

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS
WEAVERS' SERVICE CENTRE (WSC)

BESIDE MACHAVARAM POLICE STATION, ARUL NAGAR, VIJAYAWADA - 520 008

Tel: 0866-2490916, e-mail: wscvijayawada@gmail.com

NOTICE INVITING E-TENDER

Tender Notice No.: AWSC/e-TENDER/CFC/HL/1/2019

Tenders are invited under two bid system (Technical and Financial bid) from the reputed entities by the Head of Office, Weavers' Service Centre, Vijayawada a subordinate office under the Office of the Development Commissioner for Handlooms for supply of All in one printers, Computers, Computer furniture, almirahs, Ceiling fans, Electronic weighing balances etc for the Common Facility Centres in the Block Level Handloom Clusters (Vetapalem, Chenethapuri-Naynnipalli, Desaipeta East, Desaipeta West, Epurupalem East, Epurupalem West, Epurupalem South, Chirala-I-Thotavaripalem, Chirala-III-Devangapuri, Kothapatnam, Martur, Papaipalli-Kanigiri, Chilakaluripeta, Narasaraopeta, Cherukupalli, Repalle) under Prakasam & Guntur Mega Handloom Clusters in Andhra Pradesh State under the **Comprehensive Handloom Cluster Development Scheme (CHCDS) through the CPP Portal** www.eprocure.gov.in/eprocure/app

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For any technical related queries in uploading tender please contact

CPP Portal web site: www.eprocure.gov.in

CPP Portal Help Desk No.: 0120-4200462, 0120-4001002, 0120-4001005

NOTICE INVITING E – TENDER

Tender Notice No.: AWSC/e-TENDER/CFC/HL/1/2019

Sub: **Inviting** Tenders under two bid system (Technical and Financial bid) from the reputed entities by the Head of Office, Weavers' Service Centre, Vijayawada a subordinate office under the Office of the Development Commissioner for Handlooms **for supply of All in one printers, Computers, Computer furniture, almirahs, Ceiling fans, Electronic weighing balances etc** for the Common Facility Centres in the Block Level Handloom Clusters - Vetapalem, Chenethapuri-Naynnipalli, Desaipeta East, Desaipeta West, Epurupalem East, Epurupalem West, Epurupalem South, Chirala-I-Thotavaripalem, Chirala-III-Devangapuri, Kothapatnam, Martur, Papaipalli-Kanigiri, Chilakaluripeta, Narasaraopeta, Cherukupalli, Repalle under Prakasam & Guntur Mega Handloom Clusters in Andhra Pradesh State under the Comprehensive Handloom Cluster Development Scheme (CHCDS) through the CPP Portal www.eprocure.gov.in/eprocure/app

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- 1 Weavers Service Centre (WSC), O/o Development Commissioner for Handlooms, Ministry of Textiles, Government of India, Vijayawada invites online bids from the interested entities through two bid system (Technical and Financial) for supply of items mentioned at Annexure-I for the Common Facility Centres in the Block Level Handloom Clusters (Vetapalem, Chenethapuri-Naynnipalli, Desaipeta East, Desaipeta West, Epurupalem East, Epurupalem West, Epurupalem South, Chirala-I-Thotavaripalem, Chirala-III-Devangapuri, Kothapatnam, Martur, Papaipalli-Kanigiri, Chilakaluripeta, Narasaraopeta, Cherukupalli, Repalle) under Prakasam & Guntur Mega Handloom Clusters in Andhra Pradesh State under the **Comprehensive Handloom Cluster Development Scheme (CHCDS)**.
 - 2 The tender document may be downloaded from the CPP portal www.eprocure.gov.in/eprocure/app. But online bids must be submitted through CPP Portal www.eprocure.gov.in/eprocure/app. Offline/Manual bids will not be accepted. Bidders are advised to follow the instructions provided in the enclosed RFP. THE CRITICAL DATE SHEET is as under.

