

# TENDER DOCUMENT

**For purchase of Garmenting Machines, Looms, Machines and Testing Equipment  
& Accessories Under the Projects CoE & PLSCs**

**Total No. of Equipment/machines : 28**

**Tender No. Nitra/Pur/P- 5823**

<b>Sale of Tender Document &amp; downloading (from <a href="http://www.nitratextile.org">www.nitratextile.org</a> &amp; <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a>)</b>	<b>Up to 27-12-2016 (05.30 pm)</b>
<b>Last date &amp; time for acceptance of online tenders only on <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a></b>	<b>28-12-2016 (02.00 pm)</b>
<b>Date &amp; time of opening of Technical bids through e-procurement portal</b>	<b>28-12-2016 (03.00 pm)</b>
<b>Date &amp; time of opening of Financial Bids</b>	<b>Will be intimated later to eligible bidders</b>
<b>Place of submission of bids</b>	<b><a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a></b>

**NORTHERN INDIA TEXTILE RESEARCH ASSOCIATION  
( Linked to Ministry of Textiles, Govt. of India)  
SECTOR-23, RAJ NAGAR, GHAZIABAD-201 002 (U.P.), INDIA  
Phone No: 0120-2786434/451, 2783334/586/592/638  
Fax No: 0120-2783596, e mail: [mail@nitratextile.org](mailto:mail@nitratextile.org)  
Website : [www.nitratextile.org](http://www.nitratextile.org)**

TENDER FORM

INSTRUCTION TO TENDERER

**1.0 GENERAL**

- 1.1. Tender form may be downloaded from NITRA's website [www.nitratextile.org](http://www.nitratextile.org) and through <https://www.tcil-india-electronictender.com> up to 27-12-2016 till 05.30 PM. Alternatively printed copies can be obtained from NITRA's office at free of cost.
- 1.2. Modifications if any of the above documents will be made by addenda / corrigenda and same will be uploaded on websites [www.nitratextile.org](http://www.nitratextile.org) and <https://www.tcil-india-electronictender.com>. Tender documents is be submitted mandatorily on online portal <https://www.tcil-india-electronictender.com>.  
  
The tenderer shall not make any additions / deletions to or amend the text of the documents except in so far as may be necessary to comply with any addenda / corrigenda issued. The tenderer shall use only tender documents as issued for submitting his quote and shall comply with various terms and conditions.
- 1.3. E-mail, Fax, Telex or Telegraphic tenders shall not be entertained.
- 1.4. The tender shall be filled in & submitted in English only. All accompanying literature and correspondence shall also be in English.
- 1.5. No claim for costs, charges, expenses incurred by the tenderer in connection with preparation of tender submission and for subsequent clarifications of their tender shall be accepted.
- 1.6. Bidders are required to submit Earnest Money Deposit minimum @ 2% of the 'Tender Value' (quoted)

**EITHER**

Through Demand Draft, favoring 'Northern India Textile Research Association' payable at Ghaziabad. A scanned copy of the Demand Draft should be uploaded on e-tender portal and demand draft should be forwarded in a sealed envelope to our office as below:

**To,  
The Chairman Purchase Committee  
Northern India Textile Research Association,  
Sector-23, Raj Nagar, Ghaziabad- 201 002**

**OR**

Through RTGS/NEFT to the Bank account of 'Northern India Textile Research Association' FOLLOWED BY AN E-MAIL ALONG WITH DETAILS OF RTGS/NEFT TO NITRA ON [mail@nitratextile.org](mailto:mail@nitratextile.org) before closure of submission of bids. The Bank details are following:

Name of the beneficiary: Northern India Textile Research Association  
Name of the Bank : State Bank of Patiala  
Account No. : 55065458457  
MICR : 110007039  
IFSC Code : STBP0000001

Disqualified bidder/bidders will get back their EMD within 30 days from the date of opening of financial bid/bids. Demand Draft submitted towards EMD shall be returned after receipt of performance Bank Guarantee from successful bidder.

- 1.7 Nitra reserves it right to alter, change, cancel partially or fully, rescind or modify the terms and conditions of tender without assigning any reason thereof.

## **2.0 TENDERER TO STUDY DOCUMENTS**

- 2.1 Submission of the tender by the tenderer implies that he has read tender documents and has made himself aware of the specifications of machinery and the terms and conditions.
- 2.2 The tenderer shall be deemed to have full knowledge of documents and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 2.3 Any question regarding the tender document and discrepancies shall be directed to the Tender Issuing Authority in writing minimum 10 days prior to the due date of submission of tender. The Tender Issuing Authority shall issue all clarifications, interpretations, meanings and specific directions if any in duplicate in writing to all the tenderers. **One copy of these shall be submitted duly signed and seal affixed along with tender submission on online portal.**

## **3.0 SUFFICIENCY OF THE TENDERER**

- 3.1 The tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and about the rates quoted by him and cover all his obligations under the tender.

## **4.0 METHOD OF TENDERING**

Each and every paper of tender documents shall be signed by the authorized person(s) and seal affixed.

#### **4.1.0 Authority of signing**

- 4.1.1 If the tender is submitted by an individual, it shall be signed by him.
- 4.1.2 If the tender is submitted by a proprietary firm, it shall be signed by the proprietor.
- 4.1.3 If the tender is submitted by a partnership firm, it shall be signed by all the partners of the firm or by a partner holding the power of attorney for the firm for signing the tender, in which case, a certified copy of power of attorney shall accompany the tender.
- 4.1.4 If the tender is submitted by a limited company or a corporation, it shall be signed by a duly authorized person or the person holding the power of attorney for signing the tender, in which case a certified copy of the power of attorney shall accompany the tender.
- 4.1.5 All witnesses and sureties shall be persons of respectable status and probity and their full name, occupations and addresses shall be stated below their signatures.

#### **4.2.0 Stating of Rates**

- 4.2.1 The tender shall be filled in English with a neat hand / type and all the figures and words shall be legible.
- 4.2.2 The rates shall be written both in words and in figures. The tenderer shall also show the amount for each item, the total of each section and the grand total of the whole tender.
- 4.2.3 Correction if any shall make Correction, initialing, dating and rewriting.
- 4.2.4 In case of conflict between the figures and words in the rates, the latter shall prevail.
- 4.2.5 The tenders will be verified for accuracy in the arithmetical calculations.

#### **4.3.0 Online Submission**

- 4.3.1 The tender shall be submitted online on <https://www.tcil-india-electronictender.com> on or before 28-12-2016 up to 02.00 pm. Any tender received after this date and time shall not be accepted. Tenders shall be submitted online along with scanned copies of the documents listed below.
- 4.3.2 **“Qualification Documents”**: following documents are to be uploaded:

- a) EMD - DD of not less than 2% of tender value to be submitted from any Scheduled Bank or through RTGS/NEFT to NITRA's Bank Account. The applicant without EMD will be out rightly disqualified. (Scanned copy of the DD or NEFT/RTGS Transaction is to be uploaded and original DD is to be sent to our office in sealed envelope)
- b) SSI Certificate if the Manufacturer/supplier, are registered as small industries with the Government. The SSI Manufacturer/suppliers are exempted to deposit EMD. (Self attested scanned copy of the Registration Certificate is to be uploaded).
- c) Profile of bidder's organization.
- d) Copy of PAN Card
- e) Copy of the Registration Certificate of the organization.
- f) Vendor Evaluation Form (Annexure-II) duly filled along with supporting documents. Failing of which, Chairman, Purchase Committee may disqualify the bid.
- g) If the bidder does not manufacture the equipment, authorization of the manufacturer to the bidder for marketing and servicing the equipments in India should be enclosed along with the tender. In the absence of such authorization, the tender will not be considered.
- h) Tender documents, which shall be signed by the authorized person(s) and seal affixed.

4.3.3 **“Technical Bid”** shall contain (scanned copies need to be uploaded)

- a) Volume II, - Technical Specifications in details of equipment/machine for which bid has been submitted.
- b) List of items including spare parts with quantities for which the financial bid has been submitted.
- c) The equipment for which bid has been submitted should contain the list of clients to whom the respective equipment with same specification has been supplied.
- d) Detailed catalogue for each machine/equipment for which bid has been submitted.

4.3.4 **“Financial Bid”** shall contain financial Specification (scanned copies need to be uploaded)

- a) Bill of Quantities duly completed with price.
- b) The undertaking that Tender Form is duly completed signed and sealed for entering into agreement with terms and conditions for this contract.
- c) Covering letter in duplicate bringing out the tenderer's reservations, if any, regarding compliance with the tender document and his own specific assumption, if any.
- d) Bills/Schedule of Quantities duly completed with price which will be inclusive of all taxes (Service Tax, Sales Tax without 'C' Form/Concessional Rate), duties (Excise Duty, Custom Duty etc.) any other Govt. levies & all other charges ( packing, forwarding, loading-unloading, erection and commissioning, insurance and any other incidental

charges by what ever name called). No concessional Sales Tax Form will be provided

- e) It is necessary to fill the Tender Value precisely. In case, all individuals' items are not quoted, it will be deemed that that Tender Value is inclusive of quotes of all the individual items as per the tender document.
- g) Validity of bid/bids (technical & financial) should be 180 days.
- h) Volume I (Part -1) Instruction to Tenderer, Volume I (Part-2) - Tender Form, Appendix – TF , Volume-1 (Part-3) Terms & Conditions and addenda / corrigenda /clarification issued before due date of tender duly signed and sealed (in token of acceptance of documents) and Annexure - Format of Bank Guarantee.

4.3.5. Separate bid for each of the items should be submitted on online portal <https://www.tcil-india-electronictender.com>

**Note: Bidders need to furnish Pass-Phrase in separate sealed envelope for both the bid parts (Technical & Financial separately) and to be sent to NITRA along with off line document before tender opening.**

## **5.0 TENDER TO BE VALID FOR**

Rates quoted by the tenderer shall be valid for a period as given in Appendix-TF from the date of submission or till an extended date mutually as agreed on expiry of the said period.

The Tenderer shall not withdraw or revise or alter any conditions, rate(s) quoted within a stated period, unless he is called upon to do so in mutual agreement / negotiations. NITRA reserves the right to cancel the bid if the tenderer revokes or withdraws the tender within a stated period.

## **5.1 OPENING OF TENDER**

- 5.1.1 The tender shall be opened by the Purchase Committee NITRA on the designated date and time in the confidence or event of any change in the date and time of tender opening, the same would be informed to the tenderer through public notice or individual correspondence or through corrigenda uploaded on e-tender portal.

## **6.0 AGREEMENT**

- 6.1 The successful tenderer shall be bound to implement the contract on receipt of intimation of acceptance from the Purchase Committee, NITRA.
- 6.2 The successful tenderer shall bear stamp duty and other expenses pertaining to preparation and execution of contract document / agreement.

## **7.0 PROCEDURE FOR REJECTION**

- 7.1 The Purchase Committee, NITRA Ghaziabad reserves the right to accept or reject any tender or reject all tenders without giving any reasons for their decision.
- 7.2 Tenders are liable to be rejected in which any of the particulars / prescribed information is either missing or incomplete in any respect and or if the prescribed conditions are not fulfilled.
- 7.3 Canvassing in connection with tender is strictly prohibited and tender submitted by tenderers who resort to canvassing will be liable to rejection.
- 7.4 Tenders containing uncalled remarks or any additional conditions are liable to be rejected. Tenderer can bring out in his / their covering letter along with submission of tender cover "Financial Bid", his / their's any reservations, additions, omissions, and assumptions they might have made while pricing the tender. Tender Issuing Authority reserves the right to ignore such additions, deletion other than brought out in covering letter packed in cover "Financial Bid", by the tenderer. Decision of the Purchase Committee NITRA, Ghaziabad, in this regard shall be final and any non-compliance shall reject the bid.

**VOLUME – 1**  
( Part – 2 )

**TENDER FORM**

To,  
The Chairman  
Purchase Committee  
NITRA  
Sector-23, Raj Nagar  
Ghaziabad – 201 002 (U.P.).

**Sub : Supply of textile testing equipment/ machinery to NITRA, Ghaziabad and sub-units (PLSCs) as per the specifications and Quantities mentioned in the tender.**

Dear Sir,

- a. Having examined the conditions of Tenders / Specifications of the machinery / equipments, we, the undersigned, offer to supply equipment/machines as mentioned in the Annexure as per the quantity and specifications given in the tender.
- b. We agree to abide by this tender for the period given in Appendix TF from the opening date fixed for receiving the same and it shall remain binding upon us for a mutually extended period agreed in writing by us.
- c. If our tender is accepted, we undertake to supply the Equipment/machinery and install the same in Nitra, Ghaziabad mentioned in the tender within the specified periods in Appendix-TF on receipt of written order from the Purchase Committee, NITRA.
- d. If our tender is accepted we will, obtain and arrange:
  1. Transit insurances
  2. Any other statutory obligation, if any, prior of commencement of supply of machinery.
- e. We agree to your right to cancel the order or stop payment without prejudice to any other right or remedy for the following failures on our part.
  1. Changes to tender are made within Validity Period as specified in Appendix-TF.
  2. Supply and installation of equipment/machineries is not commenced within specified period as given in Appendix-TF.
  3. Obligations under (e) above are not fulfilled.



- f. Unless and until a formal agreement/purchase order is prepared and executed, this tender together with your written acceptance thereof, shall constitute a binding contract between us.
- g. We understand that you are not bound to accept the lowest or any tender you may receive.
- h. We agree to make a presentation of the products to be supplied by us, before the Purchase Sub-Committee on the date specified by it.
- i. Fluctuation in foreign exchange rates in respect of the imported equipment/ machinery shall be borne by the equipment/machinery suppliers / authorized Agents.
- j. We hereby declare that the rates quoted by us are the lowest rates.
- k. In case of Imported Items, Please quote Free On Board value (at nearest foreign Airport/ Sea port) & Also quote separately CIP charges up to IGI Airport, New Delhi or ICD Patparganj / Tughlakabad, Delhi (whatever applicable). Also specify compulsorily the packing dimension, Nos. of Box / Cartoon & gross weight of each Box/Cartoon (Packing list). Please specify the name of the port &Country, from where the goods will be dispatched.

Authorized Signatory  
to tenderer

Signature dated  
Designation / Capacity  
Name  
Address

WITNESS 1

Signature

ADDRESS

Name

DATE

WITNESS 2

Signature

ADDRESS

Name

DATE

## APPENDIX - TF

Sr. No.	Particulars	Remarks
1	Validity of Tender	180 days
2	Address, date and time of submission of the Tender Documents.	On <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a> Before 02.00 pm 28-12-2016
3	Supply, installation and commissioning of the machinery etc.	Within 3 months from the date of placement of order or advance paid failing which order may be cancelled.
4	<b>Period of warranty / performance guarantee of machines.</b>	3 Years
5	Submission of the Programme for delivery.	Within 21 days from the date of the acceptance of the order placed.

### **SEAL AND SIGNATURE OF TENDERER**

\* \* \* \* \*

**VOLUME – I**  
(Part – 3)

**TERMS AND CONDITIONS**

1. Before submissions of the tender, the prospective bidders are expected to examine Technical Specifications of the equipment/machineries allied items required, terms and conditions, etc., given in the Tender Documents. Failure to furnish all information required by the Tender documents may result in the rejection of the bid. Detailed specifications of the items tendered and other accessories should be given, in the bid.
2. The descriptive leaflet giving the technical details of the equipment/machineries allied items should be supplied along with the quotation.
3. All accessories required for using the main equipment/machinery to make it fully operational for production are to be specified.
4. The suppliers of the machinery / equipment should provide both theoretical and practical training after commissioning the machinery or at an appropriate stage.
5. The price quoted should be exclusive of duty, ST, installation etc., which should be shown separately in the bid, if applicable. Freight and Insurance charges are to be indicated separately and the same will be paid at actual against supporting documents produced. Packing, forwarding and other charges as applicable are to be indicated separately in the tender.
6. The terms of payment in case of indigenous equipment/ machinery & accessories shall be as under :
  - a) 20% of the machinery cost ex-factory will be paid as advance against confirmation of orders.
  - b) 70% payment will be made against successful installation, commissioning and demonstration of satisfactory performance of the machinery / equipments at site.
  - c) Balance 10% payment will be made within one month from the date of installation & submission of Performance Guarantee (Annexure-1) for 12 months.
7. In case of Imported Items, 100% Payment will be made through Irrevocable Letter of Credit.
8. Delivery of the equipment/machineries should be as per the commitment from the date of receipt of initial payment against acceptance of order in case of Indigenous machinery and should not be extended.

9. **The pre-installation requirements including space, nature of civil work, power point, power requirement etc. are to be mentioned clearly in the technical bid.**
10. Separate bid for each of the items should be submitted online on e-tender portal <https://www.tcil-india-electronictender.com>
11. The list of organizations (with full addresses, telephone / fax no., e-mail addresses etc.) in India and abroad to which the equipment/machinery were supplied is to be provided in the bid for our reference. Preference will be given if the supplies are made to internationally reputed test houses both in India and other countries particularly for the bided equipment.
12. Validity of the tender should be available up to 180 days. The tender may be rejected if the validity is not given up to 180 days.
13. The supplier should take responsibility for delivering, installing and commissioning of the machinery inside the premises of NITRA, Ghaziabad at the places specified in the tender. The address will be specified in the Purchase Order.
14. Late / delayed tender offers will not be considered at all.
15. Any non-fulfillment of the stipulation given above will make the bid invalid.
16. **Tenders received in physical form will not be considered at all.**
17. Purchase Committee, NITRA reserves the right to accept or reject any or all the bids either in full or part without assigning any reason thereof.
18. The local supplier shall be entirely responsible for all taxes duties, license fees etc., incurred until delivery of the contracted goods (to the purchaser) up to place of delivery.
19. The delivery installation & commissioning period of the equipment/machinery as agreed to should not be extended under normal conditions. Suitable penalty for non-execution of the order may be enforced to the extent of 1% of the cost of machinery for every week extended. In case of the delay beyond scheduled period due to some unforeseen reason, written permission is required from the Chairman, Purchase Committee, NITRA, with proper justification to avoid penalty.
20. The equipment/machinery & accessories should be delivered, installed and commissioned at the address specified in the order. Service / operation / instruction / calibration manuals (in English) tool kit and gauges must also be supplied along with the machinery and accessories.

21. During the guarantee / warrantee period, servicing / maintenance should be undertaken regularly, subsequently Servicing/maintenance should be undertaken by the manufacturer or authorised agency of the manufacturer.
- 22. Warranty / performance guarantee period of three years should be given in respect of all the machinery and accessories supplied. Terms for service contract after the expiry of said warranty period are to be quoted separately.**
23. The manufacturer / supplier may indicate the Status of the Manufactured Product / or of the performed services as regards to ISO 9000 quality system..
24. List of servicing centres in India is to be indicated with detailed address, telephone no. / fax no. / e-mail address etc.
25. All pre-installation requisites such as Cables, Plugs, Compressor, Stabilizer etc. should be provided by the supplier along with the equipment/ machinery. NITRA, Ghaziabad concerned will provide adequate space, electricity & water, as the case may be, for the successful installation and commissioning of the equipment/ machinery.
26. The Capacity statement of equipment, plant and past performance details should be provided.
27. Calibration Certificate from NABL accredited Lab is to be provided mandatorily for all the instruments.

NOTE: The bidder has to specifically state that the clauses one to all as above have been read and understood and agree to comply all the above mentioned clauses individually.

ANNEXURE -1

**FORMAT OF BANK GUARANTEE OF 10% OF CONTRACT VALUE  
(ON NON-JUDICIAL STAMP PAPER OF RS.10/-)**

Bank guarantee No. \_\_\_\_\_ Date : \_\_\_\_\_  
This deed of guarantee made this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ (Two Thousand  
----- Only) (Name and address of the Bank) \_\_\_\_\_

hereinafter referred to as 'the Bank') which expression shall where successors and assignees of the Bank and the Chairman, Purchase Committee, Nitra, which expression shall unless repugnant to the context of the meaning thereof include its legal representatives, successors and assignees.

WHEREAS the Nitra has placed its Purchase Order bearing No. \_\_\_\_\_ dated \_\_\_\_\_ on (name and address of the party) \_\_\_\_\_  
(hereinafter called 'the supplier' for the supply of \_\_\_\_\_).

AND WHEREAS the Chairman, Purchase Committee, Nitra has agreed to pay to the supplier final 10% of the value of the equipment on submission of a Bank Guarantee of equal amount, which will be kept valid upto \_\_\_\_\_ being the period of 12 calendar months from the date of Bank Guarantee.

In consideration of the Chairman, Purchase Committee, Nitra having agreed to pay to the supplier Rs. \_\_\_\_\_ Rupees \_\_\_\_\_ only) being the last 10% of the value of the equipment, we (name of the Bank) hereby undertake and guarantee to make repayment to the \_\_\_\_\_ of the said 10% amount or any part thereof which does not become payable to the supplier by the Chairman, Purchase Committee, Nitra in accordance with the subject to the terms and conditions of the said order within \_\_\_\_\_ days from the date of dispatch / from the date of receipt of the material at site. The Bank further undertakes not to revoke this guarantee during its currency except with the previous consent of the Chairman, Purchase Committee, Nitra in writing and this guarantee shall be a continuous and irrevocable guarantee up to a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

The Bank shall not be discharged or released from this guarantee by any arrangement between the supplier and the Chairman, Purchase Committee, Nitra with or without the consent of the Bank or any alterations in the obligation of the parties or by any indulgence, forbearance shown by the Chairman, Purchase Committee, Nitra to the supplier and the same shall not prejudice or restrict remedies against the Bank nor shall the same in any event be a ground of defence by the Bank against the Chairman, Purchase Committee, Nitra. We (name of the Bank) do hereby undertake to pay an amount equal to 10% of the order value being the amount due and payable under this guarantee without any demur, merely on demand from the Chairman, Purchase Committee, Nitra stating that the amount claimed is due to the Chairman, Purchase Committee, Nitra. In case the Chairman, Purchase Committee, Nitra puts forth a demand

in writing on the Bank for the payment of the amount in full or in part against this Bank guarantee, the Bank shall be considered that such demand by itself a conclusive evidence and proof that the supplier has failed in complying with the terms and conditions stipulated by the Chairman, Purchase Committee, Nitra in the purchase order and payment shall be made to the Chairman, Purchase Committee, Nitra without raising any dispute regarding the reasons for any such lapse/failure on the part of the supplier.

