बिड संख्या/Bid Number: GEM/2026/B/7810684

दिनांक /Dated: 20-07-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	10-08-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	10-08-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Production
संगठन का नाम/Organisation Name	Garden Reach Ship Builders And Engineers Limited (grse)
कार्यालय का नाम/Office Name	**********
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :murthy.venkatesh@grse.co.in Buyer Email id: gargary.tumpa@grse.co.in
कुल मात्रा/Total Quantity	147
वस्तु श्रेणी /Item Category	Microsoft OS Windows 11 Pro , MS Office Software License , MS Office stndrd perpetual volume licnse , Certificate 1 , Certificate 2
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	MS OFFICE SOFTWARE LICENSE & MICROSOFT OS
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Office Suite Software (V3)
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	• Office Suite Software (V3) • Operating System Software (V3)
बीओक्यू शीर्षक /BOQ Title	Procurement of MS Office Software License and MS OS for IT and CDO Main unit
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC),OEM Authorization Certificate,Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/**Do you want to show documents uploaded by bidders to all bidders participated in bid?**	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	2
बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled**	Yes
रिवर्स नीलामी योग्यता नियम/**RA Qualification Rule**	H1-Highest Priced Bid Elimination
बिड का प्रकार/**Type of Bid**	Two Packet Bid
प्राथमिक उत्पाद श्रेणी/**Primary product category**	Microsoft OS Windows 11 Pro
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation**	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/**Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)**	No
Payment Timelines	Payments shall be made to the Seller within **30** days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	128900

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Garden Reach Shipbuilders and Engineers Limited
ePBG to be submitted as per the standard format to be collected from GRSE. No other format will be accepted. Vendor has to upload ePBG as per GRSE format on GeM portal to enable them to initiate the billing activities on GeM
(61 Garden Reach Road, Kolkata-700024)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No

एमआईआई के लिए सक्षम प्राधिकारी का विवरण:/Details of the Competent Authority for MII

सक्षम प्राधिकारी का नाम/Name of Competent Authority	Sanjay Sarkar
सक्षम प्राधिकारी का पदनाम/Designation of Competent Authority	General Manager
सक्षम प्राधिकारी का कार्यालय/विभाग/प्रभाग/Office / Department / Division of Competent Authority	IT
सीए अनुमोदन संख्या/CA Approval Number	GRSE/ERP/GeM-Proc/2022/01
सक्षम प्राधिकारी अनुमोदन तिथि/Competent Authority Approval Date	16-04-2022
सक्षम प्राधिकारी द्वारा प्रदान की गई स्वीकृति का संक्षिप्त विवरण/Brief Description of the Approval Granted by Competent Authority	MII weiver against Microsoft Products, the Approval Granted by Competent Authority

Competent Authority Approval for not opting Make In India Preference : View Document

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Microsoft OS Windows 11 Pro

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	**********	**********Kolkata	5	30

MS Office Software License

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	**********	**********Kolkata	100	30

MS Office Stndrd Perpetual Volume Licnse

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	**********	**********Kolkata	40	30

Certificate 1

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	**********	**********Kolkata	1	30

Certificate 2

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	**********	**********Kolkata	1	30

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

NOTICE INVITING TENDER [NIT]

-

GEM BOQ BID (OPEN TENDER) WITH REVERSE AUCTION

-

Item/Scope: Procurement of MS Office and MS OS Package for IT & CDO Dept., GRSE.

-

1. Tender must be submitted in GeM Portal, in two-part bid system. Mixing of bid or combined bid is submitted / found, will be rejected**.**

2. Bidders are required to be registered in the following facilities / portals as per directives of the Government of India -

   a. GeM (Government e-Marketplace) https://gem.gov.in

   b. TReDS (Trades Receivables e-Discounting System) www.invoicemart.com

   The bidders are to indicate the 'Unique Seller ID' allotted by GeM and the registration number allotted by TReDS in their bids.

   In the event of any bidder not registered in the above two or not indicating the registration details in their bids, GRSE reserves the right to disqualify their bids without assigning any reason whatsoever.

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3. **ELIGIBLE CRITERIA:** Bidders to be submit the following **eligible criteria** against said tender, otherwise their offer will not consider for further processing: -

   (a) Submission of the constitution and status of the firm.

   (b) Registration with GOI/PWD/PSU/and reputed organization, if any.

   (c) **Submission of tender specific MAF Certificate from OEM for tendered items.**

   (d) Experience in supply/manufacture/services similar to that of tendered item within last 3 years (**P.O. copy & performance certificate; as applicable of reputed customers; preferably PSU, to be enclosed**).

