

कार्यालय / Office  
वन सूचना विज्ञान प्रभाग  
Forest Informatics Division  
दौसं०..... Diary No. 297  
दिनांक..... Dated 08-09-17

**Tender Document**

**Installation of Rental Photocopier Machine  
for FRI, Main Building.**



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

**2017-18**

**Forest Research Institute**  
**(Indian Council of Forestry Research & Education)**  
Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

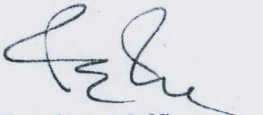
Phone: 0135-2224205; Fax: 0135-2756865  
Website: <http://fri.icfre.gov.in> Email: po\_fri@icfre.org

**TENDER NO:-IV-3/2017-18/Purchase**

**CONTENT OF TENDER PAPER**

BID DOCUMENT INCLUDES THE FOLLOWING DOCUMENTS:-

1. Tender Notice (Chapter-I )
2. Instructions to Bidders (Chapter -II )
3. Conditions of Contract (Chapter-III)
4. Schedule of Price (Chapter -IV)
5. Tender Acceptance Letter (Chapter-V)

  
Purchase Officer



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(Indian Council of Forestry Research & Education)  
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## BIDDING DOCUMENT

### TENDER NO:-IV-3/2017-18/Purchase Chapter-I: Tender Notice

Sealed Tenders are invited from the reputed firms for Rental Photocopier Machine installation at Main Building FRI.

Sl. No.	Description	Quantity/Job
1.	Installation of Digital Photocopier Machine Latest Digital Model Photocopier Machine- Speed 45 pages per minute or above Max. Copy Size- A3 Continuous copy time -1-999 Zoom range- 25-4005 in 1% step Automatic Document feeder Standard Network Printing Both sided printing	One Job

**Note: The machine will be made operational by the service provider along with the consumables (paper, Toner, Developer etc) and operator throughout the rental period. The rates should be quoted accordingly.**

1. Bid/Tender documents may be downloaded from FRI web site as per the schedule as given in tender critical date sheet as under :-

Events	Important date/time	Venue
Published Date	08.09.2017 5.00 PM	FRI web site ( <a href="http://fri.icfre.gov.in">http://fri.icfre.gov.in</a> )
Bid document download date	08.09.2017 5.30 PM	FRI website ( <a href="http://fri.icfre.gov.in">http://fri.icfre.gov.in</a> )
Bid submission end date	21.09.2017 3.00 P.M	Purchase Section Main Building, FRI
Opening date of technical bids	21.09.2017 3:30 PM	Purchase Section Main Building, FRI
Opening date for financial bids	22.09.2017 11:00 AM	Purchase Section, Main Building, FRI

*Handwritten signature*



## Chapter-II: Instructions to Bidder

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.

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 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.

Prices shall be quoted as specified in each Price schedule as provided (Chapter-IV). The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser (FRI). This shall not in any way limit the Purchaser's right to contract on any of the terms offered. Prices shall be entered in the following manner:

Intending tenderers / bidders are advised to visit again FRI website at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment. 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>

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

### PURCHASE OFFICER 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 copy of PAN card		
4.	Signed copy of Tender Acceptance Letter as per tender document (Chapter-V)		
5.	Signed copy of GST No/ Registration		
6.	Signed 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/any other Department must be attached along with the Bid, failing which the Bid shall be rejected.		

**Note:** These documents should be properly numbered and submitted as per sequence in the above Table.

### Chapter-III: 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, TENDER FEE & EMD”**

- i) Signed copy of appropriate value of valid if required, PAN No. and Tender Acceptance Letter.
- ii) Signed copy of GST Registration Certificate.
- iii) Signed copy of 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 **FDR** in favour of Director, Forest Research Institute, Dehradun by post to Purchase Officer, Purchase Section, Forest Research Institute, Dehradun-248006. The details of EMD for the items is given below:

Sl.No	Name of work	EMD in ₹
1.	Rental Photocopier Machine	₹ 2000/-

**EMD will be as follows (liable to be forfeited if wrong information is furnished)**

- v) Tender fee for ₹ 590/- (Inclusive 18% GST) in favour of Director, Forest Research Institute, Dehradun.

The **Second Envelope** must enclose the financial proposal and must be marked in bold letter as **“FINANCIAL PROPOSAL”**.

#### **FINANCIAL PROPOSAL**

The financial proposal must be submitted in the format as given in **Chapter-IV: Schedule of Price with Undertaking** in this tender document for rent for photocopier machine with all consumable items and service provider inclusive of all taxes if any, the validity period of quotation, discount or any other information relevant to the items may please be indicated clearly in Financial Bid. The financial bid will consist of following documents in format as given in Chapter-IV:

- (a) Price bid undertaking (As given in Chapter-IV)
- (b) Schedule of price bid in the form of Price Schedule (As given in Chapter-IV)





## SUBMISSION OF PROPOSAL

### Clarification of Bids

To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the First Party (FRI) may, at its discretion, ask any Second Party (Bidder) for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing. Any clarification submitted by a Second Party Bidder in respect to its Bid and that is not in response to a request by the First Party 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 discovered by the First Party in the Evaluation of the bids.

If a **Second Party** Bidder does not provide clarifications of its bid by the date and time set in the **First Party** 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 rejected if bidder does not submitted qualifying, technical and financial documents as required in the Bid Document.

### Minor Informality/Irregularity/Non-Conformity

If during the preliminary examination, the **First Party** find any minor informality and/or irregularity and/or non-conformity in a bid, **the First Party 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 Second Party bidders.** Wherever necessary, the **First Party** will convey its observation on such 'minor' issues to the bidder asking the **Second Party** (bidder) to respond by a specified date. If the **Second Party** (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.

## PROPOSAL EVALUATION

**Financial Proposals** and an envelope containing the **Qualifying documents** and TENDER FEE, 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 CONTRACT"



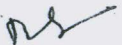
The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initiated by the person or persons signing the proposal. The completed proposal must be delivered on or before the stated time and 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, (Lowest rate quoted for monthly rent) basis of financial evaluation.

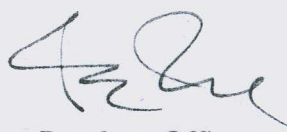

### **Financial Evaluation**

- (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 (L1) on the basis of ultimate landing cost inclusive GST.
- 



### General Terms & Conditions

1. The Rental photocopier machine will be install at Main Building of FRI.
2. The rates are invited for Rental photocopier machine as per Tender Form and the valuation will be done on the profile of the bidder.
3. The Second Party shall display the rate of photocopies. The Second Party will also keep a suggestion or complaint book in the room.
4. Smoking or drinking shall not be allowed in the premises of Rental photocopier machine room.
5. The successful Second Party will have to deposit ₹10,000/- as security money. However, the applications must be accompanied with the Earnest Money of ₹2000/-, in favour of Director, FRI payable at Dehradun which is refundable without interest to the un-successful bidder. The EMD of successful bidder will be refunded after the receipt of security deposit money.
6. The Second Party shall well and truly execute/perform works assigned to him to the satisfaction. Any default in performance or making good any losses/damages/expenses then it shall be lawful for the Director, Forest Research Institute to forfeit the entire security amount of ₹10,000/-.
7. The Second Party will have to use the standard and best quality paper for photocopies works.
8. In the event of desiring early termination of contract, the Second Party shall have to a notice prior one month written notice to the Director, FRI.
9. The Second Party shall ensure that no unauthorized members sit in the premises of rental photocopier machine for use of illegal purpose.
10. The duration of the contract in the beginning shall be for one year from the date of entering into agreement. Based on the performance of the Second Party the duration of the contract shall be extended for further 1 year.
11. The Second Party shall be responsible and liable for the implementation of all statutory provisions regards security and other personnel to be deployed by him in respect of Minimum Wages, Employees Provident Fund and Employees State Insurance etc. The FIRST PARTY will not be responsible for default on account of failure of Second Party to maintain statutory provision prescribed under Law.
12. The validity of the bid is 60 days.
13. No bid should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the bidder.
14. Full specifications, details and information regarding the contract to be supplied.
15. The bidder should quote on their printed letter-head paper, indicating thereon GST No. Registration No., Fax No., Telex No., Telephone No., E-mail, etc.
16. Any or all Bidders can be rejected by the Director, FRI without assigning any reason. It cannot be challenged in any court.
17. Disputes, if any, will be under the jurisdiction of Dehradun Court, Uttarakhand, India.
18. In case the opening dates of bid and pre bid conference is declared holiday, the dates will be shifted to next working day.
19. The Director FRI shall have the sole right to cancel the contract at anytime without assigning any reason.

  
**Purchase Officer**  




## Chapter-IV: Schedule of Price

(To be utilized by the bidders for quoting their prices)

### Schedule of price bid

The below mentioned Financial Proposal/Commercial bid format is provided as Financial Schedule in the bid document on FRI Website. Bidders are advised to download bid document as it is and quote their offer/rates in the **Price Bid Schedule. 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.

To,  
The Director  
Forest Research Institute  
Dehradun

### Price Bid Schedule

Item with detail specifications	Cost per copy	GST	Other Charges	Total cost in figure and words
A-4 Size one sided				
A-4 Size double sided				
A-3 Size one sided				
A-3 Size double sided				

1. In case of any discrepancy/difference in the amount indicated in figures and words the amount in words will prevail and will be considered.
2. The quoted rates for rent shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.



Authorized Signatory  
(Signature of the Authorized Person)

**Price Bid Undertaking**

From: (Full name and address of the Bidder)

To,

The Director

Forest Research Institute, Dehradun

Dear Sir/Madam,

I submit the price Bid for contract of the Rental Photocopier Machine installation at Main Building FRI. and Tender No. \_\_\_\_\_ 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 GST.

Yours Faithfully,  
Signature of authorized Representative





## Chapter-V: Tender Acceptance Letter

### Agreement/Contract Form

#### TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date: .....

To,

Director  
Forest Research Institute  
Dehradun-248006

#### Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name www.fri.icfre.org as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred / banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.



Yours Faithfully,  
(Signature of the Bidder, with Official Seal)