

**E-TENDER DOCUMENT FOR THE SUPPLY OF  
COMPUTERS**

**TENDER REF No.**

**MoES/CMLRE/1-4(2)/2020**

**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES  
CENTRE FOR MARINE LIVING RESOURCES AND ECOLOGY  
COCHIN,  
INDIA**

***JULY 2020***

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MINISTRY OF EARTH SCIENCES  
CENTRE FOR MARINE LIVING RESOURCES AND ECOLOGY  
COCHIN - 682 037

MoES/CMLRE/1-4(2)/2020

Date: 27.07.2020

To,

Dear Sir / Madam,

You are invited to submit your most competitive ON LINE quotation through the Central Public Procurement (CPP) portal web site <https://eprocure.gov.in/eprocure/app> in Two cover system (Technical and Financial) on or before the prescribed date and time for the supply of following Scientific Instruments:

**I) Partitioning of Room Allotted for Administration**

Manual bids shall not be accepted except for the original documents/ instruments, if any manual submission asked in this tender.

The details of tender items and specifications are available in the tender document which can be downloaded from <http://www.cmlre.gov.in> and Central Public Procurement(CPP) portal website <https://eprocure.gov.in/eprocure/app> and the bid is to be submitted ON-LINE only on <https://eprocure.gov.in/eprocure/app> upto the last date and time of submission of tender.

1. Brief Details of Tender

Sl.No.	Details	Description
(i)	Name of Work	Partitioning of Room Allotted for Administration
(ii)	Tender Reference No.	MoES/CMLRE/1-4(2)/2020
(iii)	Required Validity of Bid	90 days from the date of opening of Tenders
(iv)	Tender document fees	N.A.
(v)	Language of Bid	English
(vi)	Bid Currency	Indian National Rupee (INR)

2. Complete tender can be viewed and submitted through <https://eprocure.gov.in/eprocure/app>. To use the Electronic Tender portal <https://eprocure.gov.in/eprocure/app>, bidders need to register on the CPP portal.

**3. Important Instructions to bidders for online bidding**

3.1 The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal (CPP) portal <https://eprocure.gov.in/eprocure/app> using valid Digital Signature Certificates.

**3.2 SUBMISSION OF BIDS**

i) Bidder should log into the CPP site well in advance for bid submission so that bidder can upload the bid in time on or before the bid submission date & time.

- ii) While submitting the bids online, the bidder shall read the term & conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
- iii) Bidders select the payment option as off line to pay the EMD and enter details of the DD/BC/BG/others, if any asked in the tender.
- iv) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- v) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vi) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of the less than 1 MB, the transaction uploading time will be very fast.
- vii) If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modifications of the price schedule shall render it unfit for bidding.**

**Bidders shall download the Schedule of Quantities & Prices , in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. The technical bid also uploaded in CPP Portal in the appropriate place.**

**If the template of Schedule of Quantities & Prices file is found to be modified/ corrupted in the eventuality by the bidder, the bid will be rejected.**

- viii) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.****
- ix) After the bid submission (i.e. **after clicking “Freeze Bid Submission”** in the portal), the bidders shall **take print out of system generated acknowledgement number** and keep it as a record of evidence for online submission of bid , which will also act as an entry pass to participate in the bid opening (if any) or for records.
- x) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time

of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

### **3.3 ASSISTANCE TO BIDDERS**

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender of the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP portal in general may be directed to the 24 x 7 CPP Portal Helpdesk and the Toll Free numbers are given in the website.
- (iii) Clarifications, if any required to be sought on this tender may be obtained through writing letter, addressed to The Director, Centre for Marine Living Resources and Ecology, Atal Bhavan, LNG Road, Puthuvypu, Ochanthuruth P.O, Kochi -682508 OR email to [vargheseyohannan@cmlre.gov.in](mailto:vargheseyohannan@cmlre.gov.in), OR [director@cmlre.gov.in](mailto:director@cmlre.gov.in).
- (iv) Bidders should submit/ upload their bid in CPP Portal, digitally signed and placed in appropriate covers/ places only.

-Sd/-  
Director, CMLRE

SCHEDULE TO TENDER

1	Tender Reference No.	:	MoES/CMLRE/1-4(2)/2020
2	Name of Organization	:	Centre for Marine Living Resources and Ecology
3	Type of Tender	:	OPEN - e- Tender
4	Description of the Item	:	Partitioning of Room Allotted for Administration
5	Quantity	:	01 Nos.
6	Date of issue / publishing	:	28.07.2020
7	Document Download/ Sale Start Date	:	28.07.2020
8	Document download/ Sale End Date	:	12.08.2020
9	Clarification Start Date	:	28.07.2020
10	Clarification End Date	:	11.08.2020
11	Last date and time for ONLINE uploading of bids		12.08.2020 0200 PM
12	Date and time of opening of bids		13.08.2020 0300 PM
13	Date and time of pre- bid meeting		-----
14	Mode of submission of bids		Online through Central Public Procurement Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
14b	Manual / hardcopy submission of EMD and other documents		12.08.2020, 0200 PM
15	Tender document fee		Nil
16	EMD		Rs. 21,000/- (Rupees Twenty One Thousand only)
17	Validity of offer		90 days from the date of opening of Tender
18	Address for communication		The Director, Centre for Marine Living Resources and Ecology, Atal Bhavan, LNG Road, Puthuvypu, Ochanthuruth P.O, Kochi - 682508
19	Contact Person		The Under Secretary Centre for Marine Living Resources & Ecology, Atal Bhavan, LNG Road, Puthuvypu, Ochanthuruth P.O, Kochi - 682508 email id: <a href="mailto:varghesevohannan@cmlre.gov.in">varghesevohannan@cmlre.gov.in</a> , <a href="mailto:director@cmlre.gov.in">director@cmlre.gov.in</a>

**INSTRUCTIONS TO BIDDERS**

1. Centre for Marine Living Resources and Ecology, Ministry of Earth Sciences invites online e-tender from eligible and qualified bidders (Original Equipment Manufacturers (OEM) OR their Authorized Agents/ Resellers/ Partners) for supply, installation and commissioning of items, whose specification is given in Appendix - 2 of this tender document. All offers should be in prescribed format written in English only. All correspondence should be made only with tender inviting authority. The invitation to tender is open to all eligible bidders who meet eligibility criteria as specified in tender document.
2. Relevant literature pertaining to the items quoted with full specifications (and drawing if any) should be sent along with the quotations, wherever applicable. The details of item/ models quoted must be available in their official website to check the authenticity of specifications/ features.
3. **As some of the intended goods are required to be operated continuously onboard ship/shore labs, the quoted model(s) should withstand to high sea conditions/continuous usage for trouble free operation. The quote must carry at least two latest satisfactory performance certificates (for last three years) from the Indian marine scientists/ institutes in support of the quoted /recent model performance onboard ships/ shore labs.**
4. **Eligibility condition:** - The submitted tenders will be scrutinized to determine whether they are complete in all respects, and meet the essential and important requirements, conditions, etc., as prescribed in the Tender document. The tenders which do not meet the following basic requirements, will be treated as non-responsive and they will be summarily ignored / rejected.
  - i) Bidders should be OEM (OR) their authorized agent/ reseller / partner of OEM as per **clause/ para 18**.
  - ii) Tender and other relevant documents should be signed by the authorized representative of the firm.
  - iii) Tender should be complete with regard to technical specification, price, delivery period, terms of delivery and all terms and conditions. The clause wise, technical compliance statement (Appendix-3) should be enclosed with the technical bid.
  - iv) Tender which is unsigned or not signed by the authorized person through Tender Acceptance letter (Appendix-I)
  - v) Tender validity is shorter than required period.
  - vi) Required EMD (amount, validity etc.) and required tender fee documents, if any have not been provided as per details before tender opening.

- vii) Bidder has quoted for goods manufactured by other manufacturer (s) without manufacturer's authorization, 100% subsidiary firm of foreign company in India cannot bid through another Indian Agent. The relation between principal/ OEM and Agent or Indian Subsidiary should be clear and unambiguous and contractually established.
- viii) Goods offered are not meeting the tender enquiry specification.
- ix) Bidder has not agreed to other essential condition(s) especially incorporated in the tender document like terms of payments, liquidated damages clause , warranty clause etc.
- x) Poor/ unsatisfactory past performance.
- xi) Bidders who stand de-registered by DGS&D/ banned/ black listed by any government authority for supply and installation of the instrument tendered herewith.
- xii) Bidder has not quoted for entire quantity as specified in the list of requirements.
- xiii) Bidder has not submitted duly filled technical compliance sheet as per

### **Appendix-3**

#### **3. Qualification Criteria (Bidders should submit necessary supporting documents to establish the following criteria)**

- i) Firms quoting should have a service/ support facility for Cochin and should indicate the details of such servicing facilities along with technical bid and otherwise the tender will be rejected. The Complete contact address (postal address, Tel. Nos., contact person, name, mob. no., email id of person etc.,) of the service center should be furnished in bidders' letter head.
- ii) If the bidder is a dealer or reseller or partner of OEM, they should be authorized by OEM for participating in this tender. The letter should be in OEM's letter head with the signature of authorized signatory and rubber stamp seal. The authorization letter should clearly mention the dealer/ reseller/ partner's validity period. Original authorization letter should be submitted to this office along with other mandatorily asked documents in this tender, if any asked.

#### **4. Price Bid Evaluation Criteria & Price Bid Issues:**

The broad guidelines for evaluation of Bids will be as follows:

- a) Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Tender document and are acceptable both technically and commercially (called substantially responsive bid)
- b) In respect of Two Bid system, the technical bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the tender document. The compliance of Technical Bids would be determined on the basis of parameters specified in the tender



document and technical evaluation of prototype of equipment. The price bids of only those Bidders will be opened whose Technical Bids would qualify the technical evaluation.

- c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given.
- d) All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost of the Buyer would be deciding factor for ranking of Bids.
- e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- f) **Bids should be submitted only in Indian currency.**
- g) The lowest acceptable bid will be considered further for placement of Contract /Supply order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different bidders for being lowest in particular items.

The buyer also reserves the right to do apportionment of quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

- h) Any other criteria as applicable to suit a particular case.
- i) Bidder should quote the prices in the given format BOQ\_Admin Partition in excel sheet for **online submission**.
- j) Since CMLRE, being Government organization no advance payment will be made. Every attempt will be made to make payment within 30 days from the date of successful and satisfactory installation of items.
- k) **The Lowest Price (L1) will be decided upon the lowest price quoted by the particular Bidder.**
- l) CMLRE reserves the right to cancel or withdraw the bid without assigning any reasons for such decision. CMLRE also reserves the right to award to any Bidder or cancel the orders issued to any bidder without assigning any reason thereof. Such decision will not incur any liability what so ever on the part of CMLRE consequently.
- m) Tender document is not transferable.

- 5. Complete tender document along with supporting documents as called for in the tender conditions, should be duly filled (wherever necessary) and signed in and are SACROSANCT and scanned copy of the same should be uploaded online mode for considering any offer as complete offer. All the Bidders are expected to go through every details of the tender carefully and provide requisite details and documents/ certificates and

tender documents duly complete in all respect and digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very fact of using DSC for downloading their bids and uploading their offers shall be deemed to be confirmation that they have read all sections and pages of the bid document including general conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

6. All contracts shall be entered and acting through its designated authority. Wherever not so specified, the contractual obligations will be governed by the international contract law or the Indian contract law as may be applicable.
7. CMLRE reserves the right to cancel or reject entire tender process without assigning any reason.
8. CMLRE reserves the right to increase or decreases the quantity at any stage.
9. In case of any ambiguity or dispute in the interpretation of any of the clauses in this tender document, The Director CMLRE interpretation of the clauses shall be final and binding on all parties

#### **10. PRICE**

The prices quoted should be on INR, should be on firm and fixed basis and shall include all elements of prices for CIF, Cochin. The Bidders or Tenders will not be allowed to make any variations in the price bid or any amendments to commercial offers already uploaded online during the currency of tender and after the date of opening of the tender. The Bidders are expected to indicate their price bids in clear and unambiguous manner - both in words and figures and the offer should not contain any cuttings or over writings or interpolations. In case, there is a discrepancy between the words and figures, the prices indicated in words shall prevail. **PRICE BID should be submitted ONLINE ONLY and no other mode of submission of price bid is acceptable.**

#### **11. TWO BID SYSTEM**

A. Technical bid (ONLINE and Manual submission)

B. **ONLINE** price bid

**A. TECHNICAL BID:** The bidder should submit the scanned copy for online submission and the EMD may be submitted to the CMLRE (contact person: The Under Secretary, CMLRE , email: [varghese.yohannan@cmlre.gov.in](mailto:varghese.yohannan@cmlre.gov.in), [director@cmlre.gov.in](mailto:director@cmlre.gov.in)) on or before the due date of Technical bid opening, during the office working hours. The cover containing the EMD and any documents if required super scribed by “**Tender Ref. No. MoES/CMLRE/1-4(2)/2020, Bid for Partitioning of Room Allotted for Administration**”. **The Bid should contain the following details:**

- i) Bidder should have sufficient financial resources to meet the obligation under contract. They should submit Balance Sheet for last 02 years OR bank's report for their credit worthiness.
- ii) In addition to above, firms quoting should have a service/ support facility for Cochin and should indicate the details of such servicing facilities along with technical bid and otherwise the tender will be rejected. The complete contact address (postal address, telephone numbers, contact person name, mobile no. , email id of person etc.,) of the service center should be furnished in bidders' letter head (both online and manual submission)
- iii) If the bidder is a dealer or reseller or partner of OEM, scanned copy of ORIGINAL letter authorized by OEM to participate in this tender. The original letter should be in OEM's letter head with signature of authorized signatory of firm and proper rubber stamp / seal (both online and manual submission)
- iv) Scanned copy of Tender Acceptance Letter as per **Appendix -I** (both online and manual submission)
- v) Scanned copy of details of Products and Components of the required item as per **Appendix -4** (both online and manual submission)
- vi) Scanned copy of Technical Compliance Sheet as per **Appendix- 3** (both online and manual submission). The relevant information claimed in compliance sheet should be available in the product brochure or in the respective website content.
- vii) Any other related documents/ Product brochure/ web reference (both online and manual)
- viii) Check list as per **Appendix - 5** - " Check List" (both online and manual)

B. PRICE BID should comprise the following:

- i) Bidders supplying indigenous goods or imported goods shall quote only in Indian Rupees
- ii) As regards price(s) for allied services/ equipment, if any required with the main store, the same shall be quoted in Indian Rupees only if such services are to be performed/ installed in India.
- iii) Tenders where prices are quoted in any other way shall be treated as non-responsive and rejected.

### C. METHODOLOGY FOR OPENING OF THE TENDERS:

- i) Only the technical bid shall be opened online on the date of tender opening. Price bids of only those firms will be considered for opening whose offer would meet all tender requirements including compliance to technical specifications and has passed in all tender conditions and technical /physical (including field trial) evaluation if required.
  - ii) After opening of price bids, ranking statement will be prepared and the finalization of successful bidder will be done on L-1 (the lowest price) basis. Full payment shall be made within 30 days of successful and satisfactory supply of and installation of the equipment as specified against each equipment. No advance payment is permitted.
12. Any change in Address/ Telephone /Fax/ email of bidder should be immediately informed to CMLRE. The state of non-communication by the firm will make the offer liable for rejection.
13. **Clarification regarding contents of the bids:** During the course of evaluation process, the purchasing authority, shall at its discretion, ask the bidder for clarifications, or confirmation on various aspects with reference to shortcomings or deficiencies so noticed in their bids. The request for such clarification or confirmations shall be given in writing to which the bidder will be required to send in their response within the time frame so prescribed in such written communications. The clarifications/ confirmations shall be called only in respect of general conditions or requirements of the tender enquiry documents and not on any aspect pertaining to specifications or prices or other essential requirements of tender schedule.
14. No post bid clarification or alteration or modification on the initiative of the bidder will be entertained.
15. **Integrity pact/ Rejection of bids** – If the bidders do not agree with the terms and conditions of tender, their offer will be summarily rejected. Contract with successful bidders will also be cancelled if they do not fulfill the terms and conditions of the contract or till contractual obligation period and their Earned Money Deposit will be forfeited. Canvassing by the bidder in any form, unsolicited letter/ communications and post tender corrections, would invoke rejection of tender with forfeiture of EMD.
16. **Modifications and withdrawal of bids--** A bidder may modify or withdraw his bid online after submission but prior to final date of submission of tenders/ date of opening of tenders. In case a supplier modifies or amends a bid already submitted online, the latest version of the bid will be accepted.
17. **Entities authorized for submission of offers in Global Tender Enquiries:**

Quotations are invited from the following entities/ bidders

  - (a) Original Equipment Manufacturer (OEM)/ Indian authorized agent/ dealer/ distributor/ reseller

18. **Compliance statement for technical specifications**

- i) The technical details of the models offered along with the supporting original technical literature, leaflets, brochures etc., should be submitted, where ever necessary. The confirmation of the model(s) offered with the tender enquiry specification and the deviation(s), if any will be clearly mentioned in the technical bids.
  - ii) The attention of Bidders is invited to clause 1 (A) of form DGS&D 231 “Instructions to Bidders” whereby they are required to furnish clause by clause compliance of specification bringing out clearly deviation from specification, if any. **The firms are advised to submit the Technical compliance sheet in the format given at Appendix -3 along with technical bid failing which their offer will be treated as incomplete and are liable to be rejected.** Bidders may also quote DGS&D or GeM rate if the item meets the CMLRE technical specification.
19. Bidders will be fully responsible for proper installation, commissioning and training ( if any specified in tender requirement) and making the item functional before final settlement of the account.
20. The Bidder will also provide complete technical / operating and service manual of the item if any.
21. The decision of the purchaser shall be final as to the quality of the stores and shall be binding upon the Bidders and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers should be borne by the supplier and ensured by the supplier that articles supplied should be of standard specifications and free from all defects. The acceptance of articles will be made only when the articles are inspected and found upto the standard specifications and free from all defects.
22. For any change in terms and conditions of tender/ tender specification, the Bidders are requested to visit the websites <http://www.cmlre.gov.in> & Central Public Procurement Portal (CPP) <https://eprocure.gov.in/eprocure/app>

23. **SPECIAL INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

Instructions to the bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eprocure/app>. The bidders must carefully follow the instructions:

- i) Possession of valid Digital Signature Certificate (DSC) and enrolment/ registration of the contractors/ bidders on the e-procurement /e-tender portal is a pre-requisite for e-tendering.
- ii) Bidder should do the enrolment in the e-procurement site using the “Click here to enroll” option available on the home page. Portal enrolment is generally free of charge. During enrolment/ registration, the bidders should provide the correct/ true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through e-mail id provided.

iii) Bidder need to login to the site through their user ID/ password chosen during enrolment/

registration

- iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token /Smart Card should be registered.
- v) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- vi) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he/she is interested.
- vii) After downloading/ getting the tender document/Annexures/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- viii) If there are any clarification, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum/ Addendum published before submitting the bids online.
- ix) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/ registration and then by giving the password of the e-Token/Smart Card to access DSC.
- x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- xi) From my tender folder, he selects the tender to view all the details indicated.
- xii) It is construed that the bidders has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexures and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
- xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders, Bid documents can be scanned with 100 dpi with black and white option. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- xiv) Bidder should take into account the corrigendum/ Addendum published from time to time before submitting the online bids.
- xv) The Bidders can update well in advance, the documents such as certificates, annual report details etc. under "My Space" option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

- xvi) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted / couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- xvii) Performance Guarantee: Successful bidder has to submit 5% of the value of the Order towards Performance Guarantee by means of Demand Draft drawn in favor of DDO, CMLRE payable at Ernakulam or Bank Guarantee from any Nationalized Bank valid for a period till 60 days beyond the date of completion of all contractual obligation of the supplier including warranty obligation. This deposit will be free of interest and is refundable after the completion of above said period.
- xviii) While submitting the bids online, the bidder reads the terms and conditions and accepts the same to proceed further to submit the bid packets.
- xix) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
- xx) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, submitted bid will not be acceptable.
- xxi) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- xxii) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.
- xxii) If the price bid format is provided in a spread sheet file like Administration Partition.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/ BOQ template must not be modified/ replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- xxiii) The bidders are requested to submit the bids through online e tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time ( as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- xxiv) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgment number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- xxv) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- xxvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by

unauthorized persons during bid submission and not be viewable by any one until the time of bid opening

- xxvii) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/ bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the  
  
(X) Exit option in the browser.
- xxx) For any queries regarding e tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries on online tender procedure, the bidders are asked to contact the help desk of CPP website.

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## SECTION II

### SCOPE OF WORK

1. **Scope:** The bidder has to supply and install the required item in accordance with the specifications mentioned in **Appendix-2**. The bidder will ensure the successful installation, configuration, testing and commissioning of required item at CMLRE, Kochi and then onboard ship at a convenient place and time specified by CMLRE.
2. **Warranty Period of Support:** The bidder has to provide a complete warranty support for a minimum period of THREE years as specified in the tender document from the date of successful installation, training and acceptance by CMLRE, Kochi
3. **Delivery / Execution of Order:** Bidder must dispatch the imported consignment by air freight only . Bidder has to supply all the required items on CIF, Cochin basis at CMLRE, Cochin within 4- 5 weeks from the date of issue of purchase order. The end to end supply, installation and commissioning need to be completed within 07 weeks (maximum) from the date of receipt of PO. In case of delay, the bidder must obtain prior approval from the Director, CMLRE clearly justifying the reasons for the same. The decision of Director, CMLRE in this regard, is final. In any case, the delay beyond 10 weeks for the complete installation lead to cancellation of PO and disallowing of participation of future CMLRE tenders.
4. The installation, configuration, testing and commissioning should be completed by the bidder within two weeks upon the supply of items as per PO provided by CMLRE. The item must supplied and installed at CMLRE premises at Cochin as specified by CMLRE.
5. Relevant catalogues / literatures/ drawings/ brochure for the offered items should be uploaded and enclosed with the technical offer

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## SECTION III

### GENERAL CONDITIONS

1. The bidders have to quote the price with the break-up of all the applicable duties, taxes, and other levies and charges.
2. Suppliers shall be entirely responsible for all taxes, duties, levies, license fees, octroi, road permits, packing and forwarding, insurance, air freight etc. incurred until delivery of the contracted goods to the purchaser's location. The rates should be clearly indicated in the financial bid.
3. **Payment**
  - i) 100% payment shall be made by the purchaser against delivery, inspection, successful installation, commissioning and acceptance of the item at CMLRE Kochi in good condition and to the entire satisfaction of the purchaser. The payment shall be made within 30 days from the date of successful installation.
4. **Risk Purchase:** In the event of a contract being cancelled for any breach committed and the purchaser effecting a re-purchase of the stores at the risk and cost of the contractor, the purchaser is not bound to accept the lower offer of any allied or sister concern of the contractor
5. **Liquidated Damages (LD):** In case the firm does not complete the supply within the delivery period, action will be taken against the firm as per para 14.7 of DGS&D 68(Revised) of Ministry of Commerce, Dept. of Commerce of the General condition of the contract for imposition of LD charges.
6. **Defective store:**

In case of any defects in supply or manufacturing or workmanship observed during survey at consignee's location or later during the warranty period, the Bidder will be reliable to replace the defective store at the cost of supplier. The purchase proceeds to take remedial action as may be necessary at the supplier's risk and expense and without any prejudice to any other right which the purchase may have under the contract.

### 7. ARBITRATION

In case of any dispute or difference arises between the parties from this bidding process / resultant contract, then the dispute or difference shall be referred to the competent authority in the Ministry of Earth Sciences and the decision of the Arbitrator appointed accordingly shall be final, conclusive and binding on all the parties.

### 8. PATENT AND OTHER INDUSTRIAL / INTELLECTUAL PROPERTY RIGHT

The prices quoted in the present tender shall be deemed to include all amounts payable for the uses of patents, copyright, registration charges, trademarks and payment for any other Industrial property rights. The Bidder shall indemnify the Purchaser against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or the use. The Bidder shall be responsible for the completion of supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

## 9. TRANSFER AND SUB-LETTING

The bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the resultant contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the resultant contract or any part thereof.

10. Purchaser reserves the right to change the quantity of stores.
11. Purchaser reserves the right to get the manufacturing capacity of all firms re-verified irrespective of the registration status.
12. Purchaser reserves the right to cancel or reject or scrap any or all the tenders without assigning any reason.

## 13. FORCE MAJEURE CLAUSE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred 'event') provided, notice of the happening of any such event is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for 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 event has come to an end or ceased to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event 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 stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit excepting such materials, brought out components and stores as the contractor may with the concurrence of the purchaser elect to retain.

## 14. TERMINATION OF THE CONTRACT

The Purchaser shall have the right to terminate this Contract without any notice in part or in full in any of the following cases

- a) The delivery of the material is delayed for causes not attributable to Force Majeure after the scheduled date of delivery.
- b) The Seller declared bankrupt or becomes insolvent.
- c) The delivery material is delayed due to causes of **Force Majeure** by more than 21 days.

## 15. Government Regulations

It shall also be confirmed that, there are no Govt. restrictions or limitations in the country of the supplier or countries from which sub-components are being procured and or for the export of any part of the system being supplied. Suppliers/ Contractors shall provide a certificate to this effect.

## 16. Clarification of Bid Document

A prospective Bidder requiring any clarification of the Bid documents may raise his point of clarification through Bid Management window after successfully logging to the e-procurement website <https://eprocure.gov.in/eprocure/app>. The bidder may seek clarification by posting query in the relevant window after clicking “Seek Clarification” option in the view tender details window for tender which can be selected through my tender option of bid submission menu. The clarification will be replied back by the tendering Authority through the e-procurement website which can be read by the bidder through the “Clarification” option under Bid Submission menu. The tendering authority may also respond to clarifications raised by the prospective bidders on purchaser’s e-mail address [varghese.yohannan@cmlre.gov.in](mailto:varghese.yohannan@cmlre.gov.in) , [director@cmlre.gov.in](mailto:director@cmlre.gov.in) or the bidder may also write to The Director, CMLRE for seeking clarification by mentioning the tender reference details.

17. Any dispute relating to purchase of good between CMLRE and Bidder shall be subjected to the jurisdiction of a court of law situated in Ernakulam , Kerala

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## SECTION IV

### SPECIAL CONDITIONS

#### 1. Delivery Period and terms of Delivery:

##### a. The Delivery Period for the stores

Delivery of goods should be made within a maximum of 03 weeks from the date of purchase order. Within 24hours of shipment, the supplier shall notify the purchaser and the insurance company by telex/ fax/ email, the full details of the shipment including contract number, receipt number/ AAP etc., date, description of goods, quantity, name of consignee, invoice etc. Please note that Contract can be cancelled unilaterally by the Buyer incase items are not received within the contracted delivery period.

b. Terms of Delivery – Delivery Duty Paid at consignee’s location if applicable.

#### 2. PAYMENT TERMS:-

A. **PAYMENT TERMS FOR SUPPLIERS** – 100% of payment of stores will be made on receipt of items in good condition by the consignee against consignee note with manufacturers work test/ warranty certificate, on installation and successful commissioning at CMLRE, Cochin or onboard ship or both, wherever applicable. The payments will be released within 30 days from the successful installation on submission of bills in prescribed formats along with the requisite consignee/ Inspection note.

##### B. MODE OF PAYMENT

All payments will be released electronically (ECS) to the account of the Indigenous firm who will be required to provide Banker details along with IFSC code and account number along with their bills to facilitate e-payments

3. **Packing:** The supplier will ensure that the items are securely packed to avoid damage in transit by sea/air/rail/road occasioned by any defect in packing and shipping documents should also show the name of the ultimate consignee. The supplier shall insert in each case packing list fully item wise to show the case number, contents, gross and net weight and cubic measurement and dimensions. Four copies of each packing list shall be supplied to the Forwarding Agent.

4. **Marking:** Each case shall have shipping marks stenciled on two opposite side and on the top. On Addition the gross weight/net weight and cubic measurements should also be indicated on the packages. The marks shall also be shown on invoices, packing lists and onrail/road bills of lading or mailing certificates exactly as they appear on the cases.

5. **Period of Guarantee/ Warranty:** The guarantee / warranty period of item should be minimum 03 years from the date of successful installation/ commissioning of equipment to the entire satisfaction of the Consignee.
6. Bidders will be fully responsible for proper installation, testing and making the equipment functional before the final settlement of account

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**TENDER ACCEPTANCE (OFFER) LETTER**

(To be submitted online duly signed format (scanned copy) by the authorized signatory on bidder's letter head.

Date:

27.07.2020

To

**The Director,  
CMLRE, Atal Bhavan,  
LNG Road,  
Cochin – 682 037**

Subject:- Acceptance in respect of terms and conditions of tender document for supply, installation and commissioning of **Partitioning of Room Allotted for Administration** at CMLRE, Cochin.

Ref: E Proc Tender Ref No. MoES/CMLRE/1-4(2)/2020

Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site <https://eprocure.gov.in/eprocure/app>
2. I/ We hereby certify that I/ we have read all the terms and conditions of tender document from page No. from \_\_\_\_\_ to \_\_\_\_\_ (including all annexure / Forms/ appendixes, paras etc.,) which shall part of the contract agreement and I/ we shall abide hereby by all the terms and conditions contained therein.
3. The corrigendum(s) issued from time to time by your organization has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this letter are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of EMD.
6. I / We confirm that our bid shall be valid up to 365 days from the date of opening of Technical Bid.
7. I/We hereby certify that all the statements made and information supplied in the enclosed appendix , annexure/ Forms/ paras etc., furnished herewith are true and correct.
8. I/ We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.

9. I/ We understand that you are not bound to accept the lowest or any bid you may receive.

10. I/ We certify /confirm that we comply with the eligibility requirements as per bid documents.

11. In case any provisions of this tender are found violated, CMLRE shall be at liberty to reject this tender, including the forfeiture of the full said EMD and we shall not have any claim against CMLRE in satisfaction of this condition.

Yours faithfully,

**Signature of the Bidder**

**Name:**

**Designation:**

**Rubber-stamp of the firm**



## TECHNICAL SPECIFICATIONS

Sl.No	ITEM	QTY
<b>I</b>	LAYOUT - DWG : 01 REV : 02	
1	<b>Workstation</b> - The frame is made out of 1.5mm and 1mm thick CRCA sheets. All the Frames are duly epoxy powder coated to any color to a thickness of 50-60 microns. The horizontals and verticals of the frames are welded together at different heights so as to facilitate the wire management system running within the frame. The frame has various slots at different heights for fixing of tabletop, gable end brackets, and tiles. All the frames are joined together by means of bolts and nuts. They can be attached to form a 2-way, 3-way or a 4-way configuration. Possibility to join the frames at 90 degrees. All frames are fixed with aluminum trims. These trims are finished in an epoxy powder coating finish. The connectors at the top of the frames are made out of ABS plastic of a closest matching color to the trims confirming to ASM standards. All the frames are fitted with M8 leveling bolts with a 50mm broad base. Technical Specifications of raceway and Skirting: The raceway and skirting are made out of 0.8 thick CRCA sheet. These tiles are fixed to the frame. The tiles can be provided with fabric board/White board as required. All table tops are made up of 25mm Boiling Water Resistant plywood with post forming of 0.8mm laminate on top and 1.0mm balancing laminate at bottom. Legs are made of 25mm Pre-laminated particleboard with PVC edge banding and front modesty with 18mm Pre-laminated particle board. Specially designed powder coated M.S. brackets fixed to the partition frame support the tabletops and gable ends. Dimension:-Table top of size 1200x600mm Side table size 450 x 900 with side partition upto a height of 1100mm. +PVC Key Board Tray & COU Trolley	6
2	<b>Storage</b> -Fabrication and installation of free standing Storage unit of (size :1800mm x450x750mm) the unit is made up of ±18mm Thk Boiling Water Resistant plywood. with ±1mm Thk laminate of both sides. The Unit will be having necessary supports and finishes as per the design . All the exposed edges will be finishes with matching laminate. The unit will be having ±12mm Thk Slideing door with all necessary hardware's such as . Handles ,Tower bolt etc. as required . The unit will be fixed with necessary supports and finishes as required	
	1800 MM ( W ) 450MM ( D ) X 750MM ( H )	8
3	Printer & Copier Table 550 X 450mm with Boiling Water Resistant plywood top.	2
<b>II</b>	LAYOUT - DWG : 02	
4	<b>SLOTTED ANGLE RACK</b> - Rolled steel angle posts of 40 X 40 X 2 mmShelves: 915mm X 450mm X .8 mm thick (10FT height ), Machine Multi-band Moulded to with stand load of 75-100 kg per shelve. 0.8 mm Thick MS Sheet Conforming to Commercial Quality CR-1, Grade 340 of IS 513 Painting: 7 tank process with oven baking. Corner Plates: 81mm X 81mm X 1.2mm. Plastic/ Rubber/ Neoprene Shoes: Desirable of good quality. Nut & Bolts: MS Chrome/ Galvanised with minimum 30 microns. Inter connections/ Cross supports with 40mm X 40mm X 2mm thick angles with lap joint. Grouting/ supporting the frame work through expansion bolts at 5 mtrs. interval alongside the wall. The products must be complying IS: 513 & IS: 1079.	11
5	<b>Storage</b> -Fabrication and installation of free standing Storage unit of (size :2000mm x450x1200mm) the unit is made up of ±18mm Thk Boiling Water Resistant plywood. plywood with ±1mm Thk laminate of both sides. The Unit will be having necessary supports and finishes as per the design . All the exposed edges will be finishes with matching laminate. The unit will be having ±12mm Thk Slideing door with all necessary hardware's such as . Handles ,Tower bolt etc. as required . The unit will be fixed with necessary supports and finishes as required	
a	2000 MM ( W ) 450MM ( D ) X 1200MM ( H )	2
<b>III</b>	LAYOUT - DWG : 03	
6	<b>Storage</b> -Fabrication and installation of free standing Storage unit of (size :1800mm x450x1200mm/900mmx450mmx1200mm) the unit is made up of ±18mm Thk Boiling Water Resistant plywood.with ±1mm Thk laminate of both sides. The Unit will be having necessary supports and finishes as per the design . All the exposed edges will be finishes with matching laminate. The unit will be having ±12mm Thk Slideing door with all necessary hardware's such as . Handles ,Tower bolt etc. as required . The unit will be fixed with necessary supports and finishes as required	
a	1800 MM ( W ) 450MM ( D ) X 1200MM ( H )	1
b	900 MM ( W ) 450MM ( D ) X 1200MM ( H )	1

Note : Drawing Attached Separately.

TECHNICAL COMPLIANCE SHEET

(Bidders are requested to give Compliance of each Specification whether equipment being offered by them is complying with Specification or otherwise)

ITEM : Partitioning of Room Allotted for Administration

MAKE\_\_\_\_\_ MODEL\_\_\_\_\_

Sl.No.	Description	Details	Compliance Yes/ No	Deviations if any,
1.				
2.				
3.				

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

**COMPONENTS AND PRODUCTS**

(In response to technical requirement kindly fill up the details of components & products pertaining to the item requirement, in the following format).

Sl.No.	Brand Name / Name of the OEM	Product name/ model quoted	Qty	Currency type quoted (INR)	Remarks
				INR	

**Signature of the Bidder:**

**Name:**

**Designation:**

**Rubber – stamp of the firm**

## CHECK LIST

(Following documents are to be submitted online and manual as a part of Technical bid. Bidders are requested to put a tick (√) mark for ensuring submission of document in the appropriate places)

Sl. No.	Description	Online submission	Manual submission
1.	Details for annual turnover of the bidder for the last 2 years. Scanned copies of audited financial report or bank's report for the last two years should be submitted (Section I, 11.A.(i))	Submitted / Not Submitted	Submitted / Not Submitted
2.	Contact details of Nearest service centre should be submitted (Section I, 11.A. (ii))	Submitted / Not Submitted	Submitted / Not submitted
3.	Authorization letter by OEM for participating this tender	Submitted / Not Submitted	Submitted / Not submitted
4.	Scanned copy of Tender Acceptance Letter by Online and original by Manual (Section I, 11. A. (iv))	Submitted / Not Submitted	Submitted / Not submitted
5.	Details of Products and components (Section I, 11.A.(v))	Submitted / Not Submitted	Submitted / Not submitted
6.	Technical Compliance sheet, duly filled (Section I, 11. A. (vi))	Submitted / Not Submitted	Submitted / Not submitted
7.	Any other relevant documents like product brochure, etc. (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not submitted
8.	This Check list (scanned copy by online and original by manual)	Submitted / Not Submitted	Submitted / Not submitted
9.	At least two satisfactory performance certificate from the	Submitted / Not Submitted	Submitted / Not submitted

	Indian Marine Scientists		
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**Signature of the Bidder:**

**Name:**

**Designation:**

**Rubber – stamp of the firm**