

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

TENDER REF NO. MoES/NCCR/ITM/Print/4/2020

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 **Printers** 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 Printers
(ii)	Tender reference No.	MoES/NCCR/ITM/Print/4/2020
	Tender Type	Open E-Tender - Two cover system
(iii)	Tender due date for online submission	28.12.2020 (15:00 hrs IST)
(iv)	Tender due date for offline submission	24.12.2020 (16:00 hrs IST). It is mandatory to submit the manual/offline technical bid (only) 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**

TENDER SCHEDULE

1	Tender Reference No.	:	MoES/NCCR/ITM/Print/4/2020
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	:	Supply of Printers
6	Date of Issue / Publishing	:	01.12.2020
7	Document Download/ Sale Start Date	:	01.12.2020
8	Document Download/ Sale End Date	:	28.12.2020 (15:00 hrs Indian Standard Time)
9	Clarification Start Date	:	01.12.2020
10	Clarification End Date	:	24.12.2020 (09:00 hrs Indian standard time)
11	Last Date and Time for uploading online Bids	:	28.12.2020 (15:00 hrs Indian Standard Time)
12	Last Date and Time for <u>Manual (Offline) submission of Technical bid (only)</u>		24.12.2020 (16:00 hrs Indian Standard Time). It is mandatory to submit the manual technical bid (only) and otherwise bid will not be considered.
13	Date and Time of opening of Bids	:	29.12.2020 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 (CPP). 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	:	The 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**.

2. The offer/quotation must be strictly as per required specifications and the tender terms & conditions. The offer(s) will not be entertained if the same distributor/dealer is representing more than one OEM. Similarly an authorized distributor/dealer and the OEM should not quote simultaneously.

3. The bids are only open for Class I local supplier and class II local suppliers. Purchase preference would be available for Class I local supplier. Kindly lookup for definition of Class-I & Class-II local supplier as described below as per Govt. of India Procurement policies:

a)NCCR intends to give purchase preference to Class-I local suppliers in case the cost of procurement is more than 5 lakhs.

b)NCCR intends to give purchase preference to products/goods manufactured by micro and small enterprises.

c)"Class-I Local supplier" means a supplier or service provider whose product or service offered for procurement, has local content equal to or more than 50% as defined as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 4th June, 2020 or by the competent Ministries/Departments in pursuance of this order.

d)"Class-II Local supplier" means a supplier of service provider, whose goods or service offered for procurement, has local content more than 20% but less than 50% as defined as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 4th June, 2020 or by the competent Ministries/Departments in pursuance of this order.

e)"Local content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

f)Provisions of the Public Procurement (Preference to Make in India) order issued by the Department for Promotion of Industry and Internal Trade, Govt. of India, vide OM No. P-45021/2/2017-PP (BE-II) dated 04 June 2020, shall be applicable in the tendering process.

g) If the bidder fails to declare its status and/or fails to claim the policy benefit/preference/exemption etc. And/or fail to submit necessary documents/certificates in support of its claim at the time of bidding itself, its claim shall not be entertained at a later stage in the bidding process and no opportunity shall be provided to it to submit any document/certificate in support of its claim as it vitiates the tendering process.

h) Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME), indicated below:

- i) District Industries Centre
- ii) Khadi and Village Industries Commission
- iii) Khadi and Village Industries Board
- iv) Coir Board
- v) National Small Industries Corporation
- vi) Directorate of Handicraft and handloom and
- vii) Any other body specified by the Ministry of MSME

i) For ease of registration of Micro and Small Enterprises (MSMEs), Ministry of MSE has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.

j) The MSE registration certificate as furnished by the Bidder should be dated prior to the date of publication of tender on the CPP portal. In case the registration certificate is dated after the publication of the tender on CPP portal, the Purchaser reserves the right to visit the MSE's facility / works to judge whether the unit has the necessary infrastructure, technical and other capabilities to carry out the tendered work/job/supply/project.

k) The PUBLIC PROCUREMENT POLICY FOR MSEs is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. Bidder shall submit proof that he is a manufacturer of the item for which he is quoting and he shall highlight the details of his manufacturing status in the MSE certificate against the item(s) he is proposing to bid in the tender.

l) The MSE Registration certificate issued must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

m) The MSEs who have applied for registration or renewal of registration with any of the above agencies/ bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible to avail benefits under PP Policy. Where validity of such certificates such as NSIC certificate has lapsed, it shall be the responsibility of the bidder to seek renewal from the concerned Govt. agency before such expiry.

n) The bidder who intends to participate as "Start-up" company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.

o) The Start-up companies, recognized by DIPP are exempted from payment of EMDs - **NOT APPLICABLE.**

p) Relaxation prior turnover and prior experience is applicable only to all startups recognized by Department for Promotion of Industry & Internal Trade (DPIIT) subject to meeting of quality and technical specifications. Startups may be MSMEs or otherwise.

q) For supplies made from within India, Customs Duty Exemption Certificate (CDEC) will not be issued by Purchaser.

Purchase Preference Policies of NCCR

a) NCCR intends to give product reservation/purchase preference/price preference in line with current Govt. of India procurement policies to help inclusive national economic growth by providing long term support to Small and Medium enterprises (SMEs) and disadvantaged sections of the society and to address environmental concerns along with preferential market access in govt. procurements.

b) For the above purpose, local supplier means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 28th May, 2018 or by the competent Ministries/Departments in pursuance of this order and local content means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

c) To establish the goods' eligibility, the documentary evidence of the goods and services eligibility shall consist of a statement on the country of origin of the goods and services offered which shall be confirmed by a certificate of origin at the time of shipment - NOT APPLICABLE.

7. 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 who meet the eligibility criteria.

8. Other 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 bids which do not meet the following basic requirements, will be treated as non-responsive/Incomplete and will be summarily rejected.

i) Bidders should be either OEM (OR) their authorised agent/reseller/partner of OEM. Bidder shall be considered to be from a country if (a) the entity is incorporated in that country, or b) a majority of its shareholding or effective control of the entity is exercised from that country; or (c) more than 50% of the value of the item being supplied has been added in that country. Indian suppliers shall mean those entities which meet any of these categories with respect to India and necessary document should be provided by the bidder in the technical bid.

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 clause wise technical compliance statement should be enclosed with technical bid.

(iv) The bidder shall furnish, as part of its bid, supportive documents establishing the bidders' eligibility to bid and its qualification to perform the contract if its bid is accepted.

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.~~
- vii) Bidder has quoted for goods manufactured by other manufacturer (s) without manufacturer(s) Authorization.
- 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 blacklisted / de-registered / banned by any Government authority/system like GeM.
- 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 - 2**
- xiv) Bidder has not submitted duly filled **Annexure - 3** and not listed the major components under the scope of supply.
- xv) Bidder has not submitted duly filled **Annexure - 4**
- xvi) Bidder has not submitted the OEM authorisation letter as per format given in **Annexure - 5**
- xvii) Bidder has not submitted the code of Integrity declaration 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 (not the OEM) should be a registered firm in Tamil Nadu and have a branch service / support facility in **Chennai** and should **indicate the location/contact address of the bidder / branch/ service or support facilities with documentary evidence 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 - 5 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 on date of opening of price bid / tender 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. 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. Order will be placed as per the Govt. of India norms on preferences of bidder categories.

f) **Evaluation and comparison of bids**

NCCR shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

To evaluate a Bid, NCCR shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.

Purchase preference shall be given to all local Suppliers in all procurements undertaken by NCCR in the manner prescribed by the Department for

Promotion of Industry and Internal Trade, Govt. of India, vide OM No. P- 45021/ 2/2017-PP (BE-II) dated 04 June 2020.

Purchase preference shall be given to Class I local suppliers in all procurements undertaken by the purchaser in the following manner:

All qualified bids, the lowest bid will be termed as L1. If L1 is from a 'Class-I local supplier', the contract for full quantity will be awarded to L1.

If L1 bid is not a 'Class-I local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.

In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

In the procurements of goods which are not divisible in nature the Class-I local supplier shall get purchase preference over 'Class-II local supplier' as per following procedure:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a Class-I local supplier, the contract will be awarded to L1.
- ii. If L1 is not from a 'Class-I local supplier', the lowest bidder among the 'Class-I local suppliers, will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the Class-I local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local suppliers' within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder 'Class-II local supplier'.
- iv. Class-II local supplier' will not get purchase preference in any procurement undertaken by the procuring entity.

Further, In tender, where the items are divisible, the participating Micro and Small Enterprises (MSE) quoting price within price band of L1+15 (fifteen) per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 25 (twenty five) per cent of total tendered value. The 25 (twenty five) per cent quantity is to be distributed

proportionately among these bidders, in case there are more than one MSMEs within such price band.

Within this 25% (Twenty five Percent) quantity, a purchase preference of 25 (twenty five) per cent out of 25 (twenty five percent) is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L1 price). Further, out of the total annual procurement from the MSEs, (3%) three percent from within the 25% target shall be earmarked for procurement from MSEs owned by women. Provided that, in the event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four per cent sub-target shall be met from other MSE.

In case the items are not divisible, then the MSE quoting price within price band $L1 + 15\%$ may be awarded for full/complete supply of total tendered quantity to MSE, considering the spirit of the policy for enhancing the Government procurement from MSEs.

g) Bidder should quote the prices in the given format BOQ_XXXX in excel sheet for **online submission**.

i) 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/successful installation and acceptance of goods, whichever is later.

j) NCCR reserves the right to cancel / withdraw the bid without assigning any reasons for such decision. Such decision will not incur any liability whatsoever on the part of NCCR.

k) Tender document is non-transférable.

5.The required Annexures along with supporting documents as called for in the tender document, should be duly filled in (wherever necessary) and signed in and are SACROSANCT. The scanned copies of the documents along with the financial bid should be uploaded in online mode and the technical bid alone 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 accept or reject any bids or accept all tenders either in part or in full or to split the order, or to annul the bidding 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 the Director, NCCR on tender clauses shall be final and binding on all parties.

8. EARNEST MONEY (EM) and TENDER DOCUMENT FEE - NOT APPLICABLE

(a) The **Earnest Money Deposit (EMD) - (NIL)** for supply & installation of items (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 submission (manual). Scanned copy of such document must be attached online along with the technical bid documents, failing which tender document would be rejected. The earnest money shall bear no interest.

(b) Bids submitted without EMD and in other forms will stand rejected. No interest is payable on EMD. - **NOT APPLICABLE**

Note: As per GFR Rule, 170 (i) and the subsequent amendments, the 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.

(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.

8. PRICE

(a) For Goods manufactured within India

The prices quoted should be on firm ex-works including taxes and fixed basis and shall include all elements of prices **in INR ONLY**. GST and other taxes, if any which will be payable on the goods if the contract is awarded. 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. Such bids will be summarily rejected.**

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 of technical bid 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 offline/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/Print/4/2020 Part I Technical BID for Printers”**. The relevant original documents are to be submitted under Technical bid by **manual submission**. **The Technical bid should contain the following documents:**

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 -2** (both online and manual submission)

iii) Scanned copy of details of Products and Components of the required item as per **Annexure -3**(both online and manual submission).

iv) Check list as per **Annexure 4 - "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 - 5** (both online and manual submission). If the authorisation letter is not in order/ as per format, the bid will be rejected.

vi) **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) referred in the Check list Annexure 4**

Offline/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 24.12.2020, 16:00hrs Indian standard time).

Bidders are requested **NOT to submit / upload the signed copy of the entire tender document (blank)**, except the duly filled in necessary appendixes and supportive documents for manual and online submission.

B.PRICE BID should comprise the following:

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 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, where ever 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 bid.

ii) **The bidding firms are advised to submit the Technical compliance sheet in the format given at Annexure - 2 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 available.

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 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.

NCCCR

SECTION II

GENERAL CONDITIONS

1. Custom / Excise Duty NCCR is exempted paying customs duty and NCCR's GST NO. is 33CHEI04100F1D8. NCCR is not empowered to issue any Sales Tax Concessional Certificates (FORM C / FORM D) and thus bidders shall ensure that the normal rate of Sales Tax is quoted wherever applicable.

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. NCCR may consider whether the tendered item is eligible for 5% GST as per the notification no. 47/2017 dated 14.07.2017 by Department of Revenue - **NOT APPLICABLE.**

3. Payment

i) 100% payment shall be made through ECS 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. The EMD amount in any, will be released only after the warranty period of the item and satisfactory warranty liabilities fulfilled by the contractor.

Note: All payments due under the contract shall be paid after deduction of statutory levies at source (like TDS etc.) as per Govt. norms, wherever applicable.

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. Confidentiality

Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

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.

SECTION IV

SPECIAL CONDITIONS

1. Manufacturing Unit in India The bidder should furnish a declaration in their letter head stating that their manufacturing unit is located in India. The declaration should be a part of technical bid.

2. Service / Support centre in Chennai The bidder should furnish a declaration in their letter head stating that their service /support facility unit is located in Chennai. The declaration should be a part of technical bid.

3. Delivery Period for the stores Delivery of goods should be **made within a maximum of 6-8 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 delivery period, without any proper acceptable reason by the supplier.

4. Payment Terms Payment will be processed only after the supply, installation, testing and the acceptance of the items by NCCR official. 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.

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

6. 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.

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

8. Integrity Pact Integrity Pact binds both buyers and sellers to ethical conduct and transparency in all activities from pre-selection of

bidders, bidding and contracting, implementation, completion and operation related to the contract. The Integrity pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The model format of Integrity Pact is available at **Annexure 6**

NCCCR

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 herby certify that I / We have read all the terms and conditions of tender document from page No. _____ to _____ (including all annexure / Forms / appendixes, paras, etc.,) which shall part of the contract agreement and I / we shall abide herby by all the terms and conditions contained therein.
3. The corrigendum(s) issued from time to time by your organization has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept all the terms and conditions of above mentioned 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

ANNEXURE - 2

TECHNICAL SPECIFICATIONS / COMPLAINT SHEET FOR PRINTERS

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

Item : Mono Laser Printer (11nos)

SI.N	Description	Details	Compliance Yes/No
1	Function	Print ONLY	
2	Print Technology	Monochrome Laser	
3	Display	Min. 2-line backlit LCD graphic display	
4	Media Sizes Supported	Max. A4 size	
5	Media Types supported	Paper (plain, Eco-EFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels; transparencies	
6	Duty cycle (monthly, A4)	Min 80,000 pages	
7	No. of Input Trays	Min 3 and all media tray should support media weight 60 to 120 g/m ² and handling max 900 sheets.	
8	Print speed, black A4	Range 38-40 ppm	
	Connectivity Ports	Min. 1 x USB 2.0; 1 x Gigabit Ethernet and Mobile print capability	
	Other feature	Mobile printing and built-in Wi-Fi Authentication via WEP, WPA/WPA2, WPA Enterprise; encryption via AES or TKIP; WPS; Wi-Fi Direct	
	Network protocols, supported	TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, Apple AirPrint™, Google Cloud Print 2.0, Mopria, FTP Print, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download	
	Output capacity	Min.150 sheets for 75 g/m ²	

Input tray Capacity	Min.350 sheets of 75 g/m ²	
No. of Print Cartridges	Max.1	
Print quality black (normal)	Min 600 x 600 dpi	
Print quality black (best)	Min 1200 x 1200 dpi	
Power Consumption	Max 500 watts (Printing), 5.5 watts (Ready), 0.5 watts (Sleep)	
Internal Storage	1 x USB 16GB	
Duplex Printing	Automatic	
System Memory	Min. 256MB	
Processor speed	Min. 1200 Mhz	
Weight	Max.10kg	
Supported Operating Systems	Min Windows 10 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (SP2 or higher) (32-bit/64-bit), Windows Server 2012 (64-bit), Windows Server 2008 (32-bit/64-bit), Windows Server 2008 R2 (64-bit), Windows Server 2003 (SP1 or higher) (32-bit/64-bit), Mac OS X version 10.6.8, 10.7.5 Lion, 10.8 Mountain Lion and Mac OS.	
Certification and Compliance	Min. CECP, CISPR, IEC and FCC	
Driver Support	Available in the OEM's website and necessary driver, installation media should be part of the supply	
Warranty	Min.1 year	

**Signature of the Bidder
Name:**

Designation:

Rubber-stamp of the firm

ANNEXURE - 3

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:				
2	Item2:				
3	Item3:				
4	Item3:				

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

Annexure - 4

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	Any Introductory letter BY Bidder	Submitted / Not Submitted	Submitted / Not Submitted	
2	Authorisation letter by OEM (original by manual and scanned copy by online) for participating this tender as per format given in Annexure 5.	Submitted / Not Submitted	Submitted / Not Submitted	
3	Scanned copy of Tender Acceptance Letter by online as per format given in Annexure 1	Submitted / Not Submitted	Submitted / Not Submitted	
4	Details of Products and Components as per Annexure 3	Submitted / Not Submitted	Submitted / Not Submitted	
5	Duly filled in Technical Compliance sheet as per Annexure 2	Submitted / Not Submitted	Submitted / Not Submitted	
6	Product brochures of the item under the scope of supply	Submitted / Not Submitted	Submitted / Not Submitted	
7	Copy of Registration certificate	Submitted / Not Submitted	Submitted / Not Submitted	
8	Copy of PAN	Submitted / Not Submitted	Submitted / Not Submitted	
9	Copy of Product Brochure	Submitted / Not Submitted	Submitted / Not Submitted	

Sl. No	Description	Online submission	Manual submission	Page No. of Technical Bid
10	Details of address of Service support in Chennai and Contact Details	Submitted / Not Submitted	Submitted / Not Submitted	
11	Any other relevant document	Submitted / Not Submitted	Submitted / Not Submitted	
12	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

NOTE: It is not required to upload the signed copy of tender document in the technical bid.

Annexure - 5

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/Print/4/2020 dated..... for Supply & Installation of Printers 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

Annexure - 6

**Format for declaration by the Bidder for code of Integrity & Conflict of Interest
(On the letter head of Bidder)**

Date:

To
The Director,
NCCR

Sir,

With reference to your tender ref no. _____ dated _____,

I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under para 5 of Section VI of r tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity.

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm