

E-5 (Revised and Enlarged)

**PROCUREMENT OF GOODS
UNDER
SHOPPING PROCEDURES**

*(For Contracts valued more than the
equivalent of US \$ 30,000 and less than
US \$1,00,000 each)*

**INVITATION FOR QUOTATIONS FOR SUPPLY OF
GOODS UNDER SHOPPING PROCEDURES**

To

Dear Sir,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF _____

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

Brief Description of the Goods	Specifications	Quantity	Delivery Period		Place of Delivery	Installation Requirement if any
Vide List	Refer Annex – I	Refer Annex – I	Nos	Delivery date	NCSCM, Chennai	
			25	25/1/2015		
			25	05/1/2015		
			30	15/2/2015		
			80	Total		

2. Government of India has received a credit from the International Development Association (IDA) in various currencies Integrated Costal Zone Management Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. To assist you in the preparation and submission of your quotation, we are enclosing the Bid Document.
4. You are requested to provide your offer latest by 11:00 hours on 31.12.2014
5. Quotations will be opened in the presence of the Bidders or their authorized representatives who choose to attend at 11:30 hours on 31.12.2014 in the office of **National Centre for Sustainable Coastal Management**, Ministry of Environment and Forests (MoEF), Koodal Building, Anna University Campus, Chennai – 600025.
6. We look forward to receiving your quotations and thank you for your interest in this Project.

(Purchaser)

Name:sd/-.....

Address: Director.....

National Centre for Sustainable Coastal Management
Ministry of Environment and Forests, Government of India
Koodal Building, Anna University Campus
Chennai - 600 025, India

Instructions to Bidders

A. General

1. Eligible Goods and Services

- 1.1 All goods and ancillary services to be supplied under the Contract shall have their origin in eligible source countries, defined in the IBRD Guidelines for Procurement and all expenditures made under the Contract will be limited to such goods and services.

2. Cost of submission of Quotations:

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its quotation, and NCSCM, hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

3. Content of Bidding Document:

- 3.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- (a) Instruction to Bidders (ITB) ;
 - (b) Schedule of Requirements;
 - (c) Technical Specifications;
 - (d) Quotation Form and Price Schedules;
 - (e) Contract Form;
 - (f) Conditions of Contract
 - (g) Performance Security Form;
 - (h) Performance Statement Form;
- 3.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a quotation not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its quotation.

C. Preparation of Quotations

4. Documents Constituting the Quotation:

- 4.1 The quotation prepared by the Bidder shall comprise the following components:
- (a) The completed Quotation Form and Price Schedule;
 - (b) Documentary evidence established in accordance with ITB Clause 7 that the Bidder is eligible to quote and is qualified to perform the contract if its quotation is accepted;

5. Quotation Form

- 5.1 The Bidder shall complete the Quotation Form and the Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and their country of origin, quantity and prices.



6. Bid Prices:

- 6.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid prices (in Indian Rupees) of the goods it proposes to supply under the Contract. However, Bidders shall quote for the complete requirement of goods and services specified under each item on a single responsibility basis, failing which such bids will not be taken into account for evaluation and will not be considered for award.
- 6.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (i) The price of the goods, quoted delivered to the consignee including all duties and sales and other taxes already paid or payable;
 - (ii) Any sales and other taxes which will be payable on the goods if this Contract is awarded; and
 - (iii) The price of other incidental services listed in Clause of Conditions of Contract.
- 6.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A quotation submitted with an adjustable price will be treated as non-responsive and rejected.

7. Documents Establishing Bidder's Eligibility and Qualifications:

- 7.1 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, Manufacturer's authorization for the goods for which quotation is being submitted;
- (f) Copy of Annual turnover statement for preceding three financial years namely (2010 - 2011 to 2012 - 2013);
- (g) Copies of balance sheet and profit and loss account for preceding three financial years, namely (2010 - 2011 to 2012 - 2013);
- (h) Copy of Registration with Commercial Tax Authorities and TAN number;
- (i) PAN number with self attested copy of PAN;
- (j) Details of experience and past performance of the bidder on equipment offered and those of similar nature during the past three financial years namely (2010 - 2011 to 2012 - 2013) in the format attached;
- (k) Details of current contracts/commitments on hand in the format attached;
- (l) Certificate of origin of the equipment offered;

8. Documents Establishing Goods' Conformity to Bidding Documents

- 8.1 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods



- (b) a list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two years, following commencement of the use of the goods by the Purchaser; and
- (c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

9. Period of Validity of Bids

- 9.1 Bids shall remain valid for 60 days after the deadline for submission of quotations prescribed by the Purchaser, A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or e-mail or fax). A Bidder granting the request will not be required nor permitted to modify its bid.

10 Format and Signing of Bid

- 10.1 The Bidder shall prepare one copy of the quotation. The quotation shall be typed or written in indelible ink and shall be signed by the Bidder to bind the Bidder to the Contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person signing the quotation. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons signing the quotation

D. Submission of Quotation

11. Sealing and marking of quotation:

- 11.1 The Bidders shall seal the quotation. The envelope containing the quotation shall:
- (a) be addressed to the Purchaser at the following address:
National Centre for Sustainable Coastal Management
Ministry of Environment and Forests (MoEF)
Koodal Building, Anna University Campus
Chennai – 600025
 - (b) bear the Project Name, the Invitation for Quotations (IFQ) title and number, and a statement "Do not open before 20.11.2013 hours on 11:30 am"
- 11.2 The envelopes shall also indicate the name and address of the Bidder to enable the quotation to be returned unopened in case it is declared "late".
- 11.3 If the envelope is not sealed and marked as required by ITB Clause 11.1, the Purchaser will assume no responsibility for the Quotation's misplacement or premature opening.
- 11.4 E-mail, cable or facsimile bids will be rejected.

12. Deadline for Submission of Quotations

- 12.1 Quotations must be received by the Purchaser at the address specified under ITB Clause 11.1 (a) no later than the time and date specified in the Invitation for Quotations (Section I). In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.
- 12.2 The Purchaser may, at its discretion, extend this deadline for submission of quotations by amending the bid documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.



13. Late Bids

- 13.1 Any quotation received by the Purchaser after (as per Purchaser's clock) the deadline for submission of quotations prescribed by the Purchaser, will be rejected and/or returned unopened to the Bidder.

E. Opening and Evaluation of Quotations

14. Opening of Quotations by the Purchaser

- 14.1 The Purchaser will open all quotations, in the presence of Bidders' representatives who choose to attend, at 11:30 hours on 20.11.2013 and in the following location:

National Centre for Sustainable Coastal Management
Ministry of Environment and Forests (MoEF)
Koodal Building, Anna University Campus
Chennai – 600025

The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Quotation opening being declared a holiday for the Purchaser, the Quotations shall be opened at the appointed time and location on the next working day.

- 14.2 The bidders' names, bid prices, discounts, and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No quotation shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 13. The Purchaser will prepare minutes of the opening of quotations

15. Clarification of Quotations

- 15.1 During evaluation of quotations, the Purchaser may, at its discretion, ask the Bidder for a clarification of its quotation. The request for clarification and the response shall be in writing and no change in prices or substance of the quote shall be sought, offered or permitted

16. Preliminary Examination

- 16.1 The Purchaser will examine the quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.
- 16.2 Arithmetical errors if any be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of errors, its quotation will be rejected.
- 16.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- 16.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each quotation to the bidding documents. For purposes of these Clauses, a substantially responsive quotation is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 13), Payment (GCC Clause 14) and Delivery (GCC Clause 8) will be deemed to be a material deviation. The Purchaser's determination of a quotation's responsiveness is to be based on the contents of the quotation itself without recourse to extrinsic evidence.



- 16.5 If a quotation is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 17. Evaluation and Comparison of Quotations:**
- 17.1 The Purchaser will evaluate and compare the quotations which have been determined to be substantially responsive. No quotation will be considered if the complete requirements covered in the item is not included in the quotation.
- 17.2 The Purchaser's evaluation of a bid will exclude and not take into account, in the case of goods manufactured in India or goods of foreign origin already located in India, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder.
- 17.3 The Purchaser's evaluation of a bid will take into account, in addition to the bid price (Delivery up to final destination) and price of incidental services, the availability in India of spare parts and after-sales services for the goods / equipment offered in the quotation

F. Award of Contract

18. Post-qualification

- 18.1 The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive quotation meets the following Qualification Criteria and is qualified to perform the contract satisfactorily.

(a) In the case the Bidder is a Manufacturer, he should have manufactured, tested and supplied the equipment (s) similar to the type specified in the "Schedule of Requirements" up to at least 100 % of the quantity required in any one of the past three financial years (namely 2010- 2011 to 2012 - 2013). The equipment offered for supply must be of the most recent series models incorporating the latest improvements in design.. The models should have been released on or after January 2011 and be in satisfactory operation for 12 months as on the date of opening of quotations.

(b) In case the bidder is an Agent of the Manufacturer or an Authorized dealer of the Manufacturer of the equipment offered by the bidder, the bidder should furnish the following:

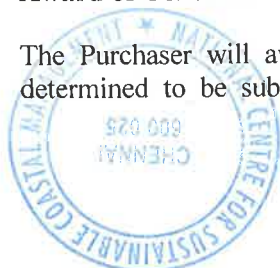
- (i) Document in support of the Manufacturer (of the equipment offered) meeting the requirement as at (a) above;
- (ii) Manufacturer's authorization in case of an Agent and Authorized Dealership in case of an Authorized dealer assuring full Guarantee and Warranty as required in Conditions of Contract;
- (iii) Documents to show that he has supplied and 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 (namely 2010- 2011 to 2012 - 2013) which must be in satisfactory operation for at least 6 months on the date of opening of quotations.

The bidders should furnish information on all past supplies and satisfactory performance for both (a) and (b) above on the prescribed format attached.(Attachment 3)

- 18.2 The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7, as well as such other information as the Purchaser deems necessary and appropriate.
- 18.3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

19. Award of Contract:

- 19.1 The Purchaser will award the Contract to the successful Bidder whose quotation has been determined to be substantially responsive and has been determined as the lowest evaluated



quotation, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

20. Purchaser's right to vary Quantities at Time of Award

20.1 The Purchaser reserves the right at the time of Contract award to increase or decrease by up to 25 percent of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

21. Purchaser's Right to accept any quotation and to reject any or all quotations:

21.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.

22. Notification of Award:

22.1 Prior to the expiration of the period of quotation validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable/e-mail or fax, to be confirmed in writing by registered letter, that its quotation has been accepted.

22.2 The notification of award will constitute the formation of the Contract.

23. Performance Security:

23.1 Within 10 days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in any of the Form provided in the bidding documents (Attachment 1) and sign the Contract Form in the Office of the Purchaser.

23.2 Failure of the successful bidder to comply with the requirement of ITB Clause 23.1 shall constitute sufficient grounds for the annulment of the award in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.

24. Corrupt or Fraudulent Practices

24.1 The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Bidders/ Suppliers/ Contractors under Bank-financed contracts, observe the highest standard of ethics and not indulge in corrupt and fraudulent practices, during the procurement and execution of such contracts.



SCHEDULE OF REQUIREMENTS

Item No.	Brief Description of Item	Unit	Quantity	Delivery Period from signing of contract	
1		Nos.		30 -- 45 da	
				Nos	Delivery date
				25	25/1/2015
				25	05/1/2015
				30	15/2/2015
80	Total				

Training: For 3 people per equipment



PERFORMANCE SECURITY BANK GUARANTEE FORM

TO:

.....
.....
.....

WHEREAS..... (Name of the Supplier) hereinafter called "the Supplier" ,
has undertaken, in pursuance of Contract to supply..... (Description of
equipment and services) hereinafter called "the Contract"

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you
with a Bank Guarantee by a national/scheduled Bank located in India for the sum specified therein as
security for compliance of the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the
Supplier up to a total of Rs.....(in figures) (in words) (Amount of
Guarantee) and we undertake to pay you up on your written demand declaring the Supplier to be in
default under the Contract and without cavil or argument any sum or sums within the limit of Rs.
..... (Amount of Guarantee) without your needing to prove or show grounds or reasons for
your demand or the sum specified therein.

This Guarantee is valid until the day of 201...

Date

Signature and seal of Guarantors
Address:.....
.....



Attachment 2

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



Corrigendum 1 – Computer Tablets

Ref. No: - 5-2(55) /PROC/NCSCM/2014

Tablet Specification

CPU:	1.6 GHz, Dual Core Processor or Higher
OS:	Android, v4.2.2 or higher
Display Resolution	1280 x 800 pixels or higher
Size	10.1 Inches or higher
RAM	1 GB RAM or higher
Internal Memory	16GB or higher
Memory Card Slot:	Supports Up to 64GB
Connectivity	GPRS, EDGE, 2G, 3G, Wifi with Wifi-hotspot, Bluetooth, USB with calling facility.
GPS	Sensors : Accelerometer, Compass
Camera	REAR 3 Mega Pixel or Higher FRONT 1.3 Mega Pixel or Higher With Geo Tagging features
Video Recording	720p HD or Higher
Battery	6800 mAH, Battery or Higher
Warranty	3 years warranty without any additional cost
Accessories	Tablet Book Cover Stand Case, Charger ,Data Cable, Etc.,
The product should be SAR and BIS certified	Copy of certificates to be submitted
The equipment should have extensive service network across India and service centre in Tamil Nadu State	The document proving manufacturer authorised center to be provided. Manufacturer should submit undertaking to do servicing directly or through their authorised service partners under their supervision