



**National Centre for Polar and Ocean Research**  
Ministry of Earth Sciences (Government of India)

Headland Sada, Vasco-da-Gama,

Goa – 403804 (India)

## **Tender Document**

**Non-Comprehensive Maintenance Contract of 7.2  
meter C-Band Antenna System installed at NCPOR,  
Goa**

**Tender No. AL-11026(22)/1/2024**

**Date-10/01/2025**

## **Invitation to Tender**

**Tender Enquiry No: AL-11026(22)/1/2024**

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## 1. NOTICE INVITING TENDER

Sealed tenders are invited by the Director, National Centre for Polar and Ocean Research (NCPOR) for an “Onsite Non-Comprehensive Maintenance and Repairs Contract of 7.2 meter C-Band Antenna System installed at National Centre for Polar and Ocean Research, Goa, for two years as given in the schedule of this tender enquiry. The details for the tender are given in the table below:

1.1	<b>Tender Number</b>	AL-11026(22)/1/2024	
1.2	<b>Description</b>	Non-Comprehensive Two Year Maintenance Contract of 7.2 meter C-Band Antenna System installed at NCPOR, Goa	
1.3	<b>Contract Period</b>	Two Years (02), tentatively 25/03/2025 to 24/03/2027	
1.4	<b>Last date and time of submission</b>	24/02/2025 at 17:00 hrs (IST)	
1.5	<b>Date and time of opening of bids</b>	Technical Bid (Cover-I)	Thu 27 <sup>th</sup> Feb, 2025, 11:00 Hrs.
		Financial/Price Bid(Cover-II) For technical qualified Bidders only	Within Three weeks from the date of opening of Technical Bids, date shall be confirmed later.
1.6	<b>Bid Bond /EMD</b>	INR 1,50 ,000/-	
1.7	<b>Bid Validity</b>	90 days from date of opening of Financial Bid	
1.8	<b>Bid Bond Validity</b>	150 days from date of opening of Financial Bid	
1.9	<b>Contract Value</b>	Contract value will be the total cost for A) Two years AMC cost for the maintenance of 7.2 meter antenna. B) Sum of per visit Cost for Engineer/Technician after 06 mandatory visits in a year. C) Cost of daily rental for the equipment/spares after 60 days lead time of repair. D) One-time Cost of painting full antenna.	
1.10	<b>Security Deposit/ Performance Bank Guarantee (PBG)</b>	Security Deposit will be 05% of the Contract Value Validity-60 days beyond Bidders period of two years tentatively as June 2027.	
1.11	<b>Correspondence address</b>	Group Director (Antarctic Operations & Infrastructure)	

		National Centre for Polar & Ocean Research (NCPOR) Ministry of Earth Sciences, Govt. of India (MoES) Headland Sada, Vasco-da-Gama, Goa – 403 804. (India) Email: <a href="mailto:enquiry.logistics@ncpor.res.in">enquiry.logistics@ncpor.res.in</a> Phone: +91 832 2525520/523
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The tender will be governed as per the enclosed instruction to bidders.

Bidders are advised to submit the Bid complete in all respects as per requirement of tender document clearly specifying their acceptance to all the clauses of Bid evaluation criteria, terms & conditions and compliance to the technical specification, mandatory requirement etc. Tender document can be downloaded from NCPOR website [www.ncpor.res.in](http://www.ncpor.res.in). General enquiries, other information regarding the tender or project can be obtained by the prospective bidders from NCPOR by dialing the above number between 10:00 and 17:00 hrs. (IST) from Monday to Friday, except public holidays or by writing an email.

Bidders are invited to offer Non- Comprehensive Maintenance Contract for 01 No. 7.2 meter C-Band Antenna System installed at National Centre for Polar and Ocean Research, Goa, for two years as given in the schedule of this tender enquiry.

S. No	Description	Qty	Year of Installation	Place of Installation	Present Status
01	7.2 meter Antenna	01	2013	NCPOR, Goa	Working OK

## 2. Scope of Work:

2.01 The Contractor will have to visit at site at least once in every 04 months to provide the preventive maintenance as per Annexure –I during the contract. Total 06 visits shall be covered in the AMC without any restriction on the number of days for each visit. Beyond specified 06 visits, bidders shall quote their price in the price bid format for each visit irrespective of the number of days required for the work.

