	At 14:00 hrs. on 14 th November 2023 at Conference Hall, Foundation for MSME Clusters (FMC) USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg, 6, Special Institutional Area, New Delhi
11	Warranty	At least 12 Months of warranty from the date of commissioning is required and bidding firms offering 24 months warranty from the date of commissioning will be preferred.
12	Mode of payment	Milestone based payment, as per clause No: 16, of the terms of reference, payment will be through Cheque/ RTGS
13	Liquidated damages for delayed supply	0.5% of the cost of machine/s per week or part thereof for delayed delivery subject to maximum of 10% of the cost of the Machine/s, for which there is delay.
14	Escalation of price	No escalation permitted once quoted.
15	Delivery Period	Time frame given for supply, initialization of Generator is 45 days, and is not extendable.