

Additional Terms & Conditions**To be signed and upload in Technical bid**

The Technical Specification Sheet is attached in the buyer specifications. All the bidders has to fill and upload the same for considering the bid for Technical evaluation	
1	The offered equipment/machinery should be of recent model, make and its spares should be available in the market for minimum 7 years. The offered equipment/machinery should not be obsolete model & Make of the machine.
2	Payment –100% on Successful Delivery, Commissioning, Installation, and Training of the machine / equipment. This is in supersession of GeM payment terms & conditions.
3	The bidders should completely read the Bid documents provided in the Additional Specification Document of this Bid before participating. This will also a part of Bid Document. All the supporting documents for Qualification criteria in Bid document to be submitted as per Section IX
4	Comprehensive Warranty: Onsite warranty Mandatory at the Consignee location as specified in the technical Bid sheet. Warranty will be started from the date of Successful installation only.
5	Bidder should submit complete scope of supply (Machinery/equipment, standard accessories etc with make model) in the technical bid without price.
6	Bidder should state the space required and condition of floor and any other requirements for Pre installation requirement of the Machinery/equipment.
7	The Bidder credentials will be evaluated as per the attached format of Form No. 01 to 04 & Annexure I - Hence the bidder has to fill all rows & columns of Forms & Annexure I and the same has to be uploaded along with their Technical Bid for considering their Technical bid
8	For the Qualified bidders as per Form 1 to 4, our TEC committee will do the Vendor verification and the Capacity Assessment as per the Vendor Evaluation Report format.
9	<p>Documents to be filled signed & uploaded as per the format in the bid document for considering the Bid in Technical Evaluation.</p> <ol style="list-style-type: none"> 1. Certificate of Registration for GST - Bidder organization certificate 2. Auditor Certificate confirming the Turnover for the past three years 2020-21, 2021-22 & 2022-23 - Separate One page Auditor Certificate confirming the turnover 3. Certificate of Registration for NSIC - MSME - Startup - Others if applicable 4. Technical Compliance sheet with supporting Technical Catalogue / Brochures / Leaflet clearly mentioning the Model number, name of equipment and technical details. 5. Bid Form _ Section VI as per the format in Tender Document. 6. Authorization certificate from OEM _ If not a Manufacturer for the machine or equipment _Section - V as per the format in Tender Document. 7. Scope of Supply of the equipment which is offered in this Bid 8. BOQ _ Packing List _each and every part of the equipment and standard accessories to run the machine – Section – III as per the format in Tender Document. 9. Client Certificate for Past Three years year’s supplies of similar same goods _equipment’s and satisfactory performance – Section – IX – B ----- as per the format in Tender Document 10. Performa for performance statement _ Section – IX-A along with the certificate from the client _user organization as per the format in Tender Document. 11. Proforma for Deviation Statement _Section – X_ as per the format in Tender Document.

	<p>12. Declaration - Land border with India _Section – XI_ ----- as per the format in Tender Document.</p> <p>13. Preference to “MAKE IN INDIA” Policy _Section-XII_ ----- as per the format in Tender Document.</p> <p>14. Integrity Pact – Section – XIII.</p> <p>15. Bid Security Undertaking – Section – XIV.</p> <p>16. Price Break up Details (To be given the Letter Head and uploaded in the Commercial Bid Only) – Section – XV.</p> <p>Kindly note- All the above documents will be considered only if it is submitted as per formats given by CIPET</p>
10	A Bidder requiring any clarification regarding the Tender Document may ask their representation through GeM portal only and contact to Sr Tech Officer at 044- 22254788 / 22254780 - extension 240, before 10 days of the deadline for the bid submission. This deadline shall not be extended in case of any intervening holidays.
11	Pre-Delivery Inspection: (i). Prior intimation (minimum two weeks before) and co-ordination with respective CIPET centres for pre-delivery inspection (working condition of the equipment / machinery in all respect as per the technical specification of the Tender) at Original Equipment Manufacturer’s / Supplier’s site. (ii). Pre Delivery Inspection (PDI) will be conducted at Supplier site in India, by CIPET officials on receipt of confirmation from the supplier on readiness of equipment. (iii) During the PDI, for demonstration of the machine specifications, the raw material has to arrange by the Supplier.
12	Bidders are advised to check the applicable GST on their own before Quoting. Buyer will not take any responsibility in this regard.
13	The Cost of the equipment should include the components of cost for supply as per the Technical Specification and standard accessories for running of the Machine Commissioning, Installation, Warranty and Training for Min. 3 Days, Packaging, Forwarding and Delivery at the destination CIPET User Centres. The prices break up details as per section to be uploaded in commercial bid only.
14	Relaxation of Norms for Startup and Micro & Small Enterprises in Public Procurement on Prior experience - Prior Turnover Criteria is applicable; hence the MSME / NSIC certificate should be submitted.

