



Ref:INCOIS:PUR:62/2019

09.12.2019

**Request for Proposal for "Supply of 45 Nos of satellite tracked Drifting buoys equipped with sea surface temperature and barometer sensors with Argos communication at INCOIS, Hyderabad, India"**

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Two Bid System" (Techno Commercial Bid and Price Bid) from Contractors with appropriate registration having adequate resources and setup and dealing with similar works for " **Supply of Satellite Tracked Drifting Buoys**. The offers, in the prescribed format, shall be submitted online at <http://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Public Procurement <http://eprocure.gov.in/eprocure/app>.

1.	Name of the work	:	Supply of 45 Nos of satellite tracked Drifting buoys equipped with sea surface temperature and barometer sensors with Argos communication
2.	Submission of Bid	:	Please note that the subject tender has to be submitted online via our e-tender portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
3.	Type of Bid	:	Two Bid; Cover I - Techno-Commercial Bid, EMD of Rs 2,70,000/- or USD 4,000/-  Cover II - Price Bid in the prescribed format.
4.	Clarifications end date	:	09 00 Hrs of December 19, 2019
5.	Bid submission due date online	:	On or before 1500 Hrs of January 09, 2020
6.	Bid opening date	:	After 1500 Hrs of January 10, 2020
7.	Bid validity	:	90 days from the date of opening of tender
8.	Completion Period	:	Within 04 months from the date of acceptance of the order
9.	*Acceptance of the Order by the successful bidder upon AOC	:	*Within 15 days from the date of issue of the PO/Order.

Being an e-tender the bid have to submitted online through the e-tender portal i.e., <https://eprocure.gov.in/eprocure/app>. Kindly refer **Appendix** for the detailed procedure. For any assistance, please contact help line of e-Tender portal. The following personnel may also be contacted: Mr. Devendra Kumar (email: [devendra.kumar@incois.gov.in](mailto:devendra.kumar@incois.gov.in); Phone No. 040 2388 6074)/Mr. R V Giridhar (email: [rvgiridhar@incois.gov.in](mailto:rvgiridhar@incois.gov.in) Phone No. 040-2388 6055) /

INCOIS may, at its discretion, extend the deadline for submission of bids by issuing an Amendment, in which case all rights and obligations of the Owner and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090, Ph.No.040-23886000 , Fax No.040-23892910

**Index: Supply of 45 Nos of satellite tracked Drifting buoys equipped with sea surface temperature and barometer sensors with Argos communication**

SI No.	Description	Page No.
1.	Introduction	2
2.	Scope of the Tender	2
3.	Technical Specifications	3
4.	Eligibility criteria	4
5.	Reliability Clause	6
6.	Contents of Proposal	6
7.	Technical Evaluation Criteria	10
8.	Commercial Evaluation Criteria	10
9.	General Terms and Conditions	11
10.	Technical Clarifications:	14
11.	Contact Address/Delivery Address	14
12.	Proforma of Bank Guarantee for EMD	Annexure 1
13.	Instructions for Online Bid Submission	Appendix

**1. INTRODUCTION:** The Indian National Centre for Ocean Information Services (INCOIS), Hyderabad is an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India is engaged in dealing the projects related to tsunami early warning system, ocean state forecast, ocean observing systems, ocean modeling, satellite oceanography, coastal geospatial applications, ocean data and information management and web-based services relevant to societal needs ([www.incois.gov.in](http://www.incois.gov.in)).

As part of the Ocean Observation Network (OON) programme funded MoES, INCOIS is intended to procure and deploy 45 numbers of satellite-tracked surface drifting buoys (also defined as drifters or drifting buoys in the rest of the document) with Argos communication for the measurement of surface temperature and surface atmospheric pressure in the Indian Ocean region.

The requirement in this particular tender is Supply of 45 Nos. of satellite tracked Drifting buoys with Argos communication equipped with sea surface temperature and barometer sensors at INCOIS.

**2. Scope of the Tender:**

- Supply of 45 number of open ocean drifters equipped with sea surface temperature and barometer sensors with Argos communication to INCOIS as per the following.
- Supply of deployment ready drifter (ballasted and weighed) equipped with calibrated thermistor (to measure sea surface temperature), barometer sensors (to measure atmospheric pressure; applicable to open ocean drifter), Global Positioning System (GPS) or similar module (to estimate latitude and longitude of sampling location) and 'drogue on' or 'submergence and strain gauge' sensor to understand whether drogue is attached or not and sensor for battery voltage of float integrated with data logger and Argos transmitters as specified below. The Drifters should have the capability to transmit the real time/near-real time data via satellite over the Indian Ocean. The supplier should be responsible to integrate and test the data logger and with sensors and ensure to receive real time/near-real time data at INCOIS (*such as data received from the buoys via Argos, process them to get data in the physical format and put the data processed on Argos service provider web, where data are accessible for INCOIS in near-real time mode*) and Global Telecommunication System (GTS) through Argos transmitter. The entire drifter should be certified by quality assurance test for buoys, sensors and communication performed by successful bidder before delivery to INCOIS.

