

सीएसआईआर – उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)
जोरहाट: JORHAT: असम: ASSAM



File Enquiry No. **1 (PEQ)/19/16 – 17/PUR/STNIT – X/16 – 17,PUR**

दिनांक Date: **14.03.2017**

Note: Please send your quotation in sealed cover on or before **28.03.2017** till **03:00 PM** which will be opened on **28.03.2017** at **03:30 PM**

To,

Dear Sirs,

Kindly arrange to send your offer in a SEALED COVER under **Two - Bid system with EMD of ₹ 38,000.00 in the form of BG/DD/TDR/FDR in favor of DIRECTOR, CSIR-NEIST, Jorhat** quoting this office file reference super-scribe on the envelope within due-date to the terms & conditions ahead:

Sl. No.	Description of Item / Material.	Qty.
1.	<p>VERY LOW FREQUENCY ELECTROMAGNETIC SYSTEM (FOR CONDUCTOR MAPPING)</p> <p>Major Specifications :</p> <ul style="list-style-type: none">• Depth Ranges: upto 80 m or better• VLF frequency: ~ 15-30 kHz or better• Design: Smart & Rugged design with 3 light weight-orthogonal coils sensor that can acquire data from VLF transmitting stations without orientation of the sensors in a back-pack configuration.• Global Positioning System: Suitable in built GPS with good accuracy and necessary power/data cables etc. <p>General specifications</p> <ul style="list-style-type: none">• Power Supply: Rechargeable Li-Ion or any other advanced battery pack. (One pair of Spare battery must be provided)• Measuring modes: both Manual & continuous mode.• Operation Temperature: -20 degree to +50 degree Centigrade or better• Storage: Easy control system with graphical screen & large memory.• Data Download: via USB port or flash drive or any other advanced facility.• Standard Components: RS 232 cables, USB adaptor (2 numbers), harness, charger, necessary carrying belt/back-pack facility, manual etc.• Software: Licensed software for the processing of VLF system data with 1D & 2D inversion facility or any other advanced facility for Windows environment.• Training & Installation: On-site field installation with demonstration of Data acquisition, data processing & interpretation with users full satisfaction.	1 Set

Other Requirements:

- **On-site warranty for 3 (three) years from the date of successful installation.**
- **Insurance coverage and liaising with insurance company for any matter will be the responsibility of the supplier up to the installation of the instrument.**
- **All necessary components / accessories required for installation and smooth running of the equipment to be quoted.**
- **Bidder will ensure the availability of spares for 10 (ten) years.**
- **The rate for Annual Maintenance Contract (AMC) for 5 (five) years with 2 (two) preventive and 1 (one) break down visit minimum after expiry of warranty period will be obtained. However, the AMC cost will not be included in the price comparison.**

The Bids have to be on **F O R / DDP (Including unloading) CSIR – NEIST, JORHAT – 785 006, ASSAM basis**, i.e. the price should be quoted including all the charges (including loading, transportation, unloading, insurance, installation, training, etc.) up to delivery at **CSIR – NEIST, JORHAT – 785 006, ASSAM.**

- Against exemption certificate Excise Duty (issued from CSIR – NEIST) will be applicable as Nil and Custom Duty will be applicable @ 5% + surcharges like Education Cess, etc
- All the responsibilities till delivery and successful installation of the Equipment will have to be borne by the Supplier / Indian Agent. Therefore, all the charges on account of these liabilities should be added in the offer.

