

Two Bid Tender Document

**‘Preparation of DPR on Renovation &
Modernisation of Six Museum Galleries of
Forest Research Institute, Dehradun
(Uttarakhand)**



**Forest Research Institute
P.O. New Forest
Dehradun-248006**

2016-17

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: 6-12/RES/ASG

1. **Online bids are invited on single stage two bid systems for the 'Preparation of Detailed Project Report (DPR) on Renovation & Modernization of Six Museum Galleries of Forest Research Institute, Dehradun (Uttarakhand)'**.
2. 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	26/07/2016 / 5 PM	Newspaper/FRI and CPP portal
Bid document download date	26/07/2016 /6 PM	Central Public Procurement Portal (CPPP)
Due date for pre-bid conference:	1/08/2016 / 11 AM	Purchase Section Main Building, FRI
Bid submission start date	02/08/2016 / 5 PM	CPP portal
Bid submission end date	12/08/2016 / 2.30 PM	CPP portal
Opening date of technical bids	12/08/2016 /3 PM	Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation.	Purchase Section Main Building, FRI

CONTENT OF TENDER PAPER

The Forest Research Institute (FRI) is a premier institution under Indian Council of Forestry Research & Education, an autonomous organisation of Ministry of Environment, Forests and Climate change, Govt. of India, P.O. New Forest, Dehradun, Uttarakhand. Various aspects of forestry research and development have been displayed in the form of models/exhibits etc. in these museum galleries. The FRI invites 'Online Bids (Expression of Interest (EOI) in a two bid format (Technical bid and financial Bid) from Designers/ Architectural Design Firms / Consortium of Allied professionals / Companies to be engaged as Consultants to act as Knowledge partner to accomplish '**Preparation of DPR on Renovation & Modernisation of Six Museums of Forest Research Institute, Dehradun (Uttarakhand)** in order to bring the display, storage and presentation of their collections to international standards

Overview of the project

The project aims at renovation and modernization of museums at F.R.I.

S.NO	Name of Museum Galleries	Tentative Estimated Total Project Cost*
1.	Silviculture	8 Crores Approx.
2.	Non Wood Forest Products	
3.	Entomology	
4.	Information Centre & Xylarium	
5.	Plant Pathology	
6.	Extension	

Purchase Officer

Chapter-1: Notice Inviting Tenders

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. 6-12/RES/ASG

BIDDING DOCUMENT Instructions to Bidders

Online Tenders are invited from the reputed firms for 'Preparation of DPR on Renovation & Modernization of six Museums of Forest Research Institute, Dehradun (Uttarakhand)':-

Item No.	Name of assignment
1.	'Preparation of Detailed Project Report (DPR) on Renovation & Modernisation of Six Museum Galleries of Forest Research Institute, Dehradun (Uttarakhand)'

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>

PURCHASE OFFICER

Chapter-2: Terms and Conditions

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Bidder are advised to follow the instructions provided in the “Instructions to the Tenderer/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 tenderer/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.

Tenderer/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 EMD would be forfeited and tenderer/bidder is liable to be banned from doing business with FRI.

Intending tenderers/bidders are advised to visit again FRI website <http://fri.icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.

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

Submission of Tender

The tender shall be submitted in Two parts, viz., Technical Bid and Price Bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The technical bid, tender fee and EMD should also be submitted physically on or before the last date and time of the submission of technical bid

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

2.1. Technical Bid

The following documents are to be furnished by the Tenderer/Bidder along with **Technical Bid** as per the tender document.

Hard copies the required qualifying and technical document alongwith EMD and tender fee should also be submitted on or before the time of end date of the submission of bid.

Qualifying and technical documents:

- i) Signed and scanned copy of appropriate value of valid registration certificate, experience certificate as per the tender notice, PAN No. and Tender Acceptance Letter.
- ii) Signed and scanned copy of VAT Clearance Certificate, TIN No., Certificate / Affidavit of partnership firm.
- iii) Signed and scanned copy of audited Balance sheet of last three years and partnership deed as per the tender document.
- iv) Signed and scanned copy of Organization chart and plants & equipment as per tender documents.
- v) Earnest Money Deposit (EMD) should be submitted as **crossed Demand Draft (DD)** in favor of Director, Forest Research Institute, Dehradun by post to Purchase officer, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal. **The EMD for 'Preparation of DPR on Renovation & Modernization of six Museum Galleries of Forest Research Institute, Dehradun (Uttarakhand) is Rs. 25000/-**
- vi) **Tender Fee:-The tender form downloaded from above web sites must include Rs.568/- (including 14% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI** as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.
- vii) Details of past experience of similar projects which shall include description of project, name of employer, cost & period of project supported by completion certificate. At least two Museums or Exhibition Design Projects in India or abroad.
- viii) The applicant should be a registered Museum Architectural/Design firm/Company/organization registered in India. Appropriate documents supporting their status must be submitted.
- ix) Signed and stamped all certificates and documents should be mentioned and provided in the technical bid along with complete technical details/specification of the job be provided and Brochures/ write-ups should also be uploaded as proof.
- x) The principal applicant should have a recognized degree/diploma in Design/Architecture.
- xi) At least one member should have a degree/diploma in Archaeology/Museology /Museum Science or equivalent or have commensurate experience in the field.
- xii) At least one member should have a degree/ diploma in Forest Conservation or have commensurate experience in the field.
- xiii) The average annual turnover of the company should be not less than Rs. 1 crore for last 3 year.
- xiv) Submit a copy of your presentation with proof.

