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Director



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वन उत्पादकता संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्)
राँची-गुमला राष्ट्रीय राजमार्ग सं.- 23, लालगुटवा राँची- 835303 (झारखंड)

INSTITUTE OF FOREST PRODUCTIVITY
(Indian Council of Forestry Research & Education)
Lalgutwa,NH-23, Gumla Road, Ranchi – 835 303(Jharkhand)

File No Gen-III-82/2013-14(I)

TENDER FORM FOR SUPPLY OF CLOTH BAG AND NOTE PAD

FOR OFFICE USE ONLY	Date of Tender : 27.07.2015
	Price: Rs. : 225/-
	Form Serial No.:
	Initials of official issuing:
Initials of officers opening the tender	Date of issue:

1. Name of the Tenderer -
2. Address -
3. Telephone No. -
4. Fax No. -
5. J.S.T / C.S.T. Regd. No. & Date -
6. Details of PAN No. -
7. Details of Demand Draft (to be enclosed as Earnest Money Deposit) for Rs. 5000/- only
 - (a) Name of Bank -
 - (b) D.D. Number & Date -
8. Particulars of rates to be quoted-
9. I have read the terms and conditions of the tender and I fully agree with it. The above rates are inclusive of all taxes and will be applicable up to one year from the date of acceptance of the tender.

Date:

Signature and seal of Tenderer

No.Gen.III-82/2013-14 (I)
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Lalgutwa, Ranchi
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Tender No.32 /2015-16

TERMS AND CONDITIONS OF THE TENDER FOR THE SUPPLY OF CLOTH BAG & NOTE PAD

1. Sealed tenders are invited from local dealers for supply of Cloth bag and Note pad under this Institute. The details of item are indicated in the attached schedule I , II &III.
2. Tender documents will be available from Store Section of the Institute's on all working days during working hours from 13.07.2015 to 24.07.2015 on payment of Rs. 225/- only in cash or by bank draft payable to Director, Institute of Forest Productivity, Ranchi as tender fee. The tender forms and specification are also available at website <http://www.icfre.org>. and www.ifpranchi.co.in. The tender form down loaded from the above websites must include Rs.225/-as tender fee along with the tenders submitted.
3. Tender will be accepted up to 13.30 hrs on 27.07.2015 at the Institute's office and it will be opened at 2 PM on the same day before the attending tenders or their representatives present.
4. Tender must be submitted in sealed cover. The envelope must be super scribed (Tender for Cloth Bag, Pad & Ball Pen) with the tender number and the date of opening and drop in the tender box provided for this purpose. Unsealed or open tender will not be accepted.
5. The rate shall be quoted on FOR – destination basis. The quotations should indicate, rate per unit, discount, if any, total price and delivery terms. The rates quoted must be inclusive of all taxes and duties applicable. **Cloth sample for bag must be attached with quotation.**
6. The prices offered should be given preferably both in words and figures.
7. The prices quoted must be FIRM and valid up to the period of supply till one year from the date of acceptance of the tender.
8. Printed terms and conditions of the vender shall not be considered. Tenderers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per tender documents along with all supporting documents failing which offer may not be considered. The tenders must indicate their JST/CST Regd. no. and PAN no. in their offer.
9. The delivery of items must be completed by the Stipulated date which will be placed from time to time before the successful tenderer depending upon the quantity, as and when required till the validity of the rate.
10. In the event of failure to delivery the item within the stipulated date / period in accordance with the samples and / or specification mentioned in the supply order or in the event of breach of any of the terms and conditions mentioned in the supply order, the Institute should have the right to cancel the supply order or a portion their of and purchase elsewhere, after due notice to the successful tenderer. In such event the security deposit will be forfeited in full or in part.

11. If the execution of the supply order is delayed beyond the period stipulated in the supply order as a result of any unforeseen situation/acts of nature/ any other contingency beyond the supplier's control due to act of then IFP may allow additional time by extending delivery period, as it considers to be justified and its decision shall be final.

12. EARNEST MONEY/SECURITY DEPOSIT

(a) The value of Earnest Money (EMD) to be deposited by the tenderer should be Rs. 5000/- EMD should be in the form of Demand Draft and must accompany the quotation. For unsuccessful tenderer EMD shall be refunded immediately after finalization of the tender. EMD shall be forfeited if any tenderer withdraw their offer before finalization of the tender or fails to submit order acceptance within 7 days from the date of order.

(b) One week time shall be given in the order to successful tenderer to furnish the security deposit (SD). In case the firm fails to deposit the security money, the order shall be canceled and the case shall be processed to order elsewhere and the firms performance will be kept recorded for future dealings with them. The value of security money to be deposited by the successful tenderer in the form of Bank Draft shall be Rs. 5000/- for successful tenderer EMD shall be converted to security money which will be refunded to the firms within 30 days of satisfactory execution of the contract. For unsatisfactory performance and / or contractual failure, the security money shall be forfeited.

13. The complete offer should be typed in the letter head of the tenderer (Hand written quotation will be summarily rejected). If firm's letter heads are not sufficient to accommodate technical and pricing details preferable bigger papers are used, such sheets along with other papers of the offer should be signed and stamped by company's authorized signatory.

14. All pages of tender documents/ offer along with enclosure should be signed with name, designation and have firms seal. This is a must.

15. Tenders erased or overwritten will be summarily rejected unless corrections are authenticated with the tenderer's signature.

16. No document presented by the bidder after the closing date and time of the bid will be entertained or admissible or taken into account by IFP unless otherwise called for by IFP.

17. Using unfair means/political pressure/ any other method to seek tender in favour would be treated as disqualification.

18. Relative of employees of IFP/ICFRE are not illegible for tender.

19. Any other condition that Director may be like to impose from time to time.

20. Any firm/Person giving false / forged information regarding tender /address of premises or firm will be black –listed for this organization only after giving a hearing.

21. The safe arrival of stores/ materials at destination shall be the responsibility of the supplier.

22. Supply order, if placed will be subject to the terms and conditions separately.

23. The court at Ranchi in Jharkhand State only will have the jurisdiction to deal with and decide any legal matter or dispute whatever arising out of our contract.

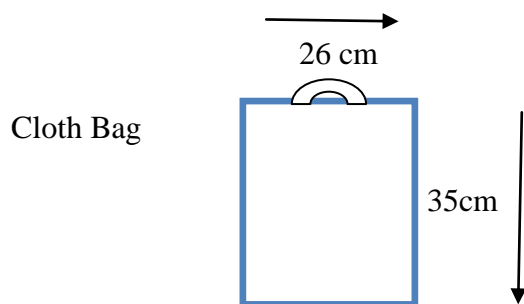
24. Director, IFP reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning any reason thereof. Tenderers are advised to carefully note that deviation in these terms will not be entertained.

25. Decision of tender committee will be final and binding on all tenders.

Schedule I

Name of Items

SI No.	Item	Specification	Quantity Required	Rate (Inclusive all taxes & FOR destination)
1.	Cloth Bag	35 cm x 26 cm (length x breadth) having handle, printed with logo of ICFRE which is given in schedule II	15,000 Pcs	Per pc.
2.	Note Pad	22 cm x 13 cm (length x breadth) of 25 ruled pages except cover page , 65 GSM, Cover should be color page and printed logo must be in cover page and written information printed in the back side of cover page which are given in schedule III	15,000 Pcs	Per pc.



Information to be printed on Bag on front side is :

कृषि वानिकी में क्षमता विकास योजना
के अर्न्तगत
एक दिवसीय प्रशिक्षण कार्यक्रम



वानिकी अनुसंधान एवं प्रसार केंद्र, पटना
वन उत्पादकता संस्थान, राँची
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्, देहरादून