

TENDER DOCUMENT FOR



SUPPLY OF HOT PLATE

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/HSS-145/PT-03
TENDER FOR SUPPLY OF HOT PLATE.

1.	SUPPLY OF HOT PLATE Quantity- Specification-	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.	EMD	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.
6.	Last Date and time for issue of tender documents	MONDAY 03.07.2017 1600 Hrs (IST)
7.	Last Date and time for submission of sealed quotations	TUESDAY 04.07.2017 1700Hrs (IST)
8.	Date and time of tender opening	WEDNESDAY 05.07.2017 1000Hrs (IST)

TECHNICAL SPECIFICATION FOR SUPPLY OF HOT PLATE

Sr. No.	Features	Requirements
1	Material	High density low porosity graphite with Teflon PFA coating for acid
2	Heated working Surface area	40 cm × 30 cm ±2 cm
3	Max. temperature	240±10°C
4	Temperature Uniformity	±2°C
5	Temperature control	External digital temperature control which should include programmable timer
6	Power Cord Length	6.0 ft or more hotplate to control unit 6.0 ft or more control unit to outlet
7	Independent high-limit temperature protection	Yes
8	Safety measure to protect against over current and short circuit conditions	Yes
9	Voltage	230 VAC
10	Watts	2200
11	Heat shield	PTFE protective guards on all sides of the hotplate except the working side (Top)
12	Heating blocks with provisions for PFA vials	4 no.s., Teflon PFA coated graphite block of size L×B×H=20×10×02 (cm) with 8 holes (each hole dia 3 cm)
13	Certification	CE certified
14	Warranty	Minimum 12 months

TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF HOT PLATE.

Sr. No	TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF HOT PLATE		COMPLIED/ NOT COMPLIED	EXTRA FEATURES
1	Material	High density low porosity graphite with Teflon PFA coating for acid		
2	Heated working Surface area	40 cm × 30 cm ±2 cm		
3	Max. temperature	240±10°C		
4	Temperature Uniformity	±2°C		
5	Temperature control	External digital temperature control which should include programmable timer		
6	Power Cord Length	6.0 ft or more hotplate to control unit 6.0 ft or more control unit to outlet		
7	Independent high-limit temperature protection	Yes		
8	Safety measure to protect against over current and short circuit conditions	Yes		
9	Voltage	230 VAC		
10	Watts	2200		
11	Heat shield	PTFE protective guards on all sides of the hotplate except the working side (Top)		
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13	Certification	CE certified		
14	Warranty	Minimum 12 months		

Annexure-II**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 HOT PLATE”** 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 HOT PLATE”** 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) 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%.

7) 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.

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) **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.

12) **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.

13) 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.

14) NCAOR is exempted from the payment of **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.

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

The Prices shall be quoted in Indian Rupees for offers received for supply within 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.

16) Please submit your quote on F.O.R. destination basis.

17) 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.

18) 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 bid.

19) 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.

20) **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.

21) 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 bid.

22) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with **SUPPLY OF HOT PLATE**.

23) **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.

24) 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.

25) **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.

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

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

28) 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.

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

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

31) 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.

32) 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.

33) 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. Infrastructure facilities required for installation & commissioning attached.**
- p. Technical Specifications/Literature/Brochure attached.**
- q. Tender Acceptance.**

TENDER ACCEPTANCE UNDERTAKING

To

The Director,

NCAOR, Headland Sada,
Vasco – Goa.

Having examined the tender document **for “SUPPLY OF HOT PLATE”**, 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

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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.	Cost of Tender Doc.