

**Indian Institute of
Entrepreneurship**

An ISO 9001:2008 Certified Organization

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Commission

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

Fashion Accessories Cluster

Vill - Tatarpur, PO - Muluk,
PS - Bolpur

Dist - Birbhum, West Bengal-731204

I. SWADHIN Trust inviting sealed quotations from authorised firms/suppliers for Supply, Delivery, Assembly, Installation and Operationalization of various fashion accessories craft-based machineries and equipments for fashion accessories products at Fashion Accessories Cluster, Birbhum, West Bengal.

SWADHIN Trust is the Implementing agency for **Fashion Accessories Cluster, Birbhum, West Bengal** 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. SWADHIN Trust invites sealed quotations affixing court fee stamps of Rs.8.25 from authorized vendor/firms/suppliers for supply, Delivery, Assembly and Installation & Operationalization of various fashion accessories craft-based machineries and equipments at **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal.**

A. General Details and Conditions

Description: Supply, assembling and installation & Operationalization of various fashion accessories craft-based machineries and equipments at **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal.**

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/www.swadhin.net.in
4. Period of delivery and installation: 30 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. 1,35,000** /- (for general) and **Rs. 67,500** /- (for SC/ST) in favour of "**Swadhin Fashion Accessories Cluster**" 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: 24.08.2020 12.00 PM
10. Date & time of opening of tender: 25.08.2020 1.00 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, **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal-731204**, in a sealed envelope super scribing “**SUPPLY, DELIVERY, ASSEMBLY AND INSTALLATION & OPERATIONALIZATION OF VARIOUS FASHION ACCESSORIES CRFT-BASED MACHINERIES AND EQUIPMENTS AT FASHION ACCESSORIES CLUSTER, TATARPUR, BIRBHUM, WEST BENGAL-731204**”. 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.

B. Eligibility of the supplier:

1. Must have least 2 years of experience of supplying such items (related Machines)
2. Must have at least Rs 30 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.

C. Scope of Work

I. Type of Work: Supply, Commissioning, & Installation following machines and equipments at **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal-731204**,

- a. Must have evidence of supply such items in bulk in the last financial year.

II. (a) List of Machineries and equipments

Sl No	Machine name	Specification	Quantity to be Purchased	Rate (in Rs.)	Amount (in Rs.)
1	Leather Splitter Machine	Leather Cutting Machine	3		
		Power Source: Electricity			
		Material: Leather			
		Type: Industrial			
2	Polish Machine	Leather Polish Machine	8		
		Power Source: Electricity			
		Type: Industrial			
3	Bamboo Cutting Machine	Wood Graving Machine	3		
		Power Source: Electricity			
		Type: Industrial			
4	Dice	Material : Wood	200		
		Various Shape & Design			
		Purpose: Bag Designing			
5	Bullock/Cobra Machine	Cobra Leather Sewing Machine	12		
		Power Source: Electricity			
		Type: Industrial			

6	31 K Swing Machine	Leather Sewing Machine	24		
		Operation: Electric			
7	Embroidery Machine	Computerised Embroidery Sewing Machine	16		
		Maximum Embroidery Area: 130 x 180mm			
		Thread Tension Control: Auto			
		Bobbin Type: Horizontal			
8	103 Swing Machine	Semi-Automatic Heavy Duty Leather Sewing Machine	20		
		Automatic Grade: Semi-Automatic			
		StitchLength: 5.5 mm			
		Operation: Electric			
9	Board Cutter Machine	Manual Corrugated Board Sheet Cutter Machine	4		
		Automation Grade: Manual			
		Material: Steel			
		No of Legs: 4 Legs			
10	Punching Machine	Leather Punching Machine	5		
		Power Source: Electricity			
11	Divider Machine	Leather Divider Machine	2		
		Type: Industrial			
		Power Source: Manual			
12	CAD Center	Epson Colour Printer	1 Nos		
		i5 Processor Based Computer/Laptop	10 Nos		
		APC UPS 3	1 Nos		
Total					

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 has to pack and transport the machines to the various clusters at **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal-731204.**
- b) The agency shall install and demonstrate trial run of the machines at the **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal-731204.**

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 has to provide required spare parts as and when required for at least 2 year as per the market price. The percent market price of the spare 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 has to 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. 5 crore – 20 points 3 to 5 crore – 10 points 1 to 3 crore – 5 points <1 crore – 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	35/70

- 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 two (2) Months.

Forwarding Letter Format
(To be provided in the official letter head of the bidder)

To,

The Secretary
Fashion Accessories Cluster,
Tatarpur, Birbhum, West Bengal-731204,

Sub: Supply, Delivery, Assembly, Installation and Operationalization of various fashion accessories craft-based machineries and equipments at **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal-731204,**

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 fashion accessories and related craft-based machineries and 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	
5	Total	
6	Eligible score for opening financial bid	35/70

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	EMD of Rs. 1,35,000 /- (for general) and Rs. 67,500/- (for SC/ST) in favour of “ Swadhin Fashion Accessories Cluster ” shall be submitted individually along with the offer.

Original documents may be required to be verified.

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:

Office Seal

Financial bid document

To,

The Secretary

Fashion Accessories Cluster,

Tatarpur, Birbhum, West Bengal-731204,

Subject: Financial quotation for supply, delivery, Assembly, Installation and Operationalization of various machineries and equipments for **Fashion Accessories Cluster, Tatarpur, Birbhum, West Bengal-731204.**

Dear Sir,

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

Sl No	Machine name	Specification	Quantity to be Purchased	Rate (in Rs.)	Amount (in Rs.)
1	Leather Splitter Machine	Leather Cutting Machine	3		
		Power Source: Electricity			
		Material: Leather			
		Type: Industrial			
2	Polish Machine	Leather Polish Machine	8		
		Power Source: Electricity			
		Type: Industrial			
3	Bamboo Cutting Machine	Wood Graving Machine	3		
		Power Source: Electricity			
		Type: Industrial			
4	Dice	Material : Wood	200		
		Various Shape & Design			
		Purpose: Bag Designing			
5	Bullock/Cobra Machine	Cobra Leather Sewing Machine	12		
		Power Source: Electricity			
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6	31 K Swing Machine	Leather Sewing Machine	24		
		Operation: Electric			
7	Embroidery Machine	Computerised Embroidery Sewing Machine	16		
		Maximum Embroidery Area: 130 x 180mm			
		Thread Tension Control: Auto			
		Bobbin Type: Horizontal			
8	103 Swing Machine	Semi-Automatic Heavy Duty Leather Sewing Machine	20		

		Automatic Grade: Semi-Automatic			
		StitchLength: 5.5 mm			
		Operation: Electric			
9	Board Cutter Machine	Manual Corrugated Board Sheet Cutter Machine	4		
		Automation Grade: Manual			
		Material: Steel			
		No of Legs: 4 Legs			
10	Punching Machine	Leather Punching Machine	5		
		Power Source: Electricity			
11	Divider Machine	Leather Divider Machine	2		
		Type: Industrial			
		Power Source: Manual			
12	CAD Center	Epson Colour Printer	1 Nos		
		i5 Processor Based Computer/Laptop	10 Nos		
		APC UPS 3	1 Nos		
Total					

(Signature)

Date

Official Seal

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