

M/s.MATHA EDUCATIONAL TRUST

(Implementing Agency - Pakkam Coir Cluster, Vellore)

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TENDER REFERENCE No. SFURTI-II/TN-PAKKAM/FORKLIFT/2023-24/01

**TENDER FOR THE SUPPLY OF 1 NO. OF 3 TON FORKLIFT FOR THE
COMMON FACILITY CENTRE OF PAKKAM COIR CLUSTER, VELLORE**

Date & Time of Release of Tender	31.03.2023, 10.00 AM
Date & Time of Pre-Bid Meeting	10.04.2023, 11.00 AM
Last Date & Time for Submission of Bid	21.04.2023, 01.00 PM
Date & Time of Opening of Bid (Technical bid only)	21.04.2023, 02.00 PM

Technical Agency (SFURTI)

ITCOT Consultancy and Services Limited

E-mail: info@itcot.com, **Website:** www.itcot.com

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**TENDER FOR THE SUPPLY OF 1 NO. OF 3 TON FORKLIFT FOR THE COMMON
FACILITY CENTRE OF PAKKAM COIR CLUSTER, VELLORE**

1.	<p style="text-align: center;">PREAMBLE</p> <p>Ministry of MSME, Government of India has formulated “Scheme of Fund for Regeneration of Traditional Industries (SFURTI)”, for the development of Village industries and Coir clusters in order to organize the traditional industries and artisans for their growth and long term sustainability. Coir Board is the Nodal Agency for the development of coir clusters under the scheme, undertakes the role of programme fund management, in addition to monitoring and evaluation of project implementation.</p> <p>The scheme specifies the following institutional arrangement at the operational level:</p> <ul style="list-style-type: none">➤ a Special Purpose Vehicle (SPV) be formed to develop and manage the cluster➤ an Implementing Agency (IA) is appointed to undertake scheme implementation➤ a Technical Agency (TA) is designated to assist and guide the scheme implementation <p>Pakkam Coir Cluster, Vellore is approved under the scheme. M/s.Pakkam Coir Cluster Private Limited, having administrative office at No.183, Thangam Nagar Main Road, Sri Meenatchi Amman Nagar, Gudiyattam, Vellore - 632602, is the Special Purpose Vehicle (SPV) of the Cluster. M/s. Matha Educational Trust is the Implementing agency of the cluster and M/s.ITCOT Limited is the designated Technical agency for the cluster.</p> <p>The scheme envisages establishment of upgraded production infrastructure, as the Common Facility Center (CFC), for the manufacturing of coir products and stipulates the building construction and machinery procurement for the establishment of CFC should adhere the General Financial Rules (GFR) of Government of India. Accordingly, the tender procedures are being undertaken for the procurement of 1 No. of 3 Ton Forklift.</p> <p>M/s.Pakkam Coir Cluster Private Limited, the Special Purpose Vehicle (SPV) of Pakkam Coir Cluster, Vellore, has established the Common Facility Centre (CFC) at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu with the financial assistance from Government of India under SFURTI.</p> <p>In this context, on behalf of SPV, M/s. Matha Educational Trust, the Implementing Agency (IA) of Pakkam Coir Cluster, Vellore having administrative office at No.22, 22nd East Cross, Gandhi Nagar, Vellore - 632006, invites sealed tenders from reputed manufacturers / authorized dealers in “Two Cover System” for the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore through transparent bidding process.</p> <p>The successful bidder to be selected through this tender is expected to undertake supply of One No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore (As per the technical Specification given in Annexure-I). The Tender notification has been published fixing the date of opening of tender as 21.04.2023 at 2.00 PM.</p>
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2.	SCOPE OF WORK																
	<p>a) The successful tenderer should undertake supply of One No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore. The detailed specification is given in Annexure-I.</p> <p>b) The successful tenderer should complete the contract within 30 days from the date of issue of Purchase order.</p> <p>c) The successful tenderer should dispatch One No. of 3 ton forklift on ‘Delivered at place’ basis. The forklift shall be delivered at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu.</p>																
3.	QUALIFICATION CRITERIA																
