

NOTICE INVITING E-TENDER

Himalayan Forest Research Institute

Conifer Campus, Panthaghati, Shimla-171013 (Himachal Pradesh)

Phone 0177-2626778 Fax 01772626779

Web : <http://hfri.icfre.gov.in> Email: po_hfri@icfre.org

Himalayan Forest Research Institute, Shimla invites only online bids for Purchase of Portable Photosynthesis System with Soil Respiration Meter/ CO₂ gas Analyser at HFRI Shimla under two bid systems. Please visit the website <http://hfri.icfre.org> for further details

1.	Tender No	AICRP-Equipment/1/2020
2.	Tender Inviting Authority:	Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171013, (Himachal Pradesh) Phone 0177-2626778 Fax 01772626779, Web : http://hfri.icfre.org or http://hfri.icfre.gov.in Email: po_hfri@icfre.org
3.	Brief description of Job	Portable Photosynthesis System with Soil Respiration Meter/ CO ₂ gas Analyser at HFRI Shimla
4.	Cost of Tender Document	Rs. 1,000 (Rupees one thousand) only in the form of Demand Draft from any Scheduled Bank in favour of Director, Himalayan Forest Research Institute payable at Shimla
5.	EMD (Bid Security)	Rs. 80,000 (Rupees Eighty thousand) only in the form of Bank Draft/FDR issued by any Nationalized Bank in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP) and valid for six months. All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by DIPP) are exempted from EMD.
6.	Tender documents available at Website	http://hfri.icfre.org , http://icfre.gov.in/ and https://moef&cc.euniwizarde.com
7.	Publish date and time	16 th December 2020 17:00 Hrs. at MoEF&CC website https://moefcc.euniwizard.com
8.	Document Download Start Date & Time	17 th December 2020 17:00 Hrs. at MoEF&CC website https://moefcc.euniwizard.com
9.	Document Download End Date & Time	2 nd January 2021 15:00 Hrs. at MoEF&CC website https://moefcc.euniwizard.com
10.	Pre-Bid Clarification Closing	29 th December 2020 16:00 Hrs
11.	Online Bid submission start date and time	17 th December 2020 16:00 Hrs. at MoEF&CC website https://moefcc.euniwizard.com
12.	Online Bid submission last date and time	2 nd January 2021 19:30 Hrs. at MoEF&CC website https://moefcc.euniwizard.com
13.	Last date of submission of cost of bidding document, EMD and other offline supporting documents	9 th January 2021 15:30 Hrs Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla (HP) 171009
14.	Date and time for opening online Technical Bid	11 th January 2021 14:00 Hrs. at MoEF&CC website https://moefcc.euniwizard.com
15.	Date and time for opening on line Financial Bid	To be notified after technical evaluation.
16.	Contact person	Procurement Officer: Sanjeev Kumar, Contact no. - 9418481674

NOTE: All other details including any date of extension, clarification, amendments, etc. may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids. The details of tender with complete terms and conditions are available on the MoEF&CC Portal at URL: <https://moefcc.euniwizarde.com> and website www.icfre.gov.in which may be read out carefully before applying for the same. The bid is to be submitted online only on <https://moefcc.euniwizarde.com> up to the last date and time of submission of bids. Sale of hard copy of tender document is not applicable.

1. **PURPOSE OF TENDER**

Purchase of Portable Photosynthesis System with Soil Respiration Meter/ CO₂ gas Analyser at HFRI Shimla

2. **INSTRUCTION FOR ONLINE BID SUBMISSION**

The Bidder is required to submit soft copies of their bids electronically on e-tender Portal (<https://MoEF&CC.euniwizarde.com>) using, valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the <https://moefcc.euniwizarde.com> Portal, prepare their bids in accordance with the requirements/ instructions and submitting their bids online on the <https://moefcc.euniwizarde.com> Portal of M/s ITI Ltd, a Government of India Undertaking.

REGISTRATION:

- I. The Bidder is requested to visit the <https://moefcc.euniwizarde.com> (MOEF&CC) website. Only the registered bidder can participate in online bidding on <https://moefcc.euniwizarde.com> (MOEF&CC) website Therefore, the potential bidders must ensure their registration at the MOEF&CC site. For further reference, the bidders can check bidder's manual Kit available at the <https://moefcc.euniwizarde.com> (MOEF&CC) website.

Bidder participating in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of <https://moefcc.euniwizarde.com>

a. Access e-tendering website <https://moefcc.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The annual registration charges for vendors/suppliers are with including GST per annum and pay Tender processing fee (Non-refundable).

b. E-Tender Processing Fee (Non-refundable) online through IPG (Internet Payment Gateway) (Credit/Debit card) & Net Banking in favour of ITI Limited.

Euniwizard Helpdesk No	
Telephone/ Mobile	Customer Support: +91-11-49606060 Emergency Mobile Numbers: +91-93550-30623 and +91-93550-30609
E-mail ID	ewizardhelpdesk@gmail.com (Registration)

- II. As part of the enrolment process, the Bidder will be required to choose a unique username and assign a password for their accounts.
- III. During enrolment/ registration, the Bidder should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the Contractors/ Bidders through email-id provided.
- IV. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (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

- V. Only one valid DSC should be registered by a Bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VI. Bidder can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENT:

- I. There are various search options built in the <https://moefcc.euniwizarde.com> Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the <https://moefcc.euniwizarde.com> Portal.
- II. Once the Bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the <https://moefcc.euniwizarde.com> Portal to intimate the Bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- III. The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk. Customer Support: +91-11-49606060, ewizardhelpdesk@gmail.com

PREPARATION OF BID:

- I. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- II. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they can be in pdf/xls/zip/ jpg formats. If there is more than one document, they can be clubbed together using zip format. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BID:

- I. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- II. Bidder should prepare the Cost of bidding document/ EMD as per the instructions specified in the tender document. The original Cost of bidding document/ EMD should be posted/ couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the NIT/ tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid shall be liable for rejection.
- III. While submitting the bids online through already downloaded/ saved tender in ‘Live Tenders’ folder, the Bidder should read terms & conditions of <https://moefcc.euniwizarde.com> portal) and accepts the same in order to proceed further to submit their bid.
- IV. Bidders should select the payment option as “offline” to pay the Cost of bidding document/ EMD and enter details of the DD/BC/BG.
- V. Bidder should digitally sign and upload the required bid documents one by one in respective “Tender Cover” as indicated in the tender document.
- VI. Bidders should note that, the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- VII. Bidders are requested to note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- VIII. Utmost care shall be taken for uploading ‘Schedule of Quantities & Prices’ and any change / modification of the price schedule shall render it unfit for bidding.
 Bidder shall download the Schedule of Quantities & Prices i.e. BOQ_XXXX.xls, in XLS format and save it without changing the name of the file. Bidder shall fill their respective rates in figures (financial quotes) and other details (such as name of Bidder) in light blue background cells, thereafter save and upload the file online in financial/price bid (Finance) cover without changing the filename. No other cell should be changed.
 Bidders are requested to note that they should necessarily submit their financial bids in the ‘Finance’ cover in the format provided and no other format is acceptable. **If the template of “Schedule of Quantities & Prices” file is found to be modified/ tampered by the Bidder, the bid shall be rejected.**
 The Bidders are cautioned that uploading of financial bid elsewhere i.e. other than in financial cover shall result in rejection of the tender.
- IX. Bidder should submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not

be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidder at the eleventh hour.

- X. After the bid submission (i.e. after clicking —Freeze Bid Submission in the portal), the Bidder should take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- XI. Bidder should follow the server time being displayed on Bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- XII. All the documents being submitted by the Bidder would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

ASSISTANCE TO BIDDER:

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- II. Any queries relating to the process of online bid submission or queries relating to Euniwizard Portal in general may be directed to the **Euniwizard Helpdesk Portal**.

