



Weavers' Service Centre
Office of the Development Commissioner for Handlooms
Ministry of Textiles
Government of India
Jawahar Nagar, Khanapara,
Guwahati – 781022 (Assam)
Notice Inviting E-Tender (NIT)

RFP No.: WSC/GAU/HSS/7(34)/2017

Expression of Interest (Eoi)/Request for Proposal (RFP)

Inviting Expression of Interests (Eols) for Empanelment of Suppliers for supply of Handlooms/Accessories etc. to the weavers under Hathkargha Samvardhan Sahayata (HSS) a component of National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS)/NE Region Textile Promotion Scheme (NERTPS)- through the CPP Portal www.eprocure.gov.in/eprocure/app.

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No. WSC/GAU/HSS/7(34)/2017

Government of India
Ministry of Textiles
Weavers' Service Centre
Office of the Development Commissioner for Handlooms
Jawahar Nagar, Khanapara,
Guwahati – 781022 (Assam)

Notice Inviting E-Tender

Sub: Inviting Expression of Interests (Eols) for Empanelment of Suppliers for supply of Handlooms/Accessories/Lighting unit etc. to the weavers under Hathkargha Samvardhan Sahayata (HSS) a component of National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS)/NE Region Textile Promotion Scheme (NERTPS).

Weavers' Service Centre, Guwahati, Office of the Development Commissioner for Handloom, Ministry of Textile, Government of India invites online bids through two bid system (Technical and Financial) for empanelment of suppliers for supply of Handlooms/Accessories/Lighting unit etc. to the weavers under Hathkargha Samvardhan Sahayata (HSS) a component of National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS)/NE Region Textile Promotion Scheme (NERTPS). In order to improve productivity and quality of handloom products, weavers require various technological up-graded items like looms, jacquards etc. For purchase of such items by the weavers, 90% cost will be borne by the Gol and 10% by the weaver. The specified looms/accessories will be sourced from the Empanelled Suppliers.

2. The tender document may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

1	Published Date	14/12/2018 15:00 Hrs
2	Bid Document Download Start Date and Time	15/12/2018 15:00 hrs
3	Bid Submission Start Date	15/12/2018 15:00 hrs
4	Bid Document Download End Date and Time	06/01/2019 17:00 hrs
5	Bid Submission End Date and Time	07/01/2019 11:00 hrs
6	Fee/technical Bid Opening Date and Time	08/01/2019 11:00 hrs

3. Bids shall be submitted **online** only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors/Bidders are advised to follow the instructions provided in the "Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>" in the **Annexure-II**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Bidders shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Office of Development Commissioner for Handlooms .

5. Intending tenderers are advised to visit CPPP site <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

6. EMD:

Earnest Money Deposit for one Zone.	INR 5,000 (Indian Rupees Five thousand only) in the form of DD in favour of <i>THE SENIOR ACCOUNT OFFICER, PAO, MINISTRY OF TEXTILES, Kolkata</i>
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7. EMD submitted through Demand Draft, the minimum validity date of the DD should be 90 (Ninety) days from the last date of submission of the bids. The Hard Copy of original instruments in respect of EMD must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. Bids not accompanied with EMD are liable to be rejected.

The Director (EZ)
Weavers' Service Centre
Jawahar Nagar, Khanapara
Guwahati – 781 022 (Assam)

8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well Financial Bid opening will be intimated later.

9. Submission of Bids:

The bids shall be submitted online in two parts, viz., Fee/Technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

9.1 Fee/Technical Bid (Check list):

The following documents are to be self attested and furnished by the Bidder as a part of Technical Bid as per the **Annexure –III** along with EMD as applicable:

- a) Scanned Copy of Certificate of Incorporation / Registration / MOA, PAN Card and GST Registration certificate as applicable.
- b) Scanned Copy of Audited Balance sheet plus Profit and Loss account of last three years audited by certified CA.
- c) Scanned copy of EOI Acceptance Letter and Power of Attorney for the Authorized Signatory as per **Annexure – IV and V**.
- d) Scanned copy of non-blacklisting certificate and completion of work undertaken for Govt. (Central/States) as per **Annexure – VI and VII**.
- e) Copy of supply orders and proof of their execution by the Agency for the items for which bid is submitted (for proof of minimum 2 years experience).
- f) Scanned copy of proof for payment of EMD and previous three years Income tax return.

