

**M/s. Small Industries Product Promotion Organization  
(SIPPO) No.52, 1<sup>st</sup> Floor, T B Road,  
Mahaboobpalayam,  
Madurai – 625016**

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## **TENDER DOCUMENT**

TENDER REFERENCE No. SFURTI/TN-DGL/01/2016-17

**TENDER FOR THE SUPPLY, ERECTION AND  
COMMISSIONING OF COCO PEAT DISC  
MANUFACTURING MACHINE ON TURNKEY BASIS**

Prepared by:

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# **TENDER FOR THE SUPPLY, ERECTION AND COMMISSIONING OF COCO PEAT DISC MANUFACTURING MACHINE ON TURNKEY BASIS**

## **1. PREAMBLE**

Scheme of Fund for Regeneration of Traditional Industries (SFURTI), the scheme of Ministry of MSME, Government of India envisages development of clusters to organize the traditional industries and artisans for their long term sustainability and economy of scale. Coir Board, the Nodal Agency of coir based clusters, has obtained approval for the development of Dindigul Coir Cluster under SFURTI.

M/s. Dindigul Coir Consortium Private Limited, the Special Purpose Vehicle (SPV) of Dindigul Coir Cluster propose to establish a Common Facility Centre (CFC) at Survey No.284/2, 284/3, 284/4 Adiyanoothu village, Dindigul Taluk, Dindigul District with the financial assistance from Government of India under SFURTI.

In this context, **on behalf of SPV**, M/s. Small Industries Product Promotion Organization (SIPPO), the implementing agency of Dindigul Coir Cluster, invites sealed tenders from reputed manufacturers in "Two Cover System" for the supply, erection, and commissioning of Coco Peat Disc Manufacturing machine on turnkey basis through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 10.06.2016.

## **2. SCOPE OF WORK**

- a) The successful tenderer should undertake supply, erection and commissioning of Coco Peat Disc Manufacturing machine on turnkey basis. The detailed specification of the Coco Peat Disc Manufacturing machine is given in Annexure-I.
- b) The successful tenderer should complete supply, erection, commissioning within 60 days from the date of receipt of Purchase Order.

### 3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
a)	The tenderer should be a registered legal entity.	(i) In case of Private / Public Limited Companies, Copy of Incorporation Certificate issued by the Registrar of Companies & Copy of Memorandum and Articles of Association (ii) In case of Partnership Firm, Registered Partnership deed (iii) In case of Proprietorship Firm, Copy of VAT Registration Certificate / Service Tax Registration Certificate.
b)	The tenderer should be a manufacturer of Coco Peat Disc Manufacturing machine.	Copy of Udyog Aadhaar/ Excise VAT/CST registration.
c)	The tenderer should have at least 3 years of experience (as on 31 <sup>st</sup> March 2016) in the manufacturing of Coco Peat Disc Manufacturing machine.	(i) Purchase Order issued by the clients. (ii) Performance certificate issued by the clients. (iii) List of similar orders executed in last 3 years as per Annexure-V
d)	The tenderer should have reported an Average Annual Turnover of Rs.30.00 Lakhs in the last three consecutive financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure IV. (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years.
e)	The tenderer should not have been blacklisted for supply of any items or services to any Government agency.	The declaration form as per Annexure VI should be enclosed.

### 4. LANGUAGE OF THE TENDER

The Tender prepared by the Tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other

than English/Tamil, the notarized translated English version of the documents should also be enclosed.

## **5. PURCHASE OF TENDER DOCUMENTS**

5(a) The tender document shall be downloaded from [www.coirboard.nic.in](http://www.coirboard.nic.in) or [www.sippo.org.in](http://www.sippo.org.in) at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure VII).

5(b) The tender document can be downloaded from 18.05.2016 to 09.06.2016.

## **6. PREBID MEETING**

There will be a pre-bid meeting on 01.06.2016 at 11.00 A.M. in M/s. Small Industries Product Promotion Organization (SIPPO), No.52, 1<sup>st</sup> Floor, T B Road, Mahaboobpalayam, Madurai – 625016, Tamil Nadu during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach SIPPO at least two days prior to the pre-bid meeting date. The tenderers may also check [www.coirboard.nic.in](http://www.coirboard.nic.in) or [www.sippo.org.in](http://www.sippo.org.in) for up to date information like change in date / venue etc., of pre-bid meeting as SIPPO may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.

## **7. CLARIFICATION ON THE TENDER DOCUMENT**

The tenderers may ask for queries in any of the clauses in the tender document before 48 hours of the opening of the tender. Such queries must be sent in writing to “SIPPO”. SIPPO will upload the clarification on [www.coirboard.nic.in](http://www.coirboard.nic.in) or [www.sippo.org.in](http://www.sippo.org.in).

## **8. AMENDMENT OF TENDER DOCUMENT**

SIPPO whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the tender committee. Any such addendum or corrigendum will be uploaded on [www.coirboard.nic.in](http://www.coirboard.nic.in) or [www.sippo.org.in](http://www.sippo.org.in) and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.

## **9. AUTHORISATION OF THE TENDERER**

The Tender should be signed on each page by the Tenderer or by the person who is duly authorized for the same by the Tenderer.

## 10. SUBMISSION OF TENDER IN TWO COVER SYSTEM

- 10(a) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.
- 10(b) Tenders should be submitted in two parts:
- a) Part I will cover technical bid and
  - b) Part II will cover price bid
- 10(c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -X.
- 10(d) Tenderers are requested to submit Part I and Part II in a separate sealed covers. Part I cover to be superscripted as “**Part I – Technical bid**” and Part II cover to be superscripted as “**Part II – Price bid**” respectively. These two Parts namely Part I and Part II must be placed in a **separate sealed cover superscripted as “Tender for the supply, erection, and commissioning of Coco Peat Disc Manufacturing machine on turnkey basis”** and addressed to “The General Manager, M/s. Small Industries Product Promotion Organization (SIPPO), No.52, 1<sup>st</sup> Floor, T B Road, Mahaboobpalayam, Madurai – 625016, Tamil Nadu”, containing the name and address of the Tenderer. **Tenders submitted without sealed cover would summarily be rejected.**
- 10(e) Tenders should be dropped only in the tender box kept at “M/s. Small Industries Product Promotion Organization (SIPPO), No.52, 1<sup>st</sup> Floor, T B Road, Mahaboobpalayam, Madurai – 625016, Tamil Nadu” on or before 1.00 PM on 10.06.2016”. Tenders will not be received by hand.
- 10(f) Alternatively, the tenders can be submitted through registered post or courier so as to reach the above address on or before 1.00 PM on 10.06.2016. Tenders received after the specified time will not be considered and SIPPO will not be liable or responsible for any postal delays.
- 10(g) A tender once submitted shall not be permitted to be altered or amended.

## 11. EARNEST MONEY DEPOSIT

- 11(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs. **10,000/-** (Rupees Ten Thousand only) in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “Dindigul Coir Consortium (P) Ltd.-HI”, payable at Dindigul. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful Tenderers.
- 11(b) EMD will be retained in the case of successful Tenderer and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.

- 11(c) Any request of the tenderer, under any circumstances claiming exemption from payment of EMD will be rejected and their Part II price offer will not be opened.
- 11(d) The amount remitted towards EMD is liable to be forfeited in case the Tenderer fails to undertake the contract after submission of the tender or after acceptance of the offer by SIPPO or fail to sign the Agreement or to remit the Security Deposit.

## **12. VALIDITY**

The rate quoted in the Tender should be valid for the acceptance by the SIPPO, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid till the entire contract is completed. Escalation in the rates will not be entertained under any circumstances.

## **13. OPENING AND EVALUATION OF THE TENDER**

- 13(a) The tenders received upto 1.00 PM as per the office clock on 10.06.2016 will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Tender committee at 02.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- 13(b) Tender Committee will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents is not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- 13(c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 1.00 PM on the next working day and opened at 02.00 PM on the same day.
- 13(d) The Technical bid will be evaluated by Tender Committee in terms of the qualification Criteria. Tender Committee reserves the right to disqualify any of the tender if is not satisfied with the documents furnished.
- 13(e) SIPPO may arrange for field inspection, if necessary, to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.
- 13(f) The Tenderers declared as qualified will be informed the date of opening of Part II (Price bid).

## **14. PRICE OFFER**

- 14(a) The Price bid should be kept only in the Part II cover.
- 14(b) The price bid should be prepared as per Annexure-IX.
- 14(c) The price should be neatly and legibly written both in figures and words.
- 14(d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.
- 14(e) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.

