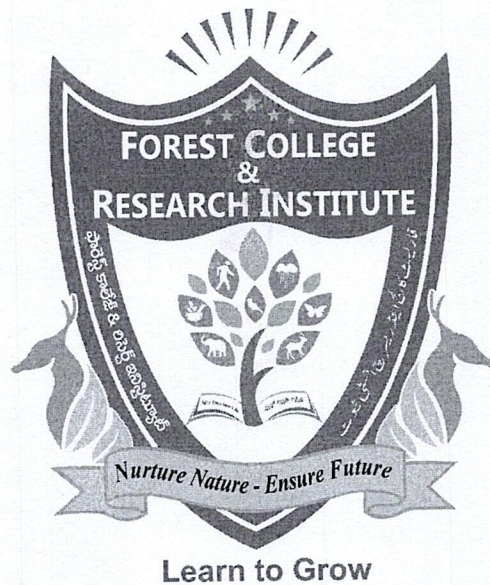


TENDER DOCUMENT

FOR

**WEBSITE DEVELOPMENT & MAINTENANCE OF
FOREST COLLEGE AND RESEARCH INSTITUTE (FCRI)**

Domain Name: www.fcrits.ac.in



**OFFICE OF THE FOREST COLLEGE & RESEARCH INSTITUTE,
HYDERABAD AT MULUGU, SIDDIPET DISTRICT.**

FOREST COLLEGE & RESEARCH INSTITUTE, HYDERABAD @ MULUGU

Tender Notice No : 37/2022/A8 (W D).

Dated: 20-01-2022

Contents of Tender Schedules:

Sl No	Description	Annexures/ Format	Page/ Numbers.
	Notice Inviting Tender Details:		
1	News Paper Advertisement		3
2	Instructions of online Bid Submission		4
3	Terms & Conditions		5-10
4	Technical Bid format	Annexure - I	11-12
5	Financial Bid format	Annexure - II	13
6	Tender Acceptance Letter	Annexure - III	14
7	Information of the Bidder	Annexure - IV	15
8	Bidders performance statement form	Annexure - V	16
9	Receipt for refund of EMD	Annexure - VI	17
10	Declaration regarding Block listing / debaring for taking part in Tender	Annexure - VII	18
11	Manufacturer Authorization form	Annexure - VIII	19
12	Self declaration of Prime Manufacturer	Annexure - IX	20
13	Model Bank Guarantee format	Annexure - X	21

**GOVERNMENT OF TELANGANA
FOREST DEPARTMENT**

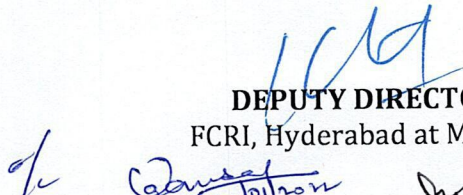
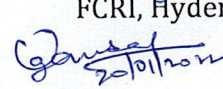
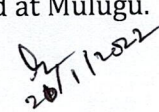
Rc.No. 37/2022/A8 (W_D),
Dated:- 20-01-2022

O/o the Forest College and Research Institute,
Hyderabad at Mulugu, Siddipet District.

OFFLINE TENDER NOTICE

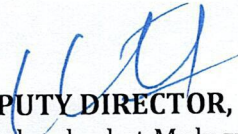
Offline tender are invited for the WEBSITE DEVELOPMENT & MAINTENANCE OF FOREST COLLEGE AND RESEARCH INSTITUTE (FCRI) Domain Name: www.fcrits.ac.in for 03 years through tender process from the reputed registered manufacturers or their authorized dealers/agencies or reputed suppliers. The bidders may visit www.fcrits.in to view and download tender documents.

Date of release of Offline Tender through portal	: 21-01-2022.
Last date & time for submission of bid	: 02-02-2022 at 01:00 PM.
Date & time for opening of Technical bid	: 02-02-2022 at 03:00 PM.
Date & time for opening of Financial bid	: 03-02-2022 at 03:00 PM.
Date & Time for Prebid meeting	: 27-01-2022 at 03:00 PM.

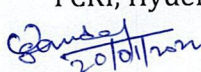

DEPUTY DIRECTOR,
FCRI, Hyderabad at Mulugu.



