



**REQUEST FOR PROPOSAL
FOR**

**Procurement of Field Distillation Units Including Supply,
Installation, Commissioning & Training" MINR**

RFP Reference No.: MEG INR/2023/837

Date: 22 December, 2023

Institute of Natural Resources, Meghalaya

THE INSTITUTE OF NATURAL RESOURCES

3rd Floor, Shalom Building,

Lower Lachumiere,

Shillong-793001

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1. Executive Summary

1.1 Objective

The Institute of Natural Resources (INR), MBDA invites Request for Proposals (RFP) from eligible for the selection of bidders to quote for “Procurement of Field Distillation Units Including Supply, Installation, Commissioning & Training” MINR.

2. Invitation to the Proposal

The invitation to proposal is for “Procurement of Field Distillation Units Including Supply, Installation, Commissioning & Training” MINR

The Bidders are advised to study this RFP document carefully. submission of proposals shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its implications.

2.1 Issuer

The Institute of Natural Resources (INR), MBDA, invites proposals for “Procurement of Field Distillation Units Including Supply, Installation, Commissioning & Training” MINR, as per the scope of the Proposal.

2.2 Address for Proposal Submission & Correspondence

The Institute of Natural Resources 3rd Floor, Shalom Building, Lower Lachumiere, Shillong – 793001.

2.3 Key Events, Dates and Important Information

Sl. No.	Event/Information	Details
1	Tender No.	RFP Reference No.: MEG INR/2023/837
2	Tender Publication Detail	The Bidding document can be seen and downloaded from the website https://mbda.gov.in
3	Date of Publishing of Proposal	22 nd December, 2023
4	Last Date & Time of Receiving Queries	3 rd January 2024, before 3:00 PM IST
5	Pre-Proposal Meeting	3 rd January 2024, 3:00 PM IST
6	Last Date and Time for Submission of proposals	11 th January 2024, before 3:00 PM IST
7	Date and Time of Opening of Pre-qualification & Technical Proposals	11 th January 2024, 3:30 PM IST
8	Date & Time for opening of commercial Proposals	To be notified later only to technically qualified bidders
9	Proposal Validity Period	120 days
11	Performance Bid Security (PBG) Amount	5% of the contract value
12	Maintenance and support/Warranty	1 Year
13	Contact email	mbdaprocurement@gmail.com
14	Telephone No.	0364 - 2522043

2.4 Distribution of RFP Document

The bidding document can be downloaded from <https://mbda.gov.in> portal free of cost

2.5 Pre-Proposal Conference

The Institute of Natural Resources (INR), MBDA shall organize a Pre-Proposal Conference on the scheduled date and time in the Conference Hall of MBDA. The Institute of Natural Resources (INR), MBDA may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Proposal Conference. The decision of The Institute of Natural Resources (INR), MBDA regarding acceptability of any suggestion shall be final and shall not be called upon to question under any circumstances. The prospective bidders shall submit their questions in writing not later than date and time indicated under section 2.3 above. It may not be possible at the PreProposal Conference to answer questions which are received late. However, prospective Bidders are free to raise their queries during the meeting and responses will be conveyed to all the prospective Bidders (by way of hosting amendments/clarifications

on the website i.e., at <https://mbda.gov.in>. The prospective participants have to inform MBDA on the email id mentioned in Section 2.3 for attending the pre-proposal conference

2.6 Amendment of RFP Document

At any time before the deadline for submission of Proposals, The Institute of Natural Resources (INR), MBDA may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding document by amendment. All the amendments made in the document would be published on the website <https://mbda.gov.in>. The Bidders are also advised to visit the website on regular basis for checking necessary updates. The Institute of Natural Resources (INR), MBDA also reserves the right to amend the dates mentioned in clause 2.3 of this proposal document

2.7 Deadline for submission of Proposal

The Proposal response shall be submitted in the <https://mbda.gov.in>, not later than date and time specified in Section 2.3 of this document

3. Eligibility Criteria

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the required support services sought by The Institute of Natural Resources (INR), MBDA. The proposals must be complete in all respect and should cover the entire scope of work as stipulated in the RFP document. The invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

3.1 Technical Part

The technical evaluation of the firm shall be based on the following technical criteria

Sl. No.	Evaluation Parameter	Marks	Details
1	Past experience of the organization in supply, installation, commissioning & comprehensive maintenance of the machineries/equipment as per Items mention at bill of material	10	More than 5 years = 10 marks More than 3 years and less than 5 years= 5 marks Less than 3 years = 3 marks

