

No. HAR/103/13/2019

EMBASSY OF INDIA

HARARE

(ZIMBABWE)

NOTICE FOR INVITATION OF TENDER (NIT)
FOR

SUPPLY OF 950 UNITS OF HAND RUN SEWING MACHINES

TO

EMBASSY OF INDIA

HARARE

FOR DONATION TO ANGEL OF HOPE FOUNDATION, ZIMBABWE

Request for Proposal

1. Bids are invited for single stage 2 Bid system (Technical & Financial) from eligible bidders for supply of 950 Units of Hand Run Sewing Machines – Made in India (as per technical specifications outlined below) to the Embassy of India in Harare, Zimbabwe (henceforth referred to as ‘Buyer’), for the purpose of further donating the machines to Angel of Hope Foundation, an NGO in Zimbabwe to support the weaker sections of the society in the rural areas of Zimbabwe.

2. **Technical Specifications of Sewing Machines:**

ITEMS			SPECIFICATIONS	
1	BASIC DATA	1.1	Product	Domestic Sewing Machine Top

2	PHYSICAL FEATURES	2.1	Arm	Material—Grey Cast Iron, Grade FG 150
		2.2	Bed	Material—Grey Cast Iron, Grade FG 150
		2.3	Colour of the Body	Black or any other appropriate colour
		2.4	Finish	Paint finish shall be baked stoving enamel with good gloss and devoid of dust entrapments, flow marks, smudges etc.
		2.5	Face Plate	Fabricated from CRCA sheet Bright chrome plated and Tension unit without steel cups.
		2.6	Fly Wheel	Material—Grey Cast Iron, Grade FG 150. Wider rim, spoked type, with Hand Attachment fixing provision, properly balanced and free from wobbling. Minimum weight shall be 750 gms. With good Plating and Painting . Paint shall be matched with body colour.
		2.7	Medallion and Stitch Indicating Plate	Material—Aluminum (Anodized). Round shaped, Black lettering on Golden background
		2.8	Arm Cover Plate (Black)	Material -CRCA Sheet. Bright Chrome Plated

3	MECHANISM	3.1	Take up lever	Cam type
		3.2	Needle system	Class 15 x 1 / HA1 (No. 16)
		3.3	Shuttle system	Oscillating type, Central bobbin (Plastic with closed type Shuttle Race Frame)
		3.4	Drive system	Manual Hand operation
		3.5	Bobbin Winder	Adjustable screw type and matched with body colour
		3.6	Feed Regulator	Straight Lever type with forward and reverse sewing mechanism.
		3.7	Feed Drop	For adjusting Feed Dog height in three positions – normal, silk and embroidery
		3.8	Needle Plate / Slide Plate	Sliding Type

4.	FUNCTIONS	4.1	Max. stitches per minute	800 nos.
		4.2	Maximum stitch length	At least 3.2 mm. (F) and 2.5 mm. (R)
		4.3	Type of stitch	Two thread lock stitch.
		4.4	Simple Embroidery effect	Simple Embroidery effects and monogramming shall be done
		4.5	Darning	Shall be done.
		4.6	Feed mechanism	Drift shall not be more than 5.0 mm in 200 mm length
		4.7	Type of cloth for stitching	Muslin, terry cotton, cambric, fine linen, calico, sheeting, heavy silk, shirting, linen, toweling, light woolens, brocades, upholstery fabrics, coatings, suiting and flannel.
		4.8	Declutch mechanism	Shall work properly.
		4.9	Bobbin Thread	Mercerized cotton Thread
		4.10	Running	Machine should run smoothly and should not be heavy in operation.
		4.11	Noise	Machine should not have abnormal noise.

5	PACKING	5.1	Transit Bolt	Each machine shall be tightened with 2-bots with Plastic Base from the front side
		5.2	Plastic Cap	2- Plastic Caps supplied in assembled condition on the bolt holes
		5.3	Wrapping	Wrapped with HDPE bag.
		5.4	Thermocol Inner	As per Standard specifications (Avg. weight 115 ± 10 gms)
		5.5	Thermocol Outer	As per Standard specifications (Avg. weight 210 ± 10 gms)
		5.6	Card board Box	5 – ply Laminated Decorated card board box as per Standard. Bursting strength 12 ± 1 Kg/cm ² Compression Strength – 207 Kgs.
		5.7	Instruction Card	As per Standard specifications
		6.	ACCESSORY BOX	The contents of Accessory Box shall be as follows:
6.1	Oil bottle with Oil – 20 ml			1 No.
6.2	Screw Driver – Big			1 No.
6.3	Screw Driver – Small			1 No.
6.4	Bobbins (Steel)			3 Nos.
6.5	Spool Pin			2 Nos.
6.6	Spool Pin Pad			2 Nos.
6.7	Needles – 14, 16, 18 No.			3 Nos. (one each)

		6.8	Embroidery plate	1 No.
		6.9	Needle Threader	1 No.
		6.10	Measuring Tape	1 No.
7.	GENERAL	7.1	This sewing machine may be used on International Standard size Wooden / Plastic Base, Wooden Table and Cast Iron / Steel Stand, Folding Table and Stand, Wooden cabinets.	
		7.2	Every machine will be provided with an Accessory Box as per contents mentioned above.	
		7.3	Each machine shall be supplied with an Instruction Manual and a Guarantee Card (2 – Yrs.) as per approved design/specifications.	
		7.4	Marking of the company will be there on following parts – Bed Casting, Feed Rock shaft, Feed lifting Rock shaft, Oscillating Rock shaft, Bobbin and Accessory Box.	
		7.5	Each machine top shall have a unique serial number as per the existing procedure.	
		7.6	The weight of machined Arm and Bed (Bolted Body) shall be 7.00 kg. ± 250 gms	
		7.7	This sewing machine top shall conform to IS 1610 : 2000 and to IS 14769 : 2000 for Household straight stitch sewing machine and Head respectively.	

3. Terms & Conditions for the Bidding Process

3.1 Address for submitting Bids or seeking clarifications regarding this NIT:

**Embassy of India, Harare
12, Natal Road, Belgravia
Harare, Zimbabwe**

**Contact Person: Ms. Sushma Pawar, Attache
Telephone + 263 242795435;
E-mail : attache.project@embindia.org.za**

3.2 **Manner of depositing the Bids:**

3.2.1) Sealed Bids should be either handed over physically at the reception of Embassy of India Harare or sent by registered post at the above address. Bids sent by Fax or E-mail will not be considered.

3.2.2) Bids should be prepared on the original memo/letter pad of the Bidder, furnishing, inter alia, details like VAT number, copy of Government license letter, Bank account number in INR Account and bank address etc. and complete postal & e-mail address of the Bidder.

3.2.3) Technical and Financial Bids should prepared separately and submitted in two separate sealed envelopes, both of which should be further enclosed in a larger sealed envelope superscribed with the words “ Bid for Supply of 950 Hand Run Sewing Machines”.

3.2.4) The following documents shall form part of the bid:

- NIT (this Document)
- Any Addendum to the NIT issued by Buyer
- Technical Bid
- Financial Bid
- Certificate of dealership attested by dealer with stamp

3.3) **Last Date for Submission of Bids:** The Technical and Financial bids should reach this Embassy by **22nd October, 2021 at 1700 Hrs.** Late

bids will not be considered. No responsibility will be taken for postal delay or non-delivery/non receipt of Bid documents.

3.4) Bid Security Declaration (BSD) : The Bidder shall furnish a Bid Security Declaration (given in Annexure B) to the effect that if the bid is withdrawn or modified during period of validity or if after being awarded the Tender the bidder fails to sign the contract, or to submit a Performance Security before deadline specified in the request for bid document, the bidder will be suspended for a period of **One Year**.

3.5) Clarification regarding contents of the NIT: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (Fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

3.6) Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A scan copy of withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of withdrawal notice to be sent by post and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

3.7) Clarifications regarding contents of Bids: During evaluation and comparison of bids, the Buyer may, at its discretion, as the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

3.8) Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke rejection of bid. Conditional bids will be rejected.

3.9) Validity of Bids: The Bids should remain valid will (180 Days) from the last date of submission of the Bids.

