



MORMUGAO PORT TRUST
MATERIALS MANAGEMENT DIVISION
ENGINEERING (MECHANICAL) DEPARTMENT

MM/NS/EDP/0289

26.11.2020

To,

Dear Sir,

Last date and time of submission of tender: on 09.12.2020 before 11.00 hrs.

Date and time for opening of Cover-I: on 09.12.2020 at 11.30 hrs.

Sub: Supply of Personal Computers as per specifications given in Annexure-A – 5 Nos.

Ref: Tender No. MM/NS/EDP/0289 due on 09.12.2020 at 11.30 hrs.

Tender Fee: Rs. 500.00 (Rupees Five Hundred Only).

EMD: Rs. 7,000.00 (Rupees Seven Thousand Only)

You are requested to **upload** your offer in the **two cover system** against our e-Tender.

"Techno Commercial Offer" or Cover-I shall contain complete & detailed technical specifications and commercial terms and conditions such as packing & forwarding, freight, insurance, discount, taxes, price variation clause and any other conditions but excluding the price and should be submitted along with the Tender Fee & Earnest Money Deposit. Commercial and technical deviations, if any, should be clearly spelt out. The Cover-II or "Price offer" should contain **only the prices** without any conditions.

Cover marked - I "Techno Commercial Offer" shall be opened on **09.12.2020 at 11.30 hrs.** The "Price Offer" or Cover-II will be opened only of those firm's that qualify for the Techno-Commercial (Cover-I) conditions.

Tenders shall be accompanied by Tender Fee of **Rs. 500.00** (Rupees Five Hundred Only) & EMD of **Rs. 7,000.00** (Rupees Seven Thousand Only). **These fees shall be paid in e-payment mode only by RTGS/EFT in our Bank before submission of bids. Our Bank details are attached to this tender.** For exemption of these fees, the certificate from SSI/MSME/NSIC or any empowered Central/State Govt. authority shall be submitted in electronic format (by scanning) while uploading the bid. For others, incomplete tenders without these fees will not be accepted. Tenders should be kept valid for a minimum period of 90 days from the date of opening and shall conform to the general terms and conditions of contract attached.

The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.

Yours faithfully,

CHIEF MECHANICAL ENGINEER (I/c)

NOTE: The above format should be enclosed with your offer duly signed and stamped along with 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

Web Site: <http://mptgoa.gov.in/> E-Mail mm@mptgoa.gov.in



MORMUGAO PORT TRUST
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INSTRUCTIONS TO TENDERERS

GENERAL

1. **Only reputed tenderers having experience in supplying of such material are eligible to apply for this Tender.** Tender's without proof of supply of the subject 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 11.30 hrs.** The bidders can witness the Tender opening if required.
3. The tenderers shall deposit the **Earnest Money Deposit** amount of **Rs. 7,000.00** 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 MSME for the concerned works/supplies shall be submitted in electronic format (by scanning) while uploading the bid. 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 tenderers will be refunded by NEFT/RTGS, after a decision has been reached as regards to the acceptance of the tender. Kindly furnish your full Bank details in the formats attached along with your offer.
5. The prices should be quoted item wise separately. 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 Tender Conditions, Conditions of Contract and the Tender Form attached should be signed and uploaded along with "Techno Commercial Offer" - Cover I in acceptance of all the terms and conditions mentioned therein. In case this is not done, the tender is liable to be rejected.
10. The offer submitted should satisfy all technical specifications in the attached Annexure-B, else the offer is liable to be rejected.
11. If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be rejected.
12. All documentary evidence and information requested should be uploaded along with your offer without fail.
13. **Please note that the Port extends concession such as exemption in payment of Tender Fees/ 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.**
14. The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

CHIEF MECHANICAL ENGINEER (I/c)

