



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

NOTICE INVITING TENDER (NIT)

Details about tender:

| | | |
|--------------------------|--|---|
| Tender invited by | MATERIALS MANAGER, MORMUGAO PORT TRUST | |
| Tender No. | MM/NS-IT/0438 | |
| Name of Work | <u>Supply of i3 Laptops with windows-10 professional Operating System - 5 nos.</u> | |
| Estimated Cost (INR) | Rs. 2.80 Lakhs | |
| Bidding Type | Open (Two Cover system) | |
| Tender Currency Settings | Indian Rupee (INR) | |
| Tender Fee | NIL | Mode of Payment: e-Payment Only. Bids received without payment of EMD shall be rejected. |
| EMD | Rs. 5,500/- | |
| | | |
| Payment of EMD | <p>The EMD shall be paid in e-payment mode only. For exemption of EMD, the Certificate from MSME/NSIC shall be submitted in electronic format (by scanning) while submitting the bid.</p> <p>Mode of Payment towards EMD to be paid online through e-Payment mode before due date via :</p> <ol style="list-style-type: none"> i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement RTGS). Tenderer requires to download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank. ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MASTERCARD or RuPay. iii. Net Banking: Payment can be made through the Internet Banking of Any Bank. <p>Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and submit the copy of acknowledgement in cover-I.</p> | |
| Performance Security | 10% of the basic cost of the order to be furnished by Demand Draft or Bank Guarantee valid for 15 months from the date of installation/commissioning of the Laptops. The Performance Security amount/Bank Guarantee will be returned | |

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832- 2520222, 2520220, **Fax:** 0832-2520227

Web Site: www.mptgoa.com, **E-Mail** mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

| | |
|--------------------------------------|--|
| | upon successful completion of the period. |
| Validity Period of tender | 120 days from the date of opening. |
| Qualifying Criteria | <p>The Tenderer should have experience in ‘Similar Works’ during last 5 years ending last day of month previous to the one in which tenders invited should be either of the following:-</p> <p>a) One similar completed work order not less than Rs. 2.20 lakhs</p> <p style="text-align: right;">(or)</p> <p>b) Two similar completed work order of contract value not less than Rs. 1.67 lakhs each</p> <p style="text-align: right;">(or)</p> <p>c) Three similar completed work order of contract value not less than Rs. 1.11 lakhs each</p> <p>‘SIMILAR’ Works – means supply of Laptops/Computers. Please Note: The Tenderers shall enclose supply order copies for similar works and value of supplies executed.</p> |
| Last Date & Time for Receipt of Bids | 24.03.2021 @ 15.00 hrs. |
| Bid Opening Date | Techno-commercial Bid (Cover-I) will be opened on 24.03.2021 @ 15.30 hrs. Date of opening of price bid (Cover-II) shall be notified after scrutiny and evaluation of Techno-commercial Bid. |
| Documents required to be submitted | <p>a. Copy of documents viz. Work Orders, Completion certificate with performance,</p> <p>b. Entire Tender document, each page and form duly signed and filled in.</p> <p>c. Valid Certificate for claiming exemption as: Micro, Small & Medium Enterprises (MSME) registered with the NSIC.</p> |
| Address for communication: | <p>Materials Manager, A.O. Bldg., 2nd floor,</p> <p>Mormugao Port Trust, Headland Sada, Mormugao, Goa - 403804</p> |
| Contact Details | <p>For Tender related queries:</p> <p>Phone: 0832-2594501; Email : https://www.mptgoa.gov.in</p> <p>For Tender related queries:</p> <p>Mr. S. Vishvanathan, CME(i/c) ; Phone: 0832 2520222</p> <p>Mr. Kishore M.Desai, Dy. MM; Phone: 0832 2594218</p> |

MATERIALS MANAGER

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802
Phone: 0832- 2520222, 2520220, **Fax:** 0832-2520227
Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

