

INDIAN COUNCIL OF FORESTRY
RESEARCH & EDUCATION
P.O. NEW FOREST, DEHRADUN - 248 006



TENDER DOCUMENT
No. 3-2(Vol. V)/IT/ICFRE/2017-18/ 59

Dated : 06-02-2018

FOR
RATE CONTRACT OF FAX CARTRIDGES, LOCAL AREA NETWORK
ITEMS AND MISCELLANEOUS ITEMS

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RESEARCH & EDUCATION
P.O. NEW FOREST, DEHRADUN

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Notice Inviting e-Tender



INFORMATION TECHNOLOGY DIVISION
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

P.O New Forest- Dehradun

(An Autonomous Body of Ministry of Environment, Forest and Climate Change,
Government of India)

Tender No: 3-2(Vol. V)/IT/ICFRE/2017-18/ 59

Dated 06-02-2018

E-Tender Notice

FOR

Rate Contract of Inkjet / Laser Printer Cartridges, Local Area Network items and
Miscellaneous items

e-Tenders are invited by ICFRE, Dehradun from the eligible and reputed
Dehradun, Uttarakhand based firms having experience in supply and
installation of Inkjet / Laser Printer Cartridges, Local Area Network items and
Miscellaneous items as mentioned in **Schedule-I**.


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Indian Council of Forestry
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TENDER SCHEDULE

Events	Date/Time	Venue
Published Date	08.02.2018 05:00 PM	ICFRE website and Central Public Procurement (CPP) Portal
Bid document download/Sale start date	08.02.2018 05:00 PM	CPP Portal
Bid submission start date	08.02.2018 05:30 PM	CPP portal
Bid submission end date	28.02.2018 11:00 AM	CPP portal
Opening date of technical bids	05.03.2018 11:00 AM	Online CPP portal

2. DEFINITIONS

- a) **ADG (Admin)**, ICFRE mentioned herein means the Assistant Director General (Administration), ICFRE Dehradun representing ICFRE; and his official successors, nominees as may be designated by ICFRE from time to time.
- b) **EMD** means Earnest Money Deposit
- c) **PBG** means Performance Bank Guarantee
- d) **Firm** means a duly registered Firm or Company registered under Indian Laws as such, and bidding for this tender.


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3. SCOPE OF WORK

- a) The Indian Council of Forestry Research and Education (ICFRE) invites sealed tenders in the prescribed format for Rate Contract of Inkjet / Laser Printer Cartridges, Local Area Network items and Miscellaneous items as per the **Schedule- I**.
- b) Validity of the Rate Contract shall be for the period of one year.
- c) On award of rate contract the supply orders will be placed by the Officers of Indian Council of Forestry Research & Education (ICFRE) and Forest Research Institute (FRI).
- d) The contracted firm will have to ensure delivery of item in full within 30 (thirty) days from date of receipt of order. In case of Local Area Network items, supplier has to execute supply, install and commissioning of the work within 30 (thirty) days from date of receipt of order.
- e) The minimum limit shall be one unit for each item.
- f) The contractor firm shall maintain stocks of contracted items and make firm deliveries against all supply orders.
- g) Rate contract will not guarantee that some minimum number of orders will be placed with the firm.

4. GENERAL TERMS AND CONDITIONS

- a) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) Any clarifications from ICFRE or any change in requirement shall be posted on www.icfre.gov.in and <https://eprocure.gov.in>. It shall be the sole responsibility of the bidder to check for any changes of aforementioned website before submitting the bids.
- c) ICFRE shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.
- d) The bidder shall indicate the complete address of the Firm and work along with the name(s) of the contact person(s) and their telephone / Fax / Mobile Nos.(s) and other particulars as per **Form-I**.
- e) An EMD of Rs. 5,000/- (**Rupees Five Thousand only**) in the form of Fixed Deposit Receipt or Bank Guarantee drawn on any nationalised bank in favour of Account Officer, ICFRE payable at Dehradun shall be deposited as a part of qualifying bid of the Tender. The EMD shall be returned to bidders upon finalization of the successful bidder and award of the contract. No interest shall be payable on the EMD by ICFRE. The EMD submitted by the bidder may be forfeited at any stage, if the bidder backs out of the bidding process after submitting the bids to ICFRE or fails to accept the work order issued to the firm.
- f) The bid prices for Rate Contract to be quoted in the attached BOQ1.xls as per **Schedule-I**.
- g) Acceptance of the bid shall be communicated to the successful bidder by a formal Letter of Intent (LoI).

- h) Conditional tenders are liable to be rejected.
- i) ICFRE reserves the right to accepted the tender in whole or in part.
- j) The ICFRE does not bind itself to accept the lowest quote or part thereof. ICFRE reserves the right to cancel any or all tenders received without assigning any reason thereof.
- k) All information submitted or supplied in the formats of this quotation document shall be presumed to be true to the best of knowledge of the bidder.
- l) **Within thirty days** of issue of Letter of Intent (LoI) the successful bidder shall
 - Furnish a Performance Security issued by a Nationalised Bank in favour of Account Officer, ICFRE payable at Dehradun, having validity of sixty days beyond the date of expiry of the Contract, for an amount of Rs 5,000 (Five Thousand only).

5. THE CONTRACT

- a) The tender document as a whole shall form the part of the Rate contract.
- b) If any part of the Rate 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 the work, Assistant Director General (Administration), ICFRE shall determine the matter and his decision shall be final and binding upon the parties hereto.
- c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Assistant Director General (Administration), ICFRE. Any assignment or subletting of this contract by the firm or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void without prior written consent of Assistant Director General (Administration), ICFRE having been obtained.
- d) Initially the Rate Contract will be valid for a period of one year. Assistant Director General (Administration), ICFRE reserves the right to terminate contract by giving one-month notice without assigning any reason.
- e) ICFRE reserves the right to enter into parallel rate contract simultaneously with other parties.
- f) Rate contract will not guarantee any minimum number of orders will be placed with the firm.
- g) The price charges for the stores supplied by the contractor should not exceed the lowest price at which the contractor sells stores of identical description to other persons during the period of the contract. Such act of the vendor shall lead to omission of the respective item from the Rate Contract.
- h) The contractor/supplier shall supply quality material/ product only against order placed by the purchaser or on his behalf.
- i) This contract shall not be deemed an asset of the firm in any form.
- j) In case the contractor is unable to supply the material with in stipulated period due to some unavoidable reasons the same may be informed to the concerned officer stating time frame within which the supply will be made.

The officer placing the supply order will notify his acceptance of delivery time offered by the contractor or negotiate until an agreement is reached. In all cases the delivery time, as accepted by the contractor and the officer placing the order, shall be deemed to be the essence of the contract and the delivery must be completed within time. In case the contractor still fails to supply the material, the officer placing the order will have the right to purchase the material from the market and the difference between the approved rates and the market price will have to be borne by the contractor through recovery from the Performance Guarantee. Repetition of such instances by the contractor would result in termination of rate contract and forfeiture of performance guarantee.

- k) If the contractor violates any of these terms and conditions, the PBG shall be liable for forfeiture, wholly or partly, as decided by Assistant Director General (Administration), ICFRE and the contract may be cancelled.
- l) No legal proceedings to enforce any claim and no suite arising out of this contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.
- m) No variation in or modification of the terms of the contract shall be made except by written amendment signed by both the parties i.e. the successful bidder and the Assistant Director General (Administration), ICFRE.
- n) The contract shall not be deemed an asset in any form by the firm.

6. PAYMENT TERMS

- (i) Payment will be made within 30 (thirty) days from the date of receipt of the material in good condition, as per specifications given in the contract document and reproduced in the supply orders issued to the contractor firm from time to time by the concern official of ICFRE/FRI. Payment will be made as per actual GST rate.
- (ii) Payment will be made on the basis of supplies executed by the successful bidder as per the supply orders issued to him from time to time, by respective Branch / Division / Directorate / placing such orders.
- (iii) The payment is subject to TDS as per Income Tax Rules / Laws. The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract agreement.
- (iii) No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the firm.
- (iv) The violation of any of these terms and conditions mentioned in the Tender Document, the whole or part of Performance Bank Guarantee shall be liable for forfeiture, as decided by the Assistant Director General (Administration), ICFRE. Such decisions shall be the binding on the firm