2	A track record of executing at least 2 work orders with a minimum order value exceeding Rs. 1.50 Crores each, specifically for government departments. These contracts should demonstrate the ability to handle substantial projects for government entities	15	More than 2 work orders = 15 marks 1 work order = 5 marks
3	Service center /contact point at Meghalaya	5	Proof of same need to be provided.
4	Availability of Technical manpower (having skill set based technical team for technical handholding/ after sale support)	10	Having technical manpower of 10 or more = 10 marks 5 or more = 5 marks Less than 5 = 2 marks
5	Technical compliance of the specification as per the requirements of the machineries in the Bill of Materials	30	Marks will be allocated as per the compliance and specifications of the machines up to a maximum of 20 marks
6	Technical demonstration of the equipment	30	Either virtual or physical demonstration

**Minimum qualifying marks is 70 for opening of Financial Proposal*

3.2 Financial Part

The evaluation will be done through the QCBS method only for the bidders who are technically qualified as per the minimum passing score of 70 marks. The bidders need to provide the financial quotation as per the bill of materials specified in **Section 5: Bill of Materials** no extra cost/payment will be done by The Institute of Natural Resources (INR), MBDA other than the amount that is quoted by the bidder.

4. Scope of Work

4.1. Mission's Objectives

In order to bring a decisive and transformative change in the rural economy, a mission has been conceptualized which aims for:

- Promotion of cultivation of High value crops in all districts of the State.

- Developing demonstration blocks in form of cluster of commercially importance medicinal and aromatic plants for the state at district level with the area of approximately 10-20 acres in each district initially.
- Establishing multiplication and processing facility for elite planting material of high yielding varieties of selected medicinal and aromatic plants suitable for Meghalaya.
- Establishing conservatories of genetic resources as a part of further providing planting material to the growers.
- Demonstration of processing facility (distillation unit) related technologies to development entrepreneurship.
- Gas Liquid Chromatography
- Establishing laboratory units for determining chemical content or analyzing quality of oil.
- To arrange buy back of produce.
- To identify and domesticate the excess exploited medicinal and aromatic plant from wild source of Meghalaya.

4.2. Approach

To achieve the objective of the mission the following approaches are planned-

- Developing cluster of priority medicinal and aromatic plants by planting high yielding varieties developed by CSIR CIMAP.
- Observation and data recording on suitability of these plants.
- Release of an information brochure on these plants in local language.
- Development of macro propagation and nursery techniques.
- Establishment of varieties of selected plants for further distribution to growers.
- Macro propagation under green house for large scale multiplication.
- Conducting training programs on cultivation and production of MAPs and one or two awareness camps in the farmers' clusters.
- To provide motivation and skill promotional training to growers/farmers in MAPs cultivation and distillation methods for development of entrepreneurship.
- Establishing distillation and quality evaluation facility for processing of plants for demonstrations.
- Further identification of plants of regions which are overexploited in some pockets and needs cultivation to safeguard the biodiversity.
- To increase organic farming through set up of vermin-composting units for distillate waste utilization.

4.3. Project Components:

- Awareness/Capacity Building/Skill Development
- Cultivation/primary processing/cluster formation
- Selection of interested farmers/ growers willing to take up nursery raising at the initial stage

- Selection of crops
- Promotion of cultivation and processing of aromatic crops
- Multiplication of the planting material of the selected crops
- Selection of clusters of farmers and promotion of cultivation of these crops to newer suitable areas to enhance area under cultivation of selected crops.
- Setting up of distillation units, and catalyzing setting up of farmers cooperatives for marketing the produce
- Market Linkage

Table 1: Machineries requirement and Delivery Locations

Coverage Selected Partners	District	Block	Crop type	Recommended Capacity	No. of Units
Kucholson PG	EGH	Dambo-Rongjeng	Lemongrass, Citronella	1 Ton	1
Aromatic Plant Farmers Producer Organisation	NGH	Kharkutta	Lemongrass, Citronella	1 Ton	1
Dondima IVCS	SWG	ZikZak	Lemongrass, Citronella	1 Ton	1
Tangbang VO, Baghmara	SGH	Baghmara	Lemongrass, Citronella	500 Kg	1
Khasi Adop VEC, Ranikor	SWKH	Ranikor	Lemongrass, Citronella	500 Kg	1
Kiewshaphrang VO, Mawkyrwat	SWKH	Mawkyrwat	Lemongrass, Citronella	500 kg	1
Langumshing A, Mawshynrut	WKH	Mawshynrut	Lemongrass, Citronella	500 Kg	1
Nongriangba IVCS, Mawshynrut	WKH	Mawshynrut	Lemongrass, Citronella	500 Kg	1
Mawlong Area Aromatic Producer Association	RB	Umling	Lemongrass, Citronella	500 Kg	1
Kyllumlang VO, Umdohbyrthih	RB	Bhoirymbong	Lemongrass, Citronella	500 Kg	1
Tyllilang SHG, Pamlaban	RB	Umsning	Lemongrass, Citronella	500 Kg	1
Persara SHG, Umtham	RB	Umsning	Lemongrass, Citronella	500 Kg	1
Wahkaliar IVCS, Wahkaliar	EKH	Shella Bholaganj	Lemongrass, Citronella	500 Kg	1
Mr. Carefulstar Lyngdoh, Enterprenuer	EKH	Mawphlang	Lemongrass, Citronella	500 Kg	1
Chanlang Multipurpose Co-operative Society	WJH	Thadlaskein	Lemongrass, Citronella	500 Kg	1
Skhenpyrsit IVCS, Amlarem	WJH	Amlarem	Lemongrass, Citronella	500 Kg	1
Bosco Integrated Development Society, Saphai	WJH	Laskein	Lemongrass, Citronella	500 Kg	1
Iatyllilang SHG, Mynthlu	EJH	Saipung	Lemongrass, Citronella	500 Kg	1
JathynroitMawbeh Cluster, Mawbeh	EKH	KhatarshnongLaitkroh	Wintergreen	250 Kg	1
Marnagar Group, Khliehmawlieh	WKH	Nongstoin	Geranium, Basil	100 Kg	1
Total Units					20