	<table border="1"> <thead> <tr> <th style="text-align: center;">Clause</th> <th style="text-align: center;">Qualification Criteria</th> <th style="text-align: center;">Supporting Document</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3(a)</td> <td>The tenderer should be a registered legal entity.</td> <td> (i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association (ii) In case of Partnership firm, <ul style="list-style-type: none"> • Registered Partnership deed (iii) In case of Proprietorship Concern, <ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ GST Registration Certificate / PAN Card. </td> </tr> <tr> <td style="text-align: center;">3(b)</td> <td>The tenderer should be a manufacturer/ authorized dealer of Original Manufacturer of the Forklift.</td> <td> (i) In case of Manufacturer, <ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ GST registration. (ii) In case of Authorized dealer of the Manufacturer, <ul style="list-style-type: none"> • Valid dealership certificate from OEM </td> </tr> <tr> <td style="text-align: center;">3(c)</td> <td>The tenderer should have at least 3 years of experience (as on 31st March 2023) in the field of manufacture/ sales of Forklift.</td> <td>(i) Purchase orders / Completion certificate issued by clients</td> </tr> <tr> <td style="text-align: center;">3(d)</td> <td>The tenderer should have reported an Average Annual Turnover of Rs.25.00 lakhs in the last three consecutive financial years i.e. 2019-20, 2020-21 and 2021-22.</td> <td>(i) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years</td> </tr> </tbody> </table>		Clause	Qualification Criteria	Supporting Document	3(a)	The tenderer should be a registered legal entity.	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association (ii) In case of Partnership firm, <ul style="list-style-type: none"> • Registered Partnership deed (iii) In case of Proprietorship Concern, <ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ GST Registration Certificate / PAN Card. 	3(b)	The tenderer should be a manufacturer/ authorized dealer of Original Manufacturer of the Forklift.	(i) In case of Manufacturer, <ul style="list-style-type: none"> • Copy of Udyog Aadhaar/ GST registration. (ii) In case of Authorized dealer of the Manufacturer, <ul style="list-style-type: none"> • Valid dealership certificate from OEM 	3(c)	The tenderer should have at least 3 years of experience (as on 31 st March 2023) in the field of manufacture/ sales of Forklift.	(i) Purchase orders / Completion certificate issued by clients	3(d)	The tenderer should have reported an Average Annual Turnover of Rs.25.00 lakhs in the last three consecutive financial years i.e. 2019-20, 2020-21 and 2021-22.	(i) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years
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3(e)	The tenderer should not have been blacklisted for supply of any items or services by any Government departments/agency	The declaration form as per Annexure IV should be enclosed.
<p>4. LANGUAGE OF THE TENDER</p>		
<p>The Tender prepared by the tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be enclosed.</p>		
<p>5. PURCHASE OF TENDER DOCUMENTS</p>		
<p>a) The tender document shall be downloaded from www.coirboard.gov.in or www.itcot.com at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure V).</p> <p>b) The tender document can be downloaded from 31.03.2023 to 20.04.2023.</p>		
<p>6. PREBID MEETING</p>		
<p>There will be a pre-bid meeting on 10.04.2023 at 11.00 AM in the office of the M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore - 632006 during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach IA at least two days prior to the pre-bid meeting date, which would be promptly addressed in the meeting. The tenderers are advised to check www.coirboard.gov.in or www.itcot.com for up-to-date information like change in date / venue etc., of pre-bid meeting as IA may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.</p>		
<p>7. CLARIFICATION ON THE TENDER DOCUMENT</p>		
<p>The tenderers may ask for queries in any of the clauses in the tender document before 48 hours of the opening of the tender. Such queries may be sent in writing to “M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore - 632006” or by e-mail to matha.vellore@gmail.com. IA will upload the clarification on www.coirboard.gov.in or www.itcot.com. It is binding on the part of tenderers to check the above said websites for any amendments or clarifications posted during the entire tender process.</p>		

