
STATE CLIMATE CHANGE CENTRE, UTTARAKHAND

TENDER FOR SUPPLY OF WORK STATIONS

(Tender No. NMSHE/16-1(PRO) 2017 (3))

Final date of Receipt of Tender: 06.06.2017 (1400 hrs.)

Date of Opening of Tender: 06.06.2017 (1500 hrs.)

MAY 20, 2017

Office of Additional Principal Chief Conservator of Forests- Environment/Climate Change
State Climate Change Centre,
Forest Head Quarter, 85 Rajpur Road, Dehradun Uttarakhand, 248001

**Office of Additional Principal Chief Conservator of Forests- Environment/Climate Change
State Climate Change Centre,
Forest Head Quarter, 85 Rajpur Road, Dehradun Uttarakhand, 248001**

TENDER FOR SUPPLY OF WORK STATIONS

Tenders are invited for purchase of **Seven (07)** new workstations for setting up of GIS based Knowledge Management Centre under the project, “Establishment/ Strengthening of State Climate Change Cells under NMSHE”.

You may quote against this tender enquiry only if you are a registered firm experienced in supplying workstations with monitors and able to undertake the services as specified in this document. If you fail to abide by this condition your Earnest Money Deposit/ Security Deposit will stand forfeited.

The technical specifications for proposed workstations to be purchased are as follows.

Sl.	Attribute	Specification
1	Processor	Intel Xeon Processor v4 (8C, 3.2 GHz, 20MB); Intel C612 chipset
2	Primary Memory	32GB (4x8GB) 2400MHz DDR4 RDIMM ECC (8DIMM Slots total) upgradable up to 256 GB or more
3	Secondary Storage	2TB X 2 7200 RPM
4	Optical drive	8x Slimline DVD+/-RW Drive
5	Graphics	4GB Nvidia Quadro
6	Network (NIC)	Integrated one Gigabit Ethernet (Intel i217LM) + Intel I210-T1 Single Port Gigabit Ethernet Adapter
7	Ports	Front : 3 USB 2.0, 1 USB 3.0, 1 Microphone, 1 Headphone, Internal: 3 USB 2.0, 4 SATA 6Gb/s, 2 SATA 6GB/s (for optical drive(s)), Rear: 3 USB 2.0, 3 USB 3.0, 1 Serial, 2 PS2, 1 RJ45 (intel Gigabit Ethernet)
8	Chassis	Mini Tower
9	Monitor	UltraSharp 24" Wide Screen Monitor with LED Back Light
10	Keyboard and Mouse	USB Smartcard Keyboard, USB Optical Mouse
11	Operating System	Windows 10 Professional 64 bit preinstalled through downgrade to windows 7
12	Power supply	Power supply: 825 W or 90% PSU
13	Certification	As per IEC-60950-1/IS: 13252 with all amendments up to date

14	Diagnostic Port	USB port should be able to transfer hardware diagnostic ,information to tablet, smartphone, or other USB device for hardware analysis
15	Warranty	Three-year comprehensive onsite warranty

The terms and conditions governing the tender for supply of Computer Consumables are given in **Annexure-I**.

Terms & Conditions for Supply of Workstations

- During the warranty period if hard disk require replacement then old hard disk will be retained by the institute.
- Vendor must provide certificate from Original Equipment Manufacturer (OEM) for warranty.
- The firm must be authorized by the manufacturer to supply, install and maintain the system. The specific authorization by the manufacturer for participating in this tender should be enclosed.
- The equipment being quoted should be of original Equipment Manufacture (OEM) of reputed company and no non- standard equipment will be accepted by the organization.
- The bidder must be original equipment manufacturers (OEM) or their authorized distributors in India. An authorization issued by the OEM should be attached with bid; failing which their offer will not considered by the organization.
- Offer should be valid for a minimum period of 90 days from the date of opening of quotations.
- The offer should be completed in all respects and contain all information asked for above information.
- The supplier should indicate brand/make and full details of the equipment being quoted Supplier must submit complete technical specifications without living any scope for ambiguity. All supporting leaflet, brochure, technical information literature, catalogues, vendor profile must be attached.
- The firm should submit attached copy of TIN number and PAN number in bid; failing which their offer will not be considered by the institute.
- If the bidding agency does not meet the above parameters and does qualify technical parameters/ specification as given in the above Table, their offer will not be considered and shall be rejected by the institute.

