



Ref:INCOIS:PUR:94:2019 05.02.2020

Request for Proposal for "Supply of two deep ocean gliders of 1000 m depth rating at INCOIS, Hyderabad along with 1 year standard warranty"

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 deep ocean gliders of 1000 m depth rating". 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 2 nos. deep ocean gliders of 1000 m depth rating at INCOIS along with 1 year standard warranty			
2.	Submission of Bid	:	Please note that the subject tender has to be submitted online via our e-tender portal http://eprocure.gov.in/eprocure/app			
3.	Type of Bid	:	Two Bid; Cover I - Techno-Commercial Bid, EMD of Rs 7,20,000/- or USD 10,000/- Cover II - Price Bid in the prescribed format.			
4.	Clarifications end date	:	09 00 Hrs of February 17, 2020			
5.	Bid submission due date online	:	On or before 1500 Hrs of March 04, 2020			
6.	Bid opening date	:	After 1500 Hrs of March 05, 2020			
7.	Bid validity	:	90 days from the date of opening of tender			
8.	Delivery/ Completion Period	:	Within 06 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 has 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; Phone No. 040 23886074)/Mr. R V Giridhar (email: 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	Indian National Centre for Ocean Information Services		
Information Services (INCOIS), Ministry of	(INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean		
Earth Sciences, Govt. of India, "Ocean	Valley", Survey No.342/3, Beside ALEAP, Near Pragathi		
Valley", Pragathi Nagar (BO), Nizampet	Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090,		
(SO), Hyderabad - 500 090	Ph.No.040-23886000 , Fax No.040-23892910		

Index: Supply of 2 No's of deep ocean gliders with 1000 m depth rating at INCOIS, Hyderabad along with 1 year standard warranty

Sl No.	Description	Page No.
1.	Introduction	2
2.	Scope of the Tender	2
3.	Technical Specifications	3
4.	Eligibility criteria	6
5.	Confidentiality and data protection clause	8
6.	Warranty clause	8
7.	Annual maintenance	8
8.	Contents of Proposal	9
9.	Technical Evaluation Criteria	13
10.	Commercial Evaluation Criteria	14
11.	General Terms and Conditions	14
12.	Technical Clarifications	19
13.	Contact Address/Delivery Address	19
14.	Proforma of Bank Guarantee for EMD	Annexure 1
15.	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 active participant of the Govt. of India's ambitious project, titled "Deep Ocean Mission". This is a new project to be implemented in a mission mode by the MOES, with the participation of concerned ministries/ agencies, involving policy makers, industry, academia and research organisations as partners. One of the aim of this mission is to assess and project the future changes in the ecological and physical properties of the Indian Ocean under the expected climate change scenarios. As part of this, long term predictions on increasing intensities of cyclones, storm surges, fishery, stocks, sea level rise, etc. are proposed to be developed. To monitor the changes occurring in the ocean, the deep ocean observations need to be taken up in a bigger way involving autonomous observing systems.

As part of this Deep Ocean Mission, INCOIS is intended to procure 2 Nos. of deep ocean gliders with a depth rating of 1000 m for measurement of temperature, salinity, Chlorophyll/backscatter, PAR, DO, etc.

2. Scope of the Tender:

- Supply of 2 Nos. of deep ocean gliders with a depth rating of 1000 m to INCOIS.
- Providing gliders that are deployment-ready (calibrated, assembled, ballasted, weighed and tested) are equipped with requisite sensors as specified below, and be able to maneuvered and transmit data using iridium satellite communication. See Table-1 for a detailed list of required specifications.

3. Technical Specifications

3.1 Table-1: Basic Instrument Specifications/Requirements:

A. Basic glider Specifications	Requirements			
Depth range	Gliders should be of 1000 m depth rating			
Buoyancy Engine Capacity	800 cc and above			
Endurance	At least 6 months (mission) with all the essential sensors mounted (see below for the list of essential sensors) for measurements along up and down casts with 5 m depth intervals with one set of battery.			
Battery	Lithium battery which can support minimum endurance as mentioned above. Battery endurance calculation with power budget including sleep mode (if any) and transmission/acquisition mode for the specified period should be supplied along with quote.			
Horizontal travel range	> 3000 kms with all the essential sensors mounted (see below for the list of essential sensors) for a mission.			
Horizontal speed	Minimum average horizontal speed should be 25 cm/s or above with all the essential sensors mounted (see below for the list of essential sensors)			
Operating ocean basins	Arabian Sea, Bay of Bengal and equatorial Indian Ocean			
Deployment capability	Capable of being launched from research vessels or commercial vessels or small boat (any vessel of opportunity).			
Communication for data delivery and piloting	Satellite telemetry (Iridium)			
Secondary satellite telemetry module for emergency position at surface	ARGOS			
Piloting	Should be pilotable from a remote station through server.			
	Software for piloting via Internet through iridium satellite telemetry should be supplied.			
	Navigation based on Heading, Way points.			
Bottom detection	Altimeter with 100 m range and 0.5 m resolution.			
Built in automatic Abort of mission	Bottom detection, water ingression, malfunction of sub systems, stuck at depth for too long period, too long to surface, way points are too far.			
Internal memory to store data	High capacity compact flash memory to store mission details and the data collected during measurements along up and down casts at 5 m depth interval during a 6 month mission.			
Power supply module for laboratory purpose	Compatible with Indian power socket.			
Warranty	1 (one) year standard warranty on the system (gliders and sensors) with one time calibration of glider and sensors. See			

