

**TAMRALIPTA CO-OPERATIVE SPINNING MILLS LTD.
156A, LENIN SARANI, "KAMALALAYACENTRE"
4th FLOOR, ROOM NO. 403, KOLKATA - 700 013**

A unit under MSME & T Department GOVT. OF WEST BENGAL

BIDDING DOCUMENTS FOR

**ENLISTMENT OF VENDORS FOR SUPPLYING VARIOUS ITEMS FOR
STORES AND SPARES**

Offers are invited through mail (tcsmeal@gmail.com) by The Managing Director of Tamralipta Co-operative Spinning Mills Ltd. from the bonafide manufacturers /authorized Distributors/Authorized Dealers/Authorized Suppliers for enlistment as vendors for procurement of **various items for Stores and Spares** to be used or consumed for day to day operation of spinning mills.

Availability of the bid document: From City office of Tamralipta Co-Operative Spinning Mills Ltd on payment of Rs.200/- in cash on any working day from 10.30.am of 11.04.2022 upto 5.00pm of 26.04.2022. Offers may be submitted through aforesaid mail upto 12.00 P.M. of 29.04.2022.

Validity of enlistment: From 1st May 2022 to 31st March 2023 (11 months)

SD (Security Deposit): Rs. 10,000/- (Ten thousand only):

On evaluation of documents, if the bidder found technically qualified and considered by the authority then he has to deposit Rs.10000/- for the entire period of validity of enlistment as interest free security deposit which will be refunded on the expiry of validity period.

A. OBJECTIVE –

Standard Operating Procedure (SOP) for procurement of **various items for Stores and Spares** to facilitate a quick decision through proper procurement and maintaining the store inventory as per the requirement.

B. SCOPE-

It covers the procurement methodology of **various items for Stores and Spares** through bidding process as and when required from the enlisted vendors.

C. VENDORS REGISTRATION –

The interested manufacturers /authorized Distributors/Authorized Dealers/Authorized Suppliers will be registered by us as per the eligibility criteria given in clause 2.1 of this tender document.

1.1 Credentials and Pre-qualifications of the Bidder

- a. The responding Bidder should be registered under relevant states of India.
- b. Bidder, in case of any partnership firm, any one of the partners should not be insolvent, bankrupt or being wound up, their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and should not be the subject of legal proceedings.
- c. The bidder should not have been blacklisted by any Central/State Government/ Public Sector Undertaking. An undertaking in this regard should be submitted by the bidder; otherwise, the bid shall be summarily rejected.
- d. The Bidder should be recognized and having technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation and the personnel to perform the supply contract.
- e. The bidder should have an annual turnover of at least Rs.5 Lakh (Rupees Five Lakh) for the last 3(three) consecutive financial years and the bidder must have minimum production/supplying capacity (in support GST return Form 3B to be submitted).
- f. The bidder should have in its name PAN (Permanent Account Number) with Income Tax authority in India.
- g. The bidder should have in its name GST Registration in India
- h. SSI/MSME entrepreneurs shall submit requisite certificates, if any.
- i. The manufacturer/supplier is responsible for supplying the materials at the point of delivery i.e upto mill or any specified place in West Bengal within the stipulated period of time as will be mentioned in the delivery schedule in the work order as to be given time to time through bidding process.
- j. In case of any quality rejection or failure to deliver the materials in time, penal clause shall be imposed.

2.1 Delivery of Goods, Service and Documents

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser.

Insurance : The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage, incidental to manufacture or acquisition, transportation, storage and delivery. For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 100% of the value of the goods from “warehouse to warehouse” (final destinations) on “All Risks” basis including War risks and Strikes.

Transportation : Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within West Bengal, transport to such place of destination in West Bengal including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be borne by the Supplier.

