



भारत सरकार
Government of India
पृथ्वी विज्ञान मंत्रालय
Ministry of Earth Sciences



राष्ट्रीय तटीय अनुसंधान केन्द्र (एन सी सी आर)
NATIONAL CENTRE FOR COASTAL RESEARCH (N C C R)

MoES/NCCR/ESM/PROCUREMENT/8/2018 (Vol-III)

31.05.2019

NOTICE FOR INVITING OPEN E-TENDER

You are invited to submit your most competitive online quotation through eWizard Portal web site <http://moes.euniwizarde.com> in **Two cover system** on or before the prescribed date and time for procurement of PORTABLE DRIFTER BUOYS.

Manual bids shall not be accepted except for the original documents/instruments if any mentioned in this tender.

The details of supply are available in the tender document which can be downloaded from <http://www.nccr.gov.in> and eWizard portal web site <http://moes.euniwizarde.com> and the bid is to be submitted **ONLINE** only on <http://moes.euniwizarde.com> up to last date and time of submission of tender.

1. Brief Details of Tender:

Sr.No.	Items	Description
(i)	Name of Supply/Work	PORTABLE DRIFTER BUOYS – 2 Nos.
(ii)	Tender reference No.	MoES/NCCR/ESM/PROCUREMENT/8/2018 (Vol-III)
(iii)	Required Validity of Bid	180 Days from the date of opening of Tenders.
(iv)	Tender document fees	Rs.500/- or US\$ 8
(v)	EMD	Rs.30,000/- or US \$430
(vi)	Language of Bid	English
(vii)	Bid Currency	ANY Currency
(viii)	Due Date for Online submission	04.07.2019 & 5.00 PM.
(ix)	Details of the firm	Details for annual turnover of the bidder for the last 3 years. Scanned copies of audited financial report for the last three years should be submitted.
(x)	OEM	Authorization letter from OEM or valid dealership certificate copy for each group of items should be enclosed in the bid.

Bidders can see the other Technical details in the tender document.

2. Complete tender can be viewed and submitted through <http://moes.euniwizarde.com>. To use the Electronic Tender portal <http://moes.euniwizarde.com> Bidders need to register on the portal.

Head of Office

रा.स.प्रौ.सं. परिसर, वेलच्चेरी तांबरम मेन रोड, पल्लिकरणै, चेन्नै-600 100.
NIOT Campus ,Velachery-Tambaram Main Road, Pallikaranai, Chennai-600 100.
दूरभाष/Tel : 91-44-66783599 Fax: 66783487

Copy No.

**OPEN E-TENDER DOCUMENT FOR
PROCUREMENT OF
PORTABLE DRIFTER BUOYS
AT NCCR, CHENNAI**

TENDER REF NO. MoES/NCCR/ESM/PROCUREMENT/8/2018 (Vol-III)

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR COASTAL RESEARCH
NIOT CAMPUS, PALLIKARANAI
CHENNAI – 600 100, INDIA**

June, 2019

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Tender Reference No.: MoES/NCCR/ESM/ PROCUREMENT/8/2018 (Vol-III)

SCHEDULE TO TENDER

1	Tender Reference No.	:	MoES/NCCR/ESM/PROCUREMENT/8/2018 (Vol-III)
2	Name of Organization	:	National Centre for Coastal Research
3	Type of Tender	:	OPEN E-Tender
4	Description of the Item	:	Procurement of PORTABLE DRIFTER BUOYS
5	Quantity	:	2 Nos.
6	Date of Issue / Publishing	:	05.06.2019
7	Document Download/ Sale Start Date	:	05.06.2019
8	Document Download/ Sale End Date	:	04.07.2019 (17:00 hrs, Indian Standard Time)
9	Clarification Start Date	:	05.06.2019
10	Clarification End Date	:	03.07.2019 (17:00 hrs, Indian Standard Time)
11	Last Date and Time for uploading of Bids	:	04.07.2019 (17:00 hrs, Indian Standard Time)
12	Date and Time of opening of Bids	:	05.07.2019 (12:00 hrs, Indian Standard Time)
13	Date and Time of pre - bid meeting	:	-----
14a	Mode of submitting the bids	:	Online through eWizard Portal. http://moes.euniwizarde.com
14b	<u>Manual submission of Technical bid</u>	:	04.07.2019 (on or before 15:00 hrs, Indian Standard Time)
15	Tender document fee	:	Rs.500/- or US\$ 8
16	EMD	:	Rs.30,000/- or US \$430 as defined in Clause 10 of Section- I of this Tender document and will be valid for 180 days from the date of opening of Tender.
17	Validity of offer	:	180 days from the date of opening of Tender.
18	Address for communication	:	The Director, NCCR 2 nd Floor, NIOT Campus, Pallikaranai, Chennai-600100
19	Contact Person	:	Mr.S.Kumar, ASO NCCR, 2 nd Floor, Room No.306, NIOT Campus, Pallikaranai, Chennai - 600100 Tel:044-66783599, email id: nccr@nccr.gov.in

SECTION I

INSTRUCTIONS TO BIDDERS

1. National Centre for Coastal Research, Ministry of Earth Sciences invites Online OPEN E-Tender from eligible and qualified bidders (Original Equipment Manufactures (OEM) OR their Authorized Agents/Resellers/Partners) for supply, installation and commissioning of items, whose specification is given in **Appendix-2** of Tender Enquiry. All offers should be in prescribed format written in English only. All correspondence should be made only with tender inviting authority. The invitation to tender is open to all eligible bidders who meet eligibility criteria as specified in tender document.