3. GENERAL TERMS AND CONDITIONS

- a) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder
- b) The bidder, who will qualify pre-qualification criteria, will be considered for technical evaluation. Bidders after qualifying in Technical Evaluation will only be considered for Financial Bid Evaluation.
- c) The rates quoted are to be F.O.R at **Director, HFRI Shimla (HP)**. Rates are to be strictly quoted online only; else it will be considered as invalid.
- d) The Tender should be accompanied with Bank Draft/FDR issued by **any Nationalized Bank of Rs. 81,000/- (Rupees Eighty one thousand only) payable to Director, HFRI, Shimla (HP) as Earnest Money Deposit (EMD)** and should be valid for six months from the date of bid opening. Tenders submitted without Earnest Money Deposit will be treated as invalid. All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by DIPP) are exempted from EMD.
- e) The EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer. The EMDs of all the bidders except those whose technical bids have been accepted shall be returned within 30 working days of finalization of the bids.
- f) The EMD of the successful bidder shall be returned within a week (working) after furnishing of necessary Performance Security, If the successful bidder fails to furnish the Performance Security within the stipulated period, the tenderer is liable to be rejected
- g) The tenderer will have to deposit Performance Security money of Rs. 2,00,000 (Rupees Two lakh only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, in an acceptable form for the entire contract period and for additional one year thereafter, in favour of the Director HFRI within 15 days of the award of contract. The Security Deposit shall be released in full only in the event of completion of the tender and if no dues are recoverable from the tenderer. Interest will not be payable on Performance Security. EMD can be adjusted in the Performance Security on request of tenderer.
- h) Conditional Tenders are liable to be rejected.
- i) In case of any dispute, Director HFRI shall decide the issue and his/her decision will be final and shall be the binding on the parties.
- j) Director HFRI reserves the right without assigning any reasons thereof to:
 - i. Accept or reject whole or any part of an offer.
 - ii. Reject any or all offers partly or wholly.
 - iii. Cancel or withdraw the Tender notice.
 - iv. Accept or reject any deviations from these conditions

QUALIFYING REQUIREMENTS AND DOCUMENTS TO BE FURNISHED

4. PRE-QUALIFICATION CRITERIA:

The Bidder, who qualifies the pre-qualification criteria, will consider for technical evaluation. (All Details should be provided as per Annexure – A & B)

- 4.1. Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). *(Scanned copy of the same should be uploaded as part of the bid).*
- 4.2. The bidder will have to furnish an Earnest Money Deposit (EMD) of Rs. 81,000/- (Rupees Eighty one thousand Only) in the form of DD / FDR issued by any Nationalized Bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). *(Scanned copy of the same should be uploaded as part of the bid).* All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with Central Purchase Organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 as recognized by Department of Industrial Policy and Promotion (**DIPP**) are exempted from EMD.
- 4.3. The Bidder must be a firm or legal entity i.e. (Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered under Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The applicant Bidder must have been operational in India from at least 10 years. *(Registration/Incorporation Certificate must attach)*
- 4.4. The Bidder must have sufficient work experience in the field of supply of Equipment, etc. in India for more than 5 years. *(Work Orders and Completion Certificates must attach as proof of experience)*
- 4.5. The Bidder must have experience of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last seven years for which the cost of the single work order more than Rs. 50 lakh. *(Work Orders and Completion Certificates must attach as proof of experience).*
- 4.6. The Bidder must have PAN of income tax department *(Attach PAN and Income Tax Clearance Certificate of last three years i.e. 2017-18, 2018-19 & 2019-20).*
- 4.7. The Bidder must have valid GST Registration Certificate *(Copy must attach)*
- 4.8. The Bidder must have minimum annual turnover of Rs. 80 lakh for the last three F.Y. i.e. **2017-18, 2018-19 & 2019-20.** *(Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).*
- 4.9. The Bidder shall not be a Consortium.
- 4.10. The Bidder must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. *(Self-Declaration on Company letter head)*
- 4.11. The Bidder must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. *(Self-Declaration on Company letter head).*
- 4.12. The Bidder must have sufficient technical staff/ man power along with experienced executives.

(Undertaking on Company letter head)

- 4.13. All Certificates should be signed along with the seal/stamp on the letter head of the bidding Bidder/organization

***NOTE:** The information asked for in attached Annexure - A and B must be furnished in given format only and should be supported by necessary documents. It may be noted that supporting documents alone shall not be accepted as a substitute for the information asked for in the Annexure - A and B.*

