

**Tropical Forest Research Institute**  
(Indian Council of Forestry Research & Education)  
Post- RFRC, Mandla Road, Jabalpur- 482 021, Madhya Pradesh India  
Phone: 0761-2840483; Fax: 01761-2840484

Website: <http://tfri.icfre.gov.in>

**TWO BID TENDER FOR AIR CONDITIONER EQUIPMENTS(SECOND CALL)**

No.15-3 / 2015-16 / Plan(GC)Scien-Equip/T-III/Pur / TFRI / Jabalpur/2015 Dt. 11/01/2016

**BIDDING DOCUMENT Chapter-1 Instructions to Bidders**

**DUE DATE FOR SUBMISSION OF TECHNICAL & FINANCIAL BIDS: 25/01 /2016 At 2.30 P.M**

**DUE DATE FOR OPENING OF TECHNICAL BIDS : 25 /01/ 2016 At 3.30 P.M.**

**OPENING DATE FOR FINANCIAL BIDS : 28 /01 /2016 At 3.30 P.M.**

**CONTENT OF TENDER PAPER**

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-

1. Tender Notice (Chapter I )
2. Terms & conditions (Chapter -II )
3. Description of the items, specification (Chapter III)
4. Schedule of Price(Chapter IV)
5. Agreement (Chapter V)
6. Format for Bank Guarantee (Chapter VI)

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**Tender document Sl.No.-----issued to M/S-----**  
-----Cost of Tender documents Rs.----- received in  
cash/vide D.D./Bankers Cheque No.----- dated ----- drawn on -----  
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Signature and seal of the issuing Officer

**Tropical Forest Research Institute  
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No.15-3/2015-16/Plan(GC)Scient-Equip/T-II/Pur/TFRI/Jabalpur/

Dt. /01/2016

**(1) BIDDING DOCUMENT Chapter-1 Instructions to Bidders**

Sealed Tenders are invited from the reputed firms for the purchase of following item for this Institute:-

Sl.	Name of equipment	Tender No.	EMD
1.	AIR CONDITIONER (1.5 TON, 5 STAR SPLIT AIR CONDITIONER WITH VOLTAGE STABILIZER)	Tender No. 15-3/15-16/Plan(GC)/Sci.Equip./T-II/Pur/TFRI/JBP/	7,500/-

The details of the above items and other Terms and Conditions, etc. are available in the tender documents, obtainable from the Director, Tropical Forest Research Institute, Jabalpur-482 021, on payment of Rs.250.00 (Non Refundable) Cash/DD/Banker's Cheque Favour of Director, Tropical Forest Research Institute, Jabalpur **from 12/01/2016 to 25/01/2016** during working hrs.only. The Tenders (both technical and financial bids) should reach this office on or before **25/01/2016 up to 2.30 PM.**, out of which the technical bids will be opened on the **same day at 3.30 PM**. In the conference Hall ground floor main building in the presence of the tenderers or their authorized representatives, if any. The financial bids will be opened **on 28/01 /2016 at 3.00 PM** in the conference Hall ground floor main building, TFRI Main Building. Any or all tenders can be rejected by the Director, TFRI without assigning any reason. The tender forms and specifications are also available at web site <http://tfri.icfre.gov.in/>. The tender form downloaded from above web site must include Rs.250/- as tender fee along with the tenders submitted.

  
क्रय अधिकारी / Purchase Officer  
DIRECTOR OFFICE  
TROPICAL FOREST RESEARCH INSTITUTE JABALPUR  
जबलपुर  
Tropical Forest Research Institute  
जबलपुर/JABALPUR

To,  
M/s

(2)

## Chapter-2: Conditions of Contract

### Terms and Conditions

**(a) The proposals must consist of three separate sealed envelopes as follows:**

The **First envelope** must enclose following documents and must be marked in bold letter as "QUALIFYING DOCUMENTS & EMD"

- A brief description of the organization and an outline of recent experience in assignments of a similar nature.
- Proof of registration of firm.
- Proof of Sales Tax Registration,
- PAN.
- EMD will be as follows (liable to be forfeited if wrong information is furnished)
- 

Sl.	Name of equipment	Tender No.	EMD
1.	<b>AIR CONDITIONER (1.5 TON, 5 STAR SPLIT AIR CONDITIONER WITH VOLTAGE STABILIZER)</b>	Tender No. 15-3/15-16/Plan(GC)/Sci.Equip./T-II/Pur/TFRI/JBP/	<b>7,500/-</b>

g. Tender fee

h. The bidding firm must possess an experience of at least five (05) years, in the field of supply, support and maintenance of the equipment. (Enclose copies of the supportive documents OR supply orders).

The **Second envelope** must enclose the Technical proposal and must be marked in bold letter as "TECHNICAL PROPOSAL".

The **Third envelope** must enclose the Financial proposal and must be marked in bold letter as "FINANCIAL PROPOSAL".

#### **(2b) TECHNICAL PROPOSAL**

During the preparation of technical proposal, in addition to technical details of the equipment along with **original catalogue and other literature**, the tenderer must give particular attention to the following:

- Users list and supportive documents from the users for the satisfactory performance and after sales service.
- Information about suitably trained technical staff along with well established service network must be furnished.
- On hand training proposal for the staff of the Institute at site.
- All specifications should be certified and guaranteed for genuineness and that the model of the equipment is not going to be obsolete in near future (supportive documents from the Principal to be enclosed).
- Availability of spares/parts for next five years to be ensured (supportive documents from the Principal to be enclosed).
- In absence of original catalogue and other literature the tender would be considered as invalid.

#### **(2C) FINANCIAL PROPOSAL**

The financial proposal must be submitted in the format as per the price schedule ( chapter 4). Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R., T.F.R.I. Jabalpur in Indian Rupees.(INR) only. The bid shall be inclusive of all duties and levies except for excise duty/customs and sales tax at the prevailing concessional rates, applicable against declaration of form 13. In case of imported equipment, if the bidder is the authorized dealer/distributor of foreign company and wants the order to be placed upon the parent company through



the bidding firm for custom purposes, the same should be clearly mentioned in the bid along with an authorization from the parent company to this extent. TFRI would in any case be liable to pay to the Indian bidder only to the extent of the bid amount in Indian Rupees or its equivalent foreign currency as per official exchange rate prevailing as on the date of bid opening i.e. 25/01 /2016. TFRI would not be liable for increase or any variation in foreign exchange rate and differences if any, should be borne by the bidder. However the payment would be effected only after satisfactory commissioning of the equipment in TFRI Jabalpur and no request for any advance payment would be entertained.

#### **(2d) SUBMISSION OF PROPOSAL**

Financial and Technical Proposals and an envelope containing the qualifying documents and EMD should be sealed in three separate envelopes and then sealed in a counter envelope. The proposals should be clearly distinguished by writing on the cover "Qualifying Documents", "Financial Proposal" and "Technical Proposal". The outer envelope must be clearly marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE" and "TENDER FOR EQUIPMENT".

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 initialled by the person or persons signing the proposal. Your completed proposal must be delivered on or before the stated time and date.

#### **(2e) PROPOSAL EVALUATION**

A three-stage procedure will be adopted in evaluating the proposals

- (i) Checking of qualifying documents. This will be the first envelope, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal *in toto*,
- (ii) A technical evaluation of the qualified firm on the basis of the qualifying documents will be carried out prior to opening the financial proposal,
- (iii) A financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

#### **(2f) Technical Proposal**

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score (St.).

The points given to technical evaluation criteria are

i) Firms relevant experience (including similar jobs in hand)	15
ii) Technical specifications of the equipment	70
iii) After sales Service /spares availability	15
<b>Total</b>	<b>100</b>

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

#### **(2g) Financial Proposal**

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows  $S_f = 100 \times F_m / F$  (Where F is amount of financial proposal). Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula  $S = S_t \times T\% + S_f \times F\%$ .

The weight (T%) given to the Technical Proposal is 60%


The weight (F%) given to the Financial Proposal is 40%

## General Terms & Conditions

The offer will be subject to the following terms and conditions: -

1. Please note that TFRI, Jabalpur has Custom Duty Exemption and Excise Duty Exemption Certificate. This may be kept in consideration while quoting the rates.
2. The stores are required to be delivered in full and within 90 days after acceptance of the offer.
3. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
4. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly.
5. Full specifications, details and information regarding the articles to be supplied, such as make, size, etc. along with **original catalogue**, 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 fit if these details are not provided.
6. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation. Other terms of payment should be clearly spelt in the offer.
7. The tender should accompany a DEMAND DRAFT/FDR of **value as specified in Clause of Chapter 2 (EMD)** as Earnest Money, payable to the Director, Tropical Forest Research Institute, Jabalpur, which will be refunded, without interest, if the offer is not accepted. In case the offer is accepted but not honoured by the tendered; 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. To the successful bidder, the EMD will be released only after satisfactory installation of the equipments and submission of performance bank guarantee.
8. The Tenderer should also specify regarding Dealership/Proprietary item and copy of the latest certificates from the principal should be produced with the tender.
9. Freight, forwarding charges, if any, should be mentioned in the offer.
10. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.
11. 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.
12. **Two year on site comprehensive WARRANTY** for all the items and works to be given OR (as specified in specifications)
13. **Performance Bank Guarantee:** The supplier will have to submit a PBG or Performance security in the form of Bank Guarantee or FDR @ 10% of total order value from a commercial bank in an acceptable form within 21 days of issue of supply order. Performance security should remain valid for a period of 24 months beyond the date of completion of all contractual obligations of the supplier including the warranty obligations. Failure to abide by the contractual obligation including that of warranty, is liable to result in forfeiture of Performance Bank Guarantee.
14. Any or all tenders can be rejected by the Director, TFRI without assigning any reason. It cannot be challenged in any court.
15. Disputes, if any, will be under the jurisdiction of Jabalpur Court, M.P., India.

Tender for SE/Plan(GC)15-16/rkd/doc/5

  
क्रय अधिकारी / Purchase Officer  
DIRECTOR  
उष्ण कटिबंधीय वन अनुसंधान संस्थान  
TFRI, JABALPUR  
Tropical Forest Research Institute  
जबलपुर / JABALPUR



(3)

Chapter-3: Description of the items, specification I

**I. SUPPLY OF AIR CONDITIONER (1.5 TON, 5 STAR SPLIT AIR  
CONDITIONER WITH VOLTAGE STABLIZER)  
SPECIFICATIONS**

<b>Nominal Capacity</b>	1.5 ton
<b>Cooling capacity</b>	5.25 kW $\pm$ 2%
<b>Electricity input</b>	230V/50Hz/Single Phase
<b>Coefficient of performance</b>	3.5 (Minimum)
<b>Max. Ambient temperature</b>	48 <sup>0</sup> C $\pm$ 5%
<b>Moisture removal rate</b>	2 + 10% litre/hour
<b>Air flow</b>	Dry/Cool type
<b>Air flow rate</b>	5.6 cmm (Minimum)
<b>Air filtering unit</b>	Activated carbon cartridge, dust proof and anti bacteria filter
<b>Noise level</b>	
<b>Indoor unit</b>	Less than 45 db
<b>Outdoor unit</b>	Less than 55 db
<b>Function modes</b>	Auto/Cool/Fan/Dry- shall have sleep and power saving modes
<b>Other features</b>	Automated vertical swing for horizontal louvers – Antifreeze thermostat
<b>Compressor</b>	Rotary type
<b>Body surface finish</b>	Powder coated/high quality paint finish
<b>Control Panel</b>	Auto ON/OFF type with timer.
<b>Length of tubings</b>	15 m or as per the installation requirement
<b>Remote handset</b>	LCD display with night glow
<b>Voltage Stabilizer</b>	Stabilizer having ISI quality certification and rating that matches with the power rating of the A/C unit

**Chapter-4: Price Schedule**  
(To be utilized by the bidders for quoting their prices)

**Price Schedule**

S.No	Name of Item	Specification with make	Unit Price	Taxes & Duties mention separately items wise	Other charges if any mention separately items wise	Total unit cost in figure & words in INR (FOR) TFRI, Jabalpur
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**Conditions if any in terms of clause ( 2c ) (financial proposal) along with enclosures specified therein.**

Tenderer with seal

Dated Signature of the

Name/Seal of the Tenderer

**Chapter-5: Agreement**

The Supplier \_\_\_\_\_ agrees to accept the terms and conditions of this bidding document in letter and spirit.

Name/Seal of the Tenderer

## Chapter-6: Format for Bank Guarantee

To

Tropical Forest Research Institute  
P.O. R.F.R.C., Mandla Road,  
Jabalpur.

Your Order No. \_\_\_\_\_ for the supply and delivery of \_\_\_\_\_ has been accepted by M/s \_\_\_\_\_.

In accordance with the terms of payment of the said order, we have agreed to pay the balance of 5% of the contract price of the supplier, furnishing you with an acceptable Performance Bank Guarantee for 10% of the total contract value, viz Rs. \_\_\_\_\_ for the due performance by the Supplier of all its contractual obligations and to be valid for a period of 24 months for the date of bank guarantee for this purpose you have agreed to accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. \_\_\_ and remit to you on demand and without demur the sum of Rs. \_\_\_\_\_ being 10% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 27 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on \_\_\_\_\_, you shall have the right to file/make your claim on us under the guarantee for a period of sixty days from the said date of expiry.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Not with standing anything, contained herein above our liability under this guarantee is restricted to Rs. \_\_\_\_\_ and this guarantee will remain in force up to and inclusive of \_\_\_\_\_ - unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on or before \_\_\_\_\_, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

**Signatory Bank with Seal**