

**Indian Institute of  
Entrepreneurship**

An ISO 9001:2008 Certified Organization

Certified by Khadi & Village Industries  
Commission

Lalmati, N.H. Bypass No.37 Guwahati 29

**Traditional Dress Making and  
Embroidery Cluster**

Village: Satgharia, PO: Sipajhar,  
Dist.: Darrang,  
Pin-784145

**GRIB inviting sealed quotations from authorised vendor/firms/suppliers for Supply, Delivery, Assembly, Installation and Operationalization of Diesel Generator at Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**

I. GRIB is the Implementing agency for Traditional Dress Making and Embroidery Cluster, Sipajhar, Assam under the aegis of IIE as Nodal agency and Export Promotion Council for Handicrafts as the technical agency for the SFURTI Project Ministry of MSME. GRIB invites sealed quotations affixing court fee stamps of Rs.8.25 from authorized vendor/firms/suppliers for supply, Delivery, Assembly and Installation & Operationalization of **Diesel Generator at Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**

**General Details and Conditions**

**Description:** Supply, assembling and installation & Operationalization of **Diesel Generator at Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**

1. Location: As specified in scope of work.
2. Price quoted will be inclusive of freight/transportation, taxes, charges, duty, transit insurance and installation and operationalization.
3. Tender document may be downloaded from the website [www.iitraining.org](http://www.iitraining.org)
4. Period of delivery and installation: 7 working days from the day receipt of work order.
5. The other terms and Conditions applicable to this tender have been incorporated in the tender document.
6. Earnest Money Deposit amounting to **Rs. 14,980** /- (for general) and **Rs. 7,490**/- (for SC/ST) in favour of **“Traditional Dress Making & Embroidery”** shall be submitted individually along with the offer.
7. The Competent Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
8. The estimated cost should be inclusive of GST.
9. Last date of submission the Tender Document: 13.08.2020 12.00 PM
10. Date & time of opening of tender: 13.08.2020 03.00 PM
11. If a Holiday falls on any of the schedule date, then schedule date shall be considered on next working day.
12. The tender should be submitted in accordance will the instructions and conditions and any tender not conforming thereto is liable to be rejected. The instruction shall form the part of the tender and contact. The tender shall be complete with all documents. The tender received without tender fee shall be rejected outright.
13. Price quoted should be inclusive of GST.

The duly signed and stamped tender shall be submitted at the address: **The Secretary, Traditional Dress Making & Embroidery Cluster, C/0- Indian Institute of Entrepreneurship, Near, Games Village, Lalmati, Guwahati, Assam-781029**, in a sealed envelope super scribing **“SUPPLY, DELIVERY, ASSEMBLY AND INSTALLATION & OPERATIONALIZATION OF DIESEL GENERATOR AT TRADITIONAL DRESS MAKING AND EMBROIDERY CLUSTER, SATGHARIA, SIPAJHAR, DARRANG, ASSAM-784145.**

Including the following-

- The forwarding letter of the tender.
- Tender bid Performa.
- List as per Checklist (enclosed as Annexure I).
- Bidders must provide **GST REGISTRATION CERTIFICATE** else bids will be automatically rejected.

**A. Eligibility of the supplier:**

1. Must have least 2 years of experience of supplying such items (related Machines)
2. Must have at least Rs 20 Lakhs of annual turnover from the supply business.
3. Must not be black listed by any agency from supplying of such items in the five years.
4. Must have experience of providing post sales services.

**B. Scope of Work**

**Type of Work:** Supply, Commissioning, & Installation and Operationalization of **Diesel Generator** at **Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**

**I.** Must have evidence of supply such items in bulk in the last financial year.

**II. (a) List of Machineries and equipments**

Sl. No.	Name of Machine	Specifications (KVA AND MODEL)	Quantity	Rate	Amount
1	Diesel Generator	Reputed Brand like Mahindra/ Honda/ Krilosker etc.	1		
		1. 75 KVA Silent DG set comprising of M&M make Engine Model 4725			
		2. Installation work with Chemical Earthing, Cabling, Change over sitch, Lugs Etc.			
		3. DG Carrying Charge Including DG st shifting			
		4. Foundation Work			
				<b>Total</b>	

**III. Packing, transportation and installation of the Machines:**

The successful bidder is liable to supply as per the prescribed specifications only and also shall be responsible for packing, transportation; installation & operationalization and trial run of the machineries and equipments as per the following:

- a) The agency must pack and transport and deliver the machines at **Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**
  
- a) The agency shall install and demonstrate trial run of the machines at the **Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**
  
- i) **TRAINING:** The bidder should impart suitable training to a group of cluster artisans for operation and maintenance of the machines during installation at the cluster site and if required separate training programme can be arranged with separate financial consideration.
- ii) **SPARES:** The agency must provide required spare parts as and when required for at least 2 year as per the market price. The percent market price of the share part shall be mentioned along with the quotation.
- iii) **SERVICES:** The agency must be able to provide post sale services as and when required with a separate Fees as per the market rate.
- iv) **MRLS & MANUALS:** The supplier must include manufacturer recommended list of spares & cost thereof for 2 years successful running of machine in their quotation. However, the same will not be considered for finalization of order.
- v) **SELECTION CRITERIA:** The technical score of the agency will be evaluated based on the above mentioned criteria and the agency has to score 50% of the technical score. The evaluation criteria is as follows:

SI No	Criteria	Full score
1	Experience in Years >10 years – 20 points 5 to 10 years – 10 points <5 years – 5 points	20
2	Turnover in last 3 years >Rs. 1 crore – 20 points 50 Lakh to 1 crore – 10 points 20 lakh to 50 lakh – 5 points <20 lakh – 0	20
3	Activities of work in similar type of organization/Central Government Department. Central Govt./Similar organization – 20 points Other than Central Govt./Similar organization – 10 points	20
4	Experience of providing post sales services >2 years – 10 2-1 year – 5 <1 year – 2.5, No experience – 0	10
5	Total	70

6	Eligible score of opening financial bid	20/70
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**vi) GUARANTEE:** Supplier should give Bank guarantee 5% of quoted amount valid till period of work order for satisfactory performance of machines as per company norms from the date of successful installation of the machines.

**vii) VALIDITY:** The validity for the supply of machineries will be 7 days from the receipt of work order from GRIB (IA).

### **Forwarding Letter Format**

**(To be provided in the official letter head of the bidder)**

**To,**

**The Secretary  
Traditional Dress Making and Embroidery Cluster,  
Satgharia, Sipajhar, Darrang, Assam-784145**

Sub: Supply, Delivery, Assembly, Installation and Operationalization of DG Set at **Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**

Dear Sir,

With reference to the tender notification, we hereby submit our technical credibility and financial quotation for supplying of the listed machines. We agree that the tender document provided are true to our knowledge and sprit and if found incorrect, our application will be cancelled automatically and we are ready to provide the required bank guarantee for the supply/against the advance amount.

**Sd/-**

**Secretary**

## Technical Bid Document

SI No	Criteria	List of enclosed Supporting documents
1	Experience of supplying DG Set and related equipments machines- supply order copies	
2	Annual turnover from the supply business – annual audit reports	
3	Activities of similar work	
4	Experience of providing post sales services- order copies	

Sl.	Category Name	Sub-category	Details
01.	Certificates	Certificates	a) PAN Card. b) Copy of I.T. return for last 3 (three) financial years. c) GST registration No., GSTIN d) Professional Tax Paid Certificate e) Self attested copy of License with validity in the name of bidder.
02.	Company Detail(s)	Company Detail	
03.	Credentials	Credential	a) Performance as prime supplier for execution of similar nature of work for last 3 (three) years and details of work in hand.
04.	Financial Information	Financial Information	a) Copy of IT returns for last 3 financial years. b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom
05.	Earnest Money	Earnest Money	Earnest Money Deposit amounting to <b>Rs. 14,980</b> /- (for general) and <b>Rs. 7,490/-</b> (for SC/ST) in favour of “ <b>Traditional Dress Making &amp; Embroidery</b> ” payable at Mangaldoi, Assam shall be submitted individually along with the offer.

**Original documents may be required to be verified.**

<b>SL No</b>	<b>Type of Document</b>	<b>Please Tick</b>
1	The forwarding letter of the tender	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Technical bid document	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Supporting for technical bid	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Financial bid document	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Certificate of registration/proof of ownership along address	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Copy of Pan card/TIN	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	GST registration	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Income tax return, Audited balanced sheet for last three years (2017-18, 2018-19 and 2019-2020)	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Undertaking that the firm is not blacklisted by any government/private Organisation	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Undertaking that the firm has no pending vigilance/ CBI case,	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Certificate that the firm is not supplying the same item at lower rates quoted in the tender to any government institution during the past one year, as per fall clause adhered by DGS/D and other government Organisation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

**\*Compulsory**

**(Signature)**

**Date:**

**Office Seal**

**Financial bid document**

To,

**The Secretary  
Traditional Dress Making and Embroidery Cluster,  
Satgharia, Sipajhar, Darrang, Assam-784145**

**Subject:** Financial quotation for supply, delivery, Assembly, Installation and Operationalization of DG Set for **Traditional Dress Making and Embroidery Cluster, Satgharia, Sipajhar, Darrang, Assam-784145.**

Dear Sir,

Please find the best possible quotation for supply of the listed items as follows:

<b>Sl. No.</b>	<b>Name of Machine</b>	<b>Specifications (KVA AND MODEL)</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>Diesel Generator</b>	Reputed Brand like Mahindra/ Honda/ Kirlosker	<b>1</b>		
		1. 75 KVA Silent DG set comprising of M&M make Engine Model 4725			
		2. Installation work with Chemical Earthing, Cabling, Change over sitch, Lugs Etc.			
		3. DG Carrying Charge Including DG st shifting			
		4. Foundation Work			
<b>Total</b>					

(Signature)  
Date  
Official S

**ANNEXURE-I**  
**Checklist**

SL No	Type of Document	Please Tick
1	The forwarding letter of the tender	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Technical bid document	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Supporting for technical bid	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Financial bid document	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Certificate of registration/proof of ownership along address	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Copy of Pan card/TIN	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	GST registration	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Income tax return, Audited balanced sheet for last three years (2017-18, 2018-19 and 2019-2020)	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Undertaking that the firm is not blacklisted by any government/private Organisation	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Undertaking that the firm has no pending vigilance/ CBI case,	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Certificate that the firm is not supplying the same item at lower rates quoted in the tender to any government institution during the past one year, as per fall clause adhered by DGS/D and other government Organisation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

**\*Compulsory**

**(Signature)**

**Date**

**Official Seal**