



INSTITUTE OF FOREST BIODIVERSITY

Indian Council of Forestry Research and Education

(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)

Dulapally, Kompally SPO, Hyderabad – 500 100

Phone: 040-66309500, Fax: 040-66309521, e-mail: [director\\_ifb@icfre.org](mailto:director_ifb@icfre.org), website: <http://ifb.icfre.gov.in>

No. 6-366/IFB/Res/AICRP-31/2021-22/969

Date: 01.10.2021



### TENDER NOTICE

Institute of Forest Biodiversity, Hyderabad invites e – tender from reputed firms/manufacturers for Purchase of various Equipment's for Institute of Forest Biodiversity, Hyderabad. For detailed information please visit website <http://ifb.icfre.org> or <https://moefcc.euniwizarde.com>. For all corrigenda, agenda, amendments, clarifications etc to the tenders will be posted on both the website only. Bidders should regularly visit website to keep themselves updated. Tender will be accepted through online mode only.

  
(Dr. Ratnaker Jauhari, IFS)  
Director

निर्देशक / Director  
वन जैव विविधता संस्थान  
Institute of Forest Biodiversity  
हैदराबाद / Hyderabad - 14.

## Two Bid Tender Documents



*E-Tender for Purchase of various Equipment's for Institute of Forest  
Biodiversity, Hyderabad*

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## CONTENT

This Paper includes the following Documents:

1.	Notice Inviting Tender
2.	Instructions to Bidders
3.	Conditions of Contract
4.	Schedule of Requirements
5.	Specifications and allied details
6.	Price Schedule
7.	Contract form



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Date: 01.10.2021

NOTICE INVITING TENDERS

Subject: E-Tender for Purchase of various Equipment's for Institute of Forest Biodiversity, Hyderabad

The bid shall consist of two parts – Technical Bid and Financial Bid. Both the bids are to be submitted online on website <http://moefcc.euniwizarde.com>. All information sought under the head 'Conditions' and 'other information to be supplied' are to be submitted in technical bid while prices quoted for the same will have to be mentioned only in the financial bid. The financial bids of only those bidders will be opened, who are found to be eligible during technical evaluation while financial bid of unqualified bidders shall be returned unopened.

The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizarde.com> as per the tender document. No tender will be accepted through fax, e- mail or any other such means. The intending, bidders must be registered with e-procurement <https://moefcc.euniwizarde.com>

a.	Availability of tender documents on website	05.10.2021 at 12:00 Hrs
b.	Registration Charges for one year	Rs.2,360/- (Rupees: Two Thousand Three Hundred and Sixty Only) inclusive of GST
c.	Tender Processing Fee	As per the terms of ITI Limited
d.	EMD	Rs.6500/- (Rupees: Six Thousand Five Hundred only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad
e.	Tender Document fee	Rs.590/- (Rupees Five Hundred and Ninety only) to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad
f.	Tender No.	6-366/IFB/Res/AICRP-31/2021-22/969, dated: 01.10.2021
g.	Date of commencement of Document Download	05.10.2021 at 12:00 Hrs
h.	Date of commencement of Bid Submission	05.10.2021 at 12:30 Hrs
i.	Last Date for submission of Bid	27.10.2021 at 10:00 Hrs
j.	Opening of Technical Bids	27.10.2021 at 11:00 Hrs
k.	Opening of Financial Bids	01.11.2021 at 11:00 Hrs

## **INSTRUCTIONS TO BIDDERS**

The bidders are required to submit the soft copies of their bids on the e-tender portal using valid Digital signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-procurement portal, prepare their bids in accordance with the requirements and submitting their bids online on the e- tender Portal.

More information useful for submitting online bids on the e-procurement portal may be obtained at <http://moefcc.euniwizarde.com>

### **Registration**

1. Bidders are required to enroll on the e-procurement portal URL <http://moefcc.euniwizarde.com> with clicking on the link "Online Bidder Registration" on the e-tender portal by paying the registration fee of Rs.2360/- (Rupees: Two Thousand Three Hundred and Sixty only) per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in the site through the secured log –in by entering their user ID/ password and the password of the DSC/e-token.
7. The Scanned copies of all original documents should be uploaded on portal.
8. For any query contact to our helpdesk Number :011 – 49606060, 23710092, Mobile No.09355030628

### **Searching for Tender Documents:**

There are various search options built in the e-procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders have selected the tenders in which they are interested, bidder can pay

non- refundable processing fee as per terms of ITI limited by net banking /Debit/ Credit Card etc. then may download the required documents / tender schedules, Bid documents etc. Once pay both fee (registration fee & tender fee), tenders will be moved to the respective "Register" Tab. This would enable the e-procurement portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

1. The bidder shall submit cost including all taxes such as Goods and Services Tax as applicable in the financial bid.
2. The bidders are advised to undertake at their discretion a reconnaissance of the site at their cost, to familiarize themselves with the site conditions before preparing the bid.

**The prices should be quoted in the following manner:**

- i. The price quoted for the said item of works would include material cost, labour charges which includes all excise duty and sales and other taxes payable as per the specifications mentioned.
- ii. The Director, IFB reserves the right to reject the tenders without assigning any reasons at any stage.

Tenders/Bidders who has downloaded the tender document from <http://moefcc.euniwizarde.com> shall not tamper / modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited and tenderer/bidder is liable to be banned from doing business with IFB in future.

## Qualification of the Bidder

### Pre-Qualification Criteria:

The Bidder's competence and capability is proposed to be established by the following parameters. The Bidder should meet all the criteria given in this section.

Sr. No.	Criteria	Attachments	Yes/No	Page No.
1	Scan copy of Tender fee of Rs.590/- in shape of DD in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad	PDF		
2	Scan copy of EMD in shape of DD in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad	PDF		
3	Signed and Scanned copy of PAN card	PDF		
4	Signed and Scanned copy of Tender Acceptance Letter as per tender document	PDF		
5	Signed and Scanned copy of GST certificate	PDF		
6	Signed and Scanned copy of MSME/NSIC Registration (if exemption o tender fee and EMD is claimed)	PDF		
7	Signed and Scanned copy of Audited Balance Sheet of last three years	PDF		
8.	Signed and Scanned copy of complete technical details/specifications of the quoted items with make and model of all systems, sub-systems and additional items mentioned in the technical bid BROUCHERS/ORIGINAL CATALOGUE with other literature and write-ups should be uploaded as proof	PDF		
9.	Bidder member should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any other PSU or State Government of India	Certificate / affidavit mentioning that the Bidder is never been engaged in any corrupt & fraudulent practices and has never been blacklisted by Government Departments.		

**Note:** i) It is compulsory to fill the above check list.

ii) The document should be submitted/uploaded online in e portal in the above order of the check list and place the check list as cover page with pagination of documents.

iii) In the absence of any of the above documents, the bid shall be rejected.

SIGNATURE OF THE TENDERER

## TERMS AND CONDITIONS

1. E-tender must be electronically submitted through online within prescribed date and time as mentioned in the e-procurement portal. Hard Copy of the E-tender documents will not be accepted.
2. Offers/Bids without E-Tender fees and Earnest Money Deposit (EMD) will be rejected.
3. The Bidders who are registered with the National Small Industries Corporation (NSIC) and Micro, Small and Medium Enterprises (MSME) are exempted from EMD. They have to upload documentary proof along with the bid.
4. The number and quantity mentioned in the above E-tender Notice is the probable number and the same may be increased/decreased according to the requirement and the Director, IFB reserves the right to increase or decrease the quantity of work.
5. All the required document like technical documents, user certificate, supply order to other institutes, accreditation to quality management, PAN, TAN, GST, income tax, small scale industries exemption certificates, import license, authorization from principal supplier/manufacturer etc. should be uploaded along with bid documents, if failed bid will be rejected.
6. Earnest Money Deposit (EMD) of Rs.6500/- (Rupees Six Thousand Five Hundred only) in demand draft drawn from any nationalized bank in favour of “**The Director, Institute of Forest Biodiversity**” payable at Hyderabad and the same may be submitted to the Director, Institute of Forest Biodiversity, Dulapally, Kompally SPO, Hyderabad – 500100 through post/courier.
7. The EMD to the unsuccessful e-tenderer (s) will be returned at the earliest after expiry of the final bid validity or latest on or before the 30<sup>th</sup> day of the award of the purchase order whichever is earlier. If an e-Tenderer withdraws his bid during the period of bid validity specified or in case of a successful Bidder, if the bidder fails to furnish security deposit the EMD may be forfeited.
8. **Technical Bid:** e-tenderer shall furnish complete technical specification in the format prescribed duly signed failing which E-Tender will not be accepted.
9. Incomplete tender or tender received after the due date shall not be considered under any circumstances.
10. The competent authority does not bind himself to accept the lowest or any other bidders, and reserves its right to reject any or all tenders received without assigning any reasons whatsoever.
11. The tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.



13. The bill in duplicate is to be submitted in triplicate in favour of the Director, IFB, Hyderabad
14. No advance payment will be made under any circumstances. No Freight, forwarding charges, shall be paid extra.
15. If the successful tenderer fails to complete the supply within the period allowed by the Director, the EMD will stand forfeited and the amount for the part supplied equipment, if any will not be released.
16. The Director, IFB reserves the right to accept the tender, in whole or any part thereof and the tender shall be bound to perform the same at the rate quoted.
17. The offer should be firm and open for acceptance till 120 days from the stipulated date of the opening. Price escalation will not be allowed.
18. Disputes, if any will be under the jurisdiction of Hyderabad Court, Telangana, India.
19. Normal terms of payment will be followed within 30 days after receipt and acceptance of reports.
20. ICFRE, the parent body of the IFB, Hyderabad is registered with the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India, New Delhi for the purpose of availing customs duty exemption in terms of Government Notification No. 51/96 – Customs dated 23-7-1996 and Notfn. No. 47/2017 – Integrated Tax (Rate) dt. 14.11.2017 and Notfn. No. 45/2017 – Central Tax (Rate) dt 14.11.2017, Notfn. No. 45/2017 – Union Territory (Rate) dt. 14.11.2017. Therefore the parties may offer their rates without including Customs and Central excise duty.
21. The delivery must be made at Institute of Forest Biodiversity, Hyderabad
22. The Director, Institute of Forest Biodiversity, reserves the right to cancel/reject/modify full or a part of the e-tender, without assigning any reason. No correspondence will be entertained in this regard.

## CONDITIONS OF CONTRACT

### Submission of Tender

The tender shall be submitted/uploaded online in two bids viz., Technical and Financial bid

The offers submitted by Hardcopy/Fax/email shall not be considered. No correspondences will be entertained in this matter.

All the pages of the bid being submitted/uploaded must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

### Cover 1 Technical Bid:

Following documents are to be furnished by the Tenderer/Bidder along with Technical Bid as per the tender document.

### Qualifying Documents:

Sr. No.	Criteria
1	Scan copy of Tender fee of Rs.590/- in shape of DD in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad
2	Scan copy of EMD in shape of DD in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad
3	Signed and Scanned copy of PAN card
4	Signed and Scanned copy of Tender Acceptance Letter as per tender document
5	Signed and Scanned copy of GST certificate
6	Signed and Scanned copy of MSME/NSIC Registration (if exemption o tender fee and EMD is claimed)
7	Signed and Scanned copy of Audited Balance Sheet of last three years
8.	Signed and Scanned copy of complete technical details/specifications of the quoted items with make and model of all systems, sub-systems and additional items mentioned in the technical bid BROUCHERS/ORIGINAL CATALOGUE with other literature and write-ups should be uploaded as proof
9.	Bidder member should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any other PSU or State Government of India

## **Cover 2: Financial bid:**

**Hard copies of financial bid should not be submitted physically in this institute.** The financial proposal must be submitted/uploaded in the schedule of financial bid as per F.O.R. rates of Hyderabad in the form **BoQ\_1.xls** separate of each item. Full details of business terms and conditions e.g. GST/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. **The financial bid undertaking and schedule of financial bid in the form of BoQ\_1.xls must be filled as per format given in Chapter – VI: Financial bid schedule.**

## **Proposal Evaluation Clarification of Bids**

To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser, at its discretion, may ask any Bidder for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing by post/email/fax etc. Any clarification submitted by a bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. No change, including any voluntary increase or decrease, in the prices or substance of the bid shall be sought, offered, or permitted except to confirm the correction or arithmetic errors noticed by the Purchaser in the evaluation of the bids.

If a bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

## **Unresponsive Bids**

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribe in the Bid Document. The Bids are liable to be treated as non-responsive and will be rejected if bidder does not upload qualifying and technical documents as required in the bid Document.

## **Minor Informality/Irregularity/Non – Conformity**

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and /or non- conformity in a bid **the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders.** Whenever necessary, the purchaser will convey its observation on such 'minor' issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid may be ignored.

## **Evaluation Criteria**

A two stage procedure will be adopted in evaluation the proposals.

### **(i) Technical Evaluation:**

- (a) Evaluation of Qualifying Documents: Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid Document. First of all, the qualifying documents of the bid will be checked and in absence of any qualifying documents the bid will be rejected.

### **(ii) Financial Evaluation:**

- (a) Financial Bids of only technically qualified bidders shall be opened online for further scrutiny and evaluation on a date notified.

The purchaser shall evaluate the technically qualified financial bids for deciding lowest bidder (L1) on the basis of ultimate landing cost

## **Financial Conditions**

- a. The bill of quantities is only indicative in order to arrive at the total contract value. The payment shall be made as per actual quantities at the rates accepted by the department.
- b. The Department reserves the right to reject any one or all the tenders without assigning any reason thereof.
- c. The bidder shall comply with proper and legal orders and directions of the local or public authority or municipality and abide by their rules and regulations and pay all fees and charges, which may be liable. The bidder shall bear all incidental charges carriages, storage and safe custody of materials to be used for conducting the cross section works of respective rivers.

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## SPECIFICATIONS AND TECHNICAL DETAILS

<b>Sl.No.</b>	<b>Name of the Equipment</b>	<b>Quantity</b>
1	Increment Borer 3 – thread, 12” 0.200 (5.15mm) Dia	2 No’s
2	Increment Borer 3 – thread, 18”, 0.200 (5.15mm) Dia	1 No.
3	12” Replacement Bit 3 – thread, 0.200 (5.15mm)	1 No.
4.	Sharpening Kit for Increment Borer	2 No’s
5.	Aluminum Tags ( 44.5 mm X 20 mm) Serial Number and Project details Engraved	12000 tags

## PRICE SCHEDULE

(a) **Financial bid undertaking:** The format of Financial bid undertaking as given under:

**From (Full Name and address of the Bidder)**

To

The Director  
Institute of Forest Biodiversity Hyderabad

Dear Sir/Madam,

I submit the financial Bid for \_\_\_\_\_ and related activities as envisaged in the Bid Document.

I have thoroughly examined and understood all the terms and conditions as conditions as contained in the Bid document, and agree to abide by them.

I offer to work supply the quoted item at the rates as indicated in the financial bid, Annexure IV inclusive of all applicable taxes.

**Signature of authorized Representative**

(b) Schedule of Financial bid in the form of **BoQ\_1.xls**

The prices should be quoted only in BoQ\_1.xls available in the e-portal.

The below mentioned Financial/Proposal/Commercial Bid format is provided as **BoQ\_1.xls** along with his bid document at <http://moefcc.euniwizarde.com>. The bidders are advised to download the file **BoQ\_1.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IFB

1. The rates, taxes, charges, etc. should be quoted as per **BoQ\_1.xls**.
2. All taxes, fees, leives, etc. and any revision in the statutory taxes/fees, etc will be the responsibility of the bidder.
3. In case of any discrepancy / difference in the amounts indicated in figures and words the amounts in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

**Agreement/Contract Form Tender Acceptance Letter**  
**(To be given on company Letter Head)**

Date \_\_\_\_\_

To

The Director,  
Institute of Forest Biodiversity, Hyderabad

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No. Name of the Tender/Work:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name as per your advertisement, given in the above mentioned website(S).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ To \_\_\_\_\_ (including all documents like annexure(s), schedule (s) etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms /conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that one firm has not been blacklisted/debarred/banned by any Govt. Department / Public sector undertaking.
6. I/we certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Official Seal)