2.2 Preparation of Bids and Pre-Requisites:

- a) Scanned copy of original Trade License, PAN Card, GST Registration Certificate, Professional Tax paid Challan / Clearance certificate, Brochure of items are required to be furnished ,if any.
- b) In no case, Affidavit of any Statutory / non-statutory documents will be accepted.
- c) Letter of Authority from the manufacturer, if the Bidder happens to be a Supplier, as authorized dealers / authorized distributors.
- d) The Bidder should be in the respective field of supplying items by manufacturing or trading for at least 5 (five) consecutive years.
- e) Tax invoice(s) needs to be issued by the supplier for raising claim under the contract

showing separately the Tax charged in accordance with the provisions of GST Act, 2017.

3. TERMS OF PAYMENT

Payment shall be released within one month from the submission of bill after completion of delivery.

4. PENAL MEASURE

- a. The security money deposit furnished by a bidder will be liable to be forfeited, if the bidder withdraws from enlistment at any stage during the tenure of validity period or fails / refuses to supply material within the time specified by the purchaser once the rate for any / all items(s) is / are accepted. Such bidders will also be liable to be blacklisted for 3 (three) years.
- b. If Supplier fails to supply the required goods or delivery schedule for the supply of the goods is not followed and the Purchaser is compelled to procure the ordered articles from the open market at a higher rate than the accepted price, the difference in the rates accrued shall be deducted from the bill(s) of the firm besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Purchaser.

5.1 Technical documents

All documents and forms should be signed with stamp and the scanned copies of those documents should be submitted in Statutory cover (folder).

Statutory Cover containing the following documents

1. Undertaking for not Barred / Delisted / Black Listed Should be submitted in a non-judicial stamp paper of Rs. 50/- and notarized.
2. Form -1: Submission Form for enlistment
3. Form -2: Information Form
4. Form -3: Performance statement for the period of last five years
5. Self-attested copy of Trade License certificate.
6. Authenticated copy of Partnership deed in case of Partnership Firm.
7. Self-attested copy of Sales Tax / GST registration certificate
8. Self-attested copy of Income Tax PAN Number
9. Self-attested copy of documents regarding Quarterly GST Return Form 3B
10. for last financial year i.e. 2020-21, 2019-20, & 2018-19 to be uploaded,
11. Copy of documents regarding payment of Income Tax, Professional Tax, and Excise Duty (as applicable) of latest financial year.
12. Copy of Audited Balance Sheet for last 3years, Copy of Bankers certificate and Annual Turnover
13. I.T Returns for last three years are to be submitted.
14. Letter of Authority from the manufacturer, if the Bidder happens to be a Supplier, as authorized dealers / authorized distributors.
15. Registration Certificate under Company Act (as applicable)
16. SSI/MSME registration certificate if the supplier/manufacturer is registered as SSI/MSME unit

6: RIGHTS OF TENDERER

The Managing Director, Tamralipta Co-operative Spinning Mills Ltd., reserves the following rights:

- a. To accept / reject the offers received and / or to call for any additional information / clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.
- b. Not to place any orders even after selection and is not liable to pay any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidders, if required so and to place order for more or less than the quantity mentioned in the forecast requirement.
- c. To cancel / terminate the agreement any time without assigning any reason or failing to supply of goods within stipulated time or non-compliance of quality by the supplier or any reason as deemed fit.

7. ARBITRATION

Settlement of Disputes:

The dispute settlement mechanism to be applied pursuant to GCC 26.2.2 shall be as follows:

- (a) In case of dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator. The Sole Arbitrator should be appointed by the Tamralipta Co-operative Spinning Mills Ltd
- (b) Arbitration proceedings shall be held at Kolkata, West Bengal, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (c) The decision of the Arbitrator shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitrator However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party itself.

8. JURISDICTION

All contracts/orders shall be deemed to have been made and entered into at Kolkata and any cause of action arising under the contract shall be subject to the jurisdiction of the Hon'ble High Court at Kolkata.

