



उष्ण कटिबंधीय वन अनुसंधान संस्थान  
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)  
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद)  
डाकघर – आर०एफ०आर०सी०, मण्डला रोड, जबलपुर – 482 021



**TROPICAL FOREST RESEARCH INSTITUTE**  
**(Indian Council of Forestry Research & Education)**  
(An Autonomous Council under the Ministry of Environment,  
Forests & Climate Change Govt. of India)  
P.O. – R.F.R.C, Mandla Road, JABALPUR – 482 021 (M.P)

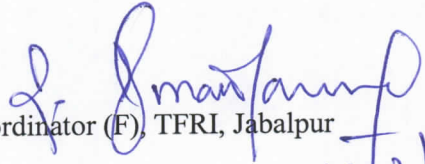
No. 15-1(10)Vol.-II/e-procurement/2020-21 /pur/TFRI/JBP/

dt. / /2021

**NOTICE INVITING TENDER FOR : SUPPLY OF ALL IN ONE DESKTOP  
(COMPUTER)**

**No. 2020-21/TFRI/JBP/COMP/01**

Tropical Forest Research Institute, Jabalpur invites online tenders for the supply of **equipments** from eligible bidders. Details may be obtained online at MoEFCC web site <http://moefcc.euniwizarde.com> and <http://tfri.icfre.org>. Last date for submission of bids is **05/03/2021**. Bids shall be submitted online only at MoEFCC web site. Manual bids will not be accepted.

  
Co-ordinator (F), TFRI, Jabalpur  
12/2/21

**Chapter-1**  
**NOTICE INVITING TENDER FOR: SUPPLY OF ALL IN ONE DESKTOP**  
**(COMPUTER)**

No. 2020-21/TFRI/JBP/COMP/01

Tropical Forest Research Institute, Jabalpur invites online bids (Technical & Financial) from eligible bidders which will be valid for a minimum period of 90 days from the date of opening (i.e 05/03/2021) for equipments . Tender documents may be downloaded from TFRI web site <http://tfri.icfre.gov.in/>. (for reference only) and MoEFCC web site <http://moefcc.euniwizarde.com> as per the schedule as given in CRITICAL DATE SHEET as under:

| SNO | Activity   | Date                                       | Time       |
|-----|--|--|------------|
| 1.  | Date of Publishing                                 | 13/02/2021                                 | --         |
| 2.  | Last date for receipt of bids                      | 05/03/2021                                 | 15.00 hrs. |
| 3.  | Date of Opening of Technical bids at TFRI Jabalpur | 08/03/2021                                 | 15.30 hrs. |
| 4.  | Date of Opening of Financial bids at TFRI Jabalpur | Will be decided after technical evaluation |            |

Bids shall be submitted **online only** at MoEFCC web site <http://moefcc.euniwizarde.com> Manual bids shall not be accepted. Tenderers are advised to follow the instructions provided in the "Instructions to the Tenderer for the e- submission of the bids online through the Ministry of Environment, Forest and Climate Change Portal for e-Procurement at <http://moefcc.euniwizarde.com>

Intending tenderers are advised to visit again at MoEFCC web site <http://moefcc.euniwizarde.com> frequently prior to closing date of submission of tender for any corrigendum/addendum/amendment.

Bids will be opened as per date and time as mentioned in the critical date sheet. After online opening of technical bid the result of their qualification as well as price bid opening result will be intimated online only.

Co-ordinator (F), TFRI, Jabalpur

**Chapter-2**  
**Conditions of Contract**

**2(a)The proposals must consist two bid systems as follows:**  
“QUALIFYING DOCUMENTS & EMD”

| Sl. No. | Document   |
|---------|--|
| 1.      | Scanned copy of original catalogue of the instrument, Vender should have sufficient capacity to give application support,  |
| 2.      | Scanned copy of users' list and satisfactory report of quoted model from reputed institute preferably Government institute,  |
| 3.      | Scanned copy of supportive documents from the users for the satisfactory performance and after sales service. Manufacturer quoted by vender should have own office in India preferably at Jabalpur for better after sales and service support. |
| 4.      | Certificate from principle for availability of spares/parts for next five years  |
| 5.      | Online Receipt in respect of Tender Form Fee and EMD/Exemption document/CSPO registration certificate.   |
| 6.      | Proof of registration of firm PAN & GST  |
| 7.      | Valid Income tax certificate of unit till the date of tender.  |
| 8.      | Sale tax clearance/exemption certificate till March/2020   |
| 9.      | The bidding firm must process an experience of at least five (05) years, in the field of supply, support and maintenance of the equipment. (Enclose copies of the supportive documents or supply orders.                                       |