## **15. EVALUATION OF THE PRICE**

- 15(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II).
- 15(b) The comparison of the rates offered shall be on the basis of the total rates offered inclusive of all taxes, transportation, performance guarantee etc.

## **16. AWARD OF CONTRACT**

The Tenderer who has quoted lowest price (L1) will be invited for negotiations. After finalizing the negotiated rate, Letter of Acceptance will be issued.

## **17. SECURITY DEPOSIT**

- 17(a) On receipt of the Letter of Acceptance from the SIPPO, the successful Tenderer should remit a Security Deposit (SD) of 5% of the value of the contract, by way of Demand Draft drawn on any scheduled commercial bank in favour of "Dindigul Coir Consortium (P) Ltd.-HI", payable at Dindigul, within 5 (five) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the SD.
- 17(b) Any other amount pending with SIPPO will not be adjusted under any circumstances, against the Security Deposit if so requested.
- 17(c) If the SD amount is not paid within the time specified, the EMD remitted by the Tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.
- 17(d) SD amount remitted will not earn any interest.

## **18. AGREEMENT**

The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security



Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.

## **19. ISSUE OF PURCHASE ORDER**

After payment of Security Deposit and successful execution of the agreement, Purchase Order will be released to the items by the SIPPO. The successful tenderer should complete supply, erection and commissioning of Coco Peat Disc Manufacturing machine within 60 days from the date of receipt of Purchase Order.

## **20. SCHEDULE OF SUPPLY**

- 20(a) The specification of Coco Peat Disc Manufacturing machine should be as per Annexure-I.
- 20(b) The delivery of Coco Peat Disc Manufacturing machine ordered shall be completed within 60 days from the date of issue of purchase order. Delay beyond this period will attract penalty.
- 20(c) The Coco Peat Disc Manufacturing machine should be delivered and installed at Survey No.284/2, 284/3, 284/4 Adiyanoothu village, Dindigul Taluk, Dindigul District.
- 20(d) If the contract is not completed within the stipulated time or extended time, SIPPO will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful tenderer. Such cancellation will entail forfeiture of EMD and Security Deposit.
- 20(e) In the event of non- performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the Contractor, has not fulfilled the contractual obligation with SIPPO in any manner during the currency of the contract or also found on later date, SIPPO reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 5 years.

## **21. PERFORMANCE TEST**

- 21(a) The successful tenderer shall demonstrate the performance of the Coco Peat Disc Manufacturing machine in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.
- 21(b) This demonstration should be done as stipulated by the SIPPO.
- 21(c) The performance tests should be completed within 15 days from the date of installation of Coco Peat Disc Manufacturing machine.

## 22. TRAINING OF STAFF

- 22(a) The tenderer should provide training to Staffs on the operation and maintenance of Coco Peat Disc Manufacturing machine before the commencement of performance test.
- 22(b) The tenderer should provide 2 hard copies and soft copies of brochures & operation manuals for Coco Peat Disc Manufacturing machine.

## 23. PERFORMANCE GUARANTEE

- 23(a) The Coco Peat Disc Manufacturing machine and its accessories are to be guaranteed, for a period of twelve months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance.
- 23(b) During performance guarantee period of 12 months they should attend any call from SIPPO immediately, in case of any problems, related to operation or malfunctioning of the machine, without any delay for regular functioning of the cluster. The above service should be done at Free of cost.
- 23(c) Upon the complete fulfillment of this contract by the supplier, to the satisfaction of the SIPPO, after completion of one year period, for the satisfactory performance of the machine, the performance security (bank guarantee) furnished by the tenderer will be returned to him, after recovery of dues if any.

## 24. PAYMENT CONDITIONS

- 24(a) **20% of contract value** will be paid on execution of agreement. The Tenderer should produce Bank guarantee for the equal amount, which should be valid for a minimum period of 12 months. If necessary the bank guarantee should be extended for the required period as requested by SIPPO.
- 24(b) **75% of the contract value** will be paid on receipt of the complete set of machinery as per the order in full in good condition, at the destination, after acceptance by the tender committee.
- 24(c) **The balance 5% and SD** will be paid only after satisfactory completion of the entire contract, including performance test and submission of bank guarantee equivalent to 10% of the total value of contract valid for 1 year towards performance guarantee.
- 24(d) SIPPO also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The successful tenderer is liable to pay such dues to the SIPPO immediately on demand, without raising any dispute/protest.

## **25. PENALTY**

- 25(a) Failure to execute the entire contract within 60 days from the date of issue of purchase order will attract a penalty of 1% per week, on the full value of the contract upto a maximum of 5%. Delays beyond that period will result in cancellation of the orders.
- 25(b) Failure to attend the service complaint reported by SIPPO within 24 hours will attract a penalty of Rs.1,000/- per day.
- 25(c) Any delay on the part of SIPPO should be intimated and sorted out immediately without affecting the progress of works. This would no way restrict SIPPO from levying penalty.

## **26. TERMINATION OF THE CONTRACT**

SIPPO reserves the right to terminate the contract at any time during the validity period, on account of non-fulfilment of contract, on any count.

## **27. GENERAL CONDITIONS**

- 27(a) Conditional Tender in any form will not be accepted.
- 27(b) Any notice regarding any problems, to the supplier shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.
- 27(c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- 27(d) The Tender Committee reserves the right to reduce or enhance quantity or items of supply without assigning any reason thereof.
- 27(e) The Tender Committee reserves the right to relax or waive or amend any of the tender conditions.

## **28. ARBITRATION**

- 28(a) In case of any dispute in the tender, including interpretation, if any, on the clauses of the tender or the agreement to be executed, the matter shall be referred by SIPPO / Tenderer to an Arbitrator to be appointed by the Parties hereto by mutual agreement. If no such Arbitrator could be appointed by mutual consent, the matter may then be referred to the Chairman, Coir Board for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act 2015.
- 28(b) The venue of the Arbitration shall be at the Regional Office, Coir Board, Pollachi. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration

28(c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the court at Madurai only.

## **29. JURISDICTION OF THE COURT**

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Tender/Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Madurai only.

We agree to the above terms and conditions.

**SIGNATURE OF THE TENDERER**

**DATE:**

**NAME IN BLOCK LETTERS:**

**DESIGNATION:**

**ADDRESS:**

**TECHNICAL SPECIFICATIONS****I – (i): Specification for Product/Machinery Output/ Performance (Strict adherence required)**

<b>Product /Machine output/ Performance Requirement</b>	
Disc Weight	100 Gram
Disc Size	100 mm dia; 25 mm thickness (six cavity)
Production Capacity	500 pieces/hour

The tenderer shall offer the Coco peat manufacturing machine strictly meeting the above requirements on Product/Machinery output.

**I – (ii): Machinery Specification (Equivalent/Superior specification required)**

<b>Description</b>	<b>Specification</b>
<b>Power Pack</b>	
Motor	15 HP
Max. Operating Pressure	175 Kg/Sq.cm
<b>Cylinders</b>	
Main Cylinder Force	150 Tons
Main Cylinder Stroke	850 mm
Ejection Cylinder Force	20 Tons
Ejection Cylinder Stroke	200 mm
<b>Operations</b>	
Mode of Operation	Manual push buttons and fully automatic PLC control
Cycle Control	Limit Sensors, Safety Sensors must

The above machinery specifications are proposed for the required Product/ Machine output/ performance stated in Item Annexure I (i). Electric Motor should be of reputed brand, three phases with optimum output power suitable for smooth functioning, maximum production with minimum power consumption provided with starters and safety features with minimum warranty of one year. Machinery should be capable of producing the required quality and quantity prescribed. Specific Details of the machineries developed by adopting suitable technologies for quality improvement, output and reduced operational cost can be submitted on separate sheet.

The tenderer shall offer the Coco peat manufacturing machine with EQUIVALENT / SUPERIOR specifications to meet the Product/ Machine output/ performance requirements mentioned in Item Annexure I (i) of this section. Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the Coco peat manufacturing machine shall deem to be included in the scope of supply.

**ANNEXURE-I (a)**

**COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

The tenderers should specify the specifications of 120 Kgs Coir Fibre Baling Press to be supplied. The Compliance report should be enclosed along with technical bid. Specifications of offered Coco peat manufacturing machine is to be written clearly in the column of "OFFERED SPECIFICATIONS" in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

**Compliance to Annexure I (i):**

<b>Product /Machine output/ Performance</b>	
Disc Weight	
Disc Size	
Production Capacity	

**Compliance to Annexure I (ii):**

<b>Parameter</b>	<b>OFFERED SPECIFICATIONS (Specify exact specification)</b>
<b>Power Pack</b>	
Motor	
Max. Operating Pressure	
<b>Cylinders</b>	
Main Cylinder Force	
Main Cylinder Stroke	
Ejection Cylinder Force	
Ejection Cylinder Stroke	
<b>Operations</b>	
Mode of Operation	
Cycle Control	

**PART-I**

Date:\_\_\_\_\_

From,

Name:  
Address:  
Ph:  
Fax:  
E-mail:

To,

The General Manager,  
M/s. Small Industries Product Promotion Organization,  
No.52, 1st Floor, T B Road, Mahaboobpalayam,  
Madurai – 625016

Sir,

Sub: Tender for the supply, erection, and commissioning of Coco Peat Disc  
Manufacturing machine on turnkey basis – Submission of Part I –Reg .  
Ref: Your Tender Notice Dt. ....

With reference to your tender notice, we submit herewith our sealed tender for the supply, erection, and commissioning of Coco Peat Disc Manufacturing machine on turnkey basis as specified by SIPPO in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 2) Demand Draft for Rs.10,000/- (Rupees Ten Thousand only), towards EMD (DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank in favour of “Dindigul Coir Consortium (P) Ltd.-HI”, payable at Dindigul).
- 3) Letter of Authorization for authorized signatory from the tenderer organization.
- 4) Compliance report to the technical Specifications of the Coco Peat Disc Manufacturing machine as per Annexure-I (a).

- 5) Details of the Tenderer (Annexure-III)
- 6) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 7) List of customers to whom Coco Peat Disc Manufacturing machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 8) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from Internet (Annexure-VII).
- 10) The copy of certificate of incorporation/ registration
- 11) Copy of Memorandum and Articles of Association
- 12) Copy of Registered Partnership deed, in case of Partnership Firm
- 13) Copy of Udyog Aadhaar/ Excise/VAT/CST registration
- 14) Purchase Order issued by the clients.
- 15) Performance certificate issued by the clients
- 16) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 17) Copy of Service Tax Registration Certificate
- 18) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 19) Latest Assessment orders under TN VAT Act/CST Act.
- 20) Latest I.T return.
- 21) Latest Service Tax Clearance Certificate.
- 22) Notarized translated English version of the documents in a language other than English/Tamil, if any

Yours faithfully,

**SIGNATURE OF THE TENDERER**  
**(with seal and address)**

**Encl: As stated above**



## ANNEXURE – III

## DETAILS OF THE TENDERER

1. Name of the Tenderer	
2. Registered Office Address	Telephone Number: Fax : Email : Website, if any
3. Contact Person	Name: Designation: Phone: Mobile: Email:
4. Date of Incorporation	
5. Legal Status	Proprietorship/partnership/Pvt. Limited/Public Limited/ others(Pl. mention)
6. Brief profile of the tenderer	
7. Address of Service Centres in Madurai	
8. Number of staffs on regular payroll	Technical: Administration:
9. Registration Number as a firm under State Sales Tax Act/VAT	
10. Registration Number as a firm under Central Sales Tax Act	
11. PAN Number	
12. Service Tax Registration Number	
13. PAN Number	

**SIGNATURE OF THE TENDERER**  
(with seal and address)

## ANNUAL TURN OVER STATEMENT

The Annual turnover of M/s ..... for the past three years are given below and certified that the statement is true and correct.

S.no	Year	Turnover in lakh (Rs.)
1	2012-2013	
2	2013-2014	
3	2014-2015	
4	2015-2016	
	Total	Lakh
	Average annual turnover	Lakh

**Note:** Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16.

**DATE :**

**SIGNATURE OF THE TENDERER**

**SIGNATURE OF CHARTERED ACCOUNTANT  
(with seal and Address)**

**ANNEXURE – V**

**List of customers to whom Coco Peat Disc Manufacturing machine are supplied  
in the past 3 years**

*(Please provide the details for each project in separate sheet along with work order/completion  
certificate from client)*

<b>Sl.No</b>	<b>Name &amp; address of the client</b>	<b>Phone / Mobile Number</b>	<b>Quantity Supplied</b>	<b>Year of supply</b>	<b>Work Order /completion certificate enclosed (Yes/No)</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**SIGNATURE OF THE TENDERER  
(with seal and address)**

**CERTIFICATE**

Date: \_\_\_\_\_

Certified that M/s...../ the firm /company or its partners / share holders had not been blacklisted by any Government Agencies.

