

Two Bid Tender Document

**Hiring of Audio Visual Services for CFC 2017 to be
held in FRI during 3-7 April 2017**



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

2016-17

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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

RE- TENDER NO: XI-81 /16-17/Purchase

1. Online bids are invited on single stage two bid systems for hiring of audio visual services for CFC 2017 to be held during 3-7 April 2017 at Forest Research Institute, Dehradun. Manual bids shall not be accepted.
2. Bid/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	11/02/2017 ; 1 PM	Newspaper/FRI and CPP portal
Bid document download	11/02/2017; 3 PM	Central Public Procurement Portal (CPPP)
Due date for pre-bid conference	13 /02/2017; 11 AM	Purchase Section, Main Building, FRI
Bid submission start date	13/02/2017; 5.50 PM	CPP portal
Bid submission end date	23/02/2017; 3 PM	CPP portal
Opening date of technical bids	27/02/2017; 11 AM	Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation	Purchase Section Main Building, FRI

Note: Those firms who have already submitted their EMD, and tender fee in previous Tender (ID: 2017_ICFRE_163651_1) need not to resubmit again however they have to upload all the required documents including scanned copy of EMD and tender fee in CPP Portal .

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)

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

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RE-TENDER No. XI-81/16-17/Purchase

BIDDING DOCUMENT

Online Tenders are invited from the reputed firms for the hiring of audio visual services for CFC 2017 to be held during 3-7 April 2017 in the Convocation Hall of the Forest Research Institute, Dehradun, Uttarakhand :-

Item No.	Services required	No of days for which services required
1.	Audio visual services for Commonwealth Forestry Conference 2017 (CFC 2017) to be held during 3-7 April 2017 in the Convocation Hall of the Forest Research, Institute, Dehradun, Uttarakhand.	5 days (3-7 April 2017)

The details of the above service 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: Instructions to Bidders

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 circumstances 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 shall be forfeited and tenderer/bidder is liable to be banned from doing business with FRI in future.

The service provider shall have the Indian nationality.

Language of Tender: The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the purchaser, shall be written in English and/or Hindi language.

The Purchaser (FRI) requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Annexure-I**.

Prices shall be quoted as specified in each Price Schedule (BOQ) as provided. The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered.

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**.



Check List

Item No	Qualifying documents	Yes/No	Page No.
1.	Tender fee/ Exemption certificate		
2.	EMD in shape of FDR / Exemption certificate		
3.	Signed and scanned copy authorization certificate if required		
4.	Signed and scanned copy of PAN card		
5.	Signed and scanned copy of Tender Acceptance Letter as per tender document		
6.	Signed and scanned copy of TIN No./ Service Tax No./Registration certificate		
7.	Signed and Scanned copy of Affidavit of partnership firm, if required		
8.	Signed and Scanned copy of audited Balance sheet of last two financial years		
9.	Signed and Scanned copy of affidavit in non-judicial stamp paper of Rs 10/- by the firm that it has never been black-listed/debarred/banned by any Govt. Department/Public sector must be attached along with the Bid, failing which the Bid shall be rejected.		
10.	Signed and scanned copy of showing that the bidder should have successfully done at least 2 conferences in last 5 years.		
11.	Signed and scanned copy of showing that turnover of the company should be at least INR 10 lakhs in the last three financial years.		
12.	Signed and Scanned copy of technical specifications of the quoted items should be provided		

Note: It is must to fill check list and document should be submit online in CPP portal in the order as mentioned in the check list.



Chapter-3: Condition of Contract

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

Technicno –Commercial Bid

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

Qualifying documents:

- i) Signed and scanned copy of appropriate Registration certificate/TIN No./ Service Tax No, Authorization certificate, PAN No. and Tender Acceptance Letter.
- ii) Signed and Scanned copy of audited Balance sheet of last two financial years.
- iii) Signed and Scanned copy of notarized affidavit by the firm that it has never been black-listed / banned /debarred must be attached along with the Bid, failing which the Bid shall be rejected.
- iv) Earnest Money Deposit (EMD) should be submitted as **crossed Demand Draft (DD)** in favors 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 the items are given below:

Item No	Name of work	EMD INR
1.	Hiring of Audio visual services for Commonwealth Forestry Conference 2017 (CFC 2017) to be held during 3-7 April 2017 in the Convocation Hall of the Forest Research, Institute, Dehradun,	10,000/-

- v) **Tender fee:-The tender form downloaded from above web sites must include Rs.575/- (including 14.5% 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.**
- vi) Signed and scanned copy of showing that the bidder should have successfully done at least 2 conferences in last 5 years.

- vii) Signed and scanned copy of showing that turnover of the company should be at least Rs 10 lacs in of the last three financial years.
- viii) Signed and Scanned copy of technical specifications of the quoted items should be provided.

Important: EMD and tender fee should also be submitted before end date and time of bid submission. Those firms who have already submitted their EMD, and tender fee in previous Tender (ID: 2017_ICFRE_163651_1) need not to resubmit again however they have to upload all the required documents including scanned copy of EMD and tender fee in CPP Portal

Cover 2. Price Bid

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.

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

Price Bid Undertaking

From: (Full name and address of the Bidder)
To,

The Director
FRI, Dehradun

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

Schedule of price bid in the form of BoQ_1.xxx

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_1.xls along with this bid 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 EMD would be forfeited and bidder is liable to be banned from doing business with Forest Research Institute.

Sl No.	Description	Price (To be filled in by Bidder in BoQ)
i	Complete Scope of hiring of audio visual services for CFC 2017 to be held during 3-7 April 2017 in the Convocation Hall of the Forest Research Institute, Dehradun, Uttarakhand.	
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)

b. Technical bid

Technical Proposal

During the preparation of technical proposal, in addition to technical details of the equipment to be used during the proposed CFC 2017 the tender are must give particular attention as per the techno-commercial bid as mentioned in the **Qualifying documents**.

Each proposal responding to this tender must include the following information (in the order presented here).

Company Name & Address:

Primary contact details

Contact Person:



Job Title:
Phone:
Fax:
Mobile Phone:
E-mail Address:
Web Address:

Experience:

- For how many events of similar size and scope as the one described in Section II of this tender has the company provided Audio Visual services in the past three years?
- When was the company founded?
- What is the company's scope of services?
- Describe the company's working relationship with the facility (named in Section II – Event Profile) selected for this event (i.e. Are you the preferred vendor? How many events and of what type have you serviced there?).
- Experience Comments: _____
- The bidder shall ensure that the personnel/team of staff should be ESI/EPF covered. The FRI requires around 25 member Audio Visual Team for the conference hence ESI/EPF number of at least 25 Employees have to be submitted along with the technical bid. The FRI shall take no responsibility for any accident and injury caused to them during the conference.

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, may please be indicated clearly in BOQ 1.xls.

Proposal Evaluation

Clarification of Bids

To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids.

If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

Unresponsive bids

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc. as prescribed in the Bid Document. The bids are liable to be treated as non-responsive and will be summarily ignored if bidder does not upload qualifying and technical documents as required in the Bid Document.

Technical Evaluation

Tenders shall be scrutinized and evaluated by the committee constituted by competent authority with reference to parameters prescribed in the Bid document.

Minor Informality/Irregularity/Non-Conformity

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a bid, **the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders.** Wherever necessary, the purchaser will convey its observation on such 'minor' issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid will be liable to be ignored.

Financial Proposals and an envelope containing the **Qualifying documents**, Tender Fee and EMD should be sealed in two separate envelopes and then sealed in a counter envelope. The proposals should be clearly distinguished by writing on the cover "**Qualifying Documents**" and "**Financial Proposal**". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "**TENDER FOR CANVAS BAG AND STATIONARY ITEMS**".

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 initiated by the person or persons signing the proposal. The completed proposal must be delivered on or before the stated time and date.



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

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*,

The firms, who submitted all the valid qualifying documents, qualify for Financial Bid Opening. After financial evaluation, firms will be ranked on the L1 basis of financial evaluation.

Financial Evaluation

- (i) Thereafter, in the second stage, the Price Bids of qualified bidders on the basis of qualifying documents only shall be opened for further scrutiny and evaluation on a date notified.
- (ii) The purchaser shall evaluate the qualified financial bids for deciding lowest bidder (L-1) on the basis of ultimate landing cost. **Wherever, against a requirement, both indigenous as well as imported offers are received**, the offers for imported stores will be evaluated on the basis of the total landed cost after loading the custom duty and other levies, etc as may be applicable from time to time for taking purchase decision
- (iii) The ultimate/landing cost in respect of store is arrived at by considering following below elements including AMC, Warranty, and Extended Warranty cost, etc if any unless these are optional requirements.

(A) Indigenous store

1. Basic price
2. Excise duty (if applicable, we provide excise duty exemption certificate)
3. Sale tax, service tax & other applicable taxes
4. Insurance, freight, transportation etc. of goods up to sites

General Terms & Conditions

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)

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