GENERAL INFORMATION

Critical Dates: The critical dates with respect to the

Tender Notice No. AWSC/e-TENDER/CFC/HL/1/2019

CRITICAL DATES		
1.	Publishing Date	31/01/2019 at 15:00 Hrs
2.	Document Download Start Date and Time	31/01/2019 at 18:00 Hrs.
3.	Bid Submission Start Date and Time	1/02/2019 at 10:00 Hrs.
4.	Bid Submission End Date and Time	22/02/2019 at 10.00 Hrs.
5.	Fee/Technical Bid Opening Date & Time	23/02/2019 at 10.00 Hrs.
6.	Financial Bid Opening Date and Time	Will be intimated after evaluation of Technical Bid.

2. Bid documents may be scanned with 150 dpi with colour option which helps in reducing size of the scanned document. **All the bid documents may be scanned followed by page by page in to a single PDF file.**
3. Bidders shall not tamper/modify the tender from including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder will be blacklisted from doing any business with WSC, Vijayawada.
4. Bidders are advised to visit the websites of www.handlooms.nic.in and CPP portal (www.eprocure.gov.in/eprocure/app) regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
5. **EMD (Earnest Money Deposit):** As detailed in the RFP.
6. **List of Items:** The detailed list of items proposed to purchase through this tender with specification & indicative quantities are specified at Annexure-1 **of the RFP enclosed.**
7. **List of documents to be attached with bids :** Details are given in the RFP enclosed.
8. **Submission of bids:** Details are given in the RFP enclosed.
9. **Opening and Evaluation of bids:** Details are given in the RFP enclosed.
10. **Modification and Withdrawal of Bids.**
 - (a) The Bidder may modify (resubmit) his bid after submission, as per the provisions available in the portal. No bid shall be modified after the deadline for submission of bids.
 - (b) If bidder desires to withdraw before bid submission closing date/time, he may do so online in the portal and offline EMD would be refunded. Once with-drawn online, he cannot participate again in this tender.

- (c) No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of the specified bid validity. Withdrawal of a bid during this period will result in forfeiture of Bidder's Bid Security/EMD.

REQUEST FOR PROPOSAL (RFP)

Ref: Tender Notice No.: AWSC/e-TENDER/CFC/HL/1/2019

Tenders are invited under two bid system (Technical and Financial bid) from the reputed entities by the Head of Office, Weavers' Service Centre, Vijayawada a subordinate office under the Office of the Development Commissioner for Handlooms for supply of All in one printers, Computers, Computer furniture, almirahs, Ceiling fans, Electronic weighing balances etc for the Common Facility Centres in the Block Level Handloom Clusters - Vetapalem, Chenethapuri-Naynnipalli, Desaipeta East, Desaipeta West, Epurupalem East, Epurupalem West, Epurupalem South, Chirala-I-Thotavaripalem, Chirala-III-Devangapuri, Kothapatnam, Martur, Papaipalli-Kanigiri, Chilakaluripeta, Narasaraopeta, Cherukupalli, Repalle under Prakasam & Guntur Mega Handloom Clusters in Andhra Pradesh State under the Comprehensive Handloom Cluster Development Scheme (CHCDS) .

1. Background

The handloom sector is the second largest employer in India. This sector is unorganized and dispersed. To provide the facilities of the Administrative office, raw material godown in Common Facility Centres set up in the Block Level Handloom Clusters under Comprehensive Handloom Cluster Development Scheme (CHCDS).

2. Inviting the bidders to tender for supply of items

For supply of identified items Annexure – I, tenders are invited from interested entities manufacturing these items.

3. Scope of Work

To supply specified items to the 16 Block Level Handloom Clusters under Prakasam & Guntur Mega Handloom Clusters as per the specifications mentioned in the RFP and supply within 30 days of receipt of supply order. Supplier shall ensure delivery & installation of items with prior intimation to the Block Level Clusters mentioned in the RFP and as mentioned in the purchase order.

4. Specifications of Items

- The items supplied should be new, of good quality and comply with the parts specifications and quality norms as attached in Annexure – I, Photographs/ Catalogues/specification clearly describing the items are to be submitted to the Weavers' Service Centre, Vijayawada before closing date of submission of bids.
- Supplier needs to stamp/emboss/engrave all items supplied by him with a unique code for identification which will be conveyed to him while placing the Purchase Order. Quality of item will be checked by consignee at the time of taking delivery and has to fulfill the consignee's satisfaction.
- Any deviations found from approved specification and quality of the items supplied will result in cancellation of the order and the supplier may be asked take back the material at his own cost.
- All items should carry a warranty of one year/three years against any manufacturing defects from date of Installation/ Commissioning.

