



## **TENDER DOCUMENT**

**for**

**Fabrication of 2 Nos. of Indco Tea Vandis (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District  
(Tender Ref. No. 1540/M/2022)**

Tender document can be downloaded from the website: [www.indcoserve.com](http://www.indcoserve.com)

**Issued by  
The INDCOSERVE  
35, Church Road, Coonoor, The Nilgiris,  
0423-2231103  
marketing @INDCOSERVE.com  
www.INDCOSERVE.com  
Date of Publishing: 31.01.2023**

**BID INFORMATION SHEET**

1	Name of the Work	Fabrication of 2 Nos. of Indco Tea Vandi (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District
2	Bid Reference Number	<b>Rc.No. 1540/M/2022</b>
3	Earnest Money Deposit	Amount of the tender Earnest Money Deposit <b>Rs.15,000/-</b> (Rupees Fifteen Thousand only)
4	Bid Document and processing fee	<b>Rs.2,360/-</b> (Rupees Two Thousand Three Hundred and Sixty only) incl. of GST @ 18% Non-refundable
5	Name and contact details of Tender Inviting Authority (TIA)	<b>The General Manager, INDCOSERVE, No.35, Church Road, Coonoor 643 101, The Nilgiris.</b>  Phone: +91-423-2239509 Mobile: +91-94437-31821 Email: gm@indcoserve.com
6	Last date and time for obtaining Tender	<b>Upto 02.00 PM on 10.02.2023</b>
7	Method of selection	Two bid system 1. <b>Technical Bid</b> 2. <b>Financial Bid</b>
8	Last date and time for submission of bids (Bid due date)	<b>On or before 01.00 PM on 10.02.2023</b>
9	Bid validity	<b>180 days from the date of Opening of Financial Bid</b>
10	<b>Mode of submission of bids</b>	<b>Sealed Cover - Through Post / Courier / In person</b>
11	Address for submission of Bids	<b>The General Manager INDCOSERVE No.35, Church Road Coonoor 643 101 The Nilgiris</b>
12	Date and time of opening of technical bid	<b>10.02.2023 at 11:30 AM</b>
13	Date and time of opening of financial bids	Will be informed later to the Technically Qualified Bidders only.
14	Issue of Award of Contract (AoC)	Will be informed later
15	Acceptance of AoC by the bidder	7 days from the date of receipt of AoC from the Tender Inviting Authority
16	Signing of Contract	3 days from the date of receipt of acceptance of AoC from the Successful Bidder

Signature of the Bidder with Company Seal

**Bid document for “Fabrication of 2 Nos. of Indco Tea Vandis (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District”**

1. Sealed tenders are invited by the INDCOSERVE for **Fabrication of 2 Nos. of Indco Tea Vandis (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District.**
2. **Nature and Scope of work:**

Nature and scope of the work is mentioned in **Annexure-I** of this bid document (enclosed herein).

3. **Eligibility:**

Sl.No.	Eligibility	Documents required
1	The applicant must be a registered company /firm/society etc., under the relevant Act. Individuals are not eligible to participate.	Company /Firm/ Society Registration Certificate, etc.,
2	The bidder should have at least 2 years of experience in fabrication of vehicles.	Details of fabrication carried out in last 2 years along with client certifications of completion of work or suitable documents as proof.
3	The bidder should have a valid GST Registration.	Valid GST Registration Certificate
4	The Bidder should not be blacklisted or debarred or banned from participating or carrying out business with the “INDCOSERVE” or the Government of India / Government of Tamil Nadu or any other State Government or Tea Board of India	Duly filled Self Declaration duly attested by the Notary Public as in Annexure-III

4. **Earnest Money Deposit (EMD)**

**A. Earnest Money Deposit (EMD)**

- i. The bidder shall submit along with the bid an Earnest Money Deposit amount of Rs.15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft from a nationalized Bank drawn in favour of “THE INDCOSERVE”, payable at COONOOR.
- ii. No interest is payable on EMD amount by the INDCOSERVE. The EMD of unsuccessful bidders will be returned on finalization of successful bid and on placement of order to successful bidder.

Signature of the Bidder with Company Seal

**B. Forfeiture of EMD** - The entire EMD shall be forfeited by “INDCOSERVE” in the following events:

- i. If the Bidder varies or modifies its proposal in a manner not acceptable to the “INDCOSERVE” after opening of Bid during the validity period or any extension thereof.
- ii. If the Bidder tries to influence the evaluation process or canvassing of any kind.
- iii. If the Bidder/s selected as ‘Approved Supplier’ chose to withdraw the Bid before the finalization process (failure to arrive at consensus by both the parties shall not be construed as withdrawal of Bid by the Bidder).

