

Website : <http://ifgtb.icfre.gov.in>

Email : dir_ifgtb@icfre.org

Office : 2434100, 2484131

Fax : 91-422- 2430549



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद)
पी. बी. नं. १०६१ कोयंबटूर-६४१ ००२

INSTITUTE OF FOREST GENETICS AND TREE BREEDING
(INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION)
(An autonomous Council of Ministry of Environment & Forests, Govt. of India)
P. B. No. 1061, COIMBATORE - 641 002



No. 6-231/2013-14/ENVIS CENTRE

Dated : 09-05-2014

To

Different firms

Sir,

Sub: Supply of Desktop Computers - reg.

Sealed quotations are invited from registered firms for Supply of Desktop Computers as per the specifications along with the Terms and Conditions:

Specifications of the instrument / equipment: Desktop Computers

S. No.	Specifications required	Specifications offered *
1	Desktop Core i5 3 rd Generation/ 4GB RAM/ 1GB Graphics card/ 1 TB HDD/ DVD RW/ 19.5" LED Monitor, Keyboard, Mouse, Windows 8 – 3 years Warranty - 2 Nos.	
2	Desktop Core i5 4 th Generation/ 8 GB RAM/ 1GB Graphics card/ 1 TB HDD/ DVD RW/ 20.5" LED Monitor, Keyboard, Mouse, Windows 7 Professional – 1 year Warranty - 1 No.	

2. Specification of accessories:

S. No.	Specifications required	Specifications offered *

3. Manufacturer's Name:

4. Full Address:

5. Phone/ Fax/ Mail Details:

- a. Phone:
- b. Fax:
- c. E-mail:
- d. Website:

6. List of addresses to whom the equipment is supplied in India during the past 24 months

S. No.	Model / Make of the Equipment / Instrument	Address of the Institute / Organisation	Phone / Fax / E-mail	Date of Supply

7. List of Authorised Service Agents for the Instrument / Equipment in India / Asia

S. No.	Name of the Authorised Service Engineer	Address of the Authorised Service Dealers	Phone / Fax / E-mail

8. Terms of Guarantee/Warranty:

Printed literature / brochures in support of the specifications of the offer claimed must be supplied. Otherwise, the tenderer has to give an undertaking that those technical specifications are available in the model quoted by them. In case of false undertaking, the tenderer will be black listed and the EMD/Security Deposit will be forfeited.

The quotations in a sealed cover should be addressed to "The Director, IFGTB, Forest Campus, P.B. No.1061, R.S. Puram, Coimbatore. Quotation should be sent only by post. Quotation received by any other means will not be entertained and will be summarily rejected. The institute will not be responsible for postal delay.

The cover containing the quotation should be superscribed " Quotation for supply of Processing Desktop Computers – Not to be opened before 27.05.2014 and shall reach on or before 3.30 P.M. on 27.05.2014

Yours faithfully,


HEAD OF OFFICE

Institute of Forest Genetics &
Tree Breeding Coimbatore - 2.

TERMS & CONDITIONS

Last date for submission : 27.05.2014

1. Quotation should be addressed to the Director, Institute of Forest Genetics and Tree Breeding, Forest Campus, R. S. Puram, Coimbatore in a sealed envelope marked as Superscribed as " Quotation for supply of Equipment – Desktop Computers. Quotation should be sent only by post. Quotation received by any other means will not be entertained and will be summarily rejected.
2. **The sealed cover containing quotation should reach before 3.30 P.M. on 27.05.2014.**
3. Quotation should be clearly filled in ink legibly or typewritten giving full address of the tenderer. The tenderer should quote the rate for each instrument/equipment in figures as well as in words. Alterations/overwriting/cuttings, unless legibly attested by the tenderer, shall disqualify the tenders. The tenders should be signed by the tenderer himself/themselves or by their authorized signatory of the firm/proprietor.
4. The Institute may, at its discretion, extend this deadline for submission of quotations.
5. The number and quantity mentioned in the above Qutoation is the probable number and quantity required to be purchased. The same may be increased/decreased according to the requirement. The Director, IFGTB reserves the right to order or not to order any number and quantity of any instrument / equipment.

6. EARNEST MONEY DEPOSIT (EMD):

An Earnest Money Deposit (EMD) of rupees as per the table below in the form of crossed Demand Draft drawn in favour of Director, IFGTB, payable at Coimbatore must be deposited along with the tender. The EMD to the unsuccessful tenderer(s) will be returned at the earliest after expiry of the final bid validity or latest on or before the 30th day of the award of the purchase order whichever is earlier. The EMD may be forfeited:

- i. if a tenderer withdraws his bid during the period of bid validity specified
or
- ii. in case of a successful Bidder, if the Bidder fails to furnish security deposit

S.No	Total value of the tender (Rs)	EMD amount(Rs)
1.	Less than Rs. 5,00,000	5,000.00
2.	Between 5,00,001 to 20,00,000	12,500.00

- iii. **The EMD of the unsuccessful bidder will be released after finalization .**
 - iv. For the successful bidder EMD will be released after they submit the performance security as per our instructions, otherwise
7. Tenderer shall furnish complete technical specification in the format prescribed duly signed failing which tender will not be accepted.
 8. The following documents in original (Self-attested with rubber seal, in case of photocopies) should be enclosed along with the technical bid. In case of photocopies, original documents for the following should be produced whenever required; failing which tender submitted will be rejected at any moment.
 - a. Brochures supporting the specifications quoted.
 - b. Authorization certificate of the concerned company in favour of the tenderer or the Principal dealer if the tenderer is a sub agent to sell/service/give annual maintenance service for the items quoted.
 - c. Document supporting both past and present status of supply of the instruments by both the Manufacturer and Supplier.
 - d. Valid proof of any orders received from various Govt. /Semi-Govt./P.S.U. etc. for supply and installation of the same make and model of scientific equipment / instruments .
 9. Guarantee for each instrument/equipment should have at least one year from the date of successful installation. Preference in selection, other than cost of the equipment, will be given for those firms quoted more years of guarantee.
 10. The consignment has to be delivered at this Institute and properly installed.
 11. **Space, electrical load etc. needed for the instrument/equipment/article may also be indicated along with the Quotation.**
 12. If the instrument/equipment is a proprietary one (i.e., similar type of instrument/equipment in same name for similar work is not manufactured by any other company or such instrument/equipment with same specification is not available in the market as an assembled unit/assembled by parts procured from different manufacturers/suppliers or the

instrument/ equipment with even slight deviation from the specification required by IFGTB is also not available with any other manufacturer/company and such an instrument/equipment is solely manufactured by the tenderer or his Principal.), then supporting documents with an undertaking to that effect is to be provided along with the Technical bid.

13. Service facility beyond guarantee period i.e., after sales service condition/Annual Maintenance Contract may be indicated clearly including the cost of such service and name of the firm / service provider, their financial position and past performance. Whether any training is needed or is it included in package deal is to be indicated. Any difference or variations from the specification required by the Institute should be clearly mentioned.

14. Brochure containing the detailed specification of the models quoted and all parts and accessories is to be supplied.

15. The tenderer(s) should type the bid form in the format supplied to them or to fill up by hand legibly. Any financial bid not given in the prescribed format will be rejected.

Financial bid must contain rates in figures and also in words. Any overwriting/using fluids/cutting in the Price bid will not be entertained unless they are attested by the signatory. The tenderer should take care that the rates and amounts are written in such a way that interpolation is not possible and no blanks should be left which would otherwise make the tender liable for rejection.

i. The basic price of each item in Indian Rupees should be quoted, both in figure and words separately. The rate should be valid for a minimum of 120 days from the date of opening of the tender.

ii. Price list of the company, if any should be enclosed along with the bid.

16. ICFRE, the parent body of the IFGTB, Coimbatore is registered with the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India, New Delhi for the purpose of availing customs duty exemption in terms of Government Notification No. 51/96- Customs dated 23-7-1996 and central excise duty exemption in terms of Government Notification No 10/97-Central Excise

dated 1st March, 1997. Therefore the parties may offer their rates without including Customs and Central excise duty.

17. Quotation shall remain valid for 120 days after the date of bid opening. Any tenderer whose validity of the financial bid is for a lesser duration shall be rejected by the Institute as non responsive.
18. The successful tenderer shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the instruments/equipments at the Institute.
- 19. Address of the authorized service agent of the equipment / instrument shall be given separately.**
20. The Institute will not be responsible for any delay on the part of the tenderer in submission of the tender bids. Any bids received by the Institute after the deadline prescribed for submission of bids, will be rejected.
21. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
22. Handwritten quotations shall be accepted at the bidder's risk. If there is a discrepancy between words and figures, the amount in words will prevail.
23. The successful tenderer have to supply the instruments/equipments as per the purchase order within 120 (One hundred and twenty) days from the date of issue of the order.
- 24. SECURITY DEPOSIT (SD): The successful bidder(s)/tenderer(s) should deposit security money @ 5% of the total value of the order within 15 days of issue of the supply order which will be refunded on completion of warranty period.** Otherwise, the EMD deposited with the tender will be forfeited and the order placed will stand cancelled. Generally, the security deposits will not be refunded unless all item(s) are supplied and successfully installed to the satisfaction of the Director, IFGTB, that too, after 60 days, beyond the date of completion of all contractual obligations of the supplier including guarantee obligation which will be calculated from the date of successful installation of the instrument/equipment. The security deposit furnished by the tenderer will be refunded as per rule.
25. Any instruments/equipment fail to confirm to the specifications, the Institute may reject the instruments/equipment and the supplier shall replace the rejected

instruments/equipment with a new one to meet specification requirements free of cost to the Institute.

26. The instruments/equipments supplied shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. For delivery of instruments/equipments at site, the insurance shall be obtained by the Supplier in amount equal to 110% of the value of the instruments/equipments from "warehouse to warehouse" (final destinations) on "All risks" basis including war risks and strikes.
27. Upon delivery of the instruments/equipments, the supplier shall notify the Institute and the insurance company by cable/telex/fax/email the full details of the shipment including contract number, railway/roadways/airlines/ship's receipt number and date, description of instruments/equipments quantity, name of the consignee etc., The supplier shall mail the following documents to the Institute with a copy to the Insurance company.
 - a) Four copies of the supplier invoice showing instrument/equipment, description, quantity, unit price, total amount;
 - b) Railway/roadway/airlines/ship's receipt/ acknowledgement of receipt of instruments/ equipment from the consignees(s)
 - c) Insurance certificate
 - d) Manufacturer's/Supplier's Warranty Certificate
 - e) Certificate of origin.
28. The above documents shall be received by the Purchaser before arrival of the instruments/equipments (except where the instruments/equipments have been delivered directly to the consignee with all documents) and, if not received, the supplier will be responsible for any consequent expenses.
29. The Supplier shall provide such packing of the instruments/equipments as is required to prevent their damage or deterioration during transit. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Package case size and weights shall take into consideration, where appropriate the remoteness of the

instruments/equipments final destination and the absence of heavy handling facilities at all points in transit.

30. If the Supplier fails to deliver any or all of the instruments/equipments within the period(s) specified, the Institute shall, without prejudice to its other remedies, deduct from the Security Deposit, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed instruments/equipment or unperformed services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the instruments/equipment price. Once the maximum is reached, the Institute may consider termination of the purchase order.
31. All correspondences and other documents pertaining to the purchase of instruments/equipments which are exchanged by the parties shall be written in English.
32. The Supplier may be required to provide any or all of the following services,
- i. performance or supervision of the on-site assembly and/or start-up of the supplied instruments/equipments;
 - ii. furnishing of tools required for assembly and/or maintenance of the supplied instruments/equipments;
 - iii. furnishing of detailed operations and maintenance manual for each appropriate unit of supplied instruments/equipments and
 - iv. training the Institute personnel in operation and maintenance of the supplied instruments/equipments
33. All correspondence(s) / notice(s) shall be effective from the date on which it is delivered or on the notice's effective date, whichever is later.
34. The Supplier may be required to provide any or all of the following materials notifications and information pertaining to spare parts manufactured or distributed by the Supplier:
- i. such spare parts as the Institute may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
 - ii. In the event of termination of production of the spare parts:

1. advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure spares needed to meet requirements; and
2. following such termination, furnishing at no cost to the purchaser, the blueprint drawings and specifications of the spare parts, if requested.

35. The supplier warrants that instruments/equipment supplied are new and unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise. The Supplier further warrant that all instruments/equipments supplied shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal of the supplied goods in the conditions prevailing in the country of final destination.

36. Payment shall be made in Indian Rupees as follows:

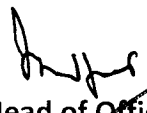
- i. *on Delivery*: 75% of the instruments/equipments price shall be paid on receipt of instruments/equipments and upon submission of the documents; and
- ii. *On Final Acceptance*: the remaining 25% of the Contract Price shall be paid to the supplier within 30 days after the date of Acceptance Certificate issued by the Institute after installation.

37. PENALTY CLAUSE:

On breakdown of the Instrument/Equipment, the maximum time to attend the complaint is 3 working days from the date of lodging of the complaint. Otherwise penalty charges of Rs.500/- per day on items whose value is upto Rs.10.00 lakhs plus an additional amount of Rs.25/-per lakh per day will be charged to the authorized service agent of the Manufacturer/Supplier. Any rectification during the guarantee period should be done within 21 days from the date of report of the Service Engineer of the Manufacturer/Supplier for repair of the equipment/instrument in case of

requirement of spare parts. Otherwise, the above penalty charges will again be imposed from the 21st day from the date of first report of the Service Engineer till rectification of the Instrument/Equipment. The Manufacturer/Supplier is bound to extend the guarantee of the equipment/instrument equivalent to the number of days for which the instrument/equipment remain idle due to the break down. However, IFGTB will claim no extension of guarantee for the instrument/ equipment lying idle due to break down for a total number of 24 days per year in the guarantee period. Both the Manufacturer/Supplier and their authorized service agent in this regard may furnish an undertaking along with the Price Bid.

38. Each page of the general terms and conditions supplied with the tender should be duly signed as a token of acceptance of all terms and conditions of the tender. No deviation in the terms and conditions of the tender notice will be accepted. The supporting documents should be duly stamped & signed by the tenderer(s) otherwise rejected. No retyping of the general terms and conditions supplied is accepted. Submit this terms and conditions duly signed along with the technical bid.
39. Tenderer submitting tenders are deemed to have seen, understood and accepted all the terms and conditions.
40. The tenderer shall identify the parts of the instrument/equipment that are likely to go out of order due to poor maintenance, electrical fluctuations, etc. and give cost of essential spares including the cost of freight, insurance, handling charges, etc. The warranty period of the extra spares shall be given separately.
41. The cost of maintenance beyond warranty period shall be quoted for each year.
42. The Director, IFGTB, Coimbatore reserves the right to cancel/reject, full or any part of the tender, without assigning any reason. No correspondence will be entertained in this regard.


Head of Office
IFGTB, Coimbatore.