This guarantee shall be in addition to and without prejudice to any other securities or remedies which the Chairman, Purchase Committee, Nitra may have to hereinafter possess against the supplier and the Chairman, Purchase Committee, Nitra shall be under no obligation to marshal in favour of the Bank any such securities or fund or assets that the Chairman, Purchase Committee, Nitra may be entitled to receiving or have a claim upon and the Chairman, Purchase Committee, Nitra at its absolute discretion may vary, exchange renew, modify or refuse to complete or enforce or assign any security or instrument.

The Bank agrees that the amount hereby guaranteed shall be due and payable to the Chairman, Purchase Committee, Nitra on the Chairman, Purchase Committee, Nitra serving with a notice requiring the payment of the amount and such notice shall be deemed to have been served on the bank either by actual delivery thereof to the Bank or by dispatch thereof to the Bank by Registered Post shall be deemed to have been duly served on the Bank notwithstanding that the notice may not in fact have been delivered to the Bank.

In order to give full effect to the provisions of this guarantee, the Bank hereby waives all inconsistent with the above provisions and which the Bank might otherwise as guarantor be entitled to claim and enforce.

NOTWITHSTANDING anything contained herein before, the liability under this guarantee is restricted to Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ only). The guarantee shall remain in force till the \_\_\_\_\_ and unless the guarantee is renewed or a claim is preferred against the Bank within three months from the said date all rights of the Chairman, Purchase Committee, Nitra under the guarantee shall cease and Bank shall be released and discharged from all liability hereunder.

\_\_\_\_\_  
(SIGNATURE)

PLACE :

DATE :

SEAL

CODE NO.

**NOTE : SUPPLIERS SHOULD ENSURE THAT SEAL AND CODE NO. OF THE SIGNATORY IS PUT BY BANKER, BEFORE SUBMISSION OF THE BANK GUARANTEES.**

## ANNEXURE-II

**VENDOR EVALUATION FORM**

<b>S.No.</b>	<b>Parameter</b>	<b>Unit</b>	<b>Document to be submitted as proof</b>
1.	Average Sales Turnover in India (Average of Last 3 Financial Years)	Rs.Crores	
2.	No. of clients served in last 3 financial year	Nos.	Year-Wise Client List
3.	Does the manufacturer have its own office in India	Yes/No	Letter from the manufacturer
4.	How Long is the manufacturer operating in India	No. of Years	Letter from the manufacturer
5.	Does the manufacturer have an authorized representative in India or its operates directly	Yes/No	Mention details of the authorized Representative
6.	Does the manufacturer/ authorized representative have an office in NCR	Yes/No	Address of the office in NCR
7.	Does the manufacturer have a technical support team in India	Yes/No	None
8.	Does the authorized representative have a technical support team in India	Yes/No	None
9.	No. of technical support personnel employed in NCR	Nos.	Provide list of technical support team
10.	Have the manufacturer/authorized representative supplied machines/equipment to Government Institutions in India	Yes/No	List of Govt. Institutions along with list of Machines/Equipment supplied to them.

**SEAL AND SIGNATURE OF TENDERER**



**TECHNICAL SPECIFICATIONS**  
**(Volume-II)**  
**List of Equipment and Machinery**

Sr. No.	Description	Quantity (Nos.)	Location
1	Double Decker Braiding Machine	1	GZB
2	Automatic Cone Winding Machine	1	GZB
3	Rapier Loom (with Tappet)	1	GZB
4	Rapier Loom (with Dobby)	1	VNS
5	Air Jet Loom	1	GZB
6	Moisture Vapour Transmission Rate Tester (MVTR or WVTR)	1	GZB
7	Flammability Tester (as per NFPA 701- Method-1)	1	GZB
8	Induction Furnace	1	GZB
9	Stab Resistance Tester	1	GZB
10	Automatic Hard Card Punching machine	1	VNS
11	Automatic Pirn Winding Machine	1	VNS
12	Electronic Balance	1	GZB
13	Mechanical Jacquard (400 Hooks)	1	VNS
14	Straight Knife Cutting Machine	1	GZB
15	Fusing Machine (Heavy Duty) Lab Model	1	GZB
16	Direct Drive S/N Lockstitch M/c with Automatic Thread Trimmer	20	GZB
17	Direct Drive D/N Lock Stitch M/c with Organized Split Needle Bar	2	GZB
18	6 Thread Overlock M/c for Heavy Weight Material	5	GZB
19	Computer Controlled High Speed, Lockstitch Button Sewing M/c	1	GZB
20	Computer Controlled, High Speed, Lockstitch Button Holing M/c	1	GZB
21	Computer Controlled, High Speed, Bartacking m/c	1	GZB
22	Computer Controlled Shape Tacking M/c with Heat Cutter	1	GZB
23	High Speed, Flat Bed, 2-Needle Double Chain Stitch M/c	3	GZB
24	High Speed, Flat Bed Top and Bottom Cover Stitch M/c	3	GZB
25	Computer Controlled Eyelet Button Holing M/c	1	GZB
26	Computer Controlled Direct Drive S/N Lock Stitch M/c for Zig-Zag Sewing	1	GZB
27	Belt Loop Making Machine	1	GZB
28	Elastic Band Attaching Machine	1	GZB

**(1) Double Decker Braiding Machine: for Ghaziabad**

- Type of machine : Vertical type capable of duplex braiding on cables used in iron presses
- No. of spindles : 16 – 24 each head
- Desirables : 1. Rubber feeder attachment  
2. Auto thread stop  
3. Complete set of accessories including 2 sets of bobbins, thread guides of different diameters etc. for ready to run condition  
4. One additional set of all electronic cards, specific cables and wiring with socket if any.  
5. Standard spares for 5 years

**Note:** Preference will be given to machine having an option of flat and circular braiding systems.

**(2) Automatic Cone Winding Machine : for Ghaziabad**

- i. No. of drums – Lab Model (minimum capacity not less than 4 spindles)
- ii. Electronic yarn clearing system
- iii. M/c speed > 1300 mpm
- iv. Individual splicer

**(3) Rapier Loom : for Ghaziabad (1 No.)**

- Type – Rigid/ Flexible rapier  
Working width – 210 / 220 cm  
Speed – 600 picks per minute or higher  
Shedding – positive tappet drive  
Take-up & Let off – Automatic motorized  
Friction type Piezo-electric weft sensor  
Weft selector – 8 colours  
Number of accumulators – 4  
Weft creel Capacity – 8 cones
- Essential: 1. Point for fitting Stroboscope  
2. All accessories required for ready to run condition  
3. One extra set of all electronic cards and wiring with sockets if any  
4. Standard spares for 5 years with tool box

**(4) Rapier Loom : for Varanasi (1 No.)**

Type – Rigid/ Flexible rapier

Working width – 210 / 220 cm

Speed – 600 picks per minute or higher

Shedding – Electronic dobby – capacity – 20 to 24 shafts

Take-up & Let off – Automatic motorized

Friction type Piezo-electric weft sensor

Weft selector – 8 colours

Number of accumulators – 4

Weft creel Capacity – 8 cones

Weave Designing – on loom & off loom designing / editing facility

- Essential:
1. Point for fitting Stroboscope
  2. All accessories required for ready to run condition
  3. One extra set of all electronic cards and wiring with sockets if any
  4. Standard spares for 5 years with tool box

**(5) Air Jet Loom : for Ghaziabad**

Type – multiple nozzle (with relay nozzle) with profile reed

Working width – 210 / 220 cm

Speed – 800 picks per minute or higher

Shedding – positive tappet drive

Take-up & Let off – Automatic motorized

Friction type Piezo-electric weft sensor

Measuring device – Tube / drum type

Weft selector – 4 colours

Number of accumulators – 4

Weft creel Capacity – 8 cones

- Essential:
1. Point for fitting Stroboscope
  2. All accessories required for ready to run condition
  3. One extra set of all electronic cards and wiring with sockets if any
  4. Standard spares for 5 years with tool box

(6) **Moisture vapour Transmission rate (MVTR or WVTR): For, Ghaziabad.**

**Objective:** To measure the breathability of single or multilayer fabric/garments used for Protective textiles especially for defence personnel.

**Scope:** Fabric and other textile materials

**Instrument Details:**

Specifications	Textile Material
Number of Specimens	Minimum 3 independent test results can be taken
Temperature Range	15°C to 55°C (standard)
Humidity Range	10%RH to 98%RH
Air Velocity	0.5 to 2.5 m/s (customization should be available)
Test Area	As per ASTM E96 latest std
Specimen Thickness	≤3 mm
Specimen Size	As per ASTM E96 latest std
Test Chamber Size	To house whole assembly

- Facility to control airflow inside the chamber
- Instrument shall follow latest standard ASTM E96
- All the accessories required for testing shall be provided.
- Necessary traceability certificates shall be provided.

(7) **Flammability Tester as per NFPA 701 (Method-I) : For Ghaziabad**

**Objective:** To measure flame resistance properties of protective textiles especially for curtain type material.

**Instrument Details:**

Flammability Tester with following specifications:

- It shall conform NFPA 701 (Method-1)
- A standard laboratory hood, minimum 820 mm wide × 750 mm high × 630 mm deep (32 in. × 30 in. × 25 in.), or other suitable enclosure shall be used and shall provide a draft-free environment around an open-face test chamber.
- The hood or other enclosure shall be equipped with an exhaust fan for exhausting the smoke. Proper exhausting system shall be provided by the supplier.
- All the dimension shall be as per NFPA 701 Method-1
- All interior surfaces of the cabinet shall be painted with a flat black paint that withstands the heating that occurs in the cabinet.
- At least 3 sample holders (pin bar for mounting) shall be provided.
- All the accessories required for testing shall be provided.
- Necessary traceability certificates shall be provided.
-

**(8) Induction Furnace: For, Ghaziabad.**

**Objective:** The induction furnace shall be used for laboratory testing purpose. It will be used to test Molten metal splash on work-wear.

**Instrument Details:**

- It shall be able to provide molten metal of Aluminum, Copper, Iron & Steel.
- At least 10 crucibles shall be providing with the induction furnace.
- At least 2 crucible holders shall be provided
- All the safety gadgets like Gloves, Apron, and Shoes etc. shall be provided
- Temperature measuring device shall be provided to measure the temperature of molten metal.
- All the accessories required for testing shall be provided.
- Necessary traceability certificates shall be provided.

**(9) Stab resistance tester: For, Ghaziabad.**

**Objective:** For analysis of stab resistance property of protective material.

**Instrument Details:**

- It should follow NIJ standard 0115.00
- It should determine minimum performance requirements for stab resistance of personnel body armor intended to protect the users against slash & stab threats
- It should test level 1, level 2 & level 3 protections.
- Various types of knives & blades shall be provided.
- Instrument shall be able to test strike energy & over test strike energy.
- Instrument shall be automatic & data/results shall be providing on computer's laptop shall be provided with the instrument.
- All the accessories require for the instrument shall be provided by the supplier.

**(10) Automatic Hard Card Punching Machine: for Varanasi**

- Suitable for punching standard hard cards upto 400 hooks
- Auto / manual card feeding
- Variable pitch
- USB 2.0 port
- Designing system on / off machine
- Ready to run
- 1 set of all electronic cards and cables with sockets (if any)
- 5 years spare parts

**(11) Automatic Pirn Winding Machine : for Varanasi**

- with bunch motion
- number of spindles – 04
- auto pirn trolley with magazine
- auto thread stop motion
- suitable for spun & filament yarn winding
- suitable to accommodate pirns from 180 mm to 220 mm

**(12) Electronic Balance: for Ghaziabad**

**Requirement:**

- Capacity : 10 gm
- Accuracy : 0.005 mg
- Self calibration
- Calibration certificate from NABL Accredited Lab

**(13) Mechanical Jacquard 400 hooks : for Varanasi**

- number of hooks – 400 with chain / lever drive from loom shaft
- double lift double cylinder type – suitable for fine to medium variety fabrics
- with all required accessories for ready to run condition

**(14) Straight Knife Cutting Machine: for Ghaziabad**

**Requirements :**

Speed	:	Dual Speed
Blade	:	High Speed Steel
Blade Size	:	5", 6", 7", 8", 9", 10", 11.5" & 13" 12.7 cm – 33.0 cm
Cutting Capacity	:	3.5" – 11.5" 8.89 cm – 29.2 cm
Stroke size	:	1 <sup>1</sup> / <sub>8</sub> "      1 <sup>1</sup> / <sub>4</sub> "      1 <sup>1</sup> / <sub>2</sub> " 8.89cm    11.4cm    13.9 cm

**(15) Fusing Machine (Heavy Duty) Lab Model: for Ghaziabad**

**Requirements:**

Fusing width	900mm
Max. Belt speed	10.2 m/min
Max. Pressure	41 N/cm (4.02 kgf/cm)
Max. Temperature	195°C
Heating time	6 - 28 sec.

(16) **Direct Drive S/N Lockstitch M/c with Automatic Thread Trimmer : for GZB**

**Requirements :**

Machine head type	Dry-head type
Application	Light , Medium and Heavy weight
Max. sewing speed	4,000 rpm
Max. stitch length	5mm
Presser foot	By knee 15mm

(17) **Direct Drive D/N Lock Stitch M/c with Organized Split Needle Bar: for GZB**

**Requirements:**

Application	Standard, Light-weight materials, Jeans and heavy-weight
Max. sewing speed	3,000 rpm
Max. stitch length	5mm
Presser foot	By knee: 12mm, By knee with wiper: 9mm

(18) **6 Thread Overlock M/c for Heavy Weight Material : for Ghaziabad**

**Requirements:**

Stitch type	6 thread Safety stitch
Max. sewing speed	6,000 rpm
Needle gauge (mm)	4.8
Over edging width	4.8, 6.4
Differential feed ratio	Gathering 1:1.75 (max.13.8) Stitching 1:0.6

(19) **Computer Controlled High Speed, Lockstitch Button Sewing M/c : for GZB**

**Requirements:**

Max. sewing speed	2,700 rpm
Button size	Type: Round-shaped, flat button (2- holed, 4-holed) Size: $\phi$ 9~20mm
Stitch length	0.1 ~ 10mm (0.1mm step)
Work clamp foot	Max. 11mm
No. of standard patterns	50 patterns
No. of data that can be input	200 patterns (for up to 150 patterns, sewing data can be added)
Memory medium	EPP-ROM / EP-ROM
Button feed mode	Automatic feed mode, non-feed mode, and small-lot sewing mode

(20) **Computer Controlled, High Speed, Lockstitch Button Holing M/c : for GZB**

**Requirements :**

Max. sewing speed	4,200 rpm
Size of cloth cutting knife	6.4~31.8mm (1/4'~1-1/4')
Bartacking width	Max. 5mm (with special specification part Max.10mm)
Buttonhole length	Max. 41mm (optional 70mm, 120mm)
Work clamp	14mm (17mm when the reverse-rotation needle-up function is used)
Number of standard patterns	30 patterns
Number of patterns that can be input	Max. 99 patterns

(21) **Computer Controlled, High Speed, Bartacking m/c : for Ghaziabad**

**Requirements :**

Application	Standard
Max. sewing speed	3,000 rpm
Sewing area	30mm (L) x 40mm (W)
Stitch length	0.1~10mm (0.1mm step)
Work clamp foot	Standard 14mm (17mm when the reverse-rotation needle-up function)
Hook	Standard shuttle hook
Number of standard patterns	50 patterns
Number of data that can be input	200 patterns (for up to 150 patterns, sewing data can be added)

(22) **Computer Controlled Shape Tacking M/c with Heat Cutter : for Ghaziabad**

**Requirements :**

Application	Extra heavy-weight
Sewing area	60mm (L) x 100mm (W)
Max. sewing speed	2.200 rpm
Max. stitch length	0.1 ~ 10.0mm
Number of data that can be input	Max. 64 patterns



(23) **High Speed, Flat Bed, 2-Needle Double Chain Stitch M/c : for Ghaziabad**

**Requirements:**

Max. sewing speed	6,000 rpm
Stitch length	1~4mm
Pressure foot	By knee: 10mm

(24) **High Speed, Flat Bed Top and Bottom Cover Stitch M/c : for Ghaziabad**

**Requirements :**

Application	Universal
Max. sewing speed	6.500 rpm
Needle gauge	4.8, 5.6, 6.4mm
Max. stitch length	1.2~3.6mm

(25) **Computer Controlled Eyelet Button Holing M/c : for Ghaziabad**

**Requirements:**

Thread trimming style	Longer remaining thread
Max. sewing speed	400~2,200rpm (100rpm step)
Sewing length	10~38mm (with thread trimmer) 10~50mm (in case looper thread trimming device is removed)
Needle throwing width	2~3.2mm*
Taper bar length	0mm, 3~15mm

(26) **Computer Controlled Direct Drive S/N Lock Stitch M/c for Zig-Zag Sewing : for Ghaziabad**

**Requirements :**

Machine head type	Dry-head type
Type	Standard
Max. sewing speed	4,000 rpm
Max. zigzag width	10mm (in increments of 0.1mm)
Max. feeding amount	5mm
Number of patterns for standard stitching	8 types / 14 patterns
Custom pattern memory capacity	Internal memory, Max.20 patterns, Extended memory, Max.999 patterns
Continuous stitching pattern	Max. 10 patterns, 20 step, 500 stitches/step

