

Two Bid Tender Document

Purchase of Scientific Equipment for FRI



Forest Research Institute

P.O. New Forest

Dehradun-248006

Sl.No.-----

Forest Research Institute

(Indian Council of Forestry Research & Education)

Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

Phone: 0135-2224205; Fax: 0135-2756865

Website: <http://fri.icfre.gov.in> Email: po_fri@icfre.org

TENDER NO: X-3/14-15Purchase

**DUE DATE FOR SUBMISSION OF TECHNICAL & FINANCIAL BIDS: June 27th, 2014
At 10.00 A.M.**

**DUE DATE FOR OPENING OF TECHNICAL BIDS : June 27th, 2014
At 10.30 A.M.**

**OPENING DATE FOR FINANCIAL BIDS : July 7th, 2014
At 11.00 A.M.**

CONTENT OF TENDER PAPER

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-

1. Tender Notice (Chapter I)
2. Terms & conditions (Chapter -II)
3. Description of the items, specification (Chapter III)
4. Schedule of Price(Chapter IV)
5. Agreement (Chapter V)
6. Format for Bank Guarantee (Chapter VI)

Issued to M/S

Purchase Officer

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(Indian Council of Forestry Research & Education)
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TENDER No. X-3/14-15/Purchase

BIDDING DOCUMENTChapter-1 Instructions to Bidders
Sealed Tenders are invited from the reputed firms for the purchase
of following equipment for this Institute:-

Sl. No.	Name of equipments	Last date of tender submission
1.	Dehumidifier type wood dryer	27 th June, 2014 Up to 10.00 A.M.

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> .

PURCHASE OFFICER
FRI, Dehradun

Chapter-2: Conditions of Contract

Terms and Conditions

The proposals must consist of three separate sealed envelopes as follows:

The **First envelope** must enclose following documents and must be marked in bold letter as “**QUALIFYING DOCUMENTS & EMD**”

- a. A brief description of the organization and an outline of recent experience in assignments of a similar nature.
- b. Proof of registration with Directorate of Industries or equivalent,
- c. Proof of Sales Tax Registration,
- d. PAN.
- e. EMD will be as follows (liable to be forfeited if wrong information is furnished):-
The tender should accompany a DEMAND DRAFT/FDR of **value as specified in Clause of Chapter 2 (EMD)** as Earnest Money, payable to the Director, Forest Research Institute, Dehradun, which will be refunded, without interest, if the offer is not accepted. In case the offer is accepted but not honored by the tendered; the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost.

Sl.No	Name of equipments	EMD
1	Dehumidifier type wood dryer	25,000

- f. Tender fee: The tender form downloaded from above web sites must include Rs.227/- (including 13.5% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI as tender fee along with the tenders submitted.
- g. The bidding firm must possess an experience of at least five (05) years, in the field of supply, support and maintenance of the equipment. (Enclose copies of the supportive documents OR supply orders).

The **Second envelope** must enclose the Technical proposal and must be marked in bold letter as “**TECHNICAL PROPOSAL**”.

The **Third envelope** must enclose the Financial proposal and must be marked in bold letter as “**FINANCIAL PROPOSAL**”.

TECHNICAL PROPOSAL

During the preparation of technical proposal, in addition to technical details of the equipment along with **catalogue and other literature**, the tenderer must give particular attention to the following:

- i) Users list and supportive documents from the users for the satisfactory performance and after sales service.
- ii) Information about suitably trained technical staff along with well established service network must be furnished.
- iii) On hand training proposal for the staff of the Institute at site.
- iv) All specifications should be certified and guaranteed for genuineness and that the model of the equipment is not going to be obsolete in near future (supportive documents from the Principal to be enclosed).
- v) Availability of spares/parts for next five years to be ensured (supportive documents from the Principal to be enclosed).
- vi) In absence of catalogue and other literature the tender would be considered as invalid.

FINANCIAL PROPOSAL

The financial proposal must be submitted in the format as per the price schedule (chapter 4). Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.

SUBMISSION OF PROPOSAL

Financial and Technical Proposals and an envelope containing the qualifying documents and EMD should be sealed in three separate envelopes and then sealed in a counter envelope. The proposals should be clearly distinguished by writing on the cover "Qualifying Documents", "Financial Proposal" and "Technical Proposal". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "TENDER FOR EQUIPMENT".

The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialled by the person or persons signing the proposal. Your completed proposal must be delivered on or before the stated time and date.

PROPOSAL EVALUATION

A three-stage procedure will be adopted in evaluating the proposals

- (i) Checking of qualifying documents. This will be the first envelope, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal *in toto*,
- (ii) A technical evaluation of the qualified firm on the basis of the qualifying documents will be carried out prior to opening the financial proposal,
- (iii) A financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

Technical Proposal

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score (St.).

The points given to technical evaluation criteria are

i)	Firms relevant experience (including similar jobs in hand)	15
ii)	Technical specifications of the equipment	70
iii)	After sales Service /spares availability	15
Total		100

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

Financial Proposal

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows $S_f = 100 \times F_m / F$ (Where F is amount of financial proposal).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula $S = St \times T\% + Sf \times F\%$.

The weight (T%) given to the Technical Proposal is 60%

The weight (F%) given to the Financial Proposal is 40%

General Terms & Conditions

The offer will be subject to the following terms and conditions: -

1. Please note that FRI, Dehra Dun has Custom Duty Exemption and Excise Duty Exemption Certificate. This may be kept in consideration while quoting the rates.
2. The stores are required to be delivered in full and within 90 days after acceptance of the offer.
3. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
4. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly.
5. Full specifications, details and information regarding the articles to be supplied, such as make, size, etc. along with **original catalogue**, etc. to be furnished with the offer. The list of users of goods of similar or same nature in the country should also be enclosed. The offer would not be considered fit if these details are not provided.
6. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation. Other terms of payment should be clearly spelt in the offer.
7. The tender should accompany a DEMAND DRAFT/FDR of **value as specified in Clause of Chapter 2 (EMD)** as Earnest Money, payable to the Director, Forest Research Institute, Dehradun, which will be refunded, without interest, if the offer is not accepted. In case the offer is accepted but not honored by the tendered; the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost.
8. The Tenderer should also specify regarding Dealership/Proprietary item and copy of the latest certificates from the principal should be produced with the tender.
9. Freight, forwarding charges, if any, should be mentioned in the offer. In case of import being done by this institute, the FOB prices should be mentioned.
10. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.
11. The tenderer should quote on their printed letter-head paper, indicating thereon Sales Tax/Trade Tax No., Registration No., Fax No., Telex No., Telephone No., E-mail, etc.
12. **Two year on site comprehensive WARRANTY** for all the items and works to be given OR (as specified in specifications)
13. **Performance Bank Guarantee:** The supplier will have to submit a PBG or Performance security in the form of Bank Guarantee or FDR @ 5% of total order value from a commercial bank in an acceptable form within 21 days of issue of supply order. Performance security should remain valid for a period of 24 months beyond the date of completion of all contractual obligations of the supplier including the warranty obligations. Failure to abide by the contractual obligation will liable to forfeit the Performance Bank Guarantee.
14. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
15. Disputes, if any, will be under the jurisdiction of Dehradun Court, Utranchal, India.

PURCHASE OFFICER

CHAPTER III (Description of the items and specifications)

Dehumidifier type wood dryer :-

- Heat pump based containerized dehumidifier wood Dryer of 150-200 cft capacity.
 - Drying chamber should be duly insulated and the inner surface should be of non corroding metal.
 - The dryer should be fitted with suitable fully reversible type fans (minimum three) capable of creating uniform air-circulation inside the drying chamber as per IS: 7315
 - The dryer should have high quality non corroding electrical heaters for heating up humid air.
 - The dryer should have digital display of temperature and humidity separately.
 - The dryer should have heat pipe based heat extractor for improving drying efficiency of the system.
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- Dryer should have a control panel for heat, humidity, and air-flow duly pre-wired and pre-tested.
 - The dryer should be supplied with a trolley on rails for wood loading arrangement.
 - The whole unit should be skid-mounted on caster wheels for ease of movement.

Chapter-4: Price Schedule

(To be utilized by the bidders for quoting their prices)

Item with detail specifications	Cost per unit	Taxes, if any	Total cost in figure and words

Name/Seal of the Tenderer

Chapter-5: Agreement

The Supplier _____ agrees to accept the terms and conditions of this bidding document in letter and spirit.

Name/Seal of the Tenderer

Chapter-6: Format for Bank Guarantee

To

Forest Research Institute

P.O. New Forest

Dehradun

Your Order No. _____ for the supply and delivery of _____ has been accepted by M/s _____.

In accordance with the terms of payment of the said order, we have agreed to pay the balance of 5% of the contract price of the supplier, furnishing you with an acceptable Performance Bank Guarantee for 5% of the total contract value, viz Rs. _____ for the due performance by the Supplier of all its contractual obligations and to be valid for a period of 24 months for the date of bank guarantee for this purpose you have agreed to accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. ___ and remit to you on demand and without demur the sum of Rs. _____ being 5% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 27 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on _____, you shall have the right to file/make your claim on us under the guarantee for a period of sixty days from the said date of expiry.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Not with standing anything, contained herein above our liability under this guarantee is restricted to Rs. _____ and this guarantee will remain in force up to and inclusive of _____ - unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on _____ or before _____, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Signatory Bank with Seal