

BID DOCUMENT

**TENDER FOR SUPPLY AND INSATALLATION OF ROLLING TABLE AND DRYER
FOR ORTHODOX TEA MANUFACTURING**

at

Darjeeling Tea Research & Development Centre, Kurseong 734203,
Tea Board India

TENDER NO. DTRDC/25/Miniature/2017

TEA BOARD INDIA
(MINISTRY OF COMMERCE & INDUSTRY)
GOVT. OF INDIA

NOTICE INVITING TENDER

Office of issue : Secretary, Tea Board, Kolkata
:
Tender No : TENDER NO. **DTRDC/25/Miniature/2017**
Tender Document : Details are given below
Last Date & Time of Submission of Bids : 11-Sep-2019 up to 1500 Hrs.
Opening Date & Time of Bids : 13-Sep-2019 at 1600 Hrs.

Sealed tenders are invited on behalf of Chairman Tea Board, Kolkata for **SUPPLY AND INSATALLATION OF ROLLING TABLE AND DRYER FOR ORTHODOX TEA MANUFACTURING** at Darjeeling Tea Research & Development Centre, Kurseong 734203, Dist. Darjeeling, Tea Board India.

Eligibility of bidder:

- Indian companies registered to take up tendered items of work and whose annual turnover in the last financial years was more than Rupees 20 Lakhs are eligible to participate in this tender.
- Further, the bidder should have capability and experience for more than 10 years in supplying, installation/commissioning of the machineries/equipments described in the tender document as evidenced from the clientele list.
- Eligibility conditions are described in detail in the tender document.

Bid security (EMD) shall be 5% of the estimated cost of machines which is payable electronically through NEFT/RTGS. Intending bidders may download the Tender Document from the web site of Tea Board and pay Rs. 1000/- (Rupees One Thousand only) electronically through NEFT as the cost of tender document.

Secretary,
Tea Board, Kolkata

1.0 EQUIPMENTS TO BE PURCHASED: ROLLING TABLE AND DRYER FOR ORTHODOX TEA MANUFACTURING

2.0 TECHNICAL SPECIFICATIONS:

EQUIPMENTS:

| SI No. | Particulars | Quantity |
|--------|-------------------------------------|----------|
| 1 | Rolling table along with motor etc. | 1 (One) |
| 2 | Dryer | 1 (One) |

The size and specification of the machineries should be as per the available space at the site laid out at Annexure A

The selected bidder should visit the site (DTRDC, Tea Board, Kurseong) before installation of machine.

The Bidder should give detailed specifications of machines proposed giving clearly the standardization certification like ISO, ISI etc. Such details will be analyzed by a team of experts and any sub-standard equipment will be out rightly rejected.

2.1 The fore goings is the basic minimum specifications to be met. Equipments with better specification/facilities will not be a disqualification.

2.2 Essential Spares

The firm must certify that the spares for specified life (which should be mentioned) of the machines/equipments would be available in India. Firm is also provide their details setup in India and certify that it has requisite infrastructure for carrying out maintenance and repairing in India.

2.3 WARRANTY (Particulars to be inserted)

3 CONSIGNEE

The equipment/machines as per specification given above shall be delivered to

**The In-Charge,
Darjeeling Tea Research & Development Centre,
Tea Board India
Acharya Bhanu Path,
Kurseong – 734 203,
Darjeeling, West Bengal**

4 GENERAL TERMS AND CONDITIONS

4.1 Bids should be submitted in two bid system. Part I Techno Commercial Bid and part II Price Bid. Part I Bids will be in triplicate of which each copy will be in bound booklet form. All the Bid will be put in separate cover super scribed as follows:-

a) Part I Techno Commercial bid for equipments due on -----
----- at----- hours (IST)

b) Part II price bid for equipments on-----at-----
hours(IST)

Both the above seal covers shall be put in another cover and super scribed as:

“Two Part Bids for ----- (name of the equipments) due on -----at-----hours (IST)”

4.2 Bids technical literature, instruction, and certificate, diagrams etc. should be in English language and in original.

4.2.1 Each page of the bid must be serially No. and dully signed by the tenderer indicating unconditional acceptance of terms and conditions of the tender.

4.2.2 Price bid should indicate complete breakup of price in Rs. terms in the following format:

- I. Net ex-factory go down price of the equipments including standard accessories and mechanical spare parts (inclusive of all items for which cost is to be borne by the suppliers as mentioned in the terms of tender agreement).
- II. Transportation charges.
- III. Insurance as per para 7.8
- IV. Applicable taxes
- V. Any other charges if applicable
- VI. Any price preference/discount or any auxiliary/optional equipment for placing repeat/multiple order should be clearly mentioned and be reflected in the quoted price.
- VII. **The price quoted should be strictly in accordance with the terms of tender document and should include installation, training, acceptance test, stabilized power supply units, cabling, loading and unloading, etc.**
- VIII. Detailed technical literature pertaining to the specifications for all equipment and accessories in original should be enclosed with each book volume of techno commercial bid
- IX. Details of foundations flow of work, flow diagram, total electrical load and environmental conditions such as temp, humidity, etc., required for operation of equipment to be mentioned.

