



EXPRESSION OF INTEREST FOR EMPANELMENT OF PROJECT EXECUTANT

FOR

Establishing Livelihood Business Incubation Centers for Handmade
Paper Processing Plant.

Setup, Installation & Operationalization
On Turnkey basis at four KVIC Institutes
[Patna, Nashik, Chennai, and Delhi]

EOI No: DCB/864/INCUBATION /HMPI /RFP/2018-19

ISSUED BY

**Khadi & Village Industries Commission,
(Ministry of MSME, Govt. of India)**

3, Irla Road, Vile Parle (W),
Mumbai -400056.

Tel No:022-26714320

022-26714322

022-26713527

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Website: www.kvic.org.in

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1. Advertisement for Expression of Interest

Khadi & Village Industries Commission,
(Ministry of MSME, Govt. of India)
3, Irla Road, Vile Parle (W),
Mumbai -400056.
www.kvic.org.in

INVITATION OF EXPRESSION OF INTEREST FOR **Setting up Livelihood Business Incubation Center for Handmade Paper Processing Plant**

Khadi & Village Industries Commission invites sealed Expression of Interest (EOI) from Indian Handmade Paper manufacturing units/ Machinery Manufacturing Plants / Organizations/Individuals/Companies/NGO's etc. in the country to setup Incubation centers at the four under mentioned KVIC training institutes i.e Patna, Nashik, Chennai, Delhi. The last date of submission of EOI is 22.01.2019.

The EOI Document containing the details of eligibility criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.kvic.org.in.

Further details, if any, may be obtained from Directorate of Capacity Building KVIC, Mumbai 56 during working hours from 10am to 6pm.

Last date for submission of EOI is 22.01.2019 up to 1300 hrs. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning "**Establishment of Livelihood Business Incubation Centre for Handmade Paper Processing Plant, Setup, Installation & Operationalization On turnkey basis**" on the top cover

Applicants meeting the eligibility criteria may be invited for presentation / proposal before the selection committee of KVIC.

Chief Executive Officer,
Khadi & Village Industries Commission,
3, Irla Road, Vile Parle (W),
Mumbai -400056

1.1 LETTER OF INVITATION

No:DCB/864/incubation/ HMPI/RFP/2018-19 dated: 21.12.2018

Dear Sir/Madam,

Khadi & Village Industries Commission(KVIC) invites sealed Expression of Interest (EOI) from Indian Handmade Paper manufacturing units/ Machinery Manufacturing Plants / Organizations/Individuals/Company/ Partnership firm etc who have expertise in setting up Handmade paper processing plants / units. Also having experience of maintenance of such Plants with minimum production capacity of 50 tons and above annually. The last date of submission of EOI is 22.01.2019

Sr .N o	Particulars	Place of Setup	Capacity	Quantity	EMD for the composite work in Rs
1	Installation, commissioning and providing operational training to the staff for Handmade paper manufacturing plant at four different locations as	Patna Nashik Chennai Delhi	Production of paper : 150 M.T and its related products (Carry - bags, File covers, office stationary Etc.)annually	As per work assigned by KVIC	3,00,000

Bid document for the above work can be had from Khadi & Village Industries Commission, 3, Irla Road, Vile Parle (W), Mumbai 400056. on all working days in between 11.00 A.M. to 4.00 P.M. till Dt.02.01.19 and only after Dt-21.12.18 on payment of Rs. 10,500 /- (Rupees Ten Thousand Five Hundred) only. Payment can be made in cash at KVIC cash counter or through Account payee Demand Draft drawn on any nationalized bank in favour of **Chief Executive Officer, KVIC** at Mumbai. The bid documents can also be downloaded from KVIC Website. In case of downloaded documents the cost of bid document may be paid in shape of Demand Draft drawn on any Nationalized bank in favour of "**Chief Executive Officer , KVIC**" at Mumbai. The cost of the bid document in shape of Demand draft has to be submitted

along with the technical bid only. Bids will be received up to 1.00 P.M of Dt. 22.01.19 and the technical bid will be opened on the same day at 3.00 P.M in presence of the bidders or their authorized representatives.

1.2 Disclaimer

Kindly Note:

1. This document is not transferable
2. Though adequate care has been taken for preparation of this document, the bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.
3. The **Khadi & Village Industries Commission** reserves the right to modify, amend or supplement this bid document.
4. While the bid has been prepared in good faith, neither KVIC nor their employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability and completeness of this bid document, even if any loss or damage is caused by any act or omission on their part.

1.3 Important Dates

1	Uploading of bid documents on web site	21.12.18
2	Last date of Submission of Queries	04.01.19
3	Pre bid Conference	08.01.19, 11.30 AM
4	Reply to Queries, if any	11.01.19
5	Revised final Bid documents after pre bid discussion for download / sale	16.01.19
6	Last date of receipt of bids in hard bound copy	22.01.19 at 1.00 PM
7	Date of opening of technical bids	22.01.19 at 3.00 PM
8	Date of opening of price bid of tech-commercial qualified bidders	To be intimated

1.4 Check list of documents to be submitted along with the bid

Sr.No	Particulars	Complied	Page-no / Flag
1	Bank draft for Rs.10,500/- or original money receipt issued by KVIC as proof of purchase of EOI paper or	Bank Draft No Dt	Envelope
2	Bank draft for Rs.3,00,000/- towards Earnest Money Deposit (EMD) or exempt as admissible with proof.	Bank Draft No Dt	Envelope
3	Forwarding letter duly signed and stamped by the bidder & self-certified as per eligibility clause.		
4	Undertaking duly signed and stamped by the bidder. Undertaking to unconditionally accept all terms and conditions of the bid document		
5	Valid document of the registering status of the bidder as an manufacturing unit/ Machinery Manufacturing Plants / Organizations/Individuals/Company/ partnership firm, etc. setup		
6	Organizational profile containing the original documents defining the constitution or legal status, place of setting up Handmade paper plants in the last 7 years (list of clients with		
7	Copy of the PAN card of the bidder's		
8	Copy of the TIN card of the bidder's		
9	Copies of Tax returns, VAT/ e-filling / GST of the last 3 years		
10	Proof of production of minimum 50Tons annually of handmade paper in the processing plant		
11	Filled in bid document duly signed and stamped at the bottom of each page except the price bid format.		
12	Price bid in separate single sealed envelope and no other content		

1.5 Forwarding Letter

(To be submitted in the letter head of the bidder)

To,
The Chief Executive Officer
Khadi & Village Industries Commission,
(Ministry of MSME, Govt. of India)
3, Irla Road, Vile Parle (W),
Mumbai -400056

Subject: Submission of EOI for Establishing Livelihood Business Incubation Centre for Handmade Paper Processing Plant, Setup, Installation & Operationalization on turnkey bases vide E O I Advertisement No: **DCB/864/incubation/HMPI/RFP/2018-19, dated 21.12.2018**

Sir/Madam,

Having studied the E O I document carefully I/we, the undersigned, offer to submit our E O I for “Establishing Livelihood Business Incubation Centre for Handmade Paper Processing Plant, Setup, Installation & Operationalization “in conformity of the E O I document.

I/We have also read the various provisions of the E O I and confirm that the same are acceptable to us. We further declare that any additional conditions, variations, deviations, if any, found in our E O I offer shall not be given effect to. We further understand that **any deficiency / illegibility in documents shall make our E O I liable for rejection.**

I/we submit our EOI understanding fully well that

- (a) The bid and other documents submitted along with the same will be subject to verification by appropriate authorities.
- (b) KVIC reserves the right to accept or reject any application or the bid process itself without assigning any reasons thereof and shall not be held liable for any such action.
- (c) Any genuine changes made by KVIC in the interest of the Setup with respect to the technical requirement during the course of project implementation will be acceptable.
- (d) All acts, rules, regulations, norms and conditions of Government of India shall be applicable during the process of EOI and during the period of execution of project.

We hereby declare that all the information and statements made in this proposal are complete, true and correct and also accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that our EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Signature of bidder

1.6 Undertaking by the Bidder

I/we here by undertake that

- i. We have thoroughly read and examined the advertisement / notice inviting EOI and the EOI document along with all its schedules, annexure etc.
- ii. The rates quoted by us are firm and final and are meant for execution of the allotted supply / installation within the time frame stipulated in the EOI/supply / installation order.
- iii. All terms and conditions of the E O I including the rates quoted by us shall remain valid for a period of one year or as may be agreed upon from the date of opening of the technical bids.
- iv. In case our EOI is incomplete in any respect or we violate any of the prescriptions given in the EOI for submission of the same KVIC shall , without prejudice to any other right or remedy , be at liberty to forfeit the earnest money deposited by us.
- v. In case of award of Setup/Installation in our favour, KVIC shall have the right to convert the EMD deposited by us in to full or part (as the case may be) of the security deposit to be deposited by us against award of the Setup/Installation.
- vi. In case we fail to commence or complete the Setup/Installation as per the time schedules or fail to fulfill any of the terms and conditions given in the EOI KVIC shall , without prejudice to any other right or remedy , be at liberty to forfeit the security deposit made by us against the award of the Setup/Installation.
- vii. I/We hereby declare that I/We shall treat the EOI documents, specifications and other records connected with the Setup/Installation as secret/confidential and shall not communicate information derived there- from to any person other than a person to whom I/We have authorized to communicate the same or use the information in any manner prejudiced to the safety of KVIC.
- viii. I/We shall abide by all the laws prevailing at the time of the execution of the Setup/Installation and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc.
- ix. I/We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this EOI

- x. I/We are not blacklisted / defaulted in any manner by any Central / State Government / Public Sector Undertaking in India.
- xi. In case any false documents submitted and found any time in future the firms shall be liable to be proceeded against as per prevailing laws.
- xii. I/We shall be responsible for the payment of the respective taxes to the appropriate authorities and should I/we fail to do so, I/we hereby authorize KVIC to recover the taxes due from us and deposit the same with the appropriate authorities on their demand.

