

NDMC

Office of the Director Projects

Tender Name:- Procurement of machines for decentralized organic waste management.

Tender no- 242/Dir (Project)/2014 dated 03/03/2014

tendering is invited. The Director Projects, NDMC invites tenders from Manufacturers, their dealers and distributors and other eligible suppliers for providing and installing waste to green reprocessor machines for decentralized organic waste management for NDMC horticulture waste at the following locations –

- 1- Nehru Park
- 2- Lodhi Garden
- 3- Purana Kila Nursary / School of Gardening
- 4- Talkatora Park

- **Start Date & time of Issue of Tenders:** 03/03/2014
- **Last date & time for downloading the tender:** **31/03/2014** up to 12:00 noon
- **Last date & time for submitting the online tender:** **31/03/2014** up to 4:00 PM.
- **Date & Time of Pre Bid Conference:****21/03/2014** at 2:00 PM.

FORMAT:-

The tender is to be submitted electronically. All rows & columns on prescribed format i.e. Annexure **IV to VII** should be filled or may be marked as not applicable and in any case not to be left blank. All additional documents required in the tender should be serially numbered and duly signed by the bidder with the rubber stamp of the firm on each page before scanning and uploading.

Note 1. If a holiday falls on any due date, next working day will be treated as due date.

The tender shall be evaluated in 3parts online:

- (i) **Pre-qualification Bid:** Only the pre-qualification bids shall be opened first and read out before the tenderers.
- (ii) **Technical Bid:** Technical bid of qualified tenderers qualifying at pre-qualification stage shall be opened & evaluated by technical experts.
- (iii) **Price Bid:** The Price Bids of only those firms whose items are technically approved by the committee shall be opened.

Pre bid conference

➤ A prebid conference will be held on **21/03/2014** at 2:00 PM in the chamber of Director Projects, NDMC. All queries in this regard must reach to the undersigned by e-mail 2 day prior to the date of prebid conference.

Pre qualification Bid

In case of non submission of the requisite documents, tender will be rejected outright.

(A) Documents to be submitted in original (in Physical Form)

- i) EMD amounting Rs. 2,50,000/- is separate for each item as in the form of Fixed Deposit Receipt/ DD of any nationalized Bank / commercial bank, in the name of Secretary, NDMC Payable at New Delhi, valid for 3 months

- ii) Original copy of undertaking on Non Judicial Stamp Paper of Rs. 100/- as per Annexure – II
- iii) Original copy of undertaking on Non Judicial Stamp Paper of Rs. 10/- as per Annexure – III
- iv) In case of **partnership**, the self attested copy of authorization to sign the tender document should be submitted by the other partner / partners.
- v) Self attested copy of partnership deed should also be submitted.

The documents as mentioned above should be submitted in a sealed envelope in original in the office of Director Projects, NDMC, 7th floor, Palika Kendra, New Delhi, on or before 31/03/2014 up to 4.00 pm superscribed as :-

“Pre qualification Bid”

Tender Name:-

Tender no-

Name & Address of the firm with email address.

Note: - Only above desired documents should be submitted and no other papers along with these three documents should be submitted.

(B) Documents to be scanned and submitted online: Following documents should be scanned & submitted online and should be in following order :-

- I) Self Attested copy of PAN Card of the firm / proprietor issued by Income Tax Department.
- II) it should be accompanied by the return filed by the firm for the latest year indicating the same PAN number as submitted.
- III) Self Attested copy of Authorization from proprietor / owner to sign the tender documents in case the owner/proprietor is not signing the tender document.
- IV) Document showing completion certificate of at least one such projects in any of the civic bodies like.
- V) Scanned copy of EMD
- VI) Duly signed Scanned copy of Annexure II
- VII) Duly signed Scanned copy of Annexure III

Only those bidders who qualify the Pre-Qualification Stage shall be considered for Technical Evaluation.

TECHNICAL BID

Documents for Technical bid:

A. PHYSICAL FORM

Where ever 'catalogue' is mentioned in Annexure IV, the original catalogue of the items is to be submitted physically on or before last date of submission of bid in a sealed envelop and superscribed as:

"Technical Bid"

1. "CATALOGUES for **Tender No.**

NAME OF THE TENDER:

2. Name and address of the firm with email address.

B. SCANNED COPY

- I) List of the items quoted by the bidder in Annexure IV.
- II) Scanned copy of Declaration in case the bidder is himself a manufacturer or Scanned & Attested copy of current contract/Authorization – between manufacturer / distributor and bidder as the case may be.

The technical committee may ask for demonstration of the item in operation.

PRICE BID

Documents for Price bid:

- I) Duly signed Scanned copy of Annexure V
- II) Duly signed Scanned copy of Annexure VI

- **L1 will be decided on the basis of Total Cost of equipment as per Annexure-V + Total Cost of CMC as per Annexure VI for succeeding 3 years or otherwise as indicated in Annex I column (F) after the Guarantee period.**
- **The Guarantee period and CMC period is defined for each item independently in column (F) of Annexure I.**
- **The bidder will have to give an option of operating the machine for 5 years with their terms and condition attached.**

(1) Rates for the item / equipment should be quoted in given format (Annexure V)

(2) The rates of CMC (it includes maintenance cost & cost of spares including any taxes) after **expiry** of warranty/guarantee period must be quoted in Annexure VI. **For all purposes CMC means full functionality of the equipment.**

(3) Any cost incurred during CMC period on maintenance and replacement of spare will be borne by the tenderer.

(4) The rates should be quoted in Indian Rupees in figures as well as in words.

(5) All quoted rates should be inclusive of freight charges, excise duty, packing charges and octroi etc. The Sales Tax/VAT etc. wherever applicable, should be indicated separately. Non-indication will denote that nothing will be charged as Vat /S. tax. The supply of Goods/Stores/Articles will be made in good condition to the respective stores by the bidder whether imported or indigenous items at their own cost.

(6) No increase in quoted price and change in quality of product will be allowed during the validity of tender.

(7) Bidder will quote firm rates. No condition like discount in price, free goods/ incentives will be accepted towards finalization of the tenders. Rates should be quoted strictly as per packing specified in the tender against each item and not in any other form. Quoting of rates in variation to the prescribed unit will authorize the Competent Authority to cancel the quotation without any information to the bidder.

(8) **Fall Clause:** If at any time during the execution of the contract, the contractor/manufacturer/distributor reduces the sale price or sells or offers to sell such stores, as are covered under the contract, to any person/organization including the purchaser or any department of Central Government or any department of National Capital Territory of Delhi at a price lower than the price chargeable under the contract, he shall forthwith notify Director Project, NDMC, 7th floor, Palika Kendra, New Delhi about such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced and charged accordingly.

GENERAL TERMS & CONDITIONS

A) Validity of Tender: The rates against the said tender shall remain valid for **3 months** after finalization the tender which may be further extended one year with the mutual consent of the firm and the authorities.

B) Tenders should be quoted only by the actual manufacturer or their authorized distributor or selling agent of a particular firm. It should submit a current authority letter in support of the same from the actual manufacturer concerned. The bidder is responsible for the supply of stores. If the Principal Manufacturer withdraws its distribution ship from the bidder during validity period of rate contract, Director Project has the right to cancel the eligibility of the bidder and accept the candidature of the new coming authorized distributor. For supplying items at approved rates, the new coming firm will have to deposit Security Deposit/performance deposit.

D) GUARANTEE/WARRANTY: - The bidder will have to certify and guarantee that their **equipment** would continue to conform to the description and quality during the warranty period, which **is defined for each item independently in column (F) of Annexure I** ; from the date of installation for all items.

- For the item the firm shall quote CMC charges for the next 5 years or otherwise as indicated in column (F) of Annexure I after expiry of the comprehensive warranty period in the Annexure VI.

For all purposes guarantee / warranty means full functionality of the equipment.

Any cost incurred on maintenance and replacement of spare will be borne by the tenderer.

E) Tenderers are required to quote strictly as per specification of the equipment. Deviation to specification, if any must be brought out clearly giving deviation statement in Annexure IV. Additional features (in case of equipment), if any, should be listed separately in the offer.

F) The tenderer should submit an undertaking (Annexure II) to the effect that they have

necessary infrastructure for maintenance of the equipment and will provide accessories/spares as and when required by the indenter during warrantee + CMC period.

G) The firms should confirm that the equipment is brand New, is of latest technology and have facility for up gradation, if necessary.

H) **DELIVERY OF THE EQUIPMENT:** Delivery of the items shall be at the sites indicated in this document.

I) The firm will be bound to supply the items of Indian make within 60 days. In case there is any delay perceived, the same needs to be communicated to the Director Project, NDMC immediately and an approval for extension needs to be taken in writing. If the reason of delay is not acceptable, suitable action as deemed fit, will be initiated.

J) In case of any of the items being rejected or not supplied at all, the purchaser shall have liberty to procure the same at the risk and expenses of the supplier and the supplier shall on demand pay to the purchaser such extra charges and expenses as may be incurred or sustained in processing and testing the same.

K) **INSPECTION OF SUPPLIES:** Inspection will be done by the authorized representatives of Director Project, NDMC.

L) **PAYMENTS:** -Payments will be made -

- a. After the receipt of the items in good condition as per specifications of the supply order, within 15 days.
- b. After being duly approved following satisfactory inspection & demonstration against the pre-receipted bills in triplicate.
- c. The bill should be in printed form having printed bill number and company details.

M) **DISPUTES AND ARBITRATION:** All disputes or differences arising during the execution of the contract shall be resolved by the mutual discussion failing which the matter will be referred to the Secretary (Law, Justice & Legislative Affairs), Govt. of NCT of Delhi or his nominee for arbitration whose decision shall be binding on the contracting parties.

N) **LAW GOVERNING THE CONTRACT** The laws of the Government of India shall govern this contract. The Court of Delhi shall alone have jurisdictions to decide any dispute arising out of or in respect of the contract.

O) EMD/ SECURITY DEPOSIT / PERFORMANCE GUARANTEE

- a. Earnest Money Deposit of unsuccessful Bidders shall be refunded within 30 days from the date of finalization of contract.
- b. EMD of the successful bidder will be released after submission of Performance guarantee @10% of the awarded value.
- c. Exemption- Tenderers registered with central purchase organization (CPO) / national small industries corporation (NSIC) are exempted from submission of EMD. However, they have

- to submit a valid exemption certificate along with the tender.
- d. EMD is liable to be forfeited if the tenderer withdraws / transfers to others / impairs/tampers with the bid in any respect.
 - e. **PERFORMANCE GUARANTEE :-** The bidder would submit a Performance Bank Guarantee for 10% of the cost of the machine for the period of guarantee/ warranty. This has to be submitted after satisfactory installation along with the bills. The EMD of successful bidder will be released only after deposition of Performance Guarantee.
 - f. EMD / Performance Guarantee are liable to be forfeited if the tenderer withdraws or impairs or derogates the bid in any respect.
- P) **Exclusive right:** Director Projects, NDMC, 7th floor, Palika Kendra, New Delhi, has the full and exclusive right to accept or reject any or all the tenders without assigning any reasons and also to cancel the supply at any time without assigning any reason.

**Director Project,
NDMC, New Delhi**

Please see annexure enclosed: - Annexure I to VII

ANNEXURE - I

Office of the Project Director

NDMC, New Delhi

Waste to Green Reprocessor Machine

S. N O	NAME OF ITEMS	SPECIFICATION	QTY REQUIRED	EMD (IN RUPEES)	GUARANTEE/CMC period
A.	B.	C.	D.	E.	F.
1.	Waste to Green Reprocessor Machine	<ol style="list-style-type: none">1. Should be a compact unit with processing capacity of 2 MT per day in 8 hour cycle.2. Should take the input of horticulture green waste with .1 to 75 mm dia and up to 3 meters length.3. Output of the machine should be 6 mm to 30 mm dia with not more than 15% moisture.4. Machine should be compact unit with the dimension not more than 14' x 11' x 9' and the weight not more than 3.5 MT5. The noises level of the machine should be less than 100 db from a distance of 5 meters.6. The machine should have MCB controlled internal circuit and upward steam emission mechanism. There should not be use of any burning of chemical in the operation of the machine.7. Machines should have OCQC (operator controlled quantity controller) unit for management of load while operation.8. The output of the machine should be reusable as input for manure or other purposes.9. Maximum load to be 55 HP.10. The machine should come with all other standard sensors, indicators and fittings related to the operation.	01		1 year /5 years
2	Construction of platform and shade and provision of electricity paneling	Cement concrete platform of dimension 25' x 20' and with height 2' from the ground level including its foundation and its shading & fencing for the installation of the machine at site. Electrification of the site from the point of electric line termination (up to 50 mts), and electric panel ending at the point of operation.	01		

ANNEXURE - II

UNDERTAKING (to be executed on Rs. 100/- Nonjudicial Stamp Paper)

To

**The Director Projects,
NDMC,
New Delhi**

Sir,

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the contents of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. The articles shall be of the best quality and of the kind as per the requirement of the department. The decision of the **department** as regard to the quality and k i n d of article shall be final and binding on me.
3. Should the department deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
4. I/We hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
5. If I/We fail to supply the item in stipulated period the hospital has full power to compound or forfeit the Performance guarantee /security deposit.

6. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering firm or manufacturer.

7. I/We undertake that the rates quoted by me when approved and selected by the department will be valid for the period specified in the tender document. I/we undertake to supply the machine within the time specified in the tender document. Any deviation, for any unforeseen circumstances, will be immediately brought to the notice of the department for the necessary permissions.

10. In case of any of the items being rejected or not supplied at all, the department shall have the liberty to procure the same at my risk and expenses I/we undertake to bear the loss of extra charges and expenses as may be incurred or sustained by the department in processing and testing the same.

11. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.

12. I/We undertake that the items supplied are as per sample/catalogue/technical literature description.

13. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in Delhi for the same items.

14. Affidavit regarding no CBI inquiry/criminal proceeding/black listing is pending or going on against the manufacturer/bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.

15. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. of NCT Delhi. I/we also offer to supply the stores at the prices and rates not exceeding those mentioned in the price bid.

16. I/we do accept/agree for the all clauses including the Warranty clause and payment terms and conditions of this tender enquiry.

17. I/we have necessary infrastructure for the maintenance of the equipment and will provide all accessories/spares as and when required.

18. I/we also declare that in case of change of Indian Agent or for any other change. Merger, dissolution solvency etc. in the organization of our foreign principles, we would take care of the Guarantee/Warranty/Maintenance of the machinery/equipment and have provided written confirmation for the same.

**Signature of Bidder
(Name of Bidder)**

Place

With seal of firm

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period Director Projects, NDMC, 7th floor, Palika Kendra, New Delhi, will have full authority to take appropriate action as he/she may deem fit.

**Signature of Bidder
(Name of Bidder)**

Place

Date.....

With seal of firm

ANNEXURE - III

CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT

I.....S/o..... Resident of
.....

..... do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s.

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name/Sign.

Signature with rubber stamp

Affirmation/Verification

NDMC

OFFICE OF THE DIRECTOR PROJECT

7th Floor, Palika Kendra, New Delhi

TECHNICAL BID

NAME OF THE TENDER _____

Tender ID -----

S.No	S.No. as per Annexure-I	Name of the Item with specification	Make/ Model	Indian / Imported	Deviation if any	Whether Samples/ Catalogues Submitted*

* Mention either sample or catalogue for items as appropriate in the last column . If 'catalogue' is mentioned it is to be submitted in physical form on or before last date of submission of bid. The technical committee may ask for demonstration. In such situation, the bidder has to arrange for demonstration on its own cost.

Name of the Firm & Signature of the tenderer(s)
With Seal of Firm

NDMC

OFFICE OF THE DIRECTOR PROJECT

7th Floor, Palika Kendra, New Delhi

PRICE BID

NAME OF THE TENDER _____
Tender ID _____

Sl. No.	Sl. No. As per Annexure - I	NAME OF THE ITEM (AS PER THE TENDER LIST OF ITEMS)	MAKE AND MODEL QUOTED	PRICE (IN RS.) PER UNIT	Tax include or excluded

1) The rates should be inclusive of everything viz. freight charges, packing charges and octroi etc. but exclusive of Taxes.

2) The rates of tax (State / Central) chargeable may, however, be given separately.

Name of the Firm Name

& Signature of the tenderer (s)

With Seal of Firm

NDMC

OFFICE OF THE DIRECTOR PROJECT

7th Floor, Palika Kendra, New DelhiRATES FOR CMC

The Rates should be quoted in percentage (%) Only of the total cost quoted by the bidder of the main equipment.

Sl. No.	Sl. No. As per Annexure - I	Name of the item	Rates of CMC <i>(for equipments only)</i>				TAXES IF ANY
			1 st year	2 nd Year	3 rd Year	4 th Year	

Name of the firm:

Signature of Tenderer(s)

Seal of Firm

ANNEXURE – VII

TERMS & CONDITIONS OF SUPPLY ORDER'S

1. The item should be supplied strictly in accordance with the supply order and with the approved specification.
2. The supply should be made between 9.30am to 2.30pm on any of the working day and 9.30am to 12.00pm on Saturday. However in case due to any reason part supply has been made the payment will be made only after the completion of complete supply.
3. Supplier must ensure that every challan is to be submitted in the concerned department along with the supplies. The number and date of delivery challan must be indicated on the bill.
4. Triplicate bills duly pre receipted on appropriate revenue stamp affixed should be submitted in the name of the Director Project, NDMC, 7th Floor, Palika Kendra, New Delhi. Bill should quote Challan No.
5. The bill should be in printed form having printed bill number, VAT/CST/TIN Number.
6. Supply time will be per the specification. In case of any of the items being rejected or not supplied at all, the purchaser shall have liberty to procure the same at the risk and expenses of the supplier and the supplier shall on demand pay to the purchaser such extra charges and expenses as may be incurred or sustained in processing and testing the same.
7. All rejected items shall be at the risk of the supplier and must be removed and replaced immediately.
8. Guarantee/Warranty Certificate must be provided, at the time of supply.
9. In case it is a computer-generated bill, it must have the seal of the firm affixed on it.

Signature of Tenderer(s)_

Name of Firm.....

Seal of the firm