



## TENDER NOTICE

### Procurement of fifty five (55) All-in-One Desktop Computers

A. Availability of Tender on E-wizard portal

<https://moefcc.euniwizard.com>.

B. Name of work:

Procurement of fifty five (55) All-in-One  
Desktop Computers

C. Date and Time of commencement of online  
submission of bids.

29.11.2018 (11:30 hrs.)

D. Date and Time of completion of online  
Submission of bids.

19.12.2018 (1500 hrs.)

E. Last date for submission of Technical &  
Financial Bid.

19.12.2018 (1500 hrs.)

F. Date and Time for opening online  
Technical Bids:

20.12.2018 (11:30 hrs.)

G. Date and Time for opening online  
Financial Bids:

20.12.2018 (12:00 hrs.)

**OIC (IT)**  
**Indira Gandhi National Forest Academy,**  
**Dehradun**



### TENDER NOTICE

Procurement of fifty five (55) All-in-One Desktop Computers

The schedule of activity is as follows:

Sl.No.	Activity/Item Description	Time Schedule
1.	Tender No.	Procurement of fifty five (55) All-in-One Desktop Computers
2.	Request of tender document from (date and time)	11:30 Hours of 29.11.2018
3.	Request of tender document till (date and time)	15:00 Hours of 19.12.2018
4.	Technical/Financial bid online submission last date and time	15:00 Hours of 19.12.2018
5.	Date and time for opening online technical bid	11:30 Hours of 20.12.2018
6.	Date and time for opening online Financial bid	12:00 Hours of 20.12.2018
7.	Amount of EMD to be deposited	Rs. 1,00,000 /- only in shape of D.D./FDR in favour of Director, Indira Gandhi National Forest Academy payable at Dehradun
8.	e-Tender Processing Fee	<u>Rs.3000 /-(excluding GST @18%)</u> Non-refundable shall be paid through e-payment gateway In favour of ITI limited, Delhi.
9.	ITI Helpdesk Contact Detail	<u>9212512731,9015535108</u>

### **Instructions for Online Bid Submission:-**

Following are the instructions for online bid submission as per the terms and conditions of service provider i.e. ITI Limited, a Public Sector undertaking under the Ministry of Information Technology and Communications, Government of India.

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizard.com>

#### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (<https://moefcc.euniwizard.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by Controller of Certifying Authority (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC /e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Query contact to our helpdesk Number 011-49606060, Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)

### **SEARCHING FOR TENDER DOCUMENTS**

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders have selected the tenders in which they are interested, they can pay the processing fee Rs.3000/- + 18% GST (NOT REFUNDABLE) by Net-banking / Debit / Credit card. Thereafter, they may

download the required documents / tender schedules, Bid documents etc. Once bidders pay both fee (Registration Fee and Tender Processing Fees), tenders will be moved to the respective “Register” Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

**Government of India  
Indira Gandhi National Forest Academy  
P.O. New Forest, Dehradun – 248006**

**Section I**

**INVITATION FOR TENDER**

The Director, Indira Gandhi National Forest Academy (IGNFA), Dehradun invites Tender regarding the Supply of Computers and comprehensive 5-year warranty and AMC.

The Tender Document may be accessed and downloaded from the MOEFCC website at <http://moefcc.euniwizard.com> or [ignfa.gov.in](http://ignfa.gov.in). The Tender Documents is free of cost.

An Earnest Money Deposit (EMD) of Rs 1,00,000 has to be submitted along with the Tender in the form of Demand Draft of any Nationalized Bank drawn in favour of the “Director, Indira Gandhi National Forest Academy, Dehradun” and payable at Dehradun.

Tenders will be accepted in the office of the undersigned till the deadline as stated in the Tender Notice. The Tenders will be opened at the time as stated in the Tender Notice.

In case the last date for submission of the Tender is a non-working day at the IGNFA, then the deadline for submission and opening of Tender would be postponed till the next available working day.

Officer-In-Charge (IT)  
Indira Gandhi National Forest Academy, Dehradun

**Section II****INSTRUCTIONS TO TENDERERS**

*(Note: Please read these term & conditions carefully as mistakes in filling the Tender may lead to disqualification of the Tender.)*

**1. Definitions**

The following terms shall be interpreted as indicated below for the purpose of the Tender:

- a. "Agreement" means the Agreement of the Firm with the IGNFA as per the Terms and Conditions provided in Section III of the Tender Document.
- b. "Computers" means the Desktop Computers, as detailed in Section II under the "Scope of Work".
- c. "Contract" means the Contract for Supply of Computers as per the Agreement.
- d. "Contract Value", as explained in the Section VII, means the Value of Computers that the Firm is likely to supply to the IGNFA consequent upon the Contract.
- e. The "Director" means the Director, IGNFA.
- f. The "Firm" means any Agency/Firm/Company etc that submit Tender.
- g. The "IGNFA" means the Indira Gandhi National Forest Academy, PO-New Forest, Dehradun.
- h. The "OIC" means the Officer-In-Charge of the Information Technology (IT) cell at the IGNFA.
- i. The "Rate" means the price of each Computer as per the Contract.
- i. The "Supplier" means the Firm that enters into Contract with the IGNFA for Supplying the Computers.
- j. "Supply" means the Supply and Installation of Computers and comprehensive 5 year warranty and AMC.
- k. The "Tenderer" means the person who signs and submits the Tender Document for any Firm.

**2. Scope of Work**

The details of Computers have been given below:

**a. Broad Scope of Work**

The IGNFA desires to procure fifty five (55) All-in-One Desktop Computers for official use in the IGNFA having the following specifications:

Sr No	Feature	Specifications as in Tender
1	Form Factor	All-in-One
2	Processor	Intel core i7 8700 T or higher
3	Bits	64
4	Operating System	Microsoft Windows 10 Professional 64 bit
6	Motherboard	Motherboard make from the same OEM
7	Memory	8 GB DDR IV 2666 MHz or higher (upgradeable up to minimum 32 GB DDRIV 2666 MHz) with minimum 2 DIMM slots
		Upgradeable up to 32 GB DDRIV 2666 MHz
		Minimum 2 DIMM slots
8	Graphics	Integrated UHD Graphics
9	Hard Drive	500 GB SATA 7200 RPM
10	Optical Drive	8X DVD +/- RW with dual layer write capabilities.
		Dual layer write capability
12	LAN	Integrated Gigabit Ethernet LAN 10/100/1000 (RJ45)
13	Monitor	21 inch IPS
		Resolution of 1280 × 720
14	Keyboard	104 Keys or higher keyboard
15	Mouse	OEM Optical Scroll Mouse
16	Ports	Min 2 USB 3.1
		1 Display port
		1 HDMI/DP/VGA port

The following will also be supplied by the Firm:

- OEM Recovery Tool
- Required power cable for connecting PC

**b. Support and services**

- Installation of computers
- Comprehensive 5 years on-site warranty/AMC

**3. General Information**

- The Tender Document (that includes Sections I to X) may be accessed and downloaded from the moefcc portal at <http://moefcc.euniwizard.com>. This may be printed and used for filling-in the Tender.
- The Tender includes Supply of Computers and comprehensive 5-year warranty and AMC.
- Offers made in the Tender shall be valid for a minimum period of 90 days from the date of opening of Tender.
- The schedules for the Tender processes have been shown in the Tender Notice.
- An Earnest Money Deposit (EMD) as stated in the Invitation for Tender must reach the office of the Officer-In-Charge (IT), IGNFA, P.O. New Forest Dehradun (Uttarakhand) – 248006 within the deadline. The EMD may be submitted by hand or by post. The IGNFA will not be responsible for any postal or courier delays..
- Tenderers are advised to fill the Tender carefully.

- g) All Tenders have to be filled-in clearly in English.
- h) The format of the Tender Document should not be altered in any manner.
- i) All the pages of the Tender Document from Sections II to IX and all the enclosures are to be signed.
- j) A Firm may quote Price in the Indian Rupees for only those Computers that it desires to supply.
- k) The Price quoted shall be inclusive of all charges like transportation charges, all kind of taxes etc.
- l) Prices quoted must be firm and final, and shall remain constant throughout the entire period of the Contract.
- m) The rate of the computers will remain valid for 1 year from the date of the Agreement and the Supplier will have to supply computers at this rate within a period of 1 month if the IGNFA places subsequent supply orders within this one year validity period.
- n) It may be noted that no Firm is exempted from payment of EMD. Tenders submitted without EMD shall be summarily rejected.
- o) No column / space where answer/information is expected should be left blank, otherwise it may be construed in the manner as IGNFA deems fit.
- p) No query should be left unanswered. Failure to answer these queries may lead to disqualification of the Tender.
- q) Any unsolicited correspondence from Firm is liable to render the Tender as invalid.
- r) The Director, IGNFA shall be competent to decide on matters related with mismatch in Tender Document or its meaning or any other matter and his decision shall be final and binding upon the parties hereto.
- s) Any notice regarding change(s) in the Tender, along with the modified Tender document, would be put on the INGFA website. So, Firms are advised to keep checking the website.
- t) The Rate will remain valid for 1 year. The Firm must supply computers at this rate within a period of 1 month whenever the IGNFA places subsequent orders.

#### 4. Eligible Bidders

- a. This Invitation for Tender is open to OEM or Authorized Dealer/Distributor of the OEM from India only.
- b. The Manufacturer of the product should be amongst the top 3 brands as per latest IDC report in PC Segment.
- c. The Firm has turnover more than Rs 2 crore in the last financial year.
- d. The Firm should be of positive net worth for the last three years.
- e. The Firm must have executed minimum 3 purchase order for supply of computers to Government, Statutory body or Autonomous Bodies.
- f. The quoted product should be available in public domain.
- g. The drivers for the quoted product should be freely available in OEM website.
- h. The Firm must have the following Compliance And Certifications.
  - FCC/UL or equivalent Certification for AIO
  - Energy Star compliant, EPEAT India registered
  - Windows 10 Certifications
  - TCO Certified
  - ISO 9001 certification for OEM
  - ISO 14001 certification for OEM
  - ISO 20001 certification for OEM
  - ISO 27001 certification for OEM

#### 5. Submission of Tenders

- a. The Tender must include the following:
  - a. EMD

- b. Proof of OEM OR Authorization certificate from OEM whether Firm is Authorized Dealer/Distributor
- c. Proof that the Manufacturer of the product should be amongst the top 3 brands as per latest IDC report in PC Segment
- d. Registration no and complete address of the authority to which the Firm is registered
- e. GST/Service Tax Registration Certificate
- f. Notarized affidavit with full address of the office of the Firm
- g. Audited Balance Sheet certified by Chartered Accountant of the last 3 financial years
- h. Proof that the Firm has turnover more than Rs 2 crore in the financial year 2016-17
- i. Proof that the Firm should be of positive net worth for the last three years.
- j. Proof of minimum 3 purchase order for supply of computers to Government, Statutory body or Autonomous Bodies.
- k. Proof that the quoted product should be available in public domain
- l. Proof that the drivers for the quoted product should be freely available in OEM website
- m. Proof that the Firm has the following Compliance And Certifications
  - FCC/UL or equivalent Certification for AIO
  - Energy Star compliant, EPEAT India registered
  - Windows 10 Certifications
  - TCO Certified
  - ISO 9001 certification for OEM
  - ISO 14001 certification for OEM
  - ISO 20001 certification for OEM
  - ISO 27001 certification for OEM

## 6. Evaluation Process

There would be a Tender Committee to do the evaluation of the Tender. The Firms are invited to be present during the Evaluation process. The evaluation process consists of the following stages:

- a. **Shortlisting of Firms:** The Tender Committee will evaluate the Firms based on the documents provided as detailed in Sections 4 and 5 and Shortlist the ones who qualify.
  - i. Tenders shall be opened in the office of the Director as per the schedule indicated in Tender Notice.
  - ii. Only those registered Firms, who are in a position to Supply within the stipulated time, would qualify.
  - iii. The Firm should provide all information and submit the documents in the manner as stated in the tender.
  - iv. Firms having bad track record may be rejected.
  - vi. Those Firms, who do not meet the criteria/ requirements as stated in the tender, would be rejected.
  - vii. The Tender Committee will do the *Technical and Financial Evaluation* of the Firms if there are at least 2 Shortlist Firms.
- b. **Technical Evaluation:** The Tender Committee will evaluate the Shortlisted Firms. Firms may provide better products so that the IGNTA may benefit.
  - i. The Firms would produce any such document in addition to the furnished ones that the Tender Committee might require for the evaluation.



