

**E-TENDER DOCUMENT
FOR THE SUPPLY & INSTALLATION OF
FIELD LAPTOP FOR NCCR, CHENNAI**

TENDER REF NO. MoES/NCCR/ITM/LAPTOP/6/2019

NCCR

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NCCR,
CHENNAI, INDIA**

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NOTICE INVITING E-TENDER (Open E Tender – Two Cover System)

To
All the Eligible Bidders

Dear Sir/Madam,

You are invited to submit your most competitive **ONLINE** quotation through the Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> in **Two cover system (Technical and Financial)** on or before the prescribed due date and time for the supply and installation of **Laptops** for NCCR, Chennai.

Manual bids shall not be accepted, except for the supportive documents/instruments if any asked in this tender. However, bidders are requested to submit hardcopy technical bid on or before the tender due date mentioned in the tender document.

The complete details of tender item is 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 bids are to be submitted **ON-LINE** through <https://eprocure.gov.in/eprocure/app> up to the due date and time of submission of tender.

1. Short Details of Tender

S.No.	Details	Description
(i)	Name of Supply/Work	Supply and Installation of Laptop.
(ii)	Tender reference No.	MoES/NCCR/ITM/Laptop/6/2019
	Tender Type	Open E-Tender - Two cover system
(iii)	Tender due date for online submission	24.01.2020 (17:00 hrs IST)
(iv)	Tender due date for offline submission	23.01.2020 (16:00 hrs IST). It is mandatory to submit the manual technical bid and otherwise bid will be rejected.
(v)	Required Validity of Bid	180 Days from the date of opening of Tenders.
(vi)	Tender document fees	NIL
(vii)	EMD fee	NIL
(viii)	Language of Bid	English
(ix)	Bid Currency	INR Only

2. Complete tender can be viewed and bids can be 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 CPP portal.
- 3.1 The bidders are required to upload soft copies of their bids (both technical & financial) electronically in the Central Public Procurement (CPP) portal <https://eprocure.gov.in.in/eprocure/app>, using valid Digital Signature Certificate.
- 3.2 In addition to that, bidders are requested to submit the hard copy of technical bid (ONLY) on or before the tender due date to NCCR.
- 3.3 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 as indicated.
- 3.4 **ASSISTANCE TO BIDDERS**
- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender of the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal by bidders should be addressed to 24X7 CPP Portal Helpdesk by using the Toll Free numbers given in the CPP website.
- (iii) Clarifications, if any required to be sought on this tender may be obtained through writing letter, addressed to The Director, NCCR, II Floor NIOT Campus, Velachery- Tambaram Main Road, Pallikaranai, Chennai- 600100 (OR) sending email to nccr@nccr.gov.in (OR) contact 044-66783599.
- (iv) Bidders should submit/upload their bid in CPP Portal, digitally signed and placed in appropriate covers/places only.
- (v) Bidders are requested 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 as indicated.

Sd/-
Head of Office

SCHEDULE TO TENDER

1	Tender Reference No.	:	MoES/NCCR/ITM/Laptop/6/2019
2	Name of Organisation	:	National Centre for Coastal Research (NCCR)(formerly as Integrated Coastal & Marine Area Management Project Directorate)
3	Type of Tender		OPEN – E-Tender (Two Cover System)
4	Description of the Item	:	Field Laptops
5	Quantity	:	08 Nos.
6	Date of Issue / Publishing	:	30.12.2019
7	Document Download/ Sale Start Date	:	30.12.2019
8	Document Download/ Sale End Date	:	24.01.2020 (15:00 hrs Indian Standard Time)
9	Clarification Start Date	:	30.12.2019
10	Clarification End Date	:	23.01.2020 (09:00 hrs Indian standard time)
11	Last Date and Time for uploading online Bids	:	24.01.2020 (17:00 hrs Indian Standard Time)
12	Last Date and Time for <u>Manual</u> (Offline) submission of Technical bid		23.01.2020 (16:00 hrs Indian Standard Time). It is mandatory to submit the <u>manual technical bid</u> and otherwise bid will not be considered.
13	Date and Time of opening of Bids	:	25.01.2020 at 17:05 hrs, IST or later
14	Date and Time of pre – bid meeting	:	Nil
15	Mode of submitting the bids (Technical & Financial)	:	Online through Central Public Procurement Portal. https://eprocure.gov.in/eprocure/app
16	Tender Document fee	:	NIL
17	EMD	:	NIL
18	Validity of offer	:	180 days from the date of opening of Tender.
19	Address for communication	:	Director, NCCR, 2 nd Floor, NIOT Campus, Pallikaranai, Chennai-600100
20	Email id for seeking clarification	:	nccr@nccr.gov.in