- **Warranty:** you are required to give a warranty for a minimum period of three years from the date of satisfactory supply. Inspection and acceptance of the equipment in good condition. If during warranty period, the equipment supply fails to give satisfactory performance and found defective. You will rectify the defect within a reasonable time; failing which the equipment should be replaced with new one (s) without any cost.
- You may submit your rates/offer for the item (s) in the following format only

S.No	Item Description and Specifications	Brand/Make	Model No.	Unit Price (in Rs.)	VAT, if any with %age	Total Amount	Remarks if any

Note: Rates should be quoted only in accordance with the above-mentioned table; failing which their offer is liable for rejection.

- **Prices:** You should quote your rates on a fixed price on F.O.R, **Additional Principal Chief Conservator of Forests- Environment/Climate Change**, Dehradun. The taxes/VAT, if any should be clearly mentioned. The prices should be quoted only in Indian Rupees. No price variation should be allowed relating to increases in dollar price variation, etc. Price quotation accompanied by vague and conditional expressions such as ‘subject to immediate acceptance’, “subject to confirmation before sales” etc. will be treated as being variance and shall be liable for rejection.
- If any of the given specifications/parameters does not meet the required specifications as mentioned above, their offer will not be considered and shall be summarily rejected by the institute.
- **(14) Comparison of Rates:** Comparison of rates shall be made on item wise equipment only. Rates for comparison will be taken after adding the taxes, freight, insurance etc. and FOR, **Additional Principal Chief Conservator of Forests- Environment/Climate Change**, Dehradun.
- **(15) Payment:** 90% payment shall be released on bill basis after entire supply, inspection and acceptance of the equipment in good condition. Balance 10% payment shall be released after completion of warranty period OR the said balance i.e. 10% of the payment may be released against Bank Guarantee/FDR pledged in favor of **the Office of Additional Principal Chief Conservator of Forests- Environment/Climate Change**, Dehradun
- **Delivery:** Agency would be required to supply the equipment within a period of eight weeks from the date of issue of supply order, if placed with your firm.
- (Penalty: Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of equipment which have been supplied late.

- No form ‘C’ or ‘D’ or any other concessional Sales Tax form will be issued by the institutes. Only form-16 (Road permit) for transportation of equipment within India shall be provided by the Institute.
- The above quantity of equipment are approximate, the same may be reduced or increased at the time of issuing supply order (s), depending upon the requirement of the institute.
- **Last Date of Receiving Quotations:** Last date of receiving quotations in the office is upto **14:00 hrs on 06.06.2017.**
- The sealed quotation addressed to **Additional Principal Chief Conservator of Forests- Environment/Climate Change**, State Climate Change Centre, **4th Floor, Forest Head Quarter, 85, Rajpur Road, Dehradun** may be sent by Speed Post/Registered Post/Courier or through by hand so as to reach the Institute latest by **06.06.2017 upto 14:00 hrs.** Any postal delay will not be considered by the Institute.
- The Institute reserves the right to accept or reject any of the quotation straightway without assigning any reasons.

The Tender Document can be purchased from the office of the **Additional Principal Chief Conservator of Forests- Environment/Climate Change, State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun Uttarakhand, 248001** on any working day at the cost of **Rs.100/-**. The document can also be downloaded from the website www.sccc-uk.org and www.forest.uk.gov.in A Demand draft of Rs. 100 in favour of **Additional Principal Chief Conservator of Forests- Environment/Climate Change**, Dehradun will have to be submitted with the download form.

Unit price for each item must be quoted inclusive of all taxes, levies and duties, packaging, forwarding and any other charges (except Sales Tax which needs to be shown separately).

The quoted prices should be F.O.R. The supply will have to be made at the Forest Department Headquarters, 85-Rajpur Road, Dehradun and and no transportation & installation charges can be claimed.

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

**Chief Conservator of Forests
State Climate Change Centre,
Uttarakhand**

Forwarding Letter

(To be filled in by the tendering party)

FROM

.....
.....

To,

**Additional Principal Chief Conservator of Forests- Environment/Climate Change,
Uttarakhand, Dehradun**

Sub: Tender Notice For Purchase of Work Stations

Ref: Your tender notice dated.....

Sir,

I/ We are submitting herewith our tender for the purchase of the articles as specified in the tender form and as laid down in tender documents.

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

We are enclosing herewith your receipt No.....dt..... as a proof of having purchased the non transferable tender document.

