

**BID DOCUMENT  
FOR  
SUPPLY AND INSTALLATION  
OF  
WORKSTATIONS AND DESKTOP COMPUTERS**

TENDER REFERENCE	<b>PUR/146-153/CMERI/04/2018-19</b>
CONTACT DETAILS	<b>DIRECTOR [ATTN: STORES &amp; PURCHASE OFFICER] CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE MAHATMA GANDHI AVENUE, DURGAPUR 713209 WEST BENGAL e-mail : pur@cmeri.res.in</b>

**CRITICAL DATE SHEET**

	DATE	TIME
Bid Published Date	12 July 2018	9.00 am
Bid Document Download / Sale Start Date	12 July 2018	9.00 am
Bid Submission Start Date	12 July 2018	9.30 am
Bid Submission End date	01 August 2018	3.00 pm
<b>Last Date and Time for Submission of original Demand Draft / Bank Guarantee furnished as EMD and Hard Copy of Bid Form [ without disclosing prices] duly signed by Bidder</b>	01 August 2018	3.00 pm
Bid opening date	02 August 2018	3.30 pm

Bidders are advised to study the Bidding Documents carefully. Online submission of e-Bids shall be deemed to have been done after careful study and examination of the Bidding Documents with full understanding of its implication. Offers prepared in accordance with the procedures should be submitted online through the Central Public Procurement Portal [CPP] at <https://etenders.gov.in/eprocure/app> not later than the date and time mentioned in the CRITICAL DATE SHEET. Manual Bids shall not be accepted.

Prospective Bidders are advised to visit the CPP portal <https://etenders.gov.in/eprocure/app> at least three [3] days prior to the closing date for any corrigendum/addendum/amendment to the Bid Document.

Wherever deemed necessary, Bidder shall be at liberty to question the Bidding Documents, Bidding process and rejection of its Bid.

**Original EMD and Hard copy of Bid Form in the format prescribed in the Bidding Documents [FORM 07] duly signed by Bidder without disclosing the quoted price are required** to be sent to Director [Attention: Stores & Purchase Officer], CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal, before the date and time mentioned in CRITICAL DATE SHEET. The original EMD and Hard Copy of the Bid Form are to be sent in a sealed envelope duly superscribed with the Tender Reference Number. e-Bids of those Bidders whose original EMD and Hard copy of Bid Form are not received within the deadline mentioned in the CRITICAL DATE SHEET will be summarily rejected. Any postal delay in this respect will not be entertained.

## SECTION-1

### INVITATION FOR e-BIDS

1. Director, CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur 713209, West Bengal, invites e-Bids from eligible Manufacturers and their distributors/Indian agents / Suppliers / Authorised Dealers for the following item/ items:

Sl. No.	Tender Ref.	Description of Goods and Services	Quantity	Single/Double Bid	Bid Security/ EMD
Supply & Installation of Workstations					
1	<b>PUR/146-153/CMERI/04/2018-19</b>	<b>Workstation TYPE-I [Dual Socket Workstation]</b>	04	Double [Techno-Commercial Bid and Priced Bid]	Indian Rupees 80,000/- [ eighty thousand only]
2		<b>Workstation TYPE-II [Single Socket Workstation-Intel Core Processor based]</b>	02		
3		<b>Mobile Workstation</b>	01		
4		<b>Laptop</b>	03		

2. E-Bids are invited through the electronic tendering process and the Bidding Documents can be downloaded from the e-Tender portal of Government of India, <https://etenders.gov.in/eprocure/app/> Please note that the submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in/eprocure/app/>. Bids will not be accepted in any other form. Further it may be noted that Bids which are duly submitted on e-Tender portal shall only be considered and Bids just saved without submission will not be available to the Evaluation Committee of CSIR-CMERI.
3. Any Bidder willing to take part in the process of e-tendering will have to get registered in the Central Public Procurement [CPP] portal, NIC, Government of India, by logging on to the portal <https://etenders.gov.in/eprocure/app/> Bidders are requested to go through “**Bidder Manual Kit**”, “**System Settings**” & “**FAQ**” links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal. Every Bidder will be required to obtain a Class-III Digital Signature [DSC] for submission of Bids.
4. Bid Security / EMD will be required to be paid offline by Demand Draft drawn in favour of **Director, CSIR-CMERI** payable at **Durgapur**. Alternatively, Bid Security/EMD can also be furnished in the shape of a Bank Guarantee issued by any Nationalised/Scheduled Bank of India. In case the EMD Bank Guarantee is issued by a foreign bank, the said Bank Guarantee shall have to be confirmed/counter-guaranteed by any Nationalised/Scheduled bank of India.
5. **Original EMD and Hard copy of Bid Form in the format prescribed in the Bidding Documents [ FORM 07 ] duly signed by Bidder without disclosing the quoted price are required** to be sent to Director [Attention: Stores & Purchase Officer], CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal, before the date and time mentioned in CRITICAL DATE SHEET. The original EMD and Hard Copy of the Bid Form are to be sent in a sealed envelope duly superscribed with the Tender Reference Number. e-Bids of those Bidders whose original EMD and Hard copy of Bid Form are not received within the deadline mentioned in the CRITICAL DATE SHEET will be summarily rejected. Any postal delay in this respect will not be entertained.
6. Bids will be opened in the presence of Bidders’ representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for Purchaser’s office, the due date for submission of Bids and opening of Bids will be the following working day at the appointed time.
7. The Director, **CSIR-CMERI, Durgapur**, reserves the right to accept any or all tenders either in part or in full or to split the order without assigning any reasons there for.

**STORES AND PURCHASE OFFICER**

## SECTION-2

### INSTRUCTIONS TO BIDDERS

#### A. Introduction

- 1.1. **Eligible Bidders**
- 1.1.1 This **Invitation for e-Bids [IFeB]** is open to all Suppliers.
- 1.1.2 In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
- 1.1.3 If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 1.1.4 In case an Indian agent bids directly on behalf of the Foreign Principal, a certified copy of the agency agreement between the Principal and the agent needs to be furnished along with the e-Bid. Further, all Foreign Bidders are to disclose the name and address of agent/representative in India and the Indian Bidder to disclose their Foreign Principal/associates.
- 1.1.5 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting Services for the preparation of the design, specifications, and other documents to be used for the procurement of the Goods to be purchased under this **Invitation For e-Bids**.
- 1.2. **Cost of Bidding**
- 1.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 1.3. **Fraud and corruption:**
- 1.3.1 The Purchaser requires that the Bidders, Suppliers and Contractors observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuit of this policy, the following are defined:
- i. **“corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - ii. **“fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - iii. **“collusive practice”** means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive levels; and
  - iv. **“coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- 1.3.2 The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### B. The Bidding Documents

- 1.4. **Cost of Bidding Documents**
- 1.4.1 Interested eligible Bidders may download the Bidding Documents from Purchaser’s Website as indicated in the **Invitation for e-Bids [IFeB]** free of cost.
- 1.5. **Content of Bidding Documents**
- 1.5.1 The Goods required, bidding procedures and contract terms are prescribed in the Bidding Documents which should be

read in conjunction. The Bidding Documents, apart from the **Invitation For e-Bids** have been divided into 9 sections as under:

SECTION-1	INVITATION FOR e-BIDS	
SECTION-2	INSTRUCTIONS TO BIDDERS	
SECTION-3	CONDITIONS OF CONTRACT	
SECTION-4	SCHEDULE OF REQUIREMENTS	
SECTION-5	TECHNICAL SPECIFICATIONS AND OTHER ALLIED REQUIREMENTS	
SECTION-6	QUALIFICATION REQUIREMENTS	
SECTION-7	PRICE SCHEDULE FORMS	
SECTION-8	CONTRACT FORM	
SECTION-9	OTHER FORMS	
	Name of Form	Form Number
	Bidder's Information Form	FORM-01
	Manufacturer's Authorisation Form	FORM-02
	Bid Security Form	FORM-03
	Performance Statement Form	FORM-04
	Deviation Statement Form	FORM-05
	Service Support Detail Form	FORM-06
	Bid Form	FORM-07
	Performance Security Form	FORM-08
	Acceptance Form	FORM-09
	Eligibility Form	FORM-10
	Non Black-listed Form	FORM-11
	Banker's Report Form	FORM-12

1.5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

## 1.6. **Clarification of Bidding Documents**

1.6.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address specified in the Special Conditions of Contract (SCC). The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of Bids. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure detailed in the Bidding Documents. The clarifications and amendments issued would also be hosted on the website of the Purchaser for the benefit of the other prospective Bidders.

## 1.7. **Amendment of Bidding Documents**

1.7.1 At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by an amendment. The amendment will be done on-line at the e-tendering portal.

1.7.2 In order to allow prospective Bidders reasonable time to take the amendment into account, while preparing their e-Bids, the Purchaser, at its discretion, may extend the deadline for the submission of Bids and host the changes on e-tendering portal <https://etenders.gov.in> as also the website of the Purchaser.

## **C-Preparation of Bids**

1.8. **Language of Bid**

- 1.8.1 The bid prepared by the Bidder, as well as all correspondence(s) and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language only especially when the details are technical. However, if Government Of India makes it mandatory under Rajbhasha Adhiniyam in that case views of Rajbhasha unit of CSIR may be sought.
- 1.8.2 The Bidder shall bear all costs of translation, if any, to the English language and all risks of the accuracy of such translation, for documents provided by the Bidder.

