

# TENDER DOCUMENT

No. 3-2(Vol. III)/IT/ICFRE/2013-14/ 168 Dt. 28.05.2014

FOR

## RATE CONTRACT OF INKJET / LASER PRINTER CARTRIDGES AND MISCELLANEOUS ITEMS



INFORMATION TECHNOLOGY DIVISION  
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION  
P.O. NEW FOREST, DEHRADUN

*Raunak*  
Asstt. Director General  
(I.T. and Forestry Statistics)  
Indian Council of Forestry  
Research & Education  
P.O.-New Forest, Dehradun

## CONTENTS

Sl.	Particulars	Page
1	Tender Schedule	1
2	Instructions for the Bidders	1
3	Checklist for Bidders	1
4	Scope of Work	2
5	Terms and Conditions	3
6	Contract	3
7	Payment Terms	5
8	Arbitration	5
9	Preparation of Proposal	6
10	Submission of Proposal	7
11	Proposal Evaluation	7
Form-1	Particulars of the Tenderer	9
Form-2	Bid Proposal Sheet	10
Schedule-1	Financial Bid against List of Items	12

  
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## 1. TENDER SCHEDULE

(a)	Sale of Tender Form	From 23.05.2014 to 13.06.2014 upto 1.00 pm (on all working days)
(b)	Last date & time for receipt of bids	13.06.2014 upto 1430 pm
(c)	Opening of tenders	13.06.2014 at 1500 hrs. The tenders shall be opened as per schedule in the Committee Room of ICFRE (Hqtrs.), Dehradun

### Note:


1. In case the tender documents have been downloaded from the [www.icfre.gov.in](http://www.icfre.gov.in) website or received by post/courier, an additional Demand Draft of ₹ 500/- in favour of DDO, ICFRE, Dehradun, be attached on account of tender document fee. This shall be non-transferable / non-refundable.
2. The vendors may send their representative during the opening of quotations as per the above mentioned date and time.
3. Tenders received after last date and time shall be summarily rejected. ICFRE shall not responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on this subject will be entertained.

## 2. INSTRUCTIONS FOR BIDDERS

- (a) The prices are to be quoted in the attached list (Schedule - 1) only and in no case any other price list shall be entertained. The quoted rate will not change under any circumstances.
- (b) Each page of the quotation document should be signed by the bidder with seal as a token of having read, understood and accepted the terms and conditions of this contract and shall be returned in original along with the bid submitted.
- (c) Rate to be quoted should be inclusive of all levies and taxes in the attached Schedule I only.
- (d) The duly filled in tender documents is to be submitted on or before the last date and time of submission under sealed cover to:  
**The Assistant Director General (IT & FS)**  
**Room No. 31,**  
**Indian Council of Forestry Research & Education**  
**P.O. New Forest, Dehradun - 248006**

## 3. CHECKLIST FOR THE BIDDERS:

- a) The **first envelope** must enclose following documents and must be marked in bold letter as "**QUALIFYING BID**"
  - i) E.M.D. of ₹ 15,000/- (Rupees fifteen thousand only) in the form

  
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of Performance Bank Guarantee/FDR/ Demand Draft in favour of DDO, ICFRE, Dehradun.

- ii) Demand Draft of Rs 500/- on account of tender fee (in case the tender has been downloaded from website and not been purchased) in favour of DDO, ICFRE, Dehradun. The tender fee shall be non-transferable / non-refundable.
  - iii) Dully filled **Form -1** : Particulars of the Tenderer
  - iv) Dully filled in **Form-2** : Bid Proposal Sheet.
  - v) Proof of Sales Tax / VAT Assessment of last two financial years.
  - vi) PAN/TAN allotted to the company by the Income Tax Department.
  - vii) Proof of registration as company / firm.
  - viii) Copy of income tax returns filed in financial year 2010-11 and 2011-12.
  - ix) Certificate of being Channel Partner / Reseller / Distributor from OEM for all the quoted brands.
  - x) Proof of having a functional office at Dehradun from last 5 years.
- b) The Second envelope must enclose the financial proposal and must be marked in bold letter as **"FINANCIAL BID"**.
- i) Rates must be quoted in the Schedule-1 only.
  - ii) Quoted rates should be inclusive of all levies and taxes in the attached proforma viz; Schedule I only.
  - iii) In case the firm does not deal in any particular item(s), the price for the same may not be quoted.

#### 4. SCOPE OF WORK

- a) The Indian Council of Forestry Research and Education (ICFRE) invites sealed tenders in the prescribed format for Rate Contract of Inkjet / Laser Printer Cartridges and Miscellaneous items as per the **Schedule-1**.
  - b) Validity of the Rate Contract shall be for the period of one year.
  - c) On award of rate contract the supply orders will be placed by the Officers of Indian Council of Forestry Research & Education and Forest Research Institute.
  - d) The contracted firm will have to ensure delivery of item in full within 7 days from date of receipt of order.
  - e) The minimum limit shall be one unit for each item.
  - f) The contractor firm shall maintain stocks of contracted items and make firm deliveries against all supply orders.
- The contract will not guarantee that some minimum number of orders will be placed with the firm.

5. **TERMS AND CONDITIONS**

- a. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- b. The bidder shall indicate the complete address of the Company / Office and Service Centre along with the name(s) of the contact person(s) and their telephone / Fax / Mobile Nos.(s) and other particulars as per Form-1
- c. The bidder will have to furnish Rs. 15,000/- (Rupees fifteen thousand only) as Earnest Money Deposit in the form of FDR / Bank Guarantee/ issued by any nationalised bank located at Dehradun, in favour of DDO, ICFRE valid for atleast six months. EMD of the successful bidder is liable to forfeited as per rules, if firm violates any term and conditions of Rate Contract.
- d. The successful bidder shall be required to sign a 'Rate Contract for the period of one year', on a stamp paper of Rs. 100/- to be furnished by him within one week of receiving communication regarding acceptance of bid.
- e. The successful bidder shall furnish, before signing the Contract, a Performance Guarantee for ₹ 20,000/- (Rupees twenty thousand only) in the form Bank Guarantee/FDR issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun, having validity of three months beyond the date of expiry of the Rate Contract. The Performance Bank Guarantee must be submitted along with the letter of acceptance within the stipulated time.
- f. Conditional tenders are liable to be rejected.
- g. The Assistant Director General (IT & FS), Indian Council of Forestry Research & Education, Dehradun reserves the right to reject any or all tenders without assigning any reasons.
- h. ICFRE reserves the right to accepted the tender in whole or in part.
- i. The ICFRE does not bind itself to accept the lowest quote or part thereof. ICFRE reserves the right to cancel any or all tenders received without assigning any reason thereof.
- j. All information submitted or supplied in the formats of this quotation document shall be presumed to be true to the best of knowledge of the bidder.

6. **CONTRACT**

- a) The tender document as a whole shall form the part of the Rate contract.
- b) If any part of the Rate Contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, Assistant Director



General (IT & FS), ICFRE shall determine the matter and his decision shall be final and binding upon the parties hereto.

- c) The Rate Contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by ICFRE and the firm.
- d) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Assistant Director General (IT & FS), ICFRE. Any assignment or subletting of this contract by the firm or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void without prior written consent of Assistant Director General (IT&FS), ICFRE having been obtained.
- e) Initially the Rate Contract will be valid for a period of one year. Assistant Director General (IT & FS) reserves the right to terminate contract by giving one-month notice without assigning any reason.
- f) ICFRE reserves the right to enter into parallel rate contract simultaneously with other parties.
- g) Rate contract will not guarantee any minimum number of orders will be placed with the firm.
- h) The price charges for the stores supplied by the contractor should not exceed the lowest price at which the contractor sells stores of identical description to other persons during the period of the contract. Such act of the vendor shall lead to omission of the respective item from the Rate Contract.
- i) The Assistant Director General (IT&FS) has the powers to cancel the contract at one week notice, if the services of the firm are found unsatisfactory or otherwise.
- j) The contractor/supplier shall supply quality material/ product only against order placed by the purchaser or on his behalf.
- k) This contract shall not be deemed an asset of the firm in any form.
- l) In case the contractor is unable to supply the material within stipulated period due to some unavoidable reasons the same may be informed to the concerned officer stating time frame within which the supply will be made. The officer placing the supply order will notify his acceptance of delivery time offered by the contractor or negotiate until an agreement is reached. In all cases the delivery time, as accepted by the contractor and the officer placing the order, shall be deemed to be the essence of the contract and the delivery must be completed within time. In case the contractor still fails to supply the material, the officer placing the order will have the right to purchase the material from the market and the difference between the approved

rates and the market price will have to be born by the contractor through recovery from the Performance Guarantee. Repetition of such instances by the contractor would result in termination of rate contract and forfeiture of performance guarantee.

- m) If the contractor violates any of these terms and conditions, the PBG shall be liable for forfeiture, wholly or partly, as decided by Assistant Director General (IT & FS) and the contract may be cancelled.
- n) No legal proceedings to enforce any claim and no suite arising out of this contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.

#### 7. PAYMENT TERMS

- (i) Payment will be made within 30 days from the date of receipt of the material in good condition, as per specifications given in the contract document and reproduced in the supply orders issued to the contractor firm from time to time by the concern official of ICFRE/FRI.
- (ii) Payment will be made on the basis of supplies executed by the successful bidder as per the supply orders issued to him from time to time, by the different section respectively.
- (iii) The payment is subject to TDS as per Income Tax Rules / Laws. The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract agreement.
- (iii) No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the firm.
- (iv) The violation of any of these terms and conditions mentioned in the Tender Document, the whole or part of Performance Bank Guarantee shall be liable for forfeiture, as decided by the Assistant Director General (IT&FS). Such decisions shall be the binding on the firm

#### 8. ARBITRATION

**Arbitration:** Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research and Education, Dehradun on his behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his

  
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Indian Council of Forestry  
Research & Education  
P.O.-New Forest, Dehradun



duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason shall be replaced by another person as decided by Director General, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It shall also be a term of the contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all. In all cases where the amount of the claim in dispute is ₹ 50,000/- and above, the arbitrator shall give reasons for the award.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

## 9 PREPARATION OF PROPOSAL

The proposals must consist of two separate sealed envelopes as follows:

The **first envelope** must enclose following documents and must be marked in bold letter as "QUALIFYING BID" and the **Second Envelope** must enclose the Financial proposal and must be marked in bold letter as "FINANCIAL PROPOSAL". Both the envelopes must be sealed in a separate outer envelope and must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "RATE CONTRACT OF INKJET / LASER PRINTER CARTRIDGES AND MISCELLANEOUS ITEMS".

A. The **first envelope** marked in bold letter as "QUALIFYING BID" and **must contain the following documents :**

- i) E.M.D. of ₹ 15,000/- (Rupees fifteen thousand only).
- ii) Demand Draft of Rs 500/- on account of tender fee (in case the tender has been downloaded from website and not been purchased) in favour of DDO, ICFRE, Dehradun. The tender fee shall be non-transferable / non-refundable.

  
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(I.T. and Forestry Statistics)  
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P.O.-New Forest, Dehradun



- iii) Dully filled **Form 1** : Particulars of the Tenderer
- iv) Dully filled in **Form 2** : Bid Proposal Sheet.
- v) Proof of Sales Tax / VAT Assessment of last two financial years.
- vi) PAN/TAN allotted to the company by the Income Tax Department.
- vii) Proof of registration as company / firm.
- viii) Copy of income tax returns filed in financial year 2010-11 and 2011-12.
- ix) Certificate of being Channel Partner / Reseller / Distributor from OEM for all the quoted brands.
- x) Proof of having a functional office at Dehradun from last 5 years.

B. The **Second Envelope** must enclose the Financial proposal and must be marked in bold letter as "**FINANCIAL PROPOSAL**". Rates must be quoted in the **Schedule-1** only.

#### 10. SUBMISSION OF PROPOSAL

Qualifying Bid and Financial Bid should be sealed in two separate envelopes and then the two envelopes in turn sealed in a common envelope. The proposals should be clearly distinguished by writing on the cover, "Qualifying Bid" and "Financial Bid". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "RATE CONTRACT OF INKJET / LASER PRINTER CARTRIDGES AND MISCELLANEOUS ITEMS"

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 initialed by the person or persons signing the proposal. Completed proposal must be delivered on or before the stated time and date.

#### 11. PROPOSAL EVALUATION

The bid shall be checked for all qualifying documents submitted by the bidder in the first envelope and disqualification amongst these documents shall lead to the rejection of the bid in toto.

The evaluation committee will determine if the financial proposals are complete and without computational errors. The bidders shall be awarded the contract of only those items for which the certificate of being a Channel Partner / Reseller / Distributor from OEM have been submitted and are found to have quoted the lowest price.



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 P.O.-New Forest, Dehradun

**However, the ICFRE**

- a. is not bound to accept the lowest quote or part thereof.
- b. reserves the right to cancel any or all tenders received without assigning any reason thereof.
- c. reserves the right to enter into parallel rate contract simultaneously with other parties.



Asstt. Director General (IT&FS)  
ICFRE, Dehradun

**Asstt. Director General  
(I.T. and Forestry Statistics)  
Indian Council of Forestry  
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**Form - 1**

**PARTICULARS OF THE TENDERER**

- 1 Name of the Company : \_\_\_\_\_
- 2 Head/Regd. Office Address : \_\_\_\_\_
  - a Postal Address : \_\_\_\_\_
  - b Fax No. : \_\_\_\_\_
  - c Telephone Nos. (s) : \_\_\_\_\_
  - d E-mail Address : \_\_\_\_\_
  - e Website Address : \_\_\_\_\_
- 3 Former name of Company (if any) : \_\_\_\_\_
- 4 Dehradun Office Address : \_\_\_\_\_
  - a Postal Address : \_\_\_\_\_
  - b Fax No. : \_\_\_\_\_
  - c Telephone Nos. (s) : \_\_\_\_\_
  - d E-mail Address : \_\_\_\_\_
- 5 Type of Organization : \_\_\_\_\_  
Individual/Partnership/ Incorporated
- 6 Year of establishment : \_\_\_\_\_
- 7 Year since dealing in Computer Consumable items : \_\_\_\_\_
- 8 Earnest Money Deposit Details : \_\_\_\_\_
  - a Amount : \_\_\_\_\_
  - b FDR/Bank Guarantee No. : \_\_\_\_\_
  - c Bank Detail : \_\_\_\_\_
  - d Amount : \_\_\_\_\_
- 9 Validity of quotation : \_\_\_\_\_
- 10 Name and address of the authorized signatory and contact person for this Quotation : \_\_\_\_\_
- 11 Whether letter of Authority for Attending bid opening enclosed with Quotation ? : Yes / No
- 12 Income Tax PAN with proof : \_\_\_\_\_
- 13 Sales Tax/VAT Regd. No. : \_\_\_\_\_
- 14 Whether the company has ISO Certificate. If yes/whether document attached in technical bid. : \_\_\_\_\_



Date \_\_\_\_\_  
Place \_\_\_\_\_  
Asstt. Director General  
(I.T. and Forestry Statistics)  
Indian Council of Forestry  
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Signature of the bidder  
Name  
Office Seal

**BID PROPOSAL SHEET**

Tenderer's Proposal Reference No. & Date: \_\_\_\_\_  
Tenderer's Name & Address : \_\_\_\_\_  
Person to be contacted : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Telephone No. Email: Fax No: \_\_\_\_\_


To:

The Assistant Director General (IT & FS)  
Indian Council of Forestry Research & Education  
P.O. New Forest, Dehradun 248006

**Sub: Rate Contract of Inkjet / Laser Printer Cartridges and Miscellaneous**

Dear Sir,

1. We, the undersigned Tenderer(s), having read and examined in detail the bidding documents in respect of the above cited maintenance contracts as specified in the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.
3. We do hereby confirm that our bid prices include all taxes including Income Tax, Professional Tax and Service Tax etc.
4. We have studied the Clauses relating to the tax laws of India and hereby declare that if the rates of any Tax are enhanced under the law, we shall pay the same.
5. We have enclosed the earnest money in the form of FDR / Bank Guarantee issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun amounting to Rs. 15,000/- (Rupees fifteen thousand only), it is liable to be forfeited in accordance with the provisions of tender document.
6. We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.
7. We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
8. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Guarantee of ₹ 20,000/- (Rupees twenty thousand only) in

  
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P.O.-New Forest, Dehradun



the form of FDR/Bank Guarantee issued by a Nationalised Bank in favour of DDO, ICFRE, Dehradun, having validity of three months beyond the date of expiry of the Contract as per terms of tender document.

9. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.
10. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
11. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Yours sincerely,

(Signature)

Date:  
Place:

Name:  
Designation:  
Business Address: Seal

  
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**SCHEDULE - I**

**FINANCIAL BID AGAINST LIST OF ITEMS**

Sl. No	Item	Part #	Brand	Unit Rates (₹)
<b>INKJET CARTRIDGE</b>				
1.	Canon S520 Inkjet printer	BCI-3eY (Yellow)	Canon	
2.	Canon S520 Inkjet printer	BCI-3eM (Magenta)	Canon	
3.	Canon S520 Inkjet printer	BCI-3eC (Cyan)	Canon	
4.	Canon S520 Inkjet printer	BCI-3eBK (Black)	Canon	
5.	Canon Pixima 1980	(PG40B)	Canon	
6.	Canon Pixima 1980	(CL831)	Canon	
<b>LASERJET CARTRIDGE</b>				
7.	Ricoh Aficio SPC220 N	SPC220 N (Cyan)	Ricoh	
8.	Ricoh Aficio SPC220 N	SPC220 N (Magenta)	Ricoh	
9.	Ricoh Aficio SPC220 N	SPC220 N (Yellow)	Ricoh	
10.	Ricoh Aficio SPC220 N	SPC220 N (Black)	Ricoh	
11.	Ricoh Affico 1600Le/2000Le/2018D	1230D	Ricoh	
12.	Ricoh Aficio 2030/ MPC2050	MPC2550S (Black)	Ricoh	
13.	Ricoh Aficio 2030/ MPC2050	MPC2550S (Cyan)	Ricoh	
14.	Ricoh Aficio 2030/ MPC2050	MPC2550S (Magenta)	Ricoh	
15.	Ricoh Aficio 2030/ MPC2050	MPC2550S (Yellow)	Ricoh	
16.	Ricoh Affico 3300 dn	SP3300S	Ricoh	
17.	Ricoh Affico SP4110N	SP4100L	Ricoh	
18.	Canon Lasershot LBP 1210	EP-25	Canon	
19.	Sharp Photocopier AR-5620	MX-235 AT	Sharp	
20.	Sharp Digital MFD AR M205	Cartridge for AR M205	Sharp	
21.	Xerox 4505	Black cartridge	Xerox	
<b>FAX CARTRIDGE</b>				
22.	Xerox WC PE 16	PE 16	Xerox	
23.	Xerox WC PE 220	PE 220	Xerox	
24.	Sharp AM - 400	AM -30 DC	Sharp	
25.	Canon Fax-JX 201	PG-40 Black	Canon	
26.	Franking Machine DM 100i	P671031	Pitney Bows	

Rate quoted for the all listed items include installation charges and **one year comprehensive warranty** from the date of purchase and also the genuine installation media and manuals (wherever applicable).

Signature of the  
Authorized person of  
the firm with seal

Unit Prices of the items be quoted in the respective rows of the above table.  
The quoted rates should be inclusive of taxes.