

**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT**  
**(Ministry of Environment and Forests and Climate Change, Government of India)**  
**Anna University Campus, Chennai – 600 025.**  
**Phone: 044-22200600**

Ref. No.: NCSCM/ 2022/ITEQUIP-MANGROV-PROJ

16/12/2022

**INVITATION FOR QUOTATIONS FOR SUPPLY OF IT EQUIPMENT**

To

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**SUB.: INVITATION FOR QUOTATIONS FOR SUPPLY OF IT EQUIPMENTS**

Dear Sir,

You are invited to submit your most competitive quotation for Supply of IT EQUIPMENT as per the details below –

Sl. No.	Brief Description of the Goods	Quantity	Delivery Period	Place of Delivery	Installation Requirement, if any
1.	Supply of IT Equipment (Details in Annexure – III)	Details in Annexure - III	15 days	NCSCM, Chennai	Yes

**2. Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted -

- (a) The legal status, place of registration and place of business of the company or firm.
- (b) Self-attested copy of GST Registration Certificate.
- (c) Self-attested copy of PAN Card.
- (d) Self-attested copies of Completion Certificates/ Performance Certificates/ Purchase Orders/ Contracts along with information in Annexure-I in support of having supplied & installed satisfactorily at least 100% of the quantity similar to the type specified in Point No.1 above in any one of the last five (5) years i.e. 2017-18 to 2021-22.
- (e) Self-attested copies of Audited Profit & Loss Accounts or Turnover Certificate issued by a Chartered Accountant as in Annexure-II in support of having a minimum Average Annual Turnover of ₹6 Lakh during the last three (3) years i.e. 2019-20 to 2021-22. (Provisional turnover shall not be considered.)

**The start-ups are exempted from the criteria mentioned at (d) & (e) above. For such exemption, the bidder should enclose a self-attested copy of such registration certificate along with the Tender Document.**

3. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST shall be shown separately.
- d) The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation. No bidder shall contact any other bidder in matters relating to this Quotation.

5. **Validity of Quotations**

The Quotations shall remain valid for a period not less than 45 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations, which has determined to be substantially responsive item wise i.e. which

- (a) Are properly signed;
- (b) Conform to the terms & conditions and specifications and
- (c) Has submitted all the documents asked for in Point No.2 above

GST shall not be taken into account for evaluation.

7. **Documents Establishing Goods' Conformity to Bidding Documents**

The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature or drawings or any other documentary proof.

8. **Award of Contract**

- a. Contract shall be awarded to the bidder(s) item wise whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated price for a particular item (i.e. Col. 7 of Format of Quotation in Annexure-III).
- b. Firms/ Agencies registered under SSI/ MSME are eligible for price preference of up to 15% over the non-MSE units as per directives of Ministry of Micro Small and Medium Enterprise. The bidder should enclose a copy of such registration under SSI/ MSME along with the Tender Document.
- c. Local Suppliers shall be given purchase preference up to 20% as per the "Public Procurement (Preference to Make in India) order 2017 of GOI, Dept of DIPP". The bidder should enclose a self-certification in this regard.
- d. In case of participation of both MSE and Local Suppliers, MSE bidder will be given preference to match with L1 bidder as per Public Procurement Policy for MSEs Order 2012. MSE Bidders will be evaluated with L1+15% bracket whereas Local Suppliers will be evaluated with L1+20% bracket as MSE doesn't fall under Public Procurement (Preference to Make in India) Order 2017 as per Public Procurement Policy for MSE Order 2012 and Public Procurement (Preference to Make in India) Order 2017 is not applicable for MSEs.
- e. Bidders declaring Local supplier/ MSE status to seek benefits of only one policy of the two. Bidders are not allowed to change their status from MSE to Local supplier & vice versa.

- f. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- g. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.

**9. Performance Security:**

- a. The successful bidder will have to submit Performance Security for an amount equal to 3% of the contract price in shape of Account Payee Demand Draft/ Pay Order from any Nationalized/ Scheduled Bank in favour of **National Centre for Sustainable Coastal Management, payable at Chennai.**
- b. The Performance Security of the successful bidder will be returned to the bidder without interest only after successful completion of the warranty period.

**10. Payment shall be made by bank transfer as follows –**

The entire contract price shall be released after successful completion of the work and upon submission of the documents such as Invoices, Manufacturer's Warranty/ Guarantee Certificate, if any, etc., subject to the verification of the supplied items by NCSCM in respect of the compliance to the specifications and other relevant points in this Invitation for Quotations.