- X. Trial programme/demonstration should be provided after installation of the machines satisfactorily by the bidder at mentioned site.
- XI. Designated life of the Machines in terms of running hours or calendar years and availability of spares for that period in India against Rupee Payment must be mentioned.
- XII. A list of purchasers to whom the same Machines/equipments have been sold in India may also be submitted.
- XIII. Latest Income Tax/Sales Tax Clearance Certificate/Vat No. or similar document as prevalent must accompany the tender set along with documentary evidence to prove their financial status. Permanent Income Tax Account Number, PAN Number of supplier may be mentioned.
- XIV. Incomplete tenders/defective tenders/ambiguous tenders are liable to be rejected.
- XV. Late tenders are liable to be rejected for whatsoever is the reason.
- XVI. Corrupt, fraudulent, coercive or collusive practices: The Board reserved the right to cancel the whole tender process even after selection of successful tenderer if it is found that any of the participating tenderer including the successful tenderer has indulge itself in Corrupt, fraudulent, coercive or collusive practices.
- XVII. **Tea Board reserves the rights to accept/reject the tender or cancel the whole process of tender without assigning any reason.**
- XVIII. **All the machineries are to be supplied and installed to DTR&DC Kurseong within 4-5 weeks from the date of issuance of the purchase order to the selected bidder.**

5.0 INSTALLATION, ERECTION AND COMMISSIONING:

The Tenderers shall be responsible for erection, installation and commissioning of the machines/equipments at the destination site, free of cost and also for making it fully operational.

The material required for installation such as:-

- | | |
|-----------------|---------------------------|
| (a) Labour | (d) Necessary literature |
| (b) Consumables | (e) Instructions material |
| (c) Drawing | (f) other tools |

shall be the responsibility of the tenderers.

6.0 INSURANCE: All goods supplied under the contract/supply order shall be fully insured for all risk with Tea Board of India as the beneficiary. All consignments are required to be dispatched to the consignee's installation-site/final destination and the insurance cover shall remain valid till the erection, installation of the main equipment has been completed by the supplier and accepted by the consignees.


7.0 LANGUAGE OF THE TENDERER: The Tenderer and all documents and correspondence relating to the tender exchange by the Tenderer and the Board shall be in English.

8.0 TENDER CURRENCY: Price shall be quoted only in Indian currency.

COMMERCIAL TERMS AND CONDITIONS:

1. TENDER FEES:

Cost of the Bid Document is **Rs. 1,000/-** (One Thousand) only. This amount shall be deposited by NEFT/RTGS to:

| | |
|---|---|
|  | |
| Account Name | : TEA BOARD TEA FUND A/C COLLECT |
| Address | : 14 B T M SARANI BRABOURNE ROAD KOLKATA WEST BENGAL |
| | : -700001 |
| Date | : 6 Jun 2019 |
| Account Number | : 00000011107799307 |
| Account Description | : CA-GEN-PUB OTH-NONRURAL-INR |
| Branch | : N S ROAD, KOLKATTA |
| Drawing Power | : 0.00 |
| Interest Rate(% p.a.) | : 16.7 |
| MOD Balance | : 0.00 |
| CIF No. | : 80896926397 |
| IFS Code | : SBIN0000144 |
| MICR Code | : 700002070 |

The UTR No. and details of transaction are to be intimated to Tea Board at the e-mail IDs: dtrdcteaboard@gmail.com before submission of tender to Tea Board. A Copy of the e-mail shall be submitted along with the tender.

2. EARNEST MONEY DEPOSIT (EMD):

An EMD of 5% of the Tender amount shall be deposited to the same account number as mentioned above.

The UTR No. and details of transaction are to be intimated to Tea Board at the e-mail IDs: dtrdcteaboard@gmail.com before submission of tender to Tea Board. A Copy of the e-mail shall be submitted along with the tender.

3. Performance Security Deposits (PSD):

The successful bidder shall furnish the Performance Security Deposit (PSD), 10% of the value of machines of the contract must be furnished in the form of an account payee demand draft/fixed deposit receipt from a commercial bank/bank guarantee from a commercial bank/online payment. The PSD should be deposited within 15 days from the date of placement of Letter of Intent (LOI)/Supplier Order.

Performance security deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

EMD will be refunded to the successful bidder on receipt of PSD.

Performance security amount in full or part may be forfeited in the following cases:

- a. When the terms and conditions of the Agreement is breached.
- b. When the bidder fails to deliver goods/services as per terms of the contract.
- c. When the Agreement is being terminated due to non-performance of the bidder.

4. Liquidated Damage:

Liquidated damage charges will be imposed @ 0.5% of the goods/services which was delivered beyond the delivery period mentioned in the contract subject to maximum of 10% of the contract value.

