



INCOIS: PUR:29/2020



09.04.2021

Request Proposal for

**"i) Supply of 05 No.s of workstation Laptops along with 5 years onsite warranty
ii) Supply of 55 No.s of Laptops along with 5 years onsite warranty Under Buy Back of 42 No.s of existing Laptops at 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, Commissioning of workstation Laptops". 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	:	i) Supply of 05 No.s of workstation Laptops ii) Supply of 55 No.s of laptops under buy back of 42 No.s of existing Laptops at 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, Cover II - Price Bid in the prescribed format.
4.	Earnest Money Deposit (EMD)	:	A bid securing declaration to be submitted on the bidding firm's letter head as per Annexure -I
5.	Last date for seeking the clarifications	:	On or before 09 00Hrs of April 20, 2021
6.	Bid submission due date online	:	On or before 1500 Hrs of April 30, 2021
7.	Bid opening date	:	After 15 00 Hrs of May 03, 2021
8.	Bid validity	:	90 days from the date of opening of tender
9.	Delivery/Completion Period	:	Within 45 days from the date of acceptance of the order
10.	*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 be 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 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 (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 of 55 No.s of laptops , 05 No. of workstation Laptops at INCOIS, Hyderabad.

2. Scope of Tender:

- i) Supply of 05 No.s of workstation Laptops along with 5 years onsite warranty including battery
- ii) Supply of 55 No.s of laptops along with 5 years onsite warranty including battery under buy back of 42 No.s of existing Laptops at INCOIS, Hyderabad

3. Deliverables:

S.No	Description	Qty	UoM
1.	Work station Laptops	05	Nos.
2.	55 No.s of laptops under buy back of 42 No.s of existing Laptops	55	No.s

4. Technical Specifications**I) Work Station Laptops 05No.s**

S No	Parameter	Description
1.	Processor	10th Generation Intel Core i7
2.	Memory	8GB DDR4 RAM (1 x 8GB) expandable up to 64GB or Higher
3.	Hard Drive	128GB SSD for OS and Applications and 1TB 2.5" SATA Hard Disk Drive for data storage
4.	Display	15.0" FHD, Anti-Glare, Non-Touch with in-built camera of 720p, MIC and Speaker

5.	Graphics	4GB NVIDIA Quadro Graphic card
6.	Operating System	Windows 10 Professional 64 bit
7.	Battery and Power Adapters	65 Whr and above for quick charging capability and Indian standard power adapter
8.	Ports	1x USB Type C 3.x Gen 1 with Power Delivery 3.0 & Display Port 1.2 2x USB 3.x Gen 1 (one with Power Share) 1x USB 2.x 1x HDMI 1.x 1x RJ-45 1x Micro SD Card Reader 3.x 1x Universal Audio Jack
9.	Network interface	10 mbps /100 mbps /1000 mbps on board integrated Network Port & Wi-Fi Adapter
10.	Connectivity	Intel Wi-Fi 6 AX201 2x2 (Gig+) + Bluetooth 5.1
11.	Keyboard	Backlit Keyboard and Spill Resistant's
12.	Warranty	5 Years on-site warranty including battery
13.	Weight	Up to 2.5 kg
14.	Compliance	Military Grade Drop Test Standard and product offered is to be EPEAT India registered
15.	Carry Case	Backpack or carry case

II) Laptop (55 No.s) Specifications

S No	Parameter	Description
1.	Processor	10th Generation Intel Core i7
2.	Memory	8GB DDR4 RAM (1 x 8GB) expandable up to 32GB or Higher
3.	Hard Drive	128GB SSD for OS and Applications and 1TB 2.5" SATA Hard Disk Drive for data storage
4.	Display	14.0" FHD, Anti-Glare, Non-Touch with in-built camera of 720p, MIC and Speaker
5.	Graphics	Integrated Intel UHD Graphics
6.	Operating System	Windows 10 Professional 64 bit
7.	Battery and Power Adapters	40 Whr and above for quick charging capability and Indian standard power adapter
8.	Ports	1x USB Type C 3.x Gen 1 with Power Delivery 3.0 & Display Port 1.2 2x USB 3.x Gen 1 (one with Power Share) 1x USB 2.x 1x HDMI 1.x 1x RJ-45 1x Micro SD Card Reader 3.x 1x Universal Audio Jack
9.	Network interface	10 mbps /100 mbps /1000 mbps on board integrated Network Port & Wi-Fi Adapter
10.	Connectivity	Intel Wi-Fi 6 AX201 2x2 (Gig+) + Bluetooth 5.1
11.	Keyboard	Backlit Keyboard and Spill Resistant's
12.	Warranty	5 Years on-site warranty including battery
13.	Weight	Up to 2.0 kg
14.	Compliance	Military Grade Drop Test Standard and product offered is to be EPEAT India registered
15.	Carry Case	Backpack or carry case

NOTE: The specs mentioned above are minimum and higher are always acceptable except screen size.

Details of Buy-back Laptops:

Sl.No.	Laptop Description	Quantity
1.	HP Elite-book 8530W Series Mobile Workstation Notebook	2
2.	Toshiba R600 Laptop (Model :-Portege R600-U2531)	1
3.	Toshiba Portege (Model R30- AX4300)	1
4.	HP Probook 450 G3	1
5.	HP 8570W Mobile Workstation	2
6.	HP Probook 440 G2	15
7.	HP Probook 450 G2	20
	TOTAL	42

Detailed Specifications of Buy back items

1. HP Elite-book 8530W Series Mobile Workstation Notebook

Intel Core2 Duo Processor 2.2GHz, 6MB L2 Cache 1066 Front Side Bus
Mobile Intel 45PM Express Chipset
4 GB DDR2 800 MHz Ram
500GB HDD
Nvidia Quadro FX 770M Graphics Cards with 512 MB dedicated graphics memory
Intel Wireless LAN 802.11 a/b/g/n, Bluetooth 2.0+
15.4-inch diagonal WSXGA+ (1680 x 1050) Wide viewing angle AntiGlare Display with 1680 x 1050 resolution
High Definition Audio, stereo speakers, stereo headphone/line/out, stereo microphone, integrated dual microphone array
1 Express card/54 Slot, media card reader
2 MP Camera with business card reader, HP night light
4 USB 2.0 ports, HDMI, eSATA, VGA, stereo microphone in, stereo headphone/line out, 1394a, power connector, RJ-11/modem, RJ-45/ethernet, docking connector, secondary battery connector
Fingerprint Sensor, TPM Embedded Security Chip 1.2, HP Protect Tools security Manager, integrated Smart Card Reader
Keyboard with touchpad with scroll Zone & Trackpoint
8-cell (73 WHr) Lithium-Ion battery, 120W H Smart AC adapter, HP Fast Charge technology
Adapter with power card.

2. Toshiba R600 Laptop (Model :-Portege R600-U2531)

Intel R Core2Duo Processor, ULV SU9400(1.40Ghz), 3Mb L2 Cache, 800 MHz FSB
3 GB DDR2 Ram
128 GB SATA SSD
30.73 (12.1) WXGA, Integrated Camera, Intel R Graphics media Accelerator 4500MHD Integrated with 128 shared VRAM, 1AMT 4.0 support
10/100/1000 Mbps, Intel 802.11a/g/n, Bluetooth 2.1 + EDR
6 Cell, 3USB (Sleep N Charge),TPM 1.2 Security Chip. Finger Print, SD Card,Stereo and 3D Support500 GB External USB HDD Seagate, Adapter with power card.

3. Toshiba Portege (Model R30- AX4300)

Intel Core I5 4210M Processor, 1.2GHz
4 GB Ram
1TB GB
"13.3" Screen
On board gigabit network
6 Cell, 3USB (Sleep N Charge),TPM 1.2 Security Chip. Finger Print, SD Card,Stereo and 3D Support500 GB External USB HDD Seagate, Adapter with power card.

4. HP Probook 450 G3

Intel Core i7-6500U 2.5GHz Processor, 4 MB Cache
16 GB Ram
1TB SATA HDD
"15.6" Screen
AMD Radeon 2 GB DDR3 Dedicated Graphic
DVD RW
Integrated camera 2 x USB 3.0, 2 x USB 2.0, 1 x HDMI, 1 x Headphone/Microphone combo, 1 x RJ-45, 1xVGA, Wireless LAN, Multi Media Reader Slot Supports SD, SDHC, SDXC

5. HP Elite Book 8570W Mobile Workstation

Intel Core i7 Quad-Core Processor 2.4 GHz, 6 MB L3 cache
32 GB Memory
750 GB Hard Drive
2GB DDR3 Graphic card
HP Standard USB Mouse
Seagate Expansion Portable 2.5 inch 1 TB USB Hard Disk, Adapter with power card.