- ii. The Technical Evaluation would be done by the Tender Committee based on various parameters.
- b. **Financial Evaluation:** The Evaluation of the Financial Bid of the Shortlisted Firms would be done after the Technical Evaluation.
  - i. The date of opening of the Financial bid will be intimated later if it is not done the same day after the Technical Evaluation. If the date of opening of the Financial bid is deferred, the Firms will be invited to be present during the Financial Evaluation, preferably through email. The notice in this regard will put up on the INGFA website, which will be construed as invitation. So, Firms are advised to keep checking the website.
  - ii. The Tenders shall be opened in the office of the Director.
  - iii. Financial Evaluation will be done by the Tender Committee.
- c. **Final Evaluation:** The Total Score would be based on 70% weightage for the Technical Evaluation Score and 30% weightage for the Financial Evaluation Score. Based on the Total Score, the Tender Committee would recommend the name of the Selected Firm to the Director.

## 7. Award of Contract

- a. The Director reserves the right without assigning any reason, thereof to
  - i. Accept or reject a whole or any part of an offer
  - ii. Cancel or withdraw the Tender Notice
  - iii. Reject or accept any deviations from Tender conditions
- b. The Director is not bound to accept the lowest Tender or lowest part of any Tender.
- c. The decision of the Director will be final and cannot be challenged in court.
- d. The Director will decide if there is any contradiction/conflict in any clause in the Tender document and his decision would be final and binding on all.
- e. The Firm Approved by the Director will be given the Offer to Supply the Computers.
- f. Security Deposit for each year, amounting to 10% of the Contract Value of the corresponding year, has to be submitted by the Approved Firm in whose favour Contract will be awarded before commencement of that year and within the stipulated time frame as decided by the IGNFA.
- g. Security Deposit may be submitted in one of the following ways: Demand Draft of any Nationalized Bank drawn in favour of the “Director, Indira Gandhi National Forest Academy, Dehradun” and payable at Dehradun; OR Bank Guarantee issued by a Nationalized Bank in the format provided in Section X of the Tender Document.
- h. Once Security Deposit is submitted, the Approved Firm shall have to execute the Agreement before the final order of Contract is given.

## 8. Penalty

- a. The following conditions may lead to penal action:
  - i. Any information suppressed by the Tenderer / any information furnished in the Tender found to be false / misconduct / non-adherence to the Tender conditions
  - ii. The approved Firm not submitting the Security Deposit or not signing the Agreement after the issue of the offer to Supply the Computers

- iii. The Supplier not Supplying the Computers as per the Contract
- b. The Director may impose penalty which may include the following:
  - i. Disqualification of the Firm at any stage
  - ii. Forfeiture of the EMD/Security Deposit
  - iii. Cancellation of the Tender/ Offer to Supply the Computers/ Contract
  - iv. Blacklisting of the Firm
  - v. Legal action
  - vi. Any other action deemed to be fit.

**9. Disputes**

In case of any dispute arising with regards to the Tender process, the issue shall be referred to an Arbitrator appointed by the Ministry of Environment, Forests and Climate Change, Government of India, New Delhi. Its decision in the matter shall be final. The arbitration charges shall be paid by the Firm. Any dispute arising out of the Contract will be settled under the jurisdiction of Dehradun Court.