5. Force Majeure:

If any time, during the continuance of this Agreement, the performance in whole or in part by either party or any obligation under Agreement shall be prevented or delayed by reason of any war, or hostility, fires, floods, explosions, epidemics, quarantine restrictions, or act of God (herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such

event be entitled to terminate this Agreement nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the Agreement shall be resumed as soon after such event may come to an end or cease to exist, and the decision of the Board as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this Agreement/ is prevented or delayed by reason of any such event for a period exceeding 60 days the Board may, at its option terminate the Agreement.

6. Arbitration:

In the event of any question, dispute or difference arising under this Agreement or in connection there-with except as to matter the decision of which is specifically provided under this Agreement, the same shall be referred to Deputy Chairman, Tea Board, Kolkata for appointment of Arbitrator. The appointment of an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a TEA BOARD Servant or that he was to deal with the matter to which the Agreement relates or that in the course of his duties as a TEA BOARD servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Deputy Chairman, Tea Board or the said officer shall appoint another person to act as arbitrator in accordance with terms of the Agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Indian Arbitration and Conciliation Act 1996 and the Rules made there-under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be in Kolkata and the language shall be English.

7. Debarment from bidding :

The firm to give an undertaking with the quotation that the firm has not been debarred/blacklisted by any Govt. agency like Central Govt./ State Govt./ PSUs/Autonomous Body/Local Authority.

In case the firm have been debarred/Black listed the quotation should summarily rejected.

8. Prebid Condition :

The contract in which prebid meeting is scheduled, the final specification and terms and conditions will be sealed after prebid meeting. Therefore, the vendor shall quote after prebid meeting.

9. Payment Terms :

Payment shall be made to the supplier in 30 days from the date of submission of bill after acceptance of goods/services/work completion certificate as per terms of contract.

10. Risk Purchase:

If the materials/services are not supplied within the time schedule, Tea Board has full right to cancel the supply order /work order and purchase/execute the above work at vendor's risk and cost.

11. In case of quality and cost based selection (QBCS) maximum weightage to Quality should not be more than 80%.

Example:

Marks for technical evaluation = 100

Marks for financial evaluation = 100

Formula for Final Evaluation:

Weightage to technical evaluation X Marks scored in technical evaluation +
Weightage to financial evaluation X

$$\left\{ \begin{array}{l} \text{L1 Price} \\ \text{Price of the bidder} \end{array} \right\} \times 100$$

The vendor getting the highest final score shall win the bid.

12. Validity of Tender Enquiry: Tender should be valid for 180 days from date of opening.

WARRANTY CERTIFICATE

We warrant that everything to be supplied by us hereunder shall be brand new/ fully fit for operating in Indian conditions particularly those prevalent at ----- free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established and generally accepted standards for material of the type ordered shall be in full conformity with the specification/drawings of samples if any and shall operate properly. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing/repair& overhaul of the equipment /instrument, or defective supply not conforming to the specifications if observed at the time of final inspection and thereafter 1 year mandatory warranty and 2 years additional extended warranty from the date of final acceptance, we undertake the guarantee to repair/supply free of cost the defective items up to the final destination and the inland expenses borne by the indenter, will be at our cost.

This warranty shall survive inspection and payment for and acceptance of the goods but shall expire (except in respect of complaints of which the contractor has been notified prior to such date) 36 months after their successful installation and acceptance by the purchaser.

SEAL of manufacturer/supplier Enterprises

Signature.....

Name & address of manufacturer/supplier

Dated.....

PRICE SCHEDULE FOR GOODS

Name of tenderer _____

| SI no. | Items* | Quantity | Details specifications offered by the tenderer | Unit price | Total value (Rs) |
|--------|-------------------------------------|----------|--|------------|------------------|
| 1 | Rolling table along with motor etc. | One | | | |
| 2 | Dryer | One | | | |

* As per the available specs. and design at Annex: A

6. Total price (inclusive of all applicable taxes/levies/duties at the site of installation) =

Total Amount = _____ (INR)

Signature of tenderer _____

Note:

- 1. In case of discrepancy between unit price and total, these will be adjusted in accordance with the Instructions to Tenderers.*
- 2. Prices and currencies to be in accordance with the Instructions to Tenderers.*
- 3. All items in the Schedule of Requirements must be entered and priced in the appropriate Price Schedule.*
- 4. Price should be quoted in both figures & words. In case of any mistake in the figure, the price in words will be taken as valid quote.*

Annex: A

Details specifications of the machineries for manufacturing of Orthodox tea:

A. Rolling Table: One

Stainless Steel make, rolling table with 55 cm steel drum with pressure cap and 1.5 hp 3 phase 420 volt motor with all required accessories

B. Dryer: One

1 cabinet drier: 12 KW semi-automatic, steel cabinet with 16 trays of 2 Kg withered leaf capacity per tray, temp. range 1 degree to 150 degrees C. output 20 kgs made tea per hour with all required accessories

