

www.cift.res.in

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ciftpurchase@gmail.com



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 SUPPLY OF LAPTOP, CIFT, KOCHI

Tender Enquiry No.: **F. No.20-2/2024-Purchase**

Click here  to view 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

ICAR- Central Institute of Fisheries Technology (CIFT), Kochi invites e-tenders for the supply of Laptop through the website www.eprocure.gov.in under two-bid system from reputed manufacturers/ suppliers having GST registration.

Tender Enquiry No.: F. No. 20-2/2024/Purchase	
Published Date	10.07.2024 - 17 30 Hrs.
Bid submission start date	10.07.2024 - 17 45 Hrs.
Bid Security Submission last date	30.07.2024 - 11 00 Hrs.
Bid submission end date	30.07.2024 - 11 30 Hrs.
Technical bid opening date	31.07.2024 - 1130 Hrs.

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from 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. 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. The Director, ICAR-CIFT, Cochin reserves the right to accept / reject any /all 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 changes / 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.

Assistant Administrative Officer (S&P)
for Director

Place: Kochi

Date: 10.07.2024



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INSTRUCTIONS TO THE TENDERERS

The Tenders Shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and 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 obtained at bidder's manual kit

([URL:https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page](https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page))

For Registration

2. Bidders are required to enroll on the-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 **Online Bidder Enrollment** link. Enrolment on the CPP Portal is free of charge. Foreign bidders have to refer in DSC details for foreign Bidders.
3. The intending Tenderer, in case of Prime Equipment Manufacturers 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 regular in manufacturing, supplying, installing, testing & commissioning of the similar item from last 2 years.
4. The intending Tenderer, in case of Authorized Distributor/Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Original Equipment Manufacturers. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
5. The equipment shall be in compliance to the specifications mentioned in Annexure-I of the tender and shall be of the latest technology, best quality and high standards.

6. Any optional Accessories /Tooling, besides the standard equipment recommended for the better performance of the equipment, if offered, be provided with their full technical details including their use and advantage in as separate sheet with the tender documents.
Minimum 3 year Onsite warranty has to be provided for the item.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items. 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.
8. The Technical Committee constituted by the Director, CIFT shall have the right to verify the particulars furnished by the bidder independently.
9. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. CIFT, Kochi before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
10. The supply should be delivered at CIFT, Kochi and the supplier shall be responsible for dues damage during the transit of goods.
11. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
12. All the communication 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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1. Name of the Item : **LAPTOP(specifications attached in Annexure -I)**
2. Quantity : **10 NoS.**
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. Bidders should login to the site well in advance for bid submission so that he/she upload the bid 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, Cochin-29**. The tenders shall be valid for a period of 90 days from the date of opening of the tender. **If taxes, duties or any other charges payable by the purchaser be clearly indicated in the financial bid (BOQ).**
7. The item offered shall confirm to the specifications as given in Annexure -I/supply order and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc. for a minimum period of 1 year from the date of supply. Documents supporting the technical specification of the quoted goods may be uploaded in Cover - I in the PDF format.
8. The Tenderer shall upload PDF format copy of GST Registration, Income Tax PAN, Bank details in Cover - I of the e-tender.
9. In case the manufacturer has submitted the bid, the bids of its authorized dealer will not be considered. In case of violation, both infringing bids will be rejected.
10. In case of agents quoting in offshore procurements on behalf of their principal manufacturers one agent cannot represent two manufacturers or quote on their behalf. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following
 - (i) The Principal manufacturer directly or through one Indian agent on his behalf and
 - (ii) Indian/foreign agent on behalf of only one principal.
11. In case bidder is an authorized Dealer/Agent/Distributor- **attested photocopies of manufacturers authorization certificate and also manufacturers confirmation of extending the required warranty for that product to be enclosed failing which the tender will be rejected.**

12. In case the bidder is an Indian Agent of foreign Manufacturer, **an attested copy of Agency Agreement between the Original Equipment Manufacturer and the Indian Agent showing the details of Agency commission and confirmation of acceptance of payment in Indian Rupees to be enclosed failing which the tender will be rejected.**
13. Rules and regulations for transportation of goods from foreign countries will be as per the contemporary version of the International Commercial terms (Incoterms).
14. Complete details of ISI specifications, if any, must accompany the quotation.
15. Availability of Technical support & Servicing facility locally and nationally should be submitted in PDF form in cover-I.
16. Users list may also to be attached with the Tender form.

