

**DOCUMENT FOR CONCLUSION OF RATE CONTRACT (2005-2006)**

BID REFERENCE : 13-2(6)/2005-06- Pur  
13-2(7)/2005-06- Pur  
13-2(8)/2005-06- Pur  
13-2(20)/2005-06-Pur

DATE OF COMMENCEMENT OF  
SALE OF BIDDING DOCUMENT : 16<sup>th</sup> May, 2005 from 1000 hrs(IST)

LAST DATE TIME FOR SALE OF  
BIDDING DOCUMENTS : 15<sup>th</sup> June, 2005 till 1300 hrs (IST)

LAST DATE AND TIME FOR  
RECEIPT OF BIDS : 16<sup>th</sup> June, 2005 till 1300 hours (IST)

TIME AND DATE OF OPENING  
OF BIDS : 16<sup>th</sup> June, 2005 at 1430 hours (IST)

ADDRESS FOR COMMUNICATION : Joint Secretary (Admn.)  
Council of Scientific & Industrial Research  
2, Rafi Marg.  
Anusandhan Bhavan  
New Delhi 110 001

## **TENDER DOCUMENT FOR RATE CONTRACT**

### **INVITATION FOR BIDS**

1. Sealed bids in two parts (techno commercial unpriced & Priced bids) are invited from eligible bidders for conclusion of rate contracts for a period of one-year w.e.f. 1.4. 05 to 31.3. 06

Tender No.	Subject	Earnest money deposit/bid security	Cost of bidding Documents
13-2(6)/2005-06-Pur	Rate contract for paper & paper products	Rs 5000/-	Rs. 500/-
13-2(7)/2005-06-Pur	Rate contract for office stationery	Rs 5000/-	Rs. 500/-
13-2(8)/2005-06-Pur	Rate contract for cleaning materials	Rs 5000/-	Rs. 500/-
13-2(20)/2005-06-Pur	Rate contract for Miscellaneous Items	Rs. 1000/-	Rs. 200/-

2. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the office of the Stores & Purchase officer, CSIR, Anusandhan Bhavan, 2 Rafi Marg, New Delhi.
3. Each set of bidding document can be purchased by any interested eligible bidder on payment of the cost of tender document. Alternatively, the bidding documents can be downloaded from CSIR Website <http://www.csir.res.in> and the technical bid should accompany the cost of bidding documents. The cost of bidding documents as indicated above should be submitted in the form of a Demand Draft in favour of Joint Secretary (Admn.), CSIR payable at New Delhi.
4. All bids must be accompanied by a bid security as specified above and must be delivered to the above office upto 13:00 hours (IST) of 16<sup>th</sup> June 2005. The Techno commercial unpriced bids will be opened in the presence of Bidders' representatives who choose to attend at 14:30 hours (IST) on 16<sup>th</sup> June 2005. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed time. Commercial bid will be opened subsequently. The tender fee is non refundable and tenders are not transferable.
5. Joint Secretary (Admn.), CSIR reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons therefor.

# **INSTRUCTIONS TO BIDDERS**

## **A. Introduction**

### **1.0 Qualification criteria/ Eligible Bidders**

- 1.1 This Invitation for Bids is open to all manufacturers & their dealers and general order suppliers registered with Sales Tax authorities.
- 1.2 Copies of valid Central/State sales tax registration certificate, proof of manufacturing unit/dealership & general order suppliers and copies of two major supply orders valuing more than Rs. 20000/- executed during the preceding two years for Govt. depts. /PSUs and Central Autonomous bodies have to be submitted along with satisfactory service report.

### **2. Cost of Bidding**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **B. The Bidding Documents**

### **3. Cost of Bidding Documents**

Interested eligible bidders may purchase the bidding documents on payment of the cost of bidding documents as indicated in the invitation for bids or alternatively, the bidding documents can be downloaded from CSIR Website <http://www.csir.res.in> and the techno commercial unpriced bid should accompany the cost of bidding documents. The cost of bidding documents should be submitted in the form of a Demand Draft in favour of Joint Secretary (Admn.), CSIR payable at New Delhi.

### **4. Content of Bidding Documents**

- 4.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- (a) Instruction to Bidders (ITB);
  - (b) General Conditions of Contract (GCC);
  - (c) Schedule of requirements;
  - (d) Bid Security Form;
  - (e) Tender form (technical bid).
  - (f) Tender form (financial bid)

- 4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

## **5. Amendment of Bidding Documents**

- 5.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 5.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing, which will be binding on them.
- 5.3 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

## **6. Language of Bid**

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English language.

## **7. Documents Comprising the Bid**

- 7.1 **Techno commercial unpriced bid and priced Bids:** The bids are to be submitted in two parts in separate sealed envelopes i.e. Techno commercial unpriced bid and priced Bids.

(a) Techno commercial unpriced bid along with Earnest Money Deposit (EMD)/bid security as shown in invitation to bids may be submitted either through Bank Guarantee valid for the duration of contract as per enclosure to the bidding documents or by a demand draft of Nationalised Bank in favour of JS(A), CSIR payable at New Delhi. If the EMD is not received along with the techno commercial unpriced, such bid will not be considered. The samples of all the items shown in the schedule of requirements of each tender should also accompany the techno commercial unpriced bid in a separate sealed envelope. In case the tender documents are downloaded from CSIR Website <http://www.csir.res.in>, then the techno commercial unpriced bid should also accompany the cost of tender documents as indicated in the invitations for bids by way of a demand draft in favour of Joint Secretary (Admn.), CSIR payable at New Delhi, failing which the tender would be rejected.

