



Tender Ref. No. : SIC/HO/TID/AU/12-177

TENDER DOCUMENT

for

Supply, Installation & Commissioning of Automatic Paper Napkin Manufacturing Machine at Mozambique on Turnkey Basis

The National Small Industries Corporation Limited

(A Government of India Enterprise)
Okhla Industrial Estate, Phase III
New Delhi-110020

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NOTICE INVITING TENDER

The National Small Industries Corporation Ltd. (NSIC), Okhla Industrial Estate, New Delhi invites sealed tender in Two bid system (Technical & Commercial bid in two separate envelopes) from eligible and qualified Indian Original Equipment Manufacturers / Authorized Distributors of Indian OEM / Authorized Dealers of Indian OEM for the Supply, Installation, Commissioning & Training at site for the Automatic Paper Napkin Manufacturing Machine, Capacity: 400pcs per minute at Manica, Mozambique on Turnkey Basis.

The details are summarized below: -

a)	Tender number	Reference number for inviting bids through this tender is SIC/HO/TID/AU/12-177
b)	Purchaser	The National Small Industries Corporation Ltd. which is a Government of India Enterprise under the Ministry of Micro, Small & Medium Enterprises.
c)	Usage of Machinery & Equipment	The purchaser would place the Machinery & Equipment at India – Africa Vocational Training / Incubation Centre being setup at Manica Province in Mozambique. The centre shall impart skill and entrepreneurship development training and also carry out production as and when required.
d)	Scope of Tender	Supply, Installation, Commissioning & Training to trainers and carry out pilot production using the supplied Machinery & Equipment.
e)	Specification/ Details of Machinery & Equipment	The detailed specifications of Machinery & Equipment are specified in tender and placed at Annexure-A
f)	Web page for details of tender	Web page: http://www.nsic.co.in/tenders.asp The prospective bidders are advised to remain in touch with the website for any update in respect of this tender.
g)	Locations of supplies	The machinery & equipment is to be supplied at New Delhi (Delhi).
h)	Earnest Money Deposit (EMD) along with Tender	The EMD of ₹30,000/- (Rupees Thirty Thousand Only) shall be submitted in the form of D.D. in favour of ' The National Small Industries Corporation Ltd. ' payable at New Delhi and to be placed in the Technical Bid envelope while submitting the tender.
i)	Exemption from the payment of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable to the Udyog Aadhaar/ District Industry Centre / NSIC registered units for the goods for which the said tender floated.
j)	Cost of Tender Documents	Tender document is free of cost and can be downloaded from our website www.nsic.co.in from 4th July, 2017 to 18th July, 2017 .

k)	Last date of submission of tender	Tender must be delivered to the address below on or before 18th July, 2017 up to 17.30 hours. Late bids will be rejected. The Chief General Manager, Technology Incubation Division, National Small Industries Corporation Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020
l)	Date of opening of Technical Bid (Envelope-1)	The technical bid for the tender shall be opened on 19th July, 2017 at 16:00 hours at the address as under: The Chief General Manager, Technical Incubation Centre NSIC- Technical Services Centre, Okhla Industrial Estate, New Delhi-110020
m)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing Commercial Bid will be intimated to the qualified bidders separately.

Note: In case of any further details required, the same can be collected from the office of the Chief General Manager, Technology Incubation Division, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi from **4th July, 2017 to 18th July, 2017** (except Saturday & Sunday) between 10:30 hours to 15:45 hours.

Chief General Manager
NSIC- Technical Services Centre
New Delhi

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions, as under.

1. Abbreviations:

Throughout this tender documents", the word/ term:

- a) "NTSC" means NSIC Technical Services Centre
- b) "NSIC" means The National Small Industries Corporation Ltd.
- c) "day" means Calendar day
- d) "working day" means Monday to Friday in week
- e) "tender" means tender number SIC/HO/TID/AU/12-177
- f) "machine" means the machinery & equipment including all associated tools/ jigs/ fixtures/motors/controllers/ software/ control panels/ accessories as detailed at Annexure-A.
- g) If context so requires, "singular" means "plural" and vice versa.
- h) "EMD" means Earnest Money Deposit.
- i) "Purchaser" means The National Small Industries Corporation Ltd
- j) "Bid" means the document and financial details submitted by bidder.
- k) "Bidder" means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- l) "Tenderer" means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- m) "OEM" means Original Equipment Manufacturer