SECTION I

INSTRUCTIONS TO BIDDERS

1. NCCR (Formerly ICMAM Project Directorate), Ministry of Earth Sciences invites Online OPEN E-Tender from all eligible bidders (Original Equipment Manufacturers (OEM) OR their Authorised Agents/Resellers/Partners) for supply & installation of items, whose specification is given in **Annexure-2**. All correspondence regarding this tender should be made only with the tender inviting authority through letter or email (nccr@nccr.gov.in). The invitation to tender is open to all eligible bidders, meeting eligibility criteria.

2. Eligibility condition:-The bidders 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/Incomplete and they will be summarily rejected.

i) Bidders should be either OEM (OR) their authorised agent/reseller/partner of OEM.

ii) The relevant and mandatory documents should be signed by the authorized representative of the firm or by competent authority.

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 Bid will be declared non-responsive/Incomplete and will be summarily rejected on the following grounds:

iv) Tender is unsigned or not signed by the authorized person through Tender Acceptance letter (**Annexure -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. - **Not Applicable**

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/ OR 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

Annexure - 3

xiv) Bidder has not submitted duly filled **Annexure - 4** and not listed the major components under the scope of supply.

xv) Bidder has not submitted duly filled **Annexure - 5**

xvi) Bidder has not submitted the OEM authorisation letter as per format given in

Annexure - 6

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

i) The bidder's firm should be located in Tamil Nadu or have a branch in **Tamil Nadu** and should indicate the address details of the bidder / branch in technical bid and otherwise the tender will be rejected.

ii) 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 as per format given in **Annexure - 6** and any other format will not be accepted. The OEM and their authorised bidder should be in same locality/region.

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.
- d) 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.
- e) 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/individual 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.
- f) Bidder should quote the prices in the given format BOQ_XXXX in excel sheet for **online submission**.
- g) 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.
- h) The Lowest Price (L1) 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.
- i) 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.
- j) Tender document is non-transférable.

5.The required Annexure 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 online mode and the same must be sent to NCCR (manual submission by person/courier/post on or before due date) 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 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 Indian Contract Law as may be applicable.

7. NCCR reserves the right to cancel/reject entire tender process without assigning any reason. In case of any ambiguity / dispute in the interpretation of any of the clauses in this tender document, The interpretation of Project Director. NCCR on tender clauses shall be final and binding on all parties.

8. PRICE

The prices quoted should be on firm and fixed basis and shall include all elements of prices. The bidders 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.**

9. TWO BID SYSTEM

A. Online and Offline (manual submission) - 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 by manual submission(direct/courier/post)and it should reach NCCR on or before the due date for technical bid submission. The cover containing the necessary technical bid documents should be superscribed by **“Tender Ref No:MoES/NCCR/ITM/Laptop/6/2019 Part I Technical BID for Laptops”**.

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

i) Scanned copy of Tender Acceptance Letter as per Annexure -1(both online and manual submission).

ii) Scanned copy of Technical Compliance Sheet as per Annexure -3 (both online and manual submission)

iii) Scanned copy of details of Products and Components of the required item as per Annexure -4(both online and manual submission).

iv) Check list as per Annexure 5 - "Check List" (both online and manual)

v) If the bidder is a dealer or reseller or partner of OEM, scanned copy of letter authorized by OEM to participate in this tender **as per the format given in Annexure - 6** (both online and manual submission). If the authorisation letter is not in order/ as per format, the bid will be rejected.

vi) Copy of the product brochure under the scope of supply (both online and manual). The product brochure should contain all the technical specifications asked in the tender.

vii) Any other related documents / web reference (both online and manual)

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 23.01.2020, 16:00hrs Indian standard time).

B.PRICE BID:

i) Bidders supplying indigenous goods shall quote only in Indian Rupees. Bidders are requested to download and complete the BOQ.xls file for uploading the price bid as per instructions given in clause 23.

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) 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.

10. 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 communicating through email ONLY (nccr@nccr.gov.in) 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 prices or other essential requirements of tender schedule.

11. 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.

12. 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 and their Earnest Money Deposit and Performance Security Deposit (if any) will be forfeited. Canvassing by the bidder in any form, unsolicited letter/communications and post tender corrections would invoke rejection of tender and blacklisting of bidder.

13. 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.

14. Compliance statement for specifications

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

ii) **The bidding firms are advised to submit the Technical compliance sheet in the format given at annexure - 3 along with technical bid, failing which**

their offer will be treated as incomplete and are liable to be rejected.

Further, the matched specifications should be available in the product brochures and otherwise, it will be treated as non-complied specification.

15. Bidders should 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.

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

17. 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 items will be made only when the items are inspected and found up to the standard specifications and free from all defects.

18. For any change in terms and condition of tender / tender specification or corrigendum, etc., the bidders are requested to visit the website **<https://www.nccr.gov.in>** & Central Public Procurement Portal (CPP) **<https://eprocure.gov.in/eprocure/app>**

19. SPECIAL INSTRUCTIONS FOR ONLINE BID SUBMISSION: Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eprocure/app>. The bidders must carefully follow the instructions.

a) SEARCHING FOR TENDER DOCUMENTS : There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

b) **For searching the Tenders floated by NCCR in the CPP portal**, bidders are requested to click on "Search by Organisation" and find out the **Integrated**

Coastal and Marine Mgmt Project Dirte in the oraganisation name column and then click on the respective Tender count number. All current tenders, floated by NCCR (formerly ICMAM Project Directorate) will be appearing in the CPP Portal.

i) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.

ii) Bidder should do the enrolment in the e-Procurement site using the "Click here to Enroll" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.

iii) Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.

iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.

v) The DSC that is registered only should be used by the bidder and should ensure safety of the same.

vi) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/ Annexure for the tenders he/she is interested.

vii) After downloading / getting the tender document/ Annexure/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise the bid will be rejected.

viii) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / addendum published before submitting the bids online.

ix) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/ Smart Card to access DSC.

x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.

xi) From my tender folder, he selects the tender to view all the details indicated.

xii) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexure and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.

xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.

xiv) Bidder should take into account the corrigendum / addendum published from time to time before submitting the online bids.

xv) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

xvi) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.

xvii) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

xviii) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.

xix) 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 submitted bid will not be acceptable.

xx) The bidder has to 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.

xxi) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.

xxii) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/ BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.

xxiii) The bidders are requested to submit the 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.

xxiv) After the bid submission (i.e after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

xxv) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

xxvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

xxvii) 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

xxx) For any queries regarding e-tendering process, the bidders are requested to send communication to email provided in the tender document. Parallely for any further queries, the bidders are asked to contact the Toll free nos as mentioned in the CPP website or send an email to CPP.

NCCCR

SECTION III

GENERAL CONDITIONS

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

2. 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.

3. Payment

i) 100% payment shall be made by the purchaser against delivery, inspection, successful installation, commissioning and acceptance of item at NCCR and in good condition to the entire satisfaction of the purchaser.

4. 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.

5. ARBITRATION:

a) In the event of non-availability of Arbitrator, 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.

6. 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.

7. 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.

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

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

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

11. 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.

12. 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.

13. 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.

14. 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 <https://eprocure.gov.in/eprocure/app>. 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.

15. 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.

NCCR

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 3-4 weeks from the date of purchase order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period.

2. 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 manufacturer's 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.

B. MODE OF PAYMENT

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

3. 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.

4. 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. Performance Security Deposit, if any will only be returned to the firm only after completion of warranty period and on certification from the user/consignee that there is no warranty claim against the firm.

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

ANNEXURE - 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, NCCR

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 _____ (specify item name) 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 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 including the forfeiture of EMD.

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, including the forfeiture of the full said EMD 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

Note: There is no need to submit the signed copy of entire tender document for manual and online submission.

ANNEXURE - 2

TECHNICAL SPECIFICATIONS FOR FIELD LAPTOP (Qty: 08nos)

S. N	Specification	Details
1	Processor	Min. 8th Generation Intel core i7-8500U Processor (1.80GHz, up to 4.0GHz, 4 Cores, 8MB Cache) or better
	Chipset Type	Integrated
	Cache capacity	Min.8MB or more
2	RAM	Min.16GB DDR4 with min. two SODIMM slots
3	Storage Capacity HDD	SATA 1TB, 5400RPM or more or better OR 512GB SSD or more or better
4	Optical Drive	Internal / External USB DVD R/RW. The make of the optical drive should be of same make (OEM) of laptop.
5	Display	Min. 14.0" diagonal LED-backlit HD, anti-glare, non-touch screen resolution: min 1920x1080 pixel FHD;
6	Graphics	Integrated Intel HD 620 and dedicated min. 2GB or more graphics.
7	Audio	Integrated stereo speakers
9	Communication	Min. Integrated Gigabit LAN, Wireless with Bluetooth
10	Camera	Min.720p HD webcam
11	Min. No. of Ports, slots & bays	1xUSB-C 2 x USB 3.0 1xHeadphone and microphone combo jack 1x4-in-1 SD card reader (SD, MMC, SDHC, SDXC) 1xHDMI 1xRJ45 1xSmart card reader
12	Keyboard	Spill resistant and drain keyboard
13	Touchpad	Standard Touch pad
14	Additional input device	One Travel mouse
15	Power supply	Through suitable adaptor 45W
16	Battery	Min. 3 Cell (48 WHr) Lithium-Ion battery
17	Product Details / testing	The product details / brochure should be available in OEM's website and the same should be enclosed with the quote.
18	Operating System	Microsoft Windows 10 Professional 64bit or the latest version along with Driver DVD media
19	Carry Case	Executive top load (high quality)

20	Weight	Max.1.65kg
21	Warranty	Min 3 years onsite comprehensive warranty (3-3-3)
	Support Type	Onsite Repair/replace.

NCCCR

APPENDIX - 3

TECHNICAL COMPLIANCE SHEET FOR FIELD LAPTOP (Qty:08nos)

(Bidders are requested to complete the compliance sheet whether tender item offered by them is complying with each specification or otherwise)

MAKE _____

MODEL _____

S. N	Specification	Details	Compliance	
			Yes	No
1	Processor	Min. 8th Generation Intel core i7-8500U Processor (1.80GHz, up to 4.0GHz, 4 Cores, 8MB Cache) or better		
	Chipset Type	Integrated		
	Cache capacity	Min.8MB or more		
2	RAM	Min.16GB DDR4 with min. two SODIMM slots		
3	Storage Capacity HDD	SATA 1TB, 5400RPM or more or better OR 512GB SSD or more or better		
4	Optical Drive	Internal / External USB DVD R/RW. The make of the optical drive should be of same make (OEM) of laptop.		
5	Display	Max. 14.0 inch diagonal LED-backlit HD, anti-glare, non-touch screen resolution: min 1920x1080 pixel FHD;		
6	Graphics	Integrated Intel HD 620 and dedicated min. 2GB or more graphics.		
7	Audio	Integrated stereo speakers		
9	Communication	Min. Integrated Gigabit LAN, Wireless with Bluetooth		
10	Camera	Min.720p HD webcam		

11	Min. No. of Ports, slots & bays	1xUSB-C 2 x USB 3.0 1xHeadphone and microphone combo jack 1x4-in-1 SD card reader (SD, MMC, SDHC, SDXC) 1xHDMI 1xRJ45 1xSmart card reader		
12	Keyboard	Spill resistant and drain keyboard		
13	Touchpad	Standard Touch pad		
14	Additional input device	One Travel mouse		
15	Power supply	Through suitable adaptor 45W		
16	Battery	Min. 3 Cell (48 WHr) Lithium-Ion battery		
17	Product Details / testing	The product details / brochure should be available in OEM's website and the same should be enclosed with the quote.		
18	Operating System	Microsoft Windows 10 Professional 64bit or the latest version along with Driver DVD media		
19	Carry Case	Executive top load (high quality)		
20	Weight	Max.1.65kg		
21	Warranty	3 years onsite comprehensive warranty (3-3-3)		
	Support Type	Onsite Repair/replace.		

Note: If there is any deviation, indicate them in the space provided or in a separate sheet. Enclose a product brochure of the quoted item supporting your claim for compliance of the quoted product.

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

ANNEXURE - 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	MODEL / Product name	Quantity	Quoted Currency	Remarks
1	Item1:				

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

CHECK LIST

(Following documents are to be submitted online and manual as a part of Technical bid. Bidders are requested to put a √ mark and fill page no. column for ensuring submission of tender document **and without page number, the bid will be rejected.**

Sl. No	Description	Online submission	Manual submission	Page No. of Technical Bid
1	Authorisation letter by OEM (original by manual and scanned copy by online) for participating this tender as per format given in Annexure 6.	Submitted / Not Submitted	Submitted / Not Submitted	
2	Scanned copy of Tender Acceptance Letter by online as per format given in Annexure 1	Submitted / Not Submitted	Submitted / Not Submitted	
3	Details of Products and Components as per Annexure 4	Submitted / Not Submitted	Submitted / Not Submitted	
4	Duly filled in Technical Compliance sheet as per Annexure 3	Submitted / Not Submitted	Submitted / Not Submitted	
5	Product brochures of the item under the scope of supply	Submitted / Not Submitted	Submitted / Not Submitted	
6	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

Annexure - 6

Undertaking by Original Equipment Manufacturer(OEM)

(To be submitted in **Original on Letter head**)

Date: _____

To
The Director,
National Centre for Coastal Research (NCCR),
2nd Floor, NIOT Campus, Pallikaranai,
Chennai - 100

Subject: Undertaking by Original Equipment Manufacturer against tender No. MoES/NCCR/ITM/Laptop/6/2019 dated..... for Supply & Installation of Laptop at NCCR, Chennai.

Dear Sir,

We, M/s _____ (Name of the OEM) having registered office at _____ (address of OEM) by virtue of being original equipment manufacturer for _____ (Name of the product/s), hereby authorise M/s _____ (Name of the bidder) having their office at _____ (Address of bidder) to submit quote, supply, install and provide after sales support for our range of products quoted by them to meet the above mentioned tender requirements.

M/s _____ (Name of the OEM) within the scope of requirement as per the tender mentioned above undertake to provide technical & other support towards fulfilling the requirements of installation, commissioning, benchmarking, acceptance criteria and product warranty services of the bidding item at NCCR by our authorised representative M/s _____ (Name of bidder) against said tender.

We will support M/s. _____ (Name of the bidder) on regular basis with all hardware, software related issues, technology and product updates and extends comprehensive support during the entire warranty period. The undersigned is authorised to issue such authorisation on behalf of M/s _____ (Name of the OEM).

For M/s _____ (Name of the OEM)

Signature & Company seal
Name
Designation