6. HP Probook 440 G2

Intel 4 th Gen Core i5 1.6 GHz Processor, 3MB Cache
4 GB Memory
500 GB Hard Drive
14.0 inch
Integrated camera, 2xUSB 2.0, 1xUSB 3.0, 2-in-1 card reader (SD / MMC), VGA / HDMI, Combo jack, LAN port, Wireless LAN.
DVD-RW

7. HP Probook 450 G2

Intel 4 th Gen Core i7 1.8 GHz Processor, 4MB Cache
8 GB Memory
1TB Hard Drive
2 GB Dedicated Graphic Card
15.6 inch
Integrated camera, 2xUSB 2.0, 1xUSB 3.0, 2-in-1 card reader (SD / MMC), VGA / HDMI, Combo jack, LAN port, Wireless LAN.
DVD-RW

5. Eligibility Criteria

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

- 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.
- The bidder should have an average annual financial turnover of Rs. 20.00 lakhs or more during the last three years ending March 31, 2020. Net worth of the company should not have been eroded by 30% over the last 3 years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.
- Tenderer (OEM/SI) should have past experience in similar nature of works in last five years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 40.00 lakhs or two works of value Rs. 30.00 lakhs or three works of value Rs. 20.00 lakhs. Client certificates / PO to be enclosed in this regard.
- The bidder should provide profile of their company including its infrastructure, technical

manpower and their expertise.

- Earnest Money Deposit (EMD) : A bid securing declaration to be submitted on the bidding firm's letter head duly signed and stamped by the authorized signatory as per Annexure -I
- Vendor should have well established local service / support centre in Hyderabad with trained / certified manpower in maintaining the infrastructure covered under this tender. Documentary proof of details of location of service / support centre is to be submitted.
- Escalation matrix with full contact details, for the resolution of reported issues during warranty period.
- **Upload Manufacturer authorization:** Wherever authorized Distributors are submitting the bid, Manufacturers Authorization Form (MAF)/ Certificate of OEM details such as name, designation, address, e-mail Id and Phone No. of the OEM required to be furnished along with the bid.
- 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.
- Confirmation/undertaking on the letter head of the bidder duly signed and stamped by the authorised signatory towards the supply of tendered materials/items (make and model) are invariably not from the land border sharing countries with India as per Ministry of Finance Department of Expenditure Office Memorandum No. 6/18/2019-PPD DT. 23.07.2020 and F.18/37/2020-PPD, dt. 08.02.2021.
- **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.
- Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 5 years residual market life i.e., the offered product shall not be declared end-of-life by the OEM before this period.
- Bidder's offer is liable to be rejected if they don't upload any of the certificates/ documents sought in the Bid document, ATC and corrigendum if any.

NOTE:

- Offers of bidders which do not fulfill the eligibility criteria or fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- No further communication in this regard will be entertained.
- The bids submitted without EMD Declaration (as per clause 7 under section 10 of General terms and conditions) will be summarily rejected and no further communication in this regard will be entertained.

6. **Contents of the Bid:** 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 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 Compliance Statement

S No	Description	Make & Model	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
Technical Specification:					
i) Work Station Laptops 05No.s					
1.	Processor				
2.	Memory				
3.	Hard Drive				
4.	Display				
5.	Graphics				
6.	Operating System				
7.	Battery and Power Adpaters				
8.	Ports				
9.	Network interface				
10.	Connectivity				
11.	Keyboard				
12.	Warranty				
13.	Weight				
14.	Compliance to Military Grade Drop Test				
15.	Carry Case				
ii) Laptop (55 No.s) Specifications					
16.	Processor				
17.	Memory				
18.	Hard Drive				
19.	Display				
20.	Graphics				
21.	Operating System				
22.	Battery and Power Adpaters				
23.	Ports				
24.	Network interface				
25.	Connectivity				
26.	Keyboard				
27.	Warranty				
28.	Weight				
29.	Compliance to Military Grade Drop Test				
30.	Carry Case				
The bidder is a 1) Registered Indian under Indian Company Act 1956 / 2) Proprietary /3) OEM/(s) /4) System Integrator/5) Others					
MSME / NSIC certificate details if any					
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.					
The bidder should have an average annual financial turnover of Rs. 20.00 lakhs or more during the last three years ending March 31, 2020. Net worth of the company should not have been eroded by 30% over the last 3 years. Proof of turnover and Proof of annual profit certificate issued by the chartered accountant to be submitted.					
Tenderer (OEM/SI) should have past experience in similar nature of works in last five years ending previous day of last date of submission of the online Bid. Out of which one work of value Rs. 40 lakhs or two works of value Rs. 30 lakhs or three works of value Rs. 20 lakhs. Client certificates / PO to be enclosed in this regard.					
The bidder should provide profile of their company including its					

