

Tender Document

Purchase of Stationery Items



Forest Research Institute

P.O. New Forest

Dehradun-248006

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 DOCUMENT

TENDER NO : XI-27 /12-13/Purchase
DUE DATE : 22nd November, 2012 at 14.30 HRS
OPENING DATE: 22nd November ,2012 at 15.00 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)
 6. Format for Bank Guarantee (Chapter VI)
-

Issued to M/S

**Purchase Officer
Forest Research Institute**

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. XI-27/12-13/Purchase

BIDDING DOCUMENT

Chapter-1 Instructions to Bidders

Sealed Tenders are invited from the reputed firms for the purchase of following item for this Institute:-

Sl.No	Tender No.	Name of the Items	Earnest Money
1.	No.XI-27 /12-13/Pur	Stationery Items	5,000.00

The details of the above item 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 **DEMAND DRAFT** in favour of the **Accounts Officer, FRI**. The Tenders should reach this office on or before **22nd November, 2012** up to 14.30 hrs which will be opened on the same day at 15.00 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. The item/equipment being quoted should be of OEM (Original Equipment Manufacturers) and no non-standard equipment should be quoted. The tenderers must be authorized distributors of OEM. A certificate from OEM to this effect should be attached with the bid. The Tenderer should also specify regarding Dealership/Proprietary item and copy of the latest certificates from the principal should be produced with the tender.
2. Tender/Quotation should be addressed to Purchase Officer, Forest Research Institute, Post - New Forest Dehradun – 248 006, Uttarakhand, India super scribing ‘Tender/Quotation for Stationery items and Notice Inviting Tender/Quotation No. XI-27/12-13/Purchase. In the event of the specified date for the submission of tender offers being declared a holiday, the offers will be received up to the appointed time on the next working day and such bid will be opened accordingly.
3. Fixed Price: The Financial Bid shall be on a fixed price basis, inclusive of all taxes and levies. No price variation shall be allowed relating to increases in dollar price variation, etc. Price quotation accompanied by vague and conditional expressions such as “subject to immediate acceptance”, “subject to confirmation before sales” etc. will be treated as being variance and shall be liable for rejection.
4. No commitment to accept lowest or any tender: FOREST RESEARCH INSTITUTE shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
5. The tenderer should quote the rates of the items in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the higher value quoted either of the two shall be considered for evaluation of the bid.
6. 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. Any statutory Certificate/Permission/License required for the equipment has to be procured by the firm at their own cost in favour of Director, FRI, Dehradun at the time of Supply/Installation of the equipment.
7. The stores are required to be delivered in full and within 90 days after acceptance of the offer.
8. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
9. 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.
10. 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.
11. 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.
12. The tender should accompany a DEMAND DRAFT/FDR of value as specified in Chapter 1 (Instruction to bidders) 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 tendered, the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost.
13. 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.
 14. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.
 15. 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. Authorized Indian Distributor must submit their valid (a) DGS&D Registration Certificate for any prohibited, restricted or licensed or negative list items as well as (b) Authorized Distributor Certificate from the OEM along with the bid.
 16. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
 17. Resolution of Disputes: All disagreements, disputes, difference that may arise between the FRI and the Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian or International Law as the case may be. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.
 18. Jurisdiction: The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the disputes.
 19. Notices: Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
 20. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

Purchase Officer
Forest Research Institute

3.Description of the items, specification (Chapter III)

Sl.No.	<u>Stationary items:-</u>
1.	All Pin (Pin Pkts) Zebra Brand 100gms packets
2.	Ball Pen Red ordinary (Cello Butter flow)
3.	Ball Pen Black ordinary (Cello Butter flow)
4.	Ball Pen Blue ordinary (Cello Butter flow)
5.	Bold Marker Pen (permanent) Stick Brand
6.	Binding Tape 2 inches
7.	Carbon Paper Pencil (100 sheet pkt)
8.	Cello Tape 1" wide (50 Meters Length)
9.	Dak Folder/Pad
10.	Envelop clothe bound 15"x12" (Yellow)
11.	Envelop 12"x10" laminated (Yellow)
12.	Eraser Natraj
13.	File Board (Jamboo deep) with file flap & cotton tape
14.	File Cover Inside Laminated Printing FRI in the cover
15.	File Tag good quality thick thread
16.	Glue Stick 15 gms Kores
17.	Highlighter Yellow, Green, Pink (Faber-Castel)
18.	Ink violet for rubber stamp 50 ml
19.	Jam Clips plastic coated
20.	Note Sheet Pad 9100 sheets) Green
21.	OHP Marker Pen fibre Cast ell (Pink, Yellow, Sky Blue & Green)
22.	Paper Weight Glass fancy (square)
23.	Pencil Natraj soft
24.	Photostat paper A4 size 75 GSM (Century)
25.	Photographic Paper (Glossy Paper) 150 gsm A4 Size (100 sheet Pkts
26.	Pin cushion Magnetic Kores/Natraj
27.	Post-it-pad (3 Piece packets) 3"x1"
28.	Punch Single Hole (Kangaroo)
29.	Refills Red (Cello Butter flow)
30.	Refills Black (Cello Butter flow)

31.	Refills Blue (Cello Butter flow)
32.	Register Ruled 480 Page (Sunil Make)
33.	Register Ruled 288Page (Sunil Make)
34.	Register Ruled 192Page (Sunil Make)
35.	Register Ruled 144Page (Sunil Make)
36.	Scissor for paper cutting medium size
37.	Sketch Pen Set
38.	Stamp Pad self inking 110 mmx69mm (Kores/Fiber castle)
39.	Stapler Machine. 10 (Kangaroo)
40.	Stapler Machine 24/6 (Kangaroo)
41.	Stapler Pin. 10 (Kangaroo)
42.	Stapler Pin. 24/6(Kangaroo)
43.	Transparency sheets A4 size (Gareware)
44.	White Board Marker Pen (Blue/Green/Red)
45.	White correcting Pen (Reynolds)
46.	Wrapping Paper
47.	Writing Paper 65 gsm good quality

(Please enclosed the sample of Item No.20 and 46 with the tender).

**Purchase Officer
Forest Research Institute**

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 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 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