

TENDER DOCUMENT
Tender No. IV-I & II/2016-17/Purchase



**Purchase of Glassware, Plastic ware, Chemical, and
Services under Rate Contract**

2016 - 17

*Purchase Section
Forest Research Institute
P.O. New Forest
Dehra Dun – 248 006*

A handwritten signature in black ink, appearing to be 'F. R. I.' followed by a stylized name or initials.

FOREST RESEARCH INSTITUTE
(Indian Council of Forestry Research & Education)
P.O. New Forest, Dehra Dun - 248 006

Phone : 0135-2772158, 2224609, 2224648

e-TENDER DOCUMENT

Tender No. IV-1&II/2016-17/Purchase

Online bids are invited on single stage two bid systems for the Rate contract of Purchase of Glassware, Plastic ware, Chemical, and Services under Rate Contract

1. Tender documents may be downloaded from FRI web site <http://fri.icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in tender critical date sheet as under :-

Events	Important date/time	Venue
Published Date	16.06.2016 at 4:00 P.M	Newspaper/FRI and CPP portal
Bid document download	16.06.2016 at 5:00 P.M	Central Public Procurement Portal (CPPP)
Bid submission start date	16.06.2016 at 5:00 P.M.	CPP portal
Bid submission end date	04.07.2016 at 2.30.00 P.M.	CPP portal
Opening date of technical/qualifying bids	04.07.2016 at 3.00 P.M.	Purchase Section Main Building, FRI
Opening date for financial bids	The date will be decided after technical evaluation.	Purchase Section Main Building, FRI

CONTENT OF TENDER PAPER

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-

1. Notice Inviting Tenders (Chapter I)
2. Terms & Conditions (Chapter -II)
3. Description of the Items, Specifications (Chapter III)
4. Schedule of Price (Chapter IV)
5. Agreement (Chapter V)
6. Format for Bank Guarantee (Chapter VI)

(DR. P.K.PANDE)
Purchase
Officer



Chapter-1
Notice Inviting Tenders
(National Competitive Bidding)
Forest Research Institute
(Indian Council of Forestry Research & Education)
Post- New Forest, Dehra Dun – 248006 Uttarakhand, India
Phone: 0135-2224205; Fax: 0135-2756865
Website: <http://fri.icfre.gov.in> Email: po_fri@icfre.org

TENDER No. IV-1&II/2016-17/Purchase

BIDDING DOCUMENT Instructions to Bidders

Online Tenders are invited from the reputed firms for the rate contract for this
Institute:-
**Rate contract of Purchase of Glassware, Plastic ware, Chemical, and Services under
Rate Contract**

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>

This paper includes the following documents:

1. Chapter 1:- e-Tender Notice
 2. Chapter 2:- Check list
 3. Chapter 3:- Terms & Conditions
 4. Chapter 4:- Guidelines & Special Instruction to bidder
 5. Chapter 5 :- Schedule of Price
 6. Chapter 6:- List of required items
-

Issued to M/ S

**PURCHASE OFFICER
FOREST RESEARCH INSTITUTE,
P.O. NEW FOREST, DEHRADUN.**



Chapter -1
E-Tender Notice

2. Online bids are invited on single stage two bid systems from the reputed manufacturers/marketing company/ authorized dealers / stockiest/distributors for the purchase of Glassware, Plastic ware, Chemical, and Services for this Institute. The manual bids shall not be accepted.
3. Tender documents may be downloaded from FRI web site <http://fri.icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in tender critical date sheet given below :

	Glassware Brand Names	Chemicals Brand Names	Plastic ware Brand Names	Services
Discount % Offer	Borosil, Vensil, Riviera, JSGW, Labco, Merck, Scot Duran, Rankem, Glassco, Genaxy, SSGW, Reli Glass, Relicare etc.	Sd.Fine, CDH, Finar, Merck (india), Merck (Bangalore Gene), Merck (Germany), Rankem, Ranbaxy, Himedia, Culture media, Genetix, Chromous Biotech, Sigma Aldrich, Glaxo, Qualigens,, BDH, Loba, Invitrogen, Natural Remedies Bangalore, Lancaster, Fluka, Chromodex, Imperial Life Science, Qaigen, lonza, Sandor, Ameresco, Promega, SRL , Eurofin, SciGenom, Speciality Chemical, Molecular Chemicals, Labmate Asia pvt. Ltd.etc.	Tarson, Genaxy, Himedia , Eppendorf, Axygen, Borosil,Genetix Rankem, Whatman and Rankem(Sartorius filter paper), Millipore, Blue star, Thermofisher.Sigma, Aldrich, Imperial Life Science, Merk, Qaigen, Abdos, Genei, Invitrogen, Rliglas, Relitech etc.	Sequencing, Genotyping, Oligosynthesis, Primer Synthesis Services:- Chromous Biotech, Sigma Aldrich,Oscium

- 3 The demand draft for Rs 568/= (Five hundred sixty eight) only, including 13.5% Taxes as tender fee must be submitted in favour of **Director, FRI, Dehradun**, payable at Dehradun

PURCHASE OFFICER
FOREST RESEARCH INSTITUTE,



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.