	Warranty clause in Section-6 for details.
Support on navigation	Technical support for deployment and navigation for one year.
Accessories for glider deployment / recovery.	One set of necessary accessories required to deploy and retrieve a glider using a small boat and from a large ship.
Remote station setup and servers for maintaining a fleet of gliders	Establish a base station for controlling, data downloading and piloting gliders (at least 10 nos.); and provide associated required softwares and hardwares.
Site Acceptance Test (SAT)	Shallow water test, deep water dive test for the complete depth range and demonstration of the essential features and science data in the Indian Ocean basin in India.
Software	Editable pre-loadable mission planning, monitoring and control programs should be supplied.
	Glider mission control & data downloading software for piloting should be supplied.
	Geographical coordinate based Glider path planning control software should be supplied.
	Software for data downloading, plotting and exporting to ASCII format should be supplied.
Training (In India at a suitable place in consultation with vendor)	7-day extensive training on ballasting procedure, piloting, repairing/refurbishing, battery replacement, data decoding/processing and deploying/recovery of the gliders in sea (in classroom and during a 2-day on board a ship) for a group of users (Maximum 20 nos. of trainee). Expenses for the ship time, class room and other local expenses is the scope of the INCOIS.
B. Optional requirements*	
Spare parts	Assured availability of necessary spare parts, including battery for at least 5 years from the date of purchase.
Sensors calibration	One time sensors calibration in the first year as part of the warranty and part of AMC/CAMC for the subsequent years for 4 years after the 1st year of warranty period (if AMC/CAMC is taken by INCOIS). The associated transportation and other related cost will be borne by the contractor.
Short range communication for piloting	Free licensed Radio Frequency (RF) Modem with 10km range.
from a boat/ship	Piloting software to run on a field laptop with communication through RF modem for boat deployment.
Emergency surfacing	Glider should surface automatically after detection an abort condition even in case of buoyancy engine failure.
Simulator	Software or hardware simulator to qualify the mission control programs as pre-deployment check should be supplied.
	Variables: Water density, water current and geographical coordinate.
Thruster	Optional thruster to enhance/modify the glider speed and course.

Optional upgradable accessories for glider deployment / recovery.	Optional upgradable accessories (other than the necessary accessories) which may help in deployment and retrieval of a glider from a small boat and from a large ship.	
Annual maintenance (AMC/CAMC) post the warranty period (optional)	Annual maintenance for the two gliders (including sensors) for 4 years after the 1 st year of standard warranty. (See Annual maintenance section (Section-7) for more details)	
Training (in vendors preferred location) for two persons.	Any specialized training for piloting, general maintenance, assembly, integration, ballasting, battery replacement, mission planning. The training should involve on-shore hands-on experience in deployment/recovering the glider.	

3.2 Table-2 : Sensors

A. Sensor (Esser	A. Sensor (Essential)		Accuracy	Resolution
Pumped CTD	Pumped CTD Temperature		± 0.002°C	0.0001
	Salinity	20-40 PSU	± 0.005 PSU	0.001
	Pressure	0-1000 decibar	± 3 decibar	1 decibar
Dissolved Oxyge	en (optical)	0-500 umol/kg	±8 μmol/kg	<1 µmol/kg
Chlorophyll (op	tical)	0-25 μg/I	± 0.2 μg/1	-
Backscatter at 70	0nm (optical)	0-3 m ⁻¹	0.003 m ⁻¹	-
Biospherical PAI	Biospherical PAR		± 2 nm	-
B. Sensor (Optio	onal)*			
CDOM (optical)		0-375 ppb	0.3 ppb	
Turbidity (optical)		0-100 NTU	0.1 NTU	
ADCP		1-20 m/s	± 0.3 cm/s	0.1 cm/s
RSI turbulance internal data reco	1	-	-	-
pCO2 optode		-	-	-

3.3 Other requirements:

- Gliders must be delivered in boxes sufficiently sturdy to protect the instrument prior to deployment, while in transit, and onboard ship or aircraft. Defective gliders (at no fault of INCOIS) will be returned to the contractor at the contractor's expense.
- Glider boxes must be built to accommodate stacked loading as per applicable international packing standard and movable with a forklift or pallet jack, and be suitable for export to most countries.
- Gliders must pass pre-deployment and site acceptance tests for performance to the satisfaction of INCOIS personnel, and the failed gliders should be replaced / repaired by the contractor at the contractor's expense (including shipping costs in both directions) and arrive at INCOIS, Hyderabad within 120 Days of notification of a problem by INCOIS subject to availability of the faulty glider for shipping from INCOIS premises. In such cases warranty period will start with date of supply of replaced/repaired glider.

- Suppliers should provide INCOIS with any specialized tools required for glider refurbishment, or battery replacement or repair, and provide subsequent advice for INCOIS personnel in glider testing and repair as requested by INCOIS.
- The Technical documentation (Manual) one set hard copy and soft copy having detailed instructions for Installation, Operations, Maintenance and trouble-shooting is to be delivered along with the delivery of the material.
- Suppliers should provide a sample raw and processed data of the glider (for all the sensors) along with decoding manual and software for the easy processing of the glider data
- Gliders certifiable for air shipments (domestic and international).
- For Iridium communication, contractor has to procure the required SIM card and incorporate the same in the glider; whereas for ARGOS, INCOIS will be providing required ARGOS ID obtained from CLS. Only the recurring cost for transmission will be borne by INCOIS (both ARGOS and Iridium communications) and all other charges towards installation, commissioning, etc. will be borne by the contractor.
- Optional service: Year wise breakup for 4 year AMC and CAMC after the expiry of the mandatory 1 year standard warranty period should be offered in the financial bid, and It will be at the discretion of INCOIS.
- Optional items at sl no.2 &3 of the table 4 will not be considered for selecting the L1. However, it is mandatory to quote for the Optional items at Sl no. 2.01 and 3.02 to 3.09 in the price bid (Table 4), without which the offer will not be accepted.

4. Eligibility criteria:

Only those bidders fulfilling the following criteria should respond to the tender.

- 1. The bidder should be either registered Indian firm under Indian Company Act 1956 or reputed 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 commissioning of the equipment 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. The bidder should be reputed and having proven expertise in gliders.

8. 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.
- 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.
- 10. The bidder should have an average annual financial turnover of Rs. 1.44 Cr or more during the last three years ending March 31, 2019 or end of the last financial years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.
- 11. Number of gliders supplied in last 02 years and documents evidence of satisfactory performance from the customers to be submitted.
- 12. The net worth of the Bidder (Manufacturer or Principal of authorized rep) should not be negative on 31.03.2019. Net worth of the company should not have been eroded by 30% over the last 3 years as on 31.03.2019.
- 13. The bidder should provide company profile including its infrastructure, technical manpower and their expertise.

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. 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.
- c. The bids submitted without EMD as per clause 7 under section 11 of General T & C will be summarily rejected and no further communication in this regard will be entertained.

5. Confidentiality and data protection clause:

The manufacture or the authorized bidder will respect and protect the confidentiality of all the information (data) received from the deployed gliders and will not, without the prior written consent from the INCOIS, disclose any such information to the third party.

6. Warranty clause:

Standard Warranty: The following "standard warranty" clause is part of this contract: INCOIS expects that, for the **02 gliders supplied**, the vendor should provide standard warranty for the entire system, including the essential sensors for 1 (one) year and one time calibration of glider and sensors.

Under standard warranty the vendor shall be responsible to provide necessary spare parts, replacing / repairing of any defective part / parts (consumable / non-consumable), any software troubleshooting/upgradation (both custom made for gliders/sensors and OEM provided), etc.

The contractor has to attend/resolve the issues/instances with-in 120 days from the time of reporting. If the contractor fails to resolve the issue/instance within 120 days during the warranty period of one year, each such instance will attract a penalty of 10% of warranty amount. More than two such occasions will lead to forfeiture of total warranty amount at discretion of INCOIS, upon ascertaining the circumstances.

7. Annual maintenance (optional, but should be included in the financial bid):

(i) Scope under CAMC:

Comprehensive Annual maintenance of the two gliders and sensors includes replacement/repairing of parts (consumable / non-consumable), Software troubleshooting / upgradation (both custom made for gliders/sensors and OEM provided). The Calibration of Gliders and Sensors has be carried out once in a year. Year wise breakup for the CAMC should be provided as part of optional items in the price bid.

Upon reporting a problem/issue by INCOIS, If the problem is not rectified in the specified time, the penalty clause will be applicable as following. The number of days are counted from the date when INCOIS report the problem/issue to the vendor.

Penalty clause:

	Number of days	Penalty		
1	1-120 days	No penalty		
2	120- 180 days	50% of yearly CAMC charges		
3	> 180 days	100% of yearly CAMC charges		

(ii) Scope under AMC:

During the Annual maintenance of the two gliders and sensors, the vendor shall attend any service request from INCOIS within the stipulated time and should replace/repair the parts (Separate order will be issued for Consumables and Non Consumables as and when required basis against the items at SI No. 2 of the Table 4 /Price Bid). Also the Calibration of Gliders and Sensors has be carried out once in a year . Year wise breakup for the AMC should be provided as part of optional items in the price bid.

Upon reporting a problem/issue by INCOIS, If the problem is not rectified in the specified time, the penalty clause will be applicable as following. The number of days are counted from the date when INCOIS report the problem/issue to the vendor.

Penalty clause:

	Number of days	Penalty		
1	1-120 days	No penalty		
2	120- 180 days	50% of yearly CAMC charges		
3	> 180 days	100% of yearly CAMC charges		

SLA (Service level agreement): A Service Level Agreement is required to be executed between successful bidder and INCOIS. The vendor/authorised representative should submit the SLA in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorised signatory within 30 days of receipt of order.

8. Contents of Proposal: The quote should be submitted in two bid format. (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 following Table (**Technical Compliance Statement**), without which the offer will not be considered further.

Table-3: Technical Compliance Statement

Sl No.	Particulars	Complied (Yes/No)	Documentary Proof Attached (Yes/No)	Page number against the Proof attached.	Remarks/ deviations , if any
Techn	ical Specifications				
1.	Are the gliders complying with				
	conditions mentioned in Table 1A & 2A?				

2.	Is the offer complying with the point		1		l I
<u> </u>	(3.3) of Table 1 (i.e. other requirements)				
	of the Technical specifications?				
3.	Is the accuracy and resolution of the				
J.	sensor complied with the specifications?				
4.	Is the offer comply with the Sec. 4 i.e				
1,	eligibility criterion?				
5.	Is the offer comply with the Sec. 5 i.e.				
	confidentiality and data protection				
	clause?				
6.	Is the offer comply with the point Sec. 6				
	i.e. warranty clause?				
7.	Are the gliders capable of transmitting				
	position via ARGOS Satellites?				
8.	Are the gliders capable of transmitting				
	data/position via IRIDIUM Satellites?				
9.	Are the gliders ready to deploy with				
	standard configurations without any				
	software and hardware modification of				
	the gliders from the user end?				
10.	Whether gliders can run on a pre-				
11	planned routes?				
11.	Whether gliders can receive new				
10	instructions after deployment?				
12.	Are you providing softwares to decoding				
13.	the glider data? Whether the gliders are deployable from				
13.	a large ship with high free board of 5 m?				
14.	Whether the gliders are deployable from				
11.	a small boat?				
15.	Detailed list of complete spare parts for				
	the glider system				
16.	Are you providing piloting option for the				
	gliders based on RF Modem?				
17.	Are you providing emergency surfacing				
	option for the gliders during emergency?				
	ral Conditions	1	1	1	
18.	Earnest Money Deposit (EMD).				
19.	The bidder is a 1) Registered Indian				
	under Indian Company Act 1956 / 2)				
	Foreign firm /3) OEM/(s) /				
20	4)Consortium 5) System Integrator				
20.	In consortium, Compliance to all the terms in Section 4 , Sl no. 8 of the				
1	Eligibility Criteria				
21.	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				
22.	The Tenderer must be a Company				
1	registered under Indian Company Act				
	1956 or a registered firm or a reputed				
	foreign company. Registration				
	certificate to be submitted. Proofs for				
	Registration of company, PAN and GST				
22	certificates to be submitted.				
23.	The bidder should have an average				

