

**OFFICE OF THE DEPUTY DIRECTOR OF AGRICULTURE
DANTEWADA (C.G.)**

TENDER FORM

Last Date of submission

Date- 03.5.2017 up to 2.00 PM

Opening Date

Date – 03.5.2017 at 4.00 PM

Modern Automatic Mini Rice Processing Unit

YEAR – 2017- 2018

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1. Tender Notice

Deputy Director Agriculture, DANTEWADA (C.G.) (herein after referred to as DDA) invites sealed tender for the supply and Installation of **Modern Automatic Mini Rice Processing Unit** from Manufacturer/ Supplier (hereinafter referred to as “Bidder” or “Bidder”).

The Tender form can be downloaded from website www.dantewada.gov.in. All interested bidders are required to submit their bid in the form of technical proposal and financial proposals in two separate envelopes. The technical proposals will be accompanied with Security Deposit (SD) amount of the Amount of Rs. 20,000. The SD should be included in the same envelope containing the Technical Proposal. The technical and financial proposals along with SD must be delivered to the office of **Deputy Director, Agriculture, DANTEWADA (C.G.) either by hand or through Speed Post** on or before the due date for submission of proposals mentioned below

The bids will be opened on the specified date and time in presence the Purchase committee and in presence of bidders or their authorized representatives who choose to attend.

The summary of various activities with regard to this Invitation of bids are as given below

1.	Website for downloading tender forms	www.danewada.gov.in
2.	Last Date and Time for Submission of Proposals	03.5.2017 up to 2.00 PM
3.	Date and Time of Opening of Technical Proposals	03.5.2017 at 4.00 PM
4.	Security Deposit (SD)	Rs. 20,000/- in the form of a DD drawn in favor of Deputy Director of Agriculture payable at Dantewada
5.	Address for Submitting bids	Office of Deputy Director of Agriculture, Old Collectorate Campus, Near SBI Chouk, Dantewada, Chhattisgarh, PIN: 494449, Phone No: 07856-252360
6.	Place of Opening Tender	Office of Deputy Director of Agriculture, Dantewada

2. Information and Instructions for Bidders

2.1. Requirements of the Purchaser

a. Components in the Modern Automatic Mini Rice Processing Unit

The Modern Automatic Mini Rice Processing Unit should comprise of following components

1. Paddy Cleaner cum de-stoner
2. Rubber Roll based paddy de-husking machine
3. Paddy Separator
4. Polisher
5. Rice Grader
6. Elevators

b. Technical Specification

The technical specifications of the machines to be provided should be as following

(i) SPECIFICATIONS for Paddy Cleaner cum de-stoner

S. No.	Criteria	Details
1.	Motor	3 HP
2.	Working Principle	1. Horizontal oscillation based grading to separate big stones, chaff, sand etc. 2. Vertical Oscillation based separation for removing same sized stones
3.	Outer body	Made up of Mild Steel

(ii) SPECIFICATION for Rubber Roll based paddy de-husking machine:

S. No.	Criteria	Details
1.	Motor	7/7.5 HP
2.	No of Rubber Rollers	2
3.	Diameter of the Rubber Rollers	8"/6"
4.	Outer body	Made up of Mild Steel

(iii) SPECIFICATION for Paddy Separator machine:

S. No.	Criteria	Details
1.	Motor	2 HP
2.	Outer body	Made up of Mild Steel

(iv) SPECIFICATION for Polisher machine:

S. No.	Criteria	Details
1.	Motor	15/20/25 HP
2.	Outer body	Made up of Mild Steel

(v) SPECIFICATION for Rice Grader machine:

S. No.	Criteria	Details
1.	Motor	2 / 3 HP
2.	Working Principle	Horizontal oscillation based grading to separate broken rice of various sizes
3.	Outer body	Made up of Mild Steel

(vi) SPECIFICATION for Elevator:

