



NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMEN

Ministry of Environment, Forest & Climate Change, Government of India

PROCUREMENT OF GOODS

UNDER

ADVERTISEMENT TENDER

REF: 6/1/2018-PROC, dt. 25/06/2018



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NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT

Ministry of Environment, Forest & Climate Change, Government of India

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam

Sub.: INVITATION FOR QUOTATIONS FOR SUPPLY OF HOSTEL BATH ROOM KITS & SUPPLIES.

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the Goods	Specifications*	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
HOSTEL BATH ROOM KITS & SUPPLIES	ANNEX 1	REFER ANNEX 1	AS PER SCHEDULE OF REQUIRE MNET-ANNEX-2	NCSCM, ANNA UNIVERSITY CAMPUS, CHENNAI	NIL

2. **National Centre for Sustainable Coastal Management (NCSCM)** is an autonomous centre of the Ministry of Environment, Forests and Climate Change, Government of India, aiming to be a world-class institution for coastal and marine area management. The



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Centre is established within the Anna University Campus, Chennai. Fourteen institutions have formed a consortium with NCSCM, with Anna University Chennai as the Hub. NCSCM is registered under the Tamilnadu Societies Registration Act 1975.

3. Documents Establishing Bidder's Eligibility and Qualifications:

3.1 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) Bidder is manufacturer/agent authorized by the manufacturer/Authorized dealer;
- (b) The legal status, place of registration, place of business of the company, or firm or partnership;
- (c) In case of manufacturer:
 - (i) Details of Manufacturing unit;
 - (ii) Copy of Manufacturing license duly renewed up to date;
 - (iii) Copy of Capacity installation certificate;
- (d) In case of agent, Manufacturer's authorization to submit quotation on his behalf;
- (e) In case of authorized dealer, valid dealership certificate as on date of opening for the goods, for which quotation is being submitted;
- (f) Copy of Registration with Commercial Tax Authorities and TAN;
- (g) PAN with self attested copy of PAN; Satisfactory performance report from at least 2 clients in India or developed countries stating that he has supplied, installed and commissioned satisfactorily at least 100% of the quantity similar to the type specified in the "Schedule of Requirements" in any one of the past three financial years i.e. 2014 - 15 to 2016- 17, which must be in satisfactory operation for at least 12 months on the date of opening of quotations.

The bidders should furnish the above information along with prescribed format attached.(Attachment 1)

4. 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 in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder 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.





5. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

6. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

7. 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 and conditions, and specifications and
- (c) Has submitted all the documents asked for in 3 above

The Quotations would be evaluated for all the items together.

GST in connection with sale of goods shall not be taken into account in evaluation.

8. Documents Establishing Goods' Conformity to Bidding Documents

- a 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.

9. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

9.1 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.

9.2 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 supply order.

10. Payment shall be made immediately after delivery and acceptance of the goods.





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11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
12. You are requested to provide your offer latest by 15/07/2018 hours on 11.00AM.
13. We look forward to receiving your quotations and thank you for your interest.


Director, NCSCM
27/6/2018

FORMAT OF QUOTATION *



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Item No.	Description of the goods	Quantity	Unit	Quoted unit price for delivery up to destination	Unit Cost of Incidental Services (Rs)	Total Unit cost (Rs.)		Amount (Rs.)	Sales and other taxes payable
						[Col(5+6)]			
1	2	3	4	5	6	In Figures	In words	9	10

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.(amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee of months shall apply





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to the offered goods.

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 Supplier



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Attachment 1

Format of Performance Statement for the last three years to be submitted by the Bidder

IFQ No.....

Name of Bidder.....

Order placed by (Full address of Purchaser)	Order No. and date	Description and quantity of equipment ordered	Value of order (Rs.)	Date of completion of delivery As per contract/ Actual or revised	Quantity of supplies made as on date	Additional supplies to be made in the period of this contract	Remarks indicating reason for late delivery, if any	Has the equipment been satisfactorily functioning (Attach a certificate from the Purchaser)
1	2	3	4	5	6	7	8	9



ANNEXURE 1					
LIST OF ITEMS REQUIRED					
SL NO	CLASSIFICATION	NAME OF THE ITEM	DESCRIPTIONS	UNITS	QUANTITY REQUIRED
1	SOAP &AMENITIES	Shampoo & Conditioner	30 ml Aloevera Conditioning Shampoo Packed in a Indian PET Container	NOS	1000
2		Shower Gel	30 ml Lavender Shower Gel Packed in a Indian PET Container	NOS	1000
3		Loofah	Natural Loofah Oval Shape 4inch width, 5inch Length Packed in a Carton Box	NOS	1000
4		Soap	20 Gm Round Shape, Honey Lemon Glycerin Soap Packed in Transparant Pleatwrap Packing	NOS	1000
5		Comb	7" Handle Plastic Comb Packed in a Carton Box	NOS	1000
6		Shower Cap	Polythene Shower cap Packed in a Carton Box	NOS	1000
7	BODY & HAND LOTION	Body Lotion	30 ml Almond Body Lotion Packed in a Indian PET Container	NOS	1000
8	DENTAL KIT	Tooth Brush	White Handle Tooth Brush &	NOS	1000
9		Tooth Paste	14 gm Colgate Tooth Paste Packed in a Carton Box	NOS	1000



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10		Mouth Wash	30 ml Peppermint Mouthwash Packed in a Indian PET Container	NOS	1000
11	SHAVING KIT	Shaving Razor	Use & Throw Gillette Presto Shaving Razor & 4 gm Supermax Shave Gel Sachet Packed in a Carton Box	BOX	1000
12		Shaving Gel			
13	MEDI KIT	Ear Bud	2 Ear buds & 1 Band aid, 1 nail filer Packed in a Carton Box	BOX	1000
14		Plaster			
15		Nail File			
16	SHOE KIT	Shoe Shiner	2" sponge with wax coated, Plastic Box covered	BOX	1000
17		Slipper	(White) terry towel closed toe		
18	SEWING KIT	Sewing Kit	4 Colour Thread,3 Button,Hook & Needle Packed in a Carton Box	BOX	1000
19	OTHERS	Laundry Bag	Non woven Cloth, 15 inch width and 20 inch Length	NOS	1000
20		Sanitary Bag	Polythene Bag Size : 5inch width and 9 inch Length Packed in a Carton Box	NOS	1000
21		News Paper Bag	Non woven Cloth, 7 inch width and 12 inch Length	NOS	1000

NB: The Logo of NCSCM needs to be printed on all items including packaging materials, wherever applicable.



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ANNEXURE-2

SCHEDULE OF REQUIREMENT

ANNEXURE 2						
LIST OF ITEMS REQUIRED			SCHEDULE OF REQUIREMENT			
SL NO	CLASSIFICATION	NAME OF THE ITEM	1ST LOT		2ND LOT	
			QUANTITY	DATE	QUANTITY	DATE
1	SOAP &AMENITIES	Shampoo & Conditioner	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
2		Shower Gel	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
3		Loofah	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
4		Soap	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018



5		Comb	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
6		Shower Cap	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
7	BODY & HAND LOTION	Body Lotion	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
8	DENTAL KIT	Tooth Brush	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
9		Tooth Paste	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018



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10		Mouth Wash	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
11	SHAVING KIT	Shaving Razor	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
12		Shaving Gel	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
13	MEDI KIT	Ear Bud	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
14		Plaster				
15		Nail File				
16	SHOE KIT	Shoe Shiner	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018



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17		Slipper	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
18	SEWING KIT	Sewing Kit	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
19		Laundry Bag	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
20	OTHERS	Sanitary Bag	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018
21		News Paper Bag	500	WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF PO	500	30-11-2018



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