

**M/s.MATHA EDUCATIONAL TRUST**

*(Implementing Agency - Pakkam Coir Cluster, Vellore)*

**Office:** No.22, 22<sup>nd</sup> East Cross, Gandhi Nagar, Vellore-632006

**Phone:** 0416-2240800, **Mobile:** +91-93677 78111,

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**TENDER REFERENCE No. SFURTI-II/TN-PAKKAM/BLDG-001/2019-20**

**TENDER FOR THE CONSTRUCTION OF  
INDUSTRIAL WORK SHED BUILDINGS AND AMENITIES FOR THE  
COMMON FACILITY CENTER OF PAKKAM COIR CLUSTER**

Date & Time of Release of Tender	30.12.2019, 11.00 AM
Date & Time of Pre-Bid Meeting	20.01.2020, 11.00 AM
Last Date & Time for Submission of Bid	31.01.2020, 01.00 PM
Date & Time of Opening of Bid (Technical bid only)	31.01.2020, 02.00 PM

**Prepared by**

**ITCOT Consultancy and Services Limited**

(Technical Agency – SFURTI Coir Clusters, Tamilnadu)

**E-mail:** info@itcot.com, **Website:** www.itcot.com

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**TENDER FOR THE CONSTRUCTION OF INDUSTRIAL WORK SHED BUILDINGS  
AND AMENITIES FOR PAKKAM COIR CLUSTER, VELLORE**

<b>1.</b>	<b>PREAMBLE</b>										
<p><b>Scheme of Fund for Regeneration of Traditional Industries (SFURTI)</b>, the scheme of Ministry of MSME, Government of India envisages development of clusters to organize the traditional industries and artisans for their long term sustainability and economy of scale. <b>Coir Board</b>, the Nodal Agency of coir based clusters, has obtained approval for the development of Coir Cluster in Vellore district under SFURTI.</p> <p><b>M/s.Pakkam Coir Cluster Private Limited</b>, the Special Purpose Vehicle (SPV) of Pakkam Coir Cluster, having the administrative office at No.183, Thangam Nagar Main Road, Sri Meenatchi Amman Nagar, Gudiyattam, Vellore - 632602 propose to establish a Common Facility Centre (CFC) at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District, Tamilnadu with the financial assistance from Government of India under SFURTI.</p> <p>In this context, on behalf of SPV, <b>M/s. Matha Educational Trust</b>, the Implementing Agency (IA) of Pakkam Coir Cluster, Vellore having administrative office at No.22, 22<sup>nd</sup> East Cross, Gandhi Nagar, Vellore - 632006, invites sealed tenders from Civil contractors in “Two Cover System” for the construction of industrial work shed buildings and amenities for the Common Facility Center for Pakkam Coir Cluster, Vellore through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 31.01.2020.</p>											
<b>2.</b>	<b>SCOPE OF WORK</b>										
<p>a) The successful tenderer should undertake construction of industrial work shed buildings and amenities at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam village, Gudiyatham Taluk, Vellore District as per the drawings and Estimate/Bill of Quantity (BoQ) given in Annexure-I.</p> <p>b) The successful tenderer should complete the construction of industrial work shed buildings and amenities within 120 days from the date of receipt of Work Order. The time line for the cumulative percentage of work to be completed based on the value of work shall be as given below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Days</th> <th style="text-align: center;">Percentage of work to be completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1<sup>st</sup> 30 days</td> <td style="text-align: center;">Min. 20% of total contract value</td> </tr> <tr> <td style="text-align: center;">2<sup>nd</sup> 30 days</td> <td style="text-align: center;">Min. 50% of total contract value</td> </tr> <tr> <td style="text-align: center;">3<sup>rd</sup> 30 days</td> <td style="text-align: center;">Min. 80% of total contract value</td> </tr> <tr> <td style="text-align: center;">4<sup>th</sup> 30 days</td> <td style="text-align: center;">100% of total contract value</td> </tr> </tbody> </table>		Days	Percentage of work to be completed	1 <sup>st</sup> 30 days	Min. 20% of total contract value	2 <sup>nd</sup> 30 days	Min. 50% of total contract value	3 <sup>rd</sup> 30 days	Min. 80% of total contract value	4 <sup>th</sup> 30 days	100% of total contract value
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3 <sup>rd</sup> 30 days	Min. 80% of total contract value										
4 <sup>th</sup> 30 days	100% of total contract value										

### 3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
3(a)	The tenderer should be a registered legal entity.	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> <li>• Copy of Incorporation Certificate issued by the Registrar of Companies</li> <li>• Copy of Memorandum and Articles of Association</li> </ul> (ii) In case of Partnership Firm, <ul style="list-style-type: none"> <li>• Registered Partnership deed</li> </ul> (iii) In case of Proprietorship Firm, <ul style="list-style-type: none"> <li>• Copy of Udyog Aadhaar/ GST Registration Certificate / PAN Card.</li> </ul>
3(b)	The tenderer should be an eligible Civil contractor	(i) Valid Registration Certificate from PWD as Class I Contractor or from Highways department (ii) Valid registration of GST
3(c)	The tenderer should have at least 3 years of experience (as on 30 <sup>th</sup> November 2019) as Civil contractor.	(i) Work orders issued by clients (ii) Performance certificate issued by clients (iii) List of construction works executed in last 3 years as per Annexure-V
3(d)	The tenderer should have been awarded and successfully completed at least three works of similar nature with Government Organizations / Public Sector Undertakings in the last 3 years (as on 30 <sup>th</sup> November 2019).	(i) Work orders issued by clients (ii) Performance certificate issued by clients
3(e)	The tenderer should have reported an Average Annual Turnover of Rs.2.50 Crores in the last three consecutive financial years i.e. 2016-17, 2017-18 and 2018-19.	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure IV (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years
3(f)	The tenderer should not have been blacklisted for supply of any items or services by any Government departments/agency	The declaration form as per Annexure VI should be enclosed.

<b>4.</b>	<b>LANGUAGE OF THE TENDER</b>
<p>The Tender prepared by the tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be enclosed.</p>	
<b>5.</b>	<b>PURCHASE OF TENDER DOCUMENTS</b>
<p>a) The tender document shall be downloaded from <b>www.coirboard.gov.in</b> or <b>www.itcot.com</b> at free of cost. The tenderer should give a declaration for not having tampered the Tender document downloaded from Internet (as per Annexure VII).</p> <p>b) The tender document can be downloaded from 30.12.2019 to 30.01.2020.</p>	
<b>6.</b>	<b>PREBID MEETING</b>
<p>There will be a pre-bid meeting on 20.01.2020 at 11.00 am in the office of <b>M/s.Matha Educational Trust, No.22, 22<sup>nd</sup> East Cross, Gandhi Nagar, Vellore-632006</b> during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach IA at least two days prior to the pre-bid meeting date. The tenderers are advised to check <b>www.coirboard.gov.in</b> or <b>www.itcot.com</b> for up-to-date information like change in date / venue etc., of pre-bid meeting as IA may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.</p>	
<b>7.</b>	<b>CLARIFICATION ON THE TENDER DOCUMENT</b>
<p>The tenderers may ask for queries in any of the clauses in the tender document before 48 hours of the opening of the tender. Such queries may be sent in writing to “M/s.Matha Educational Trust, No.22, 22<sup>nd</sup> East Cross, Gandhi Nagar, Vellore-632006” or by e-mail to <a href="mailto:matha.vellore@gmail.com">matha.vellore@gmail.com</a>. IA will upload the clarification on <b>www.coirboard.gov.in</b> or <b>www.itcot.com</b>. It is binding on the part of tenderers to check the above said websites for any amendments or clarifications posted during the entire tender process.</p>	
<b>8.</b>	<b>AMENDMENT OF TENDER DOCUMENT</b>
<p>IA whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender, with the concurrence of the tender committee. Any such addendum or corrigendum will be uploaded on <b>www.coirboard.gov.in</b> or <b>www.itcot.com</b> and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.</p>	

<b>9.</b>	<b>AUTHORISATION OF THE TENDERER</b>
<p>The Tender should be signed on each page by the tenderer or by the person who is duly authorized for the same by the tenderer.</p>	
<b>10.</b>	<b>PRE-VISIT OF SITE</b>
<p>The tenderer, on his/her own responsibility, risk and cost, is advised to visit and examine the site of works (at SF.No.6/1A2, 6/B, 6/2A, 6/5A2, 6/5B, 6/6A, 5/1A, 5/1B and 5/2, Pakkam Village, Gudiyatham Taluk, Vellore District) and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work(s) as mentioned in the Annexure (I).</p>	
<b>11.</b>	<b>SPECIFIC INSTRUCTIONS TO BIDDERS / CONTRACTORS FOR QUOTING OF RATES</b>
<p>(a) The contractors are requested to read the detailed specification and quote the rates clearly in the Price bid. Quoting the rates in the Price bid will only be taken up for comparison and shall be final.</p> <p>(b) The tenders invited are based on item wise rates mentioned in the estimate of works/BoQ. Any lumpsum deductions or increase or rebate offered either in the tender or in the covering letter or at any portion of the tender will be ignored and only the rates offered in the Price bid alone will be taken as valid rates and taken up for tender comparison. Rates or Lumpsum amounts for items not called for shall not be included in the tender. Any alteration made by tenderer in the contract form, the conditions to Contract, the drawings, specification, or quantities accompanying the same will not be recognised and if any such alterations are made the tender will be void.</p> <p>(c) The tenderer / contractor will make his/her/their own arrangements to procure and use ISI Brand Cement and ISI Brand steel required for the work.</p> <p>(d) It should be clearly understood that the rate quoted by the tenderer / contractor is inclusive of incidental charges such as conveyance, loading, unloading, stacking at site and testing charges etc., complete.</p> <p>(e) The tenderer / contractor will produce test certificate obtained from any one of the Govt. institutions for cement and steel brought to site. And only when the test results confirm to the ISI specification they will be allowed to be used in the works.</p> <p>(f) The tenderer / Contractor should strictly follow above instructions without fail.</p>	

**12. SUBMISSION OF TENDER IN TWO COVER SYSTEM**

- (a) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.
- (b) Tenders should be submitted in two parts:
- i. Part I will cover technical bid and
  - ii. Part II will cover price bid
- (c) Tenderers should ensure submission of all documents pertaining to Part-I and Part II proposals separately as per the Check list given in Annexure -X.
- (d) Tenderers are requested to place Part I and Part II documents in separate sealed covers. Part I cover to be superscripted as **“Part I – Technical bid”** and Part II cover to be superscripted as **“Part II – Price bid”** respectively, mentioning the name and address of the Tenderer in each of the both covers. These two sealed covers (Part I and Part II) must be placed in a single outer cover superscripted as **“Tender for the construction of work shed buildings and amenities for Pakkam Coir Cluster, Vellore”** and addressed to **“M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu”** mentioning the name and address of the Tenderer in the outer cover. **Tenders shall be submitted in sealed cover and unsealed tenders would summarily be rejected.**
- (e) Tenders should be dropped only in the tender box kept at the office of “Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002” on or before 01.00 PM on 31.01.2020. Tenders will not be received by hand.
- (f) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 01.00 PM on 31.01.2020. Tenders received after the specified time will not be considered and IA will not be liable or responsible for any postal delays.
- (g) A tender once submitted shall not be permitted to be altered or amended.

**13. EARNEST MONEY DEPOSIT**

- (a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs.1,50,000 /- (Rupees One lakh Fifty thousand only) in the form of Account Payee Demand Draft drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful tenderers at the earliest on the expiry of final bid validity and latest on or before the 30<sup>th</sup> day of the award of contract.



- (b) The Earnest Money Deposit will be retained in the case of successful tenderer and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.
- (c) Any request of the tenderer, under any circumstances claiming exemption from payment of EMD will be rejected and their Part II price offer will not be opened.
- (d) If the tenderer emerges as the successful bidder and after subsequent issuance of letter of acceptance by the IA, failure to sign the agreement, to remit the Security Deposit or to execute the contract as per tender conditions, will result in the forfeiture of the EMD amount remitted.

**14. VALIDITY**

- (a) The rate quoted in the Tender should be valid for the acceptance by the IA for a minimum period of 90 days from the date of opening of the Tender.
- (b) The accepted rate of the successful tenderer is valid till the entire contract is fully completed. Escalation in the rates will not be entertained under any circumstances.

**15. OPENING AND EVALUATION OF THE TENDER**

- (a) The tender box will be closed at 1.00 PM as per the office clock on 31.01.2020 and the received tenders in the tender box will only be opened. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Tender committee at 02.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- (b) Tender Committee will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents not present then, in such cases the Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- (c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 01.00 PM on the next working day and opened at 02.00 PM on the same day.
- (d) The Technical bid will be evaluated by the tender committee in terms of the qualification Criteria. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished.
- (e) After the completion of evaluation of technical bids, the tenderers declared as qualified by the Committee, will be informed the date of opening of Price bid (Part II).

<b>16. PRICE OFFER</b>	
	<p>(a) The Price bid should be kept only in the Part II cover.</p> <p>(b) The price bid should be prepared as per Annexure-IX.</p> <p>(c) The price should be neatly and legibly written both in figures and words.</p> <p>(d) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.</p> <p>(e) If a contractor quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p> <p>(f) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.</p>
<b>17. EVALUATION OF THE PRICE</b>	
	<p>(a) The Tender committee will examine for complete, properly signed and error-free nature of the Price bid (Part II)</p> <p>(b) The comparison of the rates offered shall be based on the total all inclusive rates offered (i.e. sum of all inclusive rate offered for all the tendered items).</p>
<b>18. AWARD OF CONTRACT</b>	
	<p>(a) The Tenderer who has quoted lowest price (L1) will be issued the 'Letter of Acceptance' by the Implementing Agency.</p> <p>(b) In unavoidable circumstances, such as receipt of very limited bids or the proposal prices are substantially higher than the market value / updated cost estimate or available budget, the committee may decide upon resorting to Negotiation with the lowest evaluated responsive bidder. In such cases, the Tenderer who has quoted lowest price (L1) will be invited for negotiations and after finalizing the negotiated rate, Letter of Acceptance will be issued.</p>
<b>19. SECURITY DEPOSIT</b>	
	<p>(a) On receipt of the Letter of Acceptance from IA, the successful tenderer should remit a Security Deposit (SD) of <b>5%</b> of the value of the contract in the form of Account payee Demand Draft from any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of one year in favour of "HI Account Pakkam SFURTI Coir Cluster", payable at Gudiyatham, within 10 (Ten) working days</p>

from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.

- (b) Any other amount pending with IA will not be adjusted under any circumstances, against the Security Deposit if so requested.
- (c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.
- (d) Security Deposit amount remitted will not earn any interest.

## **20. AGREEMENT**

The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.

## **21. ISSUE OF WORK ORDER**

After payment of Security Deposit and successful execution of the agreement, Work Order will be released within 10 days by the IA. The successful tenderer should complete the construction of industrial work shed buildings and amenities within 120 days from the date of receipt of Work Order.

## **22. EMPLOYMENT OF TECHNICAL ASSISTANTS**

- (a) The tenderer shall employ qualified technical persons at his cost to supervise the work and the tenderer should ensure the presence of the technical persons at the site of work during working hours, monitoring all items of works and paying extra attention to such works as may demand special attention.
- (b) A movement register should be opened and maintained for Technical persons employed by the Contractor. The Technical persons should note the arrival and the departure timings every day along with their initials in a register. Such Register should be produced during inspection of the Inspecting Officers (Tender committee members).

## **23. PAYMENT TERMS**

- (a) **20% of the contract value** will be paid on completion of Foundation level works and submission of Stage level completion certificate by a Chartered Engineer, based on the inspection report by Tender Committee.

- (b) **40% of the contract value** will be paid on completion of roof level works and submission of Stage level completion certificate by a Chartered Engineer, based on the inspection report by Tender Committee.
- (c) **The balance 40% and SD** will be released only after satisfactory completion of the entire contract based on the inspection report by Tender Committee and submission of Chartered Engineer's work completion and valuation certificate.
- (d) IA also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The successful tenderer is liable to pay such dues to the IA immediately on demand, without raising any dispute/protest.

**24. PENALTY**

- (a) Failure to execute the entire contract within 120 days from the date of issue of work order will attract a penalty of 1% per week, on the full value of the contract upto a maximum of 5%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.
- (b) Implementing agency reserves the right to inspect the site at any point of time during the contract period to ensure the progress and quality of work carried out. During the inspection, if any discrepancies found in the quality of work / material used, the IA, with the approval of the tender committee, reserves the right to order for any rework(s) / replace any item(s) of material, as the case may be, in order to ensure the quality of work / progress as per the contract terms.
- (c) All the materials used for construction shall be first use, new, high quality material. Old or Used materials will not be accepted and if found, the decision of Committee, either for rework / replace / deduction in payment shall be binding on the contractor.
- (d) Any delay on the part of IA should be intimated and sorted out immediately without affecting the progress of works.

**25. TERMINATION OF CONTRACT**

IA reserves the right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or for any of the reasons.

**26. GENERAL CONDITIONS**

- (a) Conditional tender in any form will not be accepted.
- (b) Any notice regarding any matters, to the contractor shall deemed to be sufficiently served, if given in writing to his usual or last known place of business.

- (c) Tender committee reserves the right to relax or waive or amend any of the tender conditions.
- (d) The successful tenderer shall not outsource/off load either full or part of the work to any other agency / individual.
- (e) If the performance of the tenderer is not as per the schedule, then tender committee reserves the right to cancel / reallocate full or part of the contract, at any stage of the contract execution.

**27. ARBITRATION**

- (a) In case of any dispute in the tender, including interpretation, if any, on the clauses of the tender or the agreement to be executed, the matter shall be referred by IA / Tenderer to an Arbitrator to be appointed by the Parties hereto by mutual agreement. If no such Arbitrator could be appointed by mutual consent, the matter may then be referred to the Chairman, Coir Board for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act 2015.
- (b) The venue of the Arbitration shall be at the Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi - 642002. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the court at Vellore only.

**28. JURISDICTION OF THE COURT**

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Vellore only.

We agree to the above terms and conditions.

**SIGNATURE OF THE TENDERER:**

**DATE:**

**NAME IN BLOCK LETTERS:**

**DESIGNATION:**

**ADDRESS:**

**BUILDING DRAWING**

DRAFT

**PART-I**

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

From,

Name:  
Address:  
Ph:  
Fax:  
E-mail:

To,

The Director,  
M/s.Matha Educational Trust,  
No.22, 22<sup>nd</sup> East Cross, Gandhi Nagar,  
Vellore District - 632006

Sir,

Sub: Tender for the construction of Industrial Work shed buildings and amenities for Pakkam Coir Cluster, Vellore - Submission of Part I - Reg  
Ref: Your Tender Notice Dt. ....

With reference to your tender notice, we submit herewith our sealed Tender for the construction of Industrial Work shed buildings and amenities for Pakkam Coir Cluster, Vellore, as specified by IA in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions
- 2) Demand Draft no. \_\_\_\_\_ for Rs.1,50,000/- (Rupees One lakh Fifty thousand only), in favour of “HI Account Pakkam SFURTI Coir Cluster”, Drawn on \_\_\_\_\_ Bank payable at Gudiyatham, towards Earnest Money Deposit.
- 3) Authorization letter from the Company for the person to sign the tender.
- 4) Details of the Tenderer (as per Annexure-III)
- 5) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV).
- 6) List of Building construction works executed in last 3 years as per Annexure-V
- 7) Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI).
- 8) Declaration for not having tampered the Tender documents downloaded from the websites **www.coirboard.gov.in** or **www.itcot.com** (Annexure-VII).
- 9) The copy of certificate of incorporation/registration (If applicable)
- 10) Copy of Memorandum and Articles of Association (If applicable)

- 11) Copy of Registered Partnership deed, in case of Partnership Firm (If applicable)
- 12) Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card
- 13) Valid Registration Certificate from PWD as Class I Contractor or from Highways department
- 14) Work Orders issued by the clients.
- 15) Performance certificate issued by the clients.
- 16) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2016-17, 2017-18 and 2018-19.
- 17) Latest I.T return.
- 18) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

**SIGNATURE OF THE TENDERER**

**Encl: As stated above**



## DETAILS OF THE TENDERER

1. Name of the Tenderer	
2. Registered Office Address	Telephone Number: Fax : Email : Website, if any
3. Contact Person	Name: Designation: Phone: Mobile: Email:
4. Date of Incorporation	
5. Legal Status	Proprietorship/partnership/Pvt. Limited/Public Limited/ others(Pl. mention)
6. Eligible license holder of	
7. Brief profile of the tenderer	
8. Number of staffs on regular payroll	Technical: Administration:
9. PAN Number	
10. GST Registration Number	
11. PAN Number	

**SIGNATURE OF THE TENDERER**  
(with seal and address)

**ANNUAL TURN OVER STATEMENT**

The Annual turnover of M/s ..... for the past three years are given below and certified that the statement is true and correct.

<b>S.no</b>	<b>Year</b>	<b>Turnover (Rs. in lakh)</b>
1	2016-2017	
2	2017-2018	
3	2018-2019	
	Total	
Average annual turnover		

**DATE :**

**SIGNATURE OF THE TENDERER**

**SIGNATURE OF CHARTERED ACCOUNTANT  
(with seal and Address)**

**ANNEXURE - V**

**List of clients for whom Civil construction works undertaken in the past 3 years**

*(Please provide the details for each project in separate sheet along with work Order/completion certificate from client)*

<b>S.No</b>	<b>Name &amp; Address of the Client</b>	<b>Details of Work</b>	<b>Extent/Area covered in Sq.ft</b>	<b>Year of Completion</b>	<b>Cost (Rs.in Lakhs)</b>	<b>Work Order &amp; Completion certificate enclosed (Yes/No)</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**SIGNATURE OF THE TENDERER**  
**(with seal and address)**

**CERTIFICATE**

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

Certified that M/s...../ the firm /company or its partners / share holders had not been blacklisted by any Government Agencies.

**SIGNATURE OF THE TENDERER**  
**(with seal and address)**

DRAFT

**DECLARATION FORM**

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

a) I/We ..... having our office at ..... do declare that I/We have carefully read all the conditions of tender sent to me/us by the M/s.Matha Educational Trust, for the tenders floated vide tender ref.no.\_\_\_\_\_ for the construction of Industrial Work shed buildings and amenities for Pakkam Coir Cluster, Vellore and will complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site **www.coirboard.gov.in** or **www.itcot.com** and I/We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with M/s.Matha Educational Trust or prosecuted.

**SIGNATURE OF THE TENDERER**  
**(with seal and address)**

DRAFT

**PART-II**

From,

Name:  
Address:  
Ph:  
Fax:  
E-mail:

To,

The Director,  
M/s.Matha Educational Trust,  
No.22, 22<sup>nd</sup> East Cross, Gandhi Nagar,  
Vellore District - 632006

Sir,

Sub: Tender for the construction of Industrial Work shed buildings and amenities for Pakkam Coir Cluster, Vellore - Submission of Part II - Price Offer-Reg.