17. **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.41000/- (Rupees Forty one thousand only)**
 - c. The Bid Security of **Rs. 41,000/- (Rupees Forty one thousand 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** 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 30.07.2024.** 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 included in Cover -I 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.
18. **Performance Security:** The successful Firm/Party is required to remit a performance security amounting to **5% of the cost of the item** in the form of Insurance surety Bond, Account payee, Demand Draft, fixed Deposit receipt from a commercial bank, Bank Guarantee from a commercial Bank or online payment in an acceptable form drawn in favour of "ICAR unit, CIFT, Cochin payable at State Bank of India, Willingdon Island, Cochin - 682003 from a commercial bank as directed by this office. The Performance security to be remitted within 14 days from the formal intimation. The performance security should remain valid for a period of 60 (Sixty)

days beyond the date of completion of all contractual obligations of the supplier, including warranty obligation.

Performance security shall be refunded to the contractor without interest, after he duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations including warranty under contract.

Performance security will be forfeited and credited to the procuring entity's account in the event of a breach of contract by the contractor.

19. **Full specification of the article quoted for shall be uploaded in the e-tender in PDF form along with illustrated pamphlets, drawings etc., where available, in Cover - 1.**

Payment clause

20. 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.
- a. In case of indigenous goods, the main elements of price may include raw material production cost, overhead, packing and forwarding charges, margin of profit, transit insurance, excise duty, GST and other taxes and duties as applicable.
- b. **Elements of Price:** - Price includes the price of the goods, cost of installation and commission, operator's trains and so on. The bidders shall be furnishing a cost break-up indicating the applicable prices and taxes for each of such components along with the overall price.
- c. **Currency:** Domestic tenderers are to quote and accept their payment in Indian Currency. In case of foreign currency, conversion rates in INR will be taken on that day when financial bid will open.
- d. **Terms of payment for Domestic goods:** - Where the terms of delivery if for destination/delivery at site, the usual payment terms is 100 percent on receipt and acceptance of goods by the consignee and on production of all required documents by the supplier and successful installation and commissioning of the equipment.
21. **Mode of payment for Domestic goods:** - Payment for domestic suppliers will be on transparent electronic payment systems like Electronic Clearance System (ECS), Real time gross settlement systems (RTGS), National Electronic funds Transfer (NEFT) or Electronic Payment Gateways.

22. **Documents for payment for Domestic goods: -**

- i) Supplier's invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value.
- ii) Packing list identifying contents of each package
- iii) Certificate of origin
- iv) Insurance certificate
- v) Railway receipt/consignment note
- vi) Manufacturer's guarantee certificate and in-house inspection certificate
- vii) Inspection certificate issued by purchaser's inspector
- viii) Any other document(s) as and if required in terms of the contract.

23. **Terms of payment for imported goods: -**

Letter of credit will be opened for 100% value with condition to release the payment as follows: -

A) On shipment:

90% of the contract price shall be paid through irrevocable letter of credit established in favour of the foreign supplier in scheduled commercial bank in India or a bank in the supplier's country acceptable to the purchaser, upon submission of the following documents.

- i) Supplier's original invoice giving full details of the goods including quantity, value and so on
- ii) Packing list identifying contents of each package.
- iii) Certificate of country of origin of the goods to be given by the seller or a recognized chamber of commerce or another agency designated by the Local Government for this purpose;
- iv) Certificate of pre-dispatch inspection by the purchaser's representative wherever necessary;
- v) Manufacturer's test certificate and guarantee;
- vi) Certificate of Insurance
- vii) Bill of lading/airway bill, rail receipt of any other dispatch document, issued by a Government Agency (like the Department of Posts) or an agency duly authorized by the concerned Ministry/Department, indicating:
 - a) Name of the vessel/Carrier;
 - b) Bill of lading/Airway bill
 - c) Port of loading
 - d) Date of shipment
 - e) Port of discharge and expected date of arrival of goods, and
 - f) Any other document(s) as and if required in terms of the contract.

B) **On final acceptance**

10% of the contract price of the goods received shall be paid within 30 days of successful installation and commissioning at the consignee's premises and acceptance by the consignee.

- C) Payment of Agency Commission, if payable, against FOB/FAS/CFR/CIF/CIP contract - the entire 100% Agency Commission is generally paid (in non-

convertible **Indian Rupees** on the basis of BC selling rate of exchange) after all other payments have been made to the supplier in terms of the contract.

24. **Mode of payment for imported goods:**

For imported goods, payment usually happens through the letter of Credit (LC) opened by the State Bank of India. The amount of LC should be equal to the total payable amount, and be released as per the clause mentioned above. Provisions of Uniform customs and Practices for Documentary credits will be adhered to while opening the LC for import into India. If the LC is not opened, payment can also be made to the seller through a direct bank transfer only after the receipt of prescribed document.

25. **Insurance:**

- a) The goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental to manufacturer or acquisition, transportation, storage and delivery in the manner specified in the contract.
- b) The amount to be covered under insurance should be sufficient to take care of the overall expenditure to be incurred by the procuring Entity for receiving the goods at the destination.
- c) Where deliver of imported goods is required by the purchaser on CIF/CAP basis, the supplier shall arrange and pay for marine or air Insurance, making the purchase the beneficiary.
- d) Where delivery is on FOB/FAS basis, marine/air insurance shall be the responsibility of the purchaser.

26. **Termination of contract for insolvency:**

If the supplier becomes bankrupt or becomes otherwise insolvent or undergoes liquidation or losses substantially the technical or financial capability (based on which he was deflected for award of contract), at any time, the purchaser may terminate the contract by giving written notice to the supplier, without any compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will or will accrue thereafter to the Procuring Entity.

27. **Dispute Resolution**

When a dispute/difference arises between the procuring entity and supplier, both the purchaser and supplier should first try to resolve it amicably by mutual consultation. If the parties fail to resolve the dispute within 21 (twenty-one) days, then depending on the position of the case, either the purchase or supplier should give notice to the other party of its intention to commence arbitration. When the contract with a domestic supplier, the applicable arbitration procedure shall be as per the Indian arbitration and conciliation Act 1996. While processing a case for dispute resolution or litigation or arbitration, the procuring entity shall take legal advice, at appropriate stage. **The venue of arbitration should be the place from where the contract has been issued.**

28. **Delivery:** 60 days from the date of supply order.
29. **Installation:** Within 30 days from the date of receipt of equipment in the Institute failing which liquidated damage clause shall apply.
30. **Liquidated Damage Clause:** It would be realized @ 0.5% (half percent) of the base price (excluding taxes) of delayed goods for each week of delay subject to maximum 10%.
31. **Integrity pact**
The integrity Pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspects/stages of the contract. Only those vendors/bidders, who commit to such a pact with the buyer, would be considered competent to participate in the bidding process. The essential ingredients of the pact include:
- i) Promise on the part of procuring entity to treat all the bidders with equity and reason and not to seek or accept any benefit, which is legally available.
 - ii) Promise on the part of bidders not to offer any benefit to the employees of the Procuring Entity not available legally and also not to commit any offence under Prevention of Corruption Act, 1988 or Indian Penal Code 1860.
 - iii) Promise on the part of bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts etc.
 - iv) Undertaking (as part of fall clause) by the bidders that they have not and will not sell the same material/equipment at prices lower than the bid price.
 - v) Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
32. The above procurement will be subject to Manual for Procurement of goods 2017 (http://www.doe.gov.in/sites/default/files/manual_for_Procurement_of_Goods_2017.pdf) and General Financial Rules (https://www.mof.gov.bd/en/index.php?option=com_content&view=article&id=48&itemid=1) and orders and instruction and guidance from Govt. of India and ICAR from time to time.
33. The Director, CIFT, Cochin reserves the right to accept or reject any Bid and to cancel the Bidding processes or reject all Bids at any time prior to the award of Contract without hereby 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.
34. 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 indicated.
35. Users list may also to be attached in the tender form.

