

TENDER DOCUMENT

2016-2017



**ADVANCED RESEARCH CENTRE FOR
BAMBOO AND RATTAN**

(A unit of RFRI Jorhat, Assam)

*Indian Council of Forestry Research &
Education*

Ministry of Environment, Forests and
Climate Change, Government of India
(An ISO 9001:2008 certified organization)

Post Box No. 171,

Bethlehem Vengthlang, Aizawl, Mizoram-
796001

TELEPHONES: 03892301157 & 0389-2301159

**TENDER FOR PROCUREMENT OF
SOLAR DRYER**

COST OF TENDER DOCUMENT: Rs. 250/-
(NON-REFUNDABLE & NON-
TRANSFERABLE)

ADVANCED RESEARCH CENTRE FOR BAMBOO AND RATTAN
(A unit of RFRI Jorhat, Assam)
Indian Council of Forestry Research & Education
An autonomous body of Ministry of Environment, Forests and Climate Change
Government of India
Post Box No. 171, Bethlehem Vengthlang, Aizawl, Mizoram-796001

COST OF TENDER	:	Rs 250.00
TENDER REFERENCE	:	No: 2/36/2015-REDD+/ARCBR/
DATE OF SALE OF TENDER DOCUMENT	:	10.01.2017 to 09.02.2017
LAST DATE FOR RECEIPT OF TENDER	:	09.02.2017 up to 5:30 PM
TIME AND DATE OF OPENING OF TENDER	:	At 11.00 am on 10.02. 2017
ADDRESS FOR COMMUNICATION	:	Director, Advanced Research Centre for Bamboo and Rattan (ARCBR), Bethlehem Vengthlang, Aizawl, Mizoram-796001
TENDER BOX AVILABLE AT	:	Establishment Section, ARCBR.

(Please Note: ARCBR will not be responsible for any postal delay.)

CONTENTS

THIS DOCUMENT INCLUDES THE FOLLOWING CHAPTERS:-

1. Notice Inviting sealed Quotation (Chapter-1)
 2. Agreement (Chapter-2)
 3. Eligibility Criteria and Bid proposals (Chapter-3)
 4. Terms & Conditions governing this tender (Chapter-4.)
 5. Description and Specifications of the items (Chapter-5)
 6. Financial Bid Schedule (Format) (Chapter-6)
-

CR No:

Sl. No:

Issued to: M/s

Director
Advanced Research Centre for Bamboo and Rattan
Bethlehem Vengthlang, Aizawl, Mizoram

Chapter - 1
NOTICE INVITING SEALED QUOTATION

Sealed Quotations are invited by the Director, Advanced Research Centre for Bamboo and Rattan, Bethlehem Vengthlang, Aizawl Mizoram up to 5:30 PM on or before 09.02.2017 from reliable firms / stockiest / dealers for the purchase of Solar Dryer. Details of the specifications of the item can be obtained from the office during office hours on any working day by payment of Rs 250.00

Cost of Tender:	Rs .250.00
Tender reference:	No: 2/36/2015-REDD+/ARCBR
Date of sale of tender document:	09.01.2017 to 09.02.2017
Last date for receipt of tender	09.02.2017 up to 5:30 PM
Time and date of opening of tender	At 11.00 am on 10.02.2017
Address for communications:	Director ARCBR, Bethlehem Vengthlang, Aizawl, Mizoram-796001
Tender box available at: -	Establishment Section ARCBR
Telephone:-	0389-2301157, 0389-2301159

Eligibility Criteria:

1. The firms must possess an experience of at least three (03) years, in the field of supply, support and maintenance of the equipment. (*Enclose attested copies of the supportive documents i.e. supply orders or so*).
2. The firms should be authorized dealer/stockist or manufacturer of the goods in question. Dealership/stockist/Manufacturer certificate should be attached.
3. Proof of registration of firm with Directorate of Industries or equivalent. Proof of Sale Tax as well as VAT/PAN/TAN/TIN registration. (*Enclose attested copies of the supportive documents.*)

Details of Tender and also for download :

www.icfre.org (*under option Tender*)

Director, ARCBR, AIZAWL

Chapter –2: Agreement.

