

Tender Notice no.2138 dated 06.11.2021

Tender for supply, installation, testing and commissioning of three small coffee grinding machines along with accessories on turnkey basis at Bhubaneswar, Odisha

Sealed Tender(s) are invited from registered dealers/ manufacturers/ authorized suppliers for supply, installation, testing and commissioning of three no. of small Coffee Grinding Machines along with accessories on turnkey basis to be supplied and installed in Bhubaneswar, Odisha of ANFIM & MAZZER make.

The Tender must be accompanied with brochure containing technical specification & financial bids for supply of the above mentioned items.

The bidder(s) should quote their basic rate, taxes, installation charges, loading/unloading of the machines in site, electrical fittings charges, freight FOR destination, packing/ forwarding charges at site and other charges if any. The supply of three nos. of small Coffee Grinding Machine including installation, testing and commissioning is to be completed within 15(Fifteen) days from receipt of the order. The last date for acceptance of Tender is up to **2:00 pm on 16.11.2021**. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

1. Instructions to the Bidders

1. Tenders submitted beyond the last date will not be considered.
2. Duties and taxes where legally leviable and intended to be claimed should be distinctly shown separately in the Tender.
3. The Tenders should be valid for at least 90 days from the date of opening of the Tenders and may be extended for any further period on mutual consent of the parties.
4. All technical literature, catalogue and other data in support of the specification and details of the item(s) should be furnished along with the offer.
5. Any defective material will be lifted by the supplier at their own risk and cost.
6. No claim shall be entertained on account of increase in price of the machines.
7. Corrections if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amounts quoted in words shall prevail.
8. A complete set of instructions and operation manual should be supplied at the time of installation.

9. Delay in delivery of the machines beyond date line without prior consent of the purchaser shall attract cancellation of the purchase order.
10. Conditional, incomplete Tenders will not be entertained.

2. Technical Specifications:

Sl	Head	Specifications
1	Voltage / Frequency / Phase	220 - 240 / 50 / 1
2	Watt	350-450
3	RPM	800 - 1500 rpm
4	Grinding time for single espresso	2 - 4 seconds
5	Grinding time for single espresso	2 - 3 seconds
6	Bean hopper capacity	1 - 2 kg
7	Other features	Overload protection, Bean hopper slide, Automatic START/STOP switch

3. ELIGIBILITY OF BIDDERS

The Bidder must possess the following eligibility criteria & to this effect must produce supportive documents as specified below.

Sl	Eligibility Criteria	Documents required
1.	The bidder must be registered in India as a Company/ Partnership or Llp/Sole Proprietorship firm under relevant Acts.	<ol style="list-style-type: none"> 1. Copy of Incorporation or Registration Certificate of the Company/Llp/ Partnership Deed 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN).

Documents to be submitted:-

The bidders have to furnish the following documents duly signed in along with their Technical Specifications:

- i. Filled in Bid Submission Check List (Annexure-A).
- ii. Copy of Certificate of Incorporation of Company along with Articles & Memorandum /Agreement in case of Llp/ Registration of the Partnership firm along with Partnership Deed, and in case of Sole Proprietorship firm (Registration certificate from any Govt. authority).
- iii. Copy of PAN.

- iv. Copy of Goods and Services Tax Identification Number (GSTIN).
- v. Copy of Valid Address Proof (Copy of Telephone Bill/ PAN/ Electricity Bill/ Rent Agreement etc.)

NB: *Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.*

4. **TECHNICAL EVALUATION (1st Stage):** The Technical Bids will be opened and evaluated. The Bids will be evaluated as per the documents submitted in clause no. 3.
5. **FINANCIAL EVALUATION (2nd Stage):** The financial Bids of the technically qualified bidders only shall be opened and evaluated by the committee.
6. **Evaluation of criteria:** Financial bids of the technically qualified bidders will be evaluated by the committee and selection will be done on lowest bids received. However the Managing Director reserves the right to accept or reject the lowest bidder and the decision in this regard will be final and binding on all bidders.
7. **Principles for submission of tender:**

1. Interested agency may submit their sealed tender in the prescribed format given to the Managing Director, TDCCOL, RUPALI SQUARE, PO. BHOI NAGAR, Bhubaneswar-751022 latest by **16th November 2021** through **Speed Post / Registered Post / Dropped in the Tender Box** at TDCCOL office only to the address as specified above during the office hours only. The detail tender documents can be downloaded from TDCCOL website www.tdcccodisha.org.

2. **The procedure for submission of the Bid is described below:**

- a. **TECHNICAL BID:** The agency submitting the Technical Bid should be sealed and superscripted as "**Technical Bid for Grinding Machine**" and furnished inside one envelope.
- b. **FINANCIAL BID:** The envelope containing Financial Bid **shall be sealed** and superscripted as "**Financial Bid for supply of Grinding.**" The duly filled-in Financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The "**Technical Bid**" and "**Financial Bid**" must be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the TENDER CALL NOTICE Document. The first envelope must be marked as "**TECHNICAL BID (NAME OF THE ASSIGNMENT)**" and the second envelope must be marked as "**FINANCIAL BID (NAME OF THE ASSIGNMENT)**". All the two above envelopes shall be sealed and placed inside a main envelope with proper labeling of following information in bold.

