

**SHORT TERM E-TENDER  
DOCUMENT  
FOR  
SUPPLY AND INSTALLATION OF  
1 TPD SWM PLANT USING 500KGPD  
COMPOSTING MACHINE AND  
OTHER EQUIPMENTS  
  
ISSUED BY  
CANTONMENT BOARD KASAULI**

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**O/O Chief Executive Officer  
Cantonment Board Kasauli  
Under Ministry of Defence, Govt. Of India  
Distt. Solan, HP-173204  
Phone No. 01792-273029  
Fax No. 01792-272029  
Email-id:- [cbkasauli@dggest.org](mailto:cbkasauli@dggest.org)**

**SHORT TERM E-TENDER NOTICE**

Short term E - Tenders are invited through electronic tendering system under two-bid system <http://eprocure.gov.in/eprocure/app> from highly reputed, well established suppliers for Supply and installation of 1 TPD SWM plant using 500 kgPD composting machine and other equipments according to terms and conditions given in tender document. Agencies have to register their firms in Cantonment Board, Kasauli before applying for E-tender.

Sr. No.	Name of Work	Estimated Cost (In Rs.)	Earnest Money Deposit (In Rs.) @2%	Security Money (In Rs.)	Tender form fee (In Rs.)	Registration Fee (In Rs.)
1.	Supply and installation of 1 TPD SWM plant using 500 kgPD composting machine and other equipments	35,00,000/-	70,000/-	@10% to be deducted from bill to be paid after completion of contract period.	400/-	250/-


**Critical Dates:**

1.	Publishing Date and time of tender documents through E-procurement <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	23.12.2017 1700 Hrs
2.	Start Date and Time for downloading of tender documents	23.12.2017 1700 Hrs
3.	Last Date and Time for downloading of tender documents	30.12.2017 1700 Hrs
4.	Start date and time of Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	23.12.2017 1700 Hrs
5.	Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	30.12.2017 1700 Hrs
6.	Date and time for submission of original application, tender fee and earnest money deposit in the form of Demand Draft/FDR from any scheduled/ Nationalized Bank in favour of Chief Executive Officer, Kasauli in the office of Cantonment Board, Kasauli ( in original). Copy shall be uploaded online and original to be submitted offline as per due dates.	26/12/17 at 1000 hrs to 03/01/18 at 1700
7.	Date and time for opening of Technical bids (Cover 1)	04.01.2018 1100 Hrs
8.	Date and time for opening of Financial bids (Cover 2)	Will be intimated after Technical Evaluation.

The "Tender Document" and other terms and conditions are available at <http://eprocure.gov.in/eprocure/app> and [www.cbkasauli.org](http://www.cbkasauli.org) .

**Note:-All the documents in original should be received in the office of Cantt Board Kasauli strictly during the date and time slot mentioned at point No. 6 as above . Any copy of original documents received before or after the mentioned date & time slot will be rejected and bids corresponding to that bidder will not be opened.**

*The Agency /Party can submit the document and all DD's with the original tender documents, no need for separate submission.*

