NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA : 700 091.

NOTICE INVITING E-TENDER

TENDER NO. I-18012/10/20(26)

On-line digitally signed open e-tenders are invited for Supply, Fitting & Fixing of different office furniture at Sub-Regional Science Centre, Kokrajhar, Assam, strictly as per the Council's specifications and quantities. Vendors who have the capability of executing the order may download the Tender Papers from Central Public Procurement Portal (CPPP): http://eprocure.gov.in/eprocure/appor from Council's website www.ncsm.gov.in as per the following schedule:-

Published Date	15th July, 2020
Bid Document Download Start Date	15th July, 2020
Bid Document Download End Date	4th August, 2020 (up to 12 Noon)
Bid Submission Start Date	16th July, 2020 (from 6 pm)
Bid Submission End Date	4th August, 2020 (up to 12 Noon)
Technical (Techno-Commercial) Bid Opening Date	5th August, 2020 (at 12 Noon)
Financial Bid opening date	*To be notified later*

The online bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover –I and Cover-II respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure this lies with the Bidder. Off-line tenders shall not be accepted and no request in this regard will be entertained whatsoever. Online Technical (Techno-Commercial) Bid will be opened at the first instance in this office **at 12 pm on 5th August, 2020** for technical evaluation as well as selection of techno-commercially acceptable offers and at the second stage, the date & time for Financial Bids opening of only the selected and techno-commercially acceptable equipment/offers **to be notified later.** Decision of the Council regarding selection of eligible and qualified vendors/firms and or equipment in particular for opening the Financial Bid shall be final and binding on the bidders. Bidders may be present during opening of tenders.

NCSM reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM shall also not be bound to accept merely the lowest tender but the technical suitability, capability and superiority of the equipment/system as well as after sales service including infrastructure to render such service etc. shall be of prime consideration for selection of the equipment.

General Information and Instructions

1. The instruction given herein will be strictly binding on the tenderers and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app Manual bids shall not be accepted.
3. The instruction given in **"Annexure-A" for "Instruction for Online Bid Submission"** should be strictly followed during submission of the Bid.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. **Validity of Bids**: The Bids should remain valid for 120 days from the date of Financial bid opening.
6. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
7. The tenderers should have Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the on line e-tender.
8. The tenderers shall fill up the Prescribed Format for submission of **Technical (Techno- commercial) Bid as per "Annexure-D"** format duly signed by the authorized signatory. The person signing the tender document should be authorised for submitting the online e-tender.
9. The Financial Bid shall be filled in and signed by the authorized signatory online as per Proforma **"Annexure-"E "** available at Central Public Procurement Portal e-tender system website http://eprocure.gov.in/eprocure/app. Off line Financial Bid shall not be accepted.
10. Tender must be submitted/uploaded in two separate covers marked Cover-I (Technical Bid) and cover-II (Financial Bid/BOQ). The contents of Cover-I and Cover-II shall be as follows:

Cover-I

i) Technical (Techno-commercial) Bid as per "**Annexure - D"** format duly filled in and signed by the authorized signatory with official stamp.

ii) Scanned Copy of the current and valid Trade License and Dealership Certificate, as applicable, duly self attested with official stamp.

iii) Scanned Copy of the current and valid GST Registration Certificate indicating GST Number duly self attested with official stamp.

iv) The '**UNDERTAKING'** of the bidder (as detailed in **Annexure-C**) duly signed by the authorized signatory with official stamp.

v) The '**Technical Specification'** as detailed in **Annexure-F** (as a token of acceptance for delivery of materials in accordance to the Council's Specification) duly self attested with official stamp.

vi) Scanned Copy of **General Terms & Conditions** as detailed in **Annexure-B** duly self attested with official stamp as a token of acceptance of the Terms & Conditions.

In case the bidder fails to submit any of the documents as stated above, the other part of their tender i.e. 'Cover- II' shall not be considered for further download and shall be rejected straightway without any further reference. The Technical Bids and other documents i.e. 'Cover- I' will be downloaded and evaluated at the first stage to select the techno-commercially capable and competent bidders. At the second stage, Financial/Price Bids i.e. 'Cover - II' of only the techno-commercially acceptable offers will be downloaded and evaluated for further ranking before awarding the contract. After opening of 'Cover – I', if all the bids are found techno-commercially unacceptable, the Financial (Price Bid) Bids i.e. 'Cover - II' submitted by the bidders against this Tender shall not be opened/downloaded for obvious reasons.

Cover-II

The Financial Bid (as per Annexure-E format) i.e. Schedule of Price Bid in the form of attached BoQ Proforma duly filled in and digitally signed.

8. The authorities of National Council of Science Museums, who does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

ANNEXURE -A

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA – 700 091.

TENDER No.: I-18012/10/20(26)

Instructions for Online Bid Submission

1. 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.

2. 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 enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which 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 / 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) 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. Bidders can use "My Space" or ''Other Important Documents'' 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 they can 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) A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. 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.

4) 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.

5) 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.

8) 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.

<u>ASSISTANCE TO BIDDERS</u>

1. Any enquiries 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 233 7315.

******

ANNEXURE-B

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA: 700 091.

TENDER No. : I-18012/10/20(26)

GENERAL TERMS & CONDITIONS (GTC) FOR SUBMISSION OF TENDER FOR SUPPLY, FITTING & FIXING OF DIFFERENT OFFICE FURNITURE AT SUB-REGIONAL SCIENCE CENTRE (SRSC), KOKRAJJAR, ASSAM STRICTLY AS PER ENCLOSED TECHNICAL SPECIFICATIONS.

01. Bidders should have necessary infrastructure and facilities so as to take up the job of supply of the tendered items strictly as per enclosed specifications and drawings with required financial capability.

02. Price:
The prices and rates indicated/quoted shall be inclusive of cost of materials, supply, packing, transportation, loading and unloading, if any, fitting, fixing, and all incidental charges to deliver and install the different office furniture at **SRSC, Kokrajhar**. The rate of GST and any other taxes/levies to be imposed on the rate shall be clearly mentioned. Prices and rate quoted shall be firm and fixed for the entire period of execution of the order and no escalation of rate on any ground whatsoever shall be applicable. **RATES SHALL BE QUOTED SEPARATELY FOR EACH ITEM OF FURNITURE AS PER BoQ, HOWEVER, ORDER WILL BE PLACED WITH THE BIDDER WHO STAND OVERALL LOWEST FOR ALL THE ITEMS TAKEN TOGETHER FOR COMPATIBILITY AND CONVENIENCE.**

03. The successful bidders shall submit Duplicate copy of the order duly signed and stamped as a token of acceptance of the order within 7(Seven) days from the date of Placement of the order.

04. Time is the essence of this tender. Supply of the tendered items as per enclosed specifications, shall be made at **SRSC, Kokrajhar** strictly within **30 (thirty) days** from the date of placement of the order. For non-compliance of the terms and non-delivery of the tendered items, complete in all respects within the above stipulated delivery period, the Council shall have the right to cancel the order and the decision in this regard taken by the Council shall be final and binding on the successful bidder.

However, the Council may extend the time of delivery of the ordered items at their discretion on the application of the successful tenderer for such purpose provided that the Council considers the reason for such extension as goods, sufficient and acceptable.

05. Payment terms:-
No advance payment shall be made by the Council on any circumstances. Payment shall only be released within 30(thirty) working days from the date of receipt of Invoice/Bill(supplies covered under of clause No.04) duly supported by receipted challan subject to satisfactory inspection report of the ordered materials issued by the competent authority of the Council.

06. Warranty: Manufacturer Standard comprehensive onsite
Manufacturers' Standard warranty certificate shall be provided along with the bill/invoice. The bidder shall be responsible for all defects of materials including defective workmanship, use of defective materials etc. for the entire warranty period of the manufacturer effective from the date of final acceptance of the ordered materials.

07. If it is noticed that the goods supplied do not conform to the specification of the order, the Council shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier. If the supplier do not arrange to replace the rejected materials within the stipulated time, the same may be disposed off at the risk of the supplier and in the manner which the Council will deem fit. The Council shall be entitled to retain the proceeds of the disposal either in part or in full towards expenses incurred on storage, handling and disposal of the materials. The Council shall also be entitled to recover the expenses made by them on account of storage & handling of such rejected goods till the goods are removed from the premises of the Council.

08. The authorities of the National Council of Science Museums reserves the right to amend, alter or modify the terms & condition mentioned above if necessary from time to time.

09. The authorities of National Council of Science Museums, who does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

10. The quantities specified in the tender may be decreased or increased at the sole discretion of NCSM authorities.

11. Validity of Bids: The Bids should remain valid for 180 days from the date of bid opening.

12. All disputes and differences between the successful bidder and the Council of any kind except quality of workmanship and materials whatever arising out of or in connection with the order on carrying out the supply (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the Terms & conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the successful bidder and the Council.

    The provisions of the Arbitration and Reconciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration's proceedings under this Clause.

*****

ANNEXURE-C

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR
KOLKATA : 700 091.

TENDER No. I-18012/10/20(26)

DECLARATION

We do hereby accept the "General Terms & Conditions" as provided by the National Council of Science Museums along with the Tender documents for supply, fitting & fixing of different office furniture and also under take to supply the said materials strictly as per Technical Specifications of National Council of Science Museums as provided along with the tender documents, in the event of placement of any order on us. The Council shall be at liberty to cancel the order in full or part, in the event of failure of the above declaration made by us.

Signature of the Bidder / Constituted Attorney.

ANNEXURE-D

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA – 700 091.

TENDER No.: I-18012/10/20(26)
TECHNICAL (Techno-Commercial) BID

Notes**: ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.**

01. Name & Address of the Firm/Bidder :

02. Telephone Number :

Office :
e- mail id :
Name and mobile number of contact person :

03. i) Back ground details of the firm :
(State whether original manufacturer/direct dealer of the manufacturer).

ii) In case of direct dealers, submit copy of valid dealership license issued by the manufacturer. :

04. Man Power set up of the firm :

05. Past experience in such business for last 3 years giving details of established clients especially Government offices. Submit satisfactory certificate issued by such clients and Government offices. :

06. i) Whether capable to supply &fix l the tendered **different office furniture** strictly as per enclosed technical specification. (Please mention 'YES' or 'NO') :

ii) If it is mentioned 'NO' above, submit detailed deviation to be made from the enclosed technical specification. :

(Extra sheet may be attached, if required).

Contd…….Page/2

.

07. State the Name & Address of the Manufacturer whose product (indicating Model Number etc.) has been offered / quoted by the tenderer. :

08. Submit the documentary evidence regarding execution of latest contract of similar nature and magnitude of minimum single order value of Rs. 05 Lakh. :

09. Proof of financial status of the company/ audited Balance Sheet for last 3 years indicating annual turnover as well. (Submit documentary evidence). :

12. Minimum down time to handle breakdown calls and /or any sort of emergencies. :

13. Whether agreed to accept 30 days credit Payment Terms.(Please mention 'YES' or 'NO'.). :

14. Minimum time required to supply ,fitting & fixing the tendered equipment at SRSC Kokrajhar. :

15. Mention GST Registration Number PAN Number and attach current valid GST/PAN Certificate. :

16. Whether agreed to supply and install tendered item list positively by thirty days and failing which ready to absorb heavy penalty, if any order is placed on the bidder after observing tender procedure. (Please mention 'YES' or 'NO'). :

I/We hereby declare that the above statements are true. I/We also declare that the decision of National Council of Science Museums regarding selection of eligible firms for opening of Financial Bid (Part-II) shall be final and binding on me/us.

Dated, **Official Seal** **Signature of the Tenderer/Constituted Attorney**