### 3. Technical Specifications

#### Basic Instrument Specifications/Requirements:

- To provide satellite tracked drifters that are capable of measuring ocean temperature, atmospheric pressure, latitude and longitude position by GPS, sensor for battery voltage and 'drogue on' or 'submergence and strain gauge' sensor to understand whether drogue is attached or not continuously with one-hour sampling interval. These buoys should have the capability to transmit data to INCOIS and GTS in real time through Argos communication.
- One hour transmitted data should be as mentioned in the sampling algorithm as given in DBCP (WMO) (SVP Design Reference (2008; [http://www.jcommops.org/doc/DBCP/svpb\\_design\\_manual.pdf](http://www.jcommops.org/doc/DBCP/svpb_design_manual.pdf)).
- Buoys must have sufficient energy (or batteries) source in their standard configuration to perform the above functions for a nominal period of 1 year ~24 data sets/day.
- The open ocean drifters buoys should be manufactured as prescribed by Global Drifting buoy programme (SVP Design Reference (2008; [http://www.jcommops.org/doc/DBCP/svpb\\_design\\_manual.pdf](http://www.jcommops.org/doc/DBCP/svpb_design_manual.pdf)):
  - a. The drogue style of buoy should be 'Holey Soc'. The length of the tether is such that the center of the drogue along its longest side should be located at a depth of 15 m.
  - b. The length of drogue should be between 5-7 m.
  - c. Drag area ratio (the ratio of drogue drag area to the total drag area of non drogue elements of Drifter) should be greater than 40.
  - d. Surface buoy unit should be high impact ABS and hull diameter should be between 30 to 55 cm. Further, drifter should have the capability to survive shock and vibration associated with the impact on sea surface during deployment.
- Surface buoy unit should be high impact ABS/similar and hull diameter should be between 10 to 50 cm. Further, drifter should have the capability to survive shock and vibration associated with the impact on sea surface during deployment.
- Tether for drogue should be plastic coated stainless steel cable.
- The drogue and tether are bound with paper tape which dissolves in the water, and the tether should be wrapped around a water-soluble cardboard tube to protect it from kinking.
- Buoy should have the capability to survive following marine environment conditions: Beaufort Sea States 4, Air temperature: -5 °C to 35 °C.
- Buoy should be capable of being launched from Research vessel or commercial vessel with deployment free fall height 10 m into water. Also, buoy should be deployable from stationary/moving research vessel with at least 2 kt speed.
- Buoys storage life should be minimum 12 months with in a temperature range from 0°C to +40°C.
- Buoys must be delivered in boxes sufficiently strong enough to protect the buoys prior to deployment, while in transit, and onboard ship or aircraft. Defective buoys (without the fault of the INCOIS) will be returned to the Original Equipment Manufacturer (OEM) at the OEM's expense.
- Buoy boxes must be built to accommodate stacked loading and moveable with a forklift or pallet jack, and be suitable for export to most countries (e.g. all wood components of appropriately treated plywood).
- Buoys must pass pre-deployment tests performed by INCOIS officials before deployment. The vendor should provide the necessary documents which explain the testing procedure to INCOIS and for its acceptance.
- The damaged and malfunctioned buoys should be replaced/repared by the OEM at their own expenses (including shipping costs in both directions). The replaced/repared buoy should arrive at INCOIS, Hyderabad within 2 months of notification to the vendors by INCOIS of a problem.
- Suppliers should provide subsequent training/advice for INCOIS personnel for buoy testing and repair as requested by INCOIS.
- Buoys capable of self-activation upon deployment or pull-pin magnet to activate the buoy before

the deployment.

- Buoys certifiable for air shipments (domestic and international).
- The buoys will be deployed in the Indian Ocean Region (between 40°E to 120°E; 40°S to 26°N).
- The functioning/performance of all the buoy systems at each region and the periodic data transmission are the responsibility of the manufacturer, irrespective of the seasonal variation.
- The vendor should provide calibration and quality control inspection certificate of temperature and pressure sensors.
- The vendor should provide warranty for the buoy as mentioned in item 5.
- Sensor type: The details of thermistor sensor for SST measurements and barometric pressure sensor for Atmospheric pressure measurements are mentioned below.

