

**Bid Ref No. HW/MTHR/25/15**

**Date: 29-05-2025**

**BIDDING DOCUMENTS AND INSTRUCTIONS  
FOR  
SUPPLYING TWO ROTI MAKING MACHINES TO MTHR & GHR,  
GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR**



**GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR  
Jamunalia, Old Town, Keonjhar– 758 002**

Tender Notification Date	29-05-2025
Nature of work	Supplying Two Roti Making Machines to MTHR and GHR (with installation, training, and warranty)
Tender Fees	Rs. 1000/- (Non-Refundable) in favor of “ <b>Hostel Warden, Maa Tarini Hall of Residence</b> ”, payable at Keonjhar
EMD	Rs. 25000/- (Refundable) in favor of “ <b>Hostel Warden, Maa Tarini Hall of Residence</b> ”, payable at Keonjhar
Last Date of submission of Tender	21-06-2025, 5.00 PM
Date of Opening of Technical Bids	02-07-2025, 10.30 AM at Seminar Hall (Block No. 1)
Date of Opening of Commercial Bids	Will be intimated later.
Address for the submission	The Hostel Warden, Maa Tarini Hall of Residence Government College of Engineering, Keonjhar Jamunalia, Old Town, Keonjhar– 758 002
Contact details for any query regarding submission of Bid	<b>Dr. Sudhansu Sekhar Mishra</b> (Hostel Warden, MTHR) Mob. No- <b>9438533060</b> Mail ID- <b>sudhansumishra_fme@gcekjr.ac.in</b>

**Note: The details of tender documents along with terms and conditions may be downloaded from the College website <http://www.gcekjr.ac.in> and must reach the office of the GCE, Keonjhar on and before 21-06-2025, 5.00 PM, either by Registered/ Speed Post only. No further paper advertisement shall be published for any change/ addenda/ corrigenda/etc.**

**Conditions of Tender documents for Supplying two Roti Making  
Machines to MTHR and GHR, Government College of  
Engineering, Keonjhar**

The Warden of MTHR and Warden of GHR invite offline Bids in a Two-Bid System (Technical/Documentary and Financial Bid) from eligible original equipment manufacturers, authorized distributors, dealers, or other agencies authorized to quote through offline on mutually agreed terms and conditions for the Supply, Installation, Testing, and Commissioning (SITC) of a Roti Making Machine at MTHR and GHR.

**Instructions to Bidders (ITB)**

1. **Submission of Bids:** Bidders are required to participate in offline mode. Complete sets of bidding documents can be downloaded from <https://gcekjr.ac.in>.
2. **Last Date for Submission:** 21-06-2025, 5.00 pm
3. **Language of Bid:** The bid and subsequent documents shall be in English.
4. **Eligibility Criteria:**
  - **Past Work Experience:** Evidence of prior work in the same field is required (Minimum two) (Attach copies of the work orders with technical bid).
  - **Quality Products:** Only high-quality, certified products will be considered. (Attach necessary proofs with the technical bid)
  - **Survey:** Conduct a pre-survey to check the electrical infrastructure and identify the installation location.
  - **Training:** Provide a 2-days training program for Hostel and Canteen personnel on the operation and maintenance of the Roti Making Machine.
  - Bidder must have 30 Lakhs annual average turnover in last 3 years. (Attach necessary proofs with the technical bid)
  - Bidder must submit all documents and compliance statements against each clause.
  - Must have valid GST number and GST deposit certificate (Last one year). (Attach necessary proofs)
  - Must have service station and have service engineer in Odisha. (Attach necessary proofs)
  - Bidder must give one year warranty of the product and a two-year guarantee on the conveyor belt.
  - The payment will be released after successful performance of the machine.
5. The final selection will be based on the Price justification, facilities, standard, quality, and the establishment. The decision of purchase committee is final. The committee has rights to cancel the bid without mentioning the reason thereof.

6. The tenders supported by Tender Fees of **Rs. 1000/- (Rupees One thousand only) and an EMD of Rs. 25000/- (Rupees twenty five thousand only)** through two separate demand drafts valid for three months shall be submitted by the Tenderer, issued by any Nationalized Bank, drawn in favor of “**Hostel Warden, Maa Tarini Hall of Residence**”, payable at Keonjhar. Tenders should be addressed to **The Hostel Warden, Maa Tarini Hall of Residence, Government College of Engineering, Jamunalia, Old Town, Keonjhar-758002** and superscribed “**Messing Tender for MTHR, GCE, Keonjhar**”.
7. **The Hostel Warden, MTHR, GCE, Keonjhar**, reserves the right to reject any or all the tenders or accept them in part or in full without assigning any reason(s) thereof. For eligibility criteria, qualifications, price, bid evaluation criteria, and other information, etc., interested Agency (s)/ Firms (s) may visit GCE, Keonjhar Website at <http://www.gcejr.ac.in>.
8. The tender is not transferable under any circumstances at any stage.
9. Telegraphic, conditional or incomplete tender forms/bids shall be summarily rejected. Canvassing or influence of any kind, direct or indirect, shall lead to disqualification of the tenderer. Bids in any form other than the prescribed form issued by MTHR, GCE, KEONJHAR or incomplete bids will not be entertained and will be summarily rejected.
10. Bidder should sign and stamp all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
11. **All disputes shall be subject to Keonjhar Jurisdiction only.**

## **Scope of Work (SOW)**

### **Pre-Installation, Installation, and Post-Installation Work**

#### ***Pre-Installation Work***

##### **1. Site Preparation:**

- The supplier shall conduct a detailed site survey to ensure suitability for the installation of the roti-making machine.
- Necessary civil, electrical, and plumbing modifications shall be identified and completed prior to machine delivery.
- The supplier shall provide detailed technical drawings and specifications for any preparatory work required.

##### **2. Pre-Delivery Inspection:**

- The supplier must perform a quality check of the machine at their premises before dispatch.
- A virtual or physical pre-delivery inspection shall be conducted with the buyer's representative to confirm compliance with technical requirements.

##### **3. Training for Preparatory Team:**

- Supplier shall provide training to the buyer's preparatory team for understanding installation requirements and basic operational procedures.

##### **4. Documentation:**

- Detailed documentation regarding machine dimensions, power requirements, and installation prerequisites shall be submitted before the delivery date.

#### **Installation Work**

##### **1. Delivery of Machine:**

- The machine shall be delivered to the designated location as per the schedule mutually agreed upon.
- All transportation and handling costs shall be borne by the supplier unless otherwise specified.

## 2. **Installation Process:**

- The supplier shall deploy trained personnel to carry out the installation process.
- Ensure alignment, calibration, and secure fixing of all machine components.
- The installation process should comply with safety and operational standards.

## 3. **Testing and Trial Runs:**

- Conduct initial testing to ensure the machine operates as per the technical specifications.
- A minimum of 3 trial runs with the buyer's team to validate the machine's performance.

## 4. **Installation Report:**

- Submit a detailed installation report, including photographs, technical adjustments, and calibration data.

### **Post-Installation Work**

#### 1. **Training and Handover:**

- Provide detailed operational training to the buyer's staff.
- Training shall include machine operation, routine maintenance, and troubleshooting.
- A comprehensive user manual and video tutorial shall be provided.

#### 2. **Warranty and Maintenance:**

- The supplier shall provide a minimum of 1-year warranty for the machine and more than 2 years for conveyer belts.
- During the warranty period, any maintenance or repair issues shall be resolved within 48 hours of complaint registration.

#### 3. **Performance Monitoring:**

- Conduct a performance check one month post-installation to ensure proper functioning.
- Address any operational issues or buyer's concerns during this visit.

#### 4. **Final Documentation:**

- Provide final documentation, including warranty certificates, maintenance schedules, and contact details for service support.

### **Process Flow for Roti-Making Machine Supply Tender**

#### ***Stage 1: Pre-Installation Work***

##### 1. **Requirement Analysis:**

- Buyer and supplier discuss site requirements.
- Supplier conducts a site survey.

##### 2. **Site Preparation:**

- Buyer completes preparatory work based on supplier's recommendations.

##### 3. **Inspection and Approval:**

- Pre-delivery inspection conducted jointly by the supplier and buyer.

- Approval provided for dispatch.

### ***Stage 2: Installation Work***

#### **1. Machine Delivery:**

- Transport machine to the buyer's site.
- Ensure safe unloading and handling.

#### **2. Setup and Calibration:**

- Assemble machine components.
- Perform initial calibration and alignment.

#### **3. Testing:**

- Conduct trial runs to confirm functionality.

#### **4. Installation Completion:**

- Submit an installation report for buyer's approval.

### ***Stage 3: Post-Installation Work***

#### **1. Training:**

- Conduct operational training sessions for buyer's team.

#### **2. Follow-Up:**

- Perform one-month performance monitoring visit.

#### **3. Warranty and Support:**

- Provide warranty coverage and after-sales service.

#### **4. Final Handover:**

- Complete documentation handover and obtain buyer's sign-off.

## Annexure – A

### **Technical Specification**

<b>Name of Product</b>	<b>Qty.</b>
<b>Survey and SICT of Food Processing Machinery (Set of Roti Making Machine + Dough Cutting Machines + Dough Kneader)</b>	2 SET

### **Specifications of Individual Components**

#### **1. Roti Making Machine: 2 No's**

<b>Parameter</b>	<b>Specification</b>
<b>Dough Ball Weight Range (25 to 45 gms) Minimum</b>	Yes
<b>Power Consumption (Watt)</b>	1000
<b>Chapati Diameter (mm)</b>	175
<b>Automation</b>	Automatic, with Dough Ball Making Process
<b>Input Voltage (Volt)</b>	230 ± 10%
<b>Chapati Making Capacity (Nos/Hour)</b>	1000
<b>Overall Length (mm)</b>	2250
<b>Overall Width (mm)</b>	800
<b>Overall Height (mm)</b>	1900
<b>Input Power (Phase)</b>	Single

#### **2. Dough Ball Cutting Machine: 2 No's**

<b>Parameter</b>	<b>Specification</b>
<b>Type of Machine</b>	Automatic Dough Cutting Machines
<b>Cutting Capacity (Dough Ball Per Hour)</b>	2000 and more
<b>Type of Cutter</b>	Rotary Cutter
<b>Wiper Plate</b>	No
<b>Number of Holes in Dough Cutting Dies</b>	5
<b>Minimum Dough Ball Size (in gm)</b>	10

<b>Maximum Dough Ball Size (in gm)</b>	100
<b>Diameter of Holes Dough Extrusion (mm)</b>	20
<b>Inner Diameter of Dough Shell (mm)</b>	100
<b>Length of Wipe Plate (mm)</b>	350
<b>Motor Power (HP)</b>	1.0
<b>Voltage</b>	Single phase 230 V
<b>Complete Unit</b>	1
<b>Motor</b>	1

### 3. Dough Kneader: 2 No's

<b>Parameter</b>	<b>Specification</b>
<b>Capacity of Bowl (kg)</b>	10
<b>Material of Bowl</b>	Stainless Steel 304
<b>Power (Watt)</b>	800
<b>Voltage (Volt)</b>	Single phase 230 V
<b>Drain Outlet Provided for Waste Disposal</b>	No
<b>Warranty (Years)</b>	1
<b>Warranty of Motor (Years)</b>	1

**FORM 1: DETAILS OF PREVIOUS SUPPLYS**

<b>Period of Contract</b>		<b>Name and Address of the Organization with reference Letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>
<b>From</b>	<b>To</b>				

**Place:**

**Date:**

**SIGNATURE OF THE TENDERER WITH SEAL**

## **FORM 2: Undertaking**

I/We hereby undertake that if any information given in the technical bid/Tender Document is found false/incorrect at any stage after opening of the tender, the bid shall be rejected and EMD/Bid Security shall be forfeited and in case of successful bidder the Performance Guarantee will be forfeited by MTHR, GCE, Keonjhar.

**Name & Signature of the  
Contractor**

**Or**

**Authorized signatory  
With seal of the Agency/Company**

**FORM- 3: TENDER/CONDITIONS ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

To

Date: -----

The Hostel Warden  
Maa Tarini Hall of Residence  
Government College of  
Engineering Jamunalia, Old  
Town,  
Keonjhar-758002

Place: -----

Subject: Acceptance of Terms & Conditions of **Bid Ref no. HW/MTHR/25/15/ Date: 29-05-2025**

Dear Sir,

1. We have purchased/downloaded the tender document(s) for the above-mentioned Tender Work from the GCE, Keonjhar website- website <http://www.gcekjr.ac.in> as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. \_\_ to \_\_\_\_\_ (including all documents like table, forms annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

#### **FORM 4: CERTIFICATE OF ETHICAL PRACTICES**

**(This document shall be duly signed by the tenderer and to be attached with Technical Bid)**

1. I/We assure the MTHR, GCE, Keonjhar that neither I/We nor any of my /our workers will do any act/s, which are improper / illegal during the execution of the contract awarded to us.
2. Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities /practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. We will keep the messes and its surroundings hygienic, neat & clean. It is our responsibility.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Place:

Date:

## Commercial Bid

Sl. No.	Description	Rate in Figure	Rate in Words
1.	<b>Roti Making Machines</b>		
2.	<b>Dough Cutting Machines</b>		
3.	<b>Dough Kneader</b>		
<b>Total Rate including all Taxes</b>			
<b>* These prices include all kind of material &amp; transportation cost, GST and profit margin of contractor. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.</b>			

(Signature of the Bidder, with Official Seal) Place:

Date: