

**National Centre for Sustainable Coastal Management**  
Ministry of Environment, Forest & Climate Change, Govt. of India  
Anna University Campus, Chennai - 600025

**HIRING OF A CONSULTING ORGANIZATION  
FOR  
EXTERNAL SAMPLE ANALYSIS  
(Re-bidding)**

**EOI No. NCSCM/SAMPLE-Analysis/2023**

**Date: 07-12-2023**

## **1. INTRODUCTION**

National Centre for Sustainable Coastal Management (NCSCM) is an institution under the Ministry of Environment, Forest and Climate Change, Government of India. NCSCM is located in Anna University Campus, Chennai-600025. NCSCM is undertaking various studies and scientific research works for the better protection, conservation, rehabilitation, management and policy design of the coastal & marine areas in India.

## **2. NOTICE INVITING EOI**

- a) The NCSCM invites expression of interest from experienced firms desirous of and having proven track record of having conducted similar work i.e. service analysis
- b) Interested firms who meet the criteria as mentioned above, may furnish their Expressions of Interest with all the necessary documents to the below address along with the covering letters duly signed by the authorized signatories.
- c) The EOIs submitted by telegram/ fax/ e-mail, etc. shall not be considered.
- d) NCSCM shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- e) Any amendment/ modification shall be issued through corrigendum only and the same will be hosted in e-procurement portal only. The interested firms are requested to check the same in the website.
- f) The offers shall remain valid at least for a period of 90 (ninety) days from the last date of submission of EOIs.

### 3. CRITICAL INFORMATION

Submission of proposals in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1.	EOI No. and Date	NCSCM/SAMPLEANAYYSIS/2023
2.	Last Date and Time for submission of EOI	15-12-2023 @ 11.00 Hrs
4.	Date and Time of opening of EOIs	15-12-2023 @ 11.30 Hrs

### 4. ELIGIBILITY CRITERIA

The interested firms shall have to comply to the following criteria to participate in the tendering process –

Should have its registered/ operating office in India.

**(Self-attested copies of Registration Certificate of the Firm, GST Registration Certificate and PAN Card be submitted along with the signed EoI)**

### 4. SCOPE OF WORK

- a) The analysis is to be carried out by specialised trained personal with educational qualification not less than M.Sc / Ph.D in Marine Biology / Zoology / Botany. Name of the staff and copies of the certificate needs to be attached.
- b) The samples should be analysed to the lowest possible taxonomic level.
- c) The data pertaining to abundance and density with necessary statistical analysis with a detailed report on the observations pertaining to Macrobenthos, Phytoplankton and Zooplankton distribution. The photographs of the sample identified with name should also provided in a CD.
- d) Deliverable period: Number of sample to be analysed. This sample analysis are to be carried out with in a limited period i.e., 7 days. The report along with the data sets should be provided with in a period of 7 days (one week) from the date of receipt of work order & samples. Handover of sample at Lab is in NCSCM scope and responsibility.

## **5. FEES**

- a) Fees shall be quoted in Indian Rupees only.
- b) Fees shall be quoted in the Price Bid Format as at **Annexure I**.
- c) The agreed fees shall be fixed for the entire assignment.

## **6. EOI PREPARATION COST AND RELATED ISSUES**

- a) The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of EoI, participation in meetings / discussions. The NCSCM in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EoI process.
- b) This EoI does not commit NCSCM to award a contract or to engage in negotiations. Further, no reimbursable cost should be incurred in anticipation of award or for preparing this EoI.
- c) All materials submitted by the applicant shall become the property of NCSCM.

## **7. EVALUATION**

Fees Excluding GST (A) as in the Price Bid shall be taken into consideration for evaluation.

## **8. AWARD OF CONTRACT**

- a) Contract shall be awarded to the firm whose proposal will be determined to be substantially responsive and who has offered the lowest evaluated price for a particular item.
- 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 be allowed to change their status from MSE to Local supplier & vice versa.
- f) Any effort by an applicant to influence NCSCM in its decision on evaluation or award of contract may result in rejection of the offer of the applicant.
- g) Notwithstanding the above, NCSCM reserves the right to accept any or all EoIs and to cancel the bidding process at any time prior to the award of contract.
- h) The successful applicant shall not disclose any information related to NCSCM without the prior consent of the NCSCM officials.
- i) Any legal dispute arising out of this is subject to Chennai jurisdiction only.

**8. 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 Painting Work of all Buildings and Compound Walls of NCSCM
- Do not open before 15-12-2023 @ 11.00 A.M.

- 8.2 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.
- 8.3 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.

## **9. COMPLETION OF ASSIGNMENT/ SUBMISSION OF REPORT**

Completion of the entire assignment must be done **within 7 (seven) days** from the date of issue of work order and handover of samples.

## **10. PAYMENT**

Full payment under the contract shall be made after completion of the work, that is acceptance of report by NCSCM and on submission of bills/ invoices in along with the necessary reports with CD. However, payments are subject to the acceptance by NCSCM, Chennai and subject to statutory deductions applicable on this type of contract.

*SD/-*  
**DIRECTOR**  
**NCSCM, Chennai**

PRICE BID

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Approximate Qty</b>	<b>Unit cost (excluding GST)</b>	<b>Total cost (excluding GST)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Sample analysis of Macrobenthos	22 Nos		
2.	Sample analysis of Phytoplankton	22 Nos		
3.	Sample and zooplankton	22 Nos		