4.4. Scope of Work

- a) Vendors should have successfully supplied and installed minimum five distillation units in last two year.
- b) The vendor should be willing to supply the distillation units, installation, testing and commissioning at various locations of the state strictly on the basis of specifications given in Annexure 1
- c) The vendor will have to arrange for the accommodation, transportation & installation of the distillation units at the respective sites including loading/unloading, piping, civil materials, construction of furnaces, labors & fitting costs as per actual requirements etc.
- d) Vendor will have to arrange all tools, equipment's, labors, and civil material etc. for unloading, installation and testing of units at respective site.
- e) The vendor should give one-year onsite warranty on the distillation units to be installed by them inclusive of all spares, consumables, gaskets, valves etc.
- f) Delivery period: The unit has to be supplied and installed within 4 months or earlier from date of purchase order.
- g) The vendor should provide technical support and training to the farmers on the operations, maintenance and troubleshooting of the units.

4.5. Deliverables

To provide infrastructural support to selected partners (mention in coverage) and facilitate establishment of Field Distillation Units (FDUs) for post-harvest processing of Aromatic crop to achieve substantial socio-economic growth through processing of essential oils.

5. Bill of Material (BoM)

1. 1000 KG CAPACITY SS FIELD DISTILLATION UNIT

Sl. No.	Requirement	Specifications
1.	SS Distillation tank	1800Ø x 2100 H x 3 thk SS with 1900 x 3.0 thk SS Top lid with reinforcement with swing arm lid opening system, 125 Ø x 500 long SS vapor pipe; inbuilt SS Square calandria 3 thk x 1800 x 1800 x 450H with 4 thk bottom and 6 x 150 Ø SS 1800 long pipes. Volumetric capacity of tank ~ 5300 lt
2.	Condenser (1 no.)	Vertical / Horizontal Shell & tube type shell 1500L x 450 □ x 3thk SS with 25 □ x 16 gauge 60 nos SS-304 pipes welded on 12 thk SS Tube plate supported on MS structured frame
3.	SS 304 Oil Separators (2 nos)	(i) 600H x 500Ø x 2.0 thk SS 304 with conical top and inlet funnel & water outlet 25 Ø100x100 flanged glass visualizer, with SS15 mm ball valves - 2 nos (ii) SS 2.0 thk x 500 x 500Ø separator for heavy oils like vetiver.

5.	Accessories	(i) 25 x 50 x 600 cast iron fire bars (30 nos) fitted on MS fire grate (ii) 3000 lt PVC water tank (iii) Fire door, front flue duct, etc (iv) 1700 SS false bottom / grid - 2 nos with 10 thk MS tested chain 1500 x 4 each (v) All nuts/bolts to be of GI
6.	Chain pulley hoist system and Structure	Height ~ 6000 mm made of 50x50x5 thk angle iron square pillars - 2 nos with span length ~ 7000 mm and central I-Beam 200 x 100 length 7500 along with 2 Ton cap. INDEF make chain pulley with trolley
7.	Water tank with MS Structure	1800 x 1800 x 4500 (H) made of MS angle iron / pipe to be supplied with 3000 lt capacity branded PVC water storage tank
8.	Charging Platform	MS 1200 x 1000 x 1000 (H) with 4 nos MS stairs to be fixed on back side
9.	Furnace	to be constructed of Red / Fire ash bricks as per availability. Furnace to be plastered and painted with cement paint
10.	Installation of the unit	Installation of the unit on turnkey basis including complete installation with all civil material, labour, plumbing, fixture, CPVC piping / fittings, valves etc. at SITE
4.	MS Chimney (1 no.)	300 x 6000 L x 3 thk M.S with 450 x 450 x 12 thk MS Base Plate with 5 mm Guy Wire

