

भारत सरकार

Government of India

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समुद्री सजीव संसाधन एवं पारिस्थितिकी केंद्र

Centre for Marine Living Resources & Ecology

पृथ्वी विज्ञान मंत्रालय

Ministry of Earth Sciences,

ब्लाक 'सी', मंजिल '6', केंद्रीय भवन, काक्कनाड

Block C, 6th Floor, Kendriya Bhavan, Kakkanad

पी. बी. सं. 5415, पी. ओ. सी. एस. ई. सेड

P.B. No. 5415, P.O. C S E Z

कोचि - 682037

Kochi - 682037.....

दिनांक: 01.02.2016

No.MoES/CMLRE/10-MMME/15/2012

NOTICE INVITING TENDER

नए और अप्रयुक्त उपकरण (अध्याय III में दिए गए विवरण के अनुसार डेस्कटॉप कंप्यूटर) की आपूर्ति के लिए इच्छुक बोलीदाताओं से मुहरबंद निविदाएं भारत के राष्ट्रपति के लिए / की ओर से आमंत्रित कर रहे हैं।

Sealed Tenders are hereby invited for and on behalf of the President of India, from interested and eligible Bidders for supply of new and unused **Desktop Computer – details in Chapter III** to the Centre for Marine Living Resources & Ecology (hereinafter referred to as CMLRE in all documents), in the manner prescribed, under the terms and conditions and as per specifications mentioned in the following Tender Document . The sealed Tenders with requisite documents therein should reach the Director, CMLRE, Kendriya Bhawan, Kakkanad, Kochi-682037 by 1600 Hours on **25.02.2016** which will be the closing date for submission of the bids.

Chapter-I: Instructions to Bidders

1. Definitions

In this document, unless otherwise specified,

(a) "Purchaser" shall mean CMLRE

(b) Bidder shall mean a person / body of persons/ legal entity , duly registered with/having licence/ permits from the appropriate authorities for the profession/ vocation/ trade/commerce/dealership/ manufacturing and having good track record of paying various Sales/ Service/ Value Added Taxes/ Excise/ Customs Duties etc to the appropriate authorities to the satisfaction of the purchaser. A bidder must have proven ability for supply of the stores/ undertaking the services as the case may be.

(c) "Stores" or "Services", "Product" "or "Item" shall mean the goods/equipments/ services listed in the Chapter III below and any inclusion/ exclusion/ value addition shall be considered only with respect to the original specifications/ requirements.

(d) "Bid" or "Tender" or "Offer" or "Quotation" shall mean a physical signed documented submission or response by the interested Bidder in the prescribed manner against the specified Tender Enquiry Notice or Request for Quotation floated by the Purchaser.

2. Eligibility Criteria:

- (a) The bidder should be a person/ body of persons/ legal entity having licence/ permit/ registration from Govt./ local/ statutory authorities .
- (b) A bidder must have proven track record in supplying the specified item(s) either as a Manufacturer or Authorised Representative/ Agent/Supplier/ Distributor/ Dealer and should be financially sound and having expertise as far as the technical aspects of the Item(s) are concerned.. The bidder should have had an **annual turnover of at least Rupees 5 lakhs** .
- (c) The bid should be only by OEM and in case of bid by authorized distributor they should attach certificate of the Authorised Dealership/ Distributorship along with their bid.
- (d) If an authorised Agency submits bid on behalf of the Principal/ OEM the same shall not submit bid on behalf of another Principal/ OEM for the same item/ product.
- (e) The Bidders should have due registration with the concerned Government authorities for Sales Tax/ VAT and Income Tax.
- (f) The bidders are free to question the tender conditions, tendering process and/ or rejection of their tender by addressing their complaint to the Director, CMLRE.
- (g) In case anything contained in this NIT is found to be not in conformity with any Rule/ Regulation/ Order of the Government, the matter may be brought to the notice of Director, CMLRE , 6th Floor, Kendriya Bhawan, Kakkanad, Kochi-682037 (Tele Fax No. 0484 -2421888) immediately.

3 Submission of Bids:

This Tender Document can be used/ downloaded from the website of CMLRE(www.cmlre.gov.in) and also from the Central Public Procurement Portal at www.eprocure.gov.in.

(b) Bidders must submit their Offers/Bids **IN SEALED COVER** as detailed below. Bids/ Documents must be ink signed and sent to the Director, CMLRE, Kendriya Bhawan, Kakkanad, Kochi-682037 so as to reach him by 1600 Hrs on 25.02.2016. The cover containing the bid should be super scribed “**Quotation for desktop computer ; Not to be opened before 26.02.2016**” . Please note that the Purchaser shall not take any responsibility if a tendered bid is not submitted with the above identifying information duly super scribed on the envelopes. The Purchaser shall also not be liable for any pre-disclosure of such un-identified bids. Late Tenders will not be accepted.

(c) The Bids in sealed cover shall comprise of the following:

- (i) EMD/ Bid Security
- (ii) Bid in the prescribed Performa/ Format along with compliance sheet and supporting documents

All kept together in a sealed cover , super scribed as above.

(d) **EARNEST MONEY DEPOSIT or BID SECURITY** for an amount as required herein below or any valid certificate of exemption when the bidder intends to avail exemption from EMD should be submitted

1	2	3
Sl.No.	Name of equipment	Earnest Money Deposit (Rs)
1	Desktop Computer	Rs.4000/- (Rupees four thousand only)

(e) The Bidders (except those registered with the CPO/ DGS&D/NSIC/ Ministry of Earth Sciences) must pay the Bid Security through Account Payee Demand Draft drawn in favour of the Drawing & Disbursing Officer CMLRE payable at Ernakulam from any Scheduled Commercial Bank of India which should remain valid for at least three months or till the expiry of the forty-fifth day from the final bid validity period, whichever is later, failing which their bids will not be accepted by the Purchaser. The Bid Security /Earnest Money Deposit so referred to above should be readily available inside the sealed envelope at the time of opening of the Tenders on the stipulated date.

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(f) Provided that the Bid Security/EMD will be liable to be forfeited if the Bidder subsequently fails or appears to be unable to comply with the offer submitted or withdraws or amends or impairs or derogates from the tender in any respect within the period of validity of the tender or within the period of validity of the Purchase/ Work Order, if placed in due conformity of the said tender.

(g) Provided further that the Bid Security/EMD will also be forfeited if the bidder, after being issued with the order, fails to furnish the requisite Performance Bank Guarantee/ Security in the manner prescribed within the due date mentioned in the order.

(h) The Bid Security/ EMD of the unsuccessful tenders will be returned after expiry of the final bid validity and award of the contract .The Earnest Money of the successful bidder shall be returned only after the requisite Performance Bank Guarantee/ Security is furnished in appropriate manner. No interest will be paid on the Earnest Money Deposit.

(i) The BIDS must be submitted in duplicate in the **prescribed Format in the sealed cover** together with Specifications & Descriptive literature etc addressed to the Director, CMLRE,

- **Compliance sheet as per Chapter IV of the NIT** is to be filled against each parameter given in the specifications along with details of brand and model being quoted.

The purchaser may opt to seek clarification on any of the above points.

(j) The Purchaser may at its discretion, at any stage before or after the evaluation of the offers as may be received choose to cancel the present tender process or extend or alter the closing and opening schedule or proceed to retender without assigning any reason whatsoever.

4.Closing Date

Duly completed Tenders should reach the Director, CMLRE, Kendriya Bhawan, Kakkannad, Kochi-682037 on or before 1600 Hours on the Closing Date as mentioned in this document and in the event of the date being declared as a Closed Holiday for the Purchaser’s Office, the due date for closing of the Tender will be the following working day at the prescribed time. The bidders are not permitted to alter or modify their tender after expiry of the deadline for receipt of the tender till the date of validity of tenders and if they do so their earnest money will be forfeited.

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5.Opening of Bids

Tenders shall be opened at 1500 Hours on the date following the Last Date for Submission of Bids (Closing Date) in the presence of the bidders or their authorized representatives who may choose to attend on the specified date and time at the premises of the Purchaser with proper authorisation letter and Identity proofs. The venue, date and time may be changed at the discretion of the Purchaser. EMDs shall be scrutinized on opening of the Tenders and the bids evaluated thereafter.

6.Evaluation of Bids

(a) Selection of the Bidder will be done in accordance with the prescribed norms and rules of the Government of India. Canvassing in any manner will render a bidder disqualified for consideration, at any stage in the process of tender evaluation. The Purchaser, however, reserves the right to seek clarifications on any aspect from the Bidder(s) if required. The Purchaser, also reserves the right to reject/ cancel any bid without assigning any reason there for.

(b) The purchaser will have full right to seek clarification from the vendors at any stage during the evaluation. The Bids in sealed cover will be opened for determining the lowest evaluated responsive bidder (L1) .For the purpose of price evaluation, the final price will be derived after adding all price/ tax/ Cess/ Surcharges or like components quoted and applying the discounts offered, if any. The bidders have to very clearly mention the total price of each equipment , without any ambiguity, failing which their bids would be rejected .

7. Purchase Price Preference

The purchaser reserves the option to give purchase/ price preference to offers from public sector units and SSI units over other firms in accordance with the policies of Government of India from time to time.

Chapter-II: Conditions of Contract

(A)

1. Price Determination: The price should be inclusive of taxes, cess etc. and also incidental charges for delivery of the item and its installation at CMLRE. It will be the responsibility of the selected bidder to transport and install the equipments at CMLRE at their own cost. No expenditure of any sort will be made by CMLRE other than the price quoted in the bid.

2. Payment Terms: Payment will be made by the purchaser within 30 days after actual delivery of the item against Bills submitted in triplicate, subject to satisfactory installation and handing over of requisite documents related to the warranty etc.

3. Period of Delivery: The items are required to be installed immediately. Goods shall not be supplied without an official supply order. If the bidder fails to supply the stores/ perform job(s) within the date stipulated in supply order, the purchaser reserves the right to cancel the order without any reference, or to place order to another bidder for the same or identical store(s)/ job(s) of equal quantity/ volume or part thereof, before or after cancellation of the Order or to forfeit the amount guaranteed through the bid security/ execution of performance Bank Guarantee.

4. Validity of Offer: The validity of Offer should be at least three months from the date of Closing of tenders which may be extended at the request of the Purchaser. Validity offered for a lesser period than above will render the tender rejected.

5. Confirmation of Order: Purchase / Work Order, if any, issued by the Purchaser, to the successful bidder must be confirmed by the seller/ service provider within the period that would be stipulated..

6. Performance Security: The successful bidder awarded with the order shall have to submit a Performance Security/ **Bank Guarantee @ 5%** (five percent) of the Gross Order Value along with the Letter of Confirmation of the Order to the Purchaser in all cases of contractual value over rupees one lakh.. Performance Bank Guarantee must be made valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier including the Warranty obligations. The Performance Security will not accrue any interest and is forfeitable in the event of breach of contract by the supplier.

7. Recoveries from payments due: The purchaser shall have full right to recover at source any such amount like Income Tax etc as may be due to the government under the extant rules.

8. Warranty Clauses: Warranty period will be for minimum two years from the date of successful installation.. The Purchaser will not bear the cost of the items which may come as replacement of the original stores or spares as a result of faults noticed at the time of inspection or during the currency of the warranty period. The seller is required to eliminate the faults(s) occurring during the warranty period as early as possible, but not later than 15 days after failure by improvement or replacement as may be necessary at their own cost.

9. Operation/ Service Manuals: The bidder shall have to make available along with the goods, the Operating & Service Manual and valid Calibration Certificate, where applicable. Installation and training should be free of cost.

10. Installation: The Goods/ Equipment/ Machinery will have to be installed/ commissioned by the supplier in CMLRE premises in 6th Floor of Kendriya Bhawan, Kakkanad, Kochi-682037 immediately after delivery and training/ technical support provided as required.

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12. The supplier would be responsible to pay all applicable taxes.

13. No advance payments will be made.

14. Penalty for delay in supply: Penalty @ 0.5% per week or part thereof of the contract value shall also be levied for delay in supply and performance subject to a maximum of 10% in the form of liquidated damages. This would be without prejudice other remedies available to the purchaser .

15. Settlement of Disputes :In case 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.

16. Disputes, if any, as may emanate from this bidding process/ resultant contract, shall be interpreted only under the relevant Laws of the Union of India and the Jurisdiction for settlement of dispute, if arises any, shall be Ernakulam, Kerala, India.

(C) Anyone having any grievance regarding the tendering process may address their complaint to Director, CMLRE, Kendriya Bhawan, Kakkanad, Kochi-37 before date of opening of the tender.

Chapter-III: Schedule of Requirements

Bids are required for the following items under this Tender

SL.No.	Nomenclature of Stores/ Services	Quantity required	Tender No.	Closing Date
1.	Desktop Computer	1	No.MoES/CMLRE/10-MMME/15/2012	25.02.2016

Chapter-IV: Specifications & Allied Technical Details

Specifications of the equipments required are as follows. Please mention clearly whether the bid complies with each of the specifications

		No.MoES/CMLRE/10-MMME/15/2012	
1.	Desktop Computer	Qty	Whether bid complies with the specification Yes/ No
(A)	Desktop Computer	1	
(i)	Intel Xeon processor with quad core		
(ii)	64 GB RAM		
(iii)	24" LED Colour Monitor		
(iv)	5 TB SATA HDD with RAID 10 configuration		
(v)	Wireless keyboard		
(vi)	Optical cordless mouse		
(vii)	DVD R/W drive/ blu-ray R/W drive		
(viii)	Ports: USB 3.0, USB 2.0, PCI slots, LAN Ports (10/100/1000)		
(ix)	Nvidia/ ATI RADON Graphics card with 64 min 2 GB RAM		
(x)	Windows 8 Professional 64 bit OS		
	Warranty		
(C)	Minimum two years warranty		

N/A

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Chapter-V: Price Schedule

***Prices to be quoted in figures as well as words.**

Sl.No.	Tender No.	Nomenclature of Stores/ Services	Total price quoted(In Rs)*	Total price in words (Rupees....only)
1	No.MoES/CMLRE/10- MMME/15/2012	Desktop Computer		

Chapter-VI: BID PROFORMA/ FORMAT

The bids are to be submitted as per the format/ proforma given in Annexure to this NIT. The bidder should sign each page of the proforma/ format and compliance sheet and should also enclose the supporting documents.



(एस.जी. तेक्केडन/ S.G.Thekkedan)

अवर सचिव, भारत सरकार/Under Secretary to the Govt. of India

For and on behalf of the President of India

BID PROFORMA/FORMAT**(Please sign on each page of the bid proforma and affix seal of bidder)**

To,

The Director/ H.O.D,
 CMLRE, 'C' Wing, 6th Floor,
 Kendriya Bhavan,
 Kakkanad,
 Kochi-682037
 Sir,

Ref: Your tender Notice No..... dated....

		Details	
1	Name of the Bidder		
2	Address of the Bidder		
3	Contact Details of Bidding firm	Tel.No: Fax No: Mobile No: E mail:	
4	Name of the Proprietor/ Partners/ Directors of the bidding firm/ agency		
5.	Bidders Bank, its address and account number		
6	Details of licence/ permit/ registration from Govt/ Local/ Statutory authorities for carrying out the business		Photocopy of document enclosed as proof at page No:_____
7	Original / attested copy of authorisation from the manufacturer in case the bidding firm is not the manufacturer of the item		Document enclosed as proof at page No:_____
8	CST/VAT/TIN etc registration details of the bidder		Photocopy of document enclosed as proof at page No:_____
9	Income tax PAN Number of the bidder		Photocopy of document enclosed as proof at page No:_____
10	Copies of Income Tax Returns of the bidder latest three Assesment years years		Photocopy of document enclosed as proof at page No:_____and page No._____
11	Latest Annual turnover of the bidder (Enclose copies of latest Audited balance sheets and Profit & loss A/c		Photocopy of document enclosed as proof at page No:_____

N/A

	statements)		
12	Has your firm been blacklisted by any Government Department		
Name of Equipment: Desktop Computer			
13	Total price quoted	Rs.....	(Rupees.....only)
14	Does the equipment quoted by you meet the specifications mentioned in Chapter IV of the NIT	Yes/ No	compliance sheet as per Chapter IV of NIT enclosed at page No._____
15	Details of past supply of the item quoted to reputed purchasers		Photocopy of document enclosed as proof at page No:_____
16	Detailed technical specification/literature/catalogue of the product giving its salient features and brand		Document enclosed as proof at page No:_____
17	Details of Earnest Money Deposit in respect of above equipment		

Any other information:

I/we hereby certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

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Signature of Bidder with seal

COMPLIANCE SHEET

1.	Laboratory Freezer with compatible Stabilizer	Whether bid complies with the specification Yes/ No
(A)	Desktop Computer	
(i)	Intel Xeon processor with quad core	
(ii)	64 GB RAM	
(iii)	24" LED Colour Monitor	
(iv)	5 TB SATA HDD with RAID 10 configuration	
(v)	Wireless keyboard	
(vi)	Optical cordless mouse	
(vii)	DVD R/W drive/ blu-ray R/W drive	
(viii)	Ports: USB 3.0, USB 2.0, PCI slots, LAN Ports (10/100/1000)	
(ix)	NVdia/ ATI Radon Graphics card with 64 min 2 GB RAM	
(x)	Windows 8 Professional 64 bit OS	
(xi)	Warranty	
(xii)	Minimum two years warranty	

Signature of Bidder with seal