S. No.	Criteria	Details
1.	No of units	Depending upon the design
2.	Height	12-15 feet
3.	Size of the cup	Depending upon the design
4.	Motor	1 HP motor for each elevator
5.	Outer body	Made up of Mild Steel

c. Capacity of the Modern Automatic Mini Rice Processing Unit

The capacity of the unit should be for processing 1 Tonne per hour of paddy

d. Other Requirements

- (i) The breakage of the rice should not be more than 2-3 per cent
- (ii) The rate of conversion of the final output of Rice from paddy should be equal to or more than 63-65% (Excluding Broken Rice)
- (iii) There should be no traces of stones, sand, Paddy or rice husk in the final output of rice
- (iv) The minimum quantity of Paddy that can be processed in the mill should be 200 kg
- (v) One should be able to start and operate different components of the unit independently if required
- (vi) One should be able to repair different components of the unit independently without having to open entire unit
- (vii) The spare parts of the machines should be available easily in Dantewada/Jagdarpur without delay
- (viii) The bidder should be able to arrange skilled technicians at Dantewada for the purpose of repair and maintenance of the unit if requested

2.2. Inspection of the project site

The bidder can request to inspect the site where the unit is to be installed to better understand the needs of the DDA before the last date of submission of the bids.

2.3. Submission of Bids

a. Preparation of Bids

The eligible bidders should submit their proposals in the format and content provided in Section 4 and Annexure 1,2,3,4 and 5.

The bid should be submitted in two separate envelopes. (i) Technical proposal should be submitted along with SD in a separate envelope clearly marked as "Technical Bid for Supplying Modern Automatic Mini Rice Processing Unit". (ii) Financial Proposal should be submitted in a separate envelope clearly marked as "Financial Bid for Supplying Modern Automatic Mini Rice Processing Unit". Both Technical and Financial Proposal shall be kept in an outer envelope clearly marked "TENDER FOR THE SUPPLY OF MODERN AUTOMATIC MINI RICE PROCESSING UNIT". Each envelope should also bear the name, address and contact details of the bidder.

b. Security Deposit

A DD of the amount Rs. 20,000 drawn in favor of "Deputy Director of Agriculture" payable at Dantewada should be submitted in the form of Security deposit. This DD should be put up in the same envelope containing technical bid. Bids without valid SD will be rejected.

c. Technical Bid

The Technical bid should contain following all the documents mentioned in Section 4 sealed in a separate envelope

d. Financial Bid

- i. The financial bid shall indicate the cost of supplying and installing Modern Automatic Mini Rice Processing Unit at Dantewada in the format mentioned in Annexure 4
- ii. Quoted prices should be inclusive of all the motors, control panel, taxes, transportation, installation, training and any other service charges for the period of 1 year.
- iii. Price quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- iv. All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price/information, the higher price/information will be treated as final.
- v. Rates should be valid for 180 days from the date of opening of Technical Bids.

e. Submission of bids

- i. The bidder should submit the technical bid in the format mentioned in Section 4 by enclosing all the enlisted documents. The Agreement Bond mentioned in Annexure 5 and Terms and Conditions mentioned in Section 3 should be signed and mandatorily submitted with the Technical Bid which will be considered as the acceptance of the contract with terms specified there in. All/Any conditional tenders are liable to be rejected.
- ii. The bid should reach the office of **Deputy Director of Agriculture, District DANTEWADA** Chhattisgarh according to the last date and time for submission given.
- iii. Any bid received by Deputy Director of Agriculture after the deadline for submission of bids prescribed by the district administration will be rejected and/or returned unopened to the bidder.
- iv. Deputy Director of Agriculture may, at his discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Deputy Director of Agriculture and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- v. The incomplete bids may be rejected after review.

f. Language and Currency of Proposal

All the enclosed documents shall be in English or Hindi, if any document is produced in any language other than English or Hindi, true translation copies of such documents in English shall be enclosed duly attested by a Gazetted officer. Failure to submit English translation of such documents shall make tender invalid. Further the price quoted in the Proposals shall only be in Indian Rupees.

