

सत्यमेव जयते

काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद

पर्यावरण एवं वन मंत्रालय, भारत सरकार, की एक स्वायत्त निकाय

पी.ओ. मल्लेश्वरम्, बेंगलूर - 560 003

INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY

Indian Council of Forestry Research and Education

An autonomous Body of the Ministry of Environment & Forests, Govt. of India

P.O. Malleshwaram, Bangalore - 560 003



No. 3/50/2015-16/PUR.SEC/3663

Date: 10-02-2016

To,

Sub: Inviting Quotation for the supply of Working Tables to be opened on **25-02-2016** after **3.00 PM**

Dear Sirs,

Please quote your lowest rates including all taxes and incidental charges for the supply of **six number Working Tables** as per the specifications given below. The quotation should be sent in a sealed cover addressed to **"The Director, Institute of Wood Science and Technology, 18th Cross, Malleshwaram, Bangalore-560 003"** and should reach on or before 25-02-2016 by 3:00 PM.

NOTE : NON SUBMISSION OF REQUISITE DOCUMENTS AS LISTED IN PAGE 3 WILL RESULT IN THE OUT RIGHT REJECTION OF YOUR QUOTATION.

General Specifications for Working Tables

- Table Size: 96" (L) x 48" (W) x 33"(H)
- Table top : 30 mm block board,
Should be fitted with two 8" vice on diagonally opposite sides of the table
- Table frames and legs: 50 x 50 mm 16 gage ms sq tube with grey powder coated finish
- Other supports: 50 x 25 mm, 16 gage ms tube with grey powder coated finish
- Shelf and Drawers: Bottom shelf drawers (Block board and plywoods with grey paint finish)

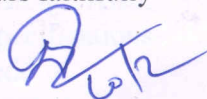
The following instructions may please be complied with while submitting your quotation:

1. The envelope containing quotation should be clearly marked "Quotation for Working Tables". The letter No. and due date should be super scribed on the envelope. Last date of receipt is 25-02-2016.
2. **SUBMISSION OF QUOTATIONS:** Quotations can be sent by post or can be hand delivered in the Purchase section. The **TECHNICAL BID and FINANCIAL BID** should be sealed properly in **separate covers**, duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed properly and duly super scribed. EMD in the form of Demand Draft, Copy of Registration certificate/license of the firm issued by competent authority and Compliance statement of technical offers **must be enclosed along with the technical bid only.**
3. Full specifications, details and information regarding the item to be supplied such as make, size etc. should be furnished/accompanied by printed literature and samples wherever possible. Also, compliance statement of technical offers drawing a comparison between your offered specifications and our required specifications bringing out clearly the deviations, if any shall be enclosed.
4. The purchaser shall have the right to reject any goods that are not of specified make, though they are of similar quality. List of organizations/firms etc. where similar instruments have been installed may be enclosed with relevant documents along with the quotation.
5. **VALIDITY :** The offer should be firm and open for acceptance till 90 days from the date of offer

6. **EMD :-** The tender documents must be accompanied by Earnest Money Deposit (EMD) of **Rs.8,000/- (Rupees eight thousand only)** in the form of a Demand Draft drawn on any Scheduled/Nationalized Bank in favour of the Director, Institute of Wood Science and Technology, Bangalore. The EMD can be submitted by the bidder himself or by his Indian Agent. In case the bidder fails to accept our order or fails to execute our order the EMD will be forfeited. The EMD will be returned to the unsuccessful bidders(s)/Agents within one month from the date of the placing of the final order on the selected bidder. However, if the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidders. In case of the bidder whose offer is accepted the EMD will be returned on submission of security deposit.
7. **PERFORMANCE SECURITY:-** The successful bidder, on award of contract/order, must send the contract/order acceptance in writing, within 10 days of award of contract/order. Successful bidder will be required to furnish refundable 'Security Deposit amounting to 10% of the total value of the contract that will be intimated separately. Security Deposit may be submitted in the form of Bank Guarantee or Demand Draft. This security deposit should be valid for a period of (i) warranty period of the instrument plus (ii) 60 days (*Example: If the warranty period of the instrument is 12 months, bank guarantee should be valid for 14 months*). Security Deposit shall be refundable back to the bidder only after the completion of warranty obligations. No interest shall be payable on the Performance security. Taxes, if any, applicable under any rule for the time being under force shall be deducted from the passed bill of the supplier.
8. Training about the operation of the instrument to be provided by the supplier or their authorized agents at the place and time of installation for the team and also for subsequent up-gradations of the instrument.
9. **PRICES :** The supplier must quote all lots and items listed and priced separately in the quotation. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the quotation shall be assumed to be not included in the bid. **(A) In case of Import of goods :-** The price must be quoted on FOB/FCA value up to under mentioned international Shipping Airport of the Exporting country showing ex-works prices, packing, forwarding, documentation and inland freight charges etc. separately. The Vague terms mentioned in the quotation like "*packing, forwarding charges etc. extra*" without mentioning the amounts of these charges will not be accepted. The airfreight and insurance shall be arranged and paid directly by us in Indian Rupee at our end. **(B) In case of Indigenous Supplies:-** For Indigenous supplies, the prices should be FOR, IWST inclusive of packing, forwarding, installation and commissioning, freight and insurance charges. In case of Ex-Works Prices, the Packing, Forwarding, Freight, Insurance, Installation/Commissioning charges must be clearly quoted in your quotation. **No other charges than those mentioned in the quotation will be paid.**
10. **Custom Duty –** We are registered with Department of Scientific and Industrial Research (DSIR) vide TU/V/RG-CDE(662)/2011 dated October 5, 2011 for availing custom duty exemptions under Government Notification No. 51/96 Custom dated 23 July, 1996. We shall pay concessional custom duty.
11. **Excise Duty –** We are exempted from the payment of Excise Duty under notification number 10/97. Hence Excise Duty if any, should be shown separately for which excise duty exemption certificate will be issued.
12. **Sales Tax –** The percentage of Sales Tax as applicable should also be specified clearly in the quotation. **We are not eligible to issue Form "C" or "D".**
13. The price quoted by the bidder shall remain un-changed during the contract period and shall not vary on any account. **WHERE THERE IS NO MENTION OF THE ABOVE TERMS AND CONDITIONS SUCH QUOTATIONS SHALL BE REJECTED AS INCOMPLETE.**
14. **PACKING :-** The goods must be packed by standard packing material and standard export/import packing material in case of import failing which supplier will only be responsible for any damages/ discrepancies to the consignment due to poor packing of goods.
15. **PRE INSTALLATION REQUIREMENTS –** Pre installation requirements like Space, Power Supply, Water line or any other essential requirements which are to be kept ready/completed by IWST before supply of equipment, must be quoted by the bidder clearly in their quotation to avoid the delay in installation & commissioning of equipment.

16. **INSTALLATION/COMMISSIONING:-**The equipment must be installed/commissioned and demonstrated by the supplier at IWST within 30 days after call letter of IWST for installation/commissioning and the same will be put under operation as per the contract specification. IWST technical expert/scientist will test the performance of the equipment. No separate charges for installation etc. will be paid to the party beyond the quoted prices.
17. Payment terms : (A). **FOR IMPORTS** : Through Foreign Demand Draft **OR** Letter of Credit :- L/C will be opened for 100% FOB/FCA value after receipt of acceptance of order from the successful tenderer along with performance bank guarantee for 10% amount of order value valid up to expiry of warranty period plus 2 months. **BANK CHARGES** :- The bank charges out side India will be to the account of Supplier. (B). **FOR INDIGENEOUS** : The payment will be made against bill only after supply of goods in good working conditions and satisfactory installation/commissioning and performance of the equipment at IWST and after acceptance certification by our technical expert/scientist. However, supplier will be required to submit performance security as detailed above. In case of non-fulfilling the commitments the performance security will be forfeited. (C). **No advance payment will be made to any supplier.**
18. **GUARANTEE :-** The equipment must be guaranteed/warranted for a period of minimum **One year** (Un-conditional warranty) from the date of its satisfactory installation/commissioning against all manufacturing defects. If the equipment is found defective during this period the whole equipment or part thereof will have to be repaired/replaced by the supplier free of cost at IWST. However, if the items are guaranteed/warranted for a period of more than **One year**, it may be specifically mentioned in the quotation. In case the firm fails to rectify the defects and equipment is not put to proper function as per contract specifications, the whole equipment will be returned to the supplier at their cost. Either the supplier will replace the whole equipment as per contract specifications or whole money paid CIF/FOR IWST on the account of purchase of the equipment will be refunded by supplier to IWST.
19. **INSPECTION :-** The consignment shall be opened in the presence of firm's representative and inspection of the system will be done by our technical expert/scientist in the presence of firms representative at IWST. In case firms representative is not available, the inspection will be done by IWST. The discrepancies will be intimated to supplier accordingly. All short supplies will be arranged by supplier on FOR/CIF IWST basis. In case of receipt of the material in damaged or defective condition the supplier will have to arrange the replacement of goods free of cost pending the settlement of the insurance case wherever applicable.
20. The machine/item on no account should be supplied without enclosing the manufacturer's test and standard warranty Certificate.
21. The item is required to be delivered to the consignee. The consignee's address is given as below:
The Director,
Institute of Wood Science and Technology,
Malleswaram 18th Cross, BANGALORE – 560 003
22. The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.
23. Conditional tender will be summarily rejected.
24. The decision of the Director, IWST, will be final in the acceptance or rejection of a quotation.
25. The authorized signatory should certify that, "I have gone through all the above terms and conditions and accept them in toto".

Yours faithfully



Requisite enclosures to be submitted along with the technical bid

1. EMD for an amount as stated above (**Mandatory**)
2. Compliance statement of technical offers (**Mandatory**)
3. Copy of registration certificate/license of the firm issued by competent authority (**Mandatory**)
4. List of organizations where similar or same product has been supplied by your firm (**Optional**)
5. Brochure/catalogue of the above/similar product (**Optional**)

क्रय अधिकारी
Purchase Officer
काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान
Institute of Wood Science & Technology