



**PROCUREMENT SECTION**

**ENQUIRY**

M/S.

Ref. No.: LAB-2009

Date: 27.07.2013

Due Date: 12.08.2013

Dear Sir,

You are requested to send your offer for the following items as per the terms and conditions mentioned below and in Annexure I.

SL. NO.	DESCRIPTION	Quantity
1.	Supply, Installation and Training on latest version of bundled Software ENVI+IDL+Atmospheric Correction Module for Windows, with two years AMC (after warranty period) for bundled software (ENVI+IDL+ Atmospheric Correction Module) including updates, patches, migration of license to a new machine, etc.	Single License

**Your offer should contain the following information:**

1. Validity Period:
2. Quantity/Trade discounts, if any. :
3. Delivery:
4. Terms of Price:
5. Mode of Despatch:
6. Software Upgrades:
7. Guarantee/Warranty:
8. Installation:
9. Training:
10. Packing:
11. Taxes/VAT applicable with Full Rate/Percentage ('C' / 'D' form not available).
12. Indicate if Excise Duty included or extra and Rate/Not Applicable.
13. Specify Brand/Make Model of the item.

**Also confirm that "the rates quoted by you are reasonable and lowest charged and are not exceeding the lowest rates charged to any other clients".**

**Director, NCAOR reserves the right to reject any quotation received without assigning any reasons.**

**Yours faithfully**

**Executive (Procurement)  
For and on behalf of Director, NCAOR**

## TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

- 1) The National Centre for Antarctic and Ocean Research (NCAOR) **invites sealed quotations** for the “**Supply, Installation and Training on latest version of bundled Software ENVI+IDL+Atmospheric Correction Module for Windows**”, at NCAOR, GOA.
- 2) The quotation should be submitted in sealed covers, super scribing **tender no., due date**, 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.
- 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 software supplied under the Purchase Order/Contract.
- 8) Please specify the country of origin and currency in which rates are quoted.
- 9) **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.
- 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) 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.
- 12) The **quotation should contain** with all details and specifications of the software offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list, service support and the price(s) of the item(s) quoted.
- 13) 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. and cost of air-freight charges for delivery upto Goa, India.
- 14) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the quotations.

15) The firm to the full satisfaction of the NCAOR should carry out the installation at the NCAOR premises and the time frame for the whole process should be specified in the quotation.

16) 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.

17) **No advance payment** will be made. Payment shall be made within 30 days from the date of receipt, acceptance & satisfactory installation of software. The payment will be authorized after submission of 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.

18) 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 2 years (annual basis) may also be quoted separately.

19) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with software.

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

22) The supplier has to install the software and demonstrate the same at our office. Training/Installation charges should be clearly indicated including the scope of training.

23) Tender should clearly define the infrastructure facilities required for installation of the software.

24) 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.

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

26) 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.

**Sd/-**  
**Executive (Procurement)**  
**For and on behalf of Director, NCAOR**