**C. Exemption from Deposit of Earnest Money Deposit (EMD):-**

Exemption from remittance of EMD for the units holding SSI permanent certificate or EM Part II, UDYOG AADHAR, UDHYAM Registration Certificate issued by Department of Industries & Commerce, Government of Tamilnadu or other state Directorate of Industries in India or by National Small Industries Corporation Limited, Government of India etc., will be considered if an attested copy is enclosed along with duly filled in Tender form.

**5. Submission of bid:**

- i) This Tender document consists of ‘TECHNICAL BID’ in Annexure-III and ‘FINANCIAL BID’ in Annexure-IV
- ii) The bidder should carefully fill-up the Technical Bid Form as in Annexure-III wherein each page should be signed by the Authorized Signatory along with the following documents.
  1. Demand Draft for Rs.2,360/- towards the cost of tender document.
  2. Demand Draft for Rs. 15,000/- towards EMD
  3. Document Proof for eligibility
  4. Duly signed Annexure-I, i.e. Scope of Work.
  5. Technical Submissions/ Designs/ Drawing if any
  6. This Tender Document duly signed in all pages.

The completely filled in Technical Bid should then be separately sealed in a cover superscribed as **“The Technical Bid for Fabrication of 2 Nos. of Indco Tea Vandis (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District”**.
- iii) Similarly, the bidder should carefully fill-up the Financial Bid as in Annexure-IV wherein each page should be signed by the Authorized Signatory. The completely filled in Financial Bid should then be separately sealed in a cover superscribed as **“The Financial Bid for Fabrication of 2 Nos. of Indco Tea Vandis (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District”**. This Cover should have only the Financial Bid and nothing else. Failure to submit the Financial Bid in the format as in Annexure-IV shall be summarily rejected.
- iv) The bidder shall then proceed to deposit the sealed Technical Bid envelop and the Sealed Financial Bid envelop in one “Master Envelop” which shall then also be sealed and superscribed as **“Bid for Fabrication of 2 Nos. of Indco Tea Vandis (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District”**.

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Signature of the Bidder with Company Seal

- v) Bidder shall ensure that the TENDER DOCUMENT along with all documents reach the office of "INDCOSERVE" well within the date and time and only through the mode of submission as given in Bid Information Sheet of the TENDER DOCUMENT.
- vi) Any interlineations, erasures, or overwriting will be valid only if they are signed by the authorized signatory of the Bidder.
- vii) Bidders are requested to go through the instructions provided on the TENDER DOCUMENT carefully and submit the required information without exception to avoid the risk of rejection of Bids.

#### **6. Last date for submission**

- The last date for receipt of the bid at the INDCOSERVE, Coonoor is **10.02.2023** at **1.00 P.M.** The bid submitted beyond the above date and time shall not be considered for the bidding and shall be rejected outrightly.
- The bid not submitted in the prescribed bid form shall be summarily rejected.
- If the last date of submission and opening of the bid to be a holiday, the bids shall be opened on next working day.

#### **7. Opening and Evaluation of Bids**

##### **A. Opening of Bids**

"INDCOSERVE" shall open only the Bids received on or before the Bid Due Date. The Qualified Bids shall be opened as specified in bid information sheet at the address specified below or any other address communicated to the Bidders:

**The General Manager  
INDCOSERVE  
No.35, Church Road  
Coonoor 643 101  
The Nilgiris**

The Bids shall be opened in the presence of the designated representatives of the Bidders.

- i. The names of all Bidders who have submitted Bids will be read out, and other such details as the Authority, at its sole discretion, may consider appropriate, will be announced at the opening of Bids.
- ii. The Technical Bids will be opened at the time mentioned in the Bid Schedule. The Authority will prepare a record of the opening of each part of the Bids that will include, as a minimum, the names of the Bidders whose Bids have been received. The Bidders' representatives who are present will be requested to sign the record. The omission of a Bidder's representative's signature on the record will not invalidate the contents and effect of the record.
- iii. Once all the Qualified Bids have been opened, they will be evaluated for responsiveness and to determine whether the Bidders satisfy the Eligibility Criteria. The procedure for evaluation of the Qualified Bids is set out at Clause 7 B.
- iv. The Qualified Bidders will be informed of a date, time and place for the opening of their Financial Bids.
- v. The Financial Bids of only the Technically Qualified Bidders will be considered for opening on the date intimated to the Qualified Bidders. The Financial Bids will

be opened in the presence of the representatives of the Qualified Bidders that choose to be present. Representatives of Bidders that are not declared as Qualified Bidders will not be permitted to attend the opening of Financial Bids. The procedure for evaluation of the Financial Bids is set out at Clause 7 C.

