

Sr. No/ITI/SSI/UDP/TENDER/2018-19.....  
**OFFICE OF THE PRINCIPAL-CUM-MEMBER SECRETARY**  
**IMC of GOVT. ITI, SHAMSHI DISTT. KULLU AND GOVT. ITI UDAIPUR**  
**DISTT. L&S (HP)**  
 Phone/ Fax No. 01902 260692 , Email: [shamshiiti@gmail.com](mailto:shamshiiti@gmail.com)

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Tender No. ITI/SSI/UDP/Tender/2018-19

Dated :

### **TENDER DOCUMENT**

TENDER DOCUMENT FOR THE PROCUREMENT OF  
 MACHINERY & EQUIPMENT FOR THE TRADES OF

- 1) Diesel Mechnic 2) Mechanic Motor Vehicle 3)Electrician 4)Food Production  
 General 5)Fitter 6) Turner 7) Misc. Items and Plumber Trade for ITI Udaipur

**Principal-cum-Member Secretary**  
**IMC of Govt. Industrial Training Institute,Shamshi Distt. Kullu and**  
**Govt. ITI Udaipur Distt. L&S Himachal Pradesh**

Phone/ Fax No. 01902 260692, Email: [suneel66@yahoo.co.in](mailto:suneel66@yahoo.co.in) [shamshiiti@gmail.com](mailto:shamshiiti@gmail.com)

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### **General Information**

1	Date of Commencement of Sale of Tender Document	20-11-2018
2	Last date of sale of Tender document	07-12-2018 (17:00hrs)
3	Last Date for submission of Tender	13-12-2018 (14:00hrs)
4	Date of Opening of Technical Bids	13-12-2018 (15:30hrs)
5	Cost of Tender form at Counter	1000/-
6	Cost of Tender Form (By Post)	1200/-

Sr. No	Name of Branch /Deptt.	Schedule No	Remarks
1	Diesel Mechanic	Schedule- A	Page 1 to 6
2	Mechanic Motor Vehicle	Schedule- B	Page 1 to 4
3	Electrician	Schedule- C	Page 1 to 4
4	Food Production General	Schedule-D	Page -1
5	Fitter	Schedule-E	Page 1 to 2
6	Machinist/ Turner	Schedule-F	Page 1 to 4
7	Misc. Items	Schedule-G	Page 1 to 4
8	Plumber for Govt ITI Udaipur	Schedule-F	Page 1 to 6



**Terms & Conditions: -**

1. The reputed firms/ registered / authorized dealers having commercial/ Income tax registration number and dump and depot in Himachal Pradesh are only eligible to apply.
2. The rates quoted should be F.O.R. for Govt. ITI Shamshi Distt. Kullu, and in case of Govt. ITI Udaipur, District Lahaul & Spiti (HP) F.O.R. up to Manali & further transportation charges will be paid as per rates of transport unions up to Udaipur means in the concerned Lab/ Workshop / Store of the respective Institution.
3. The GST and CST shall be charged as per applicable, otherwise the rates will be deemed to be inclusive of such levies/ taxes.
4. The firm/ supplier/ dealer rate contract firm will arrange the demonstration of equipment / material for its quality/ specification check at our premises at his own cost if required by technical evaluation committee before placing the supply orders.
5. The duly constituted institute committee before delivery shall inspect the material. The firms/supplier/ dealer / rate contract firms shall intimate the date when the material is ready for inspection. The material is required to be inspected within 15 days from the issue of supply order.
6. The items/ equipments shall remain under guarantee/ warranty by the supplier for a period of minimum one year. The date of guarantee/ warranty will be reckoned from the actual day of commissioning / installation of equipment in the concerned Lab/ workshop.
7. 90% payment shall be released within one month of the receipt & installation of goods/ material strictly as per the specification in good condition. The balance payment will be released after completion of one year from the date of installation.
8. Installation of goods/ material in Govt. ITI Shamshi / Udaipur strictly as per the Specifications / in good working condition and after installation and training. The balance payment will be released after completion of the guarantee/ warranty period.
9. **The Bid shall comprise two envelopes submitted simultaneously one containing the Technical Bid and the other the Price Bid. Both envelopes enclosed together in an outer single envelope. The Technical bid shall be evaluated without reference to the price and will be straight way rejected which does not confirm to the given technical specification/criteria.**
10. All the bids/ tenders must be accompanied by a bid security (Earnest Money) @ 3% of the amount of goods inclusive of all taxes/ levies in respect of items mentioned in tender, the vendor/ supplier has to furnish bid security amounting to Rs 2,50,000/- in the shape of bank draft only ( No Cheques/ FDRs are allowed ) payable in favour of Principal-cum-Member Secretary, IMC of Govt. ITI Shamshi Distt. Kullu/ / Govt. ITI Udaipur, District Lahaul & spiti (H.P.) payable at Shamshi and the same will be kept as security in case of successful bidder. The tenders without earnest money shall be out rightly rejected. The earnest money shall stand automatically forfeited if the ordered firm fails to complete the supply within a stipulated period i.e. 45 days after issue of supply order ( 5 days extra for postal period)
11. **a) All the quoted items must be branded, quoted with Name of company and Model No. & should be supported with relevant catalogues & documents for technical evaluation. The lowest rate of respective item will not be bar for the selection committee to select the bidder as L-1 as the quality and relative specifications to the requirement are must. The tenders not confirming to the specifications/ descriptions/ catalogues of material shall be summarily rejected and no further correspondence will be made.**



**B) The following documents are mandatory to be attached with the Bid document.**

- i) Bidder's Information sheet ii) Contractual Experience minimum of 5 years iii) Historical Financial performance with three year income tax return iv) Size of operation (Average Annual Turnover) as least 50lacs/years
- 12 The date of accepting/ opening the tenders happens to be a holiday; the tenders shall be opened on the next working day at the same venue/ time.
  - 13 Telegraphic, Fax and conditional tenders without earnest money shall not be accepted.
  - 14 The supplier shall have to submit at least the attested copy of 3 latest Income Tax Clearance Certificates with the tender.
  - 15 The Tender form along with the earnest money & forwarding letter on letter head/ pad of the firm should be sent through Regd./ Speed Post/ By hand or through courier well in advance so as to reach to the **Govt. ITI Shamshi , Distt. Kullu H.P.** on or before the date of closing the offer i.e. **13-12-2018** up to **2:00 PM**. The office of Principal-cum-Member Secretary, IMC of Govt. ITI Shamshi, District Kullu H.P. will not be responsible for any postal delay. The tenders shall be opened on **13-12-2018 at 03.30 PM** in the presence of bidders in the office of The Principal -cum-Member Secretary, IMC of Govt. ITI Shamshi District Kullu (H.P.)
  - 16 The offer shall be sent in the sealed envelope clearly indicating on the top of the **ENVELOPE WITH RED INK THE TENDER NO, DUE DATE & the Category of items.**
  - 17 The Principal-cum-Member Secretary, IMC of Govt. ITI Shamshi/Udaipur, may also appoint a **"Negotiation Committee"** in case of branded items as per the requirement of concerned instructors/ trainers/ institution inspection committee.
  - 18 The Principal-cum-Member Secretary, IMC of Govt. ITI Shamshi / Udaipur, Distt. L & S (H.P.) reserves the right to change the date for receiving, opening and also to accept or reject any or all tenders without assigning any reasons
  - 19 The bidders shall submit a copy of the customers to whom they have supplied the similar items during the last 5 years if done so.
  - 20 **The No. of items /quantity may vary at the time of placing the supply orders for I.T.I Shamshi/ Udaipur.so if desired separate rates/ carriage may be quoted for respective destinations. The supply for ITI Udaipur may be completed before the snow season**
  - 21 The rates quoted shall be valid for **next one year**.
  - 22 The bidder/bidders shall not claim any award of supply order even if he/they qualify the terms& conditions of this Document.
  - 23 The supply order shall be subjected to availability of funds/approval of IMC of Govt. ITI Shamshi/Udaipur,
  - 24 The Principal -cum-Member Secretary, IMC of Govt. ITI Shamshi/Udaipur may increase/decrease the supply.
  - 25 The bidder has to specify the make/ specification of the tools, equipment or machinery. If it is not specified, then that item will be straightway rejected and the bidder has no right to claim order for that item.
  - 26 Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
  - 27 While quoting the rates of the items, please do not change the Sr.No. of the items mentioned in the tender document, This is done for easy method of comparison

28 During evaluation of bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification shall be in writing / telephonically/ E-mail and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

### Section –A

1	Name of Firm / Organization	
2	Registration No	
3	Complete Postal Address (With Phone No)	
4	Whether manufacturer / Dealer / Supplier / Rate contractor	
5	Total amount of items tendered (excluding tax ) in figures & in words	
6	Financial Standing	
7	Past Experience	
8	Organizational	
9	Technical Particulars	
10	Details of Earnest Money	Amount :
		Draft No :
		Dated :



Technical Bid Submission Sheet

Note-

The Bidder must accomplish the Technical Bid Submission Sheet on its letterhead clearly showing the bidder's complete name and address.

Date:

Invitation for Bid No:

To:

We, the undersigned, declare that:

- a) We have examined and have no reservations to the Bidding Document and accepted all the terms and condition.
- b) We offer to supply in conformity with the Bidding Document the following Goods and Relate Services
- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of .....days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (d) [ We are not a government -owned enterprise] / [We are a government -owned enterprise but meet the requirements of ITB 4.5].
- (e) We agree to permit Institution Committee of ITI Shamshi or its representative to inspect accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ITI Shamshi.

Name .....

In the capacity of .....

Signed .....

Duly authorized to sign the Bid for and on behalf of .....

Date.....

**Form of Bid Security**

(1) Name of Bidder.....

(2) Name of Bank .....

(3) Amount of Bank Draft.....

(4) No & Date of Bank Draft.....

(The draft is payable to principal Govt. ITI Shamshi District KULLU (H.P.))

(The Bid Security is only in the shape of Bank Draft will be accepted)

Manufacturer's Authorization

Date.....[insert date (as day, month, and year) of bid submission ].....

IFB No.....[insert number of bidding process].....

To.....[insert complete name of purchaser].....

WHEREAS

We..... [Insert complete name of manufacturer]..... who are official manufacturers of.....[insert type of goods manufactured].....having factories at.....[insert full address of manufacturer's factories].....do hereby authorize .....[insert complete name of bidder]..... to submit a bid the purpose of which is to provide the following goods, manufactured by us.....[insert name and/or brief description of the goods]..... And to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions, with respect to the goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the manufacturer]

Name:[insert signature(s) of authorized representative(s) of the manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of manufacturer]

Dated on..... day of ..... [Insert s date of signing]



**Bidder's Information Sheet**

Bidder's Information	
Bidder's legal Name	
Bidder's year of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers and e-mail address)	

**Form EXP - 1: Contractual Experience**

Contractual Experience		
Contract No.....of  .....	Contract Identification	
Award Date		Completion Date
Role in Contract	Manufacturer	Supplier      Subcontractor
Total Contract Amount		
Purchase's name Address Telephone/Fax Number E-mail	Copy of Supply Order may  be attached separately	

**Form FIN - 1: Historical Financial Performance**

Each Bidder must fill out this form.

Financial Data For Previous ----- Year [\$Equivalent]		
Year 1:	Year 2:	Year

**Information from Balance Sheet**

Total Assets (TA)			
Total Liabilities(TL)			
Net Worth =TA-TL			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital= CA-CL			

Most Recent Working Capital		
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**Information from Income Statement**

Total Revenues			
Profits Before Taxes			
Profits Before Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three (3) years, as indicated above, complying with the following conditions:

- Historical financial statements must be audited a certified accountant.
- Historical financial statements must be complete, including all notes to the financial statements.
- Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).



**Form FIN -2: Size of Operation (Average Annual Turnover)**

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder.

Annual Turnover Data for the last..... Years

Year	Amount