



सं. / No. PS/128/01/2017/

दिनांक/Date:

मेसर्स/M/s.

प्रिय महोदय/ Dear Sirs,

<http://www.mstcecommerce.com/eprochome/iitm> वेबसाइट पर लगाई गई संस्थान की ई-प्रोक्वोरमेंट प्रणाली पर उक्त वेबसाइट में उल्लिखित प्रक्रियानुसार ऑनलाइन बोली प्रस्तुत करनी होगी। बोलीकर्ता को उपर्युक्त वेबसाइट पर पंजीकरण करना होगा तथा उस ई-पोर्टल पर उल्लिखित निर्देशों के अनुसार ई-प्रोक्वोरमेंट के माध्यम से बोली में भाग लेने के लिए एनएसटीसी लिमिटेड को सीधे हस्तांतरण शुल्क देना होगा। बोलीकर्ताओं को यह सलाह दी जाती है कि उक्त ई-प्रोक्वोरमेंट वेबसाइट पर उपलब्ध 'वेंडर्स गाइड' में उपलब्ध निर्देशों का पालन करें। पंजीकरण के संबंध में किसी तकनीकी पूछताछ तथा उपर्युक्त पोर्टल पर बोली प्रस्तुत करने के संबंध में किसी भी जानकारी के लिए 022-22866261 पर संपर्क कर सकते हैं।

The bid has to be submitted online on Institute's e-procurement system hosted at website <http://www.mstcecommerce.com/eprochome/iitm> as per the process mentioned on the same website. Bidder has to register on the above website & to pay the transaction fee directly to MSTC Limited to participate in the bidding process through e-procurement as per instructions mentioned on that e-portal. Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. Bidders can contact at 022-2286 6261 for any technical queries regarding registration and submission of bid on the above portal.

निम्नलिखित भंडार की आपूर्ति हेतु ऑनलाइन कोटेशनस दिनांक 09/08/2017 को दोपहर 12.00 बजे तक आमंत्रित किए जाते हैं एवं उसी दिन 15.00 बजे ऑनलाइन मोड के माध्यम से ई-प्रोक्वोरमेंट प्रणाली के प्रावधानों के अनुसार खोले जाएंगे। बोली खोलने की विशिष्ट तारीख को क्रेता हेतु अवकाश की घोषणा होने की स्थिति में बोली निश्चित समय एवं स्थान पर अगले कार्य दिवस पर खोली जाएगी।

Online quotations are invited for the supply of under-mentioned stores latest by 12-00 hours on 09/08/2017 which will be opened on the same day at 15-00 hours through online mode only as per the provisions of the e-procurement system. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.

तकनीकी बोली की मूल प्रति, जिसमें तकनीकी साहित्य, पैम्फलेट एवं बिना किसी वाणिज्यिक विवरण तकनीकी अनुपालन प्रपत्र सहित, को एक लिफाफे में मुहरबंद करके बोली ऑनलाइन प्रस्तुत करने की अंतिम तिथि से 5 दिन के भीतर इस संस्थान को प्रस्तुत करनी होगी। वाणिज्यिक बोली की हार्ड कॉपी किसी भी स्थिति में स्वीकार नहीं की जाएगी, इसे केवल ऑनलाइन ही प्रस्तुत करना होगा।

The original copy of Technical Bid consisting of Technical Literature, Pamphlet and Technical Compliance Sheet without any commercial details shall be sealed in an envelope & shall be submitted to this Institute not more than 5 days from the last date of submission of bid online. Hard copy of Commercial Bid will not be accepted at all, it is to be submitted through online only.

कोटेशनस सामान्यतः खोलने की तिथि से कम से कम 60 दिन तक मान्य रहेंगे।

The quotation shall normally remain valid for a minimum period of 60 days from the date of opening

कोटेशन को पीछे लिखे हुए निर्देशों के अनुसार भरा जाएगा।

The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No.	भंडार का विवरण Description of Stores	एकक Unit	मात्रा Quantity
01.	Supply & Installation of : - Personal Computer (All-in-One) (Specifications – As per enclosure)	Nos.	07 Nos.

- Note:-** (1) Enquiry Letter No. and due date should be mentioned on the top of Technical Bid envelope.
(2) Quotation by fax / e-mail will not be considered.

यह संस्थान एस.टी./सी.एस.टी. आदि के लिए

कोई रियायती फार्म देने में सक्षम नहीं है।

This Institute is unable to furnish any
Concessional form for S.T / C.S.T. / etc.

भवदीय / Yours faithfully

वी.आर. माळी/V. R. Mali)

वैज्ञानिक अधिकारी ग्रेड - II / Scientific Officer Gr.-II

कृते निदेशक/for Director



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान

(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)

डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Dr. Homi Bhabha Road, Pashan, Pune - 411 008. India

By Ordinary Post



सं. / No. PS/128/01/2017/

दिनांक/Date:

मेसर्स/M/s.

प्रिय महोदय/ Dear Sirs,

<http://www.mstcecommerce.com/eprochome/litm> वेबसाइट पर लगाई गई संस्थान की ई-प्रोक्वोरमेंट प्रणाली पर उक्त वेबसाइट में उल्लिखित प्रक्रियानुसार ऑनलाइन बोली प्रस्तुत करनी होगी। बोलीकर्ता को उपर्युक्त वेबसाइट पर पंजीकरण करना होगा तथा उस ई-पोर्टल पर उल्लिखित निर्देशों के अनुसार ई-प्रोक्वोरमेंट के माध्यम से बोली में भाग लेने के लिए एमएसटीसी लिमिटेड को सीधे हस्तांतरण शुल्क देना होगा। बोलीकर्ताओं को यह सलाह दी जाती है कि उक्त ई-प्रोक्वोरमेंट वेबसाइट पर उपलब्ध 'वेंडर्स गाइड' में उपलब्ध निर्देशों का पालन करें। पंजीकरण के संबंध में किसी तकनीकी पूछताछ तथा उपर्युक्त पोर्टल पर बोली प्रस्तुत करने के संबंध में किसी भी जानकारी के लिए 022-22866261 पर संपर्क कर सकते हैं।

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कोटेशन को पीछे लिखे हुए निर्देशों के अनुसार भरा जाएगा।

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क्रम सं.	भंडार का विवरण	एकक	मात्रा
Sr. No.	Description of Stores	Unit	Quantity
01.	Supply & Installation of : - Personal Computer (All-in-One) (Specifications – As per enclosure)	Nos.	07 Nos.

- Note:-** (1) **Enquiry Letter No. and due** date should be mentioned on the top of Technical Bid envelope.
(2) Quotation by fax / e-mail will not be considered.

यह संस्थान एस.टी/सी.एस.टी. आदि के लिए

भवदीय / Yours faithfully

कोई रियायती फार्म देने में सक्षम नहीं है।

This Institute is unable to furnish any Concessional form for S.T / C.S.T. / etc.

वी.आर. माळी/V. R. Mali)

वैज्ञानिक अधिकारी ग्रेड - II /Scientific Officer Gr.-II

कृते निदेशक/for Director

निविदाप्रस्तावके लिए अनुदेश/INSTRUCTIONS TO TENDER

1. नियत तारीख के बाद प्राप्त दर सूची पर विचार नहीं किया जाएगा।
Quotation received after the due date will not be considered.
2. दर सूची स्पष्ट अक्षरों में भरी जानी चाहिए और अधिलेखन/सुधार, काटछांट आदि हो तो उनको विधिवत अनुप्रमाणित करना चाहिए और आपके पत्रशीर्ष पर ही होना चाहिए।
Quotation must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and ON YOUR LETTERHEAD ONLY.
3. पूछताछ पत्र में दर्शाई गई इकाइयों के अनुसार दरें प्रस्तुत की जानी चाहिए। जब दरें विशेष रूप से उल्लिखित इकाइयों से अलग हों तब इकाइयों के बीच संबंध दर्शाया जाए।
The rates shall quoted according to the units indicated in the enquiry letter. When the rates are quoted in units different from those specified, the relation between the units shall be furnished.
4. प्रस्तावित भंडार अधिमान्य रूप से संबंधित भारतीय मानक विनिर्देशों के अनुसार होने चाहिए।
The stores offered shall preferably be according to the relevant Indian Standard Specification.
5. दर सूची में सुपूर्दगी की सही अवधि तथा सुपूर्दगी की शर्तों का उल्लेख किया जाना चाहिए।
The exact delivery period and terms of delivery shall invariably be mentioned in the quotation.
6. पाषाण स्थित इस संस्थान में (स्थानिक फर्मों के लिए) सुपूर्दगी की शर्त पर और “एफ ओ आर पुणे(बाहरी फर्मों के लिए) सुपूर्दगी” के आधार दी जानेवाली दरों को वरीयता दी जाएगी।
Preference shall be given to rates quoted as delivery at this Institute premises at Pashan (for local firms) and as FOR Pune (for outstations firms)
7. दरों में सभी प्रभार कर, ड्यूटी आदि को समाविष्ट करना बेहतर होगा साथ ही इन प्रभारों को सुस्पष्ट और पृथक दिखाया जाना चाहिए।
The rates preferably include all charges, taxes, duties etc. also these charges shall be shown distinctly and separately.
8. विक्री कर की रियायती दर के लिए फार्म (डी) या फार्म (ए.एफ.) जो भी उपयुक्त हो, उसे संस्थान नहीं दे सकेगा।
The Institute will not be in position to furnish form (D) or form (AF) as the case may be for concessional rate of Sales Tax.
9. रकम का भुगतान 30 दिनों के अंदर किया जाएगा।
Payment will be made within 30 days.
10. आपूर्ति के लिए जारी आदेश में दी गई निर्धारित अवधि के अंदर पूर्णरूप से सुपूर्दगी दी जानी चाहिए। आपूर्ति में या रद्द सामग्री को बदलने में असफल होने पर आदेश बिना पूर्व सूचना से रद्द किया जा सकता है तथा आगे आपके जोखिम और लागत पर अन्य स्थान से सामग्री प्राप्त की जाएगी।
An order for supply when placed, must be completed in full within the delivery period indicated on the order. Failure to supply or replace the rejected materials if any, will render the order liable to be cancelled without notice and the material will be procured elsewhere at your risks and cost.
11. ऊपर बताए गए अनुदेशों की पूर्ति न करनेवाली दर सूचियों पर विचार नहीं किया जाएगा।
Quotations, not fulfilling the above instructions, are not likely to be considered.
12. किसी निविदा दर सूची या उसके किसी अंश को संस्थान बिना कारण बताए स्वीकृत अथवा अस्वीकृत करने का अधिकार सुरक्षित रखता है।
The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason thereof.
13. वारंटी : आपूर्तिकर्ता 12 महिनों के लिए यह वारंटी देगा कि उसके द्वारा आपूर्ति की गई माल, कारीगरी, माल और विनिर्माण की सब त्रुटियाँ और दोषों से मुक्त हो, उच्च कोटि के हो और संस्थापित और सामान्य रूप से स्वीकृत मानकों के साथ मिलते हो, विशेष विवरण की पुष्टि करते हो और यदि प्रचालित होने वाले हो तो सही ढंग से प्रचालित होने चाहिए।
Warranty : The supplier shall be given a warranty for a period of 12 months to the materials supplied shall free from all defects and faults in materials, workmanship and manufacture shall be of the highest grade and consistant with the established and generally accepted standards shall be inconfirmatory with the specifications and shall be if operable operate properly.

नियम और शर्तें (जारी)

Terms and Continued (Contd.)

14. दर पत्र में निम्नांकित बातों के संदर्भ में स्पष्ट जानकारी दी जानी आवश्यक है जैसे कि युनिट कीमत, वस्तु एवं सेवा कर, परिवहन, संक्रमणकालीन बीमा, स्थापित करने का खर्च और उसकी वॉरंटी । वस्तु एवं सेवा कर में कोई माफी या छुट मिलने के बारे में संस्थान कोई प्रमाणपत्र जारी नहीं करेगा। अपुरी जानकारी देनेवाले दरपत्रों के बारे में कोई विचार नहीं किया जाएगा तथा रद्द किया जायेगा।

Quotations must clearly indicate the features offered Unit Price [GST, Transport, Transit Insurance, Installation charges and one year on-site warranty. Institute cannot furnish any certificate for exemption or reduction in Sales Tax etc. Incomplete Quotation will not be considered and rejected.

15. अग्रिम का भुगतान नहीं किया जाएगा ।

No advance can be paid.

16. अगर कोई ऑक्टॉय कर का भुगतान हो तो उसका क्रुपया अलग उल्लेख किया जाय ।

Octroi payment if any, the same may please be shown separately.

