

www.cift.res.in
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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



***TENDER FOR THE SUBSCRIPTION OF
PATENT SEARCH AND ANALYSIS ONLINE
DATABASE FOR
CIFT, KOCHI***

Tender Enquiry No.: **F.No. 6-17/2019-Purchase(ZTMC)**

(Click here  to view the tender in CPP Portal)

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 –2412397 /2412345

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NOTICE INVITING TENDER

CIFT invites e-tenders for the subscription of Patent search and analysis online database (subscription for one year) through the website www.eprocure.gov.in under two bid system from reputed manufacturers / suppliers.

Tender Enquiry No. : F.No. 6-17/2019-Purchase (ZTMC)	
Published Date	06.12.2019 - 1200 hrs
EMD Submission end date	26.12.2019 - 1000 hrs
Bid submission start date	06.12.2019 - 1220 hrs
Bid submission end date	26.12.2019 - 1130 hrs
Technical bid opening date	27.12.2019 - 1130 hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. CIFT reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. CIFT will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

(P.Krishna Kumar)
Asst. Admn. Officer (P)
FOR DIRECTOR

Place: Kochi
Date: 06.12.2019

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INSTRUCTIONSTO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)).The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available at [“Bidders Manual Kit”](#)

ForRegistration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link [“OnlineBidder Enrollment”](#). Enrolment on the CPP Portal is free of charge.
3. Foreign Bidders have to refer [“DSC details for foreign Bidders”](#) (↖ click here to view) for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app?page=StandardBiddingDocuments&service=page> and the remaining part is same as above and below.

Bid Submission

4. The intending Tenderer, in case of Prime Equipment Manufacturers (PEM) shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender, along with the tender documents, confirming that they are regularly manufacturing, supplying, installing, testing & commissioning of the similar equipment for the last 2 years.
5. The intending Tenderer, in case of Authorized Distributor/Authorised Dealer shall possess valid authorized Distributorship /Dealership license from Prime Equipment Manufacturers(PEM). The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.

6. The patent search and analysis online database shall be in compliance with the specifications mentioned in Annexure-I of the tender and shall be of the latest technology, best quality and high standards.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of required items.
8. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
9. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute's action.
10. The Technical Committee constituted by the Director, CIFT shall have the right to verify the particulars furnished by the bidder independently.
11. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site.i.e.**ICAR_ CIFT, Willingdon Island, Matsyapuri.P.O, Cochin-682029** before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
12. The item should be delivered at **ICAR-CIFT, Willingdon Island, Matsyapuri. P.O, Cochin-682029** for Indian bidders, for foreign bidders it should be on FOB Basis and the supplier shall be responsible for any damage during the transit of goods.
13. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
14. All the communications with respect to the tender shall be addressed to:

**The Director,
Central Institute of Fisheries Technology,
Willingdon Island, Matsyapuri P.O.
Kochi – 682029.**

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GENERAL TERMS & CONDITIONS

1. Name of the Item : **Patent search and analysis online database (Subscription for 01 year)**
2. Quantity : **1 No.**
3. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/ delivered personally will not be considered.
4. Bidder should login to the site well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
5. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
6. **For Indian Bidders**, the rates quoted should be for delivery and installation at **CIFT, Kochi**. The tender shall be valid for a period of 90 days from the date of opening of the tender. **If taxes, duties or any other charges over and above the rates quoted are payable by the purchaser actuals of such taxes/duties/charges should be clearly indicated in the financial bid (BOQ). Please note that this Institute is entitled to concessional Customs duty, exempted from payment of excise duty as applicable to Educational/Research Institutions/Laboratories etc. against DSIR Certificate.**
7. **For Goods imported from abroad** the bid should be in FOB basis and the FOB Place has to be clearly indicated in the bid. Bidder can quote in Indian Rupee(INR), US Dollar(USD), Japanese Yen(JPY), Euro(EUR), Great Britain Pound(GBP), Swiss Franc(CHF) & Canadian Dollar(CAD), Norwegian Krone (NOK).
8. Name & address of the Indian agent with authorization letter from the Prime Manufacturer and agency commission, if any, may be specifically mentioned in the quotations in the case of foreign procurements. Indian Agency Commission wherever applicable, will be paid in INR only.

9. An Agent can represent only one firm in a tender and a PEM cannot submit more than one offer against a tender through different sole selling agents or one directly and another through sole selling agent. In such cases, all the offers will be rejected
10. The rates quoted should be for delivery and installation at **CIFT, Kochi**. The tender shall be valid for a period of 90 days from the date of opening of the tender. **If taxes, duties or any other charges over and above the rates quoted are payable by the purchaser actuals of such taxes/duties/charges should be clearly indicated in the financial bid (BOQ). Please note that this Institute is entitled to concessional Customs duty, exempted from payment of excise duty as applicable to Educational/Research Institutions/Laboratories etc. against DSIR Certificate.**
11. The item offered shall conform to the specifications as given in Annexure-I/ supply order and shall be guaranteed against defective design, defective quality materials supplied, manufacturing, defects etc, Documents supporting the technical specification of the quoted goods may be uploaded in Cover-I in the PDF format.
12. The Tenderer shall upload PDF format copy of GST registration, Income Tax PAN, in Cover - I of the e-tender.

13. **Bid Security:**

- a. The units registered with Micro Small Enterprises(MSEs) as defined in MSE Procurement Policy issued by Dept. of Micro, Small and Medium Enterprises(MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170(i) of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover - I of the e-tender in PDF format.
- b. In case the unit is not covered as above, it shall submit the offer along with the **Bid Security for Rs.4,500 (Rupees four thousand five hundred only)**
- c. The Bid Security of **Rs.4,500/-(Rupees four thousand five hundred only)** can be submitted in the form of Demand Draft /Bankers cheque in favour of "ICAR Unit CIFT, Cochin" payable at State Bank of India, Willingdon Island Cochin-682009 or **Bank Guarantee** ([←click here to download the BG Format](#))in the prescribed format, valid for 45 days beyond the validity of bid. **The Bid security is to be submitted to this office on or before 26.12.2019** Name of the Bidder, Tender and Tender reference number has to be furnished behind the Bid Security DD/Bankers cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque /BG or its exemption certificate in PDF form should be uploaded in the relevant field of the E-tender. The offers without Bid Security will be rejected.

- d. The Bid Security will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
 - e. The Bid Security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items.
14. Performance Security: The successful Firm/Party is required to remit a performance security amounting to 5% of the cost of the item/equipment in the form of Demand Draft /Bankers cheques drawn in favour of “ICAR Unit CIFT, Cochin “payable at State Bank of India, Willingdon Island Cochin-682009 or Bank Guarantee from a commercial Bank as directed by this office. The performance security to be remitted within 10 days from the formal intimation. If the bidder fails to remit the Performance Security the Bid security will be forfeited and the acceptance of the tender will be withdrawn and no further correspondence in this regard will be entertained.
15. Full specification of the article quoted, including its Make & Model No., its warranty/guarantee period etc., in bidder’s letter head shall be uploaded in the e-tender in PDF form along with illustrated pamphlets, brochure, drawings etc., wherever applicable, in Cover – 1. Correct postal address, Phone/Mobile number, email id of the bidder and address & contact details, to whom the purchase order has to be placed, also has to be given.
16. Payment will be made by Bank/Electronic Transfer, only after satisfactory completion of supply/installation and receipt of pre-receipted bill in triplicate. Quotations giving any other mode of payment may be avoided.
17. The Director, C.I.F.T., COCHIN-682029 reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason in the best advantage of this Institute.
18. Proper servicing, whenever necessary, has to be provided by the supplier or their authorized agents. Availability of technical support & servicing facility locally/nationally should be submitted in pdf form in Cover-1 of the Bid.
19. Users list may also to be attached in the tender form.

Specification of Patent search and analysis online database

- I. Search
 - a) Facility for Field Search, bibliographic search, full text search and legal status
 - b) Patentability search
 - c) FTO (Freedom to operate search)
 - d) Patent watch-state of Art
 - e) Portfolio analysis
 - f) Invalidity search
 - g) Litigation search
- II. Coverage
 - a) Patent search from 100+ countries
 - b) Full text coverage of IN patents
 - c) Bibliographic coverage of IN patents
- III. Analysis
 - a) Semantic and advance search/analysis
 - b) Bibliographic information
 - c) Corporate Tree
 - d) Citations
 - e) Analyse search results via multi-dimensional charts
- IV. Mapping of various fields
- V. Export
 - a) Download Format
 - b) Search History, save and sharing option
- VI. Translation
 - a) Full Text Machine Translations in English for at least 10 countries viz. JP, KR, CN, FR etc.

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

<u>COVER-I</u>			
(Following documents to be provided as PDF file)			
S.No.	Documents	Content	File Types
1.	Technical Bid	Make, Model No., Specification, Warranty etc. of the item quoted in the letter head with its supporting documents.	.PDF
2.		Full Address/contact details, Copy of GST Registration, Income Tax PAN in case of Indian Agents quoting for foreign PEM.	.PDF
3.		Copy of Bid Security by way of DD/BC /BG or its exemption, if claiming	.PDF
4.		Self-declaration in letter head that the bidder is the Prime Equipment Manufacturer (PEM), Authorized Dealership license issued from the Prime Equipment Manufacturer (PEM), in case of dealers, Users list.	.PDF
5.		Details of technical support and servicing facility available locally and nationally	.PDF
<u>COVER-II</u>			
S.No.	Types	Content	File Types
1.	Financial Bid	Price bid(BOQ)to be filled in Excel format as per Instructions givens in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

(P.Krishna Kumar)
Asst. Admn. Officer (P)
For Director