Sl. No.	Requirement	Specifications
1.	SS Distillation tank	1400 Ø X 1800 x 3.0 thk with top flanged lid 1500 Ø x 2.0 thk swing arm lid opening system, inbuilt SS Square calandria 1400 X 1400 x 350H x 3 thk sides and 4 thk bottom with 5 nos 100 Ø MS smoke pipes and 600 x 75Ø SS flanged vapor line, Volumetric capacity of tank ~ 2500 lt. Unit to be insulated with 50 mm glass wool and 22 gauge aluminium cladding
2.	Condenser	Shell & tube type horizontal inclined condenser with MS shell and SS304 tubes & bonnets 1500 L x 300Ø with 25Ø 16 gauge x 40 nos SS tubes welded on 10 thk SS tube plate supported on MS structured frame.
3.	SS 304 Oil Separators:	(i) 450 H x 350Ø x 2.0 thk SS 304 with conical top, inlet funnel and water outlet 20Ø, 100x100 flanged glass visualizer, with 2 nos. SS15 mm ball valves (ii) SS 2.0 thk x 350Ø x 400H separator for heavy oils. (only for vetiver)
4.	MS Chimney	250 x 4800 x 3 thk M.S in two pieces with 400x400x12 thk MS Base Plate and 5 mm guy wire
5.	Material unloading system	Chain pulley block system with MS angle iron support structure 16ft H x 18ft L and 150x75 I beam with 1.0 ton cap indef pulley & geared trolley

6.	Accessories:	CI Fire Bar 25 X 50 x 500, 18 nos fitted on MS fire grate, fire door, front flue duct, 1350 Ø SS False bottom cage with 8thk SS Chain , All nuts/bolts to be of GI
7.	Water tank with MS support structure	1600 X 1600 x 4000 (H) made of MS angle iron / pipe to be supplied with 2000 lt capacity branded PVC water storage tank.
8.	Charging Platform MS	1000 x1000 x 1000 (H) with 4 nos MS stairs to be fixed on back side



2. 500 KG CAPACITY SS FIELD DISTILLATION UNIT

9.	Furnace	to be constructed of Red / Fly ash bricks as per the designs. Furnace to be plastered and painted with cement paint
10.	Installation of the unit	Installation of the unit on turnkey basis including complete installation with all civil material, labor, plumbing, fixture, CPVC piping / fittings, valves etc. at SITE

Sl. No.	Requirement	Specifications
1.	SS 304 Distillation Tank	1000Ø x 1500 x 2 thk SS with top flanged top lid 1100 Ø x 2 thk. With swing arm lid opening system, 450 Ø hinged discharge hole, Inbuilt SS Square calandria 1000 x 1000 x 350H x 3thk sides and 3 thk bottom, consisting of 75 Ø SS Smoke pipes 5 Nos. and 75 Ø SS flanged vapor line. To be fitted on MS 4 thk inbuilt Furnace. Unit to be insulated with 50 mm thk glasswool and 22 gauge GI cladding
2.	Condenser SS 304	Horizontal Shell column to be insulated with 50 mm glass wool and 24 gauge aluminum cladding & tube type with SS shell and 1200L x 250 with 20 16 gauge x 40 nos SS pipes welded on 10 thk SS tube sheet supported on MS structured frame
3.	Oil Separator	350 H x 300Ø x 2 thk SS 304 with conical top and 100Ø inlet funnel and 20Ø water outlet and 100x100 flanged glass visualizer, with SS-15 mm ball valves
4.	MS Chimney (1 no.)	150 x 2000 x 3 thk M.S A class pipe with flanged connection to MS furnace and top cover
5.	Accessories	(i) CI Fire Bar 25 X 50 x 500, 12 nos fitted on MS fire grate (ii) Fire door, front flue duct etc (iii) 900Ø SS False bottom cage with SS chain (iv) All nuts/bolts to be of GI
6.	Support Structure	Support structure for cohobation column condenser/ separator: 1400 x 1400 x 3000(H) made of 50 MS pipe/legs and 600 mm railing including step ladder
7.	Water tank with MS Structure	1600x1600x4000 (H) made of MS angle iron / pipe to be supplied with 2000 Lt capacity PVC water storage tank.
8.	Transportation and installation	Transportation and installation of the unit on turnkey basis including complete installation with all civil material, labor, plumbing, fixture CPVC piping / fittings, valves etc. at SITE

Sl. No.	Requirement	Specifications
	SS 304 Distillation Tank	800 Ø x 1200 x 2 thk SS with top flanged top lid 1000 Ø x 2 thk. 300 Ø hinged discharge hole, Inbuilt SS Square calandria 800 x 800 x 250H x 3thk sides and 3 thk bottom, consisting of 60 Ø SS Smoke pipes 4 Nos. and 500 x 50 Ø SS flanged vapor line. To be fitted on MS 4 thk inbuilt Furnace with 2.5 thk MS x 10 ft chimney including CI Fire Bars fitted on MS fire grate, fire door, front flue duct etc and 800Ø SS False bottom cage with SS hooks. Unit to be insulated with 50 mm glass wool and 22-gauge GI cladding
2.	Condenser 1 SS 304	Horizontal Shell & tube type with SS shell and 900L x 250 Ø with 20 Ø x 32 nos SS pipes welded on 10 thk SS tube sheet supported on MS structured frame - 01 No.



3. 250 KG CAPACITY SS FIELD DISTILLATION UNIT

4. 100 KG CAPACITY SS FIELD DISTILLATION UNIT

3.	Oil Separator 1	300 H x 75 Ø x 2 thk SS 304 with conical top with flanged glass Visualizer.
4.	Oil Separator 2	300 Ø X 350 H x 2 thk SS 304 with conical top with flanged glass Visualizer.

5.	Hydrosol collector	SS Drum 50 lt with 25 Ø SS drain ball valve and top cover with funnel
6.	Water tank with MS Structure:	1200 X 1200 x 5000 (H) made of MS angle iron / pipe to be supplied with 1000 lt capacity PVC water storage tank.
7.	Support Structure	Support structure for cohobation column condenser/ separator: 1350x 1350 x 2500(H) made of 50 Ø MS pipe/legs and 600 mm railing including step ladder
8.	Transportation and installation	Transportation and installation of the unit on turnkey basis including complete installation with all civil material, labor, plumbing, fixture CPVC piping / fittings, valves etc. at SITE

6. Instruction to the Bidders

6.1 Procedure for Submission of Proposals

Technical Proposal (Envelope 1): The documents comprising technical documents need to be enclosed in a separate envelope which is properly sealed and inscribed as “**Technical Proposal for Procurement of Field Distillation Units Including Supply, Installation, Commissioning & Training**” MINR

Financial Proposal (Envelope 2): The documents comprising of the financial proposal need to be enclosed in a separate envelope which is properly sealed and inscribed as “**Financial Proposal for Procurement of Field Distillation Units Including Supply, Installation, Commissioning & Training**” MINR

Envelope 3: The Technical envelope (**envelope 1**) and financial envelope (**envelope 2**) should be put into a single envelope which is properly sealed and marked as “**Procurement of Field Distillation Units Including Supply, Installation, Commissioning & Training**” MINR - *Do not open before date and time of opening of technical proposal*

The proposal should be submitted to:

**Executive Director, MINR
Procurement Division, MegLIFE Office
2nd Floor, Shalom Building, Lower Laichumiere,
Shillong - 793001
Meghalaya**

6.2 Authentication of Proposal

The response Proposal shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A letter of authorization shall be supported by a written Power-of-Attorney accompanying the proposal. All pages of the proposal, except for

unamended printed literature, shall be initialed and stamped by the person or persons signing the Proposal.

6.3 Validation of interlineations in Proposal

The Proposal shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Proposal.

6.4 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its proposal including cost of presentation for the purposes of clarification of the proposal, if so desired by The Institute of Natural Resources (INR), MBDA. The Institute of Natural Resources (INR), MBDA will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

6.5 Language of Proposals

The Proposals prepared by the bidder and all correspondence and documents relating to the proposals exchanged by the bidder and The Institute of Natural Resources (INR), MBDA, shall be written in English language. Any printed literature furnished by the bidder may be written in another language so long the same is accompanied by a duly attested English translation in which case, for purposes of interpretation of the proposal, the English translation shall govern

6.6 Documents Comprising the Proposals

The Proposal prepared by the Bidder shall comprise the following components. The Proposals not conforming to the requirements shall be summarily rejected

Technical Proposal

The Technical Proposal, besides the other requirements of the Tender, shall comprise the following:

- Section 9 – Format 1: Technical Proposal Letter
- Section 9 – Format 2: Deviations from the Tender Terms & Conditions
- Section 9 – Format 3: Project Experience Details
- Section 5 – Bill of material
- Bidder should provide their compliance to the Technical Specification of the BOM as per Section 5
- Annexure I: Bidding document acknowledgement form
- All necessary data sheets and any other documents

Financial Proposal

The Commercial Proposal, besides the other requirements of the Tender, shall comprise the following:

- Filled Bill of Quantity with price quotation – Section 10: Format for Response to Tender: Commercial Proposal

6.7 Proposal Prices

The Bidder shall prepare the proposal based on details provided in the tender document. It must be clearly understood that the scope of work is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by The Institute of Natural Resources (INR), MBDA. The bidder shall carry out all the tasks in accordance & due diligence and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.

6.8 Firm Prices

Prices quoted in the proposal must be firm and final and shall not be subject to any upward modifications on any account whatsoever. However, The Institute of Natural Resources (INR), MBDA reserves the right to negotiate the prices quoted in the proposal to effect downward modification.

