



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/ALL GROUPS/2/2019

06.11.2019

NOTICE FOR INVITING OPEN E-TENDER

You are invited to submit your most competitive online **Rate Contract** quotation through the Central Public Procurement (CPP) portal web site <https://eprocure.gov.in> in **Single cover system** on or before the prescribed date and time for the supply of Glassware under **Rate Contract**.

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 <https://www.nccr.gov.in> and Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> and the bid is to be submitted **ONLINE** only on <https://eprocure.gov.in/eprocure/app> up to last date and time of submission of tender.

1. Brief Details of Tender:

Sr.No.	Items	Description
(i)	Supply of item	Rate Contract for the supply of glassware of the following brands: Borosil, Schott Duran, Riviera
(ii)	Tender reference No.	MoES/NCCR/All Groups/2/2019
(iii)	Required Validity of Bid	180 days from the date of opening of Tenders.
(iv)	Tender document fees	NIL
(v)	EMD	Rs.2,000/-
(vi)	Language of Bid	English
(vii)	Bid Currency	INR
(viii)	Due Date for Online submission	26.11.2019 & 5.00 PM
(ix)	Details of the firm	Details for annual turnover of the bidder for the last 2 years. Scanned copies of audited financial report for the last three years should be submitted.
(x)	OEM	Authorization from original manufacturer in case the firm is authorized dealer/ agency/ distributor and not a manufacturer of the item.

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

2. Complete tender can be viewed and submitted through <https://eprocure.gov.in/eprocure/app>. To use the Electronic Tender portal <https://eprocure.gov.in/eprocure/app> Bidders need to register on the portal.

3. **Important instructions to bidders for online bidding:**

3.1 The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) portal i.e., <https://eprocure.gov.in.in/eprocure/app>, using valid Digital Signature Certificates.

3.2 **SUBMISSION OF BIDS:**

- i) Bidder should log into the CPP site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time.
- ii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
- iii) Bidders select the payment option as offline to pay the EMD and enter details of the DD/BC.
- iv) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- v) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vi) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- vii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

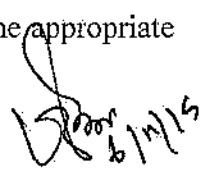
Bidders shall download the Schedule of Quantities & Prices, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. The Technical bid also be uploaded in CPP Portal in the appropriate place.

If the template of Schedule of Quantities & Prices file is found to be modified/ corrupted in the eventuality by the bidder, the bid will be rejected.

- viii) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- ix) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall **take print out of system generated acknowledgement number**, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening (if any) or for records.
- x) Bidders should follow the server-time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

3.3 ASSISTANCE TO BIDDERS:

- (i) For searching the Tenders floated by NCCR in the CPP portal, bidders are requested to select "Search by Organisation" and find out the Integrated Coastal and Marine Mgmt Project Dirte in the organisation name column and then click on the respective Tender count number, appearing in the CPP Portal.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. Toll Free Number available in the CPP website.
- (iii) Clarifications, if any required to be sought on this tender may be obtained through writing letter, addressed to Director, NCCR, II Floor NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai- 600100 or email (nccr@nccr.gov.in) or contact 044-66783599.
- (iv) Bidders should submit/upload their bid in CPP Portal, digitally signed in the appropriate given cover only.


Head of Office

Instructions to Bidders

The National Centre for Coastal Research (NCCR) invites sealed quotations from reputed firms for supply of **GLASSWARE UNDER RATE CONTRACT FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF CONTRACT.**

GLASSWARE
Borosil, Schott Duran, Riviera

- 1) Quotation sent through fax/email will not be accepted and bidders are requested to submit their bids online only.
- 2) For each brand, duly filled separate Annexure III should be submitted by the bidder.
- 3) The bidders are required to submit the following documents in hard copy by person/post/courier on or before the due date along with the DD instrument, failing which their bids will be summarily/out rightly rejected and will not be further considered.
 - a) Original/ attested copies of authorization from original manufacturer in case the firm is authorized dealer/ agency/ distributor and not a manufacturer of the item.
 - b) Copies of at least 2 rate contracts with any R&D Institutes/ Universities during the last 3 years in respect of the brand quoted.
 - c) Details of registration with CPO, DGS & D/NSIC/MSME, in case the bidder is exempted from EMD.
 - d) Duly filled Annexure I and II
 - e) DD instrument for EMD
 - f) The scanned copies of above documents along with duly filled Annexure III should be submitted ONLINE.