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TERMS AND CONDITIONS

1. **PRICES:** Prices quoted should be on FOR destination basis inclusive of transit insurance indicating clearly the quantum of taxes and other charges whatsoever applicable. The basic cost should be inclusive of the installation charges. 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 provided you furnish documentary evidence such as copy of Govt. notification.
2. **BRAND:** Brand should be indicated in the offer.
3. **TAXES:** Full GST as applicable at the time of delivery during the contractual period.
4. **DELIVERY:** The material is to be **supplied and installed** within 4 weeks of receipt of order. The material will have to be supplied on 'door delivery' basis to our store at Baina, Vasco-da-Gama, Goa, duly insured at your cost.
5. **PART QUANTITIES:** The prices should be quoted item wise separately. Offers should not contain any sort of conditional discounts based on quantity or value of order. The prices quoted should be valid for part quantities also.
6. **PACKING:** The materials shall be duly packed to withstand the hazards of transportation.
7. **INSPECTION:** The material will be inspected by our Quality Control Officer on receipt at our Stores. Any damage to the items during transportation shall be to Supplier's account. If the supplied items are rejected due to any defects or quality deficiencies, the supplier has to make his own arrangements at his cost to lift the rejected items and to replace the same immediately.
8. **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.
9. **VALIDITY:** The rates offered shall be valid for a period of one year from the date of award of Annual Rate Contract.
10. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to effect a Security Deposit amount equal to 3% 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. In case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 12 months and a claim period of further 3 months, or till the Guarantee Period of the material supplied. Please note that we do not accept Bank Guarantee issued by ICICI Bank.
11. **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 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.**
12. **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

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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.

13. **WARRANTY:** The warranty period should be clearly indicated in the offer.
14. **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.**
15. **JURISDICTION:** In case of any dispute the jurisdiction will be GOA only.

CHIEF MECHANICAL ENGINEER (I/c)

We hereby certify that we agree to all the above tender terms and conditions.

Signature and Seal of Tenderer

NOTE: This above format should be enclosed along with Cover-I of your offer duly signed and stamped, failing which your offer will be considered as incomplete and liable for rejection.

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CONDITIONS OF CONTRACT

1. DEFINITIONS:-

PURCHASER means* MATERIALS MANAGER* on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.

* INSPECTION OFFICER* means the person, firm or department nominated by the purchaser to inspect stores on his behalf.

*CONTRACTOR * means the person, firm or company whose tender is accepted.

2. **CONTRACT:-** This contract is for the supply of stores of the description at the rate in the quotations as and at the time and place detailed in the Schedule Order.
3. **DELIVERY:-** The contractor shall arrange deliveries of stores as detailed in supply order the time and place and the manner specified therein.
5. **INSPECTION NOTICE:-** When inspection during manufacture or before delivery is required, notice in writing shall be sent by the Contractor to the Inspection Officer, when stores are ready for inspection and no stores shall be delivered until the inspection officer has certified that the stores have been approved by him.
6. **REMOVAL OF REJECTION:-** When any stores delivered to the consignee are rejected at the consignee's depot on account of default on the part of the Contractor, they shall be removed by the Contractor within 14 days from the date of intimation of rejection to the Contractor. In case in which a contract is placed for delivery F.O.R. station of dispatch, the rejected stores may be taken back by the supplier either at the consignee depot or at the station from which they were sent. In either of these cases, the Contractor elects to take back the stores at the station of dispatch, the goods shall be booked on account and risk of the Contractor.
7. **PAYMENT:-** Unless otherwise agreed between the purchaser and the contractor, the payment of materials will be made as detailed in the order.
8. The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.

CONTRACTORS SIGNATURE

CHIEF MECHANICAL ENGINEER (I/c)

NOTE: The above format should be enclosed with your offer duly signed and stamped 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.

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MORMUGAO PORT TRUST
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TENDER FORM

To,
The Materials Manager
Mormugao Port Trust,
2nd floor, AO Bldg.,
Headland, Sada, Mormugao,
Goa-403 804.

I/we _____ do hereby tender to supply and deliver to the Materials Manager _____ of the description and quantity at the prices and in the manner detailed in the conditions of contract..