I/ We, the Supplier M/S _____ agree to accept the Terms and Conditions governing this Tender document and process thereafter in letter and spirit. It is Certified that I/We, am/are authorized to sign this Agreement for and on behalf of M/S.....

Name & Seal of the tenderer

RANGE & BRAND OF ITEM WITH BID SECURITY.

Name of the item	Capacity	Brand	Bid Security
Solar Dryer	Product spreading area 18 m ² (around 150 Kg capacity)	Any brand	@ 2% of the total cost of the item

GENERAL INFORMATION TO BIDDERS.

The Centre is engaged in Forestry related research at Aizawl, Mizoram. Timely procurement and supply of research materials are important aspects of this process. **The firms participating should ensure this part.** A complete set of Tender document can be purchased by **eligible firms** from establishment section of ARCBR at a cost of Rs. 250/-(non-refundable) by depositing the amount with store officer, ARCBR, in all working days during working hours. The firms down loading tender document from the website, www.icfre.org, under option TENDER, **must attach a Demand draft in original of Rs. 250/-** of any commercial bank towards cost of the document in favour of **Director, Advanced Research Centre for Bamboo and Rattan, Aizawl, Mizoram**, payable at Aizawl. The tender document can be purchased during office hours on all working days.

The tender document is non transferable. Each tender must be accompanied with a Bid Security in the form of Demand Draft. All Demand Drafts must be drawn in favour of the **Director, Advanced Research Centre for Bamboo and Rattan, Aizawl, Mizoram**, payable at Aizawl. Tender should reach this office not later than 09/02/2017 up to 5:30PM in sealed cover super scribed as **TENDER FOR ARCBR, SOLAR DRYER-2016-17**. Tender box will be available with the Establishment Section, ARCBR. The Bid Security shall have to be valid for 90 days beyond the validity of the rate quoted in the tender. **The validity of this tender contract shall be for this financial year i.e. up to 31st March, 2017.**

Performance security: The successful bidder shall furnish the Performance Security which is equivalent to 5% of the value of the good in question from any scheduled bank within 15 days of the receipt of the Work/Supply Order from the ARCBR. Performance Security may be furnished in the form of a Demand Draft in favour of Director, ARCBR payable at Aizawl. The performance security shall be valid for the warranty period of the good and shall be released after the warranty is over.

Tender will be opened at 11:00 am on 10.02.2017 in the presence of representative(s) of the tenderers, if any. If the office happens to be closed on the last date of receipt of tenders or opening of tenders as specified, the tender will be received/opened on the next working day of the office at the same venue and time. The Director, ARCBR and Director, RFRI Jorhat, Assam reserves the right to increase or decrease quantity of any item or reject any or all tender without assigning any reason thereof.

This tender Document contains 11 Pages. The end of tender document is indicated by "**End of Tender Document**" marker. Tenderers should carefully see that above marker appears on the last page of downloaded tender document to ensure that downloaded document is complete. The Tenderers are required to pay non-refundable cost of tender document in the prescribed form in tender notice while submitting their offer. In case they fail to furnish the requisite cost of tender document in prescribed form, their offer shall be rejected. **The cost of Bid Security shall not be merged with cost of tender form and shall be separately furnished.**

Chapter -3 (ELIGIBILITY CRITERIA AND BID PROPOSALS)

A) ELIGIBILITY CRITERIA

1. The firms must possess an experience of at least three (03) years, in the field of supply, support and maintenance of the equipment. (*Enclose attested copies of the supportive documents i.e. supply orders or so*).
2. The firms should be authorized dealer/stockist or manufacturer of the goods in question. Dealership/stockist/Manufacturer certificate should be attached.
3. Proof of registration of firm with Directorate of Industries or equivalent. Proof of Sale Tax as well as VAT/PAN/TAN/TIN registration. (*Enclose attested copies of the supportive documents.*)

B) SUBMISSION OF BID PROPOSALS:

The purchased tender document or the downloaded tender document should be submitted along with the qualifying document as directed herein. Absence of the original tender document will lead to rejection of the bid.

