

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 & inspected 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	It may kindly be noted that your bid should be in Single Bid System only
5	Standard Delivery Period: Within 2(two) months from receipt of confirmed Purchase Order.
6	The mode of transportation should be in accordance with the nature of Item and delivery period.
7	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 Goods and successful & satisfactory inspection at stores. Note: All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc.), wherever applicable.
8	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%.
9	The place of jurisdiction is Jorhat, ASSAM, INDIA
10	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: Supply of Office Stationery Items.

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

Detailed Specifications:

Sl. No.	Item Names	Qty.
1	Cello Tape 1 inch	300 nos.
2	Bar Soap (Lifebuoy/Dettol/Savlon) (40g)	500 nos.
3	Correction Pen (Kores/Camlin/Luxor) (7ml)	200 nos.
4	Ball Pen (Blue) (Butterflow/Maxwriter/Gripper)	1000 nos.
5	Ball Pen (Black) (Butterflow/Maxwriter/Gripper)	500 nos.
6	Gems Clip	500 nos.
7	Eraser (Kores/Camlin/Apsara) (Small)	300 nos.
8	Sharpner (Kores/Camlin/Apsara) (Small)	300 nos.
9	Fevicol Tube (20g)	500 nos.
10	Duster Cloth	750 nos.
11	Permanent Marker (Small) (Camlin/Kores/Luxor)	300 nos.
12	Permanent Marker (Big) (Camlin/Kores/Luxor)	300 nos.
13	Battery (AA) (Eveready/Duracell)	500 nos.
14	Battery (AAA) (Eveready/Duracell)	500 nos.
15	Plastic Transparent Folder	500 nos.
16	Register Book 24 no. (Ruled)	100 nos.
17	Register Book 12 no. (Ruled)	100 nos.
18	Scissor (Yojio/Munix) (Medium)	100 nos.
19	Stamp Pad (Camlin/Office Mate)	100 nos.
20	Stamp Ink Bottle (Camlin/Office Mate)	50 nos.
21	Stapler Machine (Small)	150 nos.
22	Stapler Machine (Big)	150 nos.
23	Stapler Pin (small)	200 pkt.
24	Stapler Pin (big)	200 pkt.
25	Wooden Pencil (Apsara/Kores/Natraj)	50 pkt.
26	Executive Note Book	100 nos.
27	Cotton Tag	100 bundle
28	Washing powder (Surf Excel/Tide/Rin) (½ kg.)	200 nos.
29	Sticky Pad (Multi Coloured) (1"x3"x3")	100 nos.
30	Mosquito Repellent Machine with Oil (All Out/Good knight)	200 nos.
31	Mosquito Repellent (as per Machine delivery)	50
32	Highlighter (Kores/Camlin/Luxor) Multi-coloured	100 nos.

Note:

- (a) Delivery should be FOR Destination basis with unloading.
 (b) It may kindly be noted that your bid should be in Single Bid System only.
 (c) Evaluation will be done as a whole, set wise.

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 the Bid.

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

1. Declaration regarding Land Border sharing Countries (format as per Chapter 4, Sl. No. 2)
2. Bidders Information form (format as per Chapter 4, Sl. No. 3)
3. Bid Declaration form (format as per Chapter 4, Sl. No. 4)
4. Code of Integrity Form (format as per Chapter 4, Sl. No. 5)
5. Bid Securing Declaration Form (format as per Chapter 4, Sl. No. 6)
6. 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 as per PO.
3. Challan as per PO.
4. Other relevant documents.

FORMS**Part I (To be submitted along with the bid)****(To be filled by the bidder as appropriate and enclosed compulsory with the 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]*

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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. 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 PublicProcurement 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

6. 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)

FORMS

Part II (To be submitted after award of contract)

7. 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.....