2. Eligibility condition:-The tenders will be scrutinized to determine whether they are complete in all respects and meet the essential and important requirements, conditions, etc., as prescribed in the Tender document. The tenders which do not meet the following basic requirements, will be treated as non-responsive and will be summarily rejected.

i) Bidders should be either OEM (OR) their authorized agent/reseller/partner of OEM as per **para 16**.

ii) The relevant documents should be signed by the authorized representative of the firm.

iii) Tender should be complete with regard to specification, price, delivery period, terms of delivery, salient terms and confirm technical specification, clause wise technical compliance statement should be enclosed with technical bid.

A Tender shall be declared non-responsive and will be summarily rejected on the following grounds:

iv) Tender is unsigned or not signed by the authorized person through Tender Acceptance letter (**Appendix-1**)

v) Tender validity is shorter than required period.

vi) Required EMD (amount, validity etc.) and required tender Fee documents have not been provided as per detail, before tender opening.

vii) Bidder has quoted for goods manufactured by other manufacturer (s) without manufacturer(s) Authorization. 100% subsidiary firm of foreign company in India

cannot bid through another Indian Agent. The relation between principal / OEM and Agent or Indian Subsidiary should be clear and unambiguous and contractually established.

viii) Goods offered are not meeting the tender enquiry specification.

ix) Bidder has not agreed to other essential condition(s) especially incorporated in the tender enquiry like terms of payments, liquidated damages clause, warranty clause, etc.

x) Poor/unsatisfactory past performance.

xi) Bidders who stand de-registered by DGS&D /GeM/ banned/blacklisted by any government authority.

xii) Bidder has not quoted for entire quantity as specified in the list of requirements.

xiii) Bidder has not submitted duly filled in technical compliance sheet as per

Appendix – 3

3. Qualification criteria (Bidders should submit necessary supporting documents to establish the following criteria)

i) Bidders should have supplied and successfully installed the tendered item or equivalent or higher configuration item, during last **3** years before the date of opening of tender and the item functioning satisfactorily, without any adverse report. Report from the institution to whom it has been supplied about satisfactory performance certificate must be enclosed with technical bid. The performance certificate should be in institution's/ client's letter head with proper signature and seal.

ii) Bidder should have sufficient financial resources to meet the obligation under contract. They should submit Balance Sheet for last **02** years and bank's report for their credit worthiness. The Bidder should have a minimum annual turnover of **Rs.10 lakhs (or Equivalent currency for foreign bidders)** in each of the two financial years prior to tender opening date.

iii) In addition to (i) & (ii) above, foreign firms quoting directly should have a service / support facility in **India** and should indicate in their offer the details of such servicing facilities along with technical bid and otherwise the tender will be rejected.

iv) If the bidder is a dealer or reseller or partner of OEM, they should be authorized by OEM. The original letter in OEM's letter head with the signature of authorized signatory and rubber stamp/seal should be provided.

4. Price Bid Evaluation Criteria & Price Bid Issues: The broad guidelines for evaluation of Bids will be as follows:

a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Tender document and are acceptable both technically and commercially (called substantially responsive bid).

b) The technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical specifications of the item as mentioned in the Tender enquiry. The compliance of Technical Bids would be determined on the basis of the parameters specified in the tender document. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Bid Format given.

The consideration of taxes and duties in evaluation process will be as follows:

(i) In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.

(ii) In cases where both foreign and indigenous Bidders are competing, following criteria would be followed –

(1) In case of foreign Bidders, the DDP cost quoted by them would be the basis for the purpose of comparison of various tenders.

(2) In case of indigenous Bidders, excise duty on fully formed equipment would be offloaded.

(3) Sales tax and other local levies, i.e. octroi, entry tax etc would be ignored in case of indigenous Bidders.

d) The Bidders are required to spell out the rates of Customs duty, Excise duty, GST, Service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs duty / Excise Duty /GST is intended as extra, over the quoted prices, the Bidder must

specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entertained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty / Excise Duty / GST duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of Customs duty / Excise Duty / GST, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and GST also.

e) In import cases, all the foreign quotes will be brought to a common denomination in Indian Rupees by adopting the exchange rate as BC Selling rate of the State Bank of India on the date of the opening of Price Bids.

f) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

g) Evaluation of offers involving more than one currency - NOT APPLICABLE.

h) The Lowest Acceptable Bid will be considered further for Placement of Contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different bidders for being lowest in particular items. The Buyer also reserves the right

to do apportionment of quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

i) Any other criteria as applicable to suit a particular case.

j) Bidder should quote the prices in the given format BOQ_XXXX in excel sheet for **online submission** for both indigenous & foreign bidders.

k) **Since NCCR being Government organization, no advance payment will be made.** Every attempt will be made to make payment within 30 days from the date of receipt of bill/acceptance of goods, whichever is later.

l) The Lowest Price (L1) for both foreign and indigenous Bidders will be decided upon the lowest price quoted by the particular Bidder as on date of opening of tender enquiry as per the Price Format.

m) NCCR reserves the right to cancel / withdraw the bid without assigning any reasons for such decision. NCCR also reserves the right to award to any bidder or cancel the orders issued to any bidder without assigning any reason thereof. Such decision will not incur any liability whatsoever on the part of NCCR consequently.

n) Tender document is non-transférable.

5. The required annexures along with supporting documents as called for in the tender conditions, should be duly filled in (wherever necessary) and signed in and are SACROSANCT and scanned copy of the same should be uploaded in the online mode for considering any offer as complete offer. All the Bidders are expected to go through every detail of the tender carefully and provide all requisite details and documents / certificate, and tender documents duly complete in all respects and digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

6. All contracts shall be entered and acting through its designated authority. Wherever not so specified, the contractual obligations will be governed by the International contract law or the Indian Contract Law as may be applicable.

7. In case of foreign bidders, either the foreign OEM / Principals will bid in the subject tender process or any of its authorized agents as per requirements of the

tender enquiry conditions. OEM / Principal or the authorized / agents enlisted with DGS&D shall not be allowed to participate in the subject tender process simultaneously.

8. NCCR reserves the right to cancel/reject entire tender process without assigning any reason.

9. EARNEST MONEY (EM) and TENDER DOCUMENT FEE

(a) The **Earnest Money Deposit (EMD) of Rs. 30,000/-** for supply & installation of item (specified in Appendix-2) in the form of Banker's cheque OR Demand Draft drawn in any scheduled / Nationalized bank in favour of **Pay & Accounts Officer, IMD payable at Chennai** should be submitted on or before the due date of Technical Bid opening during office working hours as a part of Technical Bid. Scanned copy of such document must be attached online along with the Technical Bid documents, failing which tender document would be rejected. The earnest money shall bear no interest.

(b) The participating bidders should pay **Rs.500/-** (Rupees Five hundred only) as **Tender Document Fee (non-refundable)** in the form of Banker's Cheque OR Demand Draft drawn in any scheduled / Nationalized bank in favour of Pay & Accounts Officer, IMD payable at Chennai) on or before the due date of Technical Bid opening during office working hours of NCCR. Scanned copy of such document must be attached online along with the Technical Bid documents, failing which tender document would be rejected.

Note: As per GFR Rule, 170 (i) EMD is exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.

Necessary Certificates to this effect has to be furnished along with tender documents without fail.

(c) **Foreign bidders shall remit Tender Document Fee of US\$ 8 and EMD of US\$ 430 in postal coupons/Bank Draft payable as stated above** within the stipulated dates by post / courier. Scanned copies of such documents should be submitted online along with the technical bid.

(d) Bids submitted without EMD & Tender fee and in other forms will stand rejected. No interest is payable on EMD.

(e) The EMD will be returned to the bidder(s) whose offer is not accepted by NCCR within two months from the date of placing final order on the selected bidder. In case of the bidder, whose offer is accepted, the EMD amount will be converted as security deposit till the warranty period plus 60 days.

(f) However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder.

(g) The successful bidder, on award of contract / order must send the contract / order acceptance in writing within 10 days of award of contract / order, failing which the EMD will be forfeited.

(h) The EMD shall be forfeited, if the bidder withdraws the bid during the period of bid validity specified in the tender.

(i) In case of any ambiguity / dispute in the interpretation of any of the clauses in this tender document, The Director, NCCR interpretation of the clauses shall be final and binding on all parties.

9. PRICE

The prices quoted should be on firm and fixed basis and shall include all elements of prices. The bidders / tenders will not be allowed to make any variations in the price bid or any amendments to commercial offers already uploaded online during the currency of tender and after the date of opening of the tender. **PRICE BID should be submitted ONLINE ONLY and no other mode of submission of price bid is acceptable.**