Expected accuracy, range and drift for temperature and pressure sensors			
Sensor	Measurement Range	Accuracy	Drift
Thermistor sensor for SST measurement	0°C to 35°C	± 0.1°C or better	0.1 °C/ year
Barometric pressure sensor	850-1050 hPa	± 1 hpa or better	1 hpa/year

**4. Eligibility criteria:** Only those bidders fulfilling the following criteria should respond to the tender.

1. The bidder should be either registered Indian under Indian Company Act 1956 or Foreign firm with experience of supply and maintenance of oceanographic instruments. The bidder should have end to end arrangement with the OEM/(s) to supply and commission the drifting buoys supplied under this tender. The bidder as consortium can also quote, if meeting the required qualification/criteria. In this case each of the partners should have specified annual turnover.
2. A bidding firm may be a corporation/company or consortium of companies/corporations. Consortium shall mean more than one company with complementing skills joining together to undertake the scope of the work defined.
3. Quotation should be submitted by the original manufacturer / supplier or its sole authorized distributor / dealer / Indian agent. In case of bid by authorized dealer / distributor / Indian agent, the manufactures authorization should be attached with the technical bid
4. One Indian Channel Partner/Agent can participate in a tender on behalf of one manufacturer only. No offer will be entertained if the same Indian Agent is representing another manufacturer for the same item.
5. Each OEM is allowed to bid directly or through multiple system integrator (SI) / Bidder for this tender. (Manufacturer Authorization Form (MAF) from OEM with specific reference to this tender is to be attached).
6. Bidder should submit an authorization letter from principal company in case of foreign principal authorizing Indian representative to submit the tender document on behalf of its foreign principal.
7. Consortium:
  - a. A bidding firm may be a corporation/company or consortium of companies/corporations. Consortium shall mean more than one company with complementing skills joining together to undertake the scope of the work defined.
  - b. In case of consortium applicant, consortia shall submit a valid Memorandum of Association (MoA) agreement among the members signed by the authorized signatories of the companies dated prior to the submission of the bid.

- c. If the Bidder had formed an association, each member of the association may be evaluated separately/jointly as per the qualification/eligibility.
  - d. The MoA shall specify the prime bidder, stake of each member and outline the roles and responsibilities of each member. The MoA shall be exclusively for this project and should confirm that each member of the consortia is liable jointly and severally for execution of the contract.
  - e. The bidder and consortium companies must be a Company registered under Indian Companies Act 1956 or may be reputed foreign bidder.
  - f. In the event of consortium, one of the partners shall be designated as "Prime Bidder". Each member of the consortium shall be equally responsible jointly and separately for execution of the contract.
  - g. A bidding company/ consortium cannot be part of more than one consortium. Any member of consortium cannot bid separately as a sole bidder. The bidder (all consortium partners) must have company registration certificate, valid GST registration certificate and Income Tax return with Audit report from CA. Bidder shall provide an attested copy of all the above certificates along with this document.
  - h. Where the Bid is made by a Consortium, the bid shall specifically indicate the members of the consortium by whom and/or on whose behalf the Bid is being made and shall indicate with reference to each whether such member contributes directly to the work or not and, if so, to what extent he contributes to the said work. In the event of a person/firm who is not a member of the said consortium, details of name and address of such person/firm shall be accompanied by valid proof of authority drawn in favour of Consortium to bind such person/firm.
8. Tenderer must submit Quotations with technical compliance statement for all the specifications along with the detailed data sheets/ catalogues. Relevant remarks can be provided in the compliance statement if required. Quotations without technical compliance and data sheets/catalogues will not be considered.
  9. The bidder should have an average annual financial turnover of Rs. 0.54 cr or more during the last three years ending March 31 2019 or End of the last financial years. The bidding companies should be earning profit at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.
  10. Tenderer should have past experience in similar nature of works in last seven years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 1.08 Crores or two works of value Rs. 0.81 crores or three works of value Rs. 0.54 Crores. Client certificates / PO to be enclosed in this regard.
  11. The vendor should be reputed and having proven expertise in Satellite tracked Drifting buoys, integration.
  12. Net worth of the company should not have been eroded by 30% over the last 3 years.
  13. Vendor should provide list of clients , address and the installation/commissioning reports
  14. The bidder should provide company profile including its infrastructure, technical manpower and their expertise.

**Note**

- a. Offers of bidders who do not fulfill the eligibility criteria or who fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- b. No further communication in this regard will be entertained.

**5. Reliability Clause:** The following "reliability" clause is part of this contract:

INCOIS expects that, of the total buoys supplied, 95% of the buoys should deliver temperature, atmospheric pressure and 'drogue on' information at least 180 days (50% of 1 year with one hour sampling interval) before they have a defect.

Of the total buoys supplied it is expected that at least 80% of the buoys should deliver temperature, atmospheric pressure and 'drogue on' information at least 275 days (75% of 1 year with one hour sampling interval) before they have a defect.

The buoy should work for its specified life duration giving data un-interrupt from the date of deployment."

The supplier will not be held responsible under the following circumstances:

- a) The buoy is drifted off in shallow waters (30 m for ocean buoys) and beached could be the probable cause of the misbehavior.
- b) The function of the buoy was affected through no fault of the supplier and through the means of third parties, such as the entrainment of the buoys by trawls, destroyed after contact with running ship, etc. The responsibility lies on the successful bidder to prove such cases.
- c) If deployment was not carried out within 6 months from the date of delivery, the responsibility of the successful Bidder will be completed.

If the above mentioned clauses were not proved, the successful bidder has to replace the defected buoys without any implications to INCOIS.

**6. Contents of Proposal:**

The quote should be submitted in two bid system. (i) Technical Bid and (ii) Commercial Bid

**(i) Technical Bid:** Technical bid should contain all the information as listed below without which the offer will not be considered further.

**NOTE:**

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- The bidder should sign all the pages in the copy of the tender including addendum, if any, issued for the tender for acceptance to all the terms and conditions and the same should be uploaded in Technical Offer only.
- Part/conditional/incomplete quotations will not be accepted.

**Table 1: Technical Compliance Statement**

S No.	Description	Make	Model No	Complied (Yes / No)	Page number against the Proof attached.	Remarks, if any
1.	Is the buoy deployable anywhere in the oceanic region between 40°E to 120°E; 40°S to 26°N?					
2.	Is the diameter of surface float with the range of 30-55 cm? (please specify the diameter)					
3.	Is the drogue style is Holy-sock?					
4.	Is the drogue made with nylon?					

S No.	Description	Make	Model No	Complied (Yes / No)	Page number against the Proof attached.	Remarks, if any
	(please specify the make and linear mass density of fibers in den)					
5.	Is the length of the tether such that the center of the drogue along its longest side locate at a depth of 15 m?					
6.	Is the 'drogue on sensor' equipped with float?					
7.	Is the sensor for battery voltage equipped with float?					
8.	Is the sensor for submergence of float is equipped with float?					
9.	Is the drag area ratio (the ratio of drogue drag area to the total drag area of non-drogue elements of Drifter) greater than 40? (If so please provide the computation of drag area ratio of the drifter)					
10.	Is the accuracy of temperature sensor is $\pm 0.1^{\circ}\text{C}$ or better? (Please specify accuracy, resolution and range).					
11.	Is the accuracy of pressure sensor is $\pm 1$ hpa or better? (Please specify accuracy, resolution and range).					
12.	Is the drift of the temperature is less than or equal to $0.1^{\circ}\text{C}/\text{year}$ ? (Please specify the drift)					
13.	Is the drift of the pressure sensor is less than or equal to $1$ hpa/year? (Please specify the drift).					
14.	Is geo-location accuracy GPS module is less than 60 m? (if so please specify the accuracy)					
15.	Are the buoys capable of transmitting data via Argos Satellites?					
16.	Is the drifter has one year life time with 1 hr data sampling and transmission of Sea surface temperature, atmospheric pressure, GPS and 'drogue on' information?					
17.	Is the buoy should be capable of being launched from Research vessel or commercial vessel with deployment free fall height 10 m into water?					
18.	Does the float is capable of deployment from moving ship? (if so please specify desirable speed					

S No.	Description	Make	Model No	Complied (Yes / No)	Page number against the Proof attached.	Remarks, if any
	limit).					
19.	Does the float have the capacity to absorb shock and vibration due to its impact on sea water during deployment?					
20.	Whether algorithm for sampling frequency is built in?					
<b>General Terms &amp; Conditions:</b>						
21.	The bidder is a 1) Registered Indian under Indian Company Act 1956 / 2) Foreign firm /3) OEM/(s) / 4) Consortium 5) System Integrator					
22.	Manufacturer Authorization Form (MAF)					
23.	Bidder should submit an authorization letter from principal company in case of foreign principal authorizing Indian representative to submit the tender document on behalf of its foreign principal.					
24.	In consortium , Compliance to all the terms in sl no. 7 under clause 4 of Eligibility Criteria					
25.	Technical compliance statement for all the specifications along with the detailed data sheets/ catalogues					
26.	The bidder should have an average annual financial turnover of Rs. 0.54 cr or more during the last three years ending March 31 2019 or End of the last financial years. The bidding companies should be earning profit at least during two (02) years in the last three (03) years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.					
27.	Tenderer should have past experience in similar nature of works in last seven years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 1.08 Crores or two works of value Rs. 0.81 crores or three works of value Rs. 0.54 Crores. Client certificates / PO to be enclosed in this regard.					
28.	The vendor should be reputed and having proven expertise in Satellite tracked Drifting buoys, integration.					
29.	Net worth of the company should not have been eroded by 30% over the last 3 years.					
30.	Vendor should provide list of clients , address and the installation/commissioning reports					
31.	The bidder should provide company profile including its infrastructure, technical manpower and their					



