

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 – G**

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 – G 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	
		12	
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	
		25	

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				
3.1	Tests carried out on raw material.	1	10		
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				
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.