



वर्षा वन अनुसंधान संस्थान
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
(पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार के अधीन एक स्वायत्त परिषद्)
पोस्ट बॉक्स नं. 136, जोरहाट - 785001, असम
RAIN FOREST RESEARCH INSTITUTE
Indian Council of Forestry Research & Education
(An Autonomous body of Ministry of Environment, Forest & Climate Change, Govt. of India)
Post Box No. 136, Jorhat – 785001, Assam

संख्या/No. RFRI/STR/2019-20/1/

दिनांक/Date: 16/07/2019

Notice Inviting E- Tenders for Rate Contract of Chemicals, Glasswares & Plasticwares for 2019-20

Director, Rain Forest Research Institute invites online tender in Two Bid System for Rate Contract for supply of Chemicals, Glasswares & Plasticwares at the Institute for the year 2019-20. Bid/ Tender documents may be downloaded from RFRI website www.icfre.org (for reference only) and for online participation Bidders/ Tenderers may visit the portal <https://moefcc.euniwizarde.com> as per the Critical Date Sheet given below

Events	Important date	Websites/ Other Sources/ Venue
Date of publishing tender	16/07/2019	https://moefcc.euniwizarde.com www.icfre.org (for information)
	17/07/2019	News papers (for information)
Date of commencement of document download	16/07/2019	https://moefcc.euniwizarde.com
Due date for pre bid conference	Not Applicable	
Date of commencement of bid submission	16/07/2019	https://moefcc.euniwizarde.com
Last date for submission of bid	16/08/2019	https://moefcc.euniwizarde.com
Opening of technical bids	19/08/2019, 11.00 hrs	https://moefcc.euniwizarde.com
Opening of price bids	19/08/2019, 12.00 hrs	https://moefcc.euniwizarde.com

Content of Tender Document:

1. Annexure- I, Instructions to bidders.
2. Annexure- II, General Terms & Conditions.
3. Annexure- IV, Contract Form.
4. Annexure- V, Checklist.
5. Annexure- VI, Schedule of price bid.

समन्वयक (सुविधाए) /
Co- Ordinator (Facilities)
जोरहाट/Jorhat, असम/Assam.
Rain Forest Research Institute

Instructions to Bidders

1. Bids shall be submitted online only at MoEFCC website: <https://moefcc.euniwizarde.com> . The bids submitted by offline mode shall not be considered and no correspondence will be entertained in this matter. Tenderers / Bidders are advised to follow the instructions provided in the "Instructions to the Tenderer/Bidder" for the e-submission of the bids online at <https://moefcc.euniwizarde.com> .
2. **Tender Fee of Rs 500/- and Bid Security of Rs 25,000/-** must be in the form of Demand Draft in favour of Director, Rain Forest Research Institute, Jorhat payable at Jorhat.
3. Hardcopies of Bid Security & Tender Fee OR its exemption certificate must reach the Office of the Director, Rain Forest Research Institute, Sotai, Near Science College (JIST), Jorhat -785010, Assam on or before the last date/ time of online submission.
4. The Bid Security of the successful bidders will be retained as Performance Security for the period of Contract i.e. one year from the date of finalization of the Tenders after which, the Bid Security without any interest will be released within 15 days, subject to fulfillment of all the terms & conditions of the contract. In case, the Rate Contract is extended for a period as deemed to be fit by the Competent Authority, then the Bid Security will be released within 15 days of expiry of the extended period.
5. The Bid Security of the unsuccessful bidders will be released after finalization of the tender within a period of 15 days without any interest.
6. No request for transfer of any previous deposit of Bid Security or Security Deposit or Payment of any pending bill held by the Institute in respect of any previous work will be entertained.
7. Tenderer shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the Tenderer fail to observe and comply with stipulation made herein or he/she/it backs out after quoting the rates, the aforesaid amount of Bid Security will be forfeited.
8. The Tenders without Tender Fee/ Bid Security will be summarily rejected.
9. The Firm who are registered with National Small Industries Corporation (NSIC) or Small Scale Industries (SSI) are exempted to submit the Bid Security. However, copy of registration must be provided along with technical bid
10. No Claim shall lie against RFRI in respect of erosion in the value or interest on the amount of Bid Security.
11. One Tenderer/Bidder will submit only one tender document.
12. Tampering and modification of the Tender Form is strictly prohibited. In case any tender document is found to be tampered or modified in any manner, the tender will be rejected, the Bid Security will be forfeited and the Tenderer/ Bidder will be blacklisted.
13. Intending Tenderers/ Bidders are advised to visit the website rfri.icfre.gov.in , www.icfre.org and <https://moefcc.euniwizarde.com> at least three days prior to last date of submission of tender for any addendum/ corrigendum/amendment.
14. Bids will be opened as per date/time of Critical Date Sheet.

15. **Submission of Tender:** The tender shall be uploaded online in Two parts, viz., Technical Bid and Price Bid. The offers submitted by Hardcopy/Fax/email shall not be considered. No correspondence 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.

a. Technical Bid: The bidders have to download the excel file 'technicalbid.xlsx' from the portal under option **Cover 1**, fill up the checklist provided therein and upload the same. The format of the checklist will be as per Annexure- V. Then the bidder has to upload the following documents in the portal.

1. Copy of registration of firm.
2. Signed and scanned copy of authorized Dealership Certificate of the brands quoted.
3. Signed and scanned copy of the PAN Card
4. Signed and scanned copy of GST registration.
5. Scanned copy of Demand Draft for Tender Fee.
6. Scanned copy of Demand Draft for Bid Security
7. Duly filled, signed and scanned copy of tender document.
8. Scanned Copy of MSME/NSIC/SSI (if any)

b. Price Bid: The financial proposal must be uploaded in the Schedule of price bid in the form of pricebid.xlsx. For this, the bidders have to download the excel file 'pricebid.xlsx' from the portal under option **Cover 2**. This excel file will contain two sheets, i.e one sheet for 'Chemicals' and the other sheet for 'Glasswares & Plasticwares'. Firms quoting only for Chemicals must fill the sheet for Chemicals and vice versa. Firms quoting for both the categories must fill both the sheets separately. Discount, GST and other Taxes/Charges, if any, must be indicated clearly in the price bid. After filling it up the same file must be uploaded in the portal. The Schedule of price bid will be as per format given in annexure VI.

General Terms and Conditions

1. Proposal for rate contract may be submitted in the prescribed format and it must be duly filled.
2. Tender Fee of Rs 500/- and Bid Security of Rs 25,000/- must be in the form of Demand Draft in favour of Director, Rain Forest Research Institute, Jorhat payable at Jorhat.
3. **Hardcopies of Bid Security & Tender Fee or its exemption certificate must reach the Office of the Director, Rain Forest Research Institute, Sotai, Near Science College (JIST), Jorhat -785010, Assam on or before the last date/ time of online submission.**
4. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the Bid Security or Tender Fee.
5. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected outright and no communication in this regard shall be entertained.
6. Tender documents filled up with vague and indefinite expressions such as 'subject to prior confirmation, subject to immediate acceptance, etc' will be treated as vague offers and will be rejected summarily.
7. The Manufacturers (OEMs) offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply.
8. Any addition or deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
9. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the Terms and Conditions of the tender document by a corrigendum displayed on the website of <https://moefcc.euniwizarde.com>
10. **Both hard copies and soft copies of price list for the products quoted should be submitted to office.**
11. Applicable taxes of the products/ categories should be mentioned in the tender document.
12. Trade discount should be enclosed with Price Bid. The percentage of discount quoted by each firm in tenders should be given both in words and figures.
13. Delivery of goods shall be made by the supplier within the time limit prescribed in the purchase order; however, in case of emergent requirement he has to supply the required quantity of goods within one week of placing of order.
14. If successful Tenderer fails to supply material within the stipulated delivery date or material supplied is other than specification specified in our Purchase Order(s); Director, RFRI reserves the right to procure the same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and Pending Bills, the same may be recovered from the Tenderer, if necessary by due legal process.

15. The Bid Security of the successful bidders will be retained as Performance Security for the period of Contract i.e. one year from the date of finalization after which, the Bid Security without any interest will be released subject to fulfillment of all the Terms & Conditions of the contract. In case, the Rate Contract is extended for a period as deemed to be fit by the Competent Authority, then the Bid Security will be released within 15 days of expiry of the extended period.

16. In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the Purchase Order without assigning any reason thereof and nothing will be payable by the Institute. In that event the security deposit shall also stand forfeited.

17. The time period of Rate Contract is one year from the date of finalization of the tender. However, if necessary the time period may be further extended by 6 months.

18. The contract may be terminated at any moment of contract/ any time by giving one month prior notice on account of any of the following reasons.

- i. On account of unsatisfactory performance
- ii. Breach of Terms and Conditions of the Contract.

19. No equipments/ apparatus will be covered under this rate contract.

20. Price Bids will be opened only for those bidders who qualify for Technical Bids.

21. The Tenderers shall be presumed to have carefully examined the Terms and Conditions and have fully acquainted themselves with all details prior to bidding.

22. Clarification of bids:

a. 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 of arithmetic typing 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.

b. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc. as prescribed 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.

c. If during the preliminary examination, the purchaser finds any minor infirmity 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. Wherever 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.

23. Director, RFRI reserves the absolute right to cancel any or all the tender at any time during the bidding.

24. Director, RFRI reserves the absolute right to terminate/ stop the contract at any time during the period of the contract if any deviation from the laid terms and conditions is found.

25. FORCE MAJEURE. Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the party. Such acts shall include but not limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, Government regulation superimposed after the implementation, communication line failure, earthquakes etc.

26 If any dispute or disagreement arises between the bidder and the Institute under any circumstance or in connection with the term & conditions, they shall make every effort to resolve the matter amicably by direct negotiation.

27. All disputes which may arise between the service provider and Institute will be referred to the arbitrator. Arbitrator will be appointed by the Director General, ICFRE. The applicable Arbitration procedure will be as per Arbitration and Conciliation Act, 1996.

समन्वयक (सुविधाए) /
Co- Ordinator (Facilities)
Rain Forest Research Institute
जोरहाट/Jorhat, असम/Assam.

Undertaking from the Tenderer/ Bidder

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.

Yours faithfully

Signature and seal of the Bidder

Contract Form

Sl. No.	Details of the firm	
1	Name and address of the firm	Name: Address:
2	State clearly whether it is a proprietor or partnership firm or a Public Sector Unit	
3	Name and Address and Email ID, Ph & Mob No: of the authorized distributor (To be filled by the OEMs / Manufacturers)	Name: Address: Email: Ph. No: Mob No:
Tick the items for which rate contract is desired and state the names of the Brands/ Make for which rate contract is desired in the respective boxes		
4	a Chemicals	Brands/Make:
	b Glasswares & Plasticwares	Brands/Make:

5	Details of Tender Fee	Name of Bank: Branch: Demand Draft No: Date: Amount:
6	Details of Bid Security	Name of Bank: Branch: Demand Draft No: Date: Amount:
7	Have your firm been blacklisted by any Central, State Govt. Dept./ Autonomous Bodies/ PSU etc.	
8	Full bank details of the firm	Name of the Bank: Branch: A/C No.: IFSC Code: Address:

Certified that:

1. That I/We have carefully studied all the terms& conditions of the Tender Document and shall abide by it.
2. That I/We will supply the items of requisite quality
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/ We hold the responsibility for the same.


Signature and seal of the Tenderer/ Bidder

Date:

Place:

Checklist for Technical Bid

(To be downloaded from the portal and uploaded after filling it up)

 GOVERNMENT OF INDIA MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE RAIN FOREST RESEARCH INSTITUTE-Jorhat		
<u>CHECK LIST</u>		
	Name Of Bidder	
Sr. No.	Document Required	Yes/No/NA
1	Copy of registration of firm	
2	Signed and scanned copy of authorized Dealership Certificate of the brands quoted	
3	Signed and scanned copy of the PAN Card	
4	Signed and scanned copy of GST registration	
5	Scanned copy of Demand Draft for Tender Fee.	7
6	Scanned copy of Demand Draft for Bid Security	
7	Duly filled, signed and scanned copy of tender document	
8	Scanned Copy of MSME/NSIC/SSI (if any)	

Schedule of Price Bid

(To be downloaded from the portal and uploaded after filling it up)

 GOVERNMENT OF INDIA MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE RAIN FOREST RESEARCH INSTITUTE-Jorhat Tender No. : RFRI/STR/2019-20/1				
a. Chemicals				
Name of Firm/Bidder		Percentage of discount/rate offered		
Sl. No	Brands	In figures	In words	% of Tax
1				
2				
3				
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GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
RAIN FOREST RESEARCH INSTITUTE-Jorhat

Tender No. : RFRI/STR/2019-20/1

b. Glasswares & Plasticwares

Name of Firm/Bidder		Percentage of discount/rate offered		
Sl. No	Brands	In figures	In words	% of Tax
1				
2				
3				
4				
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