

*TENDER DOCUMENT FOR*



*PROCUREMENT OF INVENTORY TRACKING  
& MANAGEMENT TOOL FOR ANTARCTIC  
EXPEDITION, NCAOR.*

*NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH*

*(Ministry of Earth Sciences, Govt. Of India)*

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**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH**  
**(Ministry of Earth Sciences, Govt. Of India),**  
**HEADLAND SADA, VASCO-DA-GAMA, GOA - 403 804**

**TENDER NO. NCAOR/AES-11298/PT-09**  
**TENDER FOR PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR**  
**ANTARCTIC EXPEDITION, NCAOR.**

1.	<b>Procurement of Inventory Tracking &amp; Management Tool for Antarctic Expedition, NCAOR.</b>  <b>Quantity Specifications</b>	01 NO. As per Annexure I
2.	General Terms and Conditions	As per Annexure II
3.	Cost of Tender Documents (In Person)	` 500.00
4.	Cost of Tender Documents (By Post)	` 550.00
5.	Tender Documents	Tender documents can be downloaded by tenderers from NCAOR website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of Bank Draft in a separate envelope along with the tender.
	EMD	<b>Bidders</b> shall submit <b>EMD</b> along with their tender, either by DD drawn in favor of NCAOR, for a sum of ` 15,000.00 (Rupees Fifteen Thousand only) payable at Vasco-da-Gama only.  <b>OR</b> <b>In the form of a bank guarantee</b> for a sum of ` 15,000.00 (Rupees Fifteen Thousand only)
6.	Last Date and time for issue of tender documents	<b>MONDAY</b> <b>27.07.2015</b> 1600 Hrs (IST)
7.	Last Date and time for submission of sealed quotations	<b>TUESDAY</b> <b>28.07.2015</b> 1700Hrs (IST)
8.	Date and time of tender opening	<b>WEDNESDAY</b> <b>29.07.2015</b> 1000Hrs (IST)

## **Application Software for Inventory Tracking and Management Tool for Antarctic Expedition, NCAOR**

Software for Maintenance and tracking of inventory for consumables, non-consumables and asset items for Indian Antarctic Expeditions, providing accessibility from different locations using MVC Framework on open application platform.

### **1. Implementation and Customization**

Implementation of Inventory Tracking and Management Tool for NCAOR, Goa that will be hosted on NCAOR server and accessible from remote locations (Antarctic stations and transit warehouse at Cape Town). The tool should be capable of recording the process from indent to dispatch at NCAOR Goa and Cape Town and inward to issue at Antarctica stations.

The tool should be capable of generating real time reports for stock at each location, consumption statistics, and procurement status and waste & scrap disposals.

The software supplier should ensure proper training to the NCAOR staff to work with various modules of the software and hardware. Necessary ongoing support can be provided remotely or in case required visiting the place of installation.

Successful implementation should result in providing current and correct status of stock at each station, purchase history and indent, easy inward and outward process for all type of users. The tool should be capable of integrating with the other functions of ERP.

The tool should also track the assets issued to various teams or individuals on expedition. The tool should be enabled to support mechanism for read/scan inward and outward movement of inventory items for updating stocks (to be implemented in Phase - II).

**Technical Specification**

SR. NO	Scope of Work	Software Module	Sub-module	Detailed Scope of functionality	Compliance (Yes/No)
1.	<b>ERP-I: Project/Expedition</b>				
	1.1		<b>Expedition Management</b>	This is a module to be added after implementation of Inventory Tracking and Management tool. Only the part which has connection with Inventory module will be added in phase I	
			Create Project/ Expedition	Create project or expedition, add resources requests (indent for new expedition) necessary for expedition or transfer inventory of earlier expedition to new expedition.	
			Inventory Request Management & Resource allocation	Inventory request and resource allocation for new expeditions.	
			Standard Report related to Project/Expedition	This module will generate reports related to project or expedition on real time basis.	
	1.2		<b>HR Management</b>	HR Management at NCAOR cover a detailed process for recruitment, Training, Travel, Payroll processing.	
			Employee Registration	Employee and contractual staff will be registration process. Necessary for creating system users. So this function will be covered in Phase-I	
	1.3	<b>Inventory Tracking &amp; Management</b>	Inventory procurement and stock tracking process will be managed through this tool. Stock keeping at remote locations to be driven by QR code based scanning.		
			Indent Process	Collect indent from multiple locations /departments	