2. Eligible Bidder:

- a) The intending Bidder, in case of Original Indian Equipment manufacturers shall submit a self-declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar machines, as asked in this tender, for the last five (5) years.
- b) The intending Bidder, in case of Authorized Distributor of Indian OEM / Authorized Dealer of Indian OEM shall possess valid authorized Distributorship / Dealership license from Original Equipment Manufacturers who should be engaged in regular manufacturing and supply of similar machine for the last five (5) years. The Bidder shall enclose the copy of the same in Technical bid while submitting the tender.

3. Location of supplies:

- a) The details of location where the machine(s) supplied through this tender are as under:

#	Location	Address for supplies
1	New Delhi	NSIC appointed C&F Agent / Internal Container Depot as mentioned in the Delivery Instruction

4. Scope of Supplies:

- 1) The material shall be supplied in compliance to the specifications mentioned in Annexure- A of the tender.
- 2) The specifications of the machine as mentioned in the Annexure-A are the minimum requirements of tender, however higher specifications of machine may be considered subject to their cost economics i.e. competitiveness in financial terms.
- 3) After the supply of machine as mentioned in the Annexure A, the bidder has to execute its installation & commissioning at the designated site in Mozambique.
- 4) The awarded bidders shall have to depute expert(s) for installation & commissioning at site as and when instructed by NSIC. No additional charges shall be payable by NSIC, for installation & commissioning of equipment at site, except for the following:
 - i. To & Fro journey charges to Manica, Mozambique and back, including Visa charges shall be paid by NSIC.
 - ii. Boarding shall be taken care of by NSIC.
 - iii. Local conveyance shall be taken care of by NSIC.
 - iv. Out of pocket allowance of USD50 per day per person for food and other expenses shall be paid by NSIC.
 - v. Skilled and unskilled workers shall be provided by Host country at site.
 - vi. The supplier has to inform in advance about the material handling facilities to be arranged by host country for successful installation, commissioning, training and pilot production from the machines and equipment supplied.
- 5) Time and manpower required (skilled/unskilled) for erection & commissioning should be clearly given in terms of working days and number respectively.
- 6) The supplier will be required to train the local operators, as decided by NSIC / host country, for at least 7 days during installation & commissioning.
- 7) Training should cover the machine's operations, maintenance, information about Do's & Don'ts as well as trouble shooting & all other areas which are necessary for smooth functioning of machine shall be provided to at least two persons designated by purchaser, at site, by the bidder.

5. Delivery

- a) The purchaser interested for complete delivery of machine by the bidder within sixty (60) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time before 60 days. Under any circumstances, delivery should not be made without receipt of delivery instructions from NSIC.
- b) The material shall be inspected at works and bidder shall be responsible for any damage during the transit of machine/ equipment to place of delivery as given in delivery instructions.
- c) The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of purchaser.

6. Warranty / After Sales Services

- a) The equipment shall be warranted for any manufacturing defect for a period of 18 months from the date of successful completion of installation and commissioning at site.
- b) Should any part or parts fail or proved defective within the period specified above, owing to defect in design, material or workmanship, the supplier will have to replace them at the place of installation free of all charges.
- c) During the warranty period, expert(s) shall be deputed at site by the awarded unit whenever found essential and which cannot be undertaken locally or by the NSIC's experts including rectifying any defect / malfunctioning of plant & machinery. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the awarded unit.

7. Manuals and Technical Documents:

The awarded unit shall provide technical documents like installation manual, operation and maintenance manual etc. in English language in three copies for each items of equipment. Two copies to go with the consignment, one copy to be forwarded to NSIC office.

8. Tender documents:

Tender document is free of cost and can be downloaded from our website www.nsic.co.in from **4th July, 2017** to **18th July, 2017**.

- a) At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum / corrigendum. The prospective bidders are advised to remain in touch with the Website for any update in respect of this tender.

9. Authorization for Submission of Tender:

- a) The original and all copies of the bid shall be signed and stamped by the unit submitting the bid.
- b) The person signing the tender form or any other documents on behalf of the Bidding Unit shall be deemed to warrant that he has authority to bind the Bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

10. Earnest Money Deposit:

- a) The EMD shall be submitted in the first envelope super-scribed as "Technical Bid", of prescribed amount by way of Demand Draft drawn in favour of "The National Small Industries Corporation Ltd", only for the Machine(s) quoted by the Bidder. No cash towards EMD shall be accepted. The offers without EMD from the Bidders shall be rejected.
- b) In case tender documents downloaded from website, EMD of ₹30,000/- shall be submitted by way of D.D. drawn in favour of 'The National Small Industries Corporation Ltd' along with the Technical Bid of the tender documents. The option for payment by RTGS/NEFT is also available and bank details of purchaser, are as under:

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
NSIC EXPORT A/C	PUNJAB NATIONAL BANK, OKHLA, NEW DELHI	06020021000013328	PUNB0060200

The bidder is should to attach the Bank Statement & RTGS/UTR Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- c) EMD and tender Fee submission is exempted for the bidders those having valid registration under Udyog Aadhaar, Single Point Registration Scheme of NSIC and all micro and small enterprises registered with Director of Industries from DIC for the machine for which this is tender issued. To support this, the self-certified scan copy of such valid registration/ exemption certificate is to be attached with technical bid.
- d) The Purchaser shall not be liable for payment of any interest on EMD.
- e) Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
- f) The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.

11. Special Provision for Micro & Small Enterprises:-

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012. The definition of MSEs owned by SC/ST is as given under:

- a) In case of proprietary MSE. Proprietor shall be SC/ST
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit
- c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Document to claim benefits shall be enclosed in Technical Bid.

12. Submission of Tender:

- a) The bidder should examine all instructions, forms, terms and specifications in the tender documents and should furnish with its bid all documents or information as required by bidding document.
- b) The language for all the correspondence and documents related to the tender shall be in English only. Moreover, the printed literature/technical details for the machine shall also be in English.
- c) The tender must be placed in a properly sealed bigger envelope addressed to The Chief General Manager, Technology Incubation Division, National Small Industries Corporation, NSIC Bhawan, Okhla Industrial Estate, Phase III, New Delhi and the said bigger envelope shall contain two sealed envelopes containing Technical & Commercial bids. The bigger envelope must be super-scribed "Tender for the Supply of Paper Napkin Manufacturing Machine" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the Supply, Installation, Commissioning of Paper Napkin Manufacturing Machine at Mozambique - Technical Bid"

Envelope No-2: The said envelope is for commercial bid & shall be super-scribed as "Tender for the Supply, Installation, Commissioning of Paper Napkin Manufacturing Machine at Mozambique - Commercial Bid".

- d) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- e) All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.
- f) Tenders received in open covers/ letters/ fax/ email will not be considered.

13. Financial Bid Submission:

- a) Bidder shall take into account of all costs including Packing, Freight, Transportation Cost including charges during handing over of machine to NSIC's representative C&F agent at New Delhi (or any other place as specified by NSIC in Delivery Instructions) as detailed at Para 3 of "Instructions to the Tenderer" before quoting the "Price of Machines before Taxes & Duties" in the Commercial Bid.
- b) The "Price of Machinery & Equipment before Taxes & Duties" shall remain firm & inclusive of all costs involved for the delivery to the destination (as detailed at Para 4 "Scope of Supplies" of this tender),
- c) No extra payment or revision of "Price of Machine before Taxes & Duties" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- d) No representation for the revision of the quoted "Price of Machine before Taxes & Duties" shall be considered till the supplies are completed to the designated location.

14. Last date of submission of Tender:

- a) The tender should reach the office of the Chief General Manager, Technology Incubation Division, National Small Industries Corporation, NSIC-Bhawan, Okhla Industrial Estate, New Delhi by 18th July 2017 up to 17.30 hours.
- b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
- c) The purchaser shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and rejected.

15. Opening of Technical Bid:

- a) The technical bid of tenders will be opened at NTSC-Okhla on 19th July, 2017 at 16:00 Hours. The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender.

16. Opening of Commercial Bid:

- a) The Commercial Bid of only technically qualified bidders will be opened on the stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the technically qualified bidders through email, after the evaluation of Technical Bid.

17. Validity of Tender:

- a) The tender shall be valid for a period of 180 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the said period of 180 days.

- b) In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

18. Evaluation of Bids:

- a) If there is discrepancy between the amounts quoted in Commercial Bid in the column "Unit Price of Machine before Taxes & Duties" and the amount reflected in column "Total price of Machine(s) before Taxes & Duties" which the multiplication of quantity is offered for supplies with "Unit Price of Machine before Taxes & Duties", the lower of the two shall prevail. Accordingly the Total price of Machines before Taxes & Duties shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price / total price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the lower of the subtotals and the total shall prevail.
- c) If there is a discrepancy between words and figures, the lower of the two amounts shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- e) If the Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- f) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.
- g) The competitiveness of bid shall be made on price on destination basis in the evaluation of "Unit Price of Machine before Taxes & Duties". Destination is ICD Tughlakabad, New Delhi.
- h) The Purchaser shall compare the "Unit Price of Machine before Taxes & Duties" of all the responsive bids to determine the lowest bid.
- i) The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Commercial Bid. However, after the supplies, they have to issue the invoice indicating the Price of machine as quoted in the Commercial Offer and thereafter specify the Taxes as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of machine as well as the taxes and duties as applicable at the time of delivery.

- j) The Purchaser is authorize to ask the evidence from bidder to counter-check that the taxes & duties, as claimed by the bidder at the time of issue of invoice after the supply of machines, have been paid to the government.

19. Earnest Money Forfeit:

- a) If any Bidder withdraws his tender before the period of 120 days from the date opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b) The EMD will also be forfeited in following cases:
- i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
 - ii. If the bidder fails to supply the Machines with specifications as mentioned in Annexure –A
 - iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of project.
 - iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.
 - v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.

20. Pre-dispatch Inspection:

A pre-dispatch inspection by 3rd party/ technical team of purchaser may be carried out at bidder's site of manufacturing machines. This pre-dispatch inspection will not absolve bidder's responsibility to execute supply in accordance with the tender terms.

21. Packing:

- a) The bidder shall provide **sea worthy packing** of the machines/ equipment, as is required to prevent their damages or deterioration during the transit to their final destination in Mozambique. The packing shall be sufficient to withstand, without limitation, rigours of weather, rough handling during transit, etc. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.
- b) The machine & equipment shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport i.e. by road till New Delhi and thereafter shipment in containers to Mozambique. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

22. Delivery Time:

- a) The bidder shall indicate the period within which the ordered quantity will be supplied. The bidder shall note that in case bidder fails to supply within the period of delivery indicated by the bidder in technical bid of this tender or within 10 working days of issue of Delivery Instructions by the purchaser, whichever is later,

a penalty @1% of value of the order per week of delay would be levied subject to maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.

- b) The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.

23. Payment:

- a) The 80% payment of total bill will be made by the purchaser by crossed account payee cheque/RTGS/NEFT on submission of following documents:
- i. Signed commercial Invoice-two copies certifying that the goods are exactly as per the purchase order and the specification quoted.
 - ii. One copy of NSIC supply order.
 - iii. Proof of delivery of the consignment to our C&F agent.
 - iv. Clean report of findings issued by NSIC.
 - v. Packing list two copies duly signed.
- b) Balance 20% order value shall be released after successful installation and commissioning of equipment at site and upon furnishing performance guarantee as stated at para 25 of this tender document.

24. Performance Guarantee:

Performance Guarantee in the form of Bank Guarantee (BG) on the prescribed format @10% of order value in favour of NSIC Ltd. towards performance of the contract (Purchase Order) shall be required to be submitted by the party after successful installation of the project at site. This bank guarantee shall be valid for 18 months from the date of successful completion of installation and commissioning at site or 10% amount can be withheld in lieu of Performance Guarantee.

25. Causes of Rejection of Tender:

- a) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b) If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

26. Claims:

If the material supplied are found to be of description different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the machine/ equipment and/or to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The

bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the machine/ equipment.

27. Address for communication:

All the communication with respect to the tender shall be addressed to:

The Chief General Manager,
Technology Incubation Division
Technical Services Centre
National Small Industries Corporation Ltd.
NSIC Bhawan, Okhla Industrial Estate,
New Delhi-110020

28. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

29. Code of Ethics:

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law against fraud and corruption then their firms may be blacklisted.

30. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

We confirm with our acceptance to the instructions (S.No-1 to 30 above) as given above.

BIDDER'S NAME & SIGNATURE WITH SEAL

These duly signed "Instructions to the Tenders" as under shall be attached with technical bid of the tender as a mark of acceptance of bidder and any tender not confirming the instructions as under is liable to be rejected.

ANNEXURE-A

Details of requirements and technical specifications of machine

One set of Automatic Paper Napkin Manufacturing machine fitted with Electrical Motor (reputed make), AC frequency Drive, Electrical starter, Switch, overload protector, V belt, Pulley etc. For Supply, Installation & Commissioning at Manica (Mozambique).
One set of equipment consisting of the following:

1. Automatic paper napkin manufacturing machine fitted with Electrical Motor (reputed make), AC frequency Drive, Electrical starter, Switch, overload protector, V belt, Pulley etc.

The machine structure shall be made from MS plates.

Capacity: 400 pieces per minute.

Product size (finish): 300mm x 300mm

Printing unit: one color

Fold: to 25% of total size

Embossing unit: One

Embossing rollers: EN8 material

Motor main machine-2HP AC 380 volts

Motorband saw- 1HP AC 380 volts 50 Hz.

Counter meter – Pneumatic operated with totalizer to give one day production

Counter meter: On machine to count output

Compressor: 2 HP 150 liter tank capacity, double cylinder to be supplied with machine for air pressure,

With On line cutting adjustment

Parent roll core diameter: minimum 76mm

Speed control – AC frequency drive

With Paper cut sensor

With Static eliminator

Mild steel plate thickness – 25mm

With Gear box

Complete tool box (required for the running and maintenance of the machine)

2. Complete set of tools, jigs & fixtures required for installations (Anti-vibration mountings/ foundation bolts etc.), tools for smooth operations & maintenance of machines (hand tools, special tools including electrical circuit diagrams and electrical spares, etc.) including the following:

(i)Rubber sheet 125mmx175mmx40mm – 10 pcs.

(ii)Servo to control voltage fluctuation 5 kw – 1 no.

(please specify each item with detailed specifications / quantity - use separate sheet)

3. Spares to maintain normal operations of machine for two years, including the following:
- Band saw blade – 10 pcs.
 - Grinding cup set – 4 sets
 - Motor belt: for main machine – 1 set
 - Motor belt: for band saw – 1 set
 - Timing belt set – 2 sets
 - AC frequency drive 2 HP, 380 volts – 1 pc
- Apart from above list, ensure the spares list includes all the items/ parts those are required to be replaced during the course of normal running of machine, due to their wear & tear.
- (please specify each item with detailed specifications / quantity - use separate sheet)**
4. Raw material (Napkin paper) required for taking out the pilot production after the installation & commissioning of machines at site including the following:
- 300mmx18 gsm 1 ply paper – 1000 kg
 - Polythene bags of 200mmx250mm size – 12500 pcs to pack 50 pieces of napkin in each pack.

Note:

The aspects mentioned below must be noted while submitting bids for the above mentioned plant and machinery / equipment:

- Finished products should have quality similar to norms of Bureau of Indian Standards / FPO AGMARK / International Standards, wherever applicable.
- All machines / equipment should be compatible with 220 V Single Phase, 380-400 V Three Phase - 50 cycle per second supply. Electrical wiring for interconnection of the machines upto main supply wherever necessary should be supplied along with machines.
- In case foundation of the machine is required for installation, necessary foundation bolts, pads, washers etc. should be supplied along with foundation drawing.
- All machines should be supplied with electricals, raw material handling and finished material packing arrangement along with working tools.
- List out the technical specification, additional equipment required, if any, for smooth running of the project.
- All machines should be complete and ready for production of stated capacity and should be supplied with operation and maintenance manual.
- All accessories and consumables in all respects to be provided to run the machine smoothly.

ANNEXURE -B

(Undertaking from Bidder on their official stationery)

To,
The Chief General Manager
Technology Incubation Centre
National Small Industries Corporation,
Okhla Industrial Estate, New Delhi-110020

Sir,

Subject: Undertaking for the participation in the tender No. SIC/ HO/ TID/ AU/ 12-177 due for opening of technical bid on 19th, July 2017.

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction To The Tenderer
3. Technical Specifications of machine (Annexure-A)
4. Annexure – C (Technical Bid)
5. Annexure – D (Commercial Bid)

I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfil all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location(s) of purchaser including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the machine/ equipment to Government / Semi Government/ Central or State Public sector enterprise(s) in terms of quality and financial agreed supply conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

.....
.....
.....

I/We fully understand the terms and conditions in the tender documents.
I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of.....2017

Authorized Signatory
Seal:

ANNEXURE-C

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID

1. **Tender Ref. No:** SIC / HO / TID/ AU / 12-177
2. **Name of Bidder:**
3. **Complete office address of Bidder:**
4. **Confirmation of acceptance of Technical Specifications for the supply of machine:**

Sl. No.	Tender requirements	Quantity	Compliance (Yes/No)
	One set of Automatic Paper Napkin Manufacturing machine fitted with Electrical Motor (reputed make), AC frequency Drive, Electrical starter, Switch, overload protector, V belt, Pulley etc. For Supply, Installation & Commissioning at Manica (Mozambique).		
	One set of equipment consisting of the following:		
1.	<p>Automatic paper napkin manufacturing machine fitted with Electrical Motor (reputed make), AC frequency Drive, Electrical starter, Switch, overload protector, V belt, Pulley etc.</p> <p>The machine structure shall be made from MS plates.</p> <p>Capacity: 400 pieces per minute.</p> <p>Product size (finish): 300mm x 300mm</p> <p>Printing unit: one color</p> <p>Fold: to 25% of total size</p> <p>Embossing unit: One</p> <p>Embossing rollers: EN8 material</p> <p>Motor main machine-2HP AC 380 volts</p> <p>Motorband saw- 1HP AC 380 volts 50 Hz.</p> <p>Counter meter – Pneumatic operated with totalizer to give one day production</p> <p>Counter meter: On machine to count output</p> <p>Compressor: 2 HP 150 liter tank capacity, double cylinder to be supplied with machine for air pressure,</p> <p>With On line cutting adjustment</p>	One No.	

	<p>Parent roll core diameter: minimum 76mm</p> <p>Speed control – AC frequency drive</p> <p>With Paper cut sensor</p> <p>With Static eliminator</p> <p>Mild steel plate thickness – 25mm</p> <p>With Gear box</p> <p>Complete tool box (required for the running and maintenance of the machine)</p>		
2.	<p>Complete set of tools, jigs & fixtures required for installations</p> <p>(please specify each item with detailed specifications / quantity - use separate sheet)</p> <p>(Anti-vibration mountings/ foundation bolts etc.), tools for smooth operations & maintenance of machines (hand tools, special tools including electrical circuit diagrams and electrical spares, etc.) including the following:</p> <p>(i)Rubber sheet 125mmx175mmx40mm – 10 pcs.</p> <p>(ii)Servo to control voltage fluctuation 5 kw – 1 no.</p>	One set	
3.	<p>Spares to maintain normal operations of machine for two years.</p> <p>(please specify each item with detailed specifications / quantity - use separate sheet) including the following:</p> <p>(i) Band saw blade – 10 pcs.</p> <p>(ii) Grinding cup set – 4 sets</p> <p>(iii) Motor belt: for main machine – 1 set</p> <p>(iv) Motor belt: for band saw – 1 set</p> <p>(v) Timing belt set – 2 sets</p> <p>(vi) AC frequency drive 2 HP, 380 volts – 1 pc</p> <p>Ensure the spares list include all the items/ parts those are required to be replaced during the course of normal running of machine, due to their wear & tear.</p>	One Set	
4.	<p>Raw material (Napkin paper) required for taking out the pilot production after the installation & commissioning of machines at site including the following:</p> <p>(i) 300mmx18 gsm 1 ply paper – 1000 kg</p> <p>(ii) Polythene bags of 200mmx250mm size – 12500 pcs</p> <p>To pack 50 pieces of napkin in each pack.</p>	One Lot	

Note:

The aspects mentioned below must be noted while submitting bids for the above mentioned plant and machinery / equipment:

- a) Finished products should have quality similar to norms of Bureau of Indian Standards / FPO AGMARK / International Standards wherever applicable.
- b) All machines / equipment should be compatible with 220 V Single Phase, 380-400 V Three Phase - 50 cycle per second supply. Electrical wiring for interconnection of the machines upto main supply wherever necessary should be supplied along with machines.
- c) In case foundation of the machine is required for installation, necessary foundation bolts, pads, washers etc. should be supplied along with foundation drawing.
- d) All machines should be supplied with electricals, raw material handling and finished material packing arrangement along with working tools.
- e) List out the technical specification, additional equipment required, if any, for smooth running of the project.
- f) All machines should be complete and ready for production of stated capacity and should be supplied with operation and maintenance manual.
- g) All accessories and consumables in all respects to be provided to run the machine smoothly.

6. Confirmation for supply to the location(s):

#	Details	Location
		New Delhi
1	Tentative quantity required at each locations	1 Complete Set of Machinery & Equipment as given above
2	Consent to supply: (write YES/ NO only in the cell placed under the location)	

7. **EMD payment details** (Not applicable if the bidder is holding valid registration/ exemption certificate, as per Para 10 (c) of Instruction to Tenderers): Details of DD/ RTGS/ NEFT by which EMD paid

.....

The EMD of Rs. ₹30,000/- (Rupees Thirty Thousand Only) for New Delhi

8. **PAN of bidder** (self-attested copy to be enclosed)

9. **VAT/ CST/ TIN / GST registration number of bidder** (self-attested copy to be enclosed)

10. **Delivery period after receipt of supply order from purchaser:** *(The purchaser interested for complete delivery of machine by the bidder within sixty (60) calendar days from the date of issue of supply order. However, the bidder have an option to submit the best delivery time, but in any case the delivery should be only after Delivery Instructions are issued by NSIC. Delivery to be completed in number of days (Calendar Days In figure) (Calendar Days in words) for delivery from the date of issue of supply order by purchaser.*

11. **Details of address with contact details from where the bidder plans to offer Service during the Warranty & after warranty period :**

#	
Details of address of bidder for rendering After Sales Services	

12. **Copies of purchase orders or contracts or invoices of similar nature or client list in the last five years.**

13. **Documents - Details to be enclosed with the Technical bid by bidder are as under:**

- a) In case the bidder is Original Indian Equipment Manufacturer, the bidder to submit a self-declaration on their letter-head, confirming that they are regular in manufacturing & supplying the similar machines, as asked in this tender, for the last five (5) years.
- b) In case the bidder is Authorized Distributor of Indian OEM / Authorized Dealer of Indian OEM, the bidder to attach self-certified valid authorized Distributorship / Dealership license from Original Equipment Manufacturer who shall be engaged in regular manufacturing and supply of similar machine for the last five (5) years.
- c) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 11 of "Instructions to the Tenderers" of this tender) shall be submitted with Technical Bid.
- d) Undertaking as per Annexure-B on official stationery.
- e) Duly signed all pages of "Instructions to Tenderers" of the tender document as a mark of acceptance.
- f) Copies of purchase orders or contracts or invoices of similar nature or client list in the last five years.
- g) Technical Literature of machine(s) with particular reference to the model of machine proposed to supply against this tender along with reference of website to assess the further features, if required.
- h) Payment as per Point 7 above or Self-certified copy of valid certificate for claiming EMD exemption.
- i) Self-attested copy of valid TIN/ VAT/ CST/ GST registration.
- j) Self-attested copy of valid PAN.

- k) The Bidders shall furnish complete Technical details of machine/ equipment/ material for the machine offered to supply through the participation of this tender (use separate sheet, if required, to elaborate the details of technical specifications such as Measuring Range/Size, Least Count/Resolution, Accuracy, Materials used, Accessories, Tools, Spares etc.)
- l) To submit all supporting information with respect to the technical data, drawings or booklets of product. Any product brief, test certificates available may be enclosed.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 180 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for warranty on the machine(s) supplied through this tender.
- c. Agree to impart onsite training to the designated personnel of purchaser for stipulated no. of working days decided in consultation with the tenderer.
- d. No price of any Machine/ Equipment/ Spares/ Accessories is given in Technical Bid.
- e. All above machines & equipment are provided with strong base/ safety features/ curtains/ enclosures, etc. wherever applicable.
- f. All consumables, electrical and electronic parts of the product conform to international standard(s).

Name & Signature of the authorized bidder with stamp
Contact details of the bidder signing the tender.

Name.....
Designation.....
Phone (office).....
Phone (Mobile).....
E mail.....

Annexure –“D”

FORMAT FOR SUBMISSION OF COMMERCIAL BID

1. Tender Ref. No: SIC / HO / TID / AU / 12-177
2. Name of the Bidder:
3. The financial offer to execute the supply as per the tender:

a. Supply of Machinery & Equipment to New Delhi location:

#	Details	Unit Price of Machinery & Equipment before taxes & duties of single set (In ₹)	Quantity to be supplied (In Nos.)	Total Price of Machine before taxes & duties (Multiply column no 2 and 3) (In ₹)
	1	2	3	4
a.	Offered financials for the Supply, Installation, and Commissioning at site & Training to trainers with commitment to offer after sales Services in the period of Warranty for the machinery & equipment offered to supply, as agreed in technical bid of the tender no. SIC / HO / TID / AU / 12-177			
b.	Total Price of Machine before taxes & duties for the supply of total quantity as detailed at row 'a' above to the location at New Delhi, (Row a) (In ₹)			
c.	Total Price of Machine before taxes & duties for the supply of total quantity as detailed at row 'a' above to the location at New Delhi, location (Row a) (In words)			

The followings to be noted while submitting financial details for the supply of machine:

- a. The competitiveness of bid shall be made on the evaluation of "Unit Price of Machine before Taxes & Duties" for supply to the location mentioned.
- b. The Purchaser shall compare the "Unit Price of Machine before Taxes & Duties" of all the responsive bids to determine the lowest bid.

- c. The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Commercial Bid. However, after the supplies, they have to issue the invoice indicating the Price of machine as quoted in the Commercial Offer and thereafter specify the Taxes as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of machine as well as the taxes and duties as applicable at the time of delivery.
- d. The Total Cost quoted above should be inclusive of Basic Price, Transportation, Incidental Services (including Insurance, Loading / Unloading, Packing & Forwarding charges, etc.) and any other charges that the bidder may envisage.
- e. The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties, as claimed by the bidder at the time of issue of invoice after the supply of machines, has been paid to the Government.
- f. The purchaser will not issue any form ('C', 'D', 'H', etc.) toward rebate / exclusion of Sales Tax / VAT / or any other taxes or duties, etc.
- g. The bidder will not be entitled to any increase in Unit Price of the machine before Taxes & Duties occurring during the period of delivery even if there is delay in supplies / completion attributed to him.
- e) The "Unit Price of the machinery & equipment before Taxes & Duties" should be inclusive of all costs involved for the delivery to the destination which includes sea-worthy packing cost, loading / unloading cost, transportation cost, transit insurance cost, any other handling and incidental expenses as envisaged by the bidder, Cost of services to be provided (refer to Para 4 of "Scope of Supplies" of this tender).
- f) No extra payment or revision of "Price of Machinery & Equipment before Taxes & Duties" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- h. The "Unit Price of the Machinery & Equipment before Taxes & Duties" competitiveness shall be given due consideration while analysing the Commercial Bid.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 180 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for warranty on the machine(s) supplied through this tender.
- c. Agree to impart onsite training to the designated personnel of purchase for the stipulated number of working days

- d. Agree to three (03) sets of the Installation, Operation, Maintenance, and Training Manuals with machine.
- e. Agree that the offer price is valid for a period of 180 days from the date of opening of technical bid of this tender.

Further confirm that we agree with the terms and conditions specified in "Instructions to Tenderers" and if selected, the execution of supplies would be made in compliance.

Name & Signature of the authorized bidder with stamp
Contact details of authorized person of bidder who have signed the tender.

Name.....
Designation.....
Phone (office).....
Phone (Mobile).....
E mail.....