g. Tendering Cost

The prospective manufacturers shall bear all costs associated with tendering process with respect to preparation and submission of proposals. The Purchaser shall not be responsible or liable for any of these costs regardless of conduct or outcome of this tender process. It may be noted that none of the tender related costs related to preparation and submission and other incidentals costs if any are reimbursable

h. Risk of Proposal Rejection

Any proposal application which is incomplete from any respect i.e. Proposal not containing SD, or not containing all the documents in valid and appropriate format as enlisted in Section 4 or in case of Financial Bid not submitted in appropriate format mentioned in Annexure 4 or not satisfying the requirements of DDA mentioned in Section 2.1 or not satisfying any other clause, conditions in the tender document shall be

liable for rejection. Any Illegible and over writing, cutting etc. in the rates filled in financial bid will make the proposal also liable for rejection.

i. Changes in Tender Document

DDA may at any time prior to the deadline for submission of bids, for any reasons, whether on its own initiative or in response to the clarification sought by any prospective bidder, modify, change incorporate or delete any part of the tender document. In order to allow sufficient time for preparation against such changes, DDA may at its discretion extend the deadline for the submission of bids.

2.4. Bid Opening and Evaluation

a. Opening of Technical Bids by Purchaser

The purchase committee will open all technical bids in the presence of bidder's representatives, who choose to attend, at the time, on the date and at the place of opening bids. The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for DDA, the bids shall be opened at the appointed time and location on the next working day.

b. Evaluation of Technical Bid

- (i) Detailed evaluation will be carried of the documents submitted by the bidder in the technical bid as per Section 4. Committee will determine the substantial responsiveness of each bid based on the examination of the documents submitted, inputs of the expert member, and interaction with the dealer. A substantially responsive bid is one, which conforms to all the requirements of the DDA mentioned in Section 2.1 and all terms and conditions mentioned in the tender document without deviation.
- (ii) A bid determined as not substantially responsive may be rejected by the purchase committee and may not subsequently be made responsive by the Bidder by correction of the non-conformity. When necessary, purchase committee deemed may seek clarification on any aspect of their bid from bidder and may give the bidder the opportunity to provide clarifying documents.

c. Opening and evaluation of Financial Bids

Financial bids of only those firms will be opened whose bids have been determined to be substantially responsive by the purchase committee. The Financial bids will be evaluated as following

- (i) First Preference – Lowest Bidder (L-1)
- (ii) Second Preference – L-II
- (iii) Third Preference – L-III

Thereafter the purchaser shall invite the L-1 bidder for negotiations and if the purchaser feels that negotiation process is not producing any results they shall invite L-II and/or L-III bidder accordingly for final negotiation.

2.5. Award of Contract

a. Notification of the Award

The selected bidder(s) (also referred as Contractors in the document) will be communicated in writing about the results. The SD shall be returned to all unsuccessful bidders or disqualified bidders via registered post to the address of communication of the bidder or by hand.

b. Right to Reject/Accept any of all Bids

- (i) The DDA reserves the right of the accepting the tender in whole lot or distinct part of it.
- (ii) The DDA may reject all or any of the tenders without assigning any reasons there of or annul the tender process without thereby incurring any liability to the prospective bidders.
- (iii) No tender shall be taken into consideration unless it satisfies the requirements prescribed above and is presented within prescribed time limit. Purchaser, however reserves the right to give any relaxation in this connection.

c. Right to Black List Defaulting Contractors

The purchaser reserves the right to Black List any contractor either in whole or in part limiting to certain products and for certain period for any breach of any of the terms and conditions of the tender. Such Black Listed Bidder or his establishment will not be eligible to participate in any of the departmental tenders accordingly.

d. Corrupt Or Fraudulent Practises

- (i) Bidders shall observe the highest standard of ethics during the execution of the contract.
- (ii) The purchase Committee will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