All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.

2.2. Price Bid

- (a) The financial proposal must be submitted in the Schedule of price bid in the form of BoQ_1.xls separate for each item. 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.
- (b) Price bid undertaking
- (c) Schedule of price bid in the form of BoQ_1.xls

(a). Financial Proposal

The financial proposal must be submitted in the format BoQ_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. separate for each item. 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.

(b). Price Bid Undertaking

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

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

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours faithfully,

Signature of authorized Representative

(c). Schedule of price bid in the form of BoQ_1.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 tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Forest Research Institute.

Sl No.	Description	Price (To be filled in by Bidder)
I	Complete Scope of services as stipulated in the Technical Bid Document on price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation, excluding service tax.	In figures----- In words-----
ii	Taxes	As per statutory Liability applicable from time-to-time.

1. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
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)

(d). Pre-bid conference:

A pre-bid conference will be arranged with the users for finalization of technical specifications of the equipment. Bidders are requested to take part in the Pre-bid conference at scheduled date and time. The modified specifications, if any, after Pre-bid conference will be available at the websites and also can be obtained from the office of Purchase Officer. After Pre-bid conference no changes will be accepted in the desired specifications. If no party attends the Pre-bid conference then listed specifications will be considered as final.

2.3. Proposal Evaluation

A two-stage procedure will be adopted in evaluating the proposals.

- (i) Checking of technical proposal. First of all, the qualifying documents will be checked. In absence of any of qualifying documents, the bid will be rejected. A technical evaluation

of the firms on the basis of the required documents for technical bid will be carried out prior to opening the financial proposal.

- (ii) A financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

(a). 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)	15
ii. Presentation of brief plan with documents	55
iii. List of clients satisfied by the similar job for last 3 years with proof	15
iv. Proof of timely accomplishment of job	15

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

(b). 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 $Sf = 100 \times Fm/F$ (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%

2.4. General Terms & Conditions

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

1. EMD of all the bidders except successful bidder would be returned after award of work to the selected applicant.
2. The time for completion of DPR would be within 30 days of the order.
3. The candidate with highest score will be shortlisted to be considered for award of job. FRI is not bound to award work to the lowest financial bidder.
4. The successful bidder will have to sign an agreement with payment schedule at the time of award of the work.
5. The firms shall submit best of his works executed during the last three years (including at least one work of minimum Rupees 15 lakh of cost).

6. The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 25,000/- payable to Director FRI, Dehra Dun as Earnest Money Deposit**. Tenders submitted without Earnest Money Deposit will be treated as invalid
7. All pages of the tender document are to be signed and stamped by the tendering firm.
8. Bidders must have their own infrastructure, which may be inspected by FRI for verification.
9. Short-listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.
10. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
11. Conditional Tenders are liable to be rejected.
12. Offers submitted by telex, telegram or fax shall not be considered.
13. In case of any dispute, the Director FRI shall decide the issue and her decision will be final and shall be binding on the parties.
14. No legal proceedings to enforce any claim and no suit arising out of this work contract shall be instituted except under the jurisdiction of Dehradun Court, Uttarakhand, India
15. Copy rights of the document proposed to be printed under the agreement shall be with FRI.
16. The successful bidder shall furnish, a **Performance Guarantee** in favour of Director, FRI Dehradun, for an amount equivalent to **5% of the contract value**. The Performance Guarantee shall be in the form of B.G./ FDR issued by the Nationalized Bank. The Performance guarantee must be submitted along with the letter of acceptance within the stipulated time. The performance guarantee shall be released after ensuring the complete and satisfactory delivery of the printed material.
17. EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying, technical and financial proposals; also if the successful bidder fails to furnish the performance guarantee within the stipulated period, the EMD shall be liable to be forfeited.
18. The Director FRI, Dehradun, reserves the right without assigning any reasons thereof, to:
 - i. Accept or reject whole or any part of an offer
 - ii. Reject any or all offers partly or wholly,
 - iii. Cancel or withdraw the Tender notice
 - iv. Accept or reject any deviations from these conditions