2.02 The Contractor will be responsible for inspecting and maintaining the mechanical and electrical functionality of the aforementioned antenna and their subsystems, such as cables, tray, etc. Faulty and damaged parts shall be replaced from NCPOR's inventory or from contractor's account in consultation with NCPOR. Items replaced by the contractor shall be separately purchased by NCPOR and provided to the Contractor for replacement preferably within 60 days. During the specified period, the Contractor must plan for spare parts to keep the system functioning during the breakdown and repair lead time. The Contractor will be responsible for arranging manpower, scaffolding, ladders at their own expense, and no further amount will be paid on this account for repairing the items as needed on the job site.

2.03 The Contractor will have to check all operational settings of Antenna Control Unit, Motor Control Unit, Beacon Tracking Receiver, Motors and Encoders etc. during each visit. Requisite configuration of the same shall be done as and when required.

- 2.04 All the consumable items like, grease, paint, cleaning material, waste cloth, etc. as required must be supplied by the Contractor.
- 2.05 The Contractor will have to check for any damages during each visit and fix the same, for smooth functioning of antenna. All the general & special tools-tackles required for proper maintenance and repairs/ breakdown, etc. for antenna shall be arranged by the bidder at his own cost.
- 2.06 The Contractor will be required to attend remedial service against breakdown calls within 48 Hours.
- 2.07 Multiple visit during single breakdown call shall be considered as 01 visit only until it is Closed.
- 2.08 The Contractor will paint the antenna entirely once during the Contract period of 03 years, with greasing and degreasing. However, NCPOR will confirm the painting time according to the condition and health of the antenna system during the period.
- 2.09 The bidders will have to provide contact details for 24x7 customer support for breakdown call reporting. Remote assistance for minor troubleshooting should be made available by the Contractor over phone/ video call when required by NCPOR.
- 2.10 Any equipment damaged due to Act of God, the cost of maintenance/repairs/replacement of equipment, in such conditions, shall be borne by NCPOR.
- 2.11 Email shall be the mode of communication.

### 3. General Instructions

- 3.1 Interested bidders must visit the site and inspect the Antenna System physically at least two weeks prior to the last date of bid submission as indicated at S. No. 1.4 between 10:00 hrs. – 16:30 hrs. By seeking prior appointment over phone no. 0832-2525523. It is mandatory for bidders to inspect the antenna system as per the stipulated time period. Bidders who do not inspect the antenna system shall not be qualified for submission of tender. Inspection report as per Annexure-II should be attached along with the bid.
- 3.2 All Entire tender document (signed and stamped on all pages) should be submitted in a sealed cover, super scribed with the tender number & name of the work. Tenders should be dropped in the drop box kept in the Antarctic Operations Division before the closing date and time. In case Tenders are sent by post/courier/email it should be addressed as stated in Sr No 1.11. NCPOR is not responsible for any postal/transit delay. Late tenders will be rejected out rightly. If the Tender Opening day happens to be a holiday then tenders will be opened on the next working day on the same time.
- 3.3 The bidders are requested to go through the instructions and terms & conditions given in the tender document. Failure to furnish all required information duly indexed and page numbered will be at the bidder's risk and may result in the rejection of the tender.
- 3.4 NCPOR reserves the right to accept or reject any or all the tenders in part or in full without assigning any reasons.

- 3.5 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
- 3.6 At any time, prior to the date of submission of the tender, the NCPOR may, for any reasons, modify bid documents by amendments.
- 3.7 NCPOR may, at its discretion, extend the deadline for submission of tender.
- 3.8 The tender shall remain valid for a duration indicated at S. No. 1.7. A tender valid for a shorter period shall be rejected by NCPOR being non- responsive.
- 3.9 The bidder shall be responsible for ensuring safety of personnel at the job site at NCPOR. All workers must wear appropriate safety gear, such as helmets and harnesses when working on the antenna system. NCPOR will halt the work if the bidder fails to comply with the safety regulations while working in NCPOR.

#### 4. Currency of Bid

Bidders should quote in Indian Rupees only and all payments shall be made in INR only.