(27) **Belt Loop Making Machine : for Ghaziabad**

**Requirements :**

No. of needle	2
No. of Thread	3
Gauge (inch)	$\frac{3}{16}, \frac{7}{32}, \frac{1}{4}$
No. of stitch (Stitch/inch)	9 ~ 12
Pressure foot lift (mm)	8 mm
Needle bar stroke (mm)	34 mm
Max. speed (rpm)	4500

(28) **Elastic Band Attaching Machine : for Ghaziabad**

**Requirements :**

No. of Needle	4
No. of Thread	8
Gauge (inch)	$\frac{3}{4}, 1, 1\frac{1}{8}, 1\frac{1}{4}, 1\frac{1}{2}, \frac{1}{4}-\frac{1}{2} -\frac{1}{4}$
Stitch/inch	8 ~ 14
Presser foot lift (mm)	10
Needle Bar Stroke (mm)	34

## **Special instructions to Bidders for e-Tendering**

### **General**

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NITRA has decided to use the portal **<https://www.tcil-india-electronictender.com>** through TCIL, a Government of India Undertaking. This portal is based on the world's most 'secure' and 'user friendly' software from ElectronicTender<sup>®</sup>. A portal built using ElectronicTender's software is also referred to as ElectronicTender System<sup>®</sup> (ETS).

Benefits to Suppliers are outlined on the Home-page of the portal.

### **Instructions**

#### **Tender Bidding Methodology:**

##### **Sealed Bid System**

- *Single Stage Two Envelope*

-

#### **Broad Outline of Activities from Bidder's Perspective:**

1. Procure a Digital Signing Certificate (DSC)
2. Register on ElectronicTendering System<sup>®</sup> (ETS)
3. Create Marketing Authorities (MAs), Users and assign roles on ETS. It is mandatory to create at least one MA.
4. View Notice Inviting Tender (NIT) on ETS
5. For this tender -- Assign Tender Search Code (TSC) to an MA
6. Download Official Copy of Tender Documents from ETS. Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
7. Clarification to Tender Documents on ETS
  - Query to NITRA (Optional)
  - View response to queries posted by NITRA
8. Bid-Submission on ETS
9. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant Bid-Part
10. Post-TOE Clarification on ETS (Optional)
  - Respond to NITRA Post-TOE queries
11. Attend Public Online Tender Opening Event (TOE) on ETS

- Opening of relevant part (ie Financial-Part)  
(Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

### Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### Registration

To use the ElectronicTender® portal <https://www.tcil-india-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the ‘Supplier Organization’ link under ‘Registration’ (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated

Important Note: To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under ‘ETS User-Guidance Center’ located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to ‘Essential Computer Security Settings for Use of ETS’ and ‘Important Functionality Checks’ should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

TCIL/ ETS Helpdesk	
Telephone/ Mobile	<i>Customer Support: +91-11-26241790 (Multiple Telephone lines) Emergency Mobile Numbers: +91-9868393775,9868393792( pl. contact in case of emergency during non-working hours)</i>
E-mail ID	<i>ets_support@tcil-india.com</i>

## **Some Bidding related Information for this Tender (Sealed Bid)**

The entire bid-submission would be online on ETS (unless specified for Offline Submissions). Broad outline of submissions are as follows:

- Submission of Bid-Parts/ Envelopes
  - *Technical-Part*
  - *Financial-Part*

### **Offline Submissions:**

*The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.*

*The Chairman Purchase Committee,  
Northern India Textile Research Association,  
Sector-23, Raj Nagar,  
Ghaziabad*

*The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).*

1. *Demand Draft in favor of 'Northern India Textile Research Association' payable at Ghaziabad to the extent of minimum 2% of the Tender Value (Quoted) from any scheduled Bank towards the Earnest Money Deposit.*

*Note: The Bidder should also upload the scanned copy of the above mentioned original document as Bid-Annexures during Online Bid-Submission.*

### **Special Note on Security and Transparency of Bids**

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in ElectronicTender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the ElectronicEncrypter<sup>®</sup> functionality, the contents of both the 'ElectronicForms<sup>®</sup>' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is mandatory that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

CAUTION: All bidders must fill ElectronicForms<sup>®</sup> for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the ElectronicForms<sup>®</sup> and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the ElectronicForms<sup>®</sup> is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the ElectronicForms<sup>®</sup>, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the ElectronicForms<sup>®</sup> and the 'Main-Bid', the contents of the ElectronicForms<sup>®</sup> shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (eg the higher price) for the purpose of short-listing, and the lower of the two pieces of information (eg the lower price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to NITRA in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### **Public Online Tender Opening Event (TOE)**

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to NITRA office for the Public Online TOE.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted by the bidder himself during the TOE itself or as per alternative methods prescribed in the Tender Documents, salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

### **Other Instructions**

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronictender.com>, and go to the **User-Guidance Center**

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

### **SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS**

Specifically for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS
2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of -- Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.

3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS
4. For responding to any particular tender, the tender (ie its Tender Search Code or TSC) has to be assigned to an MA. Further, an 'Official Copy of Tender Documents' should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents. Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.
5. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)
6. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to 'Annul Previous Submission' from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)
7. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) 'ONLY IF' your 'Status pertaining Overall Bid-Submission' is 'Complete'. For your record, you can generate and save a copy of 'Final Submission Receipt'. This receipt can be generated from 'Bid-Submission Overview Page' only if the 'Status pertaining overall Bid-Submission' is 'Complete'.

**NOTE:**

*While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.*

**Minimum Requirements at Bidder's End**

Computer System having configuration with minimum Windows 7 or above, and  
Broadband connectivity  
Microsoft Internet Explorer 7.0 or above  
Digital Certificate(s)