

**Request of Proposal for "Supply, Installation, Testing and Commissioning of Island industrial tables and corner furniture works along with 1 year standard warranty in Glider testing lab, ITCO ocean, INCOIS, Hyderabad"**

Dear Sirs,

On behalf of Director, INCOIS tenders are invited in "Two Bid System" (Technical Bid and Price Bid) from tenderer's with appropriate registration having adequate resources and setup and dealing with similar works on regular basis "Supply, Installation, Testing and Commissioning of modular Lab furniture, fume hood". 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, Installation, Testing and Commissioning of Island industrial tables and corner furniture works along with 1 year standard warranty in Glider testing lab, ITCO ocean, INCOIS, Hyderabad
2.	Submission of Bid	:	Please note that the subject tender has to be submitted online via e-tender portal only.
3.	Type of Bid	:	Two Bid Cover I - Techno-Commercial Bid, EMD of Rs.20,000/- Cover II - Price Bid in the prescribed format.
4.	Last date for seeking the clarifications	:	On or before 09 00Hrs of February 12, 2020
5.	Bid submission due date online	:	On or before 1500 Hrs of February 27, 2020
6.	Bid opening date	:	After 15 00 Hrs of February 28, 2020
7.	Bid validity	:	90 days from the date of opening of tender
8.	Completion Period	:	Within 02 months from the date of acceptance of the order
9.	*Acceptance of the Order by the successful bidder upon AOC	:	* Within 10 days from the date of issue of the PO/Order.

Being an e-tender the bid have to submitted online in 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 or the following persons also may be contacted: Mr. Devendra Kumar /Mr. R V Giridhar, Phone No. 040-2388 6055/2388 6074, email: [devendra.kumar@incois.gov.in](mailto:devendra.kumar@incois.gov.in) / [rvgiridhar@incois.gov.in](mailto:rvgiridhar@incois.gov.in)

INCOIS may, at its discretion, extend the deadline for submission of bids by issuing a corrigendum, 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.040-2388 6000 , Fax No.040-23892910

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### **1. Introduction:**

- 1.1. Indian National Centre for Ocean Information Services (ESSO\_INCOIS), a unit of Ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sustained ocean observation and constant improvement through systematic and focused researching information and Ocean modeling.
  - 1.2. INCOIS is located at approximate 3km from Pragathi Nagar at Ocean valley, Pragathi Nagar PO, Nizampet SO, Hyderabad - 500090, near besides ALEAP in 60 acre premises. It had started functioning at its premises w.e.f 2004 after construction of various buildings along with related services were completed and occupied in year 2004.
  - 1.3. The requirement is for Supply and fixing of Fume hoods, Lab furniture works etc., for Supply, Installation, Testing and Commissioning of Island industrial tables and corner furniture works along with 1 year standard warranty in Glider testing lab, ITCO ocean, INCOIS, Hyderabad
2. **Scope of Work:** Supply, Installation, Testing and Commissioning of Island industrial tables and corner furniture works along with 1 year standard warranty in Glider testing lab, ITCO ocean, INCOIS, Hyderabad

### **3. Technical Specifications**

#### **Industrial Table Arrangements in Room No-1**

##### **i). Slotted Angle Racks**

Dimension	: 1000L X 600W X 2000H in mm
Material Of Construction	: 18 gauge electro galvanized sheet with epoxy Polyester powder coating
Quantity As Per Drawings	: 10 Numbers

##### **ii). Industrial table -01**

Dimension	: 2600L X 1300W X 900H in mm
Material Of Construction	: TEAK WOOD TOP WITH M.S HEAVY“L” ANGLE BOTTOM
Frame Construction	: 60X40mm thick frame with epoxy powder coating.

Top	:	45mm (±1mm) thick Teak wood
Colour	:	IVORY
Quantity As Per Drawings	:	01 Number

**iii). Industrial table -02**

DIMENSION	:	3600L X 1000W X 900H in mm
MATERIAL OF CONSTRUCTION	:	teak wood top with m.s heavy "I" angle bottom.
FRAME CONSTRUCTION	:	60X40mm thick frame with epoxy powder coating.
TOP	:	45mm (±1mm) thick Teak wood
COLOUR	:	IVORY
Quantity As Per Drawings	:	01 Number

