

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)

बोलीदाताओं के लिये निर्देश

India Meteorological Department, Shivajinagar, Pune – 411 005

e-Tender Enquiry No. CRS/SID/PUD-9016(SatAWS)/0322/2021-22 Dated: 23.03.2022

SECTION – I INSTRUCTIONS TO BIDDERS (ITB)/ बोलीदाताओं के लिये निर्देश

Note: The bidder shall submit their bid as per Scope of the RFP document.

1. Introduction

The Purchaser has issued this TE documents for purchase of goods/stores/articles and related services as mentioned in “Request for Proposal (RFP)” on rate contract basis, which also indicates, *inter alia*, the required stores, delivery schedule, terms and place of delivery etc. This section (“General Instructions to Bidders”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of tenders.

Bidders shall have to agree/accept all the terms and conditions of tenders including payment terms etc. Acceptance shall be unconditional and bidders shall have no claim and right in future on their terms if any.

2. Language of Tender

The tender submitted by the Bidder and all subsequent correspondence and documents relating to the tender exchanged between the Bidder and the purchaser, shall be written in *English* language.

3. Eligible Goods and Services

All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

4. Tendering Expense

The Bidder shall bear all the costs and expenditure incurred and/or to be incurred by them in preparation, and uploading their tender including attending the pre-bid conference and or arranging demonstration of Product/Services or Field trials that may be deemed necessary by the Purchaser. The bidders are required to submit their complete system at IMD, Pune for field trials and technical evaluation for a period of at least 15 days. All features mentioned in this tender enquiry document shall be demonstrated by the bidder during field trial.

5. Pre-bid conference

Pre-bid conference shall be held as per NIT schedule so as to provide an opportunity to the participating bidders to interact with IMD with regard to various tender provisions/clauses, before the bids are submitted. Bidders should depute their authorized representative for pre-bid meeting. In case, due to the points/doubts raised by the prospective bidders, needs to be modified, and then the same will be considered for modification. After pre-bid conference, tender conditions will be frozen. No change will be permissible after opening of Bids. Clarification needed, if any, may be sent before commencement of pre-bid meeting. No reply in this regard shall be sent to individual bidders. **Pre-Bid minutes shall be uploaded on eProcurement portal at <https://eprocure.gov.in/eprocure/app>**

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)

बोलीदाताओं के लिये निर्देश

6. Regular visit of website:

Prospective bidders are advised to see IMD website at <http://www.imd.gov.in/pages/tenders.php> & CPP portal at <https://eprocure.gov.in/eprocure/app> on regular basis for any change in NIT schedule, amendment / corrigendum in Tender Document (T.E.) including technical requirement and pre-bid minutes etc.

7. Amendments to TE documents

At any time, prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it. **The amendment will be uploaded on IMD website and CPP portal.** In order to provide reasonable time to the prospective Bidders to take necessary action in preparing their tenders as per the amendment, the purchaser may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline. Prospective bidders are advised to visit/see <https://eprocure.gov.in/cppp/> on regular basis for any change in NIT schedule, amendment / corrigendum in Tender Document including technical requirement.

8. Documents Comprising the Tender:

The **Two Bid System**, i.e. “Techno – Commercial Bid” and “Price Bid” prepared by the Bidder shall comprise the followings:

I. Techno - Commercial Tender (Un priced Tender)

The following documents are to be furnished by the Bidder along with their **Technical Bid**.

Bidder shall upload following documents on CPP PORTAL <https://eprocure.gov.in/eprocure/app>

- (i) Registration certificate of bidding firm with government body in their country. Credential/ document shall be attached.
- (ii) Checklist section (as per **Annexure-I to ITB**) properly filled and signed.
- (iii) Undertaking for Tender/ Bid Security Declaration in the form of **Annexure I to GCC**.
- (iv) Undertaking for Minimum Local Content in the form of **Annexure II to GCC** along with details of local value addition in the form of **Annexure III to GCC** if the bidder is desirous of availing purchase preference as a local supplier.
- (v) Undertaking for restrictions on bidders from a country which shares land border with India in the form of **Annexure IV to GCC**.
- (vi) Documentary evidence for fulfillment of Eligibility /Qualification criteria(s).
- (vii) Copy of agreement between bidding firm in India and their foreign principal indicating precise relationship between them and their mutual interest in this tender must be furnished along with their technical bid.
- (viii) Tender terms & Conditions Acceptance Form (as per **Annexure-II**) duly signed. (i.e. Bidder has agreed to all the terms & condition of tender enquiry document).
- (ix) Technical Bid. List of deliverables (un-priced/without price) with make & model etc. **This should be exactly same as attached in price bid.**

Note: Indian firm (Supplier /Integrator /Distributors/ Distributors /Stockiest etc.) offering imported stores in response to this tender enquiry shall quote in INR only. No foreign exchange shall be released by IMD, Pune and also no payment shall be made to their foreign principal. If the bidder is OEM of foreign origin then they should bid through their Indian Representative only in INR.

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)

बोलीदाताओं के लिये निर्देश

II. Price Bid

Note: If BoQ document is uploaded on CPP portal then bidders shall submit financial bid only through uploaded BoQ in MS Excel format.

If BoQ is not uploaded on CPP portal then instructions given below shall be followed and financial bid shall be submitted in the format given in Annexure – III.

- (i) All pages of the price bid should be page numbered, indexed and signed with company/firm seal by authorized signatory.
- (ii) Price Bid shall be preferred as per format given in RFP document.
- (iii) List of deliverables, costing, of each and every item, sub items offered in bidder's technical bid, shall be done with all breakup prices.
- (iv) The Bidder shall indicate on the Price Schedule specifying all components (main units and sub units etc. of each item) of prices shown therein including the unit prices and total tender prices of the **goods (H/w & S/w), services, packing, inland transportation/freight/insurance to the sites, VAT, Service tax, GST etc.** against the requirement.
- (v) Wherever, the Purchaser's invitation to tender calls for installation and commissioning or supervision of installation and commissioning of the instrument/equipment by the Bidder, the Bidder must clearly and separately quote the prices for the supply of the stores and the charges and the terms for installation and commissioning or supervision of installation and commissioning as the case may be. The charges towards installation and commissioning should not be included in the price of the stores.
- (vi) **The Supplier shall bear all the Income-tax liability as per rates prevailing** at the time of undertaking the job in accordance with the Income-tax Act in force in India.
- (vii) AMC shall be only for the maintenance of stores (equipment and software only) therefore prospective bidders are advised to quote AMC charges accordingly and specifically. **It should not be quoted in terms of percentage of project** as consumable, transportation, warranty; installations, training etc. are not covered under AMC. **Price bids shall not be accepted if AMC charge quoted in percentage.**
- (viii) In case any charges not mentioned in the price bid, it will be treated as all the charges are free of cost for that item.
- (ix) Indian vendor shall quote prices on F.O.R destination (sites of consignee) basis and Payment to Indian supplier shall be paid into Indian rupees only.
- (x) The Indian bidder supplying imported goods shall quote only in Indian Rupees if purchase order to be placed to them. It is the responsibility of Indian firm to pay custom duty etc. IMD shall not be responsible for custom clearance. Prices quoted by the Bidder shall remain firm and fixed during the currency of the contract.
- (xi) Indian Supplier/ Integrator/ Distributor/ Stockiest shall quote in INR only even for imported stores.
- (xii) Statutory levies, taxes and duties etc., if any, chargeable on the goods are payable on actual basis as applicable.
- (xiii) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.

Note: Price bid shall prima-facia be rejected in case of any deviation from the technical bid of the bidder and found that any fact concealed or hided in price bid/technical bid.

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)

बोलीदाताओं के लिये निर्देश

9. Signing and uploading of Tender

Bidder shall upload their proposal ONLINE through CPP Portal at <https://eprocure.gov.in/eprocure/app> as manual bids shall not be accepted. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the Bidder and, if there is any such correction; the same shall have signature of the person(s) signing the tender.