(b) Priced bid.

- 7.2 **Techno commercial unpriced bid:** The Techno commercial unpriced bid prepared by the bidder shall be provided in the following Model Response format :

### **Model Response format**

- (a) Standing of each Bidder Manufacturer/Dealer and past experience in supply of the material (certificates to be enclosed), proof of manufacturing Unit/Dealership letter and general order supplier.
- (b) List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a certificate regarding the satisfactory performance of the contract.
- (c) Copy of the audited balance sheet of the vendor for the year 2003-2004 indicating the turnover in supply of the material.
- (d) Details of Permanent Account Number.
- (e) Details of S.T. No. along with a copy of certificate to be attached.
- (f) Submission of samples for all items indicated in the schedule of requirements. The make of items proposed to be supplied should be indicated in the format of the schedule of requirements and submitted along with the techno commercial un priced bid without indicating the pricing components.
- (g) Willingness to execute all orders which are placed to meet emergency requirement on priority basis.

**The Bidder shall note that standards for workmanship, material and equipment, and references to brand names designated by the Purchaser in the schedule of requirements are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.**

### **7.3 Priced Bid**

The priced bid shall comprise the techno commercial bid along with the price component indicating the Unit prices for each and every item indicated in the schedule of requirements.

- (a) The prices quoted must be net per unit as shown in the Schedule and must include all charges for delivery at the Stores of CSIR Hqrs., New Delhi.
- (b) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
- (c) The price quoted by the tenderers should be exclusive of Excise Duty & VAT. However, the Excise Duty & VAT payable should be quoted separately in the schedule enclosed.
- (d) Quoted prices should be firm and inclusive of octroi, freight and forwarding charges, handling charges, loading and unloading charges and insurance charges etc.
- (e) The prices once accepted by CSIR Hqrs. shall remain valid till 12 months from the date of acceptance of tender and all orders placed during this period should be successfully executed. JS (A), CSIR shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Government levy/duties/VAT during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the

said reduction or increase in the Government levy/excise duty. The quantity given in the schedule is approx annual requirement, which can vary.

**NOTE**

**1. THE TWO BIDS i.e. TECHNO COMMERCIAL UNPRICED BID ALONG WITH BID SECURITY AND SAMPLES & COST OF BIDDING DOCUMENTS AND THE PRICED BID SHOULD BE SUBMITTED SEPERATELY FOR EACH TENDER.**

**2. CONDITIONAL BIDS WILL NOT BE ACCEPTED**

**8. Bid Prices**

8.1 The Bidder shall indicate on the Schedule of requirements, the unit prices of the goods it proposes to supply under the Contract and enclose it with the priced bid

8.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) The prices quoted must be net per unit as shown in the schedule of requirements and must include all charges for delivery at the stores of CSIR (HQ), New Delhi.
- (ii) Any Indian duties, VAT and other taxes which will be payable on the goods if this Contract is awarded;

8.2 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

**9. Bid Security/Earnest Money Deposit**

9.1 The Bidder shall furnish, as part of its bid, a bid security as indicated in invitation for bids along with the techno commercial unpriced bid.

9.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture.

9.3 The bid security shall be in Indian Rupees and shall be in one of the following forms:

- (a) A bank guarantee issued by a nationalized/scheduled bank located in India in the form provided in the bidding documents and valid for one year. or
- (b) A demand draft in favour of JS (A), CSIR payable at New Delhi.

9.4 Any bid not secured in accordance with Clauses 9.1 and 9.3 above will be rejected by the Purchaser as non-responsive.

9.5 The successful Bidder's bid security will be discharged at the end of the contract period. The bid security of the unsuccessful bidders would be discharged after notification of award to the successful bidder.

9.6 The bid security shall be forfeited:

- (a) if a Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) in case of a successful Bidder, if the Bidder fails to supply goods in time.

## **10. Bid Currencies**

10.1 Prices shall be quoted in Indian Rupees only.

## **11. Period of Validity of Bids**

11.1 Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

11.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under Clause 9 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify the bid.

11.3 Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

### **D. Submission of Bids**

## **12. Sealing and Marking of Bids**

12.1 The outer envelope containing Techno commercial unpriced bid along with EMD, samples & the cost of bidding documents (if applicable) and priced bid shall be addressed to JS(A), CSIR, Anusandhan Bhavan, 2, Rafi Marg, New Delhi-110001 and shall indicate tender number and due date.

12.2 The inner envelope shall indicate the name and address of the bidder, tender number due date and contents i.e. "Techno commercial unpriced bid along with EMD & cost of bidding documents (if applicable)" and "Priced bid".

12.3 If the outer envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

## **13. Deadline for Submission of Bids**

13.1 Bids must be received by the Purchaser at the address specified under Clause 12 of ITB not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the

submission of Bids being declared a holiday for the Purchaser, the Bids will be received upto the appointed time on the next working day.

- 13.2 The Purchaser may, at his discretion, extend this deadline for submission of bids by amending the bid documents in accordance with Clause 5 of ITB in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **14. Late/Delayed Bids**

- 14.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, pursuant to Clause 4 of invitation for bids and clause 6 of GCC will be rejected and/or returned unopened to the Bidder.