1.9. **Documents Comprising the Bid**

- 1.9.1 The e-Bid shall be digitally signed by the Bidder at the e-tendering portal by person / persons duly authorized to bind the Bidder to the contract. Written Power –of – attorney [ if required under the Bidding Process] should accompany the Bid. The person or persons signing the e-bid shall also physically sign each document of the Bid, except for printed literature. The e-Bid submitted shall be in readable form and encrypted as per e-tendering portal requirements. Standard Printed terms and conditions of the Bidder other than the conditions shall not be considered.
- 1.9.2 The bidders shall digitally sign and encrypt their bid and upload the bid on-line at the e-Tendering portal.
- 1.9.3 If the documents / covers are not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
- 1.9.4 Purchaser shall receive the bids online through CPP e-portal only. The e-Tender portal shall automatically stop accepting bids at the scheduled date and time specified in the Tender Document. Partially submitted bids shall be treated as invalid and shall not be processed. Bidders are advised to upload and submit their bids timely in view of the electronic process so as to avoid last minute issues. The bidder may correct or modify his digitally signed bid after submission prior to the deadline for submission of bids, through provisions of e-tendering portal.
- 1.9.5 Bidder should take into account any corrigendum published by the Purchaser in respect of the Bidding Documents before submitting their bids. Bidder should go through the Invitation For e-Bids and the Bidding Documents carefully to understand the documents required to be submitted as part of the bid. The number of covers in which the e-Bids have to be submitted, the number of documents – including the content of each of the document that need to be submitted, should be carefully understood by the Bidder. Any deviations from these may lead to rejection of the bid.
- 1.9.6 Bidder, in advance, should get ready the documents to be submitted as indicated in Purchaser’s Bidding Documents and generally they should be PDF/ XLS formats. **Documents/Information to be submitted by Bidder are required to be scanned with 100dpi with black and white option.** To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use ‘My Space’ area available to them to upload such documents. These documents may be directly submitted from the ‘My Space’ area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.
- 1.9.7 The e-Bid is to be submitted at the e-tendering portal in two covers. One cover will be the **Un-Priced Techno-Commercial Bid [ termed as FEE/PREQUAL/TECHNICAL cover type in the portal]** and the other shall be the **Priced Bid [ termed as the FINANCE cover type in the portal]** Both the Un-Priced Techno-Commercial Bid and the Priced Bid shall be submitted at the e-portal in separate packets as described above.
- 1.9.8 The **Un-Priced Techno-Commercial Bid** prepared by the Bidder shall include :

Sl. No.	Document Required	Document type
1	Scanned Bidder’s Information Form duly filled-in and signed by Bidder [ with enclosures if any]	.pdf
2	Scanned copy of Demand Draft or Bank Guarantee submitted as EMD by Bidder	.pdf

3	Scanned Copy of Bid Form duly filled in and signed by Bidder [ <b>without disclosing the price</b> ]	.pdf
4	Scanned Technical Bid giving technical details, data etc. together with all commercial terms duly signed by Bidder with enclosures if any	.pdf
5	Scanned copy of Manufacturer's Authorisation Form duly filled-in and signed by appropriate person	.pdf
6	Bidder's Performance Statement Form duly filled-in and signed by Bidder [ with enclosures]	.pdf
7	Certified copy of the agency agreement between the foreign Principal and Indian agent [in case the bid is submitted directly by the Indian agent];	.pdf
8	Scanned copy of Service Support Details Form duly signed by Bidder	.pdf

All the above scanned documents must be e-signed prior to being uploaded and saved in the system

1.9.9 The **Priced Bid** prepared by the Bidder shall include the following documents:

Sl. No.	Document Required	Document type
1	Scanned Bid Form, duly filled-in and signed by Bidder [ with enclosures if any]	.pdf
2	Price Schedule Form duly filled-in and signed by Bidder	.pdf

#### 1.10. **Bid Prices**

1.10.1 The Bidder shall indicate on the appropriate Price Schedule Form, the unit prices and total bid prices of the Goods it proposes to supply under the contract.

1.10.2 Prices indicated on the Price Schedule Form shall be entered separately in the following manner:

##### **(a) For Goods manufactured within India**

- (i) The price of the Goods quoted Ex -works including taxes already paid.
- (ii) GST at the applicable rates, which will be payable on the Goods if the contract is awarded.
- (iii) The charges for inland transportation, insurance and other local Services required for delivering the Goods at the desired destination.
- (iv) The installation, commissioning and training charges including any incidental Services, if any.

##### **(b) For Goods manufactured abroad**

- (i) The price of the Goods, quoted on Ex-Works (duly packed) ; FCA (named place of delivery abroad) ; FOB (named port of shipment), as specified in the Price Schedule Form.
- (ii) The charges for insurance and transportation of the Goods to the port/place of destination.
- (iii) The agency commission charges, if any.
- (iv) The installation, commissioning and training charges including any incidental Services, if any

1.10.3 The terms EXW, FOB, FCA, CIF, CIP etc. shall be governed by the rules prescribed in the current edition of the INCOTERMS published by the International Chambers of Commerce, Paris.

1.10.4 Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offer shall be rejected as incomplete.

1.10.5 The price quoted shall remain fixed during the contract period and shall not vary on any account.

**1.10.6 All lots and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Lots or items not listed in the Price Schedule shall be assumed to be not included in the bid.**

- 1.10.7 Customs Duty at a concessional rate [ Government of India Notification No. 51/96-Customs dated 22/07/1996] is payable by Purchaser on all import purchases of Scientific items.
- 1.10.8 CSIR-CMERI is registered with the Department of Scientific & Industrial Research, Govt. of India for availing concessional GST @ 5% under provisions of Govt. Notification Nos. 47/2017-Integrated Tax (Rate) dated 14/11/2017, 45/2017-Central Tax (Rate) dated 14.11.2017, North. No. 45/2017- Union Territory Tax (Rate) dated 14.11.2017, as amended from time to time.
- 1.10.9 The Purchaser shall not issue Exemption Certificates [Customs Duty Exemption Certificate etc. for any raw materials / intermediary products that go into the manufacture of the Goods offered by Bidder.
- 1.11 Bid Currencies**
- 1.11.1 Prices shall be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency in case of offers received for supply from foreign countries.
- 1.12. Documents Establishing Bidder's Eligibility and Qualifications**
- 1.12.1 The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted.
- 1.12.2 The documentary evidence of the Bidder's qualification to perform the contract if the bid is accepted shall establish to the Purchaser's satisfaction that;
- (a) Bidder meets the Qualification Criteria listed in Bidding Documents, if any.
  - (b) Bidder that doesn't manufacture the Goods it offers to supply shall submit the Manufacturer's Authorization Form (MAF) using the form specified in the Bidding Documents to demonstrate that it has been duly authorized by the Manufacturer of the Goods to quote and / or supply the Goods.
  - (c) In case of a Bidder not doing business within India, it shall furnish the certificate to the effect that the Bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.
- 1.12.3 **Conditional tenders shall not be accepted.**
- 1.13. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**
- 1.13.1 To establish the Goods' eligibility, the documentary evidence of the Goods and Services eligibility shall consist of a statement on the country of origin of the Goods and Services offered which shall be confirmed by a certificate of origin issued by a local chamber of commerce at the time of shipment.
- 1.13.2 To establish the conformity of the Goods and Services to the specifications and schedule of requirements of the Bidding Documents, the documentary evidence of conformity of the Goods and Services to the Bidding Documents may be in the form of literature, drawings and data, and shall consist of:
- (a) A detailed description of the essential technical and performance characteristics of the Goods;
  - (b) A list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods following commencement of the use of the Goods by the Purchaser in the Priced- bid ; and
  - (c) An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 1.13.3 For purposes of the commentary to be furnished pursuant to above, the Bidder shall note that standards for workmanship, material and equipment, designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Bidder may substitute these in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
- 1.14. Bid Security [BS] / Earnest Money Deposit [EMD]**