  
**CHIEF EXECUTIVE OFFICER, KASAU LI**  
**(ANUJ GOEL)**

## GENERAL INSTRUCTIONS TO THE TENDER

### 1. INTRODUCTION

- 1.1 Cantonment Board Kasauli plans for installation of 1 TPD SWM plant using 500 kgPD composting machine and other equipments in Cantonment Area.
- 1.2 This tender document shall be issued only to the Manufacturer/Authorized Dealer for Supply and installation of 1 TPD SWM plant using 500 kgPD composting machine and other equipments in Kasauli Cantonment.
- 1.3 The firm would be responsible for providing complete details for site preparation and for supply, installation, testing and commissioning of SWM Machines.
- 1.4 The firm would be responsible for overall maintenance of machines for one year including cost of on-site replacement of any non consumable faulty part that can be extended for an additional period of one year (Period to be counted from the date of successful installation and testing)
- 1.5 The firm would be responsible for repair of any problem/ fault in the machinery with 72 Hrs. of its information the cost of management of garbage which remains unprocessed due to non functioning of the machinery after 72 Hrs will be recovered from the firm.
- 1.6 The firm would be responsible for obtaining all clearances as required under the law for bringing in the plant and machinery to the site.
- 1.7 The firm would obtain Pollution Control Board (PCB) Certificate about their process (supply the certificate to this office.)
- 1.8 The firm would upgrade the plants and machinery with the latest technology, as and when any such change is brought about the originator of this machinery abroad. (Same should be comminuted to this office along with the expenditure to upgrade the machinery)
- 1.9 The firm would take all measures, at site, to ensure that the nearby public is not put to any inconvenience either by way of odor, foul smell etc. which is likely to emanate from the garbage being brought to the site.
- 1.10 The firm will provide the user manual and full training to the office staff regarding operation of the machinery.
- 1.11 An online two-stage bidding process is being adopted for the project:
  - 1.4.1 Stage – I Involves evaluation of technical conditions of the bidders based on their bids.
  - 1.4.2 Stage –II will consist of evaluation of Financial Bids of only those parties qualified in Stage-1 as per the evaluation criteria laid down in the tender Document to select the Preferred Bidder for Supply and installation of **1 TPD SWM plant using 500 kgPD composting machine and other equipments**

1.5 As part of Technical evaluation, Bidding Firms are required to submit their general and particular experience, technical capabilities and financial standing of the Bidding Firm. Bidding Firm would be qualified based on their experience in similar infrastructure projects and financial strength as per the criteria laid down. Only the bidding firms qualified under this procedure will be evaluated for choosing the preferred bidder.

1.6 The Stage I, II, documents duly completed should be uploaded online at <http://eprocure.gov.in/eprocure/app> and to be sent offline sealed in respective envelopes and as per the procedure explained herein must be delivered to Office of the Chief Executive officer, Cantonment Board Kasauli, Solan – 173204 (H.P.) from 31/12/17 at 1000 hrs to 03/01/18 at 1700 hrs respectively.

## 2. TECHNICAL SPECIFICATIONS OF THE PRODUCT

Technical Specifications for Micro-organisms based 24 hrs composting system	
A) Composting Machine:	
Per Day Processing Capacity	500 Kg per Day
Composting System	24 Hrs Microorganism Based Composting Machine
Input	Segregated Organic Waste
Output	Dry Organic Compost, with test results and parameters matching to compost standards mentioned in MSWM Rules 2000, Govt. of India.
Power Supply	440/50Hz
Composting tank material	Stainless Steel (SS - 430)
Motor	Nord/Siemens/ABB (German Brands)
Blower	Blower with powder coated shroud and SS impeller
Insulation	Rock wool/ Glass wool confirms to IS 8183 Standards
Handles and Locks	Standard handles and locks with good aesthetics
Control Panel	All control panel parts should be of standard brands like Schneider, ABB, L&T, etc. No local or low quality parts should be used.
Over Load Protection	Motor and Blower should have overload and current protection.
Shaft	SS High Quality Shaft with superior quality mixing.
Heating System	Solar Panel Heating + Stainless Steel Heating Element/Coil
Control System and Interface	Schneider make PLC + HMI with 7" touch screen control having remote monitoring facility
Operation and Processing	Fully automatic and Within 24 hours
Compost Removal	Once in 5-7 days

Curing System, Addition of Sawdust, Addition of Culture	Not Allowed
Outside housing	Mild steel with pure polyester powder coating suitable for outside use and with crane lifting facility
Waste input and compost removal provision	Separate door of high quality stainless steel for waste input and compost removal
Composting method	Micro-organisms based natural composting in high temperature atmosphere with 85-90% volume reduction
Water discharge, Leachate, Methane and Harmful gases	Not allowed
Safety Features	Emergency switch, overload indication function and Safety Switch Safety feature: Internal mixing blades automatically stop when input door is opened

