



भारत सरकार
Government of India
पृथ्वी विज्ञान मंत्रालय
Ministry of Earth Sciences
राष्ट्रीय तटीय अनुसंधान केन्द्र (एन सी सी आर)
NATIONAL CENTRE FOR COASTAL RESEARCH (N C C R)



SINGLE TENDER ENQUIRY

(Through E-tendering process only)

To

M/s. Jacobs
Burderop Park, Swindon, SN4 0QD
United Kingdom

Ref No: MoES/NCCR/CP&SM/SMM/Procurement/45/2018

dated. 10.01.2019

1	The offers are invited for supply of Latest fully functional version of SANDS Software Academic and Research License for the use of NCCR with the terms and conditions mentioned below:	
2	Type of tender	SINGLE TENDER (e-Tender)
3	Quantity	1 single user License + 1 networked additional user
4	Maintenance and Updation (Optional)	3 Years
5	Tender document	Available at the websites : i) https://eprocure.gov.in/eprocure/app ii) http://www.nccr.gov.in
6	Mode of tender	Online Bidding System pl. submit through the website https://eprocure.gov.in/eprocure/app
7	EMD	Nil
8	Tender	Nil
9	Due date & time of submission of required documents offline at NCCR, Chennai	Upto 2 pm IST of 24.01.2019
10	Due date & time of online bidding by bidders	Upto 5 pm IST of 24.01.2019
11	Due date and time of opening of price bid	Intimated through online
12	OEM Authorisation certificate	Should be provide a valid OEM-Authorisation certificate / Proprietary Certificate.
13	Instructions to bidders	Annexure-I


Head of Office

Instructions to Bidders

1	<p>BASIC REQUIREMENTS for vendors to upload in e-procurement web site, Govt of India:</p> <ol style="list-style-type: none"> i. PC with internet ii. Registration with e-procurement system of Govt. of India: https://eprocure.gov.in/eprocure/app iii. Digital signature certificate (Mandatory) for uploading the bids to e-procurement system iv. For any clarification, send e-mail to nccr@nccr.gov.in v. For any clarification on tender process, use the 24/7 helpline contact numbers mentioned in CPP Website.
2	The NCCR has the RIGHT TO CANCEL the enquiry or extend the due date of receipt of offer and/ or opening of tender without assigning any reason thereof.
3	NCCR, Chennai has the RIGHT TO VARY the quantity of the items under procurement.
4	<p>SINGLE BID SYSTEM</p> <p>ONLINE SUBMISSION: The bidders must submit their offer in Single Bid (Both Technical and Price bid) through e-procurement system upto the scheduled time and date.</p> <p>Complete tender documents along with supporting documents as per the tender conditions below, should be duly filled in and signed in and scanned copy of the same should be uploaded in the e-procurement system.</p> <ol style="list-style-type: none"> i. All the documents, as per Eligibility criteria/ technical specifications ii. List of the documents submitted by the bidder must be enclosed on the letter head of the bidder, giving the reference of the tender no. & date and due date of opening. iii. A list of reputed clients to whom the firm has supplied similar items to be furnished along with the quotation. iv. Overwriting and corrections should be attested properly,. The quotation should be complete in all aspects and should be duly signed. Incomplete and unsigned quotation will not be considered at all. v. Scanned copy of Tender Acceptance Letter as per ANNEXURE-III vi. The bidders / tenders will not be allowed to make any variations in the price bid or any amendments to commercial offers already uploaded online and after the date of opening of the tender. vii. Tenderer shall confirm that "the rates quoted by are reasonable and lowest charged to any of your customer". Please enclose documentary proof such as latest purchase order copies etc., to substantiate the reasonability of price. viii. Safe arrival of material upto destination shall be the responsibility of the supplier
5	<p>VALIDITY OF QUOTATION: The offers must remain open for acceptance for 180 days from the date of opening of tender.</p>

6	<p>EVALUATION OF BIDS:</p> <p>After opening of bids, ranking statement will be prepared and the finalization of successful bidder will be done on L-1 (the lowest price) basis.</p>
7	<p>Director, NCCR reserves the RIGHT TO REJECT any quotation received without assigning any reasons.</p>
8	<p>DELIVERY PERIOD: The bidders are required to quote delivery period at the earliest indicating commencement and completion of supply on FOR destination basis. However in case extension of delivery period becomes essential, the supplier will send their request for extension of delivery period to the purchaser before expiry of delivery period.</p>
9	<p>LIQUIDATED DAMAGES: If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (whatever applicable) NCCR reserves the right to levy liquidated damages at the rate of 0.5% per week or part thereof upto maximum of 5%.</p>
10	<p>NO ADVANCE PAYMENT: Since NCCR being Government organization, no advance payment will be made. Every attempt will be made to make payment within 30 days from the date of receipt of bill/acceptance of goods, whichever is later.</p>

Tender Acceptance (Offer) Letter

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

Date.....

To

**The Director,
National Centre for Coastal Research
2nd Floor, NIOT Campus
Pallikaranai, Chennai – 600100**

Subject: Acceptance in respect of terms and conditions of tender document for supply of _____ (specify item name) at NCCR, Chennai.

Ref: E Proc Tender Ref No..... dated.....

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site <https://eprocure.gov.in/eprocure/app>.
2. I / We hereby certify that I / We have read all the terms and conditions of tender document from page No. _____ to _____ (including all annexure / Forms / appendixes, paras, etc.,) which shall part of the contract agreement and I / we shall abide herby by all the terms and conditions contained therein.
3. The corrigendum(s) issued from time to time by your organization has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this letter are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject my bid.
6. I / We confirm that our bid shall be valid up to 180 days from the date of opening of Bid.
7. I / We hereby certify that all the statements made and information supplied in the enclosed appendix, annexure / Forms / paras etc., furnished herewith are true and correct.
- 8/ I / We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.
9. I / We understand that you are not bound to accept the lowest or any bid you may receive.
10. I / We certify / confirm that we comply with the eligibility requirements as per bid documents.
11. In case any provisions of this tender are found violated, NCCR shall be at liberty to reject this tender and we shall not have any claim against NCCR in satisfaction of this condition.

Yours faithfully,

**Signature of the Bidder
Name & Designation
Rubber-stamp of the firm**