   (e) Submission of PAN together with copies of trade license, Xerox copy of GST registration.

(f) **Copy of Audited Balance Sheet and Audited Profit & Loss Account of last three financial years (FY 2021-22, 2022-23 and 2023-24) and Solvency Certificate from Banker**. [Not applicable for GRSE's registered Firms; ***firms registered with GRSE should indicate their vendor code in their offer***].

(g) Name, address, telephone & Fax No. of the bankers and the contact person of the firm.

4. **PRICE DISCOVERY & PRICE BASIS: -**

a) Price shall be discovered through **ONLINE REVERSE AUCTION (R.A.) IN GeM. ONLY THE TECHNO-COMMERCIALLY ACCEPTED VENDORS SHALL BE ALLOWED TO PARTICIPATE IN THE ONLINE 'REVERSE AUCTION' EVENT. THE DATE & TIME OF R.A. SHALL BE INTIMATED TO ALL THE ELIGIBLE VENDORS BY THE SERVICE PROVIDER IN DUE COURSE.**

b) Start bid price which shall be promulgated prior to commencement of reverse action, which shall be on F.O.R. GRSE basis i.e. inclusive of basic price, packing & forwarding charge, freight and transit insurance.

c) **Prices should remain valid for 60 days from the date of Reverse Auction** and shall remain firm & fixed till complete execution of the order & shall not attract any escalation whatsoever.

5. **PUBLIC PROCUREMENT POLICY FOR MICRO & SMALL ENTERPRISES (MSEs) ORDER: -**

a) The 'Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012' and subsequent amendments / guidelines / press publications / circulars to the Order, as issued by the Ministry of MSME, shall be applicable as on the date of opening of the price bids.

b) The bidders are advised to check the website of the Ministry of MSME for details of the amendments / circulars issued by the Ministry of MSME.

c) Tender is to be awarded on **item-wise L1 – through RA basis**, unless there is any specific clause in the tender enquiry to indicate divisibility of the tendered quantity.

6. **PRICE:**

Price shall be fixed and firm till full execution of order, and offer should be valid for **60 days** from the date of **R.A.** Freight & Insurance should be included in the quoted price as per delivery point as defined in the tender.

7. **TENDER FEE (Non-Refundable): - Not applicable.**

8. **EARNEST MONEY DEPOSIT (Refundable): -** EMD for this tender will be **Rs. 1,28,900.00/- (Rupees One lakh twenty-eight thousand nine hundred only).** Vendor need to submit EMD in from of bank D.D . in favour of *Garden Reach Shipbuilders & Engineers Limited* payable at Kolkata. The bidder needs to send the demand draft to GRSE 61 Park Purchase Department addressed to:

Ms. Tumpa Gargary Dana, Sr. Manager (Purchase),

at the office of Commercial Dept., 61 Park Unit, Garden Reach Road, GRSE 61 Park Unit Kolkata – 700024 *in the upper portion of envelope, please scan the demand draft and attach it techno commercial offer*. Offer without EMD will be rejected.

9. **L-1 DETERMINATION:**

L-1 determination will be on totality basis through RA.

10. **CONDITIONAL OFFER:**

No conditional offer and hard copy of offer will be accepted.

11. **DELIVERY SCHEDULE:**

Delivery schedule (full / order quantity): **within 30 days from the date of LOA/P.O./GeM contract.**

Ordered Materials must be supplied between **09-00 AM to 12-00 Noon** and **01-00 PM to 04-00 PM** only on full working days and between **09-00 AM to 11-00 AM** on half working days. Late supply will not generally be accepted.

12. **DELIVERY POINT:**

Materials are to be delivered to **IT Dept., 43/46 Garden Reach Road, Kolkata- 700043, West Bengal, India** or at the premise of a sub-contractor/ partner shipyard, authorised and duly intimated by GRSE

13. **TECHNICAL SPECIFICATION & SCOPE OF SUPPLY**: As indicated in the SOTR NO: it/26-27/001.

14. **INSPECTION:** Receipt inspection will be done by user dept. of respective unit, or his nominated officer.

15. **PART ORDER:** Part order /part supply for this tender is not applicable.

16. **CERTIFICATES:** As indicated in the SOTR of MS Office and MS OS Packages.

17. **TERMS OF PRICE:**

a) The rate quoted must be legible. Quoted Price must be **F.O.R. GRSE Main Unit** (including freight & insurance), Kolkata. Price quoted should include for proper packing to withstand heav

y / Sea / Inland Transit and tropical storage during transit clearing & to be kept firm till executi on of order in full.

b) L1 Price will be determined on the basis of Delivered Cost at GRSE.

