

INDIRA GANDHI NATIONAL FOREST ACADEMY, DEHRADUN

LIMITED TENDER FOR CONFERENCE BAG



Date of Receipt of Tender : 03.01.2017 (1100 to 1500)hrs.

Date of Opening of Tender : 03.01.2017 (1510) hrs.

GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE
INDIRA GANDHI NATIONAL FOREST ACADEMY
P.O. NEW FOREST, DEHRADUN, U.K. INDIA

LIMITED TENDER FOR CONFERENCE BAG

You may quote against this tender enquiry only if you are a registered Conference Bag dealer and in a position to supply the articles within time given by the Academy for supply order. If you fail to abide by this condition your earnest money deposit will stand forfeited.

The Technical Specifications of the Conference Bag proposed to be purchased are enclosed in Annexure-I.

Tenders have to be submitted on a prescribed tender form in original, issued from the office of the Director, IGNFA, New Forest, Dehradun, UK.

Unit price of each item must be quoted inclusive of all taxes and duties, if any, (except VAT which need to be shown separately).

The quoted prices should be F.O. R. Academy. The supply will have to be made at the Indira Gandhi National Forest Academy at New Forest and no transportation & installation charges can be claimed.

The defective items, if any, will have to be replaced, immediately

Associate Professor (Admin)
Indira Gandhi National Forest Academy

GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT AND FORESTS
INDIRA GANDHI NATIONAL FOREST ACADEMY
P.O. NEW FOREST, DEHRADUN, U.K. INDIA-248006

LIMITED TENDER FOR CONFERENCE BAG

To

The Director,
Indira Gandhi National Forest Academy,
P. O. New Forest,
Dehradun (U.K.).

Sir,

In response to your tender notice I/We submit herewith my/our tender for the supply of Conference Bag.

I/We have read and understood all the terms and conditions governing the tender. I/We agree to abide by these terms and conditions.

I/ We undertake to replace the defective material, if any, at our cost.

I/ We have duly signed all pages of the tender document together with the copy of the "Terms and Conditions" contained in the tender document booklet.

I/We have signed the copy of these terms and conditions as a token of acceptance of these conditions.

Yours faithfully,

Stamp & Signature of the Authorized Signatory

Name _____

Dated..... Complete Address _____

Pin code No. _____

Details of Enclosures

I am/ We are also enclosing as Annexure the following documents (Up-to-date) in fulfillment of the conditions laid down in the tender document. (Please tick mark your option).

Annexure:-

1. TIN No/Registration No.
2. PAN No.

Stamp & Signatures of the Authorized Signatory

Name_____

Complete Address_____

Dated: _____

Pin code No. _____

Annexure-I

Specification of Conference Bag

Sl.No.	Particular	Total No. of Leather Bag	Amount (₹)
1.	Leather Quality NDM- Grained Leather Galvanized Colour- Tan/Brown , Laptop bag with embossed logo	60	
		Total (₹)	

Specification of Conference Bag

Sl.No.	Particular	Total No. of Laptop Bag	Amount (₹)
1.	PU Laptop Bag with Handle Colour-Black	120	
		Total (₹)	

Limited Tender for the Procurement of Conference Bag

Sealed tender are invited for Designer/ plain/self synthetic washable glace Conference Bag as per details overleaf.

1. Your sealed tender duly signed in ink must reach this office on or before dated 03.01.2017.
2. While quoting the rates the name of the articles and date of opening may be mentioned in bold letters on the top of envelope.
3. Any tender received after the due date shall not be entertained.
4. While quoting the rates information on the following points should also be furnished clearly in your quotation letter:
 - (a) Whether the rates are inclusive of taxes.
 - (b) Period of validity of the quotations
 - (c) Mode of payment acceptable
 - (d) Period of Warranty
5. While quoting the rates a certificate to the effect that your firm is registered under Central/State Sales Tax may also be furnished.
6. All tender shall be opened on dated 03.01.2017 at 15:10 hrs. By an officer authorized to do the same. This office has no objection for the presence of any tenderer or their representative at the time of opening.
7. The office reserves the right to reject any tender without assigning any reason thereof.
8. The tender must be addressed to Director, Indira Gandhi National Forest Academy, New Forest, FRI, Dehradun-248006.

QUALIFICATION FOR TENDER

1. **Earnest Money Deposit (EMD):**

The tenders have to be accompanied by an **Earnest Money Deposit** of ` 10,000/- in the form of a Demand draft/FDR in the name of **Director, Indira Gandhi National Forest Academy, Dehradun**” at any scheduled Bank located in Dehradun.

