

LIMITED TENDER INQUIRY  
FOR  
SUPPLY & INSTALLATION OF BIOMASS PELLET MACHINE  
IN  
SARDAR SWARAN SINGH NATIONAL INSTITUTE OF BIO  
ENERGY  
KAPURTHALA, PUNJAB



Tender No.: 348-11/6/2022-R and D  
Tender date: 18/12/2023  
Last Date of submission: 02/01/2024

Sardar Swaran Singh National Institute of Bio Energy (SSS NIBE)  
Kapurthala - Jalandhar Rd, Near Pushpa Gujral Science City, Rasulpur, Punjab 144602

Ph. No.: 0182 225 5544; email: [sss.nibe@nibe.res.in](mailto:sss.nibe@nibe.res.in) &  
[tapas@nibe.res.in](mailto:tapas@nibe.res.in)

Website: <https://www.nibe.res.in/>

## Chapter - 1: Instructions to Bidders

Sardar Swaran Singh National Institute of Bio Energy (SSS NIBE), Kapurthala invites online Bids for supply, erection, installation, commissioning, testing, demonstration and training of Biomass Pellet Machine, as per specifications given below and in annexure attached to the tender file. All offers should be made in English and should be written in both figures and words.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director General, SSS NIBE, Kapurthala reserves the right to select the item or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Preparation and submission of bids:

- 1) Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please take note of the quantity of covers in which the bid documents must be submitted, as well as the titles and contents of each document that must be submitted. Any deviations from these may lead to rejection of the bid.
- 3) The tenders will be received through speed post or by hand at Director General, SSS NIBE, Kapurthala - Jalandhar Rd, Near Pushpa Gujral Science City, Rasulpur, Punjab 144602 or can be received by email at [sss.nibe@nibe.res.in](mailto:sss.nibe@nibe.res.in) & [tapas@nibe.res.in](mailto:tapas@nibe.res.in) (in case of email submission simultaneously a hard copy should be submitted) latest by the due date.
- 4) In the Technical Bids, the bidders are required to provide all the documents. All quotation (both Technical and Financial) should be submitted in the different sealed envelopes.
- 5) In case of Financial bids, a standard BOQ format has been provided (Annexure II). Bidders are required to download the BOQ and fill their financial offer on the same BOQ format. If the BOQ format file is found to be modified by the bidder, the bid will be rejected.
- 6) The bidder must sign each page and provide the required bid documents one by one as indicated in the tender document.
- 7) The provided tender documents are readable only after the tender opening by the authorized bid openers.
- 8) Bidder should submit the bid in advance for bid submission so that bid reach in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 9) The Vendors who have earlier supplied the equipment to any of the IITs, IISc, IISERs and other Scientific or Education Institute of National Repute may provide the details of such institutions and the cost with name of equipment may also be supplied with the bids.
- 10) The technical and financial bids should be submitted in original in sealed envelope. The financial bid should include the cost of main equipment/item and its accessories. If there is any separate cost involved etc. that should be quoted separately.



11) Each bid should be marked with the following reference on the bid envelope mentioning Technical bid, Financial bid, submitted through speed post or by hand: "Tender number: 348-11/6/2022-R and D; Item Name: BIOMASS PELLETT MACHINE; Dated: 18/12/2023".

12) The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance.

13) The rates should be quoted in figures (typed or printed) and in word and cutting should be avoided. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialled, failing which the bids are liable to be rejected.

14) Assistant to Bidders: Any queries relating to the tender document and the terms & conditions contained therein should be addressed to tender Inviting Authority for a tender or relevant contact person indicated in the tender.

15) If the supplier/firm is original equipment manufacturer (OEM)/authorized dealer/sole distributor of any item, the certificate to this effect should be submitted with the bid.

16) Clarifications: In case the bidders require any clarification regarding the tender documents, they are requested to contact our office (e-mail: [sss.nibe@nibe.res.in](mailto:sss.nibe@nibe.res.in) & [tapas@nibe.res.in](mailto:tapas@nibe.res.in)) on or before 01/01/2024.

17) Tender expenses and documents: All costs incurred by the bidder in the preparation of the tender shall be at the entire expense of the bidder.

## Chapter - 2: Conditions of Contract

1) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.