- vi. Bidders are advised that the qualified Bidders and evaluation of the Bids will be entirely at the discretion of the Authority. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection process or selection will be given.
- vii. Any information contained in a Bid will not in any manner be construed as binding on the Authority, its agents, successors or assignee(s); but will be binding on the Bidder.

#### **B. Evaluation of Technical Bids**

- i. The Technical Bids will first be evaluated for responsiveness to the TENDER DOCUMENT. The tests of responsiveness are set out as below:
- ii. The Technical Bid is required to be an un-priced proposal to establish that the Bidder satisfies the Eligibility Criteria. If the Technical Bid contains any financial or other commercial information, such Bid shall be rejected as being non-responsive.
- iii. If any Technical Bid (including any of the documents required to be submitted as part of the Technical Bid) is found as below, then such Bid shall be deemed to be substantially non-responsive and summarily rejected:
  - Not complete in all respects (i.e., either that the Bid does not contain all the documents that are required or any such document does not contain the information required by the BID DOCUMENT); or
  - Not duly signed by the authorized signatory of the Bidder in all pages of the tender document (i.e., either that the Technical Bid or any document is not signed or if the authorized signatory has not duly authorized anyone to sign the Bid on behalf of the Bidder); or
  - Not in the prescribed formats; or
  - Contains any material deviations, conditions or reservations
- iv. "INDCOSERVE" reserves the right to reject any Bid which is substantially non-responsive and no request for alteration, modification, substitution or withdrawal by the Bidder shall be entertained by the "INDCOSERVE" in respect of such Technical Bid. Before exercising its right to reject any Technical Bid which is substantially non-responsive, the Authority reserves the right to, but is under no obligation to, seek clarifications from the Bidder in respect of its Technical Bid.
  - (a) The Authority shall not entertain any request for alteration, modification, substitution or withdrawal in respect of any Technical Bid that it finds to be substantially non-responsive.
  - (b) The Authority will further evaluate only those Technical Bids that are found to be responsive, to determine whether such Bidders satisfy the Eligibility Criteria and the Qualification Criteria.
  - (c) In order to determine whether a Bidder that has submitted a responsive Bid satisfies the Eligibility Criteria the Authority will examine and rely on the

documents submitted by the Bidder as part of its Technical Bid. The Authority will have the right, but no obligation, to seek additional information or documents from the Bidder.

- (d) The Authority will have the discretion to construe the information provided in the Bid and any additional information provided by the Bidder or obtained pursuant to an independent verification in such manner as it deems fit.
- (e) After completion of the evaluation of the Bids, the Authority will inform results of the evaluation of Technical Bids, through appropriate channel, and notify Qualified Bidders of the date, time and place of evaluation of the Financial Bids for the supply of machineries.
- (f) The Financial Bids of those Bidders who are not declared as Qualified Bidders shall not be opened by the Authority.

### **C. Evaluation of Financial Bids**

- i. Upon opening of the Financial Bids of the Qualified Bidders, "INDCOSERVE" will first evaluate the Financial Bids for responsiveness to the BID DOCUMENT. If any Financial Bid is found as below, then such Bid shall be deemed to be substantially non-responsive and summarily rejected:
  - not complete in all respects;
  - contain any material deviations, conditions or reservations
  - A substantially non-responsive Financial Bid shall be rejected outright. "INDCOSERVE" shall not seek or receive any clarifications on or modifications to the Price quoted by the Bidder. The Authority shall not entertain any request for alteration, modification, substitution or withdrawal in respect of any Financial Bid that it finds to be substantially non-responsive.
- ii. The Authority will further evaluate only those Financial Bids of Qualified Bidders that have been found to be substantially responsive.
- iii. For the evaluation of the Financial Bids, the Authority will follow the procedure set out below for selecting the Approved Bidder for the execution of works
- iv. The Authority shall first tabulate the Price quoted by each Qualified Bidder that has submitted a substantially responsive Financial Bid for the Execution of works.
- v. In the course of tabulation, the Authority shall check for arithmetical errors in each Financial Bid being evaluated. Arithmetical errors will be rectified by the Authority on the following basis: (i) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; (ii) if there is an error in a total corresponding to the addition of subtotals, the subtotals shall prevail and the total shall be corrected; and
- vi. if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