3. Tender Terms and Conditions

3.1. Security Deposit

- a. The Security Deposit (SD) should be of the total amount of Rs. 20,000. SD should only be in the form of Bank Draft from any nationalized bank favouring “**Deputy Director of Agriculture**” payable at **Dantewada**. SD in the form of CHEQUE/CASH/ POSTAL / BANK Guarantee will not be accepted.
- b. Security Deposit in any other form, which may have been made earlier or any payment pending with the purchaser will not be adjusted towards the requirement of Security Deposit in this tender
- c. The SD shall be returned to all unsuccessful bidders or disqualified bidders via registered post at the address of communication mentioned of the bidder or by hand to the authorized representative.
- d. Security Deposit will be returned to the successful bidder after two months from the date of completion of the supply, installation and training for the operation of the Modern Automatic Mini Rice Processing Unit
- e. There will be no change in the submitted rates and bidder will have to supply the order on approved tender rates only.

3.2. Schedule of the Execution of the Contract

- a. The work must be completed within 35 days of placement of order.
- b. The supply, installation and training for operation shall need to be completed within the period mentioned above. In case no supply is made after the expiry of the period mentioned above from the date of issue of order of supply, the amount of security deposit shall be forfeited to the Government of Chhattisgarh and the tender shall stand terminated.
- c. Remedial Clause: However if the purchaser is satisfied that the delay in supply was caused by the circumstances beyond the control of the contractor, he may grant him in writing, extension of time which will not exceed 5 weeks which shall not be extended again.

3.3. Supply and Delivery of the Machinery

- a. The approved/quoted rates will hold goods till the 180 days. The delivery of machines by the contractor should be to Deputy Director of Agriculture, Dantewada, Chhattisgarh. The cost of packing, forwarding, freight, loading, unloading, installation and other charges for effecting delivery at the destinations shall be borne by the bidder (also referred to as Successful Bidder).
- b. All dues regarding taxes and duties including sales tax commercial tax excise duty, octroi duties levied on the supply shall be payable by the bidder himself.
- c. All losses during transit including the losses due to breakage will have to be borne by the bidder at his own cost.
- d. In the event of the supply being not accepted at the destination, it shall be responsibility of the contractor to remove the same forthwith at his own charges and cost.
- e. Deputy Director, Agriculture, District DANTEWADA (SOUTH BASTER), Chhattisgarh reserves the right to give partial order from the list of equipments as mentioned section 2.1.a or increase or decrease the requirement quantity at the time of order place. The Bidder will be bound to comply without any claim for the compensation.
- f. Supply being made should be strictly of the same description as prescribed in the work order and in the same quantity as per work order issued. Any deviation without a prior approval from Deputy Director of Agriculture Dantewada, Chhattisgarh in writing from Work Order in terms of Item description, its unit of measure or quantity will not be acceptable and such supply will not be liable for payment.

3.4. Commissioning of the unit and training

- a. The cost of installation, commissioning of the unit at the location as per the instruction of the DDA shall be borne by the contractor

- b. Lodging and boarding shall be arranged by the contractor for the labours and technicians engaged by the contractor for the purpose of the installation
- c. The breakage of the rice should not be more than 2-3 per cent
- d. The rate of conversion of the final output of Rice from paddy should be equal to or more than 63% (Excluding Broken Rice)
- e. There should be no traces of stones, sand or rice husk in the final output of rice
- f. The training for operation, maintenance and basic repairing of machine will be provided by the contractor after commissioning of the unit to the operators appointed by the DDA
- g. The spare parts of the machines should be available easily in Dantewada/Jagdalpur without delay
- h. The contractor will provide service for various difficulties arising during the operations, repair and maintenance of the unit as per request of the DDA, by arranging the skilled technicians at Dantewada if requested

3.5. Payment

- a. Schedule of payment
 - (i) 40% as an advance of contract price will be given with the order
 - (ii) 40% after the successful commissioning of the unit and its successful performance trial which explicitly demonstrates that the requirements of the DDA are met
 - (iii) 20% after one month of the successful operation of the unit
- b. The invoice/ billing shall be done in the name of "Deputy Director of Agriculture, District Dantewada (South Bastar), Chhattisgarh"
- c. The Information with respect to Contractor's excise registration no, Work Order No issued by the DDA, VAT/Sales Tax Registration No, MUST be mentioned in the Invoice with other details. Invoices not complying with these conditions and/or not supported by proof of delivery shall not be liable for payment.