I/We agree if my /our tender if accepted in whole or in part to execute within 14 days of communication to me /us of such acceptance and agreement for the supply of such quantity as the Materials Manager may accept. I/we agree that our stamps, court fees and legal costs for the execution of the Agreement shall be borne by me/us.

I/We further agree, that if my/our tender is accepted to effect within 14 days of such acceptance a deposit with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao, Goa (in cash, by Demand Draft or in the form of Bank Guarantee from any scheduled Bank) equal to 5% of the Materials for which the tender has been accepted.

I/We further agree if I/We shall decline to execute an agreement within 14 days of intimation to that effect, my/our tender may not be accepted and my/our tender deposit may be forfeited to the administration

Signature of the Contractor

Name: _____

Address: _____

Witness: 1. _____

2. _____

REMARKS: Kindly enclose this form duly signed and stamped in Cover-I else your offer is liable to be rejected.

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ANNEXURE - A

TENDER NO. MM/NS/EDP/0289 DUE ON 09.12.2020

1. ITEM

ITEM	DESCRIPTION	QUANTITY
1.	Supply & Installation of Desktop Computers	5 Nos.

2. SPECIFICATIONS

ITEM	Specifications of equipment deployed by CBEC
Memory	8GB DDR4-2133 SODIMM (1x8GB) RAM
Processor	Intel Core i5-6500 3.2G 6M 2133 4C CPU
Operating System	Windows 10 Pro 64-bit OS
Chipset	Yes (Intel® 100 Series H110 Chipset)
Display	20-in Non-Touch AIO
Peripherals	USB Business Slim Keyboard #ACJ, USB Mouse
Network interface	10/100/1000 Mbit/s Gigabit Ethernet LAN, Broadcom BCM943228Z 802.11n M.2 noBT NIC
Network	<ul style="list-style-type: none">• TCP/IP with DNS and DHCP wake on LAN• DHCP support for automatic firmware upgrades and unit configuration• PPP (PPPOE , PPPTP)
Power supply	120W External Power Supply
Bundled software (with support & upgrades)	<ul style="list-style-type: none">• Office productivity suite• Mozilla Firefox (Version 38 or later)• Adobe acrobat reader• flash player• JRE 8.0 or above
Regulatory standards	ENERGY STAR Certified Label
Security	TPM 1.2 security chip, hard drive encryption

CHIEF MECHANICAL ENGINEER (I/c)

Signature of Tenderer with company seal

NB: Kindly enclose this annexure duly signed and stamped in Cover-I in acceptance of the terms & conditions given therein.

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ANNEXURE-B

TENDER NO. MM/NS/EDP/0289 DUE ON 09.12.2020

PREQUALIFICATION CRITERIA

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

- a) **One** similar completed work of supply value not less than **Rs. 02.80 lakhs.**
(or)
- b) **Two** similar completed works of supply value not less than **Rs. 02.10 Lakhs each.**
(or)
- c) **Three** similar completed works of supply value not less than **Rs. 01.40 lakhs each.**

'SIMILAR' Works – means supply of “Personal Computers”

Please Note: The Tenderers shall enclose supply order copies for similar value of supply of computers executed.

CHIEF MECHANICAL ENGINEER (I/c)

Name, company seal & signature of the tenderer

NOTE: Kindly enclose the above format duly signed over your office seal along with your offer, else your offer will not be considered.

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ANNEXURE-C

(TO BE UPLOADED ALONG WITH TECHNICAL BID)

(To be in the Company letter head)

DECLARATION & UNDERTAKING BY MICRO & SMALL SCALE ENTERPRISES

Sl. No.	Particulars	Details
1	Is your organization Proprietary/ Partnership/ Private Limited Companies/Public Limited Company/Others
2	Does your organization belongs to Micro/Small/Medium scale Industry/ other? (Please tick mark the appropriate)	Micro Small Scale Medium Others
3	Whether Manufacturer for the tendered items (Supply)/ Service Provider for the tendered services as per MSE certification. (Please tick mark the appropriate)	Manufacturer for supply items Service Provider for services Trader/Reseller/Authorized agent/distributor Non MSE Bidder
4	In case you belong to Micro/Small/Medium Scale Enterprises whether you are registered under SC/ST Category. (Please tick mark the appropriate).	Yes/No If Yes SC/ST
5	In case you belong to Micro/Small/Medium Scale Enterprises whether special provision for MSEs owned by Women claimed.	Yes/No

A) CATEGORISATION OF MSE/SC-ST/WOMEN VENDORS

1. In case of Micro/Small/Medium scale Enterprises, kindly attach Registration Certificate issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/Acknowledgment.
2. SC/ST and Women entrepreneurs registered under MSEs need to submit valid documentary evidence.

B) DECLARATION IN CASE OF MSE BIDDERS

In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs), we hereby declare as under;

- a) We are a Micro/Small Enterprise, as on bid closing date of this tender.
- b) We are a Manufacturer of the quoted supply item(s)/service provider for quoted services and valid MSE certificate submitted by us is authentic & valid as on bid closing date of this tender.

We declare the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection/cancellation of order/subjected to appropriate actions as per tender Terms & Conditions.

Authorized Signatory
(With Company Seal & Signature)

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ANNEXURE-II

PRICE SCHEDULE – COVER II (Only page to be enclosed in Cover-II)

OFFER NO. _____ DATE: _____

TENDER NO. MM/NS/EDP/0289 DUE ON 09.12.2020

Sr. No.	Description	Qty. & Unit	Total Basic Rate per Unit for supply & installation (Rs.)	GST per Unit for supply & installation (Rs.)	FOR Destination Amount per Unit for supply & installation (Rs.)	HSN Code & Brand
1.	Supply of Desktop Computers as per the Specifications attached at Annexure-A.	5 Nos.				

1. The tenderers are requested to fill up the above details and upload the same in the format provided for Cover-II
2. Offers not given in above format are liable to be rejected.
3. The Basic Rate/Unit should include all the other incidentals like Packing & Forwarding, Freight, Insurance, Installation and any other charges wherever applicable.

Date: _____

Name, Signature & Seal of the Tenderer

NOTE: Kindly fill this Price Schedule (Annexure-II) format and enclose in Cover-II, else your offer is liable to be rejected.

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DETAILS FOR SUBMISSION BY VENDORS ALONG WITH
TENDER.

A. VENDOR 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.	

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ELECTRONIC PAYMENT SYSTEM MANDATE FORM

Sub:- 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 DESSAI) SR. ACCOUNTS OFFICER	

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MPT GST Details & Party's GST Details Form

Sr No	Particular	Mormugao Port Trust	Data Required from the Party
1	Customer Name as per GST Registration Certificate	Mormugao Port Trust	
2	Full Postal Address	Administrative Building, Headland Sada.	
3	City	Goa	
4	Pin code	403 804	
5	PAN	AAALM0293P	
6	Type of Person	Local Authority	Company/Firm/Individual/Trust/LLP/AOP
7	Resident/Non Resident as per Income Tax Act	Resident	
8	ARN No.	AA30617001663N	
9	GST No.	30AAALM0293P1ZY	
10	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
11	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
12	Type of Customer (Manufacturer/Trader/Importer/Depot/Service Provider/Works Contractor / Principal / Consumer)	Service Provider	
13	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
14	Whether B2B or B2c (B= Business & C= Customer)	B2B	
15	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
16	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
17	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act, 2017 ? (Yes or No)	No.	
18	Central Excise Registration No.	--	
19	Service Tax Registration No.	AAALM0293PST001	
20	VAT - TIN	30181201096	
21	CST - TIN	V/CST/1683	
22	IEC	1706000073	
23	Contact Details :		
	Name	Shri.Anant Chodnekar	
	Designation	Sr. Dy.CAO	
	Phone No.	0832-2521132	
	E-mail	facao@mptgoa.gov.in anant.chodnekar@mptgoa.gov.in	

I, Mr./Mrs. _____ (Proprietor/Partner/Director) of M/s _____ do certify that the information given above is complete and correct.

Place: _____

Date: _____

Signature

(Name: _____)

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