Form 1

Bid No. - _____

Date:

Covering Letter on Letterhead of the Bidder with Correspondence Details

To
The Principal Director (T)
CIPET Head office,
TVK Industrial Area, Guindy, Chennai– 600032.
Tamil Nadu.

Sub: Bid for Supply, Installation, Commissioning and Testing of equipment/machinery of Plastic Waste Management System for CIPET

Bid applied for Package – E

Dear Sir,

This is with reference to GeM Bid for Supply, Installation, Commissioning and Testing of equipment/machinery of Plastic Waste Management System for CIPET. We, the undersigned, provide the below details for your kind consideration.

S.No.	Description	Firm's Response
1.	Name and complete address of the firm	Name: Address: Email Id: Contact no: Month & Year of Establishment:
2.	Name of the Proprietor/Partner/Director and complete address	Name: Designation: Address: Email Id: Contact no:
3.	Type of the Organization & Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust/MSJE or any other)	
4.	Name and contact details of the Authorized person/Supplier/Manufacturer	Name: Designation: Address: Email Id: Contact number:
5.	Mandatory Documents:	Attached (Yes or No)
	Profile of their company with area, man power details & the manufacturing facilities	

A)	Copy of Registration of GST	
B)	Copy of PAN Card	
C)	Certificate of Registration for NSIC / MSME / Startup / Others	
D)	Bank account details:	
E)	Authorization certificate from OEM (If not a Manufacturer for the machine / equipment) as per Form 4	
F)	Financial status of the firm (audited balance sheet & Profit and loss statement of last three consecutive Financial Years) along with CA Certifying Annual turnover.	
G)	Latest IT returns of the firm	
H)	Experience of the last three years (attach proof) as per Form2& Form3	
I)	Blacklisting An Declaration to be given by the authorized signatory	
J)	Technical Leaflet, catalogue, literature, test reports etc. for packages	

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading, we are liable to be disqualified from the Bid selection process.

We agree to abide by the conditions set forth in this Bid.

We hereby declare that our proposal submitted in response to this Bid is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature of Bidder

Name:_____

Designation:_____

Form 2

List of Government Organizations/Dept./Private sector or any other for whom the Bidder has Supplied and Installed the same / similar equipment's during last three years(must be supported with work/Purchase orders)

Name of the organization	Name of Contact Person	Contact No./email id

Signature of the Bidder

Name _____

Designation_____

Form 3

PREVIOUS SUPPLY ORDER DETAILS

(For Similar/Same Goods/Equipment for a period of last three years)

Name of the Firm _____

Order placed by (Full address of Purchaser)	Order No. and Date	Description and quantity of ordered equipment	Value of order	Date of Completion of delivery as per contract	Has the equipment been installed satisfactorily (Attach a Certificate from the Purchaser/Consignee)	Contact person along with Telephone No. , Fax No. and email id)

Signature and Seal of the Manufacturer / Bidder

Place _____

Date: _____

Form 4

ORIGINAL EQUIPMENT MANUFACTURER (OEM)

Manufacturing authorization form (MAF)

(On Letter Head of Manufacturer)

Bid No.:-.....

Date:-.....

To

The Principal Director (T)

CIPET Head office,

TVK Industrial Area, Guindy, Chennai – 600032.

Tamil Nadu.

Dear Sir,

We manufactures of original equipment at (.....address of factory.....) do here by authorize M/s (Name and address of Agent) to submit technical offer against the Bid for Package – E M/s.....is authorized to Submit the bid and conclude the contract in regard to this business.

We here by extend our full guarantee and warranty for the goods offered by the above firm. The dealer is associated with us from the period _____ to _____ (DD/MM/YYYY)

Yours Faithfully,

(Signature)

(Name & Seal of Manufactures)

Annexure – I

Format of Vendor Evaluation Report & Mark sheet

Vendor Evaluation Report to be submitted by evaluation committee

PART A			
1		Name Of Vendor	
	1.1	Registered Office Address	
		Telephone No	
		Fax No	
		Email Address	
		Website	
	1.2	Manufacturing Site Address	
		Telephone No	
		Fax No	
		Email Address	
		Website	
	1.3	Nature Of The Company	
	1.5	NAME & DESIGNATION OF HEAD OF ORGANISATION With Contact No.	
Part B			
1		Survey Advice Ref	
2	2.1	Item For Which Survey To Be Carried	
	2.2	Date Of Survey	
3		Office Works Visited	
4		Persons Contacted	
5		Design Facilities:	
	5.1	Engineers	
	5.2	Specialists	
	5.3	No Of Working Level Personal	
	5.4	Drafting Facility	
	5.5	Experiences In Design	
	5.6	Familiarity & Availability Of Codes/ Specs.	
	5.7	R&D Facilities	
	5.8	Technical Collaboration If any	
6		Quality Control Facilities	
	6.1	Qc Setup Engineers / Inspectors	
		Adequacy Of Experience	