	annual financial turnover of Rs. 1.44 Cr or more during the last three years ending March 31, 2019 or end of the last financial years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.		
24.	Number of gliders supplied in last 02 years and documents evidence of satisfactory performance from the customers to be submitted.		
25.	The net worth of the Bidder (Manufacturer or Principal of authorized rep) should not be negative on 31.03.2019. Net worth of the company should not have been eroded by 30% over the last 3 years as on 31.03.2019.		
26.	The bidder should provide company profile including its infrastructure, technical manpower and their expertise.		
27.	Escalation matrix with full contact details, for the resolution of reported issues during warranty period.		
28.	Signature on all the pages of the tender document, including addendum, if any, issued by INCOIS.		
29.	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.		

- (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 only.
 - Price should be quoted as per the format of .xls given in price bid. Lump-sum quotes will not be considered and line-item-wise break-up is mandatory. The format of the Price bid i.e., BOQ (Bill of Quantities) .xls file should not be changed in any case.
 - Financial quote should consists 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.)
 - Technical bid should contain filled in Table -3 & 4; Technical Compliance Statement along with legible documentary proof, without which the offer will not be considered further.
 - 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.

- If the order is placed on foreign firm, Price quoted should be on INCO term CIP/DAP, Hyderabad, India. Else price quoted should be on INCO term Door Delivery, FOR, INCOIS, Hyderabad only.
- 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 price offered against sl no. 1 of table-4 only will be considered for evaluating the L1 vendor. However, INCOIS reserves right to select 4 year AMC or CAMC if found required and economical. Placement of orders for AMC or CAMC will be at the discretion of INCOIS.
- 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.

Table-4: Compliance Statement - 2 (un-priced bid)

	Table-4: Compliance St	atemer	ii – 2 (ui	<u>, , , , , , , , , , , , , , , , , , , </u>	
Sl No.	Particulars	Qty	Unit	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) Please do not	Remarks, if any
				mention/quote prices here.	
1	Material Component along with 1 year stand	dard wa	rranty	<u>, </u>	
1.01	Base Glider package including shipping container, ready to deploy.	02	Nos.		
1.02	Communication system, Field computer, necessary software.	01	Sets		
1.03	Necessary toolkits	01	Sets		
1.04	Lithium battery packs	02	Sets		
1.05	Necessary accessories for glider deployment/recovery	01	Sets		
1.06	Remote station setup including servers and necessary software	01	Sets		
1.07	Support on navigation	01	Year		
1.08	pumped CTD rated 1000 dbar	02	Sets		
1.09	Dissolved Oxygen sensor rated 1000 dbar	02	Sets		
1.10	Chlorophyll rated 1000 dbar	02	Sets		
1.11	Biospherical PAR sensor rated 1000 dbar	02	Sets		
1.12	Backscatter sensor rated 1000 dbar	02	Sets		
1.13	Training (in India)	07	Days		
2	Optional Items : Material Component				
2.01	Complete spare parts for the glider system	02	Sets		
2.02	Optional battery with extended capacity (Mention the capacity and endurance time with operating conditions mentioned in 3.1A in remarks column)	02	Nos.		
2.03	Thruster	02	Nos.		
2.04	Optional upgradeable accessories for glider deployment/ recovery. (<i>Please provide the list of accessories in the remarks column</i>)	01	Sets		
2.05	CDOM (optical) sensor rated 1000 dbar	02	Sets		
2.06	ADCP profiler	02	Sets		
2.07	Turbulance profiler rated 1000 dbar	02	Sets		

2.08	pCO2 optode rated 1000 dbar	02	Sets	
2.09	Turbidity (optical) sensor rated 1000 dbar	02	Sets	
3.	Optional items : Service Component			
3.01	Training (at vendors preferred location for two persons)	1	No.	
3.02	AMC for the 1 st year for total system (after completion of 1 st year warranty)	01	Year	
3.03	AMC for the 2nd year for total system	01	Year	
3.04	AMC for the 3rd year for total system	01	Year	
3.05	AMC for the 4th year for total system	01	Year	
3.06	Comprehensive AMC for the 1st year for total system (after completion of 1st year warranty)	01	Year	
3.07	Comprehensive AMC for the 2nd year for total system	01	Year	
3.08	Comprehensive AMC for the 3rd year for total system	01	Year	
3.09	Comprehensive AMC for the 4th year for total system	01	Year	

^{*}Optional items at Sl No. 2 &3 of the above table will not be considered for selecting the L1. However, it is mandatory to quote for the Optional items at Sl No. 2.01 and 3.02 to 3.09 in the above price bid, without which the offer will not be accepted.