#### **15. Modifications and Withdrawal of Bids**

- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.
- 15.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 12 of ITB. A withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 15.3 No bid may be modified subsequent to the deadline for submission of bids.
- 15.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to Clause 9 of ITB.

### **E. Bid Opening and Evaluation of Bids**

#### **16. Opening of Techno commercial unpriced Bids**

- 16.1 The purchaser will open all techno commercial unpriced bids in the first instance in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified in the 'Invitation for Bids'. The bidder or bidders' representatives present there shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for CSIR, the bids shall be opened at the appointed time and location on the next working day.

#### **17. Clarification of Bids**

- 17.1 During evaluation of the bids, the purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.



17.2 No Bidder shall contact the purchaser on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of CSIR, it should be done in writing.

17.3 Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

## **18. Evaluation of Techno commercial unpriced Bid**

18.1 Prior to the detailed technical evaluation, the purchaser will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations.

18.2 The purchaser will reject a bid determined as not substantially responsive.

18.3 The Pre-qualification Bid evaluation will be done on the basis of Clause 1 & 7 of ITB.

18.4 The bidders could also be called for discussion and could also be allowed to modify their technical bids to suit the organizations requirement. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be rejected as technically unsuitable. The bidders who finally emerge as technically acceptable shall be allowed to withdraw their price bids and send again a revised bid in a sealed envelopes or to adhere to the original price bid sent. These price bids shall be opened, evaluated and the contract awarded to the lowest evaluated technically responsive bidder.

18.5 The bidders short-listed by the purchaser based on evaluation of their technical bids may be called for detailed discussions with a team selected for the purpose, at a specified date, time and venue, if needed.

18.6 The Purchaser, at its option may ask some more bidders to match rates of the lowest bidder, for creating parallel rate contracts.

## **19. Opening of Priced Bids**

19.1 The Purchaser will open the Priced Bids of only those bidders whose techno commercial bids have been found to be substantially responsive.

19.2 The priced Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date, time and venue which will be intimated subsequently.

## **20. Evaluation and Comparison of priced Bids**

20.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected

20.2 Bidders shall state their bid price for the payment schedule outlined in the Clause 14 of General Conditions of Contract. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the

reduction in bid price they wish to offer for such alternative payment schedule. The purchaser may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on the purchaser.

- 20.3 The purchaser, at its option may ask some more bidders to match the rates of the lowest bidder for creating parallel rate contracts.

## **21. Purchasers right to accept any bid and to reject any bid or all bids**

- 21.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

## **22 Award Criteria**

- 22.1 Subject to Clause20, the purchaser will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

## **23. Notification of Award**

- 23.1 Prior to the expiration of the period validity, the purchaser will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted. The notification of Award will constitute the formation of the Contract.

## **24. Factors Affecting the Award of Contract**

- 24.1 The bidder should have its own Contract support facilities. The support facilities should be fully owned and managed by the bidder.

- 24.2 Conformity with the Request for Bid/Tender required and conditions.

- 24.3 The assessment based on the response to Model Response Outline.

- 24.4 The assessment of the capability of the bidder to meet the terms and conditions.

- 24.5 All the goods to be supplied must bear reputed brands. If the bidder does not manufacture, the bidder may submit dealership certificate/general order supplier certificate.

- 24.6 The bidders must have executed similar orders, for which the bidder is quoting, as indicated in clause1 of ITB for Govt./Semi-Govt./Autonomous Organizations.

- 24.7 The cost and the discount offered, if any

## **25. Fall clause**

- 25.1 The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser.
- 25.2 The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period the supplier reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the purchaser and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
- 25.3 If it is discovered that the supplier has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity with sub-clause 25.1 above, or (b) to terminate the contract and purchase the items of stores at the risk and cost of the supplier and in that event the provisions of Clause 28 of General Conditions of Contract shall, as far as possible, be applicable or recover the loss.

## **26. Samples**

- 26.1 All suppliers are requested to kindly submit samples of items indicated in the schedule of requirements for each tender separately in a separate envelope along with the techno commercial un priced bid.

## **General Conditions of Contract**

### **1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The order" means the agreement entered into between the Purchaser and the Supplier including all the attachments and appendices referred to and all documents incorporated as per notification of award.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the items, which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services training and other obligations of the Supplier covered under the Contract;
- (e) "GCC" mean the General Conditions of Contract contained in this section.
- (f) "The Purchaser" means the organization purchasing the Goods i.e. Joint Secretary (A), CSIR, Anusandhan Bhavan, 2, Rafi Marg, New Delhi – 110001.
- (g) "The Purchaser's country" is India.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (i) "Day" means calendar day.

### **2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

### **3. Standards**

3.1 The Goods supplied under this Contract shall conform to the equivalent standards of items mentioned in the Schedule of Requirements and when no applicable standard is mentioned; to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

### **4. Use of Contract Documents and Information**

4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed

by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

## **5. Patent Rights**

5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

## **6.0 Submission of the bids.**

6.1 All bids complete in all respect must reach the purchaser within the last date and time of receipt of bid. No extension shall be allowed for any reason what so ever. Late tenders/delayed bids and tenders received without earnest money & cost of bidding documents (if applicable) etc. shall be rejected.

6.2 Tender documents are available for sale with the purchaser. Interested bidders may purchase the tender documents on payment of the cost thereof. The purchaser shall not be liable for either non-receipt of the tender document or for delay in receipt of tender document. The tender documents are also available on CSIR Website <http://www.csir.res.in>. Interested bidder may download the tender documents from CSIR Website and submit their bids. In such cases the cost of tender documents as indicated in the invitation to bid should accompany the techno commercial unpriced bids, failing which their bid would be rejected.

## **7. Inspections and Tests**

7.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

7.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.

7.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

7.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.

7.5 Nothing in GCC Clause 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **8.0 Consequences of rejection**

8.1 If in the event the stores are rejected by the purchaser at the destination and the supplier fails to make satisfactory supplies within the stipulated period of delivery, the purchaser will be at liberty to :

- (a) Allow the supplier to resubmit the stores in replacement of those rejected, within a specified time without any extra cost to the purchaser or
- (b) Reject the material, which shall be final and binding on the contractor.
- (c) Procure the rejected materials of comparable quality from the open market/Govt. stores and the supplier shall be liable to pay the difference in price over the RC prices or get the amount adjusted from the outstanding bills of the supplier, if any or EMD.

## **9. Packing**

9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, in any subsequent instructions ordered by the Purchaser.

## **10. Delivery and Documents**

10.1 The Supplier shall make delivery of the Goods within 14 days from the placement of purchase order in pursuance of the notification of award. The purchase order would be placed after assessing the requirements on quarterly basis. However, the supplier shall also arrange to execute all orders on priority basis which would be placed to meet any emergent requirements.

10.2 In case the purchaser decides to conclude parallel rate contracts, then the requirements would be split on different firms on equitable basis as per the discretion of the purchaser.

10.3 The delivery of Stores shall be affected at the premises of the CSIR free of all delivery charges and within the stipulated time and as may be elucidated in the confirmed order, accompanied by a delivery challan. No extension of time for delivery of Stores shall normally be accorded.

**Time and date of delivery – the essence of the contract:** The time for and the date of delivery of the stores stipulated shall be deemed to be of the essence of the contract and delivery must be completed not later than the date(s) specified.

## **11. Insurance**

11.1 The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be obtained by the suppliers in an amount equal to 110% of the value of the goods from “warehouse to warehouse” (final destinations) on “all risks” basis including war risks and strikes.

## **12. Transportation**

12.1 Where the Supplier is required under the Contract to transport the Goods within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

## **13. Warranty**

13.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in India.

13.2 This warranty shall remain valid for 12 months after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, unless specified otherwise.

13.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

13.4 Upon receipt of such notice, the Supplier shall with all reasonable speed, repair or replace the defective Goods or parts thereof, without any extra cost to the Purchaser.

13.5 If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **14. Payment**

14.1 The payment shall be made within 30 days from the date of receipt of invoice.

14.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an Tax/Retail invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the contract.

14.3 Payment shall be made in Indian Rupees by way of crossed account payee Cheque drawn on State Bank of India, Parliament Street branch, New Delhi.

## **15. Prices**

15.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in his bid.

## **16. Change Orders**

16.1 The Purchaser may at any time, by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) The method of shipping or packing;
- (c) The place of delivery; and/or
- (d) The services to be provided by the Supplier.

16.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

## **17. Contract Amendments**

17.1 Subject to GCC Clause 16, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **18. Assignment**

18.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

## **19. Subcontracts**

19.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.



## **20. Delays in the Supplier's Performance**

- 20.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser as per GCC clause 10.
- 20.2 If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 20.3 Except as provided under GCC Clause 23, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to GCC Clause 21, unless an extension of time is agreed upon pursuant to GCC Clause 20.2 without the application of liquidated damages.

## **21. Penalty**

- 21.1 Subject to GCC Clause 23, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 22.

## **22. Termination for Default**

- 22.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 20; or
  - (b) If the Supplier fails to perform any other obligation(s) under the Contract.
  - (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

‘For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

22.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 22.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## **23. Force Majeure**

23.1 Notwithstanding the provisions of GCC Clauses 20 & 21, the Supplier shall not be liable for imposition of liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

23.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

23.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **24. Termination for Insolvency**

24.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

## **25. Termination for Convenience**

25.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

25.2 The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices.

## **26. Resolution of Disputes**

26.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

26.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

- (a) In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The dispute shall be referred to the Director General, Council of Scientific & Industrial Research and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

## **27. Governing Language**

27.1 The contract shall be written in English language. Subject to GCC Clause 28, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

## **28. Applicable Law**

28.1 The contract shall be governed by the Law of Contract for the time being in force.

28.2 Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

28.3 Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

28.4 One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

## **29. Taxes and Duties**

29.1 Suppliers shall be entirely responsible for all taxes, duties, licence fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

## **30. Notices**

30.1 For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

Purchaser:                      Joint Secretary (Admn.)

Council of Scientific & Industrial Research  
2, Rafi Marg,  
New Delhi 110 001

Supplier: (To be filled in at the time of Contract signature)

.....  
.....  
.....  
.....

**TENDER FORM**  
**(Techno commercial unpriced Bid)**  
(On the letter head of the firm submitting the bid)  
Tender No.....