9.2 Financial Bid (as per BoQ only):

Price bid is to be furnished by the Bidder as per **BoQ** and to be submitted **online** at the CPP Portal only.

Director (EZ)
Weavers Service Centre,
Jawahar Nagar, Khanapara,
Guwahati - 22

BACKGROUND

1. Background

The handloom sector is the second largest employer in India. This sector is un-organized and dispersed. For improving the quality of the fabric and enhancing the productivity, Ministry of Textiles is providing financial assistance to handloom weavers for Technology up-gradation of looms and accessories under Hathkargha Samvardhan Sahayata (HSS) component. The Office of the DC (Handlooms) is taking up-gradation of handlooms under National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS)/NR Region Textile Promotion Scheme (NERTPS).

Government of India will provide financial assistance to the extent of 90% of the cost of looms/ accessories and remaining 10% will be borne by the weavers. Accordingly, it has been decided to invite technical and financial bids on the basis of scope of work and eligibility criteria.

New guidelines of Hathkargha Samvardhan Sahayata (HSS) by office of DC (Handlooms) on 10.04.2018 are available on handlooms.nic.in.

Empanelment of suppliers

For the purpose of supply of identified items (**Annexure - I**), Expression of Interests (EoIs) is invited from interested agencies associated with manufacturing of handlooms, preferably based in/ around the handloom cluster.

3. Scope of Work

To supply specified quality loom/accessories to applicants (weavers) as per the specification mentioned in the supply order within 2 months of receipt of their 10% financial contribution. Supplier shall ensure delivery & installation of looms/accessories with prior intimations to weavers/ beneficiaries through SMS etc.

4. General terms and conditions of the work

- The looms/accessories supplied should be new, of good quality and comply with the parts specifications and quality as attached in **Annexure – I**.
- A sample of item shall be submitted as per specifications to WSC concerned.
- Supplier needs to stamp/emboss/engrave all loom parts by him with a unique code for identification. Quality of item will be checked by weaver at the time of taking delivery and has to fulfill the weavers' satisfaction.
- Any deviations found from approved quality of the items during course of implementation will result in debarring of the supplier from empanelment along with suitable penalty as decided by WSC.
- All items should carry a warranty of one year against any manufacturing defects from date of installation/Commissioning.

5. Eligibility criteria for submission of EoI

- a) The Supplying agency should be a registered entity with the sales Tax/TIN/GST etc.
- b) The Supplying agency should have minimum two years' experiences in manufacturing of handlooms parts etc.

Bidders must submit supporting documents along with the Technical bid as per the Annexure VII.

6. Process of Empanelment

- a) Applications for empanelment will be opened and assessed by a Committee chaired by HOO, WSC, representative of State Directorate of Handlooms & NHDC.

- b) Financial bid will be opened only for those agencies fulfilling eligibility norms. Empanelment of suppliers will take place on basis of lowest bid for each item.
- c) The committee reserves the right to commend amendments in the proposed project. The selection in that case will be subject to incorporation of those amendments.
- d) Decision of the committee shall be final and binding on all the bidders.
- e) Committee reserves the right to appoint more than one supplier for each item subject to eligibility, compliance to quality, price term etc.
- f) Committee reserves the right to accept/reject any bid without assigning any reason.

7. Payment terms and conditions:

Payments terms will be as follows:

- a) 10% advance payment at the time of placing the order.
- b) Remaining 90% will be paid on supply and installation of machinery/loom/accessories.

8. Other Terms and Conditions

- a) *In financial bid, prices quoted need to be inclusive of all costs, including taxes, duties, freight etc.*
- b) The prices quoted should be valid for minimum one year.
- c) Periodical updates to the WSC concerned regarding the progress of the supplies.
- d) Confidentiality of the data provided by the WSC concerned should be maintained.

9. Agreement Cancellation

In the event of supplier willfully not commencing the supply within 60 working days after awarding the contract, WSC at its sole discretion shall cancel this agreement in writing and forfeit the earnest money along with suitable penalty.

10. Court Jurisdiction

This shall be subject to the exclusive jurisdiction of courts at Guwahati.

11. Force Majeure Clause

Should any Force Majeure circumstance arise, each of the contracting party shall be excused for the non-fulfilling or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its concurrence inform the other party in writing.

Force majeure shall mean fire, flood, natural calamities or any other acts as war, turmoil strikes (as not limited to the establishment of the seller), sabotage, explosion and quarantine restrictions beyond the control of either party.

12. Performance Security

The Empanelled Supplier will be required to deposit Performance Security for an amount of 10% of the value of the order in the form of Demand Draft/Bank Guarantee from any Commercial Bank in favour of PAO (Textiles), Kolkata

13. Miscellaneous

In case of any further clarification or information, following may be contacted:

The Director (EZ), Weavers Service Centre, Jawahar Nagar, Khanapara Guwahati - 22 Tel. No. 0361-2302599 E.mail : wscguw@yahoo.com.

DISCLAIMER

1. Though adequate care has been taken in preparation of this Expression of Interest (EOI) document, the Consultancy Company / Firm submitting detailed techno- commercial proposals in response to this EOI should satisfy itself that the information provided in the EOI document is complete in all respects.
2. Weavers Service centre, Office of Development Commissioner for Handlooms, Ministry of Textiles does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Expression of Interest document.
3. Neither Weavers Service centre, Office of Development Commissioner for Handlooms nor its employees will have any liability to any prospective Consultancy Company/ Firm or any

other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Expression of Interest document, any matter deemed to form part of this Expression of Interest document, the award of the Assignment, information or any other information supplied by or on behalf of D. C. Handlooms or their employees, to any consultant or otherwise arising in any way from the selection process for the Assignment.

4. Weavers Service centre, Guwahati, reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Expression of Interest Application.
5. Weavers Service centre, Guwahati reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Expression of Interest Document, at any time, without assigning any reason whatsoever.

Annexure-I

List of Items required for supply

S.No.	Handlooms/Accessories/Equipments	Quantity	Unit
1	<p>60" fly shuttle frame loom set with drawboy attachment.</p> <p>1 Set of 60 " R.S. Fly shuttle frame loom with 6 post ,Complete with weavers seat , heald frame , treadle - 2 nos , pulley bar , pulley (4 nos), beams ,front & back rest , 1.5 ' of 10 mm and 8 mm rods for tightening / fixing of treadle and beams during weaving . The looms should be of following specifications. (Loom should be fitted with Nut & bolt)</p> <ol style="list-style-type: none"> 1. Front post - 4"x4"x 6.5 ' of seasoned Sal/Sisoo/Nahar/Bola wood 2. Middle post - 3 " x 4 "x 6.5' of seasoned Sal/Sisoo/Nahar/Bola wood 3. Back post - 4"x4"x 3.0 ' of seasoned Sal/Sisoo/Nahar/Bola wood 4. weavers seat- 1.5" x 8" of seasoned Gomari/Sal/Bansoom wood 5. Treadle - 1" x 1.5" of seasoned Gomari/Sal/Bansoom wood suitable for 60 " RS loom 6. Side Bars of standard size of seasoned Sal / Bansoom/Sisoo wood. 7. beams - Round cloth beam of 8.5" & hexagonal warp beam of 11.5" in circumference of seasoned Sal / Bansoom wood along with the following kit <p>* 1 Set of Complete set of Sley with all allied accessories suitable for 60" RS Fly shuttle frame loom ,made of bansoom wood only. Shuttle gurd should be screwed so that it can be opened to change the picker whenever needed, * 1 No. of Reed (96 s x 60) , * 1 No. of Reed (60 s x 60) , * 1 No. of Reed (52 s x 60) , * 1 No. of Handloom Shuttle of 12.5 " in length for suitable for weaving silk and cotton, * 1 Set of Country heald (Set of 2480 healds or "31 pone") made of 1.5 number nylon thread, * 1 Set of Country heald (Set of 2160 healds or "21 pone") made of 2.0 number nylon thread, * 0.5 kg of Nylon thread (no- 5) , * 0.2 kg of Nylon thread (no-3) , * 2 No. of Coats gun (Cotton threads reel of 800 mts.) , * 1 kg of Cotton rope (fine quality) , * 1 No. of Drawing hook (Brass) , * 1 No. of Drawing hook (iron) , * 12 No. of Plastic pirn of 4"- 4.5" in length, * 12 No. of Bobbin 6" x flange 1.5 ' in diameter, *2 Sets of 60" long aluminium lease rod (set of 4 pcs) , * 1 No. of Design shuttle (made of teteli wood) , * 1 No. of Cycle wheel charkha, * 1 No. of Cherki made of bamboo, * 1 No. of Natai for silk reeling (made of bamboo with smooth finish), * 1 No. of Nata stand /Bahani, * 1 No. of Wooden Cherki Stand, * 1 No of Draw boy Frame for 60" RS loom, * 1 Set of wooden temple for 60 " RS Loom, * 1 Sets of Plastic Pulley (set of 12 pcs) , * 1 No. of Jala frame with scale made of bansoom wood, * 1 Sets of Nangal (set of 2 pcs) made of bansoom / Segun wood, * 1 No. of Reed Brush (Glass fibre)</p>	100	Sets
2	<p>52" R.S fly shuttle frame loom:</p> <p>52 " R.S. Fly shuttle frame loom with 6 post, Complete with weavers seat, treadle - 2 nos, pulley bar, beams, front & back rest, 1.5 ' of 10 mm and 8 mm rods for tightening / fixing of treadle, temple & slay.</p> <p>The looms should be of following specifications.</p> <ol style="list-style-type: none"> 1. Loom should be fitted with Nut & bolt 2. front post - 4"x4"x 6.5 ' of seasoned Sal/Sisoo/Nahar/Bola wood 3. Middle post - 3 " x 4 "x 6.5' of seasoned Sal/Sisoo/Nahar/Bola wood 4. Back post - 4"x4"x 3.0 ' of seasoned Sal/Sisoo/Nahar/Bola wood 5. weavers seat- 1.5" x 8" of seasoned Gomari/Sal/Bansoom wood 6. Treadle - 1" x 1.5" of seasoned Gomari/Sal/Bansoom wood 7. Side Bars of standard size of seasoned Sal / Bansoom/Sisoo wood. 8. beams - Round cloth beam of 8.5" & hexagonal warp beam of 11.5" in circumference of seasoned Sal / Bansoom wood 9. Slay with all allied accessories suitable for 52" RS Fly shuttle frame loom, made of Bonsoom/Teak wood only. Shuttle gurd should be screwed so that it can be opened to change the picker whenever needed 	100	Sets
3	<p>60" R.S fly shuttle frame loom:</p> <p>60 " R.S. Fly shuttle frame loom with 6 post ,Complete with weavers seat, treadle - 2 nos,</p>	100	Sets

	<p>pulley bar, beams, front & back rest, 1.5 ' of 10 mm and 8 mm rods for tightening / fixing of treadle, temple & slay.</p> <p>The looms should be of following specifications.</p> <ol style="list-style-type: none"> 1. Loom should be fitted with Nut & bolt 2. front post - 4"x4"x 6.5 ' seasoned Sal/Sisoo/Nahar/Bola wood 3. Middle post - 3 " x 4 "x 6.5' of seasoned Sal/Sisoo/Nahar/Bola wood 4. Back post - 4"x4"x 3.0 ' of seasoned Sal/Sisoo/Nahar/Bola wood 5. weavers seat- 1.5" x 8" of seasoned Gomari/Sal/Bansoom wood 6. Treadle - 1" x 1.5" of seasoned Gomari/Sal/Bansoom wood 7. Side Bars of standard size of seasoned Sal / Bansoom/Sisoo wood. 8. beams - Round cloth beam of 8.5" & hexagonal warp beam of 11.5" in circumference of seasoned Sal / Bansoom wood 9. Slay with all allied accessories suitable for 60" RS Fly shuttle frame loom, made of Bonsoom wood only. Shuttle gurd should be screwed so that it can be opened to change the picker whenever needed 		
4	Slay for fly shuttle frame loom:- Slay with all allied accessories suitable for 52" RS Fly shuttle frame loom ,made of Bonsoom/Teak wood only. Shuttle gurd should be screwed so that it can be opened to change the picker whenever needed.	100	Sets
5	Slay for fly shuttle frame loom:- Slay with all allied accessories suitable for 60" RS Fly shuttle frame loom ,made of Bonsoom/Teak wood only. Shuttle gurd should be screwed so that it can be opened to change the picker whenever needed	100	Sets
6	Warping Drum: Complete set of warping Drum (80 " in length x 5.0 mts. circumference) with all allied accessories (creel with bobbin holder of 120 bobbin capacity , heck with stand , beam stand , belt / rope for tightening drum , iron rod (2 nos) for tightening the beam during beaming.) (The wood should be Sal/ Sisoo/Nahar/Bola)	100	Sets
7	Warping Drum: Complete set of warping Drum (80 " in length x 2.5 mts. circumference) with all allied accessories (creel with bobbin holder of 120 bobbin capacity , heck with stand , beam stand , belt / rope for tightening drum , iron rod (2 nos) for tightening the beam during beaming.) (The wood should be Sal/ Sisoo/Nahar/Bola)	100	Sets

S.No.	Lighting Unit - Solar	Quantity	Unit																						
8	<p>Lighting Unit 150W Solar Power pack unit with 20 Hours backup time of 20 Watts loads, capacities with all inputs/output sources along with Battery and other accessories (Minimum Warranty of one year)</p> <p>Full specification as required are as mentioned below:-</p> <table border="1"> <tr> <td>Work Load Capacity</td> <td>150w input voltage= 230+-10% 50 Hz & 12V DC output Voltage=</td> </tr> <tr> <td>Body</td> <td>Power coated metal body with handing provision</td> </tr> <tr> <td>Battery</td> <td>1 No. of 12V, 26 AH SMF Battery, Backup time 20 Hrs on 20W working load</td> </tr> <tr> <td>Power input Cable</td> <td>1 No. of 1.5 Mtrs length cable fixed with the unit of one end</td> </tr> <tr> <td>Power output</td> <td>3 No. of three pin socket with individual ON/OFF Switches</td> </tr> <tr> <td>Switches</td> <td>3 No. of three pin output and one No. for main switch branded only</td> </tr> <tr> <td>Fuse Carrier</td> <td>1 No. of with 2 fuses units</td> </tr> <tr> <td>LED indicators</td> <td>Minimum 3 numbers each one for indication of a) Charging on b) Battery - Full c) Battery - Low</td> </tr> <tr> <td>LED Lamps</td> <td>3 No. of 3w LED Lamps 1 Year warranty</td> </tr> <tr> <td>Solar Panel</td> <td>12V, 40W</td> </tr> <tr> <td>Other Accessories</td> <td>a) Electrical Wire - 15 Mtrs Length b) Three Pin top - 3 Nos.</td> </tr> </table>	Work Load Capacity	150w input voltage= 230+-10% 50 Hz & 12V DC output Voltage=	Body	Power coated metal body with handing provision	Battery	1 No. of 12V, 26 AH SMF Battery, Backup time 20 Hrs on 20W working load	Power input Cable	1 No. of 1.5 Mtrs length cable fixed with the unit of one end	Power output	3 No. of three pin socket with individual ON/OFF Switches	Switches	3 No. of three pin output and one No. for main switch branded only	Fuse Carrier	1 No. of with 2 fuses units	LED indicators	Minimum 3 numbers each one for indication of a) Charging on b) Battery - Full c) Battery - Low	LED Lamps	3 No. of 3w LED Lamps 1 Year warranty	Solar Panel	12V, 40W	Other Accessories	a) Electrical Wire - 15 Mtrs Length b) Three Pin top - 3 Nos.	100	Units
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The Above Quantity is indicative only, which may increase, decrease or remain same as per the requirement submitted by handloom weavers in the camp.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II/III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/

JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a

bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

ANNEXURE-III

AGENCY/ORGANIZATION DETAILS AND BID DOCUMENTS (Scanned copy To be submitted in Firm's own letter head)

Sr. No.	Description of Facts	Documents to be enclosed / Information to be shared
01	Name of Agency/Organization	
02	Location of head office and own field offices	
03	Name of the Authorized persons, who may sign on the tender documents	
04	Full Communication (Postal) address of the Agency/ Firm	
05	Telephone Nos. Office	
06	Telephone Nos. Residence	
07	Mobile No:	
08	e-mail id	
09	Legal Status: Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
10	Date of incorporation of Agency(Supporting documents to be provided)	
11	GST No.	Yes/No
12	Permanent Account Number(PAN)(Scanned copy to be provided)	Yes/No
13	Annual Turnover for the last 3 years. (Please attach the proof of audited profit & loss account as well as balance sheet of each year, duly signed by the authorized person and stamped by seal of Agency).	Yes/No
14	Accepted the terms and conditions of the said tender notice.	Yes/No
15	Whether Agency or any other entity with which any of its Director/Partner or proprietor etc. are / have been associated or any Director/Partner etc. had ever been convicted for any offence by any court of law at any point of time. Give details, if any.	Yes/No
16	Whether Agency and or its Directors/Partners etc. are black listed by any Government Departments/ Organizations as on date. Give Details , if any	Yes/No
17	Approach, Methodology and detailed work/Activity Plan.	Yes/No
18	Details of Earnest Money Deposit (Enclose DD)	DD. Date Issuing bank Branch Amount

This is to certify that I/we before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I /We hereby declare that the information /facts provided is true, correct and to best of my/our knowledge and belief.

In case any information /facts found to be incorrect, misleading or factually wrong, Office of Development Commissioner for Handlooms is empowered to take any decision /action, as deemed fit.

Note: Please strike out Not Applicable (N/A) against the columns, which does not relate, while filling up the above formats.

Date:

Place:

Signature of Bidder
Name of Bidder
Name of the firm/agency
Seal of Bidder

EOI ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Director (EZ)
Weavers' Service Centre
Jawahar Nagar, Khanapara
Guwahati – 781 022

Date:

Sub: Acceptance of Terms & Conditions of EOI.

EOI No: WSC/GAU/HSS/7(34)/2017

Name of EOI / Work: - for empanelment of agency/Suppliers for supply of Handlooms/Accessories/Lighting unit etc. to the weavers of the Block Level Clusters (BLC) sanctioned/to be sanctioned under National Handloom Development Programme (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS) against Hathkargha Samvardhan Sahayata (HSS) component.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'EOI/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY

(To be submitted in Firm's own letter head)

EOI No: WSC/GAU/HSS/7(34)/2017

To,
The Director (EZ)
Weavers' Service Centre
Jawahar Nagar, Khanapara
Guwahati – 781022

Dear Sir,

With reference to EOI No. **WSC/KOL/7(37)/NHDP/VOL-III** we hereby authorize the following person as authorized signatory to carry out necessary bid formalities with Office of Development Commissioner for Handlooms with reference to this EOI and authorize to sign the bid documents and contract/ agreement with Office of Development Commissioner for Handlooms.

Thanking you,

Yours faithfully

Place:

Date:

(Signature with Company's seal)

Name

Designation:

ANNEXURE-VI

UNDERTAKING ON BLACKLISTING

(To be submitted in Firm's own letter)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertaking of the Government of India or State Government and no criminal case is pending against the said firm/agency as on date.

Signature of the Bidder:

Place:

Name of the Signatory:

Date:

Name of the Firm/agency:

Seal of the Firm/Agency:

Outline of Relevant Experience

Project Title: (Name of the Scheme) <i>(Attach separate sheet for each project)</i>	
Name &Address of the Client:	Details of supply of Handlooms /Accessories/Lighting unit etc. to the Handloom weavers:
Type of Project: (State/Central)	
Start Date(month/year):	End Date(month/year):
Narrative Description of Project:	
Description of Actual Services provided and impact of the project:	

* Please attach copies of work completion certificate for each assignment.