

# *TENDER DOCUMENT FOR*



## *SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE*

*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/SOE-50315/PT-14.**

**TENDER FOR SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE.**

1.	<b>SUPPLY OF HIGH PRECISION MICROBALANCE &amp; ANALYTICAL BALANCE</b> <b>Specifications</b> <b>Quantity</b>	As per Annexure-I 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	<p><b>Tender documents can be downloaded by tenderers from NCAOR website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of Bank Draft in a separate envelope along with the tender.</b></p> <p><b>Bidders shall submit EMD along with their tender, either by DD drawn in favor of NCAOR, for a sum of ` 15,000/- (Rupees Fifteen Thousand only) payable at Vasco-da-Gama only.</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>In the form of a bank guarantee for a sum of ` 15,000/- (Rupees Fifteen Thousand only)</b></p>
6.	Last Date and time for issue of tender documents	<b>MONDAY</b> <b>21.10.2013</b> 1600Hrs (IST)
7.	Last Date and time for submission of sealed quotations	<b>TUESDAY</b> <b>22.10.2013</b> 1700Hrs (IST)
8.	Date and time of tender opening	<b>WEDNESDAY</b> <b>23.10.2013</b> 1000Hrs (IST)

**SPECIFICATIONS FOR HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE.**

<b>Sr. No</b>	<b>Description</b>	<b>Qty</b>
01	<p>High Precision Microbalance</p> <p>Specifications:</p> <p>Maximum Capacity:&lt;25 g</p> <p>Readability:1 µg</p> <p>Minimum weigh: 2 mg</p> <p>Fast Settling time:&lt;5s</p> <p>Automatic adjustment with internal weights, time-and temperature controlled adjustments</p> <p>Sensitivity: offset:&lt;5x10<sup>-6</sup>•Rnt</p> <p>Sensitivity temperature drift:1x10<sup>-6</sup>/°C•Rnt</p> <p>Free height above weighing pan:</p> <p>At least 10 cm</p> <p>Automatic door opening, dual side sample loading facility, Multiple unit display mode (SI units), perform differential weighing, digital display, taking over all ranges of weight</p> <p>Optional: Hands-off sample loading</p>	01 No.
02	<p>Analytical Balance</p> <p>Specifications:</p> <p>Maximum Capacity:&lt;250 g</p> <p>Readability:0.1 mg</p> <p>Pan diameter:80-100 mm</p> <p>Automatic adjustment with internal weights,</p> <p>Free height above weighing pan:</p> <p>At least 30 cm</p> <p>Enclosed pan, dual side sample loading facility, Multiple unit display mode(SI units), digital display, Display and balance should be a single unit</p>	01 No.

**TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF HIGH PRECISION  
MICROBALANCE & ANALYTICAL BALANCE.**

<b>SR. NO.</b>	<b>SPECIFICATIONS FOR SUPPLY OF HIGH PRECISION MICROBALANCE &amp; ANALYTICAL BALANCE</b>	<b>COMPLIED/ NOT COMPLIED</b>	<b>EXTRA FEATURES</b>
<b>1</b>	High Precision Microbalance Specifications: Maximum Capacity:<25 g Readability:1 µg Minimum weigh: 2 mg Fast Settling time:<5s Automatic adjustment with internal weights, time- and temperature controlled adjustments Sensitivity: offset:<5x10 <sup>-6</sup> •Rnt Sensitivity temperature drift:1x10 <sup>-6</sup> /°C•Rnt Free height above weighing pan: At least 10 cm Automatic door opening, dual side sample loading facility, Multiple unit display mode (SI units), perform differential weighing, digital display, taking over all ranges of weight Optional: Hands-off sample loading		
<b>2</b>	Analytical Balance Specifications: Maximum Capacity:<250 g Readability:0.1 mg Pan diameter:80-100 mm Automatic adjustment with internal weights, Free height above weighing pan: At least 30 cm Enclosed pan, dual side sample loading facility, Multiple unit display mode(SI units), digital display, Display and balance should be a single unit		

**TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION**

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

2) The technical and financial bids should be submitted in two separate sealed covers, super scribing “Part –I Technical Bid for\_“**SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE,**”, Tender No., due date and “Part-II Financial bid for **“SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE,**”, Tender No., due date. Both the bids should be kept in a single cover by super scribing tender for **“SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE,**”, sealed and addressed to the **Director, National Centre for Antarctic & Ocean Research, Headland-Sada, Vasco-da-Gama, Goa – 403 804.** Offer sent through fax will not be accepted.

3) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. **Incomplete and unsigned bids will not be considered at all.**

4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.

5) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.

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 up to maximum of 5%.

7) **Technical bid should contain EMD.**

**Bidders** shall submit **EMD** along with their tender, **either By DD** drawn in favor of NCAOR, for a sum of ` 15,000 /- (Rupees Fifteen Thousand only) payable at Vasco-da-Gama only **or in the form of a bank guarantee** for a sum of ` 15,000/- (Rupees Fifteen Thousand only) from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing of the tender as per the proforma enclosed. This bank Guarantee in original shall be submitted along with

the technical bid only.

**Tender without EMD in the envelope containing technical bid shall be summarily rejected.** The EMD of unsuccessful bidders shall be returned within 30 days of the award of contract.

**The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender if any respect within the period of validity of his tender.**

8) The **warranty period** and the kind of **post-warranty support** should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract.

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

10) 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.

11) 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.

12) **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.

13) **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.

14) 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.

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

16) **Technical Bid should contain** all details and specifications of the equipment offered, delivery schedule, warranty, payment term, installation, commissioning, training, post-warranty, user-list, service support **WITHOUT PRICE** and **Financial bid should contain** details of the price(s) of the item(s) quoted in the technical bid. The Technical bid should not contain any references to the pricing.

**In case the technical bid contains any direct or indirect reference to quoted price the bid is liable to be rejected.**

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

18) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Only technical bids will be opened on the date and time mentioned in the tender document. The financial bids of those tenderers whose technical bids are found to be meeting our specifications only will be opened in their presence at date and time to be notified later.

19) 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 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 and incase of imported stores by **irrevocable letter of credit**. 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) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with **“SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE”**.

22) **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.

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

24) **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.

25) **Training/installation charges** should be clearly indicated including the scope of training.

26) 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.

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

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

29) 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.

30) 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.

**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. **Reference of reputed Customers.**
- k. **Details of the highest order executed and value thereof.**
- l. **Authorization from Manufacturer/Supplier attached.**
- m. **Tender fee submitted/enclosed.**
- n. **E.M.D. attached with TECHNICAL BID.**
- o. **Technical Specifications/Literature/Brochure attached.**
- p. **Tender Acceptance.**

**TENDER ACCEPTANCE UNDERTAKING**

To

The Director,  
NCAOR, Headland Sada,  
Vasco – Goa.

Having examined the tender document for **“SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL 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

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

**To**

**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH  
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA**

Whereas \_\_\_\_\_  
(Hereinafter called the “tenderer”

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*NATIONAL CENTRE FOR ANTARCTIC AND OCEAN RESEARCH*

has submitted their offer dated \_\_\_\_\_  
 for the supply of \_\_\_\_\_  
 (Herein after called the "tender")

WE \_\_\_\_\_ of having our registered office  
 At \_\_\_\_\_ are bound unto the NATIONAL  
 (Hereinafter called the Bank)

CENTRE FOR ANTARCTIC & OCEAN RESEARCH, Ministry of Earth Sciences, Govt. Of India having its office at Headland Sada, Vasco Goa 403 804, India (herein after called NCAOR which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns) in the sum of \_\_\_\_\_ for which payment will and truly to be made to. NCAOR, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

THE CONDITIONS OF THIS OBLIGATION ARE:

- 1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the tenderer having been notified of the acceptance of his tender by NCAOR during the period of its validity.
  - 2.a) If the tenderer fails to furnish the Performance security for the due performance of the contract.
  - 2.b) Fails or refuses to execute the contract

We undertake to pay NCAOR up to the above amount upon receipt of its first written demand, without NCAOR having to substantiate its demand, provided that in its demand the NCAOR will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2013.

**Signature of the bank**

**NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH**  
*(Ministry of Earth Sciences, Govt. Of India)*  
**Headland Sada, Vasco-da-Gama GOA 403 804, INDIA**  
**Tel: 91- (0) 832 2525571 Telefax: 91- (0) 832 2525573**  
**Email: [warlu62@ncaor.gov.in](mailto:warlu62@ncaor.gov.in) Website: [www.ncaor.gov.in](http://www.ncaor.gov.in)**

**PUBLIC TENDER**

Director, National Centre for Antarctic & Ocean Research (NCAOR) invites sealed tenders in two-parts (part I – Technical bid & part II Financial bid) super scribing Tender No. Item and due date from well established/ reputed manufacturers / authorized and bonafide vendors for supply of the following:-

Sl. No.	Tender No.	Item Description	Qty.	Cost of Tender Doc.		EMD	
					US\$		US\$
1	NCAOR/AES-11198/ PT-13	CHEMICAL RESISTANCE AND OIL RETENTION HDPE/GEO MEMBRANE LINER.	01 Lot	1000/-	40.00	35,000/-	650.00
2	NCAOR/SOE-50315/PT-14	SUPPLY OF HIGH PRECISION MICROBALANCE & ANALYTICAL BALANCE	01 No.	500.00	-	15,000.00	-
3	NCAOR/SOE - 50307/PT-15	SUPPLY OF UV-VIS MULTIPURPOSE SPECTROPHOTOMETER	01 LOT	1000.00	40.00	35,000.00	700.00
4	NCAOR/AES-11197/ PT-16	SUPPLY OF SOLID WASTE/FOOD WASTE INCINERATOR SYSTEM	01 No.	1,000.00	-	35,000.00	-

Last date for issue of tender documents : **21.10.2013**

Last date for submission of quotation : **22.10.2013**

The details of tender documents are also available in our website <http://www.ncaor.gov.in> and Central Public Procurement Portal <http://eprocure.gov.in>. Interested suppliers may download the details and submit the quotation on or before the due date along with tender fee.

**The quotation without tender fee will not be considered.**

Tender forms can be obtained from the Procurement section of NCAOR on all working days either by post or in person between 1000 – 1600 hours on payment of tender fees in the form of crossed Demand Draft payable at Vasco-da-gama only, from a Nationalized bank drawn in favor of NCAOR along with separate requisition indicating tender number and item. Tender forms can be obtained by speed post by remitting ` 50/- by Indian bidders 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 23.10.2013** 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**