



**INTERNATIONAL CENTRE FOR RESEARCH IN AGROFORESTRY**

**South Asia Regional Program  
1st Floor, C-Block, NASC Complex  
Dev Prakash Shastri Marg, Pusa Campus, New Delhi-110012**

**TENDER No. ICRAF /SA/002/2019**

**REQUEST FOR TENDER FOR SUPPLY AND DELIVERY OF  
Poly Vinyl Chloride (PVC) pipes**

<b>Planned Timetable</b>	
<b>Issue Tender</b>	<i>22nd June 2019</i>
<b>Questions from Supplier due date</b>	<i>25th June 2019</i>
<b>Deadline for reply</b>	<i>26th June 2019</i>
<b>Tender closure</b>	<i>05th July 2019</i>
<b>Evaluation of Tenders</b>	<i>08th July 2019</i>
<b>Award of Contracts</b>	<i>15th July 2019</i>
<b>Contract start</b>	<i>19th July 2019</i>

## Introduction

### About the organization

The International Centre for Research in Agroforestry – ICRAF (also known by the brand name ‘World Agroforestry’) is a centre of scientific excellence that harnesses the benefits of trees for people and the environment. Leveraging the world’s largest repository of agroforestry science and information, we develop knowledge practices, from farmers’ fields to the global sphere, to ensure food security and environmental sustainability.

ICRAF is a member of the CGIAR System Organization and is therefore guided by the Strategic Results Framework comprising three high-level goals – poverty reduction, increasing food and nutritional security, and improved natural resource systems and environmental services.

ICRAF's work also addresses many of the issues being tackled by the Sustainable Development Goals (SDGs) that aim to eradicate hunger, reduce poverty, provide affordable and clean energy, and protect life on land and combat climate change.

We receive our funding from a wide range of investors, including governments, private foundations, international organizations and regional development banks. Our work is conducted with partners from several scientific and development institutions.

Headquartered in Nairobi, Kenya, ICRAF operates six regional programmes in Sub-Saharan Africa, Asia and Latin America and conducts research in 33 other countries around the developing world.

### Purpose of the Bid

The World Agroforestry (ICRAF) invites tender for supply of PVC pipes as per specification given below in two separate envelopes for technical and financial. We are seeking tenders for supply of Poly Vinyl Chloride (PVC) pipes as per the specifications provided in the requirements section. The financial bid will be open of those bidders only whose technical bid is approved by the procurement committee.

## SECTION 1 – INVITATION TO TENDER

ICRAF invites sealed bids from eligible candidates for the **Supply and Delivery of Poly Vinyl Chloride (PVC) pipes.**

The bidder will provide the product/services as stipulated in the TORs and the necessary expertise for the performance of the contract.

1.1 Prices quoted should include the breakdown of cost-plus goods service tax (**GST**) and must be expressed in **Indian Rupees (INR)**.

1.2 Completed tender documents to be submitted as follows:

### **Submission via email**

Electronic copy to be submitted in two separate email titles "Technical Bid for Poly Vinyl Chloride (PVC) pipes" and "Financial Bid for Poly Vinyl Chloride (PVC) pipes Proposal to [icraf-pvcpipestender@cgjar.org](mailto:icraf-pvcpipestender@cgjar.org) by **05th July 2019** at **05.00 P.M (IST)**.

### **Hard copy submission**

Hardcopy tenders are to be enclosed in two separate plain sealed envelopes marked "Technical Bid for Poly Vinyl Chloride (PVC) pipes" and "Financial Bid for Poly Vinyl Chloride (PVC) pipes" on the lower left-hand corner. In addition, if the proposal is to be submitted via express mail, "Proposal Documents Enclosed "DO NOT OPEN" must be conspicuously marked on the package. Addressed to

Attention: **Tender committee**  
**The World Agroforestry (ICRAF),**  
**South Asia Regional Program (SARP),**  
**1st Floor, C-Block, NASC Complex, Dev Prakash Shastri Marg Pusa Campus,**  
**New Delhi – 110012.**

1.3 Proposals shall be accepted by the Tender committee at any time during the normal course of business only, said hours being 9:00 a.m. to 5.00 p.m., Monday through Friday except legal holidays.

## **SECTION 2 - INSTRUCTIONS TO TENDERERS**

### **2.1 Cost of tendering**

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and ICRAF, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **2.2.2 Contents of tender documents**

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

### **2.2 Clarification of Documents**

2.2.1. A prospective candidate making inquiries of the tender document may notify ICRAF by email to [icraf-pvcpipestender@cgjar.org](mailto:icraf-pvcpipestender@cgjar.org) The request for clarification must reach ICRAF not later than **25<sup>th</sup> June 2019**. ICRAF will respond by providing the feedback /

clarification through the online link provided on the tender documents by the **26<sup>th</sup> June 2019**. The response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders through the web portal provided in the advertisement.

### **2.3 Amendment of documents**

- 2.3.1. At any time prior to the deadline for submission of tenders, ICRAF, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.3.2. All prospective tenderers will be notified of the amendment through the provided web portal and such amendment will be binding on them.
- 2.3.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, ICRAF, at its discretion, may extend the deadline for the submission of tenders.

### **2.6 Tender Prices**

- 2.5.1. The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.5.2. If your proposal is based on “one lot” pricing and is not to be broken up by item, you must indicate this in the proposal. Where applicable, contractor must furnish material safety data sheets for their products.
- 2.5.2. Where contract price variation is **allowed**, the variation shall not exceed 10% of the original contract price.

### **2.6 Tender Currencies**

- 2.6.1. All rates and amounts entered in the tender documents and price schedule and used in any document correspondence or operations pertaining to this tender shall be expressed in **Indian Rupees (INR)**.

### **2.7 Taxes**

- 2.7.1 The tenderer should provide GST (Goods Service Tax) number.

### **2.9 Tenderers Eligibility and Qualifications.**

- 2.9.1. The documentary evidence of the tenderers qualifications and experience to perform the contract if its tender is accepted shall establish to ICRAF's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

### **2.10 Format and Signing of Tender**

2.10.1. The tenderer shall prepare and submit a one copy of the tender.

2.10.2 The tender document shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract.

2.10.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.11 Deadline for Submission of Tenders**

2.11.1 Tenders must be received by ICRAF no later than **05th July 2019 at 05.00 P.M (IST)**.

2.11.2 ICRAF may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2.12 Modification and withdrawal of tenders**

2.12.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by ICRAF prior to the deadline prescribed for the submission of tenders.

2.12.2 No tender may be modified after the deadline for submission of tenders.

2.12.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender proposal.

2.12.4 ICRAF may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.12.5 ICRAF shall give prompt notice of the termination to the tenderers and will not give reasons for termination.

## **2.13 Clarification of tenders**

2.13.1 To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

## **2.14 Evaluation and Comparison of Bids**

Tenders that meet all the criteria set above will be deemed to be substantially responsive and will be considered for the evaluation process with the following criteria.

Description	Weight (%)
Company Profile	Mandatory
Technical Proposal	50%
Financial proposal	50%

<b>Total Score</b>	<b>100%</b>
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Refer to the evaluation criteria for more details.

### 2.15 Award Criteria

2.15.1 ICRAF will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to have the highest cos-benefit evaluation, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.15.2 ICRAF reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.15.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment by ICRAF from participating in future procurement.

2.15.4 Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the *General Terms & Conditions* and *Supplier Code of Conduct* attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of ICRAF, provided as a supplementary document to this request for proposal.

2.15.5 ICRAF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to ICRAF if they, or any of their affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

2.15.6 ICRAF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against ICRAF, as well as third parties involved in ICRAF activities. ICRAF expects its Suppliers and Service Providers to adhere to the ICRAF Supplier Code of Conduct provided as a supplementary document to this request for proposal.

## SECTION 3 - REQUIREMENTS

### 3.1 Product Specification

**Poly Vinyl Chloride (PVC) pipes:**

**Category A:**

Sr. No.	Particular	Specification
1	Type	Poly Vinyl Chloride (PVC)
2	Length	20 feet (6.096 meters)

3	Inside diameter	4 inch (101.6 mm) and 6 inches (152.4 mm)
4	Working pressure (minimum)	2.5 Kg/cm <sup>2</sup>
5	Total quantity of pipes	5,000 pieces, each with standard length of 6.096 meters

or

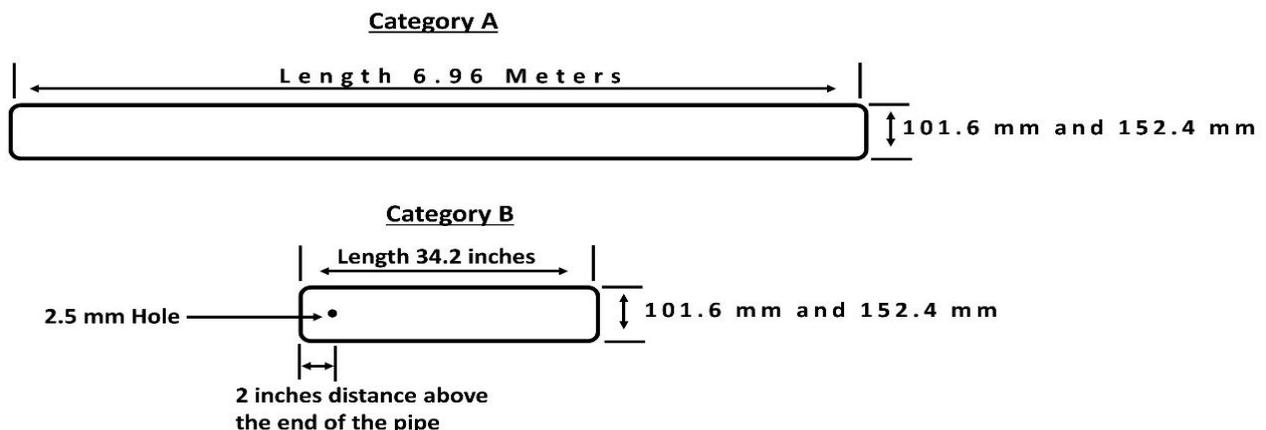
**Category B:**

Sr. No.	Particular	Specification
1	Type	Poly Vinyl Chloride (PVC)
2	Length	2.85 feet (34.2 inches)
3	Inside diameter	4 inch (101.6) and 6 inches (152.4)
4	Working pressure (minimum)	2.5 Kg/cm <sup>2</sup>
5	Each standard-length pipe of 6.096 meters is to be cut in to 7 pieces of 34.2 inches each	Length of the pipes after cutting into smaller pieces = 34.2 inches
6	Supplier has to make a hole of 2.5 millimetre at one end of the small pipes 2 inches above the end of the pipe	Hole size 2.5 mm Location: At one end of the small pipes 2 inches above the end of the pipe
7	Total quantity of small (34.2 inches length) pipes	35,000 pieces of 34.2 inches length

**Note:**

- Suppliers have the options to quote for only Category A or Category B or for both.
- The supplier will deliver the order in 5 suitable lots as per requirement.

**Sketch of Pipes**



Attach 1 feet x 1 feet sample.

**SECTION 5: FORMAT OF RESPONSES**

**5.1 Technical Proposal (Weight: 50%)**

Evaluation criteria	Description	Minimum required documentation	Weight (%)
<b>Company Profile</b>	Refers to the tenderer’s ability to demonstrate relevant experience and compliance with registration for business operations.	<ul style="list-style-type: none"> <li>• Certificate of incorporation /registration.</li> <li>• List of Directors.</li> <li>• Sign off on last page of ICRAF supplier code of conduct provided.</li> </ul>	Mandatory
<b>Scope of the work</b>	Refers to extent / depth of understanding of the product/service to be offered as stated in the Product Specifications.	<ul style="list-style-type: none"> <li>• Product offering including detailed information on:</li> <li>• Quality of products</li> <li>• MSDS provide where applicable</li> <li>• Delivery timelines</li> <li>• Terms of payment</li> </ul>	30%
<b>Past experience</b>	Refers to Bidder’s ability to demonstrate relevant experience in the product development and support. Experience working with similar projects or clients. Include list of four major clients, summary of products/services rendered, value of contracts and contact person plus their address and telephone numbers.	<ul style="list-style-type: none"> <li>• Schedule of contracts successfully performed.</li> <li>• Reference contacts of clients served.</li> <li>• Reference letters, if available.</li> </ul>	20%
<b>Subtotal weight</b>			<b>50%</b>

**5.2 Financial Proposal (Weight: 50%)**

Use the format below for guidance:

	Item	Qty	Unit Price (Indian Rs.)	Amount (Indian Rs.)
A	Cost to Supply and delivery of Poly Vinyl Chloride (PVC) pipes at Nupada Block (Nuapada District) and Belaya Block (Bolangir District) in Odisha	5,000 pcs (Category-A)  35,000 pcs (Category-B)		
	<b>Total Cost of Supply and Delivery (Category-A)</b>			
	<b>Total Cost of Supply and Delivery (Category-B)</b>			

**Additional Instructions:**

- Bid validity period - 90 days after closure of submission.
- The total price quoted by the bidder must be the total cost delivered to the location(s).
- All goods are to be shipped **F.O.B.**
- Unauthorized shipments are subject to rejection and returned at the contractor's expense.

**ANNEXES**

1. [General Terms and Conditions](#)
2. [Supplier Code of Conduct \(Sign off\)](#)
3. [Disclosure and Certification form \(Fill and sign off\)](#)