6.9 Proposal Currency

Prices shall be quoted in Indian Rupees (INR)

6.10 Performance Security

The successful bidder should submit 5% of the contract value as a performance security valid for a period of 6 months

6.11 Proposal Validity Period

Period of validity of proposals shall remain valid for 120 days after the date of opening of proposals prescribed by The Institute of Natural Resources (INR), MBDA. A proposal valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. The prices of components quoted in the Financial Proposal by the bidder shall remain valid for the project period. Extension of period of validity in exceptional circumstances, The Institute of Natural Resources (INR), MBDA may request the bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing.

6.12 Opening of Proposals

As specified in Section 2.3 of the RFP document

6.13 Evaluation of Technical Proposal and Commercial Proposal

- A two-stage procedure will be adopted for evaluation of proposals, with technical evaluation at first stage and financial evaluation at second stage.
- Technical proposals will be evaluated as per technical proposal evaluation criteria and a technical score will be given to the technically qualified bidders.
- The commercial Proposals of only the technically qualified Bidders will be opened and evaluated as per specified criteria.
- Conditional Proposals are liable to be rejected.

The evaluation process of the Tender, proposed to be adopted by The Institute of Natural Resources (INR), MBDA is indicated under the clauses 6.14 - 6.17. The purpose of these clauses is only to provide the bidders an idea of the evaluation process that The Institute of Natural Resources (INR), MBDA may adopt. However, The Institute of Natural Resources (INR), MBDA reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Bidders of any such change.

6.14 Evaluation of Proposals

The Agency shall be selected through a competitive bidding process on QCBS pattern. A two stage selection process will be adopted in evaluating the Proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Institution/agency shall be selected while the second ranked Institution will be kept in reserve

6.15 Evaluation of Technical Proposals

Technical Proposal will be evaluated on the basis of parameters mentioned above. 80% of weightage shall be given to the technical proposal and 20% to financial proposal. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 marks shall qualify for further consideration

6.16 Evaluation of Financial Proposals

Financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (SF). For financial evaluation, the total cost excluding GST given in the Financial Proposal will be considered. The Evaluation Committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest financial proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

SF= 100 x FM/F (F = amount of Financial Proposal)

6.17 Criteria for Final Evaluation of Bids

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively. The selected Firm shall be the first ranked agency (having the highest combined score). The second ranked agency may be allowed the contract if the first ranked firm withdraws or fails to comply with the requirements as the case may be but at the rate of quoted by the firm ranked one.

6.18 Rectification of Errors

Arithmetical errors in the Financial Proposal will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail. Note: In any other case of discrepancy, reserves the right to pick the value which it considers as beneficial to the Government.

6.19 Contacting the MBDA

Contact by Writing: No Bidder shall contact The Institute of Natural Resources (INR), MBDA on any matter relating to its Proposal, from the time of Proposal opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of The Institute of Natural Resources (INR), MBDA, it should be done in writing.

Rejection of Proposal: Any effort by a Bidder to influence The Institute of Natural Resources (INR), MBDA in its decisions on Proposal evaluation, proposal comparison or contract award may result in rejection of the Bidder's Proposal.

6.20 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, proposals may be rejected under following circumstances:

Technical Rejection Criteria:

- Technical proposal containing commercial details.

- Revelation of prices in any form or by any reason before opening the commercial proposal
- Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the tender document in every respect
- Failure to furnish proofs for information provided
- Bidders not quoting for the complete scope of work as indicated in the tender documents, addendum (if any) and any subsequent information given to the bidder.
- Bidders not complying with the technical and general terms and conditions as stated in the RFP Document other than the deviations
- The bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the scope of work of this tender
- If the proposal does not confirm to the timelines indicated in the proposal

Commercial Rejection Criteria:

- Incomplete price proposal
- Price proposals that do not conform to the tender's price proposal format
- Total price quoted by the bidder does not include all statutory taxes and levies applicable.

6.21 Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. The Institute of Natural Resources (INR), MBDA will not take any responsibility towards this. However, The Institute of Natural Resources (INR), MBDA may provide necessary assistance, wherever possible, in this regard.

6.22 Income Tax Liability

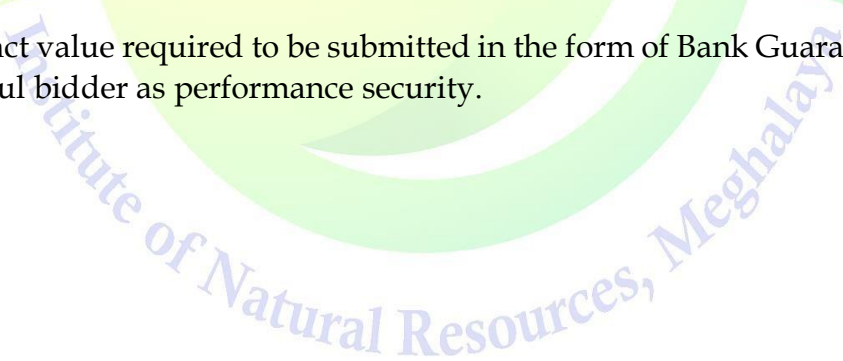
The Bidder will have to bear all Income Tax liability both corporate and personal tax.

6.23 GST Liability

The Bidder will have to bear all GST.

6.24 Performance Security

3% of contract value required to be submitted in the form of Bank Guarantee for 6 months by the successful bidder as performance security.



7. General Conditions of Contract

7.1 Ownership of Equipment

The Institute of Natural Resources (INR), MBDA shall own all the equipment, Licenses and any solution supplied by the Bidder arising out of or in connection with this Contract.

7.2 Payment

The fee amount will be equal to the amount specified in format for Tender Response – Commercial Proposal

7.3 Delivery Schedule

The delivery, installation, commissioning, testing and training should be completed within 4 months or earlier from the issue of supply order

7.4 Payment Terms & Schedule

Sl. No.	Milestone	% of Payment to be released
1	Delivery, Installation and Successful FAT	1. Payment milestone 1: 70% order value after delivery of all items in the location 2. Payment milestone 2: 30% order value after successful supply, installation, commissioning, training & submission of Final Acceptance Certificate

- a) Payment will be made to successful bidder as per above mentioned schedule
- b) Penalty as per the RFP terms and conditions will be calculated and adjusted from the bill.
- c) All payments to successful bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act, 1961, applicable penalty and other taxes, if any, as per Government of India rules.
- d) If there is any deficiency in the performance of contractual obligations on the part of the Bidder, the Bidder shall be liable for imposition of appropriate penalties as specified in the RFP and MBDA shall be entitled to deduct such penalties at source while making payment to the Bidder for the services provided as mentioned & forfeit the guarantee submitted (if required)

7.5 Penalty

Delay in Weeks	Penalty
Up to 1	1% of the Work Order amount.
Up to 2	2% of the Work Order amount.
Up to 3	3% of the Work Order amount and so on.
Up to 6	10% of the Work Order as maximum penalty

7.6 Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Proposal and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Institute of Natural Resources (INR), MBDA will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the bidder in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the

above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

8. Format for Response to the Tender:

i. Format 1 - General Information about the Bidder

Details of the Bidder (Company)				
1	Name of the Bidder			
2	Address of the Bidder			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company			Date:
				Ref. #
5	Details of Commencement of Business			Date:
				Ref. #
6	Valid Goods and Service Tax (GST) registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
13	Financial Details (as per audited Balance Sheets) (in crore)			
14	Year	2020-2021	2021-2022	2022-2023
15	Net Worth			
16	Turn Over in INR			

ii. Format 2 - Declaration Regarding Clean Track Record

To

.....
.....
.....
.....

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding Procurement of “Field Distillation Units Including Supply, Installation, Commissioning & Training” MINR . I hereby declare that my company has not been debarred/black listed by any Government/Semi -Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:



9. Format for Response to Tender: Technical Proposal

9.1.1 Format 1 – Technical Proposal Letter

To

.....,
.....,
.....,
.....,

Subject: Procurement of “Field Distillation Units Including Supply, Installation, Commissioning & Training”. The Institute of Natural Resources 3rd Floor, Shalom Building, Lower Laichumiere, Shillong – 793001.

Reference: RFP No:<RFP Reference Number>Dated <dd/mm/yyyy>

Sir,

We, the undersigned Bidder, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <Tender Reference Number>Dated <dd/mm/yyyy>along with the following:

1. Deviations

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

- Statement of Deviations from Tender Terms and Conditions is as specified in General Terms and Conditions

Further, we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

2. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Guarantee Bond in the form prescribed in the RFP.

3. Proposal Validity Period

We agree to abide by this Proposal for a period of 120 days after the date fixed for Proposal opening or for any further period for which Proposal validity has been extended and it shall remain binding upon us and Proposal may be accepted at any time before the expiration of that period.

We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the Proposal is true and correct to the best of our knowledge and belief.

We understand that our Proposal is binding on us and that you are not bound to accept a Proposal you receive.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

9.2 Format 2- Deviations from Tender Terms & Conditions

The given format should be followed while marking out the deviations from Tender terms and conditions:

Sl. No.	Section No.	Clause No.	Page No.	Statement of deviations and variations.	Remarks
1					
2					
3					
4					
5					
6					

9.3 Format 3- Project Experience Details

Sl. No.	Item	Details
General Information		
1	Customer Name/Government Department	
2	Name of the Contact Person and Contact details for the project	
Brief description of scope of project		
Size of the project		

3	Contract Value of the project (in crore)	
4	Capital Expenditure involved (by the govt./ client)	
5	Total cost of the services provided (by the Bidder)	
6	Please provide copies of Work Order or Certificate of Completion.	
Project Details		
8	Name of the project	
9	Start Date and End Date	
10	Current Status (work in progress, completed)	
11	Contract Tenure	
12	No. of locations	
13	Man-month effort involved	
14	Type of Project	
15	Solution architecture deployed & core Components	
16	Scope	
17	Any other necessary information	

10. Format for Response to Tender: Commercial Proposal

The quotation should be as per the requirements in **Table 1: Machineries requirement and Delivery Locations**

1. 1000 KG CAPACITY SS FIELD DISTILLATION UNIT					
Sl. No	Machine Name	Quantity	Unit Price	GST	Total Price
1	SS Distillation tank				
2	Condenser (1 no.)				
3	SS 304 Oil Separators (2 nos.)				

