

# TENDER DOCUMENT FOR



## SUPPLY OF WEIGHING BALANCE

*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: [warfu62@ncaor.gov.in](mailto:warfu62@ncaor.gov.in)*

*Website: [www.ncaor.gov.in](http://www.ncaor.gov.in)*

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

**TENDER NO. NCAOR/HSS-020/PT-05**  
**TENDER FOR SUPPLY OF WEIGHING BALANCE.**

1.	<b>Supply of Weighing Balance</b> For Weighing rock powders for various geochemical analysis.  <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.	Tender Documents	<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>
6.	Last Date and time for issue of tender documents	<b>MONDAY</b> <b>23.06.2014</b> 1600 Hrs (IST)
7.	Last Date and time for submission of sealed quotations	<b>TUESDAY</b> <b>24.06.2014</b> 1700Hrs (IST)
8.	Date and time of tender opening	<b>WEDNESDAY</b> <b>25.06.2014</b> 1000Hrs (IST)

**Annexure I**

**WEIGHING BALANCE**

For Weighing rock powders for various geochemical analysis.

Specifications: Readability: 0.01 to 0.1 mg

Capacity: 51 to 520 g

Minimum weight: 0.01 to 1 mg

**TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF WEIGHING  
BALANCE.**

<b>Sr. No</b>	<b>TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF WEIGHING BALANCE</b>	<b>COMPLIED/ NOT COMPLIED</b>	<b>EXTRA FEATURES</b>
1.	For Weighing rock powders for various geochemical analysis. Specifications: Readability: 0.01 to 0.1 mg Capacity: 51 to 520 g Minimum weight: 0.01 to 1 mg		

**TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION**

1) The National Centre for Antarctic and Ocean Research (NCAOR) **invites sealed quotations** from the reputed firms for the **“SUPPLY OF WEIGHING BALANCE”** at NCAOR, GOA as per the specifications given in Annexure-I.

2) The tender should be submitted in sealed covers, super scribing **tender for “SUPPLY OF WEIGHING BALANCE”** 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 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 in the 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 their of upto maximum of 5%.

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

9) 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.

10) 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.

11) 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.

12) NCAOR is **exempted from the payment of Excise Duty / Custom Duty** as per Govt. notification. Hence, the rates should be split into basic cost and Excise Duty if any.

13) **Bid should contain** all details and specifications of the equipment offered, delivery schedule, warranty, payment term, user-list details of the price(s) of the item(s).

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.

14) Please submit your quote on F.O.R. destination basis. In case of imported stores both **FOB and CIF prices upto Indian port of entry** namely Goa should be indicated. However tender should contain item-wise prices including total ex-works price and cost of packing forwarding, approx. cost of air-freight charges for delivery up to Goa, India.

15) The **warranty period** should be indicated.

16) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.

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) **No advance payment** will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance of the material.

19) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with **SUPPLY OF WEIGHING BALANCE**.

20) **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.

21) **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.
- 23) 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.
- 24) **NCAOR will not be responsible for any postal delays.**
- 25) Bidders shall note that NCAOR will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.
- 26) 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.
- 27) 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.
- 28) 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 SUPPLY OF WEIGHING BALANCE.**

<b>Sr. No.</b>	<b>COMMERCIAL COMPLIANCE STATEMENT FOR SUPPLY OF WEIGHING BALANCE</b>	<b>COMPLIED/ NOT COMPLIED</b>
<b>1</b>	A list of <b>reputed clients</b> to whom the firm has supplied similar items to be furnished along-with the quotation.	
<b>2</b>	In the 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.	
<b>3</b>	The Bidder should enclose copies of Purchase Orders along with the bid.	
<b>4</b>	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.	
<b>5</b>	The <b>warranty period</b> should be indicated.	
<b>6</b>	Please <b>specify the Make/Brand</b> and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.	
<b>7</b>	SSI, NSIC Registration Certificate	
<b>8</b>	NCAOR is not entitled to issue form <b>"C/D"</b> . 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.	
<b>9</b>	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.	
<b>10</b>	<b>Bid should contain</b> all details and specifications of the equipment offered, delivery schedule, warranty, payment term, user-list.	
<b>11</b>	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.	
<b>12</b>	Please submit your quote on F.O.R. destination basis. In case of imported stores both <b>FOB and CIF prices upto Indian port of entry</b> namely <u>Goa</u> should be indicated. However tender should contain item-wise prices including total ex-works price and cost of packing forwarding, approx. cost of air-freight charges for delivery up to Goa, India.	
<b>13</b>	A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.	
<b>14</b>	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.	
<b>15</b>	<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.	
<b>16</b>	Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with <b>"SUPPLY OF WEIGHING BALANCE"</b> .	
<b>17</b>	<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.	

<b>18</b>	<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>	
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**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. **SSI, NSIC Registration Certificate.**
- 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 WEIGHING BALANCE** 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

**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 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/HSS-020/PT-05	SUPPLY OF WEIGHING BALANCE	01 No	Single part	500.00	---
2	NCAOR/HSS-029/PT-06	SUPPLY OF LARGE ROCK SAW	01 No.	Two part	500.00	15,000.00
3	NCAOR/HSS-030/PT-07	SUPPLY OF JAW CRUSHER	01 No	Two part	500.00	15,000.00
4	NCAOR/HSS-031/PT-08	SUPPLY OF CORE CUTTING MACHINE	01 No	Two part	1000.00	35,000.00
5	NCAOR/HSS-032/PT-09	SUPPLY OF VIBRATORY CUP MILL	01 No	Two part	1000.00	35,000.00
6	NCAOR/HSS-033/PT-010	SUPPLY OF AGATE MILL (GRINDING MILL WITH AGATE BALLS)	01 No	Two part	500.00	15,000.00
7	NCAOR/HSS-034/PT-011	SUPPLY OF BENCH TOP ABRASIVE CUTTER	01 No	Two part	1000.00	35,000.00
8	NCAOR/HSS-035/PT-012	SUPPLY OF LINEAR PRECISION SAW	01 No	Two part	1000.00	35,000.00
9	NCAOR/HSS-036/PT-013	SUPPLY OF POWER HEAD GRINDER/POLISHER	01 No	Two part	1000.00	35,000.00
10	NCAOR/HSS-037/PT-014	SUPPLY OF CUTTING GRINDING AND THINNING SYSTEM	01 No	Two part	1000.00	35,000.00
11	NCAOR/HSS-038/PT-015	SUPPLY OF TWIN GRINDERS AND POLISHERS	01 No	Two part	500.00	15,000.00
12	NCAOR/HSS-039/PT-016	SUPPLY OF HOT OVEN	01 No	Two part	500.00	15,000.00
13	NCAOR/HSS-040/PT-017	SUPPLY OF MUFFLE FURNACE	01 No	Two part	500.00	15,000.00
14	NCAOR/HSS-041/PT-018	SUPPLY OF PRESS PELLET MACHINE	01 No	Two part	500.00	15,000.00

Last date for issue of tender documents : **23.06.2014**

Last date for submission of quotation : **24.06.2014**

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 ` 50.00 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 25.06.2014** 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**