

TENDER DOCUMENT

For

Design & construction of slaughtering cum packaging house, office room including toilet cum wash room & supply of machineries like automatic slaughtering machine, chopping arrangement, automatic packaging machines etc. on TURNKEY BASIS

At

Puranbari, Rani, Kamrup, Assam

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INTRODUCTION

- 1.1 This tender document is for works & supply for design & construction of slaughtering cum packaging house, office room including toilet cum wash room & supply of machineries like automatic slaughtering machine, chopping arrangement, automatic packaging machines etc.

SECTION I- INVITATION TO TENDER

Tender No.

Tender Name: Works & supply for design & construction of slaughtering cum packaging house, office room including toilet cum wash room & supply of machineries like automatic slaughtering machine, chopping arrangement, automatic packaging machines etc. on Turnkey Basis.

- 1.1 The Assam down town University invites tenders from eligible Manufacturer / Supplier for Works & supply for design & construction of slaughtering cum packaging house, office room including toilet cum wash room & supply of machineries like automatic slaughtering machine, chopping arrangement, automatic packaging machines etc. on Turnkey Basis.
- 1.2 Interested candidates may obtain further information from ADTU, Guwahati and inspect the site at Puranbari, Rani, Kamrup District, Assam at the address given below. (Sanjurang Farmer Producer Organisation (SFPO), village: Puranbari, Bahupara, P.O.-Rani, P.S.- Palashbari, Guwahati-781131)
- 1.3 Prices quoted shall be inclusive of duty and other taxes and shall remain valid for 90 days of the closing date of the tenders.
- 1.4 Completed tender documents shall be submitted in plain sealed envelopes clearly marked with the Tender number and name and marked “DO NOT OPEN BEFORE (*Date of closing of the tender*)” and addressed to (*The purchase officer, Assam down Town University, Guwahati, 781026*).
- 1.5 Tenders will be opened immediately after the closing date and time in the presence of tenderers representatives who choose to attend the opening at (*The place of opening of tenders will be notified*).

SIGNED FOR ACCOUNTING OFFICER
(amend where necessary)

SECTION II -

BACKGROUND AND PRELIMINARY INFORMATION

- a) A brief description and core business.
- Assam Down Town University (AdtU) is a private university located in Guwahati, Assam, India. Established in 2010, it is one of the largest private universities in Northeast India, catering to students from across the region, the country, and abroad. The university is known for its emphasis on quality education, research, and practical training across various disciplines.
 - AdtU's core business focuses on providing higher education and fostering research across diverse fields through a wide range of academic programs, skill development initiatives, and comprehensive student support services. Recognized for its commitment to academic excellence, cultural diversity, and holistic student development, AdtU has become a preferred destination for education in Northeast India.
 - The university was awarded a project titled “Socio-Economic Development of ST Communities through Hydro-Electric and Solar Power Generation, Integrated Farming and Mushroom Production.”, by department of Science and technology, Govt of India vide DST/SEED/TSP/STI/2020/290 dated 15/03/2023. In the second year of the project, AdtU has to design and construct (including supply of all materials) of slaughtering cum packaging house (Assam type house of floor with two rooms) and supply some machineries.
- b) Information on the site of the project.
- Sanjurang Farmer Producer Organisation (SFPO), Puranbari, Bahupara, Sanjurang Farmer Producer Organisation (SFPO) in Puranbari, Bahupara village is a organization created to improve the livelihoods of local farmers in the Rani region.

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SECTION III - INSTRUCTIONS TO TENDERERS A GENERAL

3.1 Definitions

- (a) “Tenderer” means any person or persons, partnership or company submitting a tender for the project acting directly or through a legally appointed representative.
- (b) “Accepted tenderer” means the tenderer who is approved by the procuring entity
- (c) “Procuring entity” means (Assam down town University)

3.2 Type of Job Work

3.21 Type of Job Work includes Design, and construct (including supply of all materials) of slaughtering cum packaging house (Assam type house of floor with two rooms) and supply some machineries.