4	MS Chimney (1 no.)				
5	Accessories				
6	Chain pulley hoist system and Structure				
7	Water tank with MS Structure				
8	Charging Platform				
9	Furnace				
10	Transportation and installation				
11	Other accessories				
2. 500 KG CAPACITY SS FIELD DISTILLATION UNIT					
Sl.	Machine Name	Quantity	Unit Price	GST	Total Price
1	SS Distillation tank				
2	Condenser				
3	SS 304 Oil Separators:				
4	MS Chimney				
5	Material unloading system				
6	Accessories:				
7	Water tank with MS support structure				
8	Charging Platform MS				
9	Furnace				
10	Transportation and installation				
11	Other accessories				



3. 250 KG CAPACITY SS FIELD DISTILLATION UNIT

Sl.	Machine Name	Quantity	Unit Price	GST	Total Price
1	SS 304 Distillation Tank				
2	Condenser SS 304				
3	Oil Separator				
4	MS Chimney (1 no.)				
5	Accessories				
6	Support Structure				
7	Water tank with MS Structure				
8	Transportation and installation				

9	Other accessories				
4. 100 KG CAPACITY SS FIELD DISTILLATION UNIT					
Sl.	Machine Name	Quantity	Unit Price	GST	Total Price
1	SS 304 Distillation Tank				
2	Condenser 1 SS 304				
3	Oil Separator 1				
4	Oil Separator 2				
5	Hydrosol collector				
6	Water tank with MS Structure:				
7	Support Structure				
8	Transportation and installation				
9	Other accessories				

11. Annexure

11.1 Annexure - I: Bidding Document Acknowledgement Form

To

Dated:

.....

Dear Sir,

We hereby acknowledge receipt of a complete set of Bidding Documents consisting of Annexure (along with their Appendices) enclosed to the "Invitation for Proposal" pertaining to providing of _____ services against tender no.....

We have noted that the closing date for the receipt of the tender by The Institute of Natural Resources is _____ at <> hrs. (IST) and opening at <> hrs. (IST) on the same day.

We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of The Institute of Natural Resources and that the said documents are to be used only for the purpose intended by The Institute of Natural Resources.

Our address for further correspondence on this tender will be as under:

Tel. No:

Fax. no: Telephone no: Personal attention of:

(if required)

Yours faithfully,



(Bidder)

Note: This form should be returned along with offer duly signed

11.2 Annexure - II: Proforma of Bank Guarantee towards Performance Security

PERFORMANCE GUARANTEE

Ref. No. _____ Bank Guarantee No _____
Dated _____ To _____
.....,
.....,
.....,
.....,

Dear Sir,

1. In consideration of The Institute of Natural Resources (INR), having its office at , 3rd Floor, Shalom Building, Lower Laichumiere Shillong - 793001 (hereinafter referred to as 'MBDA', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) after receipt of the work order dated with M/s _____ having its _____ registered/head office at _____ (Hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and MBDA having agreed that the CONTRACTOR shall furnish to MBDA a performance guarantee for Indian Rupees.....for the faithful performance of the entire CONTRACT.
2. We (name of the bank) registered under the laws of having head/registered office at (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rupees. (in figures) (Indian Rupees (in words)) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by MBDA on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We

agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by MBDA in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that MBDA at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that MBDA may have in relation to the CONTRACTOR's liabilities.
4. The Bank further agrees that MBDA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time-to-time exercise of any of the powers vested in MBDA against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of MBDA or any indulgence by MBDA to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of MBDA under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till MBDA discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of MBDA or that of the CONTRACTOR.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rupees (in figures) (Indian Rupees (in words)) and our guarantee shall remain in force until . (Indicate the date of expiry of bank guarantee) Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of MBDA under this Guarantee will cease. However, if such a

claim has been received by us within the said date, all the rights of MBDA under this Guarantee shall be valid and shall not cease until we have satisfied that claim. In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of20 at.....

WITNESS NO. 1

_____ (Signature) _____ (Signature)

Full name and official
legible letters)

Full name, designation and Address (in
address (in legible letters)

with Bank stamp

Attorney as per power of

Attorney No.....

Dated.....

WITNESS NO. 2

(Signature)

Full name and official

Address (in legible letters)

