



সিএসআইআর - সেন্ট্রাল মেকানিক্যাল ইঞ্জিনিয়ারিং রিসার্চ ইনস্টিটিউট,
বিজ্ঞান ও প্রযুক্তি মন্ত্রণালয়, ভারত সরকার
সিএসআইআর - কেন্দ্রীয় যান্ত্রিক অভিযান্ত্রিকী অনুসন্ধান সংস্থান,
CSIR - Central Mechanical Engineering Research Institute,
Mahatma Gandhi Avenue,
Durgapur - 713209, West Bengal, INDIA
E-mail: pur@cm eri.res.in, a.bharti@cm eri.res.in :

ৱেবসাইট/website: - www.cm eri.res.in

GSTIN: 19AAATC2716R2ZB

TENDER DOCUMENT

No. PUR/216/EM&TRG/AMC/RM/DP/2025-26

Date: 19.09.2025

To

M/s. Agilent Technologies India Pvt. Ltd.

4th Floor, #C#Block, RMZ Centennial,
Plot No. 8A, 8B, 8C & 8D, Doddanakundi,
Industrial Area, ITPL Road, Mahadevapura,
Post. Bangalore, Karnataka – 560048, India.

Email: supportservices-india@agilent.com, customercare.india@agilent.com

Sub.	Non-Comprehensive Annual Maintenance Contract of UV-VIS Cary 60 Instrument (Cary) Make: Serial No. MY13460028)
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REQUEST FOR QUOTATION

DEAR SIR,

Please send your quotation for NON- COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) for the following Equipment/ Instrument/ Item through NIC's CPP Portal.

Sl. No.	Description of Materials	Quantity
1.	Non-Comprehensive Annual Maintenance Contract of UV-VIS Cary 60 Instrument (Cary) Make: Serial No. MY13460028) to be effective for one year from the date of acknowledgement of AMC/Purchase Order.	01 No.
1.	Type of Maintenance: Non-Comprehensive AMC	
2.	Visits: Preventive Maintenance- 02 Preventive maintenance Visits in a year & Break-down maintenance- 01 Breakdown Visit (as and when required) in a year, On-site.	
3.	Schedule of Visit: Half Yearly.	
4.	Job Site: CSIR-CMERI, Durgapur- 713209 West Bengal	
5.	Scope of Work: Routine Maintenance, Health Checkup, Cleaning and breakdown visit.	
	<ul style="list-style-type: none">On emergency breakdown, equipment must be attended immediately and in any case not more than four working days (exclusive of date of intimation from CSIR-CMERI) failing which liquidated damage/penalty will be incurred @0.5% of the contract value for each week or part there of delay up to maximum of 10% of the order value.	
	<ul style="list-style-type: none">GST No. of CSIR-CMERI: 19AAATC2716R2ZBService provider other than the manufacture will submit the valid Manufacturer's Authorization issued by the principal company along with offer/quotation. The authorization certificate should bear the complete name, designation, address, e-mail ID and phone number of the person/official under whose signature the authorization is	

being issued. Further, the authorization certificate should confirm that the service provider/bidder has all the necessary technical expertise, qualified and trained manpower, all tools and instruments etc. that would be required to render effective and efficient maintenance coverage for the equipment in question.

Terms & Conditions: -

(Please go through the terms & conditions carefully before submitting the quotation especially payment terms at Point No. 5. Conditional offer will not be accepted).

TERMS & CONDITIONS

1. All Bids/ Quotations shall be submitted through NIC'S CPP Portal.
2. Quotation must include details with percentage break ups if any such as service tax etc. as per GST Act (i.e. Basic service charges for AMC and the Service Tax applicable etc. as per GST Act) If AMC is comprehensive in nature then the taxes applicable in percentage must be mentioned as GST Act.
3. Taxes on Goods and Services: The rate of Taxes in terms of Percentage must be clearly indicated wherever chargeable as per GST Act.
4. Quotation must be valid for three months from the date of quotation. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