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- vii. The amount stated in the Financial Bid will be adjusted by the Authority in accordance with the above procedure for the correction of errors and, with the concurrence of the Qualified Bidder, shall be considered as binding upon the Qualified Bidder. If the Qualified Bidder does not accept the corrected amount, the Financial Bid will be rejected, and the EMD of the Qualified Bidder shall be forfeited.
- viii. Once the Price quoted by the Qualified Bidders in their substantially responsive Financial Bids has been corrected and tabulated, the Authority shall rank the Qualified Bidders based on the Price determined and tabulated by the Authority. The Qualified Bidder that has quoted the lowest rate will be ranked as L1; the Qualified Bidder that has quoted the second lowest rate will be ranked as L2 and so on.
- ix. The Qualified Bidder that is ranked L1 will be the Lowest Bidder and shall ordinarily be selected as the Approved Bidder. However, the Tender Inviting Authority reserves the right to finalize the approved bidder based upon an overall assessment of both Technical and Financial Bids.
- x. If two or more Qualified Bidders have been ranked L1 then the Qualified Bidder that has demonstrated the more experience during the last two years, shall be ranked as the Winner.
- xi. If the Lowest Bidder withdraws or is not selected for any reason in the first instance, the Authority may invite the Qualified Bidder ranked L2 to revalidate or extend its EMD, as necessary, and select such Qualified Bidder as the Approved Bidder.

#### **8. Right to Accept / Reject the Bid**

“INDCOSERVE” reserves the right to accept or reject any Bid and to annul the TENDER DOCUMENT process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicants(s) of the grounds for such decision. The “INDCOSERVE” reserves the right to reject incomplete or incorrect bids.

#### **9. Bid Validity:**

Bids must remain valid for 180 days from the date of opening of financial bids and the successful price bid shall be valid for a period of 1 year from the date of signing of contract and no escalation in the rates shall be considered by the INDCOSERVE.

#### **10. Disqualification**

“INDCOSERVE” has the sole discretion to disqualify any Bid and at any time during the evaluation of application, if the applicant:

- (a) Submitted the application after the response deadline
- (b) Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;



- (c) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any project in the preceding three years.
- (d) Submitted an application that is not accompanied by required documentation or is non-responsive;

**11. Clarifications:**

The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions' of the bid before submitting their bid. Bidders may request a clarification with regard to the TENDER DOCUMENT through email at gm@indcoserve.com. No clarifications shall be entertained after 08.02.2023.

**12. Award of work:**

The work will be generally awarded to a single qualified bidder, who has quoted the lowest price on the overall cost of entire work. The work cannot be awarded on piece-meal basis to different bidders as the component of works is the part of the whole work. However, the INDCOSERVE reserves the right to reject any or all the bids without assigning any reason thereof.

**13. Variation of quantity:**

- (i) The description mentioned in the scope of work is approximate. The INDCOSERVE or any authorized person reserves the right at the time of award and executing of the contract to vary the quantity of the area specified in the scope of work without any change in the unit rate quoted and/or to cancel any work mentioned under the scope of work.
- (ii) The successful bidder to whom work is awarded shall be paid for the actual work completed as per rate schedule furnished by the bidder.

**14. Payment Schedule:**

Payment to the Approved Bidder will be released by the INDCOSERVE as per the schedule mentioned below:

Sl. No.	Execution work of	Release of Funds (in %)	Remarks
1	On mobilization of components / utilities/ equipment for fabrication and fiement	20	Subject to Approval by INDCOSERVE Committee/ Authorized Representative inspecting the Material Procured for fabrication and certifying that it is exceeding 20% of the Project Cost.
2	On completion of 50% of Total Work	30	Subject to Approval by INDCOSERVE Committee/ Authorized Representative

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3	On completion of Entire Work and delivering the vehicles at the destination prescribed by the INDCOSERVE	40	Subject to Approval by INDCOSERVE Committee/ Authorized Representative
4	On final Evaluation and Completion of Project	10	Obtaining the Completion Certificate

**15. No canvassing:**

Canvassing in connection with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.

**16. Right to Reject/Accept:**

The INDCOSERVE reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.

**17. General Terms and Conditions:**

**A. Rate / Price**

- i. The bid submitted with a price variation/escalation clause will be treated as non-responsive and rejected.
- ii. Bid / rates quoted by the bidder shall remain valid for 90 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.
- iii. The rates quoted by the bidder should be inclusive of all the tax applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.
- iv. The Income Tax and any other taxes or charges as applicable will be deducted at source by the INDCOSERVE from the successful bidder while making the payment.
- v. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- vi. The bidder should quote the rate as specified in the scope of work. The bids submitted other than in the specified scope of work at **Annexure-I** shall be summarily rejected.