B ) Crusher	
Type	Jaw Crusher
Nature of Waste Process ( Input Material )	Domestic Organic Waste
Overall Weight of Crusher	350 Kg
Overall Size	1500 mm x 600 mm x 1200 mm
Capacity	200 - 300 Kg/Hr
Material of Construction	MS painted / Powder coated
Crushing Speed	100 rpm
Reduced Particle Size	10-15 mm
Shaft Type	Hex Shaft
Shaft Dimensions	2" ( 50 mm )
Cutter Size	185 mm ( Diameter )
Power Supply	3 Phase
Power Rating	410 – 440 V, 50 Hz
Motor	5 Hp

Make	ABB / Siemens
Gear Box	PBL
<b>C ) Screw Press ( De-waterer)</b>	
Type	Screw press ( De-watered)
Nature of Process ( Input Material )	Organic Waste
Overall Weight of Screw Press	300 kg
Overall Size	2500 mm x 500 mm x 1200 mm
Capacity	210 - 250 Kg
Material of Construction	Structure – MS Painted , Outer Shell & Screw – SS
Speed	20 rpm
Screw Shaft	73 Outer Die x 7 mm Thick pipe variable die & Pitch
Load Hopper	Stainless Steel ( SS )
Power Supply	3 Phase
Power Rating	410 – 440 V, 50 Hz
Motor	2 Hp
Make	ABB / Siemens
Gear Box	PBL

### 3. ELIGIBILITY CRITERIA OF THE BIDDER

3.1 The bidder should be a manufacturer or an authorized reseller of the OEM, certificate to be attached with the bid.

3.2 Bidder should have supplied minimum 5 No. of similar products/plants of equal or above capacity to Govt./Semi Govt or PSU, Supply order(s) to attached with technical bid

3.3 The bidder should have a minimum turnover of 1 crore during the past three financial years ending 31.3.2017

### 4. MODE OF SUBMISSION OF TENDER

The Agency/Contractor has to submit online bids through procurement web portal <http://eprocure.gov.in/eprocure/app>. viz. Technical bid (Cover 1) and financial bid (Cover 2).

***No Manual Bid will be accepted.***

The technical bid (Cover 1) must be accompanied with the following documents:-

**4.1 (Cover 1) TECHNICAL BID, UPLOAD THE FOLLOWING DOCUMENTS IN THE TECHNICAL BID :-**

- a) Form F-1 to F6 ( along with documentary proof)

**4.2 (COVER 2) FINANCIAL / PRICE BID**

- a) Bid form F-7 and schedule 'A' of tender document duly filled along with the form's design and photographs of SWM Plant.

**5. OFFLINE SUBMISSION OF ORIGINAL DOCUMENTS UPLOADED AT CPP PORTAL IN THE OFFICE OF CANTONEMNT BOARD KASAU LI**

**1.7** Date and time for submission of original documents (Form F-I to F-6) including all the related documents in original as mentioned/Uploaded with Technical Bid (Cover 1) is from 31/12/17 at 1000 hrs to 03/01/18 at 1700 hrs respectively.

5.1 The cover 1 must be sealed and addressed to the Chief Executive Officer, Kasauli Cantt.

5.2 The envelope must contain the name, address and contact details of business of the person or persons submitting the BID and must be signed and sealed by the Bidder with his signature on every page of the BID.

5.3 BID by a partnership firm/consortium of firms must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed/consortium agreement should also be furnished.

5.4 The Bidder's name stated in the BID shall be exact legal name of the firm/company/corporation etc. as registered or incorporated.

5.5 All changes/alteration/corrections in the BID shall be signed with date in full by the person or persons signing the bid.

5.6 No erasing and/or overwriting are allowed.

5.7 (Cover 2) Financial Bid document need not be sent offline.

**6. SELECTION CRITERIA**

**6.1 Technical bid (Cover 1):** Technical bid submitted online will be opened in the Office of the Cantonment Board, Kasauli in the presence of Chief Executive Officer/tender opening committee (Bid openers). Technical bid will be opened online first to verify its contents as per requirements. If the various documents contained do not meet the requirements of the Cantonment Board Kasauli Cantt, the contractor's financial bid will not be considered for further action.

