

PART-I - GENERAL INFORMATION AND INSTRUCTIONS

1. Pre-Bid Conference

A pre-bid meeting will be held at 11:00 hrs on 28-FEB-2020 at QARD Conference Hall to answer any queries or to clarify doubts regarding submission of proposals. Bidders or their authorized representatives (duly authorised in writing) are invited to attend. This event will not be postponed due to non-presence of your representative.

2. Last Date and Time for Depositing the Bids

On 17-MAR-2020 at 10:00 Hrs.

3. Location of Tender Box

3.1 Only for submission of other documents as specified in Clause - Marking of Bids

Tender Box is located at HEMRL Security Gate

4. Manner of Deposition of Bids

Bidder should submit their bids online through www.defproc.gov.in

Foreign Bidders should obtain Digital Signature from Indian Agency. The details of the same is available on www.defproc.gov.in

5. Date and Time for opening of Bids

On 18-MAR-2020 at 11:00 Hrs. If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer.

6. Place of Opening of the Bids

Venue for Opening of Bids is MMD Conference Hall. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Relevant parts and important commercial/ technical clauses quoted by all Bidders will be read out in the presence of the representatives of the participating Bidders. This event will not be postponed due to non-presence of your representative.

7. Marking of Bids

7.1 Envelope containing documents such as EMD, Tender Fee, Earnest Money for Integrity Pact and signed Integrity Pact document (if applicable) / Technical Brochure, if any, must be clearly marked with Tender Reference No. and Date of opening

8. Procedure for Submission of Bid

8.1 For Online Bids

Bids would be submitted as per standard online e-procurement procedure for Single Bid/Two bid System. The original tender fee, EMD instrument (if applicable), Earnest Money for Integrity Pact and signed Integrity Pact document (if applicable) / Technical Brochure, if any should be sent in an envelope duly marked with tender reference no. and addressed to Director, on or before "Bid submission end date and time". In case Original tender fee and EMD instrument (if applicable) are not received on or before "Technical bid opening date and time", bid of such bidders will summarily be rejected. In case RFP are downloaded from the website by the bidder, it will not be charged.

9. Forwarding of Bids

Bids should be forwarded/uploaded by Bidders, only, under their original memo / letter pad inter alia furnishing details like GSTIN number, Bank address with EFT Account if applicable, etc. and complete postal and e-mail addresses of their office failing which the bid would not be considered

10. Clarification Regarding Contents of the RFP

A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarifications by the purchaser will be sent to all prospective bidders who have received the bidding documents from the lab and would be posted on the website in case of advertised tender enquiry.

11. Indian firms need to quote only in Indian Rupees. An Indian firm can quote in FE on behalf of their OEM only if they are either a 100% subsidiary of the OEM or an Indian Agent of the foreign OEM in accordance with their agency agreement. The firms claiming to be:

a) A 100% subsidiary would be required to produce documentary evidence in support of their claim along with their Techno-Commercial bid failing which their bid would be disqualified.

b) An agent of foreign OEM, for submitting the offer on behalf of OEM, would be required to produce a copy of their agency agreement with their principals and a copy of registration/enlistment with DRDO/Ministry of Defence/ DGS&D as an Indian agent, if registered/enlisted, along with their Techno-Commercial bid, failing which their bid would be disqualified. It would be mandatory for an Indian agent to get registered / enlisted with DRDO/Ministry of Defence/ DGS&D as an Indian agent of OEM prior to evaluation of their Price bid, failing which their bid also would be disqualified.

12. Validity of Bids

The Bids should remain valid for 180 days from the last date of submission of the Bids.

13. Modification and Withdrawal of Bids

A bidder may modify or withdraw his Bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax, however, it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the specified period of bid validity.

14. Earnest Money Deposit

Bidders are required to submit Earnest Money Deposit (EMD), in favour of The Director HEMRL, Pune, for amount of Rs. 140000/- or equivalent in the currency of their quote along with their bids. In case of two bid

system, a scanned copy of EMD shall be enclosed in the Techno-Commercial bid submitted through the E-procurement section of the CPP Portal. Original EMD should be sent by post / by hand within the tender due date. EMD, also known as Bid Security, is taken to safeguard against withdrawal/ alteration of bid by the bidder during its validity. Requirement of EMD prevents non-serious vendors from making infructuous offers. All un-registered bidders responding to RFP will be required to furnish EMD for an amount as indicated in the RFP. In the two bid system, EMD would be deposited along with techno-commercial bid. EMD would be received and returned in INR only.

EMD may be accepted in the form of Bank Draft drawn in favour of the Director of the Lab/Estt, Fixed Deposit Receipt, Bankers Cheque or a Bank Guarantee in acceptable form as per DRDO.BG.01, from any of the nationalized Banks, private sector bank authorized for Govt. transactions for safeguarding the Buyers interest in all respects. In case of foreign bidder, EMD will be accepted in INR only.

The EMD should remain valid for a period of 45 days at least beyond the bid validity period. EMD will be refunded in full without any interest to the unsuccessful bidders after finalization of the TCEC/ supply order. For successful bidder, this amount will be refunded without any interest after receipt of applicable Performance cum Warranty Bond.

The following organizations / firms are exempted from submission of EMD :

- a) Bidders registered with DRDO, Min of Defence, NSIC and DGS&D
- b) DPSUs, Other Govt. Organizations.
- c) KVIC, Kendriya Bhandar / NCCF.
- d) Micro and Small Enterprises (MSEs) as per their registration.

Such bidders would be required to upload the relevant valid documents in their Techno-Commercial bid in support of the claim.

Forfeiture of EMD : EMD will be forfeited in the following cases : _____

- a) The EMD will be forfeited if the Bidder withdraws/ amends/, derogates from the bidding process in any respect within the period of validity of bid.
- b) If the successful bidder fails to furnish required Performance cum Warranty Bond.

15. Clarification Regarding Contents of the Bids

During evaluation of bids, the Buyer may, at his discretion, ask the bidder for clarification on his Bid. The request for clarification will be given in writing. No clarification on the initiative of the bidder will be entertained after opening of bid.

16. Rejection of Bids

Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected. Non-compliance of applicable General Information will disqualify your Bid

17. Unwillingness to Quote

Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-registered for the range of items in this RFP, as per the policy in vogue

18. Bidders must submit Quotation pertaining to themselves only except in cases covered under Para 11 above

19. Bids of debarred/blacklisted firms will not be considered for evaluation

20. Enlistment of Indian Firms/Individuals as an Agent of a Foreign Oem/Firm

As per Rule 152 of GFR and the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance. It would be mandatory for the Indian agents to get themselves enlisted with the Lab/Estt or Central Purchase Organisation (e.g. DGS&D) to quote or provide any service on behalf of their foreign principals. Such enlistment, however, is not equivalent to registration.

20.1 Procedure for Enlistment with Lab/Estt: Indian Agents of foreign OEM/ firms may be considered for enlistment after obtaining following details:-

20.1.1 Name of foreign firm/ Original Equipment Manufacturer represented by the Indian representative/ Indian agent

20.1.2 The nature of services to be rendered by Indian agent/ Indian representative and

20.1.3 Agency Agreement with the foreign principal giving details of contractual obligation of OEM and its Indian agent and its validity.

20.1.4 PAN, name and address of bankers in India and abroad in respect of Indian agent.

20.1.5 Commission payable to them by the foreign principal and mode of payment.