

# ***TENDER DOCUMENT FOR***



## ***SUPPLY OF WORKSTATION AND ACCESSORIES***

***NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH***

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

***Headland Sada, Vasco-da-Gama***

***GOA -403 804, 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/ ARCTIC-211/PT-36.**  
**TENDER FOR SUPPLY OF WORKSTATION AND ACCESSORIES**

1.	<b>SUPPLY OF WORKSTATION AND ACCESSORIES</b> <b>Specifications:</b> <b>Quantity</b>	As per Annexure-I 01 No.
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.	EMD	<p><b>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.</b></p> <p><b>Bidders shall submit EMD along with their tender, either by DD drawn in favor of NCAOR, for a sum of ₹ 15000/- (Rupees Fifteen Thousand only) payable at Vasco-da-Gama only.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>In the form of a bank guarantee for a sum ₹ 15000/- (Rupees Fifteen Thousand only)</b></p>
6.	Last Date and time for issue of tender documents	<b>TUESDAY</b> 15.11.2016 1600 Hrs (IST)
7.	Last Date and time for submission of sealed quotations	<b>WEDNESDAY</b> 16.11.2016 1700Hrs (IST)
8.	Date and time of tender opening	<b>THURSDAY</b> 17.11.2016 1000Hrs (IST)

Annexure-I

**TECHNICAL SPECIFICATION FOR SUPPLY OF WORKSTATION AND ACCESSORIES**

**Specifications of Work Station.**

1. Intel Xeon processor E5-2699 v3 (18C, 2.3GHz, Turbo, HT, 45M, 145W)
2. Memory: 64GB (4x16GB)RAM
3. Graphic card: 2GB
4. Keyboard: Wireless Key Board
5. Operating System: Red Hat Enterprises Certified Linux 7 (or above)
6. Hard Drive:12 TB SATA HDD
7. Mouse: Optical Scroll Mouse
8. Single Processor Heat sink
9. Display: 24 inch LED monitor (resolution-1920 x 1200)
10. Ports: 3 or 4 USB ports
11. Optical drive:1 DVD writer
12. ISV certified for all essential applications
13. Power Management with Advanced Configuration and Power management Interface
14. Security: Integrated panel lock or pad lock
15. 1 network interface card
16. Suitable UPS for the entire system should be quoted
17. Warranty of atleast 3 year

**TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF WORKSTATION  
AND ACCESSORIES.**

Sr. No	TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF WORKSTATION AND ACCESSORIES.	COMPLIED/ NOT COMPLIED	EXTRA FEATURES
1.	Intel Xeon processor E5-2699 v3 (18C, 2.3GHz, Turbo, HT, 45M, 145W)		
2.	Memory: 64GB (4x16GB)RAM		
3.	Graphic card: 2GB		
4.	Keyboard: Wireless Key Board		
5.	Operating System: Red Hat Enterprises Certified Linux 7 (or above)		
6.	Hard Drive:12 TB SATA HDD		
7.	Mouse: Optical Scroll Mouse		
8.	Single Processor Heat sink		
9.	Display: 24 inch LED monitor (resolution-1920 x 1200)		
10.	Ports: 3 or 4 USB ports		
11.	Optical drive:1 DVD writer		
12.	ISV certified for all essential applications		
13.	Power Management with Advanced Configuration and Power management Interface		
14.	Security: Integrated panel lock or pad lock		
15.	1 network interface card		
16.	Suitable UPS for the entire system should be quoted		
17.	Warranty of atleast 3 year		

**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 **"SUPPLY OF WORKSTATION AND ACCESSORIES"** 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 **"SUPPLY OF WORKSTATION AND ACCESSORIES"**, Tender No., due date and "Part-II Financial bid for **"SUPPLY OF WORKSTATION AND ACCESSORIES"**, Tender No., due date. Both the bids should be kept in a single cover by super scribing tender for **"SUPPLY OF WORKSTATION AND ACCESSORIES"**, sealed and addressed to the **Director, National Centre for Antarctic & 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 up to a 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.**

**A) 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 if 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) The order acknowledgement** should be from the principals and if the Indian Agent is empowered to quote and to furnish order acknowledgement, a copy of agreement entered by you with the Indian Agent to be furnished.

**14) 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.

15) 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.

16) 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.

17) **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.**

The Prices shall be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency in case of offers received for supply from foreign countries.

For Goods manufactured in India:



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.

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 for indigenous stores shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of equipment. 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 **“SUPPLY OF WORKSTATION AND ACCESSORIES”**.

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) 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.

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

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

30) 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.

31) 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.

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

## 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. Reference of reputed Customers.
- l. Details of the highest order executed and value thereof.
- m. Authorization from Manufacturer/Supplier attached.
- n. Tender fee submitted/enclosed.
- o. E.M.D. attached with TECHNICAL BID.
- p. SSI, NSIC Registration Certificate.
- 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 **“SUPPLY OF WORKSTATION AND ACCESSORIES”** 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 \_\_\_\_\_ 2016.

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 \_\_\_\_\_ 2016.

**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.	Type of tender	Cost of Tender Doc.	EMD
1	NCAOR/ARCTIC-211/PT-36	SUPPLY OF WORKSTATION AND ACCESSORIES	01 No	Two part	500/-	15,000/-

Last date for issue of tender documents : **15.11.2016**

Last date for submission of quotation : **16.11.2016**

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 ` 50/- by Indian 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 17.11.2016** 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