8.	AMENDMENT OF TENDER DOCUMENT
<p>IA whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the tender committee. Any such addendum or corrigendum will be uploaded on www.coirboard.gov.in or www.itcot.com and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.</p>	
9.	AUTHORISATION OF THE TENDERER
<p>The Tender should be signed on each page by the tenderer or by the person who is duly authorized for the same by the tenderer.</p>	
10.	SUBMISSION OF TENDER IN TWO COVER SYSTEM
<p>(a) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions, failing which the tender will be rejected summarily.</p> <p>(b) Tenders should be submitted in two parts:</p> <ol style="list-style-type: none"> i. Part I will cover technical bid and ii. Part II will cover price bid <p>(c) Tenderers should ensure submission of all documents pertaining to Part-I and Part II proposals separately as per the Check list given in Annexure -VIII.</p> <p>(d) Tenderers are requested to place Part I and Part II documents in separate sealed covers. Part I cover to be superscripted as “Part I – Technical bid” and Part II cover to be superscripted as “Part II – Price bid” respectively, mentioning the name and address of the Tenderer in each of the both covers. These two sealed covers (Part I and Part II) must be placed in a single outer cover superscripted as “Tender for the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore” and addressed to “M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu” mentioning the name and address of the Tenderer in the outer cover. Tenders shall be submitted in sealed cover and unsealed tenders would summarily be rejected.</p> <p>(e) Tenders should be dropped only in the tender box kept at the office of “Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002” on or before 01.00 PM on 21.04.2023. Tenders will not be received by hand.</p>	

(f) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 01.00 PM on 21.04.2023. Tenders received after the specified time will not be considered and IA will not be liable or responsible for any postal delays.

(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of **Rs.25,000/- (Rupees Twenty Thousand only)** in the form of Account Payee Demand Draft drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham.

(b) The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful tenderers within 30 days of declaration of result of technical evaluation. The EMD will be refunded to the successful bidder on receipt of 5% Security deposit and for the unsuccessful technically qualified bidders, the EMD will be returned within 30 days of declaration of result of price bid opening. The Earnest Money Deposit will not earn any interest.

(c) If the tenderer emerges as the successful bidder and after subsequent issuance of letter of acceptance by the SPV, failure to sign the agreement, to remit the Security Deposit or to execute the contract as per tender conditions, will result in the forfeiture of the EMD amount remitted.

(d) **EMD Exemption:** As per the clause 6.1.1 of Manual of Procurement of Goods issued by Department of Expenditure, Ministry of Finance, Micro and Small enterprises are exempted from submission of EMD. The bidder should submit a copy of “Udyam Registration Certificate” or any other valid registration/proof notified by the Government of India. The supporting document submitted for exemption of EMD should have the validity and the tendered item in the list of products/activity. The tender with invalid document for EMD exemption will be summarily rejected.

12. VALIDITY

(a) The rate quoted in the Tender should be valid for the acceptance by the IA for a minimum period of 90 days from the date of opening of the Tender.

(b) The accepted rate of the successful tenderer is valid till the entire contract is fully completed. Escalation in the rates will not be entertained under any circumstances.

13.	OPENING AND EVALUATION OF THE TENDER
<p>(a) The tender box will be closed at 01.00 PM as per the office clock on 21.04.2023 and the received tenders in the tender box will only be opened. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Tender committee at 02.00 PM on the same day in the presence of the available tenderers/ representatives of the Tenderers who choose to be present. The venue of the Bid opening shall be at the Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.</p> <p>(b) Tender Committee will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.</p> <p>(c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 01.00 PM on the next working day and opened at 02.00 PM on the same day.</p> <p>(d) The Technical bid will be evaluated by the tender committee in terms of the qualification Criteria. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished.</p> <p>(e) IA may arrange for field inspection, if necessary, to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.</p> <p>(f) After the completion of evaluation of technical bids, the tenderers declared as qualified by the Committee, will be informed the date of opening of Price bid (Part II).</p>	
14.	PRICE OFFER
<p>(a) The Price bid should be kept only in the Part II cover.</p> <p>(b) The price bid should be prepared as per Annexure-VII.</p> <p>(c) The price should be neatly and legibly written both in figures and words.</p> <p>(d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.</p>	

	<p>(e) If a bidder quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p> <p>(f) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.</p>
15.	EVALUATION OF THE PRICE
	<p>(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II)</p> <p>(b) The comparison of the rates offered shall be based on the total all inclusive rates offered (i.e. sum of all inclusive rate offered for all the tendered items).</p>
16.	AWARD OF CONTRACT
	<p>(a) The Tenderer who has quoted lowest price (L1) will be issued the ‘Letter of Acceptance’ by the Implementing Agency.</p> <p>(b) In unavoidable circumstances, such as receipt of very limited bids or the proposal prices are substantially higher than the market value / updated cost estimate or available budget, the committee may decide upon resorting to Negotiation with the lowest evaluated responsive bidder. In such cases, the Tenderer who has quoted lowest price (L1) will be invited for negotiations and after finalizing the negotiated rate, Letter of Acceptance will be issued.</p>
17.	SECURITY DEPOSIT
	<p>(a) On receipt of the Letter of Acceptance from IA, the successful tenderer should remit a Security Deposit (SD) of 3% of the value of the contract in the form of Account payee Demand Draft from any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of one year in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham, within 10 (Ten) working days from the date of receipt of letter of acceptance.</p> <p>(b) Any other amount pending with IA will not be adjusted under any circumstances, against the Security Deposit if so requested.</p> <p>(c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.</p> <p>(d) Security Deposit amount remitted will not earn any interest.</p>