- 1.14.1 The Bidder shall furnish, as part of its bid, a Bid Security (BS) / Earnest Money Deposit [EMD] for an amount as specified in the **Invitation For e-Bids**. In the case of foreign Bidders, the BS shall be submitted either by the Principal or by the Indian agent and in the case of indigenous Bidders, the BS shall be submitted by the Manufacturer or their specifically authorized dealer/Bidder.
- 1.14.2 The Bid Security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- 1.14.3 The Bid Security shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid or in any freely convertible foreign exchange in the case of offers received for supplies from foreign countries in equivalent Indian Rupees. The Bid Security shall be in one of the following forms at the Bidder's option:
- I. A Bank Guarantee [BG] issued by a Nationalized/Scheduled bank in the form provided in the Bidding Documents and valid for 45 days beyond the validity of the bid. In case a Bidder desires to submit a BG issued from a foreign bank, then the same should be confirmed by a Nationalized /Scheduled Indian bank, with all confirmation charges to Bidder's account. Purchaser reserves the right to verify the authenticity of the Bank Guarantees from the issuing/confirming/controlling bank; or
  - II. Fixed Deposit Receipt pledged in favour of the Purchaser; or
  - III. A Banker's cheque or Demand Draft in favour of the Purchaser issued by any Nationalized/Scheduled Indian bank.
- 1.14.4 The Bid Security shall be payable promptly upon written demand by the Purchaser in case the conditions listed in the ITB clause 14.10 are invoked.
- 1.14.5 The Bid Security should be submitted in its original form. Copies shall not be accepted.
- 1.14.6 While Bid Security/ EMD is a requirement, the Director of the Laboratories / Institutes may grant exemption of Bid Security to some specific parties having sound credentials and are of national/international repute.
- 1.14.7 The Bid Security of unsuccessful Bidder will be discharged /returned as promptly as possible positively within a period of 30 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest.
- 1.14.8 The successful Bidder's Bid Security will be discharged upon the Bidder furnishing the Performance Security, without any interest. Alternatively, the BS could also be adjusted against PS, if it is paid through DD/BC.
- 1.14.9 The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Central Autonomous Bodies and with the CSIR Laboratories /Institutes, if any, are exempted from payment of BS provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.
- 1.14.10 **The Bid Security may be forfeited**
- i.** If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - ii.** In case of a successful Bidder, if the Bidder fails to furnish Order Acknowledgement within 15 days of the order or fails to sign the contract and/or fails to furnish Performance Security within 21 days from the date of contract/ order.
- 1.15. **Period of Validity of e-Bids**
- 1.15.1 The e-Bids shall remain valid for a minimum period of **180 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.



- 1.15.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable, telex, fax or e-mail). The Bid Security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its bid.
- 1.15.3 Bid evaluation will be based on the bid prices without taking into consideration the above corrections.
- 1.16. **Submission of e-Bids**
- 1.16.1 Bidder should login to the site well in advance for e-Bid submission so that he/she uploads the bid in time i.e. on or before the bid submission deadline. Bidder will be sole responsible for non-submission of bids in due time.
- 1.16.2 The bidder has to digitally sign and upload the required documents one by one as indicated in Purchaser's Bidding Documents.
- 1.16.3 Bidder has to select the payment option as 'offline' to pay the EMD as applicable and enter details of the instrument(s). Bidder should prepare the EMD as per the instructions specified in Purchaser's Bidding Documents. **The Bidder shall seal the original Demand Draft / Bank Guarantee in an envelope duly superscribed with the Purchaser's Tender Reference and a comment " CONTAINS EMD AND HARD COPY OF BID FORM ". As already stipulated at Point 5 of the Invitation For e-bids, the hard copy of the Bid Form [without disclosing the prices] duly signed by Bidder shall also be included in the said envelope.** The Bidder shall also mark their name and tender reference number on the back of the Demand Draft before sealing the same. If the envelope is not marked as specified above, Purchaser will not assume any responsibility for its misplacement, pre-mature opening etc. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected. The aforesaid sealed envelope shall be posted/couriered so as to reach the following address latest by the date and time specified in the CRITICAL DATE SHEET :

Director [ Attention : Stores & Purchase Officer]  
CSIR-Central Mechanical Engineering Research Institute  
Mahatma Gandhi Avenue, Durgapur 713 209  
West Bengal

- 1.16.4 Wherever the Bidding Documents prescribe that the Price Bid be submitted in a BOQ EXEL file [.xls format] , Bidders are required to download the BOQ file, open it and complete unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the e-Bid will be rejected.
- 1.16.5 **Wherever the Bidding Documents prescribe that the Price Bid be submitted in .pdf format, Bidders are required to offer their prices in the format prescribed for the purpose and upload the .pdf file on the e-tendering portal.**
- 1.16.6 The server time (which is displayed on the Bidders' Dashboard) will be considered as the standard time for referencing the deadline for submission of the bids by the Bidders, opening of e-Bids etc. The Bidders should follow this time during e-bid submissions. All the documents being submitted online by the bidders would be encrypted using encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening.
- 1.16.7 The uploaded Documents become readable only after the Bid Opening by the authorized bid openers. Upon the successful and timely submission of bids (i.e. after Clicking "**Freeze Bid Submission**" in the portal), the portal will give a successful bid submission message & a Bid Summary will be displayed with the Bid No. and the date & time of submission of the bid with all other relevant details. The Bid Summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **E. Opening and Evaluation of Bids**

### **1.17. Opening of e-Bids by the Purchaser**

- 1.17.1 The Purchaser will open all e-Bids one at a time in the presence of Bidders' authorized representatives who choose to attend, as per the schedule given in **Invitation For e-Bids**. The Bidders' representatives who are present shall sign the Quotation Opening Sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day. In two-part

bidding, the Priced Bid shall be opened only after technical evaluation.

1.17.2 Bidders interested in participating in the bid opening process, should depute their representatives along with an authority letter to be submitted to the Purchaser at the time of bid opening. Further, they should mandatorily also bring with them a print out of the Bid Summary generated by the e-tendering portal after Bid submission.

1.18. **Confidentiality**

1.18.1 Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract Award.

1.18.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the Bids or contract award decisions may result in the rejection of its Bid.

1.19. **Clarification of Bids**

1.19.1 To assist in the examination, evaluation, comparison and post qualification of the Bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest Bidder, at the discretion of the Purchaser. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the Purchaser shall not be considered.

1.20. **Preliminary Examination**

1.20.1 The Purchaser shall examine the Bids to confirm that all documents and technical documentation requested in ITB Clause 1.9 have been provided, and to determine the completeness of each document submitted.

1.20.2 The Purchaser shall confirm that all the required documents and information have been provided in the Bid. If any of those documents or information is missing, the offer shall be rejected.

1.20.3 All the Bids received will first be scrutinized to see whether the Bids meet the basic requirements as incorporated in the Bidding Documents. The Bids, which do not meet the basic requirements, are to be treated as unresponsive and ignored. The following are some of the important points, for which a tender may be declared as unresponsive and to be ignored, during the initial scrutiny:

- (i) Bid Security/Earnest Money Deposit has not been furnished.
- (ii) Original Bid Security / Earnest Money Deposit and Bid Form [ **without prices being disclosed** ] did not reach Purchaser's address prior to the deadline set in the CRITICAL DATE SHEET.
- (iii) Details and other particulars of the original instruments furnished as Bid Security / Earnest Money Deposit does not tally with the instrument uploaded on the e-tendering portal.
- (iv) The Bidder is not eligible.
- (v) The Bid validity is shorter than the required period.
- (vi) The Bidder has quoted for Goods manufactured by a different firm without the required authority letter from the proposed Manufacturer.
- (vii) Bidder has not agreed to give the required Performance Security.
- (viii) The Goods quoted are sub-standard, not meeting the required specification etc.
- (ix) Against the schedule of Requirement (incorporated in the tender enquiry), the Bidder has not quoted for the entire requirement as specified in that schedule.
- (x) The Bidder has not agreed to some essential condition(s) incorporated in the tender enquiry.
- (xi) Bidder has not mentioned charges related to packing, forwarding, freight, insurance charges, taxes etc. [as required under **Instructions to Bidders Clause 1.10**] thus rendering such offers as incomplete.
- (xii) Bidder has not furnished a certified copy of the agency agreement between the foreign Principal and Indian agent [in case the bid is submitted directly by the Indian agent];

1.21. **Responsiveness of Bids**

1.21.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the Bidding Documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the Bidding Documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:

(a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or

(b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or

(c) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

1.21.2 The Purchasers' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

1.21.3 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

1.22. **Non-Conformity, Error and Omission**

1.22.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

1.22.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

1.22.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

1.22.4 Provided that a bid is substantially responsive, the Purchaser may request that a Bidder may confirm the correctness of arithmetic errors as done by the Purchaser within a target date. In case, no reply is received then the bid submitted shall be ignored and its Bid Security may be forfeited.

1.23. **Examination of Terms & Conditions, Technical Evaluation**

1.23.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

1.23.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 14, to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

1.23.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive, it shall reject the Bid.

1.24. **Conversion to Single Currency**

1.24.1 To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to Indian Rupees at the selling exchange rate established by any bank in India as notified in the Newspapers on the date of bid opening in the case of single part bidding and the rates prevalent on the date of opening of the Priced Bids in the case of two-part bidding. For this purpose, exchange rate notified in [www.xe.com](http://www.xe.com) or [www.rbi.org](http://www.rbi.org). or any other website could also be used by the Purchaser.

1.25. **Evaluation and comparison of Bids**

- 1.25.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 1.25.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.

1.25.3 The Bids shall be evaluated on the basis of final landing cost which shall be arrived as under:

A. For Goods manufactured in India.

- i. The price of the Goods quoted ex-works including all taxes already paid.
- ii. GST at the applicable rates which will be payable on the Goods if the contract is awarded.
- iii. Charges for inland transportation, insurance and other local Services required for delivering the Goods the desired destination.
- iv. The installation, commissioning and training charges including incidental Services, if any.

B. For Goods manufactured abroad

- i. The price of the Goods, quoted on Ex-Works [duly packed] ; FCA (named place of delivery abroad) ; FOB (named port of shipment), as specified in the Bidding Documents.
- ii. The charges for insurance and transportation of the Goods to the port/place of destination.
- iii. The agency commission etc., if any.
- iv. The installation, commissioning and training charges including incidental Services, if any.

1.25.4 The comparison between the indigenous and the foreign offers shall be made on *FOR destination* basis and *CIF/CIP basis* respectively. However, the CIF/CIP prices quoted by any foreign Bidder shall be loaded further as under:

- i. Towards customs duty and other statutory levies—as per applicable rates.
- ii. Towards custom clearance, inland transportation etc. - 2% of the CIF/CIP value.

Note: Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offers shall be rejected as incomplete.

1.25.5 In the case of Purchase of many items against one tender, which are not inter- dependent or, where compatibility is not a problem, normally the comparison would be made on ex works, ( in case of indigenous items) and on FOB / FCA (in the case of imports) prices quoted by the firms for identifying the lowest quoting firm for each item.

1.25.6 Orders for imported stores need not necessarily be on FOB/FCA basis. Rather it can be on the basis of any of the INCOTERMS specified in ICC INCOTERMS 2010 as may be amended from time to time by the ICC or any other designated authority and favourable to CSIR Labs/Institutes or Headquarters.

1.25.7 Wherever the price quoted on FOB/FCA and CIF/CIP basis are the same, the Contract would be made on CIF / CIP basis only.

1.25.8 The GCC and the SCC shall specify the mode of transport i.e. whether by air/road/rail.

1.25.9 In case optional items are specified in the tendered specifications, the Purchaser reserves the right to buy or not to buy the optional items. In case the option is exercised to buy the optional items after Bid opening, then the cost of optional items would be included to ascertain the Lowest Evaluated Responsive Bid. In case, the option is exercised not to buy the optional items, then the cost of the optional items would not be included in ascertaining the Lowest Evaluated Responsive Bid.

**NOTE : Bidders not quoting the optional items entail the risk of their offer being summarily ignored in the event of the Purchaser deciding to buy the optional items after Bid opening.**

1.26 The Purchaser shall compare all substantially responsive Bids to determine the lowest-evaluated bid, in accordance with ITB Clause 1.30.

1.27 **Contacting the Purchaser**

- 1.27.1 No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 1.27.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
- 1.28. **Post Qualification**
- 1.28.1 In the absence of pre-qualification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.
- 1.28.2 The determination will take into account the eligibility criteria listed in the Bidding Documents and will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Purchaser deems necessary and appropriate.
- 1.28.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

## **F- Award Of Contract**

- 1.29. **Negotiations**
- 1.29.1 There shall not be any negotiation normally. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive Bidder. Counter offers tantamount to negotiations and shall be treated at par with negotiations in the case of one time purchases.
- 1.30. **Award Criteria**
- 1.30.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 1.31. **Purchaser's right to vary Quantities at Time of Award**
- 1.30.1 The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of Goods and Services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, at the discretion of the Purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.
- 1.30.2 Purchaser's right to accept Any Bid and to reject any or All Bids.
- 1.30.3 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- 1.31. **Notification of Award**
- 1.31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e mail that the bid has been accepted and a separate Purchase Order shall follow through post.
- 1.31.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- 1.31.3 Upon the successful Bidder's furnishing of the signed Contract Form and Performance Security the Purchaser will promptly notify each unsuccessful Bidder and will discharge its Bid Security.
- 1.32. **Signing of Contract**
- 1.32.1 Promptly after notification, the Purchaser shall send the successful Bidder the Agreement/Purchase Order.

- 1.32.2 Within twenty-one (21) days of date of the Agreement / Purchase Order, the successful Bidder shall sign, date, and return it to the Purchaser.
- 1.33. **Order Acknowledgement**
- 1.33.1 The successful Bidder should submit Order Acknowledgement within 15 days from the date of issue of the Purchase Order / Contract, failing which it shall be presumed that the Supplier is not interested and his Bid Security is liable to be forfeited pursuant to clause 15.11 of ITB.
- 1.33.2 The Order Acknowledgement must be received within 15 days. However, the Purchaser has the powers to extend the time frame for submission of Order Acknowledgement and submission of Performance Security (PS). Even after extension of time, if the Order Acknowledgement /PS are not received, the contract shall be cancelled and limited tenders irrespective of the value shall be invited from the responding firms after forfeiting the Bid Security of the defaulting firm, where applicable, provided there is no change in specifications. In such cases the defaulting firm shall not be considered again for re-tendering in the particular case.

## SECTION-3

### A. GENERAL CONDITIONS OF CONTRACT

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## 2.1. Definitions

2.1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) **“Contract”** means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) **“Contract Documents”** means the documents listed in the Contract Agreement, including any amendments thereto.
- (d) **“Contract Price”** means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- (e) **“Day”** means calendar day.
- (f) **“Completion”** means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (g) **“GCC”** means the General Conditions of Contract.  
  
(g) **“Goods”** means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (h) **“Related Services”** means the Services incidental to the supply of the Goods, such as transportation, insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.  
  
(i) **“SCC”** means the Special Conditions of Contract.  
  
(j) **“Subcontractor”** means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (k) **“Supplier”** means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.  
  
(l) The **“Council”** means the Council of Scientific & Industrial Research (CSIR), registered under the Societies Registration Act, 1860 of the Govt. of India having its registered office at 2, Rafi Marg, New Delhi-110001, India and the **“Purchaser”** means any of the constituent Laboratory/Institute of the Council situated at any designated place in India as specified in SCC.
- (m) **“Final destination,”** where applicable, means the place named in the SCC.

## 2.2. Contract Documents

2.2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

## 2.3 Fraud and Corruption

2.3.1 The Purchaser requires that Bidders, Suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

- (a) the terms set forth below are defined as follows:
  - (i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
  - (ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
  - (iii) **“Collusive practice”** means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, non competitive levels; and



(iv) **“Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(c) The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;

#### 2.4 **Joint Venture, Consortium or Association**

2.4.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

#### 2.5. **Scope of Supply**

2.5. The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

#### 2.6. **Suppliers' Responsibilities**

2.6.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with Scope of Supply Clause of the GCC, and the Delivery and Completion Schedule, as per GCC Clause relating to delivery and document.

#### 2.7 **Contract price**

2.7.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

#### 2.8 **Copy Right**

2.8.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including Suppliers of materials, the copyright in such materials shall remain vested in such third party

#### 2.9. **Application**

2.9.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

#### 2.10. **Standards**

2.10.1 The Goods supplied and Services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications and Schedule of Requirements, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

#### 2.11. **Use of Contract Documents and Information**

2.11.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.

2.11.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated above except for purposes of performing the Contract.

2.11.3 Any document, other than the Contract itself, enumerated above shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

## 2.12. **Patent Indemnity**

2.12.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 12.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in India; and
- (b) the sale in any country of the products produced by the Goods.

2.12.2 If any proceedings are brought or any claim is made against the Purchaser, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claims.

## 2.13 **Performance Security**

2.13.1 Within 21 days of receipt of the notification of award/PO, the Supplier shall furnish Performance Security in the amount specified in SCC, valid till 60 days after the warranty period. Alternatively, the PS may also be submitted at the time of release of final payment in cases where part payment is made against delivery & part on installation. The PS, where applicable, shall be submitted in advance for orders where full payment is to be made on Letter of Credit (LC) or on delivery. In this case, submission of PS at the time of negotiation of documents through Bank would be stipulated as a condition in the LC and the BS should be kept valid till such time the PS is submitted.

2.13.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

2.13.3 The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply from foreign countries.

2.13.4 In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of purchases from indigenous sources, the PS may be submitted by either the Manufacturer or their authorized dealer/Bidder.

2.13.5 The Performance Security shall be in one of the following forms:

(a) A Bank Guarantee [BG] or Stand -by Letter of Credit [SLC] issued by a Nationalized/Scheduled bank located in India or a Foreign bank with preferably its operating branch in India. The BG shall be issued in the form provided with the Bidding Documents. In case of Performance Security being furnished in the shape of Bank Guarantee or Stand-by Letter of Credit issued by any foreign bank, the said BG/SLC shall have to be confirmed by any Nationalised bank of India. All confirmation and other bank charges in this respect shall be borne by the Supplier. Purchaser shall independently verify the authenticity of the BGs from the issuing / confirming / controlling banks. Or;

(b) A Banker's cheque or Account Payee demand draft in favour of the Purchaser. Or;

(c) A Fixed Deposit Receipt pledged in favour of the Purchaser.

2.13.6 The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise in SCC, without levy of any interest.

2.13.7 In the event of any contract amendment, the Supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.

2.13.8 The order confirmation should be received within 15 days from the date of notification of award. However, the Purchaser has the powers to extend the time frame for submission of order confirmation and submission of Performance Security (PS). Even after extension of time, if the order confirmation /PS are not received, the contract shall be cancelled and limited tenders irrespective of the value would be invited from the responding firms after forfeiting the Bid Security of the

defaulting firm, where applicable provided there is no change in specifications. In such cases the defaulting firm would not be considered again for re-tendering in the particular case

#### 2.14. **Inspections and Tests**

- 2.14.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the SCC or as discussed and agreed to during the course of finalization of contract.
- 2.14.2 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Technical Specifications and SCC shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- 2.14.3 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at the point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.
- 2.14.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or Manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 2.14.5 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the Goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 2.14.6 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- 2.14.7 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 2.14.8 With a view to ensure that claims on insurance companies, if any, are lodged in time, the Bidders and /or the Indian agent shall be responsible for follow up with their principals for ascertaining the dispatch details and informing the same to the Purchaser and he shall also liaise with the Purchaser to ascertain the arrival of the consignment after clearance so that immediately thereafter in his presence the consignment could be opened and the insurance claim be lodged, if required, without any loss of time. Any delay on the part of the Bidder/ Indian Agent would be viewed seriously and he shall be directly responsible for any loss sustained by the Purchaser on the event of the delay.

#### 2.15. **Packing**

- 2.15.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 2.15.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in SCC and in any subsequent instructions ordered by the Purchaser.

#### 2.16. **Delivery and Documents**

- 2.16.1 Delivery of the Goods and completion and related Services shall be made by the Supplier in accordance with the terms specified by the Purchaser in the contract. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

2.16.2 The terms FOB, FCA, CIF, CIP etc shall be governed by the rules prescribed in the current edition of the INCOTERMS published by the International Chambers of Commerce, Paris.

2.16.3 The mode of transportation shall be as specified in SCC.

#### 2.17. **Insurance**

2.17.1 Should the Purchaser elect to buy on CIF/CIP basis, the Goods supplied under the Contract shall be fully insured in Indian Rupees against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in SCC.

2.17.2 Where delivery of the Goods is required by the Purchaser on CIF or CIP basis the Supplier shall arrange and pay for Cargo Insurance, naming the Purchaser as beneficiary and initiate & pursue claims till settlement, on the event of any loss or damage.

2.17.3 Where delivery is on FOB or FCA basis, insurance would be the responsibility of the Purchaser.

2.17.4 With a view to ensure that claims on insurance companies, if any, are lodged in time, the Bidders and /or the Indian agent shall be responsible for follow up with their principals for ascertaining the dispatch details and informing the same to the Purchaser and he shall also liaise with the Purchaser to ascertain the arrival of the consignment after clearance so that immediately thereafter in his presence the consignment could be opened and the insurance claim be lodged, if required, without any loss of time. Any delay on the part of the Bidder/Indian Agent would be viewed seriously and he shall be directly responsible for any loss sustained by the Purchaser on the event of the delay.

#### 2.18. **Transportation**

2.18.1 Where the Supplier is required under the Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Purchaser or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price.

2.18.2 Where the Supplier is required under the Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in the Purchaser's country, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

2.18.3 In the case of supplies from within India, where the Supplier is required under the Contract to transport the Goods to a specified destination in India, defined as the Final Destination, transport to such destination, including insurance and storage, as specified in the Contract, shall be arranged by the Supplier, and the related costs shall be included in the Contract Price.

#### 2.19. **Incidental Services**

2.19.1 The Supplier may be required to provide any or all of the Services, if any, specified in SCC.

#### 2.20. **Spare Parts**

2.20.1 The Supplier shall be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) Such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) In the event of termination of production of the spare parts:
  - (i) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
  - (ii) Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

## 2.21 **Warranty**

2.21.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

2.21.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in India.

2.21.3 Unless otherwise specified in the SCC or technical specifications, the warranty shall remain valid for one year after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for **Thirty (30) months** after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

2.21.3 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

2.21.4 Upon receipt of such notice, the Supplier shall, within a reasonable period of time, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

2.21.5 If having been notified, the Supplier fails to remedy the defect within the reasonable period of time, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

2.21.6 Goods requiring warranty replacements must be replaced on free of cost basis to the Purchaser.

## 2.22. **Terms of Payment**

2.22.1 The method and conditions of payment to be made to the Supplier under this Contract shall be as specified in the SCC.

2.22.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to Delivery and document Clause of the GCC and upon fulfillment of other obligations stipulated in the contract.

2.22.3 Payments shall be made promptly by the Purchaser but in no case later than thirty (30) days after submission of the invoice or claim by the Supplier.

2.22.4 Payment shall be made in currency as indicated in the contract.

## 2.23. **Change Orders and Contract Amendments.**

2.23.1 The Purchaser may at any time, by written order given to the Supplier pursuant to Clause on Notices of the GCC make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) The method of shipping or packing;
- (c) The place of delivery; and/or
- (d) The Services to be provided by the Supplier.
- (e) The delivery schedule.

2.23.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier's receipt of the Purchaser's change order.

2.23.3 No variation or modification in the terms of the contract shall be made except by written amendment signed by the parties.

2.24. **Assignment**

2.24.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

2.25. **Subcontracts**

2.25.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or duties or obligation under the Contract.

2.26. **Extension of time.**

2.26.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser.

2.26.2 If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.

2.26.3 Except as provided under the Force Majeure clause of the GCC, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to Penalty Clause of the GCC unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.

2.27. **Penalty clause**

2.27.1 Subject to GCC Clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services or contract value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the Percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause on Termination for Default. The SCC shall also indicate the basis for ascertaining the value on which the penalty shall be applicable.

2.28. **Termination for Default**

2.28.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part

(a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause on Extension of Time; or

(b) If the Supplier fails to perform any other obligation(s) under the Contract; or

(c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices as defined in GCC Clause on Fraud or Corruption in competing for or in executing the Contract.

2.28.2 In the event the Purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action:

a) The Performance Security is to be forfeited;

b) The Purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the Supplier shall be liable for all available actions against it in terms of the contract.

c) however, the Supplier shall continue to perform the contract to the extent not terminated.

2.29. **Force Majeure**

2.29.1 Notwithstanding the provisions of GCC Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2.29.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

2.29.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.29.4 If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.

2.30. **Termination for Insolvency**

2.30.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

2.31. **Termination for Convenience**

2.31.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

2.31.2 The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(a) To have any portion completed and delivered at the Contract terms and prices;

and/or

(b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for material and parts previously procured by the Supplier.

2.32. **Settlement of Disputes**

2.32.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

2.32.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after

delivery of the Goods under the Contract. .

2.32.3 The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the Purchaser and a domestic Supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director General, Council of Scientific & Industrial Research and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

(b) in the case of a dispute between the Purchaser and a Foreign Supplier, the dispute shall be settled by arbitration In accordance with provision of sub-clause (a) above. But if this is not acceptable to the Supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

2.32.4 The venue of the arbitration shall be the place from where the purchase order or contract is issued.

2.32.5 Notwithstanding any reference to arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) the Purchaser shall pay the Supplier any monies due the Supplier.

### 2.33. **Governing Language**

2.33.1 The contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.

### 2.34. **Applicable Law**

2.34.1 The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in SCC.

### 2.35. **Notices**

2.35.1 Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX, e-mail or and confirmed in writing to the other party's address specified in the SCC.

2.35.2 A notice shall be effective when delivered or on the notice's effective date, which ever is later.

### 2.36. **Taxes and Duties**

2.36.1 For Goods manufactured outside India, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside India.

2.36.2 For Goods Manufactured within India, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred till its final manufacture/production.

2.36.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in India, the Purchaser shall make its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

### 2.37. **Right to use Defective Goods**

2.37.1 If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the Goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such Goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.



2.38. **Protection against Damage**

2.38.1 The system shall not be prone to damage during power failures and trip outs. The normal voltage and frequency conditions available at site as under:

- a) Voltage 230 V – Single phase/ 415 V Three phase ( $\pm 10\%$ )
- b) Frequency 50 Hz.

2.39. **Site preparation and installation**

The Purchaser is solely responsible for the construction of the equipment sites in compliance with the technical and environmental specifications defined by the Supplier. The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the Equipment, if required. The Supplier shall inform the Purchaser about the site preparation, if any, needed for installation, of the Goods at the Purchasers site immediately after notification of award/contract.

2.40 **Integrity Pact**

As per directive of the CVC all organizations including CSIR labs./institutes have to adopt an Integrity pact(IP) to ensure transparency, equity and competitiveness in major Public procurement activities. The integrity pact envisages an agreement between the prospective Bidders/vendors with the buyer committing the persons/officials of both the parties with the aim not to exercise any corrupt influence on any aspect of the contract. Only those Bidders/vendors who are willing to enter in to such an integrity pact with the buyer i.e. CSIR or its Labs./institutes, would be competent to participate in the bidding.

IP also envisages Panel of Independent External Monitors (IEMs) which shall be provided/recommended by CSIR/its labs and institutes & approved by CVC.

The SCC shall specify whether there is a need to enter into a separate integrity pact or not.

B. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC 2.1(l)	The <b>Purchaser</b> is: CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur [West Bengal], India.
GCC 2.1 (m)	The <b>Final Destination</b> is: CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur [West Bengal], India.
GCC 2.13.1	<p><b>Performance Security / Performance Bank Guarantee</b></p> <p>The amount of the Performance Security shall be 10 % (ten per cent) of the contract value.</p>
GCC 2.14.1	<p><b>Inspection and Acceptance Tests at Final Destination:</b></p> <p><b>The Inspection and Tests prior to shipment of Goods and at final acceptance are as follows :</b></p>
GCC 2.15.2	<p>After the Goods are manufactured and assembled, Pre- Dispatch Inspection and testing of the Goods shall be carried out at the Supplier's plant by the Supplier, prior to shipment to check whether the Goods are in conformity with the technical specifications. Manufacturer's Test Certificate with data sheet shall be issued to this effect and submitted along with the delivery documents. The Purchaser reserves the options to be present at the Supplier's premises during such inspection and testing. The Technical Specifications shall specify whether any Pre-Dispatch inspection is required and the nature of such inspection.</p> <p><b>The Inspection and Acceptance Tests at Purchaser's site (Final Destination) are as follows :</b></p> <p>The acceptance test will be conducted by the Purchaser, their consultant or other such person nominated by the Purchaser at its option after the equipment is installed at Purchaser's site in the presence of Supplier's representatives. The acceptance will involve trouble free operation. There shall not be any additional charges for carrying out acceptance test. No malfunction, partial or complete failure of any part of the equipment is expected to occur. The Supplier shall maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the Purchaser, the successful completion of the test specified. In the event of the ordered item failing to pass the acceptance test, a period not exceeding two weeks will be given to rectify the defects and clear the acceptance test, failing which, the Purchaser reserves the right to get the equipment replaced by the Supplier at no extra cost to the Purchaser. Successful conduct and conclusion of the acceptance test for the installed Goods and equipment shall also be the responsibility and at the cost of the Supplier. Before the Goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance Manuals together with Drawings of the Goods and equipment built. These shall be in such details as will enable the Purchase to operate, maintain, adjust and repair all parts of the works as stated in the specifications. The Manuals and Drawings shall be in the ruling language (English) and in such form and numbers as stated in the Contract. Unless and otherwise agreed, the Goods and equipment shall not be considered to be completed for the purposes of taking over until such Manuals and Drawing have been supplied to the Purchaser. On successful completion of acceptability test, receipt of deliverables, etc. and after the Purchaser is satisfied with the working of the equipment, the acceptance certificate signed by the Supplier and the representative of the Purchaser will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the equipment.</p> <p><b>Packing</b></p> <p>The marking and documentation within and outside the packages shall be:          Each package should have a packing list within it detailing the part No.(s), description, quantity etc.          Outside each package, the contract No., the name and address of the Purchaser and the final destination should be indicated on all sides and top.          Each package should be marked as 1/x, 2/x, 3/x.....x/x, where "x" is the total No. of packages contained in the consignment.          All the sides and top of each package should carry an appropriate indication/label/stickers indicating the precautions to be taken while handling/storage.</p>
GCC 2.16.1	<b>Shipping / Despatch documents</b>

	<p>Details of Shipping and other Documents to be furnished by the Supplier are</p> <p><u>[A] For Goods manufactured within India</u></p> <p>Within 24 hours of dispatch, the Supplier shall notify the Purchaser the complete details of dispatch and also supply following documents by registered post / speed post and copies thereof by FAX.</p> <p>(a) Two copies of Supplier's Invoice indicating, inter-alia description and specification of the Goods, quantity, unit price, total value;</p> <p>(b)Packing list;</p> <p>(c)Certificate of country of origin;</p> <p>(d)Insurance certificate, if required under the contract;</p> <p>(e)Railway receipt/Consignment note;</p> <p>(f)Manufacturer's guarantee certificate and in-house inspection certificate;</p> <p>(g) Inspection certificate issued by Purchaser's inspector, if any and</p> <p>(h) Any other document(s) as and when required in terms of the contract.</p> <p><b>Note: 1.</b>The nomenclature used for the item description in the invoices(s), packing list(s) and the delivery note(s) etc. should be identical to that used in the contract. The dispatch particulars including the name of the transporter should also be mentioned in the Invoice(s)</p> <p><b>Note: 2.</b> The above documents should be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses</p> <p><u>[B] For Goods manufactured abroad</u></p> <p>Within 24 hours of dispatch, the Supplier shall notify the Purchaser the complete details of dispatch and also supply following documents by Registered Post/courier and copies thereof by FAX.</p> <p>Two copies of Supplier's Invoice giving full details of the Goods including quantity, value, etc.;</p> <p>Packing list;</p> <p>Certificate of country of origin issued by a local chamber of commerce;</p> <p>Manufacturer's guarantee and Inspection certificate;</p> <p>Inspection certificate issued by the Purchaser's Inspector, if any;</p> <p>Insurance Certificate, if required under the contract;</p> <p>Name of the Vessel/Carrier;</p> <p>Bill of Lading No. / Airway Bill No.;</p> <p>Port of Loading;</p> <p>Date of Shipment;</p> <p>Port of Discharge &amp; expected date of arrival of Goods and</p> <p>Any other document(s) as and when required in terms of the contract.</p> <p><b>Note: 1.</b>The nomenclature used for the item description in the invoices(s), packing list(s) and the delivery note(s) etc. should be identical to that used in the contract. The dispatch particulars including the name of the transporter should also be mentioned in the Invoice(s)</p> <p><b>Note: 2.</b> The above documents should be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses</p>
GCC 2.16.3	<p><b><i>Transportation / Despatch</i></b></p> <p>In case of supplies from within India, the mode of transportation shall be by Air/Rail/Road. In case of supplies from abroad, the mode of transportation shall be by Air. For supplies from abroad, Supplier shall ensure that the Goods are transported through the authorised freight forwarder of Purchaser, whose name and other contact details shall be made available to Supplier.</p> <p>Purchaser shall not accept despatch / transportation of Goods through any other forwarder. Payment by L/C shall only be released against presentation of the House Air Way Bill issued by the authorised freight forwarder of Purchaser.</p>

GCC 2.17.1	<p><b>Insurance</b></p> <p>The Insurance shall be for an amount equal to 110% of the CIF or CIP value of the contract from within “warehouse to warehouse (final destination)” on “ALL-RISKS” basis including strikes, riots and civil commotion.</p>
GCC 2.19.1	<p><b>Incidental Services</b></p> <p>The Incidental Services to be provided are:</p> <ol style="list-style-type: none"> <li>1. Installation and Commissioning of Goods / Equipment.</li> <li>2. Training on use/application.</li> <li>3. Warranty Support [to be effective from the date of final acceptance at site [ CSIR-Central Mechanical Engineering Research Institute, Durgapur-713 209 West Bengal.]</li> </ol> <p><i>The Cost of the above incidental services shall be included in the Contract Price and a Price Break –up shall also be given.</i></p>
GCC 2.21.3	<p><b>Warranty</b></p> <p>The period of validity of Warranty shall be effective from the date of final acceptance of the Goods to the entire satisfaction of the Purchaser. The Warranty shall be Comprehensive in nature. The warranty period has been detailed in the chapter on Technical Specifications.</p>
2.22.1	<p><b>Payment</b></p> <p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b><u>[A] Payment for Goods supplied from abroad:</u></b></p> <p>Payment of foreign currency portion shall be made in the currency of the contract in the following manner:</p> <p><b>On Shipment: 80%(Eighty) percent</b> of the Contract Price of the Goods shipped shall be paid through irrevocable letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 2.16.1</p> <p><b>On Acceptance: 20%(Twenty) percent</b> of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods and successful installation &amp; commissioning upon submission of claim supported by the acceptance certificate issued by the Purchaser along with the Performance Security.</p> <p>The L/C will be confirmed at the Supplier’s cost, if requested specifically by the Supplier. All bank charges abroad shall be to the account of the beneficiary i.e. Supplier and all bank charges in India shall be to the account of the opener i.e. Purchaser. If L/C is requested to be extended/ reinstated for reasons not attributable to the Purchaser, the charges thereof would be to the Suppliers’ account. Payment of local currency portion shall be made in Indian Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. The LC for 100% value of the contract shall be established after deducting the agency commission payable if any, to the Indian agent from the FOB/FCA/CIF value.</p> <p><b><u>[B] Payment for Goods and Services supplied from India:</u></b></p> <p>Payment for Goods and Services supplied from within India shall be made in Indian Rupees, as follows:</p> <p><b>On Shipment : 80% (Eighty)percent</b> of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 2.16.1</p> <p><b>On Acceptance:</b> The remaining <b>20% (Twenty) percent</b> of the Contract value shall be paid to the Supplier within thirty (30) days after the date of the commissioning and upon submission of the required Performance Security.</p>

GCC 2.27.1	<p><b>Liquidated Damages</b></p> <p>The penalty shall be: [0.5%] Percent per week or part of a week towards late delivery and towards delay in installation and commissioning.</p>
GCC 2.27.1	<p>The maximum amount of liquidated damages shall be: [5%] FIVE Percent. The liquidated damages shall be levied on the delivered price of the delayed Goods or unperformed Services or contract value.</p>
GCC 2.34.1	<p>The place of jurisdiction is DURGAPUR [WEST BENGAL]</p>
GCC 2.35.1	<p>For notices, the Purchaser's address is :</p> <p>Attention: Stores &amp; Purchase Officer</p> <p>CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE  MAHATMA GANDHI AVENUE  DURGAPUR [WEST BENGAL], INDIA  FAX : +91- 0343-2548204  e-mail : pur@cmeri.res.in</p>
GCC 2.40	<p>The integrity pact is not to be signed.</p>

## SECTION-4

### SCHEDULE OF REQUIREMENT

Sl. No.	Tender Ref.	Description of Goods and Services	Quantity
1	PUR/146-153/CMERI/04/2018-19	<b>Workstation TYPE-I [Dual Socket Workstation]</b>	04
2		<b>Workstation TYPE-II [Single Socket Workstation-Intel Core Processor based]</b>	03
4		<b>Mobile Workstation</b>	01
5		<b>Laptop</b>	03

**THE L-1 BIDDER [LOWEST EVALUATED RESPONSIVE BIDDER] SHALL BE DETERMINED ON OVERALL LOWEST LANDED COST BASIS**

Final Destination	<b>CSIR - Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur [West Bengal], India.</b>
Period of Delivery shall count from	ISSUE OF PURCHASE ORDER / LETTER OF CREDIT
Delivery Period [ Goods to be delivered in one lot at final destination – CSIR-Central Mechanical Engineering Research Institute, Durgapur]	<TO BE FILLED BY BIDDER>
Time frame required for conducting installation, commissioning of the Goods etc. after arrival of the Goods at Final destination	<TO BE FILLED BY BIDDER>

NOTE : The party has to offer their product/equipment strictly based on the specifications asked in the Bidding Documents.

