

Tender Document

A. Instruction to Bidders

1	The Purchaser is: DIRECTOR, CSIR – NEIST, JORHAT – 785006, ASSAM, INDIA
2	The Final Destination is (To be delivered, tested & demonstrated at): CSIR – NEIST, Jorhat – 785006, Assam, INDIA
3	Quotation has to be submitted on FOR, destination basis. Please include all the charges clearly within the quoted cost.
4	Standard Delivery Period: Within 2(two) months from receipt of confirmed Purchase Order.
5	It may kindly be noted that your bid should be in Two Bid System only
6	The mode of transportation should be in accordance with the nature of Item and delivery period if applicable.
7	Warranty: Under maintenance for 1 (One) Year.
8	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: 100% within 30 days after receipt of the successful commissioning, implementation and deployment. (as applicable). Note: All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc.), wherever applicable.
9	The liquidated damage 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 damage shall be 10%.
10	The place of jurisdiction is Jorhat, ASSAM, INDIA
11	For notices , the Purchaser's address is: STORES & PURCHASE OFFICER, CSIR – NEIST, JORHAT – 785 006, ASSAM, INDIA Telephone No.: +91 0376 2372 710, E-mail: spo@neist.res.in

B. Specifications and Allied Technical Details

Item Name: Design, Development and Commissioning of New Website of CSIR-NEIST, Jorhat in 3 (Three) Versions – English, Hindi & Assamese as per GIGW 3.0 Guidelines - Qty.: 01 Set

Place of Delivery: CSIR – NEIST, Jorhat – 785006, Assam, INDIA

SCOPE OF WORK FOR DEVELOPING THE NEW WEBSITE OF CSIR-NEIST, JORHAT IN 3 (THREE) VERSIONS – ENGLISH, ASSAMESE AND HINDI FOLLOWING GIGW 3.0 GUIDELINES.

1. Home Page:-

- **Introduction/Banner:** Overview of the organization with high-quality images, banners, or sliders.
- **Navigation Menu:** Intuitive navigation with links to all major sections like About Us, Services, Projects, and Contact.
- **Quick Links:** Prominent links for important actions (e.g., Downloads, Services, Updates).
- **Latest News/Updates Section:** Dynamic display of recent news or announcements.
- **Compliance:** Fully compliant with GIGW 3.0 standards, ensuring proper labeling, user-friendliness, and accessibility.

2. About Us

- **Organization Overview:** A detailed introduction with the mission, vision, and history of the organization.
- **Team/Leadership:** Profiles of key members and their roles, with contact information if necessary.
- **Organizational Structure:** Visual or text representation of departments or teams in line with GIGW 3.0 guidelines.

3. Services/Programs

- **Services Description:** Clear and detailed description of services or programs offered.
- **Call to Action (CTA):** Direct links or buttons for users to inquire about or participate in services.
- **Accessibility:** Content is GIGW 3.0-compliant and accessible to users with disabilities, including screen reader support.

4. Projects/Portfolio

- **Project Showcase:** Highlights of key projects, ongoing or completed, with detailed descriptions and visuals.
- **Search/Filter Functionality:** Allow users to filter projects by categories or date (GIGW 3.0 suggests easy navigability).

5. News

- **Dynamic News Section:** Regular updates about the organization's activities.

6. Events

- **Upcoming Events:** A detailed calendar or list of upcoming events, workshops, or programs.

7. Contact Us

- **Contact Form:** Accessible form for visitors to submit queries, feedback, or complaints. Ensure the form is compliant with GIGW 3.0 accessibility standards (i.e., easy form-filling for all users).
- **Google Maps Integration:** Displays the organization's office location.
- **Contact Information:** Prominent display of phone numbers, email addresses, and office address.
- **Multilingual Support:** As per GIGW 3.0, the contact page will support multiple languages where applicable.

**** N.B. The English, Hindi and Assamese version of the website is compulsory.**

8. Gallery/Media

- **Photo/Video Gallery:** Organized gallery with high-quality images and videos, easily viewable across devices.
- **GIGW 3.0 Compliance:** Ensures media elements have appropriate descriptions or captions for accessibility.

9. FAQs

- **Frequently Asked Questions:** A clear, structured FAQ section with easily searchable content.
- **GIGW 3.0 Compliance:** FAQ structure follows GIGW 3.0 best practices for content categorization and easy access.

10. Privacy Policy and Terms of Service

- **Privacy and Data Handling Policies:** Includes mandatory privacy policy page compliant with GIGW 3.0 guidelines and security standards (especially in data collection and storage).
- **Terms of Service:** Legal clauses outlining the terms of using the website and services.

11. User-Friendly Features

- **Responsive Design:** The website will be fully responsive and optimized for desktop, tablet, and mobile devices.
- **Cross-browser Compatibility:** Ensures compatibility across all major browsers (Chrome, Firefox, Safari, Edge, etc.).
- **SEO Optimization:** Implementing SEO best practices to improve visibility on search engines.
- **GIGW 3.0 Compliance:** Website structure and content layout will adhere to GIGW 3.0 recommendations, ensuring seamless navigation and ease of use.

12. Admin Dashboard (Optional)

- **Content Management System (CMS):** A user-friendly CMS for staff to easily update content.
- **Role Management:** Ability to assign roles (admin, editor, etc.) with varying levels of permissions.
- **Security Logs:** Logging system to track admin activities on the website.

13. Security Features

- **SSL Certificate:** Secure the website with HTTPS protocol.
- **Data Encryption:** All forms and data transactions will use secure encryption.

14. Hosting and Domain Setup

- The hosting of the website will be done in In-House webserver.

15. GIGW 3.0 Guidelines Implementation

- **Website Structure:** Following GIGW 3.0's best practices on structure, layout, and navigation to ensure a user-friendly interface.
- **Consistent Branding:** Ensuring the organization's branding is consistently applied across the site, as per GIGW 3.0's uniformity guidelines.

16. Performance Optimization

- **Speed Optimization:** Ensure fast loading times across devices using modern coding practices and optimized images.
- **Cache Management:** Implementation of cache and CDN (Content Delivery Network) for faster access and improved performance globally.

17. Support and Maintenance

- **Training:** Training sessions for staff to update and manage the website content using the CMS for all the versions of the Website.
- **Training on Coding:** Training on the programming platform/framework on which the website is developed, must be provided by the firm to the technical team of the CSIR-NEIST.

****N.B. The source code of the website must be open and available for any modification to the CSIR-NEIST Technical Team.**

****N.B. The numbers of pages are not fixed and flexible as per the need.**

18. Other Vital Requirements

- Site to be tested by Third-Party Security Auditor concerning security and GIGW 3.0 Compliances.
- Search Engine Optimization (SEO) Setup.
- SSL Certificate Issuance, Installation and Configuration.
- Data Entry work for the website.
- Graphic Designing as per NEIST requirement.
- Onsite technical support at least for 1(one) year.
- Content Writing and Copy Editing for Website Pages with consultation of CSIR-NEIST Officials.
- Separate CMS for each version of website.

BIDDER'S QUALIFYING CRITERIA (BOC)**A. Technical**

1. The Bidder must be a registered company / LLP / Partnership firm under partnership act 1932 Consortium bid is not allowed.
2. The bidder should be into the business of IT/ ITES for the last three (3) years.
3. The annual average turnover over the last three financial years i.e. 2024-25, 2023-24 & 2022-23 must be 1 (One) crore or above. CA certified declaration with UDIN no. must be enclosed.
4. Bidder must complete at least one comprehensive website development project of any Govt. department/PSU. Documentary proof to be submitted along with work order/ completion document. The assignments completed for private customers will not be considered.
5. The bidder must have experience of delivering at least 3 (three) Government or PSU Website development projects with GIGW compliance for value atleast 10 lakhs each in last 3 (three) financial years 2024-25, 2023-24 & 2022-23 in any Govt. department/PSU. Copy of work order and completion certificate to be submitted as evidence. The assignments completed for private customers will not be considered.
6. The bidder should have a minimum of 20 (Twenty) qualified payroll manpower in I.T domain. A self-declaration HR letter should be submitted indicating PF numbers of resources towards the proof of on-roll resources.
7. The bidder must have valid SEI CMMI Level 3 or above Certification as on bid due date. Certificate must be submitted.
8. CA Declaration for net worth.
9. The Bidder will also have to upload the scan copy of following:
 - ISO 9001 Certificate, 27001, CMMI Level 3
 - Notarized affidavit under signature of the company director / firm partner stating that the organization is / has not been blacklisted by Central / State Government.

B. Other Criteria

1. The selected firm have to give the presentation before the Website Committee of CSIR-NEIST to show their plan of developing, designing and implementation.
2. After getting the order, the firm have to give presentation of each and every phases of the development before the Website Committee of CSIR-NEIST.
3. The final deployment of the Website has to be done onsite at CSIR-NEIST.
4. Any kind of major change (for e.g.Chatbot, payment gateway integration) if required, within a period of one year from the date of commission, should be done by the firm without charging any extra cost.

Delivery:

Delivery should be **FOR** Destination.

Warranty:

Under maintenance for 1 (One) Year.

Performance Security:

Performance Security will Be required @5% of Order/Contract value valid for a period of warranty/maintenance period plus two months (i.e. 1 year + 2 months).

Note:

(a) Delivery should be **FOR Destination** basis.

(b) It may kindly be noted that your bid should be in **Two Bid System** only.

(c) Evaluation will be done as a whole set wise.

(d) If any dealer/distributor is bidding, then the authorization only from the principal manufacturer will be accepted.

C. Documents and declarations to be submitted with the bid

Technical Bid with terms and conditions along with Schedule of Requirement (format as per Form No. 1)

With Technical Bid

Note: *(If not provided with the Bid, may be asked again and even then if not provided, the bid may be rejected)*

1. Bidders Information form (format as per Chapter 4, Sl. No. 3)
2. Bid Declaration form (format as per Chapter 4, Sl. No. 4)
3. Manufacturers' Authorization Form (MAF) along with a copy of agency agreement between the bidders and Indian Agent, if the bidder is not a manufacturer (format as per Chapter 4, Sl. No. 5)
4. Code of Integrity Form (format as per Chapter 4, Sl. No. 6)
5. Technical Compliance/Deviation Statement form (format as per Chapter 4, Sl. No. 7)
6. Bid Securing Declaration Form (format as per Chapter 4, Sl. No. 8)
7. Supporting brochures/catalogues
8. Declaration regarding Land Border sharing Countries (format as per Chapter 4, Sl. No. 2)
9. Declaration regarding Make In India (Mandatory to make the Bid eligible and for Price Preference also) that the item offered meets the required local content giving details of the location(s) at which the local value addition is made (format as per Chapter 4, Sl. No. 9)
10. Documentary evidence (if exemption and Price Preference is claimed) about the status of the bidder i.e. whether MSE or not, owned by SC/ST or not and whether the MSE is owned by a women entrepreneur or not, if and as applicable.

D. Documents to be submitted by the successful bidder after award of contract

1. Order Acceptance (within 14 days)
2. Invoice and Challan as per PO
3. Commissioning/Deployment Report.
4. Performance Security

FORMS**Part I (To be submitted along with the bid)****(To be filled by the bidder as appropriate and enclosed compulsory with the Technical Bid)****1. SCHEDULE OF REQUIREMENT FORM**

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 equipment, acceptance test, etc. after the arrival of consignment (to be filled by the bidder)

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, if allowed in SCC 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
 - (a) The implications of delivery terms stipulated in the Instructions to Bidders pursuant to the rules i.e., EXW or FOR terms, and
 - (b) 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.).

2. Declaration regarding Land Border Sharing Countries**(On Letter Head)**

"I have read the tender document no. Along with clause regarding restriction on procurement from a bidder of a country which shares a land border with India in accordance with the Govt. of India notification no. 6/18/2019-PPD(Public Procurement No.1) dated: 23.07.2020 and no. 6/18/2019-PPD(Public Procurement No.2) dated: 23.07.2020 by Ministry of Finance. Accordingly, I hereby certify that

"this bidder is not from such a country and is eligible to be considered"	
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Or

"this bidder is from such a country but is registered with the competent authority and the related document is attached and thus eligible to be considered"	
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Or

"this bidder is from such a country but to this country, Govt. of India extended lines of credit notified by Ministry of External Affairs and the related document is attached and thus eligible to be considered"	
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[Tick or write 'YES' in the appropriate box]

(Bidder for the purpose of this order (including the term 'tenderer', 'consultant', 'vendor' 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 bidders started herein before, including any agency, branch or office controlled by such persons, participating in a procurement process.)

Authorized signatory

Name:

Designation:

Contact No:

Email Id:

Other details:

3. Bidder Information Form

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

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

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

Page 1 of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. 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/faxnumbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. 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.....

4. Bid Declaration 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:*[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No. (if any): *[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 / delivery schedule given in the bid (strike out whichever is not applicable).
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is mentioned in bid/price schedule.
- (d) The discounts offered and the methodology for their application is mentioned in bid/price schedule.
- (e) Our bid shall be valid atleastfor the period of time specified in ITB, from the date fixed for the bid submission deadline in accordance with ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. However, till the finalization of the particular procurement process. The bid validity will be available on communication by you on this matter and written confirmation from us.
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB and GCC Clause for the due performance of the Contract.
- (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 completename of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

5. MANUFACTURERS' AUTHORIZATION FORM (MAF)

***[1] This is to be filled up by the Manufacturer only and NOT by any distributor/dealer.
 [2] 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 Manufacture***

Date:*[insert date (as day, month and year) of Bid Submission]*
 Tender No.:*[insert number from Invitation For Bids]*
 To:*[insert complete name and address of Purchaser]*

WHEREAS

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

We hereby extend our full guarantee and warranty in accordance with 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]*

6. CODE OF INTEGRITY FORM**Format for declaration by the Bidder for Code of Integrity & conflict of interest
(On the Letter Head of the Bidder)**

Ref. No: _____ Date _____

To,

(Name & address of the Purchaser)

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 per General Financial Rules 2017 (Rule 175) 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

7. COMPLIANCE/DEVIATION STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEM NAME			
Sl.No.	Tender Specifications/Parameters/Requirements	Bidder's Specifications	Remarks/Deviation If any
	(Note: Here technical as well as other requirements/parameters may also be included for this evaluation sheet)		

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

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids may have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above.

8. BID SECURING DECLARATION FORM

Date: _____
Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

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

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

- (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 the 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)

9. Self Certification for Make in India

Affidavit of Self certification regarding Minimum Local Content in line with DPIIT order, dated 16th September, 2020, to be provided on a non-judicial stamp paper of Rs. 100/- . (The scanned copy of the stamp paper to be attached with the bid & the original should be sent by post/courier for evaluation)

Date://20....

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

That I agree to abide by the terms and conditions of the Department for Promotion of Industry and Internal Trade (Preference to Make in India) Order, 2020 (*hereinafter DPIIT order*) of Government of India issued vide Notification No:P-45021/2/2017/PP(BE-II) dated 16/09/2020, and its any subsequent modifications/Amendments, if any.

That the information furnished hereinafter is correct to the best of my knowledge and belief and I undertake to produce relevant records before the procuring entity i.e.CSIR-NEIST or any authority so nominated for the purpose of assessing the Local content of goods/services/works offered by me against this NIT.

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

That the goods/services/works offered by me for (*Enter the name of the Equipment/Item for Project*) meets the 'Minimum Local Content 'as defined in the PPPMII order.

That I understand that in the event of the local content of the goods/services/works mentioned herein is found to be incorrect and not meeting the prescribed Minimum Local Content criteria, based on the assessment of procuring entity i.e.CSIR-NEIST or any authority so nominated for the purpose of assessing the Local content, action shall be taken against me in line with the DPIIT order and provisions of the Bidding Documents.

That I agree to maintain the following information in the Company's record and shall make this available for verification to any statutory authority.

The particulars/details of Local Content are as under:

- i. Name and details of the Local Supplier (Registered Office, Manufacturing unit location, nature of legal entity)
- ii. Goods/services/works for which this declaration/affidavit is produced
- iii. Procuring entity to whom this declaration/affidavit is furnished
- iv. Percentage of local content declared/certified

(Note: The Bidders offering imported products will fall under the category of Non-local suppliers. They can't claim themselves as Class-I local supplier/ Class-II local supplier by claiming profit, warehousing, marketing, logistics, freight etc. as local value addition.)

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

Authorized signatory

<Insert Name, Designation and Contact No.>

FORMS

Part II (To be submitted after award of contract)

10. Acceptance certificate form

No.

Dated:

M/s _____

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

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

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

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

Sl. No.	Description	Amount to be recovered
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2. The acceptance test has been done to our entire satisfaction. The supplier has fulfilled his contractual obligations satisfactorily

Or

The supplier has failed to fulfil his contractual obligations with regard to the following:

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

The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated at Sr. No. 1.

For Supplier

For Purchaser

Signature.....

Signature.....

Name.....

Name.....

Designation.....

Designation.....

Name of the firm.....

Name of the Lab./Instt.....

Date.....

Date.....

11. Performance Security Form

To

(Name of Purchaser)

WHEREAS _____

(Name and address of the supplier) (Hereinafter called "the Supplier")has undertaken, in pursuance of contract No. _____ dated _____ to supply (description of goods and services) ((hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____

_____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ____ day of _____, 20____.

(Signature of the authorized officer of the Bank)

Name and designation of the Officer

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