3.22 Suggested List of Equipments / Machineries

- (a) High speed chilli flakes making machine (Single Phase, automatic, capacity 20 to 30 kg per hour)
- (b) High speed pouch sealing machine: (Single Phase, sealer, capacity 100 pkt per hour)
- (c) Grinding Machine: (Single phase, automatic, capacity 30 kg per hour) grinding of grains, spices, and herbs,
- (d) Automatic pickle metal cap sealing machine: (Single Phase, capacity 100 BPM)
- (e) Slight Electric shock type Stunning machine for Pig: Single Phase
- (f) Chopping arrangement: Manual chopping
- (g) Solar dryer (2 Nos): fruits and vegetables dryer, Size: 4 ft x 8 ft drying trays
- (h) Electric meat smoker (2 Nos): Single phased, capacity: 500 to 600 Sq Inch.
- (i) Eri silk reeling and spinning machine

3.3 Eligibility and qualification of tenders

3.3.1. The Manufacturer / Supplier should have a Valid GST Certificate (A Copy of the same is to be attached)

3.3.2. The Manufacturer / Supplier should have a registered / Branch Office in North East India (Proof like Trade License, Registration with competent authority reflecting the Address has to be attached).

3.3.2. The Manufacturer / Supplier has to tie-up with a PWD registered contractor for civil works (Copy of Agreement has to be submitted with Tender).

3.3.3. The Manufacturer / Supplier should have supplied Food processing equipment's and accessories in the state of Assam not less than 20 Lakhs. In last 3 years. (Completion and satisfactory certificate from the purchaser with contact details of the purchaser has to attach).

3.3.4. The Manufacturer / Supplier should have a Service Centre / Service Support Facility in North east India (Proof to Be Attached)

3.5 Contents of Tender Documents

- Tender Notice: Details about the project and submission deadlines.
- Instructions to Bidders: Eligibility criteria, submission procedures, and other key guidelines.
- Scope of Work: Detailed description of the project's requirements and deliverables.
- Technical Specifications: Comprehensive technical details and quality standards.
- Project Schedule: Timelines, milestones, and deadlines.
- Financial Terms: Payment terms, bid price structure, and any cost-related information.
- Terms and Conditions: Contractual obligations, performance security, and other clauses.
- Evaluation Criteria: Parameters for assessing bids.
- Submission Checklist: List of documents and formats required for submission.
- Annexures and Appendices: Templates, drawings, and additional reference materials.

3.6 Clarification of Tender document

Submission of Queries:

Tenderers must submit their questions or requests for clarification in writing, often via email or an online portal.

Queries should be submitted within the stipulated clarification period mentioned in the tender document.

Format of Queries:

Clearly reference the specific sections, clauses, or requirements in question.

State the issue concisely and propose any required clarification.

Response by Procuring Authority:

The authority compiles all queries and provides detailed answers.

Responses are usually shared with all tenderers to maintain fairness.

Issue of Addendum (if required):

If clarifications lead to changes in the tender document, an addendum will be issued.

The addendum becomes an official part of the tender documentation and is binding on all bidders.

Best Practices for Tenderers

Review Early: Begin reviewing the tender documents as soon as they are issued to identify any areas of concern.

Submit Timely Queries: Adhere to the clarification deadline to avoid disqualification.

Be Specific: Ensure queries are relevant, precise, and professional.

Track Responses: Monitor all updates, agenda, or responses from the authority.

Common Areas for Clarification

Technical Specifications: Details of materials, standards, or methodologies.

Terms and Conditions: Payment terms, penalties, or legal clauses.

Bid Submission: Formats, deadlines, or procedural requirements.

Evaluation Criteria: Weightages, scoring, or qualifications.

3.7 Amendments of Tender Documents

Purpose of Amending Tender Documents

Error Correction: Rectify typographical errors, inaccuracies, or inconsistencies in the original document.

Additional Information: Include new information or requirements based on clarifications requested by tenderers.

Scope Changes: Modify project scope, technical specifications, or evaluation criteria as needed.

Fair Competition: Ensure all tenderers operate under the same updated conditions.

Process of Tender Document Amendment

Identification of Need:

Amendments can be initiated by the procuring authority based on internal review or feedback from tenderers during the clarification phase.

Drafting the Amendment:

Clearly describe the changes being made, referencing specific sections, clauses, or requirements in the original document.

Provide reasons for the amendment where necessary to avoid ambiguity.

Approval:

Obtain internal approvals as required by the procuring authority's regulations or policies.

Issuance of Amendment:

Publish the amendment as an Addendum or Corrigendum through official channels (e.g., procurement portals, emails to registered bidders, or public notices).

Ensure the amendment is shared with all registered tenderers to maintain transparency.

Extension of Deadline (if required):

If the amendments significantly alter the tender requirements, consider extending the submission deadline to allow bidders adequate time to revise their proposals.

3.8 Language of Tender

- English

3.9 Documents comprising the Tender

- The Tender Document Shall Comprise the Following:

1. Tender

- A completed and signed tender clearly typed and printed in A4 paper to be submitted.

2. Eligibility Documents

- Copies of relevant registration, licenses, and certificates as specified in the tender.

These may include:

- Registration under GST, PAN, and other statutory requirements.
- Experience certificates or completion certificates of similar works.
- Financial statements, including balance sheets for the last three years.
- Proof of previous work experience and contract details.

3. Technical Proposal

- Detailed technical proposal outlining the approach, methodology, and work plan for the project. This may include designs, technical specifications, schedules, etc.
- Any other technical documents as required to demonstrate the technical capabilities of the tenderer.

4. Financial Proposal

- A separate financial bid in the format prescribed in the tender document. Ensure that the financial proposal clearly outlines all pricing details, including unit rates, quantities, and total cost for the project.
- Ensure that no financial details are included in the technical proposal.

5. Compliance with Terms and Conditions

- A declaration confirming that the tenderer has read, understood, and agrees to comply with all the terms and conditions specified in the tender document, including the specifications, delivery schedules, payment terms, etc.

6. Undertaking of Authenticity

- A statement guaranteeing the authenticity and correctness of all documents submitted. False information may result in rejection of the tender.

7. Other Supporting Documents

- Any other documents that are specifically mentioned in the tender document or are required by the tendering authority (e.g., company profile, legal structure, insurance certificates, etc.).

Submission Instructions:

- **Format and Number of Copies:** Please ensure that you submit the documents as specified in the tender instructions (hard copy).
- **Sealed Envelopes:** All documents should be submitted in sealed envelopes, clearly marked with the tender reference number, project title, and the type of document (technical bid, financial bid, etc.).
- **Submission Deadline:** The completed tender documents must be submitted no later than [submission deadline]. Late submissions will not be considered.

Important Notes:

- **Non-Compliance:** Failure to submit any of the required documents or submission of incomplete or incorrect documents may result in the rejection of the tender.
- **Clarifications:** If you require any clarification regarding the documents or tender process, please contact [Purchase officer, Assam down town University, Guwahati].

3.10 Tender Prices

- Not more than 20,83,100

3.11 Currencies of tender and payment

- Currency in Rupees, 30% will be paid as advance and 70% on completion and work survey satisfaction.

3.12 Tender Validity

- Tender would be valid for 90 days after publication of advertisement.

3.13 Sealing and marketing of tenders

- Completed tender documents shall be submitted in plain sealed envelopes clearly marked with the Tender number and name and marked "DO NOT OPEN BEFORE (*Date of closing of the tender*)" and addressed to (*To the purchase officer, Assam down Town University*).

3.14 Deadline and submission of Tenders

- **Submission Deadline:** [Insert date and time]
- **Submission Method:** [physical drop-off]
- **Submission Location:** [Open tender box, A block Assam down town university]

Please ensure that your tender documents are complete and submitted before the specified deadline. Late submissions will not be considered under any circumstances.

3.15 Tender opening

-Tenders will be opened immediately after the closing time in the presence of tenderers representatives who choose to attend the opening at (The place of opening of tenders will be notified).

3.16 Process to be confidential

✓ The details of submitted tenders, including pricing, terms, and other information, will not be disclosed to any party outside the evaluation committee.

✓ Only authorized personnel will have access to the submitted documents during the evaluation process.

3.17 Evaluation and comparison of tender

Evaluation Criteria:

1. **Compliance with Tender Requirements:**
 - Verification that all submitted documents meet the mandatory requirements specified in the tender.
2. **Technical Evaluation:**
 - Assessment of the technical specifications, quality, and compliance with project needs.
3. **Financial Evaluation:**
 - Analysis of the financial proposal, including price competitiveness and cost-effectiveness.
4. **Other Factors:**
 - Consideration of delivery timelines, after-sales service, warranties, or any other criteria outlined in the tender document.

Comparison Process:

- All tenders will be compared objectively based on the evaluation criteria.

Notification:

- Tenderers will be notified of the outcome once the evaluation and comparison process is completed

3.18 Award

- The successful tenderer will be contacted directly to finalize contractual arrangements and proceed with the next steps.

3.19 Performance Guarantee

- On being awarded the contract for [Project/Service Name]. As per the contract terms, you are

required to provide a Performance Guarantee to ensure compliance with your contractual obligations.