

# KUMARAPPA NATIONAL HANDMADE PAPER INSTITUTE

T D. NO.KNHPI/S&T-Machines/2024-2025

Date: 28<sup>th</sup> January 2025



शिल्प श्रम सनातन

## **Through Open Tender**

## **Terms of Reference (TOR) For**

Selection of suppliers for **Prototype of Calendar Machine for Handmade Paper** under S&T project

Cost of the Tender: Rs. 1,000/-

**Date of Tender Issue: 28<sup>th</sup> January 2025**

**Last date of Tender submission: 18<sup>th</sup> February 2025 till 2:00 PM.**

**Opening of Technical Bids: 18<sup>th</sup> February 2025 at 3:00pm**

**Opening of Financial Bids: After 48 hours of opening of technical bid OR Evaluation of technical Bid, Financial Bid will be opened.**

**Background:** Kumarappa National Handmade Paper Institute (KNHPI) is autonomous body under Society Registration Act 1960, NCT, New Delhi and under Khadi & Village Industries Commission. Kumarappa National Handmade Paper Institute is recognized by Department of Scientific & Industrial Research, Govt. of India.

### **Objectives of KNHPI**

- a) Employment
- b) Research in Handmade Paper
- c) Training
- d) Testing & Consultancy services

### **1. INVITATION TO TENDER**

- 1.1. KNHPI, Ramsinghpura Sikarpura Road, Sanganer, Jaipur, invites bids from eligible Suppliers for supply of Prototype of calendar machine for handmade paper as per the Specifications stated in the tender document.
- 1.2. This is a fixed price contract and therefore, price quotation shall include inter-alia direct and indirect wages, overheads, cost of transport, and cost of materials, GST, etc., **FOR at KNHPI, Sanganer, Jaipur**
- 1.3. KNHPI maintains very strict Quality Standards and service standards which the supplying party is deemed to be aware of and by submitting a tender, deemed to have declared their willingness to abide by corresponding standard and KNHPI Standards as detailed.
- 1.4 **KNHPI does not bind itself to grant the “Contract” to the lowest or any tenderer/Bidder, and is not obligated to acquaint any of the Bidders with reason(s) for refusal to award the tender to them.**
- 1.5 The Tender document may be obtained from [www.knhpi.org.in](http://www.knhpi.org.in) by paying Rs.1000/- (Rupees One Thousand only) (non-refundable) towards cost of document through Demand Draft/NEFT/RTGS in favor of **“Kumarappa National Handmade Paper Institute”** payable at **Jaipur**. The Bank details is as under:

Name of Account: Kumarappa National Handmade Paper Institute  
Name of the Bank : State Bank Of India  
Account no.-30523012747  
Branch: Sanganer, Jaipur  
IFSC: SBIN0007095

- 1.6 Last date of submission of Tender : As per Open tender
- 1.7 Technical and Financial Bid should be submitted in two separate envelopes superscribed **“Technical Bid”** and **“Financial Bid”** respectively indicating the subject namely “Supply of Prototype of calendar machine for handmade paper” on each envelope. The technical bid would be opened first. The Financial Bid (**to be provided in separate**) would be opened only in the case of those tenderers/bidders who qualify the technical evaluation and meet the requisite parameters laid down by KNHPI.

- 1.8 Addressed to contact: The Director, Kumarappa National Handmade Paper Institute, Ramsinghpura, Sikarpura Road, Sanganer, Jaipur for any clarification at [knhpijaipur@gmail.com](mailto:knhpijaipur@gmail.com) Tel.Ph.No. 0141-2730369, 0141-2947819.
- 1.9 Through open tender  
Technical Bids will be opened on 18<sup>th</sup> February 2025 at KNHPI, Jaipur before the Purchase Committee and any interested Bidder may attend the bid opening at KNHPI Meeting Hall, Jaipur

## **2 SCOPE OF WORK**

- 2.1 Service:** Manufacture & Supply of machinery as specified in the description of machinery listed at **Section-III Form 5**
- 2.2 Period of Contract:** Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of KNHPI, Jaipur to extend it or not.
- 2.3 Quantity:** The bidder (s) who shall qualify in technical bid shall make the power point presentation of the respective machinery/equipment and the prior inspection visit on site of the machinery /equipment shall be made for the successful bidder.
- 2.4 Supply Requirements:** The supply of machinery shall be made at KNHPI within 30 days from the date of purchase order.

