

DETAILED TENDER DOCUMENTS
SUPPLY OF LABORATORY EQUIPMENTS

**INSTITUTE OF SHIPBUILDING TECHNOLOGY, GOA
BOGDA, VASCO-DA-GAMA, GOA.**

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**SOCIETY FOR INDUSTRIAL & TECHNICAL EDUCATION OF GOA'S
INSTITUTE OF SHIPBUILDING TECHNOLOGY, GOA.**

(AICTE Approved & Govt. of Goa Aided Polytechnic)
BOGDA, VASCO-DA-GAMA, GOA 403 802.

**TENDER NOTICE
(E-TENDERING MODE ONLY)**

No. ISBT/PSEP(MHRD)/2015-16/01

Date : 31.08.2015

Sr. No.	Description of the Equipments	E. M. D. (Rs.)	Cost of Tender Documents	Tender Processing
01.	As per the List Enclosed	5%	Rs. 3000/-	Rs. 1500/-

The Principal, Institute of Shipbuilding Technology, Goa invites sealed item rate tender on-line mode only from approved and eligible Suppliers for the following items as enclosed below:-

The submission of the tenders is through E-Tendering mode only. (Website: www.etender.goa.gov.in)

- 1) Last date for online application is on **05-10-2015** up to **14.00** hrs.
- 2) Last date for online submission of dully filled tender documents is on **05-10-2015** up to **15.00** hrs.
- 3) The online Technical bid will be opened on **05.10.2015** at **15.30** hrs in the office of the **Principal, Institute of Shipbuilding Technology, Goa.**
- 4) Date of opening of Financial Bids will be communicated later.

The online application should accompany the following documents (Scan and Upload on the e-tender website)

- a. Attested copy of valid Registration Certificate & other necessary documents.
- b. Attested copy of PAN CARD.
- c. Attested copy of Sales Tax/ VAT valid registration Certificate.
- d. Mode of payment towards Cost of the Tender Document & EMD: A Demand Draft /Pay Order drawn on any Nationalized/ Scheduled Bank in favour of the “Principal, Institute of Shipbuilding Technology”, payable at Vasco-Da-Gama**
- e. Mode of payment towards eTender Processing Fee: A Demand Draft /Pay Order drawn on any Nationalized/ Scheduled Bank in favour of the “Infotech Corporation of Goa Ltd.” payable at Panaji**

INSTRUCTIONS TO SUPPLIERS

1. The Intending bidder must read the terms and conditions of mentioned below carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and instruction of bidders posted on website shall form part of bid documents.
3. The bid documents consisting of items specifications, the schedule of quantity of various types of items to be supplied and the set of terms and conditions of the items to be complied and with the other necessary documents can be seen and downloaded from website <https://www.tenderwizard.com/goa>.
4. Those bidders did not registered on the website mentioned above, are required to get registered, beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
5. The intending bidder must have / obtain a valid Class-III digital signature to submit the bid.
6. On opening date, the supplier can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
7. Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in sky blue colour (Rupees in words will be automatically taken).
8. In addition, to this, while selecting any of the cells, a warning appears that if any cell is left blank the same shall be treated as '0'. Therefore, if any cell is left blank and no rate is quoted by the bidder rate of such item shall be treated as '0' (Zero) and will be treated as incomplete tender and will be rejected outright. Also name of the bidder should be entered in respective cell.
9. At the time of opening, the scanned copies of the documents uploaded at the time of submission of tender will varied with the physical / hard copies submitted and bids of only those suppliers whose physical copy matches with the uploaded copies will be accepted for opening.

Envelope should superscribed with "Name of the Laboratory, name of items, serial number of items and name of Suppliers" should contain following:

- a) Attested copy of valid Registration
- b) Attested copy of PAN card.
- c) Attested copy of Sales Tax/ VAT valid registration certificate.
- d) Demand Drafts towards Tender Cost, eTender Processing Fee & EMD
- e) Hard copy of items quoted with their specification and cost.

The Envelope should be dropped in the Tender box on **05.10.2015** up to **15.00** hrs kept in the office of the Principal, Institute of Shipbuilding Technology, Goa.

In case a suppliers quotes for multiple items on the same tender notice and if the eligibility for these items and opening is on same day the physical copies of documents should be submitted separately for each work.

Incomplete application shall be summarily rejected and right to reject any or all the tenders including the lowest without assigning any reasons thereof is reserved.