S No.	Description	Make	Model No	Complied (Yes / No)	Page number against the Proof attached.	Remarks, if any
	expertise					
32.	Signature on all the pages of the tender document, including addendum/corrigendum, if any, issued by INCOIS.					
33.	Escalation matrix with full contact details, for the resolution of reported issues during warranty period.					
34.	Earnest Money Deposit (EMD).					

**(ii) Commercial Bid:** It should be a separate document from the technical proposal and should be filled the .xls format provided in the price bid cover of e-tender online only.

- Bidder should have item wise price details for ALL the items. The successful bidder may be asked to submit details with respect to price break-up, if required.
- Partial quotations will not be accepted.
- Price should be quoted as per the format. Lump-sum quotes will not be considered and line-item-wise break-up is mandatory. The format of the Price bid should not be changed in any case.
- If the order is to be placed on foreign firm, Price quoted should be on INCO term CIP, Hyderabad, India basis.
- Else price quoted should be on INCO term FOR, INCOIS only.
- Bidder has to clearly indicate the INCO term offered for the supply of the material.
- If the order is to be placed on foreign vendor, Insurance should be obtained for 110% of value from warehouse of origin to warehouse of destination basis.
- \*The total number of buoys required against this tender will be 45 No.s and the quantities required mentioned at serial numbers 1.01, 1.02, 1.03 & 1.04 in the below table are tentative. The exact break-up of the type of the floats will be intimated at the time of placement of the purchase order

**Table-2: Compliance Statement - 2 (un-priced bid)**

**NOTE:**

- Technical bid should contain filled-in Table-1 and Table-2 along with legible documentary proof, without which the offer will not be considered further.
- Part/conditional/incomplete quotations will not be accepted.
- Bidder has to quote for all the components given in the Price bid. Hence, please indicate as Yes or No in the table given below.

Sl No.	Item Description	Tentative Number of units required*	Units	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) <b>Please do not mention/quote prices here</b>
1	Drifting buoys with Holy-sock drogue with data logger and data transmission through Argos satellite communication, equipped with SST Thermistor sensor, Barometric pressure sensor, Battery pack, GPS module Drogue-on sensor and sensor for battery voltage.			
1.01	Cost for 20 Units	20	No.	
1.02	Cost for 30 Units	30	No.	
1.03	Cost for 40 Units	40	No.	
1.04	Cost for 45 Units	45	No.	
2	Package, shipping, insurance and freight charges			
2.01	Cost for 20 Units	20	No.	
2.02	Cost for 30 Units	30	No.	
2.03	Cost for 40 Units	40	No.	
2.04	Cost for 45 Units	45	No.	

**7. Technical Evaluation Criteria :**The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor or vendors:

- Completeness of the Proposal
  - Financial Status of the Firm
  - Track Record of similar projects executed
  - Technical Compliance of the Products Quoted
  - Price & Acceptance to Payment Terms
- The purpose of two bid systems (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar service rendered elsewhere and obtaining users views with reference to the earlier services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
  - In the event of seeking any clarification from various bidders by INCOIS, the bidders are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case, if a bidder fails to quote for a particular item, it amounts to non-compliance and such bid will not be considered for further evaluation. Further, during this process, if any bidder indicates the price during the clarification, such bids also will not be considered for further evaluation.
  - Technical bids will be opened on due date.
  - The bids submitted will be examined vis-a-vis the tendered specifications and evaluation is made accordingly.
  - Bids complete in all respects will qualify for further evaluation.
  - The vendor/s, whose accuracies of the equipment is acceptable to the committee, those bids will only be considered as the technically qualified bids.
  - After completion of technical evaluation, the commercial bid of the technically qualified bidders will be opened through e-Portal.