EMD in any other form shall not be acceptable. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. It may be noted that only Govt. Agency is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected.

2. **Submission of tenders:**

- i. Complete tenders containing
 - Duly filled in Tender Booklet
 - Earnest Money Deposit equal ` 10,000/- in form of Demand Draft/ FDR in the name of “Director, Indira Gandhi National Forest Academy, Dehradun” at any scheduled Bank located at Dehradun and the documents as listed in the forwarding letter of the Tender Document Booklet.
 - Brochure/Booklet giving details of the item.
- ii. All the documents mentioned at 2(i) above should be secured fully and put into a sufficiently large envelope. The envelope should be sealed and super scribed with **“Tender for Conference Bag”**
- iii. Awards for supply and maintenance could be made to different Companies.
- iv. The envelope containing the completed tender should be addressed to, The Director, Indira Gandhi National Forest Academy, New Forest, Dehradun (U. K.) –248006.
- v. The completed tenders should reach the office of the Director, Indira Gandhi National Forest Academy, New Forest, Dehradun (U. K.) –248006, within the due time & date prescribed. The Academy shall not be responsible for any postal or courier delays.

TENDERS RECEIVED AFTER THE DUE TIME & DATE SHALL NOT BE ENTERTAINED BECAUSE THE TENDER BOX SHALL BE CLOSED & SEALED IMMEDIATELY AFTER DUE TIME ON THE DUE DATE.

Tender submitted on plain paper or unauthorized copies of the Tender Document Booklet shall be treated as invalid and shall be summarily rejected.

3. **Tender Schedule:-**

Date of Receipt of Tender : **03.01.2017 (1100 to 1500hrs)**

Date of Opening of Tender : **03.01.2017 (1510) hrs.**

In case IGNFA office is closed on 03.01.2017 due to some reason, the last date and time will automatically get shifted to 1500 or 1510 hrs on the next working day.

4. **Validity of offers:**

- i. Offer/s made in the tender shall be valid till 90 days from the date of offer.
- ii. Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- iii. It may be noted that the Tender Document Booklet is non-transferable.
- iv. All offers have to be made clearly in English or Hindi. There should be no cuttings. If a striking out is resorted to, it should be signed.
- v. No alteration or amendments shall be allowed after opening of the tenders.
- vi. Offers submitted by telex, telegram or fax shall not be considered.
- vii. For a tender to be valid the individuals signing the tender document must specify.
- Viii Tenders in respect of obsolete products would not be entertained, even if the technical specifications are met.
 - Whether they are signing as the Sole Proprietor/ partners or attorneys.
 - Or as Authorized Dealers/ (with proof provided).

5. **Opening of tenders:**

- i. Tenders shall be opened in the office of the Director, Indira Gandhi National Forest Academy, New Forest, Dehradun, as per the following schedule;

1510 hrs on 03.01.2017

- ii. Tenders shall be opened in presence of representatives of the tendering parties, who wish to remain present.
- iii. Tenders shall be read out one by one. Polite queries about rates etc. can be reread on request. Parties are however requested to desist from making comments.

6. **The short list:**

- i. A short list of tenders is expected to be ready by a week after the tenders are opened. EMD of other tenderers shall be returned once the supply order is made.

- ii. The tenderers whose tender is finally accepted for supply of the Conference Bag will be informed in due course and in writing.
- iii. Short listing of a tenderer does not confer any rights on any tenderer, it only means that the offer made is under consideration.

7. **General Conditions:**

The Director, Indira Gandhi National Forest Academy, Dehradun reserves the right without assigning any reason, therefore to

- Accept or reject, a whole or any part of an offer,
- Reject any or all offers partly or wholly
- Cancel or withdraw the tender notice
- Accept or reject any deviations from these condition
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NB. The Director, Indira Gandhi National Forest Academy, Dehradun is not bound to accept the lowest tender or lowest part of any tender.

8. **Disputes:**

In case of any dispute arising with regards to this tender or its conclusion, the issue shall be referred to an Arbitrator appointed by The Ministry of Environment, Forest & Climate Change, New Delhi. His decision in the matter shall be final. The arbitration charges shall be paid by the tenderer.

9. **Acceptance**

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**Associate Professor (Admin)
Indira Gandhi National Forest Academy**