Forest College and Research Institute, Hyderabad at Mulugu
INSTRUCTIONS OF OFFLINE BID SUBMISSION

1. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested. Bidder should take into account if any corrigendum published before submitting the bids offline.
2. It is constructed that the bidder has read all the Terms and Conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents asked: otherwise, the bid will be rejected.
3. The bidder shall bear all the costs associated with the preparation and submission its bids through tendering system. The purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
4. Any queries relating to the terms and conditions contained therein should be addressed to the tender inviting authority or the relevant contact person indicated in the tender or during the pre-bid meeting if any.
5. Any queries relating to the process of offline bid submission queries relating to applying the tender can visit www.fcrits.in or Cell: 86888 29588.
6. At any time prior to the deadline for submission of bids, the FCRI may for any reason, whether on its own initiate or in replace to the classification request by a prospective bidder may modify the bid document.
7. Tender fee once paid is not refundable, transferable nor adjustable for other tenders. The tender form is non transferable and should be purchased in the exclusive name of the party, who has to actually submit the offer.
8. The offline tender system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in General Financial Rules.
9. Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
10. The Tender document can be downloaded from website and payment of Rs.2000/- (Rupees two thousand only) shall be done through online mode. The same original payment receipt shall be sent to the Deputy Director, Forest College and Research Institute on or before closing of bids.
11. Bidder has to select the payment option as "Online" to pay the tender fee/EMD as applicable and enter details of the website development & maintenance.
12. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.


DEPUTY DIRECTOR,
FCRI, Hyderabad at Mulugu.







Forest College and Research Institute, Hyderabad at Mulugu
86888 29588, website-www.fcrits.in

TERMS AND CONDITIONS

1. **PROCEDURE FOR SUBMISSION OF BIDS:** -

- (i) The bidders desire to participate in tender shall submit their Technical (**Annexure-I**) and Price bids (Annexure-II) in the standard formats prescribed in the Tender documents, displayed at www.fcrits.in
- (ii) The bidder shall sign on all the statements, documents, certificates, submitted by him, owning responsibility for their correctness/authenticity.
- (iii) The prices must be quoted in Indian Rupee only and it must be inclusive of all type of taxes etc. excluding GST amount, which should be shown separately.

2. **TECHNICAL SPECIFICATIONS / TERMS & CONDITIONS:** -

- (i) The detail technical specifications, quantity required for items covered under each category are mentioned in Annexure-I
- (ii) The specification issued with this form of tender should not be altered by the bidders.
- (iii) The specification of the item quoted by the firm should be in confirming with the FCRI specifications. Confirmation, in this respect should be specifically mentioned in the tender. Where the tenderer feels that the specification of the item is not fully given or differs from the specification of the item mentioned by the FCRI, the exact specification of such item should be attached with the tender indicating the item quoted. The bidder should not mention best quality/good quality/superior quality etc. but give make and brand of the item quoted.
- (iv) The Firm is required to attach the specifications with catalogues & Design leaflets / literature for items. Details features, for compliance of specification should be provided on specification sheet & appropriate reference i.e. page no. & para of literature, leaflet where the relevant information can be checked, should be indicated.

3. **BID VALIDITY:** -

Both technical and financial bids shall remain valid for a period of (08) eight months from the date of order for procurement.

4. **QUOTATION:** -

- (i) The quoted price should be mentioned inclusive of all taxes such as customs duty, Labour charges, transportation charges, installation charges, training charges etc, but GST should be mentioned separately as given in the Price Bid format.
- (ii) Revisions of rates are not allowed after the opening of tenders and the same rates are valid for a period of one year.
- (iii) In case tenderer is not able quote for one or more of the items invited for in the tender, the word "NOT QUOTED" (in the rate column) should be indicated.

5. **EARNEST MONEY DEPOSIT (EMD) / BID SECURITY:** -

- (i) EMD of Rs.5,000/- should be paid online. Otherwise the uploaded bid will be rejected.
- (ii) The EMD of the unsuccessful tenderers will be returned without any interest within reasonable time. For this purpose, the tenderer is advised in the tender itself, to enclose a Receipt for refund of EMD amount (Annexure - VI), so as to avoid any delay in refund. Cheques, Bank Guarantees will not be accepted towards EMD.
- (iii) On opening of Technical Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected, unless any category of Tenderer is specially exempted by the Government from the payment of EMD.
- (iv) The Bid Security of the successful bidder will be discharged when the bidder has signed the Agreement and furnishing of the required Performance Security.