**EMD will be as follows (liable to be forfeited if wrong information is furnished)**

| S. No. | Name of equipment             | Tender No.   | Estimated cost (in Rs.) | EMD (in Rs.) |
|--------|-------------------------------|--|-------------------------|--------------|
| 1.     | All in one desktop (computer) | 15-1(10)Vol.-II/e-procurement/2020-21 /pur/TFRI/JBP/ | 5.00 Lakh               | Rs. 50,000/- |

**Two bid systems TECHNICAL & FINANCIAL PROPOSAL”.**

**(2b) TECHNICAL PROPOSAL**

During the preparation of technical proposal, in addition to technical details of the equipment along with **original catalogue**, the tenderer must give particular attention to the following:

- i) Users list and supportive documents from the users for the satisfactory performance and after sales service.
- ii) Information about suitably trained technical staff along with well established service network must be furnished.
- iii) All specifications should be self certified
- iv) Availability of spares/parts for next five years to be ensured.



### **(2c) FINANCIAL PROPOSAL**

The financial proposal must be submitted in the format as per the price schedule . Full details of business terms and conditions, e.g. packing and forwarding, delivery period, GST/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. at T.F.R.I. Jabalpur in Indian Rupees.(INR) only. The bid shall be inclusive of all duties and levies except for excise duty/customs and sales tax at the prevailing concessional rates, applicable against declaration of form 13. In case of imported equipment, if the bidder is the authorized dealer/distributor of foreign company and wants the order to be placed upon the parent company through the bidding firm for custom purposes, the same should be clearly mentione0d in the bid along with an authorization from the parent company to this extent. TFRI would in any case be liable to pay to the Indian bidder only to the extent of the bid amount in Indian Rupees or its equivalent foreign currency as per official exchange rate prevailing as on the date of bid opening i.e. 05/03/2021 TFRI, Jabalpur would not be liable for increase or any variation in foreign exchange rate and differences if any, should be borne by the bidder. However, the payment would be effected only after satisfactory commissioning of the equipment in TFRI, Jabalpur and no request for any advance payment would be entertained.

### **(2d) SUBMISSION OF PROPOSAL**

Financial and Technical Proposals containing the qualifying documents and EMD self attested scanned copy should attached.

### **(2e) PROPOSAL EVALUATION**

Two bid systems procedure will be adopted in evaluating the proposals

- (i) Checking of qualifying documents. This will be the documents, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal *in toto*,
- (ii) A technical evaluation of the qualified firm on the basis of the qualifying documents will be carried out prior to opening the financial proposal,
- (iii) A financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

### **(2f) Technical Proposal**

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score (St.).

The points given to technical evaluation criteria are as under:-

**i) Technical specifications of the Computer**

**70**

**(Criteria for technical evaluation of All In One Computer mentioned along with specification of equipment)**

**Technical specifications for All In one desktop (computer)**

| S. .No. | Specification   | Qty.    |
|---------|---|---------|
| 1.      | <b>Supply and installation of All In One Desktop</b><br>Intel Core i5 10210U,<br>10 <sup>th</sup> Generation,<br>21.5" display,<br>8 GB DDR4 RAM,<br>1 TB HDD,<br>128 GB SSD,<br>Availability of Webcam intergrated with Display,<br>8 GB RAM,<br>1920 x 1080 display resolution,<br>Windows 10 professional,<br>DVD RW,<br>wi-fi, blue tooth,<br>10/100/1000 ethernet gigabit port,<br>Recovery Image Media CD from the OEM,<br>5 years onsite warranty. | 10 Nos. |

**Criteria for technical evaluation of all in one desktop (computer)**

| Name of Equipment                             | Category   | Marks     |
|---|--|-----------|
| Supply and installation of All In One Desktop | Intel Core i5 10210U                                 | 10        |
|   | 10th Generation                                      | 4         |
|   | 21.5" display  | 4         |
|   | 8 GB DDR4 RAM  | 4         |
|   | 128 GB SSD   | 10        |
|   | 1 TB HDD   | 10        |
|   | Availability of Webcam integrated with Display       | 4         |
|   | 8 GB RAM   | 4         |
|   | 1920 x 1080 display resolution                       | 4         |
|   | DVD RW optical drive                                 | 4         |
|   | Windows 10 professional                              | 4         |
|   | wi-fi, blue tooth, 10/100/1000 ethernet gigabit port | 4         |
|   | Recovery Image Media CD from the OEM                 | 4         |
| <b>Total Marks</b>                            |  | <b>70</b> |

**ii) After sales Service /spares availability****30**

|                         |            |
|-------------------------|------------|
| 5 years onsite warranty | 10         |
| Past experience         | 5          |
| Local service centre    | 5          |
| Spare Part              | 10         |
| <b>Total</b>            | <b>30</b>  |
| <b>Total Marks</b>      | <b>100</b> |

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

**(2g)Financial Proposal**

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows  $S_f = 100 \times F_m / F$  (Where F is amount of financial proposal).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula  $S = S_t \times T\% + S_f \times F\%$ .

The weight (T%) given to the Technical Proposal is 60%

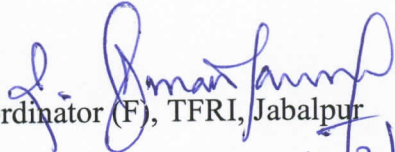
The weight (F%) given to the Financial Proposal is 40%



## General Terms & Conditions

The offer will be subject to the following terms and conditions: -

1. Please note that TFRI, Jabalpur has Custom Duty Exemption and Excise Duty Exemption Certificate. This may be kept in consideration while quoting the rates.
2. The stores are required to be delivered in full and within 20 days after acceptance of the offer.
3. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, GST/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly.
4. Full specifications, details and information regarding the articles to be supplied, such as make, size, etc. along with original catalogue, etc. to be furnished with the offer. The list of users of goods of similar or same nature in the country should also be enclosed.
5. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation. Other terms of payment should be clearly spelt in the offer.
6. The tender should accompany a DEMAND DRAFT of **value as specified in Clause of Chapter 2 (EMD)** as Earnest Money, payable to the Director, Tropical Forest Research Institute, Jabalpur, which will be refunded, without interest, if the offer is not accepted. In case the offer is accepted but not honoured by the tendere the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost. To the successful bidder, the EMD will be released only after satisfactory installation of the equipments and submission of performance bank guarantee.
7. The tenderer should also specify regarding Dealership/Proprietary item.
8. Freight, forwarding charges, if any, should be mentioned in the offer.
9. The stores are required to be delivered to the consignee concerned and the consignee will do inspection and verification of the goods.
10. The tenderer should quote on their printed letter-head paper, indicating thereon Sales Tax/Trade Tax No.& GST, Registration No., Fax No., Telex No., Telephone No., E-mail, etc.
11. Any or all tenders can be rejected by the Director, TFRI without assigning any reason. It cannot be challenged in any court.
12. Disputes, if any, will be under the jurisdiction of Jabalpur Court, M.P., India.

  
Co-ordinator (F), TFRI, Jabalpur

12/2/21

**Agreement**

The Supplier \_\_\_\_\_ agrees to accept the terms and conditions of this bidding document in letter and spirit.

**Name/Seal of the Tenderer**



## Format for Bank Guarantee

To

Tropical Forest Research Institute  
P.O. R.F.R.C., Mandla Road,  
Jabalpur.

Your Order No. \_\_\_\_\_ for the supply and delivery of \_\_\_\_\_ has been accepted by M/s \_\_\_\_\_.

In accordance with the terms of payment of the said order, we have agreed to pay the balance of 5% of the contract price of the supplier, furnishing you with an acceptable Performance Bank Guarantee for 10% of the total contract value, viz Rs. \_\_\_\_\_ for the due performance by the Supplier of all its contractual obligations and to be valid for a period of 24 months for the date of bank guarantee for this purpose you have agreed to accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. \_\_\_ and remit to you on demand and without demur the sum of Rs. \_\_\_\_\_ being 10% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 27 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on \_\_\_\_\_, you shall have the right to file/make your claim on us under the guarantee for a period of sixty days from the said date of expiry.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Notwithstanding anything, contained herein above our liability under this guarantee is restricted to Rs. \_\_\_\_\_ and this guarantee will remain in force up to and inclusive of \_\_\_\_\_ - unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on or before \_\_\_\_\_, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

**Signatory Bank with Seal**



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P.O. R.F.R.C, Mandla Road, JABALPUR (M.P) 482021

### FINANCIAL BID

Tender No. 2020-21/TFRI/JBP/COMP/01

Name of Equipment :- Supply and installation for All In One desktop (Computer)

| Name of the Company/Firm etc. |                                |            |             |
|-------------------------------|--------------------------------|------------|-------------|
| Sl. No                        | Item Description               |            | Amount      |
| 1                             | Total cost of Equipment (each) | Rs.        |             |
| 2                             | GST                            | Rs.        |             |
| 3                             | Other                          | Rs.        |             |
| 5                             | <b>Total</b>                   | <b>Rs.</b> | <b>0.00</b> |
|                               | <b>Total in words</b>          |            |             |