According I/ We are enclosing herewith our Earnest Money Deposit in the form of bank draft No.....dated..... for **Rs. 5000/- (five thousands only)** payable to -----
----- for purchase of work station items mentioned above. 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.

We are enclosing as Annexure the following documents (up-to-date) in original/ attested copies in fulfilment of the conditions laid down in the tender document.

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).

(Write “Yes” or “No” in boxes)

- | | |
|---|--------------------------|
| 1. Sales Tax Registration Certificate: | <input type="checkbox"/> |
| 2. Income Tax Certificate and PAN No.: | <input type="checkbox"/> |
| 3. Permanent Service Tax No. for maintenance/ repair services: | <input type="checkbox"/> |
| 4. Letter of authority (where required): | <input type="checkbox"/> |
| 5. Authorized dealer certificate: | <input type="checkbox"/> |
| 6. Copies of at least 2 purchases /work orders under execution
by the firm along with the particulars. | <input type="checkbox"/> |
| 7. Terms and Conditions: | <input type="checkbox"/> |
| 8. Any other Annexure (Please specify) | <input type="checkbox"/> |

Yours faithfully

Stamp and Signatures of the Authorized Signatory

Name.....

Complete address.....

.....

.....

Telephone Nos

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS

1. I/ We have read and fully understood the Terms and Condition as laid down in respect of this tender.
I/ We agree to abide by the same.
2. I/ We undertake to replace the defective material, if any, at our cost.
3. I/ We have duly signed all pages of the tender document.
4. I am/ We are also enclosing as Annexure the documents (Up-to-date) as listed in the covering letter above in fulfilment of the conditions laid down in the tender document to prove that I/ we are qualified for this tender.

Stamp and Signatures of the Authorized Signatory

Name.....

Complete address.....

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.....

.....

Telephone nos

Detailed Terms and Conditions Governing the Tender

1. Please do not tear off any leaf of this tender Booklet. A photocopy of this document may be made by the tenderer for his later reference.
2. Please read these terms and conditions carefully. Failure to do so and mistakes in filling in the tender form may lead to disqualification of the tender partly or entirely.
3. Please sign all pages of these terms and conditions, so also all other pages of the Tender Document Booklet.
4. **Qualifications for Tendering:** Tenderers should be registered computer dealers/ Service centers duly registered for payment of the Sales Tax, Service Tax for maintenance/ repair service. Customs duties, Income tax and Excise duty as applicable and must possess the following qualifications. The company should have a local service centre at Dehradun.

5. Scope of work

The current scope of work involves

- Delivery, installation, and commissioning computer hardware of specified configuration at PMU in Dehradun, Uttarakhand.
- Configuration and integration of the computer hardware with the newly set-up local area network including network configuration, drivers / anti-virus software installations and installation of printers/ available peripherals.
- Provision of 3 years of free of cost on-site warranty from the date of completion of installation
- Provision of service and on-site support during warranty period as per the requirement of SCCC

6. Procedure for filling in the Tender Forms:

- i. Bids should be submitted in 'Two Bid System.
- ii. The offers are to be submitted in triple sealed covers.

The first inner sealed cover will contain the **Part A** of tender having all details and will clearly be super-scribed with '**Envelope I: Part A** of tender for Tenders are invited for purchase of **Seven (07)** new workstations, monitors at State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun'.

The second inner sealed cover will contain only the price schedule (**Part B of tender**) duly filled in and will clearly be super-scribed with '**Envelope 2: Part B** of Tenders are invited for purchase of **Seven (07)** new workstations, monitors at State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun'.

These two bids should be sealed in the **third envelope** super-scribed with 'Tenders are invited for purchase of **Seven (07)** new workstations, monitors at State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun' (see tender title).

Noncompliance of these directions may lead to rejection of the tender. The specifications may be verified by Pre-Bid inspection for which timings have been indicated on cover page.

