

राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केंद्र ।
पृथ्वी विज्ञान मंत्रालय (भारत सरकार)।

National Centre for Polar & Ocean Research
(Ministry of Earth Sciences, Govt. Of India)

Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Website: www.ncpor.res.in Email: procurement@ncpor.res.in



TENDER NO: NCPOR/PS/All-Dept/PT-01

**TENDER DOCUMENT FOR SUPPLY & INSTALLATION OF
DESKTOP PC's & HIGH-END LAPTOP**

National Centre for Polar & Ocean Research
(Ministry of Earth Sciences, Govt. Of India)
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA
Tel: 0832 2525699 / 0832 2525571/573
Website: www.ncpor.res.in | Email: procurement@ncpor.res.in

NOTICE INVITING TENDER (NIT)

The Director, National Centre for Polar and Ocean Research (NCPOR) invites sealed tenders under a Two-Bid System {comprising separate Technical (Part I) and Financial (Part II) bids submitted simultaneously} from eligible Manufacturers or their authorized Dealers, Distributors, or Agents for the following:

Sr. No.	Tender No.	Description of Item	Qty.	EMD / Bid Security (Rs)
01	NCPOR/PS/All-Dept/PT-01	Supply & Installation of Desktop PC's & High-End Laptop	01 Lot	2,50,000/-

Bid Submission End date :06.10.2025/ 17.00 hrs

Bid Opening Date :07.10.2025/ 10.30 hrs

Bidders can download tender document from NCPOR website <http://www.ncpor.res.in>
OR CPP portal <https://eprocure.gov.in/epublish/app>

Tender Bids will be accepted in the Manual / Physical form only. If the Tender documents are sent vide courier/post, NCPOR is not responsible for postal delay.

Tender will be opened on the scheduled date & time indicated in the presence of an authorized representative of the bidding firm/company. The Director, NCPOR reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

Sd/-
Director, NCPOR

TENDER SUMMARY

1	Tender No.	NCPOR/PS/All-Dept/PT-01	
2	Item Description	Supply & Installation of Desktop PC's & High-End Laptop	
3	Instructions to the Bidders	As per Section II	
4	General Terms and Conditions	As per Section IV	
5	Special Conditions of Contract	As per Section V	
6	Items Quantity	01 Lot. (as detailed in Section VI)	
7	Item Specifications	As per Section VII	
8	Qualification & Evaluation Criteria	As per Section VIII	
9	Financial Bid (Part ii) / Price Schedule	As per Annexure I	
10	Bidder Registration Form	As per Annexure II	
11	Bank Guarantee Format for Furnishing: EMD/Bid Security	As per Annexure III	
12	Bank Guarantee Format for Furnishing: Performance Security	As per Annexure IV	
13	Compliance on the Tender Terms & Conditions	As per Annexure V	
14	EMD/ Bid Security	Bidders shall submit in any mode/form acceptable as per GFR such as Online Transfer, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee. (detailed in Section II)	
15	Critical Dates	Date (DD/MM/YYYY)	Time IST (Hrs. Mins)
	Tender Publishing date	10/09/2025	16.00
	Document download start date	10/09/2025	16.00
	Document download end date	06/10/2025	17.00
	Seek clarification end date	24/09/2025	17.00
	Bid Submission start date	10/09/2025	16.00
	Bid Submission end date	06/10/2025	17.00
	Bid opening date	07/10/2025	10.30

Section II

Instructions to Bidders (ITB)

The National Centre for Polar and Ocean Research (NCPOR) invites sealed tenders under a Two-Bid System (comprising separate Technical and Financial Bids submitted simultaneously) from eligible Manufacturers or their authorized Dealers, Distributors, Agents for the **Supply and Installation of Desktop PC's & High-End Laptop** (as detailed in Section VI), in accordance with the specified technical requirements, terms and conditions of the tender, and deliverables at NCPOR, Goa.

- i) The Technical Bid (Part I) must include all relevant technical details, supporting documents demonstrating bidder eligibility, and a statement of compliance with the terms and conditions of the tender.
- ii) The Financial Bid (Part II) must provide item-wise price corresponding to the items listed in the Technical Bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed (as Part i & ii respectively) and both these technical and financial bids sealed covers are to be put in **ONE SINGLE sealed cover**, super scribing Tender Number, due date and the tender document should be addressed to the Director, NCPOR.

Tender Document completed in all respect should be dropped in Tender drop box before the closing date and time indicated in Notice Inviting Tender (NIT)/Tender summary. The Tender Drop box is located in the Procurement division at The National Centre for Polar & Ocean Research (NCPOR), Headland-Sada, Vasco-da-Gama, Goa – 403804. If the Tender document are sent vide courier/post, NCPOR is not responsible for postal delay and the late bids will be rejected outright. Please note Tender document/offer sent through emails will be rejected.

Tender Opening: Tender will be opened on the scheduled date & time indicated in Notice Inviting Tender (NIT)/Tender summary. An authorized representative of the bidding firm/company can attend the bid opening (only one person from one firm/company is allowed). The representative should produce his/her authorization letter, original photo ID to the NCPOR Tender Opening Committee. The committee constituted by the Director, NCPOR for the purpose reserves the right to open the bids. Only the Technical Bids (Part i) will be opened on the date and time specified in the tender document. The Financial Bids of only those bidders whose Technical Bids are found to be suitable will be opened at a later date and time, which will be duly notified.