3.6. Breach of contract and dispute resolution

- a. In the event of breach of any of the above terms & conditions of the tender by the bidder, the purchaser, shall have the right to forfeit the security deposit or the balance there as the case may be
- b. In the event of any dispute or differences arises between the parties of this contract on any of the provisions herein or anything arising here out of this tender document, The same shall be referred to the Collector, District- DANTEWADA , C.G. for arbitration and his decision thereon shall be final and binding to all concerned.

Name and Signature of Authorized Signatory

(Note: Proprietor/Partner of Firm/Director of Company will sign these terms and conditions and submit along with the technical bid)

4. Model Format for Submitting Technical Bids

To enable the purchase committee to evaluate the technical proposals of all the bidders fairly and completely, all prospective bidders must follow the sequence and format laid out below for submission of their technical proposal. To be considered the bidders must provide a complete response to the technical proposals along with supporting and must submit following minimum requirements in the sequence mentioned below –

- a. Covering Letter (Annexure 1)
- b. General Information about Bidders (Annexure 2)
- c. Document of undertaking of the fulfillment of the Section 2.1 (Annexure 3)
- d. Agreement Bond in a Rs 50/- notarized non-judicial stamp paper (Annexure 5)
- e. Security Deposit in the manner provided in the Section 2.3.b of the document
- f. The registration certificate of the Bidder
- g. The bidder should have minimum annual turnover of Rs. 10 lakh for the last financial year. Suitable documents should be submitted to substantiate the turnover
- h. Valid sales Tax registration certificates issued by concerned Authorities.
- i. Copy of PAN card of the Bidder
- j. Signed terms and conditions mentioned in Section 3 of the tender document
- k. Name, Model, Make and technical specifications of the items quoted and their components. (Annexure 6) (Mandatory).

Note -The above documents should be arranged in serially as given in above manner with paging.

5. Annexure 1: Covering Letter

Dated:

To,
The Deputy Director Agriculture
District - DANTEWADA
Chhattisgarh

Subject: Technical and Financial Proposal for the supply and commissioning of Modern Automatic Mini Rice Processing Unit at Dantewada, Chhattisgarh

Dear Sir,

This is in reference to your tender notice dated _____ inviting proposals for the above supply. I/We ____ (name of the Bidder) ____ are pleased to submit our proposal for the same.

We have enclosed supporting information/documents with respect to technical proposal in the Envelope "Technical Bid" to aid in evaluation of our proposal and financial proposal in Envelope "Financial Bid" in separate and sealed cover.

We hereby certify that all the documents and information contained in the submissions are true and correct to the best of our knowledge. We also state that we have read and understood the terms and conditions mentioned in the tender document and agree to abide by them. We further state that we are ready to undertake such supply order as per requirements laid down in the tender document.

We understand that submission of this bid does not confer any right to us for selection. We also understand that the Purchaser reserves the right of the accepting the tender in whole lot or distinct part of it.

For any clarifications Mr. _____, of _____ (Name and Address with Telephone Number) may be contacted.

Thanking You,

Yours truly,

Name and Signature of Authorized Signatory

(Note: Proprietor/Partner of Firm/Director of Company will sign the letter)

6. Annexure 2: General Information about Bidders

1. Name of the Firm
2. Address of the Firm for Correspondence:
.....
3. Constitution of the Firm
(Proprietorship, Company, Partnership etc)
4. PAN Number of the Firm
5. Year of Incorporation of the Firm
6. In case of non proprietary firm, Name of Authorized Person for signing the tender: -.....
.....
(Encl. Power of attorney and Deed letter)