S No	Description	Make & Model	Compliance status Yes/No	Page number against the Proof attached.	Remarks/ Deviations, if any
	infrastructure, technical manpower and their expertise.				
	Earnest Money Deposit (EMD) : A bid securing declaration to be submitted on the bidding firm's letter head duly signed and stamped by the authorized signatory as per Annexure -1				
	Vendor should have well established local service / support centre in Hyderabad with trained / certified manpower in maintaining the infrastructure covered under this tender. Documentary proof of details of location of service / support centre is to be submitted.				
	Escalation matrix with full contact details, for the resolution of reported issues during warranty period.				
	Upload Manufacturer authorization: Wherever authorized Distributors are submitting the bid, Manufacturers Authorization Form (MAF)/ Certificate of OEM details such as name, designation, address, e-mail Id and Phone No. of the OEM required to be furnished along with the bid.				
	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.				
	Confirmation/undertaking on the letter head of the bidder duly signed and stamped by the authorised signatory towards the supply of tendered materials/items (make and model) are invariably not from the land border sharing countries with India as per Ministry of Finance Department of Expenditure Office Memorandum No. 6/18/2019-PPD DT. 23.07.2020 and F.18/37/2020-PPD, dt. 08.02.2021.				
	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				

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.

(ii) Commercial Bid: It should be a separate document from the technical proposal and should be filled in the .xls format provided with the e-tender on-line only.

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.
- 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.)
- Part/conditional/incomplete quotations will not be accepted.

- The Director, INCOIS reserves the right to choose, accept or reject any or all requests / offers, in full or part, at any stage, reduce or increase the quantity without assigning any reasons therefore. The quantity/number shown in the document is only indicative.

S No	Description	Qty	UOM	Please confirm whether prices are Quoted in commercial bid or not. (Yes/ No) Please do not mention prices here.
1	Supply of Work station Laptops along with 5 years onsite warranty including battery	05	Nos.	
2	Supply of Laptops along with 5 years onsite warranty including battery	55	No.s	
3	Less: Buy back of existing Laptops	42	No.s	

7. Quality of Service:

The vendor should provide OEM warranty support (incl. Test reports, calibration certificates etc) if any. The vendor shall be responsible for replacing any defective part / parts (consumable / non-consumable) without any extra cost to INCOIS during the warranty period.

Service clause - Warranty:

- I. *For the defects noticed during the entire warranty period, replacement/rectification should be arranged free of cost. The to and fro freight charges shall be borne by the successful bidder during warranty period if any.*
- II. *The vendor shall be responsible to provide necessary updates for various firmware/software released by OEM from time to time without any extra cost to INCOIS during the warranty period.*

SLA (Service level agreement Proforma at Annexure): *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 45 days of acceptance of the order.*

08. Technical Evaluation Criteria:

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor or vendors:

- Completeness of the Proposal
 - Financial Status of the Firm
 - Track Record of similar projects executed
 - Technical Compliance of the Products Quoted
 - Price & Acceptance to Payment Terms& General and commercial Terms
- 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.
 - On the due date, Technical bids will be opened.
 - The bids submitted together 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 (CPPP).

09. Commercial Evaluation Criteria:

- Generally the contract is awarded to the technically qualified eligible bidder whose bid has been determined as the lowest evaluated commercial bid.
- Notwithstanding anything stated above, INCOIS reserves the right to assess Bidder's capability and capacity to perform the contract. Should circumstances warrant such an assessment in the overall interest of the organization, 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.