AMENDMENT OF BIDDING DOCUMENTS:

Before the deadline for submission of bids, FCRI may modify bidding documents by issuing suitable addenda. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by e-mail to all the purchasers of the bidding documents. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the buyer may, at his discretion, extend as deemed necessary the deadline for submission of bids.

6. DELIVERY PERIOD AND ITS EXTENSION: -

- (i) The minimum delivery period should be clearly mentioned against each item.
- (ii) The procurement of items shall have to be supplied within 08 (eight) weeks from the date of purchase order. However, in exceptional circumstances and on written request, from the bidder/ tenderer, extension of date for supply of the material may be considered. Extension in supply period is at the sole discretion of the competent authority. If the bidder fails to deliver any or all of the goods or to perform the services within delivery period including extension, if any, the purchaser shall without prejudice to its other remedies under the contract, charge as a liquidated damage @ 1% per week on undelivered items. Once the maximum deduction of 9% is reached, the purchaser will terminate the contract and forfeit the performance security for undelivered goods.
- (iii) In exceptional circumstances, the purchaser may solicit the bidder's consent for an extension of the period of validity of (60) days. The request and the response there to shall be made in writing. The validity of Performance Security provided shall also be suitably extended.
- (iv) If the Contractor / Bidder fails to deliver/install the stores or any installment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu may without prejudice to the right of the purchaser may recover damages for breach of the contract.

7. INSURANCE OF CONSIGNMENT: -

Consignment will be insured at the cost of Tenderer / Bidder, till satisfactory supply and installation of the item is complete in all respects and not at the cost of Institute.

8. SUBMISSION OF OFF-LINE BID: -

The Bidders are required to upload the following information/documents

1. Duly signed copy of Tender Acceptance Letter (Annexure - III)
2. Duly signed copy of Details of the firm (Annexure - IV)
3. Duly signed copy of Financial Bid format (Annexure - II)
4. Duly signed copy of Manufacturer's Authorization Form (Annexure - VIII), in case bidder is an authorized dealer.
5. Duly signed copy of Self Declaration of Prime Manufacturer Form (Annexure - IX)
6. Duly signed copy about non-black listed company/firm (Annexure - VII)
7. Permanent Account Number (PAN)
8. GST Registration Certificate
9. Copy of Earnest Money Deposit (EMD) or Exemption Certificate
10. Audited Balance sheet of last three years
11. Signed and scanned copy of proof of experience (Specific experience in similar supply) during last (5) years ending last day of the month i.e. December 2021 in similar works.
12. Signed and Scanned Copy of any other information.
13. Tender fee /Exemption certificate.
14. Signed and scanned copy of the proof for competent human resource to execute the work.

The bid will be rejected outright in case of non-submission of the copies of any of the above documents.

SCOPE OF BID: The work pertains to "WEBSITE DEVELOPMENT & MAINTENANCE OF

FOREST COLLEGE AND RESEARCH INSTITUTE (FCRI) Domain Name: www.fcrits.ac.in as per the Broad outline of the work components contained in the Bill of Quantity (BOQ) enclosed in the Bid Document.

All bidders shall be required to furnish in addition to the Forms of Bid and Qualification Information, broad description of the proposed execution methodology, execution schedule and creative contents including drawing/charts etc., as per specifications display.

SITE INSPECTION & PRE-BID MEETING:

A pre-bid conference will be arranged with the end users for finalization/clarification of technical specifications of the work. Bidders are requested to take part in the Pre-Bid Conference at scheduled date and time. The suggestions given by the bidders in the form of phone, email, FAX, etc. will not be entertained. The bidder must be present in Pre-Bid Conference, if bidder requires any change/modification in Bid Document. The change/modification will be incorporated in the Bid Document suggested by the bidder in writing after the open discussion among the end users, other interested bidders and the committee members. The modified specifications, if any, after Pre-bid conference will be available at the www.fcrits.in After Pre-bid conference, no changes will be accepted in the desired specifications. If no party attends the Pre-bid conference, then listed specifications will be considered as final.

