



हिमालयन वन अनुसंधान संस्थान  
HIMALAYAN FOREST RESEARCH INSTITUTE  
(Indian Council of Forestry Research & Education)  
Conifer Campus, Panthaghati, Shimla - 171 009

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No.:5-1( 31-A )HFRI/2015/ 1370 /1378 Dated:

30/11 November 2015

सेवा में,

विषय: Public Address System एवं Conferencing System खरीदने व लगाने हेतु  
सिमित निविदाएं ( Limited Tenders) आमंत्रित करने बारे ।

महोदय,

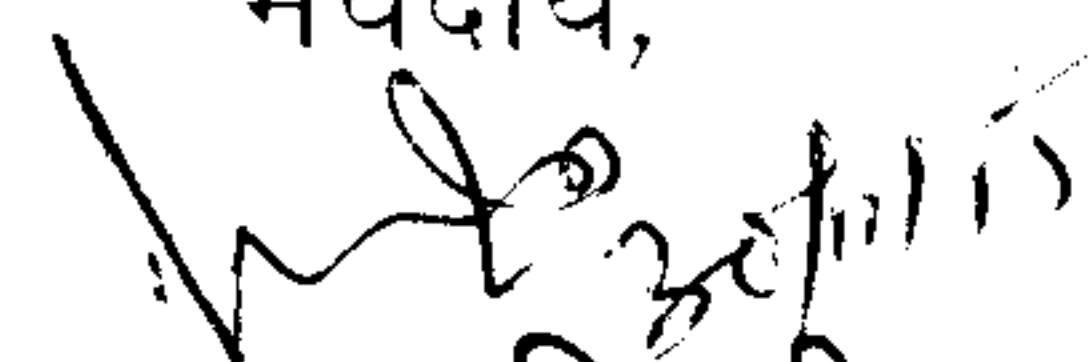
हिमालयन वन अनुसंधान संस्थान, शिमला द्वारा Public Address System व Conferencing  
System खरीदने व लगाने हेतु सिमित निविदाएं ( Limited Tenders) आमंत्रित की जाती हैं ।

निविदादाता से अनुरोध है कि विशेष विवरणियों (Specifications) वह संलग्नित सभी नियम  
एवं शर्तों के आधार पर यह सिमित निविदाएं [Technical Bid व Financial Bid] अलग-2  
लिफाफों में डाल कर व उन के उपर Technical Bid व Financial Bid लिख कर व इन्हें सील  
बन्द कर एक बड़े लिफाफे में डाले व इसके पश्चात लिफाफे के उपर " **Public Address  
System व Conferencing System** लिखने के उपरान्त फिर दोबारा सील बन्द कर  
अधोहस्ताक्षरी को दिनांक 14.12.2015 तक डाक द्वारा भेजें या फिर Reception में रखे गये  
Tender Box में दिनांक 14.12.2015 को 5.00 बजे तक भेजने की कृपा करें । निर्धारित तिथि  
व समय पर प्राप्त न होने वाली निविदाएं रद्द समझी जायेगी व इन पर आगे कोई विचार  
नहीं किया जायेगा ।

सिमित निविदाएं ( Limited Tenders) भरने से पूर्व यदि निविदादाता **site** निरीक्षण करना चाएं तो वह  
कार्यालय में आ कर Dr. Sandeep Sharma Scientist, Head IT / Sh. Parkash Chand RO  
RA. II से कार्य का पुर्ण विवरण जान हो सकते है ।

सिमित निविदाएं ( Limited Tender) के अंतर्गत प्राप्त Bids ( Technical Bid) दिनांक  
15.12.2015 को सुबह 11.00 बजे खोली जायेगी व जिनकी **technical Bid** सही पाई जायेगी  
उनकी ही **Financial Bid** दिनांक 16.12.2015 को प्रातः 11.00 बजे खोली जायेगी । निविदा  
खोलने के समय आप या आपका प्रतिनिधि कार्यालय में उपस्थित हो सकता है ।

संलग्न: उपरोक्त

भवदीय,  
  
कय अधिकारी

हि०व०अनु०सं०, शिमला-9

**नियम व शर्त**  
TERMS AND CONDITIONS

1. The tender should be in sealed cover.
2. The tender in sealed envelope should be super scribed as “**LIMITED TENDER FOR PUBLIC ADDRESSING SYSTEM/CONFERENCEING SYSTEM, TO BE OPENED ON 15.12.2015 AT 11.00 A.M.**”
3. The tender should be addressed to the Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla- 171 013.
4. The bidder may see the sites and orientation of Conference Hall, at HFRI, Shimla before submitting the tender for the supply of Public addressing system/Conferenceing system.
5. The Tenders i.e. '**Technical Bid**' would be opened on **15.12.2015** at 11.00 A.M. and '**Financial Bid**' would be opened on **16.12.2015** at 11.00 A.M. in presence of tenderers or their representatives who may like to be present.
6. The tender should reach this office positively by 5.00 PM of **14.12.2015** otherwise it will not be accepted.
7. Rates should be quoted strictly as per the given specifications.
8. Rates quoted should be valid at least for six months from the date of opening of the limited tenders.
9. Cuttings and over writings will not be entertained.
10. Conditional/telegraphic/FAX and incomplete tenders will not be considered.
11. In case of any dispute, decision of Director, Himalayan Forest Research Institute, Shimla, shall be final and binding.
12. For non-compliance of the terms and conditions of the tender, the tenders are liable to be ignored/rejected.
13. The rates quoted should include the cost of materials, labour charges etc. required for completion of the work.
14. Rates should be quoted only in the 'Financial Bid' document duly signed by the tenderer.
16. The tenders should be accompanied by the **earnest money in the shape of demand draft Rs.5000/- in the name Director, HFRI**, any scheduled bank payable at Shimla. The bank guarantee and cheques will not be entertained at all. Tenders received without earnest money will be rejected straightway.
17. The tender may be accompanied by the supporting documents like the experience past work done etc.
18. The tenders will be opened in the presence of tenderers or their authorized representatives who may wish to be present. If there is a holiday on the said date due to any reason, the tenders will be opened on the next working day.
19. The Director, Himalayan Forest Research Institute, Shimla, reserves the right to reject all or any tender without assigning any reason thereof.
20. The tender will be bound by the HFRI/ ICFRE rules and regulations
21. Performance Security Money @ 5% of the quoted price have to deposited, on receipt of the Supply order in the shape of demand draft. The Fixed Deposit Receipts, Bank guarantee, and Cheques or Money Order will not be entertained at all. The EMD will be released after receipt of Performance Security by the office.

- 22 In the event of non-supply of the equipment/material within stipulated period the Performance Security will be forfeited.
- 23 The payment will be released only after satisfactory installation of equipment to the entire satisfaction of the Director, HFRI, Panthaghati, Shimla-171009 or authorized representative in this behalf.
- 24 **In case of any dispute, the Jurisdiction of Courts at Shimla, Himachal Pradesh, shall prevail**

**CERTIFICATE**

1. I/We have gone through the above terms and conditions and agree to abide by the same
2. I/ We undertake to accept the interpretation of the above terms & conditions of the tender document as decided by the competent authorities of HFRI, Shimla. One copy of this is being sent herewith.

Date:

Place:

**SIGNATURE**

[Name, Designation, & Seal of the Tenderer]

**PROFORMA FOR 'TECHNICAL BID'**

<b>SL. No.</b>	<b>Descriptions</b>	<b>Qty</b>
1	<b>Size and requirement of the conference System:</b>  HFRI- Conference Hall Size 32'X38' feet having a round size conference table with total sitting capacity of hall around 80 person.	
2	Chairman Unit	1 No.
3	Delegates Unit	21 Nos.
4	Compatible Amplifier	1 No.
5	Compatible wall mount speakers	4 Nos.
6	With complete installation at HFRI Conference Hall Interested peoples/ companies may visit and see the Conference Hall of the Institute where the system is to be installing.	

Signature \_\_\_\_\_ Name \_\_\_\_\_ Seal \_\_\_\_\_

**PROFORMA OF FINANCIAL BID**

<b>Sl. No.</b>	<b>Discription</b>	<b>Rate</b>