11. You are requested to provide your offer latest by **11 A.M. of 26-12-2022.**
12. We look forward to receiving your quotations and thank you for your interest in this project.



**Director**

National Centre for Sustainable Coastal Management,  
Anna University Campus, Chennai – 600 025



**Annexure-I**

**Format for submission of past performance during last 5 years i.e. 2017-18 to 2021-22**

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Year</b>	<b>Order No. with Date</b>	<b>Order Value</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Date:**

**Signature of the bidder**

**Place:**

**Name and Address of the Bidder**

**TURNOVER CERTIFICATE**

I hereby certify that M/s. \_\_\_\_\_ (Name & address \_\_\_\_\_) is having the following annual turnover and the statement is true and correct –

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover</b>
1.	2019-20	₹ (Rupees ) only
2.	2020-21	₹ (Rupees ) only
3.	2021-22	₹ (Rupees ) only

**Signature of the Bidder:  
Date:**

**Signature of Auditor/ Chartered Accountant**

**Membership No.:**

**Seal:**

**FORMAT OF QUOTATION**

Sl. No.	Item	Quantity (No.)	Quoted unit price of the item for delivery up to destination, excluding GST (Rs.)	Unit Cost of Incidental Services, if any, excluding GST (Rs.)	Total Unit Cost excluding GST (Rs.)	Amount excluding GST (Rs.)	GST Payable (%)
1	2	3	4	5	6 (= 4+5)	7(=3*6)	8
1.	5TB Hard Disk External	4					
2.	Laptop	3					
3.	Workstation (without monitor)	1					
4.	Monitor 27 inch	4					

We agree to complete the above work in accordance with the technical specifications, within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature of Bidder**

# Laptop Specification

Description	Qty
<b>Processor</b>	3
Intel Core i5 G7 Core 4 atleast 3Ghz 8MB Cache or higher	
<b>Processor Family</b>	
11th Generation Intel® Core™ i5 processor or higher	
<b>Operating System (Factory Pre-Loaded)</b> Windows 10 Professional with Microsoft Office latest or higher	
<b>Hard Drive Description</b>	
512 GB SSD	
<b>Wireless Connectivity</b> Yes	
<b>Display Size (Inch)</b> 14	
<b>Display Type</b> Non Touch	
<b>Display Resolution (Pixels)</b> 1920x1080	
<b>Memory</b>	
16 GB DDR4	
<b>Graphics</b>	
Integrated graphics card	
<b>Warranty</b>	
3 year warranty includes 3 years of parts, labor and on-site repair.	

*E. S. [Signature]*





## Workstation Specification (Without monitor)

Item Name	Description	Qty
CPU	<p><b>Processor:</b> Intel® Core™ i7-12700 (2.10 GHz base frequency, up to 4.8 GHz with Intel® Turbo Boost Technology, 12 MB L2 cache, 8 cores) or higher</p> <p><b>Processor Family</b> 10th Generation Intel® Core™ i7 processor or higher</p> <p>Operating System (Factory Pre-Loaded) Windows 10 Professional with Microsoft Office latest</p> <p><b>Chipset</b> Intel® W480 or higher</p> <p><b>Hard Drive Description</b> 512 GB PCIe® NVMe™ M.2 SSD</p> <p><b>Hard Drive (2nd)</b> 1 TB 7200 rpm SATA HDD</p> <p><b>Memory</b> 32 GB DDR4-3200 MHz RAM (1 x 32 GB)</p> <p><b>Graphics</b> NVIDIA® GeForce RTX™ 3060 (12 GB GDDR6 dedicated)</p> <p><b>Input Devices</b></p> <p><b>Pointing Device</b> Wired Desktop mouse</p> <p><b>Keyboard</b> Wired Desktop Keyboard</p> <p><b>Power</b> 700 W 92% efficient, wide-ranging, active PFC</p> <p><b>Warranty</b> 3 year warranty includes 3 years of parts, labor and on-site repair.</p>	1

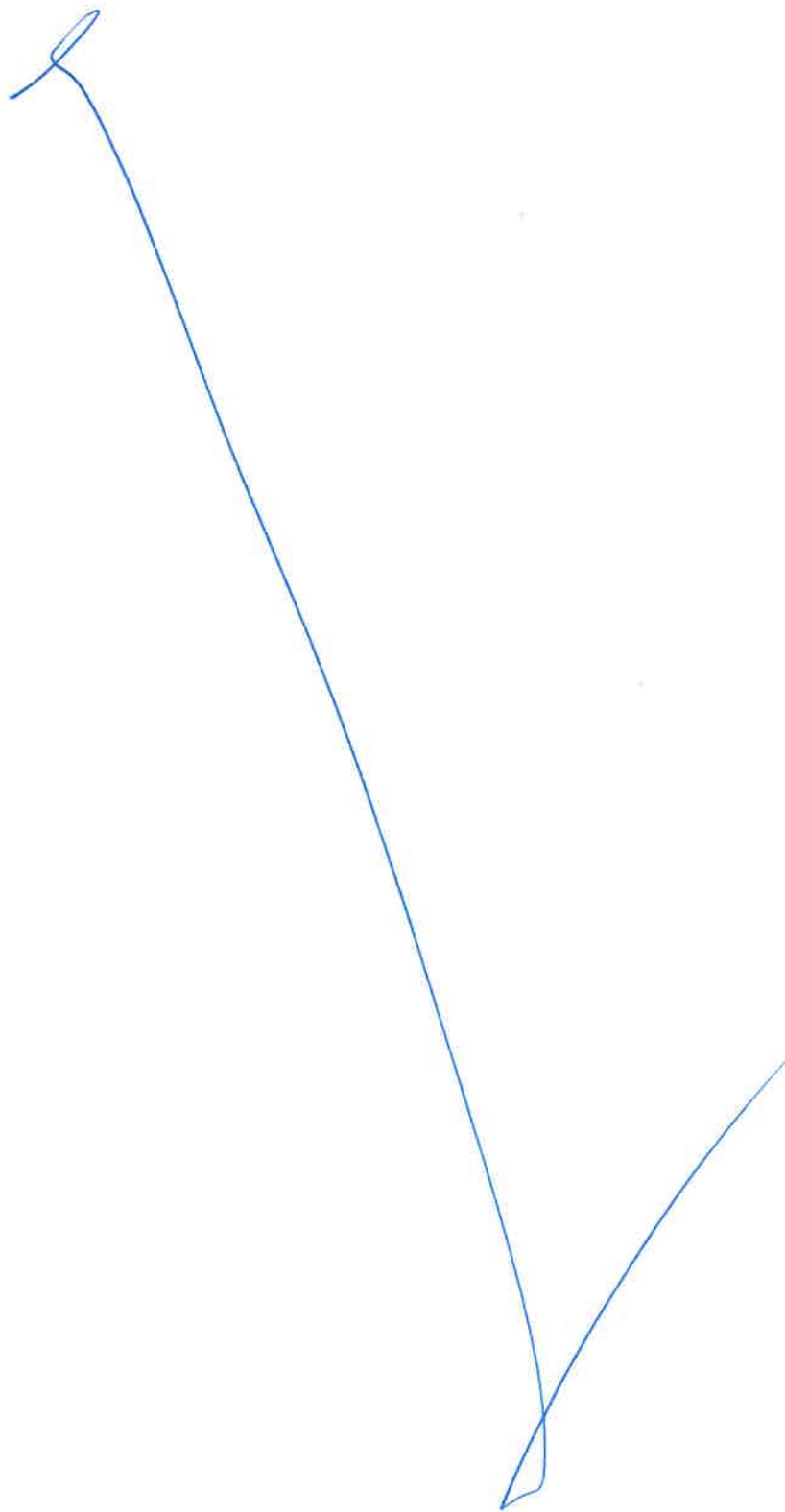
*E. S. Subramanian*



## Monitor Specification

Model / Brand:
BenQ SW270C (or) Eizo CG2700X (or) ASUS ProArt PA279CV
Qty: 4 Nos

Prepared by.  
E. Subramanian



## 5TB External HDD Specification

Model / Brand:	
WD/SEAGATE/TOSHIBA (USB 3.0 or latest)	
TypeExternal Portable ConnectivityWired Digital Storage Capacity (TB)5 Speed (rpm)5400 InterfaceType C USB Water ResistantNo Shock ResistantYes On Site OEM Warranty (Years)3	Qty: 4 Nos

*E. S. Subramanian*