Principal,
Institute of Shipbuilding Technology, Goa

Copy to:

1. The Director,
Directorate of Technical Education,
Alto-Porvorim, Bardez Goa.

TENDER TERMS AND CONDITION
(Subject to legal juristic on of Goa)

1. General conditions:

- A. The Principal, Institute of Shipbuilding Technology, Goa, reserves the right to reject all or any of the tenders without assigning any reason.
- B. Irrespective of whether mention was made in the Notice inviting tenders or otherwise only **registered dealers** under the sales Tax Act, are eligible to submit tenders.
- C. Those who are submitting tenders for the first time, shall invariably enclose **documentary evidence** in support of the status described at (B) above, failing which such tenders/quotations shall be rejected.
- D. Except where exemption is granted by the Government of Goa, Earnest Money Deposit (E.M.D) of 5% of the quoted rates of items shall be enclosed which will be forfeited if the tenderer derogates, amends, withdraws the other within validity period.
- E. If the tenderer desires he/she will be permitted to be present at the time of opening of the tender.
- F. The E.M.D is refundable in case of unsuccessful tenderer & in case of tenders which are acceptable the EMD shall be adjusted against the security deposit (SD) which shall be 10% of the order value.
- G. The tenderer shall not be entitled to any interest/compensation on account or EMD/SD incase the same is not refunded in time
- H. This office will take all the care to return the EMD within the reasonable limit which is normally 30 days after opening of the tenders and 30 days for Security Deposit after satisfactory and full execution of the order and on acceptance of the stores by the Principal, Institute of Shipbuilding Technology, Goa Bogda, Vasco-da-Gama.

However, if the Supplies are covered by warranty period the security deposit shall be retained till the warranty period is over. The SD should remain valid for, 60 days beyond warranty period.
- I. If the tenderer fails to claim the EMD/SD within the period of 03 months from time limit specified above, such EMD/SD will be forfeited
- J. All quotation/tenders will be received for consideration on subject to the specified terms and conditions. The tenderers are required to get necessary clarification regarding any of the terms and conditions before submitting the tenders.
- K. Where ever applicable the following details shall be clearly and specifically indicated by the tenderer.

- i. Disagreement, if any, with terms and conditions enclosed.
 - ii. Non- conformity, if any, of the stores with the specification given in the tender notice/tender paper.
 - iii. Taxes, excise Duty, Custom Duty etc. if any to be paid extra
 - iv. Freight, forwarding, insurance and Hamali charges if any, to be paid extra.
- L. VAT, Ex-duty & Custom duty etc:-
Where the cost of the item is specified as exclusive of these statutory levies, unless accepted in writing otherwise by the Principal, Institute of Shipbuilding Technology, Goa before placing of the order, the said levies shall be payable only on production of the prescribed documents as below.
- i. VAT certificate prescribed by the Principal, Institute of Shipbuilding Technology, Goa.
 - ii. Custom duty certificate issued by the concerned custom office.
 - iii. Freight & insurance:- Where the cost is exclusive of freight and insurance charges the tenderer shall invariably provide the documentary evidence for having actually paid such charges failing which the same shall be disallowed, however, where the rates or amount was not specified in the order it shall be consistent with current market rates.
- M. In case where clarity as at (K) above is not adhered to, then Principal, Institute of Shipbuilding Technology, Goa shall be entitled to and it shall be lawful to do so:-
- i. To accept for processing such tenders at the risk of the tenderer and/or
 - ii. To reject the tender without assigning any reason.
- N. Irrespective of whether specifically stated in the tender Notice or otherwise following Tenders will be rejected.
- i) Where the tenderer demands advance payment or payment through bank against invoice or similar form of advance payment.
 - ii) Where tender cost is not enclosed/paid.
 - iii) Where the tenderer has not submitted leaflets, catalogues etc., giving detailed specification of the products.
- O. Unless expressly provided in writing by the Principal, Institute of Shipbuilding Technology, Goa, the order placed shall be subject to the terms and conditions and the specifications given herein under and if any of the terms and condition and/or specifications of the tenderer or whom order is placed is/or contrary or inconsistent with any of the terms and conditions of these terms and conditions the same shall be deemed to and shall be treated as inapplicable and of no effect.
- P. Any typographical/clerical error in relation to rates/units/quantity size etc. and/or contradicting/conflicting with the tender specifications and or the terms and conditions shall stand corrected to that effect without any written communication and the tenderer shall not be entitled to any claim what-so-ever, based on such typographical/clerical error.

- Q. The tenderer shall sign with the date on the certificate attached in token of acceptance of the terms and conditions without any reservations and affix the rubber seal of office stamp if available, where rubber stamp is not available name of the person who has signed and the tenderer which he/she represents shall be clearly written in ink, quotations received without being duly signed and stamped are liable to be rejected without assigning any reasons. However, the Principal, Institute of Shipbuilding Technology, Goa, in the public interest may relax this condition.

2. Validity of Rates:

- A. The rates quoted should be valid at least for a period of 90 days from the date of opening of the tender.**
- B. Rates quoted should be item wise as comparative statement will be done as per individual item quoted.**
- C. Cost should include installation and demonstration of the product and supplier should supply two copies of operating manual (hard copy).**
- D. Rates quoted shall be generally exclusive of transport, loading and unloading charges, excise, taxes, etc. However these other charges/taxes shall be clearly be shown separately otherwise it will be deemed that rates quoted are inclusive of all charges/taxes.
- E. The rates shall approximately confirm to the current market rates specified by Government/Government approved appropriate agencies where applicable. In case, if at any stages it is discovered that the rates quoted by the tenderer are/were not conforming to the then prevailing market rates, in such cases Principal, Institute of Shipbuilding Technology, Goa reserve the right to reject the stores if received and the tenderer will not have any claim against the Principal, Institute of Shipbuilding Technology, Goa except the actual cost of stores as per normal rates less whatever penalty levied by Principal, Institute of Shipbuilding Technology, Goa and for this purpose “Normal Rates” means the actual cost of the stores on par with market rates of similar stores exclusive of taxes, excise, transport, freight etc. plus reasonable profit margin acceptable as decided by the arbitrator, see clause no.8.

3. Execution of order:

- A. Acceptance of the order shall be conveyed by the tenderer by submitting a security deposit equivalent to 10% of the value of the order, within 15 days from the date of receiving order, in the form Demand Draft/FDR/ Bank Guarantee, in favour of the Principal, Institute of Shipbuilding Technology, Goa on any Commercial Bank, failing which the order shall stand cancelled unless informed otherwise in writing by the Principal.
- B. The Security deposit will be refundable to the supplier after full execution of the order or expiry of the period specified in the order and where the stores are warranted, the S.

D. shall be returned after expiry of such warrantee period. If the supplier fails to honour the warrantee as promised, the S.D will be forfeited.

C. Entire order shall be executed within six weeks from the date of issue unless specified otherwise, in the order. However, Principal, Institute of Shipbuilding Technology, Goa, reserves the right to grant the extension of the time limit, if in his opinion public interest does not suffer, violation of this clause attracts provisions of clauses 4 (i) (iii).

D. The stores shall be properly packed and dispatched insured if necessary with any Indian Government approved Insurance company or its branch at a cost consistent with Government regulation and the cost of the consignment against loss, damages or breakage etc. upto destination by Road Transport on freight paid basis only.

E. It shall be primarily the responsibility of the tenderer to inspect and satisfy that the stores to be supplied exactly conform to the specifications given in the order. In case of lapse on the part of the tenderer in this regard the Principal, Institute of Shipbuilding Technology, Goa reserves that right to reject the stores.

F. In case of rejection of the stores supplied by the tenderer on the grounds specified above at D&E or if found defective or not conforming to specifications or any other grounds in accordance with the terms and conditions, it shall be the responsibility of the tenderer to make arrangement to collect back the stores. If the tenderer so desires the rejected stores may be dispatched back to the tender provided:-

a. The tenderer gives undertaking in the prescribed form accepting full responsibility for losses/damages which may be caused during transit due to accidents or any other reasons.

b. The tenderer shall send advanced packing, forwarding and transport charges by way of Demand Draft made in favour of the Principal, Institute of Shipbuilding Technology, Goa payable at Vasco drawn on any Nationalised Bank.

4. The Time (delivery period stipulated) is essences of the contract. In case the Tenderer fails to deliver the stores or any part thereof within the stipulated period of delivery or in case the stores are found not to be in accordance with specifications, the Principal, Institute of Shipbuilding Technology, Goa shall have the right to exercise his discretionary power as under:-

i. Either to recover as liquidated damages a sum not exceeding half percent of the price of stores which the tenderer has failed to deliver as aforesaid per each week or part thereof during which the delivery of each stores may be in arrears but subject to a maximum limit of 5% of the stipulated cost of the stores.

ii) To purchase from elsewhere at the cost and risk of the tenderer the store, so undelivered or stores of a similar description without cancelling the order in respect of the consignment not yet delivered.

iii. Or to cancel the entire/part of this order as deemed fit in the sole discretion.

5. Inspection/Acceptance of stores:

A. Inspection of the stores shall invariably be done at the Institute premises. The stores shall be deposited by the tenderer at his/her risk at the Institute premises. In such cases acknowledgement shall in no case be deemed and will not be deemed as acceptance of the stores.