5. Eligibility Criteria for submission of tenders.

- a) The Supplying entity should be a registered entity.
- b) The entity must have GST registration.
- c) The Supplying entity should have minimum two years' experience in manufacturing/ supplying the items for which bids are submitted for last 2 years i.e 2016-17 & 2017-18.

6. Information to the Bidders on E-tendering

- a) Online bids must be submitted through CPP Portal [www.eprocure.gov.in / eprocure/app](http://www.eprocure.gov.in/eprocure/app). Offline/Manual bids will not be accepted (Except EMD and catalogues/specifications/ Photos of the items).
- b) Detailed Process to Registration/Search/Preparation/Submission of the tender through the following process :

The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal. More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

Registration :

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “ Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid digital Signature Certificate (DSC) (Class II or class III Certificates with signing key usage) issued by any certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/ e-Token.

Searching of Tender Documents:

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include

Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

Preparation of Bids

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 150 dpi with colour option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card copy, audited balance sheet, GST registration, etc.) has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Submission of Bids

- i. Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time. i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. The bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.

The Bidder should prepare the EMD as per the instructions specified in the tender document. The original should reach the concerned official of the WSC, Vijayawada latest by the closing date and time of submission of bids. The details of the Bank Guarantee (format of Bank Guaranty is at Annexure-II) from commercial bank and the instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- iv. A standard Bill of Quantity (BoQ) format for financial bid has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the BoQ format provided and no other format is acceptable. Bidders are requested to download the BoQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- v. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vi. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured socket layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii. Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- ix. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass by the bidder or his authorized signatory or his authorized representative (the authorized representative must carry the authorization letter signed by the bidder or his authorized signatory) for any bid opening meetings.

The on-line bids both Technical Bid and Financial bid duly furnished in COVER-I & COVER-II respectively should be uploaded by the due date and time as per the schedule given in Critical Date Sheet. Tenders should not be submitted offline.

However The bidder should submit the Physical bids before the closing date of bid submission 1. EMD or EMD exemption certificate and 2. Photographs/catalogues/specifications describing the items clearly in respect of the items for which the bid is submitted.

7. Documents to be Attached to Cover I (Technical Bid)

The scanned copies of the following documents must be uploaded in the technical bid:

- i. Earnest money deposit (EMD) **in the form of Bank Guaranty for Rs.80,000/- (Rupees Eighty thousand only)** in favour of “The Head of Office, Weavers’ Service Centre, Ministry of Textiles, Vijayawada” obtained from any Commercial Bank payable at ‘Vijayawada’, should be valid for a period of minimum 120 Days from the last date of submission of the bids (format of Bank Guaranty is given at **Annexure-II**). The soft copy of the Bank Guarantee must be uploaded online and Original Hard Copy of the Bank Guarantee must be submitted to The Head of Office, Weavers’ Service Centre, Beside Machavaram Police Station, Arul Nagar, Vijayawada, on or before the closing date.

Or

Micro and Small Enterprises Registered and exempted for stores specified in the tender should submit the exemption certificate as applicable.

The MSEs are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.

(Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME), indicated a) District Industries Centres, b) Khadi and Village Industries Commission, c) Khadi and Village Industries Board, d) Coir Board, e) National Small Industries Corporation, f) Head of Officiate of Handicraft and Handloom and g) Any other body specified by the Ministry of MSME as per the guidelines provided under the Manual for procurement of Goods 2017.

- ii. Copy of the Registration Certificate of the Entity.
- iii. Copy of the valid GST Registration certificate of the Entity
- iv. Copy of the PAN card of the Entity.
- v. Copy of audited Balance sheet and Profit and Loss account of last 3 years (2015-16, 2016-17 and 2017-18) audited by the Chartered Accountant.
- vi. Copy of Income tax returns filed for the last 3 Assessment years (2015-16, 2016-17 and 2017-18)
(An entity which suffered any financial loss for more than one year during the last three years, ending on 31-03-2018 will not be considered qualified for bidding)
- vii. Scanned copies Photographs/drawings/catalogues/specifications describing the items clearly in respect of the items for which the bid is submitted. (Please note that hard copies of these documents should also be submitted Physically to the Head of Office, Weavers’ Service Centre, Vijayawada on or before the closing date of submission of bids.)