10. TWO BID SYSTEM

A. Online Technical Bid

B. Online Price Bid

A. TECHNICAL BID: The bidder should submit the scanned copy for online submission and the same original hard copy of all the following documents as part of the Technical Bid in the stipulated format. The original hard copies should be submitted (Hard copy by manual submission) to the NCCR (contact person Mr.S.Kumar, Tel:044-66783599, email id: nccr@nccr.gov.in) on or before the due date of Technical Bid opening, during office working hours. The cover containing the necessary technical bid documents should be super scribed by "**Tender Ref No: MoES/NCCR/ESM/PROCUREMENT/8/2018 (Vol-III) Part I Technical BID for "PROCUREMENT OF PORTABLE DRIFTER BUOYS". The Technical Bid**

should contain the following details: The respective original documents are to be submitted under Technical Bid by **manual submission**.

i) Bidder should have sufficient financial resources to meet the obligation under contract. They should submit Balance Sheet for last 02 years OR bank's report for their credit worthiness. The bidder should have a minimum turnover of 10 lakhs or equivalent foreign currency for foreign bidders, in each of the two financial years prior to tender opening date. Necessary documents should be provided **(both online and manual submission)**.

ii) Scanned copies of Purchase orders for values not less than Rs.3.0 lakhs for a total value of min. Rs.08 lakhs, or equivalent foreign currency for foreign bidders, executed during the last two years for similar item / higher / equivalent configuration **(both online and manual submission)**.

iii) If the bidder is a dealer or reseller or partner of OEM, scanned copy of letter authorized by OEM to participate in this tender (both online and manual submission).

iv) Scanned copy of Tender Acceptance Letter as per Appendix – 1(both online and manual submission).

(v) Performance certificate from their client (as per clause 3 (i) of Section - I)

vi) Scanned copy of details of Components and Products of the required item as per Appendix – 4 (both online and manual submission).

vii) Scanned copy of Technical Compliance Sheet as per Appendix -3

viii) Scanned copy of EMD fee as per detail (Online submission)

ix) Original EMD fee as per detail (manual submission)

x) Scanned copy of Tender document fee (online submission)

xi) Original tender document fee as per detail (manual submission)

xii) Any other related documents / Product brochure / web reference (both online and manual)

xiii) Check list as per Appendix 5 - "Check List" (both online and manual)

xiv) Any other relevant document / certificate which is required to be submitted by the firm in line with the requirement of the subject tender enquiry.

xv) **Manual submission of technical bid documents (originals) along with the relevant documents should be submitted to NCCR, on or before the**

due date of online OPEN E-Tender submission (i.e on or before 04.07.2019, 15:00 hrs, Indian Standard Time).

B.PRICE BID should comprise of the following:

- i) Bidders supplying indigenous goods shall quote only in Indian Rupees.
- ii) For imported goods if supplied directly from abroad, prices shall be quoted in any freely convertible currency say US Dollar, Euro, or Yen.
- iii) FOB price and Agency commission payable to the Indian Agent should be indicated in columns provided in the price bid format for payment purpose in freely convertible currency as mentioned above,
- iv) Agency Commission will be paid by the buyer to the Indian Agent in Indian Rupees. Exchange rate of Agency commission will be taken as on date of acceptance of tender
- v) Agency commission payable to the Indian Agent should be on FOB price and should not carry any tax or levies.
- vi) As regards price(s) for allied services/equipment, if any required with the main store, the same shall be quoted in Indian Rupees only if such services are to be performed / installed in India.
- vii) Tenders where prices are quoted in any other way shall be treated as non-responsive and rejected.
- viii) The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable currencies.

C. METHODOLOGY FOR OPENING OF THE TENDERS

- i) Only the technical bid shall be opened online on the date of tender opening. Price bids of only those firms will be considered for opening whose offer would meet all tender requirements including compliance to technical specifications and has passed in all tender conditions and technical/ physical (including field trial) evaluation if required.
- ii) After opening of price bids, ranking statement will be prepared and the finalization of successful bidder will be done on L-1 (the lowest price) basis. For foreign currency, it will be with reference to exchange rate prevailed as on the date of opening of price bid.

11. Any change in Address/ Telephone/ Fax/ e-mail should be immediately informed. The state of non-communication by the firm will make the offer liable for rejection.

12. Clarification regarding contents of the bids – During the course of evaluation process, the purchasing authority, shall at its discretion, ask the bidder for clarifications or confirmation on various aspects with reference to shortcomings or deficiencies so noticed in their bids. The request for such clarification or confirmations shall be given in writing to which the bidder will be required to send their response within the time frame so prescribed in such written communications. The clarifications / confirmations shall be called only in respect of general conditions or requirements of the tender enquiry documents and not on any aspect pertaining to specifications or prices or other essential requirements of tender schedule.

13. No post bid clarification or alteration or modification on the initiative of the bidder will be entertained. However, NCCR, as its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing.

14. Integrity pact / Rejection of bids – If the bidders do not agree with the terms and conditions of tender, their offer will be summarily rejected. Contract with successful bidders will also be cancelled if they do not fulfill the terms and conditions of the contract or till contractual obligation period. Canvassing by the bidder in any form, unsolicited letter/communications and post tender corrections would invoke summary rejection of tender.

15. Modifications and withdrawal of bids – A bidder may modify or withdraw his bid online after submission but prior to final date of submission of tenders/date of opening of tenders. In case a supplier modifies or amends a bid already submitted online, the latest version of the bid will be accepted.

16. Entities authorized for submission of offers in Global Tender Enquiries

Quotations are invited from the following entities / bidders –

(a) Original Equipment Manufacturer (OEM) / Indian / Foreign Principal or their subsidiary enterprises in India;

(b) Authorized Agents of Foreign Principals (OEMs) or Indian OEMs;

(c) Indian agents of Foreign Principal / OEMs who are enlisted with the DGS&D under the mandatory enlistment scheme of Department of Expenditure, Ministry of Finance, GOI and in accordance with Rule 143 of GFR. The enlistment certificates of Indian Agent of Foreign principals issued by DGS&D, JeevanTaraBuilding, 5-Parliament Street, New Delhi, 110001, must be enclosed.

(d) Foreign principal jointly with Indian associate with defined responsibilities and joint & severable responsibility.

(e) Indian Bidders (quoting foreign goods indicating country of origin) holding valid Indian License (IEC) warranty support of foreign manufacturer.

17. Compliance statement for specifications

i) The technical details of the models offered along with the supporting original technical Literature, leaflets, brochures etc. will be submitted, where ever necessary. The confirmation of the models(s) offered with the tender enquiry specification and the deviation(s), if any will be clearly mentioned in the technical bids.

ii) The attention of Bidders is invited to clause 1(A) of form DGS&D 231 "Instructions to Bidders" whereby they are required to furnish clause by clause compliance of specification bringing out clearly deviation from specification, if any.

The firms are advised to submit the Technical compliance sheet in the format given at Appendix - 3 along with Technical Bid failing which their offer will be treated as incomplete and are liable to be rejected.

18. Bidders will be fully responsible for proper installation, commissioning and training (if any specified in tender requirement) and making the item functional before final settlement of the account.

19. The Bidder will also provide complete technical/ operating and service manual of the item, if any.

20. The decision of the purchaser shall be final as to the quality of the stores and shall be binding upon the Bidders and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers should be borne by the supplier and ensured by the supplier that articles supplied should be of standard specifications and free from all defects. The acceptance of articles will be made only when the

articles are inspected and found up to the standard specifications and free from all defects.

21. For any change in terms and conditions of tender / tender specification, the Bidders are requested to visit the website <http://www.nccr.gov.in> & ONLINE e-Wizard portal <https://moes.euniwizarde.com>

22. Instructions for Online Bid Submission

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 <https://moes.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

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

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://moes.euniwizarde.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 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 DSC"s to others which may lead to misuse.
6. Bidder then logs 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: helpdeskeuniwizarde@gmail.com, Mr. Awesh – 9205898224.

SEARCHING FOR TENDER DOCUMENTS

9. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc
10. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fee of Rs. 800 + 18 % GST-/ (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once both tender fees are paid, it will be moved to the respective "requested" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

11. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
12. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual

reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

15. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
18. Bidder has to select the payment option as "DD" to pay the EMD as applicable and enter details of the instrument.
19. Bidder should prepare the EMD as per the instructions specified in the tender document & submit EMD fee manually at department end. The original bid should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
20. *Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of

the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
23. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. **For any Query contact to our helpdesk Number 011-49606060, Email helpdeskeuniwizarde@gmail.com, Mr. Shubhankar- +91 8076208996; Mr Awesh - 91 9205898224**

SECTION II

SCOPE OF WORK

- 1. Scope:** The bidder has to supply the required item in accordance with the specifications mentioned in Appendix-2. The bidder shall ensure the successful installation, configuration, testing and commissioning of required item at NCCR, Chennai.
- 2. Warranty Period of Support:** The bidder has to provide warranty support period for a minimum period as declared by OEM / specified in the tender document from the date of successful installation and acceptance by NCCR.
- 3. Delivery / Execution of Order:** Bidder has to supply all the required items at NCCR within 3-4 weeks from the date of issue of purchase order. The installation, configuration, testing and commissioning should be completed by the bidder within two weeks upon the supply of items as per PO provided by NCCR.
- 4.** The end to end supply, installation & commissioning need to be completed within 3-4 weeks from the date of receipt of PO. In case of delay, penalty clause shall be applicable as per prevailing norms. (0.5% of PO cost per week with maximum of 4 weeks delay). Delay beyond 14 weeks lead to cancellation of PO, forfeiture of EMD and disallowing of participation of future NCCR tenders.
- 5.** Relevant catalogues / literatures/drawings/brochure for the offered items should be uploaded and enclosed with the technical offer.

SECTION III

GENERAL CONDITIONS

1. Custom / Excise Duty NCCR is exempted in paying from customs duty.

2. Insurance Delivered Duty Paid (DDP) price offered by the bidder will be inclusive of all insurance charges payable till delivery of stores at consignee location, its installation and commissioning of the store. In case of orders placed on FOB/FCA basis, the purchaser shall arrange insurance fee. If orders placed on CIF/CIP basis, the insurance should be up to NCCR, Chennai.

3. Taxes and Duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc. incurred until delivery of the contracted goods to the purchaser. However, GST in respect of the transaction between the purchaser and the supplier shall be payable extra, if so stipulated in the order.

4. Payment

Payment will be made through irrevocable Letter of Credit (LC) and this will be established in favour of foreign supplier after the submission of performance security. The LC will be established on the exchange rates as applicable on the date of establishment.

i) For Indigenous supplies, 100% payment shall be made by the purchaser against delivery, inspection, successful installation, commissioning and acceptance of item at NCCR in good condition and to the entire satisfaction of the purchaser and on production of unconditional performance bank guarantee.

ii) For Imports, LC will be opened for 100% FOB/CIF value. 80% of LC amount shall be released on presentation of complete and clear shipping documents and 20% of the LC amount shall be released after the installation of the item at NCCR in faultless working condition for a period of 30 days from the date of satisfactory installation and subject to the production of unconditional performance bank guarantee.

iii) Indian Agency commission (IAC), if any shall be paid after satisfactory installation and commissioning of items at NCCR at the exchange rate prevailing on the date of negotiation of LC document.

iv) All the bank charges within India will be borne by NCCR and outside India will be borne by the supplier.

5. Risk Purchase: In the event of a contract being cancelled for any breach committed and the purchaser effecting re-purchase of the stores at the risk and the cost of the contractor, the purchaser is not bound to accept the lower offer of any allied or sister concern of the contractor.

6. Liquidated Damages (LD): In case the firm does not complete the supply within the delivery period, action will be taken against the firm as per Para 14.7 of DGS&D 68(Revised) of Ministry of Commerce, Deptt of Commerce of the General condition of the contract for imposition of LD charges.

7. Defective store:

In case of any defects in supply or manufacturing or workmanship, observed during survey at consignee location or later during the warranty period, the Bidder will be liable to replace the defective store at the cost of supplier. The purchase proceed to take remedial action as may be necessary at the supplier's risk and expense and without any prejudice to any other right which the purchase may have under the contract.

8. ARBITRATION:

a) In the event of the Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason, on his award being set aside by the court for any reason, shall be lawful for the Director, NCCR Chennai to appoint another arbitrator in place of the outgoing arbitrator in the manner aforesaid.

c) It is further a term of this contract that no person other than the person appointed by the Director, NCCR as aforesaid should act as arbitrator and that, if for any reason that is not possible, the matter is not to be referred to Arbitration at all.

d) The arbitrator may from time to time with the consent of all the parties to the contract enlarge the time for making the award.

e) Upon every and any such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

f) Arbitration shall be held in Chennai, India and conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof.

9. PATENT AND OTHER INDUSTRIAL/INTELLECTUAL PROPERTY RIGHT

The prices quoted in the present tender shall be deemed to include all amounts payable for the use of patents, copyright, registration charges, trademarks and payment for any other industrial property rights. The Bidder shall indemnify the Purchaser against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or the use. The Bidder shall be responsible for the completion of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

10. TRANSFER AND SUB-LETTING

The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the resultant contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the resultant contract or any part thereof.

11. Purchaser reserves the right to change the quantity of stores.

12. Purchaser reserves the right to get the manufacturing capacity of all firms re-verified irrespective of the registration status.

13. Purchaser reserves the right to cancel/reject or Scrap any or all the tenders without assigning any reason.

14. FORCE MAJEURE CLAUSE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to "events") provided, notice of the happening of any such event is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract. The contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part or any obligation under this contract is prevented or delayed by

reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the contractor at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit excepting such materials, bought out components and stores as the contractor may with the concurrence of the purchaser elect to retain.

15. TERMINATION OF CONTRACT

The Purchaser shall have the right to terminate this Contract without any notice in part or in full in any of the following cases:

- a) The delivery of the material is delayed for causes not attributable to **Force Majeure** after the scheduled date of delivery.
- b) The Seller is declared bankrupt or becomes insolvent.
- c) The delivery material is delayed due to causes of **Force Majeure** by more than 21 days.

16. Government Regulations

It shall also be confirmed that, there are no Govt. restrictions or limitations in the country of the supplier or countries from which sub-components are being procured and/or for the export of any part of the system being supplied. Suppliers/Contractors shall provide a certificate to this effect.

17. Clarification of Bid Document

A prospective Bidder requiring any clarification of the Bid documents may raise his point of clarification through Bid Management window after successfully logging to the e-procurement website online e-Wizard portal <https://moes.euniwizarde.com>. The bidder may seek clarification by posting query in the relevant window after clicking "Seek Clarification" option in the view tender details window for tender which can be selected through my tender option of bid submission menu. The clarification will be replied back by the tendering Authority through the e-procurement website which can be read by the bidder through the "Clarification" option under Bid Submission menu. The tendering authority may also respond to clarifications raised by the prospective bidders on purchaser's e-mail address

nccr@nccr.gov.in or the bidder may also write to The Director, NCCR for seeking clarifications by mentioning the tender reference details.

18. Any dispute relating to purchase of goods between NCCR and Bidder shall be subjected to the jurisdiction of a court of law situated in Chennai, Tamil Nadu, India.

SECTION IV

SPECIAL CONDITIONS

1. Delivery Period and terms of Delivery:

a. The Delivery Period for the stores

Delivery of goods should be made within a maximum of 2-3 weeks from the date of purchase order and the opening of LC. Within 24 hours of shipment, the supplier shall notify the purchaser and the insurance company by telex/fax/email, the full details of the shipment including contract number, receipt number / AAP etc, date, description of goods, quantity, name of consignee, invoice etc. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period.

b. Terms of Delivery – Delivered Duty Paid at consignee location.

2. Training after installation and commissioning – The seller has to provide free training to at least two Scientists at the time of installation as required by the Scientists to enable them to effectively operate the equipment.

3. Pre Despatch Inspection (PDI): There shall be no PDI in the subject tender process but bidder should ensure that stores are despatched along with Manufactures works test certificate conforming to specification.

4. PAYMENT TERMS:-

A.PAYMENT TERMS FOR BOTH INDIGENOUS AND FOREIGN SUPPLIERS –

100% of payment of stores will be made on receipt of items in good condition by the consignee against consignee note with manufacturers work test / warranty certificate, on installation and successful commissioning at NCCR. The payments will be released on submission of Bills in prescribed formats along with the requisite consignee / Inspection note, Bank Guarantee of 10% contract value valid till warranty period completion.

B.MODE OF PAYMENT

i. Foreign seller - The payment to the foreign supplier / contractor will be made through irrevocable Letter of Credit (LC) opened through State Bank of India. In case supplier desires Letter of Credit(LC) to be confirmed by designated foreign bank, such confirmation charges will be payable by him. The payment to foreign

supplier will be made as per the payment terms at 4(A) above. The payment will be made on submission of relevant documents to be intimated on order confirmation.

ii. Indigenous Sellers - For indigenous suppliers all payments will be released electronically to the account of the Indigenous firm who will be required to provide Banker details along with IFSC code and account number along with their bids to facilitate e-payments.

5. Packing: The supplier will ensure that the items are securely packed to avoid damage in transit by sea/air/rail/road occasioned by any defect in packing and shipping documents should also show the name of the ultimate consignee. The supplier shall insert in each case packing list fully item-wise to show the case number, contents, gross and net weight and cubic measurement and dimensions. Four copies of each packing list shall be supplied to the Forwarding Agent.

6. Marking: Each case shall have shipping marks stenciled on two opposite side and on the top. In addition, the gross weight/net weight and cubic measurements should also be indicated on the packages. The marks shall also be shown on invoices, packing lists and on rail/road Bills of lading or mailing certificates exactly as they appear on the cases.

7. Period of Guarantee / Warranty: Unless otherwise specified by OEM or specified in the technical specifications, the guarantee / warranty period of item should be minimum 01 year from the date of successful installation/commissioning of equipment to the entire satisfaction of the Consignee.

8. Bidders will be fully responsible for proper installation, testing and making the equipment functional before final settlement of account.

APPENDIX - 1

TENDER ACCEPTANCE (OFFER) LETTER

(To be submitted online duly signed format (scanned copy) by the authorized signatory on bidder's company letter head.

Date.....

To

The Director

National Centre for Coastal Research,

2nd Floor, NIOT Campus,

Pallikaranai, Chennai – 600100

Subject: Acceptance in respect of terms and conditions of tender document for supply, installation, testing and commissioning of **PROCUREMENT OF PORTABLE DRIFTER BUOYS** at NCCR, Chennai.

Ref: Tender Ref No..... dated.....

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site ONLINE e-Wizard portal <https://moes.euniwizarde.com>.

2. I / We hereby certify that I / We have read all the terms and conditions of tender document from page No._____ to _____ (including all annexure / Forms / appendixes, paras, etc.,) which shall part of the contract agreement and I / we shall abide hereby by all the terms and conditions contained therein.

3. The corrigendum(s) issued from time to time by your organization has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.

5. In case any provisions of this letter are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject my bid.
6. I / We confirm that our bid shall be valid up to 180 days from the date of opening of Technical Bid.
7. I / We hereby certify that all the statements made and information supplied in the enclosed appendix, annexure / Forms / paras etc., furnished herewith are true and correct.
- 8/ I / We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.
9. I / We understand that you are not bound to accept the lowest or any bid you may receive.
10. I / We certify / confirm that we comply with the eligibility requirements as per bid documents.
11. In case any provisions of this tender are found violated, NCCR shall be at liberty to reject this tender, and we shall not have any claim against NCCR in satisfaction of this condition.

Yours faithfully,

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

APPENDIX - 2

TECHNICAL SPECIFICATIONS

Specifications for **PORTABLE DRIFTER BUOYS Qty: 2 Nos.**

S. No	Item	Specifications
1	Type	Portable drifter buoy to mark and track floating objects in coastal and marine waters in terms of GPS position, drift speed and drift direction on display unit.
2	Diameter	Less than 0.4m diameter
3	Buoy Weight	Less than 15 kg
4	Recording & display	Onscreen display of GPS position, speed and direction of the buoy with user interaction software
5	Handy Operation	The buoy should be deployed and recovered from boats, shore platforms etc
6	Capability	Rugged in design and capable of operation in rough marine environmental conditions
7	Range of tracking of buoy onboard (from ship/ vessel)	The buoy should have VHF transmitted GPS position to track in the field conditions the range of tracking should be minimum 5 km
8	Data transmission	Buoy data transmission through VHF link to a receiver connected to a laptop onboard boat/ ship/ shore platform.
9	Software	Windows based display software
10	Operation time of buoy	Minimum 1 day continuous operation
11	power	Battery operated with rechargeable battery
12	Carry case	Rugged carry case suitable for field transportation
13	Warranty	Warranty for the drifter buoy should be a minimum one year.
14	Documents	Printed catalogue/ brochures in support to the technical specification shall be included with the quotation.

APPENDIX - 3

TECHNICAL COMPLIANCE SHEET

(Bidders are requested to give Compliance of each Specification whether equipment being offered by them is complying with Specification or otherwise)

ITEM: PORTABLE DRIFTER BUOYS

Qty: 2Nos.

MAKE_____

MODEL_____

S. No	Item	Specifications	Compliance (Yes/No)	Remarks / Deviation
1	Type	Portable drifter buoy to mark and track floating objects in coastal and marine waters in terms of GPS position, drift speed and drift direction on display unit.		
2	Diameter	Less than 0.4m diameter		
3	Buoy Weight	Less than 15 kg		
4	Recording & display	Onscreen display of GPS position, speed and direction of the buoy with user interaction software		
5	Handy Operation	The buoy should be deployed and recovered from boats, shore platforms etc		
6	Capability	Rugged in design and capable of operation in rough marine environmental conditions		
7	Range of tracking of buoy onboard (from ship/ vessel)	The buoy should have VHF transmitted GPS position to track in the field conditions the range of tracking should be minimum 5 km		

S. No	Item	Specifications	Compliance (Yes/No)	Remarks / Deviation
8	Data transmission	Buoy data transmission through VHF link to a receiver connected to a laptop onboard boat/ ship/ shore plat form.		
9	Software	Windows based display software		
10	Operation time of buoy	Minimum 1 day continuous operation		
11	power	Battery operated with rechargeable battery		
12	Carry case	Rugged carry case suitable for field transportation		
13	Warranty	Warranty for the drifter buoy should be a minimum one year.		
14	Documents	Printed catalogue/ brochures in support to the technical specification shall be included with the quotation.		

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

APPENDIX - 4

COMPONENTS AND PRODUCTS

(In response to technical requirement kindly fill up the details of component & products pertaining to the item requirement, in the following format).

Sl. No	Brand Name and Name of the OEM	Product name of Proposed Model	Quantity	Currency Quoted	Remarks

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

APPENDIX - 5**CHECK LIST**

(Following documents are to be submitted online and manual as a part of Technical bid. Bidders are requested to put a √ mark for ensuring submission of document in the appropriate one)

Sl. No	Description	Online submission	Manual submission
1	Details for annual turnover of the bidder for the last 2 years. Scanned copies of audited financial report for the last two years should be submitted (Section I, 12.A.(i))	Submitted / Not Submitted	Submitted / Not Submitted
2	Copies of Purchase orders for values not less than min Rs.3.0 lakhs executed during the last two years. (Section I, 12.A.(ii))	Submitted / Not Submitted	Submitted / Not Submitted
3	Authorisation letter by OEM (original by manual and scanned copy by online) for participating this tender (Section I, 12.A.(iii))	Submitted / Not Submitted	Submitted / Not Submitted
4	Scanned copy of Tender Acceptance Letter by online and original by manual (Section I, 12.A.(iv))	Submitted / Not Submitted	Submitted / Not Submitted
5	Scanned copy of Performance Certificate from the client by online and original by manual (Section I, 12.A.(v))	Submitted / Not Submitted	Submitted / Not Submitted
6	Details of Products and Components (Section I, 12.A.(vi))	Submitted / Not Submitted	Submitted / Not Submitted
7	Technical Compliance sheet	Submitted /	Submitted /

Sl. No	Description	Online submission	Manual submission
	(Section I, 12.A.(vii))	Not Submitted	Not Submitted
8	Any other relevant document (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not Submitted
9	This Check list (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not Submitted

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm