



Tender Document

A) Instruction to Bidders

1	The Purchaser is: DIRECTOR, CSIR – NEIST, JORHAT – 785006, ASSAM, INDIA
2	The tender preference will be given to Class-I & Class-II Local Supplier/Firm.
3	The Final Destination is (To be delivered & inspected at): CSIR–NEIST, Jorhat – 785006, Assam, INDIA
4	Quotation has to be submitted on FOR, destination basis with unloading. Please include all the charges clearly within the quoted cost.
5	It may kindly be noted that your bid should be in Single System only.
6	Standard Delivery Period: The supply of the items should be carried out within 45 days from the date of issue of Purchase Order.
7	The mode of transportation should be in accordance with the nature of Item and delivery period.
8	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>100% within 30 days after receipt of the Goods and successful & satisfactory inspection at stores.</p> <p>Note: All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc.), wherever applicable.</p>
9	The liquidated damage shall be 0.5% per week or part of a week towards late delivery and towards delay in supply and refilling. The maximum amount of liquidated damage shall be 10%.
10	The place of jurisdiction is Jorhat, ASSAM, INDIA
11	<p>For notices, the Purchaser's address is:</p> <p>STORES & PURCHASE OFFICER, CSIR – NEIST, JORHAT – 785 006, ASSAM, INDIA Telephone No.: +91 0376 2372 710, E-mail: spo@neist.res.in</p>

सीएसआईआर – उत्तर-पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान



CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY

(Council of Scientific & Industrial Research)

जोरहाट JORHAT : असम ASSAM

Web: www.neist.res.in E-mail: spo@neist.res.in

Tele: 0376 – 2372710



खुली निविदा आमंत्रण सूचना
NOTICE/INVITING OPEN TENDER
(Domestic/ घरेलू)

महोदय/महोदया
 Sirs/Madam

निदेशक सीएसआईआर-निस्ट, सीएसआईआर की ओर से, दो बोली निविदा प्रणाली के अंतर्गत निम्नलिखित उपकरण के आपूर्ति एवं स्थापना के लिए मूल निर्माता अथवा उनके अधिकृत विक्रेता से निविदाएं आमंत्रित की जाती हैं।

Director, CSIR – NEIST, on behalf of CSIR, invites Tenders under **Single Bid System** for supply and/ OR refilling of the following from Original Manufacturers/Principals or their authorized dealers.

क्र.सं Sl. No.	निविदा सं Tender No.	वस्तुविवरण Description of items	मात्रा Quantity	एकल/द्वि निविदा Single/Two Bid
i.	6(PHD)/02/25-26/PUR/T-19	Items for replacement of roofing of 3 No. of Bamboo cottages	As per Specifications	Single Bid
<p style="text-align: right;">Last Date and Time for Submission of Bids: 24.09.2025 at 11:00 A.M. Date and Time of Opening of Bids: 25.09.2025 at 11:00 A.M.</p>				

2. इच्छुक निविदाकर्ता विस्तृत जानकारी एवं निविदा प्रपत्र सीपीपी वेबसाइट <https://eprocure.gov.in/cppp> एवं <https://etenders.gov.in/eprocure/app> और कार्यालयीय वेबसाइट <https://www.neist.res.in> से निःशुल्क प्राप्त और डाउनलोड कर सकते हैं।

Interested Bidders may obtain further information and download Tender document from the CPP Portals <https://eprocure.gov.in/cppp> & <https://etenders.gov.in/eprocure/app> and our website <https://www.neist.res.in> free of cost.

3. समस्त निविदाएं केवल <https://eprocure.gov.in/cppp> वेबसाइट के माध्यम से ही जमा की जानी है।
 All bids to be submitted online through <https://eprocure.gov.in/cppp> only.

4. यदि क्रेता के कार्यालय द्वारा निविदा खुलने का दिन छुट्टी का दिन घोषित हो जाता है तो निविदाएं अगले कार्य दिवस पर पूर्व निश्चित समय पर खुलेंगी।

In the event of the date specified for opening being declared as a closed holiday for purchaser's office, the due date for opening of bids will be the following working day at the appointed time.

5. कोटेशन क्रेता द्वारा दिये गए प्रपत्र में ही होना चाहिए तथा शोधन और कांट-छांट से मुक्त होना चाहिए।
 The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures.

6. निविदा के साथ निम्नलिखित अवश्य संलग्न किया जाना चाहिए :

- (i) मूल्य बोली केवल भारतीय रुपयों में
- (ii) मेक इन इंडिया घोषणापत्र/शपथपत्र, भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के आदेश संख्या P-45021/2/2017-PP (BE-II) दिनांक 16th सितम्बर 2020 के अनुसार। यह ध्यान दिया जाना चाहिए की अ-स्थानीय (नॉन-लोकल) विक्रेता (जिनके माल में स्थानीय तत्व 20% से कम है) बोली के पात्र नहीं होंगे।
- (iii) भारत के साथ सीमा साझा न करने वाले देशों (नॉन-बॉर्डर शेयरिंग) के निर्माता सम्बंधित घोषणा पत्र, वित्त मंत्रालय, भारत सरकार के "Order (Public Procurement No.1) No.F.No.6/18/2019-PPD दिनांक 23.07.2020 के अनुसार या अगर निर्माता सीमा साझा करने वाले देश से है तो यह ऐसे देश से है जहाँ भारत सरकार के प्रोजेक्ट्स चल रहे हैं, विदेश मंत्रालय, भारत सरकार के "Order (Public Procurement No.2) No.F.No.6/18/2019-PPD दिनांक 23.07.2020 के अनुसार या उपरोक्त दोनों न होने पर आवश्यक रजिस्ट्रेशन प्रमाण पत्र।

The bid must be submitted alongwith :

(i) Prices quote in INR only

(ii) Declaration on manufacturer from Non-Border sharing countries in line with the "Order (Public Procurement No.1) No.: F.No.6/18/2019-PPD dated 23.07.2020 of Ministry of Finance, Government of India" OR and If it is from Border sharing country, it is from the country to whom Govt. of India extended lines of credit notified by Ministry of External Affairs in line with the "Order (Public Procurement No.2) No.: F.No.6/18/2019-PPD dated 23.07.2020 of Ministry of Finance, Government". And if not both required registration certificate should be attached in line with above orders.

7. कोट करते समय सम्पूर्ण विनिर्देश के साथ निर्माता का नाम व पता दिया जाना चाहिए। जहाँ भी लागू हो साहित्य/ब्रोशर/पेम्फलेट/तकनीकी डाटाशीट/ड्राइंग संलग्न होने चाहिए।

Complete specifications with manufacturer's Name and address should be given while quoting. Literature/brochures/pamphlets/technical datasheets/drawings must be enclosed with the quotation wherever applicable.

8. यदि आपूर्ति समय पर न हो और इस वजह से विक्रेता के जोखिम पर क्रेता अन्य कहीं से सामग्री खरीदने के लिए बाध्य होता है, तो जो हानि और नुकसान होगा, उसे दोषी विक्रेता से बरामद किया जाएगा।

If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.

9. लागू नियम/अधिनियम/कानून के प्रावधान अनुसार स्रोत पर कर कटौती वसूला जाएगा। IT/GST/TDS would be recovered as per applicable rule/regulations/provisions of law.

10. क्रेता भारत सरकार के क्रय नीति के अनुसार मूल्य अधिमान देने को तैयार है। ये सम्बंधित नीतियाँ हैं -

- (1) एमएसई आदेश 2012 (समय समय पर परिवर्तित) के अनुसार सूक्ष्म एवं लघु उद्यम को अधिमान
- (2) भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के आदेश संख्या P-45021/2/2017-PP (BE-II) दिनांक 16th सितम्बर 2020 के अनुसार भारत में निर्माण को अधिमान (समय समय पर परिवर्तित)

The purchaser intends to give price preference on submission of required documents in line with the government of India Procurement Policy related to

- (1) **Preference to Micro and Small Enterprises** as per MSE order 2012 amended time to time a
- (2) **Preference to Make in India** as per Order no.P-45021/2/2017-PP (BE-II) dated 16th September 2020 of Ministry of Commerce and Industry, Government of India amended time to time.

11. उद्धृत मूल्य, निविदा में उल्लिखित इकाई में ही होनी चाहिए। कोटेशन अन्य इकाई में दी जाने पर, दोनों इकाईयों के बीच के संबंध भी बतायें। मात्रात्मक छूट, यदि हो तो उल्लिखित करें। मर्दों को हमारे कोटेशन के लिए निवेदनानुसार क्रमांकित कर उद्धृत करें।

Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of our RFQ.

12. निविदा की शर्तें (अधोमुख पर मुद्रित), यदि कोई हो, या निविदा के संग भेजी गई हो तो, हम पर बाध्य नहीं होगा।

Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.

13. उपरोक्त सभी अनुदेश और हमारे सामान्य निबंधन और शर्तों का अनुपालन करना होगा जिस के न होने पर आपका प्रस्ताव अस्वीकार किया जा सकता है।

All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.

14. भारत सरकार की अधिसूचना संख्या 6/9/2020-पीपीडी दिनांक 24.08.2020, व्यय विभाग, वित्त मंत्रालय, भारत सरकार के अनुसार GeM विक्रेता आईडी अनिवार्य रूप से अनुबंध के पुरस्कार/नियुक्ति के समय सफल बोलीदाता के लिए आवश्यक है, यदि मूल्य ₹ 25 लाख (सभी करों सहित) से अधिक है। कृपया ध्यान दें कि यह कोई पात्रता मानदंड नहीं है और केवल अनुबंध प्रदान करने / खरीद आदेश देने के समय ही इसकी आवश्यकता होगी।

As per the Govt. Notification No. 6/9/2020-PPD dated 24.08.2020 by Dept. of Expenditure, Ministry of Finance, Govt. of India, GeM Seller ID is mandatorily required for the successful bidder at the time of award of contract/placement of order, only if the value is more than ₹ 25 Lakhs (including all taxes). Please note that this is not an eligibility criteria and will be only required at the time of award of contract/placement of Purchase Order.

15. निदेशक, सीएसआईआर-निस्ट, जोरहाट को बिना कोई कारण बताये किसी भी निविदा के एक भाग अथवा सम्पूर्ण रूप से स्वीकृत अथवा अस्वीकृत करने अथवा आपूर्ति आदेश को विभाजित करने अथवा निविदा प्रक्रिया को रद्द करने का अधिकार है।

The Director, CSIR-NEIST, Jorhat, reserves the right to accept or reject any or all bid(s) either in part or in full or to split the order, or to annul the bidding process without assigning any reason.

भण्डार एवं क्रय अधिकारी
Stores & Purchase Officer

B) Specifications and Allied Technical Details

Item Name: Items for replacement of roofing of 3 Nos of Bamboo cottages

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

Detailed Specifications with Terms & Conditions:

Sl. no.	Items	Quantity	UoM
1	0.45 mm Red Colour GI Corrugated Sheet (11' x 3.5')	60	No's
2	0.45 mm Red Colour GI Corrugated Sheet (17' x 3.5')	11	No's
3	0.45 mm Red Colour GI Roof Ridge (12 ft/Each)	9	No's
4	Metal roofing Screw --- 4"	700	No's
5	Magnetic Hexa Bit	2	No's
6	Wood Plank (Khakan) ---- 2"x2"x12'	30	No's
7	Premium wood coating paint	8	Ltr
8	Fully Matured JatiBambo (minimum Length 30 Ft & minimum dia 10 cm)	20	No's
9	Iron Nail --- 4" length	5	Kg
10	Iron Nail ---- 3" Length	3	Kg
11	02.5 mm Alluminium Wire (Tar)	10	Kg

Terms and Conditions

(a) It may kindly be noted that your bid should be in Single Bid System only.

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

(c) The consignment delivery should be supplied at **CSIR-NEIST, JORHAT** during office hours with unloading.

(d) The supply of the items should be carried out within 45 days from the date of issue of Purchase Order.

C) Documents and declarations to be submitted with the bid**List of documents to be submitted with the Bid.**

1. Self-Certification for Make in India (format as per Forms, Sl. No. 2)
2. Declaration regarding Land Border sharing Countries (format as per Forms, Sl. No. 3)
2. Bidders Information form (format as per Forms, Sl. No. 4)
3. Bid Declaration form (format as per Forms, Sl. No. 5)
4. Code of Integrity Form (format as per Forms, Sl. No. 6)
5. Bid Securing Declaration Form (format as per Forms, Sl. No. 7)
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. All other relevant documents as required.

E)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. Self-Certification for Make in India

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/ Repackaged/ Refurbished / Rebranded 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.) Make In India / Local Content Certificate must be provided by the Manufacturer/ OEM firm of the quoted item.

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

Authorized signatory

<Insert Name, Designation and Contact No.>

3. 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:

4. 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/fax numbers]</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.....

5. 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 atleast for 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 complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

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

(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]*

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 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

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 he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)