**6.2 Financial bid (Cover 2):** Financial bid of only those Agency/Contractors who qualified in the technical bid (Cover 1) and original documents submitted in the office , will be opened on the date and time declared in tender notice. If the financial bid i.e. BOQ could not be opened due to "Document Decryption Failed" reason and if minimum three financial bids i.e. BOQ opened successfully then the tender will succeed for further action. The failed bid/bids shall be considered to be rejected.

Cantonment Board, Kasauli is not responsible for any postal delay or delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. It is the responsibility of the Bidder to make sure that the required documents/ e-bid shall be submitted in time.

Tender Opening committee constituted by the **Cantonment Board Kasauli** will examine the entire proposal on the basis of:

- a) Credentials of the Agency/Contractor and the key personnel.
- b) Past experience in similar business.
- c) Methodology to be applied for execution.
- d) The quality of the services.

## **7. EARNEST MONEY DEPOSIT (EMD) , REGISTARION FEE AND TENDER FORM FEE AND SECURITY MONEY**

- 7.1 Agencies have to register their firms in Cantonment Board, Kasauli before applying for E-tender. For detailed registration procedure and registration fee see point no 13 of the tender document.
- 7.2 Tender Form Fee of Rs. 400/- in the form of Cash Deposit receipt (Cantt. 4-B) or Demand Draft issued by any scheduled/ Nationalized Bank in favor of Chief Executive Officer, Kasauli payable at State Bank of India, Kasauli is to be submitted physically in the office of Cantonment Board Kasauli on account of Tender form downloaded from the CPP portal
- 7.3 Each BID must accompany EMD in the form of Demand Draft /FDR duly pledged of **Rs.70,000/-** issued by any scheduled/ Nationalized Bank in favor of Chief Executive Officer, Kasauli Cantonment Board.
- 7.4 Receipt of Registration Fee, Receipt of Tender form Fee and EMD shall be submitted with the **Part I- Technical BID. BID submitted without these three type of fees, as mentioned above will not be considered for evaluation and shall be rejected summarily.**
- 7.5 The EMD of un-successful Bidders shall be refunded only after the contract has been awarded to the successful Bidder. No interest shall be paid on the EMD.
- 7.6 The EMD of successful Bidder will be discharged upon the Bidder's accepting the award & signing the Agreement, and furnishing the Contract Performance Security. No interest shall be paid on the EMD.



7.7 **An amount equal to 10% of the bid value** shall be deducted from the bill of the supplier and the same shall be paid to the Agency/Contractor by the Cantt. Board Kasauli after successful completion of the contract period

## **8. Payment Terms**

8.1 On supply	40%
8.2 On Installation	40%
8.3 On Successful testing	10%
8.4 Security money	10%

## **9. VALIDITY OF BID:**

Bid submitted by Bidder shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of the BID. Bidders shall not be entitled during the said period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the Cantt. Board Kasauli.

## **10. RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:**

**The Cantonment Board Kasauli** reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.

Even though the Bidding Firm meets the pre-qualifying Criteria, they could be disqualified if they have:

- 9.1 Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.
- 9.2 Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
- 9.3 Submitted the proposal, which is not accompanied by the required documentation or is non-responsive.
- 9.4 Submitted the proposal, which is not accompanied by the Bid Security of requisite value and in acceptable format. Failed to provide clarifications related thereto.
- 9.5 Been black listed/barred by GOI/Any State Govt./PSU/Government Body as on date of submission of the bids.
- 9.6 If any such information which would have entitled Cantt. Board Kasauli to reject or disqualify the Bidding Firm becomes known after the Bidding Firm has been qualified, Cantt. Board Kasauli the right to cancel the qualification of the Bidding Firm at any later stage.

## **11. INSTRUCTIONS TO BIDDER**

- 11.1 Technical bid and financial/price bid will be submitted concurrently, duly digitally signed in the website portal [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp) . The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule.