				<p>Purchase Process</p> <ul style="list-style-type: none"> <li>• Preparing PR</li> <li>• Request for Quotation</li> <li>• Compare Quotations</li> <li>• Ordering through PO (single PO or multiple PO)</li> <li>• Attach MOM and Other records documents</li> <li>• Payment Status</li> </ul> <p>Raised indent will go to purchases department where PR will be prepared. RFQ will be generated for the approved indent. Suppliers can add their quotations online/offline. Quotations will be compared</p>	
				<p>against multiple parameters. Finally PO will be issued to the supplier shortlisted, PO details captured in the system. MoM of all meetings related to purchase will be maintained in the system.</p>	
				<p>Inward</p> <p>On receipt of goods, first time inward quality and quantity check will happen and stock will be updated in the system. Vendor invoices and payment history maintained.</p>	
				<p>Stock Issue</p> <p>Items will be selected using quick filtering tools like auto complete feature in title field and frequently consumed products lists.</p>	
				<p>Asset Tracking</p> <p>Assets issue and return records: All non-consumable items or assets will be tracked by scanning and adding the name of user while</p>	

					issuing and probable date of return. All items can be selected quick filtering tools like auto complete feature in title field and frequently consumed products lists.	
				Stock Verification	Periodic verification of stock at any station can be performed and accordingly stock will be updated to match actual quantity.	
				Inventory Mobilization	<p>In case of availability of certain goods at one station can fulfill requirement of other, then in that case inventory mobilization from one station to other can be done through approvals from NCAOR Goa. All items can be selected via quick filtering tools like auto complete feature in title field and frequently consumed products lists.</p> <ul style="list-style-type: none"> <li>• Transferring inventory from one warehouse/site to other</li> <li>• Inventory mobilization request</li> <li>• Confirmation and stock update</li> </ul>	
				Disposal	Any scrap generated in expeditions will be disposed through procedures defined for the same and accordingly the inventory will be updated.	
				Configuration	To configure opening set-up in the tool various master records can be maintained from this section. There will be tools to acquire	

					existing set of data through bulk import.	
				Master Data	<p>This module will help user to create master lists for various forms in the tool.</p> <ul style="list-style-type: none"> <li>• Inventory Categories/Sub-categories</li> <li>• Inventory Items</li> <li>• Site/Project Location</li> <li>• Warehouse/Storage Locations</li> <li>• Users</li> <li>• Units/Currency</li> <li>• Alerts mechanism</li> </ul>	
				Vendor/Supplier/Manufacturer Management	<ul style="list-style-type: none"> <li>• Register Vendor/Supplier/Manufacturer</li> <li>• Evaluation Report</li> <li>• Bills</li> </ul>	
				Reports	<ul style="list-style-type: none"> <li>• Stock report at Each location/Site</li> <li>• Usage trends for various categories</li> <li>• Indent to RV status at each location</li> <li>• Tracking history</li> <li>• User log</li> <li>• Report for internal Audits (if any)</li> </ul>	
<b>2</b>		Admin	Admin module will enable the tool admin to configure it for NCAOR.			
	2.1		Tool Customization	Tool customization will enable tool admin to add master lists for various modules in the tool.		
				Manage Locations	Add edit update location lists.	
				Manage Users	Create, edit, disable system users.	
				Manage Organization Hierarchy	Create, edits departments, designations	
				Other	Includes customization of tool like, look and feel,	

				logo, address etc.	
	<b>2.2</b>		<b>User Access Rights</b>		
			Type of Rights	Define categories of access rights.	
			Access controls based on designations	Define access controls for various types of user groups.	
	<b>2.3</b>		<b>System Back-up</b>		
			Data Back-up	Set auto back-up schedules	
			Manual back-up	Take manual back-up	
			Restore	Data restore process.	