In the Technical bid (Part i), the bidder shall submit all detailed specifications of the equipment offered along with Catalog/Datasheet, user-list, service support. Also to submit acceptance on the delivery schedule, warranty, payment term as per the tender document. Any form of conditional offer will not be considered and may lead to rejection of the bid.

Bidder to quote all items mentioned in the price bid format. If all items required in the tender document are not quoted, the tender will be considered as incomplete & offer may lead to rejection of the bid. Evaluation Method: Total wise evaluation.

Bid Validity: Bid submitted by the bidder should remain valid for **90 days** from the date of opening for the purpose of evaluation and award of order. The extension of offer validity beyond 90 days from the date of opening shall be by mutual consent.

Earnest Money Deposit (EMD)/Bid Security:

{The applicable documents are to be submitted in the Technical bid (Part i)}

- a) Bidders shall submit amount of Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) towards Earnest Money Deposit (EMD)/Bid Security in any modes acceptable as per GFR such as Online Transfer, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee.
- b) EMD EXEMPTION: The bidder seeking EMD exemption must submit the valid supporting document for the applicable EMD exemption (as per GFR's). Under the MSE category, only manufacturers for goods for the relevant category are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

Bids received without EMD or valid EMD exemption document will be rejected outright.

The EMD/Bid Security of unsuccessful bidders shall be returned within 30 days of declaration of result of first stage i.e. Technical Evaluation.

The EMD/Bid Security of successful bidder shall be refunded only on receipt and verification of the applicable Performance Security.

The EMD/Bid Security will be liable to be forfeited, if a bidder withdraws or amends, impairs or derogates from the tender within the bid validity period or refuses to or fails to submit the original documents for scrutiny or the required Performance Security within the stipulated time as per the conditions of the Tender Document or fails or refuses to sign the contract.

The bidder may submit the amount for EMD/ Bid Security or Performance Security in any of the below mode: (Original document as applicable, to be submitted to the buyer)

- a) Online Transfer: (Bidder has to submit the proof of successful online transfer).
Name of the Beneficiary: NCPOR
Bank Name & Address: State Bank of India, (Branch Code: 04116)
Commercial Branch Shree Vidyadiraj Bhavan,
Francisco Luis Gomes Road, Vasco-Da-Gama Goa – 403 802, India
NCPOR Bank Account Number: 10153336180
Account Type: Saving
IFS Code: SBIN0004116
- b) Account Payee Demand Draft **OR** Bank Demand Draft in favor of Director, National Centre for Polar and Ocean Research (NCPOR) payable at Vasco-da-Gama, Goa from any Commercial Bank.
- c) Fixed Deposit Receipt in favor of Director, National Centre for Polar and Ocean Research (NCPOR) from any Commercial Bank.

d) Bank Guarantee:

- (i) Bank Guarantee if submitted as EMD/Bid security (Annexure III) the document should be valid for a period of forty-five days beyond the bid validity period.
- (ii) Bank Guarantee if submitted as Performance Security (Annexure IV) the document should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

In the Financial bid (Part ii), Bidder to quote all items mentioned in the price bid format. If all items required in the tender document are not quoted, the tender will be considered as incomplete & offer may lead to rejection of the bid. Evaluation Method: Total wise evaluation.

Bidders shall quote rates both in figures and words against each item in English language only. Correction, cutting, omission, should be avoided. Use of correction fluid is not allowed & should be strictly avoided.

Except writing rates and amount, the bidder should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule of tender. Any form of conditional offer/price/discount will not be considered and may lead to rejection of the bid.

The bid is liable for disqualification/rejection, if it is found that the bidder has misled or provided false information in the forms, statements, or certificates submitted as proof of qualification requirements, performance record, litigation history, financial status/statements, or if there is any suppression of material facts or information required under the tender terms and conditions. The EMD/Bid Security will be liable to be forfeited and appropriate action against the bidder will be initiated.

Re-writing, over-writing, use of correction fluid (whitener) is not allowed in the tender. The price bid should be preferably typed/printed & submitted in original duly stamped & signed by the authorized personnel/representative on all pages. Any form of ambiguity/Incomplete and unsigned offer may lead to rejection of the bid.

Disclaimers and Rights of Procuring Entity: Director, NCPOR reserves the right to accept or reject any or all bids in full or part whatsoever. In case of any dispute, decision of Director, NCPOR shall be final.

The issue of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and NCPOR reserves the right without assigning any reason to

- a) Reject any or all of the Bids, or
- b) Cancel the tender process; or
- c) Abandon the procurement of the Goods; or
- d) Issue another tender for identical or similar Goods.

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Section IV

General Conditions of Contract (GCC)

1. NCPOR does not entitle to provide any GST exemption certificate. However, Custom Duty concession can be availed as per Govt. notification 51/96. Customs Duty Exemption Certificate will be provided by NCPOR (as applicable).

2. The Procuring Entity reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives.

3. 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, NCPOR shall be final and binding.

4. Competitive and Independent Prices

a) The prices should be arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:

- i) those prices; or
- ii) the intention to submit an offer; or
- iii) the methods or factors used to calculate the prices offered.

b) The prices should not be disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening or contract award unless otherwise required by law.

The Prices must be quoted strictly in Indian Rupees. The Financial Bid (Part II) should include the Price Schedule as per Annexure I, incorporating all cost-related components such as taxes and duties. No new technical details, not already covered in the Technical Bid, should be introduced in the Financial Bid.