18.	AGREEMENT
<p>The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.</p>	
19.	ISSUE OF PURCHASE ORDER
<p>After payment of Security Deposit and successful execution of the agreement, Purchase Order will be released within 10 days by the IA. The successful tenderer should complete the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore within stipulated time from the date of receipt of Purchase Order (Chapter 20).</p>	
20.	SCHEDULE OF SUPPLY
<p>(a) The specification of the 3 Ton Forklift should be as per Annexure-I.</p> <p>(b) The supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore shall be completed within 30 days from the date of issue of Purchase order. Delay beyond this period will attract penalty.</p> <p>(c) The successful tenderer should dispatch 1 No. of 3 ton forklift on freight paid door delivery basis by road. The forklift shall be delivered at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu.</p> <p>(d) If the contract is not completed within the stipulated time or extended time, Tender Committee will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful tenderer. Such cancellation will entail forfeiture of EMD and Security Deposit.</p> <p>(e) In the event of non- performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the supplier, has not fulfilled the contractual obligation with IA in any manner during the currency of the contract or also found on later date, Tender Committee reserves the right to disqualify such supplier to participate in future tenders or black list the firm up to a maximum period of 3 years.</p> <p>(f) Every step will be taken by the IA to make infrastructure ready at the scheduled time of dispatch of 1 No. of forklift. If there is any delay due to any reason on the part of the IA, release of payment will be considered on the basis of delivery schedule given in Purchase Order.</p>	

21.	PERFORMANCE TEST
<p>(a) The successful tenderer shall demonstrate the performance of the Forklift in complete conformity with the relevant technical specifications and performance parameters as specified in the Purchase Order.</p> <p>(b) This demonstration should be done as stipulated by the IA.</p> <p>(c) The performance tests should be completed within 2 days from the date of delivery of 1 No. of 3 Ton Forklift. However the period of supply of 1 No. of 3 Ton Forklift and performance test should not exceed the period stipulated in the schedule of supply (Chapter 20).</p>	
22.	TRAINING OF STAFF
<p>The successful tenderer should provide training to Staffs on the operation and maintenance of the 3 Ton Forklift after completion of the performance test.</p>	
23.	WARRANTY & ANNUAL MAINTENANCE CONTRACT
<p>(a) Warranty shall be given for a period of 12 months from the date of completion of performance test against manufacturing defect, bad workman ship or poor performance. Warranty should include free servicing and comprehensive parts coverage including Free of Cost supply of consumables / spares like oils, grease, filters and coolants, at premises where the equipment is positioned.</p> <p>(b) During the warranty period of 12 months the successful tenderer should attend any call from IA immediately, in case of any problems, related to operation or malfunctioning of the Forklift, without any delay for regular operation of the Forklift. The above service should be done at Free of cost.</p> <p>(c) Annual Maintenance Contract (AMC): AMC for subsequent years, post completion of standard warranty period of 1 year, shall be provided on request, on mutually agreed terms. The Comprehensive AMC should cover for the maintenance cost inclusive of consumables, and materials etc.</p>	
24.	PAYMENT TERMS
<p>(a) 100% of the contract value will be paid, against bills, on receipt of the complete set of 1 No. of 3 Ton Forklift as per the order in full in good condition, at the CFC site, after acceptance by the tender committee.</p>	

- (b) The SD will be released only after satisfactory completion of the Contract (i.e 12 months of warranty period).
- (c) IA also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The successful tenderer is liable to pay such dues to the IA immediately on demand, without raising any dispute/protest.