2) Any bids received after 02/01/2024 05:00 PM shall not be considered

3) The Technical Bids will be opened on 05/01/2024. The date for opening of Financial Bids of the technically qualified bidders will be 05/01/2024.

4) While sending rates, the firm shall give an undertaking to the effect that "The terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm.". In case the firms do not give this undertaking, their rates will not be considered. Undertaking format is given in the Annexure III.

5) For any correspondence regarding tender, it is to be done on below address: "Director General Sardar Swaran Singh National Institute of Bio energy, Kapurthala - Jalandhar Rd, Near Pushpa Gujral Science City, Rasulpur, Punjab 144602".

6) In the event of any dispute or difference(s) between the vendee Institute (SSS NIBE) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director General, SSS NIBE", Kapurthala who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.



- 7) All disputes shall be subject to Kapurthala Jurisdiction only.
- 8) All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.
- 9) All items listed below may not be necessarily ordered.
- 10) The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses.  
Note: Financial bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.
- 11) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product troubleshooting and extend support for the warranty as well.
- 12) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.
- 13) Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafide/fraudulent intent.
- 14) Delivery: The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within 4 weeks of the issue of purchase order unless otherwise prescribed. If the bidder fails to deliver and place any or all the Equipment's or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
- 15) Installation, Training & Demonstration: Bidders need to provide adequate training to the nominated persons of SSS NIBE at their cost. SSS NIBE will not bear any training expenditure. The supplier is required to do the installation and demonstration of the equipment within two weeks of arrival of materials at the SSS NIBE site of installation, otherwise the penalty clause will be the same as per the supply of material.
- 16) Warranty Declaration: Bidders must give the comprehensive on-site warranty as required from the date of successful installation of Equipment against any manufacturing defects and also give the warranty declaration that "everything to be supplied by us here, under shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the work, as specified in the tender document." SSS NIBE should not be liable for repair/replace of any part of machine under warranty if it is from third party also. It will be sole responsibility of the bidder.
- 17) Any deviation in the material, and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction/specifications specified in the order / contract and demonstrate at their own cost.
- 18) Tender Evaluation Criteria: The technical bids will be opened and evaluated by a duly constituted committee. After evaluation of the technical bid, the financial bid for only those offers which have qualified in the evaluation of technical bid will be opened.



19) Manual and documentation: All the manuals necessary for operating and servicing the equipment (including details of electronic circuits) will have to be provided along with the instrument.

20) The SSS NIBE reserves the right to cancel the tender at any stage (point of time) without assigning any reason.

21) Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.

### Chapter - 3: Schedule of requirement

Piece of Work	Date and Time
Publishing on institute website and e-mailing of the tender document	20/12/2023
Start of the Bidding process	20/12/2023
Assistance for Correspondence	03/01/2024
Last date for Bidding Process	05/01/2024
Opening of Technical bid	08/01/2024
Opening of Financial bid (to be notified to qualifiers of technical bid)	08/01/2024
Release of the work order	10/01/2024

### Chapter - 4: Specifications and allied Technical details

Details of the machine are: - Biomass Pellet machine, Pellet diameter 06mm - 10mm (Production 15 Kg/hr – 20 Kg/hr) for Supply, Installation, Training & Commissioning at SSS National Institute of Bio-Energy, Kapurthala.

#### Specification of Biomass Pellet Machine

Finish Product Profile	Pellet diameter = 06 - 10 mm
Finish Product Shape	Cylindrical
Raw Material	Loose biomass (<10 mm size), and other agro-waste and Bio waste
Raw Material Size	Powdery particle size ranging from <10 mm
Production Capacity kg/h	15 Kg/hr – 20 Kg/hr
Working environment	Dust free
Operating machine/ motor	Electrically driven
Motor Power Connection	3 Phase
Electrical main motor	05 HP or more to support the production

*Typical B*

*RFQ*

*Sedh*

Biomass Production Type	With & Without Binder
Cables and Wires	Motor to Electrical Panel
Motor make	Siemens or Crompton
Onsite warranty	At least 1 year
Moisture to be operated	up to 12%
Tool Kit	For calibration of main components and smooth functioning of equipment
VFD	Yes
Die Life	At least 500 Hours
Machine Material	MS
Throughput efficiency	At least 70%