7. ARBITRATION

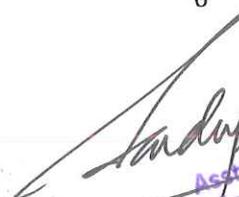
Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the Maintenance Contract or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research & Education, (DG, ICFRE) Dehradun on his behalf at the time of dispute. There shall be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he/she had to deal with the matters to which the contract relates or that in the course of his/her duties as an employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his/her office or being unable to act for any reason, shall be replaced by another person as decided by DG, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his/her predecessor. It is also a term of this contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs. 50,000/- and above.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

8. FORCE MAJEURE

- i) The performance of the obligations of either party under this Agreement is subject to Force Majeure.
- ii) If a Force Majeure situation arises, either party shall promptly notify to the other party in writing of such conditions and the cause thereof. Unless otherwise directed by ICFRE in writing, the vendor shall continue to perform its obligations under this agreement, as far as it is reasonably practical. Either party reserves the right to terminate this contract,


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without any additional liabilities to either party, if the Force Majeure period continues for more than 120 (One hundred and twenty days).

9. PREPARATION AND SUBMISSION OF PROPOSAL

- i) Online bids are to be submitted under two Cover systems i.e. Cover 1 and Cover 2. All the pages of bid being submitted online must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- ii) The proposal should not have any interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialed by the person or persons authorised to sign the proposal. No Financial Bid items pertaining to this tender shall be submitted as part of the qualifying documents and/or in the technical bid stage. In case of violation of this condition, the bid shall be rejected and no communication shall be entertained in this matter.
- iii) The completed proposal must be submitted mandatorily online at CPP portal <https://eprocure.gov.in/eprocure/app> after going through the terms and conditions given thereof. The offers submitted by Fax/email/offline shall not be considered and no correspondence shall be entertained in this matter.
- iv) The tender is not transferable. No assignment and sub contracting is permitted.
- v) Validity of offer shall be 120 days from the last date of submission of bids.
- vi) While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- vii) Assistant Director General (Admin), ICFRE reserves the right to reject any or all tenders without assigning any reasons.
- viii) The authority for the acceptance of the tender shall rest with the ICFRE. It shall not be obligatory on the authority to accept the lowest tender or any other tender and no tenderer (s) shall demand any explanation for the cause of rejection of his/their tender nor shall ICFRE undertake to assign reasons for declining to consider or reject any particular tender or tenders.
- ix) Conditional tenders are liable to be rejected.

Cover 1. Technical Bid

A: Qualifying Documents

The qualifying documents should be uploaded in CPP portal: <https://eprocure.gov.in/eprocure/app> as indicated below. The authorized representative of Tenderer/Bidder has to sign the following documents on each page and the scanned copy of the documents in pdf format to be uploaded in CPP portal for qualifying in the bidding process:


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- i) **Tender Fee:-**The tender form downloaded from CPP portal must include Rs. 500/- (Rupees five hundred only) by crossed Demand Draft (DD) in favour of Account Officer, ICFRE payable at Dehradun as tender fee along with the tender submitted and the scanned copy of the same shall be uploaded in the CPP portal for records and reference. It is non-refundable. The hard copy DD towards Tender fee shall be send to ADG (Admin), Room No 106, ICFRE HQ, Dehradun-248006 and must be received on or before the last date/time of bid submission.
- ii) **EMD of Rs 5,000/-** (Rupees Five Thousand only) in the form of Fixed Deposit Receipt (FDR) drawn on nationalised bank in favour of Account Officer, ICFRE payable at Dehradun as EMD along with the tender submitted and the scanned copy of the same shall be uploaded in the CPP Portal for records and reference. The hardcopy of FDR towards EMD shall be send to ADG (Admin), Room No 106, ICFRE HQ, Dehradun-248006 and must be received on or before the last date/time of bid submission.
- iii) Dully filled Form -1 : Particulars of the Tenderer
- iv) Dully filled in Form-2 : Bid Proposal Sheet.
- v) Proof of Sales Tax / VAT Assessment of last two financial years.
- vi) GST registration copy.
- vii) Proof of registration as company / firm.
- viii) Copy of income tax returns filed in last two financial year.
- ix) Certificate of being Channel Partner / Reseller / Distributor from OEM for all the quoted brands.
- x) **Proof of having a functional office at Dehradun from last 5 years.**

NOTE: The physical copy of DD/FDR towards tender fee and EMD respectively shall be submitted to the specified address on or before the last date/time of bid submission.

