

Instruction for NEW Vendor for Registration of New Items

1. Firm should be Indian manufacturer/distributor/dealer of Components as per Drg. & necessary License/registration to be submitted. (distributor/dealer have to submit authorization letter from OEM)
2. Firm should produce financial capability through latest ITCC, Annual (Balance Sheet, turnover & profit & loss account) of last three years, PAN card to be submitted in technical bid.
3. The firm must submit the details of the Manufacturing Technologies and Inspection/Testing Facility available with the firm for manufacturing the subject item. Firm must submit the list of plant and machineries required for manufacturing the subject item.
4. Quotation should be in two parts i.e. technical bid and price bid.
5. Quality assurance plan related to production and inspection to be submitted in technical bid.
6. Offer should be as per tender specification; any deviation in the offer should be clearly indicated.
7. Firms have to submit EMD as mentioned in the tender schedule in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque form any of the Commercial Bank / Bank Guarantee (in prescribed format) issued by any Scheduled Commercial Bank licensed to operate in India by RBI irrespective whether it is issued by Public Sector/Private Sector Banks/Foreign Sector Banks / or payment online (to be specified, on implementation). Bank Guarantee issued by any Regional Rural Bank may not be accepted. EMD should be valid for 45 days beyond the validity of the bid. EMD should be submitted favouring "The General Manager, Machine Tool Prototype Factory, Ambarnath - 421502 Public Fund Account No. 10844194116. EMD is to be submitted by the bidders except Micro and Small Enterprises (MSEs) having UAM number as defined in MSE Procurement Policy 2012 issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department (including OFs) or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP), irrespective of the store for which they are registered. EMD is also not required from Central PSUs. Bidders/Sellers exempted from submission of EMD must submit certified copy of Govt. of India authority for such exemption in lieu of EMD.
8. Submission of bid will be only through <https://eprocure-ofb.gov.in> through vendor's login. Paper quotation may not be accepted. In order to submit quotations through e-procurement mode please visit and click vendor login and enrol for e-procurement through vendor enrolment form. Firms are requested to purchase class III digital signature for vendor enrolment.
9. Firm has to deposit 3 % of total value of order as performance security deposit if order is placed on the firm.(PSD not required valuing upto 10 Lakh)
10. Being direct item/Service, the details of e-OTE will be uploaded on vendor registration portal.
11. As a strategic requirement the Buyer may need multiple sources, in such cases the Buyer may conclude orders on more than one firm in the order of ranking on financial evaluation (in the distribution ratio clearly specified in the TE Part II). The ratios of splitting may be either (a) 60:40 if two sources are necessary (provided at least three sources were issued tenders and have also quoted). Or (b) 50: 30:20 if three sources are necessary (provided at least four sources were issued tenders and have also quoted). The distribution shall be done between L1 and L2 (on the L2 accepting the L1 rates) or between L1, L2 and L3 (on the L2 and L3 accepting the L1 rates) depending on whether 60:40 or does not accept the counter-offered L1 rate then such undistributed quantity shall revert back to the L1 Bidder. If the distribution ratio is not specified hereunder then the supply order shall be concluded only on the L1 Bidder.
12. Firm has to comply with "Special Instruction to Tenderers".
13. Established sources for an item will not be eligible to participate in the SDOTE for that item.