The tender document has to be serially numbered and all documents as listed above are to be submitted by both ONLINE AND MANUAL

- 4) The bidders (except those exempted from EMD) must pay the bid security for a value of Rs 2000/- (Rupees Two thousand only) in the form of Bankers cheque or demand draft drawn in any scheduled/Nationalised Bank in favour of Pay and Accounts Officer, IMD, payable at Chennai should be submitted on or before the tender due date. Scanned copy of such document must be attached online along with the technical bid documents, failing which tender document would be rejected. The firm which quote multiple brands are required to submit only one EMD. The EMD in respect of bidders who do not qualify shall be returned to them after the finalization of the tender. The EMD of successful bidders will be converted as performance security deposit and will be returned on completion of rate contract without any interest.
- 5) The price quoted should be the discount (up to two decimal points) on the MRP given in the printed price list/catalogue of the manufacturer. The financial bid is to be submitted strictly as per the proforma given in Annexure-III.
- 6) NCCR being a Central Government R&D institute is exempted from the payment of Excise

Duty/ Custom Duty as per Govt. norms. The price quoted (in rupees) should be inclusive of all charges/ taxes/ delivery of items FoD (Free on Delivery) at NCCR, NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai-600100. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to NCCR, to any other clients.

- 7) No additional charges towards transport/other service charges by whatsoever name called, shall be payable after entering into the rate contract. However if there is a downward price movement during the rate contract period, the firm under rate contract should pass on the advantage to NCCR.
- 8) Rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and request to increase the rate during the contract period shall not be considered. However, the firms may offer validity for rates quoted for more than a year also.
- 9) **Incomplete and conditional tenders will be summarily rejected.**
- 10) The bidder should be original manufacturer or authorized dealers/distributors of the brand quoted. Dealer/agent/distributor quoting on behalf of the original manufacturer should be authorized by the original manufacturer and a valid proof should be produced.
- 11) Payment terms are normally within 30 days. However, all efforts will be made to effect the payment within stipulated time after the supply is fully completed and accepted by NCCR. Payment against the bills/invoice shall be released after successful delivery, inspection of the items and submission of original bill in duplicate.
- 12) **No advance payments will be made in any case. Payments will be made in INR (Indian Rupees) only.**
- 13) Items are to be supplied within 30 days of receipt of the purchase order. Delayed execution of order would be deemed to be unsatisfactory performance and repeated delays may lead to cancellation of contract. NCCR reserves the right to cancel the supply order and arrange the supply from another if supply is not executed within the stipulated time.
- 14) If any item is found to be of a substandard/substitute/refurbished/damaged or refilled the same will be rejected and any loss caused shall be recovered from the firm. NCCR reserves the right to cancel the supply order and arrange the supply from another firm.
- 15) The rate contract can be terminated at any time by giving one month's notice from either side.
- 16) NCCR reserves its right to enter into parallel rate contracts with different suppliers, on individual prices of items.
- 17) All disputes arising in connection with the rate contract will be subject to the jurisdiction of the courts in Chennai.

TENDER ACCEPTANCE 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
NIOT Campus
Velachery-Tambaram Main Road
Pallikaranai
Chennai-600100

Subject: Acceptance in respect of terms and conditions of tender document for supply of glassware under **Rate Contract** 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 <https://eprocure.gov.in/eprocure/app>.
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 herby 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
6. I / We confirm that our bid shall be valid up to 365 days (Rate contract for one year) 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.

Yours faithfully,

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

TECHNO-COMMERCIAL BID PROFORMA

(To be submitted online duly signed format (scanned copy) by the authorized signatory
on bidders company letter head)

To,
The Director
National Centre for Coastal Research
NIOT Campus
Velachery-Tambaram Main Road
Pallikaranai
Chennai-600100

Sir,
Ref: Your tender Notice No.....dated.....

Sl.No	Particulars	Details
1	Name of Bidder	
2	Address of Bidder	
3	Contact details of Bidding firm Telephone No: Fax No: Mobile No: E-Mail:	
4	Name of the Proprietor/Partners/ Directors of the bidding firm/Agency	
5	Bidders Bank address and account number & IFSC code	
6	Registration/license particulars of the bidding firm (please enclose copies of relevant documents / certificates)	
7	Original/attested copy of authorization from the manufacturer in case the bidding firm is not the manufacturer of the item	
8	Proof of 2 or more rate contracts with any R&D institutes/Universities (enclose copies of RC awarded)	
9	Has your firm been blacklisted by any other Government Department	
10	Details of Earnest Money Deposit	

Any other Information:

I/We hereby certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated

Authorized Signature and Seal of the Bidding Firm

FINANCIAL BID PROFORMA

To,
 The Director
 National Centre for Coastal Research
 NIOT Campus
 Velachery-Tambaram Main Road
 Pallikaranai
 Chennai-600100

Sir

Ref: Your tender Notice No.....
 dated.....

I/We having examined the tender document for supply of **GLASSWARE UNDER RATE CONTRACT**, I/We the undersigned hereby offer to supply the **GLASSWARE** as per terms and conditions set out in the tender document.

1	2	3	
A	Name of Brand being quoted	Percentage of discount (up to two decimals) on price list which will be offered by the bidder on the brand mentioned	
		In figures*	In words*
(i)			
B	Has a copy of current printed price list/catalogue of original manufacturer of the brand been enclosed.		

Dated.....

Authorized Signature and Seal of the Bidding Firm