5. Payment terms: -

- i) No advance payment will be made.
- ii) Advance payment maximum for 6 months can be accepted against submission of the Performance Bank Guarantee (PBG) for the equivalent amount in the format to be provided by CSIR-CMERI.
- iii) Payment against Invoice/ Bill within 30 days after satisfactory services at CSIR-CMERI.
- iv) We may accept the payment terms pertaining to AMC in two half yearly equal installments as follows: -
 - a) 50% payment of the AMC charges will be made after completion of the first six months of the contract period subject to the satisfactory service certificate from the user of the equipment under the AMC Contract.
 - b) Balance 50% payment will be made after completion of the AMC contract period subject to the satisfactory service certificate from the user of the equipment under the AMC contract.
- v) We may also accept the payment terms in quarterly equal installment basis subject to the satisfactory service certificate from the user of the equipment.
- vi) Following information should be reflected in the Invoice/Bill for making payments through e-mode: -
 - a) 11 Digit core Banking Account Number
 - b) Type of Account (Saving/ current)
 - c) Type of Account Holder
 - d) Name of Bank & Branch
 - e) IFSC Code No.
 - f) MICR No.

vii) For making payments please submit your pre-receipted over a revenue stamp of Rs. 1/-. The period of AMC and the period of claim should be clearly mentioned in the invoices.

viii) The Income Tax to be deducted at source (if any) may please be reflected in your invoice along with your Pan Number. CSIR-CMERI will deduct Income Tax at source as per Govt. norms/regulations/directives without any prior intimation at the time of making payment to the vendors.

ix) The copies of service reports of preventive / emergency services duly signed by the user should be submitted to the Stores & Purchase Division along with the invoices while submitted for payment. Service Providers are requested to keep such records/ documents with the signature of the user of the equipment under AMC. **The Supplier must provide a copy of 'certified (by our user) service report' to the Purchase Section at the time of P.M./Breakdown visit at CSIR-CMERI (on the same day) else the same provided later on will not be accepted for payment.**

x) GST-TDS will be applicable as per GST Rules.

6. (i) No. of preventive maintenance must be equally spaced during the entire period of AMC.

(ii) On Emergency Breakdown, equipment must be attended immediately not more than four working days (exclusive of date of intimation from CMERI) failing which liquidated damage / penalty will be incurred as indicated in this tender enquiry.

(iii) Down time should not be more than four days (exclusive of date of intimation from CMERI).

(iv) The down time may be added in the AMC period and accordingly, the AMC duration shall also stand extended.

7. (i) The parts, replaced on chargeable basis should be returned to the stores, CSIR-CMERI in case of non-comprehensive AMC.

(ii) Any spares and consumables required has to be provided by the contract holder i.e. CSIR-CMERI to be replaced on chargeable basis in case of non-comprehensive AMC.

8. Right to Information Act 2005: The tenderer may indicate if any information in his tender includes information of commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of your company.

9. Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

10. Any interlineations, erasures or overwriting shall be valid only if the persons or persons signing the bid initial them.

11. Settlement of Disputes:

(i) 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.

(ii) 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.

(iii) 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 and Arbitration & Conciliation (Amendment), Act 2015, the rules there under and any statutory modification or re-enactments thereof shall apply to the arbitration proceedings. In the event of any question/dispute/difference arising under the agreement), the same shall be referred to the Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi for appointment of arbitrator to adjudicate the dispute. The award of the arbitrator shall be final and binding on the parties. The arbitrator may give interim award(s) and/or directions, as may be provided. Subject to the aforesaid provision, the Arbitration and Conciliation Act 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceeding under this clause.

(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 provision of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

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

(v) 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 to the Supplier.

12. Debarring the firms from business:

The process of debarring the firm would be initiated in the below mentioned cases subject to the recommendation of the decision making committee and Director, CSIR-CMERI. The condition for debarring the firm are:

(Supply means: - Services to be provided under the terms & conditions of AMC)

(Purchase Order means: AMC Contract issued by CSIR-CMERI and entered with the service provider).

- i. Not supplying the services/materials as mentioned in the Purchase Order.
- ii. Not fulfilling the contractual obligations as per terms & conditions of the Purchase Order.
- iii. Not able to provide the required spares during the contract period of AMC or the period as specified in the vendor's quotation "or" in the tender enquiry "or" Purchase Order of the buyer at the time of the procurement of the equipment from OEM.
- iv. Repeated failures for keeping the equipment functional.
- v. Inadequate service back-up in terms of spares & manpower being repeatedly observed in a number of occasions and recorded by CSIR-CMERI during the AMC period and specified above in Point No. 12 (iii)/during the life cycle of the equipment.
- vi. In case it is proved that the services being provided to CSIR-CMERI has been sub-letted to some other vendor.

13. Termination for Insolvency: -

The Purchaser (CSIR-CMERI) may at any time terminate the Contract by giving written notice to the Supplier (Service Provider), 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.

14. Termination for Convenience: -

(i) The Purchaser (CSIR-CMERI) by written notice sent to the Supplier (Service provider), 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.

(a) To have any portion completed and delivered (services) 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/Services.

15. Applicable Law: - The contract shall be interpreted in accordance with the laws of the union of India and all disputes shall be resolved as per Point No. 13 (settlement of disputes)

16. Notice

(i) 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 part's address specified in the Purchase Order/Contract.

(ii) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

17. Code of Integrity and Conflict of Interest: the firm and the procuring entity should observe the highest standard of ethics and should not indulge in Corrupt Practice, Fraudulent Practice, Anti-competitive Practice, Coercive Practice, Conflict of Interest, Obstructive Practice. The firm has to

provide "Format for declaration by the Bidder for Code of Integrity & Conflict of Interest "duly filled and signed.

18. Notwithstanding the above: -

- (a) Director, CSIR-CMERI reserves the right to accept/reject fully or partially any Bid received against this Enquiry without assigning any reason thereof.
- (b) Director, CSIR-CMERI is at the liberty to terminate the AMC at any time without assigning any reason. However, the payment will be made for the period during which services has been provided subject to the certification from the user of CSIR-CMERI for the equipment under AMC.

19. i) The purchaser reserves its right to terminate the maintenance contract at any time after giving due notice without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, these would be paid to it/him as per the contract terms.

ii) The following details should be provided by Service Provider:

- (a) Channel of registering service request, response time for resolving the request.
- (b) Channel for escalation of service request in case of delay or unsatisfactory resolution of request, monitoring of service levels etc. this would include provision of help lines, complaint registration and escalation procedures.
- (c) Certificate from bidder to the effect that the prices charged by him should not exceed the prevailing rates charged by him from others for similar services. While claiming payment, the AMC holder is also to give a certificate to this effect in his bill.

Yours faithfully,



Stores & Purchase Officer
CSIR-CMERI, Durgapur

E-mail: pur.cmeri@csir.res.in, anand.bharti@csir.res.in

Kindly Note:

1. Only those documents/ forms which are relevant to this tender and which have been called for should be submitted.
2. Bidders are requested to submit technical catalogue of relevant pages ONLY for the equipment/model they are quoting.
3. Kindly do not submit our NIT (duly signed and sealed), instead you can convey your acceptance of NIT terms and conditions on your letter head as a self-declaration.

Kindly cooperate with us in saving the environment by reducing the requirement of printing.

Standard Forms
(To be enclosed as indicated below)

SL. No.	Name	Remarks by Bidder Compliance/Documents submitted (Yes or No)
1.	Bidder Information Form (to be enclosed with the technical bid) (Annexure-5C)	
2.	Manufacturers' Authorization Form (to be enclosed with the technical bid) (Annexure-5D)	
3.	Bid Securing Declaration. (to be enclosed with the technical bid) (Annexure-5F)	
4.	Format for declaration by the Bidder for Code of Integrity & conflict of Interest. (to be enclosed with the technical bid) (Annexure-5O)	
5.	Quoted Rate Certificate (to be enclosed with the price bid) (Annexure-5W)	

Bidder Information Form

- (a) 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 on the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for bids]

Page 1 of _____ pages

01.	Bidder's Legal Name [insert Bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
06.	<p>Bidder's Authorized Representative Information</p> <p>Name: [insert Authorized Representative's name]</p> <p>Address: [insert Authorized Representative's Address]</p> <p>Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]</p> <p>Email Address: [insert Authorized Representative's email address]</p>
07.	<p>Attached are copies of original documents of: [check the box(es) of the attached original documents]</p> <p>Articles of Incorporation or Registration of firm named in 1, above.</p>

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 and be enclosed with the technical bid.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for 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 2.21 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-Securing Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Format for declaration by the Bidder for Code of Integrity & conflict of interest

(On the Letter Head of the Bidder)

Tender Ref. No: _____

Date _____

To,

The Director,

CSIR - Central Mechanical Engineering Research Institute,

Mahatma Gandhi Avenue,

Durgapur - 713209, West Bengal, INDIA

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

a

b

c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized Signatory)

Company Seal

Quoted Rate Certificate

(On the Letter Head of the Bidder)

Tender Ref. No: _____

Bid ref. No. _____

Date

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender Ref. No. _____ dated

I/We hereby declare the "the rates quoted by us (Name of the firm) are the same and not higher than those quoted with other CSIR Labs/Instt, Government, public sector or private organizations".

Yours sincerely

Signature

Name

Designation.....

Name of the firm.....

Date

(SEAL AND STAMP)