



NERCORMP

A livelihood initiative of

North Eastern Council and Ministry of Development of North Eastern Region
Govt. of India

Term of Reference

Tender Document

Machines & Tools Procurement for Food Processing & Allied Units

Chandel District Community Resource Management Society

NERCORMP Chandel, Japhou Village, Chandel HQ, Chandel District - 795 127
Manipur, India

Checklist for Machines & Tools Procurement

S.No.	Particulars	Annexure No.	Remarks
A	B	C	D
1	Machine & Tools Term of Reference		
2	List of Food Processing & allied units	Annexure - A	
3	Machine & Tools Specifications	Annexure - B	
4	Food Processing Units Location cum Place of Supply Details	Annexure - C	
5	Activity Wise EMD Details	Annexure - D	
6	Bid Evaluation Criteria	Annexure - E	
7	Technical Bid - Technical Documents Submission	Annexure - F	To be filled by Bidder
8	Technical Bid - Profile of Company	Annexure - G	To be filled by Bidder
9	Technical Bid - Machine & Tools Specification format	Annexure - H	To be filled by Bidder
10	Financial Bid - Tender Form	Annexure - I	To be filled by Bidder

Chandel District Community Resource Management Society, Chandel, Manipur

A. Introduction

Chandel District Community Resource Management Society, Chandel, Manipur is a registered society which is implementing the North Eastern Region Community Resource Management Project (NERCORMP) in Chandel District of Manipur. NERCORMP is a rural livelihood development project aimed to transform the lives of the poor and marginalized tribal families of Arunachal Pradesh (Changlang, Longding and Tirap districts) and Manipur (Chandel and Churachandpur districts) of North East (NE) India. NERCORMP is a developmental initiative of the North Eastern Council (NEC), Ministry of DoNER, Govt. of India.

Its broad objective can be summarized as follows -

“To improve the livelihoods of vulnerable groups in a sustainable manner through improved management of their resource base in a way that contributes to the preservation and restoration of the environment.”

B. Brief about the Activity

Activity	Machines & Tools Supply for Food Processing and Allied Units
Machines & Tools Specifications	List of Food Processing and Allied Units enclosed as Annexure - A Machines & Tools specifications enclosed as Annexure - B
Implementing Agency	Chandel District Community Resource Management Society, Chandel, Arunachal Pradesh
Implementing Agency Office Address	NERCORMP Chandel, Japhou Village, Chandel HQ, Chandel District - 795 127, Manipur, India
Primary Objective	To establish food processing & allied units
Selection System/ Procedure	The firms/agencies will be selected on the basis of QCBS (Quality & Cost Based System) for the supply of Machines & Tools for different processing activities/trades.

Firm/ Agency Bid Submission	<p>Condition No. 1: If a firm/agency wants to apply for only one activity/trade -</p> <p>The firm requires to submit Technical & Financial Bid separately for the activity/trade.</p> <p>Condition No. 2: If a firm/agency wants to apply for multiple activity/trade -</p> <p>The firm requires to submit only 1 (one) Technical Bid but Financial Bid should be submitted separately for each & every activity/trade.</p> <p>Note: Machine Manual and Brochure (which is a part of Technical Bid) along with filled in Machines & Tools specification format requires to be submitted separately for each & every activity/trade in both the above conditions.</p>
Place of Supply	<p>Villages/sites under Chandel District of Manipur.</p> <p>Food Processing Units Location cum Place of Supply Details enclosed as Annexure - C.</p>
Funded by	NERCRMS, North Eastern Council, Ministry of DoNER, Govt. of India, Shillong
Machine Supply duration	45 days for Machines & Tools transportation up to the site, installation, test run and commissioning from the date of placing order.
Mode of Application Submission	Both by Online and Offline mode.

C. Broad Scope of Work & Deliverables -

- Machine & Tools specifications enclosed as Annexure - B.
- The selected bidder should supply, within 45 days, Machines & Tools up to the site, installation, test run and commissioning from the date of placing order.

D. Ownership -

Chandel District Community Resource Management Society, Chandel, Manipur will be the owner of all the machines and tools.

E. **Mandatory Criteria -**

1. **The Financial bid of only Technically Qualified bidders will be considered for evaluation.**
2. **Machines & Tools Trade License** - The firm/agency should be in business of **Machines & Tools trade** directly for at least 3 (three) years. Copy of trade license registered on or before 2017 (highlighting Machine & Tools Trade) along with manufacturing/stockist/dealership /relevant document shall be enclosed.
3. **Permanent GST registration and Income Tax registration/ PAN Card details** shall be enclosed. Provisional GST registration documents will not be considered. Copy of 3 (three) years out of last 4 (four) years Income Tax Return shall be enclosed. Those claiming exemption under Income Tax shall provide exemption certificate. Applicable TDS on account of GST & Income Tax shall be deducted at source unless exemption certificate is provided.
4. **Earnest Money Deposit (EMD)/MSME Registration & Exemption Certificate** - The firm/agency should submit EMD (5% for each and every processing units for general category and 4% for reserved categories for each and every processing units) through Demand Draft issued by nationalised bank in favour of **Chandel District Community Resource Management Society, Chandel, Manipur**. In case, the firm is exempted under MSME, then MSME Registration and Exemption certificate/documents shall be submitted. (Details of Activity wise EMD details enclosed as Annexure - D).

Any firm/agency, if fails to fulfil the Mandatory Criteria mentioned in S.No. 2 - 4, will automatically get disqualified and further the technical bid will not be considered for evaluation.

F. **Other Eligibility/Qualifying Criteria -**

5. **Audited Balance Sheet** - The firm/agency should have annual turnover of the desired amount. The 3 (three) years audited balance sheet along with trading profit & loss statement out of last 4 (four) years and 3 (three) years bank statement out of last 4 (four) years duly endorsed by the Branch Manager shall be enclosed.

Annual Turnover details highlighted below -

S.No.	Particular	Min. Annual Turnover Required	Min. Solvency Certificate Required
1	If a particular firm/agency submits bid for the supply of Machines & Tools for 1 - 4 different processing activity/trade.	Rs. 30.00 Lakh only	Rs.15.00 Lakh only
2	If a particular firm/agency submits bid for the supply of Machines & Tools for 5 - 7 different processing activity/trade.	Rs. 60.00 Lakh only	Rs. 30.00 Lakh only
3	If a particular firm/agency submits bid for the supply of Machines & Tools for more than 7 (seven) different processing activity/trade.	Rs. 1.00 Crore only	Rs. 50.00 Lakh only

6. **Work Order & Supply Completion Certificate - Referring to S.No. 5**, the firm/agency should have a single Work Order & Supply Completion Certificate or Cumulative of 10 Work Orders & Supply Completion Certificate, for the desired minimum Annual Turnover, received in the last financial year. Copy of Work Orders and Supply Completion Certificate shall be enclosed.
7. **Trade related Experience** - The firm/agency should have worked with a minimum of 3 (three) Govt. or Public Listed Entity or Private sector clients in last three years. Copy of Satisfactory Supply Completion Report/Certificate shall be enclosed.
8. **Head Office/ Branch Office in North East** - The firm/agency should have either Head Office or Branch Office in North East. Affidavit in stamp paper with a value of Rs. 100/- (Rupees One Hundred) only with address of Head Office/ Branch Office in North East shall be enclosed along with copy of electricity bill/rent agreement duly endorsed by the owner.
9. **Service Centre in North East** - The firm/agency should have permanent service centre in North East for timely after sales services and machine maintenance works. Affidavit in stamp paper with a value of Rs. 100/- (Rupees One Hundred) only with address of Service Centre in North East shall be enclosed along with copy of electricity bill/rent agreement duly endorsed by the owner.

10. **Solvency Certificate** - The firm/agency should submit solvency certificate issued by **District Magistrate / Deputy Commissioner / Nationalised Banks/Private Banks** for the desired amount. ## Solvency Certificate details highlighted below -

S.No.	Particular	Min. Annual Turnover Required	Min. Solvency Certificate Required
1	If a particular firm/agency submits bid for the supply of Machines & Tools for 1 - 4 different processing activity/trade.	Rs. 30.00 Lakh only	Rs.15.00 Lakh only
2	If a particular firm/agency submits bid for the supply of Machines & Tools for 5 - 7 different processing activity/trade.	Rs. 60.00 Lakh only	Rs. 30.00 Lakh only
3	If a particular firm/agency submits bid for the supply of Machines & Tools for more than 7 (seven) different processing activity/trade.	Rs. 1.00 Crore only	Rs. 50.00 Lakh only

11. **Machine Manual** should be submitted separately for each & every processing activity/trade. (Machine & Tools specification requires to be filled as per format in Annexure - H).
12. **Warranty Period declaration** on letter head/relevant documents.
13. **After Sales Services** - Declaration on letter head/relevant documents.
14. **Performance Security of 10% of Work Order value.** Once the lowest bidder for any activity is selected, the bidder will be issued letter of acceptance. Upon acceptance, the bidder requires to deposit 10% (ten percent) of the amount as performance security. The final Work Order will be issued to the selected firm, once the Performance Security is deposited in the form of **Bank Guarantee/Demand Draft** issued by nationalised bank in favour of **Chandel District Community Resource Management Society, Chandel, Manipur.**

G. Payment Terms -

1. 50 % (fifty percent) of the payment will be released along with the Work Order, 30% (thirty percent) of the payment after supply of machine and balance 20% (twenty percent) will be released only after the successful installation, test run & commissioning of the machines & on submission of bills in triplicate.
2. The firms' requires to generate proforma invoice in each stage for the amount of payment to be received and requires to submit proper money receipt (along with revenue stamp) at each stage accordingly. Failing to submit proper money receipt, may lead to non-release of next instalment.

H. How to Apply -

1. Interested firm/ agency may submit their proposal, **in two separate sealed cover envelopes for (a) Technical and (b) Financial bid mentioning the name of the activity**, (super scribed as Technical or Financial bid mentioning the name of the processing unit applied for, as the case may be).
2. All bids have to be submitted on or before 13th July (Monday), 2020 [up to 4:00 pm] by the following two modes of submission -
 - a) Uploading in the appropriate link in the website www.necorps.org
 - b) Speed Post/ Courier addressed to **The District Project Director, NERCORMP Chandel, Japhou Village, Chandel HQ, Chandel District - 795 127, Manipur, India**. Further it is to mention that the technical bids will be opened tentatively on the 21st July, 2020 at 12 noon in the office of **Chandel District Community Resource Management Society, Chandel, Manipur**.
3. **The technical bid should contain the following -**
 - a) **Technical documents submission on Firm's Letter Head** - format enclosed as Annexure - F.
 - b) **Profile of the Firm on Firm's Letter Head** - format enclosed as Annexure - G.
 - c) **Machines & Tools Trade License** - Copy of trade license registered on or before 2017 (highlighting Machine & Tools Trade) along with manufacturing/stockist/dealership /relevant document shall be enclosed.

- d) **Permanent GST registration and Income Tax registration/ PAN Card details**
Permanent GST and PAN Card details. Copy of 3 (three) years out of last 4 (four) years Income Tax Return shall be enclosed. Those claiming exemption under Income Tax shall provide exemption certificate.
- a) **Earnest Money Deposit (EMD)/MSME Registration & Exemption Certificate -**
The firm/agency should submit EMD (5% for each and every processing unit for general category and 4% for reserved categories for each and every processing unit) through Demand Draft issued by nationalised bank in favour of **Chandel District Community Resource Management Society, Chandel, Manipur**. In case, the firm is exempted under MSME, then MSME Registration and Exemption certificate/documents shall be submitted. (Details of Activity wise EMD details enclosed as Annexure - D). EMD may also be deposited via bank transfer. Following are the details -
- 1) Once the EMD is prepared, kindly deposit it in the account details mentioned below -
Bank Account Name - Chandel District Community Resource Management Society
Bank Account Number - 33778938094
Bank Name - State Bank of India, Chandel, Manipur
Bank IFSC Code - SBIN0004938
 - 2) Once EMD deposited, kindly upload the scan copy of Bank Draft and Deposit Slip in the link/section provided in the website.
- b) **Audited Balance Sheet** - The firm/agency should have annual turnover of the desired amount. The 3 (three) years audited balance sheet along with trading profit & loss statement out of last 4 (four) years and 3 (three) years bank statement out of last 4 (four) years duly endorsed by the Branch Manager shall be enclosed.
- c) **Work Order & Supply Completion Certificate** - The firm/agency should have a single Work Order & Supply Completion Certificate or Cumulative of 10 Work Orders & Supply Completion Certificate, for the desired minimum Annual Turnover, received in the last financial year. Copy of Work Orders and Supply Completion Certificate shall be enclosed.

- d) **Trade related Experience** - The firm/agency should have worked with a minimum of 3 (three) Govt. or Public Listed Entity or Private sector clients in last three years. Copy of Satisfactory Supply Completion Report/Certificate shall be enclosed.
- e) **Head Office/ Branch Office in North East** - Affidavit in stamp paper with a value of Rs. 100/- (Rupees One Hundred) only with address of Head Office/ Branch Office in North East shall be enclosed along with copy of electricity bill/rent agreement duly endorsed by the owner.
- f) **Service Centre in North East** - Affidavit in stamp paper with a value of Rs. 100/- (Rupees One Hundred) only with address of Service Centre in North East shall be enclosed along with copy of electricity bill/rent agreement duly endorsed by the owner.
- g) **Solvency Certificate** - The firms should submit solvency certificate issued by District Magistrate / Deputy Commissioner / Nationalised Banks for the desired amount.
- h) **Machine Manual** should be submitted separately for each & every processing activity/trade. (Machine & Tools specification requires to be filled as per format in Annexure - H).
- i) **Warranty Period declaration** on letter head/relevant documents.
- j) **After Sales Services** - Declaration on letter head/relevant documents.
4. **The financial bid should contain the following -**
- a) Financial BID in the firm's letter head - format enclosed as Annexure - I .
- b) Detailed costs break up and plan.
5. The technical and financial bids failing in any manner will be summarily rejected.
6. The bidder is expected to examine all the instructions, terms and specifications of the bidding documents. Failure to furnish desired information or to submit a bid which is substantially non-responsive will result into the rejection of its bid.
7. **Chandel District Community Resource Management Society, Chandel, Manipur** reserves the right to reject any bidder if the proposal is found to be non-responsive in the context of its objectives.
8. In case of any arbitration, the legal jurisdiction will fall within the **Chandel District Community Resource Management Society, Chandel, Manipur**.