

नोटिस आमंत्रित निविदा
NOTICE INVITING TENDER
NO: RFRI/Stationery items & computer cartridges/2015-16

निविदा दस्तावेज़।
TENDER DOCUMENT.

2015-2016.



वर्षा वन अनुसंधान संस्थान
RAIN FOREST RESEARCH INSTITUTE
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
Indian Council of Forestry Research & Education
पर्यावरण एवं वन मंत्रालय, भारत सरकार
(An Autonomous body of Ministry of Environment &
Forests, Govt. of India)
Post Box No. 136, Deovan, Jorhat- 785001, Assam.

निविदा मूल्य:-रु. 250.00/-
COST OF TENDER DOCUMENT: Rs. 250.00/-
(NON-REFUNDABLE & NON-TRANSFERABLE)

स्टेशनरी आइटम और
कंप्यूटर कारतूस के
लिए निविदा

TENDER FOR
STATIONERY
ITEMS &
COMPUTER
CARTRIDGES

वर्षा वन अनुसंधान संस्थान
RAIN FOREST RESEARCH INSTITUTE
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
Indian Council of Forestry Research & Education
पर्यावरण एवं वन मंत्रालय, भारत सरकार
(An Autonomous body of Ministry of Environment & Forests, Govt. of India)
Post Box No. 136, Deovan, Jorhat- 785001, Assam.
दूरवास/Telephones:0376-2305178,

निविदा मूल्य/COST OF TENDER : Rs. 250.00

निविदा संख्या/TENDER NUMBER : RFRI/Stationery items & computer cartridges/2015-16

निविदा बिक्री दिनांक/DATE OF SALE OF TENDER DOCUMENT : 23.06.2015 Onwards

प्राप्ति की अंतिम तिथि/LAST DATE FOR RECEIPT OF TENDER : 23.07.2015 till 4.00PM

निविदा खुलने का समय व दिन/TIME AND DATE OF OPENING OF TENDER : 24.07.2015 at 10.30 AM.

पता/ADDRESS FOR COMMUNICATION : **DIRECTOR**
RAIN FOREST RESEARCH INSTITUTE
DEOVAN, A.T.ROAD (EAST), P. Box 136.
P.O: JORHAT, JORHAT-785 001, ASSAM.
E mail- dir_rfri@icfre.org.

निविदा पेटी/TENDER BOX AVILABLE AT : **PURCHASE & STORE SECTION, RFRI.**

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

सूचीपत्र / CONTENTS.

THIS DOCUMENT INCLUDES THE FOLLOWING CHAPTERS:-

- | | |
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| 1. Notice Inviting Tender. | (Chapter-1) |
| 2. List of items and bid format | (Chapter-2) |
| 3. General information | (Chapter 3) |
| 4. Eligibility criteria and bid proposals | (Chapter 4) |
| 5. Terms and conditions | (Chapter 5) |
| 6. Agreement. | (Chapter 6) |
-

Sl. No:
Cash Receipt No.:
Issued to:
M/s.

Coordinator (facility)
Rain Forest Research Institute
Jorhat, Assam.

Chapter –1. (निविदा आमंत्रण सूचना / NOTICE INVITING TENDER.)

NOTICE INVITING TENDER

Director, Rain forest Research Institute, Jorhat, Assam is inviting Sealed Tenders from eligible vendors for supply of following categories of works/items for 2015-16. The details of tenders are as follows:-

1. Sealed Tender is invited for supplying Research Chemicals, Glassware's & Plastic wares for 2015-16 at RFRI, Jorhat.
Date of sale of tender document: 23.06.2015 Onwards
Last date of submission: 11.07.2015 till 5.00 PM
Cost of tender document : Rs.250.00
2. Sealed tenders are invited for supplying Stationery items and toner & printer cartridges.
Date of sale of tender document: 23.06.2015 Onwards
Last date of Submission : 23.07.2015 till 4.00 PM
Cost of Tender document: Rs.250.00

Tenders are available with purchase section. Vendors/companies may contact with store office during any working day. The documents can also be downloaded from our website :www.icfre.org under option tender

For any clarifications, vendors may contact at phone no.- 03762305178,03762305104,03762305117.