Officer-In-Charge (IT)  
Indira Gandhi National Forest Academy, Dehradun

**Section III****TERMS & CONDITIONS**

1. The following terms shall be interpreted as indicated below:
  - a. "Agreement" means the Agreement of the Firm with the IGNFA as per the Terms and Conditions provided in Section III of the Tender Document.
  - b. "Computers" means the Computers, as detailed in Section II under the "Scope of Work".
  - c. "Contract" means the Contract for Supply of Computers as per the Agreement.
  - d. "Contract Value", as explained in the Section VII, means the Value of Computers that the Firm is likely to supply to the IGNFA consequent upon the Contract.
  - e. The "Director" means the Director, IGNFA.
  - f. The "Firm" means any Agency/Firm/Company etc that submits Tender.
  - g. The "IGNFA" means the Indira Gandhi National Forest Academy, PO-New Forest, Dehradun.
  - h. The "OIC" means the Officer-In-Charge of the Information Technology (IT) cell at the IGNFA.
  - i. The "Supplier" means the Firm that enters into Contract with the IGNFA for Supplying the Computers.
  - j. "Supply" means the Supply and Installation of Computers and comprehensive 5 year warranty and AMC.
  - k. "Supply Order" means the order placed to the Supplier by the OIC regarding the Supply of the Computers, which may be done through hard copy letter, fax or email.
2. The Computers will be supplied by the Supplier at the IGNFA, Dehradun.
3. The Contract Period could be extended further on the Terms and Conditions mutual agreed upon.
4. The Rate of the computers will remain valid for 1 year from the date of the Agreement and the Supplier will have to supply computers at this rate within a period of 1 month if the IGNFA places subsequent supply orders within this one year validity period.
4. The Supplier shall seek instructions from the OIC for the Supply.
5. Supply Order may be placed either through FAX, hard copy letter or email as per the details provided by the Supplier. Any delay arising due to non-receipt of Supply Order due to furnishing of wrong/erroneous/faulty/missing/outdated details by the Supplier will be treated as violation of the Contract by the Supplier.
6. Computers will be supplied within 10 days after the Supply Order is placed to the Supplier. Time period during the non-working days in the IGNFA may be excluded for calculating the time duration.
7. The rate of the computers will remain valid for 1 year from the date of the Agreement and the Supplier will have to supply computers at this rate within a period of 1 month if the IGNFA places subsequent supply orders within this one year validity period.

8. All components of the Computers to be supplied should be original from the company duly sealed/protected. Computers not conforming to these shall be returned and the Supplier shall be liable for penal action under the relevant rules. Additionally, the Computers will be immediately replaced as per the standard by the Supplier.
9. At any time, the IGNFA shall have the right to ask for any documents to prove that the laws and rules are being complied with by the Supplier.
10. The Supplier shall not be permitted to transfer or assign his rights and obligations under the Contract to any other Firm etc.
11. In case the Supplier fails to commence/execute the Supply Order or delays the Supply Order or if the performance is unsatisfactory or does not meet the statutory requirements of the Contract, the Director reserves the right to impose penalty as detailed below:
  - a. Financial Penalty may be imposed.
  - b. After two weeks of delay, in addition to Financial Penalty, the Contract may also be cancelled.
  - c. Additionally, another Firm may be selected for the Supply and the difference in payments, if any, will be recovered from the defaulter Firm. The Supplier's Earnest Money/Security Deposit may also be forfeited. The defaulter Firm may also be black listed from participating in such type of Tenders. The Director may impose any other penalty too.
  - d. For unsatisfactory performance or performance not meeting the statutory requirements: Penalty may be decided by the Director.
11. In case any of the detail/document furnished by the Supplier is found to be false at any stage, this would be deemed to be a breach of the terms of the Contract and hence the Supplier may be liable for the action. The Director may impose any other penalty.
12. In case of breach of any of the terms of the Contract, the Security Deposit of the Supplier is liable to be forfeited. The Director may impose any other penalty too.
13. Any sum of money due or payable to the Supplier including the Security Deposit refundable to him under the Contract can be appropriated by the Director against any amount, which the Supplier may owe to the IGNFA.
14. The Director will have absolute right to terminate the Contract before the due date of expiry without assigning any reason thereof, by giving one month notice in advance to the Supplier in writing.
15. The Supplier shall have to give three months advance notice to the Director if the Supplier desires an earlier termination of the Contract.
16. Any dispute arising out of the Contract will be settled under the jurisdiction of Dehradun court.

Officer-In-Charge (IT)  
Indira Gandhi National Forest Academy, Dehradun

Section IV

**FORWARDING LETTER**

*(To be filled in by the Tenderer. Please enclose with the Technical Bid)*

From.....  
.....  
.....

To  
The Director  
Indira Gandhi National Forest Academy  
P.O. New Forest, Dehradun- 248001  
Uttaranchal

**Sub: Tender for the Supply of Computers**

**Ref: Your Tender notice no: IT/Computers/01/2018 dated .....**

Sir,

I / We are submitting herewith our Tender for the Supply of Computers to the Indira Gandhi National Forest Academy, Dehradun on Contract basis as specified in the Tender Document.

I / We have read and understood all the terms and conditions stipulated in the Tender Document, and agree to abide by these.

I / We are submitting our Tender Price for the Supply of Computers.