25. PENALTY

- (a) Failure to execute the entire contract within the stipulated time from the date of issue of purchase order will attract a penalty of 1% per week, on the full value of the contract upto a maximum of 5%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.
- (b) The response time for attending the complaint raised by IA has to be within 48 hours and resolution time for the same has to be within the next 48 hours. Failure to comply with the above time line will attract a penalty of Rs.1000/- per day.

26. TERMINATION OF CONTRACT

IA reserves the right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or for any of the reasons.

27. GENERAL CONDITIONS

- (a) Conditional tender in any form will not be accepted.
- (b) Any notice regarding any matters, to the supplier shall deemed to be sufficiently served, if given in writing to his usual or last known place of business.
- (c) The Tender Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- (d) Tender committee reserves the right to relax or waive or amend any of the tender conditions.
- (e) The Tender Committee reserves the right to increase or decrease the order quantity with the same terms and conditions.
- (f) The Forklift shall be new and in any circumstances Old, refurbished or second-hand machines / equipments / components will not be accepted and will be considered to be the violation of tender norms.

- (g) The successful tenderer shall not outsource/off load either full or part of the work to any other agency / individual, other than the mandatory requirements for the execution of the project on turnkey basis.
- (h) If the performance of the tenderer is not as per the schedule, then tender committee reserves the right to cancel / reallocate full or part of the contract, at any stage of the contract execution.

28. ARBITRATION

- (a) In case of any dispute in the tender, including interpretation, if any, on the clauses of the tender or the agreement to be executed, the matter shall be referred by IA / Tenderer to an Arbitrator to be appointed by the Parties hereto by mutual agreement. If no such Arbitrator could be appointed by mutual consent, the matter may then be referred to the Chairman, Coir Board for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act 2015.
- (b) The venue of the Arbitration shall be at the Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the court at Vellore only.

29. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Vellore only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER:

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

TECHNICAL SPECIFICATION

S.No	Description	Specification
1.	Capacity	3 Ton
2.	De-Rated Capacity	2560Kgs.(with side shift) @ 500mm Load Center with 4500mm Fork Ht.
3.	Mast	3 Stage Full Free Mast - 4500mm, Mast Lowered Height - 2100 mm
4.	Free Lift	Without Back Rest - 1500 mm
5.	Fork	Long Forks 1070 mm
6.	Tyres	Front & Rear: Solid Tyres
7.	Standard Accessories	<ul style="list-style-type: none"> ➤ Rear-view mirror, right and left sides ➤ Standard seat with safety belt ➤ Load backrest ➤ Overhead guard ➤ Turn signal lights ➤ Rear lights ➤ Buck-up buzzer ➤ Standard tool kit ➤ Electron ic rotating flashlight (yellow)
8.	Warranty	<ul style="list-style-type: none"> ➤ 12 months from the date of completion of performance test

Any accessories/parts/components not specifically stated in the specification but which are necessary for satisfactory operation of the Forklift shall deem to be included in the scope of supply.

PART-I

Date:_____

From,
Name:
Address:
Ph:
Fax:
E-mail:

To,
The Director,
M/s.Matha Educational Trust,
No.22, 22nd East Cross, Gandhi Nagar,
Vellore District - 632006

Sir,

Sub: Tender for the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore - Submission of Part I – Reg

Ref: Your Tender Notice Dt.

With reference to your tender notice, we submit herewith our sealed Tender for the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore, as specified by IA in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions
- 2) Demand Draft no. _____ for Rs. _____ /- (Rupees _____ only), in favour of “HI Account Pakkam SFURTI Coir Cluster”, Drawn on _____ Bank payable at Gudiyatham, towards Earnest Money Deposit.
- 3) Authorization letter from the Company for the person to sign the tender.
- 4) Details of the Tenderer (as per Annexure-III)
- 5) Declaration for not having black listed by any other Govt. agencies (as per Annexure-IV).
- 6) Declaration for not having tampered the Tender documents downloaded from the websites **www.coirboard.gov.in** or **www.itcot.com** (Annexure-V).
- 7) The copy of certificate of incorporation/registration (If applicable)
- 8) Copy of Memorandum and Articles of Association (If applicable)
- 9) Copy of Registered Partnership deed, in case of Partnership Firm (If applicable)
- 10) Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card