Ref:- Our tender (Technical Bid) submitted for the “Construction of Industrial Work shed buildings and amenities for Pakkam Coir Cluster, Vellore”

----

In continuation of our above tender, we submit herewith the price offer for the “Industrial Work shed buildings and amenities for Pakkam Coir Cluster, Vellore” as specified by IA in this tender document.

We agree to abide by the terms and conditions stipulated by the IA and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the IA in this tender will hold good as per IA tender conditions.

Yours faithfully,

**SIGNATURE OF THE TENDERER**

**PRICE BID**

(Amount in Rs.)

Description	Basic Amount	SGST	CGST	IGST	Total Price including taxes
Construction of work shed building and amenities for the common facility centre of Pakkam Coir Cluster as per drawing and BoQ given in Annexure I					
<b>Grand Total</b>					

**Amount in Words:** Rupees \_\_\_\_\_ only

**Note:**

- a) The Bidder shall quote the Lump sum costs in the above given format.
- b) The lump sum offer shall provide for all superintendence, labour, technical assistance, material, plant, equipment and all other things required for executing and completing all the works as per defined Scope of Work.

**SIGNATURE OF THE TENDERER**  
(with seal and address)

**CHECKLIST OF DOCUMENTS****Documents to be enclosed in Part-I:**

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to the Director, M/s.Matha Educational Trust, No.22, 22nd East Cross, Gandhi Nagar, Vellore-632006 (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Demand Draft for Rs.1,50,000 /- (Rupees One lakh Fifty thousand only), in favour of “HI Account Pakkam SFURTI Coir Cluster”, payable at Gudiyatham, towards Earnest Money Deposit.		
4.	Authorization letter from the Company for the person to sign the tender		
5.	Details of the Tenderer (as per Annexure-III)		
6.	Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV)		
7.	List of Building construction works executed in last 3 years as per (Annexure-V)		
8.	Declaration for not having black listed by any other Govt. agencies (as per Annexure-VI)		
9.	Declaration for not having tampered the Tender documents downloaded from the websites www.coirboard.nic.in or www.itcot.com (Annexure-VII).		
10.	The copy of certificate of incorporation/registration.		
11.	Copy of Memorandum and Articles of Association		
12.	Copy of Registered Partnership deed, in case of Partnership Firm		
13.	Copy of Udyog Aadhaar, GST Registration Certificate & PAN Card		
14.	Valid Registration Certificate from		



S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
	PWD as Class I Contractor or from Highways department		
15.	Work Orders issued by the clients		
16.	Performance certificate issued by the clients		
17.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2016-17, 2017-18 and 2018-19.		
18.	Latest I.T return		
19.	Notarized translated English version of the documents in a language other than English/Tamil, if any		

**Documents to be enclosed in Part-II**

S.No	Checklist	Enclosed (Yes/No)
1.	A covering letter on your letter head addressed to the Director, M/s.Matha Educational Trust, No.22, 22 <sup>nd</sup> East Cross, Gandhi Nagar, Vellore-632006 (as per Annexure-VIII)	
2.	Price Bid as per Annexure- IX of the Tender document.	

**Both ‘Part I – Technical bid’ cover and ‘Part II – Price bid’ cover must be placed in a separate sealed cover superscripted as “Tender for the construction of Work shed buildings and amenities for Pakkam Coir Cluster, Vellore” and addressed to “M/s.Matha Educational Trust, C/o. Regional Office Coir Board, No.41, Nehru Street, Mahalingapuram, Near Roundana, Beside Water Tank, Pollachi – 642002, Tamilnadu”, containing the name and address of the Tenderer.**

**Note: Tenders submitted in unsealed cover would summarily be rejected.**