5.Undue profiteering:

Controlled Price, if any or MRP: The price quoted by Bidder shall not be higher than the controlled price fixed by law for the Goods, if any, or where there is no controlled price, it shall not exceed the prices or contravene the norms for fixation of prices if any, laid down by Government or where the Government has fixed no such prices or norms, it shall not exceed the price appearing in any agreement, if any, relating to price regulation by any industry. In any case, save for special reasons stated in the bid, if any, the price charged shall not be higher than the Maximum Retail Price (MRP).

Undue profiteering: If the price quoted is higher than the controlled price in the sub-clause above, Bidder shall specifically mention this fact in his bid giving reasons for quoting a higher price(s). If he fails to do so or makes any misstatement, it shall be lawful for the Procuring Entity either to revise the price at any stage to bring it in conformity with the sub-clause (1) above or to terminate the contract for default as per the contract and avail all the remedies available therein in addition to other punitive actions for violation of Code of Integrity.

6.Post Tender Correspondence / Enquiries:

Any correspondence or inquiry after the opening of bids is discouraged and may lead to disqualification of the tender. Bidders are strictly advised against pursuing or canvassing the matter, directly or indirectly, with any officers of NCPOR, as such actions will also result in disqualification. However, bidders are permitted to submit written queries (i) regarding bid conditions or the bidding process prior to bid opening strictly within the clarification dates only (ii) to seek clarification on the reasons for rejection of their bid after the bids have been evaluated.

7.Clarifications from Bidders:

To facilitate the examination, evaluation, and comparison of bids, the Purchaser may request clarifications from all bidders or any individual bidder including a breakdown of unit rates and prices. All such requests and responses must be in writing. However, no changes to the bid price or its substance will be allowed or entertained, except to confirm the correction of arithmetic errors identified by the Tender Evaluation Committee of NCPOR in the course of scrutiny.

8. Malicious Code Certificate: The bidder should upload this certificate in their technical bid (Part I): -

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to: -

- (i) Inhibit the desires and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

9. Warranty/ Guarantee

If so stipulated in the Contract, the following warranty/ Guarantee clause shall apply:

- 1) The contractor hereby covenants that it is a condition of the contract that all Goods supplied to the Procuring Entity under this contract shall be free of all defects and faults arising from design, materials (except when the design adopted and/ or the material used are as per the Procuring Entity's specifications) or workmanship or from any act or omission of the contractor, that may develop under regular use of the supplied Goods under the conditions prevailing in India.
- 2) Obligations of the contractor under the warranty clause shall survive even though:
 - a) The Goods may have been inspected, accepted, installed/ commissioned and paid for by the Procuring Entity.
 - b) The contract is terminated for any reason whatsoever.
- 3) The Procuring Entity shall promptly notify in writing to the contractor, If during the period above, the said goods/ stores/ articles are discovered not to conform to the description and quality or have deteriorated, otherwise than by fair wear and tear (the decision of the Procuring Entity in that behalf being final and conclusive).
- 4) Upon receipt of such notice, the contractor shall, within 14 days (or within any other period, if stipulated in the contract), expeditiously repair or replace the defective Goods or parts thereof, free of cost, at the ultimate destination. The Contractor shall take over the replaced parts/ Goods after providing their replacements, and no claim shall lie on the Procuring Entity for such replaced parts/ Goods after that.
- 5) In case of any rectification of a defect or replacement of any defective Goods during the warranty period, the warranty for the rectified/ replaced Goods shall remain till the original warranty period.
- 6) If the contractor, having been notified, fails to rectify/ replace the defect(s) within 21 days (or within any other period, if stipulated in the contract), it shall amount to breach of Contract for default, and the Procuring Entity shall avail any or all remedial action(s) there under.

10. Inspection and Quality Assurance:

- a) As specified inspections and tests (including raw materials and/ or stage inspections, if so specified) to be carried out and where and how they are to be conducted. If such inspections and tests are conducted in the premises of the contractor or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the contractor to the Procuring Entity's inspector at no charge to the Procuring Entity.
- b) The Procuring Entity and/ or its nominated representative(s) shall, without any extra cost to the Procuring Entity, inspect and/ or test the ordered Goods and the incidental Works/Services to confirm their conformity to the contract specifications and other quality assurance details incorporated in the contract. As soon as a consignment is getting ready, the contractor shall submit a request for inspection to the Inspecting Officer and the Procuring Entity. The Inspecting Officer shall inform the contractor in writing of its programme for such inspection and the officials' identity to be deputed for this purpose.

c) If so stipulated in the contract, the contractor shall, before proceeding with bulk manufacture or delivery of the Goods, submit to the Inspecting Officer for inspection samples of the specified raw-material used in the manufacture and/ or the Goods as stipulated in the contract by the Inspecting Officer. However, the Contractor shall not be entitled to be shown any consideration or give any extension of time or claim to be exonerated from completing the delivery within the stipulated period only on the ground of delay in the approval of any such sample.

d) Unless otherwise provided for in the contract, if the test proves satisfactory and the stores or any installment thereof is accepted, the quantity of the stores or materials expended in the test shall be deemed to have been taken delivery of by the Purchaser and be paid for as such.

e) Unless otherwise stipulated, in the contract, all costs of tests and inspections (including any special or third-party tests), whether at the contractor's premises, shall be borne by the contractor. However, in case of stipulation for type / proto-type of 11 machinery and plant involving special tests, the contract shall indicate the apportionment of test and expended material costs among the parties.

f) Under no circumstances does the Inspecting officer have the authority to modify the governing specifications, approved drawings, or samples during inspection without the Procuring Entity's approval.

11. Consequence of Rejection: Upon the Goods being rejected by the Inspecting Officer or Interim Consignee or Consignee at a place other than the premises of the contractor, the Procuring Entity shall be at liberty to:

a) Demand that such stores shall be removed by the contractor at his cost subject as hereinafter stipulated, within 21 days of the date of intimation of such rejection. Provided that the Inspecting Officer may call upon the contractor to remove dangerous, infected, or perishable stores within 48 hours of the receipt of such communication and the decision of the Inspecting Officer in this regard shall be final in all respects. Provided further that where the price or part thereof has been paid, the consignee is entitled without prejudice to his other rights to retain the rejected stores till the price paid for such stores is refunded by the contractor or dispose off such rejected Goods as per clause below save that such retention shall not in any circumstances be deemed to be acceptance of the stores or waiver of rejection thereon. The Contractor shall bear all cost of such replacement, including taxes and freight, if any, on replacing and replacing Goods without being entitled to any extra payment on that or any other account.

b) All rejected Goods shall, in any event, and circumstances remain and always be at the contractor's risk immediately on such rejection. If the contractor does not remove such Goods within the periods aforementioned, the Procuring entity/inspecting officer, as the case may be as per the place of rejection, may remove the rejected Goods.

The Procuring Entity or Inspecting Officer may either return the same to the contractor at his risk and cost by such mode of transport as it may decide or dispose off such Goods at the contractor's risk and on his account and retain such portion of the proceeds from such disposal, as may be necessary to recover any expense incurred in connection with such disposals (or any price refundable as a consequence of such rejection). The Procuring Entity shall, in addition, be entitled to recover from the contractor ground rent/ demurrage charges on the rejected Goods after the expiry of the time-limit mentioned above.

c) Disposal of rejected goods in an aforesaid manner shall not exonerate contractor but still hold him liable to pay to the procuring entity, the dues as may arise as per the terms of contract besides the cost of goods if already paid to the contractor and any inspection charges. The Purchaser can take action as per contract terms if the contractor fails to pay the amount due to him.

d) Where under the contract the price payable is fixed F.O.R. dispatching station, the contractor shall, if the Goods are rejected at destination by the consignee, be liable, in addition to his other liabilities, including a refund of price recoverable in respect of the Goods so rejected, to reimburse to the Procuring Entity the freight and all other expenses incurred by it in this regard. The Contractor shall be allowed to take back rejected Goods only after such refunds are received by the Procuring Entity.

12. Inspections at the last moment

a) If the contract stipulates pre-dispatch inspection of the ordered Goods at Contractors premises, he shall put up the Goods for inspection well ahead of the delivery period to complete the inspection within that period.

b) In cases where only a portion of the Goods ordered is tendered for inspection at the last moments of the delivery period and also in cases where inspection is not completed in respect of the portion of the Goods tendered for inspection during the 12 delivery period, the inspector shall carry out the inspection and complete the formality beyond the contractual delivery period at the specific written request by and at the risk and expense of the contractor. The fact that the Goods have been inspected after the contractual delivery period shall not amount to keeping the contract alive, and this shall be without any prejudice to the legal rights and remedies available to the Procuring Entity under the terms & conditions of the contract.

c) If the Goods tendered for inspection during or at the last moments of the delivery period are not found acceptable after carrying out the inspection, the Procuring Entity is entitled to cancel the contract in respect of the same at the risk and expense of the contractor. If the Goods tendered for inspection are found acceptable, the Procuring Entity may grant an extension of the delivery period.

13. Consignee's right of Rejection of Inspected Goods

- a) Goods accepted by the Procuring Entity and/or its inspector at the initial inspection and final inspection in terms of the contract shall in no way dilute the Procuring Entity's right to reject the same later if found deficient concerning 'Technical Specifications and Quality Assurance'.
- b) Notwithstanding any approval which the Inspecting Officer may have given in respect of the Goods or any materials or other particulars or the work or workmanship involved in the performance of the contract (whether with or without any test carried out by the contractor or the Inspecting Officer or under the direction of the Inspecting Officer) and notwithstanding delivery of the Goods where so provided to the interim consignee, it shall be lawful for the consignee, on behalf of the Procuring Entity, to inspect, test and, if necessary, reject the Goods or any part, portion or consignment thereof, after the Goods' arrival at the final destination within a reasonable time after actual delivery thereof to him at the place of destination stipulated in the contract, if such Goods or part, portion or consignment thereof is not in all respects in conformity with the terms and conditions of the contract whether on account of any loss, deterioration or damage before dispatch or delivery or during transit or otherwise howsoever.

Note: Regarding materials pre-inspected at the firm's premises during manufacture or before delivery or dispatch, the consignee shall issue rejection advice within 90 days from the date of receipt.

14. Packing, Transportation and Receipt

- a) The marking of the Goods must comply with the Goods of the laws relating to merchandise marks for the time being in force in India.
- b) The packing for the Goods to be provided by the contractor should be strong and durable enough to withstand, without limitation, the entire journey during transit, including transshipment (if any), rough handling, open storage etc., without any damage, deterioration etc. If necessary, the size, weights, and volumes of the packing cases, the remoteness of the goods' final destination, and availability or otherwise of transport and handling facilities at all points during transit upto the final destination shall also be considered.
- c) The quality of packing, the manner of marking within & outside the packages, and accompanying documentation shall strictly comply with the 'Technical Specification and Quality Assurance' and in the contract. If the packing requirements are amended due to any amendment to the contract, the contractor shall comply accordingly.
- d) Unless otherwise provided in the contract, all containers (including packing cases, boxes, tins, drums, and wrappings) in which the contractor supplies with the Goods shall be considered non-returnable and their cost included in the contract price.
- e) If the contract provides that the containers shall be returnable, they must be marked 'returnable'. Unless otherwise specified, the cost of reverse transportation shall be borne by the contractor.

f) If the contract provides that returnable containers shall be separately charged, they shall be invoiced by the contractor at a price stipulated in the contract. In such cases, the contractor shall give full credit for the invoiced amount if the containers are returned to the contractor. Return of containers shall be made within a reasonable time, and in the event of any dispute or difference arising as to whether the containers were so returned, the decision of the Procuring Entity thereon shall be final and binding. In his discretion, the Procuring Entity may award such compensations as may, in his opinion, be proper for any undue delay in returning the containers.

15.Settlement of Disputes: The decision of the Director, NCPOR shall be final and binding for any dispute whatsoever. All questions, disputes or differences whatsoever which may at any time arise between the parties, arising out of or in relation there to this contract work or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the Director, NCPOR and the decision of the said Arbitrator shall be final and binding upon the parties.

16.Force Majeure : If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to “eventuality”), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an “eventuality” be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such “eventuality” has come to an end or ceased to exist. In case of any dispute, the decision of Director, NCPOR, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the Purchaser shall be at liberty to take over from the Contractor at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of manufacture which may be in the possession of the Contractor at the time of such termination, or such portion thereof as the Purchaser may deem fit except such material, as the Contractor may, with the concurrence of the Purchaser, elect to retain.

17.Jurisdiction: All questions, disputes or differences arising under out of or in connection with the Tender / Contract shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender/work order/acceptance of tender is issued/is situated i.e. Goa.

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SPECIAL CONDITIONS OF CONTRACT

1. Bidder to quote all items mentioned in the price bid format. If all items required in the tender document are not quoted, the tender will be considered as incomplete & offer may lead to rejection of the bid. Evaluation Method: Total wise evaluation.

2. Scope of Supply and Technical Specifications:

Supply and Installation Desktop PC's & High-End Laptop in accordance with the specified technical requirements, terms and conditions of the tender, and deliverables at NCPOR, Goa.

Technical Specifications and Standards: The Goods & incidental Works/ Services to be provided by the contractor under this contract shall conform to the technical specifications of the Tender Document or as stipulated in the contract. For standards and requirements where no applicable specifications/ Quality Assurance are mentioned, appropriate latest authoritative standards and quality assurance issued by the concerned institution shall be applicable.

The Goods supplied shall be. Entirely brand new, unused, and incorporate all recent improvements in design and materials unless prescribed otherwise by the Procuring Entity in the contract. Conform to materials, manufacture and workmanship as stipulated in the contract, free of all defects and faults using specified/ appropriate materials, manufacture, and workmanship throughout and consistent with the established and generally accepted standards for Goods of the type ordered and in full conformity with the contract specification, drawing or sample, if any.

3. Malicious Code Certificate: The bidder should upload this certificate in their technical bid (Part I): -

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to: -

(i) Inhibit the desires and designed function of the equipment.

(ii) Cause physical damage to the user or equipment during the exploitation.

(iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

4. Time is the essence of the contract: Delivery period for completion of ordered items: Material delivery (in full) within **30 days** from the date of Purchase Order, with immediate installation as applicable.

5. The bidder must specify the make/brand of the quoted item(s). If the bidder is not the Original Equipment Manufacturer (OEM), a valid OEM authorization must be submitted as part of the Technical Bid (Part I) along with the tender documents.

6. The warranty period and the kind of post-warranty support should be indicated. Warranty shall commence from the date of delivery of material in full and successful/satisfactory installation of the equipment supplied under the Purchase Order.

7. Compliance Statement: The bidder must provide a point-by-point compliance statement along with catalog/Data sheet in reference to the technical specifications outlined in the tender, as per Section VII. Any additional features of the offered equipment should be listed separately. The bidder is also required to submit compliance for all commercial terms stated in the tender document. All these documents must be included in the Technical Bid (Part I).

8. Bid Validity: Bid submitted by the bidder should remain valid for **90 days** from the date of opening for the purpose of evaluation and award of order. The extension of offer validity beyond 90 days from the date of opening shall be by mutual consent.

9. Part Supplies: The Contractor shall not arrange part-shipments and/or transshipment if not stipulated in the contract without the express/ prior written consent of the Procuring Entity.

10. Operational Manual: Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with the ordered material.

11. Performance Security (PS): The Performance Security shall be 5% (five percentage) of the Purchase Order amount & has to be submitted within 15 days of receipt of the Purchase Order, the performance Security in any mode acceptable as per GFR, such as Online Transfer, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee shall be submitted by the supplier to the buyer. No interest shall be payable by the buyer upon the amount of Performance Security. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

12. Payment Terms: Payment will be made within 30 days upon submission of the applicable Performance Guarantee and the Original bills after delivery of material in full and successful/satisfactory installations. No part/advance payment will be made.

As per the Govt. of India norms, payment to the suppliers is to be made online through Public Financial Management System (PFMS). The bidder should submit their company information and bank details for registration and payment process in the prescribed format as per Annexure II.

XXXXXX

Section VI**SCHEDULE OF REQUIREMENTS**

Sr. No	Item Description	Qty/UOM
A	Desktop PC (without Graphic Card)	51 Nos
B	Desktop PC (with Graphic Card)	16 Nos
C	High End Laptop	01 No

Name & signature of the tenderer with the company seal:

Section VII

TECHNICAL SPECIFICATIONS AND QUALITY ASSURANCE

A) Desktop PC (without Graphic Card)			
Sr. No	Parameter	Requirement	Compliance (Yes/No)
1	Form Factor	Tower/Micro Tower/Mini Tower	
2	Chassis	Standard Chassis	
3	Chipset	Intel® H770/Q670 Chipset or better	
4	Processor	Intel® 14th Gen Core i7-14700 Processor or higher	
5	Memory	16 GB DDR4-3200 MT/s, Memory expandability up to 64 GB with 2 DIMM Slots	
6	Storage	1 TB PCIe NVMe SSD and 1 TB SATA	
7	Graphics	Intel® UHD Graphics 770	
8	Audio	Integrated audio controller with internal speaker of atleast 2W	
9	Operating System	Microsoft Windows 11 Professional with Preloaded from OEM factory	
10	Networking	Integrated 10/100/1000 Ethernet Controller	
		Integrated WIFI 6E with Bluetooth 5.3	
11	Ports	Video: 1 HDMI/VGA, 1 DP	
		USB: 4 USB 3.2 Gen 1, 2 USB 3.2 Gen 2, 2 USB 2.0	
12	Slots	1 PCI Express 4.0 x16	
		1 PCI Express 3.0 x1	
		1 PCI	
		2 M.2 slots for WIFI & SSD	
		2 SATA Ports, 1 Serial Port	
13	Keyboard	Wired Keyboard (Same OEM as Desktop)	
14	Mouse	Wired Mouse (Same OEM as Desktop)	

Cont.

Sr. No	Parameter	Requirement	Compliance (Yes/No)
15	Power Supply	180 W with 85% and above efficiency or better	
16	Security	TPM 2.0 (Hardware)	
17	Manageability	Integrated utility to enables hardware level testing outside the operating system &	
		Drivers should be available on OEM Website for download	
18	Certifications	Microsoft Windows 11 Preloaded	
		RoHS, UL, EPEAT, Energy Star	
		ISO 9001,14001,27001 for OEM	
19	Display	27 inch or Higher (Same OEM as desktop) with integrated camera, mic and Speaker, Display Resolution FHD (1920 x 1080) (Connected display Cables must be of same OEM)	
20	Warranty	3 Years onsite Warranty	
21	MS Office Pack	Microsoft Office Home and Business 2024 Preloaded from OEM factory	
22	Scope of Supply	Supply & Installation (Bidder Scope)	

Name & signature of the tenderer with the company seal:

B) Desktop PC (with Graphic Card)			
Sr No	Parameter	Requirement	Compliance (Yes/No)
1	Form Factor	Tower/Micro Tower/Mini Tower	
2	Chassis	Standard Chassis	
3	Chipset	Intel® H770/Q670 Chipset or better	
4	Processor	Intel® 14th Gen Core i7-14700 Processor or higher	
5	Memory	32 GB DDR4-3200 MT/s, Memory expandability up to 64 GB with 2 DIMM Slots	
6	Storage	1 TB PCIe NVMe SSD and 1 TB SATA	
7	Graphics	Intel® UHD Graphics 770	
8	Graphic Card	4 GB or Higher	
9	Audio	Integrated audio controller with internal speaker of atleast 2W	
10	Operating System	Microsoft Windows 11 Professional with Preloaded from OEM factory	
11	Networking	Integrated 10/100/1000 Ethernet Controller	
		Integrated WIFI 6E with Bluetooth 5.3	
12	Ports	Video: 1 HDMI/VGA, 1 DP	
		USB: 4 USB 3.2 Gen 1, 2 USB 3.2 Gen 2, 2 USB 2.0	
13	Slots	1 PCI Express 4.0 x16	
		1 PCI Express 3.0 x1	
		1 PCI	
		2 M.2 slots for WIFI & SSD	
		2 SATA Ports, 1 Serial Port	
14	Keyboard	Wired Keyboard (Same OEM as Desktop)	
15	Mouse	Wired Mouse (Same OEM as Desktop)	

Cont.

Sr. No	Parameter	Requirement	Compliance (Yes/No)
16	Power Supply	180 W with 85% and above efficiency or better	
17	Security	TPM 2.0 (Hardware)	
18	Manageability	Integrated utility to enables hardware level testing outside the operating system	
		Drivers should be available on OEM Website for download	
19	Certifications	Microsoft Windows 11 Preloaded	
		RoHS, UL, EPEAT, Energy Star	
		ISO 9001,14001,27001 for OEM	
20	Display	27 inch or Higher (Same OEM as desktop) with integrated camera, mic and Speaker, Display Resolution FHD (1920 x 1080) (Connected display Cables must be of same OEM)	
21	Warranty	3 Years onsite Warranty	
22	MS Office Pack	Microsoft Office Home and Business 2024 perpetual Preloaded from OEM factory	
23	Scope of Supply	Supply & Installation (Bidder Scope)	

Name & signature of the tenderer with the company seal:

C) High End Laptop			
Sr. No	Parameter	Requirement	Compliance (Yes/No)
1	Processor	UMA Ultra 7 255U or better	
		Electronic Energy Star labeling (EStar)	
2	RAM	32GB (2x16GB) DDR5	
3	Storage	1TB M.2 NVMe Value Solid State Drive	
4	Lan	Wi-Fi 6E +Bluetooth 5.3	
5	Display	Display 16" FHD IPS 1920 x 1200 Resolution with inbuilt Microphone and speaker	
6	Camera	Integrated 5MP and IR FHD Camera	
7	Sensor	Fingerprint Sensor Included	
8	Battery	55Whr or more Fast Charge 3 cell Battery Included	
9	Adapter	65 Watt USB-C Straight AC Adapter	
		Electronic TCO Certified 9.0 labeling	
10	Warranty	3 Years onsite Warranty	
11	Operating System	Windows 11 Pro 64 Preloaded from OEM factory	
12	MS-Office 2024 Home & Business	Ms-Office 2024 Home and Business (perpetual) Preloaded from OEM factory	
13	Scope	Scope of Supply: Supply & Installation	
14	Backpack	Standard Backpack of same OEM	

Name & signature of the tenderer with the company seal:

QUALIFICATION AND EVALUATION CRITERIA

1. Bidder should submit the ink signed Manufacturing Authorization Form (MAF)
2. Declaration from OEM for quoted product not obsolete in the market at the time of BID submission and should have at least 5 years residual support.
3. Top 5 IDC brand to be quoted. Bidder may submit the Latest report in their technical bid.
4. Malicious code certificate duly signed by OEM of the quoted hardware.
5. Declaration from OEM for warranty as per tender terms.
6. Declaration from OEM for Genuine Operating systems and Microsoft Office from hardware OEM factory.
7. Quoted product should be EPEAT Gold India Certified.
8. Product should be available in the OEM website on or before the tender submission date / tender release date.
9. For Desktops: Power Supply efficiency should be 180Watt with 85% average efficiency or better. For Laptop Power Supply efficiency should be 65W with 85% average efficiency or better.
10. OEM should have experience of more than 15 years in manufacturing/ assembly of PC/Laptop.
11. Declaration from OEM/Bidder: Serial Number of Computers and its warranty period must be available and visible Online on OEM website and can be verified by entering the serial number in OEM Website Only. The OEM website must not redirect to any link, websites, drive, file etc. for the same.
12. Declaration from OEM/Bidder: Serial Number of Computers must be visible when checked through Command Prompt (CMD.exe) and must be matched with the serial number printed on device. No any separate Tool/ device etc. is accepted.

Annexure I**FINANCIAL BID (Part ii) / PRICE SCHEDULE**

(Should be submitted in a separate sealed cover as detailed in section II)

Name of Bidder: _____

Tender No. _____

Sr. No	Item Description	Qty	Unit Rate (INR)	Total Amount (INR) {without GST}	Total Amount (INR) {without GST}	Applicable GST (%)
-	-	(i)	(ii)	(i) x (ii)	(In words)	(extra)
A	Desktop PC (without Graphic Card)	51 Nos				
B	Desktop PC (with Graphic Card)	16 Nos				
C	High End Laptop	1 No				
Total Amount (without GST)						-

Name & signature of the tenderer with the company seal:

Bidder pl. note:

- Bidder to quote all items mentioned in the price bid format. If all items required in the tender document are not quoted, the tender will be considered as incomplete & offer may lead to rejection of the bid.
- Evaluation Method: Total wise evaluation.
- Bidders shall quote rates both in figures and words against each item in English language only. Correction, cutting, omission, should be avoided. Use of correction fluid is not allowed & should be strictly avoided.

BIDDER REGISTRATION FORM

(Mandatory details to be submitted in Technical bid on the bidder's letter head)

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose documentary proof/ evidence as applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.

A	Company Information:	
1	Company Name (as per document):	
2	Address in full (as per document):	
3	Contact Name, Landline no.& Mobile no.): 1) Primary 2) Secondary	
4	Email id: 1) Primary 2) Secondary	
5	GST No.	
B	Bank Information of Payment:	
1	Bank Account Number:	
2	Bank Account Type: Savings/Current Account.	
3	Name of the Beneficiary Bank	
4	Bank name in full:	
5	Bank Branch& Address:	
6	IFSC Code:	

Name & signature of the tenderer with the company seal:

BANK GUARANTEE FORMAT FOR FURNISHING: EMD/BID SECURITY

To
The Director,
National Centre for Polar & 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 _____(Hereinafter called the Bank) are bound unto the NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH, Ministry of Earth Sciences, Govt. of India having its office at Headland Sada, Vasco Goa 403 804, India (herein after called NCPOR 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. NCPOR, the Bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said Bank this ____day of _____ month 20____.

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 NCPOR 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 NCPOR up to the above amount upon receipt of its first written demand, without NCPOR having to substantiate its demand, provided that in its demand the NCPOR 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 _____ month 20____.

(Bidder pl. note: Bank Guarantee if submitted as EMD/Bid security the document should be valid for a period of forty-five days beyond the bid validity period.)

BANK GUARANTEE FORMAT FOR FURNISHING: PERFORMANCE SECURITY

To

The Director,
National Centre for Polar & Ocean Research
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Dear Sir,

1. In consideration of the National Centre for Polar & Ocean Research, Vasco Goa hereinafter referred to as the PURCHASER, which expression shall, unless repugnant to the context of meaning thereof include its successors, representatives and assigns, having awarded in favor of _____ having registered office at _____ hereinafter referred to as the CONTRACTOR, which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, representatives and assigns, as contract, hereinafter referred as the CONTRACT for the supply of _____ on terms and conditions set out inter alia in the PURCHASE ORDER No. _____ dated ____ as "CONTRACT" documents, valued at _____ and the same having been unequivocally accepted by the CONTRACTOR and the CONTRACTOR having agreed to provide irrevocable and unconditional performance bank guarantee for the obligations/ liabilities under the contract equivalent ____ % of the said value of the Contract to the Purchaser amounting to _____ as Contract security in the form of a Bank Guarantee.

2. We _____ hereinafter referred to as 'The Bank' which expression, shall unless repugnant to the context or meaning thereof, include its successors, administrators, representatives and assignees do hereby irrevocably guarantee and undertake to pay the PURCHASER MERELY ON DEMAND WITHOUT any previous notice and without any demur and without referring to any other source, any and all monies payable by the CONTRACTOR by reason of any breach by the said CONTRACTOR of any of the terms and conditions of the said CONTRACT including non-execution of the "CONTRACT AGREEMENT" to the extent of ____ % of the Contract Price upto _____. Any such demand made by the Purchaser on the Bank shall be conclusive and binding absolute and unequivocal not withstanding any difference between the PURCHASER and the CONTRACTOR or any dispute or disputes raised / pending before any court, tribunal, Arbitrator or any other authority.

The Bank agrees that the guarantee herein contained shall continue to be enforceable till this sum due to the PURCHASER is fully paid and claims satisfied or till the PURCHASER discharges this guarantee.

3.0 The Bank further irrevocably guarantees and undertakes to pay any and all monies due and payable by the CONTRACTOR by reasons of non-fulfillment of any of the following obligations.

3.1 For the successful and satisfactory operation of the materials supplied under the said contract as per the specifications and documents.

3.2 That the materials supplied under the said contract shall be new and in accordance with contract documents and be free from all defects in design, engineering, material workmanship and performance including modifications, improvements and replacement for a period of ____ calendar months from the date of commissioning/ _____ months from the date of receipt of materials by the PURCHASER and that upon written notice from the PURCHASER, the CONTRACTOR shall remedy free of expenses, to the PURCHASER, such defects as notices and developed under the normal use of the materials supplied, within the said guarantee period.

4.0 The PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time, to extend the time of performance by the CONTRACTOR. The bank shall not be released from its liabilities under these presents by any exercise of the PURCHASER of the liberty with reference to the matter aforesaid.

5.0 The PURCHASER shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the CONTRACTOR and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants contained or implied in the CONTRACT between the PURCHASER and the CONTRACTOR or any other course of remedy or security available the PURCHASER and the bank shall not be released of its obligations/liabilities under these presents by any exercise by the PURCHASER of his liberty with reference to the matters aforesaid or any of them or by reasons of any other act of forbearance or other acts of omission or commission on the part of the PURCHASER or any other indulgence shown by the PURCHASER or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank Guarantee. The Bank further undertakes not to revoke this guarantee during its currency without the previous consent of the PURCHASER.

6.0 The Bank further agrees that the decision of the PURCHASER as to the failure on the part of the CONTRACTOR to fulfil their obligations as aforesaid and/or as to the amount payable by the Bank to the PURCHASER hereunder shall be final, conclusive and binding on the Bank.

7.0 The bank also agrees that the Purchaser shall be entitled at his opinion to enforce this guarantee against the Bank as a principal debtor, in the first instance not withstanding any other security or guarantee that it may have relation to the CONTRACTOR's liabilities.

8.0 This guarantee will not be discharged due to the change in the constitution of the Bank or the CONTRACTOR/ SUPPLIER.

9.0 Notwithstanding anything contained here in above, our liability under this bank guarantee shall not exceed _____ (). This bank guarantee shall be valid and continue to be valid until such time purchaser discharges this bank guarantee under its seal and authority upto _____. It is a condition to our liability for payment of the guarantee amount or any part thereof arising under this bank guarantee that we receive a valid return claim or demand for payment under this bank guarantee during the subsistence of this guarantee and prior to its valid discharge, failing which our liability under this bank guarantee will automatically cease.

WITNESS:

1. (Printed Name)_____ SIGNATURE_____

Designation_____ Date: _____

2. (Printed Name)_____ SIGNATURE_____

Designation_____ Date: _____

(Signature with name in block letters and with designation)

Bank's Common Seal

(Bidder pl. note: Bank Guarantee if submitted as Performance Security the document should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.)

COMPLIANCE ON THE TENDER TERMS AND CONDITIONS

(Mandatory to be submitted in Technica bid on the bidder's letter head)

To,
The Director,
National Centre for Polar & Ocean Research
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Ref.no.: TENDER NO: NCPOR/PS/All-Dept/PT-01 for the Supply & Installation of Desktop PC's & High-End Laptop.

I/ We have read all the instructions, terms and conditions of the tender documents. I/We shall comply with, abide by, and accept without variation/deviation on all the instruction along with terms & conditions of the Tender Document listed under section II to VIII.

If any variation/deviation mentioned elsewhere in our bid, contrary terms and conditions shall not be recognized and shall be null and void.

Name & signature of the tenderer with the company seal: