

कार्यालयीन उपयोग हेतु

1. निविदा प्रपत्र का अनुक्रमांक :.....
2. निविदा प्रपत्र जारी करने का दिनांक :.....
3. निविदा प्रपत्र जारी करने वाले अधिकारी के हस्ताक्षर एवं सील :.....

राज्य वन अनुसंधान संस्थान
पोलीपाथर, ग्वारीघाट रोड, जबलपुर – 482 008 (म.प्र.)

निविदा प्रपत्र

Purchase of Relascope

निविदा जमा करने की तिथि : दिनांक : 14/10/2019
समय : दोपहर 3:00 बजे तक

निविदायें खोलने की तिथि :

Technical Bid - Date : 15/10/2019

Time : 12:00 pm

Financial Bid - Date : 15/10/2019

Time : 4:00 pm

STATE FOREST RESEARCH INSTITUTE
Polipathar, Jabalpur, Madhya Pradesh
Telephone - 91 761-2666529 Fax - 91 761-2661304
e-mail – sdfri@rediffmail.com,

Tender No/SFRI/-----

Jabalpur, Dated -----

TENDER DOCUMENT

Procurement of instruments and materials for SEM branch, SFRI

Separate Tenders for the items mentioned below are invited under Two Bid systems (Technical Bid & Financial Bid) from Original Equipment Manufacturers (OEM) or authorized firm from OEM in India/ Foreign may participate.

Item Name	Qty.	EMD in Rs
Relascope	1	Rs. 2000/-

Scheduled tender are invited by the undersigned from authorized dealers/reputed manufacturers for the supply of the instruments as mentioned above by Tender Form (available in the office of undersigned with Fee Rs.1000/-) on or before dated 13/10/2019. The Tender documents will be available from 02/10/2019 onwards but in this case one should submit a DD of Rs. 1000/- by name of Director SFRI, Jabalpur with the form on the date of submission of the form. Tender submitted in any other form (Other than prescribed form) shall be declared invalid and rejected.

Note : No fee exemption shall be given to the tenderers. The tender without fee will be rejected in the initial stage & will not be accepted.

Director
State Forest Research Institute
Jabalpur (M.P.)

Required Technical Specification : :

1. Relascope - 01 No.

Required Spacification	Minimum Requirement
Weight	350 grams
Height range scale	Up to 30 meter (labelled as Ts 20, Ts 25 and Ts 30)
Common Metric Standard required for this relascope	
Range of BAFs	1-4m ² /ha to 4-17 ft ² /ac
Range of DBH measurable	0.5 % to 4%
Direct Height reading from the distance	20, 25, 30 units
CP Correction scale for range finding	Not required
Range finding distances determined	15,20,25,30 meters

दिनांक

निविदाकार के हस्ताक्षर

निविदाकार का नाम एवं पता

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दूरभाष क्रमांक

Technical Evaluation will be done on the following parameters:

- (i) The item/equipment being quoted should be of Original Equipment Manufacturer (OEM) or authorized firm from OEM in India or abroad. An Authorization Certificate issued by the OEM to this effect should be attached with the Technical Bid; failing which their offer will not be considered by the Institute. No non-standard equipment should be quoted.
- (ii) The Earnest Money Deposit (EMD) as mentioned in the above Table in favour of Director, State Forest Research Institute, Jabalpur, Madhya Pradesh should be deposited.

- (iii) The Technical Offer should be completed in all respects and contain all information asked for except prices. "It should not contain any price information." The Technical Offer should indicate whether products and services asked for, are quoted. An undertaking in writing on the letter head of the bidding agency to the effect should be given by the Tenderer.
- (iv) The Tenderer should indicate Brand/Make and full details of the equipment being quoted. Tenderer must submit complete technical specifications, without leaving any scope for ambiguity. All supporting leaflet, brochure, technical information literature, catalogues must be attached with Technical Bid.
- (v) If any of the parameters/criteria mentioned above does not meet the tendered specifications/parameters of the equipment mentioned in the above table, their offer will not be considered and shall be rejected.
- (vi) All bidders have to submit their equipment's brochure/leaflet/photo image along with other documents mentioned above in the envelope 'A' on or before dated 14/10/2019 upto 3:00 pm, in the office of Director, State Forest Research Institute, Polipathar, Gwarighat Road, Jabalpur, 482008, (MP) India. Original documents i) and ii) should be submitted in the form of envelope 'A' also.
- (vii) The Financial Bids of only those bidders will be opened who qualify in Technical Parameters.

2. Preparation of Bid

The bidders have to prepare their bids, encrypt their Bid Data in the Bid Forms and submit Bid Seals (Hashes) of all the envelopes and documents related to the Bid required to be submitted as per the time schedule mentioned in the key dates of the Notice Inviting Tenders after signing of the of their authorized representative.

DOCUMENTS COMPRISING THE BID

The bid submitted by the bidder shall be in the following parts:

Part 1 – This shall be known as **Envelope A** and would apply for all bids. **Envelope A** shall contain the following as per details given in the Bid Data Sheet:

- i) Earnest Money Deposit (EMD)

- ii) Tenderer's Agreement form
- iii) **All bidders has to submit their equipment's brochure/leaflet/photo image along with other documents mentioned above in the envelope 'A' on or before dated 14/10/2019 upto 3:00 pm, in the office of Director, State Forest Research Institute, Polipathar, Gwarighat Road, Jabalpur, 482008, (MP) India. Original documents i) and ii) should be submitted in the form of envelope 'A' also.**

Part 2 – This shall be known as **Envelope B (Technical Bid)** and required to be submitted as mentioned in the Bid Data Sheet. It should contain a self-certified sheet duly supported by documents to demonstrate fulfillment of pre-qualification conditions.

Part 3 – This shall be known as **Envelope C (Financial Bid)** and would apply to all bids. **Envelope C** shall contain financial offer in the prescribed format enclosed with the Bid Data Sheet.

3. Earnest Money

- (i) **Each tenderer is required to pay an Earnest Money Deposit (EMD) as quoted in the tender form in the form of fixed deposit receipt of scheduled commercial bank in favor of Director, State Forest Research Institute, payable at Jabalpur or EMD can be deposited through the link provided in the website.**
- (ii) Tenders without EMD payment will not be considered and will be rejected.
- (iii) **Fixed Deposit Receipt of EMD should be submitted before due date 28/09/2019 as mentioned in the point -2.**

FDR should submitted with the form of Envelope-A.

Performance Security: Unconditional Performance Security (Bank Guarantee/FDR) should be furnished for an amount of minimum 10% of the ordered value within 21 days of the receipt of the supply order which shall be valid till 30 days beyond the date of all contractual obligation of the supplier including warranty/Guarantee obligation. The Performance Security should be provided in one of the following forms:

- A) Authorized Indian firm of OEM can submit the performance security on behalf of their foreign principals in the form of Bank Guarantee issued by a Nationalized/Scheduled bank located in India on the format provided by SFRI.
- Or
- B) Foreign Principals can also submit performance security directly in the form of Standby Letter of Credit, which must be advised and confirmed by any bank

in India located preferably in Jabalpur Madhya Pradesh.

- C) The performance security/Standby LC will be discharged by the Institute and returned to the successful bidder not later than 60 days following the date of completion of all the contractual obligations of the successful bidder including warranty obligations.
 - D) In the event of any contract amendment, the supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.
 - E) The product on delivery will be tested by the Institute and any defective product (not meeting the technical specifications) shall be replaced by the manufacturer/supplier free of cost.
- (iv) In case of unsuccessful tenderers, the Earnest Money Deposit will be refunded in due course of time.
 - (v) The entire amount of earnest money/performance guarantee money will be forfeited in case the supplier either expresses his/her inability to supply or does not execute the order or execute the agreement for the quoted items within the delivery period mentioned in the order or within the extended period in special case at the discretion of the undersigned.
 - (vi) The equipment should be made available and duly installed/inspected by an authorized person of the SFRI, in satisfactory mode of working at the designated place in SFRI in M.P. within 6 weeks of the date on which a letter has been issued from the office of the Director, SFRI, Jabalpur. For the supply of equipment letter will be duly posted to the successful tenderer on the address/ e-mail ID as given in Tender form. All correspondence made to the address/ e-mail ID as given in the Tender form by the successful tenderer will be deemed as received by the tenderer.

4. Opening and Evaluation of Bid

PROCEDURE

Envelope 'A' shall be opened first at the time and date notified and its contents shall be checked. In cases where Envelop 'A' does not contain all requisite documents, such bid shall be not accepted and Envelop B and/or C of such bid shall not be opened.

Envelope 'B' (Technical Bid) shall be opened at the time and date notified. The bidder shall have freedom to witness opening of the Envelop 'B'. Envelop 'C' (Financial Bid) of bidders who are not qualified in Technical Bid (Envelope 'B') shall not be opened.

Envelope 'C' (Financial Bid) of bids shall be opened at the time and date notified. The bidder shall have freedom to witness opening of the Envelop 'C'.

After opening Envelop 'C' all responsive bids shall be compared to determine the lowest evaluated bid. The Undersigned reserves the right to accept or reject any

bid, and to annual the bidding process and reject all the bids at any time prior to contract award, without incurring any liability. In all such cases reasons shall be recorded.

The Undersigned reserves the right of accepting the bid for the whole work or for a distinct part of it.

5. “Terms and Conditions” of Contract

- (i) The submission of tender will be deemed to be the unconditional acceptance of the terms and conditions of the tender contained herein. Bid once submitted shall not be allowed for withdrawal.
- (ii) Offer would be valid for 90 days from the date of opening of the tender.
- (iii) Director, State Forest Research Institute, Jabalpur reserves the right to reject all or any one of the offers/tenders without assigning any reason.
- (iv) The term “as per your specification” should not be used in Technical Bid. The item code to be quoted in the Technical Bid or Financial Bid must be the same as above.
- (v) The Committee constituted by the Institute, will do the Technical Evaluation of the equipment.
- (vi) The Tenderer may be asked to provide detailed technical specifications of tendered items, as and when required for processing of Tender.
- (vii) No commitment to accept lowest or any tender received late or incomplete: SFRI shall be under no obligation to accept the lowest or any other tender/quotation received shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- (viii) Institute’s right to accept any offer and to reject any or all offers. The Institute reserves the right to accept or reject any tender/quotation or reject all tenders/quotations at any time prior to award of contract, without thereby incurring any liability towards the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for the Institute’s action. Further, Director, State Forest Research Institute Jabalpur Madhya Pradesh India reserves the right to place order for full quantity or part thereof, as considered necessary. The quantity of the equipment mentioned in the tender document may increase or decrease as per need.
- (ix) Exact and earliest possible time of delivery should be indicated in the tender. The due delivery date given in the order will be the date of receipt of material

in SFRI i.e., at the site of installation in SFRI, JABALPUR, MP and not the date of dispatch of material by the supplier.

- (x) Tenderer should submit the current GST/Central Sales Tax and Income Tax clearance certificates.
- (xi) Any dispute arising out of this tender/contract shall be subject to the jurisdiction of Jabalpur courts in Madhya Pradesh.
- (xii) Supplier should mention the complete list of customers where similar equipment have been installed/supplied along with the Technical Bid.
- (xiii) If required, the representatives of the tenderers may be called for discussions, the date and time of which will be intimated accordingly.
- (xiv) Warranty/ Guarantee: Warranty/ Guarantee of the equipment for a minimum period of 12 months from the date of satisfactory supply, inspection and acceptance of material in good condition will have to be provided by OEM or the firm authorized by OEM. The name, address, telephone, fax and email of authorized person, may be furnished for solving the problem of the unit(s) to SFRI Jabalpur.
- (xv) Supply order to successful bidder will be placed only after obtaining clearance from Competent Authority.
- (xvi) Details of Service Centers and information on service support facilities that would be provided after the “warranty period, should be provided by the bidder”.
- (xvii) The successful bidder should supply the instruments within 15 days from the date of issue of supply order with rate proof provided by the company/ manufacturer.
- (xviii) Envelope 'A', 'B' & 'C' submitted separately.

6. Rates and Taxes

- (i) For required configuration/specifications of the items given as above the rates should be quoted in accordance with details, in the proforma given in **Annexure-II (Financial Bid)**.
- (ii) In case of deviation from the details mentioned in **Annexure-I(Technical Bid)**, It should be clearly mentioned.
- (iii) The tenderer should quote the rates of the items in figures as well as in words. In case of the any disputes/ambiguity in the rates quoted in words/figures, the rates quoted in figures shall be considered for evaluation of the bid.
- (iv) The price should be quoted F.O.R., SFRI Jabalpur, M.P., inclusive of all applicable taxes, packing, forwarding, freight, insurance, installation charges, and cost of commissioning, etc. No additional amount will be paid by the SFRI.

- (v) **“The Institute has custom duty exemption certificate.”** If required will be produced during custom clearance. Tender rates should be quoted, **“excluding custom duties”**.
- (vi) The unit price quoted should be firm and one only for each item. However, if there are more than one models or alternate models conforming to the specification, the rates for each model should be quoted separately on a separate set of tender documents. The rate should not be subject to any stipulated condition/options offered. While quoting the rates for any item, no choice for different makes/different configurations/specifications should be offered.
- (vii) If any additional features/components/optional accessories are available in the quoted machinery/equipment, their rates should be mentioned separately in the tender form along with details of such feature/components. However, no preference will be given for additional facilities or features.
- (viii) If necessary, GST/ Sales Tax and Income tax will be deducted from the bill and be paid by this office to the concerned department and a certificate to this effect will be given to the supplier. Form “D” or any other appropriate form will be issued by the consignee for charging Central Sales Tax at the time of making final payments (Forms to be provided by the supplier).
- (ix) Prices should be quoted in Indian Rupees.

7. Termination for Default

- (i) The **Director, State Forest Research Institute at Jabalpur** may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part, under the following situations;
 - (a) If the Supplier fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the SFRI;
 - Or
 - (b) If the Supplier fails to perform any other obligation(s) under the Contract.
 - Or
 - (c) If the Supplier, in the judgment of the Director SFRI, Jabalpur, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"Fraudulent practice" means a misrepresentation of facts in order to influence procurement process or the execution of a contract to the detriment of SFRI, and includes collusive practice among Bidders prior to or after bid submission, designed to establish bid prices at artificial non-competitive levels and to deprive the SFRI of the benefits of free and open competition.

- (ii) The EMD or the performance guarantee money in whole or in part, as the case may be, shall be forfeited as a result of such termination.
- (iii) If defect of any kind or deviations from specifications in items are detected and reported to the supplier, he/she should ensure replacement or rectify the defects on site free of any charge within 20 days from the date of report, failing which the item will not be accepted and will be returned to the supplier at his/her own cost and risk and entire earnest money/performance guarantee money will be forfeited. However, the undersigned may condone the delay in exceptional, deserving and genuine cases where the time limit of 20 days is not adhered to.
- (iv) The performance guarantee money shall be refunded to the successful tenderer on the expiry of 3 months after the date of successful installation and commissioning of the equipment subject to their working properly for the above period.

8. Guarantee Installation and Maintenance

- (i) The SFRI or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications at no extra cost to the SFRI. The SFRI shall notify and inform the Supplier, in writing in a timely manner, of the identity of any representatives retained for these purposes.
- (ii) The inspections and tests may be conducted on the premises of the Supplier and/or at point of delivery. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the SFRI.
- (iii) If any inspected or tested goods fail to conform to the specifications, SFRI may reject the goods and the Supplier shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to the SFRI.
- (iv) **The Director, SFRI, Jabalpur's right to inspect, test and, wherever and whenever necessary, reject the goods after the goods' arrival at SFRI office shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the SFRI or its representative prior to the goods shipment.**
- (v) Nothing in this clause shall in any way release the Supplier from any warranty or other obligations under this Contract.

- (vi) All the above processing equipment/instruments, manufacturer should have any of the following certifications, in respect of the product quoted, which must be furnished along with the technical tender.
 - 1. **ISO 9000 Certification**
 - 2. **BIS Certification**
 - 3. **Any other certification from a recognized agency.**
- (vii) The supplied machinery/equipment/operating system should be accompanied by the operational/Instructions/operational diagram/ manual/booklet and warranty papers etc.
- (viii) The Supplier shall be responsible for all unpacking, assemblies, wiring, and installation and successful demonstration of the equipment at installation sites.
- (ix) The Supplier will ensure and accomplish preventive and breakdown maintenance services up to the warranty period to ensure that all machinery /hard-wares work without defect or interruption for 24 hours a day, 7 days a week of operation of the unit. If any critical component of the configuration is out of service for more than three days within warranty period, the Supplier shall either immediately repair the defective unit or replace it on site at his/her own cost. The Supplier will respond to a site visit and commence repair work on the equipment within 24 hours of being notified of equipment malfunction.
- (x) **Training:** For each unit of machinery component installed, the Supplier is required to train the designated SFRI's technical and end-user personnel within 30 days of installation so as to enable them to effectively operate without any extra cost.

9. Terms of Payment

- (i) Payment for Goods and Services shall be made as follows:

On Delivery: 90% of the payment excluding maintenance and/or repair charges shall be paid within 30 days of delivery after successful installation, commissioning, training and after acceptance of machinery /equipment on submission of documents.

On Final Acceptance: The balance payment of 10% shall be made within 15 days after the expiry of warranty period or against submission of the unconditional performance bank guarantee for the period of 3 months,
- (ii) No advance payment either with supply order or against R/R or delivery challan will be made to the supplier in any case. Hence the supplier should

not stipulate condition of advance payment or offer any discount on payment in time limit either. The terms of payment are neither negotiable nor conditional. Payment shall be made after successful installation and commissioning of the machinery in working condition.

- (iii) Any delay in supply will entail liquidated damages at the rate of 0.5% of the cost of delayed goods for each week of delay. If the delay is for more than 4 weeks, the order shall be subject to unilateral termination and consequential action at the discretion of the Director, M.P. State Forest Research Institute. In case of termination for default or non-compliance with the terms of the contract the performance security shall be liable to be forfeited. SFRI shall then be free to procure the goods and services from any other source and the supplier shall be liable to pay such penalty for any extra costs that the purchaser may have to incur on the procurement of similar goods and services from alternate sources.
- (iv) In any case of dispute the decision of undersigned will be final.

Director
State Forest Research Institute
Jabalpur (M.P.)

10. ENVELOPE- A

TENDERER'S AGREEMENT FORM

(No/SFRI/-----, Jabalpur, Dated -----)

1. I/We hereby declare that I/We have read and understood all the terms and conditions of the No/SFRI/----- dated ----- and agree to abide by the same .
2. I/We enclose herewith the details of EMD paid in favour of Director, State Forest Research Institute, Jabalpur (M.P.). The same may be adjusted towards the Performance Guarantee in case my/our tender is accepted by the SFRI, Jabalpur (MP).
3. I/We agree to supply the tendered Machinery within 15 days from the date of issue of supply order.
4. In the event of my/our failure to abide by the conditions of this agreement and all the terms and conditions of the tender notice. I/We..... shall be liable to pay such penalty, as may be levied under the terms and conditions of the tender notice.

Date

Signature

Full Name of the Tenderer

Complete Address

Telephone No.

Mobile No.

Fax No-

email:

11. ENVELOPE-B

(TECHNICAL BID)

No/SFRI/-----

Jabalpur, Dated -----

TENDER FORM FOR THE SUPPLY OF -----

To,

The Director,
State Forest Research Institute
Jabalpur (482008)

With reference to your No/SFRI/----- dated ----- for the supply of -----
,I/we.....(Name) of (Company),
Post.....District..... State submit technical bid for supply of
following items as per specifications mentioned in the tender document:-

Sr. No.	Name of the Item	Brand Name/Make	Model No.	TECHNICAL SPECIFICATION	
(1)	Relascope			Weight	
				Height range scale	
				Common Metric Standard required for this relascope	
				Range of BAFs	
				Range of DBH measurable	
				Direct Height reading from the distance	
				CP Correction scale for range finding	
				Range finding distances determined	

1) Name & Address of the Tenderer :

Phone:

Fax:

Email:

- 2) Classifications :
Original Equipment Manufacturer/ Firm authorized by OEM (Please attach the certify copy)
- 3) PAN Number
- 4) TIN Number :

Details :- Type of machinery/equipment supplied during last 3 years.

(Self-attested copies of the documents and Income tax return and annual turnover of last 3 years should be attached)

S. No.	Name of equipment	Date of supply	Details of the equipment supplied	With details to whom supplied

- 5) Details of Testing facilities available
 - (a) List testing equipment available.
 - (b) Give details of tests, which can be carried out on items offered.
 - (c) Details of the testing organization available.
- 6) Brief description of the Tenderer's organization:
(May attach Company's profile)
- 7) Names, addresses and phone numbers of two buyers to whom similar equipment/instrument was supplied in the past two years and to whom reference may be made by the purchaser regarding the tenderer's technical and delivery ability.

Name Address Phone No with email.

1)

2)

Date

Signature

Place

Full Name of the Tenderer

12. ENVELOPE-C

(FINANCIAL BID)

(No /SFRI/-----, Jabalpur, Dated -----)

TENDER FORM FOR SUPPLY OF -----

To,

The Director

State Forest Research Institute

Jabalpur (462008)

With reference to your No./SFRI/----- Dated ----- for supply of -----,
I/we.....(Name)of.....
..... (Company).....Post.....District.....
State submit our proposed rates of supply as per details given below inclusive of
all taxes and excluding custom duties, for destination, charges for installation and
commissioning of equipment :-

Sr. No.	Name of the Item	Model No.	Rate in Rs. Figures per Unit	Rate in words

Date

Signature

Full Name of the Tenderer

Complete Address

Telephone No.....