**B. Execution of work:**

- i. **Time period of completion:** The successful bidder shall execute and complete the work as per specification/Scope of work mentioned in **Annexure-I** to the satisfaction of the officer in-charge **within a period of 20 days from the**

**date of award of work.**

- ii. The successful bidder to whom the work is awarded shall have to execute the work as per the work order AND the terms & conditions of this tender document.
- iii. The INDCOSERVE is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- iv. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted is all inclusive price.
- v. The contractor shall have to bring all the supporting materials for carrying out the above work.
- vi. The EMD will be released after one month from the date of submission of the performance guarantee.

**C.Variation in quantity/ scope of work:**

The work mentioned in the scope of work is approximate. The INDCOSERVE reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of work without any change in the unit rate. However, the payment will be made as per the actuals.

**D.Liquidated damages**

For delay in completion of work, the liquidated damage @ 1% of order value per week or part thereof subject to the maximum of 10% of the order value shall be deducted.

**E. Extension of work completion time**

Ordinarily no time extension shall be granted, however in extraordinary circumstances any an extension of time will be granted. Indcoserve reserves the right in this regard.

**F. Payment terms**

No advance payment will be made. Payment shall be made against the final bill within 10 days from the date of completion of the works to the satisfaction of the INDCOSERVE in all respects and submission of completion certificate.

**G. Completion Certificate**

Within 45 days of the completion of the work the contractor shall furnish a certificate for such completion.

**H. Guarantee Period**

Guarantee period should be 12 months from the date of completion of the works

against poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified free of cost by the Contractors at their own cost and risk.

**I. Right to accept or reject tender**

- (i) The right of acceptance of tender shall rest with the INDCOSERVE.
- (ii) The acceptance of the tender shall rest with the INDCOSERVE which shall not bind itself to accept the lowest tender and reserves the authority to reject any or all of the tenders received without assigning any reason. Further, the INDCOSERVE reserves the accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

**J. Other conditions**

Before submitting their bid, bidders shall carefully examine the site of the work to familiarize themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.

All the above terms and conditions of the tender as mentioned above AND included in the tender document are duly accepted.

## ANNEXURE-I

### SCOPE OF WORK

S.NO	PRODUCT TYPE	MATERIAL USE ( per truck )
1	STRUCTURE	Cropping of existing structure, fabrication of new structure with 2*2, 1*1, square tubes and support members to increase lateral and transverse strength of the structure. External sheeting with 18gauge mild sheet and thermal insulation with 2cm thick inflammable quality for thermal insulation riveted with body of truck covering the interiors with decorative sheets, and top sun roof.
2	BASE	9*5.5 (size) 2*2, 1*1 square pipe to be used for framing & welded.
3	RIGHT SIDE FRAME	9*6 (size) 1*1 square pipes to be used for framing.
4	LEFT SIDE FRAME	9*6 (size) 1*1 square pipes to be used for framing 7X2 up lifting open ply wood door to be provided.
5	CABIN BACK SIDE FRAME	5.5*6 (size) 1*1 square pipes to be used for framing.
		Fully insulated with heat proof glass wool insulation & covered with Aluminium decorative sheet.
6	BACK SIDE FRAME	5.5*6 (size) 1*1 square pipes to be used for framing.
		2.5 feet open plywood door.
		Roof bottom and all the sides to be insulated with glass wool heat proof & covered with decorative seat.
7	BASE PLATFORM	In the base two layers of sheets to be used for the platform.
8	1 <sup>st</sup> LAYER	Plywood
9	2 <sup>nd</sup> LAYER	Aluminium checker plate to be used for the platform
		Fully sealed with water proof sealant.
10	ELECTRIC & LIGHTINGS	Electric wiring 2core completely concealed with lights fixtures to be fixed. Switch box with 4+1+1+1

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11	POWER SOURCE & BACKUP BATTERY	Power Source & Backup Battery 3 KVA With Invertor
12	WATER SYSTEM	100 liter pvc tank, with lockable and washing type Clear partition of water system and backup battery.
13	DRAINAGE WATER TANK	Customized tank with available space, with removable water discharge pipe
14	EQUIPMENTS	Four burner range, Flat type -domestic with functional sink and fixtures. Corner beeding heavy only
15	RANGES	304 grade top sheet to be used.
		Copper pipes NC valves to be fixed for the gas line.
16	WORKING TABLE	Working table-1 nos.
17	STORAGE RACKS	Wooden cupboards, Shelves and anchor in the wall
18	EXTERIOR WORKS	Exterior completely covered with decorative sheets for sealing purpose heat resistant sealant to be used.
19	DELIVERY PROVISION	4*2 delivery plywood top.
		4*2 billing plywood top, under cupboard & racks.
20	CHIMNEY	
21	PROVISION FOR FOLDABLE AWNING, 2 FOLDABLE TABLES AND 6 FOLDABLE CHAIRS IN WOOD	
22	DESIGNING AND VINYL PRINTING	
23	ACRYLIC LIGHT BOARD	
24	FOLDABLE TABLES IN WOOD	2 Nos
25	FOLDABLE CHAIRS IN WOOD	6 Nos
26	RUNNER MAT	1 Nos
27	BILLING POS MACHINE WITH SOFTWARE	1 Nos

28	TEA BOILER	Aluminium Tea boiler ( Cup 2 holes- small, Milk heating 1 hole- big ) with all cups in Aluminium
29	KITCHEN CABINET	Display box with lock type Tea stand – foldable type
30	MENU BOARD	Writing type with lights, background and design
31	STICKERING	Indco logo with lighting type in display box reflecting stickers on both sides.
32	FIRE EXTINGUISHER (2.5kg)	1 Nos
33	MICROWAVE	ISI Commercial grade 25 litres.
34	FREEZER	ISI 150 litres. (To store Ice cream, milk etc.,)
35	TAWA	Black Tawa Non-stick ISI grade.
36	FRYING PAN	Small, Medium, Large
37	TEA PAN	2 litres.
38	COFFEE PAN	2 litres
39	STORAGE CONTAINER	Small-5, Medium-10, large-10Nos.
40	MIXER	1.5 litres
41	JUICER	2 litres
42	SANDWICH MAKER	1 Nos
43	COOKER	Small, Medium, Large sizes.
44	DINNER PLATES	40 Nos
45	QUARTER PLATES	40 Nos
46	HALF PLATE	40 Nos
47	SOUP BOWL	40 Nos
48	KNIFE SET	4 Nos
49	SPOONS	40 Nos
50	FORKS	40 Nos
51	BUTTER FORK	20 Nos

52	BUTTER KNIFE	20 Nos
53	TUMBLERS	40 Nos
54	TONGS	3 Nos
55	STAINER	5 Nos
56	HARD TOWELS	5 Nos
57	FRYING PANS	Small-2, Medium-3, Large-3
58	CASSEROLE	Small-2, Medium-3, Large-4
59	GRATER	2 Nos.
60	PEELER	5 Nos.
61	CHOPPING BOARD	2 Nos
62	CUTTING BOARD	2 Nos
63	LIGHTER	4 Nos
64	BEATER	2 Nos
65	COOKWARE	Small 3, Medium 3, Large 4.
66	DUSTBINS	2 Nos
67	MATS	4 Nos
68	SCISSORS	Small, Medium Sizes
69	KNIVES	4 Nos
70	SERVING BOWLS	Small-10, Medium -10, large-10
71	SERVING LADDLE	Small-10, Medium-10, Large-10.



# **ANNEXURE - II**

## **Technical Bid Covering Letter**

**(To be submitted on the Letter head of the applicant)**

To

The Tender Inviting Authority

INDCOSERVE, Coonoor

Ref: Tender document Notification No.1540/M/2022, dated 31.01.2023.

Dear Sir/Madam

- (1) Having examined the TENDER DOCUMENT, we, the undersigned, herewith submit our response to your TENDER DOCUMENT Notified vide No. 1540/M/2022, dated 31.01.2023, for "INDCOSERVE", in full conformity with the said TENDER DOCUMENT/document.
- (2) We, the undersigned, offer to provide services to "INDCOSERVE" in accordance with the TENDER DOCUMENT.
- (3) We have read the provisions of the TENDER DOCUMENT, confirm our acceptance for the same and we are hereby submitting our Technical Bid.
- (4) We agree to abide by this TENDER DOCUMENT, consisting of this letter, technical bid and all requisite supporting documents, are valid for a period of 180 days from the closing date fixed for submission of bid as stipulated in the TENDER DOCUMENT / document.
- (5) We hereby declare that we have not been charged with any fraudulent activities by any Central/State/UT Government.
- (6) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
- (7) We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988" and its amendments.

- (8) We understand that “INDCOSERVE” is not bound to accept any bid received in response to this TENDER DOCUMENT.
- (9) In case we are engaged by “INDCOSERVE” for executing the works, we shall provide any assistance/co-operation required by Tender Inviting Authority/auditing agencies appointed by “INDCOSERVE” officials for performing auditing and inspection functions. We understand that our non-cooperation for the same shall be grounds for termination of contract.
- (10) In case we are engaged as Approved Bidder, we agree to abide by all the terms & conditions of the Contract that will be issued by “INDCOSERVE”.
- (11) We already have the technical and financial capability as detailed in ‘Scope of Work’.
- (12) We have gone through the tender document carefully and signed in all pages of the tender document for having accepted the terms and conditions laid down therein.
- (13) We also enclose herewith the duly filled-in and signed “Technical Bid” along with all required documents.

Yours sincerely,

Signature of Authorized Signatory [In full as well as initials]: \_\_\_\_\_

Name and Designation of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## ANNEXURE-II .. Continued

### TECHNICAL BID FORM

1	Name and address of the Tenderer :																
2	(a) Phone No. : (Landline with STD) (b) FAX No : (c) E-mail : (b) Mobile Number (c) Details of Contact Person : and mobile No.																
3	Mode of remitting of Earnest Money Deposit (a) Demand Draft No. & Date : (b) Amount : Rs...../-(in figures) Rupees ..... .....only (in words) (c) Name of the Bank / Branch :																
4	Are you seeking exemption from remitting the EMD? If so, please furnish in what way : along with documentary proof for such claim																
5	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%; text-align: center;">Sl. No.</th> <th style="width: 50%; text-align: center;">Detailed description</th> <th style="width: 15%; text-align: center;">Compliance (Yes / No)</th> <th style="width: 30%; text-align: center;">Remarks if any</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td>Cost of Tender Document</td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>Certificate of Registration/LLP/etc.,</td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="text-align: center;">7</td> <td>Valid GST Registration Certificate</td> <td style="text-align: center;"></td> <td></td> </tr> </tbody> </table>	Sl. No.	Detailed description	Compliance (Yes / No)	Remarks if any	5	Cost of Tender Document			6	Certificate of Registration/LLP/etc.,			7	Valid GST Registration Certificate		
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Sl. No.	Detailed description	Compliance (Yes / No)	Remarks if any
8	Document relating to Experience Certificates from the clients to whom the fabrication works have been carried out in the last 2 years.		
9	Sworn undertaking/ affidavit specifying that the firm has not been blacklisted debarred or banned from participating or carrying out business with the "INDCOSERVE" or the Government of India / Government of Tamil Nadu or any other State Government or Tea Board of India		
10	Authorization letter from the company for the signatory.		

## **ANNEXURE-III**

**(Should be taken on the Letter Head of the Bidder)**  
**Declaration certificate to the effect that they have not been blacklisted by any of the**  
**Government or Public or private sector undertakings/ firms**  
**(Should be attested by a notary public)**

To

The General Manager,  
INDCOSERVE 35, Church Road  
Coonoor,  
The Nilgiris District – 643 101  
Tamil Nadu, India

Sir,

We, the undersigned, hereby declare that We are/ are not involved in any litigation with any client. We are/ are not under a declaration of ineligibility for corrupt or fraudulent practices. We are/ are not blacklisted with any of the Government or Public Sector Units.

Thanking you,

Yours sincerely,

Authorised signatory of the tenderer

Date:

Attested by Notary Public:

Name :

Regn. No. :

Signature with seal :

## **ANNEXURE-IV** **FINANCIAL BID**

**Fabrication of 2 Nos. of Indco Tea Vandi (Food Trucks) in Bolero Pickup 1.7 PS BS 6 Model Vehicle for INDCOSERVE, Coonoor, Nilgiris District.**

<b>S.NO</b>	<b>PRODUCT TYPE</b>	<b>MATERIAL USE</b>	<b>AMOUNT (per vehicle)</b>
1	STRUCTURE	Cropping of existing structure, fabrication of new structure with 2*2, 1*1, square tubes and support members to increase lateral and transverse strength of the structure. External sheeting with 18gauge mild sheet and thermal insulation with 2cm thick inflammable quality for thermal insulation riveted with body of truck covering the interiors with decorative sheets, and top sun roof.	
2	BASE	9*5.5 (size) 2*2, 1*1 square pipe to be used for framing & welded.	
3	RIGHT SIDE FRAME	9*6 (size) 1*1 square pipes to be used for framing.	
4	LEFT SIDE FRAME	9*6 (size) 1*1 square pipes to be used for framing 7X2 up lifting open ply wood door to be provided.	
5	CABIN BACK SIDE FRAME	5.5*6 (size) 1*1 square pipes to be used for framing.	
		Fully insulated with heat proof glass wool insulation & covered with Aluminium decorative sheet.	
6	BACK SIDE FRAME	5.5*6 (size) 1*1 square pipes to be used for framing.	
		2.5 feet open plywood door.	
		Roof bottom and all the sides to be insulated with glass wool heat proof & covered with decorative seat.	
7	BASE PLATFORM	In the base two layers of sheets to be used for the platform.	
8	1 <sup>st</sup> LAYER	Plywood	
9	2 <sup>nd</sup> LAYER	Aluminium checker plate to be used for the platform	
		Fully sealed with water proof sealant.	
10	ELECTRIC & LIGHTINGS	Electric wiring 2core completely concealed with lights fixtures to be fixed. Switch box with 4+1+1+1	
11	POWER SOURCE & BACKUP BATTERY	Power Source & Backup Battery 3 KVA With Invertor	
12	WATER SYSTEM	100 liter pvc tank, with lockable and washing type	