## SECTION-5

### TECHNICAL SPECIFICATIONS

#### Specifications for Dual Socket Workstations

Quantity: 04 (four)

Parameter	Specification
<b>Processor</b>	2 x Intel Xeon Silver 4114 (10 core, 2.2 GHz) or better
<b>Memory</b>	4 x 32GB DDR4 2400/2666 ECC DDR4 SDRAM or more, Memory capacity 256 GB or more
<b>Storage</b>	2TB 7200 RPM SATA3 HDD or better 512GB SSD PCIe M.2 NVMe (boot)
<b>Ports</b>	2 RJ45 Gigabit Ethernet LAN ports 4 USB 3.x ports (at least 2 in front) 2 USB 2.0 or 3.x ports 2 Display ports or more 1 Audio In, 1 Audio Out
<b>OS</b>	Microsoft Windows 10 Pro for WS >4 core, x64 with recovery media
<b>Graphics</b>	NVIDIA Quadro P4000 8GB or better
<b>Optical Drive</b>	DVD R/W, SATA
<b>Display</b>	27" or above Full HD LED monitor
<b>Peripherals</b>	Optical USB mouse USB Keyboard, US
<b>Form factor</b>	Tower
<b>Warranty</b>	5 years comprehensive onsite, Next business day
<b>Misc</b>	OEM Products only

**Specifications for Single Socket Workstations (Intel Core processor based)**

**Quantity: 03 (three)**

<b>Parameter</b>	<b>Specification</b>
<b>Processor</b>	Intel Core i7-7700 (4 Core, 3.6 GHz) or better
<b>Memory</b>	32GB 2400/2666 MHz DDR4 SDRAM or more, Memory capacity 64 GB or more
<b>Storage</b>	1 TB or more 7200 RPM HDD or better
<b>Ports</b>	1 RJ45 Gigabit Ethernet LAN port 2 USB 3.x ports 2 USB 2.0 or 3.x ports 1 Display port 1 Audio In, 1 Audio Out
<b>Optical Drive</b>	DVD R/W, SATA
<b>OS</b>	Microsoft Windows 10 Pro, 64 bit with recovery media
<b>Graphics</b>	NVIDIA Quadro Series with 2 GB Memory
<b>Display</b>	23.8" (~60 cm) or above Full HD LED monitor
<b>Peripherals</b>	Optical USB mouse USB Keyboard, US
<b>Form factor</b>	Tower
<b>Warranty</b>	5 years comprehensive onsite, Next business day
<b>Misc</b>	OEM Products only



## Specifications for Mobile Workstation

Quantity: 01 (one)

Parameter	Specification
<b>Processor</b>	Intel Xeon E3-1535M v6 processor or better
<b>Memory</b>	32 GB DDR4 RAM, 2400 MHz DDR4 SDRAM or more, Memory capacity 64GB or more
<b>Storage</b>	256 GB SSD (boot) + 1 TB HDD
<b>Ports</b>	1 RJ45 Gigabit Ethernet LAN port 2 USB 3.x ports (one always on for power delivery) 1 Display / HDMI port 1 VGA 1 Audio In, 1 Audio Out
<b>Optical Drive</b>	DVD R/W, SATA/USB
<b>OS</b>	Microsoft Windows 10 pro for WS >4 core, 64 bit with recovery media
<b>Graphics</b>	NVIDIA Quadro M Series with 4 GB Memory
<b>Display</b>	15.6" Full HD Anti-glare display with compatible webcam
<b>Wireless</b>	Intel Wifi + Bluetooth
<b>Palm rest</b>	Palm rest with Fingerprint Sensor
<b>Battery</b>	Minimum 90 WHr
<b>Peripherals</b>	Optical USB mouse USB Keyboard, US
<b>Accessories</b>	Carrying case
<b>Warranty</b>	5 years comprehensive onsite, Next business day (3 years for battery)
<b>Misc</b>	OEM Products only

## Specifications for Laptop

Quantity: 03 (three)

Parameter	Specification
Processor	Intel Core i7 Quad Core processor, i7-7700HQ or better
Memory	16 GB DDR4 RAM, 2400 MHz DDR4 SDRAM or more, Memory capacity 64GB or more
Storage	256 GB SSD
Ports	1 RJ45 Gigabit Ethernet LAN port 2 USB 3.x ports (one always on for power delivery) 1 Display / HDMI port 1 VGA 1 Audio In, 1 Audio Out
Optical Drive	DVD R/W, SATA/USB
OS	Microsoft Windows 10 pro, 64 bit with recovery media
Graphics	NVIDIA Quadro M Series with 4 GB Memory
Display	15.6" Full HD Anti-glare display with compatible webcam
Wireless	Intel Wifi + Bluetooth
Palm rest	Palm rest with Fingerprint Sensor
Battery	Minimum 90 WHr
Peripherals	Optical USB mouse USB Keyboard, US
Accessories	Carrying case
Warranty	5 years comprehensive onsite, Next business day (3 years for battery)
Misc	OEM Products only

## NOTES

1. "Better Processor" means better in respect of both base frequency & no. of cores.
2. All the items must be of same brands only (including monitor, optical removable drives, mouse and keyboard). No intermixing of brands will be allowed.
3. Base Model & Monitor model name should be specified clearly in the quotation.
4. Warranty is to be from the OEM only and it should reflect in the OEM website against machine serial/service tag number.
5. The vendor should have supplied similar items to other organizations in the past one year. Documentary evidence (PO copies) in this regard is to be provided.
6. L1 will be decided on overall lowest price basis.
7. The firms registered with DGS&D, NSIC, Govt. Public Undertakings, Central Autonomous Bodies and with the CSIR Laboratories /Institutes, if any, are exempted from payment of Earnest Money Deposit / Bid Security, ***provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies.***

## SECTION-6

### QUALIFICATION REQUIREMENTS

1. The Bidder shall furnish the following Documents to demonstrate their Financial capacity:
  - A. Solvency certificate (not older than 12 months) issued by a bank with whom the Bidder holds an account.
- OR**
- B. Banker's report / Creditworthy Report issued by the Bidder's banker on the Banker's original letter head in the form as prescribed in this Bidding Document.
2. An undertaking (self-certificate) is to be submitted that the Bidder has not been blacklisted during last 3 years by any Central /State Government Department / any other Purchasing authority / Organization in the form as prescribed in this Bidding Documents.
3. The Bidder shall furnish documentary evidence to demonstrate that the Bidder satisfies the Bidder's eligibility criteria.
4. The Bidder should be a Manufacturer [OEM] /authorized representative of a Manufacturer who must have designed, manufactured, tested and supplied the equipment(s) similar to the type specified in the "Technical Specification". The MAF must be enclosed with the Techno-Commercial Bid. Such equipment must be of the most recent series/models incorporating the latest improvements in design.
5. Any foreign Bidder should disclose the name and address of their Indian agent / representative in India and the Indian Bidder to disclose their foreign Principal / associate. Further, in case an Indian agent submits a bid directly on behalf of his foreign Principal, a copy of the agency agreement between the Principal and Indian agent, should be furnished with the Techno-Commercial Bid.
6. In a tender either the Indian agent on behalf of the Principal [OEM] or Principal [OEM] itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
7. If an agent submits bid on behalf of the Principal [OEM], the same agent shall not submit a bid on behalf of another Principal [OEM] in the same tender for the same item/product.

Note : **ANY OTHER QUALIFICATION CRITERIA INDICATED IN OTHER PROVISIONS OF THIS BIDDING DOCUMENTS SHALL ALSO BE APPLICABLE IN THE BIDDING PROCESS.**

\*\*\*\*\*

**SECTION-7**

**PRICE SCHEDULE FORMS**

**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM ABROAD**

Name of the Bidder \_\_\_\_\_ TENDER No. \_\_\_\_\_

Sl. No.	Item Description	Item Code/Make	Quantity	Unit Price [mention currency]	Total Amount [mention currency]
Ex-Works Price [duly packed and cleared for export]					
Less : Indian Agent's Commission , if any					
Net Ex-Works Price [duly packed and cleared for export]					
Add : Inland Freight and other charges					
Net FCA/FOB Price					
Add : International Freight and Cargo Insurance					
CIF/CIP Kolkata Price					

**Note:** Total Bid price in foreign currency (in figures) \_\_\_\_\_  
Total Bid price in foreign currency (in words) \_\_\_\_\_

- (a) Indian agent's name & address \_\_\_\_\_.
- (b) Installation, commissioning & training charges and other charges, if any \_\_\_\_\_ .
- (c) Cost of Spares, if requested by Purchaser \_\_\_\_\_ .
- (d) The Indian agent's commission shall be paid in Indian Rupees only based on the Exchange Rate prevailing on the date of negotiation of documents in accordance with clause 22.1 of GCC.

(e) ***The cost of optional items if any shall be indicated separately.***

**Signature of Bidder**

**Name**

**Business Address**

**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA**

Name of the Bidder \_\_\_\_\_ Tender No. \_\_\_\_\_

Sl. No.	Item Description	Item Code/Make	Quantity	Unit Price [INR]	Total Amount [INR]
Total Value of Goods					
Add : Packing and Forwarding					
Net Ex-Works Price					
Add : GST					
Add : Transportation and Insurance costs					
Net Price till CSIR-CMERI, Durgapur [ f.o.r. CSIR-CMERI Durgapur]					

Total Bid price in Indian currency (in figures) \_\_\_\_\_

Total Bid price in Indian currency (in words) \_\_\_\_\_

- (a) The Cost of Spares,if requested by Purchaser -----
- (b) Installation, commissioning & training charges and other charges, if any \_\_\_\_\_
- (c) **Cost of Optional Items if any shall be indicated separately**

Signature of Bidder

Name

Business Address

## SECTION-8

### CONTRACT FORM

Contract No. \_\_\_\_\_ Date: \_\_\_\_\_

THIS CONTRACT AGREEMENT is made

the [ insert: number ] day of [ insert: month ], [ insert: year ].

BETWEEN

The Council of Scientific & Industrial Research registered under the Societies Registration Act 1860 of the Government of India having its registered office at 2, Rafi Marg, New Delhi-110001, India represented by \_\_\_\_\_ [ insert complete name and address of Purchaser (hereinafter called "the Purchaser"), and

[ insert name of Supplier], a corporation incorporated under the laws of [ insert: country of Supplier ] and having its principal place of business at [ insert: address of Supplier ] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited Bids for certain Goods and ancillary Services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency(ies) ] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2 The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

- (a) This Contract Agreement
- (b) Special Conditions of Contract
- (c) General Conditions of Contract
- (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
- (e) The Supplier's Bid and original Price Schedules
- (f) The Purchaser's Notification of Award
- (h) [Add here any other document(s)]

3 This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

For and on behalf of the Council of Scientific & Industrial Research

Signed: *[insert signature]*  
in the capacity of *[ insert title or other appropriate designation ]*  
in the presence of *[insert identification of official witness]*

Signed: *[insert signature]*  
in the capacity of *[ insert title or other appropriate designation ]*  
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]* in the capacity of *[ insert title or other appropriate designation ]*  
in the presence of *[ insert identification of official witness]*



## SECTION-9

### OTHER STANDARD FORMS

#### Table of Contents

Sl. No. Name

1	Bidder Information Form
2	Manufacturers' Authorization Form
3	Bid Security Form
4	Performance Statement Form
5	Deviation Statement Form
6	Service Support Detail Form
7	Bid Form
8	Performance Security Form
9	Acceptance Certificate Form
10	Eligibility Certificate Form
11	Non Black-Listed Self Certification Form
12	Banker's Report Form

**BIDDER'S INFORMATION FORM**

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

Date: [insert date (as day, month and year) of Bid Submission] Tender No.: [insert number from Invitation for e-Bids]

Page 1 of \_\_\_\_\_ pages

1. Bidder's Legal Name [insert Bidder's legal name]
2. In case of JV, legal name of each party: [insert legal name of each party in JV]
3. Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
4. Bidder's Year of Registration: [insert Bidder's year of registration]
5. Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
(l) 6. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder \_\_\_\_\_ Name \_\_\_\_\_

Business Address

**MANUFACTURERS' AUTHORIZATION FORM**

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

Date: [insert date (as day, month and year) of Bid Submission] Tender No.: [insert number from Invitation For e-Bids]

To: [insert complete name and address of Purchaser]

WHEREAS

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

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

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

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

Title: [insert title]

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

BID SECURITY FORM

Whereas \_\_\_\_\_ (hereinafter called the tenderer") has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the tender") against the Purchaser's tender enquiry No. \_\_\_\_\_.

KNOW ALL MEN by these presents that We \_\_\_\_\_ having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the "Purchaser") in the sum of ----- for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the Tender in any respect within the period of validity of this tender.
(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
a. fails to furnish the Performance Security for the due Performance of the contract.
b. fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date. \_\_\_\_\_

(Signature of the authorized officer of the Bank)
Name and designation of the officer Seal,
Name & address of the Bank and address of the Branch

**PERFORMANCE STATEMENT FORM** (For a period of last 3 years)

Name of the Firm.....

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

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

Place:

Date:

**DEVIATION STATEMENT FORM**

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

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)
--------	-----------	-----------------------------------

Place:

Date:

Signature and seal of the  
Manufacturer/Bidder

NOTE:

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

**SERVICE SUPPORT DETAIL FORM**

Sl. No.	Nature of training imparted	List of similar type equipment serviced in the past 3 years	Address, Telephone Nos. , Fax Nos and e - mail address

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

PLACE:

DATE:

**BID FORM**

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]* Tender No.: *[insert number from Invitation for Bids]* Invitation for e-Bid No.: *[insert No of IFB if any]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies]*;
- (d) The discounts offered and the methodology for their application are:

Discounts. If our bid is accepted, the following discounts shall apply. *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

Our bid shall be valid for the period of time specified in ITB Sub-Clause 15.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

If our bid is accepted, we commit to obtain a Performance Security in accordance with GCC Clause 13 for the due performance of the Contract;

The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
.....	.....	.....	.....

(If none has been paid or is to be paid, indicate "none.")

We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*  
 In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*  
 Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*  
 Dated on \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



PERFORMANCE SECURITY FORM

To: (Name of Purchaser)

WHEREAS ..... (Name of Supplier) hereinafter called "the Supplier" has undertaken , in pursuance of Contract No..... dated,..... 20... to supply.....(Description of Goods and Services) hereinafter called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

.....  
.....  
.....  
Date.....20....  
Address:.....  
.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

(Name & address of the lab)

**ACCEPTANCE CERTIFICATE FORM**

No.

Dated:

M/s \_\_\_\_\_

Sub: Certificate of commissioning of equipment (Computer/Server, etc.)

1. This is to certify that the equipment as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para 2). The same has been installed and commissioned.

- (a) Contract No. \_\_\_\_\_ Date \_\_\_\_\_
- (b) Description of the equipment \_\_\_\_\_
- (c) Name of the consignee \_\_\_\_\_
- (d) Scheduled date of delivery of the consignment to the Lab./Instts. \_\_\_\_\_
- (e) Actual date of receipt of consignment by the Lab./Instts. \_\_\_\_\_
- (f) Scheduled date for completion of installation/commissioning \_\_\_\_\_
- (g) Actual date of completion of installation/commissioning \_\_\_\_\_
- (h) Penalty for late delivery(at Lab./Instts. level)Rs. \_\_\_\_\_
- (i) Penalty for late installation (at Lab./Instts. level Rs. \_\_\_\_\_

2. Details of accessories/items not yet supplied and recoveries to be made on that account:

Sl. No.	Description	Amount to be recovered
---------	-------------	------------------------

3. The acceptance test has been done to our entire satisfaction. The Supplier has fulfilled his contractual obligations satisfactorily or The Supplier has failed to fulfil his contractual obligations with regard to the following:

- (a).....
- (b).....
- (c).....
- (d).....

The amount of recovery on account of failure of the Supplier to meet his contractual obligations is as indicated above.

For Supplier Signature..... Name..... Designation..... Name of the firm..... Date.....

For Purchaser Signature..... Name..... Designation..... Name of the Lab./Instt..... Date.....

**ELIGIBILITY CERTIFICATE FORM**

[To be provided on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder]

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

Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

**NON-BLACK LISTED SELF CERTIFICATION FORM**

[To be provided on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder]

This is to certify that M/s. \_\_\_\_\_ [Name of Bidder] has not been blacklisted by any Indian Central / State Government Department / any other Purchasing authority /organization in last 3 years.

Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

**BANKER'S REPORT FORM**

(To be submitted on the Bankers' letterhead)

To  
The Director  
CSIR-Central Mechanical Engineering Research Institute (CSIR-CMERI)  
M.G. Avenue, Durgapur-713209 (WB)  
India

Sub: Bank report in respect of M/s. ....(Name of the Bidder with address) for the purpose of the Creditworthiness of the Bidder.

Sir,

This is to certify that M/s. .... (Name of the Bidder with address) is/are maintaining Current/Savings Account No. .... with this bank branch for the last ..... years. The firm has been provided with a credit limit of ..... (Amount with currency)

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully

Authorised Signatory of Bank  
Bank/Branch with seal and date