9. 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
- Project Management Strategies
- > 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 require 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 (CPPP).
- Preference will be given to the eligible Make in India offered products for this scientific requirement.

10. 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.
- The price of the complete glider system with mandatory specifications mentioned in Section 3.1A and 3.2A and material component at Sl No. 1 of the price bid (Table-4) will be considered in price bid for selecting L1 vendor. Placement of orders for optional items will be at the discretion of INCOIS.
- 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/DAP, Hyderabad, India. The firm has to ship the goods with the insurance coverage of 110% of invoice value from the warehouse of the vendor to the warehouse of INCOIS, Hyderabad, India.

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

11. General terms and Conditions

	neral terms and Conditions
Point	Details
No.	
1.	Quotation: Quotation have to be submitted online in the e-tender portal i.e.,
	http://eprocure.gov.in/eprocure/app only.
2.	A two bid system will be followed in selecting the vendor
	, o
3.	Validity Period: Bids/Offers shall have the validity period of 90 days from the tender closing
	date.
4.	Delivery Schedule: Bidder must undertake to supply the material as detailed in this Tender
	Document within 180 days from the date of acceptance to the Purchase Order at Hyderabad,
	India.
5.	Acceptance of the order by successful bidder upon AOC: Within 10 days from the date of
	issue of the PO/Order. If the acceptance communication is not received within 10 days. Then
	PO would be deemed as accepted and binding to the successful bidder.
6.	Warranty clause:
0.	1 year standard warranty of the glider/sensors will start from the date of acceptance of the
	system at INCOIS.
	by stem at 1 tee 15.
	AMC/CAMC: 1st year, 2nd year, 3rd year, 4th year (after completion of 1st year warranty) will
	be at the discretion of INCOIS.
7.	Earnest Money Deposit (EMD): An amount of Rs 7,20,000 or USD 10,000/- has to be submitted
,,	by way of Demand Draft from any Nationalized Bank in favour of "Director, INCOIS payable at
	Hyderabad". The Scanned copy of the Demand Draft is to be uploaded to the CPP Portal while
	submitting the offer.
	bubling the offer.
	The original DDs should reach to INCOIS on or before 1430Hrs of March 04, 2020. Offers
	received without EMD will be summarily rejected.
	receiven without EME with the summitty rejection.

If a bidder wishes to provide the EMD through BG, the BG (with validity of 90 days from the date of opening of tender + 60 days claim period) has to be sent/forwarded directly by the issuing bank to INCOIS and must reach INCOIS on or before 14 30Hrs of March 04, 2020. Contractors 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 Contractor is manufacturing/providing/supplying the tendered products/services for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid. This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder. 8. Tender Document Cost: Tender document can be downloaded from tender portal or our website on Free of Cost. 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". 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 if the vendor is manufacturing and supplying the tendered products for this particular tender. A copy of valid registration certificate should be submitted along with the technical bid. Tender fee/Tender document cost/DD received towards the tender is non refundable. Preference will be given to the eligible Make in India offered products for this scientific requirement. 10. 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. 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 period of 09 months. 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. Performance Guarantee: In case of placement order for AMC/CAMC, successful bidder has to submit 5% of the AMC/CAMC Order value towards Performance Guarantee by means of BG/Demand Draft drawn in favour of Director, INCOIS payable at Hyderabad or Bank Guarantee from any Nationalized Bank valid for a period of contract plus 60 days. This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations 13. SD is liable to forfeiture in the event of: Non Execution order during validity period of the contract If the service of the successful bidder is found to be unsatisfactory and fails to adhere to b. our tender terms and conditions. Any unilateral revision made by the successful bidder during the validity period of the

b)

14.

contract.

Payment Terms: Delivery of equipment

Foreign Vendor:

LC will be established for 90% value upon receipt of Order Acceptance and Proforma Invoice, acceptance of LC guidelines and submission of Security deposit.

10% will be paid after successful completion of warranty period or against submission of advance bank guarantee from a nationalized bank for the like amount valid for a period of 01 year 02 months.

Indigenous Vendors: 90% upon delivery and acceptance of entire system by INCOIS and submission of Invoice, Test Certificate, Pre-shipment inspection/QC passed certificate along with signing of SLA

10% will be paid after successful completion of warranty period or against submission of advance bank guarantee from a nationalized bank for the like amount valid for a period of 01 year 02 months.

AMC/CAMC for a period of 4 years (1st, 2nd, 3rd & 4th year) for total system:

Placement of orders for AMC/CAMC will be at the discretion of INCOIS.

100% of the cost payable on yearly basis (upon completion of yearly maintenance service) against submission of the invoice along with service report in original and subject to satisfactory performance of the system.

Net payment will be released after statutory deductions. No advance payment will be allowed and no other payment terms will be considered.

- 15. 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.
- 16. 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.
- 17. Bidder should clearly indicate the Make & model of the unit offered by him along with supporting documents for the model. Bidder should also fill the technical specification compliance sheet enclosed along with his technical offer.
- 18. INCOIS is partially exempted from Custom duty under Notification No. 51/96 dated 23.7.1996
- 19. A Service Level Agreement is required to be executed between successful bidder and INCOIS. The vendor/authorised representative should submit the SLA in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorised signatory within 30 days of receipt of order.

If the successful bidder is a foreign firm, then INCOIS will arrange the Non Judicial Indian Stamp Paper at free of cost, considering the foreign firms procedural difficulties involved and project timelines.

20. 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.

	Price quoted should be on Inco term CIP/DAP, Hyderabad basis, if the order is be placed on
	foreign firm. Insurance should be obtained for 110% of value from warehouse of origin to
24	warehouse of destination basis.
21.	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'.
22.	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.
23.	Bidders should fill and submit the technical compliance sheet along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
24.	Tenders not in complete shape or not conforming to technical specifications or not confirming to terms and conditions are liable for rejection.
25.	All relevant above documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
26.	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.
27.	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.
28.	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
29.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
30.	 Liquidated Damages Clause: In case the supply 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. a) 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 undelivered material/delayed supply. b) 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 c) 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. 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.
31.	Force Majeure Clause: 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.

32. Patent Indemnification Clause:

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.

- 33. If any tenderer withdraws his tender after price bid is opened, with in 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.
- 34. The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered work.
- 35. The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered work, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
- 36. 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.
- 37. 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.
- 38. Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
- 39. 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.
- 40. INCOIS reserves the right to alter the scope/or reduce enhance quantities/quantum of work, 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.
- 41. 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.

12. 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 **1500 Hrs of February 17, 2020** *Note: Firms may submit a consolidated query only once.* e-mail: abhisek.c@incois.gov.in; sureshkumar@incois.gov.in E-mail subject should be mentioned as "Queries on tender for Supply of 02 deep ocean gliders at INCOIS, Hyderabad - reg". All the clarifications will be consolidated and clarified to the bidders and corrigendum/addendum will be uploaded in the CPP Portal and added in the tender column at INCOIS Web site (if required only).

13. Contact details:

1)) Head, MDG

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.:+91-40-23886032 Fax: 040 2389 5001 / 23892910 e-mail: francis@incois.gov.in/

abhisek.c@incois.gov.in / sureshkumar@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

Delivery address:

The 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
Phane No. 1440 23895000 / 23896001

Phone No.:040-23895000 / 23886001 Fax No.: 040-23895001 / 23892910

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
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 tofrom 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:

Instructions for foreign bidders for obtaining the DSC Token

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.

Procedure for Obtaining Digital Signature by Foreign Vendors

This document gives the procedure to be followed by bidders who are resident of countries other than India for participating in Online Tendering Activity.

As per the IT ACT 2000, all bidders who participate in the online bidding process in this site should possess a valid Digital Signature issued by any of the Digital Signature Certificate (DSC) vendors approved by CCA, India (https://cca.gov.in). The following document gives the procedure that is generally followed by various vendors.

Generally, the documents that are required to be submitted by Foreign Nationals are as follows:

- 1. Identity Proof (ID Proof) of the person in whose name DSC has to be issued (E.g. Passport copy)
- 2. Bank account statement in country of residence, duly attested by Indian Embassy / High Commission / Consulate / Apostille in the country where the applicant is currently located. (At least 6 months of Bank transactions) with the proof indicating the account is owned by the Individual.
- 3. Copy of the Trade license attested by any one of the authorities as specified in Point 2 above.
- 4. As the Individual is representing the company, an Authorization on company's letter head as given in the form
- 5. Copy of the Authorization letter or invitation letter from department for the participation in the tender by any one of the tender inviting authority.

As of now, it is learnt that GNFC, issue DSCs with the above procedure. The copy of the nCodes and eMudhra Format is enclosed as Annexure; the Copies of other vendors will be made available on receipt of information from these vendors.

Note: The Information given by the vendors is attached for facilitating the Foreign Nationals to procure DSCs from the Indian CA authorized vendors for information purpose only as shared by the respective CA's.

Please find below the details of various vendors and procedure for obtaining DSC:

- * GNFC
- * eMudhra

CHEC		(II) Pro	-	(n)Code
Customer Identification No <u>Instructions:</u> 1. This Form is divided into 2 2. Form A contains details of	parts: Form A and Fo		(For Office Use Only)	2.00 recens
2. Form A contains details of 3. Form 5 contains organizat				Affix recent panization. Passport Size
4. Please fill the form in BLO	OK LETTERS in Englis	sh only.		Photograph of the
 (n)Pro refers Class 3 Orga As per New Inter-portabilit 		-		Dec 2011
will carry the validity of 0 7. Separate DSC for Signing		FORM.		
7. Separate DSC for Signing TYPE OF DIGITAL CERTIFICA		Second Lateral		
1.Class lib: 2.Class l		o: Validity:	1Year. 2Years.	(Sign across photo)
NAME OF THE APPLICANT (Please ensure that the name as				
Surname	F	First Name		Initials
Office Address:				
Town / City / District:				
State / Union Territory:				
Pin Code:			Department	
Contact No.:	STD Code:	Ph:		Fax
Mobile Phone No.:				_
Date of Birth:	DD M	MMI	YYYY	
E-Mail Address:				
Identity Details: No. (Please Tick & Fill Any One)	Passport			
(Please Hot a Fill Any Une)	Passpur :			
		FORM		
Organizational Details to b	e Filled up only Or	nce for an Organiza	non (Please disregard if	already submitted)
Company Name:				
Corporate / Register				
Company Address:				
Town / City / District				
State / Union Territory				
Pin Code				1
Contact No.	STD Code:	Ph:		Fax:
Corporate Website (URL)				
Income Tax Pan No.:				
Bank Details				
Bank Name Bank A/C No				
same. I acknowledge that infl				greement and promise to abide the ige.
Place:	-		_	Signature Of Applicant
			[Name:	1

All 150	. 100
100	100
1000	Section 2
4.075	100





Customer Identification Number: ______ (For Office Use Only)

Documents Required and Submitted by the Applicant (POR: Proof of rights documents)

Documents required only once for an Organization / Enterprise for all classes of certificates; Ilb, IIIb, IIIc

Certified true copy (from Company Secretary / Director / Partner / Proprietor of the organization:

- Valid business license document.
- Authorization Letter in favor of the certificate applicant from the applicant organization (as per the format attached herewith, on the Company's Letterhead Only)

Documents to be Attested by Indian Embassy/High Commission / Consulate / Apostille in the country where applicant is located:

- Latest photograph of the applicant on the form
- Passport Copy
- Bank account statement in country of residence

PHYSICAL.	PRESENCE	S REQUIRED I	OR CLASS IND C	ER HIFIGA	I E APPLICANT

For further details contact (+91 33 2637 4024 / +91 33 2640 4086)

Or, can be deposited directly in any of the HDFC Bank's Branch,

H R Infracon Limited, A/C No.: 02082320001689 G T Road Branch, Howrah, IFSC - HDFC0000208

Bank Swift Code No.: HDFCINBB

Visit Us: www.hrinfracon.com E-Mail: hrinfracon@omail.com Phone No.: (+91 33 - 2640 4086 / 2637 4061)
Note:

Applicants for Class IIIb & Class IIIo certificate shall present themselves at the LRA location where the registration form for Digital Certificate was sent, for verification of physical presence.

Please refer to the CPS for more information.

Signature Verification (Authorization) Letter (This Authorization Letter is required on the Organization's letterhead)

To,

(n) Code Solutions,

A Division of Gujarat Narmada Valley Fertilizers Company Limited.

This is to certify that Mr. / Ms. _______(Certificate applicant) has provided correct information in the Application form for issue of Digital Certificate to the best of my knowledge and belief and is working with ______. (organization name). He / She is hereby authorized to obtain a Class IIb, IIIb & IIIc Digital Certificate issued by (n)Code Solutions CA

Details of Authorized Signatory: Name :

Designation : ______

Date : _____

APPLICATION FOR DIGITAL SIGNATURE CERTIFICATE (FOR FOREIGN INDIVIDUAL) (For Signature Application only) Application ID Number (For office use only): (For Encryption Application only) Instructions: 1. Please fill the form in BLOCK LETTERS and (*) MARKED Fields are Mandatory. Affix recent Inconsistent/incomplete applications are liable to be rejected. Photograph of 3. Attestation of documents by any: Gazetted Officer OR Bank Manager OR Post Master applicant duly OR present originals to our Registration Authority for verification. 4. For Foreign Individuals without a valid Indian Visa the document attestation has to be done by the Indian Embassy signed across 5. All subscribers are advised to read Certification Practice Statement and Subscriber agreement of eMudhra available at www.e-mudhra.com 6. At Par Cheque / Demand Draft to be drawn in favour of eMudhra Consumer Services Ltd. 7. For Class III Digital Signatures it is mandatory for the applicant to be physically present before official / agents off eMudhra to complete in person verification 8. All Corrections in the application shall be attested by the applicant 3. USB TOKEN:* 1A. CERTIFICATE CLASS:* 1B. CERTIFICATE TYPE:* 2. CERTIFICATE VALIDITY:* Class 2 Gold Signature Required 1 Year Class 3 Platinum Not Required 2 Year Encryption 4. Certificate Category:* Individual Organisation APPLICANT DETAILS* (As per applicant's valid ID Proof at SI.No.11 below) 5. Name:* Mr./Ms./Dr. M 8. Nationality 6. Date of Birth:* 7. Gender Female 9. Father/Spouse's Name 10. Residential Status* Non-Resident 11. email id 12. PAN Number of Applicant (Mandatory if the signature is required for filing Income Tax Returns in India) CONTACT DETAILS* of INDIVIDUAL APPLICANT 13. (++) Address for communication: Residence Office (As per proof Submitted) (Door No., Name of the premises, Road, Area, City, State and Pin code needs to be filled) Pincode City Mobile No. (e.g. + 91-999999999) Telephone No. (e.g. +91-80-23333333) CONTACT DETAILS* for APPLICANT'S ORGANISATION ADDRESS IF APPLYING ON BEHALF OF ORGANISATION 14. Organisation Details: * Corporate Office **Head Office** Registered Office **Branch Office** Organisation Name Department Registration Number Date of Incorporation / Proprietorship Commencement / Partnership Agreement Address:

Fax No. (e.g. +91-80-23333333)

Corporate Website (URL

PAN No. of Organisation* Attach photo copy)

State

Mobile No. (e.g. + 91-999999999)

City

Pincode

Telephone No. (e.g. +91-80-23333333)



Organisation's: *																																	
Bank Name							1																	\Box	I	\perp	I	I	I	I			
Branch Name & Place							Ī																		Ī	1		1		1			
Account Type		Savi	ngs			Curr	ent																										
Account Number				70		157	1																			L	T						
									IDE	ENTI	FIC	ATI	ON	DET	AIL	S*																	
15a.Passport Details:*																																	
Passport number													P		0 8		Ī		Ī		Ī	T	Ï	Τ	T	Ī	T	Ī	T	Ī			
Passport Issuing Authority												Ī						T		T		Ī	Ì	T	Ť	T	Ī	Ť	T	Ť		П	$\overline{\Box}$
Passport Expiry Date												Ī	Ī									Ī	Ī	Ī	Ī	Ī	Ī	Ī	Ī	Ī		П	Ħ
15b.Visa Details: (Mandatory	and A	Appli	cab	le if t	he a	pplic	ant	is in	Ind	lia)*					c - //		**								2/4				-300	-cl			
Visa issued By												Г		П				T		Ī	Ī	Ī		Τ	Τ	T	T	Ĭ	T	Ĭ			
Visa valid from												Ī									Ī	Ī	Ī		Ī	Ī	Ť	ħ	Ī				Ħ
Visa Expiry Date												Ē	Ē	Ħ		F		T		T	Ť	Ħ	Ť	Ħ	T	T	Ť	Ť	T	Ť	T	Ħ	Ħ
15c.Valid Identity Details:*												Έ] F	ass	oort	Г		Dri	vino	Lic	onse				PAI	N Ca	and	Pre-		1000	153 9	10° 1	
(Please tick any one and fill the	ID nu	ımbe	r an	d								H	J			L		I	· · · · · ·	Lio			L	_	174	T		_	_	_	_		
attach attested copy of ID proof	f)					_/						L				_		_				<u> </u>	_	_	1	_		_		_	100		4
		4					_			PAY	ME	NT	DET	TAIL	S*	<u> </u>																	
16. Mode of Payment *	_) 0	nline	/ Ne	et Ba	nking			At P	ar	Chec	que			L		EFT																	
Online Payment Details		_	_		_				_		_			ue/[mer	nt De	etai	ls	Ц.	_	_	_		_	_		_	_	_		
Transaction/Reference No.	1		ᆜ			_	Ш	_	1	4	╛	Cł	nequ	ue /[D I	No.			L		L	L	L	ļ		1	1		1	1	Ļ	Щ	\perp
Bank Name			\Box			\perp			1			Ва	ank	& Br	and	h N	ame	е	L	L	L	L		\perp				1	1	1	\perp	Щ	
Account Type			$\underline{\hspace{1cm}}$				Ш		1	_	_	Ac	cou	ınt T	ype				L		L	L					1	\perp	\perp	1	\perp	Ш	Ш
Amount Rs.			\perp		1	Ļ	Ш		1	_	╛	Ar	nou	nt R	5.					L	Ļ	L	4	Ļ		Ļ	1	1	1	1	Ļ	Ш	
Date										\perp		Da	ate							L		4			1		1					Ш	Ш
										D	EC	LAR	ATI	ION									/										
I hereby agree that I have rea by the same. The information my certificate information in Date:*	n prov	/ided	int	his D	igita								Na Si		of t	the /	App	d co	rred nt:	et to	the	be											
							19	то в	E	-11.1	ED	DV							app	lical	ne).												
I declare that the applicant has pr	rovido	d cor	eact	inform	nation	n in H	_	-	-	200									0 0	nnlic	atio	n fo	em s	and	CHIP	norti	na /	docu	mor	nte			
RA Name :	ovide	u con	еы	Inion	IduUr	HIG	IIS di	piica	BOH	HOIH	11. 1	nave	CON	EUNE	u ar	iu ve	erine	eu er	e a	ppiic	duo	1110	HIII e	iriu :	supp	JOIN	ng c	JOGU	Hier	ILS.			
Signature :																																	
Place :																																	
Date :																			F	RAS	eal	& 5	Stan	np									
CHECKI	LIST	OF D	oci	JME	NTS T	ГО Е	E SI	UBMI	П	ED A	ALC	ONG	WI	THI	HE	AP	PLI	CAT	101	N fo	r IN	DIV	IDU	AL	CE	RTI	FIC	ATE	*				
a. Attested copy of any one as	s per f	the lis	st in	seria	l no.	15c																											
Passport	Drivin	ıg Lic	ens	e		PAI	N Ca	ard																									
NB : Passport with a valid cop	y of t	he vi	sa is	a m	ust if	the a	appli	cant i	s in	ı Indi	ia																						
b. Attested Copy of PAN	N CAF	RD (N	land	latory	/ if P/	\N n	umb	er has	s be	een	pro	vide	d)														_		_				
c. Attested Copy of any one for	or add	ress	proc	of	_) [-1-7-	u. pr			٦ -		_	-										_		_							

Version 1.3 CONFIDENTIAL Page 2 to 3

Checklist of Documents to be Submitted along with Application for Organisation Certificate
a. Attested Copy of anyone as per the list is S.No. 15c
b. Attested copy of anyone
Certificate of Incorporation Memorandum of Association Regd. Partnership Deed Valid Business License
c. Attested Copy of any one
Annual report Latest Income Tax Return Latest organisation Details from the Bank Statement of Income issued by Chartered Accountant
d. Attested Copy of the Organisation PAN Card or equivalent for the corresponding country
e. Authorisation letter in favour of the certificate applicant from the Organisation as per format below
f. List of Partners / members / Directors with their complete name and address details
AUTHORISATION LETTER FORMAT* (This Authorisation Letter is required on the Organisation's Letterhead)
To, Date:
eMudhra Consumer Services Limited
3rd Floor, Sai Arcade, 56 Outer Ring Road Deverabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4336 0000
Dear Sir,
Sub: Authorisation letter for obtaining Digital Signature Certificate.
This is certify that Mr./Mrs./Miss (Certificate applicant) has provided correct information in the 'Application form for issue of
Digital Signature Certificate" to the best of my knowledge and belief vide application form dated DD-MM-YYYY. I hereby authorize him/her, on behalf of our Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by eMudhra.
Class of Digital Signature Certificate issued by e-Mudhra.
Class 2 Gold Organisation Class 3 Platinum Organisation
Signature:
Name:
Designation:
CONTACT DETAILS
CONTACT DETAILS

eMudhra Consumer Services Limited, D.No.2 / 30 A, 1st Floor, Natesa Pandaram Colony, Cherry Road, Landmark: Opp to Post Office, Salem - 636 007. Tamil Nadu Phone: +91 80 4336 0000 Fax: +91 80 4227 5306 Email: info@e-Mudhra.com Website: www.e-Mudhra.com

Version 1.3 CONFIDENTIAL Page 3 to 3