

**Single Bid Tender Document**

**Purchase of T-shirt and Lower for sport purpose  
For FRI Deemed University**



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

**2016-17**



**Forest Research Institute**  
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**TENDER NO: X1-92/16-17/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. Schedule of Requirement (Chapter-V)
6. Specification and Allied Details (Chapter -VI)
7. Other Standard Form and Annexure (Chapter-VII)

Purchase Officer



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### BIDDING DOCUMENT

### TENDER No. X1-92/16-17/Purchase

#### Chapter-I: Tender Notice

Sealed Tenders are invited from the reputed firms for the purchase of T-shirt and Lower for sport purpose for FRI Deemed University.

Item No.	Name of Miscellaneous items & Scientific Equipments	Quantity Required
1.	T -shirt and Lower for sports Purpose	450 Nos

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	08/02/2017	Newspaper/FRI web site ( <a href="http://fri.icfre.gov.in">http://fri.icfre.gov.in</a> )
Bid document download	08/02/2017 5.00 PM	FRI website ( <a href="http://fri.icfre.gov.in">http://fri.icfre.gov.in</a> )
Opening date of techno commercial bids	22/02/2017 11.00 AM	Purchase Section Main Building, FRI
Opening date for financial bids	23/02/2017 11.00 AM	Purchase Section, Main Building, FRI



## **Chapter-II: Instructions to Bidders**

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.

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 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:

- (a) For Goods manufactured in India:**
  - (i) The price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off the-shelf, as applicable), including all excise duty and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods to be quoted in Price Schedule.
  - (ii) Any Sales Tax/VAT and other taxes payable on the Goods/Services to be quoted in Price Schedule, if the contract is awarded to the Bidder.
  - (iii) The price for inland transportation, insurance, and other local services required to deliver the Goods to their final destination (Project Site) as specified in the Bid document to be quoted in Price Schedule.

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 valid registration certificate		
4.	Signed copy authorization certificate if applicable		
5.	Signed copy of PAN card		
6.	Signed copy of Tender Acceptance Letter as per tender document (Chapter-VII)		
7.	Signed copy of VAT /TIN Certificate		
8.	Signed copy of audited Balance sheet of last three years.		
9.	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.		
10.	Signed copy of proof of experience of last three (03) years, in the field of supply of the similar type material (Enclose copies of the supportive documents like supply orders with at least one order of Rs 1.60 lakhs or two orders of Rs 1.00 lakhs each or three orders of Rs. 0.70 lakhs each).		
11.	Sample of the T-Shirt & Lower for sport Purpose Design and quality of cloth will be selected and approved by the Purchase Committee as per tender specification.		

**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 Registration certificate, Authorization certificate if required, PAN No. and Tender Acceptance Letter.
- ii) Signed copy of VAT/Sale tax Clearance Certificate/TIN No.
- iii) Signed copy of audited Balance sheet of last three years and partnership deed as per the tender document
- iv) 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.
- v) Earnest Money Deposit (EMD) should be submitted as **FDR** in favors of Director, Forest Research Institute, Dehradun by post to Purchase Officer, Purchase Section, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal.

The EMD for the items are given below:**EMD will be as follows (liable to be forfeited if wrong information is furnished)**

Sl.No	Name of items	EMD in ₹
1.	T-Shirt and Lower for sports purpose	₹ 4,000.00

- vi) **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.
- vii) The bidding firm must possess an experience of at three five (03) years, in the field of supply of the similar type material (Enclose copies of the supportive documents like supply orders with at least one order of Rs 1.60 lakhs or two orders of Rs 1.00 lakhs each or three orders of Rs. 0.70 lakhs each).
- viii) Sample of the T-Shirt & Lower for sport Purpose Design and quality of cloth will be selected and approved by the Purchase Committee as per tender specification.



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 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 in Financial Bid. Prices must be quoted F.O.R. Dehradun. Foreign bidders, for **imported goods** if supplied directly from abroad, shall quote prices on **FOB value basis** in any freely convertible currencies. The price of the Goods quoted at FOB up to named place of destination as specified in the Bid Document to be quoted in Price Bid. The price for inland transportation, insurance, and other local services required to deliver the Goods from the named place of destination specified in the Bid document to be quoted in Price 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 Purchaser (FRI) may, at its discretion, ask any 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 Bidder in respect to its Bid and that is not in response to a request by the Purchaser 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 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 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 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.

## PROPOSAL EVALUATION

**Financial Proposals** and an envelope containing the **Qualifying documents**, Tender Fee and 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 T-shirt and Lower for sport purpose"

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 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

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

## General Terms & Conditions

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

*(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)*

1. The stores are required to be delivered in full and within **60 days**/or time given in Supply Order after acceptance of the offer. If supplier asks for extension, it should be within the validity period and penalty as liquidated damage shall be charges @ 0.5% per week or 2% per month up to the maximum of 10% of the bidding cost in the extension period. It may be waived in unavoidable circumstances with the approval of competent authority.
2. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
3. 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.
4. Indian vendor shall quote prices on F.O.R. destination (sites of consignee) basis and Payment to Indian supplier shall be paid in Indian rupees only.
5. The Indian bidder supplying imported goods shall quote only in Indian Rupees if purchase order to be placed to them. It is the responsibility of Indian firm to pay custom duty, etc. FRI shall not be responsible for custom clearance. Prices quoted by the bidder shall remain firm and fixed during the currency of the contract.
6. Foreign bidders, for imported goods if supplied directly from abroad, shall quote prices on FOB value basis in any freely convertible currencies.
7. Foreign bidder may quote in INR towards allied service in India to be taken by their local partner. Any firm in India (agent/ authorised supplier /dealer/ subsidiary/ integrators/Distributors/ Stockist, etc of their foreign principal) quoting prices in foreign currency and payment has to go to his foreign principal; the Indian firm shall not be paid in foreign currency in such cases.
8. 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.
9. Full specifications, details and information regarding the articles to be supplied, such as make, size, etc. along with original catalogue or certified copies of 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.
10. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation. If training is also the part of the offer, 20% payment will be released after the training. Generally no advance payment is made. If it is essential in cases of maintenance contract /AMC, it will be not exceeded amount payable for 6 months under the



