



## **Tender Document:**

### **Notice Inviting Tender:**

**The Director, CSIR–NEIST, on behalf of CSIR, invites online e-Tenders under a Two Bid System (Technical and Financial) from Original Equipment Manufacturers (OEMs) or their authorized dealers for the following equipment:**

Sl. No:	Tender No.	Description of Item:	Quantity:	Bid System:
1.	1(PEQ)/GEM/05/25-26/PUR	Desktop Computers (with MS Office and Windows 11).	67	Two Bid

#### **1. Critical Dates**

- Last Date and Time for Submission of Bids: **22.08.2025, 05:00 PM (IST)**
- Date and Time for Opening of (Technical) Bids: **22.08.2025, 05:30 PM (IST)**

2. Download of Tender Documents: Tender documents are available free of cost at GeM official Websites- <https://GeM.gov.in>  
And official NEIST website [<https://www.neist.res.in>]

#### **3. Eligibility Criteria and Key Conditions**

##### **a. Local Content/Make in India:**

- The requirement for Class-I and Class-II Local Suppliers, as defined by the Ministry of Commerce and Industry Order No. P-45021/2/2017-PP (BE-II), dated 16.09.2020 and its subsequent amendments, applies where applicable.
- Suppliers must provide a Make in India Declaration certified by a Chartered Accountant or statutory auditor, and must submit supporting documents traceable to source.

**Important:** As clarified by DPIIT notifications up to 2025, value addition such as marketing, warehousing, freight, profit, etc., cannot be considered towards local content.

**b. Procurement Preference to MSEs:**

- 25% of the total procurement is reserved for Micro and Small Enterprises (MSEs), including a 4% subtarget for women-owned MSEs, in line with Public Procurement Policy for MSEs, latest amendment 2023.
- MSEs must be registered under Udyam and provide current certification along with their bids.
- Eligible MSEs may be given price preference of up to 15%-20% if their offer is technically suitable.

**c. GeM Seller ID Requirement:**

- GeM Seller Registration/ID is mandatory for all procurements exceeding ₹50 Lakhs (all inclusive), as per Ministry of Finance notification dated 2024. This is required at the time of contract award for successful bidders.
- Bidders are strongly encouraged to ensure their GeM registration is current and active.

**d. Border Sharing Country Compliance:**

- Bidders from countries sharing land borders with India must comply with Ministry of Finance Order No. 6/18/2019-PPD and its latest amendments (2024).
- Such bidders must submit requisite registration and clearance certificates from competent authorities as specified in the order.

**e. GST, TDS and Statutory Compliance:**

- All applicable taxes, including latest GST and TDS rates and rules (per July 2025), will be deducted at source as per GOI circulars and provisions.

**f. CSIR-NEIST/Scientific Institution Exemptions:**

- CSIR-NEIST, as a scientific institution, will apply Make in India procurement relaxation up to ₹50 Lakhs as per DSIR/Ministry of Science & Technology norms, where applicable.

**4. Mandatory Documents with Bid:****i) Before award of contract**

1. (Price bid in INR only).
2. Technical Bid with item details, terms and Schedule of Requirement
3. 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.
4. Declaration regarding Land Border sharing Countries.
5. Bidders Information form.
6. Code of Integrity Form.
7. Technical Compliance/Deviation Statement form.
8. Bid Securing Declaration Form.
9. Supporting brochures/catalogues.
- 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.

## 11. Bid Security/EMD

**ii)After Award of Contract:**

1. Order Acceptance (within 14 days).
2. Performance Security ( within 21 days from acceptance of PO.
3. Installation /Commissioning/Training certificate.
4. Warranty Certificate ( dated from Installation).
5. Acceptance certificate.
6. Invoice, delivery and Installation documents.

**5. Other General Conditions**

- The quotation must be in the prescribed format, free from corrections/erasures.
- Quotation must include all taxes, duties, and freight for delivery and installation at CSIR-NEIST, Jorhat.
- All supplies must be completed within the schedule specified in the detailed tender.
- If successful bidder fails to supply in time, CSIR-NEIST may procure from elsewhere at risk/cost of defaulting bidder.
- The Director, CSIR-NEIST, reserves full right to accept or reject any or all tenders, split the order, or annul the tender process without assigning reason.
- In case the bid opening date is declared a holiday, bids will be opened on the next working day at the same time.

**6. Important Notes**

- Bids not meeting any of the eligibility or documentation requirements will be summarily rejected.
- Incomplete, ambiguous, or conditional bids will not be considered.
- All documents submitted will be subject to strict verification; any misrepresentation will lead to bid rejection and may attract further action.
- Tendering process and contract will be governed by Government of India rules, PP Policy, and CSIR MPG 2019 and its amendment.

All prospective bidders are advised to thoroughly read, understand, and comply with all instructions, eligibility criteria, and government procurement notifications referred herein before submitting their bids.