Note: - The aspects mentioned below must be noted while submitting bids for the above-mentioned machinery / equipment:

- 1) Sensor system to safeguard the machine from any mechanical failure.
- 2) All machines / equipment should be compatible with 380-440 V Three Phase - 50 cycle per second supply. Electrical wiring for interconnection of the machines up to main supply wherever necessary should be supplied along with machines.
- 3) In case foundation of the machine is required for installation, necessary foundation bolts, pads, washers etc. should be supplied along with foundation drawing.
- 4) List out the technical specification, additional equipment required, if any.
- 5) Machine should be complete and ready for production of stated capacity and should be supplied with operation and maintenance manual.
- 6) All machines should be supplied with electricals and working tools.
- 7) Nylon belts to drive machine wheels with safety guard.
- 8) Machine Tool Kit.
- 9) Spares for 1 year of normal operation of machine.

**Note:** The vendor should submit their best price while submitting their bids itself and they will not be allowed to revise the price any time thereafter.

### Chapter – 5: Price Schedule

- 1) The Prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery and commissioning etc. at destination site (SSS NIBE, Kapurthala).
- 2) In case of indigenous item, the vendor should clearly mention the final FOR SSS NIBE, Kapurthala Price, as applicable in their bid.
- 3) Validity: The bid should be valid for acceptance up to a period of 30 Days. The Bidders should be ready to extend the validity, if required without any additional financial implications.
- 4) Performance Bank Guarantee: A performance bank guarantee from a scheduled bank in India for an amount equal to 05% of the price for duration of two months beyond the expiry of warranty period will be taken from the supplier or Indian agent.



5) Terms of Payment: Payment through E-payment will generally be made only after delivery of machine i.e. 80% of the amount and remaining 20% after satisfactory installation, testing, commissioning and submission of performance bank guarantee. This must be specified in the tender/quotation.

Sd/-  
In-Charge Administration



## CHECKLIST FOR BIDDERS

Documents to be submitted

Document Name	✓
Bid Particulars	
Technical Bid	
Financial Price Schedule	
Covering letter in Supplier letterhead	
Compliance Statement	
Any other Supporting document i.e. OEM certificate, authorized dealer certificate, product catalogue, list of institutes where the machine is previously supplied with the details of user and other	

*[Signature]*

*[Signature]*

*[Signature]*



**BID PARTICULARS**

- 1. Name of the Supplier :
- 2. Address of the Supplier :
- 3. Availability of demonstration of equipment: Yes/ No
- 4. Name and address of the Officer/contact person to whom all references shall be made regarding this tender enquiry.

Name :

Address :

Telephone No. :

Fax No. :

Mobile  
No :

e-Mail :

Web :



Ref: -ENQUIRY NO: - 348-11/6/2022-R and D /Biomass Pellet Machine

**Specification for Biomass Pellet Machine**

Requirement	Specification	Yes/No	Remarks, if any
Finish Product Profile	Pellet diameter = 06 - 10 mm		
Finish Product Shape	Cylindrical		
Raw Material	Loose biomass (<10 mm size), and other agro-waste and Bio waste		
Raw Material Size	Powdery particle size ranging from <10 mm		
Production Capacity kg/h	15 Kg/hr – 20 Kg/hr		
Working environment	Dust free		
Operating machine/motor	Electrically driven		
Motor Power Connection	3 Phase		
Electrical main motor	05 HP or more to support the production		
Biomass Production Type	With & Without Binder		
Cables and Wires	Motor to Electrical Panel		
Motor make	Siemens or Crompton		
Onsite warranty	At least 1 year		
Moisture to be operated	up to 12%		
Tool Kit	For calibration of main components and smooth functioning of equipment		
VFD	Yes		
Die Life	At least 500 Hours		
Machine Material	MS		
Throughput efficiency	At least 70%		

Note: - The aspects mentioned below must be noted while submitting bids for the above-mentioned machinery / equipment:

- 1) Sensor system to safeguard the machine from any mechanical failure.
- 2) All machines / equipment should be compatible with 380-440 V Three Phase - 50 cycle per second supply. Electrical wiring for interconnection of the machines up to main supply wherever necessary should be supplied along with machines.
- 3) In case foundation of the machine is required for installation, necessary foundation bolts, pads, washers etc. should be supplied along with foundation drawing.
- 4) List out the technical specification, additional equipment required, if any.
- 5) Machine should be complete and ready for production of stated capacity and should be supplied with operation and maintenance manual.
- 6) All machines should be supplied with electricals and working tools.

