



**वै.औ.अ.प. – केन्द्रीय कोशिकीय एवं आणविक जीवविज्ञान केन्द्र**  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

हब्सीगुड़ा, उप्पल रोड, हैदराबाद – 500007, तेलंगाना, **भारत**

**CSIR - CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CCMB)**

(Council of Scientific and Industrial Research)

HABSHIGUDA, UPPAL ROAD, HYDERABAD 500007, TELANGANA, INDIA.

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## निविदा दस्तावेज

*TENDER DOCUMENT*

*FOR*

**Supply of Micro TUBE AFA Fiber Snap Cap or equivalent  
compatiable for M220 covaris machine**

### Contact Details

Stores & Purchase Officer

CSIR - Centre for Cellular & Molecular Biology

Council of Scientific & Industrial Research

Uppal Road, Hyderabad – 500 007 (Telangana) INDIA

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E-Mails:, [spo@ccmb.res.in](mailto:spo@ccmb.res.in) & [spodk@ccmb.res.in](mailto:spodk@ccmb.res.in)

Website: <http://www.ccmb.res.in>

**बोली-आमंत्रण / निविदाआमंत्रण सूचना**  
**INVITATION FOR BIDS / NIT**

महोदय / महोदया,  
Sirs / Madam,

Sub: Request for bid for procurement of **supply of Microtube AFA Fiber snap Cap or equivalent**- Reg.

निदेशक, सीएसआईआर - वै.ओ.अ.प. - केन्द्रीय कोशिकीय एवं आणविक जीवविज्ञान केन्द्र (सीएसआईआर- वै.ओ.अ.प.-के.को. एवं आ. जी. केन्द्र ), हैदराबाद - ५०० ००७ , तेलंगाना , भारत, इसमें इसके पश्चात 'क्रेता' के नाम से जाना जाएगा , नीचे सूची-बद्ध मदों के क्रय के लिए इच्छुक है।

कृपया दिनांक ---/01/2021 को 13.00 घंटे (भा.मा.स.) को या इससे <https://etenders.gov.in> पर ऑनलाईन कोटेशन जमा करें।

Director, CSIR - CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CCMB), TELANGANA-500 007, INDIA herein after called as the 'Purchaser' is interested in the purchase of below mentioned material (s). Kindly submit quotation online at <https://etenders.gov.in> on or before **13.00 (IST) on 08/02/2021.**

क्रमांक Sl. No.	सामग्री-विवरण Description of items	मात्रा Quantity
1.	Cat No.520077 Microtube AFA Fiber Snap Cap 6x16mm Case (250 tubes/pack) or equivalent compatible for M220 Covaris machine	02

**End Use: for preparation of true seq exome libraries on Illumina platform**

बोलीजमाकरनेकीअंतिमतारीख Last Date for submission:	08/02/2021 को 13.00 घंटे(भा.मा.स) तक 08/02/2021 up to 13.00 hrs. (IST)
बोली खोले जाने की तारीख Date of Opening:	09/02/2021, 14.30 घंटे(भा.मा.स) 09/02/2021, 14.30 Hrs. (IST)

**CRITICAL DATE SHEET**

क्रमांक Sl. No.	प्रक्रम / Stage	दिनांक और समय /Date & Time
1.	प्रकाशन का दिनांक और समय Publish Date & Time	15/01/2021 --17.00 hrs IST
2.	दस्तावेज डाउनलोड का प्रारंभ दिनांक और समय Document Download Start Date & Time	15/01/2021 --17.15 hrs IST
3.	संदेह / सवाल पूछने की अंतिम दिनांक और समय Last Date & time for receipt of queries	लागू नहीं / NOT APPLICABLE
4.	बोलीपूर्व सम्मेलन, यदि हो तो Pre-bid Conference, if any	लागू नहीं / NOT APPLICABLE
5.	बोली जमा करने की प्रारंभिक दिनांक और समय Bid Submission Start Date & time	15/01/2021 -- 17.30 hrs IST
6.	बोली जमा करने की अंतिम दिनांक और समय Bid Submission End Date & Time	08/02/2021 -- 13.00 hrs IST
7.	बोली खोले जाने की दिनांक और समय Bid Opening Date & Time	09/02/2021 --14.30 hrs IST

क्रय योजना की संभावित समयावधि /

**TENTATIVE TIME SCHEDULE OF PROCUREMENT PLANNING**

क्रमांक/ Sl. No	प्रक्रम/ Stage	संभावित समय सीमा/ Tentative Time Frame
1.	बोली खोले जाने की दिनांक Date of Bid Opening	09/02/2021 -- 14.30 hrs IST
2.	बोली के मूल्यांकन समाप्ति की दिनांक Date of Completion of Bid Evaluation	09/02/2021 hrs IST + 45 Days
3.	अधिनिर्णय की अधिसूचना Notification of Award	09/02/2021 hrs IST + 90 Days

**निबंधन और शर्तें**  
**TERMS AND CONDITIONS**

1. निविदा क्रेता द्वारा दिये गए प्रपत्र में ही होना चाहिए और शोधन और कांट-छांट से मुक्त होना चाहिए। अपरिहार्य शोधन / कांट-छांट होने पर, वह ठीक से साक्ष्यांकित होना चाहिए। ऐसा न होने पर कोटेशन माननीय नहीं होगा। हस्तलिखित कोटेशन मान्य नहीं होगा।

The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the quotation will not be considered. Hand written Quotations will not be considered.

2. आपकी बोलियाँ

It may kindly be noted that your **Bid** should

**एकल बोली होनी चाहिए / द्वि-पद्धति होनी चाहिए**

be in Single BID System / ~~Two BID System~~

**‘बोली प्रतिभूति सुरक्षा’ के बदले ‘बोली सुरक्षा घोषणा’ संलग्न की जानी चाहिए ।**

Accompany “**Bid Securing Declaration**” in place of ‘Bid Security’.

आपके पक्ष में अनुबंध होने पर, \_\_\_\_\_ के आशुस्तिकाल के पश्चात **दो महीने** की अवधि के लिए, आपके द्वारा **निष्पादन बैंक प्रत्याभूति** जमा करनी होगी। **(लागू नहीं)**

In the event of award of Contract in your favour, you need to submit a **Performance Bank Guarantee** valid for a period of **2 Months** beyond the Warranty period of \_\_\_\_\_ **Months.**

**(Not Applicable)**

3. बोलियाँ जमा करने की निम्नविधियाँ होंगी:

- सभी बोलियाँ केवल ऑनलाइन <https://etenders.gov.in/> द्वारा प्रस्तुत की जाएंगी।  
The **mode** of submission of tender will be as follows:
- All bids to be submitted **online only** through <https://etenders.gov.in/> only.

4. निविदा की स्वीकृति वै.औ.अ.प- के.को. एवं आ. जी. केन्द्र, हैदराबाद, भारत के सक्षम प्राधिकारी की होगी, जो की निम्नतम निविदा की स्वीकृति के लिए बाध्य नहीं होगा और बिना कोई कारण बताए सभी या किसी को भी अस्वीकृत करने या आंशिक रूप से स्वीकृत करने का अधिकार रखता है।

The acceptance of the quotation will rest with the competent authority of **CSIR-CCMB, Hyderabad, Telangana, India** who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.

5. बोली में बताई गई **कीमतेँ निवल** होनी चाहिए और कोटेशन खोले जाने की तारीख से न्यूनतम **९० दिनों** के लिए वैध होनी चाहिए।

Price quoted should be **net** and valid for a minimum period of **90 days** from the date of opening of the quotation.

6. यह ध्यान दिया जाए कि सशर्त / बिना हस्ताक्षर किए गए निविदाओं पर विचार नहीं किया जाएगा।  
It may be noted that Conditional / Unsigned tenders shall not be considered.
7. बोली दाता द्वारा <https://etenders.gov.in> / निविदा दस्तावेज में दिए गए प्रपत्रानुसार **मूल्य अनुसूची** प्रस्तुत करना होगा।  
The bidder must submit the applicable **Price Schedule** Form as Annexed to the **BOQ** in [etenders.gov.in](https://etenders.gov.in) / **Tender Document**.
8. निविदा के साथ समय सम्पूर्ण विनिर्देश के साथ निर्माता का नाम व पता दिया जाना चाहिए।जहाँ भी लागू हो साहित्य / ब्रोशर / पेम्प्लेट / तकनीकी डाटा शीट / ड्राइंग संलग्न होने चाहिए।  
Complete specifications with manufacturer's Name and address should be given while quoting. Literature / brochures / pamphlets / technical data sheets / drawings must be enclosed with the quotation wherever applicable.
9. उद्धृत मूल्य, इंकायरी मे उल्लिखित इकाई मे ही होनी चाहिए।कोटेशन अन्य इकाई मे दी जाने पर , दोनो इकाईयों के बीच के संबंध भी बतायें। मात्रात्मक छूट, यदि हो तो उल्लिखित करें। मदों को हमारे निविदा के लिए निवेदनानुसार क्रमांकित कर उद्धृत करें।  
Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of our RFQ.
10. उन मामलों में जहाँ अभिकर्ता उनके प्रमुख विदेशी निर्माताओं की ओर से उद्धरण कर रहे हैं ( **यदि वो भारत सरकार की 'मेक इन इंडिया' की श्रेणी। या श्रेणी II के आपूर्तिकर्ता की शर्तों को पूरा करते हैं** ), एक अभिकर्ता दो या उससे अधिक निर्माताओं का प्रतिनिधित्व नहीं कर सकते या उनकी ओर से किसी एक टेंडर इंकायरी मे उद्धरण नहीं कर सकते। **एक निर्माता केवल एक अभिकर्ता / डीलर को प्राधिकृत कर सकता है।** एक ही वस्तु के लिए निम्न से मात्रक बोली की जा सकती है:  
अ. विदेशी निर्माता स्वयं या अपनी ओर से एक अभिकर्ता; या  
आ. अभिकर्ता किसी एक प्रमुख की ओर से
- In cases of Agents quoting on behalf of their foreign manufacturers (if they fulfil the requirements of Class I or Class II supplier under "Make in India" of the Govt. of India), one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following for the same item:
- a. The foreign manufacturer directly or through one Indian agent on his behalf; or  
b. Indian / foreign Agent on behalf of only one principal.
11. यदि बोली दाता विदेशी निर्माताओं का भारतीय अभिकर्ता है, तो निम्नलिखित निर्देशों का अनुपालन आवश्यक है –  
1. **बोली की मुद्रा** आवश्यक रूप से **भारतीय रुपया** होनी चाहिए।