To

The Joint Secretary (Admn.)  
Council of Scientific & Industrial Research  
Anusandhan Bhavan, Rafi Marg,  
New Delhi -110001.

Dear Sir,

1. I/We hereby offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.
2. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
3. \* A crossed Bank Draft/Pay Order in favour of JS(A), CSIR, New Delhi for Rs. ....  
(Rupees.....only) as Earnest Money/bid security is enclosed. The Draft/Pay order is drawn on .....Bank payable at New Delhi.

Or Bid Security in the form given in the bidding documents is enclosed.

(\* *strike out whichever is not applicable*)

4. The following have been added to form part of this tender.
  - (a) Samples of items quoted for, as per instructions provided in the schedule of requirement.
  - (b) Schedule of requirements, quoting the make only duly signed and stamped.(without indicating price)
  - (c) Copy of last audited balance sheet.
  - (d) Copy of Valid Central/State sales tax registration certificate.
  - (e) Copy of relevant major purchase orders valuing more than Rs. 20000/- executed during last two years for Govt. Depts., PSUs & Central Autonomous bodies along with certificate of satisfactory performance.
  - (f) Proof of manufacturing Unit, dealership certificate/general order suppliers.
  - (g) Statement of deviations from financial terms & conditions. (if any)

(h) Any other enclosure. (Please give details)

5. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.

6. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

7. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

Yours faithfully,

(Signature

of bidder)

Dated this day of \_\_\_\_\_ 2005.

Address:.....

.....

.....

Telephone:

\_\_\_\_\_

FAX\_\_\_\_\_

mail\_\_\_\_\_

E-

Company                      seal

Bid Form (Priced Bid)

(On the letter head of the firm submitting the bid document)

To

The Joint Secretary (Admn.)  
Council of Scientific & Industrial Research  
Anusandhan Bhavan  
Rafi Marg,  
New Delhi 110 001

Ref: Tender No .....

Dated---

-----

Sir,

Having examined the bidding documents and having submitted the techno commercial unpriced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the Goods/Services at the prices and rates mentioned in the enclosed schedule of requirement.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule of requirement and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges net F.O.R CSIR (HQ).

We enclose herewith the complete Financial Bid as required by you. This includes:

Price Schedule as per schedule of requirement.

Statement of deviations from financial terms and conditions (if any).

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this            day of \_\_\_\_\_ 2005

Signature of Bidder

Details of enclosures

Full Address:  
Telephone No.  
Fax No.  
E-mail:

COMPANY SEAL



## **BID SECURITY FORM**

Whereas .....<sup>1</sup> (*hereinafter called "the Bidder"*) has submitted its bid dated .....  
(*date of submission of bid*) for the supply of ..... (*name and/or description of the goods*) (*hereinafter called "the Bid"*).

KNOW ALL PEOPLE by these presents that WE ..... (*name of bank*) of ..... (*name of country*), having our registered office at ..... (*address of bank*) (*hereinafter called "the Bank"*), are bound unto ..... (*name of Purchaser*) (*hereinafter called "the Purchaser"*) in the sum of \_\_\_\_\_ for which payment well 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 \_\_\_\_\_ 19 \_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

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 of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Authorized signatory of the Bank)

---

<sup>1</sup> *Name of Bidder*

## Checklist for Bid/Tender Submission

The following check-list must be filled in and submitted with the bid document:

### Pre-qualification Bid

1. Was the bid document issued to you?	Yes/No
2. Have you attached the techno commercial unpriced bid form duly filled in appropriately?	Yes/No
3. Have you attached a copy of the last audited balance sheet of your firm	Yes/No
Have you attached the details of the proof of manufacturing unit/dealership letter/general order suppliers and copy of Central/State sales tax registration certificate( as per clause 1.2 of ITB)	Yes/No
5. Have you attached the copies of relevant work orders from Govt. Dep't/PSUs and Central Autonomous Bodies along with certificate of satisfactory performance ( as per clause 1.2 of ITB)	Yes/No
6. EMD: Have you submitted EMD asked for-	Yes/No
7. Have you enclosed cost of the bidding documents along with the techno commercial unpriced bid? (applicable only if tender documents are downloaded directly from CSIR Website.	Yes/No/NA
8. Have you submitted samples of all items indicated in the respective schedule of requirements?	Yes/No
9. Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the techno commercial unpriced bid ( as per clause 7 of ITB).	Yes/No
10. Have you submitted the bids both techno commercial unpriced and priced bid separately for each tender?	Yes/No
11. Have you enclosed the statement of deviations from financial terms and conditions, if any?	Yes/No

### Priced Bid:

1. Have you signed and attached the priced bid form.	Yes/No
2. Have you attached the schedule of requirements duly priced	Yes/No

Dated this            day of \_\_\_\_\_ 2005

Signature of Bidder

Full Address:  
Telephone No.  
Fax No.  
E-mail:

COMPANY SEAL

**Schedule of Requirements**  
**(Tender no 13-2(6)/2005-06-PUR)**  
**Details of Items to be procured under Rate Contract.**  
**(Paper & Paper Products)**

S.No	Item	App. Annual Requirement	Make offered	Price per unit (In fig. & in w
1	Adhesive Post it Pad  3"x 5"  3" x 2"  3"x 3"  <i>3 M/Promise</i>	165 nos.  250 nos.  300 nos.		
2	Envelope(9" x 4") SE-5(Window)	10,000 nos.		
3	Envelope SE-8A(16" x 12")	9000 nos.		
4	Envelope A-4 Size(Special Type)(laminated) ( 10" x 12")	16000 nos.		
5	Envelope SE-5(9" x 4") Plain	28000 nos.		
6	Envelope SE-6(11" x 5") Plain	10000 nos.		
7	File Cover  <i>Neelgagan No. 60/ Bittoo</i>	14000 nos.		
8	File Board  <i>Shruti No. 51/ Neelgagan No. 51</i>	11000 nos.		
9	Note Sheet Green(80 gsm) FS  Note Sheet A-4(80 gsm)	800 pads  150 pads		

10	Packing paper craft Khaki	500 sheets		
11	Paper Typing(Reams) <i>Lion/Neelgagan</i>	50 reams		
12	Khaki tape(Packing tape) 2" x 35 mtr. <i>Wonder/Tixo/Premier</i>	300 rolls		
13	Register 2 quire (192 pages) <i>Neelgagan/Bitto</i>	500 nos.		
14	Register 4 quire (384 pages) <i>Neelgagan/Bitto</i>	400 nos.		
15	Short Hand Note book (200 pages) <i>Neelgagan/Bitto</i>	200 nos.		
16	Dak pad/Sign pad <i>Neelgagan/Bunchin</i>	120 nos.		
17	Slip pads (40 sheets) <i>Neelgagan/Bitto/Magic</i>	3300 nos.		
18	Spiral slip Pads(40 sheets) <i>Neelgagan/Bitto/Magic</i>	100 nos		

Discount, if any (in %) . \_\_\_\_\_

(Signature of the Bidder with company seal)

Name:

Telephone No:

Fax No:

E-mail:

Note:

1. The make of the items proposed to be supplied should be indicated in the schedule of requirements and submitted along with the techno commercial unpriced bid without indicating the pricing components. The schedule of requirements duly incorporating all the details including the pricing components should be enclosed with the priced bid only.
2. Samples should be submitted for all the items quoted along with the techno commercial unpriced bid.

**Schedule of Requirement**  
**(Tender no 13-2(7)/2005-06-PUR)**  
**Details of Items to be procured under Rate Contract**  
**(Office Stationary)**

S.No	Item	App Annual Requirement	Make offered	Price per (In fig. &
1	Alpin (100 gms.)  <i>Rolex/Bell/Gem</i>	150 pkt		
2	Room Freshner(300 ml)  <i>Lovin</i>	450 bottles		
3	Arch file/Index file/Alko file  <i>Neelgagan</i>	70 nos.		
4	Ball Pen Ordinary  <i>Reynolds/Cello</i>	3000 nos.		
5	White correcting fluid with diluter ( 15 ml. Each)  <i>Kores</i>	650 sets		
6	Cell(big)  Cell(Pencil)  Dura Cell(AA)  <i>Eveready/Nippo/Novino/ Duracell</i>	500 nos.  900 nos.  300 nos.		
7	Cello tape  Big( 2.5 cm x 35 mtrs.)  Small(1.25 cm x 09 mtrs.)  <i>Wonder/Tixo/Premier</i>	200 nos.  200 nos.		
8	Gum Bottle Small( 150 ml.)  <i>Camlin/Camel</i>	120 nos.		

9	Gum Bottle Medium(300 ml.) <i>Camlin/Camel</i>	60 nos.		
10	Gum Bottle Big(700 ml.) <i>Camlin/Camel</i>	30 nos.		
11	Gem Clips(Plastic coated) (28.33 mm size) <i>Rolex/Gem/Bell</i>	900 pkt.		
12	Glass Tumblers Barrel Type (300 ml.) <i>Yera</i>	900 nos.		
13	Glue Stick (15 gms) <i>Kores/Pidillite</i>	450 nos.		
14	Highlighter pen (different colours) <i>Luxor</i>	370 nos.		
15	Jotter pen <i>Wilson/Luxor/VIP</i>	1100 nos.		
16	Jotter Refill <i>Wilson/Luxor/VIP</i>	350 nos.		
17	OHP Pen Set for transperancies <i>Marvy/Luxor</i>	20 sets		
18	Pencil lead <i>Camlin/Apsara/Natraj</i>	3300 nos.		
19	Pen Stand  2 Socket  4 Socket	  12 nos.  15 nos.		

	<i>Kebica/Wilson</i>			
20	Packing cloth(Markin) (2'4' width)	1000 mtrs.		
21	Plastic folder one side Transparent FS  Plastic folder both side transparent FS size  Plastic folder both side transparent A 4 size  <i>Neelgagan/Solo</i>	8500 nos.  200 nos.  700 nos.		
22	Pilot Pen/Luxor/Add Gel Pen/Uniball Gel Impact pen (different colours)	3000 nos.		
23	Rubber band Big Size	20 Kgs		
24	Refills ordinary  <i>Reynolds/Cello</i>	1100 nos.		
25	Stapler Small M-10  Medium 24 x 6  <i>Kangaroo/Max</i>	270 nos.  70 nos.		
26	Sutli	20 kg		
27	Stapler Pin No. 10	1000 pkt		



	24/6 Pin <i>Kangaroo/Max</i>	100 pkt.		
28	Scissor 16.5 cms <i>Kebica</i>	110 pairs		
29	Sketch Pen(Red, Blue, Black, Green) <i>Luxor/Camlin</i>	125 nos. each		
30	Tag White (good quality)	650 bunch		
31	Table top Glass 2' x 3' (3 mm thickness)	7 nos.		
32	Transparency sheet 100 Micron Transparency sheet 175 Micron <i>Neelgagan/3M/GBC</i>	47 pkt. 24 pkt		
33	Thermos flask 1 Ltr. <i>Eagle/Cello/Milton</i>	12 nos.		
34	CDR 700 MB <i>Sony/Moser baer</i>	1800 nos.		
35	CDRW 700 MB <i>Sony/Moser baer</i>	700 nos.		
36	Floppies 3 ½" <i>Sony/Moser baer/Imation</i>	224 box		
37	White Board Marker Pen <i>Luxor</i>	50 nos.		
38	Mouse Pad	70 nos.		

Discount, if any (in %) \_\_\_\_\_

(Signature of the Bidder with company seal)

Name:  
Telephone No:  
Fax No:  
E-mail:

Note:

1. The make of the items proposed to be supplied should be indicated in the schedule of requirements and submitted along with the techno commercial unpriced bid without indicating the pricing components. The schedule of requirements duly incorporating all the details including the pricing components should be enclosed with the priced bid only.
2. Samples should be submitted for all the items quoted along with the techno commercial unpriced bid.

**Schedule of Requirements**  
**(Tender no 13-2(8)/2005-06-PUR)**  
**Details of Items to be procured under Rate Contract.**  
**(Cleaning Materials)**

S.No.	Item	App. Annual Requirement	Make offered	Price per unit (In fig. & in words)
1	Broom(phool)	135 nos.		
	Broom(Coconut)	100 nos		
2	Brasso Polish 500 ml.	13 tins		
3	Hit Spray	40 nos		
4	Bucket 16 ltr.	30 nos		
	Cello			
5	Clinzo tin(5 ltr.)	215 nos		
6	Duster Jali floor 2' x 2'	900 nos		
7	Duster White big( 900 mm x 900 mm appx.)	100 nos		
8	Duster white small 22" x 22"	3000 nos		
9	Yellow Duster 900 mm x 900 mm size	80 nos.		
10	Dustbin(waste paper basket) Plastic	50 nos		
	Cello			
11	Finit tin/Baygon(5 ltr.)	24 nos		
12	Harpic cleaner 500 ml.	120 nos		
13	Napthalene ball(500 gm.)	70 kg		

	<i>Trishul/Tiger</i>			
14	Old Dhoti(cotton)	5 nos		
15	Soap cake(125 gms.)	1500 nos		
	<i>Lifebuoy/Lux</i>			
16	Sanitary cubes(Pkt.of six)	160 pkt		
	<i>Homocol</i>			
17	Soap Liquid 5 ltr.	160 nos		
	<i>Tiger/Homocol</i>			
18	Surf	400 kg		
19	Towel (75 x 150 cms)	60 nos		
	<i>Bombay dyeing/Binny</i>			
20	Vim Ultra	570 kg		
21	Phenyl 5 ltr.	45 tin		
	<i>Trishul/Tiger</i>			
22	Colin Spray 500 ml.	64 bottles		
23	Toilet Paper roll 2 ply x 12 mtrs	270 nos		
	<i>Kimberley/Prestige</i>			

Discount, if any (in %).\_\_\_\_\_

(Signature of the Bidder with company seal)

Name:  
Telephone No:  
Fax No:  
E-mail:

Note:

1. The make of the items proposed to be supplied should be indicated in the schedule of requirements and submitted along with the techno commercial unpriced bid without indicating the pricing components. The schedule of requirements duly incorporating all the details including the pricing components should be enclosed with the priced bid only.
2. Samples should be submitted for all the items quoted along with the techno commercial unpriced bid.

**Schedule of Requirements**  
**(Tender no 13-2(20)/2005-06-PUR)**  
**Details of Items to be procured under Rate Contract.**  
**(Miscellaneous Items)**

S.No.	Item	App. Annual Requirement	Make offered	Price per unit (In fig. & in words)
1	Tea Set Bone China (Complete)  <i>UPC</i>	25 Sets		
2	Cups and Saucers Bone China (Set of 06 each) <i>UPC</i>	50 Sets		
3	Brief Case  Upto Rs. 1250/-  Upto Rs. 2000/-  <i>VIP/ Samsonite/Aristocrat</i>	20 nos.  06 nos.		
4	Telephone Instrument Ordinary(Single PBT)  <i>Beetel/Panasonic/Sony</i>  <i>(interested parties may quote installation charges also indicating the cable rates on per meter basis)</i>	25		
5	Telephone Instrument (Tele Twin 1 + 1)  <i>Beetel/Panasonic/Sony</i>  <i>(interested parties may quote installation charges also indicating the cable rates on per meter basis)</i>	25		

Discount, if any (in %).\_\_\_\_\_

(Signature of the Bidder with company seal)

Name:

Telephone No:

Fax No:

E-mail:

Note:

1. The make of the items proposed to be supplied should be indicated in the schedule of requirements and submitted along with the techno commercial unpriced bid without indicating the pricing components. The schedule of requirements duly incorporating all the details including the pricing components should be enclosed with the priced bid only.
2. Samples should be submitted for all the items quoted along with the techno commercial unpriced bid.



**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**  
**Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001**

No. 13-2(12)/2005/06-Pur

Dated: 6<sup>th</sup> May 2005

**TENDER DOCUMENT FOR PHOTOCOPY PAPERS**

This office is interested in the conclusion of rate contract for supply of approx. 4000 reams of Photocopy Paper(white) of A-4 & A-3 size – 75 gsm for one year with manufacturers and their authorized distributors only. The terms and conditions are as under:-

**Terms and Conditions**

1. Tender document for photocopy paper can be purchased by any interested eligible bidder on payment of the cost of tender document. Alternatively, the bidding documents can be downloaded from CSIR Website <http://www.csir.res.in> and the technical bid should accompany the cost of bidding documents. The cost of bidding documents as indicated above should be submitted in the form of a Demand Draft in favour of Joint Secretary (Admn.), CSIR payable at New Delhi
2. Manufacturers may quote directly and offers from distributors should accompany the authorization letter from their manufacturer failing which such offers would be summarily rejected.
3. The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
4. Tenders should be submitted in double-sealed covers super-scribing "Quotation for Rate Contract of Photocopy Paper", addressed to "The Joint Secretary, CSIR, Rafi Marg, New Delhi." The Tender Document alongwith terms and conditions can be obtained from the O/o Stores and Purchase Officer on payment of Rs. 200/- from 1000 hrs(IST) on 16<sup>th</sup> May 2005 to 1300 hrs(IST) on 15<sup>th</sup> June 2005. They will be received upto 1300 hrs(IST) on 16<sup>th</sup> June 2005 and will be opened on same day at 1430 hrs(IST) in the presence of tenderers who choose to be present.



5. Tenders should be dropped in the tender box placed at reception, CSIR HQs before the closing date and time indicated above. In case these are sent by post these should be sent by Regd. Post/Speed Post addressed to Stores & Purchase Officer, CSIR Headquarters, Anusandhan Bhavan, 2 Rafi Marg, New Delhi-110001. Tenderers are to ensure that they post the tender well in advance so as to ensure that the same reach before the closing date and time indicated.
6. Earnest Money Deposit of Rs. 5000/- in the shape of Demand Draft/Bankers Cheque or Pay Order of a Schedule Bank, drawn in favour of Joint Secretary(Admn.), CSIR, payable at New Delhi should accompany the tender. Tenders received without – Earnest Money will be rejected.
7. The quotation shall be submitted in Two-Bid System – one envelope containing the Techno-commercial unpriced bid containing the bid alongwith atleast 25 sheets of the sample paper, authorization from the manufacturer along with the EMD and cost of tender documents if applicable. The other envelope should be superscribed " Commercial Price Bid" and should contain the price offered.
8. The quoted price shall be valid for one year and no escalation will be allowed. The firms have to supply the paper within a week from the date of order on FOR CSIR basis, failing which the cancellation of the purchase order can be considered.
9. Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.
10. The rate contract can be terminated at any time by giving one months notice.
11. The payment will be made within 30 days from the date of submission of bills.
12. The Joint Secretary(Admn.), CSIR reserves the right to accept any or all the quotations full or all the quotations fully or partially or split the order or reject any or all the quotations without assigning any reason thereof.

**(Stores & Purchase Officer)**



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN, RAFI MARG,  
NEW DELHI-110001

**TENDER FOR CONCLUSION OF RATE CONTRACTS**

Sealed tenders under two bid system are invited for conclusion of rate Contracts for the following items for the year 2005-2006. Interested bidders can obtain detailed terms & conditions from the office of Stores & Purchase Officer upto 1300 hrs (IST) on 15<sup>th</sup> June 2005 during working hours (excepting holidays) on payment of the cost of tender documents by way of demand draft in favor of Joint Secretary (Admn.), CSIR, payable at New Delhi as indicated below. Tenders must reach this office by 16<sup>th</sup> June 2005 up to 1300 hrs (IST). The bids shall be opened on 16<sup>th</sup> June 2005 at 1430 hrs (IST) in the presence of bidders, if any. Late & delayed tenders and tenders received without EMD shall be rejected.

Tender No.	Subject	EMD	Cost of Tender Documents
13-2(6)/2005-06-Pur	Rate contract for paper & paper products	Rs.5000/-	Rs. 500/-
13-2(7)/2005-06-Pur	Rate contract for office stationery	Rs.5000/-	Rs. 500/-
13-2(8)/2005-06-Pur	Rate contract for cleaning material	Rs.5000/-	Rs. 500/-
13-2(12)/2005-06-Pur	Rate contract for Photocopier paper	Rs. 5000/-	Rs. 200/-
13-2(20)/2005-06-Pur	Rate contract for Miscellaneous Items	Rs. 1000/-	Rs. 200/-

The Joint Secretary (Admn) reserves the right to accept or reject any or all tenders either in part or full without assigning any reasons thereto. This NIT along with bidding documents can be viewed on CSIR Website <http://www.csir.res.in> In case the bidding documents are downloaded directly from the website then the techno commercial unpriced bid should also accompany the cost of bidding documents as indicated above, failing which the bids shall be rejected.

**Stores & Purchase Officer**