## **8. Commercial Evaluation Criteria**

- Generally the contract is awarded to the technically qualified eligible bidder whose bid has been determined as the lowest evaluated commercial bid.
- Notwithstanding anything stated above, INCOIS reserves the right to assess Bidder's capability and capacity to perform the contract. Should circumstances warrant such an assessment in the overall interest of the organisation, INCOIS reserves the right to reject any or all tenders/ bids at any time prior to award of contract, without assigning reasons thereof, and without thereby incurring any liability to the affected Bidder or Bidders.
- If the order is to be placed on foreign firm, Price quoted should be on INCO term CIP, Hyderabad, India. The firm has to ship the goods with the insurance coverage of 110% of invoice value from the warehouse of origin to the warehouse of INCOIS, Hyderabad, India.
- The un-satisfactory performance / delay in services during warranty period may lead to forfeiture of balance warranty amount, which is at the discretion of Director, INCOIS after ascertaining the circumstances.

**Foreign bidders have to give quote/price on the Inco term of CIP, Hyderabad, India basis**

## 9. General terms and Conditions

Point No.	Details
1.	Quotation: Quotation have to submitted online in the e-tender portal i.e., <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> only.
2.	A two bid system will be followed in selecting the vendor
3.	INCOIS expects the bids submitted by Bidder should meet the requirements, provisions, specifications, etc. as stipulated in the tender Document without any deviations and exceptions.
4.	Validity Period: Bids/Offers shall have the validity period of 90 days from the tender closing date.
5.	<b>Delivery Schedule:</b> Bidder must undertake to supply the material as detailed in this Tender Document within 04 months from the date of acceptance of order .
6.	<b>* Acceptance of the order by successful bidder upon AOC :</b> Within 15 days from the date of issue of the PO/Order. If the acceptance communication is not received with in 10days. Then PO would be deemed as accepted and binding to the successful bidder.
7.	<p>Earnest Money Deposit (EMD) : An amount of <b>Rs 2,70,000/- or USD 4,000/-</b> has to be submitted by way of Demand Draft/Bank Guarantee/ NEFT/RTGS electronic transfer from any Nationalized Bank in favor of "Director, INCOIS payable at Hyderabad".</p> <p>The Scanned copy of the Demand Draft/Bank guarantee/UTR details is to be uploaded to the CPP Portal while submitting the offer. Bank guarantees (<i>with validity of 90 days from the date of opening of tender + 60 days claim period</i>) should be obtained from any of the Nationalized bank of India and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad and must reach on or before 14 30Hrs of 09.01.2020. Offers received without EMD will be summarily rejected.</p> <p>The original DDs/BG/NEFT/RTGS transfer should reach to INCOIS on or before 14 30Hrs of January 09, 2020 ie., before opening of the Technical Bid of the tender. Offers received without EMD will be summarily rejected.</p> <p>Vendors registered with <u>Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC)</u> are exempted from payment of EMD only if, the vendor is manufacturing /supplying/providing the services for the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder.</p>
8.	<p><b>Tender Document Cost :</b> Tender document can be downloaded from tender portal or our website on <b>Free of Cost</b>. However, if the bidder wishes to collect the tender document personally from our office (INCOIS, Hyderabad) , needs to submit a written request letter along with a demand draft for an amount of Rs. 500/- or USD 10/- issued by any Nationalized Bank in favour of "Director, INCOIS payable at Hyderabad".</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) are exempted from payment of Tender fee only <b><u>if the vendor is manufacturing and supplying the tendered products for this particular tender.</u></b> A copy of valid registration certificate should be submitted along with the technical bid.</p> <p>Tender fee/Tender document cost/DD received towards the tender is non refundable.</p>
9.	Preference to Make In India : Preference will be given to the eligible Make in India offered products for this mission critical project, in accordance with the CVC letter No. 018/VGL/022-377353 dated 20.04.2018, pertaining to Department of Industrial Policy and Promotion (DIPP) in connection with Preference to Make in India, Order 2017'(PPP- MII Order) dated 15.07.2017 pursuant to rule 153 (iii) of General Financial Rules 2017.
10.	Security Deposit: Successful bidder has to submit 05% of the Order value (Material component) towards Security Deposit by means of Demand Draft drawn in favour of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for a <b>period of 06 months</b> . The EMD submitted by the successful tenderer shall be converted as Security Deposit and the balance amount required for 05% of order value to be submitted in the form of Demand Draft / Bank Guarantee for the purpose of fulfillment

	of the contract. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.
11.	SD is liable to forfeiture in the event of : <ul style="list-style-type: none"> <li>a. Non Execution order during validity period of the contract</li> <li>b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our tender terms and conditions.</li> <li>b) c. Any unilateral revision made by the successful bidder during the validity period of the contract.</li> </ul>
12.	<p>Payment Terms:</p> <p>Payment Terms:</p> <p>If Indian Purchase Order</p> <ul style="list-style-type: none"> <li>• 90% will be released against delivery and acceptance of material at INCOIS, Hyderabad .</li> <li>• Balance 10% will be released upon successful operation of the buoy for one month from the date of deployment under the specified operating environment conditions or one (01) year from the date of delivery, whichever is earlier. Proportionate amount of the 10% balance will be released to the firm on time to time basis, as per the progress of deployment within a year.</li> </ul> <p>If Foreign Purchase Order</p> <ul style="list-style-type: none"> <li>• LC will be established for 90% order value against submission of Order Acceptance, Proforma Invoice , LC details and other shipping documents etc.,</li> <li>• Balance 10% will be released through wire transfer upon successful operation of the buoy for one month from the date of deployment under the specified operating environment conditions or one (01) year from the date of delivery, whichever is earlier. Proportionate amount of the 10% balance will be released to the firm on time to time basis, as per the progress of deployment within a year or against advance bank guarantee for 01 years+60 days claim period of warranty period from the date of acceptance at INCOIS, Hyderabad.</li> </ul> <p><i>Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.</i></p>
13.	<i>GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.</i>
14.	INCOIS is partially exempted from GST under Notification No. 45/2017-Central Tax (Rate) dated 14.11.2017. Concessional GST under this section is 5% only. INCOIS will issue the Concessional GST Certificate upon request if applicable
15.	Bidder should clearly indicate the Make & model of the unit offered by firm along with supporting documents for the model. Bidder should also fill the technical specification compliance sheet enclosed along with its technical offer.
16.	INCOIS is partially exempted from Custom duty under Notification No. 51/96 dated 23.7.1996
17.	<p>Price bid is to be submitted on-line in enclosed price bid format only. Price bids submitted in any other formats will be summarily rejected.</p> <p><b><u>If the order is be placed on foreign firm, Price quoted should be on Inco term CIP, Hyderabad basis, Insurance should be obtained for 110% of value from warehouse of origin to warehouse of destination basis.</u></b></p>
18.	If the quote is offered on High Sea Sale basis, price should be inclusive of clearance charges, Nominal Customs Duty applicable for Duty Exempted items under notification 51/96, Transportation charges including unloading. Standard format of High Sea Sales Agreement will be signed by INCOIS upon submission of the same by the contractor. Documents such as DSIR Registration Copy, Customs Duty Exemption Certificate duly signed by the Head of the Institute/Authorized signatory and Authorization will be provided by INCOIS. The complete responsibility to deliver the material at designated sites lies

	with the successful bidder only {including payment of nominal customs duty (approx @5.13% at present), clearance of the material and delivery at designated sites}, if the order is to be placed on Indian firm on 'High sea Sales basis'.
19.	Price quoted by Bidder should remain firm during the entire period of contract and no escalation in any form will be considered by INCOIS. No extra will be paid by INCOIS and neither any exemption certificate will be issued.
20.	Bidders should fill and submit the technical compliance sheet along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
21.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
22.	All relevant above documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
23.	The bidder must submit a copy of UNPRICED commercial bid along with the technical bid, which should be identical with the commercial bid except the Price column. Technical bids without the copy of UNPRICED commercial bid shall not be considered.
24.	Full details of technical specifications along with catalogues / literature of the models offered, documentary proof of the eligibility criteria and commercial conditions should be submitted along with the technical bid. Full illustrative literature, details of previous experience with documentary proof, details about agreements entered into with various companies, etc. should be attached separately with the bid.
25.	Proof for fulfillment of eligibility criteria mentioned above should be submitted along with the tender. If the tender is submitted without valid documents, INCOIS shall not consider the bid offered as responsive. Tenders received without proof of eligibility criteria will be rejected
26.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
27.	<p><b>Liquidated Damages Clause:</b> In case the supply/delivery/services is delayed is attributed to the Tenderer or as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right.</p> <ol style="list-style-type: none"> <li>To recover at the rate of 0.5 % per week for the value equivalent to undelivered material against the delay in execution of the order or part thereof subject to a maximum of 10% of the cost of delayed supply.</li> <li>To purchase elsewhere, after due notice to the successful tenderer on the account and at the risk of the defaulting supplier the stores not supplied or others of a similar description without canceling the work order in respect of the job not yet due for supply or</li> <li>To cancel the supply order or a portion thereof and if so desired to purchase the stores at the risk and cost of the defaulting supplier and also.</li> <li>To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above,</li> <li>To forfeit the security deposit full or in part at the discretion of Director, INCOIS.</li> </ol>
28.	<p><b>Force Majeure Clause:</b></p> <p>If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency beyond the supplier's control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.</p>
29.	<p><b>Patent Indemnification Clause:</b></p> <p>The Contractor shall indemnify and keep indemnified the purchaser from and against any and all claims, action, cost charges and expenses arising from or for infringement of patent rights, copy right and other protected rights of any design, plans, diagrams drawings in respect of the stores supplied by the contractor or any of the manufacturing methods or process adopted by the contractor for the stores supplied under the contract. In the event of any claim being made or action being brought against the purchaser in respect of the matter referred above, the contractor shall promptly be notified thereof and he shall at his own expense, conduct all negotiations for settlement of the same and any drawings, plans or diagrams or any manufacturing methods or of patent or any other protected rights and use thereof is at no costs to the latter, the rights to continue using the same or to the extent it is possible to replace the same so as to avoid such infringement and subject to approval by the purchases or modify them so that they become non-infringing but such modifications shall otherwise be to the entire satisfaction of the purchaser. The provision of this clause shall remain effective and binding upon the contractor even after the completion, expiration or termination of the contract.</p>