B. In case the stores are delivered in packed cases either personally or through transport agencies including Rail/Road agencies the acknowledgement given by the storekeeper shall be "On said to contain basis". In such cases the Principal, Institute of Shipbuilding Technology, Goa reserves the right to verify actual contents after opening and therefore, the responsibility for damaged/defectives/shortages or the consequences of a similar nature shall be solely the responsibility of the tenderer. Therefore the tenderer may be ordered to give open delivery by making suitable arrangements.

C. In cases where the stores are deposited in open container/open condition the acknowledgement of the Storekeeper shall be to the extent of the physical quantity and in no case the storekeeper shall be responsible as to the exact nature/conformity of the stores with the specification in the order.

D. Institute of Shipbuilding Technology, Goa shall take maximum precaution for the safe custody. however in case of loss/losses caused to the stores deposited by the tendered in the Institute of Shipbuilding Technology, Goa premises due to fire, natural calamities and due to any other reasons caused beyond the human control of the Principal, Institute of Shipbuilding Technology, Goa shall not be responsible to make good the losses, either in full/part or to pay any compensation of whatsoever nature in that regard.

E. It shall be responsibility of the Tenderer to arrange delivery of the stores at Institute of Shipbuilding Technology, Goa premises at Bogda Vasco-da-Gama, Goa during the office hours from 09.30 a.m. to 04. 30 p.m.

F. Advance intimation of the dispatch of the stores with information on like mode of transport name and address of transport agency, likely date of arrival of the stores at Institute of Shipbuilding Technology, Goa premises and necessary documents if any to the consignment must be sent by the tenderer to the Principal, Institute of Shipbuilding Technology, Goa.

6. Warrantee/guarantee.

A. Unless specified otherwise in writing the machine/equipment supplied shall carry a Warrantee/guarantee against manufacturing defects for a period of 12 months from a date of final acceptances of such machine or equipment by the Principal, Institute of Shipbuilding Technology, Goa.

B. During the Warrantee/guarantee period the firm responsible for supplying the machine and/or equipment under question shall provide free repairs and servicing failing which security deposit will be forfeited.

C. During the Warrantee if it becomes essential to send/take the equipment to the works/factory of the manufacture/supplier for replacing/ and or servicing, Bank Guarantee in the prescribed form shall be provided by manufacture/supplier toward cost of such equipment/machine.

The bank guarantee so drawn shall be for the Period for which equipment remains with the manufacture/supplier.

7. Terms of payments

A. All bills shall be drawn in the name of Principal, Institute of Shipbuilding Technology, Goa only and shall be submitted in triplicate with original being affixed with revenue stamp of rupee 1.00 if the original bill amount to rupees 5000/- (Rupees Five Thousand only) and above.

B. Unless accepted otherwise in writing before placing of the order all payment towards the supplies will be made against valid bills only and if the equipment is found in good working condition and confirming to our Specification given in the order.

C. Normally as per government rules the payment of bills can be made within a period of 30 days provided the supply reaches, Institute of Shipbuilding Technology, Goa in the last week of the month. However in case of delays no interest shall be paid by the Principal, Institute of Shipbuilding Technology, Goa whatsoever grounds.

8. Arbitra on clause

In the events of their arising any dispute or difference of opinion concerning or touching any clause of these agreements or any of the terms and conditions contained in any of the documents which are made integral part of this agreements. Shall be referred to the sole arbitra on of a person appointed by the Institute of Shipbuilding Technology, Goa and it shall be lawful for the Principal, Institute of Shipbuilding Technology, Goa to appoint any Officer who has in the discharge of his duties as such officer either expressed any opinion or issued any direction in the manner shall be final and binding on the parties

Principal
Institute of Shipbuilding Technology, Goa,
Bogda – Goa.

Tender Notice No. ISBT/PSEP(MHRD)/2015-16/01

Due Date : 05-10-2015 upto 15:00 hrs.

CERTIFICATE

Certified that I / We have gone through the terms and condition of supply/works and also the tender conditions. I / We hereby agree to abide by the same. In token of acceptance as above I / We affix the signature as below:

Signature

Name : _____

Date : _____

Seal of the Tenderer

NOTE:- This certificate dully filled and signed shall be sent along with the tender officer without the tender will not be considered.

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDERS

- a) Bid supported with all the relevant documents.
- b) Acceptance of terms and conditions.
- c) Demand Drafts towards EMD, Tender cost and E-tender Processing fee.
- d) Income Tax returns of current year.
- e) CST/Vat Clearance certificate.
- f) The Tenderer should have documents supporting that he is manufacturer / authorized dealer.
- g) The Tenderer should submit catalogue giving full details of machinery also provide manual for operation of machines.
- h) Name and details of local agency who will attend the complaint in case of requirement.