

**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](mailto:po_hfri@icfre.org)

Himalayan Forest Research Institute, Shimla invites only online bids for Purchase of Automatic Weather Station at HFRI Shimla under two bid systems.

1.	Tender No	AICRP-Equipment/2/2021/Revised
2.	Tender Inviting Authority:	Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171013, (Himachal Pradesh) Phone 0177-2626778 Fax 01772626779, Web : <a href="http://hfri.icfre.org">http://hfri.icfre.org</a> or <a href="http://hfri.icfre.gov.in">http://hfri.icfre.gov.in</a> Email: <a href="mailto:po_hfri@icfre.org">po_hfri@icfre.org</a>
3.	Brief description of Job	Purchase of Automatic Weather Station (Quantity: 1 No.)
4.	Cost of Tender Document	1000 + 18% GST = Rs 1,180 (Rupees one Thousand Eighty Only) 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)	As per Office Memorandum no:F.9/4/2020- PPD, GoI, Ministry of Finance dated 12th November, 2020 there is no provisions regarding bid security deposit in Bid Document till 31.12.2021 but Bid Security Declaration (as enclosed in Annexure-E) has to be submitted.
6.	Tender documents available at Website	<a href="http://hfri.icfre.org">http://hfri.icfre.org</a> , <a href="http://icfre.gov.in">http://icfre.gov.in</a> and <a href="https://moef&amp;cc.euniwizarde.com">https://moef&amp;cc.euniwizarde.com</a>
7.	Publish date and time	05 <sup>th</sup> July, 2021 16:00 Hrs. at MoEF&CC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a> .
8.	Document Download Start Date & Time	05 <sup>th</sup> July, 2021 16:00 Hrs. at MoEF&CC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a> .
9.	Document Download End Date & Time	26 <sup>th</sup> July, 2021 18:00 Hrs. at MoEF&CC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a> .
10.	Pre-Bid Clarification closing	23 <sup>th</sup> July, 2021 16:00 Hrs.
11.	Online Bid submission start date and time	05 <sup>th</sup> July, 2021 16:00 Hrs. at MoEF&CC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a> .
12.	Online Bid submission last date and time	26 <sup>th</sup> July, 2021 18:00 Hrs. at MoEF&CC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a> .
13.	Last date of submission of cost of bidding document, EMD declaration form and other offline supporting documents	28 <sup>th</sup> July, 2021 10:00 Hrs. Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla (HP) 171009
14.	Date and time for opening on line Technical Bid (cover one)	28 <sup>th</sup> July, 2021 11:00 Hrs. at MoEF&CC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a> .
15.	Date and time for opening on line Financial Bid	To be notified after technical evaluation.
16.	Contact person	Procurement Officer: Dr Swaran Lata, Contact no. - 9459094815

**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](http://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 Automatic Weather Station 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/ Bid Security Declaration as per the instructions specified in the tender document. The original Cost of bidding document/ Bid Security Declaration 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 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 Submissionl 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) Tenders submitted without Bid Security Declaration will be treated as invalid. As per Office Memorandum no: F.9/4/2020- PPD, GoI, Ministry of Finance dated 12th November, 2020 there is no provisions regarding bid security deposit in Bid Document till 31.12.2021 but Bid Security Declaration (as enclosed in Annexure-E) have been kept in Bid document.
- e) If the bidder fails to furnish the Cost of tender document and Bid Security Declaration within the stipulated period, the tender liable to be rejected
- f) If the bidders withdraw or modify their bids during period of validity etc., they will be suspended for the three years.
- g) The tenderer will have to deposit Performance Security money of 3% of the quoted price (Rupees Eighty thousand 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.
- 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 any time without assigning any reason .
  - iv. Accept or reject any deviations from these conditions

## **QUALIFYING REQUIRMENTS 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.1180/- (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. As per Office Memorandum no:F.9/4/2020- PPD, GoI, Ministry of Finance dated 12th November, 2020 there is no provisions regarding bid security deposit in Bid Document till 31.12.2021 but Bid Security Declaration (as enclosed in Annexure-E) have been kept in Bid document. If the bidders withdraw or modify their bids during period of validity etc., they will be suspended for three years.
- 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.**( Supply 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 five years for which the cost of the single work order more than Rs. 5 lakh.**( Supply 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. 2018-19, 2019-20 & 2020-21.**
- 4.7. The Bidder must have valid GST Registration Certificate**(Copy must attach)**
- 4.8. The Bidder must have minimum annual turnover of Rs. 10 lakh for the last three F.Y. i.e. **2018-19, 2019-20 & 2020-21. (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.