18. **GUARANTEE / WARRANTEE CERTIFICATES: Perpetual license.**

19. **TAXES & DUTIES:**

GST rate & HSN code and other Duties / Charges (if any) should be **clearly indicated in Techn o-Commercial bid**.

20. **L.D. CLAUSE:**

In case of late delivery beyond the contractual delivery date, all orders are subject to LD @ ½ % pe r week or part thereof on undelivered portion of the order subject to a maximum of 10% of total val ue of the order for the delayed part.

21. **RISK PURCHASE:**

If successful tenderer fails to supply material within the stipulated delivery date, GRSE reserves th e right to procure same or equivalent material from alternative sources at the vendor's risk, respon sibility and cost.

22. **ORDER COMPLETION:**

Order once placed must be completed in full within the stipulated delivery period, unless otherwise specially agreed by the buyer in writing.

23. **INDIVIDUALITY OF CONTRACT: -**

This order shall be treated as an individual contract, shall not allow any general lien to the portions and shall not get any prejudice in execution due to situation arising out of some other contract tha t you may have with GRSE.

24. **PAYMENT TERMS:**

For successful implementation of MS Office & MS OS Package (Sl. 1 ,2 3): 100% payment throu gh ECS / NEFT mode within 30 days on submission of clear bill along with Gate Stamped Receipted Challan, GRN, clear acceptance/Work Done/Job Completion certificate from respective user dept (IT Dept./C DO Dept., Main Unit), and upon submission of 5% PBG document valid for 12 months through OBPS portal. In absence of PBG, 90% payment can be made and 10% will be retained till 12 months from the date of cle ar certificate from user dept.

Please Note:

i) Procurement of MS Office license is ***against 2 separate indents (for total 140 nos. licenses)****:*

a) 100 Nos. for IT Dept.

b) 40 Nos. for CDO Dept.

ii) However, vendor should mark/confirm their quote for MS office license against separate licenses as per Annexure – B and D respectively of NIT.

25. **PERFORMANCE BANK GUARANTEE (PBG):**

Materials / Equipment to be supplied are guaranteed for free replacement / repairs, against defecti ve design, material, workmanship for a period of 12 months from the date of receipt of material at GRSE. During the guarantee period the vendor should attend to any defect within 48 hours of repo rting and should replace the defective part, free of cost, to make the equipment functional or the w hole equipment is to be replaced free of cost, if required, within 07 days of reporting.

A Bank Guarantee covering 05% value of the contract is to be furnished before claim of payment, keeping the same valid for the three months beyond agreed guarantee perio d from the date of despatch / supply of last consignment. GRSE reserves the right to invoke the above Bank Guarantee at any time during its validity period in the event of any breach of term s stipulated in the order.

In case PBG is not submitted, 90% payment will be released & balance 10% after completion of Gu arantee Period(12 months).

26. **SECURITY DEPOSIT: - Bidder has to submit 5% of the total order value as Security Depo sit BG as per GRSE format (enclosed) within 15 days after receipt of PO from Nationaliz ed Bank**. This BG shall be valid till tenure of contract and will be released immediately after exec ution of order in full. The BG will be encashed in case of failure to supply the material in time or if t he progress of manufacturer is found unsatisfactory at any point of time within the contractual deli very date, without giving any prior notice.

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Recovery of penal interest for delayed period of submission of SD beyond 15 days at the prevailing cash credit rate on the amount of SD/CPBG to be submitted by the firm/vendor or the equivalent a mount shall be deducted by GRSE while payment settlement.

Security deposit will be released after successful supply of complete tendered items.

27. **PROCEDURE OF SUBMISSION OF PERFORMANCE BANK GUARANTEE: -**

Bank Guarantee should be executed on the non-judicial stamp paper of Rs.100/- which should be o btained in the name of the executing Banker. In case a single stamp paper of Rs.100/- is not availa ble, stamp paper of multiple denomination is acceptable provided serial no. of such stamp paper a re consecutive and are purchased on the same date. Bank Guarantee should be executed strictly a s per GRSE's format. Any alteration in the writing is required to be authenticated by the signatory executing the Bank Guarantee under official seal. B.G. must be submitted in banker's sealed envel ope directly to our Corporate Finance Dept.
Bank guarantee to be sent directly by your banker in a bank-sealed envelope to the following addr ess: -
Addl.General Manager (F), Garden Reach Shipbuilders & Engineers Ltd.,
61 Park Unit, Ramnagar, Kolkata - 700 024.

28. **RIGHT TO INVOCATION OF BANK GUARANTEE:** GRSE reserves the right to invoke the Bank Guarantee at any time during its validity period in the event of failure / delay in supply / breakage any sorts of operati onal complication of ordered materials / breach of any terms of this contract.

29. **FALL CLAUSE:**

The BIDDER undertakes that it has not supplied/ is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the BIDDER to any other Ministry/ Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

30. **SUBMISSION OF DOCUMENTS:**

For late submission of original despatch documents / wrong documentation, demurrage / wharfage charges if incurred, shall be recovered from the supplier.

31. **ACCEPTANCE:**

(a) It is **NOT** the binding on the purchaser to accept the lowest or any tender. The purchaser reserves the right **NOT** to accept any of the tender or part of a tender without assigning any reason whatsoever.

(b) Splitting of tender Qty: **Applicable.**

32. **REJECTION:**

Rejection of materials and also the late delivery will affect further business with GRSE. No claim of payment will be entertained (for rejected material) in case rejected items are not lifted back within 14 days from the date of rejection. Replacement against rejection is to be made by vendor Free of Cost **within 14 days** of Store's intimation.

33. **SECRECY CLAUSE:**

All information given to the supplier for the execution of the order is to be treated as SECRET/CONFIDENTIAL. The technical information, drawings, specification and other related documents forming part of this Enquiry / order are the property of Purchaser and shall not be used for any other purpose except for the execution of Order. Any information / drawing etc. shall not be copied, transcribed, traced or reproduced in any other form or otherwise in whole / part or duplicated, modified, divulged and / or disclosed, to a third party not misused, used in any other form whatsoever without purchaser's prior consent in writing except to the extent required for the execution of this order. At the time of tendering the tenderer has to give an undertaking in favour of G.R.S.E. that in the event of any breach of the above provisions, he would make good of any loss / cost / damage / any other claim whatsoever preferred by anybody to G.R.S.E. in this respect.

34. **PATENT RIGHT:**

GRSE shall be completely absolved of any responsibility towards any infringement of Patent Right etc. i.e. a clear and quite possession of goods should take place with the passing of title on execution of the order.

35. **EXECUTION OF ORDER:**

Order once placed must be executed in full within the stipulated delivery period, unless otherwise specially agreed by the buyer in writing.

36. **CANCELLATION OF ORDER:**

GRSE reserves the right to cancel the tender / **order** in part / full at any point of time without assig ning any reason thereof and with no financial implication.

37. **FORCE MAJEURE CLAUSE:**

Standard Force Majeure Condition at the supplier's own works / establishment shall only be accept ed. The failure of the sub-contractors of the suppliers shall not be accepted as a Force Majeure Con dition. Vendor is to submit relevant proof / document well in time to buyer to inform F.M. condition .

38. **ARBITRATION:**

i) If at any time, before during or after the contract period, any unsettled claim, question, dispute or differ ence arises between the parties, upon or in relation to or in connection with or in any way touching or con cerning this order, the same shall be settled/adjudicated through Arbitration to be conducted by a Sole Ar bitrator, to be appointed by the parties on mutual consent, in accordance with the provisions of the Arbitra tion and Conciliation Act, 1996**.**

ii) In the event the parties fail to mutually appoint a Sole Arbitrator within 30 days from the receipt of a request by one party from the other, then either of the parties may approach the Hon'ble High Court at Calcutta under the provisions of the Arbitration and Conciliation Act, 1996 for appointmen t of a Sole Arbitrator by the Hon'ble Court.

iii) Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arb itration and Conciliation Act, 1996 and the rules framed there under or any statutory modification o r re-enactment thereof for the time being in force.

iv) The Award of the Sole Arbitrator shall be final, conclusive and binding upon the parties.

v) In the event of the death or resignation or incapacity or whatsoever of the said Sole Arbitrator if appointed by the parties mutually the said parties may again appoint a suitable Substitute Arbitrat or in place of the erstwhile Sole Arbitrator to continue with the proceedings. In the event of appoint ment of the Sole Arbitrator by the Hon'ble High Court at Calcutta on death or resignation or incapa city or whatsoever of the said Sole Arbitrator, either of the parties in this behalf, may make an appl ication to the Hon'ble High Court at Calcutta for appointment of a Substitute Arbitrator and the Ho n'ble Court may pass such orders as it deems fit and proper.

vi) Also in the event an Arbitration award is set aside by a competent court the parties my appoint a Sole Arbitrator mutually or on failing to appoint a Sole Arbitrator mutually within the statutory pe riod then either of the parties may file an application before the Hon'ble High Court at Calcutta un der the provisions of the Arbitration and Conciliation Act, 1996 for appointment of a Sole Arbitrator by the Hon'ble Court in accordance with the provisions of the Arbitration & Conciliation Act.

vii) The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, s tamp paper etc. shall be shared equally by the parties, unless otherwise directed by the Sole Arbitr ator. The venue of arbitration shall be at Kolkata and unless otherwise decided by the parties or by the Sole Arbitrator himself, the venue shall be the premises of Garden Reach Shipbuilders & Engin eers Ltd. located at 43/46, Garden Reach Road, Kolkata - 700 024.

viii) The language of the proceeding shall be in English.

39. **JURISDICTION:**

All disputes arising out of the contract if required to be referred to a court of law, the jurisdiction of

the case would be under Kolkata Court irrespective of the location of the vendor.

40. **COMPLIANCE WITH LAWS:**

Vendor is warranted that all goods purchased against the enquiry shall conform to all applicable cities, States and Central Laws, Ordinances and Regulations. Further, Vendor shall indemnify / defend / relieve GRSE harmless from loss, cost of damage, by reason or any actual or alleged violation thereof.

41. The Company shall not be liable under the Workmen's Compensation Act of 1923, in case any employee or workmen of any Contractor receives injury while actually serving his employer in connection with the latter's work inside the compound of GRSE Ltd.

Note: -Soft copy of all relevant documents e.g. Inspection Certificate, Guarantee Certificate and Packing List which may require for receipt & acceptance of material GRSE Store to be forwarded to concern dealing officer of Purchase dept. prior to despatch of material. Non-submission of above documents (hand & soft copy) will liable to delay in process for payment. Transaction fee of Rs.500.00 for first return & Rs.1,000.00 for subsequent return of bill with inappropriate documents will be charged.

42. **ADDITIONAL ORDERING**:

The purchaser reserves the right to placing repeat order 100% additional quantity on the total tendered quantity of each item during the project execution period (12 months from Last Receipted Date) with same terms and conditions.

For any clarification please contact -

Sl.	_	**Contact Details**
1	For any kind of technical specification related queries	Mr. Vimal Kumar Bhumij, SPVR - IT Email: Bhumij.VimalKumar@grse.co.in Mob: 9263041760 ***(FOR 100 Nos. MS OFFICE and 05 Nos. MS OS PACKAGE – FOR IT DEPT.)***
		Mr. Vinod Kumar Chakravarti, DGM - IT Email: Chakravarti.VinodK@grse.co.in Mob: 9263041760 ***(ONLY FOR 40 NOS. MS OFFICE PACKAGE – FOR CDO DEPT.)***

2.	For any kind of commercial re lated queries	Ms. Tumpa Gargary Dana (SR. MGR - PURCHASE) Email: Gargary.Tumpa@grse.co.in Mob: 8420008832

IMPORTANT NOTE: -

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1] TECHNO-COMMERCIAL BID WILL BE OPENED ON THE DUE DATE AND TIME OF TENDER YOU MAY SEE THE STATUS ONLINE.

2] IN CASE OF NON-RECEIPT OF FILLED IN STACs ACCEPTANCE FORMAT MATRIX, IT WOULD BE PRESUMED THAT YOU HAVE ACCEPTED ALL OUR TERMS & CONDITION AS PER GRSE "STACS", UNTIL & UNLESS DEVIATION IS SPECIFICALLY MENTIONED IN OFFER.

3] GRSE SHALL RESERVE THE RIGHT TO REJECT THE TECHNICAL & COMMERCIAL OFFERS OF THE BIDDERS NOT CONFIRMING TO THE T ENDERED REQUIREMENT.

4] MATERIAL QTY IN PCS/NOS OR AS PER DEFINED UOM SHOULD BE REFLECTED IN THE DELIVERY INVOICE IN ADDITION TO BILLED QU ANTITY IN TO.

5] AFTER COMPLETION OF REVERSE AUCTION, L-1 BIDDER WILL SUBMIT ITEM WISE EX-WORK PRICE AND F.O.R. GRSE PRICE BREAK UP IN DETAILS.

For GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

(Tumpa Gargary Dana)

Sr. Manager (Purchase)

e-mail : Gargary.Tumpa@grse.co.in

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2. **Scope of Supply**

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

3. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 50% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be (Increased quantity ÷ Original quantity) × Original delivery period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the

original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

4. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code

on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---