Bidders are advised to inspect the site of work and consult item wise specifications prior to and/or during pre-bid meeting to ascertain the location specifications of the galleries, firm up creative ideas for execution and assess the quantum of work. They can contact Forest College and Research Institute, Hyderabad at Mulugu for this purpose on any working day during the week [Between 1000-1500 Hours], preferably with prior intimation. The costs of visiting the site shall be at the Bidder's own expense. A Pre-Bid Meeting shall be held on 27-01-2022 at 03:00 PM at Forest College and Research Institute, Hyderabad at Mulugu in the Chamber of Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu of the Institute to clarify issues related to the Bid Document. No query will be entertained after the Pre-bid meeting.

9. SUBMISSION OF ORIGINAL DOCUMENTS: -

The bidder / tenderer is required to submit the following documents, in original, to the Deputy Director, Forest College and Research Institute, Hyderabad at Mulugu before the closing of bid:-

- (i) Tender Document cost
- (ii) EMD in original online.
- (iii) **Important:** Signed **HARD COPIES** of Tender fee along with all the bid documents which were submitted in the O/o the Forest College and Research Institute, Hyderabad at Mulugu of undersigned on or before the last date and time of offline bid submission without fail.

10. OPENING OF TECHNICAL BID:-

- (i) The technical & financial bids of only those bidders will be opened who fulfill the eligibility criteria required and whose documents are found in order, on the date and time earmarked for opening of technical & financial bids.
- (ii) If any of the date earmarked for opening of technical & financial bids happens to be holiday, the bids will be opened on the very next working day.
- (iii) The bidder's representative, who is present, shall have to sign on the minutes of bid opening document for evidencing their attendance.
- (iv) The rates of items found, as per specification of Tender Document of the respective firm will be announced.
- (v) The technical bids will be opened and evaluated by a duly constituted committee, after evaluation of the technical bid. The finance bid will be considered only for those qualified technical bids.

(vi) The recommendations of the committee is the final and binding on all the parties.

11. BID REJECTION:-

The bids will also be rejected out rightly under any one or more of the following cases: -

- (i) Non-submission of EMD before the date of closing of bids.
- (ii) Not meeting the technical specifications.
- (iii) Non-compliance of tender terms, non submission of required documents, lack of clarity of the specifications, contradiction between bidder specifications and supporting documents etc., may lead to rejection of the bid.
- (iv) If the bidder is not found eligible as per the requisite criteria.
- (v) If the column is found blank and quoted rates are not as per criteria.
- (vi) If the Technical and/or Financial Bid is not signed and stamped by the bidder.
- (vii) If the prices are quoted other than in Indian Rupee.
- (viii) If the bidder is found indulging in malpractice of pooling of bid.
- (ix) If the bidder provides Conditional/Incomplete quotation.
- (x) Non-production of items for demonstration, if desired.
- (xi) Non-production of original documents for verification.
- (xii) Non-submission of information in support of Capacity/Credibility of the organization.
- (xiii) Submission of any wrong information.
- (xiv) Non-submission of Original Printed Product Catalogue of respective items quoted, having item's model number, its specifications, complete address of manufacturer etc.,
- (xv) Made misleading or false representation or deliberately suppressed the information in the forms, statement and enclosures required in the eligibility criteria.

The FCRI reserves the right to reject any or all the tenders without assigning any reason, at any stage (point of time), and FCRI decision will be final.

12. EVALUATION AND COMPARISON OF BIDS: -

The purchaser's price evaluation of the bid will be as below: -

- (i) Unit rate of item inclusive of Excise Duty / CST / any other tax (including GST), if any.
- (ii) The bidder should quote the entire rate on the basis of the delivery at the purchaser site. No extra labour charges, transportation charges, delivery charges, installation charges will be paid or considered.
- (iii) The purchaser will evaluate and compare the total bid price for each item, which have been determined to be substantially responsive as per the qualified criteria of bidder.
- (iv) The Tender Inviting Authority does not bind himself/ herself to accept the lowest or any tender.
- (v) If the bidder has quoted longer delivery period than stipulated as above in item No. 6, an amount of 1% of the quoted price shall be added per week for the period beyond the stipulated period in the quoted price for the purpose of financial evaluation of tender.

13. NOTIFICATION OF CONTRACT AND PLACEMENT OF SUPPLY ORDER:-

- (i) Prior to the expiration of the period of bids validity, the purchaser will notify the successful bidders in writing that their bid has been accepted.
- (ii) The notification of award will constitute the formation of the contract.
- (iii) The successful bidder shall furnish a F.D.R for 10% of the value of the cost of the item. In case the performance of the item is not found satisfactory, the performance security will be forfeited.

14. INSPECTION: -

- (i) The inspection of the goods shall be carried out by the technical expert committee duly constituted by the Forest College and Research Institute to check whether the goods are in conformity with the technical specifications attached to the contract.
- (ii) If the firm fails to supply items as per specifications mentioned in the contract within stipulated time, its performance security will be forfeited.

15. CHANGE IN QUANTITY OF EQUIPMENTS: -

(i) The purchaser reserves the right, at the time of award of contract, to increase or decrease the quantity of goods specified in the schedule of requirement without any change in price or other terms and conditions.

(ii) Rejected items /goods should be removed within 30 days after which no responsibility lies with the FCRI.

16. PERFORMANCE OF PRODUCT: -

(i) Service manuals, wherever available/required, should be provided along with the Equipments.

(ii) A WARRANTY certificate should invariably be supplied along with the item at the time of delivery and the validity of the Warranty Certificate should be valid from the date of installation of the item for a minimum period of two years. Non-Compliance of the same will result in non-acceptance of the item from the firm with whom the order was placed, beside rejection of the tender.

(iii) The bidder warrants that the goods supplied under the contract are new, unused and most recent. The bidder further warrants that the goods supplied under the contract shall have no defect arising from designer materials or workmanship or from any act or omission of the bidder that may develop under normal use of the supplied goods in the conditions at the consignee place.

17. PAYMENT: The payment will be made after the successful demonstration / installation of the items.

18. CANCELLATION OF CONTRACT: -

(i) Demonstration of Models / Items has to be arranged by the bidders, if desired by the Forest College and Research Institute, Hyderabad at Mulugu. Non-production of items for demonstration will result in rejection of the tender.

(ii) If the bidder, in the opinion of the Forest College and Research Institute, Hyderabad at Mulugu fails or neglects to comply with any of the terms & conditions forming part of the order issued, the Head of Forest College and Research Institute, Hyderabad at Mulugu shall without prejudice to any other right or remedies under the contract, has the right to cancel the contract /order by giving 15 days notice in writing to the bidders/firms without being liable to pay compensation for such cancellation.

(iii) If the bidder fails to execute the supply order by the date specified in the order or within any extension thereof granted by the purchaser

(iv) If the bidder fails to perform any other obligation under the contract

(v) If the bidder, in the judgment of the purchaser, has engaged in corrupt or fraudulent practice in executing the contract, the purchaser may without pre-judice to any other remedy for breach of contract, by written notice, terminate the contract in whole or in part.

19. FORFEITURE OF BID DEPOSIT: - The EMD/Performance Security Deposit will be forfeited:

(i) If the successful Tendered (referred as "Tendered") fails to act according to the tender conditions or backs out after the tender has been accepted

(ii) In case the successful tender fails to execute necessary agreement within (10) days from the date of receipt of letter of acceptance of the tender and tender will be held as non - responsive.

(iii) Tenderer violates any of the conditions prescribed in the tender Document or Tenderer revises any of the terms quoted during validity period.


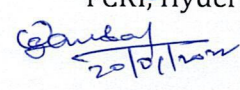
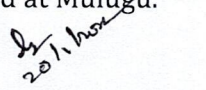
(iv) "Force Majeure" means an event beyond the control of the bidder and not involving the bidders fault or negligence and not foreseeable. Such an event may include but are not restricted to, acts of the purchaser, either in its sovereign or contractual capacity, wars or revolution, fire, floods, epidemics, quarantine restrictions and freight embargoes. If a force majeure situation arises, the bidder shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the bidder shall continue to perform its obligation under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

20. RESOLUTION OF DISPUTE:-

- (i) The purchaser and the bidder shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract. The venue shall be place from where the order is issued.
- (ii) Any suit or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court of Hyderabad only.

The supply should be made fully within (3) weeks from the date of entering into the agreement by the successful Tenderers.

Note: Bidder should note that, the documents submitted offline shall be considered only for bidding. The Forest College and Research Institute, Hyderabad at Mulugu shall have the right to demand the copy/ photocopy of any document which is submitted online through e-procurement website and the photocopy of any document which is not legible or readable. If any contractor fails to provide the requisite information/document within 03 (three) days, the Forest College and Research Institute, Hyderabad at Mulugu reserves the right to disqualify the bid.




DEPUTY DIRECTOR,
FCRI, Hyderabad at Mulugu.

PROCUREMENT TENDER NOTICE
FOR WEBSITE DEVELOPMENT & MAINTENANCE OF FOREST COLLEGE AND RESEARCH
INSTITUTE (FCRI) Domain Name: www.fcrits.ac.in

No. 37/2022/A8 (W_D)

Date: 20-01-2022

ANNEXURE-I

TECHNICAL BID FORMAT

- Home
- About
 - Vision & Mission

- Governing Board
- Academic Council
- Administration
 - Dean
 - Joint Director
 - Deputy Director
 - Organogram
 - Office Staff

- Academics
 - Courses
 - Department
 - Laboratories
 - Faculty
 - Rules & Regulations
 - Undergraduate
 - Hostel
 - Library
 - Academic Calendar
 - Timetable
 - Syllabus

- Admission (Information)
 - BSC Hons Forestry
 - Admission Process
 - Brochure
 - Course Structure
 - Fee Structure
 - Prospectus
 - UG Syllabus
 - **MSC Hons Forestry**
 - Admission Process
 - Brochure
 - Course Structure
 - Fee Structure
 - Prospectus
 - Syllabus

→ **Research**

- Extension
- Research projects
- MOUs
- Publications

→ **Library**

→ **Reports**

- Hand Book
- Dean's Report

→ **Downloads**

→ **Media**

- Photo Gallery
- Video Gallery

→ **Contact**

→ **Others**

- Jobs @ FCRI
- Awards
- Alumni
- Forest Museum
- Students Club
- Grievance Cell
- Women's Cell

→ **Digital Marketing**

- Twitter
- Facebook
- YouTube
- Instagram
- WhatsApp
- Skype
- Likedin
- Telegram

→ **Official e-Mail ID's for FCRI staff**

Logins:-

- ① Faculty login
- ② Staff login
- ③ Student login
- ④ Admin login

1. The website will include a content management system that will allow admins to update site content.
2. To promote the website, aimed at focus areas such as placements, activities, tours, excursions et al.
3. To add banners, images and videos or make some minor site changes within the web technology framework.
4. The website should be secure (HTTPS).

TECHNICAL OVERVIEW:

Bidder will be building the static website with the best of the technologies and government compliant measures. Website will be the single source of truth. Website will be responsive and will be viewable on all the platforms Desktop, Tablets and Mobile.

ANNEXURE-II

FINANCIAL BID FORMAT

Sl No	Description	Qty. Reqd.	Unit	Unit Rate (inclusive of all duty / taxes except GST)	Amount of GST	Total Unit Rate	Warranty period
1.							
2.							
3.							
4.							
5.							

TENDER ACCEPTANCE LETTER
(To be given on letter head)

To,
The Dean,
Forest College & Research Institute,
Hyderabad at Mulugu

Sub: Acceptance of Terms and Conditions of tender
Tender reference No: _____

Sir,

I/We have downloaded/obtained the tender document(s) for the abovementioned tender/work from the website(s) namely:

As per your advertisement, given in the above mentioned website(s)

1. 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.
2. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance of tender.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
4. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt./Department /Public sector undertaking/Institutions.
5. I/we certify that all information furnished by our firm is true and 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.
6. We understand that you are not bound to accept the lowest or any bid you may receive.

Yours faithfully,

(Signature of the Bidder with official seal)

ANNEXURE-IV

Information of the Bidder

1. Name of the firm/ Company/ Organization	
2. Registered/Postal Address , Telephone No., E-mail id	
3. Correspondence address, details of contact person name, designation, mobile No. and email-id	
4. Type of organization (Proprietary/ partnership/ Pvt.Ltd./ PSU/ Govt./ Public Ltd) certified copy in respect of registration must be enclosed	
5. Years of establishment and experience in business (in number of years)	
6. Annual Turnover 2017-18 2018-19 2019-20 (certified copies of Annual statement of accounts i.e. balance sheet & profit loss accounts must be uploaded)	
7. GST registration No.	
8. PAN Card No.	
9. Details of Bank	
a) Bank name	
b) Address of bank	
c) Account No.	
d) Type of Account (Current/Savings)	
f) MICR No.	
f) RTGS/NEFT Code	

Date:
Place:

Name of the Authorized Signatory
Stamp & Signature

ANNEXURE-V

**BIDDER'S PERFORMANCE STATEMENT FORM
(For A Period of Last 3 Years)**

Name of the Firm.....