**Signature of bidder with
stamp & date**

1.7 Letter of Authorization

(To be submitted in the letter head of the bidder)

To,
Chief Executive Officer,
Khadi & Village Industries Commission,
(Ministry of MSME, Govt. of India)
3, Irla Road, Vile Parle (W),
Mumbai -400056.

Sub: Submission of EOI for Establishing Livelihood Business Incubation
Centre for Handmade Paper Processing Plant, Setup, Installation &
Operationalization

Ref: E O I advertisement / Notice No. DCB/864/INCUATIN/HMPI/RFP/2018-19,
dated -21.12.2018

Sir/Madam,

I/we hereby authorize Ms./Mr. _____, Designation
.....of our company to sign all relevant documents on
behalf of the company/firm in dealing with the above E O I. She / He is also
authorized to attend all meetings and submit technical and commercial
information as may be required by OREDA in the course of processing of the
E O I.

We further authorize Ms. /Mr. Designation..... of our company
to make technical presentation on behalf of the company.

Signature of the authorize persons

1.

2.

Signature attested

Name and designation of the attesting officer with stamp.

Yours faithfully
13 | Page

Head of the organization

2 Introduction to the Project

2.1 Background and objective

Khadi & Village Industries Commission (KVIC), established under the Act of Parliament (No.61 of 1956), and as amended by Act No.12 of 1987 and Act No.10 of 2006) is a statutory organization under the Ministry of MSME (Govt. of India) and engaged in promoting and developing Khadi and Village industries (KVI) for providing employment opportunities in the rural areas, thereby strengthening the rural economy. It has been identified as one of the major organization in the decentralized sector for generating sustainable non-farm employment opportunities in rural areas at a low per capita investment. It undertakes activities like skill improvement; transfer of technology; research & development; marketing etc. and helps in generating employment/self-employment opportunities in rural areas.

The prime functions of KVIC are:

- Planning and organizing capacity building programs.
- Build up reserves for supply of raw material and implements.
- Encourage and assist in creation of common service facilities for all activities related to production and marketing of products.
- Promote sale and marketing of products.
- Undertake studies for KVI sector.
- Encourage and promote research in the technology used in the sector including non-conventional energy.
- Provide assistance for development and up gradation of designs, prototypes and other technical information including quality assurance.

Govt. of India is striving to improve the socio-economic conditions of the rural population providing host of support to non-farm sector. Such supports primarily include creation of employment opportunities based on resources and skills with assistance for improving supply chain, enhancing skills, upgrading technology, expanding market, augmenting capacity building of the entrepreneurs/artisans and their groups. As per 2011 Census, around 69% of country's population is living in the rural areas. This vast majority of people draw their livelihood from rural farm and or non-farm sector. Therefore growth and development of these sectors are primordial for higher growth trajectory of Indian economy.

Organization provides such holistic supports for promotion of both self-employment and wage employment, particularly under rural non-farm sector. Sector plays an important role in the development of employment opportunities in the hinterland of country, both in rural and urban areas. It is engaged in promoting and developing Khadi and Village Industries for providing employment opportunities with special focus in the rural areas with an eye as well in setting up micro

enterprises in urban areas at a very low per capita investment. The activities of the sector are source of livelihood for around 14 million rural and urban people who largely include spinners, weavers and village industries artisan spread across the country

Through this system the Department intends to achieve the following objectives:

- i. There is a need for demonstrating the handmade paper making processes and technologies to convince the prospective entrepreneurs that they could run the units in a viable manner employing innovative technologies. Hence it is proposed to procure new machineries, in order to provide livelihood Business Incubation training to the prospective entrepreneurs and the existing entrepreneurs in the new machineries and technologies.

2.2 Geographical Coverage of the project

LBI centers is to be setup in four different places, PATNA, NASHIK, CHENNAI&DELHI

2.3 Timelines for the project

Commissioning of the plant in maximum 4 months' time from the date of the award of the contract.

3 Broad Scope of Work

3.1 Description of the project

The prime focus of this incubator is to create jobs at local level and reduce un-employment by creating a favorable ecosystem for entrepreneurial development in the country in handmade paper industry.

This project aims to achieve the above goal by setting up an incubation center at four different locations (PATNA, NASHIK, CHENNAI, &DELHI), which could help individuals startup small business units, by imparting entrepreneurship skills, training and development to youth, mentorship and hand holding for the overall operations, as well as by facilitating the startups in getting loan through PMEGP/ Mudra / Banks etc. scheme for funding, in the handmade paper sector.

The idea under the livelihood incubation is for enabling youth to take up those commercial activities which are already established. Thus helping them create and alleviate their enterprises to a large scale in a short span of time. It is proposed that the incubates will take trainings in handmade paper processing, followed by setting up their own enterprises. This will be done under mentorship and hand holding from the institute.

To achieve this a list of Machinery to be procured and commissioned to setup the Incubation center is provided in Annexure A "Technical document"

3.2 Scope of work and Expected deliverables and outcomes of the assignment

Salient Design Features and Service Oriented Approach. Following are broad components of the proposed system intended to meet the expected outcomes of the stakeholders in their functioning:

- a. Equipment's to be Procured, Installed and commissioned as mentioned in Annexure A "Technical Document"
- b. All the civil work shall be undertaken by the institute under the technical assistance of the empanelled project executants (Supplier).
- c. Institute shall provide the electricity up to the work shed, remaining connection cable etc. for the machinery shall be arranged by the supplier.
- d. The supplier shall provide training to all the workers post installation at all the four plants.
- e. The supplier shall provide hand holding services for 6 months after final installation and trial run of the unit.
- f. Setup, Installation & Operationalization" of the Incubation center for Handmade Paper Processing Plant at all the four mentioned Institute.

3.3 Place of execution of the assignment

KVIC will award the Agency/Individual to setup LBI at following locations; scalable as part of the existing Institute.

1. Multi-Disciplinary Training Centre, Khadi and Village Industries Commission, Gandhi Darshan, Rajghat, New Delhi - 110 022
2. Dr. Rajendra Prasad Multi-Disciplinary Training Centre, Khadi and Village Industries Commission, B.V. College, Shekhpura, Patna - 800 014 (Bihar)
3. Dr. B. R. Ambedkar Institute of Rural Technology and Management, Khadi and Village Industries Commission, P.O. Tryambak Vidya Mandir, Nashik - 422 213 (Maharashtra)
4. Central Palmgur and Palm Products Institute, KVIC, No.36, Arul Nagar, P.O. Madhavaram Milk Colony, Chennai - 600 051 (Tamil Nadu)

4 Instructions to the Bidders

4.1 Instructions

Intending bidders are requested to carefully study the instructions contained hereunder before preparing their bid documents for submission.

1. A Bidder shall submit a single offer-bid only.
2. Bidders must submit their bids for all items as stated in this bid document above in a single hard bound book form properly page numbered and Indexed. No loose or separate papers or spiral bound documents will be accepted. Submission of loose papers or spiral

bound documents shall lead to the rejection of the same.

3. Demand Drafts towards cost of document and EMD should be submitted in a separate envelope placed inside the envelope containing the technical bid.
4. Bids must be submitted in English language only.
5. Incomplete, telegraphic or conditional bids shall not be accepted.
6. Prices quoted must be firm and fixed. No price variation / escalation shall be allowed during the validity of the EOI.
7. The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the departmental terms and conditions, technical specifications etc.
8. Valid TIN / VAT / CST / E-filing/ GST submission document must be submitted along with the bid. All rules and circulars of Finance Department, Govt of India issued from time to time will be applicable during project period from issue of E O I /E O I to the completion of CMC period.
9. Deviations in terms and conditions, Specification of material, Inspection clause etc. will not be accepted under any condition.
10. The bidders should furnish the information on all past setup and satisfactory performance.
11. The bidder shall submit copies of documents defining the constitution or legal status, place of registration and principle place of business of company or firm.
12. The bidder shall furnish a brief write up backed with adequate data, explaining capacity and experience (both technical and commercial) for the setup, installation and commissioning of, equipment's within the specified time of completion after meeting all their commitments.
13. Earnest money as specified in bid may be deposited in cash at KVIC cash counter or in shape of Demand Draft drawn in favour of Chief Executive Officer, KVIC, Mumbai from any nationalized bank. Bids without E.M.D will not be accepted unless exempt.
14. Bids received late due to postal delay or otherwise will not be considered.

15. The bidders are required to furnish their offers in the price bid both in words & figures neatly computer typed. Any correction shall liable the document to be rejected. In case of any conflict between figures and words, the latter shall prevail.
16. Since timely execution of setup and installations is of paramount importance, requests for extension of time shall not be ordinarily entertained.
17. Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
18. Certificate to the effect that the equipment's to be installed are indigenous & not fully imported must be furnished.
19. Power of attorney to sign the agreement on behalf of bidders & partnership deed articles, if any, should be enclosed along with original bid documents.
20. Notice inviting E O I, bid documents, prescribed Technical bid, price bid, terms & conditions will form the part of the E O I.
21. All pages of the bid documents must be signed & sealed by the authorized person on behalf of the bidders.
22. Bids will be accepted & will be opened as per information mentioned in the notice- inviting E O I. No receipt against submission of bid shall be issued by KVIC.
23. A pre bid meeting was convened on 08.01.19 at 11.30 A.M. in the conference hall of KVIC.
24. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach by post, or email: kvichrd@gmail.com and cb.kvic@gov.in on or before 04.01.2019 1600 Hrs.
25. All queries to be raised in the Pre-bid meeting will relate to the EOI alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage
26. After discussion, deliberation and written statement/suggestions of the representative, the final EOI document revised and approved by the technical committee will be uploaded on the website replacing the previous one.
27. The Last date of receipt of the bid is 22.01.19 at 1.00 PM. Sealed E O I's (revised and final) shall only be dropped in the specified E O I box kept in the Support Service Division, KVIC during office hours on working days. Bids received after due date & time will not be considered. The bids of such Agency/Individual shall only be considered who have purchased the bid documents from the department by depositing the prescribed fee of the bid document (Nonrefundable) / downloaded from the website and submitted along with cost of the E O I paper in shape of cash / DD drawn in favour of Chief Executive KVIC from any nationalized bank. If due to any reason the due date is declared as a holiday will be opened on next working day at the same time.

28. The technical bid shall be opened on 22.01.19 at 3.00 PM in the KVIC office, Mumbai in presence of such bidders or their authorized representatives, who may like to be present at the time of opening.
29. Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from KVIC.
30. Deviation of any commercial terms and condition and technical specification shall not be entertained under any circumstances.
31. KVIC will not be responsible for any incidental or consequential losses of the firms while execution and till expiry of the period of maintenance.
32. All the bidders shall essentially indicate the break-up of prices as shown in Price bid.

4.2 Right to Terminate the Process

1. KVIC, Mumbai may terminate the EOI process at any time and without assigning any reason. KVIC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
2. This EOI does not constitute an offer by KVIC, Mumbai. The bidder's participation in this process may result in short listing the bidders.

4.3 Submission of bids

The bid document should be submitted in two parts as detailed below:

- a. Bids should be submitted in two separate sealed envelope as mentioned below & addressed to the Chief Executive Officer, KVIC, Mumbai, inside a sealed envelope super-scribed "Bid for Establishing Livelihood Business Incubation Centre for Handmade Paper Processing Plant, Setup, Installation & Operationalization", On turkey basis.
- b. First sealed envelope should contain Annexure A- Technical Bid , prescribed test certificate, Earnest Money, Technical Specification, valid VAT / Sales tax clearance certificate, Commercial terms & conditions, other bid documents duly signed & sealed, Indigenous Certificate, organizational profile, balance sheets and profit & loss accounts for last three years, certificate and proof as per Eligibility criteria as well as brochure, literature etc. It should be super-scribed with **Part-1 Technical Bid** ". All the papers of bid documents except the price bid duly signed should be submitted in the first envelope. Required earnest money deposit in the form of Demand draft in favour of Chief Executive Officer, KVIC, Mumbai. Should be attached. If the bid document has been downloaded from the website, the bank draft towards cost of bid document should be submitted in a separate envelop super scribed "cost of bid document" and kept in the main envelop.
- c. Second sealed envelope (part-II) should contain Price bid as per Annexure-B in a separate sealed envelope. It should be super-scribed with "**PART II Price Bid** "only and no other document. Any condition in regard to financial aspects, payments, terms of rebate etc beyond the prescribed financial terms of KVIC will make the bid invalid. Therefore it is in the interest of the bidders not to write anything extra in the Price Bid in Annexure B- except price.

4.4 Opening of the bids

The procedure of opening of the bid shall be as under

- i. First envelope "**PART-1 Technical Bid**" shall be opened at the time & date mentioned in the bid notice by KVIC representative in the presence of bidders, who choose to be present.
- ii. Second envelope "**PART-II**" containing **Price bid** shall be opened after evaluation of technical-commercial suitability of the offer by assessing responsiveness in line with the requirements mentioned in the bid document. The date for opening of second envelope (Price bid) shall be communicated subsequently. Second envelope of price bid of only those bidders shall be opened who qualify in the technical bid. If necessary, the firms may be called for Technical Presentation of their product as per the time intimated by KVIC.