10. General terms and Conditions

Point No.	Details
1.	Quotation: Quotation have to 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
3.	Validity Period: Bids/Offer shall have the validity period of 90 days from the tender closing date.
4.	Delivery/Completion Period: Within 45 days from the date of acceptance of the order
5.	* Acceptance of the order by successful bidder upon AOC: Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received with in 10days. Then PO would be deemed as accepted and binding to the successful bidder.
6.	Warranty clause: Five years onsite warranty including battery will start from the date of acceptance of the system at INCOIS
7.	Earnest Money Deposit (EMD) : A bid securing declaration to be submitted on the bidding firm's letter head duly signed and stamped by the authorized signatory as per Annexure -I
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/- 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 <u>if the vendor is manufacturing and supplying the tendered products for this particular tender.</u> A copy of valid registration certificate should be submitted along with the technical bid. Tender fee/Tender document cost/DD received if any towards the tender is non refundable.
9.	Bidder's from a country which shares a land border with India will not be eligible to participate in this tender, unless the bidder is registered with Department for Promotion of Industry and Internal Trade (DPIIT) under Order (Public procurement No. 1) issued by Ministry of Finance, Department of Expenditure in line with OM No. F.No.6/18/2019-PPD dt 23rd July, 2020 and F.18/37/2020-PPD, dt. 08.02.2021inserting Rule 144 (xi) in GFR 2017.
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.
11.	Payment Terms: <ul style="list-style-type: none">• 90% of PO value will be released within 15 days against supply and acceptance.• Balance 10% of the PO value will be released upon completion of warranty period of five (05) years or on submission of ABG for the said amount and period. <i>No advance payment will be allowed and no other payment terms will be considered.</i>
12.	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.
13.	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.
14.	Please note that any falsification/suppression of information could lead to the disqualification.
15.	Bidders should fill and submit the technical compliance sheet along with Techno-Commercial bid. Offers received without the compliance sheet will be summarily rejected.
16.	Tenders not in complete shape or not conforming to technical specifications or not conforming to terms and conditions are liable for rejection.
17.	All above relevant documents must be enclosed with technical bids failing which bids may be ignored and will not be considered for technical evaluation.
18.	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.
19.	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.
20.	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
21.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
22.	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 warranty clause
23.	<p>Liquidated Damages Clause: In case the supply/delivery/services is delayed and delay is attributed to the Successful Bidder 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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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,</p>
24.	<p>Force Majeure Clause:</p> <p>If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency , pandemic declared by WHO/Govt. authorities causing stoppage of work beyond the supplier's /INCOIS 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</p>

	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.
25.	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.
26.	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 initiate appropriate action w.r.t bid securing declaration.
27.	The bidder shall sign and upload the Bids with the exact name and address of the firm, which is bidding for the tendered requirement.
28.	The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding for the tendered requirement, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
29.	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.
30.	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.
31.	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such tenderer ineligible.
32.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and tenderer shall not have any claim whatsoever on this account.
33.	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

11) Clarifications & Contact details: Queries or clarifications on tender document, if any, may be submitted by the firms (via e-mail) on or before **0900 Hrs of April 20, 2021** Note: *Preferably the Firms should submit a consolidated query.* e-mail: bvs@incois.gov.in/anup@incois.gov.in E-mail subject should be mentioned as "Supply of 05 No.s workstation Laptops and 55 No.s Laptops under buy back at INCOIS, Hyderabad".

1) Division Head-ICT
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.:040-2388 6049
Fax No.: 040-23895001 / 23892910
e-mail: anup@incois.gov.in

2) Group Director-ICTD
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.:040-2388 6005 / 2389 5005
Fax: 040 2389 5001 / 23892910
e-mail: bvs@incois.gov.in

3) Delivery address:

Indian National Centre for Ocean Information Services (INCOIS)
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO)
Hyderabad - 500 090, T.S., India

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

BID-SECURING DECLARATION FORM

Bid No.INCOIS:PUR:29/2020 date 09.04.2021; Supply of 05 No.s workstation Laptops and 55 No.s Laptops under buy back at INCOIS, Hyderabad

**To
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,**

I/We. the undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Dated on _____ day of _____

Signature of the Tenderer/Authorised Signatory & date

Name of the authorized signatory:

OFFICE SEAL,

Designation:

Name of the Bidder:

Address:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

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.