

Tender Document

For Rental photocopier of FRI



Forest Research Institute

P.O. New Forest

Dehradun-248006

2016

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom of the page.

Sl. No.-----

**PURCHASE SECTION
FOREST RESEARCH INSTITUTE (ICFRE),
P. O. New Forest, DEHRADUN-248006**

TENDER NO : IV-3/15-16/Purchase
DUE DATE : 10th March, 2016 at 15.00 HRS
OPENING DATE : 10th March, 2016 at 15.30 HRS

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)
-

Issued to M/S


(DR.P.K.Pande)
Purchase officer

**Purchase Section
Forest Research Institute,
ICFRE, P.O. New Forest,
Dehradun-248006.**

**BIDDING DOCUMENT
Chapter-1 Instructions to Bidders**

Sealed Tenders are invited from the reputed firms for the rental Photo Copier of this Institute:-

Sl.No.	Tender No.	Name of the Items	EMD
1.	IV-3/15-164/Purchase	Rental Photocopier Machine for Forest Research Institute, Dehradun.	Rs.1000/-

The details of the above items and other terms and conditions, etc. are available in the tender documents, obtainable from the Purchase Officer, Forest Research Institute, Dehradun-248006, on payment of Rs. 573.00 (including 14.5% Service Tax), by **CROSSED DEMAND DRAFT** in favour of the **Director, FRI**. The Tenders should reach this office on or before **4th March 2016 up to 15.00 hrs.** which will be opened on the same day at **15.30 hrs.** in the presence of the tenderers or their authorized representatives, if any. Any or all tenders can be rejected by the Director, FRI without assigning any reason. The tender forms and specifications are also available at web site <http://fri.icfre.gov.in/>. The tender form downloaded from above web sites must include Rs.573/- as tender fee along with the tenders submitted.


**Purchase Officer
Forest Research Institute**

To
M/s

Qualifying documents:

- i) A copy of valid registration certificate, experience certificate as per the tender notice, PAN No. and Tender Acceptance Letter.
- ii) A copy of VAT Clearance Certificate, TIN No., Certificate / Affidavit of partnership firm.
- iii) Tender fees Rs.573/- (including 14.5% service tax).
- iv) Earnest money of Rs.1000/- as cross demand drafts in favour of Director, FRI, Dehradun.

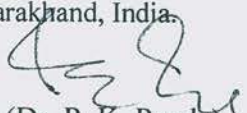
In case, the qualifying documents and fees are not received, the tender will not be accepted.

Chapter-2: Conditions of Contract

Terms and Conditions

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

1. The Rental Photocopier Machine is required to be delivered in full and within 07 days after acceptance of the offer.
2. Full details of business terms and conditions, Service Tax etc , if any, the validity period of quotation, discount, or any other information relevant to the offer may please be indicated clearly.
3. Full specifications, details and information regarding the Rental Photocopier Machine to be supplied, such as make, size, Speed, number of copies, etc. to be furnished with the offer.
4. The tender should accompany a DEMAND DRAFT/FDR of Rs.1000/- as Earnest Money, payable to the Director, Forest Research Institute, Dehradun, which will be refunded, if the offer is not accepted. In case the offer is accepted but not honored by the tenderer, the Earnest Money will be forfeited.
5. PBG/Security Money:- The supplier should have to submit a security money of Rs.10,000/- in the form of Bank Guarantee/FDR payable to the Director, Forest Research Institute, Dehradun from a commercial bank. Security money should remain valid for a period of one year beyond the date of completion of all contractual obligations of the supplier including the warranty obligations. In case the service provider fails to fulfill the obligations/work assigned
6. The Photocopier Machine is required to be installed at the desired place in FRI.
7. 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.,
8. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
9. The Director can extend the period of contract at the same terms and conditions for a period of one year.
10. If satisfactory services are not given, the Director may terminate the contract by giving one week notice.
11. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.


(Dr. P. K. Pande)
Purchase Officer

Chapter III (Description of the Items and specification)

Sl. No.	Name of Items and Specification	Qty.
	<p>Rental Photocopier at FRI Latest Digital Model</p> <p>Speed – 20 pages per minute or above</p> <p>Max. Copy size – A3</p> <p>Continuous copy time – 1-999</p> <p>Zoom Range – 25-400% in 1% steps</p> <p>Automatic Document feeder</p> <p>Standard network Printing</p> <p>NOTE: The machine will be made operational by the service provider along with consumables (paper, toner, developer etc) and operator throughout the rental period. The rates should be quoted accordingly.</p>	



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.