- viii. Copy of supply orders or proof of their execution by the entity for supply of the items for which bid is submitted for the last two years, ending 31st March (2016-17 to 2017-18)
- ix. Details of the Supplier in **Annexure III** duly signed by the Authorized Signatory. The bidder should note that items (proposed to be supplied) must be selected only from the list of items mentioned in **Annexure I**.
- x. Acceptance Letter of RFP in **Annexure-IV** duly signed as a token of acceptance.
- xi. Power of attorney for the authorized signatory duly signed by the proprietor of the entity in **Annexure V**
- xii. Undertaking for the non-blacklisting duly signed in **Annexure VI**
- xiii. Bank account details in Bank mandate form (duly signed by the account holder and Bank authorities) in **Annexure VII**.

Note:

1. In case the bidder fails to submit any of the documents the other part of their tender i.e. 'COVER-II' shall not be considered for further download and shall be rejected straightway without any further reference. The Technical Bids and other documents i.e. 'COVER-I' will be downloaded and evaluated at the first stage to select the technically capable and competent bidders. At the second stage, Financial/Price Bid i.e. COVER-II of only the technically accepted offers will be downloaded and evaluated further. After opening of COVER-I, if all the Bids are found technically unacceptable, the Financial (Price Bid) i.e. COVER-II submitted by the bidders against this tender shall not be opened/downloaded for obvious reasons.

8. Documents to be submitted in Cover II (Financial Bid)

Schedule of Price Bid in the form of attached Bill of Quantity (BoQ). The Proforma provided in the CPP Portal must be downloaded and filled in and digitally signed and uploaded online by the bidder.

9. Assistance to Bidders

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to The Head of Office, Weavers' Service Centre, Beside Machavaram Police Station, Arul Nagar, Vijayawada.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005**.

10. Process/Evaluation of bids

a) Technical Bids

- i) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
- ii) Technical Bids will be opened and evaluated by the Evaluation Committee. The committee will evaluate the suitability of the items for which they

- submitted, the bid based on the evaluation of documents, specifications and details submitted.
- iii) If the committee could not come to conclusion whether a particular item is suitable for the purpose for which is proposed to purchase based on the details submitted a technical team may visit the unit of the bidder or the place where the bidder has already supplied the item for inspection of the item to find out whether the item is suitable.
 - iv) The Evaluation Committee report finalizing the technically eligible bidders based on the study of the documents and the suitability of the product will be published through the CPP portal within a reasonable time.
 - v) Date of opening Financial Bids will also be through CPP portal and bidders are also informed through e-mail.

b) Financial/Price Bids

- i) Only Financial bids pertaining to the technically eligible bidders will be considered for opening and evaluation by the committee.
- ii) The Lowest Bid will be decided item wise upon the lowest basic price quoted by the particular Bidder.

Note.1. **The Bidders are required to mention the amount of GST separately in the financial bid**; otherwise their offers will be loaded with the maximum rates of duties and GST for the purpose of comparison of prices. If reimbursement of GST is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entertained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of GST included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of GST up to any value of supplies from them, they should clearly state that no GST will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, GST was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

Note 2. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected.

- iii) The bidder who quoted the lowest price for an item will be declared as L1 if the price quoted by him is found reasonable. If it is found not reasonable, negotiation with the L1 party may be carried out, and the price of the item will be fixed accordingly. If it is convinced that the quantity to be ordered is more than what L1 alone is capable of supplying in the stipulated time then along with L1 the other bidders who were qualified as L2, L3...counter offered if they are agreed to supply at the rate the L1 agreed to supply. In such cases the Procuring Entity reserves the right to split the contract quantity between suppliers.

- iv) In financial bid, prices quoted need to be inclusive of all costs, **including transportation to the Cluster places**, installation/fitting etc.
- v) The Evaluation Committee reserves the right to accept/reject any bid without assigning any reason.
- vi) The decision of the Evaluation committee shall be final and binding on all the bidders.

