



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 date and time for the supply and installation of **Desktops** for NCCR, Chennai.

Manual bids shall not be accepted except for the original documents/instruments if any asked in this tender. However, Bidders are requested to submit a hardcopy Technical bid on or before the tender opening date mentioned in this tender document.

The details of tender items 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 bids are to be submitted **ON-LINE** on <https://eprocure.gov.in/eprocure/app> up to last date and time of submission of tender.

1. Brief Details of Tender

S.No.	Details	Description
(i)	Name of Supply/Work	Supply and Installation of Desktop Items. For complete details, tender document can be downloaded from the above said websites.
(ii)	Tender reference No.	MoES/NCCR/ITM/DT/1/2019
(iii)	Required Validity of Bid	180 Days from the date of opening of Tenders.
(iv)	Tender document fees	NIL
(v)	EMD fee	Rs.1,00,000/- or USD 1400
(vi)	Language of Bid	English
(vii)	Bid Currency	INR, USD, GBP, Euro, JPY

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

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 CPP 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 <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 bidder can upload the bid in time on or before the bid submission time.
- ii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- iii) Bidders select the payment option as offline to pay the Tender Fee/EMD and enter details of the DD/BC/BG/others, if any asked in the tender.
- iv) Bidder shall digitally sign and upload the required technical bid document by a single PDF file and the financial bid 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. **There is no need to scan and send the complete Tender document and it is not required.**
- 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 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) 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) 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.


Head of Office

**E-TENDER DOCUMENT
FOR THE SUPPLY OF
DESKTOPS FOR NCCR, CHENNAI**

TENDER REF NO. MoES/NCCR/ITM/DT/1/2019

NCCR

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

August 2019

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Tender Reference No.: MoES/NCCR/ITM/DT/1/2019

SCHEDULE TO TENDER

1	Tender Reference No.	:	MoES/NCCR/ITM/DT/1/2019
2	Name of Organisation	:	National Centre for Coastal Research (NCCR)
3	Type of Tender		OPEN – E-Tender
4	Description of the Item	:	Procurement of Desktop
5	Quantity	:	24 Nos.
6	Date of Issue / Publishing	:	23.08.2019
7	Document Download/ Sale Start Date	:	23.08.2019
8	Document Download/ Sale End Date	:	23.09.2019 (17:00 hrs Indian standard time)
9	Clarification Start Date	:	23.08.2019
10	Clarification End Date	:	23.09.2019 (17:00 hrs Indian standard time)
11	Last Date and Time for uploading of Bids	:	23.09.2019 (17:00 hrs Indian standard time)
12	Date and Time of opening of Bids	:	24.09.2019 at 12:00 hrs, IST or later
13	Date and Time of pre – bid meeting	:	-----
14a	Mode of submitting the bids	:	Online through Central Public Procurement Portal. https://eprocure.gov.in/eprocure/app
14b	<u>Manual submission of Technical bid</u>	:	20.09.2019 (on or before 15:00 hrs Indian standard time). It is mandatory to submit the manual technical bid and otherwise bid will not be considered.
15	Tender document fee	:	NIL
16	EMD	:	Rs.1,00,000/- or USD1400 as defined in Clause 9 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	:	Director, NCCR, 2 nd Floor, NIOT Campus, Pallikaranai, Chennai-600100
19	Contact through	:	Tel:044-66783599, email id: 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 eligible and qualified bidders (Original Equipment Manufacturers (OEM) OR their Authorised 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 the tender inviting authority through letter or email (nccr@nccr.gov.in). 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/Incomplete and they will be summarily rejected.

i) Bidders should be either OEM (OR) their authorised agent/reseller/partner of OEM as per **para 17**.

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 (**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/ 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 **Appendix - 3**

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

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

xvi) Bidder has not submitted the OEM authorisation letter as per format given in **Appendix-6**

xvi) Bidder has not submitted the **Appendix-7** in case of MSME Bidder.

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

i) 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.50 lakhs (or Equivalent currency for foreign bidders)** in each of the two financial years prior to tender opening date.

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

iii) 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 **Appendix-6**. 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.

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, (Formerly ICMAM Project Directorate) 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, (Formerly ICMAM Project Directorate) 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.
- n) Tender document is non-transférable.

5.The required Appendixes 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 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 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 authorised agents as per requirements of the tender enquiry conditions. OEM / Principal or the authorised / agents 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. 1,00,000/-** for supply & installation of **item (specified in Appendix-2)** in the form of Banker's cheque OR Demand Draft drawn in any scheduled / Nationalised 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.

(c) **Foreign bidders shall remit EMD of USD 1400 in postal coupons/Bank Draft payable as stated above** within the stipulated dates by post / courier. Scanned copies of such documents should be submitted along with the technical bid.

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

Note: As per GFR Rule, 170 (i) Tender fee and EMD are exempted for Micro and Small Enterprises (MSES) as defined in MSE procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization or the concerned Ministry or Department. The valid registration certificates under the tender item category should be furnished by bidder for exemption of EMD along with the duly filled in **Appendix-7**. The quotation without the essential documents will be rejected in this context.

(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 Project Director. NCCR interpretation of the clauses shall be final and binding on all parties.

10. 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.**

11. 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 by manual submission(direct/courier/post). The original hard copies should be submitted (Hard copy by manual submission) to NCCR on or before the due date of Technical bid opening, during office working hours. The cover containing the necessary technical bid documents should be superscribed by "**Tender Ref No:MoES/NCCR/ITM/DT/1/2019 Part I Technical BID for Desktop**". **The Technical bid should contain the following details:** The relevant 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 50 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.10 lakhs for a total value of min. Rs.20 lakhs, or equivalent foreign currency for foreign bidders, executed during the last three years for computing systems **(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 **as per the format given in Appendix - 6** (both online and manual submission). If the letter is not in order/ as per format, it will be rejected.

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

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

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

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

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

ix) 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.

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

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

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

xiii) MSME undertaking documents as per Appendix-7, in case of MSME bidders (both online and manual)

xiv) Manual submission of technical bid documents (originals) along with the relevant documents should be submitted to NCCR, (Formerly ICMAM-PD), on or before the due date of online OPEN E-Tender submission (i.e on or before **20.09.2019, 15:00hrs Indian standard time).**

B.PRICE BID should comprise 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, and it will be with reference to exchange rate prevailed as on the date of opening of price bid.

12. 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.

13. 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 specifications or prices or other essential requirements of tender schedule.

14. 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.

15. 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 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 with forfeiture of EMD.

16. 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.

17. Entities authorised for submission of offers in open 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) Authorised Agents of Foreign Principals (OEMs) or Indian OEMs;
- (c) Indian agents of Foreign Principal / OEMs who are enlisted with the appropriate agency 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 competent authority of Govt. of India, 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.

18. 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 bidding 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.**

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

19. 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.

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

21. 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.

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

23. 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 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.

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/ Annexures for the tenders he/she is interested.

- vii) After downloading / getting the tender document/ Annexures/ 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 Annexures 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.

SECTION II

SCOPE OF WORK

1. Scope: The bidder has to supply the required item in accordance (strictly) 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 3-4weeks 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.

6.Performance Security: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any **Indian Nationalized Bank for an amount which is equal to the 5% of FOB value within 21 days** from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period.

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 <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.

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

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

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

(Formerly ICMAM-PD)

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

APPENDIX - 2

TECHNICAL SPECIFICATIONS FOR DESKTOPS

Qty: 24Nos.

Sl.N	Description	Details
1	CPU	Intel Core™ i7-8700 processor (6 cores / 12 Threads, 3.20 GHz, up to 4.6 GHz, 12 MB, Intel UHD Graphics 630) or higher/better processor; Supporting Win10 and Linux
2	Chipset & Motherboard	Intel Q370 or equivalent or higher series Chipset on Intel / OEM Motherboard
3	Memory	Min (2x8GB) 16GB RAM, DDR4-2666MHz RAM dual channel with Min. 4 DIMM slots, expandable to 64 GB or more
4	Hard Disk Drive	Internal 2X1TB SATA HDD 3.5/2.5 inch at 7200 rpm or higher
5	Graphics	Min. Integrated Intel HD Graphics 630 AND Discrete Min.2GB memory with interface Min. 1xDP/DVI and 1xVGA or more with support of min 2 monitors , power consumption < 52W and support min resolution 4096 x 2160.
6	Monitor	Min. 18 inch IPS LED; Min native Resolution: SXGA (1280 x 1024 @ 60 Hz); contrast ratio: 1000:1 or more static and 3M:1 or more for dynamic; Min. Brightness:250nits; Response rate : <=8ms; Input :Min.1xVGA, 1xDVI-D and 1x DP with HDCP support, Min.3 USB Ports; Aspect Ratio:5:4; Weight:<3.5kg; Power Consumption: <36W at max <28W typical and power saving mode<0.6W. Base: Tilt, swivel, height, pivot adjustable. Energy Star and TCO/EPEAT Certified. Other certifications: CE/CB/EPA/TUV. The monitor brand should be the same make of Desktop; Suitable for the discrete graphics display and 3 years warranty along with necessary cables
7	Keyboard	OEM's Standard windows KBD with USB interface
8	Mouse	OEM's USB 3 (Two primary buttons and clickable scroll wheel) button Optical Scroll Mouse with USB interface with suitable mouse pad
9	Audio	Integrated internal stereo speakers with min 1.5W
10	PCI Slots	Min. 4 PCI / PCI express
11	Bays	Min. No of bays 5 : Internal: 1 x 3.5"; External:1x 5.25" ; 2x2.5" internal and 1xoptical drive bay; system should support min 2 HDDs of either 2.5 inch or 3.5 inch
12	Ports	Minimum: 10USB ports (at least 2 x USB 3.0), 1x DP, 1xVGA/HDMI, audio ports for mic and headphone
13	Cabinet:	Tower / Mini Tower essential
14	Optical Drive	One Internal SATA DVD +/- RW (DVD writer) with min 8X DVD RW. The make of the drive should be of same make (OEM) of system

15	Network	Min. 1 x Intel 10/100/1000
16	Operating System	Min. Preinstalled Genuine Windows10 Professional 64bit or the latest version with media support (provide min.5 years of OS supportability) & documentation and certificate of authenticity.
17	OS Certification	Min. MS Windows and supporting Red Hat / SuSe / Linux
18	Safety Certification	Min. FCC for EMI and UL / CE for safety; Energy Star, TCO NFPA and EPEAT Complied
19	Power Supply	230V +/- 10% single phase, 250W - 500W with 90% efficiency, Active PFC on full load.
20	Security	Min. availability of Trusted Platform Module, Integrated panel lock or pad lock/Chassis lock, BIOS setup control for password, USB Port and Identity protection or equivalent.
21	Asset Tagging	The product details / brochure should be available in OEM's website and the hard copy should be enclosed with the technical quote. Important: The essential parts (RAM, Processor, HDD, KBD, Mouse, etc) should be labeled by OEM with part nos./FRU nos. (to identify easily by user).
22	Warranty	Min. 3 years onsite comprehensive warranty (3-3-3) should be provided
23	Other Software	Minimum free software available: PDF reader and DVD writer/Any Antivirus software preinstalled.
24	Bidders Type (OEM/Distributor/ Reseller)	Bidders other than OEM are requested to enclose valid authorisation letter (ORIGINAL as per format given in Appendix-6), having ink/digital signature and rubber seal from OEM of same location, to bid for this tender.

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: Desktop

Qty: 24 Nos.

MAKE _____

MODEL _____

SI.N	Description	Details	Compliance Yes/No, and deviations, if any
1	CPU	Intel Core™ i7-8700 processor (6 cores / 12 Threads, 3.20 GHz, up to 4.6 GHz, 12 MB, Intel UHD Graphics 630) or higher/better processor; Supporting Win10 and Linux	
2	Chipset & Motherboard	Intel Q370 or equivalent or higher series Chipset on Intel / OEM Motherboard	
3	Memory	Min (2x8GB) 16GB RAM, DDR4 -2666MHz RAM dual channel with Min. 4 DIMM slots, expandable to 64 GB or more	
4	Hard Disk Drive	Internal 2X1TB SATA HDD 3.5/2.5 inch at 7200 rpm or higher	
5	Graphics	Min. Integrated Intel HD Graphics 630 AND Discrete Min.2GB memory with interface Min. 1xDP/DVI and 1xVGA or more with support of min 2 monitors , power consumption < 52W and support min resolution 4096 x 2160.	
6	Monitor	Min. 18 inch IPS LED; Min native Resolution: SXGA (1280 x 1024 @ 60 Hz); contrast ratio: 1000:1 or more static and 3M:1 or more for dynamic; Min. Brightness:250nits; Response rate : <=8ms; Input :Min.1xVGA, 1xDVI-D and 1x DP with HDCP support, Min.3 USB Ports; Aspect Ratio:5:4; Weight:<3.5kg; Power Consumption: <36W at max <28W typical and power saving mode<0.6W. Base:	

		Tilt, swivel, height, pivot adjustable. Energy Star and TCO/EPEAT Certified. Other certifications: CE/CB/EPA/TUV. The monitor brand should be the same make of Desktop; Suitable for the discrete graphics display and 3 years warranty along with necessary cables	
7	Keyboard	OEM's Standard windows KBD with USB interface	
8	Mouse	OEM's USB 3 (Two primary buttons and clickable scroll wheel) button Optical Scroll Mouse with USB interface with suitable mouse pad	
9	Audio	Integrated internal stereo speakers with min 1.5W	
10	PCI Slots	Min. 4 PCI / PCI express	
11	Bays	Min. No of bays 5 : Internal: 1 x 3.5"; External:1x 5.25" ; 2x2.5" internal and 1xoptical drive bay; system should support min 2 HDDs of either 2.5 inch or 3.5 inch	
12	Ports	Minimum: 10USB ports (at least 2 x USB 3.0), 1x DP, 1xVGA/HDMI, audio ports for mic and headphone	
13	Cabinet:	Tower / Mini Tower essential	
14	Optical Drive	One Internal SATA DVD +/- RW (DVD writer) with min 8X DVD RW. The make of the drive should be of same make (OEM) of system	
15	Network	Min. 1 x Intel 10/100/1000	
16	Operating System	Min. Preinstalled Genuine Windows10 Professional 64bit or the latest version with media support (provide min.5 years of OS supportability) & documentation and certificate of authenticity.	
17	OS Certification	Min. MS Windows and supporting Red Hat / SuSe / Linux	
18	Safety Certification	Min. FCC for EMI and UL / CE for safety; Energy Star, TCO NFPA and EPEAT Complied	
19	Power Supply	230V +/- 10% single phase, 250W - 500W with 90% efficiency, Active PFC on full load.	
20	Security	Min. availability of Trusted Platform Module, Integrated panel lock or pad lock/chassis lock, BIOS setup control for pwd, USB Port	

		and Identity protection.	
21	Asset Tagging	The product details / brochure should be available in OEM's website and the hard copy should be enclosed with the technical quote. Important: The essential parts (RAM, Processor, HDD, KBD, Mouse, etc) should be labeled by OEM with part nos./FRU nos. (to identify easily by user).	
22	Warranty	Min. 3 years onsite comprehensive warranty (3-3-3) should be provided	
23	Other Software	Minimum free software available: PDF reader and DVD writer/Any Antivirus software preinstalled.	
24	Bidders Type (OEM/Distributor/Reseller)	Bidders other than OEM are requested to enclose valid authorisation letter (ORIGINAL as per format given), having ink/digital signature and rubber seal from OEM of same location, to bid for this tender.	

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
	CPU				
	Monitor				
	Graphics				

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 and fill page no. for ensuring submission of document in the appropriate one)

Sl. No	Description	Online submission	Manual submission	Page No. of Technical Bid
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.10 lakhs for a total value of min. Rs.20 lakhs, executed during the last three 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	

Sl. No	Description	Online submission	Manual submission	Page No. of Technical Bid
5	Details of Products and Components (Section I, 12.A.(vi))	Submitted / Not Submitted	Submitted / Not Submitted	
6	Technical Compliance sheet (Section I, 12.A.(vii))	Submitted / Not Submitted	Submitted / Not Submitted	
7	EMD fee as per detail (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not Submitted	
8	Product brochures of the item under the scope of supply	Submitted / Not Submitted	Submitted / Not Submitted	
9	In case MSME bidder, duly filled in Appendix 7 in Bidder's letterhead	Submitted / Not Submitted	Submitted / Not Submitted	
10	Any other relevant document (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not Submitted	
11	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

APPENDIX - 6

Undertaking by Original Equipment Manufacturer(OEM)

(To be submitted in **Original on Letterhead**)

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/DT/1/2019 dated 23-08-2019 for Supply, Installation of Desktop 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

Appendix -7

(To be in the Bidder's letter head)

Date:.....

DECLARATION & UNDERTAKING BY MICRO & SMALL SCALE ENTERPRISES / STARTUP COMPANIES (This form is only for MSES and Startups)

S.N	Particulars	Details
1	Is your organization Proprietary / Partnership / Private Limited Company / Public Limited Company / Others	
2	Does your organization belong to Micro / Small / Medium scale Industry / Start-ups/ others (Please tick mark appropriate box. If bidder is Startup & MSE, then please tick mark both)	Micro Small Scale Medium Startup Company Others
3	Whether Service provider / Manufacturer for the tendered items (supply) / Service Provider for the tendered services as per MSE certification. (Please tick mark the appropriate)	Manufacturer for supply items Service Provider for services Trader/reseller/authorized agent/ distributor Non MSE Bidder
4	In case you belong to Micro / Small/Medium Scale Enterprises whether you are registered under SC / ST Category (Please tick mark the appropriate)	Yes No if yes, SC ST

A) CATEGORISATION OF MSE/SC-ST VENDORS

1. In case of Micro/Small/Medium scale Enterprises, **kindly attach Registration Certificate** issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/Acknowledgment.
2. SC/ST entrepreneurs registered under MSEs need to submit valid documentary evidence.

B) CATEGORISATION OF START-UP COMPANIES

Bidder who intends to participate as 'Start-up' company should also enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

C) DECLARATION IN CASE OF MSE BIDDERS/ START-UP COMPANIES

In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs)/ Startups, we hereby declare as under-

- a) We are a Micro / Small Enterprise, as on bid closing date of this tender.
- b) We are a Manufacturer of the quoted supply item(s)/service provider for quoted services and valid documentary evidence for same is submitted.
- c) MSE certificate submitted by us is authentic & valid as on bid closing date of this tender.
- d) We are a 'Start-up' company and we are enclosing copy of certificate of recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

We declare the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection /cancellation of order/ subjected to appropriate actions as per tender Terms & Conditions.

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

NCCCR