PURCHASE OFFICER

Chapter-3: Description of the Items, Specifications

a. Technical specifications of printing job

Preparation of DPR on Renovation & Modernisation of Museums of Forest Research Institute, Dehradun

(a1) Designing and Layout - In consultation with the team

General Specifications

Work assigned - Preparation of DPR on Renovation and Modernisation of 6 museum galleries namely Silviculture, Non Wood Forest Products, Entomology, Information Centre & Xylarium, Plant Pathology and Extension

Chapter-4: Schedule of Price

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BoQ_1.xls

Chapter-5: Agreement

The Supplier _____ agrees to accept the terms and conditions provided in Chapter no. (2) at item no. (2.4.) 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

Annexures

Certificate regarding submission and evaluation

To,
Director
Forest Research Institute
P.O. New Forest
Dehradun, Uttarakhand

Dear Sir/madam

I _____ as bidder understand that the presentation of DPR submitted by me will be examined by the FRI committee and based on the conceptualization, visualization and design layout of the DPR the committee reserves the right to reject or approve the technical bid. Hence after the approval of the technical bid the firm/tenderer will be declared as technically qualified for the evaluation of financial bid.

**Signature of Bidder
Name
With Seal of the Firm**

Date :
Place :

Annexure - 2: Particulars of the firm

1. Name of the company : _____
2. Head / Regd. Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
 - e) Website Address : _____
3. Former name of company (if any): _____
4. Dehradun Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
5. Type of Organization : Individual / Partnership / Incorporated
6. (i) Year of establishment: _____
ii) Year in which printing:
work started: _____
7. Amount of EMD deposited
 - a) Draft / Bank Guarantee No.: _____
 - b) Bank Detail : _____
 - c) Amount : _____
9. Period of validity of Tender : _____
10. Details of supporting : _____
documents enclosed : _____
: _____
11. Name and address of the : _____
authorized signatory / : _____
contact person for this Tender: _____
12. Whether letter of Authority for : _____
attending bid opening
enclosed with Tender ?
13. Whether PAN certificate attached?: _____
14. Sales Tax / VAT Regd. No. : _____
15. Whether the company has : _____
ISO Certification ?

If yes / whether document attached
in technical bid

16. Turn over of the firm : _____
17. List of equipment and machines : _____
available for the work
18. Technical Manpower with qualification: _____
19. Detailed qualification and experience: _____
of professional available for designing,
layout, planning of cover and text pages
of the report
20. Experience of the firm in undertaking: _____
similar type of works. Best sample work needs
to be attached
21. Time Schedule for accomplishment of Job: _____
22. Relevant additional information, if any,
(use extra sheet if necessary) : _____

**Signature of Bidder
Name
With Seal of the Firm**

Date :
Place :

Annexure - 3: Format for works of similar nature & magnitude Successfully completed during last 3 years

Outline of recent experience on assignments of similar nature

Sl. No.	Description of Work	Cost of Assignment	Address of Organisation with Phone No. for which Assignment Done
1	2	3	4

**(Signature of Bidder)
With Seal of the Firm**

Documents to be submitted (Scanned and certified copies of the following documents should be submitted online as uploaded in CPP portal for e-procurement and also hard copies of the documents submitted to Purchase Section, FRI, Dehradun

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	Signed copy of appropriate value of valid registration certificate, experience certificate as per the tender notice, PAN No. and Tender Acceptance Letter		
2	Signed copy of VAT Clearance Certificate, TIN No., Certificate / Affidavit of partnership firm		
3	Signed copy of audited Balance sheet of last three years and partnership deed as per the tender document.		
4	Signed copy of Organization chart and plants & equipment as per tender documents.		
5	Earnest Money Deposit (EMD) should be submitted as crossed Demand Draft (DD) in favor of Director, Forest Research Institute, Dehradun by post to Purchase officer, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal. The EMD for 'Preparation of DPR on Renovation & Modernization of six Museum Galleries of Forest Research Institute, Dehradun (Uttarakhand) is Rs. 25000/-		
6	Tender Fee of Rs.568/- (including 14% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI		
7	Documents regarding registered Museum Architectural/Design firm/Company/organization registered in India..		
8	Signed and stamped all certificates and documents should be mentioned and provided in the technical bid along with complete technical details/specification of the job be provided and Brochures/ write-ups should also be uploaded as proof		
8	Proof of the principal applicant should have a recognized degree/diploma in Design/Architecture		
9	Proof of at least one member should have a degree/diploma in Archaeology/Museology /Museum Science or equivalent or have commensurate experience in the field.		
10	Proof of at least one member should have a degree/ diploma in Forest Conservation or have commensurate experience in the field.		
11	Proof of average annual turnover of the company should be not less than Rs. 1 crore for last 3 year.		
12	A copy of your presentation with proof.		