- 7) Nylon belts to drive machine wheels with safety guard.
- 8) Machine Tool Kit.
- 9) Spares for 1 year of normal operation of machine.

**Note:** The vendor should submit their best price while submitting their bids itself and they will not be allowed to revise the price any time thereafter.

A handwritten signature in blue ink, possibly reading "R. J. ...".A handwritten signature in blue ink, possibly reading "D. ...".A handwritten signature in blue ink, possibly reading "Tyman ...".

**Financial price schedule**

Sr. No.	Description and Technical specification	Price (INR)	Tax & Duties (As applicable) (INR)	Total price (INR)
One set of Biomass Pellet Machine Capacity: 15 Kg – 20 Kg. per hour consisting of the following:				
1.	Biomass Pellet Machine Size 06mm-10mm diameter with accessories and electrical requirements	1 No.		
2.	Working tools, transportation and installation of machine.	1 Lot		
<b>Total price (Sl. No. 1 to 2) (X)</b>				
3.	Spares for one year of normal operation	1 Lot		
<b>Total price (Sl. No. 3) (Y)</b>				
<b>Total (Z)=(X+Y)</b>				

Total price for one set of Plant (Z): INR

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(in words Rupees

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**Price schedule for additional equipment's for each set, if any**

Sl. No.	Description and Technical specification	Quantity	Price per unit (INR)	Tax & Duties (As applicable) (INR)	Total price (INR)

**Note:** The above price should be inclusive of transportation and insurance and Taxes & Duties etc.



Format of covering letter

Ref. No.:.....

Date:.....

Director General  
Sardar Swaran Singh National Institute of Bio Energy  
Rasulpur, Kapurthala, Punjab  
144602

Ref.: Tender No 348-11/6/2022-R and D for supply and installation of one set of Biomass Pellet Machine Capacity: 15 Kg – 20 Kg per hour for supply and installation at SSS NIBE, Kapurthala.

Dear Sir,

With reference to above tender notice, we are submitting herewith our offer for above as per following documents:

1. Technical bid in prescribed format in Annexure-I in sealed envelope no.1 along with enclosures (No financial figures should be mentioned directly or indirectly in technical bid).
2. Financial bid in prescribed format in sealed envelope no.2.

We hereby agree to fully abide by all the terms & condition of this tender.

Thanking you,

Yours faithfully,

Handwritten signature and a circular stamp with illegible text.

Name.....

...

Designation.....

.....

**COMPLIANCE STATEMENT FOR THE TENDER**  
**SPECIFICATIONS SSS NIBE, Kapurthala,**  
**Punjab-144602**

**Ref: - ENQUIRY NO: - 348-11/6/2022-R and D / Biomass Pellet Machine**

**Instructions:**

- 1) You have to fill in all columns and ensure that you furnish all the required information accurately and unambiguously.
- 2) If our specification contains any values, you have to provide your values against the column in the same unit as we have specified.
- 3) Deviation in values, materials etc. from our specification may be explained in the remark's column

Sr. No.	Check list of documents/ Undertakings?	YES/NO	Remarks (Give explanation if answer is No)
1	Is the bidder original equipment manufacturer (OEM)/ authorized dealer?		
2	If authorized dealer, recent dated certificate to this effect from OEM, attached or not?		
3	Undertaking from OEM regarding technical support & extended warranty present.		
4	Validity of 30 days or not?		
5	Undertaking from bidder regarding acceptance of tender terms & conditions.		
6	Attach user list of quoted models only, with complete contact details.		
7	Whether list of reputed users (along with telephone numbers of contact persons) for the past three years specific to the instrument attached?		
8	Whether special <b>discount for</b> SSS NIBE, Kapurthala, Punjab given?		
9	<b>Does the instrument comply with all the specifications as per <u>Annexure-I</u> or mentioned above in the tender file? Attach a separate sheet showing compliance with the specifications and explanations there to if the equipment's varies from the requested specifications.</b>		
10	Whether one year comprehensive onsite extended warranty offered?		
11	Whether one-year spares provided for smooth functioning of machine?		