- iii. Striking out/ applying whitener or disfiguring any specifications as printed in tender from in not allowed. If in the opinion of the “Evaluation/Purchase Committee” (constituted for examining the Part A of tender prior to the opening of Part B of tender) such an act is deemed as deliberate, it may lead to the disqualification of the tender and forfeiture of whole or part of the EMD as may be decided by the committee.
- iv. The tenderer is advised to fill the tender form carefully and all queries in the tender form have to be answered in unambiguous terms. Any space meant for answers, if left Tenders , will be construed as a “NO” answer or non-confirmation of a feature or specification. If the information about anything is provided in any annexure, full information about the location of that information should be provided otherwise, the Evaluation Committee is liable to consider the information as ‘not provided’.
- v. The prices to be quoted however shall be restricted to the specifications as listed in Part A of tender. No price quotes can be provided in Part B if the corresponding response has not been given in Part A of tender.
- vi. A UNIT PRICE of item group should be quoted F.O.R, State Climate Change Centre (SCCC), Forest Head Quarter, 85 Rajpur Road, Dehradun, and shall cover maintenance, repair and installation for equipment as mentioned in the Annexure I, inclusive of all taxes (including Sales Tax, Uttaranchal Trade Tax, Service Tax, etc.), and charges, if any, for levies, packaging, forwarding, etc. It is made expressly clear that the SCCC will not be liable for paying any taxes. Levies separately.

The prices to be quoted in the “Part B of tender’ will be restricted to the specifications as listed in Part A of tender or options asked for. Use of photocopies of the tender form for quoting rates/ options is not acceptable. The tendering parties risk disqualification and forfeiture of the EMD if this condition is violated.

7. Earnest Money Deposit:

- i. Tenders have to be accompanied by an Earnest Money Deposit (EMD) of **Rs.5000/-(Five thousand only)** in the form of a Bank Draft/ FDR, payable to the “**Additional Principal Chief Conservator of Forests- Environment/Climate Change, Dehradun,**” at any scheduled Bank located in Dehradun.
EMD in any other Form/Instrument shall not be acceptable.
- ii. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected. EMD in respect of parties which are not selected shall be returned within two weeks.
- iii. In case of parties retained for Purchase of new workstations with monitors, the EMD shall stand converted into a part of the Security Deposit after their short listing. No tendering party is exempted from the Security Deposit.

8. **Submission of tenders:**

- i. Complete Part A of tender should contain
- Duly filled Tender Document except the 'Part B of tender' portion
 - Earnest Money deposit equal to **Rs.5000/-(Five thousand only)**
 - The documents as listed in the forwarding letter of the Tender Document Booklet (page 2)
 - Copy of receipt foil issued by SCCC as proof of having purchased the Tender Document booklet; and
 - Covering letter on company's Authorized Letterhead with their complete address and in case of dealers/ distributors agents, complete address of the dealers/ distributors agents together with their telephone and fax numbers.

All these should be secured fully and put into a sufficiently large envelope as indicated in 6 (ii) above. The envelope should be super scribed '**Envelope I: Part A of tender for Purchase of new workstations.**

The second inner sealed cover will contain only the price schedule (Part B of tender) duly filled in and will clearly be super scribed with "**Envelope 2: Part B of tender for Purchase of new workstations.**

Name and address of the tenderer should also be mentioned on both the envelopes.

- ii. The envelope containing these two envelopes and super-scribed '**Tender for Purchase of new workstations should be addressed to, The Additional Principal Chief Conservator of Forests- Environment/Climate Change, State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun Uttarakhand, 248001.**
9. Tender Time schedule of the tender is given on the cover page of the tender booklet. In case the FSI office is closed on the last date, the date and time for receipt of completed tenders will automatically get shifted to 15:00 hrs on the next full working day.

10. **Validity of offers:**

- i. The complete tenders should reach the office of the Additional Principal chief Conservator of Forest, Environment and Climate Change, State Climate Change Centre, Forest Head Quarters, 85, Rajpur Road, Dehradun – 248001, within the due time and date prescribed. The office shall not be responsible for any postal or courier delays.

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

- ii. Offers made in the tender shall be valid till 90 days from date of opening of tender.
- iii. Tenders submitted on plain paper / photocopies or unauthorized copies of the Tender Document shall be considered invalid and shall be summarily rejected. Conditional tenders are also liable to be rejected.
- iv. It may be noted that the Tender Document Booklet is non-transferable. Party purchasing a tender document booklet should be the same as the one filling it up and making the offer.
- v. All offers have to be made clearly in English. There should be no erasing or overwriting. If a striking out is resorted to, it should be signed.

- vi. No alteration or amendments shall be allowed after opening of the tenders.
- vii. Offers submitted by telex, telegram or fax shall not be considered. Conditional tenders are liable to be rejected.
- viii. For a tender to be valid the individuals signing the tender document must specify, whether they are signing as the sole proprietor/ manufacturers/ partners (with proof provided):
Or as Authorized Dealers/agents (with proof provided)
Offers submitted by authorized dealer/ agents but not accompanied with letters of authority, in cases required, are liable to be rejected.