Order placed by (full address of purchaser)	Order No. and date	Description and quantity of ordered	Price	Date of completion of delivery as per Contract/Actual	Remarks indicating reasons for late delivery, if any	Has been installed satisfactory? (Attach a certificate from the purchaser/Consignee)	Contact Person alongwith Tel. NO., Fax No. & e-mail address

Place :

Date :

Signature

Rubber stamp

ANNEXURE-VI

RECEIPT
(For refund of EMD)

Received with thanks from the Deputy Director, F.C.R.I an amount of Rs. _____/- (Rupees _____ Only) towards refund of Earnest Money Deposit made vide _____ (details of such deposit, if applicable) against Tender Enquiry No: _____ dated: _____

Affix Revenue
Stamp of Rs.1

Signature Of the authorized signatory: _____

Name of Company / Firm's & Address: _____

ANNEXURE-VII

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that I/We/our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Designation:

On behalf of Firm/Tenderer
(with seal)

Name of the Authorized Signatory
Stamp & Signature

MANUFACTURERS AUTHORIZATION FORM

Ref.No.

Date:-

To,
The Dean,
Forest College & Research Institute,
Hyderabad at Mulugu,

Dear Sir,

Subject:- Authorization letter for WEBSITE DEVELOPMENT & MAINTENANCE OF FOREST COLLEGE AND RESEARCH INSTITUTE (FCRI) Domain Name: www.fcrits.ac.in.

Ref No.: FCRI Tender Notice No 37/2022/A8(W_D), dt: 20-01-2022.

* * *

This is with reference to above subject of WEBSITE DEVELOPMENT & MAINTENANCE OF FOREST COLLEGE AND RESEARCH INSTITUTE (FCRI) Domain Name: www.fcrits.ac.in. We would like to authorize M/s. _____ who is a business associate partner of OEM authorized distributors / authorized dealers in India to participate in the above tender and execute the same if awarded.

We here by extended our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offered by the M/s. _____ We here by commit to the tender terms and conditions and will not withdraw our commitment during the process and or during the period of contract.

Thanking you,

Yours faithfully,

Name of the company and seal
Name, Signature and Designation
of the person.

(The above authorization letter must be submitted on letter head of the company and to be signed by only by authorized competent authority)

SELF - DECLARATION OF PRIME MANUFACTURER

To,
The Dean,
Forest College & Research Institute,
Hyderabad at Mulugu,

Dear Sir,

Ref:- Your Bidding Document No..... Dated:

* * *

We..... who are established and reputable manufacturers of
(Name and description of the goods offered in the online bid) having factories at
hereby declare and conform that we are regularly manufacturing, supplying, installing, testing
and commissioning of the similar Laboratory Chemicals, Laboratory Glass - Wares, Laboratory
Plastic - Wares, Filter Papers for the last 3 years.

Yours faithfully,

(Signature name and designation)
for and behalf of Messrs.....
(Name & address of the manufacturers)

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (hereinafter called the "tenderer") has submitted their offer dated.....for the supply of
(hereinafter called the "tender") against the Purchaser's tender enquiry No.
.....KNOW ALL MEN by these presents that WE.....of
..... having our registered office at.....
are bound unto the Forest College & Research Institute, Hyderabad (herein after called the "College/Institute") in the sum of
.....for which payment will and truly to be made to the said College/Institute, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the tenderer having been notified of the acceptance of his tender by the College/Institute during the Period of its validity:-

a) If the tenderer fails to furnish the performance security for the due performance of the contract.

b) Fails or refuses to accept/execute the contract.

We undertake to pay the College/Institute up to the above amount upon receipt of its first written Demand, without the College/College/Institute having to substantiate its demand, provided that in its demand the College/Institute will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

(Signature of the authorized officer of the bank)

.....
(Name and designation of the officer)

.....
Seal, name and address of the Bank and address of the Branch.