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PURCHASE SECTION, FOREST RESEARCH INSTITUTE, DEHRADUN

Name of the bidder: _____

Address for Correspondence: _____

Phone & Fax No.: _____

Email Address: _____

Annexure" A" – QUALIFYING & TECHNICAL BID			
SL NO	Documents to be submitted (Scanned and certified copies of the following documents should be submitted online as uploaded in CPP portal for e-procurement	Document Enclosed YES/NO	If Yes, Mention The Page NO
1	Demand draft for Rs 568/- as Tender fee and EMD of Rs 25000/- in favour of Director, FRI, Dehradun, payable at Dehradun		
2	Registration of firm		
3	Authority letter on letter head to authorize the person to sign and submit the bid documents on behalf of bidder.		
4	Copies of the Audited balance sheets for the preceding last three financial year to establish the turnover of the manufacturing/marketing company.(for the year 13-14, 14-15 and 2015-2016)		
5	The Bidder and their supplier (if any) 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		
6	A duly signed Declaration by the bidder and their supplier (if any).		
7	Self attested Photo copy of Trade tax/VAT Certificate & TIN of Bidder and their supplier (if any).		
8	Self attested Photo copy of PAN of Bidder and their supplier (if any).		



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 568/= as tender fee and EMD of Rs. 25000/- and list of listed /catalogued of the products with their Brand Name and contents/ingredients for which rate are quoted in the financial must be submitted online and physically (Hard copy) on or before due date of bid submission.

3. Documents of authorized suppliers if any are mandatory to submit with Technical Bid and physically (Hard copy) by the bidder as mentioned in above check list.

Signature of Bidder with Stamp



Declaration

From:
Complete address of the bidder
(With Phone/Fax & Mobile No.)

To:
The Director,
Forest Research Institute
P.O.-New Forest, Dehradun

Dear Sir,

On behalf of M/s _____ I/we
hereby declare that:-

- Offer to supply of Glassware, Plastic ware, Chemical, and Services to Purchase Section, Forest Research institute, Dehradun as indicated in the Bid notice in the acceptance of Bid for discount in rates given in Financial Bid attached and agree to hold this offer open further one year after the release of rate contract. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.
- Have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.

Signature of witness

Name:

Address:

Date

Signature of Bidder/ authorized signatory

Name:

Designation

Address:

Seal of the company

Date



Chapter 3

TERMS & CONDITIONS FOR BIDDER

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

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.

The stores are required to be delivered in full and within 90 days after acceptance of the offer.

The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.

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.

Full specifications, details and information regarding the articles to be supplied, such as make, size, etc. along with scanned copies of **original catalogue** or certified copies of 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.

Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods. Other terms of payment should be clearly spelt in the offer.

The tender should accompany a **FDR of value as indicated in tender** as Earnest Money (EMD), 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.

The Tenderer should also specify regarding Dealership/Proprietary item and copy of the latest certificates from the principal should be produced with the tender.

The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.

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, Tin No., and Pan No. etc.

Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.

Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.

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.



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.

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.

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.

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.

The bidder will assure that the supply is carried out without a break for the entire period of the contract.

While uploading the financial bid, the bidder shall give an undertaking 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

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.

Supplier had to supply the Glassware, Plastic ware, Chemical, and Services within 30 days of placing the order otherwise he will be declared defaulter and barred from subsequent rate contract.

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.

In case of the supplies made in any subsequent lot by the same supplier is also found to be sub standard and is rejected by the consignee, the supplier shall be taken to black list for next 3 years and his security money lying with the department shall be forfeited.

Only wanted documents as per check list are required to be attached in desired order of check list.

The tender must have the index of all the documents enclosed for easy assessment of tender.

The e-tender is liable to be ignored if complete information/certificates are not 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.



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.

Tender which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

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.

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.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned to the right of the page number.

Chapter-4 Guidelines & Instruction to Bidders

Bids shall be submitted online only at CPPP website: <https://e-procure.gov.in/e-procure/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://e-procure.gov.in/e-procure/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/cprocure/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 single bid system . 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.

1: Technical and Qualifying Bid

Qualifying documents should be uploaded in CPPP website; <https://e-procure.gov.in/e-procure/app>). The mention in Chapter-1of tender documents are to be furnished by the Bidder, as qualifying bid, as signed and scanned copy in pdf format upload in CPP portal. **The physical submission (hard copy) of required documents are mandatory on or before the last date/time of bid submission.**

1. Tender fee and EMD:-The tender form downloaded from above web sites must include Rs.568/- (including 13.5% Uttarakhand Trade Tax) and EMD of Rs 25000- 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.

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
- (c) Bidder will submit price list of each item during supply of chemicals.

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 -5

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.

SL.No.			

1. The discount will be on the price quoted in price list, 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)



CHAPTER -6

Rate contract of Glassware, Plastic ware, Chemical, and Services 2016-17

Sl. No.	Name of Glassware, Plastic ware, Chemical, and Services
1.	<u>Glassware</u> Borosil, Vensil, Riviera, JSGW, Labco, Merck, Scot Duran, Rankem, Glassco, Genaxy, SSGW, Reli Glass, Relicare etc.
2.	<u>Plastic ware</u> Tarson, Genaxy, Himedia, Eppendorf, Axygen, Borosil, Genetix Rankem, Whatman and Rankem (Sartorius filter paper), Millipore, Blue star, Thermofisher, Sigma, Aldrich, Imperial Life Science, Merk, Qaigen, Abdos, Genei, Invitrogen, Rliglas, Relitech etc.
3.	<u>Chemical</u> Sd.Fine, CDH, Finar, Merck (india), Merck (Bangalore Gene), Merck (Germany), Rankem, Ranbaxy, Himedia, Culture media, Genetix, Chromous Biotech, Sigma Aldrich, Glaxo, Qualigens., BDH, Loba, Invitrogen, Natural Remedies Bangalore, Lancaster, Fluka, Chromodex, Imperial Life Science, Qaigen, lonza, Sandor, Ameresco, Promega, SRL, Eurofin, SciGenom, Speciality Chemical, Molecular Chemicals, Labmate Asia pvt. Ltd. etc.
4.	<u>Services</u> Sequencing, Genotyping, Oligosynthesis, Primer Synthesis Services:-Chromous Biotech, Sigma Aldrich, Oscimum