Signature of Bidder

With seal

7. Annexure 3: Format for Undertaking of fulfillment of section 2.1

The document should be submitted in the technical bid

I/We ___ (name of the Bidder) ___ give an undertaking that Modern Automatic Mini Rice Processing Unit proposed to be set up by us fulfils the requirements of the DDA mentioned in the section 2.1 of the tender document as following

S. No.	Requirement	Fulfillment of requirement by the proposed Mini Rice Processing unit (Yes/No)
1.	Provision of all the components as per section 2.1.a	
2.	All the components comply to the technical specifications as mentioned in section 2.1.b	
3.	Capacity of the unit is 1 T/hr of paddy as mentioned in section 2.1.c	
4.	The breakage of the rice should not be more than 2-3 per cent	
5.	The rate of conversion of the final output of Rice from paddy should be equal to or more than 63-65% (Excluding Broken Rice)	
6.	There should be no traces of stones, sand, Paddy or rice husk in the final output of rice	
7.	The minimum quantity of Paddy that can be processed in the mill should be 200 kg	
8.	One should be able to start and operate different components of the unit independently if required	
9.	One should be able to repair different components of the unit independently	
10.	The spare parts of the machines should be available easily in Dantewada/Jagdapur without delay	
11.	The bidder should be able to arrange skilled technicians at Dantewada for the purpose of repair and maintenance of the unit if requested	

Name and Signature of Authorized Signatory

(Note: Proprietor/Partner of Firm/Director of Company will sign the letter)

8. Annexure 4: Format for Financial Bid

Each Financial Proposal should be submitted with the covering page on the letter head of the bidder as below:

To,
The Deputy Director Agriculture
District - DANTEWADA
Chhattisgarh

Subject: Financial Proposal for the supply and commissioning of Modern Automatic Mini Rice Processing Unit at Dantewada, Chhattisgarh

Dear Sir,

I/We ___ (name of the Bidder) ___ are pleased to submit our financial proposal for the supply and commissioning of Modern Automatic Mini Rice Processing Unit in accordance with our technical proposal

Our financial Proposal is for the total sum of Rs given as below –

S. No.	Name of the Equipment	Quantity	Amount in Figures (Rs) (inclusive of all taxes, freight, installation and service charges)
1.	Paddy Cleaner cum de-stoner	1 unit	
2.	Rubber Roll based paddy de-husking machine	1 unit	
3.	Paddy Separator machine	1 unit	
4.	Jet Polisher Single Stone machine	1 unit	
5.	Rice Grader machine	1 unit	
6.	Elevator	___ unit	
Total Net Amount			

We understand that our financial proposal is unconditional and any conditions mentioned shall make our tender liable for rejection. Our financial proposal shall be valid till **180 days** or till the end of supply as per terms and conditions of supply period laid elsewhere in the tender document.

Thanking You,
Yours truly,
Name and Signature of Authorized Signatory
(Note: Proprietor/Partner of Firm/Director of Company will sign the letter)

9. Annexure 5: Agreement Bond (Non Judicial Stamp Paper of Rs 50/- Signed and Notarized)

AGREEMENT BOND

I/We hereby tender for the supply of the Modern Automatic Mini Rice Processing Unit to the Deputy Director of Agriculture, Dist. DANTEWADA, Chhattisgarh, (hereinafter called DDA) at the rates mentioned in the financial bid submitted by us. I/We here by agree to abide by and fulfill the terms of this tender and all conditions of the tender here to, or in default thereof to forfeit the security deposit

In case I/We fail to undertake the supply of commodities or violate any of the said terms and conditions of tender, I/We understand that the sum of security deposit, the full value of which will be absolutely forfeited by the DDA without prejudice to any other rights or remedies to the said purchaser in the office.

Witness.....

Address.....

Occupation.....

Signature of Bidder

(Name & Seal.....)

Notary Public

(With Name & Complete Address)

10. Annexure 6: Name, Model/ Make and Technical Specifications of Items Quoted**LIST OF ITEMS QUOTED**

S. No.	Name of Instruments/ Equipments and their components	Model/Make & Manufacturer name	Technical Specifications

Signature of Contractor