



सं / NO: D-26020/3/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI – 110067

दूरभाष / TELEPHONE – 011-26104038; टेलीफैक्स / FAX – 011-26104183

NIT No. D-26020/3/2016-ISTM

TENDER DOCUMENT

FOR

**PROCUREMENT OF CHAPATI MAKING
MACHINE FOR**

**INSTITUTE OF SECRETARIAT TRAINING
AND MANAGEMENT (OLD) JNU CAMPUS**

NEW DELHI

Year 2016-17

ABOUT THE INSTITUTE

The Institute of Secretariat Training and Management (ISTM) was established in the year 1948 as "Secretariat Training School." ISTM is an attached Office under the Department of Personnel and Training, Government of India and is headed by a Director, who is an officer of the level of Joint Secretary to the Government of India. The Institute is located at JNU(Old) Campus, Olof Palme Marg, New Delhi-110067 and its office timing are from 9.00 A.M. to 5.30 P.M.

ISTM is multi-disciplinary organisation specializing in capacity building, consultancy and research support, with a special emphasis to the continuous development of officers serving in the Central Secretariat. ISTM's main concern is to help, develop the professional competence of individual officers of not only the Central Government but also for the State Governments, Union Territories, Constitutional, Statutory and Central Autonomous Bodies as well as Central Public Sector Enterprises. ISTM has the responsibility of conducting foundational and refresher courses every year within its campus besides providing faculty support to the State/Union Territories to fulfill its mandate.



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Dated: August, 2016

TENDER NOTICE

Subject: Invitation of Tenders for purchasing one Chapati Making Machine for Institute of Secretariat Training & Management, Old JNU Campus, New Delhi

Institute of Secretariat Training & Management invites sealed tenders from original manufacturers or their authorized dealers having authorization from the manufactures for supply/installation/testing and commissioning of Semi Automatic Chapati Making Machine as per detailed specifications given in Annexure - I, having the production capacity of 1000 (Approx.) Chapati per hour.

2. Tenders are invited under two Bid System namely **"Technical Bid"** and **"Financial Bid"**. The Tendering Agency should submit their tender as per Annexure II and III for Technical Bid and Financial Bid respectively. The Technical Bid and Demand Draft of Earnest Money should be kept in one sealed envelope with superscription as **Technical Bid and Earnest Money**. The Financial Bid should be kept in other sealed envelope with superscription as **Financial Bid**. Both these envelopes of Technical Bid and Financial Bid should be kept in one sealed envelope with superscription as **Tender for providing one Chapati Making Machine for ISTM**.

3. Detailed information/terms and conditions for the purpose may be downloaded from ISTM's website (www.istm.gov.in) or can be obtained from the Section Officer (Administration), Administration Section, Ground Floor, Administrative Block, JNU (Old) Campus, New Delhi on all working days w.e.f. 26.08.2016 to 07.09.2016 from 10.00 A.M to 5.00 P.M.

4. The tender should be accompanied with a Demand Draft of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of Director, ISTM towards Earnest Money Deposit (EMD). The tender without EMD shall be summarily rejected and in

the event of successful bidder declining to act on the offer made by this Institute, EMD shall stand forfeited and no claim in this regard shall be entertained. The EMD of unsuccessful tenderers shall be refunded/ returned after finalization of the contract. The EMD in respect of successful bidder will be returned after deposit of Performance Security of Rs. 20,000/-. No interest shall be payable by Institute on the EMD deposited by the tenderer.

5. The Sealed covered bids are required to be dropped in the Tender Box available in Administration Section, Ground Floor, Administrative Block of ISTM, New Delhi before 3.30 PM on 08.09.2016. The tenders shall be opened at 4.00 P.M. on the same day in the presence of the bidders or their representatives having authorization letter from the Firm concerned.

6. No conditional bids will be accepted and such bids are liable to be summarily rejected. The Institute reserves the right to reject or accept any tender without assigning any reason thereto. The decision of the Director of ISTM shall be final and binding on the Tenderers.

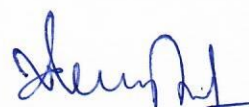


(Vadali Rambabu)
Deputy Director (Admn)
Tel No. 26102597

TERMS & CONDITIONS

1. **Security Deposit:-** The successful Tenderer will have to furnish **security deposit of Rs. 20,000/-** only, in the shape of CDR/FDR from a nationalized Bank/Scheduled Bank, in favour of Director ISTM, before award of contract to ensure satisfactory performance of the equipment, during warranty period. This security deposit will be released after the expiry of specified warranty period after adjustment of dues if any. No interest shall be paid by the Institute on the Security deposit.
2. **Dispatch Instruction:-** (a) The Delivery period of the Machine will be 45 days from the date of issue of the supply order. The Machine is required to be delivered at Consignee's location i.e. "Institute of Secretariat Training & Management, Old JNU Campus, Olof Palme Marg, New Delhi – 110067" at the risk and cost of the supplier.

(b) The successful tenderer will have to arrange the proper installation of the machine in ISTM as per site decided by Institute and arrange for testing, commissioning and training to end users free of cost.
3. **Warranty period:-** The tenderers must quote the rates including two years comprehensive warranty (including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation.
4. **Rates:-** The tenderers should give rates including the price of machine, freight charges, installation charge, testing, commissoming and training to the end users, and maintenance during warranty period of two years. The taxes applicable should be quoted separately but the lowest tenderer will be decided on the basis of total cost of machine including taxes.
5. **Demonstration:-** The tenderers may be required to demonstrate the quoted model of the equipment during the technical evaluation, if required, failing which their Bids shall be rejected. The Firms should keep ready the machine for demonstration and only one-week time will be provided for arrangement otherwise their Bids will be rejected.
6. The Firms taking part in the Bid should be atleast three years in the same business and it should also be ISI/ISO certified company. The Firms taking part in the Bid should be either manufacturer or direct authorized distributor of the manufacturer. The authorized distributor should enclose the authorization letter/ Direct Distribution dealership letter from the Manufacturer.
7. All the Cuttings and Over-writings in the tender should be attested by authorized signatory of the bidder alongwith seal, of the Company.
8. The successful tenderer shall arrange supplies within the period mentioned in the supply order. The period of delivery and validity may be extended, at absolute discretion of Director, ISTM provided the delay is justifiable.



9. Any clause incorporated in the bid (not conforming to the NIT in any manner) shall make such an offer liable for rejection. Therefore, all the terms and conditions of the Tender Notice including technical specification shall be carefully studied for the sake of complete and comprehensive tender.

10. All the Bid document should be page numbered and the page number of each document should be mentioned in the check list.

11. The Institute, in its discretion, reserves the right to accept or reject the tenders without assigning any reason thereof. In this regard the decision of Director ISTM will be final and binding to the bidders.

I have gone through all the conditions mentioned above and accept to abide these.

Date:

Place:

Signature and Seal of the Bidder

A handwritten signature in blue ink, appearing to be 'Shankar', is written below the signature line.

Basic Eligibility Criteria

1. The Tenders submitted without following two Bid system will not be considered and summarily rejected.
2. The Tender submitted without Earnest Money or with improper form of Earnest Money will not be considered.
3. The Tender form received without signature and seal of manufacturer or authorization letter in case of Dealership, will not be considered.
4. In case the successful bidder fails to submit the Performance Security within stipulated period as mentioned in the supply order, their Earnest money will be forfeited alongwith other action such as blacklisting of company etc..
5. The bidders not submitting the latest VAT remittance receipt and Income Tax return would be treated as non qualified for this bid, and there tender will not be considered.



Criteria for Evaluation of Technical Bid

1. The evaluation of Technical Bid will be made by Tender Evaluation Committee of ISTM on the basis of documents submitted with Technical Bid. No bidder will be allowed to submit the documents later on after submission of Tender on scheduled date and time.
2. The Bidder will arrange to show the demonstration of the machine at the place of its manufacturing, or service centre of authorized dealer as the case may be alongwith two places where machine is working to take feedback of the customers regarding performance of machine and post sale services given by manufacturer/authorized dealer.
3. Non submission of any documents alongwith the technical Bid will be presumed that bidder does not fulfill that particular criteria and the evaluation of the Technical Bid will be made accordingly.
4. The Tender Evaluation Committee may call the bidder at any time to know the details of machine on the basis of Catalogue/CD for operation of machine, and in case of non attendance on date and time intimated as to the bidder, their technical Bid will not be considered for evaluation.



Annexure – I

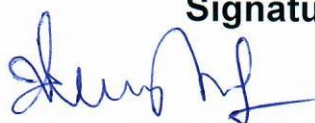
Technical Specification of Chapati Making Machine

Sl. No.	Particulars	Specification
1.	Machine	Chapati Making Machine
2.	Model	Rotary Indexing Type Semi Automatic Machine
3.	Capacity	950 - 1000 Chapati per hour
4.	Wight of Chapati	25 gm to 50 gm (adjustable)
5.	Chapati Size	4.0" to 6.0" diameter (adjustable)
6.	Chapati Thickness	1 mm to 3 mm (adjustable)
7.	Colour	Light Brown
8.	Appearance	Soft & puffed layer
9.	L.P.G./ Gas consumption	1.25 kg to 1.75 kg per hour
10.	Machine Size	5 feet (L) x 4 feet (W) X 4.5 feet (H) (Approx)
11.	Wight of the Machine	250 kg (Approx)
12.	Power Consumption	1.0 kw to 2.00 kw/hour.
13.	Operator	Unskilled (2 Nos.)

Date:

Place:

Signature and Seal of the Bidder



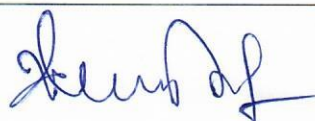
Annexure-II

Technical Bid For Supply of Chapati Making Machine for ISTM

NIT No. D-26020/3/2016-ISTM

Part (A) Details of Bidder/Manufacturer/Authorised Dealer

1. Name and Address of the Manufacturer/ Authorised Dealer (with mobile No. and mail ID).	
2. Profile of Company (Profile of the Company to be attached)	
3. Whether company is Sole proprietorship or Partnership Firm the Name of the Proprietor with Mobile Number or Partnership Deed of the Company to be attached.	
4. Name of Authorised Representative with authorization letter from manufacturer/ Dealer with Mobile Number.	
5. PAN Number (Photocopy of PAN Card to be enclosed)	
6. VAT Registration Number (Registration Certificate to be attached)	
7. Service Tax Registration Number (Registration Certificate to be attached)	
8. Upto date VAT & Service Tax clearance. (Latest copy of VAT & Service Tax return to be enclosed)	



9. Audited Financial Statement of Account (IT return for last two years to be enclosed)	
10. Photocopy of latest two similar supply orders in past. (In preferential order of Central Govt. /State Govt./ PSUs/ Autonomous Body and Educational Institutions).	
11. Lab Test Report not older than One year. (Test Report to be enclosed)	
12. Average Annual Turnover of last two year. 2014-15 2015-16	
13. Year of commencement of business	
14. Non Blacklisting Certificate (A certificated/undertaking to the effect that Company has not been blacklisted by any organization in the past for non fulfillment of commitment to be enclosed)	
15. Details of Bank Account (a) Name of the Account Holder (b) Name of the Bank (d) Name of Branch with complete Address (c) Account Number (e) IFSC Code "A Cancelled Blank Cheque of above Bank Account may be attached."	

Part (B)
Details of Chapati Making Machine

1. Trade/Manufacturing License Number (Copy of License to be attached)	
2. Complete address with Telephone Number of Factory site.	
3. Warranty Period of Machine (It should be not less than 2 years)	
4. Quality Certificate by ISO/ISI	



(Copy of certificate to be attached)	
5. Catalogue of machine (catalogue showing make, model and specification to be attached)	
6. Video of machine showing the process of Chapati preparation from 1 st stage to last stage. (CD of video to be attached)	
7. Past performance certificates from two Organizations. (In preferential order of Central Govt./State Govt./PSUs/Autonomous Body and Educational Institutes). Showing the Performance of Machine and post installation services, given by bidder.	
8. Name and address of site of organization where technical evaluation team can visit to see the demonstration of machine in operation and know the feedback of customer.	
8. Other details which the tenderer may like to furnish.	

Date:-

Place:-

Signature and Seal of the Bidder



Annexure-III**Financial Bid****For****Chapati Making Machine (One number) for Institute of Secretariat Training and Management, Old JNU Campus, New Delhi.**

S. No.	Particular	Price
1.	<p>Price of 01 No. (One) of Chapati Making Machine for ISTM having all the technical specifications not lesser than mentioned in Annexure-I, including the cost of following components;</p> <p>(i) Packing charges and Freight charges from place of manufacturer or Distributer shop to site of installation of machine in ISTM.</p> <p>(ii) Installation, Testing and Commissioning charges and Training to end users.</p> <p>(iii) Charges of maintenance during two years of warranty period.</p> <p>(iv) Other charges if any.</p> <p>Note:- No separate charge to be filled for (i to iv) and the cost of these components should be included in (A) only.</p>	<p>(In figures) Rs. _____ (A)</p> <p>(In words) Rupees _____ _____</p>
2.	<p>(i) VAT Charges</p> <p>(ii) other taxes if any</p> <p>Total (i)+(ii)</p>	<p>(i) Rs. _____</p> <p>(ii) Rs. _____</p> <p>Rs. _____ (B)</p>
3.	<p>Total (A) + (B)</p>	<p>(In figures) Rs. _____ (C)</p> <p>(In words) Rupees _____ _____</p>

Date:

Place:

Signature and Seal of the Bidder

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Conditions related to Financial Bid

1. The Financial Bid will be opened only in respect of those bidders who are declared qualified by Tender Evaluation Committee after evaluation of Technical Bid.
2. The Financial Bid filled in other way than prescribed above, or conditional Bid will not be considered and summarily rejected.
3. In case there is mismatch between rates quoted in figures and words, the rate quoted in words will be taken in consideration.
4. The Financial Bid having VAT charges less than applicable taxes will not be considered.
5. The lowest bidder (L-1) will be decided on the basis of lowest rates quoted/worked out at (C) of S. No. 3 of Financial Bid in Annexure III.
6. The rates quoted above are valid for 90 days from the date of opening of tender.

Conditions related to Post Installation of Machine

1. The successful bidder will arrange for its testing, commissioning and training to end users, after installation of machine in the institute.
2. In case there is a breakdown in the machine due to any fault within warranty period, the tenderer will arrange to get it checked and rectified the defects through authorized service engineer within 24 hours after lodging the complaint failing which the machine will be got rectified from other Agency and cost of rectification will be recovered from the tenderer alongwith other action as decided by Institute.
3. After installation of machine, if it is found that any part/parts of the machine are not in confirmation of standard as decided by Quality Certification Authority, these parts will have to be replaced by the tenderer at his own risk and cost failing which the Performance Security will be forfeited alongwith other penal action as decided by the Institute.
4. Any legal dispute arising out of any breach of contract pertaining to the whole process of tender shall be settled in the Court of Law within Jurisdiction of Delhi only.

Acknowledgment: - It is hereby acknowledged that we have gone through all the Matter/Annexures as well as conditions mentioned above and we agree to abide by these.

Date: .

Place:

Signature and Seal of the Bidder



Check list for documents attached with the tender

Check list for documents submitted with tender (To be filled by the bidder and submitted alongwith the technical bid). Page number should be mentioned against each following documents.

1. Certificate for being in business for more than 2 years _____.
2. Certificate for sole ownership/partnership _____.
3. Solvency certificate from Banker _____.
4. Profile of the company _____.
5. Cataloge showing the specification of machine _____.
6. Quotation being submitted directly by the manufacturer or authorized distributor
_____.
7. If Bidder is Authorised Dealer than Authorisation Certificate from Manufacturer
_____.
8. PAN number _____.
9. Income Tax Return for last two years 2014-15 and 2015-16.
_____.
10. Certificate/undertaking that the firm has not been blacklisted in the past by any organization _____.
11. Quality assurance certificate like ISI or ISO, or any other. Please specify
_____.
12. Annual turnover for last two years;
 - 1- 2014-15 _____.
 - 2- 2015-16 _____.
13. Detail of Demand Draft of Earnest Money _____.
14. VAT registration Certificate _____.
15. Upto date VAT clearance certificate _____.
16. Service Tax Registration Certificate _____.
17. Lab Test Report _____.



18. Details of bank Account _____.
19. Photocopy of latest two supply orders _____.
20. Details of two sites for demonstration and to take feedback of consumer _____.
21. Terms and Conditions duly accepted and signed at each page of tender by the tenderer _____.
22. Specification of machine signed by tenderer in Annexure I _____.
22. Technical Bid duly filled and signed by the tenderer in Annexure II _____.
23. Financial Bid dully filled and signed by the tenderer in Annexure III _____.
24. CD, showing the whole process of chapati preparation by the machine
_____.
17. Certificate of Guaranty/Warranty period _____.
18. Other documents which tenderer may like to furnish _____.

Date:

Place:

Signature and Seal of the Bidder

