



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. 6-369/IFB/Res/FGR/2022-23/655

Date: 15.06.2022



### **TENDER NOTICE**

Institute of Forest Biodiversity, Hyderabad invites e – tender from registered/well equipped reputed firms/manufactures/authorized suppliers for Purchase of Seed Storage Cabinet. 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

Sd/-  
Director  
Institute of Forest Biodiversity  
Hyderabad

## Two Bid Tender Document



*E-Tender for purchase of the Seed Storage Cabinet*

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2.	Instructions to Bidders
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Date: 15.06.2022

### NOTICE INVITING TENDERS

Subject: E-Tender for purchase of Seed Storage Cabinet

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	16.06.2022 at 15:00 Hrs
b.	Tender No.	6-351/IFB/Res/AICRp-22/2022-23/655, dated: 15.06.2022
c.	Registration Charges for one year	Rs.2,360/- (Rupees: Two Thousand Three Hundred and Sixty Only) inclusive of GST
d.	Tender Processing Fee	As per the terms of ITI Limited
e.	EMD	Rs.30000/- (Rupees: Thirty Thousand only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad
f.	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
g.	Date of commencement of Document Download	16.06.2022 at 12:00 Hrs
h.	Date of commencement of Bid Submission	16.06.2022 at 12:30 Hrs
i.	Pre-Bid Meeting Date & Venue	22.06.2022, 11:00 hrs Venue: Institute of Forest Biodiversity, Dulapally Kompally SPO, Hyderabad – 500 100
j.	Last Date for submission of Bid	11.07.2022 at 11:00 Hrs
k.	Opening of Technical Bids	11.07.2022 at 11:30 Hrs
l.	Opening of Financial Bids	18.07.2022 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 except the 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

The Bidder should meet all the criteria given in this section.

Sr. No.	Criteria	Attachments	Yes/No	Page No.
1	Tender Fee/Exemption Certificate	Certificate /PDF or Image		
2	Earnest Money Deposit (EMD) in shape of DD/Exemption Certificate	Certificate/PDF or Image		
3	Signed and Scanned copy of PAN Card	PDF		
4	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.		
4.	The Bidder must have Registration in India.	Proof of a valid GST Registration in India		
5.	Signed and Scanned copy of all the technical details/specifications of the quoted items with make and model of all the systems, sub-systems and additional items mentioned in the technical bid BROUCHERS/ORIGINAL CATALOGUE	PDF		
6.	Signed and Scanned copy of the Audited Balance Sheet of last three years	PDF		
7.	Signed and Scanned copy of Tender Acceptance Letter	PDF		
8.	Signed and Scanned copy of Tender Document	PDF		
9.	Compliance Statement	Word		
10.	OEM Authorization Certificate	PDF		

**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) 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.30000/- (Rupees Thirty Thousand 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. The successful tenderer should deposit 10% of quoted value as Demand Draft/Pay order drawn in favour of the Director, IFB drawn on any nationalized bank and payable at Hyderabad towards Security Deposit (SD) or Performance Security and to execute the agreement before commencement of the work. This amount will be refunded after 3 months from the date of installation of the equipment.
9. **Technical Bid:** e-tenderer shall furnish complete technical specification in the format prescribed duly signed failing which E-Tender will not be accepted. The work has to be carried out as per the specification in the work schedule.
10. Incomplete tender or tender received after the due date shall not be considered under any circumstances.
11. The successful tenderer shall supply the equipment within fifteen (15) days from the date of receipt of purchase order.
12. 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.



13. The tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, shall be summarily rejected.
14. 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.
15. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall commence the work immediately.
16. Payment is subject to inspection and satisfactory performance of the equipment
17. The bill in duplicate is to be submitted in triplicate in favour of the Director, IFB, Hyderabad
18. No advance payment will be made under any circumstances. No Freight, forwarding charges, shall be paid extra.
19. If the successful tenderer fails to supply the equipment within the period allowed by the Director, the entire EMD along with Performance Security will stand forfeited and the amount for the part supplied, if any will not be released.
20. 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.
21. 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.
22. Disputes, if any will be under the jurisdiction of Hyderabad Court, Telangana, India.
23. Normal terms of payment will be followed within 30 days after receipt and acceptance of reports.

## 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:

Criteria	Attachments
Tender Fee/Exemption Certificate	Certificate /PDF or Image
Earnest Money Deposit (EMD) in shape of DD/Exemption Certificate	Certificate/PDF or Image
Signed and Scanned copy of PAN Card	PDF
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.
The Bidder must have Registration in India.	Proof of a valid GST Registration in India
Signed and Scanned copy of all the technical details/specifications of the quoted items with make and model of all the systems, sub-systems and additional items mentioned in the technical bid BROUCHERS/ORIGINAL CATALOGUE	PDF
Signed and Scanned copy of the Audited Balance Sheet of last three years	PDF
Signed and Scanned copy of Tender Acceptance Letter	PDF
Signed and Scanned copy of Tender Document	PDF
Compliance Statement	Word
OEM Authorization Certificate	PDF

## **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

**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**

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## **Specifications of Seed Storage Cabinet**

1. Temperature Capability : - 10 ° C to -40 ° C
2. Storage Capacity Volume : 29 cubic feet/816 liters
3. Compliance : FDA Class II
4. Voltage Capability : 208 – 230/60 Hz
- System Refrigerant : Natural HC (H – Drive Hydrocarbon refrigeration system)
5. User Interface : HIC Touch Button
6. Warranty : 5 years
7. Dimension : Interior (130.1 X 87.3 X 71.9 cm)  
Exterior (198.1 X 100.6 X 97.7 cm)
8. Fast Door Opening Recovery : 18 minutes
9. Long Warm up time : - 40 ° C to -20 ° C upto 6 hours

## 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 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)