<b>3</b>		<b>Implementation Service</b>			
			Setting up server environment for installation of Inventory Tracking Application	Software supplier will set-up necessary environment (ENSO MVC framework). This is an open platform for the development of web based applications supported on Linux environment.	
			Installation of Inventory Tracking Application	Software provider will install Inventory Tracking Application on the server at NCAOR Goa.	
			Installation on mobile devices	Supplier will install necessary native app on the Android devices/ handheld devices provided by NCAOR for QR Code scanning and reporting on main System to perform inventory stock updates automatically.	



				Master data configuration	Supplier will assist tool admin from the NCAOR to populate system database with master data necessary to start using the application.	
				Training	Supplier will conduct training users. Follow-up training will be provided once in quarter for first year.	
				One year support	One engineer will support NCAOR personnel to implement the Phase-I swiftly and resolve their queries as and when needed in first year.	
				Maintenance	After completion of one year support, 5 years comprehensive maintenance contract will be done for ongoing maintenance with the supplier.	
				The tool should be capable of integrating with the other functions of any ERP.		
4		User Categories and count		Up to 100 concurrent users with multiple user categories. Each user category should have different set of access rights/permissions.		
				Maintain user logs for security audits.		

SR. NO	Scope of Work	Software Module	Sub-module	Detailed Scope of functionality	Compliance (Yes/No)	
1.1		<b>ERP: Project/Expedition</b>				
	1.1.1		<b>Expedition Management</b>	This is a module to be added after implementation of Inventory Tracking and Management tool. Only the part which has connection with Inventory module will be added in phase I		
				Create Project/ Expedition	Create project or expedition, add resources requests (indent for new expedition) necessary for expedition or transfer inventory of earlier expedition to new expedition.	
				Plan	Expeditions planning.	
				Inventory Request Management & Resource allocation	Inventory request and resource allocation for new expeditions.	
				Ticketing System	Ticketing system for task management within NCAOR	
				Standard Report related to Project/Expedition	This module will generate reports related to project or expedition on real time basis.	
	1.1.2		<b>HR Management</b>	HR Management at NCAOR cover a detailed process for recruitment, Training, Travel, Payroll processing.		
				Recruitment Process		
				Employee Registration	Employee and contractual staff will be registration process. Necessary for creating system users. So this function will be covered in Phase-I	
				Training & Commissioning		
				Payroll, Allowance and other compensations Processing		

				Attendance/Leaves		
				Health Records		
				Travel Insurance Certification and Exit Policies		
				Re-packing and Tagging	During repacking received goods will be tagged with QR code. The QR/Bar code will provide information about the details of items inside any pack or container.	
				Issuance	At the time of issuing any inventory item, the stock update will be done through scanning of QR/Bar codes on individual items.	
				Asset tracking	All assets (returnable) will be tracked from issue to return. Inventory registry updated via QR/Bar Code scanning.	
				Inventory Mobilization	During mobilization of inventory items between two stations at Antarctica, the stock update will be done through scanning of QR/Bar codes on individual items.	
				Installation on mobile devices	Supplier will install necessary native app on the Android devices/ handheld devices provided by NCAOR for QR Code scanning and reporting on main System to perform inventory stock updates automatically.	
1.3				Interfacing with third party software tools	The tool should be capable of integrating with the other functions of any ERP.	

**TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION**

1) **The National Centre for Antarctic and Ocean Research (NCAOR) invites sealed quotations in two-parts** from the reputed firms for the **“PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR”**.

” as per the specifications given in Annexure I.

2) The technical and financial Bids should be submitted in two separate sealed covers, super scribing **“Part-I Technical Bid for “PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR” Tender No., due date and “Part-II Financial Bid for “PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR” Tender No., due date. Both the bids should be kept in a single cover by super scribing tender for “PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR”** sealed and addressed to the Director, National Centre for Antarctic and Ocean Research, Headland-Sada, Vasco-da-Gama, Goa-403 804. **Offer sent through fax will not be accepted.**

3) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.

4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.

5) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.

In the TECHNICAL BID, the Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply alongwith Contact person Telephone No, Fax No, and e mail address of Purchaser.

The Bidder should enclose copies of Purchase Orders only in the FINANCIAL BID.

6 If the bidder is registered under SSI, NSIC claiming any exemptions should submit valid certificates along with the quotes, failing which quotation will not be considered.

7) Quotation should be **valid for a period of 90 days** from the date of tender opening and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part thereof upto maximum of 5%.

8) The **warranty period** and the kind of **post-warranty support** should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract.

9) **Technical bid should contain EMD.**

**Bidders** shall submit **EMD** along with their tender, **either By DD** drawn in favor of NCAOR, on any nationalized bank for a sum of ` 15,000/- (Rupees Fifteen Thousand only) payable at Vasco-da-Gama only **or in the form of a bank guarantee** for a sum of ` 15,000/- (Rupees Fifteen Thousand only) from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing of the tender as per the proforma enclosed. This bank Guarantee in original shall be submitted along with the technical bid only.

**Tender without EMD in the envelope containing technical bid shall be summarily rejected.** The EMD of unsuccessful bidders shall be returned within 30 days of the award of contract.

The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.

10) Please **specify the Make/Brand** and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.

11) The Purchaser requires that the bidders suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution:

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of contract;

“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of purchaser, designed to establish bid prices at artificial, noncompetitive levels; and

“coercive practice: means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of contract;

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; The Decision of Director, NCAOR shall be final and binding.

12) Bidders that doesn't manufacture the goods it offers to supply shall submit Manufacturer's Authorization form on the letterhead of the Manufacturer duly signed and stamped by a person with the proper authority to sign documents that are binding on the Manufacturer as per the following format should be submitted failing which the quotation will not be considered.

To  
The Director  
NCAOR  
GOA

Sub: Manufacturers' Authorization form against Tender No: \_\_\_\_\_

We \_\_\_\_\_(Name of the Manufacturer) who are official manufacturers of \_\_\_\_\_(Type of goods manufactured) having factories at \_\_\_\_\_(full address of Manufacturer's factories) do hereby authorize \_\_\_\_\_( Name of the Bidder) to submit a bid against your Tender No. \_\_\_\_\_for the \_\_\_\_\_Goods manufactured by us and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm

Manufacturer's Name:  
Signature of Authorized  
representative of the Manufacturer:

Duly authorized to sign this Authorization on behalf of : \_\_\_\_\_(Name of the Bidder)

Date:

In case the bidder not doing business within India, shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc., during the warranty and post warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc., during the warranty and post- warranty period.

13) **Compliance Statement:** Equipments point-by-point comparison/compliance statement with **technical specification** indicated in the tender, should be enclosed along with your tender as well as any other extra features of the equipment be shown separately therein and also **compliance statement for all commercial terms** of the tender document.

14) NCAOR is not entitled to issue form “C/D”. No Sales Tax or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.

15) To avail duty concessions i.e. **Excise Duty** as per Govt. notification 10/97 & **Custom Duty** as per Govt. notification 51/96, NCAOR will provide exemption certificates. Hence, the rates should be split into basic cost and Excise Duty if any.

16) **Technical Bid should contain** all details and specifications of the equipment offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list, service support **WITHOUT PRICE** and **Financial bid should contain** details of the price(s) of the item(s) quoted in the technical bid. The Technical bid should not contain any references to the pricing.

**In case the technical bid contains any direct or indirect reference to quoted price the bid is liable to be rejected.**

17) Please submit your quote on F.O.R. destination basis. However tender should contain item-wise prices including total ex-works price approx. cost of Transportation charges for delivery up to Goa, India.

18) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Only technical bids will be opened on the date and time mentioned in the tender document. The financial bids of those tenderers whose technical bids are found to be meeting our specifications only will be opened in their presence at date and time to be notified later.

19) The firm to the full satisfaction of the NCAOR should carry out the **installation and commissioning** at the NCAOR premises and the time-frame for the whole process should be specified in the technical bid.

20) A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.

21) **No advance payment** will be made. Payment shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of equipment at NCAOR. The payment will be authorized after submission of a Bank Guarantee for 10% value of the order towards warranty guarantee. The **performance Bank Guarantee** should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India **or** foreign bank operating in India) valid till 60 days after the warranty period.

22) Suppliers should clearly define the mechanisms of **post-warranty** maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the financial bid.

23) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with **“PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR”**.

24) **The submission of tender** shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

25) Expenditure involved towards any extra materials required for labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.



**26) Acceptance of this tender** form and submission of the quote within the stipulated time would be treated as:

- a) The tenderer has understood all requirements as described in our Tender document.
- b) Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation.
- c) Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.

27) **Training /Installation charges** should be clearly indicated including the scope of training.

28) Tender should clearly define the **infrastructure facilities required** for installation of the equipment.

29) NCAOR will not be liable for any obligation until such time NCAOR has communicated to the successful bidder of its decision to release the Purchase Order.

30) **NCAOR will not be responsible for any postal delays.**

31) Bidders shall note that NCAOR will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.

32) Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

33) The Director, NCAOR does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

34) All disputes arising in connection with executing the purchase order will be subject to the Jurisdiction of the Courts in Goa only.

**COMMERCIAL COMPLIANCE STATEMENT FOR “PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR.”**

<b>Sr. No.</b>	<b>COMMERCIAL SPECIFICATION FOR “PROCUREMENT OF INVENTORY TRACKING &amp; MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR”.</b>	<b>COMPLIED/ NOT COMPLIED</b>	<b>EXTRA FEATURES</b>
1	A list of <b>reputed clients</b> to whom the firm has supplied similar items to be furnished along-with the quotation.		
2	In the TECHNICAL BID, the Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply alongwith Contact person Telephone No, Fax No, and e mail address of Purchaser.		
3	The Bidder should enclose copies of Purchase Orders only in the FINANCIAL BID.		
4	SSI, NSIC Registration Certificate		
5	Quotation should be <b>valid for a period of 90 days</b> from the date of tender opening and the period of delivery required should also be clearly indicated.		
6	The <b>warranty period</b> and the kind of <b>post-warranty support</b> should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract.		
7	<b>Bidders</b> shall submit <b>EMD</b> along with their tender, <b>either By DD</b> drawn in favour of NCAOR, for a sum of ` 15,000/- (Rupees Fifteen Thousand only) <b>or in the form of a bank guarantee</b> for a sum of ` 15,000/- (Rupees Fifteen Thousand only) from any reputed bank (scheduled bank)		
8	Please <b>specify the Make/Brand</b> and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.		
9	<b>Compliance Statement:</b> Equipments point-by-point comparison/compliance statement with <b>technical specification</b> indicated in the tender, should be enclosed along with your tender as well as any other extra features of the equipment be shown separately therein and also <b>compliance statement for all commercial terms</b> of the tender document.		
10	NCAOR is not entitled to issue form “C/D”. No Sales Tax or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.		
11	To avail duty concessions i.e. <b>Excise Duty</b> as per Govt. notification 10/97 & <b>Custom Duty</b> as per Govt. notification 51/96, NCAOR will provide exemption certificates. Hence, the rates should be split into basic cost and Excise Duty if any.		
12	<b>Technical Bid should contain</b> all details and specifications of the equipment offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list, service support <b>WITHOUT PRICE</b> and <b>Financial bid should contain</b> details of the price(s) of the item(s) quoted in the technical bid. The Technical bid should not contain any references to the pricing.		
13	<b>In case the technical bid contains any direct or indirect reference to quoted price the bid is liable to be rejected.</b>		
14	F.O.R GOA price should be indicated. However tender should contain item-wise prices including total ex-works price, Excise Duty, VAT/Taxes, Charges for Inland Transportation, Insurance and other local services required for the delivering the goods on F.O.R GOA.		
15	A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Only technical bids will be opened on the date and time mentioned in the tender document. The financial bids of those tenderers whose technical bids are found to be meeting our specifications only will be opened in their presence at date and time to be notified later.		
16	The firm to the full satisfaction of the NCAOR should carry out the		

	<b>installation and commissioning</b> at the NCAOR premises and the time-frame for the whole process should be specified in the technical bid.		
17	A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.		
18	<b>No advance payment</b> will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of equipment.		
19	The <b>performance Bank Guarantee</b> should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India <b>or</b> foreign bank operating in India) valid till 60 days after the warranty period.		
20	Suppliers should clearly define the mechanisms of <b>post-warranty</b> maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the financial bid.		
21	Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with <b>“SUPPLY OF A VERTICAL, SEMI AUTOMATED, PROGRAMMABLE AUTOCLAVE FOR STERILIZATION OF MEDIA, SOLID GLASS WARES AND WASTE TREATMENT”</b> .		
22	<b>The submission of tender</b> shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.		
23	Expenditure involved towards any extra materials required for labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.		
24	<b>Acceptance of this tender</b> form and submission of the quote within the stipulated time would be treated as: <ul style="list-style-type: none"> <li>• The tenderer has understood all requirements as described in our Tender document.</li> <li>• Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation.</li> <li>• Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.</li> </ul>		
25	<b>Training /Installation charges</b> should be clearly indicated including the scope of training.		
26	Tender should clearly define the <b>infrastructure facilities required</b> for installation of the equipment.		

**QUESTIONNAIRE**

- a. **Name of the Manufacturer / Tenderer**
- b. **Full postal address with Telephone, Telefax, Email**
- c. **Please specify whether Public Limited, Company, Private Organization or Partnership Firm**
- d. **Nature of the Business**
- e. **Date of Establishment**
- f. **Present Turnover**
- g. **Permanent Income Tax Ref. No.**
- h. **C.S.T. / S.T. NO.**
- i. **Address & Telephone Nos. Of your branch office in GOA (please specify whether Distributing/ Servicing/ Marketing the products)**
- j. **Technical Compliance statement.**
- k. **Commercial Compliance statement.**
- l. **Reference of reputed Customers**
- m. **Details of the highest order executed and value thereof**
- n. **Authorization from Manufacturer/Supplier attached**
- o. **Tender fee submitted/enclosed.**
- p. **E.M.D. attached with BID.**
- q. **Infrastructure facilities required for installation & commissioning attached**
- r. **Technical Specifications/Literature/Brochure attached**
- s. **Tender Acceptance**

**TENDER ACCEPTANCE UNDERTAKING**

To

The Director,  
NCAOR, Headland Sada  
Vasco - Goa

Having examined the tender document for “**PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR**”. We the undersigned, hereby offer to supply the equipment in conformity with all specifications and conditions set out in the tender document.

We enclosed all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date :

**(Signature of Bidder)**

**Name** :

**Designation** :

Seal

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

To

**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH  
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA**

Whereas \_\_\_\_\_  
(Hereinafter called the "tenderer")  
has submitted their offer dated \_\_\_\_\_  
for the supply of \_\_\_\_\_  
(Herein after called the "tender")

WE \_\_\_\_\_ of having our registered office  
At \_\_\_\_\_ are bound unto the NATIONAL  
(Hereinafter called the Bank)

CENTRE FOR ANTARCTIC & OCEAN RESEARCH, Ministry of Earth Sciences, Govt. Of India having its office at Headland Sada, Vasco Goa 403 804, India (herein after called NCAOR which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns) in the sum of \_\_\_\_\_ for which payment will and truly to be made to. NCAOR, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

THE CONDITIONS OF THIS OBLIGATION ARE:

**1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.**

2) If the tenderer having been notified of the acceptance of his tender by NCAOR during the period of its validity.

2.a) If the tenderer fails to furnish the Performance security for the due performance of the contract.

2.b) Fails or refuses to execute the contract

We undertake to pay NCAOR up to the above amount upon receipt of its first written demand, without NCAOR having to substantiate its demand, provided that in its demand the NCAOR will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2015.

**Signature of the bank**

**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH**  
 (Ministry of Earth Sciences, Govt. Of India)  
 Headland Sada, Vasco-da-Gama GOA 403 804, INDIA  
 Tel: 91- (0) 832 2525571 Telefax: 91- (0) 832 2525573  
 Email: [warlu62@ncaor.gov.in](mailto:warlu62@ncaor.gov.in) Website: [www.ncaor.gov.in](http://www.ncaor.gov.in)

PUBLIC TENDER

Director, National Centre for Antarctic & Ocean Research (NCAOR) invites sealed tenders in two-parts (part I – Technical bid & part II Financial bid) super scribing Tender No. Item and due date from well established/ reputed manufacturers / authorized and bonafide vendors for supply of the following:-

Sl. No	Tender No.	Item Description	Qty.	Cost of Tender Doc.		EMD	
				Rs.	US\$	Rs.	US\$
1	NCAOR/AES-11297/PT-07	SUPPLY OF LIVING MODULE AND UTILITY MODULE	4 SETS	2,000.00	50.00	1,00,000.00	1700.00
2	NCAOR/AES-11301/PT-08	SUPPLY OF HALF BIN (6 M HALF HEIGHT CONTAINER)	8 NOS	2,000.00	50.00	1,00,000.00	1700.00
3	NCAOR/AES-11298/PT-09	PROCUREMENT OF INVENTORY TRACKING & MANAGEMENT TOOL FOR ANTARCTIC EXPEDITION, NCAOR	08 Nos	500.00	—	15,000.00	—
4	NCAOR/AES-11304/PT-10	FABRICATION & SUPPLY OF GENERAL PURPOSE CARGO CONTAINER 20' X 8' X 8'6" ISO 1CC TYPE	04 Nos	1000.00	—	35,000.00	—

Last date for issue of tender documents : **27.07.2015**

Last date for submission of quotation : **28.07.2015**

The details of tender documents are also available in our website <http://www.ncaor.gov.in> and Central Public Procurement Portal <http://eprocure.gov.in>. Interested suppliers may download the details and submit the quotation on or before the due date along with tender fee.

**The quotation without tender fee will not be considered.**

Tender forms can be obtained from the Procurement section of NCAOR on all working days either by post or in person between 1000 – 1600 hours on payment of tender fees in the form of crossed Demand Draft payable at Vasco-da-gama only, from a Nationalized bank drawn in favor of NCAOR along with separate requisition indicating tender number and item. Tender forms can be obtained by speed post by remitting Rs. 50/- by Indian bidders and US\$ 15.00 by Foreign bidders in addition to the cost of tender documents.

The Director, NCAOR is not responsible for any transitional/postal delays.

The quotations will be **opened on 29.07.2015** in the presence of tenderers or their authorized representatives.

The Director, NCAOR reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Sd/-**  
**For & on behalf of NCAOR**