#### 5. Payments

- 5.1 There shall be no advance payment.
- 5.2 Pro-rata invoice shall be prepared and submitted by the Contractor to NCPOR on a monthly basis for the AMC annual cost. Rental charges for the Contractor's spares, if provided or number of visits exceeding the guaranteed number of visit shall be appropriately billed and submitted in the monthly invoice.
- 5.3 If the downtime for repair of components exceeds 08 days (192 Hours) from the first reporting by NCPOR, and if the damaged instrument or faulty system requires replacement or repair, the Contractor shall be responsible for arranging the temporary replacement of the faulty instrument for the period of 02 months (60 Days) to make the system in working condition and give the lead time to NCPOR for the repair or to buy the system. If NCPOR could not get the faulty component repaired or procured within 60 days, the Contractor, for the subsequent days, shall charge NCPOR on a daily basis for the rental of the replacement. The Contractor shall share the daily rental charge of the component in the financial bid at Annexure-IV.
- 5.4 The rental period shall commence on the day the system is made fully operational by the Contractor following the replacement or repair of the faulty system subsequent to the first reporting by NCPOR.
- 5.5 The payment for the painting of antenna shall be made at the agreed price after successful completion of work and submission of invoice by the contractor.
- 5.6 Payment shall be made by NCPOR within 30 days of submission of invoice.
- 5.7 TDS, as applicable, shall be deducted.

## 6. Price Escalation:

There shall be no price escalation during the Contract and extended period/s.

## 7. Taxes

The Contract price quoted by the bidder shall be inclusive of all taxes and levies. As necessary, taxes shall be deducted at source by the client as per applicable law. Any change in the taxes, levies and duties imposed by the Indian Government after signing the Contract for services shall be made by the Client on production of documentary evidence.

## 8. Penalty Clause

In the event of breakdown of the system due to components listed in Annexure-IV, the replacement shall be arranged by the Contractor within 08 Days (192 Hours) and system be restored. If the Contractor fails to restore the system within stipulated period, payment for the days when the system is not working shall be deducted on pro-rata basis from the monthly invoice until the system is restored either by the temporary replacement from the Contractor or by NCPOR making the component available. The payment for the painting of the antenna, if successfully completed, shall be payable, however.

## 9. Award Criteria and signing of agreement

The Client (NCPOR) will award the Contract to the Bidder whose Bid has been determined to be responsive to the tender and who has offered the lowest evaluated Bid Price, provided that such Bidder has been determined to be eligible and qualified in accordance with the provisions of the tender.

A contract agreement shall be signed LOI and PBG.

## 10. Period of Contract

10.1 The Period of Contract shall be for 02-years being 2025-27, (Refer 1.3)

10.2 In the event of the Contract being extended considering the performance of the services rendered to be satisfactory, the Bidder/Contractor shall confirm in writing their acceptance for the extension of the Contract before 90 days of completion of contract, failing which it shall be assumed that the Contractor is not interested in continuation of the Contract for the succeeding year.

10.3 If the Contract is extended with mutual consent, the Contractor shall extend the validity of security deposit / Performance bank guarantee for the succeeding years or shall submit a fresh performance bank guarantee for the extended year as directed by NCPOR.

10.4 In case the Contractor withdraws his acceptance for the extension of the Contract for the agreed succeeding years/expeditions at a later date, the Security Deposit / Performance bank guarantee and the balance payments of the on-going Contract period shall be forfeited.

## 11. Bid Bond/ Bank Guarantee/ Performance Security

11.1 The Bidder shall submit a Bid Bond/ Earnest Money Deposit (EMD) at the time of submission of the Bid as per format prescribed in Annexure III.

11.2 The successful bidder shall provide security deposit equivalent to 05% of 2-year Contract Value (as defined at S. No 1.10. ) in the form of Bank Draft or Bank Guarantee within 14 days of receipt of letter of acceptance and the same will be refunded/returned after 60 days of successful completion of the Contract period (if not extended).

11.3 The initial Performance Bank Guarantee shall be valid for 26 months from the date of Letter of Intent.

11.4 Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the Bid Bond/EMD.

## 12. Termination

12.1 The Client or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

12.2 Services provided by the Contractor and certified by the Representative of NCPOR/ Nominee while not paid by the Client to the Contractor within 60 days of the submission of the invoice.

12.3 The Contractor is not providing services to the Client to desired levels.

## 13. Payment upon Termination

If the Contract is terminated because of a fundamental breach of Contract by the Contractor, authorized representative of NCPOR shall issue a certificate for the work done till date. If the total amount due to the Client exceeds any payment due to the Contractor, the difference shall be a debt payable to the Client by the Contractor.

## 14. Contractor's Risks

All risks or losses or damages to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks are the responsibility of the Contractor.



## 15. Compliance with labour regulations

The Contractor shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all necessary crew and for their payment.