3.10) No. of bids per make/model : Each bidder shall submit only one bid for particular make/models of Sewing Machines. A bidder who submits more than one bid for the same make/model shall be disqualified.

3.11) Cost of bidding: The Bidder shall bear all the costs associated with the preparation and submission of bid and the buyer shall not be responsible or liable for these costs.

3.12) Amendment of bidding document : The Embassy of India, Harare may amend the bidding documents by issuing Addendum, if required, before the deadline for submission of bids.

3.13) Language: All documents relating to the bid shall be in English language.

3.14) Eligibility of Bidder: Zimbabwe/India based authorized suppliers/dealer of Indian manufactured Sewing Machines are eligible to participate in this tender.

3.15) Price details to be specified in Bid: The price shall be quoted CIF, up to Harare excluding any Customs and other Government duties of taxes (from India to Harare). Clearing and forwarding charges of all Sewing Machines, if any, should be included in the bid itself, but shown separately, as per the following format. All rates shall be quoted in INR.

S.No.	Description of item	Quantity	Rate per unit (In INR both in figures and in words)	Total price (In INR both in figures and in words)
1.	Sewing Machines with specifications as given above	950 Nos.		
2.	Clearing, Port Charges (as per actuals)			

3.	Clearing, Port Handling Charges (as per actuals)			
	Total			

Note: Only basic price (excluding taxes and duties) should be quoted against serial number 1 and 2, Clearing, port charges and port handling charges should be mentioned at Sr. No. 3 shall be included in the bid itself.

3.16) Evaluation of all bids and announcement of successful bidder: The bids will be opened on **25th October, 2021 at 1500 hrs.** at Embassy of India, 12 Natal Road, Belgravia, Harare. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of any bidder. The name of successful bidder will be announced at the same time. If there is any doubt about the bid process, the concerned bidder should give his/her representation in writing on the same day. No such representation will be considered later.

3.17) Evaluation Criteria : The broad guidelines for evaluation of Bids will be as follows:

3.17.1) All the Technical Bids will be opened first. Bids that are not compliant with all the eligibility and qualifying requirements of the NIT will be discarded

3.17.2) The Financial Bids of those bidders who pass the Technical Bid evaluation will be opened next. The successful bidder will be decided on the basis of the lowest price quoted, as per the Price Format specified earlier.

4. Terms & Conditions after selection of successful bidder (henceforth ‘ Supplier’)

4.1) Delivery Period: The Supplier shall be required to deliver all the Sewing Machines complete in all respects in ready to gift condition

within 120 days from and including the date of the award of work. The period of delivery is not extendable. Buyer would be entitled to unilaterally cancel the Order in case items are not received within the stipulated delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.

4.2) Delivery delayed charges: In case of delay in delivery of Sewing Machines by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay-subject to maximum of 10% of contract amount.

4.3) Signing of Agreement: An Agreement will be signed between the Buyer and Supplier, as per format specified in Appendix-A.

4.4) Exemption from Government Levies: As the Sewing Machines are being procured for donation from Government of India to an NGO called Angels of Hope in Zimbabwe, they shall not attract any duties or taxes levied by Government of Zimbabwe. Embassy of India, Harare, shall issue necessary letter to the concerned tax authorities Zimbabwe regarding exemption from taxes and duties. The supplier shall submit original invoice and details of the machines well in advance to obtain necessary tax exemption from the relevant authorities of Government of Zimbabwe.

4.5) Manufacturer's Warranty: The Supplier shall provide warranty of Sewing Machines against manufacturing defects and free services throughout Zimbabwe for a period of one years. The Supplier shall have authorized service provider on-site in Zimbabwe.

4.6) Technical documentation to be provided along with the Sewing Machines: Standard documents accompanying the Machines i.e. Detailed User Manual, Warranty Certificate, etc.

4.7) Pre-delivery Inspection: The Supplier shall conduct pre-delivery inspection of Sewing Machines and remove all mechanical and physical defects, if any, before delivery of all the Machines to the

Buyer. The Supplier shall submit the Pre-Inspection Report of the company alongwith the original documents.

4.8) Inspection by the Buyer: The Embassy of India, Harare, shall also undertake physical inspection of all the Sewing Machines at Harare (after arrival of Machines at Harare), through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of Supplier for pre-delivery inspection of the Sewing Machines.

4.9) Payment: Payment of the Machines to the successful bidder shall be made by SBI Cheque in INR in favor of the Supplier as per the following terms/conditions :

Percentage of Contract Value	Payment milestone
60%	On dispatch of sewing machine within three months from the date of signing of the Agreement/issue of purchase order and production of shipping documents.
30%	On successful delivery of the sewing machine and on certification by the Mission.
10%	On expiry of the warranty period of one year.

4.10) Affixing of Sticker/Logos : The Supplier shall rivet the Text or Logo on the Machines instructed by the Buyers.

4.11) Performance Bank Guarantee: The successful bidder will submit within 30 days from receipt of supply order, a Performance Bank Guarantee equivalent to 3% of the order value. The Bank Guarantee should remain valid till sixty days beyond all the contractual obligations.

Annexure A

**AGREEMENT FOR SUPPLY OF 950 HAND RUN SEWING MACHING TO
EMBASSY OF INDIA, HARARE (ZIMBABWE)**

1. **THIS AGREEMENT** is made on the day 2021 between **Embassy of India, Harare, Zimbabwe** (hereinafter referred to as "**the Buyer**") of the one part and.....(hereinafter called "**the Supplier**") of the other part.
2. **WHEREAS** the Buyer is desirous of procurement of 950 (Nine Hundred and Fifty) units of Hand Run Sewing Machines for gifting to the NGO Angel of Hope Foundation in Zimbabwe in accordance with all the requirements as set out in the contract.
3. **AND WHEREAS** the Supplier has submitted bid and the Buyer has accepted the bid submitted by Supplier for the total amount of **INR** towards basic price of (Nine Hundred and Fifty (950) Sewing Machines) of [details of the exact make and model specified in the winning bid]. No extra amount will be paid for cost of logos/stickers etc. to be affixed on the Sewing Machines.
4. The Whole supply comprised in this Agreement shall be completed within 90 days from placing of order. In case of delay in delivery of 950 Sewing Machines, by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay.
5. The Supplier shall provide warranty of Sewing Machines against manufacturing defects and free services throughout Zimbabwe for a period of one year. The Supplier shall have authorized service provider in Zimbabwe.
6. The Supplier shall conduct pre-delivery inspection of Sewing Machines and remove all mechanical and physical defects, if any, before delivery of all Machines to the **Embassy of India, Harare, Zimbabwe**. shall submit the Pre-Inspection Report of the company, along with original documents.

7. The Embassy of India, Harare, shall also undertake physical inspection of all Sewing Machine through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of Machines.
8. Payment of cost of 950 Sewing Machines shall be made through in INR by SBI Cheque, in favour of the supplier, by Embassy of India, Harare, Zimbabwe as per the clause 4.9 of the NIT
9. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in NIT No. datedissued by the Buyer.
10. The following documents shall be annexed to this Agreement, and shall form part thereof;
 - a). NIT No dated issued by Buyer
 - b) Bid dated..... submitted by Supplier

The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies the terms and conditions specified in the NIT shall be final.

11. In consideration of the payment to be made by the buyer to the supplier as hereinafter mentioned, the supplier hereby covenants with the buyer to deliver, complete and maintain all 950 Sewing Machines in conformity in all respects with the provisions of the Agreement.

12. The Buyer hereby covenants to pay the Supplier in consideration of the supply, delivery and maintenance, the price at the time and in the manner prescribed by the Agreement.

13. Disputes of any kind arising out of supply, acceptance, warranty, maintenance etc. shall be referred by either Buyer or Bidder/Supplier, after issuance of 30 (Thirty) days notice in writing to the other party, to a single arbitrator acceptable to both the parties. The applicable arbitration law/norms of Zimbabwe/India shall apply to the arbitration proceedings.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day month and year first above written.

Signed on _____ (Date) _____ at Harare, Zimbabwe by :

For and on behalf of
Embassy of India, Harare, Zimbabwe

(Buyer)

Witnesses:

- 1.
- 2.

For and on behalf of

(Supplier)

Witnesses:

- 1.
- 2.