4.5 Acceptance/ Rejection of the bid documents

Chief Executive Officer, KVIC reserves the right to reject or accept any bid or annul the bidding process at any time prior to award of contract, without having prejudice of incurring any liability to the affected bidders or any obligation to inform the bidders.

Chief Executive Officer
KVIC, Mumbai

I/we have carefully read & understood the above terms & conditions of the bid & agree to abide by them.

Signature of Bidder with Seal

5 Selection Criteria

Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

5.1 Eligibility Criteria

In order to be eligible to participate in the E O I, the bidder must fulfill the following eligibility criteria. Any discrepancy or deviation from the same shall make the bidder ineligible for participating in the E O I and such E O I documents shall be rejected.

- i. The bidder must be a company registered under the Indian Companies Act 1956 or a firm registered under VAT /CST/ GST.
- ii. The bidder must have experience in installation of equipment, setting up handmade paper processing plants. A copy of certificate from authorized officers to be attached.
- iii. The bidder company preferably should be in the profit during the last three year. A Chattered Accountant certificate is to be attached to that effect.
- iv. The firm must not have been debarred / blacklisted / defaulted by any Govt. Dept., agency, PSUs / institution / agencies / autonomous organizations. A self-certificate by an authorized person of the bidder's company/firm duly notarized is to be attached.

5.2 Evaluation Criteria

Basic Requirement	Specific Requirements	Marks Allocated	Evaluation Criteria
Understanding of bidders	Suggested Scope of Work and Approach & Methodology (A&M)	50	Minimum of 75% of allocated marks based on Qualitative Assessment of suggested Scope of work, based on Relevance to the Project envisaged Comprehensiveness & Presentation
	Bidders Experience & Competence	50	Minimum of 75% of allocated marks based on Qualitative Assessment on 1. Learning on Issues, Challenges, Solution proposed 2. Competent & Suitable manpower deployment for the project 3. Timely completion of project

Note: - Presentation is mandatory for bidder. In all the two areas of specific requirement the bidder has to qualify the evaluation criteria.

6 Commercial Terms & Conditions

The Chief Executive Officer, KVIC shall award the contract to the successful bidders whose bids shall be qualified after evaluation in terms of the responsiveness and lowest standardized rate determined on the basis of price bids.

6.1 Rate

The offer should indicate the unit cost of the Installation & Commissioning charges, CMC Charges. The unit cost must be inclusive of packing, forwarding, loading & unloading charges, cost of insurance and transportation FOR destination where the system as per the technical spec will be installed as per the requisition /work order from the user / consumer.

6.2 Earnest Money Deposit

- I. Earnest money deposit as specified in Table-1 is required to be deposited along with the bid without which the bid will not be accepted. No interest will be payable for the EMD amount under any circumstances.

- II. Earnest money can be deposited in shape of a Demand Draft in favour of Chief Executive, KVIC from any Nationalized Bank Payable at Mumbai and the proof of deposits should be attached to the bid.
- III. E.M.D would be refunded to the unsuccessful Bidders after finalization of the bid without any interest.
- IV. EMD would be refunded to successful bidder(s) after submission of security deposit as detailed at clause 6.3 once S D / PGF amount exceeds the EMD amount.
- V. E. M. D would be forfeited in case of non-compliance of the purchase order by the successful bidder.
- VI. In case of claim for exemption from deposition of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

6.3 Security Deposit/ Performance Guarantee Fees

The successful bidder must deposit the Security amount / Performance Guarantee fees @ 10% of the setup value with the Chief Executive Officer, KVIC, Mumbai at the time of acceptance of the work order in shape of Bank Guarantees valid from the date of acceptance of the work order till the completion of respective warranty periods. The said deposit would be forfeited, if the duties are not made as per the Terms & Conditions of the purchase order. Security deposit & PGF amount will be refunded after the expiry of the warranty period and CMC period (ref. Scope of Work) of the systems, subject to satisfactory execution / performance of the systems.

6.4 Program Execution Schedule

- i. Delivery of Equipment at sites: 1 month from the date of issue of the work order
- ii. Installation & Commissioning: 3 months from the date of preliminary inspection, physical verification and handing over of the site for installation.
- iii. Upon intimation about commissioning of the Equipment's by the executing Institute a joint inspection will be carried out by the representatives of the executing firm, KVIC.
- iv. Following such inspection a joint commissioning report / installation report shall be brought out in the prescribed format, which shall form a part of the documents for release of payments.

6.5 Quantity

There is no specific quantity of work order. As per the option and choice of the user or allotment received, KVIC may place order to the respective Agency/Individual basis on the gradation of the qualified bidders as per the price bid offer and neatness of execution of job progressively.

6.6 Validity of offer

The offer must be kept valid for a period till the next EOI is invited. No escalation clause except the admissible tax component under the period of consideration would be accepted. The validity can be further extended with mutual consent.

6.7 STCC

The bidders must submit a copy of valid up to date sales Tax / VAT/ E-return /GST along with the bid. The bid would not be considered without this document. The original certificate would be produced at the time of opening of the bid, or, before placement of purchase order, if required.

6.8 Warranty

The Equipment's installed should be warranted against any manufacturing defect or bad workmanship for a period 2 (two) years respectively from the date of commissioning of the equipment.

Warranty certificate to the above effect must be furnished along with the commissioning reports.

Any defect noticed during warranty period should be rectified/replaced by the supplier free of cost upon due intimation by the KVIC Institute. The warranty period shall be extended by the period during which the systems remain non-operative due to reasons within the control of the executants. Care should be necessarily taken to make the processing plant operational within a week of reporting of defect. If the plant is not made operational within fifteen days, KVIC may rectify the same and charge all expenses incurred on the said account to the vendor. The defects should not be ordinarily attributed to tempering by the users. The firm has to devise suitable mechanism to ensure non-tempering of systems.

6.9 Penalty and termination of contract

The equipment shall be supplied, installed and commissioned within the scheduled time. If the supplier fails to adhere to the schedule, KVIC shall without prejudice to its other remedies under the contract deduct from the contract price as liquidated damages a sum equivalent to 1% of the delivery price of the delayed goods or unperformed services for each week of delay until actual delivery or installation/commissioning up to maximum education of 10% of the contract price for delayed goods or installation and commissioning. Once the maximum is reached (i.e 6 weeks of delay) KVIC may consider termination of the contract and forfeit the security deposit without prejudice to the other remedies of the contract along with recovery of mobilization advance by forfeiture of bank guarantee.

However, Chief Executive Officer, KVIC may at his own discretion allow reasonable time extension upon written application of the Executing firm. If the delay is considered intentional or due to negligence of the

organization extension can be allowed with imposition of penalty. If the delay is considered to be genuine time extension can be allowed without imposition of penalty.

6.10 Force Majeure

The Agency/Organization/Individual shall not be charged with liquidated damages nor shall his security for performance be forfeited when failure of delivering the duty is due to any event beyond the control of the bidder and could not have been foreseen, prevented or avoided by a prudent person. These include, but are not restricted to acts of God, acts of public enemy, acts of Government, fires, floods, epidemics, strikes, freights, embargoes and unusually severe weather.

6.11 Inspection

All tests and inspections shall be made at the place of delivery unless otherwise specifically agreed upon by the bidder and KVIC at the time of awarding the EOI. Authorized KVIC Officer shall be entitled at all reasonable time to inspect and supervise and test during installation and commissioning. Such inspection will not relieve the executing firm of their obligation in the contract.

KVIC has the right to have the tests carried out at its own cost by an independent agency at any point of time. Pre- delivery inspection at the site if necessary will be carried out by KVIC.

6.12 Payment

Payment will be made as follows against the total price of setup, installation and commissioning, as per the terms referred in GFR 2017 as amended from time to time, in the following manner

- i. Payment will be done partially in phases.
- ii. For processing of the payment the indicative documents are to be submitted like all technical detail of the installed equipment, inspection, testing report and function report, Warranty certificate.
- iii. The CMC amount will be paid annually as admissible from time to time on receipt of servicing reports endorsed by the agency / KVIC authorized personnel.

6.13 Execution

Execution of work shall be carried out in an approved manner as outlined in the technical specification or where not outlined, in accordance with relevant Indian Standard Specification, to the reasonable satisfaction of the Authorized KVIC Officer.

6.14 Comprehensive Maintenance Contract

CMC will be applicable on expiry of the warranty period. The bidder must enter into a Comprehensive maintenance contract for the specified

period at the time of execution of the order with the use. Offer without such CMC shall not be considered. The scope of CMC must cover supply of spare parts services during the contract in force. Order shall be placed on bidders who agree to offer such CMC. The CMC charges quoted by the bidder must be realistic in view of actual rendering of after sale services. The payment of annual maintenance charges under the Comprehensive Maintenance Contract shall depend upon the functionality of the system duly certified by the concerned Authorized officials of KVIC. Upon receipt of such certificates CMC amount as applicable shall be paid at the end of year.

6.15 Limitation of Liability

KVIC, will, in no case be responsible for any accident fatal or non-fatal, caused to any worker or outsider in course of transport or execution of work. All the expenditure including treatment or compensation will be entirely borne by the Executants. The Executants shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations.

6.16 Dispute

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contract, the parties may try to settle the dispute amicably by mutual discussions. In case the amicable settlement is not possible, the parties agree either to seek an amicable settlement of that dispute by conciliation under the ICADR Conciliation Rules, 1996 or to submit that dispute to Arbitration under the ICADR Arbitration Rules, 1996”.

For any legal recourse concerning this contract, the courts in Mumbai alone shall have exclusive jurisdiction.

Chief Executive Officer
Khadi & Village Industries Commission
, Mumbai

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

SIGNATURE OF BIDDER WITH SEAL

7 Annexure-A: TECHNICAL SPECIFICATION

The general scope under this contract includes to procure and install equipment, technical assistance under civil work, electric and cable work in the work shed for the machinery, carrying out preliminary tests at the site, commissioning, performance testing, operation and maintenance, providing training to the worker and handing over to all the equipment of the processing plant on the respective sites / as per instruction from time to time. The illustrative Schedule of requirements is in accordance with the specifications contained in this document.

Bidders to provide the document as mentioned in below table format.

7.1 List of Machineries to be procured and commissioned:

Sr - No	Equipment Name to be Purchased	Specific ations	Raw Mate rial	Qty	Used For	Techn ical Specif icatio ns	Capacity
1	Rag Chopper with all electrical and motor(including installation)	7.5 HP, 12 inch, No. of blades-8, With conveyer	Cotton Rags	1	Cutting and chopping of rags	8 blades , 7.5 HP Motor	200 kg per hour
2	Polythene Chopper with all electrical and motor (including installation)	15 HP	Polythene waste	1	Cutting and chopping plastics	-	300 kg per hour
3	Hollander Beater with trough, starter, slipping motor, installation and pulp pump	20 HP, 30*36 inch	Cotton rags	1	Beating Fiber	20 HP motor	100 kg per charge

4	Triple Disk Refiner(TDR) with installation and motor	Motor size-15 HP, Disk diameter , 13 inches	Cotton rags and polythene waste	1	Refining of Pulp	13 Inch	100 kg per hour
5	Cylinder Mould Vat machine with installation and electric panel with round stock chest (02)with agitator	40 inches deckle, 15 HP	Cotton Rags and others	1	Paper making machine	Deckle - 42 inch	75 kg per hour
6	Sanganeri Vat with stand and installation of wooden tub with fiber glass coating	30*40 inches	Cotton rags and others	6	Sheet Making	30 x 40 inch	100 sheet per hour
7	Calendaring machine with GI sheets, foundation and electricals	Roll size-12*36 with reduction gear boxes, HP-5HP	Cotton rags and others	1	To smoothen the paper	12 x 36 inch, weather reduction gear box	250 sheets per hour
8	Semi-automatic Cutting Machine with electricals and installation	5 HP, 42 inches	Cotton rags and others	1	Cutting of Paper in Suitable Size	Semi-Automatic, 42 inches cut size	2000 sheet per hour

9	Weighing Balance	300 kg	Weighing of samples	1	300 kg balance		300 kg balance
10	Semi-automatic Carry bag making machine with installation and electricity panels	15 HP, all sizes of carry bags	cotton rags and others	1	Carry bag, 2 color printer attached	Fully Automatic	500 bags per hour
11	Hydraulic Press with pump and installation and electricity panel	42*42 inches, 10.5 inches piston size, dia-8 inches, 5HP, 100 T load	Cotton rags and others	1			
12	Effluent Treatment Plant with complete fittings, pumps, installation and erection			1			100 m3 capacity
13	02 Pumps for Stock chest with motor and foundation and motor, electricals, starters	3/4 (inlet: outlet) with motor		2			
14	02 pumps for CMV showers [Back water+ shower] with	02 pumps		2			

	pipe fitting, valves						
15	Boring with Submersible pump and overhead tank for water	01 pump		1			
16	Transformer (HT/LT cables) and panels	100 KVA		1			

8 Annexure-B:PRICE BID

This contract includes to install equipment, carrying out preliminary tests at the site, commissioning, performance testing, operation and maintenance & handing over to all the equipment of the processing plant on the respective sites / as per the technical specification and scope of work on turnkey bases.

8.1 List of Machineries to be procured and commissioned along with Price inclusive of taxes

Cost of Machinery to be included as mentioned in Annexure A-Technical document in the price bid.

Sr. No	Equipment Name to be Purchased	Specifications	Raw Material	Qty	Used For	Technical Specifications	Capacity	Price of the Equipment

8.2 Total Price Cost

Total cost to include the cost of equipment mentioned in Annexure A-Technical and Miscellaneous cost(all other cost; cost of electric work in the work shed, cost of transportation/freight charges of all the plant and machinery up to the actual site, including loading and unloading)

Equipment Cost	Miscellaneous cost	GST/Tax	Total Cost