

**LIMITED TENDER DOCUMENT FOR PURCHASE OF  
SPSS (Statistical Software) ACADEMIC VERSION**



Date & Time of Receipt of Tender: : **12-01-2016 @ 1500hrs**  
Opening of tenders (Part A) : **12-01-2016 @ 1600 hrs**

**FOREST SURVEY OF INDIA**  
**Government of India**  
**Ministry of Environment, Forests & Climate Change**  
**P.O. IPE, Kaulagarh Road, Dehra Dun-248195**

**LIMITED TENDER ENQUIRY FOR PURCHASE OF SPSS (Statistical Software)**  
**Academic Version**

Forest Survey of India wishes to procure one license of SPSS Software from registered firms/partners of OEM. Interested firms are requested to apply along with the filled up tender document and the enclosures in support of their bid. You may quote against this tender enquiry only if you are a registered firm experienced in supplying SPSS (Statistical Software) and in a position to undertake the services and training 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 of the items proposed to be purchased are as follows:

Sr No	Items Description	Quantity
1	SPSS (Statistical Software)	1

The terms and conditions governing the tender are given in Annexure I.

**Terms & Conditions for Purchase of SPSS (Statistical Software)**

- (1) The firm must be carrying a certificate by the authorized distributor/reseller to supply, install and provide support for the software.
- (2) The last date for receipt of quotation is 12-01-2016 upto 15:00 hrs. The Technical Bid would be opened on the same day at 16:00hrs.
- (3) Offer should be valid for a minimum period of 90 days from the date of opening of quotations.
- (4) The offer should be completed in all respects and contain all information asked for above information.
- (5) A Two days training has to be provided at Forest Survey of India, Kaulagarh Road, Dehradun.
- (6) Supplier must submit complete technical specifications without leaving any scope for ambiguity. All supporting leaflet, brochure, technical information literature, catalogues, vendor profile must be attached.
- (7) The firm should submit attached copy of TIN number and PAN number in bid; failing which their offer will not be considered by FSI .
- (8) If the bidding agency does not meet the above parameters and does not qualify technical parameters/ specification as given in the above Table, their offer will not be considered and shall be rejected by the FSI .
- (9) **Warranty:** you are required to give a warranty for a minimum period of one year from the date of satisfactory supply. If during warranty period, the software fails to give satisfactory performance, you will rectify the defect within a reasonable time; failing which the new license of the software should be provided.
- (10) You may submit your rates/offer for the item (s) in the following format only  
  
Note: Rates should be quoted only in accordance with the above mentioned table; failing which their offer is liable for rejection.
- (11) Prices: You should quote your rates on a fixed price on FOR, Forest Survey of India, Kaulagarh Road, PO-IPE, 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.

- (12) 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 FSI.
- (13) Comparison of Rates: Comparison of rates shall be made on item wise software only Rates for comparison will be taken after adding the taxes, freight, insurance etc. and FOR, Forest Survey of India, Kaulagarh Road, PO-IPE, Dehradun.
- (14) Payment: 90% payment shall be released on bill basis after entire supply, inspection and acceptance of the software 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 pledge in favour of Director General, Forest Survey of India, Kaulagarh Road, PO-IPE, Dehradun.  
Delivery: Agency would be required to supply the software within a period of eight weeks from the date of issue of supply order, if placed with your firm.
- (15) Penalty: Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of softwares which have been supplied late.
- (16) No form ‘C’ or ‘D’ or any other concessional Sales Tax form will be issued by the FSI. Only form-16 (Road permit) for transportation of software within India shall be provided by the FSI. However, a declaration for the use of software for academic purpose in training unit FSI shall be provided that the training so imparted is not chargeable from the participants.
- (17) Last Date of Receiving Quotations: Last date of receiving quotations in the office is upto 15:00 hrs on 12-01-2016.
- (18) The sealed quotation addressed to Director General, Forest Survey of India, Kaulagarh Road, P.O. - IPE, Dehradun-248195 may be sent by Speed Post/Registered Post/Courier or through by hand so as to reach FSI latest by 12-01-2016 upto 15:00 hrs. Any postal delay will not be considered by FSI.
- (19) FSI reserves the right to accept or reject any of the quotation straightway without assigning any reasons.

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). Samples of all items should be attached with tender where required in the tender. Every sample should be duly marked and signed so as to make it distinct from the other.

The quoted prices should be F.O.R. FSI, Dehradun. The supply will have to be undertaken at the Forest Survey of India, at Dehradun.

The defective items, if any, will have to be replaced by the firm supplying the items.

The quality of the items to be supplied shall be strictly in conformity with the sample standard specifications

Sr. Deputy Director (P&A)  
Forest Survey of India  
Kaulagarh Road, Dehradun

**Forwarding Letter**

(To be filled in by the tendering party)

FROM.....  
.....

To,  
The Director General  
Forest Survey of India  
P.O. IPE, Kaulagarh Road, Dehradun

**Sub: Tender Notice for Purchase of SPSS (Statistical Software) Academic Version.**  
**Ref: Your tender notice dated.....**

Sir,

I/ We are submitting herewith our tender for the purchase of the SPSS software 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 thousand only)** payable to Assistant Director (Accounts),FSI for purchase of SPSS software as 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 fulfillment of the conditions laid down in the tender document.

(Write "Yes" or "No" in boxes)

**Annexure**

- 1. Sales Tax Registration Certificate:
- 2. Income Tax Certificate and PAN No.:
- 3. Permanent Service Tax No. for maintenance/ repair services:
- 4. Authorized dealer/ Vendor certificate for backend support and training :
- 5. Copies of at least 2 purchases /work orders under execution by the firm along with the particulars.
- 6. Terms and Conditions:
- 7. Any other Annexure (Please specify)

Yours faithfully

Stamp and Signatures of the Authorized Signatory

Name.....

Complete address.....

.....

.....

.....

Telephone no.s.....

## **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 fulfillment 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.....**

.....

**Telephone no.s.....**



## Annexure I

### 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.

Qualifications for Tendering: Tenderers should be OEM or registered vendor or partners of registered vendor for services and support 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.

5. **Scope of work**

Limited Tenders are invited for purchase of SPSS (Statistical Software) Academic version at Forest Survey of India, Dehradun

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 superscribed with 'Envelope I: Part A of tender for Tenders invited for purchase of **SPSS (Statistical Software)** at Forest Survey of India, Dehradun. The price schedule (Part B of tender) duly filled in and with clearly superscribed 'Envelope 2: Part B of Tender for Purchase of **SPSS (Statistical Software)**. These two bids should be sealed in the third envelope superscribed with 'Tenders are invited for purchase of **SPSS (Statistical Software)** at Forest Survey of India, Dehradun' (see tender title). Non compliance of these directions may lead to rejection of the tender.
- iii. Striking out/ applying whitener or disfiguring any specifications as printed in tender form is not allowed. If in the opinion of the "Evaluation 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 Forest Survey of India, Dehradun, and shall cover maintenance, repair and installation for software 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 FSI 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 "Assistant Director (Accounts), Forest Survey of India, 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, monitors with buyback of old computers & 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 in Tender Booklet 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)
- A Covering letter on company's Authorized Letterhead with their complete address and in case of dealers/ distributors agents, complete address of the dealers/ distributor agents together with their telephone and fax numbers.

All these should be secured fully and put into a sufficiently large envelope as indicated in 8 (i) above. The envelope should be super scribed '**Envelope I: Part A of tender for Purchase of SPSS (Statistical Software)**'. 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 SPSS (Statistical Software)**'.

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

The envelope containing these two envelopes and superscribed '**Tender for Purchase of SPSS (Statistical Software) should be addressed to, The Director General, Forest Survey of India, Dehradun, P.O. IPE, Kaulagarh Road, Dehradun (Uttaranchal)- 248195.**

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 16:00 hrs on the next full working day.
10. Validity of offers:

- i. The complete tenders should reach the office of the Director General, Forest Survey of India, P.O.-IPE, Kaulagarh Road, Dehradun, (Uttarakhand)- 248195, within the due time and date prescribed. The Director General 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 one year from date of opening of tender.
- iii. Tenders submitted on plain paper / photocopies or unauthorized copies of the Tender Document Booklet 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 Director General, Forest Survey of India Forest, 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 tenderes shall be released once this list is ready. The Part B of tenders of the tenderes 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 FSI 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 Director General, Forest Survey of India, Dehradun, reserves the right, without assigning any reasons thereof, to:
  - Accept or reject whole or any 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, Director General, FSI shall determine the matter and his decision shall be final and binding upon the parties hereto.

**NB. The Director General, FSI, Dehradun 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 (Under Nainital High 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.

Sr. Deputy Director (P & A)  
Forest Survey of India  
P.O.-IPE, Kaulagarh Road  
Dehradun