11. Delivery, Installation of Items and Payment

- i. WSC, Vijayawada shall place the supply order with the supplier. Supply order shall contain details of the consignee i.e name, address, mobile number, name of the item(s) to be supplied with specification and cost, time limit (30 days) for the delivery etc. Since the CFC buildings are under process of construction, a tentative place will be intimated along with the supply order, where the supplier has to install the machinery and equipment temporarily and later they should ensure satisfactory installation at the CFC building once it is constructed completely. The supplier is required to submit an undertaking to this effect for processing the bills.
- ii. If it is noticed that the item(s) supplied do not confirm to the specifications & quality as per RFP, the WSC, Vijayawada shall have the right to reject the item(s) in part or full.
- iii. No Advance payment will be made along with supply order. Payment will be fully released only after supply and satisfactory installation of the items at the required places.

12. Warranty

One year/three years from the date of installation of items. The supplier shall be liable to replace the items supplied or repair any defects within the warranty period free of cost.

13. Performance Security

The Supplier will be required to deposit Performance Security for an amount of 5% of the value of the order in the form of Bank Guarantee (in original) from Commercial Bank in favour of “The Head of Office, Weavers’ Service Centre, Ministry of Textiles, Vijayawada” payable at Vijayawada. The same will be returned to the supplier 60 days after completion of all contractual obligations of the supplier including Warranty obligations. Format of the Bank Guarantee will be supplied along with the purchase order.

14. Other Terms and Conditions

- i. The prices quoted should be valid for minimum one year with a provision for extending the same for second year by the WSC, Vijayawada, subject to consent of the suppliers.
- ii. Periodical updates to the Weavers’ Service Centre, Vijayawada regarding the progress of the supplies.

- iii. Confidentiality of the data provided by the Weavers' Service Centre, Vijayawada should be maintained.

15. Rights of Weavers' Service Centre (WSC)

- WSC, Vijayawada reserves the right to accept/reject any or all bids received without assigning any reason whatsoever or may call for any additional information/clarification, if so required.
- WSC, Vijayawada reserves the right to amend or add the terms and conditions of the tender through corrigendum/addendum till the closing date and time of submission of bids on its own or in response to the clarification of the prospective bidders and these will be binding on all the bidders.

16. Agreement Cancellation

- i. In the event of supplier willfully/otherwise not supplying the items within 30 days after placing the supply order, Weavers' Service Centre, Vijayawada at its sole discretion shall cancel this agreement in writing and forfeit the earnest money along with suitable penalty.
- ii. If any information furnished by the supplier is found to be incorrect/untrue or terms and conditions are violated, then the WSC, Vijayawada shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

17. Court Jurisdiction

This shall be subject to the exclusive jurisdiction of courts at Vijayawada, Andhra Pradesh state.

18. Force Majeure

Should any Force Majeure circumstance arise, each of the contracting party shall be excused for the non-fulfilling or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its concurrence inform the other party in writing.

Force majeure shall mean fire, flood, natural calamities or any other acts as war, turmoil strikes (as not limited to the establishment of the seller), sabotage, and explosion and quarantine restrictions beyond the control of either party.

19. Miscellaneous

In case of any further clarification or information, following may be contacted:

The Head of Office, Weavers' Service Centre, Beside Machavaram Police Station, Arul Nagar, Vijayawada- 520 008, Tel: 0866-2490916, e-mail: wscvijayawada@gmail.com

20. Arbitration & Reconciliation Act

In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Development Commissioner (Handlooms), Ministry of Textiles, New Delhi. The provisions of Arbitration and Conciliation Act, 1996 (no.26 of 1996) shall be applicable to the arbitration under this clause. The venue of such arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be final and binding on the parties. The expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

Pending the submission of and/ or decision on a dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all of their obligations under this agreement without prejudice to final adjustment in accordance with such award.