UNDERTAKING: Should be submitted in a non-judicial stamp paper of Rs. 50/- and notarized

FOR NOT BARRED/DELISTED/BLACK LISTED

Tender Reference No. _____ Date _____

To

Managing Director

Tamralipta Co-operative Spinning Mills Ltd.,

Kamalalaya Centre

4th Floor, Room No. 403

156A, Lenin Sarani,

Kolkata – 700 013

I /We M/S _____,

_____(Address)

do hereby submit undertakings:

1. That we have not been Barred / Delisted / Blacklisted by Union or State Governments/ Any Government Undertakings of this Country during last five years for supply of the materials included in the Tender as referred above.
2. That we shall be responsible if any falsification is found in this statement during course of the supply by us, related to this Tender and the Purchaser will have the right to withdraw the supply Order and /or cancel the agreement of the said materials.
3. That we shall intimate immediately if we are Barred / Delisted / Blacklisted within the period of supply of the said materials and the Purchaser will have the right to withdraw the supply order and /or cancel the Agreements.

Authorized Signatory

Form -1: Submission Form for enlistment

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

To
Managing Director
Tamralipta Co-operative Spinning Mills Ltd.,
Kamalalaya Centre, 4thFloor, Room No. 403, 156A, Lenin Sarani, Kolkata – 700 013

Sub: Supply of various items of Stores and Spares.

Ref: Dated:

Dear Sir:

1. With reference to your Bidding document, I am / we are submitting our Proposal, which includes all necessary certificates and documents for enlistment in supplying the items as per your specification, terms and conditions.
2. Should I/We be enlisted, I / We hereby agree to abide by and fulfill all the terms and conditions laid down in the Bidding document and as per the details therein and if found in default thereof to forfeit and pay Managing Director, Tamralipta Co-operative Spinning Mills Ltd., the penalties / sums / or of money that may be imposed, the security money deposited herewith or from other money deposited by me / us or from the bills that will be payable to me / us for the supplies to be made.
3. I / We also agree that the decision of Managing Director, Tamralipta Co-operative Spinning Mills Ltd., in all matters in respect of this enlistment will be final and binding on me / us subject to the modifications resulting from Contract negotiations.
4. I / We also agree to execute on being called upon to enter into a formal agreement embodying the terms and conditions contained herein and / or on usual terms and conditions and on default on my / our doing so, the Security Money deposited by me/ us will liable to be forfeited.
5. I / We hereby declare that all the information and statements made in this bid are true and that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature [*In full*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form -2: Information Form

Sl. No.	Item	Description
1	Name of the Bidder	Attach scanned copy of relevant certificate of incorporation / registration in Non-Statutory Cover
2	Address of the Bidder (i) Head Office (ii) Branch office, if any	
3	E-mail address	
4	Telephone Number(s)	
5	Fax No	
6	Trade License	Attach scanned copy of valid Trade License, SSI/MSME Certificate
7	P. Tax Registration	Attach scanned copy of P. Tax Registration and deposit receipt challan for the year 2020-21
8	Permanent Account No (PAN)	Attach scanned copy of PAN
9	Income Tax	Attach scanned copy of Income Tax returns for last 3 financial years (till 2020-21)
10	GST Registration Certificate & Form 3B	Attach scanned copy of GST Registration and GST return submitted (Form 3B) for last 3(Three) Qtr
11	Financial Strength	Attach scanned copy of Audit report from CA for last 3 financial years (till 2020-21)

Signature and seal of the Bidder

Form -3: PERFORMANCE STATEMENT (FOR A PERIOD OF LAST FIVE YEARS)

Name of the Bidder:

Order placed by (full address of Purchaser) with e-mail id & Phone nos	Order No. and Date*	Description of goods & quantity of order	Value of order	Date of completion of delivery		Remarks, if any
				As per contract / Supply order	Actual	

Note: For more information extra sheet to be added.

*The bidder may be required to produce copy of Purchase Order and / or Payment Certificate, if required afterwards.