	6.2	Qc Manual/ Written Procedures	
	6.3	Extent of application Of Qc	
		Procedures At Shop Floor	
	6.4	Availability Of Gauges/Fixtures	
	6.5	Periodical Calibration Of	
		Equipment's/ Instruments	
	6.6	Qc Records/ Documents	
	6.7	ISO Accreditation For Quality	
		Systems	
7		Testing Facilities	
	7.1	In House	
	7.2	Testing Facilities Dependent On	
		External Agencies	
	7.3	Adequacy Of Testing	
8		Performance Reliability	
	8.1	Satisfactory Execution Of Similar	
		Orders	
	8.2	After Sales Services	

PART C			
1		<u>SURVEY CONCLUSION-</u>	
2		<u>RECOMENDATION-</u>	
		Signature	Signature
		Name of committee member:	Name of committee member:
		Designation:	Designation:
		Signature	Signature
		Name of committee member:	Name of committee member:
		Designation	Designation
		Signature	Signature
		Name of committee member:	Name of committee member:
		Designation	Designation

VENDOR EVALUATION REPORT (For Office Use Only)

VENDOR'S NAME:

LOCATION/ADDRESS:

PRODUCT NAMES:

Sr. No	TITLE	POINTS ALLOTTED Maximum	SURVEYOR'S RATING	
1	Over all facilities			
1.1	Registration as Micro, Small, Medium or Large Enterprise with in India.	2		
1.2	ISO 9001:2008 certificate Quality management system	2		
1.3	Income tax filing details.	1		
1.4	Import & Export license.	2		
1.5	National level quality awards, research & development award or outstanding entrepreneurship award from government.	2		
1.6	R&D facilities.	1		
1.7	Technical collaboration with international reputed firm.	1		
1.8	GEM registration	1		
2	Manufacturing facilities			
2.1	Open space within factory premises with respect to manufacturing items.	2		
2.2	Buildup space within factory premises with respect to manufacturing items.	2		

2.3	Shop layout and defined areas/sheds for separate production activities with respect to Manufacturing items.	2			
2.4	Storage area/shed for raw material	1			
2.5	Storage area/shed for finished product.	1			
2.6	Production planning/application	2			
2.7	Raw material/component procurement	2			

2.8	Production staff like engineers, supervisors, skilled workers, other workers.	3			
2.9	Plant & machinery necessary for production of the listed items.	4			
2.1	Machinery & equipment's for material handling	2			
2.11	Automation and process controls.	2			
2.12	Packing, marking, dispatching facilities.	2			
3	Testing facility		10		
3.1	Tests carried out on raw material.	1			
3.2	In-house testing facilities, testing equipment's available as per relevant BIS code.	2			
3.3	Available gauges, measuring device, testing equipment, meters, inspection aids, instrument of Standard makes with NABL accredited laboratory calibration report.	2			
3.4	In process checks.	1			
3.5	Laboratory facilities.	2			
3.6	Finished product tests/checks.	1			
3.7	Special / type test	1			
4	Quality control & quality assurance plan		7		
4.1	QC manual, written procedures, quality assurance plan etc.	1			
4.2	Quality control staff like engineers, supervisors, skilled workers.	1			
4.3	Documentation/procedures	1			
4.4	Traceability	1			
4.5	Calibration records	2			
4.6	Extent of supervision	1			

5	Design facility		12		
5.1	Design staff like engineers, specialists, technologists, draft mans.	5			
5.2	Designing facility available.	5			
5.3	Availability of codes/specification/ R&D	2			

6	Experience for particular item, equipment, machinery, product etc.				
6.1	3 to 5 years	2	14		
6.2	5 to 7 years	3			
6.3	7 to10 years	4			
6.4	Above10 years	5			
7	Turn over				
7.1	0.5 to 1 Crore	2	10		
7.2	1 to 5 Crore	3			
7.3	Above 05 Crore	5			
8	After sales services				
8.1	Satisfactory execution of similar supply orders to government department.	2	10		
8.2	Satisfactory execution of similar supply orders to reputed non-Governmental organization.	2			
8.3	State level network of service after sales in State where equipment to be supplied.	4			
8.4	Customer complaints, resolution, promptness.	2			
		Total	100		
Note:	1. The minimum rating required for Manufacturing Facility is19 out of 25.				
	2. The minimum rating required for testing facility is 7 out of 10.				
	3. The minimum rating required for after sales services is 6 out of 10.				
	4. The minimum rating required for design facility is 8 out of 12.				

Vendor should provide relative supporting documents to support all claims/information provided in format. Authorized Dealers should submit their OEM documents/information for the above.