21. Disclaimer

- i. Though adequate care has been taken in preparation of this Request for Proposal (RFP) document, the entity submitting bids in response to this TENDER should satisfy itself that the information provided in the RFP document is complete in all respects.
- ii. The Head of Office, Weavers' Service Centre, Vijayawada (Ministry of Textiles, Government of India) does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Request for Proposal document.
- iii. Neither The Head of Office, Weavers' Service Centre, Vijayawada nor its employees will have any liability to any prospective Agency/supplier/entity or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Request for Proposal document, any matter deemed to form part of this Request for Proposal document, the award of the Assignment, information or any other information supplied by or on behalf of D. C. Handlooms or their employees, to any consultant or otherwise arising in any way from the selection process for the Assignment.
- iv. The Head of Office, Weavers' Service Centre, Vijayawada reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Request for Proposal Application.
- v. The Head of Office, Weavers' Service Centre, Vijayawada, reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Request for Proposal Document, at any time, without assigning any reason whatsoever.

LIST/SPECIFICATIONS OF ITEMS REQUIRED**Ref: AWSC/e-TENDER/CFC/HL/1/2019**

S. No.	Particulars	Specifications with material details	Indicative Quantity
1.	All in one Printer	Printer Type –Laser Print Method- Electrophotographic Laser Printer Memory Capacity- (DCP-L2500D/DCP-L2520D/DCP-L2520DW/DCP-L2540DN/DCP-L2540DW/DCP-L2541DW/MFC-L2700D/MFC-L2701D/MFC-L2700DW/MFC-L2701DW/MFC-L2703DW) 32 MB (HL-L2380DW/DCP-L2560DW/MFC-L2720DW/MFC-L2740DW) 64 MB 1set LCD (liquid crystal display)- (DCP-L2500D/DCP-L2520D/DCP-L2520DW/DCP-L2540DN/DCP L2540DW/DCP L2541DW/MFC-L2700D/MFC-L2701D/MFC-L2700DW/MFC-L2701DW/MFC-L2703DW) 16 characters x 2 lines (HL-L2380DW/DCP-L2560DW/MFC-L2720DW/MFC-L2740DW) 2.7 in. (67.5 mm) *1 TFT Color Touchscreen LCD and Touch panel Power Source- 220 - 240 V AC 50/60Hz 1 Year warranty	16 Nos
2	Computer	INTEL-Core i3 8th Gen, (6MB Cache, up to 3.6 GHz)] 4 GB DDR4 RAM, 2400MHz UDIMM, 1 TB SATA HDD/DVD RW/KB, MOUSE/20' LED SCREEN/Windows 10 SL With 3 years warranty	16 Nos
3	Computer Table 4' x 2'	Width: 120.0 cm x Depth: 60.0 cm X Height: 75.0 cm All Wood Table with an open shelf and CPU Storage on the RHS and a three drawer unit on the LHS	32 Nos
4	Chair for computer table	Category : Revolving chair In furniture Tilt Tension Adjustment - Yes Arm - With Arm Type - Fixed Arm Material - The one-piece armrests are injection molded from black Nylon. The armrests are fitted to the seat with armrest connecting brackets made of 0.5cm. thick. HR steel. Backrest Width - 390 mm	32 Nos
5	Plastic Chair (hand less)	Type of Product : Armless Chair Height : 870 mm Load capacity:- 60 to 110 kg	240 Nos
6	Office table 4' x 2'	Width: 119.9cm X Depth: 59.0 cm x Height: 73.5cm Wooden top, Round tube understructure with option of three drawer unit on one side	16 Nos
7	Almirahs (6.5' x 3')	Store well M2 Metal Almirah Knock Down 1 with 20 gauge W x H x D: 91.6 cm x 198.1 cm x 48.6 cm (3 ft x 6 ft 5 in x 1 ft 7 in)	16 Nos
8	Ceiling fan	3 Blade Ceiling Fan - Speed - 350 rpm, Sweep- 1200 mm Air Delivery - 207 cmm	48 Nos
9	Racks	6' x 3' x18" (5 Compartments) with 20 gauge	160 Nos
10	Electronic weighing balance	Up to 30 Kgs capacity)	16 Nos

Note: The quantity indicated is only tentative and the same may be increased or decreased at the time of placing order.

TO BE ISSUED ON 100 RUPEE STAMP PAPER
Earnest Money Deposit Bank Guarantee
(BANK GUARANTEE FORMAT)

Dated _____

Beneficiary: The Head of Office,
Ministry of Textiles, Government of India,
Weavers' Service Centre,
Arul Nagar, Vijayawada-520008.

EMD Bank Guarantee No: _____

Whereas(hereinafter called the "Bidder") has submitted their offer dated.....for the supply of (hereinafter called the "Bid") against the Buyer's Request vide **Tender Notice No. : AWSC/e-TENDER/CFC/HL/1/2019**

KNOW ALL MEN by these presents that WEof having our registered office at are bound unto..... (hereinafter called the "Buyer) in the sum of **Rs.80,000/- (Rupees Eighty thousand only)** for which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of.....20.....

The conditions of obligations are :

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- (2) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - (a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both or more conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 120 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Authorized representatives of the Bank)

11. Annual Sales Turnover of last three years supported by audited Balance Sheet (Rs. in lakh)	Year	Sales Turnover (Rs in Lakh)
	2015-16	
	2016-17	
	2017-18	
12. Profit of last three years supported by Audited Profit and Loss Account (Rs. in lakh)	Year	Profit (Rs. In lakh)
	2015-16	
	2016-17	
	2017-18	
13. Complete address of manufacturing facility/facilities		
14. Complete address of the retail shop, if any		
15. Details of Deposit of Earnest Money of Rs.10,000/- (Rupees Fifty Thousand)		Bank Guarantee No.
		Dated: Drawn on Bank: Branch:
17. Any other specific information you would like to furnish		

This is to certify that I/we before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I /We hereby declare that the information /facts provided is true, correct and to best of my/our knowledge and belief.

Note: Please strike out Not Applicable (N/A) against the columns, which does not relate, while filling up the above formats.

Date:

Place:

Signature of Bidder

Name of Bidder

Name of the firm/agency

Seal of Bidder

RFP ACCEPTANCE LETTER

(To be submitted in Agency's own letter head)

To

The Head of Office, Weavers' Service Centre,
Beside Machavaram Police Station, Arul Nagar, Vijayawada.

Sub: Acceptance of Terms & Conditions of RFP for supply of items.

Ref: Tender Notice No. AWSC/e-TENDER/CFC/HL/1/2019

Name of RFP/Work: - Supply of items at Annexure1 to the CFCs of Block Level Handloom Clusters (Vetapalem, Chenethapuri-Naynnipalli, Desaipeta East, Desaipeta West, Epurupalem East, Epurupalem West, Epurupalem South, Chirala-I-Thotavaripalem, Chirala-III-Devangapuri, Kothapatnam, Martur, Papaipalli-Kanigiri, Chilakaluripeta, Narasaraopeta, Cherukupalli, Repalle) under Prakasam & Guntur Mega Handloom Clusters in Andhra Pradesh State under the Comprehensive Handloom Cluster Development Scheme (CHCDS)

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'RFP/Work' from the web site(s) namely www.eprocure.gov.in/eprocure/app as per your tender notice, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 21 (including all documents like annexure(s) etc..) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm/Agency/ has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm/Agency is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY

(To be submitted in Agency's own letter head)

To,

The Head of Office,
Weavers' Service Centre,
Ministry of Textiles, Government of India,
Arul Nagar, Vijayawada.

Dear Sir,

With reference to **Tender Notice No. AWSC/e-TENDER/CFC/HL/1/2019**

we hereby authorize the following person as authorized signatory to carry out necessary bid formalities with the Weavers' Service Centre with reference to this RFP and authorize to sign the bid documents and contract/ agreement with the Weavers' Service Centre, Vijayawada.

Name of the Person:

Designation:

Specimen Signatue 1.

Specimen Signature 2.

The above Signatures are made in my presence and are duly certified by me

Yours faithfully

Place:

Date:

(Signature of the Proprietor)

Name:

Designation:

Seal of the Agency

UNDERTAKING ON BLACKLISTING

(To be submitted in Agency's own letter head)

Ref: Tender Notice No. AWSC/e-TENDER/CFC/HL/1/2019

It is certified that my firm/agency/company/entity has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertaking of the Government of India or State Government and no criminal case is pending against the said firm/agency as on date.

Signature of the Bidder:

Place:

Name of the Authorized Signatory:

Date:

Name of the Firm/agency:

Seal of the Firm/Agency:

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)
Facility for receiving payments.

A. Details of Accounts Holder:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is Computerised?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No.(Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:-

Signature of the Authorised Signatory of Bank

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.