## **SECTION- I**

### **3. INSTRUCTIONS TO BIDDERS**

#### **3.1 MINIMUM ELIGIBILITY CONDITIONS**

Bidders should-

- 3.1.1** Authorized or Registered company/firm/MSME/SSI Unit registered with MSME (Copy of registration certificate/legal status may be enclosed).
- 3.1.2** L-1 Bidder may be finalized based on the cost quoted.
- 3.1.3** Having minimum 3 years of experience of government supply as on 31<sup>st</sup> March 2024 in manufacturing for the respective machinery. Relaxation of 01 year of prior experience and 50% turnover may be given to startups as per relevant guidelines of GOI
- 3.1.4** Bidder should supply the machine to F.O.R. Destinations in KNHPI, Jaipur.
- 3.1.5** Have been registered with GST. (Copy of registration certificate to be enclosed).
- 3.1.6** Certificate of declaration (Form 8)

**3.1.7 Financial Turnover:** Average annual turnover of the bidder should be specified during last three years ending 31st March 2024 of the previous financial year to evaluate the financial capacity. The financial turnover should be at least two times of the estimated price of Rs. 7 Lakhs (total price including installation and taxes)

**3.2 COST OF BIDDING:** The bidders shall bear all costs associated with the preparation and submission of the bid. KNHPI in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

### **3.3 BID DOCUMENT**

#### **A. Bid document includes (Technical)**

- Bid Form/EMD form – Form 1
- Letter of authorization for attending bid opening – Form 2
- Certificate for Non-Participation of near relative – Form 3
- Agency details – Form 4
- Performance security guarantee bond – Form 6
- Specimen agreement- Form 7
- Certificate of declaration -Form 8
- Last three years Balance Sheets certified by CA
- IT returns of last three years
- EMD
- PAN/Adhaar copy
- GST Registration
- Experience of last 3 years
- Tender document duly signed on each page including Form 6 & 7.
- CA certified statement showing annual turnover of last 03 years.
- Format of declaration in lieu of emd/bid security form 10

B. The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.

C. A prospective bidder requiring any clarification on the Bid document shall notify KNHPI by mail at email:knhpijaipur@gmail.com.

D. Any clarification issued by KNHPI in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid document.

E. The prospective bidder should keep their offers valid up to 30 days from the date of tender opening/acceptance of tender.

### **3.4 AMENDMENT TO BID DOCUMENT**

A. At any time, prior to the date of submission of bid, KNHPI may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.

B. The amendments will be updated on KNHPI website and / or local newspaper.

**3.5 DOCUMENTS COMPRISING THE BID:** The bid prepared by the bidder shall comprise the following components:

- 3.5.1** Documentary evidence in accordance with clause 3.1.1 to establish that the bidder is eligible to bid and is qualified to perform the contract if bid is accepted.
- 3.5.2** Cost of the tender **Rs. 1,000/-** in favor of Kumarappa National Handmade Paper Institute payable at Sanganer, Jaipur as mentioned at point No. 1.5 above.
- 3.5.3** EMD furnished in accordance with clause 3.8 of Section I.
- 3.5.4** Completed in accordance with clause 3.6 as per Section I.
- 3.5.5** Letter of Authorization for attending Bid opening (Form -2) as per Section III.
- 3.5.6** Non-participation of any close relative (Form-3) as per Section III.
- 3.5.7** Agency details as per Form-4 as per Section III
- 3.5.8** Certificate of declaration (Form 8)
- 3.5.9** Copy of Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.

**3.6 BID FORM:** The bidder shall complete the Bid Form as per **Form-1 of Section III** in the bid document covering the machinery to be supplied.

**3.7 PRICE BID.**

- A. The supply of the machinery shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words as price quoted schedule for all machinery given in the schedules of requirement.
- B. Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable. However, the GST if applicable is to be shown separately in the financial bid. The installation shall be done by the party.
- C. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any machinery(s) during the contract shall not be considered.
- D. The prices charged for the machinery supplied under the contract shall in no event exceed the lowest price at which the contractor sells the machinery or offer to sell machinery of identical description to any department of the description to any person(s)/organizations including the purchaser or any department of the central government or any department of a state government or any statutory undertaking of the central or a state government, as the case may be, during the period till performance of all supply orders is completed.
- E. If any time during the said period, the party reduces the sale price, sells or offers to sell such machinery to any person(s)/organizations including the purchaser or any department of the central government or any department of a state government or any statutory undertaking of the central or a state government, as the case may be, at a price lower than the price chargeable under this contract shall forthwith notify such reduction or sale or offer of sale to KNHPI and the price payable under the contract for the machinery supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
- F. Prices charged by the bidder for supply of machinery delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.

### **3.8 EARNEST MONEY DEPOSIT (EMD):**

- A. The bidder shall furnish, as part of the bid, as **EMD of Rs. 20,000/- (Rs. Twenty Thousand only) through** banker's Cheque/NEFT/RTGS/DD drawn in favor of Kumarappa National Handmade Paper Institute payable at Sanganer Jaipur.

Name of Account: Kumarappa National Handmade Paper Institute  
Name of the Bank : State Bank Of India  
Account no.-30523012747  
Branch: Sanganer, Jaipur  
IFSC: SBIN0007095

- B. EMD will be discharged after installation of 45 days with satisfactory working of machine performance obligations in favor of "Kumarappa National Handmade Paper Institute", payable at Jaipur.
- C. The MSME registered bidder shall be exempted from EMD in the same cadre.
- D. A bid not secured in accordance with clause 3.8. (A) Shall be rejected by the KNHPI as non-responsive at the bid opening stage.
- E. The bid security of the unsuccessful bidder will be discharged/ returned at the earliest after completion of the tender process.
- F. The successful bidder's bid security will be given back upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security and no interest on amount shall be paid by KNHPI to the successful bidder.
- G. **The bid security may be forfeited :**  
If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;

In the case of successful bidder, if the bidder fails to sign the contract in accordance with clause 3.1 under Section I; or Fails to furnish performance security in accordance with clause 4.2 of "General Conditions" under Section II; or Fails or refuses to honor his own quoted price for any of the machinery or part thereof during the entire period of contract.

In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of KNHPI in this regard.

- 3.9 FORMAT AND SIGNING OF BID:** The original bid shall be signed(full signature) by the bidder or a person duly authorized on each page to bind the bidder for the contract. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid. The over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid. Unsigned over writing/erasures shall not be considered.

### 3.10 SUBMISSION OF BIDS

- A. Bids must be submitted both **“Technical Bid”** and **“Financial Bid” separately**. The technical bid shall not indicate any financial quotes of the proposed products.
- B. Technical Bid should contain duly filled cost of tender, Bid form/EMD form along with demand draft/NEFT/RTGS/Bankers Cheque of **2% of quoted price by Bidder** (Section-III, Form-1), Letter of Authorization for attending Bid opening (section-III, Form -2), Certificate for non-participation of near relative (Section-III, Form-3), Agency Details (Section-III, Form-4) and Documents establishing bidder’s eligibility (Section-I, Clause-3.1& 3.3).

### 3.11 BID OPENING

- A. The bid will be opened on 18<sup>th</sup> February 2025 at 3.00 PM in the presence of Committee. The bidders or their authorized representative who wish to be present at the time of opening of bids on due date may authorize a person with letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Section-III, Form No. 2).
- B. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the financial bid will not be opened.

### 3.12 EVALUATION & AWARD OF CONTRACT

- A. Contract shall be awarded to the firm offering the lowest price that includes lowest price of machinery. However, KNHPI is not bound purchase machinery quoted in tender and shall issue work order as per its choice/requirement/budgetary provision/approval.
- B. L-1 Bidder may be finalized based on the lowest cost quoted as mentioned in financial bid.
- C. KNHPI will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.
- D. Notwithstanding the above, KNHPI reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.
- E. The tenderer(s) whose rate is accepted will be notified for the award of contract by the institute prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this tender enquiry.

