

**Two Bid Tender Document**

**Purchase of Moulded Wooden Chairs**



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

**2016-17**

A handwritten signature in blue ink, located at the bottom right of the page. The signature is stylized and appears to be a name, possibly 'S. K. Singh'.

**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](mailto:po_fri@icfre.org)

TENDER NO: X- 103/16-17/Purchase

1. Online bids are invited on single stage two bid systems for Moulded Wooded Chairs. Manual bids shall not be accepted.
2. 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 schedule as given in tender critical date sheet as under :-

Events	Important date/time	Venue
Published Date	10.03.2017 at 5:00 P.M	Newspaper/FRI and CPP portal
Bid document download	10.03.2017 at 6:00 P.M	Central Public Procurement Portal (CPPP)
Due date for pre-bid conference:	15.03.2017 at 11:00 A.M	Purchase Section Main Building, FRI
Bid submission start date	15.03.2017 at 5:30 P.M	CPP portal
Bid submission end date	23.03.2017 at 3:00 P.M	CPP portal
Opening date of technical bids	24.03.2017 at 3:00 P.M	Purchase Section Main Building, FRI
Opening date for financial bids	The date will be decided after technical evaluation.	Purchase Section Main Building, FRI

**CONTENT OF TENDER PAPER**

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-

1. Notice Inviting Tenders (Chapter I)
2. Terms & Conditions (Chapter -II)
3. Description of the Items, Specifications (Chapter III)
4. Schedule of Price (Chapter IV)
5. Agreement/Tender Acceptance Letter (Chapter V)
6. Format for Bank Guarantee (Chapter VI)

  
(DR. P.K.PANDE)  
Purchase Officer

## Chapter-1

Notice Inviting Tenders  
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TENDER NO: X- 103/16-17/Purchase

Online Tenders are invited from the reputed firms for the purchase of Moulded Wooden Chairs for FRI convocation hall.

Sl. No.	Name of Division	Name of Furniture's
1.	Central Store FRI	Moulded Wooden Chairs

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>



**(DR.P.K.PANDE)**  
**PURCHASE OFFICER**

## Chapter-2: 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>

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 service provider shall have the Indian nationality.

**Language of Tender:** The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the purchaser, shall be written in English and/or Hindi language.

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 price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered.

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 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 VAT no ./ TIN No./ Service Tax No.		
7.	Signed and Scanned copy of Affidavit of partnership firm,		
8.	Signed and Scanned copy of audited Balance sheet of last three financial 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 showing that turnover of the company should be at least INR 10 lakhs in the last three financial years.		
11.	Signed and Scanned copy of technical specifications of the quoted items should be provided		



### Submission of Tender

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

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

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

#### Technical Bid

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

#### **Qualifying documents:**

- i) Signed and scanned copy of Authorization certificate, Experience certificate as per the tender notice, PAN No. and Tender Acceptance Letter.
- ii) Signed and Scanned copy of VAT Certificate/TIN No., Certificate/Affidavit of partnership firm, if applicable
- iii) Signed and Scanned copy of audited Balance sheet of last three years and partnership deed, if applicable as per the tender document.
- iv) Earnest Money Deposit (EMD) of Rs.10,000/- should be submitted as **crossed Demand Draft (DD)** in favor of Director, Forest Research Institute, Dehradun by post to Purchase Officer, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal.
- v) **Tender fee:-The tender form downloaded from above web sites must include Rs.575/- (including 14.5% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI** as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.
- vi) 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.
- vii) Signed and scanned copy of showing that turnover of the company should be at least INR 10 lakhs in the last three financial years.

#### **Important:**

1. The self certified hard copy of the qualifying and technical bid documents with EMD and Tender fee must be submitted physically at Purchase Section FRI before the closing/end date and time of the tender in addition to uploading scanned copy of the documents with the tender documents, EMD, Fee etc.
2. Financial bid only uploaded as BoQ in CPP portal online. It is not to be submitted physically by the bidder



## Cover 2. Price Bid

- (a) The financial proposal must be submitted 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, 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. Prices must be quoted F.O.R. Dehradun.
- (b) Price bid undertaking
- (c) Schedule of price bid in the form of BoQ\_1.xls

### Price Bid Undertaking

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and 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 all applicable taxes except Service Tax.

Yours Faithfully,

Signature of authorized Representative

### **Schedule of price bid in the form of BoQ\_1.xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to download at this BoQ\_1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **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 tenderer is liable to be banned from doing business with Forest Research Institute.

Sl No.	Description	Price (To be filled in by Bidder in BoQ)
i	Complete Scope of work as stipulated in the Technical Bid Document on price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation, excluding service tax.	Prices to be quoted in BoQ
ii	<b>Taxes</b>	As per statutory Liability applicable from time-to-time.

1. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the

- amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**Pre-bid conference:** A pre-bid conference will be arranged with the users for finalization of technical specifications of the equipment. Bidders are requested to take part in the Pre-bid conference at scheduled date and time. The modified specifications, if any, after Pre-bid conference will be available at the websites and also can be obtained from the office of Purchase Officer. 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.

### **Technical bid**

During the preparation of technical proposal, in addition to technical details of the equipment along with scanned copies of **original/photocopy catalogue and other literature of the quoted furniture item**, the tender are must give particular attention to the following:

- i) Scanned and signed copy of users list and supportive documents from the users for the satisfactory performance and after sales service.
- ii) Scanned and signed copy of original catalogue or certified copy of original catalogue and other literature.
- iii) Scanned and signed copy of the technical specification of the quoted chairs

**Important: Hard copies of technical documents, qualifying documents with EMD and tender fee should also be submitted before end date and time of bid submission.**

### **Proposal Evaluation :**

#### **Clarification of Bids**

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

## **Technical Evaluation**

Tenders shall be scrutinized and evaluated by the committee constituted by competent authority with reference to parameters prescribed in the Bid document.

## **Minor Informality/Irregularity/Non-Conformity**

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

## **Financial Proposal**

The financial proposal must be submitted in the format BoQ\_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. separate for each item. 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. Prices must be quoted F.O.R. Dehradun.

## **Technical Evaluation**

### **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 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 (L-1) on the basis of ultimate landing cost. **Wherever, against a requirement, both indigenous as well as imported offers are received,** the offers for imported stores will be evaluated on the basis of the total landed cost after loading the custom duty and other levies, etc as may be applicable from time to time for taking purchase decision
- (iii) The ultimate/landing cost in respect of store is arrived at by considering following below elements including AMC, Warranty, and Extended Warranty cost, etc if any unless these are optional requirements.
  - (A) **Indigenous store**
    - 1. Basic price
    - 2. Excise duty (if applicable, we provide excise duty exemption certificate)
    - 3. Sale tax, service tax & other applicable taxes
    - 4. Insurance, freight, transportation etc. of goods up to sites