**NAME OF THE ASSIGNMENT:
TENDER CALL NOTICE NUMBER AND DATE:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

3. Bid Price

- a. The prices should be quoted in Indian Rupees only.

4. Bid Qualification Criteria:

- a. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
 - b. All entries and pages in the tender form should be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.
 - c. The successful agency should deliver the products within 10 days on receipt of the work order.
5. **Award of Contract:** The Client will notify the successful bidder in writing by issuing an offer letter/ work order. ***Sub-contracting is not allowed under this assignment.***
6. In case of any Addendum/Clarification/Corrigendum/Extension regarding this tender, the same will be published in the above-mentioned official websites only.
7. The successful bidder has to submit a performance security **for an amount equal to 3% (three percent) of the total value of the contract.** The performance security will be returned to the bidder bidder on smooth operation of the item supplied for a period of 6 months.
8. For any query, you can contact: - Shri Ankit Kumar, Coffee Manager – Mob. No. (8340474803)
9. TDCCOL, Bhubaneswar reserves the right to accept or reject any or all bids without assigning any reasons.

8. Terms & Conditions of Contract.

1. Definitions

- a. The term “Purchaser” shall mean the Tribal Development Cooperative Corporation of Odisha Ltd, (TDCCOL) Bhubaneswar.
- b. The term “Supplier” shall mean, the person, firm or company with whom or with which the order for the supply of stocks is placed and shall be deemed to include the supplier’s, successors, representative heirs executors and administrators unless excluded by the contract.
- c. The “Stores” shall mean that supplier agrees to supply under the contract as specified in the Purchase Order including erection of plants and machinery and subsequent testing should such a condition be included in the Purchase Order.
- d. The term “Purchase Order” shall mean the communication signed on behalf of the Purchaser by an officer duly authorized intimating the acceptance on behalf the purchaser on the terms and conditions mentioned or referred to in the said communication accepting the tender or offer of the supplier for supply of stores of plant, machinery or equipment or part

thereof.

2. Prices

Price quoted should be all inclusive, firm and valid for at least 90 days from the date of submission of the tender and maybe extended for any further period on mutual consent of the parties.

3. Supply, Installation & Training:

The supplier shall ensure transportation, installation, commissioning of the unit at location of TDCCOL as mentioned above. The supplier shall give training for minimum 2 days onsite to TDCCOL staffs.

4. Guarantee and Replacement:

- a) The supplier shall guarantee that the stores supplied shall comply fully with the specification laid down for materials, workmanship and performance.
- b) The manufacturer/supplier shall provide one or more years warranty against manufacturing defects & free after sales service.

5. Packing, Forwarding and Insurance:

The supplier will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air, to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packing shall be done by and at the expenses of the Supplier. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the supplier and the purchaser shall pay only for such stores as are actually received in good condition in accordance with contract.

6. Acceptance of Stores:

- a) It is expressly agreed that the acceptance of stores, contracted for is subject to final approval by the Purchaser, whose decision shall be final.
- b) If, in the opinion of the purchaser all or any of the stores that do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at the price to be fixed by the purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the supplier.

7. Delivery Period:

The delivery period of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract, and physical delivery of the stores must be completed on or before the specified dates / period.

8. Payment:

Supplier's Bill will be passed only after the stores have been received, inspected and accepted by the purchaser and successful trial-run by the supplier for payment.

Arbitration:

In the event of any question, dispute or difference arising under these conditions contained in the Purchase order in connection with this contract (except as to any matters, the decision of which is specially provided for by these condition), the same shall be referred to the sole arbitration of the **Managing Director, TDCCOL, Bhubaneswar** which shall be final

and binding on both the parties.

FINANCIAL BID SUBMISSION FORMS

FIN-1

(In Bidders Letter Head)

To,

**The Managing Director,
TDCCOL, Bhubaneswar**

Sub: Submission of Financial Bid.

Sir

I, the undersigned, offer to supply of grinding machine in accordance with your Request for Tender No._____, Dated: _____. Our attached Financial Bid is for the sum of **[Insert amount(s) in words and figures*]**. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below: -

Sl. No.	Particulars	Cost	GST	Total Price Quoted
1	Coffee Grinding Machines (including transportation/insurance/handling etc.)			
2	Any other cost(specify)			
Total Cost (Including GST)				

I have carefully read and understood the tender and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

ANNEXURE-A-BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART - A)			
	Filled in Bid Submission Check List (ANNEXURE-I)		
1	Copy of Certificate of Incorporation / Registration of the Bidder		
2	Copy of PAN		
3	Copy of Goods and Services Tax Identification Number (GSTIN)		
4	General Details of the Bidder		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____