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- Where there is no separate mention of any of above charges, it will be presumed that the above charges are inclusive except charges for Road Permit and the firm will have to abide by the above requirements.
- Authorization letter of the principal may also be attached if you are not manufacturer of above items.
- The best offer may be quoted as per our requirement and avoid two or more alternate offers.
- For the item quoted in INR and to be supplied from outside Assam 4% will be added in total landing cost for availing Road permit and that will be considered for price comparison also.
- Technical compliance sheet as per our required technical parameters may be attached along with supporting documents.
- Authorize personnel attending the tender opening must bring/produce authorization letter.
- **Any Indian agent who wishes to quote directly on behalf of their Principal should get themselves enlisted with Central Purchase Organization (e.g. DGS&D). For details please refer to DGS&D website under heading "Registration of firms", sub-heading "forms and guidelines for compulsory enlistment of Indian agent". Any bid submitted by such Indian Agent who are not enlisted with DGS&D will be summarily rejected.**
- The inspections and tests shall be conducted at: **CSIR – NEIST, JORHAT – 785 006, ASSAM.**
- The packing, marking and documentation within and outside the packages shall be:
ALL PACKAGES SHOULD BEAR THE FOLLOWING MARKS:
PACKAGE NUMBER..... ORDER REF. NO..... SIZE.....
NET WEIGHT GROSS WEIGHT
- HANDLE WITH UTMOST CARE–DELICATE SCIENTIFIC MATERIAL FOR RESEARCH ACTUAL USER (NON-Industrial)
IEC No. - 0588137685
CONSIGNEE:
THE DIRECTOR.
CSIR – NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT – 785 006, ASSAM, INDIA.
Document: Packing List
- Delivery Period: Within 6 – 8 weeks from the date of Contract / Date of opening Letter of Credit or on mutual agreed terms.
Details of Shipping and other documents to be furnished by the supplier are:
(a). Within 24 hours of dispatch, the supplier shall notify the purchase the following complete details of dispatch (as applicable) and also supply following documents by Registered Post / Courier and copies thereof by Fax / mail (as applicable), **(b)** Two copies of supplier's invoice giving full details of the goods including quantity, values, etc. **(c)** Packing List, **(d)** Certificate of Country of Origin, **(e)** Inspection Certificate issued by the Purchaser's Inspector (if any), **(f)** Insurance Certificate (If required under the contract **(g)** Name of the Vessel / Carrier, **(h)** Bill of Lading / Airway Bill, **(i)** Port of Loading, **(j)** Date of Shipment, **(k)** Port of discharge & expected date of arrival of goods and **(l)** Any other document(s) as and when required in terms of the contract
- The nomenclature used for the item description in the invoice(s), packing list(s) and the delivery note(s) etc, should be identical to that used in contract. The dispatch particulars including the name of the transporter should also be mentioned in the invoice(s)
- The above documents should be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.
- In case of supplies from within India, the mode of transportation shall be by Air / Road. In case of supplies from abroad, the mode of transportation shall by Air. Demurrage free clearance and safe delivery of the consignment will be the responsibility of the supplier and CSIR – NEIST will not bear any demurrage, incidental costs etc in any case.
- As the rates are to be offered on FOR / DDP (Including unloading) basis, the firm will ensure the Insurance cover as per supply terms for an amount equal to 110% of the contract value till successful installation at CSIR – NEIST, Jorhat, Assam on "all risk basis" including strikes, riots and civil commotion otherwise if any damage occurs, the responsibility will lie upon the firm only. The responsibility of submitting intimation of dispatch & arrival of the consignment will rest with the supplier.
- The incidental services to be provided are as under: All charges up to successful installation including unloading and insurance cover.
- The period for repair or replacement shall be: 30 days.
- **Liquidated Damages:** The penalty shall be: 0.5% per week or part of a week towards late delivery and towards delay in installation and commissioning. The maximum amount of liquidated damages shall be: [5]%
- The place of jurisdiction is JORHAT, ASSAM, INDIA
- For **notices**, the Purchaser's address is:
STORES & PURCHASE OFFICER,
CSIR – North-East Institute of Science and Technology, (CSIR – NEIST),
JORHAT – 785 006, ASSAM, INDIA.
Telephone No.: 91 0376 2372 710, Fax No.: 91 0376 2372 921
E-mail: spo@neist.res.in / spopur@gmail.com.

