TENDER DOCUMENT

NOTICE INVITING TENDER (NIT)

Date: [02-11-2026]

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health & sanitation, women empowerment, skill development, environment, and community development, invites sealed quotations/tenders from eligible vendors/agencies/service providers for the requirement mentioned below.

1. Tender Details

- **Name of Project:** HRDP_Thadlaskein P0858 (2026-2027)
- **Nature of Work:** Supply of 30 Usha Sewing Machines with Wooden Table and Iron Frame Stand for Women Skill Centre.
- **Project Location:** Thadlaskein, West jaintia Hills, Meghalaya.
- Tender Type: Open
- Contract Period: 03 Months
- Last Date for Submission: [30-11-2026]
- Tender Opening Date: [02-11-2026]

2. About AROH Foundation

AROH Foundation is an ISO Certified organization of national repute working towards social upliftment in multiple sectors such as education, livelihood, health & sanitation, women empowerment, environment sustainability, and community development through various CSR and development sector initiatives across India.

3. Scope of Work

The Detailed Scope of Work:

S. No.	Work Component	Scope / Specifications
1	Supply of Sewing Machines	Supply of 30 Usha brand manual tailoring sewing machines suitable for training, regular stitching, and garment production. Machines shall be new, genuine, and unused.
2	Machine Specifications	Manual Usha tailoring machine with smooth operation, durable metal body, high-speed stitching capability, suitable for cotton, linen, and other fabric materials used during tailoring training.

3	Wooden Table Top	Each sewing machine shall be fitted on a high-quality polished wooden tabletop of adequate thickness and size, with smooth edges and proper finishing for long-term use.
4	Iron Frame Stand	Provide a strong powder-coated or painted mild steel iron frame stand for each sewing machine. The frame shall be rust-resistant, stable, and capable of supporting continuous training usage.
5	Accessories	Supply all standard accessories including bobbins, needles, thread spool pins, foot pedal/treadle assembly, belt, oil bottle, toolkit, and user manual with each machine.
6	Delivery & Installation	Transportation, unloading, installation, alignment, and commissioning of all 30 machines at the Women Skill Centre in Thadlaskein Block, West Jaintia Hills, Meghalaya.
7	Testing & Demonstration	Complete testing of each sewing machine after installation and demonstration of machine operation, threading, maintenance, and basic troubleshooting to the project team and trainers.
8	Warranty Support	Provide manufacturer warranty and after-sales service support for all supplied sewing machines, including replacement of manufacturing defects during the warranty period.

Technical Specifications

Brand	Usha
Quantity	30 Sewing Machines
Machine Type	Manual Tailoring Sewing Machine
Table Top Material	High-quality polished wooden board.
Stand Material	Heavy-duty Mild Steel Iron Frame with protective paint or powder coating.
Finish	Rust-resistant iron frame with durable wooden finish.
Installation	Complete installation and testing at project site.

Vendor Responsibilities

The vendor shall:

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- Supply 30 genuine Usha Sewing Machines with wooden table and iron frame stand.
- Deliver all materials to the Skill Centre at Thadlaskein Block, West Jaintia Hills, Meghalaya.
- Install and commission all machines in operational condition.
- Ensure all transportation, loading, unloading, and installation costs are included in the quoted amount.
- Replace any damaged or defective items before project handover.
- Provide operation manuals and warranty documents for each machine.

Deliverables

Upon completion, the vendor shall hand over:

- 30 fully installed Usha Sewing Machines.
- 30 wooden tables with heavy-duty iron frame stands.
- Complete set of machine accessories and manuals.
- Tested and operational sewing machines ready for women tailoring training and SHG micro-enterprise production activities.

Completion Timeline

The supply, delivery, installation, testing, and handover of all 30 sewing machines shall be completed within 10–15 working days from the date of issuance of the Work Order.

Warranty / Defect Liability

The vendor shall provide a minimum 12-month warranty on all sewing machines and installation workmanship, including repair or replacement of manufacturing defects during the warranty period.

4. Eligibility Criteria

• Valid PAN Card
• GST Registration Certificate
• Company/Firm/Agency Registration Certificate
• Minimum 5 years of relevant experience
• Experience of working with NGOs/CSR/Government projects preferred
• Submission of previous work orders/completion certificates
• Financial stability and operational capacity
• Ability to execute the assignment within the prescribed timeline

5. Documents Required

• Company/Firm Profile
• PAN Card
• GST Registration Certificate

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• Registration Certificate/Incorporation Certificate
• Previous Work Orders/Completion Certificates
• Audited Financial Statements/ITR
• Signed Tender Document
• Financial Quotation
• Declaration Letter

6. Technical Proposal

The technical proposal should contain:

• Understanding of project requirement
• Execution methodology/work plan
• Timeline for completion
• Team composition/manpower deployment
• Relevant organizational experience

7. Financial Proposal

The financial quotation should include complete details in the prescribed format with GST mentioned separately.
Rates should remain valid for a minimum period of 15 days.

8. Evaluation Criteria

The tender/proposal shall be evaluated based on:

• Technical competency
• Relevant experience
• Financial competitiveness
• Past performance
• Compliance with tender terms & conditions

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AROH Foundation reserves the right to accept or reject any proposal without assigning any reason.

9. Terms & Conditions

1. Incomplete or late submissions shall not be considered.
2. The selected agency/vendor shall comply with all statutory norms and legal compliances.
3. Payment terms shall be finalized mutually and released against invoice and supporting documents.
4. The organization reserves the right to terminate the contract in case of unsatisfactory

performance.
5. The bidder shall maintain confidentiality of all project-related information.
6. Any dispute arising out of this tender shall be subject to the jurisdiction of Noida, Uttar Pradesh.

10. Submission Details

Procurement Department
AROH Foundation
F-52, Sector-8, Noida, Uttar Pradesh
Please visit: https://aroh.in/tender

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