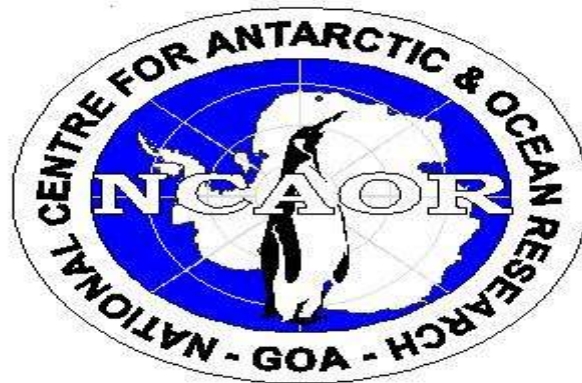


TENDER DOCUMENT FOR



SUPPLY OF HOT PLATES

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH

(Ministry of Earth Sciences, Govt. Of India)

Headland Sada, Vasco-da-Gama

GOA -403 804, INDIA

Tel: 91- (0) 832 2525571 TeleFax: 91- (0) 832 2525573

Email: warfu62@ncaor.gov.in

Website: www.ncaor.gov.in

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH
 (Ministry of Earth Sciences, Govt. Of India),
 HEADLAND SADA, VASCO-DA-GAMA, GOA - 403 804

TENDER NO. NCAOR/LAB(CRYO)-2311/PT-79
TENDER FOR SUPPLY OF HOT PLATES.

1.	SUPPLY OF HOT PLATES Specifications: Quantity:	(As per Annexure I) 03 Nos.
2.	General Terms and Conditions	As per Annexure II
3.	Cost of Tender Documents (In Person)	` 500.00
4.	Cost of Tender Documents (By Post)	` 550.00
5.	Tender Documents	Tender documents can be downloaded by tenderers from NCAOR website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of Bank Draft in a separate envelope along with the tender.
6.	Last Date and time for issue of tender documents	WEDNESDAY 29.04.2015 1600 Hrs (IST)
7.	Last Date and time for submission of sealed quotations	THURSDAY 30.04.2015 1700Hrs (IST)
8.	Date and time of tender opening	FRIDAY 01.05.2015 1000Hrs (IST)

Annexure I

TECHNICAL SPECIFICATION OF HOT PLATES

- Construction: A heated glass ceramic plate mounted in a block of chemically inert PTFE, for exceptional resistance to chemical attack even by concentrated acids.
- Should be ideal for acid digestion or trace metal analysis.
- Separate temperature controller box connected to the hotplate via approximately 2 metre long PTFE coated lead to keep it away from the corrosive environment.
- Max. plate temperature, °C : 400 °C
- The controller is to be fitted with a “Hot” warning light that will flash whenever the plate temperature of the hotplate is above 50 °C.
- Heated area, mm: approximately 200 x 200 mm.
- Plate dimensions: approximately 300 x 300 mm.
- Separate control box connected with a PTFE coated lead
- Electrical supply: 230V, 50-60Hz.

TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF HOT PLATES

SR. NO.	TECHNICAL COMPLIANCE STATEMENT FOR SUPPLY OF HOT PLATES	COMPLIED/ NOT COMPLIED	EXTRA FEATURES
1.	<ul style="list-style-type: none"> Construction: A heated glass ceramic plate mounted in a block of chemically inert PTFE, for exceptional resistance to chemical attack even by concentrated acids. 		
	<ul style="list-style-type: none"> Should be ideal for acid digestion or trace metal analysis. 		
	<ul style="list-style-type: none"> Separate temperature controller box connected to the hotplate via approximately 2 metre long PTFE coated lead to keep it away from the corrosive environment. 		
	<ul style="list-style-type: none"> Max. plate temperature, °C : 400 °C 		
	<ul style="list-style-type: none"> The controller is to be fitted with a “Hot” warning light that will flash whenever the plate temperature of the hotplate is above 50 °C. 		
	<ul style="list-style-type: none"> Heated area, mm: approximately 200 x 200 mm. 		
	<ul style="list-style-type: none"> Plate dimensions: approximately 300 x 300 mm. 		
	<ul style="list-style-type: none"> Separate control box connected with a PTFE coated lead 		
	<ul style="list-style-type: none"> Electrical supply: 230V, 50-60Hz. 		