17. भुगतान नियम निम्न प्रकार से है :-

Payment terms will be as follows :

- i) स्न्तोषजनक प्रतिष्ठपना के बाद 95% भुगतान ।

90% Payment after satisfactory installation.

- ii) राष्ट्रियकृत बैंक द्वारा बैंक गारंटी का प्रत्यक्ष क्रियान्वयन होने के पश्चात 10% का भुगतान होगा, यह वॉरंटी अवधि के समापन तक लागू रहेगी, जिसकी अवधि बढ़ाई जा सकती है ।

10% Payment after execution of Bank Guarantee from a Nationalised Bank which will be valid till the expiry of warranty period including extension if any.

18. उपकरण स्थापित करने के पश्चात स्वीकृति की सभी मानके जाँच पडताल कि जाएगी । स्वीकृति के ऐसे परीक्षण पूरे हो जाने के बाद ही संबंधित उपकरण का स्वीकार किया जायेगा ।

All standard acceptance tests will be carried out after installation the equipment will be taken over only after successful completion of acceptance tests.

19. उसकी कीमत स्थिर और अपरिवर्तनीय होनी चाहिए और उसमें कच्चा माल और घटकों की लागत में वृद्धि होने पर या रुपया - विदेशी मुद्रा के विनिमय दर में बदलाव आने पर भी कोई परिवर्तन नहीं होगा।

The price should be firm and irrevocable and not subject to any change whatsoever, even due to increase in the cost of raw materials and components and Rupee-foreign exchange conversion rate.

20. उपकरण प्राप्त होने के पश्चात एक महीने की अवधि में स्थापना प्रक्रिया पूरी होनी चाहिए ।

The installation process should be completed within one month from the date of delivery.

21. बोलीकर्ताओं को सलाह दी जाती है कि वे ई-प्रोक्योरमेंट वेबसाइट पर उपलब्ध 'वेंडर्स गाइड' में दिए गए निर्देशों का पालन करें। एमएसटीसी ई-प्रोक्योरमेंट पोर्टल से संबंधित कोई भी पूछताछ/तकनीकी मदद हेतु, बोलीकर्ता एमएसटीसी लिमिटेड के निम्नलिखित अधिकारियों से सीधे संपर्क कर सकते हैं:

Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. For any query / technical help regarding MSTC E-procurement portal, bidders may directly contact to the following officials of MSTC Limited :-

- i) Shri. Tejas V., Executive - (022) 22882854 / +91 9535718617
ii) Shri. Ganesh Yadav, Senior Manager - (022) 22866261 / +91 9869043055

वी.आर. माळी/V. R. Mali)
वैज्ञानिक अधिकारी ग्रेड - II /Scientific Officer Gr.-II
कृते निदेशक/for Director

**Indian Institute of Tropical Meteorology
Pashan, Pune – 411 008**

(Enclosure to Enquiry Letter No. PS/128/01/2017/ dated 10/07/2017)

Technical specifications for Personal Computer (All-in-One) Qty – 07 Nos.

Sr. No.	Specifications	
1	Processor	Intel Core i5 7 th Generation
2	RAM	8 GB DDR4 (With extra expandable slot)
3	Storage	1 TB 5400 / 7200 RPM Hard Drive
4	Screen Size	24 inches (60.9 cm) Full HD display or higher resolution
5	Operation System	Dual Boot (Windows 10 Professional and Linux)
6	Packages	Microsoft Office (MS – 2016)

- Note :** (i) **Make, Model name& Warranty Period** of the equipment may be mentioned clearly failing which quotation will not be considered.
(ii) Technical specifications **compliance sheet** may be enclosed along with quotation.

PRICE SCHEDULE / COMMERCIAL OFFER FORMAT

Sr. No.	Item Description	UNIT PRICE IN INR	TOTAL COST IN INR
01	Basic cost of Personal Computer (All-in-One) / goods		
02	Installation charges		
03	Total Basic Cost (1 to 2)		
04	(+) Customs Duty, if any		
05	(+) Packing & Forwarding Charges, if any		
06	(+) Transportation Charges, if any		
07	(+) GST		
08	(+) Any other charges / taxes etc. which are not covered as above.		
09	Grand Total		

Note : The prices submitted on e-procurement website will treated as final and comparison will based on the said prices only.

वी.आर. माळी/V. R. Mali)
वैज्ञानिक अधिकारी ग्रेड - II /Scientific Officer Gr.-II
कृते निदेशक/for Director
ईमेल/E-mail : psu.iitm@tropmet.res.in

Sr.No.	TENDER REQUIREMENT	COMPLIANCE	Document Submitted
1	Bid is Signed	Yes / No	Yes / NA
2	Bid Validity (60 days after the date of Bid opening)	Yes / No Bid valid up to	Yes / NA
3	Delivery Schedule: Within 60 days from the placement of order.	Yes / No	Yes / NA
4	Warranty: As per Clause 13 from Installation & Commissioning and date of acceptance	Yes / No	Yes / NA
5	Agree to submit Performance Security / Performance Bank Guarantee for 05% of PO Value as per Clause 18 (ii).	Yes / No	Yes / NA
6	Bidder Information Form enclosed as per Annexure -A	Yes / No	Yes / NA
7	Manufacturers Authorisation Form (MAF) (If Applicable), Annexure-B	Yes / No	Yes / NA
8	This is to certify that we are eligible to bid for this tender as per Annexure-C	Yes / No	Yes / NA
9	Certification of non-black listing (Self Certification) as per Annexure-D	Yes / No	Yes / NA
10	Service Support details enclosed as per Annexure E	Yes / No	Yes / NA
11	Performance Statement Form enclosed as per Annexure F	Yes / No	Yes / NA

Bidder Information Form

(a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [Insert date (as day, month and year) of Bid Submission]

Tender No .:[Insert number from Invitation for bids]

01.	Bidder's Legal Name [Insert Bidder's legal name]
02.	In case of JV, legal name of each party: [Insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [Insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [Insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [Insert Bidder's legal address in country of registration]
06.	Bidder's Authorized Representative Information Name: [Insert Authorized Representative's name] Address: [Insert Authorized Representative's Address] Telephone/Fax numbers: [Insert Authorized Representative's telephone/fax numbers] Email Address: [Insert Authorized Representative's email address]
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date : *[Insert date (as day, month and year) of Bid Submission]*

Tender No. : *[Insert number from Invitation For Bids]*

To : *[Insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 13 of the terms and condition, with respect to the Goods offered by the above firm.

Signed: *[Insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[Insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[Insert title]*

Duly authorized to sign this Authorization on behalf of: *[Insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[Insert date of signing]*

ANNEXURE-C

Eligibility Certificate

This is to certify that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. _____ dated _____.

Authorised Signatory

Name: _____

Designation: _____

ANNEXURE-D

Non-Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory

Name: _____

Designation: _____

SERVICE SUPPORT DETAIL FORM

Sr. No.	List of similar type of equipments serviced in the past 3 years	Address, Telephone Nos., Fax No. and e-mail address of the buyer	Nature of training Imparted/ service provided	Name and address of service provider

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

PERFORMANCE STATEMENT FORM

Details of similar equipment / systems supplied & installed during past 3 years

Name of the Firm _____

Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of deliver as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed/ working satisfactory? (Attach a certificate from the purchaser / Consignee)	Name of Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder

Place :

Date :

DEVIATION STATEMENT FORM

PART -I

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

**Signature and seal of the
Manufacturer/Bidder**

NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

This is an E- Procurement event of IITM, Pune. The E-Procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Bidders are requested to read the terms & conditions of this tender before submitting their online tenders. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid.

Process of E-Tender :

A) Registration: The process involves Bidder's registration with MSTC E- Procurement portal which is free of cost. Only after registration, the Bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders have to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID, COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT

www.mstcecommerce.com/eprochome/iitm

- Bidders are required to register themselves online with www.mstcecommerce.com/eprochome/iitm/ -> Register as vendor -- Filling up details and creating own user id and password and submit the details.
- Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact IITM, Pune /MSTC, (before the scheduled time of the e- tender).

Contact person (IITM):

V. R. Mali

Scientific Officer Grade - II

Telephone No. : 020 25904483

Contact person (MSTC Ltd):

1. Shri Tejas V

Executive

Tel: 022 22882854 / +91-9535718617

2. Shri Ganesh Yadav

Sr. Manager

Tel. No.: 022 22022096 / +91-9869043055

e-mail: ganeshyadav@mstcindia.co.in

3. Smt. Lisbeth Dias

Sr. Manager

Tel No: 022 22883501 / +91-9820158988

email: lpadickan@mstcindia.co.in

B) System Requirement:

System Requirements are indicated under **Vendor Guide** available on Login Page of Website:

www.mstcecommerce.com/eprochome/iitm

Latest version of Java software to be downloaded and installed in the system. Security level should be medium

To enable ALL active X controls and disable 'use pop up blocker' under Tools->Internet Options-> custom level (Please run IE settings from the page www.mstcecommerce.com once). **Prospective vendors are suggested to refer to "Vendor Guide" at www.mstcecommerce.com/eprochome/iitm.**

- Part I Technical bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- Part II Commercial bid will be opened electronically of only those bidder(s) whose Part-I Technical Bid is found to be acceptable by IITM, Pune. Such bidder(s) will be intimated date of opening of Part-II Commercial bid, through valid email confirmed by them.

- All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

C) Special Note towards Transaction fee: Transaction fee is to be paid by RTGS/NEFT to **MSTC Limited**. Vendor required to use link "Transaction Fee Payment" for generating. The detail procedure and to generate Challan for bank account details can be checked under **Vendor Guide** provided on Login Page of Website :

www.mstcecommerce.com/eprochome/iitm

OR

Vendor Guide Can be Downloaded from below URL:

<http://www.mstcecommerce.com/eprochome/Vendor-Guide-V5.pdf>

- **NOTE:** The bidders should submit the transaction fee **ON OR BEFORE THE PRESCRIBED DATE** as they will be authorized for bid submission only after receipt of transaction fee by MSTC.
- Click on Transaction Fee Payment -> Select event no from the drop down box -> Select NEFT/ RTGS or Online Payment.
On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. **ake the printout of the challan and make the payment. There shall be auto authorization of payment. Bidder shall be receiving a system generated mail.**
- Bidders may please note that the transaction fee should be deposited by debiting the A/C of the bidder only; **transaction fee deposited from or by debiting any other party's a/c will not be accepted. Transaction fee is nonrefundable.**
- In case of failure to submit the payment towards Transaction fee for any reason, the Bidder, will not have the access to online E-Tender.

D)	All notices, /corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by IITM, Pune. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of Bidder with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
E)	E-Tender cannot be accessed after the due date and time mentioned in NIT.
F)	<p>Bidding in E-Tender:</p> <ul style="list-style-type: none"> Bidder(s) need to submit necessary Transaction fees to be eligible to bid online in the E-Tender. Transaction fees are non refundable. The process involves Electronic Bidding for submission of Technical and Commercial Bid The bidder(s) who have submitted the above fees can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com/eprochome/iitm/ → Vendor Login → My menu → Auction Floor Manager → live event → Selection of the live event The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that clicking on the Technical bid. If this application is not run then the bidder will not be able to save/submit his Technical bid. After filling the Technical Bid, bidder should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the bidder can click on the "Final submission" button to register their bid Bidders are instructed to use 'Attach Docs' link to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
G)	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
H)	During the entire E-Tender process, the bidders will remain completely anonymous to one another and also to everybody else.
I)	The E-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
J)	All electronic bids submitted during the E-Tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply.
K)	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
L)	Purchaser reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
M)	<p>Submission of bid in the E-Tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <ul style="list-style-type: none"> Unit of Measure (UOM) is indicated in the E-Tender. Rate to be quoted should be as per UOM indicated in the E-Tender floor.
	<ul style="list-style-type: none"> The Purchaser has the right to cancel this E-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
	<ul style="list-style-type: none"> The online tender should be submitted strictly as per the terms and conditions and procedures laid down on website www.mstcecommerce.com/eprochome/iitm/ of MSTC Ltd.
	<ul style="list-style-type: none"> The bidders must upload all the documents required as per terms of NIT / Tender Document. Any other document uploaded which is not required as per the terms of the NIT / Tender Document shall not be considered. The bid will be evaluated based on the filled-in technical & commercial formats.
	<ul style="list-style-type: none"> The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, appropriate punitive action / legal action can also be taken against defaulting bidders.
	<ul style="list-style-type: none"> Bidders are requested to read the Bidder guide and see the video in the page www.mstcecommerce.com/eprochome/iitm/ to familiarize them with the system before bidding.