INSTRUCTIONS TO TENDERERS

GENERAL

1. **Only reputed Bidders having experience in supplying of such material are eligible to apply for this Tender.** Bidders without proof of supply of related material will not be considered for further evaluation.
2. **Tenders received before the last date and time for submission of tender will be opened on due date at 15.30 hrs.** The bidders can witness the Tender opening if possible under COVID restrictions.
3. The Bidders shall deposit the **Earnest Money Deposit** amount of **Rs. 5,500/-** by RTGS in our Bank as per the Bank details attached. The EMD shall be paid in e-payment mode only. For exemption of EMD, the certificate from SSI/MSME/NSIC or any empowered central/state Govt. authority shall be submitted in electronic format (by scanning). The details towards the EMD payment made shall be indicated in the technical cover (Cover-I). **Offers without the Earnest Money Deposit will not be considered except as under clause no. 13 below.**
4. The tender Earnest Money deposits of unsuccessful bidders will be refunded by EFT, after a decision has been reached as regards to the acceptance of the tender. Kindly furnish your full Bank details along with your offer.
5. The prices (as per Format in **Annexure –II**) should be quoted item wise separately and marked as **Price Bid Cover-II**. Prices quoted on lump sum basis (i.e. for all the items taken together) will not be considered and the offer is liable to be rejected.
6. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
7. The prices should be valid for part quantities also.
8. Full GST will be applicable. Any statutory changes in taxes can be considered only if these changes occur within the contractual delivery period.
9. The **Terms & Conditions, Annexure -A, Annexure –B & Annexure -C** should be signed and submitted as "**Techno Commercial Offer**" in **Cover I**, in acceptance of all the terms and conditions mentioned therein.
10. The offer submitted should **satisfy all technical specifications** as mentioned in **Annexure –A** else the offer is liable to be ignored/rejected.
11. If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be ignored/rejected.
12. All documentary evidence and information requested should be submitted along with your offer without fail.
13. **Please note that the Port extends concession such as exemption in payment of EMD to Micro, Small & Medium Enterprises (MSME) registered with the NSIC, provided proper proof is furnished. Relaxation for Schedule Castes & Schedule Tribes, upon furnishing of Certificates will be given based on the Ministry of MSME, Govt. of India for Procurement and Works Contracts, under procurement policy order 2012 clause nos. 4 & 6. Bids received without payment of Tender Fee shall be rejected.**
14. The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

MATERIALS MANAGER

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802
Phone: 0832- 2520222, 2520220, Fax: 0832-2520227
Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

TERMS AND CONDITIONS

1. **PRICES:** Prices quoted should be on F.O.R. destination basis inclusive of transit insurance indicating clearly the quantum of taxes and other charges whatsoever applicable. The prices should be firm. However, in case of any statutory revision in taxes within the delivery period of supply order, the same will be considered on furnishing documentary evidence such as copy of Govt. notification.
2. **TAXES:** Full GST as applicable at the time of delivery during the contractual period.
3. **Delivery:** The Laptops are to be supplied within 4 weeks of receipt of order. The materials are to be supplied on 'door delivery' basis to our Head Office, Headland Sada-Mormugao, Goa, duly insured at your cost.
4. **PACKING:** The materials shall be duly packed to withstand the hazards of transportation.
5. **INSPECTION:** The materials will be inspected by our Quality Control Officer . Any damage to the items during transportation shall be to Supplier's account. If the supplied items are rejected due to any defects/quality, the supplier has to make his own arrangements at his cost to lift the rejected materials and to replace the same immediately.
6. **PAYMENT:** Our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT. Suppliers numbered invoice should indicate the suppliers and MPT's GST numbers and the material HSN number.
7. **VALIDITY:** The offers shall be valid for a period of 120 days from opening of Tender.
8. **Performance Security:** Within 14 days of acceptance of the tender, the successful tenderer will have to submit a Performance Security amount equal to 10% of the basic value, exclusive of GST, by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. The Performance Security Amount is to be furnished by way of DD or Bank Guarantee valid for a minimum period of 15 months i.e. from the date of installation/commissioning of the Laptops. Please note that we do not accept Bank Guarantee issued by ICICI Bank.
9. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 1% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 10% of the total basic value of the lot on order. The total value here means the total value of the order exclusive of taxes. **The date of receipt of material at our Stores at Baina, Vasco will be considered as date of delivery for the purpose of Liquidated Damages.**