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

- 1) The National Centre for Antarctic and Ocean Research (NCAOR) **invites sealed quotations** from the reputed firms for the **“SUPPLY OF HOT PLATES”** at NCAOR, GOA as per the specifications given in Annexure-I.
- 2) The tender should be submitted in sealed covers, super scribing **tender for “SUPPLY OF HOT PLATES”** sealed and addressed to the Director, National Centre for Antarctic and Ocean Research, Headland-Sada, Vasco-da-Gama, Goa-403 804. **Offer sent through fax will not be accepted.**
- 3) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. **Incomplete and unsigned bids will not be considered at all.**
- 4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.
- 5) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.

In the BID, the Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply alongwith Contact person Telephone No, Fax No, and e mail address of Purchaser.

The Bidder should enclose copies of Purchase Orders in the BID.

- 6) If the bidder is registered under SSI, NSIC claiming any exemptions should submit valid certificates along with the quotes, failing which quotation will not be considered.
- 7) Quotation should be **valid for a period of 90 days** from the date of tender opening and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation

(wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part their of upto maximum of 5%.

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

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

10) The Purchaser requires that the bidders suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution:

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of contract;

“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of purchaser, designed to establish bid prices at artificial, noncompetitive levels; and

“coercive practice: means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of contract;

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; The Decision of Director, NCAOR shall be final and binding.

11) Bidders that doesn't manufacture the goods it offers to supply shall submit Manufacturer's Authorization form on the letterhead of the Manufacturer duly signed and stamped by a person

with the proper authority to sign documents that are binding on the Manufacturer as per the following format should be submitted failing which the quotation will not be considered.

To
The Director
NCAOR
GOA

Sub: Manufacturers' Authorization form against Tender No: _____

We _____ (Name of the Manufacturer) who are official manufacturers of _____ (Type of goods manufactured) having factories at _____ (full address of Manufacturer's factories) do hereby authorize _____ (Name of the Bidder) to submit a bid against your Tender No. _____ for the _____ Goods manufactured by us and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm

Manufacturer's Name:
Signature of Authorized
representative of the Manufacturer:

Duly authorized to sign this Authorization on behalf of : _____ (Name of the Bidder)

Date:

In case the bidder not doing business within India, shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc., during the warranty and post warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc., during the warranty and post- warranty period.

12) **The order acknowledgement** should be from the principals and if the Indian Agent is empowered to quote and to furnish order acknowledgement, a copy of agreement entered by you with the Indian Agent to be furnished.

13) **Compliance Statement:** Equipments point-by-point comparison/compliance statement with **technical specification** indicated in the tender, should be enclosed along with your tender as well as any other extra features of the equipment be shown separately therein and also **compliance statement for all commercial terms** of the tender document.

14) NCAOR is not entitled to issue form “**C/D**”. No sales Tax or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.

15) To avail duty concessions i.e. **Excise Duty** as per Govt. notification 10/97 & **Custom Duty** as per Govt. notification 51/96, NCAOR will provide exemption certificates. Hence, the rates should be split into basic cost and Excise Duty if any.

16) **Bid should contain** all details and specifications of the equipment offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list and details of the price(s) of the item(s).

The Prices shall be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency in case of offers received for supply from foreign countries.

For Goods manufactured in India:

F.O.R GOA price should be indicated. However tender should contain item-wise prices including total ex-works price, Excise Duty, VAT/Taxes, Charges for Inland Transportation, Insurance and other local services required for the delivering the goods on F.O.R GOA.

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

18) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.

19) The firm to the full satisfaction of the NCAOR should carry out the **installation and commissioning** at the NCAOR premises and the time-frame for the whole process should be specified in the bid.

20) A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.

21) **No advance payment** will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of equipment and incase of imported stores by **irrevocable letter of credit**.

22) Suppliers should clearly define the mechanisms of **post-warranty** maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the bid.

23) If the quoted item needs to be imported then the undertaking needs to be produced from the original supplier stating that Post Warranty support for a minimum period of 7 years will be provided from the original supplier to NCAOR on LC Terms of payment. If payment needs to be made and **spares will be supplied on the lowest rate quoted** than to any other customer with providing the sales price list to the NCAOR periodically as and when increase/decrease in prices.

24) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with **SUPPLY OF HOT PLATES**.

25) **The submission of tender** shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

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

27) **Acceptance of this tender** form and submission of the quote within the stipulated time would be treated as:

a) The tenderer has understood all requirements as described in our Tender document.

b) Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation.

c) Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.

28) Training /Installation charges should be clearly indicated including the scope of training.

29) Tender should clearly define the **infrastructure facilities required** for installation of the equipment.

30) NCAOR will not be liable for any obligation until such time NCAOR has communicated to the successful bidder of its decision to release the Purchase Order.

31) NCAOR will not be responsible for any postal delays.

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

33) Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

34) The Director, NCAOR does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

35) All disputes arising in connection with executing the purchase order will be subject to the Jurisdiction of the Courts in Goa only.

COMMERCIAL COMPLIANCE STATEMENT FOR SUPPLY OF HOT PLATES.

Sr. No.	COMMERCIAL COMPLIANCE STATEMENT FOR SUPPLY OF HOT PLATES	COMPLIED/ NOT COMPLIED
1	A list of reputed clients to whom the firm has supplied similar items to be furnished along-with the quotation.	
2	In the BID, the Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply alongwith Contact person Telephone No, Fax No, and e mail address of Purchaser.	
3	The Bidder should enclose copies of Purchase Orders along with the bid.	
4	Quotation should be valid for a period of 90 days from the date of tender opening and the period of delivery required should also be clearly indicated.	
5	The warranty period and the kind of post-warranty support should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract.	
6	Please specify the Make/Brand and Name of the Manufacturer with address, country of origin and currency in which rates are quoted.	
7	SSI, NSIC Registration Certificate	
8	The order acknowledgement should be from the principals and if the Indian Agent is empowered to quote and to furnish order acknowledgement, a copy of agreement entered by you with the Indian Agent to be furnished.	
9	Compliance Statement: Equipments point-by-point comparison/compliance statement with technical specification indicated in the tender, should be enclosed along with your tender as well as any other extra features of the equipment be shown separately therein and also compliance statement for all commercial terms of the tender document.	
10	NCAOR is not entitled to issue form " C/D ". No Sales Tax or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.	
11	To avail duty concessions i.e. Excise Duty as per Govt. notification 10/97 & Custom Duty as per Govt. notification 51/96, NCAOR will provide exemption certificates. Hence, the rates should be split into basic cost and Excise Duty if any.	
12	Bid should contain all details and specifications of the equipment offered, delivery schedule, warranty, payment term, installation, training, post-warranty, user-list and details of the price(s) of the item(s).	
13	The Prices shall be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency in case of offers received for supply from foreign countries.	
14	F.O.R GOA price should be indicated. However tender should contain item-wise prices including total ex-works price, Excise Duty, VAT/Taxes, Charges for Inland Transportation, Insurance and other local services required for the delivering the goods on F.O.R GOA.	
15	Please submit your quote on F.O.R. destination basis. In case of imported stores both FOB and CIF prices upto Indian port of entry namely <u>Goa</u> should be indicated. However tender should contain item-wise prices including total ex-works price and cost of packing forwarding, approx. cost of air-freight charges for delivery up to Goa, India.	
16	A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.	
17	The firm to the full satisfaction of the NCAOR should carry out the installation and commissioning at the NCAOR premises and the time-frame for the whole process should be specified in the bid.	

18	A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.	
19	No advance payment will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of equipment and incase of imported stores by irrevocable letter of credit .	
20	Suppliers should clearly define the mechanisms of post-warranty maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the bid.	
21	If the quoted item needs to be imported then the undertaking needs to be produced from the original supplier stating that Post Warranty support for a minimum period of 7 years will be provided from the original supplier to NCAOR on LC Terms of payment. If payment needs to be made and spares will be supplied on the lowest rate quoted than to any other customer with providing the sales price list to the NCAOR periodically as and when increase/decrease in prices.	
22	Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with “SUPPLY OF HOT PLATES” .	
23	The submission of tender shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.	
24	Expenditure involved towards any extra materials required for labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.	
25	Acceptance of this tender form and submission of the quote within the stipulated time would be treated as: <ul style="list-style-type: none"> • The tenderer has understood all requirements as described in our Tender document. • Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation. • Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time. 	
26	Training /Installation charges should be clearly indicated including the scope of training.	
27	Tender should clearly define the infrastructure facilities required for installation of the equipment.	

QUESTIONNAIRE

- a. **Name of the Manufacturer / Tenderer**
- b. **Full postal address with Telephone, Telefax, Email**
- c. **Please specify whether Public Limited, Company, Private Organization or Partnership Firm**
- d. **Nature of the Business**
- e. **Date of Establishment**
- f. **Present Turnover**
- g. **Permanent Income Tax Ref. No.**
- h. **C.S.T. / S.T. NO.**
- i. **Address & Telephone Nos. Of your branch office in GOA (please specify whether Distributing/Servicing/Marketing the products)**
- j. **Technical Compliance statement.**
- k. **Commercial Compliance statement.**
- l. **Reference of reputed Customers**
- m. **Details of the highest order executed and value thereof**
- n. **Authorization from Manufacturer/Supplier attached**
- o. **Tender fee submitted/enclosed.**
- p. **SSI, NSIC Registration Certificate.**
- q. **Technical Specifications/Literature/Brochure attached**
- r. **Tender Acceptance**

TENDER ACCEPTANCE UNDERTAKING

To

The Director,
NCAOR, Headland Sada
Vasco - Goa

Having examined the tender document for **SUPPLY OF HOT PLATES** we the undersigned, hereby offer to supply the equipment in conformity with all specifications and conditions set out in the tender document.

We enclosed all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date :

(Signature of Bidder)

Name :

Designation :

Seal

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

PUBLIC TENDER

Director, National Centre for Antarctic & Ocean Research (NCAOR) invites sealed tenders super scribing Tender No. Item and due date from well established/ reputed manufacturers / authorized and bonafide vendors for supply of the following:-

Sl. No.	Tender No.	Item Description	Qty.	Cost of Tender Doc.
1	NCAOR/KOYNA-027/PT-75	ABRASIVE GRINDER	01 No.	500.00
2	NCAOR/KOYNA-028/PT-76	THIN SECTION MOUNTING EQUIPMENT	01 No.	500.00
3	NCAOR/LAB(CRYO)-2299/PT-77	HOT AIR OVEN	01 No.	500.00
4	NCAOR/LAB(CRYO)-2302/PT-78	ULTRASONICATOR	02 Nos.	500.00
5	NCAOR/LAB(CRYO)-2311/PT-79	HOT PLATES	03 Nos.	500.00

Last date for issue of tender documents : 29.04.2015

Last date for submission of quotation : 30.04.2015

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

The quotation without tender fee will not be considered.

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

The Director, NCAOR is not responsible for any transitional/postal delays.

The quotations will be opened on 01.05.2015 in the presence of tenderers or their authorized representatives.

The Director, NCAOR reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

Sd/-
For & on behalf of NCAOR