Annexure – A

Pre-Qualification criteria - Compliances must be filled by the bidder

S. No.	Description	Compliance Yes/ No	Page No. of Documents attached
4.1	Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). (Scanned copy of the same should be uploaded as part of the bid).		
4.2	Earnest Money Deposit (EMD) of Rs. 81000/- (Rupees Eighty one thousand Only) in the form of DD/FDR issued by any Nationalized Bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). (Scanned copy of the same should be uploaded as part of the bid). All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD.		
4.3	The Bidder must be a firm or legal entity i.e. Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The Bidder must have been operational in India from at least 10 years. (Registration/Incorporation Certificate must attach)		
4.4	The Bidder must have sufficient work experience in the field of supply of Equipment, etc. in India for more than 5 years. (Supply Orders and Completion Certificates must attach.)		
4.5	The Bidder must have experience of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last seven years for which the cost of the single work orders more than Rs. 50 lakh (Supply Orders and Completion Certificates must attach.)		
4.6	The Bidder must have PAN of income tax department. (Attach PAN and Income Tax Clearance Certificate of last three years i.e., 2017-18, 2018-19 & 2019-20)		
4.7	The Bidder must have valid GST Registration Certificate (Copy must be attached)		
4.8	The Bidder must have minimum annual turnover of Rs. 90 Lakhs for last three Financial Year i.e. 2017-18, 2018-19 & 2019-20. (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).		
4.9	The Bidder shall not be a Consortium		
4.10	The Bidder must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. (Self-Declaration on Company letter head)		
4.11	The Bidder must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. (Self-Declaration on Company letter head).		
4.12	The Bidder must have sufficient technical staff/ man power along with experienced executives. (Undertaking on company letter head)		

5. TECHNICAL SPECIFICATION COMPLIANCE

SPECIFICATIONS FOR PORTABLE PHOTOSYNTHESIS SYSTEM/PORTABLE PHOTOSYNTHESIS SYSTEM ALONG WITH SOIL RESPIRATION CHAMBER/METER

Portable Photosynthesis System with user-friendly protocol and setup for measurement of a basic parameter such as Photosynthetic rate, stomatal conductance, transpiration, Ci, leaf temperature, air temperature, PAR, CO₂ in, CO₂ out, H₂O in H₂O out, soil respiration, soil temperature, etc.

S.No.	Technical specification for Portable Photosynthesis System/Portable Photosynthesis System along with Soil Respiration Chamber/Meter	Technical Compliance (Yes/No)
1.	The system should have four IRGA (2 for CO ₂ & 2for H ₂ O) directly connected with the Leaf chamber without tubing for real-time measurement with no time delay. The basic system should be lightweight (not more than 5-7 Kg) easy to carry in the field.	
2.	CO ₂ Analyzer Range: 0-3000µmol/mol or more	
3.	Accuracy: 1% or better	
4.	H ₂ O Analyzer Range:0 to 75mmol mol ⁻¹ or more	
5.	Accuracy: within 1.5% or better	
6.	Automatic software Control Range:	
7.	CO ₂ : 0-2000µmol/mol	
8.	H ₂ O: 0-90% RH	
9.	Power Supply: 12V rechargeable with more than 6500mAh.	
10.	Leaf Cuvette: 9cm ² with a different aperture for Leaf Area 3cm ² , 6cm ² and 9cm ² or smaller for broad and narrow	
11.	Air temperature:	
12.	Sensor: Precision Thermistor	
13.	Range : 0-60deg C	
14.	Accuracy: ±0.3deg C	
15.	Temperature control:	
16.	Range ±10°C from the ambient	
17.	PAR Sensor: Cosine Corrected	
18.	Response: 400-700nm	
19.	Range : 0-3000 µmol/m ² /s	
20.	Chamber pressure Control:	
21.	Range: -2 to 2kPa or better	
22.	Set Point resolution: 1.0Pa	
23.	Control range: 0-200Pa	
24.	Soil Respiration Meter/CO ₂ Gas Analyzer:	
25.	The system should be capable of measuring soil respiration simultaneously and independently also with photosynthesis the data should be synchronized on a single datasheet. The separate instrument for Soil CO ₂ respiration/flux not required. The chamber for monitoring soil CO ₂ flux should be compatible with the portable photosynthesis System.	
26.	The system should be supplied with all accessories such as 8 gm, 75No. CO ₂ cylinder, Soda Lime, Silica gel, soil flux/respiration chamber, soil temperature sensor, etc.	

27.	Fully programmable microclimate environmental control system	
28.	Display of different-parameters having 4 to 7 inches touch screen, Colored/normal LCD graphic display. The Graphical and Numerical data should be displayed simultaneously	
29.	Inbuilt data storage capacity should be provided not less than 800 to 1000 data.	
30.	User Cleanable Optics	
31.	Automatic CO ₂ , H ₂ O (RH) & temperature control through software.	
32.	Inclusive of Software, Spare parts (field stand, carrying case, manual, etc.)	
33.	Accessories compatible with the instrument	

- **The training on operation/demonstration should be provided at the experimental site by the provider among various chambers.**
- **Data availability to full satisfaction.**
- **The supplier should be able to tackle any instrumental related problems within 5 days.**
- **On-site comprehensive warranty for three years.**

Bibliography of published papers should be submitted with the quotation. Enclose copies of orders without price during the last two years (Minimum 5 orders Copies). Original Printed Brochure should be enclosed with the quotation.

The bidders should be competent enough to supply the **Portable photosynthesis system** and must have all kinds of registrations under appropriate authorities. They should also produce enough documents to prove their good track records in the field of manufacturing and supply of similar equipment.

Annexure - B**PRE-QUALIFICATION CRITERIA****PARTICULARS OF THE BIDDER**

1.	Name of Bidder	:	
2.	Type of organization (individual / partnership / corporation / other)	:	
3.	Date of establishment	:	
4.	Corporate / Registered office address in full	:	Address: Pin: E-Mail: Phone:
5.	Local Business office address in full	:	
6.	Contact person for this Tender	:	Name: Designation: Full Address: Pin: Email: Phone:
7.	Authorized person who have signed Tender Documents	:	Name: Designation: Full Address: Pin: Email: Phone:

8. Details of Financial turnover:

S. No.	Financial Year	Total Turnover (In INR)
1	F.Y. 2017-18	
2	F.Y. 2018-19	
3	F.Y. 2019-20	

Enclosures:

- (a) Any other relevant document(s) (please list)
- (b) Pre-qualification compliance (**Filled Annexure-A must enclosed**)

Signature of Bidder**Name****With Seal of the Bidder****Date:****Place:**

**FORMAT FOR MANUFACTURER'S AUTHORISATION LETTER TO AGENT
(on letter head)**

Ref. No. Date:

To,

The Director
Himalayan Forest Research Institute
Panthaghatti Shimla-171013.

Sub.: **Authorization Letter.**

Dear Sir,

We, _____, who are established and reputed manufacturers of _____, having factory at _____, hereby authorize M/s. _____ (Name & address of Indian distributor /agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract / agreement negotiated by the said M/s. _____, jointly and severally.

We ensure that we would also support / facilitate the M/s _____ on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto becomes liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. _____ [Name of manufacturer]

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarized power of attorney should also be furnished.

Annexure-D

FORMAT FOR NON BLACKLISTING OF SUPPLIER

I/ We _____Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier)_do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent

Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

Annexure: E

**HIMALAYAN FOREST RESEARCH INSTITUTE (HFRI), SHIMLA (INDIA)
COMPLIANCE SHEET**

IMPORTANTNOTE: THIS STATEMENT SHOULD BE DULY FILLED AND ENCLOSED WITH QUOTATION.NON-RECEIPT OF THIS STATEMENT OR INCOMPLETE DETAILS PROVIDED WILL LEAD TO REJECTION OF TENDER

Tender Enquiry No:

S.No	Commercial Aspects	HFRI Terms	Response of the Vendor
1	Terms of Delivery	For HFRI, Shimla	
2	Terms of Payment	100% payment within 30 days after receipt, acceptance and satisfactory installation of stores/equipment in good condition or the date of receipt of the bill whichever is later against the submission of Performance security	
3	Mode of Payment	RTGS/NEFT	
4	Bank Details for making Payment	To been closed	
	Validity of Quote	90 days from the date of opening of Tender	
	Name of Manufacturer	Name &complete address of the Manufacturer	
	Currency in which quoted	INR	
	Delivery Period	06 weeks from effective date of Contract	
	Installation/Supply	HFRI,Shimla	
	Liquidated damages (mandatory requirement, if not accepted quotation will not be considered)	(1% of per week maximum up to 10% of the contract value excluding taxes for the delayed period)	
	Customs Duty	Applicable to be specified even if CDEC is to be issued by DRL (under Customs notification No.51/96 wherever applicable). No third party CDEC will be provided	
	Applicable GST as per Govt. rules	GST % should be mentioned Separately	
	Compliance(choose any one)	We hereby accept all the terms & conditions of the tender. Or We hereby accept all the terms & conditions of the tender except the one mentioned in separate sheet.(mention the non-compliance conditions in separate sheet)	
	Signature &Name of the authorized signatory with stamp of the firm		