Coordinator (Facilities).
Rain Forest Research Institute, Jorhat, Assam

Chapter -2
LIST OF ITEMS AND FINANCIAL BID FORMAT

A- STATIONARY

S.L	Particulars	Unit	Unit Rate	% of VAT/TAX	Rate with VAT/TAX
1	Adhesive label (2.5cmX1.5cm)				
2	Aluminum Tag				
3	Aluminum Foil				
4	Attendance Register				
5	Auto Clip File Cover				
6	Ball Pen (Blue/Red/Black) maxriter				
7	Binder Clips 15mm				
8	Binder Clips 19mm				
9	Binder Clips 25mm				
10	Binder Clips 32mm				
11	Binder Clips 41mm				
12	Binder Clips 51mm				
13	Blotting Paper				
14	Both Side Pens				
15	Both side adhesive tape				
16	Brown Paper				
17	Brown Tap 1"				
18	Brown Tap 2"				
19	Calculator (Scientific)				
20	Calculator (12 Digits)				
21	Calling bell, Manual				
22	Candle, Large Size				
23	Candle, Medium Size packets, pack of 6 Nos.				
24	CD (Rewritable) with Cover				
25	CD Album				
26	CD case, Single				
27	CD Mailer				
28	Blank CD				
29	Re-writable CD				
30	Cello Tap, Size 1"				
31	Cello Tap, Size 2"				
32	Certificate cover				
33	Cellophane Tape Big Size				
34	Cellophane Tape Small Size				
35	Certificate printing paper A4 size				
36	Chart Paper (Drawing sheet)				
37	Clip Board, PLASTIC				
38	Clip Board, Ply				
39	Cloth duster (12X1)				
40	Colin				
41	Colored Cello Tape, Size 1"				

42	Colored Cello Tape, Size 2 "				
43	Colored Adhesive Tape				
44	Colored Thumb Pin				
45	Computer Cover set, Desktop, Flat				
46	Computer Cover set, Desktop, CRT				
47	Correction Pen				
48	Cover file				
49	Cover File (four folder)				
50	Coloured plastic sheet- A4 size (for making report cover)				
51	Chair Cushion set				
52	Cotton Roll				
53	Dak Pad File Cover				
54	Damper,				
55	Dissection Box				
56	Display Board (3X2 ft)				
57	Drawing Sheet				
58	Drawing brush (0,2,3,4)				
59	Duplicating paper				
60	Duster				
61	DVD, Rewritable (4 GB)				
62	Envelop size- 11 x 5" Yellow (Plastic coated)				
63	Envelop size- 10 x 8" Yellow (Plastic coated)				
64	Envelop size-10 x 12" Yellow (Plastic coated)				
65	Envelopes size- 10x 14" Yellow (Plastic coated)				
66	Envelop 14x 16" Yellow (Plastic coated)				
67	Eraser (Non Dust)				
68	Executive Bond Paper, A4 Size, JK Bond, 90 GSM TM, 100 Sheets per pack				
69	Executive File Board				
70	Feather Brass				
71	Fevicol tube				
72	Fevicol (100ml)				
73	Fevicol (250gm)				
74	Fevikwik				
75	Field Note Book				
76	File binder				
77	File Cover, Plastic Coated, Good Quality				
78	File pad, Good Quality				
79	File Rack (Longitudinal)				
80	File Tag (thread), Long Size				
81	Flap/Pocket Files (A4 Size)				
82	Fullscape paper, Good quality, Brand and large size				

83	Gel Pen (Blue)				
84	Gel Pen Refill (blue)				
85	Gems Clip (Big), Plastic				
86	Gems Clip (medium), Plastic				
87	Gems clip, Brand : Office clip ® 35mm Clip, Non Tearnds				
88	Glass Marker (pointed tip), Red, Black, Blue colors				
89	Glass Tumbler				
90	Glue stick Adhesive (Big size)				
91	Glue Stick, medium size				
92	Gum 150ml				
93	Gum 300ml				
94	Gum 700ml				
95	Haversack Bag				
96	Highlighter, different colors, Brand Camlin ®, 5 Nos. Per Packets				
97	Insulation Tape (Black) for Electrical Works				
98	Lab Towel Large				
99	Lab Towel , Small				
100	Lazer pointer				
101	Liquid soap				
102	Log Book (For recording instrument datas)				
103	Marker Pen (Reynolds), different colors				
104	Marker Pen for Glass				
105	Markin Cloth				
106	Mat Paper				
107	Match Box				
108	Measuring tape, Large Length				
109	Measuring tape, Medium Length				
110	Measuring tape Small Length				
111	Muslin Cloth				
112	Mug				
113	Needle ,Large Size for cloth packet making				
114	Needle, Medium Size for cloth				
115	Note Sheet Paper, Good quality & Size				
116	Note Pad				
117	Office file (No-999)				
118	OHP Marker (Permanent, Fine, Blue/Black/Red)				
119	OHP Sheet				
120	Page Marker Size-1x4				
121	Paper Cutter (big)				
122	Paper weight				
123	Parker Pen, , Quink, Roller Bal Pen, Navigator Technology				

124	Parker Refill , Quink, Roller Bal Pen's Refill, Navigator Technology				
125	Pen Drive, Cruzer Blade 4GB, Brand: Scan Disk				
126	Pen Drive, Cruzer Blade 8GB, Brand: Scan Disk				
127	Pen Drive, Cruzer Blade 16GB, Brand: Scan Disk				
128	Pen Drive, Cruzer Blade 32GB, Brand: Scan Disk				
129	Pen stand (Executive)				
130	Pen Stand (simple)				
131	Pencil box				
132	Pencil Battery				
133	Pencil Sharpener				
134	Peon Book, Standard Size, 200 pages per Book				
135	Periodical register				
136	Photo paper				
137	Pin Cushion, Magnetic, Good Quality, Size & brand				
138	Plastic holder certificates				
139	Plastic jams clips				
140	Polythene bags (30X20 cm)				
141	Punching Machine, Double, Kangaroo Brand				
142	Punching Machine, Single, Kangaroo Brand				
143	Refill for Cello Maxriter (F), (Blue/Black/Red)				
144	Refill (Blue)for both Side Pen, Brand: LINC (premium LH pens),				
145	Refill (Red) for Both Side Pens, Brand: LINC (Premium LH pens)				
146	Register Binding No: 4, Ruled,				
147	Register Binding No: 6, Ruled				
148	Register Binding No: 8, Ruled				
149	Register Binding No: 10, Ruled				
150	Register Binding No: 12, Ruled				
151	Register Binding No.18, Ruled				
152	Register, Binded, 200 pages, ruled 153. Re-Stick Paper Flags, Size 3"x3"(250 x 15 x76mm),				
153	Re-Stick Paper Flags, Size 3"x3"(100: 75x75mm), different colors				
154	Room Refresher				
155	Rubber Band (Coloured)				
156	Scale (Metallic), Large, meter				
157	Scale (Metlic) 12"				
158	Scale (Plastic), Foot Ruler 30 CMS				

159	Scissor, Stainless Steel (medium size)				
160	Sealing Wax				
161	Shorthand Note Book				
162	Shorthand Pencil				
163	Sketch Pen				
164	Stamp Pad, Camel Brand, Impression Deluxe, Size: 115 x 65 mm				
165	Staple Machine, Kangaroo®-10				
166	Stapler Machine, Kangaroo® 24/6				
167	Stapler Pin, Kangaroo® 24/6				
168	Stapler pin, Kangaroo®-10				
169	Stapler Machine Kangaroo® HD-1217				
170	Stapler Pin for Kangaroo® HD-1217				
171	Strip files				
172	Tap dispenser				
173	Temporary Marker				
174	Threads Roll for Large Size Needle, Good quality				
175	Threads Roll for Medium Size Needle, Good quality				
176	Thump Pins (Plastic Coated)				
177	Tissue paper roll				
178	T-pin,				
179	Transparency Sheet, Different Colour, A4 Size				
180	Tray Plastic				
181	Waste paper Basket (Large Size)				
182	Waste Paper Basket (Medium Size)				
183	Water Filter				
184	White apron				
185	White Board Duster				
186	White Board Pen, removable (different Colours)				
187	Wooden Pencil				
188	Writing Pad, good quality & size.				
189	Xerox Paper (FS), JK Copier, (215 x 345 mm) 75 GSM, 500 Sheets pack				
190	Xerox Paper: JK Copier, A-4 Size (21 cm x 29.7 cm) 75 GSM, 500 Sheets pack				
191	Zipped sampling bags (plastic)				

It is certify that I/we, am/are authorized to sign the bid for and behalf of

M/s.....

Witness: 1. 2.

Address:

Signature.

Name & Seal of the tenderer.

B-List of Toner Cartridges/Hard Disk and Ink Bottle

S N	Particulars	Unit Rate	% of VAT/Tax	Rate with VAT/Tax
1.	Toner Cartridge, HP- 12 A			
2	Toner Cartridge, HP- 49A			
3	Toner Cartridge, HP- 53A			
4	Toner Cartridge, HP- 78A			
5	4650 EN , Page Pro, KONICA MINOLTA			
6	HP Lajerjet-3800n Toner Cartridge			
	i. HP Lajerjet-3800 n, Black Q 6470A			
	ii. HP Lajerjet-3800 n, Cyan Q 7583A			
	ii. HP Lajerjet-3800 n, Yellow Q 7581A			
	iv. HP Lajerjet-3800 n, Magenta Q 7582A			
7	External Hard Disc, Make- Seagate/Sony/Toshiba			
	a. 500 GB			
	b. 1TB			
8	Epson cartridge ink bottle (for Epson Printer Model No-L 350, Black, T 6641			
9	Toner Cartridge NPG-25 of Canon Photocopier Machine Model No. IR-3025			
10.	Canon NPG-28 Toner of Canon Photocopier machine Model IR-2318L			

It is certify that I/we, am/are authorized to sign the bid for and behalf of M/s.....
 Witness: 1. 2.
 Address:

Signature.
 Name & Seal of the tenderer.

Chapter-3 GERENAL INFORMATION TO BIDDERS.

The original TENDER Document must be submitted along with the other documents as asked for with signatures wherever written.

A complete set of Tender document can be purchased by **eligible firms** from Store Officer, RFRI at a cost of Rs. 250/-(non-refundable) by depositing the amount with cashier, RFRI, in all working days during working hours. The firms downloading 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 **Director, Rain Forest Research Institute, Jorhat, Assam**, payable at **Jorhat**. 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 of 1000.00 for items at A & Rs. 1500.00 for items at B**, in the form of Demand Draft. All Demand Drafts must be drawn in favour of the Director, Rain Forest Research Institute, Jorhat, payable at Jorhat. Tender should reach this office not later than **4.00 PM on 23.07.2015**. in sealed cover super scribed as **Tender for Stationary and computer cartridges, RFRI-2015-2016. Tender box** will be available with the Store Section, RFRI. **The validity of this tender contract shall be for this financial year i.e. up to 31st, March, 2016.**

Tender will be opened at 10.30 AM on 24.07.2015. 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, RFRI, Jorhat 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 **14** 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.

Definitions:-

1. The "Purchaser" is the Director, Rain Forest Research Institute, Jorhat, Assam acting through the authority issuing the purchase order.
2. The "Supplier" is the party which contracts to supply goods and services. The term includes his employees and agents.
3. The 'Consignee' is the authority specified in the contract to whom supplies are to be delivered.
4. The 'Inspector' is the authority designated in the contract to assure the quality of the item contracted for.

Application:-

5. These standard conditions of contract shall apply to all contracts in process/ concluded by the Director RFRI, Jorhat, Assam or his representatives. The terms contained in the SCOC may be modified by the contract concluding authority to the extent stated in the tender or in the acceptance of tender.

Chapter -4 (CRITERIA AND BID PROPOSALS.)

A) ELIGIBILITY CRITERIA.

All firms / shops dealing with these items and having valid registration of the firm with Govt. authorities under Acts.

1. 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.)
2. Income tax return for 14-15 of the firm.(Enclose attested copies of the supportive documents)
(EMD is liable to be forfeited if wrong information is furnished).
3. Firms black listed by ICFRE or any of the Institutes under the control of ICFRE are barred from participating in this tender

B) i. BID PROPOSALS

This tender is Single **stage system** and proposals must consist of the followings in **three** separate envelopes:-

1. **Qualifying Documents, EMD & cost of tender document (1st envelop)**
2. **Original tender document with rates in the format (2nd envelop)**

This tender will be evaluated under Least Cost Method (LCM) and **the bidder quote the lowest rates in any of the item(s) will be declared as successful bidder as L-1.**

Prices must be quoted F.O.R., R.F.R.I. Jorhat, Assam in Indian Rupees (INR) only. The bid shall be inclusive of all duties and levies except for excise /customs duty at the prevailing concessional rates.

B) ii. SUBMISSION OF BID PROPOSALS:

Qualifying Documents & EMD, and Original tender document should be sealed in separate envelopes. All these envelopes should then be **sealed in another separate envelope**. The proposals should be clearly distinguished by writing on the cover **Qualifying Documents & EMD, and Financial Proposal**. The outer envelope must be clearly marked **TENDER FOR STATIONERY AND COMPUTER CARTIDGES- RFRI: 2015-16”**

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

C. OPENING OF TENDER.

The tender will be opened on **24.07.2015 at 10.30AM.** in the Conference hall of RFRI, Jorhat 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 the same day.

D. Declaration form. (Mandatory)
(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. Brief description of work carried out by the firm in last five years with Name of clients, nature and value of work done for each. (Please attach extra sheet if necessary)
7. Is the firm registered with any Government/Semi Governmentorganisation/PSU; if so furnishes details of registration.
8. Has the firm been blacklisted by any organization, if so attach the details.
9. 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-5. (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, 2016 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. **Late bid:-**No tender will be accepted if received late than the time specified in the notice.
5. **Delivery of stores: - The stores are required to be delivered in full within time stipulated or ONE month after receipt of purchase orders.**
6. **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, RFRI may consider the request if given in writing.
7. **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.
8. **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.
9. **Payments:** Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory condition. VAT will be deducted from source as per the existing guidelines of the GOI, and deposit challan will be issued /sent to the vendors.
10. **EMD:** The tender should accompany a DEMAND DRAFT as Earnest Money, as per the table at page 4, drawn in favour of Director, RFRI, payable at Jorhat, which will be refunded without any interest, within 30 days, if the offer is not accepted. In case the offer is accepted but not honored 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.
11. **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.
12. **Full specifications & full detail of 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.** Detail information regarding the articles to be supplied, such as make, size etc. to be furnished with the offer. The list of users of goods of similar or same nature in the country should also be enclosed. *The offer would not be considered valid if these details are not provided.*
13. **Quantity:** - Director, RFRI, Jorhat 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.
14. **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.

15. **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.**
16. **Short closure or termination:** - The contract may be short closed or terminated, at the discretion of the purchaser, on the following grounds:
- The supplier fails to deliver the item by the contracted delivery date
 - Any of the information provided by the supplier is found to be untrue.
 - The supplier is found to have attempted to influence a person involved with the contract through unethical means.
 - Due to unforeseen administrative reasons. The Purchaser is not liable to make any payment towards any loss to vender (s) under these provisions.
17. **ADDITIONAL SPECIAL CONDITIONS FOR TENDER DOCUMENT DOWNLOADED FROM INTERNET / WEBSITE.**
- Tenderers may note that permitting of downloading of tender document is an added facility for convenience of Tenderer/s. RFRI, 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, RFRI shall not be responsible in anyway. RFRI shall not be responsible for any direct/indirect loss of business/profit resulting from inability to use this facility.
 - 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.
 - 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.
 - The tender document downloaded from website though does not bear signature of RFRI authority shall have same authority as having directly purchased from RFRI office. Tenderers while submitting his offer must sign all pages of tender document.
 - 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**".
 - 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.**
 - 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, RFRI is liable to terminate the contract on contractor's default. In addition, RFRI 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 RFRI office. In case, any discrepancy is noted in tender document submitted by Tenderer, the Master document kept with RFRI shall prevail and decision of DIRECTOR, RFRI 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 RFRI, 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 **RFRI** 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 Web site 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 RFRI in this regard shall be final and binding.
- l) No Fax or E- mail tender document will be accepted by RFRI NOR will any reply to these affect be given by RFRI.
- 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 RFRI and/or prosecuted.

**Signature of Tenderer.
Firm's seal & Date.**

Chapter – 6: 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.

(Issued on behalf of Director, RFRI by Coordinator (facility),RFRI.)

*****END OF TENDER DOCUMENT*****