### **A. Important Instructions:**

*The Purchaser is:*  
**DIRECTOR, CSIR – NEIST,  
JORHAT – 785006, ASSAM, INDIA.**

*Contact for Notices:*  
**STORES & PURCHASE OFFICER,  
CSIR – NEIST,  
JORHAT – 785 006,  
ASSAM, INDIA**

**Telephone No.: +91 0376 2372 710,  
E-mail: [spo@neist.res.in](mailto:spo@neist.res.in)**

<b>1</b>	<b>Quotations Terms:</b> <ul style="list-style-type: none"><li>• Submit on FOR ( Free on Road), destination basis with all charges included.</li><li>• Prices must be quoted in INR only.</li><li>• Bids to be submitted online.</li></ul>
<b>2</b>	<b>Delivery and Installation:</b> <ul style="list-style-type: none"><li>• Quantity 67 Desktop Computers ( with MS Office and Windows 11).</li><li>• Delivery should be within 45 Days of confirmed Purchase Order.</li><li>• Installation, commissioning and demonstration to be completed within 15 working days after arrival equipment.</li></ul>

3.	<p><b>Earnest Money Deposit(EMD)/ Bid Security:</b></p> <p><b>Amount: Rs.300000</b>  <b>Mode of Payment: In the form of account payee demand draft, fixed deposit receipt.</b></p> <p>i) A Banker's cheque or demand draft in favor of the purchaser issued by any nationalized/scheduled Indian bank.</p> <p>ii) Fixed Deposit receipt pledged in favor of the Lab/Institute (DIRECTOR, CSIR – NEIST, JORHAT – 785 006, ASSAM)</p> <p>iii) Online / E-transfer of EMD through RTGS/NEFT in CSIR-NEIST account.  <b>Purchaser Bank Details:</b></p> <p><b>Name of the Bank : STATE BANK OF INDIA</b>  <b>Branch : RRL Jorhat</b>  <b>Branch Place : Jorhat</b>  <b>IFSC Code : SBIN0005604</b>  <b>MICR code : 785002007</b>  <b>NEIST Account : DIRECTOR, NEIST</b>  <b>Account No. : 00000030266871392.</b></p> <p>iv) If not submitting by e-transfer, the bid security should be submitted in its original form. In that case, the Original Bid Security should be sent by post/hand/e-transfer to reach this office before bid submission end time. Also, a copy of the same may be attached with technical bid. BUT without receipt of BID Security in original before bid submission end time, the tender will not be accepted. CSIR-NEIST will not be responsible for any postal delay.</p>
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4.	<p><b>Performance Security:</b></p> <p>5% of order value, valid for warranty period plus 2 months, to be submitted within 21 days of award.</p> <p>The Performance Security may be given in the following forms:</p> <ol style="list-style-type: none"> <li>A Banker's cheque or demand draft in favor of the purchaser issued by any nationalized/scheduled Indian bank.</li> <li>Fixed Deposit receipt pledged in favor of the Lab/Institute (DIRECTOR, CSIR – NEIST, JORHAT – 785 006, ASSAM)</li> <li>Bank guarantee issued/confirmed from any of the commercial bank in India.</li> </ol>
5.	<p><b>Warranty and Services:</b></p> <ul style="list-style-type: none"> <li>Warranty: 3 years on-site comprehensive, effective from date of installation.</li> <li>Spare Parts Declaration: Availability for at least 10 years.</li> <li>Service Support: Must be demonstrated and appropriately documented.</li> </ul>
6.	<p><b>Payment Terms:</b></p> <ul style="list-style-type: none"> <li>100% within 30 days after successful installation and commissioning, subject to statutory deductions.</li> <li>No advance payment.</li> </ul>
7.	<p><b>. Liquidated Damages:</b></p> <ul style="list-style-type: none"> <li>0.5% per week for late delivery/installation, maximum 10% of the contract value.</li> </ul>
8.	<p><b>Jurisdiction:</b></p> <ul style="list-style-type: none"> <li>Legal jurisdiction: Jorhat, Assam, India.</li> </ul>

**B. Specifications and Allied Technical Details****Item Name:** Desktop Computer with MS Office and Windows 11**Qty.:** 67 Nos.**Place of Delivery and Testing:** CSIR – NEIST, Jorhat – 785006, Assam, INDIA**Specifications for Desktop Computers with MS Office and Windows 11**

Sl. No	Item	Specifications
1	Form Factor	Tower Type
2	Processor	Intel i7-12700 Processor with up to 4.90 GHz or Higher
3	Chipset and Motherboard	Intel
4	Memory	Minimum 16GB (1x16GB) DDR4-3200 MHz with Minimum 2 DIMM Slots and expandability upto at least 64GB
5	Storage	Minimum 1TB PCIe NVMe SSD
6	Graphics	Integrated intel® UHD Graphics
7	Audio	Integrated audio controller.
8	Operating System	Microsoft Windows 11 Home with OEM Recovery DVD. The undertaking should be submitted, stating that the original and genuine operating system will be preloaded and that no image of the OS will be used to preload on the desktops.
9	Wired Networking	Integrated 10/100/1000 Ethernet Controller
10	Wireless Networking	Wireless supporting Wi-Fi 6 - 802.11a/b/g/n/ax and Bluetooth® 5.0 or Higher
11	Ports	Minimum 8 USB ports; Out of which atleast 2 USB on Front 1 HDMI; 1 VGA; 1 line in; 1 line out, 1 universal audio port
12	Bays	Minimum 1 x 3.5"/ 2.5" HDD
13	Keyboard	USB Wired Keyboard, Same make as OEM of desktop
14	Mouse	USB Optical Wired Mouse, Same make as OEM of desktop
15	Security	Firmware based TPM 2.0
16	Software	Preloaded Genuine MS Office Home & Business or Better perpetual license
17	Certifications	BIS or IS 13252 (Part 1):2010 under Electronics and IT Goods
		BEE (Bureau of Energy Efficiency) certification (For Monitor)
18	Display	Min 21.5" or Higher 16:09 Aspect Ratio with FHD (1920x1080) with HDMI (Same OEM as Desktop)
19	Warranty	3 Years onsite warranty from OEM on desktop and display. Written confirmation from OEM on the same to be part of the bid submission. Such undertaking to be signed by a authorized person in the OEM.
20	OEM Credentials	The Bidder should submit an OEM Authorization Letter from respective Manufacturers to be issued in the name of tender calling Organization mentioning Bid No. and date for quoted item and it should be signed by authorized person of the OEM. (Concerned OEM Person Contact Details to be Mentioned in the Technical Bid and it shall be cross verified will from OEM).

		Technical Compliance certificate should be furnished by the OEM's letterhead with name, address, and mail id of the Signatory to ensure their support for this work.
		OEM & Bidder Should be ISO 9001, ISO 14001, ISO 27001 Certified Valid Document to be submitted.
		The Bidder Should submit the Product Certifications as mentioned in Tender.
		Quoted product datasheet submitted in tender must be available in the OEM official website.
		OEM undertaking that no refurbished components will be used by OEM.

**C. Bid Submission Checklist:**

**Include the following documents with technical bid:**

1. Technical Bid with item details, terms and Schedule of Requirement
2. 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.
3. Declaration regarding Land Border sharing Countries.
4. Bidders Information form.
5. Code of Integrity Form.
6. Technical Compliance/Deviation Statement form.
7. Bid Securing Declaration Form.
8. Supporting brochures/catalogues.
9. 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.
10. Service support Detail Form.
11. Manufacturer's authorization Form.
12. Performance Statement ( last 3 years).
13. Relevant Technical Brochures/Catalogues.



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

1. Order Acceptance (within 14 days).
2. Performance Security ( within 21 days from acceptance of PO.
3. Installation /Commissioning/Training certificate.
4. Warranty Certificate ( dated from Installation).
5. Acceptance certificate.
6. Invoice, delivery and Installation documents.

**D. Commercial and other Provisions.**

- Evaluation will be set-wise (not item-wise), covering both technical and financial bids as a whole.
- The requirements for Class-1 and Class-II Local Suppliers applies where applicable.
- Manufacturer Authorization (MAF) must be specific to this tender with one authorization from one OEM.
- Vendor should have current ISO certifications.
- All bid and post-award forms must be used unaltered from those provided in the tender.

**Note:** For detailed technical specifications, refer to the attached technical sheets as part of this tender document.

**1. Self Certification for Make in India**

**Affidavit of Self certification regarding Minimum Local Content in line with DPIIT order, dated 16<sup>th</sup> 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.>

**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**

<b>“this bidder is not from such a country and is eligible to be considered”</b>	
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**Or**

<b>“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”</b>	
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**Or**

<b>“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”</b>	
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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[insert Bidder's legal name]
2. In case of JV, legal name of each party: [insert legal name of each party in JV]
3. Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
4. Bidder's Year of Registration: [insert Bidder's year of registration]
5. Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
6. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder.....  
 Name.....  
 Business Address.....

**4.BID SECURITY FORM**

Whereas \_\_\_\_\_ (herein after called the tenderer") has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter 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 \_\_\_\_\_

(Hereinafter 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 of \_\_\_\_\_ 20 \_\_\_\_\_.

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 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 to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto 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 & address of the Bank and address of the Branch

**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 &amp; 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

**6. 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.

**7. 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)



**8. SERVICE SUPPORT DETAIL FORM**

Sl. No.	Nature of training imparted	List of similar type equipment serviced In the past 3 years	Address, Nos. Fax Nos. and e-mail address

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

**9. 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]

**Forms to be submitted after award of Contract****1. PERFORMANCE STATEMENT FORM (For a period of last 3 years for similar equipment, If many are there- give three major orders)**

Name of the Firm.....

Order Placed by (full address of Purchaser)	Order No. and date	Description Onand quantity ofordered equipment	Value of order	Date of Completion of delivery asper contract	Date actual of completionof delivery.	Remarks Indicatesreas ons for late delivery , if any	Hasthe equipment beeninstalled satisfactory? (Attach a certificate fromthe purchaser/ Consignee	Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

If for more period it is required for any item, give information accordingly.

**2. 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

Signature.....

Name.....

Designation.....

Name of the firm.....

Date.....

For Purchaser

Signature.....

Name.....

Designation.....

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

Date.....

**3. 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.