- 11.2 Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender inviting Authority form an integral part of contract Agency/Contractors are required to upload all the tender documents alongwith the other documents, as asked for in the tender, through the above website within stipulated date and time as given in the Tender Notice
- 11.3 The Agency/Contractor shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated location of Technical Bid. He needs to fill up the % age rates, downloaded for the financial Bid in the designated cell and upload the same in designated location of financial bid.
- 11.4 The documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC) by the authorized signatory.
- 11.5 For submission of e-tender, bidders are requested to get themselves registered with [www.eprocure.gov.in](http://www.eprocure.gov.in) website alongwith class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003.
- 11.6 For complete details, refer website [www.eprocure.gov.in](http://www.eprocure.gov.in) at CPP portal.
- 11.7 The Cantt. Board may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Contractors are required to read the tender documents in conjunction with amendments, if any, issued by the Cantt. Board The Agency/Contractor is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Contractor on the body of tender incorporates amendments/errata issued, they shall not be considered and the amendment / errata issued by the Cantt. Board shall only hold good. The amendments/errata issued to these documents if any would be uploaded on web site of <http://eprocure.gov.in/eprocure/app>. and will also be uploaded on Cantonment Board web site [www.cbKasauli.org](http://www.cbKasauli.org).The contractors shall visit these sites from time to time to see these amendments/erratas.
- 11.8 The bidders are required to upload the completed documents only after satisfying each and every condition laid down in the tender documents.
- 11.9 Cantonment Board Kasauli / CEO reserves the right to postponed and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from the Cantonment Board.
- 11.10 Transfer of Tender document purchased by one Bidder to another is not permissible.
- 11.11 Similarly, transfer of BID submitted by one Bidder to another is also not permissible.  
No  
Alteration in the essence of BID, once submitted shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, his EMD shall be forfeited.

## **12. SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS EPROCUREMENT PORTAL**

- 12.1 Bidder should do Online Enrolment in the Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline /SafeScrt/TCS.
- 12.2 Bidder then logs into the portal giving user id / password chosen during enrollment.
- 12.3 The e-token that is registered should be used by the bidder and should not be misused by others.
- 12.4 DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
- 12.5 The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 12.6 After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- 12.7 The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 12.8 If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <http://eprocure.gov.in/eprocure/app.or> [www.cbKasauli.org](http://www.cbKasauli.org).
- 12.9 Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
- 12.10 Bidder should arrange for the EMD and tender fee as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- 12.11 The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
- 12.12 The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 12.13 There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file

size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

- 12.14 It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids, Which are not Frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 12.15 The Contract provides for Offline payments, the details of the Earnest Money Deposit (EMD) in the form of Demand Draft/FDR from the Scheduled bank drawn in favour of Chief Executive Officer, Kasauli Cantonment Board, tender fee in the form of Cash Deposit Receipt (Cantt. 4-B) and Registration fee of firm with Cantt. Board in the form of Cash Deposit Receipt (Cantt. 4-B) be submitted physically to the Cantt. Board and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
- 12.16 The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 12.17 The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- 12.18 At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 12.19 After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 12.20 Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 12.21 The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 12.22 The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 12.23 The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

### **13. HOW TO REGISTER FIRM WITH CANTONMENT BOARD BEFORE APPLYING FOR E-TENDER**

Before applying for E-tender, the **Agency/Contractor's must register themselves** in the office of Cantonment Board Kasauli by paying a Registration fee in the form of Cash Deposit Receipt (Cantt. 4-B) or Demand Draft issued by any scheduled/ Nationalized Bank in favor of Chief Executive Officer, Kasauli. The details of Registration fee is mentioned in the table below.

Following documents must be submitted in the office while applying for registration of firm with Cantonment Board:-

- 13.1 Agency/Contractor's **General & Financial Information form F-2** along with the documentary proof.
- 13.2 Documents related to the statutory requirement, such as registration with PAN/TIN/TAN, GST No. , P. Tax & Service Tax etc. along with proofs.
- 13.3 An affidavit to the effect that the Agency/Contractor should not have been blacklisted by any Govt., Semi-Govt. Deptt., or any other organization and Agency/Contractor should not have any litigation in any of the Labour Court(s) on Non-Judicial stamp paper of Rs. 10/- duly notarized.
- 13.4 Additional documents, if any.

*Note: The applicant should submit signed copy of all the above mentioned documents in office.*

Aforementioned conditions are acceptable to me.

**Signature of Contractor**

### Letter of Application

(Letter head paper of the Bidder including full postal address, telephone, fax, e-mail addresses)

Date:.....

To

The Chief Executive Officer,  
Cantt. Board Kasauli,  
Solan – 173204 (H.P.)

Sir,

Being duly authorized to represent and act on behalf of .....(hereinafter “the Bidder”), and having reviewed and fully understood all the qualification information provided, the undersigned hereby apply to be qualified by you as a prospective bidder for the project involving **“Supply and installation of 1 TPD SWM plant using 500 kgPD composting machine and other equipments”**

1. Attached to this letter are copies of original documents defining:
  - a) The applicant’s legal status
  - b) The principal place of business; and
  - c) The place of incorporation (for bidders who are corporations); or the place of registration and the nationality of the owners (For bidders who are partnerships or individually -owned firms)
  - d) MOU (in case of Consortium/Joint Venture)
  - e) All documents as specified in Tender Document from F2 to F6 and from Page No. 03-15 duly signed
  
2. Cantt. Board Kasauli and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and client regarding any financial and technical aspects. This letter of any institution, to provide such information deemed necessary to verify statements and information provided in this application, or with regard to the resources, experience and competence of the Bidder.
  
3. This application is made in the full understanding that:
  - a) Bids of all bidders will be subject to verification, by CANTT. BOARD KASAULI, of all information submitted for qualification at the time of bidding;
  - b) CANTT. BOARD KASAULI reserves the right to:
    - Amend the scope of work under this project; in such event, bids will only be called from qualified bidders who meet the revised requirements; and
    - Reject or accept any application, cancel the qualification process, and reject all applications;
  
7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

**Signed**

**Name**

**For and on behalf of (name of Bidder)**

(on the letter head of the Bidder)

**General & Financial Information**

All individual firms are requested to complete the information in this form and duly certify the financial information by the Chartered Accountant. The information supplied should be the annual turnover for the Bidder for the past three years, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian Rupees.

## 1. Firm Particulars

**No. Particulars**

1 Name of the Firm

\_\_\_\_\_

2 Head office address:

\_\_\_\_\_

3 Telephone: Contact:

\_\_\_\_\_

4 Fax: E-mail:

\_\_\_\_\_

5 Place for incorporation/registration:

\_\_\_\_\_

6. Year of incorporation/registration:

\_\_\_\_\_

**14.** A Power of Attorney authorizing the signatory of the bid to commit the Bidder(s).

**15.** Annual Turnover (in Indian Rupees): For the last three years ending (31/03/2017)

**16.** Attach Brochure and details of the Firm pertaining to Ownership structure, business areas/activities, business growth revenue details, staff details and capability statement.

**17.** Details of Contacts for the firm:

**Contact Person**

Contact A

Contact B

Contact C

Contact D

**Contact Address**

Address, Telephone, Facsimile, E-mail

Address, Telephone, Facsimile, E-mail

Address, Telephone, Facsimile, E-mail

Address, Telephone, Facsimile, E-mail

(on the letter head of the Bidder)

**General Experience Record**

Bidders should provide information on undertaking construction of similar projects in last three years (Separate Sheets for each project to be attached giving following details). A summary is to be provided in following format.

<b>Year</b>	<b>Name of Work</b>	<b>Name of Client With contact details</b>	<b>Contract No. and Date</b>	<b>Value of Contract in (In Rs.)</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Remarks</b>



**DETAILS OF REG. FEE/TENDER DOCUMENT FEE AND EARNEST MONEY DEPOSIT**

1. Cantt 4-B Receipt No.( paid in office, not refundable ) against payment of Tender Document Fee downloaded from the CPP portal	:	
2. Cantt 4-B Receipt No. against payment of registration fee for registration of the firm with Cantonment Board Kasauli (Not refundable).	:	
3.Earnest Money Deposit  i) Name of The Bank  ii) Demand Draft No.: or FDR No:  iii) Dated:  iv) Amount:	: : : : : : : :	

Dated:-

**Signature of the Bidder or  
His /Her authorized signatory  
With Seal of the  
Agency/Contractor**

## BIDDER'S ELIGIBILITY CRITERIA

S. No.	Description	Confirmation (Yes/ No)	Proof attached at Page No.
1	Does your Agency/Contractor comply with the statutory requirements such as valid Registration PAN/TAN/ and Service Tax Registration authorities and license to execute such contracts?		
2	Are you a Manufacturer / Authorised reseller of OEM (Kindly attach proof)		
3	Have you supplied atleast 05 number of Composting units of same or above capacity to Govt/Semi govt PSUs ? Have you attached a list of contracts awarded during last 3 years (Name of the organizations)? <i>Form F-3with the copy of supply orders</i>		
4	Does your firm has an minimum turnover of 1 crore during the past three financial years ending 31.3.2017. <i>Attach Balance sheets, Profit and loss account of all three years.</i>		
5	Whether the Earnest Money in the form of Bankers Demand Draft/ FDR are enclosed?		
6	Have you registered yourself with Cantonment Board Kasauli before applying for e-tender?		
7	Have you ever been blacklisted by any Govt., Semi-Govt. Deptt., or any other organization ?( Attach documentary proof, Affidivit)		
8.	Whether Form F1 to F6 duly filled enclosed?		
9.	Whether Tender Document duly signed attached?		

Date:

**Signature and Seal of Bidder**

Note: - Enclose copies of the relevant documents.

**NO DEVIATION CONFIRMATION**

To

THE CHIEF EXECUTIVE OFFICER,  
CANTONEMNT BOARD KASAULI,  
SOLAN -173204(H.P.).

Dear Mam,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

**(SEAL AND SIGNATURE OF BIDDER)**

**BID Form**

To

THE CHIEF EXECUTIVE OFFICER,  
CANTONEMNT BOARD KASAULI,  
(H.P.).

**SUBJECT: BID FOR SUPPLY AND INSTALLATION OF  
1 TPD SWM PLANT USING 500KGPD COMPOSTING MACHINE  
AND OTHER EQUIPMENTS.**

- 1) Having carefully examined all the BID Documents attached to your invitation to tender for **Supply and installation of 1 TPD SWM plant using 500 kgPD composting machine and other equipments**, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Rs.70,000 /- (Rupees Eighteen Thousand Only) as Earnest Money Deposit in form of Demand Draft /FDR No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ in favour of **CHIEF EXECUTIVE OFFICER, CANTONEMNT BOARD KASAULI.**
- 3) We certify that we have carefully read each and every condition and the scope of work given in the Tender document and having understood the same we confirm our acceptance in it without any condition or deviation.
- 4) We agree to keep the BID valid for 90 (Ninety) days from the date of opening of the BID/Tender and the period shall remain binding.
- 5) We hereby submit our offer and upload **“Schedule of Rates” for Financial Bid in cover 2 as per Schedule ‘A’.**

Witnesses:

For and behalf of:

\_\_\_\_\_  
\_\_\_\_\_

(Signature) (Signature and  
Seal)

Name \_\_\_\_\_

Address in full \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(on the letter head of the Bidder)

**FORMAT FOR FINANCIAL BID**

**Tender Name:- SUPPLY AND INSTALLATION OF 1 TPD SWM PLANT USING 500KGPD COMPOSTING MACHINE AND OTHER EQUIPMENTS.**

<b>Sl. no.</b>	<b>Item</b>	<b>No. of Units</b>	<b>Unit price In Rupees (including all taxes, Freight ,installation and other charges) (in figures)</b>	<b>Total price in Rupees (including all taxes, Freight and installation and other charges ) (In word)</b>
1.	Microorganism based Composting unit 500 Kg Per Day (as per Specification)	1 No.		
2.	Crusher (as per Specification)	1 No.		
3.	Screw Press (as per Specification)	1 No.		
4.	Cost of One year extended CMC for all above items after completion of first year.	1 No.		
	<b>TOTAL:</b> <b>(including all taxes, Freight ,installation and other charges)(in figures)</b>		<b>TOTAL:</b> <b>(including all taxes, Freight ,installation and other charges)(in words)</b>	

**Authorized Signatory  
(With Stamp of the bidder)**