

Two Bid Tender Document

**PURCHASE OF PLAGIARISM CHECKER SOFTWARE FOR FRI,
DEHRADUN**



Forest Research Institute

P.O. New Forest

Dehradun-248006

2017-18

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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: X-21/2017-18/Purchase

Online bids are invited on single bid systems for Purchase of Plagiarism Checker Software for FRI, Dehradun

1. 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 tender critical date sheet given below :

Events	Important date/ time	Venue
Published Date	28.08.2017 5.30 P.M	Newspaper/FRI and CPP portal
Bid document download	28.08.2017 6.00 P.M	Central Public Procurement Portal (CPPP)
Pre bid conference	07.09.2017 11.00 AM	Purchase Section
Bid submission start date	08.09.2017 5.00 P.M	CPP portal
Bid submission end date	25.09.2017 3.00 P.M	CPP portal
Opening date of technical bids	26.09.2017 3.00 P.M	CPP portal / Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation	CPP portal

CONTENT OF TENDER PAPER

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-

1. Notice Inviting tender (Chapter I)
2. Instructions to bidders (Chapter -II)
3. Conditions of contract (Chapter III)
4. Schedule of requirements (Chapter IV)
5. Specifications and allied details (Chapter V)
6. Price Schedule (Chapter VI)
7. Contract form (Chapter VII)
8. Other standard forms (Chapter VIII)

Purchase Officer



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Re-TENDER NO: X-21/2017-18/Purchase

BIDDING DOCUMENT

Online Tenders are invited from the reputed firms for the purchase of Scientific equipment HPLC System for this Institute:-

Item No.	Name of Equipment /Services	Quantity Required
1.	Plagiarism Checker Software (cloud based anti-plagiarism service)	01

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-II 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>

Hardcopies of EMD & Tender Fee OR its exemption certificate must be reached in the prescribed form on or before the last date/time of online submission of the bid.

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 Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. Nationality must be disclosed by the supplier.

All Goods (brand new) and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

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 prices components is required solely for the purpose of facilitating the comparison of bids by the

(a) For Goods manufactured in India:

- (i) The price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off the-shelf, as applicable), including all excise duty and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods to be quoted in BOQ;
- (ii) Any Sales tax/VAT and other taxes payable on the Goods to be quoted in BOQ, if the contract is awarded to the Bidder; and
- (iii) The price for inland transportation, insurance, and other local services required to deliver the Goods to their final destination (Project Site) as specified in the Bid document to be quoted in BOQ.

(b) For Goods manufactured outside India, to be imported:

- (i) The price of the Goods quoted at FOB up to named place of destination as specified in the Bid Document to be quoted in BOQ.
- (ii) The price for inland transportation, insurance, and other local services required to deliver the Goods from the named place of destination specified in the Bid document to be quoted in BOQ.

(c) For Goods manufactured outside India, already imported:

- (i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid/or to be paid on the Goods already imported to be quoted in BOQ in INR.

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 of AUTHORIZATION certificate, if applicable		
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 GST REGISTRATION certificate.		
7.	Signed and Scanned copy of Affidavit of PARTNERSHIP DEED, if applicable		
8.	Signed and Scanned copy of AUDITED BALANCE SHEET of last three 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 complete technical details/specification of the quoted items with make and model of all systems, sub systems and additional items mentioned in the technical bid. BROCHURES/ORIGINAL CATALOGUE with other Literature AND WRITE-UPS should be uploaded as proof.		
11.	Scanned and signed copy of users' list and supportive documents from the users for the satisfactory performance and after sales service which shows ATLEAST THREE YEARS EXPERIENCE of the firm for the supply/provide of similar type of goods/ services.		
12.	Scanned and signed copy of information about suitably TRAINED TECHNICAL STAFF along with WELL ESTABLISHED SERVICE NETWORK must be furnished, if applicable.		
13.	Scanned and signed copy of HANDS-ON TRAINING proposal for the staff of the Institute at site, if applicable		
14.	All specifications should be certified and guaranteed for GENUINENESS & BRAND NEW ITEM (Scanned and signed copy of supportive documents from the Principal to be enclosed). Regular update for license period.		
15.	Scanned and signed copy of TENDER DOCUMENT		

Note:

1. It is compulsory to fill the above check list.
2. The document should be submitted/uploaded online in CPP portal in the above order of the check list and place the check list as cover page with pagination of documents.
3. In the absence of any of the above documents, the bid shall be rejected.
4. The firm who already submitted their EMD and Tender fees in tender No.X-21/17-18/Purch (2017_ICFRE_226824_1) need not to submit it again.



Chapter-III

Conditions of Contract

Submission of Tender

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

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

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

Pre-bid conference:

A pre-bid conference will be arranged with the end users for finalization/clarification of technical specifications of the equipment. Bidders are requested to take part in the Pre-Bid Conference at scheduled date and time. The suggestions given by the bidders in the form of phone, email, FAX, etc. will not be entertained. The bidder must be present in Pre-Bid Conference. If bidder requires any change/modification in Bid Document. The change/modification will be incorporated in the Bid Document suggested by the bidder after the open discussion among the end user, other interested bidders and the committee members. The modified specifications, if any, after Pre-bid conference will be available at the cpp portal. 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.

Cover 1. Technical Bid

Following documents are to be furnished by the Tenderer/Bidder along with Technical Bid as per the tender document:

Qualifying documents:

- i) **Tender fee:-The tender form downloaded from above web sites must include Rs.590/- (including GST) by crossed Demand Draft in favour of Director, FRI as tender fee submitted by post / hand to Purchase Officer, Forest Research Institute, Dehradun-248006 on and before the end date of bid submission, and the scanned copy of the same should be uploaded in the Portal.**
- ii) **Earnest Money Deposit (EMD) should be submitted as FDR in favours of Director, Forest Research Institute, Dehradun by post / hand to Purchase Officer, Forest Research Institute, Dehradun-248006 on and before the end date of bid submission, and the scanned copy of the same should be uploaded in the Portal.**



iii) The EMD for the items are as given below:

Item No	Name of items / Services	EMD INR
1.	Plagiarism Checker Software (cloud based anti-plagiarism service)	8,500.00

- iv) Signed and scanned copy of Authorization certificate, if applicable
 - v) Signed and scanned copy of PAN Number.
 - vi) Signed and scanned copy of Tender Acceptance Letter.
 - vii) Signed and scanned copy of GST Registration, whichever applicable.
 - viii) Signed and scanned copy of Affidavit of partnership deed, if required
 - ix) Signed and scanned copy of audited Balance sheet of last three years.
 - x) 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.
 - xi) Signed and scanned copy of DGS&D Enlistment Certificate. It is compulsory for all firms in India (agent/ authorized supplier/ dealer/ subsidiary/ integrators/ Distributors / Stockist, etc. of their foreign principals) desirous to **quote in foreign currency** directly on behalf of their foreign principal and payment has to be made to their foreign principal, to get themselves enlisted with DGS&D as per directive of Department of Expenditure, Ministry of Finance. The enlistment is not equivalent to the Registration with DGS&D. Registration with the DGS&D shall not be treated as Enlistment if any firm in India quoting on behalf their foreign principal in foreign currency. **Proof of enlistment with Department of Expenditure, Ministry of Finance through DGS&D for bidding firm in India who desires to quote directly on behalf of their foreign principal in foreign currency must be attached with the technical bid.**
 - xii) Signed and Scanned copy of complete technical details/specification of the quoted items with make and model of all systems, sub systems and additional items mentioned in the technical bid. brochures/original catalogue with other literature and write-ups should be uploaded as proof.
 - xiii) Scanned and signed copy of users' list and supportive documents from the users for the satisfactory performance and after sales service which shows atleast three years experience of the firm for the supply/provide of similar type of goods/ services..
 - xiv) Scanned and signed copy of information about suitably trained technical staff along with well established service network must be furnished.
 - xv) Scanned and signed copy of on hand training proposal for the staff of the Institute at site.
 - xvi) All specifications should be certified and guaranteed for genuineness and brand new item.
 - xvii) Regular update for the licensing period (supportive documents from the Principal to be enclosed).
 - xviii) Scanned and signed copy of tender document.
5. **Note:** During the preparation of technical proposal, in addition to technical details of the equipment along with scanned copies of **original catalogue and other literature** and information as required in the list of the 'Qualifying Documents' of the bid document must be uploaded in CPP Portal as signed and canned copy.



6. **Important:** EMD and Tender Fee should also be submitted before end date and time of bid submission physically in the Purchase Section, Forest Research Institute, Dehradun. The firm who already submitted their EMD and Tender fees in tender No.X-21/17-18/Purch (2017_ICFRE_226824_1) need not to submit it again.

Cover 2. Price Bid

Hard copies of financial and technical bid should not be submitted physically to the Purchase Section FRI Dehradun. The financial proposal must be submitted / uploaded 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, GST/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. Foreign bidders, for **imported goods** if supplied directly from abroad, shall quote prices on **FOB value basis** in any freely convertible currencies. The price for inland transportation, insurance, and other local services required to deliver the Goods from the named place of destination specified in the Bid document to be quoted in BOQ. **The Price bid undertaking and Schedule of price bid in the form of BoQ_1.xls must be filled as per format given in Chapter –VI: Price Bid Schedule.**

Proposal Evaluation

Clarification of Bids

To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the Purchaser, at its discretion, may ask any Bidder for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing by post/email/fax etc. 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. 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 noticed 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 rejected if bidder does not upload qualifying and technical documents as required in the Bid Document.

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