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832- 2520222, 2520220, **Fax:** 0832-2520227

Web Site: www.mptgoa.com, **E-Mail** mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

10. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.
11. The full details as regards GST Registration Number, Permanent Account Number (PAN) (Income Tax) Bank A/C No. and type of A/C, Name, Address, MICR Code and IFSC Code of Bank, etc. should be furnished as per our format attached.
12. **JURISDICTION:** In case of any dispute the jurisdiction will be GOA only.
13. **The bidder should have a local support in Goa for both Hardware and Software to ensure issues are resolved immediately. The name , address & contact number is to be furnished in Cover-I.**

MATERIALS MANAGER

We hereby agree to all the above terms and conditions.

Signature and Seal of Tenderer

NOTE: The above should be submitted with your offer duly signed and stamped enclosed in Cover-I, failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802
Phone: 0832- 2520222, 2520220, Fax: 0832-2520227
Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ANNEXURE – A

TECHNICAL SPECIFICATIONS

Laptop with i3 Processor (Qty.- 5 Nos.)

| |
|--|
| Processor: 8th Generation (or higher)Intel Core# i3 |
| RAM: 8 GB DDR4 RAM or higher |
| 256 GB SSD or higher |
| Intel Integrated Graphics |
| Operating System: Windows 10 Pro (64 bit) |
| INTEL Integrated Graphics |
| Ports : 1 USB 3.1 C type, 2 USB 3.1, HDMI, Network connector/Ethernet port (RJ-45) |
| 14" Non touch HD Anti-Glare display |
| Integrated HD video webcam |
| 3 pin AC Adaptor Pin with single phase 230V AC input |
| 45 Whr Li-Ion laptop Battery |
| Integrated High Quality Speakers |
| Inbuilt 8020.11ac Dual Band(2x2) wireless adapter + Bluetooth |
| Internal Qwerty Keyboard |
| Drivers and utilities |
| Three years onsite Warranty & Service |
| USB Mouse |
| Carry Bag |
| Make: DELL/HP |

Important: The supplier should have Hardware & Software Support Centre in Goa and the supplier should be authorised dealer of laptop OEM.

NOTE: The above should be submitted with your offer duly signed and stamped enclosed in Cover-I, failing which your offer will be considered as incomplete and liable for rejection.

Signature of Tenderer with company seal

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832- 2520222, 2520220, Fax: 0832-2520227

Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ANNEXURE – B

PREQUALIFICATION CRITERIA

The Bidder should have experience in 'Similar Works' during last 7 years ending last day of month previous to the one in which tenders are invited and should submit either of the following:-

- a) **One** similar completed work order not less than **Rs. 2.20 lakhs**
(or)
- b) **Two** similar completed work order of contract value not less than **Rs. 1.67 lakhs** each
(or)
- c) **Three** similar completed work order of contract value not less than **Rs. 1.11 lakhs** each

'SIMILAR' Works – means supply of Laptops/Computers.

Name, company seal & signature of the tenderer

NOTE: Kindly submit the above format duly signed over your office seal **along with supporting Order copies** in Cover-I, else your offer will not be considered.



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ANNEXURE- C

Tender No: MM/NS-IT/0438 due on 24-03-2021

TECHNICAL SCHEDULE – COVER I

OFFER NO. _____ DATE: _____

| Sr. No. | Description | Qty. Nos | P/F in % ge | Freight in % ge | Insurance % ge | GST in % | BRAND HSN CODE |
|---------|--|----------|-------------|-----------------|----------------|----------|----------------|
| 1 | Processor: 8th Generation (or higher) Intel Core# i3, Operating System: Windows 10 Pro (64 bit) with 3 years Onsite Warranty. | 5 | | | | | |

Name, Signature & Seal of the Tenderer

NOTE: Kindly fill this Technical Schedule and submit duly signed and stamped, else your offer is liable to be rejected.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802
Phone: 0832- 2520222, 2520220, Fax: 0832-2520227
Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ANNEXURE-II

Tender No: MM/NS-IT/0438 due on 24.03.2021

PRICE SCHEDULE – COVER II

OFFER NO. _____ DATE: _____

| Sr No | Description of Material | Qty nos | U/Rate (Basic) Rs. (a) | P/F Rs. (b) | Freight (Rs.) (c) | Insurance (Rs.) (d) | Other (Rs.) (e) | GST (Rs.) (f) | Total FOR Destination Price (Rs.) (a+b+c+d+e+f) | Brand/ HSN CODE |
|-------|--|---------|------------------------|-------------|-------------------|---------------------|-----------------|---------------|---|-----------------|
| 1 | Processor: 8th Generation (or higher) Intel Core# i3, Operating System: Windows 10 Pro (64 bit) with 3 years Onsite Warranty. | 5 | | | | | | | | |

Name, Signature & Seal of the Tenderer

NOTE: Kindly fill this Price Schedule (Annexure-II) and submit it duly signed and stamped in Cover-II, else your offer is liable to be rejected.

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802
Phone: 0832- 2520222, 2520220, Fax: 0832-2520227
Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.

A. DETAILS OF VENDOR

| | | |
|-----|---|--|
| 1. | Name of the Organisation | |
| 2. | Address (in detail) | |
| 3. | Telephone no. | |
| 4. | E-mail ID | |
| 5. | PAN No. | |
| 6. | Tax Identification No. (TIN) | |
| 7. | Service Tax Registration No. | |
| 8. | Service Tax Registration Code | |
| 9. | CST Registration No. | |
| 10. | Employee Provident Fund (PPF) | |
| 11. | Employee State Insurance Scheme (ESIC) Registration No. | |

B. BANK DETAILS OF VENDORS.

| | | |
|----|--|--|
| 1. | Bank Name | |
| 2. | Bank Branch Address (in detail) | |
| 3. | Bank Branch Code | |
| 4. | Bank Account No. | |
| 5. | Bank Account Type | |
| 6. | Magnetic Ink Character Recognizer (MICR) | |
| 7. | IFSC Code. | |

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832- 2520222, 2520220, Fax: 0832-2520227

Web Site: www.mptgoa.com, E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

ELECTRONIC PAYMENT SYSTEM MANDATE FORM

The details for processing the payment through RTGS as below:-

| | |
|--|--|
| Name of the Beneficiary | MORMUGAO PORT TRUST |
| Address of Beneficiary with PIN Code | Administrative Office Building, Headland Sada, GOA - 403804 |
| PAN Number | AAALMO293P |
| Name & Mobile Number of responsible person | MILIND DESSAI / 9823082682 milind.desai@mptgoa.gov.in |
| Name of the Bank and Branch | STATE BANK OF INDIA, Harbour Branch |
| Bank Telephone No. | 0832-2520212 |
| Address of the Bank | STATE BANK OF INDIA MORMUGAO HARBOUR, GOA – 403803 |
| MICR Code of the Bank | 403002024 |
| IFSC Code No. | SBIN0002164 |
| Type of Account and Branch Code | Current Account / Branch Code:- 002164 |
| Account number of the Bank | 10438017048 |
| Beneficiary E-mail ID | cashmpt@mptgoa.gov.in |
| (MILIND DESAI) SR. ACCOUNTS OFFICER | |

Correspondence Address: 2nd Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804

Material Supply Address: Baina, Opp. Baina Beach, Vasco-da-Gama, Goa - 403 802

Phone: 0832- 2520222, 2520220, **Fax:** 0832-2520227

Web Site: www.mptgoa.com, **E-Mail** mm@mptgoa.gov.in