- 11) Copy of valid dealership certificate from OEM (In case of dealer)
- 12) Purchase Orders issued by the clients.
- 13) Performance certificate issued by the clients.
- 14) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2019-20, 2020-21 and 2021-22.
- 15) Latest I.T return.
- 1) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

ANNEXURE - III**DETAILS OF THE TENDERER**

1. Name of the Tenderer	
2. Registered Office Address	Telephone Number: Fax : Email : Website, if any
3. Contact Person	Name: Designation: Phone: Mobile: Email:
4. Date of Incorporation	
5. Legal Status	Proprietorship/partnership/Pvt. Limited/Public Limited/ others(Pl. mention)
6. Eligible license holder of	
7. Brief profile of the tenderer	
8. Number of staffs on regular payroll	Technical: Administration:
9. PAN Number	
10. GST Registration Number	

SIGNATURE OF THE TENDERER
(with seal and address)

CERTIFICATE

Date: _____

Certified that M/s...../ the firm /company or its partners / share holders had not been blacklisted by any Government Agencies.

SIGNATURE OF THE TENDERER
(with seal and address)

DECLARATION FORM

Date: _____

a) I/We having our office at do declare that I/We have carefully read all the conditions of tender floated vide tender ref.no._____ for the supply, erection and commissioning of machineries, equipments and its accessories for the Common Facility Center of Pakkam Coir Cluster on turnkey basis and will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.gov.in** or **www.itcot.com** and I/We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with Coir Board and M/s.Matha Educational Trust or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:
Address:
Ph:
Fax:
E-mail:

To,

The Director,
M/s.Matha Educational Trust,
No.22, 22nd East Cross, Gandhi Nagar,
Vellore District - 632006

Sir,

Sub: Tender for the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore - Submission of Part II - Price Offer-Reg.

Ref:- Our tender (Technical Bid) submitted for the “supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore”

In continuation of our above tender, we submit herewith the price offer for the “supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore” as specified by IA in this tender document.

We agree to abide by the terms and conditions stipulated by the IA and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the IA in this tender will hold good as per IA tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID

(Amount in Rs.)

S.No	Description	Basic price	SGST	CGST	IGST	Total Price incl. taxes
1.	1 No. of 3 Ton forklift (as per the technical specification given in the Annexure – I)					
2.	Freight including transit insurance, loading at supplier premises etc.					
Grand Total						

Amount in Words: Rupees _____ only

SIGNATURE OF THE TENDERER
(with seal and address)

Price bid evaluation: The Grand Total Amount (inclusive of Taxes) in the above table will be price comparison parameter among the qualified bids.

CHECKLIST OF DOCUMENTS**Documents to be enclosed in Part-I:**

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to the Director, M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore-632006 (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Demand Draft for Rs.____/- (Rupees _____ only), in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham, towards Earnest Money Deposit or valid exemption document		
4.	Authorization letter from the Company for the person to sign the tender		
5.	Details of the Tenderer (as per Annexure-III)		
6.	Declaration for not having black listed by any other Govt. agencies (as per Annexure-IV)		
7.	Declaration for not having tampered the Tender documents downloaded from the websites www.coirboard.nic.in or www.itcot.com (Annexure-V).		
8.	The copy of certificate of incorporation/registration.		
9.	Copy of Memorandum and Articles of Association		
10.	Copy of Registered Partnership deed, in case of Partnership Firm		
11.	Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card		
12.	Copy of valid dealership certificate from OEM (In case of dealer)		
13.	Purchase Orders issued by the clients		
14.	Performance certificate issued by the clients		
15.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3		

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
	consecutive financial years FY FY 2019-20, 2020-21 and 2021-22		
16.	Latest I.T return		
17.	Notarized translated English version of the documents in a language other than English/Tamil, if any		

Documents to be enclosed in Part-II

S.No	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Director, M/s.Matha Educational Trust, No.22, 22 nd East Cross, Gandhi Nagar, Vellore-632006 (as per Annexure-VI)	
2.	Price Bid as per Annexure- VII of the Tender document.	

Both ‘Part I – Technical bid’ cover and ‘Part II – Price bid’ cover must be placed in a separate sealed cover superscripted as “Tender for the supply of 1 No. of 3 Ton Forklift for the Common Facility Center of Pakkam Coir Cluster, Vellore” and addressed to “M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu”, containing the name and address of the Tenderer.

Note: Tenders submitted in unsealed cover would summarily be rejected.