		Clear partition of water system and backup battery.	
13	DRAINAGE WATER TANK	Customized tank with available space, with removable water discharge pipe	
14	EQUIPMENTS	Four burner range, Flat type -domestic with functional sink and fixtures. Corner beeding heavy only	
15	RANGES	304 grade top sheet to be used.	
		Copper pipes NC valves to be fixed for the gas line.	
16	WORKING TABLE	Working table-1 nos.	
17	STORAGE RACKS	Wooden cupboards, Shelves and anchor in the wall	
18	EXTERIOR WORKS	Exterior completely covered with decorative sheets for sealing purpose heat resistant sealant to be used.	
19	DELIVERY PROVISION	4*2 delivery plywood top.	
		4*2 billing plywood top, under cupboard & racks.	
20	CHIMNEY		
21	Provision For Foldable Awning, 2 Foldable Tables And 6 Foldable Chairs In Wood		
22	Designing And Vinyl Printing		
23	Acrylic Light Board		
24	Foldable Tables In Wood	2 Nos	
25	Foldable Chairs In Wood	6 Nos	
26	Runner Mat	1 Nos	
27	Billing Pos Machine With Software	1 Nos	
28	TEA BOILER	Aluminium Tea boiler ( Cup 2 holes- small, Milk heating 1 hole- big ) with all cups in Aluminium	
29	KITCHEN CABINET	Display box with lock type Tea stand – foldable type	
30	MENU BOARD	Writing type with lights, background and design	
31	STICKERING	Indco logo with lighting type in display box reflecting stickers on both sides.	
32	FIRE EXTINGUISHER(2.5kg)	1 Nos	
33	MICROWAVE	ISI Commercial grade 25 litres.	
34	FREEZER	ISI 150 litres. (To store Ice cream, milk etc.,)	
35	TAWA	Black Tawa Non-stick ISI grade.	
36	FRYING PAN	Small, Medium, Large	
37	TEA PAN	2 litres.	

38	COFFEE PAN	2 litres	
39	STORAGE CONTAINER	Small-5, Medium-10, large-10Nos.	
40	MIXER	1.5 litres	
41	JUICER	2 litres	
42	SANDWICH MAKER	1 Nos	
43	COOKER	Small, Medium, Large sizes.	
44	DINNER PLATES	40 Nos	
45	QUARTER PLATES	40 Nos	
46	HALF PLATE	40 Nos	
47	SOUP BOWL	40 Nos	
48	KNIFE SET	4 Nos	
49	SPOONS	40 Nos	
50	FORKS	40 Nos	
51	BUTTER FORK	20 Nos	
52	BUTTER KNIFE	20 Nos	
53	TUMBLERS	40 Nos	
54	TONGS	3 Nos	
55	STAINER	5 Nos	
56	HARD TOWELS	5 Nos	
57	FRYING PANS	Small-2, Medium-3, Large-3	
58	CASSEROLE	Small-2, Medium-3, Large-4	
59	GRATER	2 Nos.	
60	PEELER	5 Nos.	
61	CHOPPING BOARD	2 Nos	
62	CUTTING BOARD	2 Nos	
63	LIGHTER	4 Nos	
64	BEATER	2 Nos	
65	COOKWARE	Small 3, Medium 3, Large 4.	
66	DUSTBINS	2 Nos	
67	MATS	4 Nos	
68	SCISSORS	Small, Medium Sizes	
69	KNIVES	4 Nos	
70	SERVING BOWLS	Small-10, Medium -10, large-10	
71	SERVING LADDLE	Small-10, Medium-10, Large-10.	
		Total	
		<b>GST</b>	
		<b>Grand Total</b>	
	<b>Grand Total in Words:</b>		