TECHNICAL SPECIFICATION FOR LAPTOP

Processor	Intel core i7 12 th Gen-12650HU Processor
Memory	16 GB DDR4 RAM 3200Mhz
Hard Drive	1 TB SSD
Display	14" FULL HD Antiglare LED Display
Input /Output ports	Bluetooth, Wi-Fi, 1x USB 3.1 Gen 2 Full Function Type-C,(USB+DP+PD),1 x USB 3.1 Type-C,1 x USB 3.1 Type-A (with Always on),1 x USB 3.1 Type-A.1 x Hidden USB 2.0 Type-A,HDMI,4-In-1 Card Reader,RJ45,Audio combo Jack, Spill-Resistant backlit keyboard, wireless mouse
Camera	720p HD Camera with inbuilt microphone and Think shutter
Operating System	Windows 11 Professional
Softwares	MS office Professional and students 2021 edition
Weight	1.5Kg, carry bag
Warranty	Three year on site
Support	12Hrs x 7 Days onsite Support, immediate replacement Of spares with buffer stock
The computer must be from reputed manufactures and assembled laptops are not acceptable	

BANK GUARANTEE FORM FOR BID SECURITY

Whereas.....[*name of bidder*] [hereinafter called "the bidder"] has submitted his bid dated.....[*date*] for the supply of(*brief description of the relevant goods and services*) (hereinafter called "the bid").

KNOW ALL PEOPLE by these presents that WE(*name of the bank*) having registered office at.....(*full address*) (hereinafter called "the bank") are bound unto.....(*name of the purchaser*) (hereinafter called "the purchaser") in the sum of Rs.....(*Rupees*.....(*amount in figures and in words*)) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said bank this..... Day of....., 20.....

THE CONDITIONS of this obligations are:

- 1. If the bidder
 - i. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - ii. Does not accept the correction of errors in accordance with the Instruction to Bidders.

OR

- 2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - i. Fails or refuses to execute the contract form, if required; or
 - ii. Fails or refuses to furnish the performance security, in accordance with the instructions to Bidders;

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

Date:.....
Place:.....

.....
Signature of the Bank
SEAL of the Bank

List of Documents to be provided as PDF file in cover -1 Technical Bid.

1. Copy of Bid Security by way of Demand Draft, Bank Guarantee or Certificate showing its exception, if claiming.
2. Full address/contact details.
3. Copy of GST Registration
4. Income Tax return of last three years ending March,2023
5. Pan card
6. In case of original Equipment Manufacturers (OEM) - upload a self -declaration on their letter head, confirming that they are regularly manufacturing, supplying, and installing testing & commissioning of the similar equipment for the last 2 years.
7. In case bidder is an authorized Dealer/Agent/Distributor of the Indian Manufacturer - attested copy of Manufacturer's Authorization Certificate and also Manufacturer's confirmation of extending the required warranty for the product.
8. Details of technical support and servicing facility available locally and nationally.
9. Make, Model No. Specification, Catalogue, Warranty etc. of the items quoted in the letter head with its supporting documents, postal address, phone/mobile No., email id of the Bidder to whom the purchase order has to be placed.
10. Tender documents duly signed by the bidder.
11. If the unit registered with MSME an attested copy of Certificate.
12. Users list.
13. Tender Acceptance letter.

Cover-II -Financial Bid -in .xls format to be filled as per the instructions given in Financial Bid.

All the documents and BOQ (Financial Bid) has to be signed by the Bidder.

**Assistant Administrative Officer (S&P)
for Director(CIFT)**

TENDER ACCEPTANCE LETTER

(To be given on company letter head)

Date:

**To,
The Director,
Central Institute of Fisheries Technology
kochi-682029.**

Sub : Acceptance of terms and conditions of tender -regarding.

Ref: Tender No.

Name of the tender:.....

Sir,

1. I/We have downloaded the tender documents for the above mentioned Tender from the Website(s) name:
.....
.....
as per your advertisement.
2. I/We have certify that I/We have read the entire terms and conditions of the tender documents from page No.....to.....(including all documents like annexure(s),Schedules(s), etc,) which form part of the contract agreement and I/We Shall abide hereby the terms /conditions, clauses contained therein.
3. I/We here by unconditionally accept the tender conditions of above mentioned tender documents(s), corrigendum(s)in its totality.
4. I/We do hereby declare that our firm has not been blacklisted /debarred by any Government Department. Public sector undertaking
5. I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect. Untrue or found violated, then your Department/Organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/We engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical specification indicated.
8. This offer is valid for 90 days from the date of opening of the tender.
9. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
		Telephone No: Fax No: Mobile No: Email id:	