**Corner Furniture Arrangements in Room NO-02**

**i). Ground Mounted Cupboard**

DIMENSION	:	1000L X 450W X 2000H in mm
MATERIAL OF CONSTRUCTION	:	BWP grade ply with plastic lamination.
Should have front glass door and 4 nos. of horizontal partitions with locking system.		
Quantity As Per Drawings	:	06 Numbers

**ii). Flexi Movable Working table**

DIMENSION	:	1800L X 900W X 750H IN mm
MATERIAL OF CONSTRUCTION	:	BWP grade ply with plastic lamination.
BASE CABINET DETAILS	:	The total unit must be of 18mm BWP plywood with plastic lamination. The back side should be removable. The drawer bottom should be 6mm PLY with PVC lamination. The hinges will be soft closing with powder coating, heavy duty with concealed hinges. The handle should be duralumin in-built handles.
UNDER BENCH MODULAR	:	It should be of modular with top Drawer and Bottom cupboard. Bottom cupboard will have two no. Inner horizontal Partitions. All the drawer should have locking arrangement.
AMENITIES	:	2No. Of key board tray, 2 No. of cable manager & 2No of CPU flat form should provide along with proper foot rest.
TOP	:	19mm (±1mm) THICK LAMINATED PLYWOOD BWP grade TOP
COLOUR	:	IVORY
Quantity As Per Drawings	:	01 Number

**iii). Basestation Table**

DIMENSION	:	1800L X 750W X 750H IN mm
MATERIAL OF CONSTRUCTION	:	BWP grade ply with plastic lamination.
BASE CABINET DETAILS	:	The total unit must be of 18mm BWP plywood with plastic lamination .The back side will be removable. The drawer bottom will be 6mm PLY with PVC lamination. The hinges will be soft closing with powder coating. Heavy duty with concealed hinges. The handle should be duralumin in-built handles.
UNDER BENCH MODULAR	:	It should be of one modular with 3 No of drawer unit and 1No of bottom cupboard. Bottom cupboard should have sliding glass door All the drawers should have locking arrangements.
AMENITIES	:	2Nos. Of key board tray, 2 No. of cable manager& 2Nos of CPU flat form should be provided along with proper foot rest.
TOP	:	19mm (±1mm)THICK LAMINATED BWP PLYWOOD TOP should be provided
COLOUR	:	IVORY
Quantity As Per Drawings	:	01 Number

**iv). Working Table**

DIMENSION	:	3000L X 750W X 750H IN mm
MATERIAL OF CONSTRUCTION	:	BWP grade ply with plastic lamination.
BASE CABINET DETAILS	:	The total unit should be of 18mm BWP plywood with plastic lamination .The back side should be removable. The drawer bottom should be 6mm PLY with PVC lamination. The hinges should be soft closing with powder coating. Heavy duty with concealed hinges The handle should be duralumin in-built handles.
UNDER BENCH MODULAR	:	It should of modular with 3 No of drawer unit and 1No of bottom cupboard. Bottom cupboard should have sliding glass door .All the drawers should have locking arrangements.
AMENITIES	:	3Nos. Of key board tray, 3Nos. of cable manager& 3Nos of CPU flat form should be provided along with proper foot rest.
TOP	:	19mm (±1mm)thick laminated plywood top should provide.
COLOUR	:	IVORY
Quantity As Per Drawings	:	01 Number