**SIGNATURE OF THE TENDERER  
(with seal and address)**

**DECLARATION FORM**

Date: \_\_\_\_\_

a) I/We ..... having our office at ..... do declare that I/We have carefully read all the conditions of tender floated vide tender ref.no.\_\_\_\_\_ for the supply, erection, and commissioning of Coco Peat Disc Manufacturing machine on turnkey basis will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.nic.in** or **www.sippo.org.in**. I/We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with SIPPO/Coir Board or prosecuted.

**SIGNATURE OF THE TENDERER**  
**(with seal and address)**

**PART-II**

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The General Manager,

M/s. Small Industries Product Promotion Organization,

No.52, 1st Floor, T B Road, Mahaboobpalayam,

Madurai – 625016

Sir,

Sub: Tender for the supply, erection, and commissioning of Coco Peat Disc Manufacturing machine on turnkey basis – Submission of Part – II – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “Coco Peat Disc Manufacturing machine on turnkey basis”

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In continuation of our above tender, we submit herewith the price offer for “Coco Peat Disc Manufacturing machine on turnkey basis” as specified by SIPPO in this tender document.

We agree to abide by the terms and conditions stipulated by the SIPPO and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the SIPPO in this tender will hold good as per SIPPO tender conditions.

Yours faithfully,

**SIGNATURE OF THE TENDERER**

**ANNEXURE –IX**

**PRICE BID**

**(Amount in Rs.)**

<b>Sl. No</b>	<b>Description</b>	<b>Basic price (Amount in Rs.)</b>	<b>Excise Duty (Amount in Rs.)</b>	<b>VAT (Amount in Rs.)</b>	<b>CST (Amount in Rs.)</b>	<b>Total Cost (Amount in Rs.)</b>
1.	Coco Peat Disc Manufacturing machine					

**Amount in Words:** Rupees \_\_\_\_\_ only

**SIGNATURE OF THE TENDERER**  
**(with seal and address)**

**CHECKLIST OF DOCUMENTS**

**Documents to be enclosed in Part-I:**

- 1) A covering letter on your letter head addressed to The General Manager, M/s. Small Industries Product Promotion Organization, No.52, 1st Floor, T B Road, Mahaboobpalayam, Madurai – 625016 (as per Annexure-II)
- 2) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 3) Demand Draft for Rs.10,000/- (Rupees Ten Thousand only), towards EMD (DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ Bank in favour of “Dindigul Coir Consortium (P) Ltd.-HI”, payable at Dindigul).
- 4) Letter of Authorization for authorized signatory from the tenderer organization.
- 5) Compliance report to the technical Specifications of the Coco Peat Disc Manufacturing machine as per Annexure-I (a).
- 6) Details of the Tenderer (Annexure-III)
- 7) Average annual turnover of the legal entity in the 3 preceding financial years duly certified by a Chartered Accountant (as per Annexure-IV).
- 8) List of customers to whom Coco Peat Disc Manufacturing machine are supplied in the past 3 years should be enclosed (Annexure-V)
- 9) Declaration for not having black listed by any Govt. agencies (as per Annexure-VI).
- 10) Declaration for not having tampered the Tender documents downloaded from Internet (Annexure-VII).
- 11) The copy of certificate of incorporation/ registration
- 12) Copy of Memorandum and Articles of Association
- 13) Copy of Registered Partnership deed, in case of Partnership Firm
- 14) Copy of Udyog Aadhaar/ Excise/VAT/CST registration
- 15) Purchase Order issued by the clients.
- 16) Performance certificate issued by the clients
- 17) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 financial years i.e. 2012-13, 2013-14 and 2014-15 (or) 2013-14, 2014-15 and 2015-16 should be enclosed.
- 18) Copy of Service Tax Registration Certificate
- 19) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department
- 20) Latest Assessment orders under TN VAT Act/CST Act.
- 21) Latest I.T return.
- 22) Latest Service Tax Clearance Certificate.



23) Notarized translated English version of the documents in a language other than English/Tamil, if any

**Documents to be enclosed in Part-II**

- 1) A covering letter on the letter head addressed to The General Manager, M/s. Small Industries Product Promotion Organization, No.52, 1st Floor, T B Road, Mahaboobpalayam, Madurai- 625 016 (as per Annexure-VIII)
- 2) Price Bid as per Annexure-IX of the Tender document.

**Note: Tenders submitted in unsealed cover would summarily be rejected.**