During continuance of the Contract, the Contractor and his sub-Contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Government or local authority and any other labour law (including rules) regulations, byelaws that may be passed or notification that may be issued under any labour law in future either by the State or Government or the local authority. The Contractor shall keep the Client indemnified in case any action is taken against the Client by the competent authority on account of contravention of any of the provisions of any Act or Rules made there under, regulations or notifications including amendments. If the Client is caused to pay or reimburse such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the Notifications/ Byelaws/ Acts/Rules/Regulations including amendments if any, on the part of the Contractor, the Client or his nominee shall have the right to deduct any money due to the Contractor including his amount of performance security. The Client or his nominee shall also have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by the Client.

The Employees of the Contractor and the Sub-Contractors in no case shall be treated as the employees of the Client at any point of time.

## 16. Force Majeure

Neither of the parties hereto shall be considered in default in performance under the Contract if such performance is prevented or delayed by events such as war, civil war (whether declared or not), civil commotion, hostilities, revolutions, riots, strikes, lockouts, conflagration, epidemics, accident, fire, drought, earthquake, or ordinance of any government or of any sub division thereof, or any act of God or causes beyond the reasonable control of the party affected, provided notice in writing is provided within 10 days, failing which within the shortest period from NCPOR to Contractor and vice versa. Soon after the cause of force majeure has been removed, the party whose ability to perform its obligation has been affected shall notify the other of such cessation and the actual delay occurred due to such affected activity providing necessary evidence in support thereof. From the date of occurrence of the force majeure, the obligations of the party shall be suspended during the continuance of any inability resulting there from have been removed and the agreed time of completion of the respective obligation under this agreement shall stand extended by a period equal to the period of delay occasioned by such events. Should one or both parties be prevented from fulfilling the obligations by state of force majeure lasting for a period of more than one month, the two parties shall consult each other and decide on the future execution of the Contract.

## 17. Arbitration:

Any dispute arising during of the contract shall be amicably resolved. However, if the need arises the place for arbitration proceedings will be at Goa.

## 18. Eligibility Criteria:

18.1 The bidder should have at least 5 years of in maintaining Experience Required for communication or data reception antenna of 5-meter or bigger size.

18.2 The bidder should have executed at least two work orders of no less than INR 30 lakhs related to AMC of communication or data reception antenna of 5-meter or bigger size.

18.3 The bidder should have the turnover of INR 1.15 Crore in the last three financial year.

## Annexure I

### Scope of Preventive Maintenance Work

#### In Antenna and Controller:

- Cleaning & Greasing of El Jack with gear box and motor
- Cleaning & Greasing of Az drive with gear box and motor
- Cleaning & Greasing of Feed drive system including gear, pinion and motor.
- Checking the tightness of Antenna Hardware (Mount & Hub bottom)
- Checking the Az, El & Feed Limit Switch functionality.
- Cleaning the Mount, Yoke & Hub (MS Parts) with rust remover and applying Galvanized spray wherever necessary.
- Optimizing the Antenna to Satellite, if required.
- Fixing any issue related to backlash in drive system.
- Fixing any issue related to cassegrain feed system
- Calibrating the ACU, MCU & Encoders, if required.
- Checking the electrical cables for any damages and replacing if required.
- Checking the dehydrator pipe for any damages.
- Checking the electrical points near the Antenna and RF room.
- Replacing feed cover if required.
- Sealing of outdoor connectors with weather proof tape.
- Replacing bellow cover if damaged.
- Checking the stability / performance of item by monitoring the values.
- Log report will be prepared and corresponding values will be noted.

#### In RF Items and Waveguides etc.:

- Checking the stability / performance of item by monitoring the values.
- Log report will be prepared and corresponding values will be noted.
- Check the exhaust fans functionality.
- Cleaning the dust with blower.
- Any leakage from waveguides should be arrested.

## Annexure-II

**(To be filled in by the Bidder)**

### **Pre site visit Inspection report (to be submitted alongwith the BID)**

1. Tender No.:
2. Name of the Engineer / Representative:
3. ID card No. (Any Govt issued valid ID card / Company ID):
4. Company Name:
5. Address for communication:
6. GST No.:
7. All components as per the tender has been thoroughly checked (YES / NO):
8. All doubts have been clarified (YES / NO):
9. Date of site visit:
10. Time of site visit:
11. This pre visit mandatory form should be uploaded online while submitting the tender.  
Your bid will not be considered, if this form is not uploaded.

Signature of the NCPOR Representative

Signature of Bidder with Stamp

## Annexure – III

**(To be filled in by the Bidder)**

### **SPECIMEN BID BOND FOR EARNEST MONEY (Bid Bond Format)**

To be enclosed with cover no 1 if submitted in this form

(The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated. To be executed on Rs.100/- non-judicial Stamp Paper).

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[Bank's Name and Address of Issuing Branch or Office]

**Beneficiary:** \_\_\_\_\_ [Name and Address of Client]

**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

We have been informed that [*name of the Bidder*] (hereinafter called "the Bidder") has submitted to you its Tender dated (hereinafter called "the Tender") for the execution of [*name of Contractor*] under Invitation for Tenders No. AL-\*\*\*\*\*. Furthermore, we understand that, according to your conditions, Tenders must be supported by a Bid Bond/ EMD.

At the request of the Bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [*amount in figures*] [*amount in words*] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligations(s) under the Tender conditions because the Bidder:

- (a) has withdrawn its tender during the period of tender validity specified by the Bidder in the Form of Tender; or
- (b) having been notified of the acceptance of its Tender by the Client during the period of Tender validity, (i) has failed or refused to execute the Form of Agreement, as required, or (ii) has failed or refused to furnish the performance guarantee in accordance with the Instructions to Bidders.

This guarantee will expire unless otherwise extended under terms of Contract on being informed by the client of the following: the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and the performance guarantee issued to you upon the instruction of the Bidder; or

- (c) if the Bidder is not the successful Bidder, upon the earlier occurrence of
  - (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or
  - (ii) twenty-eight days after the expiration of the Bidder's Tender or any extended period thereof;

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

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*[signature(s)]*

*[Authorization letter from the issuing bank that the signatory of this BG is authorized to do so should also be enclosed]*

## Annexure- IV

(To be filled in by the Bidder )

### PRICE BID FORMAT

- *Eligible bidder whose A) Two year AMC cost for the maintenance of 7.2 meter antenna, B) sum of per visit Cost for Engineer/Technician after 06 mandatory visit in year, C) Cost of daily rental for the equipment/spares after 60 days lead time of repair and D) Cost of painting full antenna are minimum shall be considered as L-1 bidder and awarded the Contract.*

**Tender for Onsite Non-Comprehensive Maintenance and Repairs Contract of 7.2 meter C-Band Antenna System installed at National Centre for Polar and Ocean Research, Goa**

Dated:    /    / 2025

To,

**The Director  
National Centre for Polar and Ocean Research (NCPOR),  
Ministry of Earth Sciences (Government of India),  
Headland-Sada,  
Vasco-da-Gama,  
GOA - 403804,  
India**

**Subject:** Tender for Onsite Non-Comprehensive Maintenance and Repairs Contract of 7.2 meter C-Band Antenna System installed at National Centre for Polar and Ocean Research, Goa

Dear Sir,

With reference to your tender number AL-\*\*\*\*\*, I/We, having examined the document and understood its contents, here by submit my/our lowest financial offer for the aforesaid project. The price Bid is unconditional.

S. No.	Description of work in brief	Quantity	Unit	Indian National Rupees (INR)		
				Rate	Tax	Total with Tax
				(1)	(2)	(3)
A.	Two Year AMC Cost for the onsite-non comprehensive maintenance and repair contract of 7.2 meter C-band antenna.	01	No.			
B.	Per Visit Cost for the engineer/technician after 06 anticipated visit in a year	01	No.			
C.	<b>Cost of Per Day rental spare component</b>					
	C.1. Motors (AZ motor, EI motor, Feed Motor)	01	No.			
	C.2. BUC	01	No.			
	C.3. Waveguide( Rigid and flexible) WR137	01	No.			
	C.4.SSPA	01	No.			



	C.5. Motor Control Unit	01	No.			
	C.6. Up Converter	01	No.			
	C.7. Down Converter	01	No.			
	C.8. Antenna Control Unit (ACU)	01	No.			
	C.9. BTR	01	No.			
	C.10. Modem	01	No.			
	C.11. Switches	01	No.			
D.	<b>One Time Cost</b> of painting of complete antenna, with greasing and degreasing of antenna. The Polyurethane paint material should be of Grand Polycot make or Equivalent. The painting will be done in the third year of the contract period or as required by NCPOR.	01	Lump			