F. KNHPI reserve the right to conclude parallel rate contracts with number of suppliers and place orders on any or such firms that may be the most economical to it or suitable to its requirements

**3.13 PURCHASE OF RIGHT TO VARY QUANTITY :** Quantity given in the financial bid is approximate and may vary.

**3.14 ANNULMENT OF AWARD:** Failure of the successful bidder to comply with the requirement of clause 3.12 of Section-I shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event KNHPI may make the award to any other bidder at the discretion of KNHPI or call for new bids.

### **3.15 PERIOD OF VALIDITY OF BIDS**

The bid shall remain valid for a period of 30 days from the date of opening of bid or till completion of all contractual obligations, whichever is earlier.

**3.17 DELIVERY:** The delivery of machinery/machinerys shall be made by the bidder in accordance with the terms specified by KNHPI (as per Section-III Form No 5) in the conditions of contract, should be made within 30 days from the date of issue of Purchase Order. The supplier shall warrant that the machinery to be supplied be in full conformity with specifications detailed at Form No 5 F.O.R at destination.

**3.17.1** In case the delivered machinery are not as per specifications FOR at destination, the same will not be accepted. The selected bidder will have to replace the machinery as per the actual specifications and requirement at their own cost to KNHPI. KNHPI will not be responsible for any loss occurred for this to the Bidder.

**3.17.2 Packing :** The machinery shall be supplied in complete form properly assembled and protect from damage in transit and upto installation.

## **SECTION- II**

### **4. GENERAL TERMS AND CONDITIONS**

**4.1. APPLICATION:** Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by KNHPI

#### **4.2. PERFORMANCE SECURITY/ BANK GUARANTEE**

A. The successful bidder shall be required to deposit 5 % amount of total contract within 15 days from the date of signing the agreement (Vide section III, Form 1) and no interest shall be paid on it.

B. Performance Security shall be submitted in the form of Demand draft or Bank Guarantee (Vide Section-III, Form-6) drawn in favor of **Kumarappa National Handmade Paper Institute**, payable at **Sanganer, Jaipur or through NEFT/RTGS**. Performance security is mandatory.

- C. Performance Security/Warranty will be discharged after completion of 1 year 2 months with satisfactory working of machine “ performance obligations.
- D. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for KNHPI to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.
- E. If the successful bidder not deposited security amount, then purchase order treated automatically cancelled.
- F. All the machinery/equipment shall have **warranty of one year**.

**4.3. EXECUTION TIME LIMIT:** The time period stipulated in the purchase order or letter of intent shall be deemed to be essence of the contract.

**4.4. PAYMENT TERMS**

- A. The bill raised for the supply of machinery/equipment on the basis of the accepted rates and terms & conditions will have to be submitted in favor of Director, KNHPI.
- B. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.
- C. The payment will be released through RTGS against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted for which bank details should be furnished with the bill.
- D. Bills may be submitted within 30 days of supply to the Director, KNHPI.
- E. Invoice may be raised on the name of the KNHPI, Jaipur by the bidder and the payment shall be made by the KNHPI, Jaipur
- F. No payment is admissible for machinery rejected.
- G. The prices/rates quoted should be indicated in words as well as in figures and in INR only.

**4.5. DELAY AND LIQUIDATED DAMAGES**

- A. If delivery is not made in given time and KNHPI is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.
- B. Irrespective of the fact as to whether or not the KNHPI makes purchases from outside, the KNHPI may impose penalty of 0.5% of value of order for every week’s delay or part thereof for a period up to 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the machinery for delayed supply and/or undelivered material/supply on each such occasion/default. This amount of liquidated damages shall be paid by bidder to KNHPI, or may be recovered by KNHPI, Jaipur from the bills of bidder.
- C. Quantum of liquidated damages assessed and levied by the KNHPI and decision of the KNHPI thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such, the same shall not be preferable to arbitration.

**4.6 TERMINATION OF CONTRACT:** The KNHPI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- A. If the agency/contractor fails to supply the machinery within the period (s) specified and agreed in the contract or any extension thereof granted by KNHPI, Jaipur.
- B. If the agency fails to perform any other obligation(s) under the contract
- C. If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, KNHPI reserves the right to blacklist the agency/contractor from further participation in any of KNHPI tenders/contracts. The decision of KNHPI shall be final in this regard.

**4.7 TERMINATION FOR INSOLVENCY:** KNHPI may also by giving written notice and without compensation to the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action

**4.8 FORCE MAJEURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 30 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of KNHPI, as to whether the supplies have been so resumed or not shall be final and conclusive.

Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract.

**4.9 ARBITRATION:** The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Director, KNHPI, failing which, by arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the Courts of Jaipur.

## **5. SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

5.1. The special conditions of contract shall supplement the "Instructions to the Bidders" as contained in Section I and General terms and conditions of the contract as contained in section II and wherever there is a conflict, the provisions herein shall prevail over those in section I and General terms and conditions of the contract.

5.2. In case the date fixed for opening of bids is subsequently declared as holiday by the KNHPI, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue is remaining unaltered.

- 5.3. KNHPI reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with KNHPI.
- 5.4. KNHPI reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
- 5.5. No sub-contracting is permissible.
- 5.6. Conditional bid will not be accepted.
- 5.7. KNHPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.
- 5.8. KNHPI is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
- 5.9. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favor, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.
- 5.10. If the machinery supplied by the bidder is not found satisfactory or not conforming to the specification, KNHPI reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.
- 5.11. Prices shall remain fixed and valid during the period of contract.
- 5.12. Quotations qualified by such vague and indefinite expressions such as „subject to prior confirmation“ “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
- 5.13. Late/delayed tenders received in KNHPI due to any reason whatsoever will not be accepted under any circumstances.
- 5.14. The tenderer should sign (not initials) at each page of the tender and all its annexures. No page shall be removed/detached from the tender document.
- 5.15. The tenderer should not be declared ineligible/blacklisted/banned/debarred by any agency.
- 5.16. The tenderer should not have changed its name or created a new business entity as covered by definition of Allied firm consequent to having been declared ineligible/suspended/blacklisted/banned/debarred.
- 5.17. Installation: The commissioning, testing, configuration, training (if any-whichever is applicable as per scope of supply) is to be carried out by supplier.
- 5.18. Manufacturer Authorization; Wherever authorized distributors/service providers are submitting the bid, authorization form/certificate with service provider details such as name, designation, address, email id and phone number required to be furnished along with bid.
- 5.19. Not have an association (as a bidder/partner/director/employee in any capacity)
  - not a near relative of executive of KVIC/KNHPI involved in this tender process.

**SECTION-III -FORM-1**

**BID FORM /EMD FORM**

TENDER NO. KNHPI/KNHPI-ASPIRE/2024-25      Date:\_\_\_\_\_

To,  
**The Director,**  
Kumarappa National Handmade Paper Institute  
.....  
.....

Dear Sir,

1. We,                      undersigned,                      offer                      to                      supply                      of  
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\_\_\_\_\_  
\_\_\_\_\_

as manufacturing/authorized dealer under conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

- 2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
- 3. If our Bid is accepted, we will deposit an amount equal to 10% of the contract sum in the form of Demand draft or in the form of a bank guarantee for due performance of the Contract.
- 4. We agree to abide by this Bid for a period of 1 month from the date fixed for Bid opening and it shall remain binding upon us.
- 5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of 2% in the form of Demand draft in favor of Kumarappa National Handmade Paper Institute payable at Sanganer, Jaipur (MSME exempted).

Dated this ..... Day of ..... 2025

**Signature of**

In capacity (Name & Designation) of  
Duly authorized to sign the bid for and on behalf of .....

Witness.....

Address.....

Signature

**SECTION-III- FORM-2**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

TENDER NO. \_\_\_\_\_

Date: \_\_\_\_\_

To  
**The Director,**  
KNHPI, .....

**Subject:- Authorization for attending bid \_\_\_\_\_ (date)  
opening on the Tender of \_\_\_\_\_.**

\*\*\*\*\*

**Sir,**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf \_\_\_\_\_ (Bidder) in order of preference of given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
Preference I:		
Preference II:		
Alternate Representative:		

Signatures of bidder:

Or

Officer authorized to sign the bid documents on behalf of the bidder

**Note:**

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.



**SECTION-III-FORM -4**

**AGENCY DETAILS**

(Including performance records, financial viability etc.)

Name of agency/company:

Owner's name/Director's name:

PAN number:

Income tax A/C No. & Amount of tax paid during last financial year (proof to be enclosed):

Tin number of the agency/company:

Address:

Telephone/Mobile No.s :

Banker's name & address:

Experience (years):

List of major clients (enclose copy of orders/contracts along with machinery, machinery details, performance report

Any other information/documents which may help KNHPI in assessing bidder capabilities for award of contract

**SECTION-III-FORM-5**

(DESCRIPTION/Quote Schedule of prices of Prototype of Calendar Machine for Handmade Paper)

S.N	NAME OF THE EQUIPMENT	QUANTITY	DETAILED SPECIFICATIONS
1	Prototype of Calendar machine for Handmade Paper	01	<ul style="list-style-type: none"><li>-To calendar handmade paper sheet of A4 size up to 450 gsm sheet by sheet without use of galvanized iron sheets to be kept in between</li><li>-Line pressure 100 kg/cm<sup>2</sup></li><li>-Electrically heated and thermostatically controlled top chilled polished roll with operating control panel</li><li>-Maximum HP-3.0</li><li>-Motorized nip adjustment and unit to be set up on sturdy base which consists of two roller stacks with a desired face width and adjustable line hydraulic pressure pump</li><li>-Reversible operating system to move the handmade paper sheets forward and backward</li><li>-Attachment platform to convey handmade paper sheets</li><li>-Line speed=Up to 10 MPM</li><li>-Power-3 phase</li><li>-Warranty=1 year</li></ul>

## SECTION-III-FORM-6

### PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of the Khadi Village Industries Commission (hereinafter called KNHPI) having agreed to exempt (hereinafter called „the said contractor(s)“) from the demand under the terms and conditions of an agreement/Advance Purchase Order No..... dated.....made between.....and.....for the supply of .....(hereinafter called “the said agreement ”), of performance security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for we, (name of the bank).....( hereinafter refer to as “the bank”) at the request of .....(contractor(s)) do hereby undertake to pay to the KNHPI an amount not exceeding ..... against any loss or damage caused to or suffered or would be caused to or suffered by KNHPI by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
2. We (name of the bank) .....do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the KNHPI by reason of breach by the said contractor(s)“ of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)“ failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of KNHPI in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding.....
3. We undertake to pay to the KNHPI any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) /supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank)..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the KNHPI -India under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ..... (office/Department)

KNHPI certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE/TWO/TWO AND HALF/THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) further agree with the KNHPI that the KNHPI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the KNHPI against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the KNHPI or any indulgence by the KNHPI to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
7. We (name of the bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the KNHPI in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for (indicate the name of bank)

**SECTION-III-FORM-7**

**SPECIMEN AGREEMENT**

(To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.)

**AGREEMENT**

The agreement is made on this day of 2025 between M/s. ....

herein referred to as the contractor carrying on the business under the name and style of M/s..... of the one part.

**Kumarappa National Handmade Paper Institute**, acting through the **Director**, hereinafter referred to as the other part whereas the said contractor has agreed with the **Kumarappa National Handmade Paper Institute Jaipur**, for supply of required machinery in conformity with the requirements & specifications.

Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

- 1. The contractor agrees to undertake to supply of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ as referred in Tender No. \_\_\_\_\_ as per the requirement. This is in respect to their bid letter no. dated \_\_\_\_\_ at the rates quoted by contractor. The prices are inclusive of all the levies taxes like sales tax and excise duty freighted.

- 2. The supply of machineries i.e.  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 ..... which are not in conformity with the requirements/ specifications are liable to be rejected.

3. This contract shall be effective from .....to ..... The Tender is valid for a period of one year from the date of signing of/ opening of the tender. The contract may be extended with the same terms and conditions and rates with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the department. The contractor shall agree that the penalty of 0.5 percent (%) of the P.Os shall be imposed for every week's delay or part thereof for a period up to 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the machinery for delayed supply and/or undelivered material/supply on each such occasion/default.
4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **The Director** on behalf of KNHPI will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
5. The security deposit shall be released after two months after successful completion of the work at the end of the contract period.
6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director, KNHPI or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.
6. The Security deposit is liable to be forfeited to the KNHPI without any prejudice to any other rights and remedies of KNHPI in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the term of the contract including the extended period if any.
7. That the tender schedule, instructions to the bidders and terms and conditions shall also form part of the agreement. That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same.
8. Payments for each supply shall be made by the Director KNHPI after due physical verification & confirmation of specification of Tensile Tester as detailed at Section-III of Form 1
10. All the invoices shall be raised in the name of the beneficiary by the suppliers and payment shall be made by the KNHPI.....
12. Any other as per the need .....

In witness whereof, the contractor has set his hand and KNHPI has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of  
the KNHPI

Signature:

Name :

Address :

Signature of the authorized official of  
Company/Firm

Signature:

Name :

Address :

**WITNESSES**

1.

2.

1.

2.

**SECTION-III-FORM 8**  
**CERTIFICATE OF DECLARATION**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ /  
W/O \_\_\_\_\_ R/O \_\_\_\_\_ hereby confirm  
and declare that my/our firm/company M/s..... is

not blacklisted/delisted or debarred or on Holiday list with any company of  
Private/Public Ltd. or Government Company/Govt. dept. from participating in  
the tender as on date.

In case at any stage, it is found that the information given by me is false/  
incorrect, KNHPI shall have the absolute right to take any action as deemed fit/  
without any prior intimation to me.

Sign:

For and on behalf of the Bidder

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Financial Bid**

**Financial Bid Format for Procurement of Prototype of Calendar Machine for handmade paper to Kumarappa National Handmade Paper Institute, Jaipur**

*(Strictly must not be submitted in Technical Bid. Submission of Financial Bid along with Technical bid will be liable for the rejection of the bid submitted.)*

<b>Financial Bid for Supply of _____</b>					
Name of the manufacturing Firm :					
Address					
Email:-					
<b>Sr.No.</b>	<b>Name of machinery</b>	<b>Qty. (No.)</b>	<b>Rate quoted</b>	<b>Taxes</b>	<b>Total rate including all Taxes</b>
<b>1</b>	Prototype of Calendar Machine for Handmade Paper	1			

Place:

Signature of authorized person:

Date:

Name:

Designation:

Seal

**Note:** While submitting the offer and quoting cost; the agency has to take into consideration the guidelines, terms & conditions and various clauses of the draft agreement. Since this is a fixed price contract and therefore, price quotation shall include inter-alia direct and indirect wages, overheads, cost of transport(FOR Jaipur) and cost of machinery etc.

**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**

**( To be submitted on the Bidders Letter Head)**

I/We \_\_\_\_\_(Insert Name and address of Bidder) am/  
are submitting this declaration in lieu of Bid Security/ Earned Money Deposit  
for the Tender Procurement of \_\_\_\_\_(Name of Machinery, Tools  
& Equipment (Tender No. \_\_\_\_\_),

Thereby fully accepting that I/We will be suspended and shall not be eligible to  
participate in the Tenders invited by Dy. CEO, KVIC, \_\_\_\_\_ for a  
period of Two years from the date of such Suspension Orders, under the  
following circumstances:-

- (a) If after the opening of Tender, I/We withdraw or modify my/our Tender  
during the period of validity specified in the Bid Documents (Including  
extended validity, if any) or do not accept the correction of the Tender  
Price pursuant to any arithmetical errors.
- (b) If after the award of work, I/We fail to furnish the required performance  
Security or sign the Contract, within the time limits specified in the  
Tender Document.

**Signature of the Tenderer with seal**