

**Tender Document**

**For Rental photocopier of FRI**



**Forest Research Institute**

**P.O. New Forest**

**Dehradun-248006**

Sl.No.-----

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

**TENDER NO : IV-3/12-13/Purchase**  
**DUE DATE : 19th July,2012 at 15.00 HRS**  
**OPENING DATE : 19<sup>th</sup> July,2012 at 15.30 HRS**

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**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)
  6. Performance Bank Guarantee (chapter VI )
- 

Issued to M/S

**( Deepak Mishra )  
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 following items for this Institute:-

| Sl.No. | Tender No.          | Name of the Items         |
|--------|---------------------|---------------------------|
| 1.     | IV-3/12-13/Purchase | Rental Photocopier of FRI |

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.227.00 (Rs.277.00, if tender is required by Speed post)** (including **13.5%** Uttranchal Trade Tax), by **CROSSED DEMAND DRAFT** in favour of the **Accounts Officer, FRI**. The Tenders should reach this office on or before **19<sup>th</sup> July, 2012 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.227/- as tender fee along with the tenders submitted.

**Purchase Officer**  
**Forest Research Institute**

To

M/s

## **Chapter-2: Conditions of Contract**

### **Terms and Conditions**

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

1. 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.
2. Please note that FRI has its own freight forwarder for goods to be imported and will be mentioned in the supply order and letter of credit.
3. The stores are required to be delivered in full and within 90 days after acceptance of the offer.
4. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
5. 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.
6. Full specifications, details and information regarding the articles to be supplied, such as make, size, etc. along with **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.
7. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation. Other terms of payment should be clearly spelt in the offer.
8. The tender should accompany a DEMAND DRAFT/FDR of 2% of the total items value as Earnest Money, payable to the Accounts Officer, 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.
9. Performance Bank Guarantee:- The supplier should have to submit a PBG or performance security in the form of Bank Guarantee or FDR @5% of total order value from a commercial bank in an acceptable form/Performance security 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.
10. One year warranty for works to be given.
11. The Tenderer should also specify regarding Dealership/Proprietary item and copy of the latest certificates from the principal should be produced with the tender.
12. Freight, forwarding charges, if any, should be mentioned in the offer. In case of import being done by this institute, the FOB prices should be mentioned.
13. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.
14. 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.,
15. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
14. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.

**( Depak Mishra)**  
**PURCHASE OFFICER**



### Chapter III (Description of the Items and specification)

| Sl. No. | Name of Items and Specification   | Qty. |
|---------|---|------|
|         | <p><b>Rental Photocopier of FRI</b></p> <p><b>Latest Digital Model</b></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> |      |

**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.

**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 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 any thing, 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*