Accordingly, I am / we are enclosing herewith our Earnest Money Deposit in the form of Demand Draft No \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of the “Director, Indira Gandhi National forest Academy” and payable at Dehradun for the Supply of Computers.

I / We have duly signed all pages of the Tender Document. I / We have signed Section VIII as a token of Agreement of the Term and Conditions.

Yours faithfully,

Dated: Stamp & Signature of the Authorized Signatory  
Name .....  
Complete Address.....  
.....  
Pin code No.....  
Telephone Nos. ....

**Section V**

**DETAILS OF THE FIRM**

*(To be filled in by the Tenderer. Please enclose with the Technical Bid)*

**Note:**

- Please do not change the format. Rows may be added without changing the sequence and format, and details may be entered only after “:” mark.
- All documents/sheets as enclosures should be signed and placed together in order at the end after the Tender Document.
- The Firm’s details will be used for communication after the Contract is awarded for placing the Supply Order.

**1. Firm’s details**

- a. Name : .....
- b. Address : .....  
.....  
.....
- c. Landline no : .....
- d. Mobile no : .....
- e. Fax no : .....
- f. Email : .....
- g. Website : .....

**2. Particulars of the Contact person in the Firm to whom all references shall be made regarding this tender**

- a. Name : .....
- b. Designation : .....
- c. Address : .....  
.....  
.....
- d. Landline no : .....
- e. Mobile no : .....
- f. Fax no : .....
- g. Email : .....

**3. Firm’s Experience:**

*(Please give particulars in the format given below. Use extra sheets if required. Please attach documents in support wherever needed)*

Sl.No.	Name of the Client	Address, Phone, Fax no, email of the client	Whether PSU/ GOVT/Education/etc	Description of what was provided	Value of Order (Rs)

**4. Any other details or remarks that the Firm wants to include:**

*( Please attach documents in support wherever needed.)*

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Dated: Stamp & Signature of the Authorized Signatory  
Name .....  
Complete Address.....  
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.....  
Pin code No.....  
Telephone Nos. ....

## Section VI

**SPECIFICATION SHEET***(To be filled in by the Tenderer. Please enclose with the Technical Bid)***Table 1**

Sr No	Feature	Specifications as in Tender	Detail s (Make and model )	Bid details	
				Write the specification s of the product on offer	Does these specification s meet the requirement s of the Tender (Yes/No)
1	Form Factor	All-in-One			
2	Processor	Intel core i7 8700 T or higher			
3	Bits	64			
4	Operating System	Microsoft Windows 10 Professional 64 bit			
6	Motherboard	Motherboard make from the same OEM			
7	Memory	8 GB DDR IV 2666 MHz or higher (upgradeable up to minimum 32 GB DDRIV 2666 MHz) with minimum 2 DIMM slots			
		Upgradeable up to 32 GB DDRIV 2666 MHz			
		Minimum 2 DIMM slots			
8	Graphics	Integrated UHD Graphics			
9	Hard Drive	500 GB SATA 7200 RPM			
10	Optical Drive	8X DVD +/- RW with dual layer write capabilities.			
		Dual layer write capability			
12	LAN	Integrated Gigabit Ethernet LAN 10/100/1000 (RJ45)			
13	Monitor	21 inch IPS			
		Resolution of 1280 × 720			
14	Keyboard	104 Keys or higher keyboard			
15	Mouse	OEM Optical Scroll Mouse			
16	Ports	Min 2 USB 3.1			
		1 Display port			
		1 HDMI/DP/VGA port			

**Table 2**

Sr No	Item	Included (state Yes or No)
1	OEM Recovery Tool	
2	Required power cable for connecting PC	





## Section VII

**FINANCIAL BID**

*(To be filled in by the Tenderer. Please enclose with the Financial Bid)*

**Note:**

- Please do not change the format.
- Please enter all the blank columns in the following table.
- Grand total of each year would be taken as the "Contract Value" of that year, on what the Security Deposit would depend.

**Table 1**

Year	Item	Price for each item (Rs)	GST (Rs)	Total (Rs)
I	Computer+Warranty			
II	Warranty/AMC			
III	Warranty/AMC			
IV	Warranty/AMC			
V	Warranty/AMC			
<b>Grand total</b>				

**Table 2**

Sr No	Item	Amount (Rs)
1	Computer + Warranty (copy Grand total from the above table)	
2	Buyback of computer (enter average Buyback value)	
<b>Net Value (1-2)</b>		

**Note:**

1. The Net Value will be taken for the financial evaluation
2. Buyback price of old computer has to be quoted by the Firm. One old computer will be bought back by the Firm for each new computer that will supply. The Firm will quote the average Buyback value of the old computer. The details of the old computers have been shown below.

Processor: P4/ Core 2 Duo, Ram: 512 MB/ 1GB/ 2GB, Monitor: CRT 17' /TFT 17', Hdd: 80GB /160GB & Keyboard Mouse

The Firms are advice to physically verify the old Computer. IGNFA will not be responsible any discrepancy in the specification. IGNFA will decide which old Computers to give to the firm for buyback. The firm cannot dispute the decision of the Academy.

Dated:

Stamp &amp; Signature of the Authorized Signatory

Name .....

Complete Address.....

.....

.....

Pin code No.....

Telephone Nos. ....

Section VIII

**CERTIFICATE OF AGREEMENT**  
**OF THE TERMS & CONDITIONS OF THE CONTRACT**

*(To be filled in by the Tenderer. Please enclose with the Technical Bid)*

I/we have read and fully understood the Terms & Conditions document for the Supply of Computers as laid down in Section II of the Tender Document.

I/we agree to abide by the same.

I/we have signed all the pages of the Terms & Conditions as laid down.

Dated:

Stamp & Signature of the Authorized Signatory

Name .....

Complete Address.....

.....

Pin code No.....

Telephone Nos. ....

## Section IX

**CHECK LIST**

*(To be filled in by the Tenderer. Please enclose with the Technical Bid)*

**Note:**

- The Tenderer has to tick mark (√) under the appropriate check-box in the following table and attach documents if applicable.
- Please do not change the format.
- All enclosures should be signed and placed together in order at the end after the Tender Documents.
- This is mandatory to be filled by the Tenderer otherwise Tender will be summarily rejected without any further consideration.

Sr No	Details	Check-Box	Annexure no
1	EMD		
2	Proof of OEM OR Authorization certificate from OEM whether Firm is Authorized Dealer/Distributor		
3	Proof that the Manufacturer of the product should be amongst the top 3 brands as per latest IDC report in PC Segment		
4	Registration no and complete address of the authority to which the Firm is registered		
5	GST/Service Tax Registration Certificate		
6	Notarized affidavit with full address of the office of the Firm		
7	Audited Balance Sheet certified by Chartered Accountant of the last 3 financial years		
8	Proof that the Firm has turnover more than Rs 2 crore in the financial year 2016-17		
9	Proof that the Firm should be of positive net worth for the last three years.		
10	Proof of minimum 3 purchase order for supply of computers to Government, Statutory body or Autonomous Bodies.		
11	Proof that the quoted product should be available in public domain		
12	Proof that the drivers for the quoted product should be freely available in OEM website		
13	Proof that the Firm has the following Compliance And Certifications		
	a. FCC/UL or equivalent Certification for AIO		
	b. Energy Star compliant, EPEAT India registered		
	c. Windows 10 Certifications		
	d. TCO Certified		
	e. ISO 9001 certification for OEM		
	f. ISO 14001 certification for OEM		
	g. ISO 20001 certification for OEM		
i. ISO 27001 certification for OEM			

Dated:

Stamp & Signature of the Authorized Signatory

Name .....

Complete Address.....  
.....  
.....

Pin code No.....

Telephone Nos. ....

## Section X

(To be given after the Offer to Supply the Computer Computers)

(Format of Bank Guarantee for 10% of the Contract Value to be issued from Nationalized Bank)

**Bank Guarantee**

Bank Guarantee No: \_\_\_\_\_

Reference no: IT/Computers/04/2018

Date: \_\_\_\_\_

To,

The Director  
 Indira Gandhi National Forest Academy  
 PO - New Forest  
 Dehradun  
 PIN 248006

Dear Sir,

In consideration of the Indira Gandhi National Forest Academy, Dehradun (hereinafter referred to as the 'Purchaser' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assignees) having awarded to M/s \_\_\_\_\_ (hereinafter referred to as the 'Supplier') with its Registered/Head Office at \_\_\_\_\_ which expression shall unless repugnant to the context or meaning thereof, includes its successors, administrators, executors and assignees, a Contract by issue of the Purchaser's letter of Offer No. \_\_\_\_\_ dated \_\_\_\_\_ entering into a formal Contract to that effect, with the Purchaser or vide Agreement dated \_\_\_\_\_ (hereinafter referred to as the Contract) and the Supplier having agreed to provide a Bank Guarantee for the faithful performance of the entire Contract equivalent to ten per cent of the said value of the Contract to the Purchaser.

We \_\_\_\_\_ (Name & Address of the Bank) having its Head Office at \_\_\_\_\_ (hereinafter referred to as the 'Bank' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assignees) do hereby Guarantee and undertake to pay to the Purchaser, on demand any and all money payable by M/s \_\_\_\_\_ (Supplier) to the extent of Rs. \_\_\_\_\_ as aforesaid at any time upto \_\_\_\_\_ (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Supplier. Any such demand made by the Purchaser on the Bank shall be conclusive and binding not withstanding any difference between the Purchaser and Supplier or any dispute pending before any court, Tribunal, Arbitrator or any other Authority. The Bank undertakes not to revoke this Guarantee without previous consent of the Purchaser and further agrees that the Guarantee herein contained shall continue to be enforceable till the Purchaser discharges this Guarantee and the Purchaser shall have the fullest liberty without affecting his rights in any way. The liability of the Bank under this Guarantee to extend upto the time for performance of the Contract by the Supplier. The Purchaser shall have the fullest liberty, without affecting the Guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Supplier, and to exercise the same at any time in any manner, and either enforce or to forbear to enforce any covenants, contained or implied in the Contract between the Purchaser and the Supplier or any other course or remedy or security available to the Purchaser.

The Bank shall not be released of its obligation under these presents by any exercise by the Purchaser of its liberty with reference to the matters of forbearance or any of them or by reason of any other act or other acts of omission or commission on the Purchaser or by any other matter or things whatsoever which under law would, but for this provision, have the effect of relieving the Bank. The Bank also agrees that the Purchaser at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance without proceeding against the Supplier and notwithstanding any security or other Guarantee that the Purchaser may have in relation to the Supplier's liabilities. We undertake to pay to the Purchaser any amount so demanded by the Purchaser notwithstanding:

1. any dispute or difference between the Purchaser or the Supplier or any other person or between the Purchaser or any person or any suit or proceeding pending before any court or tribunal or arbitration relating thereto; or
2. the invalidity, irregularity or un-enforceability of the contract; or
3. in any other circumstances which might otherwise constitute discharge of this Guarantee, including any act of omission or commission on the part of the Purchaser to enforce the present contract for any reason whatsoever.

We (name of bank) further agree that the Guarantee herein contained shall be continued on and remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the Purchaser's dues or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Purchaser certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Supplier and accordingly discharges this Guarantee.

We (name of Bank) hereby agree and undertake that any claim which the Bank may have against the Supplier shall be subject and subordinate to the prior payment and performance in full of all the obligations of the Bank hereunder and the bank will not without prior written consent of the Purchaser exercise any legal rights or remedies of any kind in respect of any such payment or performance so long as the obligation of the Bank hereunder remain owing and outstanding, regardless of the insolvency, liquidation or bankruptcy of the Supplier or otherwise whatsoever. The Bank will not counter claim or set off against its liabilities to the Purchaser thereunder any sum outstanding to the credit of Purchaser with it.

Notwithstanding anything penned herein above our liability under this Guarantee is limited to Total amount of Rs. \_\_\_\_\_ and it shall remain in force up to \_\_\_\_\_ and shall be extended from time to time for such further period as desired by M/s \_\_\_\_\_ (Supplier) on whose behalf this Guarantee has been given.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

At (Place)

(Name, Designation with Bank Stamp)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As per power of Attorney \_\_\_\_\_

(Banker's Rubber Stamp)  
(Official address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



WITNESS:

**1**

**2**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

1. *Strike out whichever is not applicable.*
2. *Fill in all the blanks.*
3. *This sum shall be ten per cent (10%) of the Contract Value.*
4. *The stamp papers of appropriate value shall be purchased in the name of Guarantee issuing Bank.*
5. *The Guarantee should be co-terminus with the last date of the Contract Period.*