2. बोली दाता 'मेक इन इंडिया' के संबंध में वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के दिनांक 16 सितंबर, 2020 की आदेश संख्या P-45021/2/2017-PP (BE-II) की शर्तों को निविदा जारी होने की तिथि तक समय समय पर किए गए संशोधनों के साथ आवश्यक रूप से पूरा करता हो।
3. बोली दाता 'मेक इन इंडिया' के संबंध में उद्योग संवर्धन एवं आंतरिक व्यापार विभाग, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के दिनांक 24 अगस्त, 2020 की आदेश संख्या No.P-45021/112/2020-PP(BE-II)(E-43780) शर्तों को निविदा जारी होने की तिथि तक समय समय पर किए गए संशोधनों के साथ पूरा करता हो।

If bidder is Indian agent of foreign principal, the following instructions shall be complied -

1. **Currency of the Quote** essentially be Indian Rupee only.
  2. Bidder must **necessarily comply** with conditions of 'Make in India' Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020 of Ministry of Commerce and Industry, Government of India, as amended from time to time on the date of issue of tender.
  3. Bidder shall be complying with Order No. P-45021/112/2020-PP(BE-II) (E-43780) dated 24.08.2020 of the Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade, as amended from time to time as on the date of issue of tender.
12. यह प्रयोगशाला / संस्थान, वैज्ञानिक वैज्ञानिक अनुसंधान विभाग, भारत सरकार, से पंजीकृत है और 18 नवम्बर 2017 को दिनांकित अधिसूचना संख्या 86 /2017- एकीकृत कर ( दर) और 85 /2017- केन्द्रीयकर ( दर) और 23.09.1996 को दिनांकित अधिसूचना संख्या 51/96-सीमाशुल्क के अन्तर्गत अधिसूचना संख्या 54/2002 के माध्यम से रियायती सीमाशुल्क, व.से.क। और के.व.से.क. उदग्राह्य होगा। **(लागू नहीं)**

This Lab/Institute is registered with Dept. of Scientific & Industrial Research, Govt. of India and concessional customs duty and GST & IGST are leviable vide notification no. 54/2002-Customs on all imports covered under notification No.51/96-Customs dated 23.07.1996, Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14<sup>th</sup> November, 2017. **(NOT APPLICABLE)**

13. प्रेषण / ढुलाई का माध्यम हवाई / सामुद्रिक / रेल / सड़क ही होगा।  
The mode of dispatch/transportation of the items must be by ~~Air/ Sea/Rail~~ **Road** only.
14. मर्दों की आपूर्ति के लिए जरूरी **सुपुर्दगी अवधि** का कोटेशन में **निरपवाद** उल्लेख होना चाहिए। ऑर्डर दिए जाने पर प्रस्तुत सुपुर्दगी अवधि का सख्ती से पालन करना होगा।  
**Delivery period** required for supplying the material should be invariably specified in the quotation. The offered delivery period shall have to be strictly adhered to in case an order is placed.
15. देरी के लिए परिनिर्धारित नुकसानी धारा : निविदा दस्तावेज में **अनुबंध की सामान्य शर्तों** के अनुबंध (जी.

सी. सी.) की धारा २.२७ अनुसार

**Liquidated Damages** Clause for delays: as per **Clause 2.27** of **General Conditions of Contract (GCC)** in the tender document.

16. यदि आपूर्ति समय पर न हो और इस वजह से आपके जोखिम पर क्रेता अन्य कहीं से सामग्री खरीदने के लिए बाध्य होता / होनेपर, जो हानि और नुकसान होगी, उसे दोषी विक्रेता से बरामद किया जाएगा।  
If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
17. सभी आपूर्तियाँ स्वीकृति से पूर्व निरीक्षण और अनुमोदन पर आश्रित है। जहाँ कहीं भी लागू हो निर्माता की आश्वस्ति प्रमाणपत्र और निर्माता / सरकार अनुमोदित प्रयोगशाला की निरीक्षण प्रमाणपत्र आपूर्ति के साथ प्रस्तुत करें।  
All supplies are subject to inspection and approval before acceptance. Manufacturer warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
18. लागू नियम / अधिनियम / कानून के प्रावधान अनुसार **आयकर / व.से.क.** के ऊपर **स्त्रोत पर कर** कटौती वसूला जाएगा।  
**IT / GST TDS** would be recovered as per applicable rule / regulations / provisions of law.
19. कृपया कोटेशन में अपना **परमानेंट अकाउंट नंबर (पी. ए. एन.)** और **व.से.क. संख्या**, आदि का उल्लेख करें।  
Kindly furnish your **Permanent Account No.(PAN) & GST Number**, etc. in your quotation for our records.
20. हमारी भुगतान की सामान्य शर्तें जी.सी.सी. एवं एस.सी.सी. में उल्लिखित हैं।  
Our normal payment terms are as mentioned in **G.C.C** and **S.C.C**.
21. इस निविदा से सम्बन्धित सभी विवाद केवल स्थानीय **हैदराबाद क्षेत्राधिकार** की अदालतों में सुलझाए जाएंगे। विवरण अ.सा.श के धारा २.३२ में उपलब्ध है।  
All disputes related to this tender shall be settled in the local courts of **HYDERABAD** Jurisdiction only. Details available under clause **2.32** of **GCC** as given in tender document.
22. निविदा की शर्तें (अधोमुख पर मुद्रित), यदि कोई हो, या निविदा के संग भेजी गई हो तो, हम पर बाध्यकारी नहीं होगी।  
Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender **shall not be binding** on us.  
  
उपरोक्त सभी अनुदेश और हमारे सामान्य निबंधन और शर्तों का अनुपालन करना होगा जिसके न होने पर आपका प्रस्ताव अस्वीकार किया जा सकता है।  
All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
23. 'क्रेता' भारत सरकार की निम्नलिखित खरीद अधिमान नीतियों के अनुसार निविदा की वस्तुओं / सामग्री के क्रय में आवश्यक रूप से **प्राथमिकता देगा** -

1. 'मेक इन इंडिया' के संबंध में वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार , के दिनांक १६ सितंबर, २०२० की आदेश संख्या P-45021/2/2017-PP (BE-II), निविदा जारी होने की तिथि तक समय समय पर किए गए संशोधनों के साथ ।
2. सूक्ष्म एवं लघु उपक्रमों द्वारा विनिर्मित वस्तुओं / सामग्री हेतु 2012 के एम.एस. ई. आदेश, निविदा जारी होने की तिथि तक समय समय पर किए गए संशोधनों के साथ ।

The 'Purchaser' intends to necessarily give purchase preference in terms of the following procurement policies of the Government of India -

1. As per "Make in India" Order No. P-45021/2/2017-PP (BE-II) dated 16th September, 2020 of the Ministry of Commerce and Industry, Government of India, as amended from time to time, as on date of issue of tender notice.
  2. Products / goods manufactured by Micro and Small Enterprises as per MSE order 2012 as amended from time to time, as on date of issue of tender notice.
24. भंडार एवं क्रय प्रभाग से उद्भवित, आम निविदा / सीमित निविदा/ आम सीमित निविदा/ एकल निविदा पर लागू बोलीदाताओं के लिए निर्देश, अनुबंध की सामान्य शर्तें (यदि इस दस्तावेज से सलगन न हो तो) , टेंडर शीर्ष के तहत हमारे वेबसाइट <http://www.ccmb.res.in> पर या टेंडर दस्तावेज पर देख सकते हैं।

"Instruction to Bidders, General Conditions of Contract applicable to Open Tenders/Limited tenders/ OPEN Limited Tender/ Single Tender originating from S&P division along with different formats can be viewed on our website <http://www.ccmb.res.in> under the head tenders or in Tender document, if same are not attached to this document)..

**भंडार एवं क्रयअधिकारी**  
STORES AND PURCHASE OFFICER



अनुक्रमणिका  
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**अध्याय1**  
**CHAPTER - 1**

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**अ. प्रस्तावना**

**A . Introduction**

**1.1. पात्र बोलीदाता / Eligible Bidders**

**1.1.1** This **Invitation for Bids** is open to all suppliers subject to **Para 24** of the invitation to bids and **Clause 1.1.7** through **1.1.11** of ITB.

**1.1.2** A supplier or bidder shall be considered to be from a country if

- (i) The entity is incorporated in that country, **or**
- (ii) A majority of its shareholding or effective control of the entity is exercised from that country; **or**
- (iii) More than 50% of the value of the item being supplied has been added in that country. Indian suppliers shall mean those entities which meet any of these tests with respect to India.

**1.1.3** **MSEs** would be treated as owned by Scheduled Caste/Schedule Tribe enterprises as under:

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% (fifty-one percent) shares in the unit.
- (c) In case of Private Limited Companies, at least 51%(fifty-one percent) share shall be held by SC/ST promoters.

Document is support of claim must be submitted along with the bid.

**1.1.4** 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 of Bids.

**1.1.5** Bids from Joint Ventures, Consortium or Associations so long as they are formed and registered prior to the bid submission date.

**1.1.6** The bidders who have been temporarily **suspended or removed** from the list of registered suppliers by the purchaser or banned from Ministry/country wide procurement shall be ineligible for participation in the bidding process.

**1.1.7** Any bidder from a country which **shares a land border with India** will be eligible to bid in this tender only if the bidder is registered with the Competent Authority (Registration Committee as constituted by Department of Promotion of Industry and Internal Trade) and submits a valid registration Certificate. (Please refer to Order no.6/18/2019-PPD dated 23 July 2020 and any amendments thereon.)

- 1.1.8 "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial judicial person not falling in any of the descriptions of bidder stated hereinbefore, including any agency branch or Officer controlled by such person, participating in a procurement process.
- 1.1.9 "Bidder from a country which shares a land border with India" for the purpose of this order means:
- I. An entity incorporated, established or registered in such a country; or
  - II. A subsidiary of an entity incorporated, established or registered in such a country; or
  - III. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - IV. An entity whose beneficial owner is situated in such a country; or
  - V. An Indian (or other) agent of such an entity; or
  - VI. A natural person who is a citizen of such a country; or
  - VII. A consortium or joint venture where any member of the consortium or joint venture fails under any of the above
- 1.1.10 The **beneficial owner** for the purpose of above will be as under
- I. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more judicial person, has a controlling ownership interest or who exercise control through other means.  
Explanation -
    - a) "**Controlling ownership interest**" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
    - b) "**Control**" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
  - II. In case of a partnership firm, the beneficial owner is the natural persons(s) who, whether acting alone or together, or through one or more judicial person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - III. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more judicial person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - IV. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - V. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- 1.1.11 An agent is a person employed to do any act for another, or to represent another in dealings with third person.

### 1.1.12 Eligibility with respect to 'Make in India'

- a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only '**Class-I local supplier**', as defined under the **Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020** of Ministry of Commerce and Industry, Government of India, shall be eligible to bid irrespective of purchase value.
- b) Only '**Class- I Local Supplier**' and '**Class-II Local Supplier**', as defined under the said GOI Order dated 16.09.2020 shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In Global Tender enquiries, '**Non-local suppliers**' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'. In procurement of all goods, services or works, not covered by **sub- para 3(a)** of Order No. **P-45021/2/2017-PP (BE-II) dated 16th September 2020** of the Ministry of Commerce and Industry, Government of India, and with estimated value of purchases less than **Rs 200 Crore**, in accordance with **Rule 161(iv)** of General Finance Rules, 2017, Global Tender enquiry shall not be issued except with the approval of Competent Authority as designated by Department of Expenditure.

### 1.2 बोली की कीमत/ 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 सार्वजनिक खरीद के लिए सत्यनिष्ठा संहिता / Code of Integrity for Public Procurement

- 1.3.1 The bidders/suppliers should sign a declaration about abiding by the '**Code of Integrity**' for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and soon.
- 1.3.2 **Code of integrity for Public Procurement:** The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
  - i) "**corrupt practice**": making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
  - ii) "**Fraudulent practice**": any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;

- iii) “**anti-competitive practice**”: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- iv) “**coercive practice**”: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v) “**conflict of interest**”: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
- vi) “**Obstructive practice**”: materially impede the purchaser’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser’s Entity’s rights of audit or access to information;

### 1.3.3 Obligations for Proactive disclosures

- i) The Purchaser as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to *suo motu* proactively declare any conflicts of interest (coming under the definition mentioned above – pre- existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and
- ii) The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity;
- iii) To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser. Similarly, voluntary reporting of previous transgressions of Code of Integrity elsewhere may be evaluated and barring cases of various grades of debarment, an alert watch may be kept on the bidder’s actions in the tender and subsequent contract.

### 1.3.4 Punitive Provisions

Without prejudice to and in addition to the rights of the Purchaser to other penal

provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

- i) If his bids are under consideration in any procurement:**
  - a) Forfeiture or encashment of bid security;
  - b) Calling off of any pre-contract negotiations; and
  - c) Rejection and exclusion of the bidder from the procurement process.
  
- ii) If a contract has already been awarded**
  - a) Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser;
  - b) Forfeiture or encashment of any other security or bond relating to the procurement;
  - c) Recovery of payments including advance payments, if any, made by the purchaser along with interest thereon at the prevailing rate.
  
- iii) Provisions in addition to above:**
  - a) Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
  - b) In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
  - c) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.



## **B. The Bidding Documents**

### **1.4 निविदा दस्तावेजों की कीमत /Cost of Tender Documents**

1.4.1 The bidding documents are available to bidders for **download** as indicated in the Invitation for Bids/NIT, **free of cost**.

### **1.5 निविदा दस्तावेजों की विषय-वस्तु / Content of Tender 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 bids and Critical Date Sheet have been divided into **8** Chapters as under:

Chapter 1: Instructions to Bidder (ITB)

Chapter 2: General Conditions of Contract (GCC) and Special Condition of Contract (SCC)

Chapter 3: Schedule of Requirements

Chapter 4: Specifications and Allied Technical Details

Chapter 5: Price Schedule Forms

Chapter 6: Qualification requirements

Chapter 7: Contract Form

Chapter 8: Other Standard Forms comprising:

Sl. No.	Name
01.	Bidder Information Form
02.	Manufacturers' Authorization Form
03.	Bid Security Form
04.	Bid Securing Declaration.
05.	Performance Statement Form
06.	Deviation Statement Form
07.	Service Support Detail Form
08.	Bid Form
09.	Performance Security Form

10.	Acceptance Certificate Form
11.	Integrity Pact
12.	Format of declaration of abiding by the code of integrity and conflict of interest to be submitted by the bidder.
13	Price Schedule
14	Bank Guarantee form for advance payment
15.	Format of Affidavit of self-certification regarding domestic value addition
16	Format of Certificate to be provided by bidder in case of subcontracting.
17	Format of self-declaration to be provided by bidder

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 निविदा दस्तावेज़ों की विषय-वस्तु / Clarification of tender documents

1.6.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing in **advance** before the due date of opening. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under Clause relating to amendment of Bidding Documents and Clause relating to Deadline for Submission of Bids.

The queries, clarifications and amendments issued would also be hosted on the website of the Purchaser for the benefit of the other prospective bidders and also shall be sent to all bidders who have purchased the tender documents.

## 1.7 निविदा दस्तावेज़ों में संशोधन / Amendment of Tender 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 tender documents by amendment. The same would also be hosted on the website of the Purchaser - <https://ccmb.res.in> and on <https://etenders.gov.in/> and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments.

1.7.2 In order to allow prospective bidders' reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Purchaser and on <https://etenders.gov.in/>.

## **C. PREPARATION OF BIDS**

### **1.8. बोली की भाषा / Language of Bid**

- 1.8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in **English** language only.
- 1.8.2 The Supplier shall bear all costs of translation, if any, to the **English** language and bear all risks of the accuracy of such translation, for documents provided by the Supplier.

### **1.9 खरीद अधिमान नीति /Purchase Preference Policies:**

#### **A. Purchase Preference Policy in respect of MSEs**

- 1.9.1 The purchaser intends to give product reservation/purchase preference/price preference in line with current Govt. of India procurement policies, **as amended from time to time**, to help inclusive national economic growth by providing long term support to **“Micro and Small Enterprises (MSEs)”** and disadvantaged sections of the society and to address environmental concerns along with preferential market access in govt. procurements.
- 1.9.2 A bidder in the category of ‘Micro and Small Enterprises’ (to be supported by valid documents – to be uploaded along with technical bid), qualifying for price-bid and quoting price within price band of **L1+15** percent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise shall be allowed to supply up to 25 percent of the total tendered value (ratio of non-MSME and MSME will be 80:20).
- 1.9.3 In case more than one such Micro and Small Enterprise, the supply shall be shared proportionately.
- 1.9.4 If the lowest is MSME then the entire order will be finalized on L1.

#### **B. Purchase Preference Policy in respect of Make in India**

- (a) Subject to the provisions of **Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020 of Ministry of Commerce and Industry, Government of India** and to any other specific instructions issued by the Nodal Ministry or in pursuance of this Order as on date of issue of this tender enquiry, purchase preference shall be given to **‘Class-I Local Supplier’** in procurements undertaken by procuring entities in the manner specified here under.
- (b) In the procurements of goods or works, which are covered by **para 3(b) of Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020** of Ministry of Commerce and Industry, Government of India above and which are divisible in nature, the **‘Class-I local Supplier’** shall get purchase preference over **‘Class-II Local supplier’** as well as **‘Non-local Supplier’**, as per following procedure.
- i. Among all qualified bids, the lowest bid will be termed as **L1**. If L1 is **‘Class-I Local Supplier’**, the contract for full quantity will be awarded to L1.

- ii. If **L1** bid is not a 'Class-I Local Supplier', **50%** of the order quantity shall be awarded to **L1**. Thereafter, the lowest bidder among the 'Class-I local Supplier' will be invited to match the **L1** price for the remaining **50%** quantity subject to the 'Class-I Local Supplier's' quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I Local Supplier' subject to matching the **L1** price. In case such lowest eligible 'Class-I Local Supplier' fails to match the **L1** price or accepts less than the offered quantity, the next higher 'Class-I Local Supplier' within the margin of purchase preference shall be invited to match the **L1** price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on 'Class-I Local Suppliers', then such balance quantity may also be ordered on the **L1** bidder.
- (c) In the procurements of goods or works, which are covered by **Para 3(b)** of **Order No. P-45021/2/2017-PP (BE-II)** dated **16th September 2020** of the Ministry of Commerce and Industry, Government of India and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the '**Class-I Local Supplier**' shall get **purchase preference** over '**Class-II Local Supplier**' as well as '**Non-local supplier**', as per following procedure.
- i. Among all qualified bids the lowest bid will be termed as **L1** . If **L1** is '**Class-I Local Supplier**', the contract will be awarded to **L1**.
- ii. If **L1** is not '**Class-I Local Supplier**', the lowest bidder among the '**Class-I Local Supplier**', will be invited to match the **L1** price subject to 'Class-I Local Supplier's' quoted price falling within the margin of purchase preference and the contract shall be awarded to such '**Class-I Local Supplier**', subject to matching the **L1** price.
- iii. In case such lowest eligible '**Class-I local supplier**' fails to match the **L1** price, the '**Class-I Local Supplier**' with the next higher bid within the margin of purchase preference shall be invited to match the **L1** price and so on and contract shall be awarded accordingly. In case none of the 'Class-I Local Supplier' within the margin of purchase preference matches the **L1** price, the contract may be awarded to the **L1** bidder.
- (d) "**Class-II Local Supplier**" will not get purchase preference in any procurement, undertaken by procuring entities.

### **1.10. बली के दस्तावेज़ / Documents Comprising the Bid**

1.10.1 The bid prepared by the Bidder shall include documents as under:

#### **A. Technical Bid**

- (a) Bidder Information Form;
- (b) Declaration abiding by the 'Code of Integrity and no conflict of interest for public procurement';
- (c) Bid Security as specified in the Invitation to Bids;
- (d) Service support details form;
- (e) Deviation Statement Form;
- (f) Performance Statement Form;
- (g) Manufacturer's Authorization Form along with a certified copy of the Agency Agreement between the bidders and the Indian Agent, if applicable.
- (h) Documentary evidence establishing that the bidder is eligible to bid and is qualified to

- perform the contract if its bid is accepted;
- (i) Documents establishing goods eligibility and conformity to bidding document; indicating the Indian Customs Tariff Number (ICT & HSN No.)
  - (j) **Self-certification that the item offered meets the minimum local content as *per class of supplier* and shall give details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the “Make in India” policy, *if applicable*.**
  - (k) Bill of materials showing all the part numbers, detailed specifications with quantities of all items individually.
  - (l) **MSE CERTIFICATE, IF APPLICABLE.**
  - (m) ‘Valid Registration Certificate’ for Bidders sharing land borders with India.

## **B Price Bid**

- (a) Bid form;
- (b) Applicable Price Schedule Form;

### **1.11. Bid form and price schedule**

- 1.11.1 The bidder shall complete the Bid Form and the appropriate price schedule form furnished in the bidding documents. These forms must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. The Bid Form and the appropriate Price Schedule form shall be submitted in accordance with Clause 1.18.3 of the bidding documents.

### **1.12 Bid Prices**

- 1.12.1 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.
- 1.12.2 Prices indicated on the price-schedule form shall be entered separately in the following manner:
- (i) The price of the goods quoted ‘Ex-works’ including taxes already paid.
  - (ii) GST and other taxes, explicitly mentioning **applicable rate**, if any, 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 as specified in the price schedule form.
  - (iv) Wherever applicable, the cost towards the installation, commissioning, spares, extended warranty, AMC/CMC, site preparation and training including any incidental services, if any.
- 1.12.3 Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offer shall be rejected as incomplete.
- 1.12.4 The price quoted shall remain fixed during the contract period and shall not vary on any account

- 1.12.5 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.
- 1.12.6 The Purchaser is registered with Dept. of Scientific & Industrial Research, Govt. of India and concessional customs duty and GST & IGST are leviable vide notification No. 54/2002-Customs on all imports covered under Notification No.51/96-Customs dated 23.07.1996, Notification No.47/2017-Integrated Tax (Rate) and Notification No. 45/2017-Central Tax (Rate) both dated 14<sup>th</sup> November,2017.  
**Note:** All payments due under the contract shall be paid after deduction of statutory levies at source (like IT TDS, GST TDS, etc.), as per applicability.
- 1.12.7 Please state specifically in your offer whether the duties and taxes are extra over the prices quoted, failing which it will be presumed that the prices are inclusive of taxes and duties and no claim would be entertained for statutory variations at a later date.
- 1.12.8 Stipulations like “GST” is presently not applicable but the same will be charged if it becomes leviable later on” is not acceptable unless in such cases it is clearly stated that GST will not be charged if the same becomes applicable later on due to increase in turn over etc. If a bidder fails to comply with this requirement, his quoted price shall be loaded with the quantum of duty which is normally applicable on the item in question for the purpose of comparison with the prices of other tenderers.

**Note:** All payments due under the contract shall be paid after deduction of statutory levies at source (like TDS etc.), wherever applicable.

**1.13. बोली की मुद्राएं/ Bid Currencies**

**1.13.1 Prices shall be quoted in Indian Rupees only. Bids in currency other than Indian Rupee (INR) will be REJECTED summarily / ab initio as unresponsive.**

**1.14. बोलीदाताओं की पात्रता और योग्यताओं को प्रमाणित करने वाले दस्तावेज़ / Documents Establishing Bidder's Eligibility and qualifications**

1.14.1 The bidder shall furnish, as part of its bid, documents establishing the bidders' eligibility to bid and its qualification to perform the contract if its bid is accepted.

1.14.2 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) The bidder meets the qualification criteria listed in bidding documents, if any.
- (b) Bidder who doesn't manufacture the goods it offers to supply shall submit **Manufacturers' Authorization Form (MAF)** using the form specified in the bidding document to demonstrate that it has been duly authorized by the manufacturer of the goods to quote and/or supply the goods.

- (c) 'Make in India' local content declaration
- (d) MSE Certificate
- (e) Land Border Registration Certificate

1.14.2 Conditional tenders shall not be accepted.

**1.15 माल की पात्रता और बोली दस्तावेज़ों की अनुरूपता को प्रमाणित करनेवाले दस्तावेज़ / Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

1.15.1 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 at the time of shipment.

1.15.2 To establish the conformity of the goods and services to the specifications and schedule of requirements of the bidding document, 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 during the warranty period 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.

1.15.3 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.

1.15.4 Alternate offers/makes/models would not be considered.

**1.16. बोली प्रतिभूति / BID SECURITY: *Bid Securing Declaration to be submitted by the Bidder on their Letter Head as per Form-4 of the Tender Document***

**Bid Securing Declaration (online upload in <https://etenders.gov.in> sufficient)**

1.16.1 Bidders that are currently registered with the purchaser or registered as MSEs will continue to remain registered during the tender validity period also and are exempted from payment of EMD. In case the tenderer falls in these categories, the bidder should furnish a certified

copy of its valid registration details. **Copy of valid document in support of claim must be uploaded along with technical bids on etenders.gov.in.** Except for MSEs, this exemption is valid for the trade group and monetary value of registration only. The MSEs are provided tender document free of cost and are exempted from the payment of Bid Security provided the goods are produced and the services are rendered by them and not for any trading activities undertaken by them. Further firms who are having **Udyog Aadhar Memorandum** are entitled to all benefits available for MSEs under the Public Procurement Policies for MSEs and can get registered with any of the following agencies:

- a) District Industries Centre
- b) Khadi and Village Industries Commission
- c) Khadi and Village Industries Board
- d) Coir Board
- e) National Small Industries Corporation
- f) Directorate of Handicraft and handloom and
- g) Any other body specified by the Ministry of MSME

1.16.9 Where any aggregator has been appointed by the Ministry of MSME, themselves quote on behalf of some MSE units, such offers will be considered as offer from MSE units and all such facilities would be extended to these aggregators also.

#### 1.17. बोलियों की वैधता अवधि / Period of Validity of Bids

1.17.1 Bids shall remain valid for minimum of **90 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.

1.17.2 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 (by post, fax or e-mail). The bid security provided shall also be suitably extended failing which the bid would be summarily ignored. 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.

1.17.3 Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

#### 1.18. बोली का फार्मेट और बोली पर हस्ताक्षर / Bid Format and Signing of Bid

1.18.1 The bids may be submitted online in **single** parts as specified in the 'Invitation for Bids (ITB)'.

1.18.2 In case the bids are invited on two-bid system, the Bidder shall submit the bids online in two separate parts. One part shall contain Technical bid comprising all documents listed under clause relating to Documents Comprising the Bid excepting bid form and price schedules. The other part shall contain the priced-bid comprising bid form and price schedules. **(Not Applicable for this Tender)**



- 1.18.3 The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid detailing his/her name and contact details.
- 1.18.4 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons or persons signing the bid.

### **C. Submission and sealing of Bids**

#### **1.19. बोलियां प्रस्तुत करना, सीलबंद करना और अंकित करना / Submission, Sealing and Marking of Bids**

- 1.19.1 The bidders may submit their duly signed bids generally **online**. (Bids received by courier / post / FAX/E-mail would not be considered for evaluation.)
- 1.19.2 In the case of bids invited on **two-part** basis, the Bidder shall submit online the un-priced commercial and technical bid comprising the documents as listed in ITB 1.10.1 and the priced bid **online** / in two separate envelopes duly marked as “Technical bid” and “priced bid”. Both the envelopes shall then be sealed in one outer envelope. **(Not Applicable for this Tender)**
- 1.19.3 Firms submitting bids in a **single envelope** against the requirement of two-bid system would be considered for further evaluation at the risk & responsibility of the bidder. However, the opened priced bid, if prepared separate from the technical bid, would be sealed immediately by the Tender Opening Committee without disclosing the price. **(Not Applicable for this Tender)**

#### **1.20. बोलियां प्रस्तुत करने की समय-सीमा / Deadline for Submission of Bids**

- 1.21. Bids must be received by the Purchaser **online** not later than the time and date specified in **invitation for bids** through CPPP web-link <https://etenders.gov.in>
- 1.21.1 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding 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 to be notified in CPPP.

#### **1.22. विलंबित बोलियां / Late Bids**

- 1.22.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected.
- 1.22.2 Such tenders shall be marked as **late** and not considered for further evaluation. They shall not be opened at all and be returned to the bidders in their original envelope without opening. **(Not applicable in case of ONLINE Bid).**

#### **1.23. बोलियां वापस लेना, प्रतिस्थापित करना और आशोधित करना / Withdrawal, substitution and Modification of Bids.**

1.23.1 Withdrawal, substitution and modification of bids will be as per provisions / facilities available to bidder <https://etenders.gov.in>.

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

##### **1.23 खरीदार द्वारा बोलियां खोला जाना/ Opening of Bids by the Purchaser**

1.23.1 The Purchaser will open all bids **online** on <https://etenders.gov.in> only. Sometimes opening of bids online may get delayed due to technical or other administrative reasons, which does not mean that any extension of bid submission time and date has been considered, unless same is specifically notified in **CPPP**.

##### **1.24. गोपनीयता / Confidentiality**

1.24.1 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 'Award of Contract (AOC)'.

1.24.2 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.

##### **1.25. बोलियों का स्पष्टीकरण बोलियों का स्पष्टीकरण/ Clarification of Bids**

1.25.1 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.

##### **1.26. प्रारंभिक जांच / Preliminary Examination**

1.26.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 1.10 have been provided, and to determine the completeness of each document submitted.

1.26.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

- a) Bid Form and Price Schedule, in accordance with ITB Clause 1.10;
- b) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who 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) **The Bid is unsigned.**
  - (ii) The Bidder is not eligible.
  - (iii) The Bid validity is shorter than the required period.
  - (iv) The Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
  - (v) Bidder has not agreed to give the required performance security or
  - (vi) Bidder has not furnished the bid security or furnished EMD exemption documents or bid securing declaration.
  - (vii) The goods quoted are sub-standard, not meeting the required specification, etc.
  - (viii) Against the schedule of Requirement (incorporated in the tender enquiry), the bidder has not quoted for the entire requirement as specified in that schedule.
  - (ix) The bidder has not agreed to some essential condition(s) incorporated in the tender enquiry.

### **1.27 अस्वीकृति को प्रश्नगत करने का बोलीदाता का अधिकार/ Bidder's right to question rejection.**

1.27.1 A Bidder shall have the right to be heard in case he feels that a proper procurement process is not being followed and/or his tender has been rejected wrongly. Only a directly affected bidder can represent in this regard as under:

- i) Only a bidder who has participated in the concerned procurement process i.e. pre-qualification, bidder registration or bidding, as the case may be, can make such representation;
- ii) In case pre-qualification bid has been evaluated before the bidding of Technical bids, an application for review in relation to the technical bid may be filed only by a bidder who has qualified in pre-qualification bid;
- iii) In case technical bid has been evaluated before the opening of the financial bid, an application for review in relation to the financial bid may be filed only by a bidder whose technical bid is found to be acceptable.
- iv) Following decisions of the purchaser in accordance with the provision of internal guidelines shall not be subject to review:
  - a) Determination of the need for procurement;
  - b) Selection of the mode of procurement or bidding system;
  - c) Choice of selection procedure;

- d) Provisions limiting participation of bidders in the procurement process;
- e) The decision to enter into negotiations with the L1 bidder;
- f) Cancellation of the procurement process except where it is intended to subsequently re-tender the same requirements;
- g) Issues related to ambiguity in contract terms may not be taken up after a contract has been signed, all such issues should be highlighted before consummation of the contract by the vendor/contractor; and
- h) Complaints against specifications except under the premise that they are either vague or too specific so as to limit competition may be permissible.

1.27.2 In case a Bidder feels aggrieved by the decision of the purchaser, he may then send his representation in writing to the Purchaser's address as indicated in invitation to bids within **05 working days** from the date of communication of the purchaser intimating the rejection for reconsideration of the decision by the purchaser.

## **1.28 बोलियों की अनुक्रियाशीलता / Responsiveness of Bids**

1.28.1 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.

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

1.28.3 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.

1.28.4 If a bidder quotes Nil Charges/consideration, the bid shall be treated as unresponsive and will not be considered.

## **1.29 अननुरूपता, भूल और लोप / Non-Conformity, Error and Omission**

1.29.1 Provided that a Bid is substantially responsive, the Purchaser may waive any nonconformities or omissions in the Bid that do not constitute a material deviation.

- 1.29.2 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.
- 1.29.3 Provided that the Bid is '**substantially responsive**', the Purchaser shall correct arithmetical errors on the following basis:
- (a) 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;
  - (b) 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
  - (c) 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.
- 1.29.4 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.

### 1.30 निबंधन और शर्तों की जांच, तकनीकी मूल्यांकन/Examination of Terms & Conditions

#### Technical Evaluation

- 1.30.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC have been accepted by the Bidder without any material deviation or reservation.
- 1.30.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 1.15, to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 1.30.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 1.28, it shall reject the Bid.

### 1.31 एकल मुद्रा में परिवर्तन/ Conversion to Single Currency - **लागू नहीं / NOT APPLICABLE**

**1.32 बोलियों का मूल्यांकन और उनकी तुलना /Evaluation and Comparison of bids**

1.32.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

1.32.2 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.

1.32.3 Purchase preference shall be given to all Class I and Class II local suppliers in all procurements undertaken by the purchaser in the following manner:

- a) Where the purchaser has restricted the eligibility of suppliers to **Indian suppliers only** as per **Para 24** of the invitation to bid
- b) In the procurements of goods or works, which are covered by **para 3(b) of Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020** of Ministry of Commerce and Industry, Government of India and which are divisible in nature, the '**Class-I Local Supplier**' shall get purchase preference over '**Class-II local supplier**' as well as '**Non-local supplier**', as per following procedure.
  - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is '**Class-I local supplier**', the contract for full quantity will be awarded to L 1.
  - ii. If L1 bid is not a '**Class-I local supplier**', **50%** of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the '**Class-I local supplier**' will be invited to match the L1 price for the remaining **50%** quantity subject to the **Class-I local supplier's** quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such '**Class-I local supplier**' subject to matching the L1 price. In case such lowest eligible '**Class-I local supplier**' fails to match the L1 price or accepts less than the offered quantity, the next higher '**Class-I local supplier**' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- (c) In the procurements of goods or works, which are covered by **para 3(b) of Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020** of Ministry of Commerce and Industry, Government of India and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the '**Class-I local supplier**' shall get purchase preference over '**Class-II local supplier**' as well as '**Non-local supplier**', as per following procedure.
  - i. Among all qualified bids. the lowest bid will be termed as L1. If L1 is '**Class-1 local supplier**', the contract will be awarded to L1.

- ii. If L1 is not '**Class-I local supplier**', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
  - iii. In case such lowest eligible 'Class-I local supplier fails to match the L1 price, the Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- (d) "**Class-II local supplier**" will not get purchase preference in any procurement, undertaken by procuring entities.
- (e) Margin of Purchase Preference will be as per **Order No. P-45021/2/2017-PP (BE-II) dated 16th September 2020** of Ministry of Commerce and Industry, Government of India

1.32.4 Further, in tender, where the items are divisible, the participating '**Micro and Small Enterprises(MSE)**' quoting price within price band of **L1+15 (fifteen) per cent** shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to **25 (twenty) per cent** of total tendered value. The 25 (twenty) per cent quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band.

1.32.5 Within this 25% (Twenty Percent) quantity, a purchase preference of four per cent (that is, 20 (twenty) per cent out of 25 (twenty) per cent) is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four per cent sub-target shall be met from other MSE.

1.32.6 In case the items are not divisible, then the **MSE** quoting price within price band **L1 + 15%** may be awarded for full/complete supply of total tendered quantity to MSE, considering the spirit of the policy for enhancing the Government procurement from MSEs.

1.32.7 The order of precedence for **purchase preference** shall be make in India followed by the public procurement policy for **MSEs**.

1.32.8 The bids shall be evaluated on the basis of **final landing cost** which shall be arrived asunder:

1. The price of the goods quoted **ex-works** including **all taxes** already paid.
2. **GST and other taxes**, if any which will be payable on the goods if the contract is awarded.

3. Charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination.
4. Wherever applicable, the cost towards the installation, commissioning, spares, extended warranty, AMC/CMC, site preparation and training including any incidental services, if any.

1.32.9 The invitation to bid shall specify the mode of transport i.e., whether by air/road/rail/courier.

1.32.10 **There is no provision to purchase optional items.** The specifications embodied in the tender documents would be the basis of evaluating the responsiveness of bids received.

1.32.11 The Purchaser shall compare all **substantially responsive bids** to determine the lowest valuated bid, in accordance with ITB Clause 1.32.

### **1.33 संविदा पर हस्ताक्षर करना / Signing of Contract**

1.33.1 Subject to **ITB Clause 1.25**, 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.

1.33.2 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.

### **1.34 Post qualification**

1.34.1 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 1.14.

1.34.2 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.

1.34.3 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.



## **E. AWARD OF CONTRACT**

### **1.35 परक्रामण / Negotiations**

1.35.1 Normally, there shall not be any negotiation. 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.

### **1.36 अवार्ड मानदंड / Award Criteria**

1.36.1 Subject to ITB Clause 1.39, 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. The details of the award would be hosted on the website of the Purchaser.

### **1.37 अवार्ड करते समय मात्राओं में अंतर करना खरीदार का अधिकार/Purchaser's right to vary Quantities at Time of Award**

1.37.1 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 to the extent of **25%** without any change in unit price or other terms and conditions.

### **1.38 विकल्प खंड /Option Clause**

1.38.1 The Purchaser reserves the right to increase or decrease the quantity of the required goods up to **25% (Twenty-Five) per cent** at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)

### **1.39 किसी बोली को स्वीकार करना और किसी बोली या सभी बोलियों को अस्वीकार करना खरीदार का अधिकार/Purchaser's right to accept Any Bid and to reject any or All Bids**

1.39.1 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.

### **1.40 अवार्ड की अधिसूचना / Notification of Award**

1.40.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder through '**Award of contract (AOC)**' on <https://etenders.gov.in/> that the bid has been accepted. and a separate purchase order may also follow in writing by registered letter / post or by cable or telex or fax or e mail.

1.40.2 Until a formal contract is prepared and executed, the notification of award should constitute a binding contract.

1.40.3 Upon the successful Bidder's furnishing of the signed Contract Form and Performance Security pursuant to ITB Clause 1.43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security.

#### **1.41 अनुबंध पर हस्ताक्षर करना /Signing of Contract**

1.41.1 Promptly after notification, the Purchaser shall send the successful Bidder the Agreement/Purchase Order (PO).

1.41.2 Within fourteen (**14**) days of date of the Purchase Order, the successful Bidder shall sign, date, and return it to the Purchaser.

#### **1.42 आर्डर स्वीकृत करना / Order Acceptance**

1.42.1 The successful bidder should submit Order acceptance within 14 days from the date of issue of order/signing of contract, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited pursuant to clause 1.16.9 of ITB.

1.42.2 The order confirmation must be received within **14 days**. However, the Purchaser has the powers to extend the time frame for submission of order confirmation beyond the original date. Even after extension of time, if the order confirmation is not received, the contract is liable to be **cancelled** provided that the purchaser, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.

#### **1.43 निष्पादन प्रतिभूति / Performance Security:**

1.43.1 Within **21 days** of receipt of the notification of award/PO, the Supplier shall furnish **Performance Security (PS)** in the amount specified in the purchase order, valid till **60 days** after the **warranty** period.

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

1.43.3 The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India.

1.43.4 In the case of purchases from indigenous sources, the PS may be submitted by either the manufacturer or their authorized dealer/bidder.

1.43.5 The **Performance Security (PS)** shall be in one of the following forms:

- (a) A **Bank guarantee or stand-by Letter of Credit** issued by a **Nationalized/ Scheduled bank located in India** or a Foreign bank with preferably its operating branch in India in the form provided in the bidding documents. Or
- (b) A **Banker's cheque or Account Payee Demand Draft** in favor of the purchaser. Or,
- (c) A **Fixed Deposit Receipt** pledged in favor of the Purchaser.

1.43.6 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, without levy of any interest.

1.43.7 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.

1.43.8 The performance security must be received within **21 days**. However, the Purchaser has the powers to extend the time frame for submission of Performance Security (PS). Even after extension of time, if the PS is not received, the contract is liable to be cancelled provided that the purchaser, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.

1.43.9 Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

1.44.0 **बोली -पूर्व सम्मेलन बिडकांफ्रेंस/ Pre-bid Conference(PBC)**

1.44.1 NOT APPLICABLE

1.45 **ऑनलाइन बोली प्रस्तुत करने के लिए निर्देश /Instructions for Online Bid Submission**

**Special Instructions to the Bidders for the submission of the e-bids online through the Central Public Procurement Portal(CPPP)- <https://etenders.gov.in>**

- a) Bidder should do **Online Enrolment** in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScripT/TCS.
- b) Bidder then logs into the portal giving user id / password chosen during enrollment.
- c) The e-token that is registered should be used by the bidder and should not be misused by others. d) DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- e) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- f) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
- g) The **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 that tender. Bidders are allowed to enter the Bidder Name and Values only.
- h) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- i) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- j) Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
- k) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
- l) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- m) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

- n) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- o) In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- p) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- q) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- r) At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- s) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- t) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- u) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected v) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- w) All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- x) During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- y) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock)

**अध्याय  
CHAPTER 2**

**अनुबंधकीशर्ते  
CONDITIONS OF CONTRACT**

**अ. अनुबंध की सामान्य शर्ते (अ.सा.श.)  
A. GENERAL CONDITIONS OF CONTRACT (GCC)**

**विषय-तालिका  
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**अनुबंध की सामान्य शर्तें (अ.सा.श.) / GENERAL CONDITIONS OF CONTRACT (GCC)**

**2.1 परिभाषा/ 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.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Completion” means the fulfilment of the Goods and related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) “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) “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.
- (j) “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.
- (k) 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.
- (l) The “**Purchaser**” means any of the constituent Laboratory/Institute of the Council situated at any designated place in India as specified in invitation to bids.



- (m) "The final destination," where applicable, means **CSIR- CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (CCMB), Habsiguda, Uppal Road, Telangana- 500007, India or any of its office located in Hyderabad like LaCONES, MBT, as specified in the Purchase Order.**
- (n) **Competent Authority** means Registration Committee constituted by Department of Promotion of Industry and Internal Trade (DPIIT)
- (o) **'Local content'** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent in accordance with order no. P-45021/2/2017-PP (BE-II) dated 16.09.2020 by Ministry of Commerce and Industry, Government of India.
- (p) **'Class-I Local Supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' in accordance with order no. P-45021/2/2017-PP (BE-II) dated 16.09.2020 by Ministry of Commerce and Industry, Government of India, as amended from time to time.
- (q) **'Class-II Local Supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for Class-II local supplier' but less than that prescribed for Class-I local supplier' in accordance with order no. P-45021/2/2017-PP (BE-II) dated 16.09.2020 by Ministry of Commerce and Industry, Government of India, as amended from time to time.
- (r) **'Non - Local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' in accordance with order no. P-45021/2/2017-PP (BE-II) dated 16.09.2020 by Ministry of Commerce and Industry, Government of India, as amended from time to time.
- (s) **'Margin of purchase preference'** means the maximum extent to which the price quoted by a "Class-I local supplier' may be above the L1 for the purpose of purchase preference in accordance with order no. P-45021/2/2017-PP (BE-II) dated 16.09.2020 by Ministry of Commerce and Industry, Government of India.
- (t) **'Nodal Ministry'** means the Ministry or Department identified pursuant to in accordance with order no. P-45021/2/2017-PP (BE-II) dated 16.09.2020 by Ministry of Commerce and Industry, Government of India in respect of a particular item of goods or services or works, as amended from time to time.

## 2.1 संविदा दस्तावेज /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.

## 2.2 सत्यनिष्ठा संहिता / Code of Integrity

2.3.1 Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the Purchaser may take appropriate measures including one or more of the following:

- a) Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser;
- b) Forfeiture or encashment of any other security or bond relating to the procurement;
- c) Recovery of payments including advance payments, if any, made by the Purchaser along with interest thereon at the prevailing rate.
- d) Provisions in addition to above:
  - 1) Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
  - 2) In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
  - 3) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

## 2.3 संयुक्त उपक्रम , संघ और संगति /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 fulfilment 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.

## 2.4 आपूर्ति का लक्ष्य /Scope of Supply

2.5.1 The Goods and Related Services to be supplied shall be as specified in **Chapter 4** i.e. Specifications and allied technical details.

## 2.5 आपूर्तिकर्ता का उत्तरदायित्व / 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.

## **2.6 संविदा मूल्य / 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.

## **2.7 प्रतिलिप्यधिकार/ Copyright**

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.

## **2.8 अनुप्रयोग / Application**

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

## **2.9 मानक / Standards**

2.9.1 The Goods supplied and services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications, 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.

## **2.10 संविदा दस्तावेज एवं सूचना का उपयोग / Use of Contract Documents and Information**

2.10.1 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.

2.10.2 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.

2.10.3 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.

**2.11 एकस्व अधिकार क्षतिपूर्ति/Patent Indemnity**

- 2.11.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause
- 2.11.2 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.
- 2.11.3 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 claim.

**2.12 निष्पादन प्रतिभूति / Performance Security (NOT APPLICABLE)**

- 2.12.1 Within **21 days** of receipt of the notification of award/PO, the Supplier shall furnish performance security in the amount specified in Purchase Order, valid till 60 days after the warranty period.
- 2.12.2 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.
- 2.12.3 The **Performance Security** shall be denominated in **Indian Rupees** for the offers received for supplies within India.
- 2.12.4 The Performance Security of the Contract Value shall be in one of the following forms:
- (a) A Bank guarantee or stand-by Letter of Credit issued by a Nationalized/Scheduled bank located in India or a bank located abroad in the form provided in the bidding documents.  
Or
- (b) A Banker's cheque or Account Payee demand draft in favor of the purchaser.  
Or
- (c) A Fixed Deposit Receipt pledged in favor of the Purchaser.
- 2.12.5 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, without levy of any interest.

- 2.12.6 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.
- 2.12.7 The order confirmation must be received within 14 days. 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 provided that the purchaser, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.
- 2.12.8 Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

### **2.13 निरीक्षण एवं जाँच / Inspections and Tests**

- 2.13.1 The inspections & test, training required would be as detailed in invitation to bid.

### **2.14 पैकिंग / Packing**

- 2.14.1 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.
- 2.14.2 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 Purchase Order and in any subsequent instructions ordered by the Purchaser.
- 2.14.3 The marking and documentation within and outside the packages shall be:
- (a) Each package should have a packing list within it detailing the part No(s), description, quantity, etc.
  - (b) 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.
  - (c) 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.

- (d) All the sides and top of each package should carry an Appropriate indication/label/ stickers indicating the precautions to be taken while handling/storage.

## **2.15 सुपुर्दगी एवं दस्तावेज / Delivery and Documents**

- 2.15.1 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 as under:

### **For goods manufactured within India**

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/Email.

- (a) Two copies of Supplier's Invoice indicating, *inter-alia* description and specification of the goods, quantity, unit price, total value;
- (b) Packing list;
- (c) E way Bill and related GST compliant documents, if any
- (d) Insurance certificate, if required under the contract;
- (e) Railway receipt/Consignment note; if applicable
- (f) Manufacturer's guarantee certificate and in-house inspection certificate
- (g) Inspection certificate issued by purchaser's inspector, if any; and
- (h) Any other document(s) as and when required in terms of contract.

Note:

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).

- 2.15.2 The mode of transportation shall be as specified in invitation to bid.

## **2.16 बीमा /Insurance**

- 2.16.1 Should the purchaser elect to buy on **FOR Destination basis** the Goods supplied under the Contract shall be fully insured against any loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The Insurance shall be for an amount equal to 110% of the F.O.R Destination value of the contract from within "warehouse to warehouse (final destination)" on "**all risk basis**" including strikes, riots and civil commotion (SRCC Clause).

- 2.16.2 Where delivery of the goods is required by the purchaser on F.O.R Destination 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.

2.16.3 Where delivery is on ex-works basis, insurance up to the final destination would be the responsibility of the purchaser only.

2.16.4 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.

## **2.17 परिवहन / Transportation**

2.17.1 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.

2.17.2 The transportation shall be done by well reputed transporter and in suitable vehicle depending on nature of cargo.

## **2.18 प्रासांगिक सेवार्ये / Incidental Services**

2.18.1 The supplier may be required to provide any or all of the services, including training, if any, specified in invitation to bid.

## **2.19 कल-पुर्जे /Spare Parts**

2.19.1 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.

## 2.20 गारंटी /Warranty

- 2.20.1 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.
- 2.20.2 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.
- 2.20.3 **Unless and until mentioned in the Notice Inviting Tender or the Purchase order the warranty shall remain valid for a period NA after the goods or any portion thereof as the case may be have been delivered to and accepted at the final destination. (Not Applicable for this Tender)**
- 2.20.4 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.
- 2.20.5 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.
- 2.20.6 If having been notified, the Supplier fails to remedy the defect within a 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.
- 2.20.7 Goods requiring warranty replacements must be replaced on free of cost basis to the purchaser.

## 2.21 भुगतान की शर्तें/Terms of Payment

- 2.21.1 The method and conditions of payment to be made to the Supplier under this Contract shall be as specified in the Purchase Order.
- 2.21.2 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 fulfilment of other obligations stipulated in the contract.
- 2.21.3 Payments shall be made normally made by the Purchaser in thirty (30) days after submission of the invoice or claim by the Supplier, subject to final acceptance of supplied goods including successful installation and commissioning, as per applicability. While claiming the payment, the supplier should certify in the bill/invoice that the payment being claimed strictly in terms of the contract and all obligations on the part of the



supplier for claiming the payment have been fulfilled as required under the contract.

2.21.4 Payment shall be made in **Indian Rupees/currency** only as indicated in the contract/  
Purchase Order.

**Note:** All payments due under the Contract shall be paid only after deduction of statutory levies at source (like GST, Income Tax, etc.), wherever applicable.

## 2.22 आदेश में बदलाव एवं अनुबंध संशोधन/Change Orders and Contract Amendments

2.22.1 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) Increase or decrease in the quantity required, exercise of quantity opinion clause;
- (b) Changes in schedule of deliveries and terms of delivery;
- (c) The changes in inspection arrangements;
- (d) Changes in terms of payments and statutory levies;
- (e) Changes due to any other situation not anticipated;

2.22.2 No changes in the price quoted shall be permitted after the purchase order has been issued except on account of statutory variations.

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

## 2.23 सुपुर्द कार्य/Assignment

2.23.1 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.

## 2.24 उप-संविदा/ Sub-contracts

2.24.1 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

2.24.2 In all cases where subcontract has been done 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

2.24.3 Where ever subcontracting is applicable a certificate (as per item in sl.no.13 of chapter 3) on the letter head of the bidder along with seal and signature of the person signing the bid must be submitted along with other necessary certificates

## 2.25 समय का विस्तार/ Extension of time

2.25.1 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.

2.25.2 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 liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

2.25.3 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 liquidated damages pursuant to liquidated damages Clause of the GCC unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.

## **2.26 परिनिर्धारित नुकसान की धारा/ Liquidated Damages**

2.26.1 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 **0.5%** of the delivered price of the delayed Goods or unperformed Services or contract value in case the delivered price of the delayed goods or unperformed services cannot be ascertained from the contract, for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of **10%**. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause on Termination for Default.

## **2.27 चूक के लिए समाप्ति / Termination for Default**

2.27.1 **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.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices, etc. as defined in GCC Clause and ITB clause on code of integrity in competing for or in executing the Contract.

2.27.2 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.

## **2.28 प्राकृतिक आपदा/Force Majeure**

- 2.28.1 Notwithstanding the provisions of GCC Clauses relating to extension of time, Liquidated damages 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.
- 2.28.2 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.
- 2.28.3 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.
- 2.28.4 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.

## **2.29 दिवालीयापन के कारण समाप्ति / Termination for Insolvency**

- 2.29.1 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.

## **2.30 उपयुक्तता के कारण समाप्ति/ Termination for Convenience**

- 2.30.1 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.

2.30.2 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 materials and parts previously procured by the Supplier.

## **2.31 विवाद का निपटारा/ Settlement of Disputes**

2.31.1 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.

2.31.2 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.

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

- (a) If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this Agreement, such disputes or differences shall be referred to Delhi International Arbitration Centre (DIAC), New Delhi. A reference to the Arbitration under this Clause shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder for the time being in force. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrators otherwise decides in the Award.

2.31.5 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.

## **2.32 शाशकीय भाषा /Governing Language**

2.32.1 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**.

### 2.33 लागू कानून / Applicable Law

2.33.1 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 from where the Purchase Order has been issued.

### 2.34 सूचना/ Notices

2.34.1 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 invitation to bid.

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

### 2.35 कर एवं शुल्क /Taxes and Duties

2.35.1 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.

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

2.35.3 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.

2.35.4 All payments due under the contract shall be paid after deduction of statutory **levies (at source) (like IT, etc.) wherever applicable**.

2.35.5 **Customs Duty** – If the supply is from abroad this Institute is permitted to import goods as per notification No.51/96 – Customs and pay a concessional duty up to 5% as per notification 24/2002 – Customs on all imports (Not Applicable in case of Open Tenders restricted to Indian suppliers).

### 2.36 दोषयुक्त समान के उपयोग का अधिकार/ Right to use Defective Goods

2.36.1 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.

### 2.37 नुकसान से सुरक्षा/Protection against Damage

2.37.1 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 volts – Single phase/ 415 V 3 phase (+\_10%)
- (b) Frequency 50Hz.

**2.38 कार्यस्थल की तैयारी एवं स्थापना / Site preparation and installation**

2.38.1 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 purchaser's site immediately after notification of award/contract.

**2.39 आयात एवं निर्यात अनुज्ञप्ति/ Import and Export Licenses** (Not Applicable in case of Open Tenders restricted to Indian suppliers).

2.39.1 If the ordered materials are covered under restricted category of EXIM policy in India the Vendor / Agent may intimate such information for obtaining necessary, license in India.

2.39.2 If the ordered equipment is subject to Vendor procuring an export license from the designated government agency / country from where the goods are shipped / sold, the vendor has to mention the name, address of the government agency / authority. The vendor must also mention the time period within which the license will be granted in normal course.

**2.40 जोखिम की खरीद की धारा/ Risk Purchase Clause**

2.40.1 If the supplier fails to deliver the goods within the maximum delivery period specified in the contract or Purchase Order, the purchaser may procure, upon such terms and in such a manner as it deems appropriate, Goods or Services similar to those undelivered and the Supplier shall be liable to the purchaser for any excess costs incurred for such similar goods or services.

**2.41 विकल्प खंड/ Option Clause**

2.41.1 The Purchaser reserves the right to increase or decrease the quantity of the required goods up to 25% (Twenty-Five) per cent at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)

**2.42 आदेश की पावती/ Order Acceptance**

- 2.42.1 The successful bidder should submit Order acceptance within 14 days from the date of issue of order/signing of contract, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited pursuant to clause 1.16.9 of ITB.

**B SPECIAL CONDITIONS OF CONTRACT**

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### Special Conditions of Contract (SCC)

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.

S.N.	GCC Clause Ref	Condition
1	GCC 2.1.1(l)	The Purchaser is: <b>Director, CSIR –CCMB, Hyderabad</b>
2	GCC 2.1.1(m)	The Final Destination is: CSIR-CCMB, Hyderabad, as specified in Purchase Order
3	GCC 2.13.1	The amount of the Performance Security shall be <b>3 %</b> of the contract value. <b>(Not Applicable for this Tender)</b>
4	GCC 2.15.2	The marking and documentation within and outside the packages shall be: (a) Each package should have a packing list within it detailing the part No(s), description, quantity etc. (b) 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. (c) 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. (d) All the sides and top of each package should carry an appropriate indication/ label/ stickers indicating the precautions to be taken while handling/storage.
5	GCC 2.16.1	Details of Shipping and other Documents to be furnished by the Supplier are: <u>For goods manufactured within India</u>  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/Email.  (a) Two copies of Supplier’s Invoice indicating, <i>inter-alia</i> description and specification of the goods, quantity, unit price, total value; (b) Packing list; (c) Certificate of country of origin; (d) Insurance certificate, if required under the contract; (e) Railway receipt/Consignment note; (f) Manufacturer’s guarantee certificate and in-house inspection certificate; (g) Inspection certificate issued by purchaser’s inspector, if any; and (h) Any other document(s) as and when required in terms of the contract. <b>Note:</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).

6	GCC 2.16.3	In case of supplies from within India, the mode of transportation shall be by <i>Road / Courier. (retain one only)</i>
7	GCC 2.17.1	The Insurance shall be for an amount equal to 110% of the <b>F.O.R Destination</b> (i.e. CCMB, Hyderabad) value of the contract from within “warehouse to warehouse (final destination)” on “all risk basis” including strikes, riots and civil commotion.
8	GCC 2.21.3	The period of validity of the <b>Warranty</b> shall be <b>N/A Months from the date of final acceptance by CCMB user. (Not Applicable for this Tender)</b>
9	GCC2.22.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:
	GCC 2.22.1	<p><b>Payment for Goods and Services supplied from India:</b></p> <p>The payment shall be made in <b>Indian Rupees</b>, as follows:</p> <p>After shipment: Hundred percent (100% ) of the Contract Price shall be paid within thirty (30) days on receipt of the Goods in good condition in complete quantity (Quarterly basis) based on acceptance certificate issued by the Purchaser, subject to submission of performance security @ 3% of the Contract Value, if any.</p> <p><b>Note:</b>  <b>All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc.), wherever applicable.</b></p>
10	GCC 2.27.1	The penalty shall be 0.5% per week or part of a week towards late delivery and towards delay in installation and commissioning.
	GCC 2.27.1	The maximum amount of penalty shall be <b>10%</b>
11	GCC 2.34.1	The place of <b>jurisdiction</b> is local competent local court at <b>Hyderabad, India</b>
12	GCC 2.35.1	For notices, the <b>Purchaser's</b> address is The Director, CSIR-CCMB, Habsiguda, Hyderabad – 500007. Attention: Stores and Purchase Officer (in some cases material need to be delivered to CCMB LaCONES/CCMB-MBT offices in Hyderabad, as specified in Purchase Order)
13	GCC 2.35.1	Telephone: :+ <b>91-40-27192681</b> <b>EPBX- 91-4027160222 to 240</b> Electronic mail address <a href="mailto:spo@ccmb.res.in">spo@ccmb.res.in</a>
14	GCC 2.43.1	The integrity pact is <del>to be</del> not to be signed. <i>(retain one only)</i>
15	GCC 2.43.2	The name and contact details of the <i>(Not Applicable)</i>

**CHAPTER 3**

(To be filled by the bidder as appropriate and enclosed with the Technical Bid)

**SCHEDULE OF REQUIREMENT**

Sl. No.	Brief Description of Goods & Services	Quantity	Physical Unit	Final destination / Place	Delivery Schedule (to be filled by the bidder)	Time frame required for conducting installation, commissioning of the eqpt., acceptance test, etc. after the arrival of consignment (to be filled by the bidder)

Term of delivery: **F.O. R Destination** \_\_\_\_\_ (**named place of shipment or named place of delivery**)  
(retain only one)

Period of delivery shall count from: \_\_\_\_\_  
(to be filled by the bidder)

Scope of Supply: \_\_\_\_\_

Training requirement: \_\_\_\_\_

(Location, no. of persons, period of training, nature of training)

Date : .....

Place : .....Signature of the Bidder

**Notes for Bidders:**

- (1) The delivery schedule shall clearly indicate the time period within which the successful bidder must deliver the consignment in full from the date of establishment of LC or from the date of contract or from the date of advance payment etc. It should also indicate separately the time

period desired for installation and commissioning of the equipment after arrival of the consignment at the premises of the Purchaser.

(2) The date or period for delivery should be carefully specified, taking into account

The date prescribed herein from which the delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit, date of releasing advance payment etc.).

**Chapter 4**

**‘Supply Microtube AFA Fiber snap cap or equivalent ’**

!

**4.1 End Use:** for preparation of true seq exome libraries on Illumina platform

**4.2 Specifications**

1) Supply of Cat No.520077 Microtube AFA Fiber snap cap 6x16mm case (250 tubes/pack) or equivalent compatible for M220 covaris machine Qty.02

**4.3 Scope of Supply and incidental works:** As per clause 4.2 above

**4.4 Inspection & Tests:** NOT APPLICABLE

**4.4.1 General**

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 here. **(NOT APPLICABLE)**
2. 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. **(NOT APPLICABLE)**
3. 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. **(NOT APPLICABLE)**
4. 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.
5. 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.
6. The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection, if required.

7. With a view to ensure that claims on insurance companies, if any, are lodged in time, the bidders and /or the Indian agent, if any, 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 customs 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. **(NOT APPLICABLE)**
8. 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. **(NOT APPLICABLE)**
9. The Manuals and Drawings shall be in the ruling language (English) and in such form and numbers as stated in the Contract. **(NOT APPLICABLE)**
10. 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. **(NOT APPLICABLE)**
11. 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. **(NOT APPLICABLE)**

4.4.2 Manufacturer's Inspection Certificate ` **Not Applicable**

4.4.3 Pre-Dispatch Inspection. **Not Applicable**

4.4.4 Third Party Inspection ~~(delete if not applicable) or elaborate.~~

4.4.5 Acceptance Test

On the event of the ordered item failing to pass the acceptance test, a period not exceeding two weeks will be given to replace the defective items to clear the acceptance test, failing which, the Purchaser reserve 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. – NOT APPLICABLE

4.5 **Training:**  
**Not Applicable for this Tender)**

4.6 **Warranty** The supplied good shall not carry a shelf life of less than six months.

NOTE:

- i. The BOQ and Price Schedule submitted by the bidders shall also reflect the same accordingly.
- ii. Certain clauses applicable in case of equipment like installation, commissioning, warranty etc. will not apply unless specified specifically.

**Price Schedule Form**  
**CHAPTER 5**

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

Name of the Bidder \_\_\_\_\_

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

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No.	Item Description With HSN code	Country of origin	Unit	Quantity	Unit Rate Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	Total price Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid) 5x6	GST & other taxes payable, if contract is awarded	Packing & forwarding up to station of dispatch if any	Charges for inland transportation, insurance up to Lab. / Instt.by <i>air/road/rail (retain one only)</i>	Total Price	Installation, Commissioning and training charges, if any
1.											
2.											

**Note:**

(a) The cost of AMC, if any shall be indicated separately

(b) Cost of Spares, if any

Total Bid price in INR \_\_\_\_\_  
in words \_\_\_\_\_

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

Name \_\_\_\_\_

Business Address \_\_\_\_\_



मिसिलसंख्याFile Nos. **5110/041220/1772/CH** दिनांक Date: **15/01/2021**

Note: The bidder may fill in the appropriate Price Schedule Form and enclose as per Clause 1.10 and 1.18.3 of the bidding documents

## **CHAPTER 6**

### **Qualification Requirements**

#### ***Criteria 1 - Experience and Past Performance:***

- a) The bidder (manufacturer or principal of authorized representative distributor – hereinafter referred simply as ‘The Bidder’) should have regularly for at least the last **01 years**, ending 31st March of the previous financial year (hereinafter called ‘The relevant Date’), executed the order to **supply and filling up liquid helium** with the same or higher specifications.

#### ***Applicability in Special Cases:***

- a) Applicability to ‘Make in India’: Bidders (manufacturer or principal of authorized representative) who have a valid/approved ongoing ‘Make in India’ agreement/ program and who while meeting all other criteria above, except for any or more of sub-criteria in Experience and Past Performance above, would also be considered to be qualified provided:
- i) their foreign ‘Make-in-India’ associates meet all the criteria above without exemption, and
- ii) the Bidder submits appropriate documentary proof for a valid/approved ongoing ‘Make in India’ agreement/program.
- iii) the bidder (manufacturer or principal of authorized representative) furnishes along with the bid a legally enforceable undertaking jointly executed by himself and such foreign Manufacturer for satisfactory manufacture, Supply (and erection, commissioning if applicable) and performance of ‘The Product’ offered including all warranty obligations as per the general and special conditions of contract.
- b) Authorized Representatives: Bids of bidders quoting as authorised representative of a principal manufacturer would also be considered to be qualified, provided:
- i) their principal manufacturer meets all the criteria above without exemption, and
- ii) the principal manufacturer furnishes a legally enforceable tender-specific authorisation in the prescribed form assuring full guarantee and warranty obligations as per the general and special conditions of contract; and
- iii) the bidder himself should have been associated, as authorised representative of the same or other Principal Manufacturer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar ‘Product’ for past three years ending on ‘The Relevant Date’.

- c) *For Existing Successful Past Suppliers: In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of 'The Product' in at least one of the recent past **one** procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past.*
- d) *Joint Ventures and Holding Companies: Credentials of the partners of Joint ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.*

**Note: Bidders shall provide relevant information in support of qualifications requirement indicated under Chapter 6 including exemption claimed, if any, along with documentary evidence.**

## CHAPTER 7

### Other Standard Forms (To be enclosed as indicated below) Table of Contents

Sl. No.	Name
01.	Bidder Information Form (to be enclosed with the technical bid)
02.	Manufacturers' Authorization Form (to be enclosed with the technical bid)
03.	Bid Security Form (to be enclosed with the technical bid)
04.	Bid Form (to be enclosed with the priced bid)
05.	Format of declaration of abiding by the code of integrity and conflict of interest to be submitted by the bidder.
06.	Price Schedule
07.	Format of Affidavit of self-certification regarding domestic value addition
08.	Format for declaration by the Bidder on Non-applicability of Exclusion from Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

**Note:** Please refer clause 1.10.1 of the bidding documents for other documents to be attached with the bids/offers.

**Form -1**

**(MANDATORY)**

**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 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 bids]*

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

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

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

Name \_\_\_\_\_

Business Address \_\_\_\_\_

**Form -2**  
**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: *[Director, CSIR-CCMB, Uppal Road, Habshiguda, Hyderabad 500007, TS, India]*

**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]*

**Form -3**

**(MANDATORY)**

**Bid-Securing Declaration Form**

Date: \_\_\_\_\_

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

To (*Director, CSIR-CCMB, Uppal Road, Habshiguda, Hyderabad 500007, TS, India*)

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

- (a) 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
- (b) 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 he Bid Securing Declaration)

Duly authorized to sign the bid for an 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)

**Form –4**

**(MANDATORY)**

**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 Bid No.: *[insert No of IFB]*

To: *[Director, CSIR-CCMB, Uppal Road, Habshiguda, Hyderabad 500007, TS, India]*

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.]*
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 1.17.1 from the date fixed for the bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 1.43 and GCC Clause 2.13 for the due performance of the Contract and also submit order acceptance within 14 days from the date of contract in accordance with ITB Clause 1.42 and GCC Clause 2.44;
- (g) 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
_____	_____	_____	_____



**FORM – 5**

**(MANDATORY)**

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

**(On the Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

To,

The Director,  
CSIR-Centre for Cellular & Molecular Biology (CCMB),  
Habsiguda, Uppal Road,  
Hyderabad- 500 007, Telangana, 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 as mentioned under Para 1.3.0 of ITB of your Tender document 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

**Form -6**

**PRICE SCHEDULE FORM FOR GOODS BEING OFFERED FROM INDIA IN INDIAN RUPEES ONLY**

Name of the Bidder \_\_\_\_\_

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

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No.	Item Description With HSN code	Country of origin	Unit	Quantity	Unit Rate Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	Total price Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid) 5x6	GST & other taxes payable, if contract is awarded	Packing & forwarding up to station of dispatch, If any	Charges for inland transportation, insurance up to Lab. / Instt.by <i>air/road/rail (retain one only)</i>	Total Price	Installation, Commissioning and training charges, if any
1.											
2.											

**Note:**

**(a)** The cost of AMC, if any shall be indicated separately

**(b)** Cost of Spares, if any

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

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

Business Address \_\_\_\_\_

**Form - 7**

**{Mandatory for Bid of Rs.five (05.00) lakhs and above}**

**(MANDATORY)**

Format for Affidavit of Self Certification regarding **Local Content** to be provided by the supplier on letter head duly signed by the authorized signatory along with seal of the firm

Date: \_\_\_\_\_

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_, Resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification - Public procurement (preference to Make in India) Order No. P-45021/2/2017 - PP (BE-II) dated 16.09.2020

That the information furnished hereinafter is correct to be of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated for the purpose of assessing the local content.

That the local content for all inputs which constitute the said equipment has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated for the purpose of assessing the local content, action will be taken against me as per Order No. P-45021/2/2017/ -PP(B.E-II) dated 16.09.2020.

I agree to maintain the following information in the Company's record for a period of 8 years and shall make this available for verification to any statutory authority: (Kindly fill up the below mentioned particulars)

- i. Name and details of the Domestic Manufacturer (Registered Office, Manufacturing Unit location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. R &D Equipment/ **Consumables** for which the certificate is produced
- iv. Procuring entity to whom the certificate is furnished
- v. **Percentage of local content claimed : \_\_\_\_\_% (Percent)**
- vi. Name and contact details of the unit of the manufacturer
- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of inputs used for manufacture of the R &D Consumables
- xii. List and cost of inputs which are imported, directly or indirectly

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Director)

FORM – 8

**(MANDATORY)**

**Format for declaration by the Bidder on  
Non-applicability of Exclusion from Restrictions under Rule 144 (xi) of the General Financial Rules  
(GFRs), 2017**

(Ref.- Govt. of India, Ministry of Finance, Dept. of Expenditure Order No. F.No.6/18/2019-PPD dated 23.07.2020 (Public Procurement No.1) and subsequent orders on the subject)

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

To,

The Director,  
CSIR-CCMB,  
Hyderabad- 500007.

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby undertake that “I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I hereby certify that this bidder is not from such country or, if from such a country, has been registered with the Competent Authority. Further, I /We hereby undertake that I/We will not sub-contract any work to a contractor from such countries unless such contractor is registered with the competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

[Where applicable, evidence of valid registration by the Competent Authority shall be attached]”

Thanking you,

Yours sincerely,

Signature  
(Name of the Authorized Signatory)  
Company Seal

ANNEXURE 1 (NOT PART OF TENDER DOCUMENT) (FOR DETAILS OF ORDERS/ NOTIFICATIONS RELATED TO 'MAKE IN INDIA', 'MSEs', ETC. AND RELATED SUBSEQUENT AMENDMENTS ISSUED FROM TIME TO TIME, BIDDERS IN THEIR OWN INTEREST ARE ADVISED TO PLEASE VISIT DOE / DIPP WEBSITES AND OTHER WEBSITES OF THE GOVT. OF INDIA)

Public Procurement (Preference to Make in India), Order 2017 No. P-45021/2/2017-BE-II Dated: 16th September, 2020