

**TWO BID e- TENDER DOCUMENT**

**Tender No : 17/2-2017/Engineering & Services Division**

**Supply of Building Material for day to day maintenance of  
Residential/Non-Residential Building at FRI**



**2017 - 18**

***Engineering & Ser. Division  
Forest Research Institute  
P.O. New Forest  
Dehra Dun – 248 006***

**FOREST RESEARCH INSTITUTE**  
**(Indian Council of Forestry Research & Education)**  
**P.O. New Forest, Dehra Dun - 248 006**  
Phone: 0135-2224288, 4273; Fax: 0135-2756865  
Website: <http://fri.icfre.gov.in> Email: [headec@icfre.org](mailto:headec@icfre.org)

**e-TENDER DOCUMENT**

**Tender No. : 17/2-2017/HOD/Engineering & Services Division, dated 21-04-17**

<b>Events</b>	<b>Important date/time</b>	<b>Venue</b>
<b>Published Date</b>	<b>21/04/17 at 5.00 P.M.</b>	<b>CPP portal</b>
<b>Bid document download</b>	<b>21/04/17 at 5.30 P.M.</b>	<b>Central Public Procurement Portal (CPPP)</b>
<b>Bid submission start date</b>	<b>21/04/17 at 6.00 P.M.</b>	<b>CPP portal</b>
<b>Bid submission end date</b>	<b>04/05/17 at 3.00 P. M</b>	<b>CPP portal</b>
<b>Opening date of technical bids</b>	<b>05/05/17 at 3.00 P.M.</b>	<b>CPP portal</b>
<b>Opening date for financial bids</b>	<b>It will be decided after technical evaluation</b>	<b>CPP portal</b>

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  4. Chapter 4:- Terms & Conditions (Page No. 6 to 8 )
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**HEAD ENGINEERING & SERVICES DIVISION**  
**FOREST RESEARCH INSTITUTE,**  
**P.O. NEW FOREST, DEHRADUN.**

**Chapter-I**  
**Notice Inviting Tenders**  
(National Competitive Bidding)

**Forest Research Institute**  
**(Indian Council of Forestry Research & Education)**  
**Post- New Forest, Dehra Dun – 248006 Uttarakhand, India**

Phone: 0135-2224288, 4273; Fax: 0135-2756865  
Website: <http://fri.icfre.gov.in> Email: [headec@icfre.org](mailto:headec@icfre.org)

**TENDER No. 17/2-2017/HOD/Engineering & Services Division**

**BIDDING DOCUMENT**

Online Tenders are invited from the reputed firms for the purchase of medicine under Annual Rate Contract for the year 2017-18 :-

Item No.	Name of Miscellaneous items	Division/ Branch	Quantity Required
1.	As per chapter -7 Formulary of supply of Building Materials.	Engineering & Services Division	Annual Rate Contract for supply of Building Materials for the year 2017-18

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available at web site <http://fri.icfre.gov.in> and CPPP site <https://eprocure.gov.in/eprocure/app>

**HEAD**  
**ENGINEERING & SER. DIVISION**

**Chapter -2: Check list**  
**Certificates/Documents required to be submitted in the Bid**

The prospective bidders have to submit the following certificates/documents invariably along- with Bid. If these documents are not submitted conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

**Tender No. 17/2-2017/HOD/Engg. & Ser. Div.**

**Date: 21-04-17**

**ENGINEERING & SER. DIVISION, FOREST RESEARCH INSTITUTE, DEHRADUN**

**Name of the bidder:** \_\_\_\_\_

**Address for Correspondence:** \_\_\_\_\_

**Phone & Fax No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

<b>Annexure" A" - TECHNICAL BID</b>			
<b>SL NO</b>	<b>Documents to be submitted</b>	<b>Document Enclosed YES/NO</b>	<b>If Yes, Mention The Page NO</b>
1	Demand draft for Rs 573/= as Tender fee in favour of Director, FRI, Dehradun, payable at Dehradun		
2	The contractor can deposit original EMD of <b>Rs. 10,000/-</b> in favour of Director, FRI in the office of the Head Engineering & Ser. Division, FRI Dehradun within the period of bid submission. (The EMD document shall only be payable at Dehradun).		
3	Self attested Photo copy of <b>Trade tax/VAT Certificate &amp; TIN</b> of Bidder and their supplier (if any).		
4	Self attested Photo copy of <b>PAN of Bidder</b> and their supplier (if any).		
<b>Annexure "B" - FINANCIAL BID AS PER BoQ</b>			

**Important Notice:**

1. The bidder is required to arrange the tender documents as per Check List and must mention the page number against each column of the Check List.
2. All documents submitted online and physically must be numbered and signed by the bidder.
3. All documents submitted online and physically must be strictly in order as per check List

**Special attention:**

- 1 Before submission of online bids, bidder must ensure that scanned copies of all the necessary documents have been uploaded with the Bid and physically documents have been submitted.
- 2 Demand bank draft for Rs 573/- in favour of Director, FRI payable at Dehradun.
- 3 The contractor can deposit original EMD of **Rs. 10,000/-** in favour of Director, FRI payable at Dehradun in the office of the Head Engineering & Ser. Division, FRI Dehradun within the period of bid submission.

Signature of Bidder with Stamp

### Chapter -3

#### **Bid Undertaking**

From: ( Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the price Bid for Rate Contract for supply of Building Materials for day to day maintenance of Residential & Non-Residential Building 2017-18 as envisaged in the Bid Document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid Document and agree to abide by them.

I offer to supply the Building Materials quoted at the rates as indicated in the price bid up to 31/03/2018.

Yours Faithfully,  
Signature of authorized Representative

## Chapter -4

### TERMS & CONDITIONS FOR BIDDER

1. E-tender document shall be first downloaded from website. <http://fri.icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>, as per above schedule and then tender document and related relevant documents attached as per Check list(Technical Bid) shall be duly filled in & signed and then properly scanned and finally uploaded by the bidder e-tendering procedure given in e-tender notice/document.
2. E-tender should be uploaded on the basis of two bid system, "Technical Bid" and "Financial Bid" in their respective format separately.
3. The bidder shall ensure that the e-tender is positively uploaded on website <https://eprocure.gov.in/eprocure/app>, **on or before 04.04.17 at 3:00 p.m.** Forest Research Institute will not be responsible for any delay in uploading of tender due to failure of internet or any related fault. The date of opening of technical bid is **05/04/17 at 3:00 p.m.**
4. **The bidder shall ensure that the Technical Bid documents as per Check List of Chapter-2 to submitted online on or before 04/04/2017 at 3:00PM.**
5. The e-tender document should be signed only by a person to whom the power is delegated by the competent authority and who is authorized in the name and on behalf of company/ firm to do so and become a party.
6. In case, the date of opening of e-tender is declared a public holiday, the e-tender shall be opened on the next working day at the same time.
7. Financial Bid duly filled as per "BOQ" format separately on website <https://eprocure.gov.in/eprocure/app>, by the bidder. It should not be disclosed.
8. Sales/Trade tax shall be payable as per Govt. rules and Form-'16' (Road Permit) shall be issued by the department on written request of the manufacturer or their authorized supplier.
9. Conditional offer shall not be entertained.
10. VAT Registration certificate should be available with the Bidder and supplier. Bidder and supplier shall also submit a certificate on the organization letter head stating that up-to-date returns have been filed there are no dues with the concerned department.
11. **Financial Bid should have as per BOQ & accordance in serial as per chapter -6 of tender document** and should mentioned\_MRP, Store of Engineering & Ser. Division supply rates applicable to this Institute and the other taxes as applicable (this should clearly indicate the nature and the amount of the tax in terms of percentage).
12. The list of product should include contents/ingredients of the product is mandatory to submits online with Technical Bid.
13. **The bidder must be having a supplier within the Uttarakhand State, through which he will make the supply of Building materials to Store of Engineering & Services Division, FRI.**

14. The rate must be quoted both in figures and words and over writing should be avoided however all cutting/corrections must be dully authenticated, in case of any difference between the rates quoted in figures and words, the rates quoted in words shall be considered to be correct
15. The rates quoted should include transportation cost up to Engineering & Ser. Division, FRI, Dehradun clearly mentioning the percentage/rate of VAT or all other taxes and duties inclusive and rates should be valid up to March 31, 2018.
16. After the rates quoted by the bidder are accepted and the contract is executed, Order/orders shall be placed under this contract to the authorized supplier.
17. The bidder will assure that the supply is carried out without a break for the entire period of the contract.
18. While uploading the financial bid, the bidder shall give an undertaking mention in Chapter 3 of tender document against which the rates are being given. In case, the bidder does not give this undertaking their rates will not be considered
19. If the bidder has an authorized supplier of any item on behalf of the bidder, the certificate to this effect should be attached with all required documents as mentioned in Chapter-2.
20. The Institute would place the order as per the quoted rates directly to the authorized Supplier if they have any for execution of supply order with in Utrakhand state.
21. For every dispatch of materials under this agreement dispatch advice and invoice (in duplicate) will be sent by the supplier to the consignee(s) directly.
22. The firm will ensure availability of all materials at all time. The whole supply as per order shall have to be completed within the time mentioned in supply order. In case the firm fails to supply the ordered materials and other materials, the Institute shall have the right to accept or reject quantity or goods ordered and a penalty will be imposed which has to be decided on the merit of the complaint by the Competent Authority.
23. Supplier had to supply the building materials within 07 days of placing the order **otherwise he will be declared defaulter and barred from subsequent rate contract.**
24. Supplies out of any one lot not acceptable and rejected by the consignee because of being of inferior quality shall be replaced with the materials of proper and acceptable quality at his own cost and risk within 30 days of receipt of notice to that effect.
25. In case of the supplies made in any subsequent lot by the same supplier is also found to be sub standard & is rejected by the consignee, the supplier shall be shall be taken to black list for next 3 years & his security money lying with the department shall be forfeited.
26. Payment will be made on receipt of material and after it has been checked with regard to quality and quantity of the material supplied on submission of pre receipted bill by the firm within 30 days.
27. The quantity of building materials to be purchased may vary as per demand of the Engineering & Services Division at the time of placing order.
28. Only wanted documents as per check list are required to be attached in desired order of check list.
29. The tender must have the index of all the documents enclosed for easy assessment of tender.
30. To facilitate the processing of your quoted rates kindly furnish the required certificate as per the format given on Chapter-3 of tender document and in the order mentioned their in.
31. The e-tender is liable to be ignored if complete information/certificates are no attached/uploaded therein. Please note that conditions given in the e-tender documents shall govern the contract. It may please be noted carefully that till such time that a fresh agreement is drawn up embodying the

- agreed conditions, the conditions given in the e-tender document shall govern the contract. The tendering firms should note this carefully.
- 32.** The Director Forest Research Institute, Dehradun reserves the right to Quash/Reject all or any of the tenders, or to split up the contract without assigning any reason and in suppression of any of the conditions given herein or after.
  - 33.** No commitments to accept lowest or any tender: FOREST RESEARCH INSTITUTE shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
  - 34.** Tender which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.
  - 35.** The Forest Research Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder terminate the Contract in whole or part:
    - (a)** If the bidder fails to provide any or all of the services within the period(s) specified in the Contract
    - (b)** If the bidder fails to perform any obligation(s) under the Contract
    - (c)** If the bidder, in the judgment of the FRI has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
  - 36.** The bidder shall indemnify the Institute against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to the Institution in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of this contract. The bidder will abide by the job, safety measures prevalent in India and will free the Institution from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder's negligence. The bidder will pay all indemnities arising from such incidents without any extra cost to Institution and will not hold the Institution responsible or obligated. FRI may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or single in the case the latter chooses not to defend the case.
  - 37.** Resolution of Disputes: All disagreements, disputes, difference that may arise between the FRI and the Bidder/Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian Law. The venue of the proceedings and arbitration shall be Dehradun.
  - 38.** Dispute, if any, will be under jurisdiction of Dehradun court, Utrakhand, India.



## **Chapter-5**

### **Guidelines & Instruction to Bidders**

**Bids shall be submitted online only at CPPP website:** <https://eprocure.gov.in/eprocure/app>. Bidder are advised to follow the instructions provided in the “Instructions to the Bidder for the e-submission of the bids online through the Central Public procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

Not more than one tender shall be submitted by one bidder having business relationship. Under no circumstance will father and his sons(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Bidder who has downloaded the tender from the <http://fri.icfre.gov.in> and Central Public procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not temper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and bidder is liable to be banned from doing business with FRI.

Intending bidders are advised to visit FRI website <http://fri.icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure/app> regularly for any corrigendum / addendum / amendment.

Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

#### **Submission of Tender**

Online bids are to be submitted under two bid systems i.e. **Cover 1 and Cover 2**. All the pages of bid being submitted online must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Fax/email/offline shall not be considered. No correspondence will be entertained in this matter.

#### **Cover 1: Technical Bid**

Qualifying documents should be uploaded in CPPP website: <https://eprocure.gov.in/eprocure/app>). The mention in Chapter-1 of tender documents are to be furnished by the Bidder, as qualifying bid, as signed and scanned copy in pdf format upload in CPP portal.

1. Tender fee:-The tender form downloaded from above web sites must include Rs.573/- (including 14.5% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, Forest Research Institute, Dehradun payable at Dehradun as tender fee along with the tenders physically submitted and the scanned copy of the same should be uploaded in the

CPP Portal. It is non-refundable. The hard copy of the same must be received on or before last date/ time of opening of bid.

In absence of scanned and signed copy of required qualifying documents the tender would be considered as invalid.

**Cover 2: Price Bid**

- (a) The financial proposal must be submitted in the Schedule of price bid in the form of BoQ1.xls separate for each item. Full details of business terms and conditions, if any, the validity period of quotation or any other information relevant to the services may please be indicated clearly.
- (b) Price bid undertaking

**Proposal Evaluation:** A two-stage procedure will be adopted in evaluating the proposals.

- (i) Checking of qualifying documents. First of all, the qualifying documents will be checked. If absence of any of qualifying documents, the bid will be rejected.
- (ii) A financial evaluation. On the bases of lowest one (L-1)

**Instructions for Bidders: -**

- (a) The rates quoted in BoQ only will be considered and in no case any other rates shall be entertained.
- (b) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- (c) Any clarifications from FRI or any changes in requirement, will be posted on CPP portal and FRI website. Hence before submitting the bids, bidders must ensure that such clarifications/changes have been considered by them. FRI will not have any responsibility in case some omission is done by any bidders.

**NOTE** FRI shall not be responsible for non-receipt/non-delivery/late delivery of the bid documents due to any reason whatsoever.

## Chapter -6

### Schedule of price bid in the form of BoQ1.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to download at this BoQ\_1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Forest Research Institute.

SI No (as per chapter-7)	Generic Name of building materials (as per chapter-7 under Nomenclature)	Name of building materials	Name of Bidder	Unit/each	MRP (Rs)	Unit Price (Rs.) Prices should be quoted in BoQ
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1. The rates will be inclusive of all taxes (except VAT), fees, levies, etc.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**Important Note:** It is mandatory to quoted the price for one unit such as one Tablet/ cap./ tub./bot.

**Chapter -7**

**FORMULARY OF BUILDING MATERIALS FOR THE YEAR 2017-18**

<b>Sl.No.</b>	<b>Description of the items</b>	<b>Units</b>	<b>Rate</b>
1	Port Land Cement (ISI) Mark ACC/Ambuja	P/Bag	
2	Synthetic enamel paint for wood work and steel work		
	<b>Burger or Asain Brand (First Qty.)</b>		
	Cream Shade	1 Ltr.	
	Cream Shade	1 x 4 Ltr.	
	Black Shade	1 Ltr.	
	Black Shade	1 x 4 Ltr.	
	Green Shade	1 Ltr.	
	Green Shade	1 x 4 Ltr.	
	Golden Brown Shade	1 Ltr.	
	Golden Brown Shade	1 x 4 Ltr.	
	White Shade	1 Ltr.	
	White Shade	1 x 4 Ltr.	
	Blue Shade	1 Ltr.	
	Blue Shade	1 x 4 Ltr.	
	Red Shade	1 Ltr.	
	Red Shade	1 x 4 Ltr.	
	Gry Shade	1 Ltr.	
	Gry Shade	1 x 4 Ltr.	
3	<b>Primer Asian/Berger (First Qty.)</b>		
	Steel primer (Zinc cromate Yellow)	1 Ltr.	
	Steel primer (Zinc cromate Yellow)	1 x 4 Ltr.	
	Wooden Primer (Pink)	1 Ltr.	
	Wooden Primer (Pink)	1 x 4 Ltr.	
4	Plain sheet (Glass) Modi flot 4 dmm thick	Sqft.	
5	Putty	Kg	
6	<b>Fittings Iron (OXIDIZE)</b>		
	(i) Sliding door with nut bolts 250 x 10 mm <b>ISI Mark</b>	Each	
7	<b>Tower Bolts (Barrel type) ISI Mark</b>		
	(i) 150 x 10 mm	Each	
	(ii) 100 x 100 mm	Each	
	(iii) Tower Bolts 8"	Each	
8	<b>Handles (Iron)</b>		
	(i) 100 mm 125 MM 5" Inch.	Each	
9	<b>Screws Nettle fold</b>		
	(i) ¾"	Pkt.	
	(ii) 1"	Pkt.	

	(iii) 1 ¼ "	Pkt.	
	(iv) 1 ½ "	Pkt.	
	(v) 2"	Pkt.	
	(vi) 2 ½ "	Pkt.	
	(vii) 3"	Pkt.	
10	Nails		
	(i) ¾" 17 No.	Kg	
	(ii) 1" 17 No.	Kg	
	(iii) 1" 14 No.	Kg	
	(iv) 1 ½ " 14 No.	Kg	
	(v) 2" 14 No.	Kg	
	(vi) 3" 14 No.	Kg	
	(vii) 4" 14 No.	Kg	
	(viii) Black Nails	Kg	
	(ix) 1" 20 No.	Kg	
11	Tarfet sheet in bundle	Bundle/meter	
12	Coarse Sand	Cu.ft.	
13	Fine Sand	Cu.ft.	
14	Hings 2" M.S.	Nos.	
	Hings 3"	Nos.	
	Hings 4"	Nos.	
15	T.T. oil	4 Ltr.	
	T.T. oil	20 Ltr.	
16	M.Seal (100 gm)	Nos.	
	M.Seal	Kg	
17	Leak stop	Kg	
18	Double door stoper	Nos.	
19	Measuring tape 3 Mt.	Nos.	
20	White Cement, JK	Kg	
21	Water Proof-compound	Kg	
22	Mosquito Proof Jali 3 width	Sqft.	
23	Mosquito Proof Jali 4 width	Sqft.	
	Mosquito Proof Jali 5 width	Sqft.	
24	White Emulsion Paint ASIAN	1 x 4 Ltr.	
25	Door spring, 555	Nos.	
	Door Closer ISI Marker	Nos.	
26	Palmat Patti	Pairs	
27	Palmat Brackit	Nos.	
28	Dandala (Heavy duty) 12"	Nos.	
29	Plain Sheet GI 1mm thickness	Sqft.	
30	Alluminium sheet 1 mm thickness	Sqft.	
31	Tikora 5" त्रिकोरा	Nos.	

32	File 10" and 12"	Nos.	
33	Road marking paint, <b>Burger or Asain Brand (First Qty.)</b>	1 x 20 Ltr.	
34	Hanger खुन्टी	Nos.	
35	Favicol	Kg	
36	Safty 2" छपका कुंडा	Nos.	
37	Safty 3" छपका कुंडा	Nos.	
38	Safty 4" छपका कुंडा	Nos.	
39	Glass Cutter	Nos.	
40	Door Seal	Nos.	
41	Dr Fixit 1 Lit.	Lit.	
42	Dr Fixit 5 Lit.	Lit.	
43	Ply 6mm	Rsqft.	
44	Ply 8mm	Rsqft.	
45	Ply 12mm	Rsqft.	
46	Metal Screw ½"	100 Nos. Pkt.	
47	Metal Screw 1"	100 Nos. Pkt.	
48	Metal Screw 1¼"	100 Nos. Pkt.	
49	Metal Screw 1½"	100 Nos. Pkt.	
50	Metal Screw 2"	100 Nos. Pkt.	
51	DDL Fevicol	Kg	
52	Summica	Rsqft.	
53	PVC Clamp 2"	Nos.	
54	PVC Clamp 3"	Nos.	
55	PVC Clamp 4"	Nos.	
56	Hole Fastner 3"	Nos.	
57	Hole Fastner 4"	Nos.	
58	Distemper Brush 2"	Nos.	
59	Distemper Brush 3"	Nos.	
60	Distemper Brush 4"	Nos.	
61	PVC Gitti 1½"	100 Nos. Pkt.	
62	PVC Gitti 2"	100 Nos. Pkt.	
63	Water Proof Snocem Cream	25 Kg	
64	Water Proof Snocem Teracota	25 Kg	
	Water Proof Snocem White	25 Kg	
65	PVC Pipe	Meter	
66	Tat (Gunny Bag)	Meter	
67	Sutli	Kg	

68	Binding Wire	Kg	
69	Barbad wire Galvanized	Kg	
70	U Nails	Kg	
71	Lime	Kg	
72	Jain Dori	Meter	
73	Bricks	1000 Nos.	
74	Curtain Rod Fancy	Rft.	
75	Curtain Rod Ordinary	Rft.	
76	Thiner	Lit.	
77	Adhesive Tap Roll 4"	Nos.	
78	Welding Rod	Pkt.	
79	Cutting Wheel 14"	Nos.	
80	Cutting Wheel 4"	Nos.	