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TERMS & CONDITIONS

1. INVITATION OF BID

Director, CSIR – NEIST, Jorhat invites sealed bid **on FOR / DDP CSIR – NEIST, JORHAT – 785 006, ASSAM BASIS** for each item(s) in **TWO BID with EMD of ₹ 38,000.00 in the form of BG/DD/TDR/FDR in favor of DIRECTOR, CSIR-NEIST, JORHAT**

2) SPECIFICATIONS

The offer must be strictly as per our technical specifications to be supported with printed technical leaflet / literature of the quoted model of the item by the bidder / manufacturer and the specifications mentioned in the quotation must be reflected / supported by the printed technical leaflet / literature. The model quoted invariably be highlighted in the leaflet / literature enclosed with the quotation.

3) PRICES

a) The prices quoted should clearly indicate price break-up indicating FCA, FOB, CIF, CIP, installation & commissioning, training, duties and taxes, etc.

b) In case of domestic, the offer should contain the basic price and percentage of Excise Duty separately since we are exempted from payment of Excise Duty.

c) In case of import / price quoted in foreign currency, Bidder will quote for FOR CSIR – NEIST price including inland transportation, insurance, clearance charges, etc., (The charges of inland transportation & Insurance will be at actual against proper receipt). CSIR – NEIST will provide all necessary documents for customs clearance of consignment including Customs Duty Exemption Certificate, etc.

N.B: All terms used in the Bid / Supply order/contract will have the meaning as described in the “INCOTERMS-2000 / 2010”.

4) TAXES

The percentage rate of sales tax, resale tax, VAT, duties/levies and any other charges etc, should be clearly indicated in the tender, wherever chargeable. The packing charges must also be indicated separately.

5) CUSTOMS AND EXCISE DUTIES

Our Institution is eligible from payment of concessional custom duty and exempted from payment of excise duty vide Government Notification No: 51/96-Customs dated: 23rd July 1996 and Central excise duty exemption in terms of notification 10/97 Central Excise dated 01st March 1997.

6) AMC (Annual Maintenance Cost) (if required):

- The period of AMC will be for a period of at least 5 (five) years.
- 2 (two) preventive visits and 1 (one) emergency visit if required.
- 50% payment will be made after first visit and balance 50% after expiry of AMC and completion of remaining visits.
- The cost of spares will be borne by CSIR – NEIST, Jorhat.
- Transport Fare of Service Engineer to and fro and fooding, lodging etc. will be borne by the firm.

7) PAYMENT

a) Import payment

The payment against import of items shall be made with the following options. The quoting party must confirm one of the options in the quotation:

- By Letter of Credit (80% of LC amount shall be released on presentation of complete and clear shipping documents and remaining 20% after satisfactory installation commissioning / demonstration and submission of Performance Security (if required) of 10% of order value valid up to (two) months beyond warranty period. **Or**
- By Foreign Demand Draft or Wire Transfer. 100% payment will be made by FDD or wire transfer after receipt of material in good working condition and satisfactory installation/commissioning / demonstration and submission of Performance Security (if required) in favour of the Director, CSIR-NEIST, Jorhat of 10% of order value valid up to (two) months beyond warranty period.
- Bank charges within India will be borne by Purchase and outside India will be borne by the Supplier. The L/C will be confirmed at the supplier cost, if required specifically by the supplier. If L/C is requested to be extended / amended / reinstated for reasons not attributable to the Purchaser, the charges thereof would be to the Supplier's account.

N.B: All foreign bank charges shall be borne by the supplier.

b) Indigenous payment

In case of indigenous items, payment will be 100% within 30 days after receipt and acceptance and satisfactory installation / commissioning of materials / equipment and submission of Performance Security (if required) of 10% of order value valid up to (two) months beyond warranty period.

c) Any other payment terms whether Import or Indigenous shall be on mutual agreed terms.

d) Performance Security: REQUIRED. The amount of the Performance Security (PS) shall be: 10 (Ten) % of the Order value. **The validity of the Performance Security (PS) will be for 3 (three) years + 2 (two) months from the date of successful installation, commissioning and acceptance of goods.**

8) SCHEDULES OF REQUIREMENT AS APPLICABLE

- i. The offer should be valid at least **90 days** from the date of opening.
- ii. Please also indicate the exact amount of Agency Commission payable (if applicable) to your Indian Agent in equivalent Indian currency after the receipt of the consignment in good condition at our Stores and in case of equipment after the satisfactory installation and commissioning.

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- iii. Please indicate details of services to be rendered by your Indian Agent.
- iv. Indicate the names of the Indian reputed organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from users.
- v. If you have supplied identical or similar equipment to other CSIR / Labs / Instt., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- vi. Please do confirm that service (manual) shall be supplied along with the supply of material.
- vii. Installation, Commissioning and satisfactory demonstration of the whole system and training should be free of cost in case of equipment.
- viii. The Installation, Commissioning and Demonstration of the system should be completed within two weeks from the date of arrival of the items at CSIR – NEIST, Jorhat.
- ix. It is advisable to indicate the approximate dimensions & weight of the stores/consignment quoted for: tare Weight, Net weight and Volume (LxBxH).
- x. Bidders should provide the name and detail address (including E-mail & Mobile No.) of their clearing and forwarding agent in India.
- xi. Fax/email bid will be considered at the risk of bidder if EMD is not involved.
- xii. The rate of AMC of equipment should be provided as required.
- xiii. The acceptance of quotation will rest with the DIRECTOR, CSIR – NEIST, Jorhat who does not bind himself to accept the lowest quotation and reserves the right to himself to accept or reject partially the quotations received, without any assigning any reason whatsoever.
- xiv. All other related terms and conditions from the “**CSIR Manual of Best Practices 2008**”, will be applicable in this tender.

N.B: The Quotation / Proforma Invoice should show the above information with relevant technical literature.

9) EVALUATION OF TENDERS

Unless specifically mentioned, the overall lowest bid meeting the technical specifications will be selected for placement of purchase order.

A. Grounds for summary rejection of bid / offer without any further clarification at preliminary evaluation stage:

1. Unsigned bid
2. Late or delayed bid
3. Bid validity is shorter than the required period
4. The bid is not accompanied by Earnest Money Deposit (EMD) if EMD is required
5. The bidder is not eligible
6. No authorization letter from the manufacturer
7. If there is no mention of packing, forwarding, freight, transportation and insurance charge in the offer
8. Not willing to provide performance security if it is requirement of tender.

B. Grounds to be considered as material deviation for summary rejection of bid / offer without any further clarification during intensive technical evaluation stage:

1. The good(s) quoted are not meeting major / essential technical specification(s).
2. Conditional bid, which is, not agreeing to some essential condition(s) of the tender.
3. No technical literature or brochure from the manufacturer of the quoted item(s) or product verification/ authentication from manufacturer.

C. Grounds for seeking further clarification:

1. Minor informality or irregularity or non-conformity such as make / model, other documents etc in the bid.
2. Non-conformity between figures and words of the quoted price.
3. Discrepancies between original and additional copies of a bid.
4. Requirement for more brochure or printed literature to get more clarity of certain technical specifications.
5. Reasonableness of offer price.
6. After sale support: rate and terms of AMC after warranty.
7. Non-conformity between various parameters / unit of measurement etc of technical specifications.
8. Availability of spares.

भंडार और क्रय अधिकारी
Stores & Purchase Officer
Tel: 91 – 0376 – 2372710, Fax: 91 – 0376 – 2372921,
E-mail: spo@neist.res.in / spopur@gmail.com

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (herein after called the "tenderer") has submitted their offer dated.....for the supply of
(herein after called the "tender") against the Purchaser's tender enquiry No.KNOW ALL MEN by these presents that

WE..... of having our registered office at..... are bound unto (herein after called the "Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

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

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (CSIR/Lab) having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the authorized officer of the bank

Name and designation of the officer

Seal, name and address of the Bank and address of the Branch.