

**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/REFRACT-OFSDS-PROJ

21 /02/203

**INVITATION FOR QUOTATIONS FOR SUPPLY & INSTALLATION / DEMONSTRATION OF  
HANDHELD REFRACTOMETER (RE-BIDDING)**

To

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**SUB.: INVITATION FOR QUOTATIONS FOR SUPPLY & INSTALLATION/  
DEMONSTRATION OF HANDHELD REFRACTOMETER**

Dear Sir,

You are invited to submit your most competitive quotation for Supply & Installation / Demonstration of Handheld Refractometer as per the details below –

Sl. No.	Brief Description of the Goods	Quantity	Delivery Period	Place of Delivery	Installation / Demonstration Requirement, if any
1.	Supply & Installation / Demonstration of Handheld Refractometer (Technical Specification at Annexure IV)	6 Nos.	15 days	Range Officer (Kanika Range), AT/PO – Dangamal, Via – ISWAPUR, Dist.: Kendrapara, Odisha, Pin - 754 248	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 ₹1 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.

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

5. **Submission of Quotations**

5.1 The bidder is advised to visit the office of works at his own expense and obtain all information that may be necessary for preparing the quotation.

5.2 Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.

5.3 The quotation submitted by the bidder shall comprise the followings: -

- (a) Quotation in the format given in **Annexure – III** and
- (b) Signed IFQ

5.4 The bidder shall seal the quotation in an envelope addressed to:  
The Director  
National Centre for Sustainable Coastal Management,  
Anna University Campus,  
Chennai-600025.

The envelope will also bear the following identification -

- Quotation for "\*\*\*\*\*"
- Do not open **before 28-02-2023 @ 11.00 am**

5.5 Quotations must be received in the Office of the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

5.6 Any quotation received by the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. **Validity of Quotations**

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

**7. Opening of Quotations**

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

**9. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive 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.

**10. 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.

**11. Award of Contract**

- a. Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated price (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.

**12. Billing Address:-**

Invoice(s) / Bill(s) shall be raised in favour of:  
PCCF (Projects) & Project Director  
Odisha Forestry Sector Development Project,  
Project Management Unit,  
SFTRI Campus, Ghatikia, Bhubaneswar  
Pin - 751 029, Odisha

**13. Delivery Period & Delivery Address:-**

(i) The item / equipment should be delivered to the following address within 15 days from the receipt of the purchase order.

(ii) Delivery Address:

Range Officer (Kanika Range),  
AT/PO – Dangamal, Via – ISWPUR,  
Dist – Kendrapara  
Odisha, Pin – 754 248

**14. Payment shall be released**

(i) After Delivery: Eighty (80) % of the contract price upon submission of the followings to National Centre for Sustainable Coastal Management, Anna University Campus, Chennai – 600 025

(a) Copy of the Purchase order issued by NCSCM, Chennai issued to supplier

(b) Original invoice raised by Supplier infavour of the PCCF (Projects) & Project Director, OFSDS, Bhubaneswar

(d) Delivery Inspection Report signed by the Scientist of NCSCM and duly counter signed by the DFO Mangrove Wildlife Division, Rajnagar.

(f) The Performance Security in original

(ii) After Installation / Demonstration: the remaining twenty (20) % of the Contract Price upon submission of the

(a) Installation / Demonstration certificate jointly signed by the supplier and scientist of NCSCM, Chennai and duly counter signed by the DFO Mangrove Wildlife Division, Rajnagar.

(b) Submission of warranty certificate for the equipment installed / demonstrated supplied.

(c) Certification by DFO Mangrove Wildlife Divison, Rajnagar on Hands on Training for operation of Equipment / Instruments so installed.

**15. Liquidated Damages**

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract.

**16. Termination for Default**

16.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

16.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## 17 Force Majeure

Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

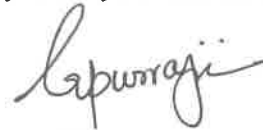
## 18 Settlement of Disputes

18.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

18.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Arbitration proceedings shall be conducted by a sole Arbitrator, in accordance with Arbitration and Conciliation Act 1996.

19. You are requested to provide your offer latest by **11 A.M. of 28-02-2023**.

20. 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 –

Sl. No.	Financial Year	Turnover
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.	Handheld Refractometer	6					

**Total Excluding GST: Rs. .... (Rupees- .....) only**

We agree to complete the above work in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures) (Rupees ..... (amount in words) only 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**



**TECHNICAL SPECIFICATION**

- Brix / measurement reading: 0 - 53‰ or more- wider range and temperature: 9.0 to 99.9°C.
- Minimum Measurement Accuracy: brix + 0.2‰ and Temperature + 1°C.
- Measurement temperature: 10-100°C with automatic temperature compensation,
- Ambient temperature: 10-40°C.
- Sample volume: 0.3 ml or more.
- Measuring time: 3 seconds.
- International protection class: tp65 water resistant.