In absence of scanned and signed copy of required qualifying items as specified above - the tender would be considered as invalid.

Cover 2: Financial Bid

- (a) The financial proposal must be submitted in the Schedule of financial bid in the form of BoQ1.xls though the CPP portal: <https://eprocure.gov.in/eprocure/app>.
- (b) Quoted rates should be inclusive of all levies and taxes. The taxes need to be mentioned explicitly.
- (c) In case the firm does not deal in any particular item(s), the price for the same may not be quoted.

10. PROPOSAL EVALUATION

The bid shall be checked for all qualifying documents submitted by the bidder in the Cover I and disqualification amongst these documents shall lead to the rejection of the bid in toto.


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The evaluation committee will determine if the financial proposals are complete and without computational errors. The bidders shall be awarded the contract of only those items for which the certificate of being a Channel Partner / Reseller / Distributor from OEM have been submitted and are found to have quoted the lowest price.

However, the ICFRE

- a. is not bound to accept the lowest quote or part thereof.
- b. reserves the right to cancel any or all tenders received without assigning any reason thereof.
- c. reserves the right to enter into parallel rate contract simultaneously with other parties.


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PARTICULARS OF THE TENDERER

- 1 Name of the Company : _____
- 2 Head/Regd. Office Address : _____
- a Postal Address : _____

- b Fax No. : _____
- c Telephone Nos. (s) : _____
- d E-mail Address : _____
- e Website Address : _____
- 3 Former name of Company (if any) : _____
- 4 Dehradun Office Address : _____
- a Postal Address : _____

- b Fax No. : _____
- c Telephone Nos. (s) : _____
- d E-mail Address : _____
- 5 Type of Organization : _____
Individual/Partnership/
Incorporated
- 6 Year of establishment : _____
- 7 Year since dealing in Computer Consumable items : _____
- 8 Earnest Money Deposit Details : _____
- a Amount : _____
- b FDR/Bank Guarantee No. : _____
- c Bank Detail : _____
- d Amount : _____
- 9 Validity of quotation : _____
- 10 Name and address of the authorized signatory and contact person for this Quotation : _____
- 11 Whether letter of Authority for signing the bid opening enclosed with Quotation ? : **Yes / No**
- 12 Income Tax PAN, GSTN with proof : _____
- 13 Sales Tax/VAT Regd. No. : _____
- 14 Whether the company has ISO Certificate. If yes/whether document attached in technical bid. : _____

Date
Place

Signature of the bidder
Name
Office Seal

BID PROPOSAL SHEET

Tenderer's Proposal Reference No. & Date: _____
Tenderer's Name & Address : _____
Person to be contacted : _____
Designation : _____
Telephone No. Email: Fax No: _____

To:

The Assistant Director General (Admin)
Indian Council of Forestry Research & Education
P.O. New Forest, Dehradun 248006

Sub: Rate Contract of Inkjet / Laser Printer Cartridges Local Area Network items and Miscellaneous

Dear Sir,

1. We, the undersigned Tenderer(s), having read and examined in detail the bidding documents in respect of the above cited maintenance contracts as specified in the tender document.
2. All the prices mentioned in our proposal are in accordance with the terms as specified in the tender document. All the prices and other terms and conditions of this proposal are valid for a period of 120 days from the last date of submission of bids.
3. We do hereby confirm that our bid prices include all taxes including Income Tax, Professional Tax and Service Tax etc.
4. We have studied the Clauses relating to the tax laws of India and hereby declare that if the rates of any Tax are enhanced under the law, we shall pay the same.
5. We have enclosed the Earnest Money Deposit in the form of FDR / Bank Guarantee issued by a Nationalised Bank in favour of Account Officer, ICFRE payable at Dehradun amounting to Rs. 5,000/- (Rupees five thousand only), it is liable to be forfeited in accordance with the provisions of tender document.
6. We further declare that the prices stated in our proposal are in accordance with your terms & conditions in the bidding document.
7. We confirm having submitted qualifying data as required by you in your tender document. In case you require any further information / documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.
8. We hereby declare that in case the contract is awarded to us, we shall submit the Performance Guarantee of Rs 5,000/- (Rupees five thousand only) in the

form of FDR/Bank Guarantee issued by a Nationalised Bank in favour of Account Officer, ICFRE payable at Dehradun, having validity of sixty days beyond the date of expiry of the Contract as per terms of tender document.

9. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.
10. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
11. We understand that you are not bound to accept the lowest or any bid you may receive or to place part order or to reject any bid or to cancel the tender without assigning reason whatsoever.

Yours sincerely,

(Signature)

Date:
Place:

Name:
Designation:
Business Address: Seal

SCHEDULE-I

LIST OF ITEMS

Sl. No	Item	Part #	Brand	Unit Rate (Rs)
FAX CARTRIDGE				
1.	Xerox WC PE 16	PE 16	Xerox	
2.	Xerox WC PE 220	PE 220	Xerox	
3.	Xerox Workcenter 5020	5016/5020	Xerox	
4.	Sharp AM - 400	AM -30 DC	Sharp	
5.	Samsung Laser 565 PR	SCX4216D3	Samsung	
6.	Canon Fax-JX 201	PG-40 Black	Canon	
7.	Franking Machine DM 100i	P671031	Pitney Bows	
LOCAL AREA NETWORK ITEMS				
8.	I/O + SMB+ Face Plate		D-Link	
9.	3 mtr Patch Cable		D-Link	
10.	Batten 1"		Any make	
11.	Batten 2"		Any make	
12.	Batten 3"		Any make	
13.	Plastic conduits			
14.	Cable laying			
15.	Batten Fixing			
OTHER ITEMS				
16.	HP LTO-4 Ultrium 1.6 TB RW (Data Cartridge)	C 7974A	HP	
17.	Blank CD-R 700MB with box	Moserbaer	Moserbaer	
18.	Blank CD-R 700 MB (Spool of 100)	Moserbaer	Moserbaer	
19.	Blank CD-RW with box	Moserbaer	Moserbaer	
20.	Blank DVD-R with box	Moserbaer	Moserbaer	
21.	Blank DVD-RW with box	Moserbaer	Moserbaer	
22.	Blank DVD-R (Spool of 50)	Moserbaer	Moserbaer	
23.	RJ 45 connector		Dlink	
24.	UTP cable CAT 6e roll of 300 mtr.		Dlink	
25.	USB Cable for printer 2 mtr.		Dlink	
26.	USB Cable for printer 4 mtr.		Dlink	
27.	USB Extension Cable 2 Mtr.		Dlink	
28.	VGA Cable 2 mtr.		----	
29.	VGA Cable 5 mtr.		----	
30.	Network Switch 5 port UTP		Dlink	
31.	Network Switch 8 port UTP		DAX	

Sl. No	Item	Part #	Brand	Unit Rate (Rs)
32.	Network Switch 16 port UTP		DAX	
33.	USB Hub 4 port		iBall	
34.	USB Hub 8 port		iBall	
35.	12 volt modem/Switch adapter		Any make	
36.	Battery 12volt / 7 AH		Exide	
37.	Battery 12 volt / 24 AH		Exide	
38.	Battery 12 volt / 4.5AH		Exide	
39.	CMOS Battery		Any Make	
40.	Optical Scroll mouse for USB Port		Amkette	
41.	Wireless Optical Mouse and Keyboard		iBall	
42.	Crimping Tool for RJ 45 Connector		Dlink	
43.	I /O Punching Tool			
44.	LAN TESTER			
45.	Refilling of laser cartridge with drum		Any make	
46.	Refilling of laser cartridge without drum		Any make	
47.	Refilling of Inkjet cartridge black		Any make	
48.	Refilling of Inkjet cartridge colour		Any make	
49.	LAN Splitter RJ 45- 3 way		D-Link	

Rate quoted for the all listed items include installation charges and one year comprehensive warranty from the date of purchase and also the genuine installation media and manuals (wherever applicable).

Signature of the
Authorized person of
the firm with seal