

Two Bid Tender Document

Purchase of Furniture for FRI



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

2009-10

Sl.No.-----

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

TENDER NO: X-78/09-10 /Purchase dated

The tentative schedule of tender:-

DUE DATE FOR SUBMISSION OF TECHNICAL & FINANCIAL BIDS: March 08, 2010 at 10.00 A.M.

DUE DATE FOR OPENING OF TECHNICAL BIDS: March 08, 2010 at 11.00 A.M.

OPENING DATE FOR FINANCIAL BIDS: March 10, 2010 at 11.00 A.M.

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

**(PIAR CHAND)
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 purchase of following items for this Institute:-

Sl. No.	Tender No.	Name of the Furnitures	Earnest Money
1.	N0.X-78/09-10/Purchase	1. Double faced library steel racks 30 No 2. Single faced library steel racks 4 No 3. Storewel plain with four Shelves making five compartments Make: Godrej/Delite/Methodex/Feeds Lloyd) 6 Nos. 4. Vertical filing cabinet steel having four drawers Make: Godrej/Delite/Methodex/Feeds Lloyd) 5 Nos. 5. Almirah (Steel) Small/Minor Plain storewel (50"x30"x70" Make: Godrej/Delite/Methodex/Feeds Lloyd) 1 No. 6. Vertical filing cabinet (Steel) four drawer Make: Godrej/Delite/Methodex/Feeds Lloyd) 5 Nos. 7. Executive Chair(Revolving) High back hydraulic system Make: Godrej/Delite/Methodex/Feeds Lloyd) 1 No. 8. Computer table (Steel) standard size Make: Godrej/Delite/Methodex/Feeds Lloyd) 9 Nos. 9. Computer chair revolving (steel) Make: Godrej/Delite/Methodex/Feeds Lloyd) 10 Nos. 10. Printer Table Make: Godrej/Delite/Methodex/Feeds Lloyd) 02 Nos.	25000.00

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.225.00 (Rs.275.00, if tender is required by Speed post)** (including 12.5% Utranchal Trade Tax), by **CROSSED DEMAND DRAFT** in favour of the **Accounts Officer, FRI**. The Tenders (both technical and financial bids) should reach this office on or before **Mar 08, 2010 up to 10.00 A.M.**, out of which the **technical bids** will be opened on the same day at **11.00 A.M.** 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.225/- 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 proposals must consist of three separate sealed envelopes as follows:

The **First envelope** must enclose following documents and must be marked in bold letter as “QUALIFYING DOCUMENTS & EMD”

- a. A brief description of the organization and an outline of recent experience in assignments of a similar nature.
- b. Proof of registration with Directorate of Industries or equivalent,
- c. Proof of Sales Tax Registration,
- d. PAN.
- e. EMD will be as follows (liable to be forfeited if wrong information is furnished)

Name of the Furnitures	Earnest Money
1. Double faced library steel racks 30 Nos	25000.00
2. Single faced library steel racks 04 Nos	
3. Storewel plain with four Shelves making five compartments Make: Godrej/Delite/Methodex/Feeds Lloyd) 6 Nos.	
4. Vertical filing cabinet steel having four drawers Make: Godrej/Delite/Methodex/Feeds Lloyd) 5 Nos.	
5. Almirah (Steel) Small/Minor Plain storewel (50”x30”x70” Make: Godrej/Delite/Methodex/Feeds Lloyd) 1 No.	
6. Vertical filing cabinet (Steel) four drawer Make: Godrej/Delite/Methodex/Feeds Lloyd) 5 Nos.	
7. Executive Chair(Revolving) High back hydraulic system Make: Godrej/Delite/Methodex/Feeds Lloyd) 1 No.	
8. Computer table (Steel) standard size Make: Godrej/Delite/Methodex/Feeds Lloyd) 9 Nos.	
9. Computer chair revolving (steel) Make: Godrej/Delite/Methodex/Feeds Lloyd) 10 Nos.	
10. Printer Table Make: Godrej/Delite/Methodex/Feeds Lloyd) 02 Nos.	

- f. The bidding firm must possess an experience of at least five (05) years, in the field of supply, support and maintenance of the Furniture. (Enclose copies of the supportive documents OR supply orders).

The **Second envelope** must enclose the Technical proposal and must be marked in bold letter as “TECHNICAL PROPOSAL”.

The **Third envelope** must enclose the Financial proposal and must be marked in bold letter as “FINANCIAL PROPOSAL”.

TECHNICAL PROPOSAL

During the preparation of technical proposal, in addition to technical details of the Furniture along with **original catalogue and other literature**, the tenderer must give particular attention to the following:

- i) Users list and supportive documents from the users for the satisfactory performance and after sales service.
- iii) All specifications should be certified and guaranteed for genuineness (supportive documents from the Principal to be enclosed).
- iv) In absence of original catalogue and other literature the tender would be considered as invalid.

SUBMISSION OF PROPOSAL

Financial and Technical Proposals and an envelope containing the qualifying documents and EMD should be sealed in three separate envelopes and then sealed in a counter envelope. The proposals should be clearly distinguished by writing on the cover "Qualifying Documents", "Financial Proposal" and "Technical Proposal". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "TENDER FOR FURNITURE".

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

PROPOSAL EVALUATION

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

- (i) 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*,
- (ii) A technical evaluation of the qualified firm on the basis of the qualifying documents will be carried out prior to opening the financial proposal,
- (iii) A financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

Technical Proposal

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score (St.).

The points given to technical evaluation criteria are

i)	Firms relevant experience (including similar jobs in hand)	15
ii)	Technical specifications of the Furniture	70
iii)	Service availability	15
Total		100

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

Financial Proposal

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows $Sf = 100 \times Fm/F$ (Where F is amount of financial proposal).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula $S = St \times T\% + Sf \times F\%$.

The weight (T%) given to the Technical Proposal is 60%

The weight (F%) given to the Financial Proposal is 40%

General Terms & 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. The stores are required to be delivered in full and within 90 days after acceptance of the offer.
3. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
4. 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.
5. 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.
6. 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.
7. The tender should accompany a DEMAND DRAFT/FDR of **value as specified in Clause e of Chapter 2 (EMD)** 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.
8. The Tenderer should also specify regarding Dealership/Proprietary item and copy of the latest certificates from the principal should be produced with the tender.
9. 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.
10. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.

11. 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.
12. **One year WARRANTY** for all the items and works to be given OR (**as specified in specifications**)
13. **Performance Bank Guarantee:** The supplier will 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 within 21 days of issue of supply order. Performance security should remain valid for a period of 24 months beyond the date of completion of all contractual obligations of the supplier including the warranty obligations. Failure to abide by the contractual obligation will liable to forfeit the Performance Bank Guarantee.
14. Any or all tenders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
15. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttranchal, India.

(PIAR CHAND)
PURCHASE OFFICER

CHAPTER III (Description of the items and specifications)

Specifications of the Furniture

1. Double Faced Library Steel Racks (Main Units) – 30 No.

- a. Overall height of stacks: 2260 mm
- b. Width of main units with sides: 985 mm
- c. Width of main section without sides: 935 mm
- d. Width of shelves: 880 mm
- e. Depth of shelves: 230 mm
- f. Prelaminated particle board with laminate on only one side panel preferably in teak wood/walnut finish

Each of the units should contain seven adjustable shelves on each side and required no. of other items like brackets, etc. and one no. book rest per shelf

2. Single Faced Library Steel Racks (Main Units) – 4 No.

- a. Overall height of racks: 2260 mm
- b. Depth of racks: 350 mm
- c. Depth of shelves: 230 mm
- d. Prelaminated particle board (PLB) with laminate on both the side panels, preferably in teak wood/walnut finish

Each of the units should contain seven adjustable shelves and required no. of other items like brackets, etc. and one no. book rest per shelf

All the steel items should have following specifications:

- Steel used for the racks should be CRCA 0.8 mm thick, iron phosphate deposit on components should be 0.3 gm/m² as per IS-3618, 1966 and IS-6005, 1998
- Should have undergone eight stage spray phosphating line, followed by drying in oven; seven steps anti rust/corrosion treatment
- Powder coating: Epoxy polyester powder coating to the thickness of 50 microns (+/-10)
- Load capacity of each shelf should be 80 kg maximum

3.	Storewel plain with four Shelves making fire compartments Make: Godrej/Delite/Methodex/Feeds Lloyd)	Steel used should be CRCA 0.8 mm thick, iron phosphate deposit on components should be 0.3 gm/m ² as per IS-3618, 1966 and IS-6005, 1998
4.	Vertical filing cabinet steel having four drawers Make: Godrej/Delite/Methodex/Feeds Lloyd)	
5.	Almirah (Steel) Small/Minor Plain storewel (50"x30"x70" Make: Godrej/Delite/Methodex/Feeds Lloyd)	
6.	Vertical filing cabinet (Steel) four drawer Make: Godrej/Delite/Methodex/Feeds Lloyd)	
7.	Executive Chair (Revolving) High back hydraulic system Make: Godrej/Delite/Methodex/Feeds Lloyd)	

8.	Computer table (Steel) standard size Make: Godrej/Delite/Methodex/Feeds Lloyd)	Should have undergone eight stage spray phosphating line, followed by drying in oven; seven steps anti rust/corrosion treatment Powder coating: Epoxy polyester powder coating to the thickness of 50 microns (+/-10) Prelaminated particle board with laminate on only one side panel preferably in teak wood/walnut finish where applicable.
9.	Computer chair revolving (steel) Make: Godrej/Delite/Methodex/Feeds Lloyd)	
10	Printer Table Make: Godrej/Delite/Methodex/Feeds Lloyd)	

(PIAR CHAND)
PURCHASE OFFICER

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 Furniture 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