This tender proposals must consist of the following in two separate envelopes:-

1. Technical proposal: Qualifying Documents, Bid Security & cost of tender document (in case of downloaded document)
AND
2. Financial proposal stating transportation and installation charges also separately, if any

1. Technical proposal: Qualifying Documents & Bid Security & Cost of tender document.

A separate envelope (Technical proposal) consisting of Bid Security in the form of bank DD from any commercial bank payable at Aizawl, Mizoram in favour of Director, ARCBR, in original & along with the documents mentioned under *Eligibility criteria*, **superscribed as Technical proposal** in bold letters & in sealed condition should be submitted.

2. Financial Proposal.

This must also be in a separate envelope superscribed as Financial proposal.

C. SUBMISSION OF PROPOSAL

The firms having dealership/ stockiest ship of more than one brand should quote the **DISCOUNT** separately in the financial bid document. Dealership/ stockiest ship/ manufacturer certificates of **all brands** should be attached. **Bid Security** amounting to minimum 2% of bid amount is to be submitted alongwith the Technical Proposal. Qualifying Documents and Bid Security should be sealed in a separate envelope and Financial Proposals in a separate envelope. Both these envelopes should then be **sealed in another separate envelope**. The proposals should be clearly distinguished by writing on the cover '**Qualifying Documents & Bid Security**' (Technical proposal), and '**Financial Proposal**'. The outer envelope must be clearly marked as '**TENDER FOR ARCBR, SOLAR DRYER-2016-17.**' All the pages of the tender document should be signed by the authorized person of the firm and put firm's seal. Complete proposal must be delivered on or before the stated time & date.

D. PROPOSAL EVALUATION.

The proposal will be evaluated by an evaluation Committee duly constituted by the Director, RFRI/Director, ARCBR. The qualifying documents of all the firms will be verified. **The financial proposals of the disqualified firms will not be opened.** The firm which quotes the lowest bid will be ranked as L-1 vendor of the respective brand. Discount for the brand(s) has to be quoted by authorized vendors only.

E. OPENING OF TENDER.

The tender (Technical Bid) will be opened on 10/02/2017 at 11:00 am in the Conference hall of ARCBR, Aizawl in presence of the representatives of the tenderers if any. Representatives shall bring authenticated documents for identity. Financial Bid of the responsive bidders will be opened on the same i.e. 10/02/2017 after opening of Technical Bid.

F. Declaration form.

(Information about tenderer/bidder)

1. Full Name of the Firm:
(In capital letters)
2. Complete Address of the firm:
3. (a) Telephone No.:
(b) Fax No.:
4. Is the firm sole proprietary/Partnership/Ltd. /Pvt. Ltd.
5. Name of Proprietor or Partners/Directors.
6. Is the firm registered with any Government/Semi Government organization / PSU; if so furnishes details of registration.
7. PAN Number:

I/wehereby certify that above mentioned particulars are true and correct.

Place: _____

Date: _____

SIGNATURE & STAMP OF THE TENDERER.

Chapter- 4. (Terms & Conditions Governing this tender):-

The contract of offer will be subjected to the following terms and conditions:-

1. **The rate:-** The offer should be firm and quoted rate by the vendors shall have the validity for this financial year, that is up to 31st March, 2017 from the date of opening of tender. The rate should be F.O.R. destination.
2. **Price escalation** will not be allowed.
3. **Pricing:** - Format for financial bid should be strictly followed for quoting rates. 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.
4. **Acceptance:-** The contract shall deem to have been concluded by the 'acceptance of tender' issued in the form of a purchase order. The acceptance may be communicated to the Supplier by fax or registered/speed post/email.
5. The Supplier is required to acknowledge the receipt of acceptance within 7 days. However, non acknowledgement on the part of the supplier does not affect the 'acceptance of tender' or the conclusion of contract. All communications by the Purchaser to the supplier will be deemed to have been made if sent by fax, telex, email or registered/speed post to the number or address furnished by the supplier.
6. The purchaser shall not be liable for any obligation, monetary or otherwise, that has not been expressly stated in the contract. The supplier shall deem to have indemnified the purchaser against all claims by third parties relating to the contract including but not limited to intellectual property rights.
7. **Late bid:-**No tender will be accepted if received later than the time specified in the notice.
8. **Delivery of stores:** - The stores are required to be delivered in full at installation site i.e. Reiek Village around 30 Kms from Aizawl *on or before 30th March, 2017.*
9. **Extension of time limit:** - For delivery of stores time will not be allowed under normal situations but in case the vendor seek for time extension citing reasonable justifications, Director, ARCBR may consider the request if given in writing.
10. **Liquidated damage:** - In the event of supplier's failure to deliver on time, the purchaser, at his sole discretion, and not by way of penalty may deduct from the payment 1% of the contracted price of the undelivered stores for each week or part thereof till the item is delivered, subject to a maximum of 10% of the price of the stores not delivered on time.
11. **Risk Purchase:-** Should the supplier fail to deliver an item within the contracted delivery period or repudiate the contract before the delivery date, the purchaser, without prejudice to his right to recover, damages for breach of contract, may cancel the contract in part or in whole and may purchase elsewhere, on the account and at the risk and cost of the supplier, the item not delivered, within 12 months of the breach of contract. He may purchase another item of similar general description, in case the item exactly conforming to the particulars of the contracted item is not readily procurable. The purchaser shall be entitled to recover from the supplier all costs incurred by the purchaser during the risk purchase that are in excess of the costs he would have had to incur as per the original contract. The purchaser shall have the right to ignore the tender of the original supplier during the risk purchase. The manner of carrying out the risk purchase shall be entirely at the discretion of the purchaser. However, the purchaser shall serve a notice of such purchase on the defaulting supplier.
12. **Payments:** Normal terms of payment will be 100% payment within 30 days after receipt, installation and successful functioning of the item.

13. **Bid Security:** The tender should accompany a DEMAND DRAFT as a Bid Security amounting to not less than 2% of Bid amount drawn in favour of Director, ARCBR, payable at Aizawl, which will be refunded without any interest, within 30 days, if the offer is not accepted. In case the offer is accepted but not honoured by the tenderer, the Bid Security will be forfeited. The Bid Security will also be forfeited, if wrong information is given in the tender to influence the tender cost. Tenders without Bid Security will be summarily rejected.
14. **The BID SECURITY** of the responsive bidder (L-1) including L-2 will be retained till finalization of the contract and issue of offer to L-1 bidder. The Bid Security of the L-1 bidder will be retained till deposit of Performance Security.
Performance Security: The successful bidder shall furnish the Performance Security which is equivalent to 5% of the value of the good in question from any scheduled bank within 15 days of the receipt of the Work/Supply Order from the ARCBR. Performance Security may be furnished in the form of a Demand Draft in favour of Director, ARCBR payable at Aizawl. The performance security shall be valid for the warranty period of the good and shall be released after the warranty is over.
15. **Detail business terms and conditions:** - Packing and forwarding, **delivery period**, VAT/Sales Tax /Trade Tax (whether provincial or Central), other Taxes /Charges, if any, discounts or any other information relevant to the items should be indicated clearly in the Financial bid. **The current price list** to be furnished with the offer. The list of few users of goods of same brand in the country should also be enclosed. *The offer would not be considered valid if these details are not provided.*
16. **Documents to be submitted:** - The tenderer should submit attested copies of the latest certificates from the competent authorities regarding Dealership /Stockist ship /Proprietary ship of item with the tender documents. All original documents related to this contract can be asked to produce whenever required within a time frame.
17. *All the copies required to be submitted in this tender contract should be **self attested by the tenderer.***
18. The payment will be made on the basis of certificate of clearance (CC) received from the user.
19. **Rejection & relaxation:** - Director, ARCBR and Director, RFRI Jorhat Assam reserves the right to reject any or all tenders without assigning any reason thereof. They also can relax any of the terms and conditions governing this contract in the interest of the purchaser to the extent permissible as per the procedure.
20. **Quantity:** - Director, ARCBR and Director, RFRI Jorhat, Assam reserves the right to increase or decrease quantity of any tendered items and the vendor shall have to complete the offer. Any differences in this regard can be settled mutually which will be recorded and transparent.
21. **Force majeure:** - None of the parties under this contract shall be responsible for any act of commissions or omissions arising out of situation beyond his control which otherwise includes Acts of God.
22. **Dispute Resolutions:** - All disputes, differences and questions arising out of or incidental to this contract or in any way touching or concerning this contract or the subject matter thereof or the respective rights duties or liabilities of the parties in respect of this contract except the decision thereof wherein before otherwise expressly provided for shall be referred to the Arbitrator. The Arbitrator shall be appointed by the Director General, ICFRE, Dehradun and the decision of the Arbitrator shall be final and binding on both the parties. *The applicable Arbitration procedure will be as per **Indian Arbitration and Conciliation Act, 1996.***
23. **Short closure or termination:** - The contract may be short closed or terminated, at the discretion of the purchaser, on the following grounds:

- (a) The supplier fails to deliver the item by the contracted delivery date.
 - (b) Any of the information provided by the supplier is found to be untrue.
 - (c) The supplier is found to have attempted to influence a person involved with the contract through unethical means.
24. No Fax or Email tender document will be accepted by ARCBR *NOR* will any reply to this affect be given by ARCBR.

The following declaration should be given by the Tenderer who downloads the document from website while submitting the Tender-:

Declaration

I/We have downloaded the tender document from the website <http://www.icfre.org> under tender option and I/We have not tampered/modified the tender forms in any manner. In case the document is found to be tampered / modified, I/We understand that my/our tender is liable to be rejected and full Bid Security deposit will be forfeited and I/we am/are liable to be banned from doing business with ARCBR and/or prosecuted.

Signature of Tenderer. Firm's seal & Date.

Chapter-5

(DESCRIPTION AND SPECIFICATIONS OF THE ITEM)

A. Solar Dryer

Specifications:

SN	Item/part	Specifications
1	Product spreading area	18 m ² (around 150 Kg capacity)
2	Area of solar collector	Around 11.5 m ²
3	Materials of the collector	Aluminum extrusions & sheets, black painted special absorber, EDPM rubber, toughened glass, Rockwool and polystyrene insulation
4	Top glass - Glazing	Low iron, high impact resistant, toughened glass transitivity >92%. 1753 mm x 949 mm X 6 nos - 4mm thickness. Fitted with EPDM rubber beading
5	Drier construction	Inner 26 SWG Stainless steel - SS 304 food grade sheet and outer 24 SWG Stainless steel - SS 304 food grade with in-between 50 mm Rockwool insulation - top surface covered by 4 mm thick toughened glass
6	Tray materials	25 mm X 25 mm aluminum square tubes with 304 SS wire mesh X 40 nos
7	Fan	DC/AC
8	Performance	Will provide hot air of temperature of 55 ⁰ C – 60 ⁰ C (when the ambient temperature~ 30 ⁰ C)
9	Temperature controller	Actuator dampers for with PT 100 sensor for temperature control Backup heating
Breakup heating		
10	Electrical Coil (optional at extra cost)	10 KW
11	Open space required	3 m in East – west 10 m in North – south
12	Nuts and bolts in drier	All SS to avoid rusting
13	Warranty	At least one year

Chapter – 6: Financial Bid Schedule.

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

Details of Brand/Item	Discount in % (over and above the company's standard discount under RC)	Taxes, if any	Transportation and installation charges, if any	Other charges (as per section 15 of T&C)	Total cost in INR (after deducting discounts)

It is Certified that I/We am/are authorized to sign the bid for and on behalf of

M/S.....

Witness: 1).....
2).....

Address

.....

Signature.
Name & Seal of the tenderer.

END OF TENDER DOCUMENT