

TENDER DOCUMENT

2016-2017



**ADVANCED RESEARCH CENTRE FOR
BAMBOO AND RATTAN**

*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 SCIENTIFIC
EQUIPMENTS**

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

No: 1/36/2015-Ests/ARCBR/Vol-I/CCA

Date: 01/11/2016

ADVANCED RESEARCH CENTRE FOR BAMBOO AND RATTAN
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 : 1/36/2015-Ests/ARCBR/Vol-I/CCA

DATE OF SALE OF TENDER DOCUMENT : **04.11.2016 to 05.12.2016**

LAST DATE FOR RECEIPT OF TENDER : **05.12.2016 up to 5:30 PM**

TIME AND DATE OF OPENING OF TENDER : **At 11.00 am on 06.12.2016**

ADDRESS FOR COMMUNICATION : DIRECTOR, ARCBR
ADVANCED RESEARCH CENTRE
FOR BAMBOO AND RATTAN,
Bethlehem Vengthlang, AIZAWL,
MIZORAM-796001

TENDER BOX AVAILABLE AT : Establishment Section, ARCBR.

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

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THIS DOCUMENT INCLUDES THE FOLLOWING CHAPTERS:-

1. Notice Inviting sealed Quotation (Chapter-1)
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 4. Terms & Conditions governing this tender (Chapter-4.)
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CR No:

Sl. No:

Issued to: M/s

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

Chapter - 1
NOTICE INVITING SEALED QUOTATION

Sealed Quotations are invited on behalf of the Director, Advanced Research Centre for Bamboo and Rattan, Bethlehem Vengthlang, Aizawl Mizoram up to 5:30 PM on or before 05.12.2016 from reliable firms / stockiest / dealers for the purchase of scientific equipments. Details of the specifications of the items and quantity to be supplied 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: | 1/36/2015-Ests/ARCBR/Vol-I/CCA |
| Date of sale of tender document: | 04.11.2016 to 05.12.2016 |
| Last date for receipt of tender | 05.12.2016 up to 5:30 PM |
| Time and date of opening of tender | At 11.00 am on 06.12.2016 |
| Address for communications: | Director Advanced Research centre for Bamboo and Rattan, 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 all/brand research range of chemicals and glass/plastic wares. Dealership/stockist/Manufacturer certificate should be attached.
4. 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.*)
8. Income tax certificate/return for 12-13 of the firm. (*Enclose attested copies of the supportive documents*) (*EMD is liable to be forfeited if wrong information is furnished*).

Details of Tender and also for download :

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

The vendors should offer the rate of discount over and above the discount given by the company. The vendors should supply the latest company's pricelist of the quoted brand along with tender.

Store Officer, 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 & BRANDS OF ITEM WITH EMD.

| Category no. | Name of the items | Brand | EMD |
|--------------|-------------------|-----------|------------------------------------|
| A | Stereo Microscope | 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 and neatly procurement and supply of research materials are prime important aspect 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 **Head, 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 not transferable. Each tender must be accompanied with EMD in the form of Demand Draft. All Demand Drafts must be drawn in favour of the **Head, Advanced Research Centre for Bamboo and Rattan, Aizawl, Mizoram**, payable at Aizawl. Tender should reach this office not later than 05/12/2016 up to 5:30PM in sealed cover super scribed as **TENDER FOR ARCBR, SCIENTIFIC EQUIPMENTS -2016-17**. Tender box will be available with the Establishment Section, ARCBR. The EMD 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.**

Tender will be opened at 11:00 am on 06/12/2016 in the presence of representative(s) of the tenderers if any. If the office happen 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 Aizawl 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 13 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 form prescribed 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 EMD shall not be merged with cost of tender form and shall be separately furnished.**

Chapter -3 (ELIGIBILITY CRITERIA AND BID PROPOSALS)

A) ELIGIBILITY CRITERIA

The firms meeting the following Eligibility Criteria should only purchase / down load the tender documents by paying / attaching the tender document cost, in the form of bank DD, as mentioned above. The firms/ vendors must submit the following documents in an envelope marked in bold letters as "**Qualifying Documents, EMD & cost of tender document if down loaded.**" Manufacturing firms for Research chemicals, Glass & Plastic wares must state their credentials in this field with supporting documents such as details of purchasers including phone numbers of similar items.

Manufacturing firms for scientific equipment must state their credentials in this field with supporting documents such as details of purchasers including phone numbers of similar items. Firms must submit the **authorized dealer ship certificates** of the make they quote.

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 all/brand research range of chemicals and glass/plastic wares. All dealership/stockist/Manufacturer certificate should be attached.
4. 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.*)
8. Income tax certificate/return for 12-13 of the firm. (*Enclose attested copies of the supportive documents*) (*EMD is liable to be forfeited if wrong information is furnished*).

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 being a **Single stage-two bid system** and proposals must consist of the followings in two separate envelopes:-

1. Technical proposal: Qualifying Documents, EMD & cost of tender document (in case of downloaded document)
AND
2. Financial proposal.

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

A separate envelop (Technical proposal) consisting of EMD 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*, **super scribed** as above in bold letters & in sealed condition should be submitted.

EMD format (to be attached):

| Category no. as per page number 04. | Name of item. | Brand(s). | EMD {Same for all Categories.} |
|-------------------------------------|---------------|-----------|--------------------------------|
| | | | |

2. Financial Proposal.

Financial proposal must be submitted in the prescribed format (chapter 5).

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. **EMD** is to be submitted separately for each category as mentioned above. Qualifying Documents & EMD 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 & EMD**' (**Technical proposal**), and '**Financial Proposal**'. The outer envelope must be clearly marked as '**TENDER FOR ARCBR, SCIENTIFIC EQUIPMENTS -2016-17.**' All the pages of the tender document should be signed by the authorized person of the firm and put firm's seal.

The proposal must not contain interlineations or overwriting except as necessary to correct errors, in which case such corrections must be initialled by the person or persons signing the proposal. 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. The qualifying documents of all the firms will be verified. **The financial proposals of the disqualified firms will not be opened.** The firm quote highest percentage of discount 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 proposal) will be opened on 06/12/2016 at 11:00 am in the Conference hall of ARCBR, Aizawl in presence of the representative of the tenderer if any. Representatives shall bring authenticated document for identity. Financial Bid of the responsive bidders will be opened on 06/12/2016 at 12:00 noon.

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. Income Tax Account Number/PAN Number: (Latest Income tax certificate to be attached with tender)

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 the Quote by the venders shall have the validity for this financial year, that is up to 31st March, 2017 from the date of opening of this 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.
5. The Supplier is required to acknowledgement receipt of the 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 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 late than the time specified in the notice.
8. **Delivery of stores:** - The stores are required to be delivered in full *within time stipulated or* ONE month after receipt of purchase orders.
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 and acceptance of goods in satisfactory condition.
13. **EMD:** The tender should accompany a DEMAND DRAFT as Earnest Money, as per the table at page 4, drawn in favour of Head, 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 Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost. **Tenders without EMD will be summarily rejected.**

14. **The EMD 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 EMD of the L-1 bidder will be retained till completion of contract as Security Deposit and forfeited in case of any breach of contract terms.**
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:** - Authenticated & attested copy of partnership deed in the case of partnership firm and of proprietorship affidavit in case a bidder is having proprietor firm & Memorandum of Article of association in case bidder is a Limited company. The declaration form supplied along with the tender documents duly filled in and completed in all respect. The tenderer should submit attested copy of the latest certificates from the principal regarding Dealership /Stockist ship /Proprietary 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 attested by a Gazetted officer or by self.*
18. The payment will be made on the basis of certificate of clearance (CC) received from the user.
19. **Rejection & relaxation:** - Director, ARCBR, Aizawl reserves the right to reject any or all tenders without assigning any reason thereof. He 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, Aizawl 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 incidentals 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. *ADDITIONAL SPECIAL CONDITIONS FOR TENDER DOCUMENT DOWNLOADED FROM INTERNET / WEBSITE.*

- a) Tenderers may note that permitting of downloading of tender document is an added facility for convenience of Tenderer/s. ARCBR, however, reserves right to extend this facility for selected works or continue only with direct sale of tender forms. In case, tender document is not uploaded on website or download failure or delay or incomplete document downloaded, whatsoever, ARCBR shall not be responsible in anyway. ARCBR shall not be responsible for any direct/indirect loss of business/profit resulting from inability to use this facility.
- b) The Tenderer/s shall download & print the Tender document solely for bidding for above work and downloaded document shall not be used, copied or reproduced for any other purpose.
- c) The end of tender document is indicated by "**End of Tender Document**" marker. Tenderer/s should carefully see that above marker appears on the last page of downloaded tender document to ensure that downloaded document is complete. Tenderer is suggested to check the integrity and completeness of document before submission.
- d) The tender document downloaded from website though does not bear signature of ARCBR authority shall have same authority as having directly purchased from ARCBR office. Tenderers while submitting his offer must sign all pages of tender document.
- e) The downloaded and printed tender document along with the various other documents should be submitted as per details mentioned in tender document. The Tenderer should clearly write on main tender cover and also on the top of sealed cover "**Tender documents downloaded from website**".
- f) The Tenderers are required to pay non-refundable cost of tender document in the form prescribed 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 EMD shall not be merged with cost of tender form and shall be separately furnished.**
- g) The Tenderer/s shall maintain the integrity of downloaded tender document and shall not make any change/addition/deletion/tampering, whatsoever, in the downloaded documents. The Tenderer/s offer shall be rejected and full earnest money shall be forfeited, in case it is detected after submission of offer, that they have made any modification in downloaded documents. In case such modification is noticed even after award of contract, ARCBR is liable to terminate the contract on contractor's default. In addition, ARCBR reserves the right to take action against the firm as deemed fit, which may include Banning of Business Dealings with the firm and the firm is also liable to be prosecuted as per the law. After award of work, agreement, wherever necessary, will be prepared based on the master copy of tender document available in the ARCBR office. In case, any discrepancy is noted in tender document submitted by Tenderer, the Master document kept with ARCBR shall prevail and decision of DIRECTOR, ARCBR thereon shall be final and binding on Tenderer/Contractor.
- h) Tenderer/s shall print the tender document on good quality A4 size papers and printed document shall be clearly legible. The document shall be properly bound and page numbers shall be in serial order as mentioned in downloaded documents. The Tenderer/s shall not be reimbursed with the cost of stationery, printing and binding etc. Offer of Tenderer/s is liable to be rejected by ARCBR, if tender document is not printed or bound as per above instructions. Further, Tenderer shall bear expenses of Internet connection and telephone charges, if any for downloading of tender document.
- i) The Tenderer/s shall keep themselves updated about any modification in tender notice and tender document issued by ARCBR through newspapers, website or E-mail or any other means and shall act accordingly. It is the responsibility of the Tenderer to check

any correction or any modifications published subsequently in Website and the same shall be taken into account while submitting the tender. Tenderer's offer is liable to be rejected if they have not enclosed all the corrections/corrigendum along with downloaded tender documents.

- j) The "Additional Conditions for Tender Document downloaded from Website" must be signed by the Tenderer and enclosed along with the Tender document failing which the tender is liable to be rejected.
- k) Tenderers may carefully note that their Purchase order or Contract Agreement, as the case may be, for this work is liable to be terminated at any time later, in case any of the information furnished by them is found to be untrue or any adverse points come to light subsequently. The decision of ARCBR in this regard shall be final and binding.
- l) No Fax or Email tender document will be accepted by ARCBR *NOR* will any reply to these affect be given by ARCBR.
- m) The following declaration should be given by the Tenderer 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 earnest money 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 ITEMS)

1. Scientific Equipments

A. Stereo Microscope (with camera and computer connectivity):

Specifications:

- 10x eyepieces, 4.4:1 Zoom Stereo Microscope with built-in 5 MPixel HD digital camera and 8x-35x zoom range,
 - 10x/20 mm high eyepoint, non-removable eyepieces,
 - 50-75 mm Interpupillary distance, 100 mm working distance, student-proof, all-in-one, plug and play design,
 - Built-in 25,000 hour 6500 K Reflected, 4500 K Transmitted,
 - True daylight, constant-colour temperature power LED illumination for BOTH reflected and transmitted light,
 - Variable light intensity control should be available for reflected and transmitted light.
 - Reflected light transmitted light should be used separately or simultaneously,
 - 3 directional reflected illumination (fill, top and oblique) should be available,
 - Power switch should be located on back of stand,
 - Auto-shutoff after 120 minutes should be available,
 - sealed stage plate, sealed light control panel on rear of stage area, built in SD card slot, built-in universal voltage stabilizing power supply accommodates 100-240 V input should be included.
 - Camera Specification:
 - Should have HD Mode for Live image 1920x1080p directly to an HD display or for image capture to SD card (without PC)
 - PC mode should be used for use with PC and Imaging Software
 - Network mode for direct connection using Ethernet cable should be available
 - Camera should be integrated into the microscope stand
 - Light distribution should have : 50% visual / 50% camera
- Interfaces: USB2, HDMI, Ethernet
- Maximum Image size should be 5.0 Megapixel (2592 x 1944)
 - Complete kit should contain Microscope, USB2 cable 1.8m, HDMI cable 2.5m, imaging software for basic image capture and simple measuring and annotation applications, Dust Cover, Country Specific Power Cord.
 - Software for computer operation.
- Warranty: minimum 1 year

Chapter – 6: Financial Bid Schedule.

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

| Category number(s) of the item as per list | Details of Brand. | Discount in % (over and above the company's standard discount under RC) | Taxes, if any in %. | Detail business term as per section 15 of T&C. |
|--|-------------------|---|---------------------|--|
| | | VAT (%) ST (%) | | |

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.

(Issued on behalf of Director, ARCBR)
END OF TENDER DOCUMENT