

Tender Document for Procurement of
Both Side Herackle Stitching Machine
for R&D Project

Tender No. : 01/2018 -19/R&D Projects

Date: 27 June, 2018

Total Items: 1

Indian Jute Industries' Research Association

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Note: Interpretation of any term /word /clause lies with IJIRA, Kolkata

I) INTRODUCTION

1. IJIRA, a premium research organization linked to Ministry of Textiles, Govt. of India, is engaged in R&D activities with the objective of rendering scientific and technical assistance to the jute industries.
2. IJIRA, for its Ministry of Textiles sponsored R&D Projects, intends to procure new machine. The details of item are provided in the current tender. Sealed Tender is hereby invited from the manufacturers / authorized agents of the machine related to this item.
3. The tender document contains the following:
 - a. Tender Notice
 - b. Terms and Conditions - General and Special
 - c. Technical Specification of the machine
 - d. List of machines/Instruments being procured
 - e. Format for filling up technical bid
 - f. Format for filling up financial bid
 - g. Delivery schedule for each of the items
 - h. Format of undertaking for supply of goods
 - i. Guidelines for the bidder.

II) DETAILS OF TENDER AND TENDER NOTICE

Tender in sealed cover is invited by IJIRA from manufacturers or authorized agents for the supply of machine/machine. Details of the machine and its 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 IJIRA only. Tenders can be obtained from The HR & Admin Officer, IJIRA, on payment of Rs. 500/- only either in cash or by Cheque /DD in favour of IJIRA. The Tender cost may be paid by electronic transfer (**Refer Annexure VI**), if the tenderer desires so. The tender document can also be downloaded from the website of IJIRA www.ijira.org. In such case, the Tender cost must accompany the filled in Tender document. Tender documents are available from 27th June, 2018 to 6th July, 2018, up to 2.00 PM. **Last date for submission of duly filled up sealed tender at IJIRA, Kolkata is 6th July, 2018 up to 2 PM.**

The bids will be opened at 3.00 P.M. on 6th July, 2018.

Address for Communication:

The Director, Indian Jute Industries' Research Association (IJIRA), 17, Taratala Road, Kolkata – 700 088.

III (A) TERMS AND CONDITIONS – GENERAL

1. Tender documents shall be issued by IJIRA, Kolkata to manufacturers / authorized agents. **IJIRA, Kolkata will be the tender issuing authority.**
2. Modifications, if any, made in the above documents will be done by addenda/ corrigenda, will be available in the website of IJIRA 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 his bid and shall comply with various terms and conditions.
3. All pages of tender documents shall be signed & sealed by the person authorized to file the tender & all should be duly numbered.
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. The tender should be filled in and submitted in English. All accompanying literature and correspondence shall also be in English.
6. No claim for costs, charges, expenses incurred by the bidder in connection with preparation of tender submission and for subsequent clarifications of their tender shall be accepted.
7. IJIRA will not be responsible for any typographical errors/ambiguity/ additions /omissions committed by the bidder while filling up of the tender.
8. 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.
9. Any question 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.
10. Bids submitted by manufacturers and authorized agents only shall be considered.
11. The bidders must submit their Factory License / Trade License details, Sales Tax & Service Tax No. and IT returns for at least 3 years.
12. Due preference will be given to the bidders:
 - a. Who is an established manufacturer with good reputation for 5 years or more

- b. Who had supplied their machine(s)/ instruments to reputed laboratories/Govt. organizations supported by relevant documents.
- c. Having Certificate of manufacturing like ISO 9001.
- d. Strong service support base, preferably in the eastern part of the country.

13. Bid Security (EMD) & Performance Security

Tender must be accompanied by Bid Security (EMD) in form of Account Payee Demand Draft / Pay Order / Bank Guarantee/ Electronic Transfer subject to confirmation. Bid Security will be fixed amount as described in the **Annexure -1. DD / Pay Order should be in favor of Indian Jute Industries' Research Association payable at Kolkata , India. For making payment through electronic transfer please refer Annexure VI .** Bank Guarantee format can be obtained by sending written request to The FAO, IJIRA (sgghosh@ijira.org). Bid Security (EMD) shall be paid in Indian currency. Bid Security will be valid for a period of 180 days from the last submission date. Bid securities (EMD) of the unsuccessful bidders will be returned to them at the earliest after following GFR guidelines.

The SSI Units are exempted from paying the EMD, provided they produce Certificate of being a SSI Unit.

Performance security is to be given by every successful bidder. Performance Security should be for an amount of 5 % of the value of the contract. Performance Security may be furnished in the form of an *Account payee Demand Draft/ Pay Order / Electronic Transfer / Bank Guarantee*. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security should be refunded to the successful bidder on receipt of Performance Security.

Performance Security by the successful bidders shall be held back towards the security deposit and will be adjusted against the final payments, after executing the order, successfully and satisfactorily.

In case, the Tenderer, whose bid has been accepted and the Tenderer refuses to accept/execute the order as per the stipulated terms and conditions Bid /Performance security will be forfeited.

14. 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.

15. Technical details shall contain

- a) Original Tender document **duly signed & sealed** by the authorized person on all pages.
- b) Compliance to technical specifications of the machines for which bids are submitted – Authorized person to indicate the **compliance of technical specifications in the respective pages** of the tender document and sign the same.
- c) **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 & sealed in respective pages of the tender documents, where “terms and conditions” are given.
- d) Adherence to the stipulated delivery schedule of the machine/item – Authorized person to specify “delivery schedule given above will be complied with” and signed & sealed in respective pages of the tender documents, where “delivery schedule of each of the items” is as given in Annexure III.
- e) **Proof that the bidder** is (i) either manufacturer or (ii) an authorized agent for which the bid is submitted.
- f) Covering letter, in the letter head of the bidder stating:
 - a. That the minimum **warranty period of one year.**
 - b. That the bid **conforms to the terms and conditions** of the tender
 - c. Confirmation that the quoted rates are valid till 31st July, 2018.
 - d. The details regarding the service centers, stocking of spares etc.
 - e. Factory License / Trade License details, Sales Tax & Service Tax No. and IT returns for at least 3 years.
 - f. Certificate of manufacturing like ISO 9001.
- g) Descriptive leaflet/brochure giving the technical details of the machine.

19.1 Details of Commercial contains

- a) Total cost of the machine required for the functioning, including the control system, accessories, packing & forwarding etc., duly filled and signed **in the format prescribed in the tender document at Annexure - II.** No money other than the total indicated above will be payable on any account.

20 Validity of the tender

Rates quoted by the bidder shall be valid till 31st July, 2018 or to an extended date as agreed on mutually. The Bidder shall not withdraw or revise or alter any conditions, rate(s) quoted within this stated period, unless he is called upon to do so on mutual agreement / negotiations.

21 Opening of tender

The tender shall be opened by the Purchase Committee / CAPEX Committee constituted by the competent authority of IJIRA, Kolkata at the time, date and venue as given in the “Tender Notice”.

22 Agreement

A copy of The Purchase order once received should be returned as a token of acceptance of the terms and conditions of the Purchase. Performance Security amount will be retained as security deposit and same will be refunded after successful installation, trial and training.

23 Criterion for rejection:

IJIRA reserves the right to accept or reject any tender or reject all tenders without giving any reasons whatsoever for their decision.

Tender is 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.

Tender which is found to be technically non - responsive shall be rejected and their commercial details shall not be considered.

Canvassing in connection with tender is strictly prohibited and tender submitted by bidder who resorts to canvassing will be liable to rejection.

Tenders containing specific conditions of the bidder other than the terms and conditions given in the tender document and not acceptable to IJIRA are liable to be rejected.

If the validity of the tender is not up to 31st July, 2018 the tender may be rejected.

If the tender document duly signed by the authorized person on all pages is not submitted, the tender may be rejected.

Before submission of the tender, the prospective bidders are expected to examine technical specifications of the machines/instrument 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.

IJIRA reserves the right to cancel items, from the list of requirement of machines/instruments/machines without assigning any reason thereof.

III (B) TERMS AND CONDITIONS- SPECIAL

1. Cost details are to be filled up in the prescribed format as given at **Annexure – II** for the machine indicating therein total charges supplied at IJIRA premises, Kolkata.
2. All accessories, start up kit required for installation & commissioning are to be specified and quoted.
3. *The terms of payment:*
 - a) Payments will be made after successful installation of the machine. 95% payment will be released after a successful installation of the machine/ instrument.
 - b) Balance 5% amount to be paid on successful commissioning of the machine, demonstration of satisfactory performance and imparting training to the technical personnel of the laboratory concerned.

In special cases, IJIRA may consider part advance payment against Bank Guarantee.

4. The suppliers of the machine should provide adequate training for at least 2 technical personnel of the laboratory per machine including trouble shooting etc., and making them confident of operating the machine independently.
5. The bidder shall adhere to the delivery period of the machine as committed by him as indicated in **Annexure III** of the tender document, whichever is earlier.
6. The delivery installation & commissioning period of the machine as agreed to should not be extended; under normal conditions.
7. The bidder shall give warranty for at least one year in respect of items quoted.
8. During the warranty period, regular servicing/maintenance should be undertaken of charge, including replacement of defective parts/travel cost, etc. Subsequently, servicing/maintenance should be undertaken by the authorized agency of the manufacturer/supplier as per the annual maintenance contract conditions.
9. Operation manuals, troubleshooting manuals, calibration procedures and other instruction manuals should be provided along with each of the machine.

10. The Test Control Systems like computer and printer, compatible to the main instrument, are to be supplied with latest configuration.
11. If the machine is not manufactured by the bidder, authorization of the manufacturer to the bidder for marketing and servicing the machine in India should be enclosed along with the technical bid of the tender. In the absence of such authorization, the tender will not be considered at all.
12. In case of short supply or wrong supply of /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.
13. The specifications given in this document are the minimum requirement. The bidders are free to offer machine with better features also. However, the evaluation shall be based on the features mentioned in the tender document. If different model are quoted, the cost details may be given in separate sheet.
14. Orders for the supply of items, once placed with successful bidder is non transferable and no sub-contracting is permitted. IJIRA reserves the right to cancel the order in such event.
15. Any non-fulfillment of the stipulation given above will make the bid invalid.
16. The full payment will be released to the bidders only after completion of satisfactory performance check of the machine.
17. The bids shall first be evaluated for their “technical responsiveness”. The requirements have already been specified,
18. Compliance to technical specifications of the Machine/Item/Software, for which the bid is submitted:
 - i. Adherence to the warranty period.
 - ii. Documents in support of compliance to the calibration of the machine and its traceability to national/international standards of measurement and proven performance through proficiency, wherever such requirement is specified,
 - iii. Details regarding the service centers, stocking of spares technical support & etc.
 - iv. Confirmation about the supply of Certified Reference Materials/Samples for checking the performance of the items, wherever applicable.
 - v. Compliance to all other relevant and critical terms and conditions of the tender.
 - vi. Validity of the tender up to 31st July, 2018.

- vii. If any of the above mentioned parameters are not fulfilled, the bid may be considered as technically non-responsive.
22. The commercial details of those bidders who are technically responsive only shall be evaluated based on the following criterion:
- i) Total price of the machine as CIP / CIF for imported items.
 - ii) Total price of the indigenous items should include delivery charges up to the location IJIRA.

Annexure I

List of Machine, EMD amount

Item Sr. No.	Name of the Machine	EMD (inRs.)
I	Both side herackle stitching machine	6,000

Detail Specifications and Compliance

ITEM & ITS SPECIFICATION				
Sr. No.	Name of the Machine /	Specifications	Comply/ Not Comply	Description (Deviation), if any
I	Both side herackle stitching machine	<p>1.0 APPLICATION :</p> <p>The machine will be used for simultaneous both side stitching B. Twill jute bags</p> <p>2.0 SPECIFICATION :</p> <p>The broad specification of the machine is as follows –</p> <ul style="list-style-type: none">• Herackle stitching machine (Stitch type 502)• Two stitching head facing each other• Stitching speed: 2000 rpm or more• Mounting Table• Single motor drive• Adjustable distance between stitching heads		

Annexure II

FORMAT FOR COST DETAILS

(Cost particulars should be given in this format separately)

Note: All the cost particulars should be furnished either in Indian Rupees or Foreign Currency. If more than one model of the machine is quoted, use separate sheets.

Part 1: Cost details of: _____

Name of the Machine:		
S.No.	Cost Details for foreign components	Cost with currency
(i)	Total CIP cost (with detailed break-up) all cost included.	
	Total	

Annexure-III

Delivery Schedule:

[Plz. Mention the period of delivery]

The machine will be acceptable if received only in sealed condition.

Annexure IV

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

To,

**The Director,
Indian Jute Industries' Research Association
17, Taratala Road,
Kolkata – 700 088.**

Sub: Supply of Machine to IJIRA, Kolkata as per the specifications and quantity mentioned in the tender

Dear Sir,

- a) Having examined the conditions of Tender and Specifications of the machine, instruments and/or accessory, we, the undersigned, offer to supply instruments and machine as mentioned in the **Annexure I** as per the quantity and specifications given in the tender along with standard spares/accessories as specified.
- b) Earnest Money Deposit (EMD) as given in Annexure-I as detailed in Tender Conditions is enclosed.
- c) **The original tender document duly signed & sealed on all pages is enclosed.**
- d) We agree to abide by this tender for the period from the opening date fixed for receiving the same and it shall remain binding upon us for a mutually extended period agreed in writing by us.
- e) If our tender is accepted, we undertake to supply the machines and install the same in the Laboratories as mentioned in the tender within the specified periods from receipt of the order from IJIRA in writing.
- f) We agree to supply and replacement of the broken/damaged/non-compatible parts during the guarantee / warrantee period, free of charge, as per the terms & conditions.
- g) We agree to train the personnel of laboratories free of charge, as per the terms and conditions.

- h) If our tender is accepted we will, fulfill statutory obligation, if any, prior to commencement of supply of machines/software .
- i) We agree for the validity of our tender up to 31st July 2018.
- j) The bidders shall use only tender documents as issued for submitting his bid and shall comply with various terms and conditions.
- k) 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 IJIRA.
- l) We understand that you are not bound to accept the lowest or any tender you may receive.
- m) 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

Signature with seal & dated
Designation / Capacity Name

Annexure V

Tender Reference No.:

Dated _____

UNDERTAKING / DECLARATION

To,

**The Director,
Indian Jute Industries' Research Association
17, Taratala Road,
Kolkata – 700 088.**

Dear Sir,

- i. We, _____
(Bidders Name & Address)
undertake to supply _____ (Name of Machine) as per the detailed specification of Tender and honour the terms and conditions of the tender document.
- ii. We undertake to supply the machine within the stipulated period of time and accept the terms and conditions of the Tender.
- iii. We undertake that during the warranty period, regular servicing/maintenance will be carried out as per the Warranty Clause.
- iv. We undertake to provide adequate training (normal operation, trouble shooting) to two technical personnel of the laboratory on the supplied Machine/software and making them confident of operating the Machine/software independently.
- v. We agree that the full payment will be released to us only after completion of satisfactory installation, trial and training on the said Machine/Software.

Authorized Signatory to Tenderer

**Signature with seal & dated
Designation / Capacity Name**

Annexure -VI

BANK DETAIL

NAME : **INDIAN JUTE INDUSTRIES' RESEARCH ASSOCIATION**

ADDRESS : **17, TARATALA ROAD, KOLKATA - 700 088**

PAN NO. : **AAATI1186R**

BANK NAME : **IDBI BANK**

BRANCH NAME : **BEHALA**

BRANCH ADDRESS : **Behala, Basu Villa, First floor,
371/2, Diamond Harbour Road,
Kolkata 700 034**

ACCOUNT NO. : **1184102000001311**

ACCOUNT TYPE : **CURRENT**

MICR CODE : **700259037**

BRANCH CODE : **001184**

RTGS / NEFT - IFCS : **IBKL0001184**

SWIFT CODE : **CHASUS33**

CHECK LIST TO THE BIDDERS

1. Gets all the clarification regarding terms and conditions, specification etc during the pre bid meeting or by writing to the Director, IJIRA, Kolkata, prior to submission of bids.
2. The original tender document downloaded in full has to be submitted along with the technical details duly signed on all the pages.
3. Fill up the relevant compliance columns in the specifications given for the Machine/software quoted by stating C or NC. If any deviations are there in the specifications, the details may be given separately as Annexure.
4. The required Earnest Money Deposit (EMD) for each instrument as mentioned in the Tender Document is to be enclosed. Copies of this DD are to be kept in Technical Bids.
5. A covering letter duly signed by the authorized person as per the specimen given at **Annexure IV** of the tender document.
6. Ensure that User certificates from at-least two users, on their letterhead stating that the performance of similar machine/software supplied to them is satisfactorily, is enclosed.
7. Descriptive leaflet / brochure of the machine/software quoted are enclosed along with the technical details.
8. The Technical and commercial details are to be submitted separately superscribing Cover A – Technical Bids or Cover B – Commercial Bids for machine. Both the details are to be put together in one envelope and sealed properly, superscribing the name of the machine.
9. Proof regarding manufacturer / authorized agent, as the case may be, Factory License / Trade License details, Sales Tax & Service Tax No. and IT returns for at least 3 years, certification of manufacturing (e.g. ISO 9001) are enclosed.
10. Prior to submission of bids, bidders have to ensure that the machines/software quoted by them is as per the national / international standard mentioned in the specification.
11. Cost details are to be given in the prescribed format only. If more than one module of machine/software is quoted, separate sheet may be enclosed. may be given

Note: If the bidder fails to furnish all the relevant document/information as mentioned in the Tender Document, the Tender may be rejected.
