

**CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE  
MAHATMA GANDHI AVENUE, DURGAPUR 713 209, WEST BENGAL**

**TENDER DOCUMENT  
FOR  
SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 20 [TWENTY] 2.0 TR SPLIT AIRCONDITIONERS**

<b>TENDER REFERENCE</b>	<b>PUR/151/ADMAC/04/2017-18</b>
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CRITICAL DATE SHEET	DATE	TIME
Bid Published Date	13 December 2017	9.00 am
Bid Document Download / Sale Start Date	13 December 2017	9.00 am
Bid Submission Start Date	13 December 2017	10.00 am
Bid Submission End date	03 January 2018	3.00 pm
Last Date and Time for Submission of original DD against Tender fee & EMD [ <b>if applicable</b> ] / <b>Hard Copy of Bid Form duly signed by Bidder</b>	03 January 2018	3.00 pm
Bid opening date	04 January 2018	3.30 pm

**THIS TENDER DOCUMENT CONSISTS OF THE FOLLOWING SECTIONS:**

<b>SECTION-1</b>	<b>NOTICE INVITING TENDER</b>
<b>SECTION-2</b>	<b>TERMS AND CONDITIONS</b>
<b>SECTION-3</b>	<b>SCHEDULE OF REQUIREMENTS</b>
<b>SECTION-4</b>	<b>TECHNICAL SPECIFICATIONS</b>
<b>SECTION-5</b>	<b>FORMS</b>
	Bidder's Information Form
	Bid Form
	Manufacturer's Authorisation Form
	Performance Statement Form
	Technical Compliance Form
	Price Schedule Form

## SECTION -1

### NOTICE INVITING TENDER

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

Sl. No.	Tender Ref.	Description of Goods and Services	Quantity	Single/Double Bid	Bid Security/ EMD
1	PUR/151/ADMAC/04/2017-18	Supply and Installation of 2.0 TR Split Air Conditioner	20 Nos.	Single Bid	NIL

2. E-Bids are invited through the electronic tendering process and the Tender Document can be purchased & downloaded from the e-Tender portal of Government of India, <https://etenders.gov.in>. A copy of the Tender Document is also available on CSIR-CMERI website, [www.cmeri.res.in](http://www.cmeri.res.in). Please note that the submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in>. 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>. 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. Tender fee and EMD [ **if applicable** ] will be required to be paid offline by Demand Draft drawn in favour of **Director, CSIR-CMERI** payable at **Durgapur**. Alternatively, EMD can also be furnished in the shape of a Bank Guarantee issued by any Nationalised/Scheduled Bank of India. **Original Tender Fee and EMD** to be sent to Director [Attn : 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. Bids of those tenderers whose EMD and Tender Fee are not received within the deadline for receipt of Bids will be summarily rejected. Any postal delay in this respect will not be entertained.
5. Hard Copy of **BID FORM** duly signed by Bidder must reach **CSIR-CMERI** before the date and time mentioned in the **CRITICAL DATE SHEET**, failing which the e-bid shall be rejected.
6. Clarifications, if required may be sent through e-tendering portal only.

STORES AND PURCHASE OFFICER

## SECTION - 2

### TERMS AND CONDITIONS

In these Terms and Conditions, the following words and expressions shall have the meaning as have been respectively assigned to them:

**Bidder** shall mean the entity submitting an e-Bid in response to this Tender Document.

**CSIR-CMERI / Purchaser / Institute** shall mean CSIR-Central Mechanical Engineering Research Institute, [a constituent unit of the Council of Scientific & Industrial Research] having its office at MG Avenue, Durgapur – 713 209 [West Bengal], India.

**Vendor/Supplier** shall mean the entity whose bid has been accepted by the Purchaser and a formal Purchase Order has been placed on them.

#### 1. SUBMISSION OF BIDS

1.1. 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 NIT conditions shall not be considered.

1.2. The e-Bid shall be submitted in a single cover and shall consist of the following Documents :

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 Bid Form duly filled-in and signed by Bidder	.pdf
3	Scanned Quotation duly signed by Bidder	.pdf
4	Scanned Technical Literature	.pdf
5	Scanned copy Manufacturer's Authorisation Form duly filled-in and signed by appropriate person / OEM's dealership or Distributorship Certificate	.pdf
6	Bidder's Performance Statement Form duly filled-in and signed by Bidder [ with enclosures]	.pdf
7	Technical Compliance Form duly filled-in and signed by Bidder [with enclosures if any]	.pdf
8	Scanned copy of any other document which the Bidder desires to submit	.pdf
9	Scanned Copy of Documents evidencing that the OEM is in the business of Split Air Conditioners for 10 years as on the date of opening of Bids and also has a manufacturing facility in India for 5 years as on the date of opening of Bids	.pdf
10	Price Schedule Form	.xls
All the above scanned documents must be e-signed prior to being uploaded and saved in the system		

1.3. The bidders shall digitally sign and encrypt their bid and upload the bid on –line at the e-Tendering portal.

1.4. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.

- 1.5. 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 list minute issues.
- 1.6. Purchaser may, at its discretion extend the deadline for submission of the e-Bids by amending the Tender Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 1.7. Bidders must note that the e-tender portal shall not permit uploading of bids after the scheduled time of submission.
- 1.8. 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.

## 2. PRICES

- 2.1. Bidders are requested to note that they should necessarily submit their financial bids in the MS-EXEL format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the 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 bid will be rejected. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.
- 2.2. The unit rate shall be all-inclusive [ including packing, forwarding, freight, insurance and other charges]. Only GST shall be paid to Supplier for taxable supply/service.
- 2.3. In the event of any errors or ambiguity in Unit Rates itself, the Price Bid of the Vendor shall be rejected.
- 2.4. CSIR-CMERI shall not consider any changes on any account after the submission of Bid and hence the prices offered shall remain firm during the validity of the Bid and shall not be subject to variation on any account.
- 2.5. The bidder shall quote as per Price Schedule Format [MS-EXEL] given in this Tender Document. However, the Prices should be quoted only in the BOQ file to be downloaded from the e-tendering portal.
- 2.6. **Prices of additional / optional items not appearing in the BOQ, if any, shall be quoted in a separate PDF file, duly signed by Bidder's authorised person/persons**
- 2.7. Each Bidder should submit only one product for each item. Offering products of more than one brand or multiple models of the same brand against one item shall render the Bid invalid and such offers shall be rejected at technical/ financial stage wherever such defaults are noticed.
- 2.8. Customs Duty for Goods imported for Scientific Purpose, is paid by this Institute at a concessional rate vide Govt. of India Notification no. 51/96-Customs dated 22/07/1996.
- 2.9. CSIR-CMERI is not empowered to issue any Sales Tax Concessional Certificates [FORM C / FORM D]; thus Bidders shall ensure that the normal rate of Sales Tax is quoted wherever applicable.
- 2.10. CSIR-CMERI shall not issue any exemption certificates (CDEC) for materials/commodities that go into production of the quoted item/equipment.
- 2.11. Reference to any brand/make/model in the Tender Document is only indicative in nature. Bidder is free to quote any other product provided such product meets the desired specification/requirement.

## 3. PAYMENT

- 3.1. Payment shall be made within 30 days of completion of installation and commissioning of the goods to the complete satisfaction of the User Division of CSIR-CMERI and completion of other contractual obligations

#### **4. DELIVERY**

- 4.1. Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by CSIR-CMERI in the Purchase Order. If, at any time during performance of the Contract / Purchase Order, the Supplier encounters conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify CSIR-CMERI 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, CSIR-CMERI 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 Purchase Order / Contract.
- 4.2. 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 as detailed below, unless an extension of time is agreed upon without the application of penalty clause.

#### **5. LIQUIDATED DAMAGES**

- 5.1. If the Supplier fails to deliver the ordered material (s) within the delivery schedule as agreed upon, a sum equivalent to 1 (one) per cent of the delivered price of the delayed goods or unperformed services or Purchase Order value for each week of delay or part thereof until actual delivery or performance, will be deducted from the order value as liquidated damages, subject to a maximum deduction of 10 (ten) per cent of the order value. And, on attainment of maximum, termination of the contract may be considered by CSIR-CMERI.

#### **6. RISK PURCHASE**

- 6.1. If the supplier fails to deliver the ordered material(s) within the maximum delivery period specified in the purchase order, CSIR-CMERI may procure such item(s) and in such a manner as deemed appropriate, goods or services similar to those undelivered and the supplier will be liable to the institute for any excess costs for such similar goods or services.

#### **7. INSTALLATION, COMMISSIONING AND TRAINING**

- 7.1. The ordered goods are required to be installed within 30 days of receipt of goods at this Institute. Installation should be carried out only by expert engineers of Supplier / Manufacturer. During the course of installation, necessary training on operation and maintenance of the goods shall be imparted to Institutes, Scientist / Engineers/Technicians.

#### **8. WARRANTY**

- 8.1. Comprehensive warranty of 1 (One) year must be provided to be effective from the date of completion of installation and commissioning and final acceptance of the equipment at the user's laboratory / Institute.

#### **9. COUNTRY OF ORIGIN**

- 9.1. Tenderer should mention the country of origin and the country from which goods will be finally shipped, for these particulars are essential for establishment of L/C, arranging insurance etc. Certificate of Origin issued by the Local Chamber of Commerce shall be required to be submitted at the time of negotiating the L/Credit, in case payment is made by L/Credit.

#### **10. VALIDITY OF BIDS**

- 10.1. The offer should be valid for at least 90 days from the date of opening of e-Bids/e-Quotation.

## 11. LIST OF PURCHASERS

- 11.1. Please indicate names and addresses of organizations to whom you have supplied identical or similar type of equipment during the last 3 years along with the details of such supplies and prices eventually or finally paid. For this purpose a Performance Statement Form has been provided with this Tender Document, which may be filled , signed and submitted together with enclosures, if any. A minimum of 5 such supplies to be mentioned.

## 12. EVALUATION OF BIDS

- 12.1. All the e-bids / e-tenders/ e-quotations received will first be scrutinized to see whether the bids / tenders meet the basic requirements as incorporated in the Tender Document. The bids/tenders, 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:
- a) The Bidder is not eligible.
  - b) The Bid validity is shorter than the required period.
  - c) The Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
  - d) The goods quoted are sub-standard, not meeting the required specification etc.
  - e) Against the requirement (incorporated in the Tender Document), the bidder / tenderer has not quoted for the entire requirement as specified.
  - f) The Bidder / Tenderer has not agreed to some essential condition(s) incorporated in the Tender Document.
  - h) The Bidder has not submitted the unconditional acceptance of CSIR-CMERI's Tender terms and conditions in the format prescribed in the BID FORM.
- 12.2. Prior to the detailed evaluation, CSIR-CMERI will determine the substantial responsiveness of each bid to the Tender Document. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without any deviations, reservations or omissions.
- 12.3. During the course of evaluation, CSIR-CMERI may, at its discretion ask the bidder for 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.
- 12.4. The bids which are found to be substantially responsive to the terms of this Tender Document shall be evaluated on the basis of final landing cost.
- 12.5. **The Purchase Order / Contract shall be awarded to the lowest evaluated responsive (L-1) bidder.**
- 12.6. 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.
- 12.7. **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.**
- 12.8. The quotations are liable to be rejected if any of the above conditions are not complied with. Conditional Bids / shall not be accepted.

### **13. SETTLEMENT OF DISPUTES AND ARBITRATION**

- 13.1. 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 Purchase Order / Contract. 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. .
- 13.2. Disputes or differences 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.
- 13.3. 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 Clause 13.2. 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 Laws).
- 13.4. The venue of the arbitration shall be the place from where the purchase order or contract is issued.
- 13.5. 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.

### **14. APPLICABLE LAW**

- 14.1. The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to a court of competent jurisdiction in Durgapur, West Bengal, India.

### **15. OTHERS**

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

**SECTION – 3**

**SCHEDULE OF REQUIREMENT**

<b>Brief Description of Goods and Services</b>	<b>Technical Specification, Quantity and other requirements</b>
Supply, Installation, Testing & Commissioning of 2.0 TR Airconditioners	<b>As detailed in SECTION-4 of this Tender Document</b>

Delivery & Installation site / Final Destination	<b>CSIR - Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur [West Bengal], India.</b>
Period of Delivery shall count from	DATE OF AWARD OF CONTRACT / ISSUE OF PURCHASE ORDER
Delivery Period [ Goods to be delivered in one lot at final destination – CSIR-Central Mechanical Engineering Research Institute, Durgapur]	30 DAYS
Time frame required for conducting installation, commissioning of the Goods etc. after arrival of the Goods at Final destination	15 DAYS



**SECTION – 4**

**TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS**

S.No	Description	Qty	Unit
1	Supply & Installation of <b>2.0 TR</b> wall mounted Split A.C units (with BEE 5 star rated). Including copper pipes for suction & discharge lines with proper insulation and power cable as per technical requirement ( <b>Approx. 9 ft. per machine</b> ). The A.C unit must be copper condensing coil,finally leak testing. Complete in all respect (make : Hitachi, Voltas, Daikin, Carrier or equivalent). <ul style="list-style-type: none"> <li>• <b>Rated Cooling Capacity [W/W] : 25300 BTU/r or better.</b></li> <li>• <b>Rated Air Flow : 650 CFM or better.</b></li> <li>• <b>4-way air swing.</b></li> <li>• <b>100% Copper Coil</b></li> </ul>	20	Nos.
2	If necessary supply & fixing of copper pipes (suction & discharge) with proper insulation and 3 core electrical cable for installation of 2 TR Split A.C units <b>beyond 09 ft.</b> Complete in all respect.	380	ft
3	If necessary supply & fixing of MS Stand for installation of outdoor units (Condensing unit) of Split A.C units Complete in all respect.	20	Sets
4	If necessary supply & fixing of drain pipe ( <b>hard PVC</b> ) with necessary joints for draining out condense water from the indoor unit to outside room Complete in all respect .	300	ft

**NOTE :**

1. **Bidder should be an authorised dealer/distributor of OEM. [ Necessary Documents / MAF to be submitted].**
2. **OEMs whose products shall be offered by Bidder should be in existence as a manufacturer of Split AC for at least 10 years as on the date of opening of bids. Further, the OEM must have a manufacturing facility in India, which is in existence for at least 5 years as on the date of bid opening. [Necessary Documents to be submitted].**
3. Bidder may visit installation site before submitting their Bids.
4. Bidder must mention in their Technical Specifications [ with documentary evidence]
  - i. The rated cooling capacity [watts] of Split type AC unit.
  - ii. The rated input power [ watts] of Split type AC unit.
5. The quantities mentioned under sl.no.:2,3 & 4 are estimated values only. The final payment will be made on actual measurement basis.
6. For items at Sl. Nos. 2,3&4, the quantity mentioned above in the Technical Specification shall be considered for price comparison.

**SECTION – 5**

**FORMS**

<b>1</b>	<b>Bidder's Information Form</b>
<b>2</b>	<b>Bid Form</b>
<b>3</b>	<b>Manufacturer's Authorisation Form</b>
<b>4</b>	<b>Bidder's Performance Statement Form</b>
<b>5</b>	<b>Service Support Details Form</b>
<b>6</b>	<b>Technical Compliance Statement Form</b>
<b>7</b>	<b>Price Schedule Form [ illustrative]</b>

**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 Tender Document]

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]
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

**BID FORM**

(to be submitted on the official Letterhead of the Bidder)

Tender Reference \_\_\_\_\_

The Director,  
CSIR-Central Mechanical Engineering Research Institute  
Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal

Sir,

Having examined the Tender Document, the receipt of which is hereby duly acknowledged. I/We agree to furnish required supplies/services in conformity with the terms and conditions and other requirements detailed in the said Tender Document at the prices given in the Price Bid on receipt of order for the same.

I/We agree to hold this offer open until \_\_\_\_\_ and to supply, [install and commission the equipment, wherever applicable] and complete the whole of the work and hand over to the Purchaser within the period of \_\_\_\_\_ weeks, from the date of receipt of intimation from you regarding acceptance of our e-Bid/receipt of your Purchase Order.

I/We agree to submit the Bank Guarantee [wherever applicable] as specified in the form prescribed by your goodself for the due performance of the contract, if our e-Bid is accepted.

I/we understand that you are not bound to accept the lowest or any bid you may receipt

Signature of Bidder  
With office stamp  
Name & Address

Telephone No. :

Fax No. :

E-mail address :

Name & Designation of the Contract Person :

**MANUFACTURERS' AUTHORIZATION FORM**

No. \_\_\_\_\_

Date \_\_\_\_\_

The Director,  
CSIR-Central Mechanical Engineering Research Institute  
Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal

Dear Sir,

I/We \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ (address of factory) do hereby authorize M/s. \_\_\_\_\_ ( name and address of Agent) to submit a bid, negotiate and receive the order from you against your tender enquiry.

No company or firm or individual other than M/s \_\_\_\_\_ is authorized to bid, and conclude the contract in regard to this business.

I/we hereby extend our full guarantee and warranty as per terms of the Tender Document for the goods and services offered by the above firm.

Yours faithfully

(Name)

(Name of manufacturers)

Note : This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent to sign such document on behalf of the Manufacturer.

**BIDDER'S PERFORMANCE STATEMENT FORM**

Name of the Firm \_\_\_\_\_

Order placed by ( full address with Tel.No. Fax No. & E-mail address of purchaser)  <b>(Attach a copy of the Purchase Order)</b>	Date	Description and quantity of ordered equipment	Date of completion of delivery as per Contract/Actual	Remarks indicating reasons for Late delivery, if any	Has the equipment been installed satisfactory?  <b>( Attach a certificate from the Purchaser/Consignee)</b>

Place :

Signature

Date :

Officer Stamp

**SERVICE SUPPORT DETAILS FORM**

Sl. No.	Nature of training imparted	List of similar type equipment serviced in the past 3 years	Address , Telephone Nos. Fax and e-mail address of the firm located in Kolkata , if any	Value of minimum stock of consumable spares held at all times.

Signature and Seal of the Manufacturer/Bidder \_\_\_\_\_

Place :

Date :

**TECHNICAL COMPLIANCE STATEMENT FORM**

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.

ITEM NAME			
SL. No.	Tender Specifications	Bidder’s Specifications	Deviation/Remarks, if any including justification

*(Technical literature/brochure/ manuals should be attached along with this format)*

Please Note :

1. Compliance/Deviation statement comparing the specifications of the quoted model to be required specifications. The statement should also give the page number(s) of the technical literature where the relevant specifications is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data for all the points noted above). Failure regarding which may result in rejection of bid.
3. In case the Bidder furnishes wrong or false information wilfully in the Technical Compliance Chart, such action shall be viewed strictly and the Bidders may be blacklisted
4. Where there is no deviation, the statement should be returned duly signed with an endorsement indication “No Deviations”.

Signature and Seal of the manufacturer/Bidder \_\_\_\_\_

Place :

Date :



**PRICE SCHEDULE FORM**  
**(illustrative)**

Tender Inviting Authority : CSIR-Central Mechanical Engineering Research Institute

Name of Work : Supply and Installation of Air Conditioners

Contract No. PUR/151/ADMAC/04/2017-18

Name of the Bidder/Bidding Firm/Company										
<b>PRICE SCHEDULE</b>										
<p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>										
Sl. No.	Item Description	Item Code/Make	Quantity	Units	Basic Rate in figures [to be entered by the Bidder in Rs.]	GST in percentage		TOTAL AMOUNT [without taxes]	TOTAL AMOUNT [with taxes]	TOTAL AMOUNT [with taxes] IN WORDS
Total in figures										
Quoted Rate in words										

**THE ABOVE TABLE IS MERELY FOR GUIDANCE PURPOSE.**

**THE TABLE IS A PRESENTATION OF THE FORMAT IN WHICH PRICE BID IS TO BE SUBMITTED IN THE EXEL FILE.**