11. Opening of tenders.

- i. Part A of tenders shall be opened in the office of the Additional Principal chief Conservator of Forest, Environment and Climate Change, Dehradun, as per the schedule indicated on cover page.
- ii. Bids shall be opened in presence of such representatives of the tendering parties, as may be present at the time of opening of tenders.
- iii. Bids shall be read out one by one. Parties are however requested to desist from making comments.
- iv. Representatives of parties are required to be available at Dehradun for any clarifications that may be necessary.

12. The short-list:

- i. A shortlist limited to a maximum of three tenders is expected to be ready in the given period after the Part A of tender are opened. EMD of other tenders shall be released once this list is ready. The Part B of tenders of the tenders in this shortlist will be opened.
- ii. The acceptance of an offer in whole or in part shall be communicated to the successful tenderer 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.

13. Part A of tender evaluation criteria:

- i. In the first stage the Part A of tender shall be evaluated for evaluating their eligibility and suitability by the Evaluation Committee.
- ii. The Part A of tenders will then be evaluated on technical grounds. Based on the items/features offered by the tenderer against the requirements of SCCC as given in Tender form and the details provided in the bid, the technical evaluation will be carried out.
- iii. If particular specified information is not explicitly stated, the same characteristic/ feature, item could be treated as not available/ not offered and further evaluation will be carried on this basis.
- iv. The bidders must provide complete and unambiguous details in the annexure.
- v. All Bidders shall submit their Part A and Part B of tenders separately only. The tenders shortlisted on basis of evaluation of Part A of tenders by the Evaluation Committee will be financially evaluated.
- vi. Technical proposal**

If the proposal is found technically appropriate then only the proposal will be considered for financial evaluation.

Financial proposal

The evaluation committee will determine if the financial proposals are complete and without computational errors. The items for which all the firms or majority of firms have quoted will be used to find the lowest financial proposal.

14. General conditions.

- i. The Additional Principal chief Conservator of Forest, Environment and Climate Change, Uttarakhand, reserves the right, without assigning any reasons thereof, to:
Accept or reject whole or nay part of an offer/ tender.
Cancel or withdraw the tender notice.
Accept or reject any deviations from these conditions.
Impose any penalty for misconduct/ non-adherence to tender conditions.
- ii. Due weightage may be given for contract with one tenderer.
- iii. Any information suppressed by the tenderer / any information furnished in the contract / tender found to be false, will be treated as disqualification at any stage resulting in the forfeiture of EMD/Security Deposit, cancellation of tender / order and other legal action as may be necessary will be taken against the bidder.
- iv. If any part of the contract does not correspond or agree with any other part or if any question arises as to the meaning of the terms of the contract or as to the performance of work, the Additional Principal chief Conservator of Forest, Environment and Climate Change, Uttarakhand shall determine the matter and his decision shall be final and binding upon the parties hereto.

NB. The Additional Principal chief Conservator of Forest, Environment and Climate Change, Uttakhand is not bound to accept the lowest tender or lowest part of any tender.

15. Disputes:

Any dispute with regard to this tender or its conclusion shall be referred to an Arbitrator appointed by the Ministry of Environment, Forests and Climate Change, New Delhi. The decision of Ministry of Environment, Forests and Climate Change, New Delhi in the matter shall be final. Any dispute arising out of this agreement will be settled under the jurisdiction of Dehradun Court).

16. Acceptance;

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

17. Any supplier not abiding by the contractual obligations as mentioned above shall be penalized by way of forfeiting their Security Deposit (converted from EMD) partly or wholly.

**Chief Conservator of Forests
State Climate Change Centre,
Uttarakhand**

Important Information

Sl. No	Information	Details
1	Tender No. and Date	
2	Bid validity period	90 DAYS
3	Last date (deadline) for submission of Proposals	06.06.2017 (UPTO 14.00HRS)
4	Date of opening of Proposals/Bids	06.06.2017 (AT 15.00HRS)
5	Contact person for queries	Mr. Waseem Yousf State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun Uttarakhand, 248001 PH: 8527231001
6	Addressee and address at which proposal in response to Tender is to be submitted:	Office of Additional Principal Chief Conservator of Forests- Environment/Climate Change State Climate Change Centre, Forest Head Quarter, 85 Rajpur Road, Dehradun Uttarakhand, 248001