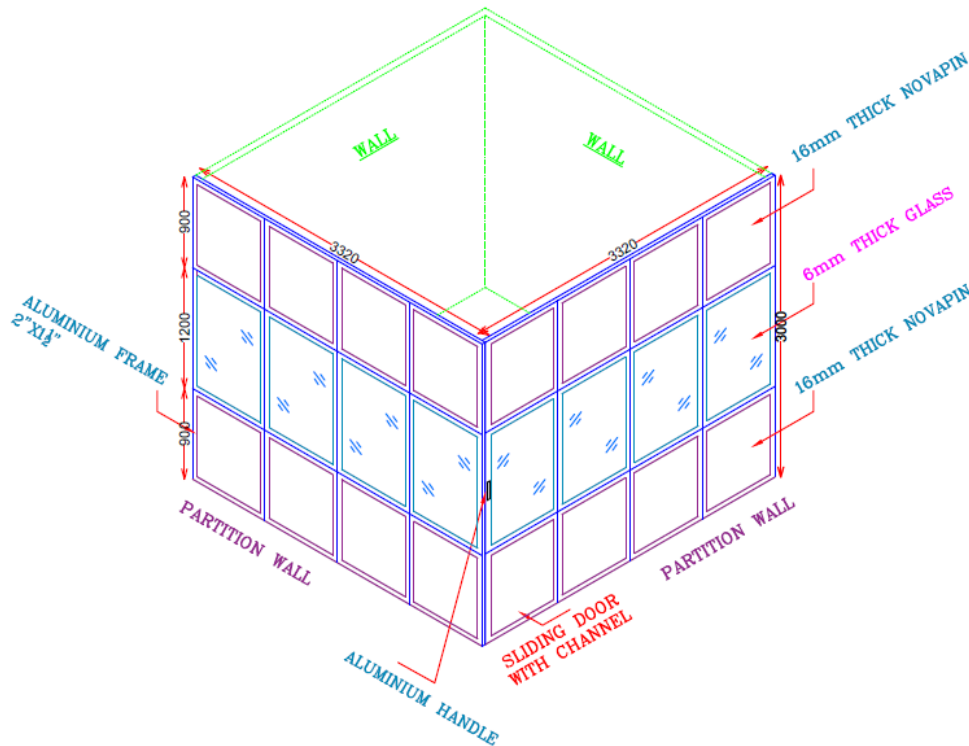
**v). Wall mount table**

DIMENSION	:	6000L X 750W X 750H IN mm
MATERIAL OF CONSTRUCTION	:	BWP grade ply with plastic lamination.
BASE CABINET DETAILS	:	The total must be of 18mm BWP plywood with plastic lamination .The

back side should be removable. The drawer bottom should be 6mm PLY with PVC lamination. The hinges will be soft closing with powder coating. Heavy duty with concealed hinges. The handle should be duralumin in-built handles.

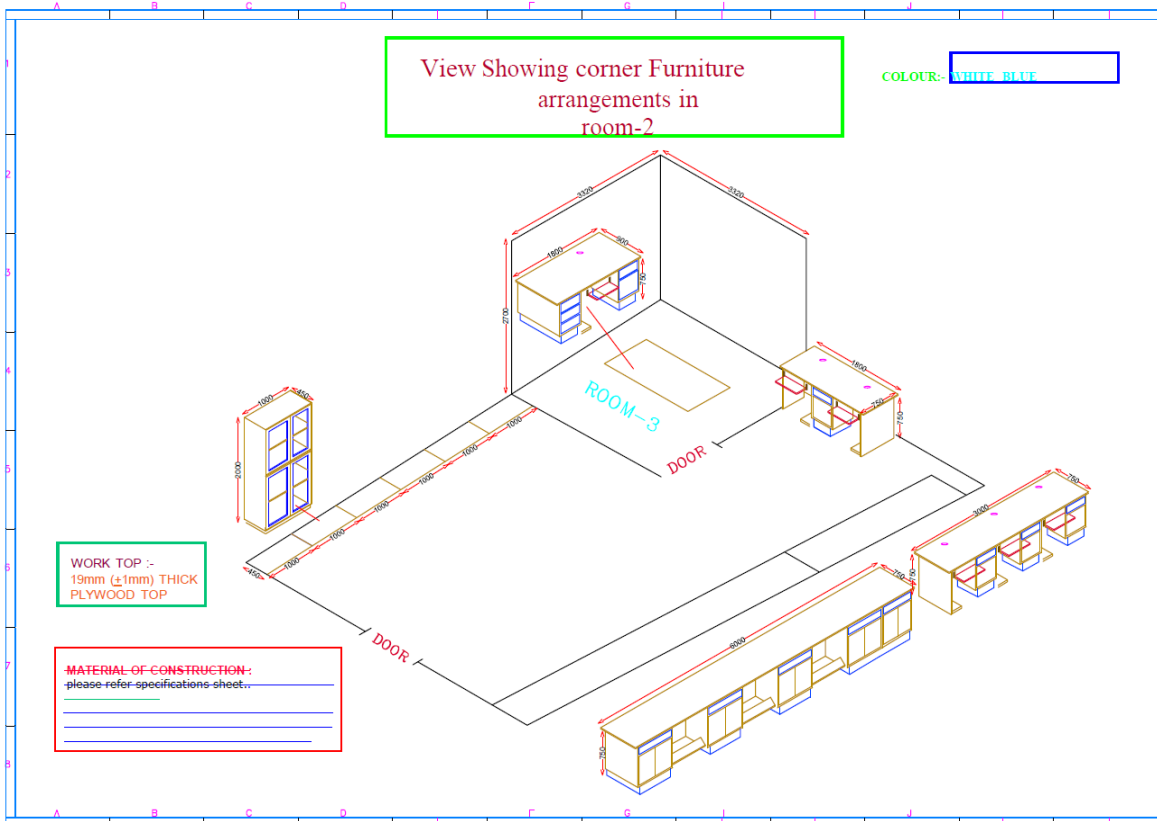
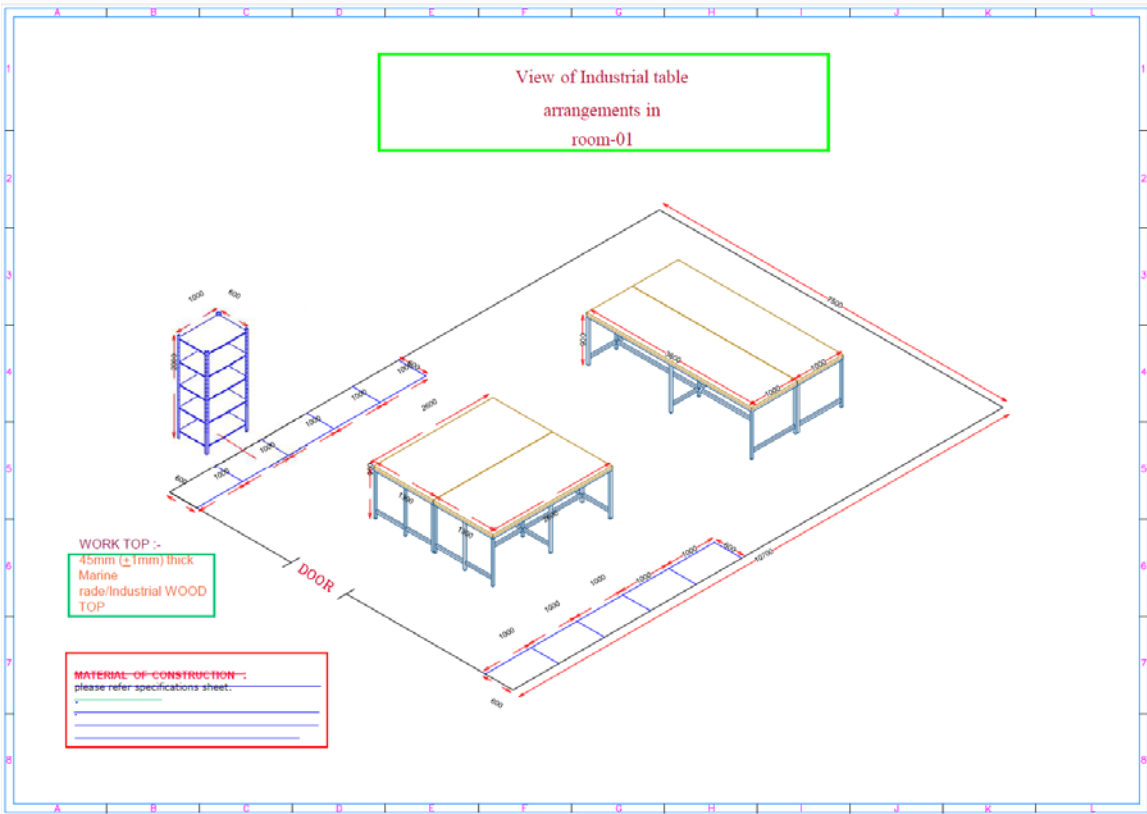
- UNDER BENCH MODULAR : It should be of modular with 3 No of drawer unit and 1No of bottom cupboard. Bottom cupboard will have sliding glass door All the drawers will have locking arrangements.
- TOP : 19mm (±1mm)thick laminated plywood top should provide.
- COLOUR : IVORY
- Quantity As Per Drawings : 01 Number

**vi). Partition Wall:** Providing and fixing aluminum partitions size (2½ x 1½) with extruded built up Standard tubular section / appropriate z sections and other sections of approved make Conforming to IS: 733 and IS: 1285. Fixing with dash fasteners of required die and size, Including necessary filling up gaps at junctions, i.e. at top, bottom and sides with required, EPDM rubber/ neoprene gasket etc. Aluminum sections shall be smooth, rust free, straight and jointed mechanically wherever require including cleat angle, aluminum snap beading for glazing/ paneling and dash fasteners 1,2 mm thick aluminum sections.



Detailed drawings of partition wall

Lay out drawings



#### 4. Eligibility Criteria :

- 4.1 The Tenderer must be a Company registered under Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.
- 4.2 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 manufacturer's authorization should be attached with the technical bid
- 4.3 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).
- 4.4 The bidder should have an average annual financial turnover of Rs. 3.96 lakhs or more during the last three years ending March 31 2019. 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. (Group turnover/experience of any other business, Lab work benches & Lab furniture can't be included).
- 4.5 Tenderer should have past experience of similar nature works in the last 7 years in India ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 7.92 lakhs or two works of value Rs. 5.94 lakhs or three works of value Rs. 3.96 lakhs. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.
- 4.6 Similar work means: Design, Manufacture, Supply and installation of Modular Lab furniture (including Testing & commissioning wherever required). Satisfactory Completion certificate from client should be attached as a proof of documentary evidence (simply attaching work order will not be sufficient).
- 4.7 The bidder or its parent company in India should have a well established (their own) in house manufacturing unit for the lab furniture and quality management system as per International standards (ISO 9001, ISO 14001:2015 & ISO 18001:2007 providing the products and services.
- 4.8 Escalation matrix with full contact details, for the resolution of reported issues during warranty period
- 4.9 The bidder / parent company should be an Official member with SEFA (scientific items and Furniture Association) on a continuous basis at least for the past 3 years from the date of this notification.
- 4.10 The range of furniture offered by the bidder should have compliance certificate through SEFA authorized third party testing centers for all the parameters of SEFA-8. Detailed documentary evidence for the same must be included in the technical bid (Certificate should be within 4 years from the date of tender). The bidder should give a declaration that there has been no change in the product engineering design from the date of the certificate.
- 4.11 The bidder should not be black listed in any Government / Semi-Government / Autonomous Organizations / Institutions for the past 02 years. An undertaking in this regard needed to be submitted.
- 4.12 Joint ventures / Consortium bids / bids from wholly owned subsidiary relying on parent company's experience shall not be accepted.
- 4.13 Earnest Money Deposit (EMD).
- 4.14. Start ups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant.

**NOTE:**

- a. Intending Tenderers must enclose copies of documents such as Completion certificate, valid registration, Partnership deed, Bank solvency certificate, List of Machinery, plant & tools etc along with self attested true copies with tenders.
- b. 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.
- c. No further communication in this regard will be entertained.

**5. Contents of Proposal:**

**(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.
- Part/conditional/incomplete quotations will not be accepted.

**Table 1: Technical - cum - Eligibility**

S No	Description	Complied (Yes/No)	Documentary Proof Attached (Yes/No)	Page number against the Proof attached.	Remarks, if any
1.	The Tenderer must be a Company registered under Indian Company Act 1956 or a registered firm. Registration certificate to be submitted. Proofs for Registration of company, PAN and GST certificates to be submitted.				
2.	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				
3.	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).				
4.	The bidder should have an average annual financial turnover of Rs. 3.96 lakhs or more during the last three years ending March 31 2019. 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. (Group turnover/experience of any other business, Lab work benches & Lab furniture can't be included).				
5.	Tenderer should have past experience of similar nature works in the last 7 years in India ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 7.92 lakhs or two works of value Rs. 5.94 lakhs or three works of value Rs. 3.96 lakhs. Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed in this regard.				
6.	The bidder or its parent company in India should				



	have a well established (their own) in house manufacturing unit for the lab furniture and quality management system as per International standards (ISO 9001, ISO 14001:2015 & ISO 18001:2007 providing the products and services				
7.	Escalation matrix with full contact details, for the resolution of reported issues during warranty period				
8.	The bidder / parent company should be an Official member with SEFA (Scientific items and Furniture Association) on a continuous basis at least for the past 3 years from the date of this notification				
9.	The range of furniture offered by the bidder should have compliance certificate through SEFA authorized third party testing centers for all the parameters of SEFA-8. Detailed documentary evidence for the same must be included in the technical bid (Certificate should be within 4 years from the date of tender). The bidder should give a declaration that there has been no change in the product engineering design form the date of the certificate.				
10.	The bidder should not be black listed in any Government / Semi-Government / Autonomous Organizations / Institutions for the past 2 years. An undertaking in this regard needed to be submitted.				
11.	Joint ventures / Consortium bids / bids from wholly owned subsidiary relying on parent company's experience shall not be accepted.				
12.	Earnest Money Deposit (EMD).				
13.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS.				
14.	Compliance to the "Scope of the Work" mentioned in Section 4 and "General Terms and Conditions" mentioned in Section 9.				
15.	Compliance to the Technical specifications given at Section 2.				
16.	Client side contact details of completed / on-going Work orders of similar nature.				
17.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.				

**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.

S No.	Item Description	Quantity	Units	Please confirm whether prices are Quoted in commercial bid or not. (Yes/No) Please do not mention prices here.
<b>1</b>	<b><u>Industrial Table Arrangements in Room NO-1:</u></b>			
1.01	<b>Slotted Angle Racks</b> Dimension: 1000L X 600W X 2000H in mm Material Of Construction: 18 gauge electro galvanized sheet with epoxy Polyester powder coating	10	No	
1.02	<b><u>Industrial table -01:</u></b> Ddimension : 2600L X 1300W X 900H in mm Material Of Construction :TEAK WOOD TOP WITH M.S HEAVY"L" ANGLE BOTTOM Frame Construction : 60X40mm thick frame with epoxy powder coating.  Top : 45mm (±1mm) thick Teak wood	01	No	
1.03	<b><u>Industrial table -02</u></b> DIMENSION: 3600L X 1000W X 900H in mm MATERIAL OF CONSTRUCTION: teak wood top with m.s heavy"1" angle bottom.  FRAME CONSTRUCTION : 60X40mm thick frame with epoxy powder coating. TOP: 45mm (±1mm) thick Teak wood	01	No	
<b>2.0</b>	<b><u>Corner Furniture Arrangements in Room NO-02</u></b>			
2.01	<b><u>Ground Mounted Cupboard:</u></b> DIMENSION: 1000L X 450W X 2000H in mm MATERIAL OF CONSTRUCTION : BWP grade ply with plastic lamination. Should have front glass door and 4 nos. of horizontal partitions with locking system.	06	No	
2.02	<b><u>Flexi Movable Working table:</u></b> DIMENSION: 1800L X 900W X 750H IN mm MATERIAL OF CONSTRUCTION: BWP grade ply with plastic lamination. BASE CABINET DETAILS: The total unit must be of 18mm BWP plywood with plastic lamination .The back side should be removable. The drawer bottom should be 6mm PLY with PVC lamination. The hinges will be soft closing with powder coating, heavy duty with concealed hinges. The handle should be duralumin in-built handles.  UNDER BENCH MODULAR :It should be of modular with top Drawer and Bottom cupboard. Bottom cupboard will have two no. Inner horizontal Partitions. All the drawer should have locking arrangement. AMENITIES:2No. Of key board tray, 2 No. of cable anager& 2No of CPU flat form should provide along with proper foot rest. TOP: 19mm (±1mm)THICK LAMINATED PLYWOOD BWP grade TOP	01	No	
2.03	<b><u>Basestation Table:</u></b> DIMENSION: 1800L X 750W X 750H IN mm MATERIAL OF CONSTRUCTION :BWP grade ply with plastic lamination. BASE CABINET DETAILS:The total unit must be of 18mm BWPplywood with plastic lamination .The back side will be removable. The drawer bottom will be 6mm PLY with PVC lamination. The hinges will be soft closing with powder coating.	01	No	

S No.	Item Description	Quantity	Units	Please confirm whether prices are Quoted in commercial bid or not. (Yes/No) Please do not mention prices here.
	<p>Heavy duty with concealed hinges. The handle should duralumin in-built handles.</p> <p>UNDER BENCH MODULAR: It should be of one modular with 3 No of drawer unit and 1No of bottom cupboard. Bottom cupboard should have sliding glass door All the drawers should have locking arrangements.</p> <p>AMENITIES: 2Nos. Of key board tray, 2 No. of cable manager&amp; 2Nos of CPU flat form should be provided along with proper foot rest.</p> <p>TOP: 19mm (±1mm)THICK LAMINATED BWP PLYWOOD TOP should be provided</p>			
2.04	<p><b>Working Table:</b></p> <p>DIMENSION: 3000L X 750W X 750H IN mm</p> <p>MATERIAL OF CONSTRUCTION :BWP grade ply with plastic lamination.</p> <p>BASE CABINET DETAILS: The total unit should be of 18mm BWPplywood with plastic lamination .The back side should be removable. The drawer bottom should be 6mm PLY with PVC lamination. The hinges should be soft closing with powder coating. Heavy duty with concealed hinges The handle should duralumin in-built handles.</p> <p>UNDER BENCH MODULAR.: It should of modular with 3 No of drawer unit and 1No of bottom cupboard. Bottom cupboard should have sliding glass door .All the drawers should have locking arrangements.</p> <p>AMENITIES: 3Nos. Of key board tray, 3Nos. of cable manager&amp; 3Nos of CPU flat form should be provided along with proper foot rest.</p> <p>TOP: 19mm (±1mm)thick laminated plywood top should provide.</p>	01	No	
2.05	<p><b>Wall mount table:</b></p> <p>DIMENSION: 6000L X 750W X 750H IN mm</p> <p>MATERIAL OF CONSTRUCTION : BWP grade ply with plastic lamination.</p> <p>BASE CABINET DETAILS: The total must be of18mm BWP plywood with plastic lamination .The back side should be removable. The drawer bottom should be 6mm PLY with PVC lamination. The hinges will be soft closing with powder coating. Heavy duty with concealed hinges. The handle should duralumin in-built handles.</p> <p>UNDER BENCH MODULAR: It should be of modular with 3 No of drawer unit and 1No of bottom cupboard. Bottom cupboard will have sliding glass door All the drawers will have locking arrangements.</p> <p>TOP: 19mm (±1mm)thick laminated plywood top should provide.</p>	01	No	
2.06	<p><b>Partition Wall:</b></p> <p>Providing and fixing aluminum partitions size (2½ x 1½) with extruded built up.</p> <p>Standard tubular section / appropriate z sections and other sections of approved make Conforming to IS: 733 and IS: 1285. Fixing with dash fasteners of required die and size, Including necessary filling up gaps at junctions, i.e. at top, bottom and sides with required, EPDM rubber/ neoprene gasket etc. Aluminum sections shall be smooth, rust free, straight and jointed mechanically wherever require including</p>	01	Unit	

S No.	Item Description	Quantity	Units	Please confirm whether prices are Quoted in commercial bid or not. (Yes/ No) Please do not mention prices here.
	cleat angle, aluminum snap beading for glazing/ paneling and dash fasteners 1,2 mm thick aluminum sections. Two sides only 2700mmX3320mm, refer drawing for Standard door provisions.			

- Price bid should be filled the .xls format provided in the price bid cover of CPP Portal only.
- Financial quote should consist of item wise price details for ALL the items, without which the offers will not be considered. (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.

#### 6. Technical Evaluation Criteria:-

- The purpose of two bid system (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.
- After completion of technical evaluation, the commercial bid of the technically qualified bidders will be opened through e-Portal.

#### 7. Financial 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.

#### 8. Terms and Conditions:-

SNo.	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.	<b>Validity Period:</b> Bids/Offer shall have the validity period of 90 days from the tender closing date.

4.	<b>Warranty Period:</b> One (01) year from the date of acceptance of the same. Any defects noticed in the items/components during the Warranty period shall be rectified by the vendor within 48 hours without any additional charges.
5.	The vendor shall be liable and responsible for any defect in the composition or substance and defect in the workmanship or process of manufacture and defect in the design of goods, shall make good by free replacement or repairs defects which under normal use appear therein or arise from defective composition or substance of material defective workmanship or process of manufacture and defective design as per the reliability/warranty clause.
6.	<b>Completion period:-</b> 2 months from the date of acceptance of Work order. Bidders are requested to visit INCOIS for better understanding of Infrastructure installations and to understand the scope of the work more clearly before they submit their offers.
7.	<b>* Acceptance of the order by successful bidder upon AOC :</b> Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received within 10days. Then PO would be deemed as accepted and binding to the successful bidder.
8.	<p><b>Payment Terms:</b></p> <ul style="list-style-type: none"> <li>● 90% of PO value will be released within 15 days against supply, installation, commissioning and handing over of entire system/work.</li> <li>● Balance 10% of the PO value will be released upon completion of defects liability period of one (01) year or on submission of BG for the said amount and period.</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>
9.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
10.	<p>Earnest Money Deposit (EMD) : An amount of Rs 20,000/- 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 should be obtained from any of the Nationalized bank of India with a validity of 6 months and should be sent by the issuing banker directly to the office of INCOIS, Hyderabad and must reach on or before 14 30Hrs of 27.02.2020. 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 February 27, 2020 ie., before opening of the Technical Bid of the tender. Offers received without EMD will be summarily rejected.</p> <p>Vendors registered with Ministry of Micro Small and Medium Enterprises (MSME) /National Small Scale Industries Corporation (NSIC) 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>
11.	<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/- 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>
12.	If any bidder 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 ESSO-INCOIS, then

	ESSO-INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to forfeit the entire or part of Earnest Money Deposit.
13.	Start ups: In order to promote make in India and startups, the prior turnover and prior experience for all startups shall be relaxed subject to their meeting of quality, technical specifications and tender conditions as per tender. The bidder who intends to participate as "start up" company should enclose the certificate towards startup enterprise registration/recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant.
14.	<b>GST:</b> The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same are 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 in 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.
15.	Please note that any falsification/suppression of information could lead to the disqualification from the tender.
16.	The successful bidder should commence the services immediately upon receipt/dispatch of the award of contract or from the date as decided by INCOIS and this will be binding on the bidder.
17.	If any loss or damage is caused to our property by your workmen, the cost of the same will be recovered from the agency/contractor
18.	Since the buildings are in functional usage, extreme care is to be taken by tenderer while carryout the work
19.	A formal agreement is required to be executed between successful bidder and INCOIS. The vendor/authorised representative should submit the formal agreement in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorised signatory within 30 days of receipt of order.
20.	The authorized person who signs the tender should indicate his/her e- mail ID and Telephone No. for prompt communication, if required.
21.	<b>Force Majeure Clause:</b> If the execution of the contract 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.
22.	<b>Liquidated Damages Clause:</b> In case the supply/delivery/services is delayed and delay is attributed to the Tenderer or is not 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.  a) To recover at the rate of 0.5% per week for the value equivalent to undelivered material / services against the delay in execution of the order or part thereof subject to a maximum of 10% of the services/material not executed/delivered. b) To purchase elsewhere, after due notice to the Tenderer Inc., on the account and at the risk of the defaulting supplier for the stores/services not supplied or others of a similar description without cancelling the work order in respect of the job not yet due for supply or c) To cancel the order or a portion thereof and if so desired to purchase the stores / services at the risk and cost of the defaulting supplier and also. d) To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above, e) To forfeit the security deposit full or in part at the discretion of Director, INCOIS.
23.	Bidder shall carryout the work directly themselves till the completion of work and not through power of attorney.
24.	The bidder shall sign and upload the Bids with the exact name and address of the firm, for which is

	submitted. The Only signed and stamped bids shall be uploaded by authorized officer of the firm.
25.	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.
26.	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.
27.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of bidder ineligible.
28.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and bidder shall not have any claim whatsoever on this account. INCOIS also reserves the right to spilt the tender and award to separate bidder(s) if necessary and bidder shall not have any claim whatsoever on this account.
29.	<b>Termination Clause:</b> Director, INCOIS reserves the right to terminate the contract either whole or part of contract with one month notice.
30.	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 only. Further, this contract is subject to laws of India alone.

**09. 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 0900 Hrs of 12.02.2020. Note: Firms may submit a consolidated query only once. e-mail: pattabhi@incois.gov.in & shivaprasad.s@incois.gov.in; E-mail subject should be mentioned as "Queries on tender for Supply, Installation, Testing and Commissioning of Island industrial tables and corner furniture works along with 1 year standard warranty in Glider testing lab, ITCO ocean, INCOIS, Hyderabad ". All the clarifications will be consolidated and clarified to the bidders and corrigendum/addendum will be uploaded in the tender portal and added in the tender column at INCOIS Web site (if required only).

**10. Contact/Delivery Address:-**

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, T.S., India  
Phone No.:040-23895008 / 23886008, Fax No.: 040-23895001 / 23892910  
e-mail: pattabhi@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, T.S., 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 Bidder/ Authorized Signatory & date

Name

OFFICE SEAL,

Address

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

**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.