30.	If any tenderer withdraws his tender after price bid is opened, within the validity period or makes any modifications in the terms and conditions of tender, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to forfeit the partial or entire Earnest Money amount.
31.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered work.
32.	The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered products, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
33.	Where the Bid is made by a Consortium, the bid shall specifically indicate the members of the consortium by whom and/or on whose behalf the Bid is being made and shall indicate with reference to each whether such member contributes directly to the work or not and, if so, to what extent he contributes to the said work. In the event of a person/firm who is not a member of the said consortium, details of name and address of such person/firm shall be accompanied by valid proof of authority drawn in favor of Consortium to bind such person/firm.
34.	The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.
35.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
36.	Director, INCOIS reserves the right to cancel the tender at any stage due to any technical / administrative reasons. The bidder shall not have any claim under what so ever reasons.
37.	INCOIS reserves the right to alter the scope/ reduce/ enhance quantum of quantities, before/after issue of work order and tenderer shall not have any claim whatsoever on this account. INCOIS also reserves the right to split the tender and award to separate tenderer(s) if necessary and tenderer shall not have any claim whatsoever on this account.
38.	In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone

**10) Technical Clarifications:** INCOIS has made every effort to bring out the requirements to facilitate the Firms to make their proposals. However, keeping in view that Firms may require clarifications on certain points in this Document before submitting their Proposal, such queries or clarifications on tender document, if any, may be submitted by the firms (via e-mail) on or before **09 00 Hrs of December 19, 2019** Note: Firms may submit a consolidated query only once. e-mail: patabhi@incois.gov.in; shivaprasad.s@incois.gov.in E-mail subject should be mentioned as "**Queries on tender for Supply of Satellite Tracked Drifting Buoys at INCOIS, Hyderabad - reg**". All the clarifications will be consolidated and clarified to the bidders through corrigendum/addendum and the same will be uploaded in the CPP Portal and added in the tender column at INCOIS Web site (if required only).

**11) Contact & Delivery details:**

1) Head-ODG  
 Indian National Centre for Ocean Information Services (INCOIS),  
 Ministry of Earth Sciences, Govt. of India  
 "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO)  
 Hyderabad - 500 090, TS., India  
 Phone No.:040-23895008 / 23886008  
 Fax No.: 040-23895001 / 23892910  
 e-mail: patabhi@incois.gov.in

2) Director  
 Indian National Centre for Ocean Information Services  
 (INCOIS)  
 Ministry of Earth Sciences, Govt. of India  
 "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO)  
 Hyderabad - 500 090, TS., India  
 Fax: 040 2389 5001 / 23892910  
 e-mail: [director@incois.gov.in](mailto:director@incois.gov.in)

*We have read and understood the above terms and conditions in detail and the same are accepted by us.*

Signature of the Tenderer/ Authorised Signatory & date

Name

OFFICE SEAL,

Address

**Note: The bidder/tenderer has to sign & stamp on all pages of tender document and upload the same**

**BANK GUARANTEE FORMAT FOR BID SECURITY:**

Whereas.....<sup>1</sup> (hereinafter called "the Bidder") has submitted its bid dated.....(date of submission of bid) for the supply of .....(name and / or description of the goods) (hereinafter called "the Bid").  
KNOW ALL PEOPLE by these presents that WE .....(name of bank) of .....(name of country), having our registered office at .....(address of bank) (hereinafter called "the Bank"), are bound unto.....(name of Purchaser) (hereinafter called "the Purchaser") in the sum of \_\_\_\_\_for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_day of \_20 \_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders.

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

This guarantee shall remain in force up to \_\_\_\_\_from the date of submission of the bid and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

Name of the Bidder

**Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be



submitted as a part of every bid, a provision of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

4. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. 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 the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI 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. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. 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 or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232.