## 5. TECHNICAL SPECIFICATION COMPLIANCE

### SPECIFICATIONS FOR AUTOMATIC WEATHER STATION

Automatic Weather Station should be portable, light in weight, weather proof, easy to install in field, in-built rechargeable battery with following specifications:

S.No.	Technical specification for Automatic Weather Station	Technical Compliance (Yes/No)
1.	<p><b>Data-logger</b></p> <ul style="list-style-type: none"> <li>• Data-logger should be portable, water proof with inbuilt rechargeable battery.</li> <li>• No. of Channel : 12 or more</li> <li>• Response Time: 1 sec</li> <li>• Sampling Frequency: 10 Hz</li> <li>• Data Storage : Micro SD card</li> <li>• Memory Capacity : &gt;2GB /expandable</li> <li>• Battery/Power : Inbuilt, Rechargeable, Lithium-ion 12 VDC</li> <li>• Wireless data Communication : GPRS/GSM/3G /CDMA</li> <li>• Operating Temperature Range : -40 °C to 80 °C:</li> <li>• RH range : 0-100%</li> <li>•</li> </ul>	
2.	<p><b>Air Temperature Sensor</b></p> <ul style="list-style-type: none"> <li>• Range: -40°C to +120°C</li> <li>• Resolution : 0.01°C</li> <li>• Accuracy : ±0.3°C</li> </ul>	
3.	<p><b>Humidity Sensor</b></p> <ul style="list-style-type: none"> <li>• Measuring Range: 0 to 100%</li> <li>• Resolution : 0.05%</li> <li>• Accuracy : ±2%</li> </ul>	
4.	<p><b>Solar Radiation Sensor</b></p> <ul style="list-style-type: none"> <li>• Range :0-1750 W/m<sup>2</sup></li> <li>• Resolution: 1 W/m<sup>2</sup></li> <li>• Accuracy : 1 W/m<sup>2</sup></li> <li>• Accuracy: 1% or better</li> </ul>	
5.	<p><b>Rain Fall- Tipping Bucket Rain Gauge</b></p> <ul style="list-style-type: none"> <li>• Range: 0-500 mm/hr</li> <li>• Resolution : 0.2mm</li> <li>• Accuracy : ±3%</li> <li>• Rim Diameter : 20cm</li> <li>• Material: Stainless steel, powder coated paint</li> </ul>	
6.	<p><b>Wind Speed Sensor (Anemometer)3cup, Digital / Pulse</b></p> <ul style="list-style-type: none"> <li>• Unit : m/s or km/hr</li> <li>• Range: 0-58 m/s (0-209 km/hr)</li> <li>• Resolution : 0.45 m/s (1.6 km/hr)</li> <li>• Accuracy : ±5%</li> </ul>	
7.	<p><b>Wind Direction Sensor (Digital)</b></p> <ul style="list-style-type: none"> <li>• Operating Range : 0 to 360°</li> <li>• Resolution: 1° (0 to 355°)</li> <li>• Accuracy : 7°</li> <li>• Excitation Voltage : None passive</li> </ul>	

8.	<b>Soil Moisture Sensor (Quantity- 3)</b> <ul style="list-style-type: none"> <li>• Measuring principal: TDR/FDR</li> <li>• Range: 0— 100% VWC</li> <li>• Accuracy +/- 3%</li> <li>• Cable : &gt;3m</li> </ul>	
9.	<b>Soil Temperature Sensor (Quantity- 3)</b> <ul style="list-style-type: none"> <li>• Range: -20°C to - 60°C</li> <li>• Resolution : 0.1°C</li> <li>• Accuracy : +/- 0.10C</li> <li>• Cable Length : 4 m</li> </ul>	
10.	<b>Soil Heat Flux plate-heat flux</b> <ul style="list-style-type: none"> <li>• Unit: W/m<sup>2</sup></li> <li>• Range : -2000 to +2000 W/m<sup>2</sup></li> <li>• Sensitivity: 5011V/W m<sup>2</sup></li> <li>• Accuracy : +/- 5% FSD</li> <li>• Cable Length: 1 m</li> </ul>	
11.	<b>PAR-Quantum sensor with 2m cable</b> <ul style="list-style-type: none"> <li>• Range: 2000m mol/m<sup>2</sup>/sec</li> <li>• Resolution : 0.01m mol/m<sup>2</sup>/sec</li> <li>• Accuracy: 5% FSD</li> <li>• Excitation Voltage : None passive</li> <li>• Quantum PAR Cosine Corrected (PAR; 400 to 700nm)</li> <li>• Cable Length : 5 meter</li> </ul>	
12.	<b>Automatic Evapo-transpiration Calculation logged as a Virtual Sensor</b>	

- **System should supply with all above sensor, solar panel, mast/tripod and required accessories**
- **The training on operation/demonstration should be provided at the experimental site by the provider.**
- **Data availability to full satisfaction.**
- **The supplier should be able to tackle any instrumental related problems within 5 days.**
- **On-site comprehensive warranty should be of minimum two years.**
- **The installation should be accompanied with training to at least 3 officials within duration of minimum 1 day**
- **The delivery must be made at HFRI Shimla and installation at Shikari Devi Dist. Mandi (HP)**

**Enclose copies of orders without price during the last two years. Original Printed Brochure should be enclosed with the quotation.**

The bidders should be competent enough to supply the **Automatic Weather Station** 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 – 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.1180/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). <b>(Scanned copy of the same should be uploaded as part of the bid).</b>		
4.2	As per Office Memorandum no:F.9/4/2020- PPD, GoI, Ministry of Finance dated 12th November, 2020 there is no provisions regarding bid security deposit in Bid Document till 31.12.2021 but Bid Security Declaration (as enclosed in Annexure-E) have been kept in Bid document. If the bidders withdraw or modify their bids during period of validity etc., they will be suspended for three years. <b>(Scanned copy of the same should be uploaded as part of the bid)</b>		
4.3	The Bidder must be a firm or legal entity i.e. <b>Private Company</b> incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, <b>Partnership Firm</b> registered Partnership Act, 2008 or a <b>Society</b> registered under The Societies Registration Act, 1860. The Bidder must have been operational in India from at least 10 years. <b>(Registration/Incorporation Certificate must attach)</b>		
4.4	The Bidder must have sufficient work experience in the field of supply of Equipment, etc. in India for more than 5 years. <b>(Supply Orders and Completion Certificates must attach .)</b>		
4.5	The Bidder must have experience of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last five years for which the cost of the single work orders more than Rs. 5 lakhs <b>(Supply Orders and Completion Certificates must attach .)</b>		
4.6	The Bidder must have PAN of income tax department. <b>(Attach PAN and Income Tax Clearance Certificate of last three years i.e., 2018-19, 2019-20 &amp; 2020-21)</b>		
4.7	The Bidder must have valid GST Registration Certificate <b>(Copy must attach)</b>		
4.8	The Bidder must have minimum annual turnover of <b>Rs. 10 Lakhs</b> for last three Financial Year i.e. <b>2018-19, 2019-20 &amp; 2020-21.</b> <b>(Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).</b>		
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. <b>(Self-Declaration on Company letter head)</b>		
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. <b>(Self-Declaration on Company letter head).</b>		
4.12	The Bidder must have sufficient technical staff/ man power along with experienced executives. <b>(Undertaking on company letter head)</b>		

**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 Financialturnover:**

S. No.	Financial Year	Total Turnover (In INR)
1	F.Y. 2018-19	
2	F.Y. 2019-20	
3	F.Y. 2020-21	

**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:**

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

Ref. No. Date:

To,

The Director  
Himalayan Forest Research Institute  
Panthaghati 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 &amp; Signature]

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

**Note:** This letter of authorisation 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 notarised 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****Bid Securing Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of purchaser)

I/ We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration) Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal  
(where appropriate)

**Annexure: F****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:**

<b>S.No</b>	<b>Commercial Aspects</b>	<b>HFRI Terms</b>	<b>Response of the Vendor</b>
1	Terms of Delivery	F.O.R 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 be enclosed	
5	Validity of Quote	90 days from the date of opening of Tender	
6	Name of Manufacturer	Name & complete address of the Manufacturer	
7	Currency in which quoted	INR	
8	Delivery Period	06 weeks from effective date of Contract	
9	Supply/Training/ Installation	HFRI, Shimla and Installation at Shikari Devi Distt. Mandi(HP)	
10	Liquidated damages (mandatory requirement, if not accepted quotation will not be considered)	(1% of per week maximum upto 10% of the contract value excluding taxes for the delayed period)	
11	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	
12	Applicable GST as per Govt. rules	<b>GST % should be mentioned Separately</b>	
13	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)	
14	Signature &Name of the authorised signatory with stamp of the firm		

**Annexure: G****AGREEMENT/CONTRACT ACCEPTANCE LETTER****(to be furnished in the company letter head)**

Date:

To,

The Director  
Himalayan Forest Research Institute  
Panthaghati Shimla-171013.

**Sub.: Acceptance of terms and condition of tender**

Tender reference No:

Name of the tender work:

Dear Sir,

- I/We have downloaded/ obtained the tender document for the above mentioned Tender work from the website(s) name \_\_\_\_\_ as per your advertisement given in the above mention website(s).
- I/We hereby certify that I/We have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s) etc.,) which forms part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
- The corrigendum(s)/addendum(s) issued from time to time by your department organization too also have been taken into consideration, while submitting the acceptance letter.
- I/We have unconditionally accepted the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirely.
- I/We do hereby declare that our firm has not been blacklisted/debarred/banned by any Govt. Department or any Public Sector Undertaking.
- 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 summarily reject the bid or terminate the contract without prejudice to any other rights or remedy.

Yours faithfully

(Signature of the bidder, with Official seal)