Signature and seal of the Bidder

LIST OF ITEMS:

Sl No	Items	Make	Quantity to be purchased
1	Eletrical spares, Power Contactor, MCCB, MPCB, Cables, Inverters and equivalent products	L&T, Havels, English electrical, Siemens, Telemac, Bushman, Philips, Everady, Polycab, Finolex, Dowells, Bajaj, Rexnord, Sunon, Power event, Danfoss or from any reputed manufacturer	According to requirement
2	Different types of Ball bearings, Roller bearings, Thrust bearings, Needle bearings, Taper roller bearings and equivalent products.	SKF, FAG, TATA, KCI, NRB or from any reputed manufacturer	According to requirement
3	Different types of Oil & Lubricants (other than Hindustan Petroleum, Indian Oil, Bharat Petroleum products)	Castrol, OKS , Kluber or from any reputed manufacturer	According to requirement
4	Different types of Chemicals, Tints, colours and finishing agents	Crystal chemical, Resil, Crytex, or from any reputed manufacturers	According to requirement
5	Different types of V- Belts, Timing belts, Synthetic flat belts, Nylon sandwich belts, Synthetic Spindle tapes	Fenner, PIX, Bando , Chironio, Franstek, Iakoka, Sagotheren, Simta or from any reputed manufacturers	According to requirement
6	Different types of Wire ropes, Chains	From any reputed manufacturers	According to requirement
7	Different types of Gears, Wheels, Pulleys, Studs, Shafts, Bushes made out of CI, MS, EN-9, EN-19, Gun metal, Phosphor Bronze metals, Fibre gears, Nylon gears and hard chrome finish as required on any above item. Polymer wheels, Castor wheels	From any reputed manufacturers or SSI & MSME Units	According to requirement
8	Different types of precision machine components for Savio autoconer, Saurer Ring frame, LMW m/cs, Trutzschler-Trumac m/cs, Ritex, RJK, Bradco, P.Rajunaidu, Volka.	From manufacturers/m/c suppliers or from reputed manufacturing factories/ agencies in India	According to requirement
9	Different types of wooden items	From any reputed manufacturers or SSI & MSME Units	According to requirement

LIST OF ITEMS:

Sl no	Items	Make	Quantity to be purchased
10	Different types of PC, PP, Nylon items (Bobbins, Tubes, Fluf protectors, Card cans & Draw frame cans, Baskets, Crates, Ropes, M/c components and equivalent products)	Moksha, Ideal, National, Rintex, Jumac, Alken	According to requirement
11	Different types of Nylon and Hair Brushes, Brooms, Leaf brooms, Bamboo sticks	From any reputed manufacturer or SSI & MSME Units	According to requirement
12	Different types of Papers for Computer printer, Cartages and any Computer hard disc component. Plain paper, writing pads, Duplicate & Triplicate books, Registers, Bundle labels, Cone slips, Stickers and all stationery items. Paper cartoon and paper boards of different sizes	From any reputed manufacturer	According to requirement
13	Cots and Aprons, Clearer tubes, False twister, Flyers, Flyer legs	Precitex, Accotex, Supertex, ATE, LMW	According to requirement
14	Canvas cloths, Clearer cloths for wooden clearer rollers, Revolving clearer cloths, Nylon nets, MS nets, Brush nets,	From any reputed manufacturer or SSI & MSME Units	According to requirement
15	New paper cone Once used paper cone Cone protectors	From any reputed manufacturer or SSI & MSME Units	According to requirement
16	Different types of packing materials : HDPE woven sack sheet(printed) HDPE Rope HDPE Bundle packet & cone packet (printed) Cotton tie yarn	From any reputed manufacturer or SSI & MSME Units	According to requirement

N.B: The Mills may procure any make according to their suitability and preference on the basis of previous performances.

Bid document is also available on payment of Rs.200.00 (two hundred only) through online, on below given bank account upto 12.00 P.M. of 26.04.2022:

TAMRALIPTA CO-OPERATIVE SPINNING MILLS LIMITED

a/c No. – 911020068062368

Axis Bank Ltd.
Lenin Sarani Branch
IFS Code – UTIB0002261