10. Alteration and Withdrawal of Tender

No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a Bidder withdraws the tender during this period then actions as per **Annexure – I to GCC** will be taken by India Meteorological Department, Pune.

11. Opening of Tenders

The purchaser will open the online tender at the specified date and time and at the specified place as indicated in the NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day. Authorized representatives of the Bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding Bidders. Two Bid system will be as follows. The **Technical Bids** are to be opened in the first instance, at the prescribed time and date. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the TE document. Thereafter, in the second stage, the Price Bids of technically qualified Bidders only shall be opened online for further scrutiny and evaluation on a date notified after evaluation of the techno commercial tender.

12. Scrutiny and Evaluation of Tenders

I. Unresponsive bids:

The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. *The tenders are liable to be treated as non – responsive and will be summarily ignored if followings are not provided along with technical bids.*

- (i) Registration certificate of bidding firm with government body in their country. Credential/document not attached.
- (ii) Tender is unsigned.
- (iii) Checklist (**Annexure-I**) not enclosed.
- (iv) Tender Acceptance Form (**Annexure-II**) not duly signed and stamped. **(i.e., all the terms & conditions of tender document are acceptable.** Original Letter shall be enclosed in technical bid.
- (v) Tender validity is shorter than the required period.
- (vi) Undertaking for Tender/Bid Security Declaration (**Annexure – I to GCC**) has not been provided.
- (vii) Manufacturer's authorization certificate (**Annexure – IV to GCC**) is not provided in case the bidder is not OEM/OSC.
- (viii) Undertaking for restrictions on procurement from a bidder from a country sharing land border with India is not provided is not provided in the form of **Annexure – V to GCC**.
- (ix) Bidder has not agreed to give the required performance security.

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)

बोलीदाताओं के लिये निर्देश

- (x) Copy of agreement of bidding firm from India with its foreign principal with the precise relationship between them and nature of services which would be available from bidding firm in India. Copy of this agreement must be attached with the tender.

II. Technical Evaluation

Tenders shall be scrutinized and evaluated by the committee constituted by competent authority with reference to parameters prescribed in the TE document.

Minor Informality/Irregularity/Non-Conformity:

If during the preliminary examination, the purchaser finds any minor informality and/or irregularity and/or non-conformity in a tender, **the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the Bidders.** Wherever necessary, the purchaser will convey its observation on such „minor“ issues to the Bidder asking the Bidder to respond by a specified date. If the Bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

The technical bids will be evaluated thoroughly against the requirements stipulated in the RFP section of Tender document. If required and mentioned in the RFP document section of Tender document, demonstration of a sample of make and model of quoted item(s) and accessories may be sought by the TEC and same

III. Financial evaluation

Thereafter, in the second stage, the Price Bids of technically qualified Bidders only shall be opened online for further scrutiny and evaluation on a date notified after evaluation of the techno commercial tender.

The purchaser shall evaluate the technically qualified financial bids for deciding lowest bidder (L-1) on the basis of ultimate landing cost.

The ultimate/landing cost in respect of store is arrived at by considering following elements including AMC, Warranty, and Extended Warranty cost and etc. if any unless these are optional requirements.

1. Basic price
2. Excise duty (if applicable)
3. **As per prevailing taxes imposed by Govt. of India**
4. Insurance, freight and transportation of goods up to sites.

13. Packing and Marking

The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc.

14. Inspection, Testing and Factory acceptance test (FAT)

The purchaser/consignee reserve the right to inspect goods at factory site/supplier site before their dispatch if required and mentioned in technical requirement (RFP) section. Goods accepted by the purchaser/consignee and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser/consignee right to reject the same later, if found deficient in terms of the warranty clause of the contract. Purchaser will not undertake any Pre-dispatch inspection, unless mentioned, for imported stores in the supplier's country of origin and equipment will be sent to the supplier on the basis of supplier own inspection at the premises and guarantee and warranty. The equipment will be accepted subject to final inspection and test on commissioning and before handing over the equipment to consignee.

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)

बोलीदाताओं के लिये निर्देश

Annexure-I

CHECKLIST

No.	Activity	Compliance Yes/ No/ NA	Page No. of your bid
1	Is Firm Registration certificate from Government bodies in their country attached with technical bid?		
2.	Have you enclosed undertaking for Tender/Bid Security Declaration submitted by the bidding firm? If not, then bid will be rejected.		
3.	Have you kept validity of your bid as per the TE document?		
4.	Have you enclosed Tender Terms & Conditions Acceptance Form duly filled, signed and stamped (i.e., terms and conditions are acceptable) as per Annexure II to ITB? Tender/bid will be rejected if the form duly filled, signed and stamped is not submitted along with technical bid.		
5.	Have you enclosed clause-by-clause compliance statement for the “List of requirements/ technical specifications/ RFP document” section of tender enquiry?		
6.	If you are desirous of availing purchase preference as a local supplier, have you enclosed undertaking as per Annexure – II to General Conditions of Contract (GCC) and details of local content / value addition as per Annexure – III to GCC.		
7.	Have you enclosed an undertaking for restrictions on procurement from a bidder of a country which shares a land border with India as per Annexure – V to GCC.		
8.	Have you submitted copy of the last purchase order(s) and end user certificate?		
9.	a) Is tender Submitted by an OEM?		
	b) Is tender Submitted by an integrator Agent/ Dealer/ Supplier/ Distributor/ Stockiest etc. of OEM? Whether Back-to-back support agreement with equipment manufacturer and software developer company attached?		
	c) If answer to 9(a) above is NO then, have you enclosed Manufacturer’s authorization form as per Annexure – IV to GCC.		
10.	(i) Permanent Account No. of bidding firm with proof.		
	(ii) Is sales & service tax /GST number with registration certificate attached?		
11.	Name of the firm who quoted the price		
12.	Name of the supplier with complete address to whom supply order to be placed to be submitted on company’s letter head in original from authorized signatory.		

(Name & Signature with date and firm/company seal)

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)/ बोलीदाताओं के लिये निर्देश

Annexure-II

Tender Terms & Conditions Acceptance Form

(For all the terms & conditions of tender document are acceptable to Bidder)

To
The Head, Climate Research and Services,
India Meteorological Department, Shivajinagar,
Pune – 411 005.

Ref: TE document No. CRS/SID/PUD-9016(SatAWS)/0322/2021-22 dated _____

I/We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver *the goods and services in conformity* with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the

“RFP- List of requirements/ technical specifications”.

I/We further confirm that, if supply / purchase order is placed to firm, we shall provide performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully accept and agree to all the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with date and seal of the company)

(Name and designation)

Duly authorized to sign tender for and on behalf of Bidder

**Note: 1. Firm/company shall use its own printed letter head for issuing this certificate.
2. Acceptance shall be unconditional.**

SECTION – I: INSTRUCTIONS TO BIDDERS (ITB)/ बोलीदाताओं के लिये निर्देश

Annexure-III

PRICE SCHEDULE (Financial Bid format)

S. No. (1)	Name of Item/Store (2)	Qty. (3)	Make & Model (4)	Base price (5)	Applicable taxes & duties (6)	Unit Price 5+6 = (7)	Total price (3x7) = (8)
Store Components (hardware & Software etc.)							
Services components							

Total Tender price in figure and in words:

Note/instruction:

1. **The bidder shall use their own letter head for quoting the prices.**
2. Price shall be preferred in above format.
3. The names of each stores/items offered in technical proposal must be mentioned with make & Model including services etc. if any. The deliverables list attached with financial bid must be exactly same as per the technical bids.
4. Charges, if any, for inland (within the India) Transportation /freight/insurance of stores shall be mentioned. In case not mentioned, it is treated as free of cost.
5. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
6. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid. If taxes not mentioned, then it is treated that price quoted is inclusive of taxes.
7. Costing for each and every items and sub items which is offered in technical bid shall be done with all breakups. Charges for FAT, Trainings, installation, SAT and other services etc. are to be mentioned clearly in price bid.
8. Price Bid (in pdf format excluding note/instruction) shall be uploaded on eprocure.gov.in

Signature of Bidder _____ Seal of
the Bidder _____