



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
**Council of Scientific & Industrial Research**  
अनुसंधान भवन ,2, रफी मार्ग,  
**Anusandhan Bhawan, 2, Rafi Marg,**  
नई दिल्ली 110001  
**New Delhi-110001**

सं 9-2(16)/2015-सामान्य

दिनांक: 05.12.2024

**Tender Document**

This office is willing to enter into a contract with a Petrol Pump for providing Petrol/Diesel/Lubricants on periodic credit facility basis for a period of **two years** for CSIR Headquarters, Anusandhan Bhawan, 2, Rafi Marg and CSIR Science center, Lodhi Road, New Delhi -110 001.

| Critical Dates                                  |            |   |                         |
|---|------------|---|-------------------------|
| Published Date                                  | 05.12.2024 |   |                         |
| Document Download Start Date & Time             | 05.12.2024 |   |                         |
| Bid Submission Start Date & Time                | 05.12.2024 | Bid Submission Closing Date & Time      | 11.12.2024 & 11.00 A.M. |
| Bid Opening (techno-commercial bid) Date & Time | 12.12.2024 | Bid Opening (Financial bid) Date & Time | Will be intimated later |

**A. GENERAL TERMS AND CONDITIONS:**

1. Slip for Petrol/Diesel can only be provided after agreeing to by CSIR Hqrs. and Oil Corporation.
2. Petrol /Diesel shall have to be provided upon receiving slip duly signed by the authorized signatory of CSIR HQRS.
3. A computerized printed slip indicating quantity of Petrol /Diesel provided to CSIR Hqrs vehicles and for generator must be attached at the time of submission of the bill.
4. Service charge and security deposit (surety money) has been waived for CSIR Hqrs & Oil Corporation.
5. The estimated annual cost of purchasing petrol, diesel and lubricants on credit facility basis for the staff cars of the Council Headquarters will be around 15 lakh rupees. The work will be allotted for two years.

6. Modern facilities like online slip of fuel/petrol/diesel purchased through digital mode and availability of CCTV Camera should be there so that the person taking the fuel and vehicle record is maintained while filling fuel in the said vehicle etc.
7. Successful bidder will have to execute an agreement with CSIR on a Rs. 100/- non-judicial paper.
8. **The Financial Offer must be given as per proforma attached Annexure 'A'.**

**B. Selection Criteria:**

1. Petrol, Diesel and Lubricants are sold at Government standard rates, the basis for deciding the successful bidder will be the credit facility period provided by the agency.
2. Firms providing discount on lubricants will be given preference.
3. Petrol pumps will only be considered if the distance from CSIR Headquarters, Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110001 is within a maximum radius of 3 km.

**C. COMMENCEMENT AND TERMINATION:**

1. That this agreement may be terminated on any of the following contingencies: -
  - a) On the expiry of the contract period as stated above.
  - b) By giving one month's notice by CSIR on account of:
    - i) Committing breach by the Contractor of any of the terms and conditions of this agreement.
    - ii) On assigning the contract or any part thereof to any sub-Contractor by the Contractor without written permission of the CSIR.
    - iii) On Contractor being declared insolvent by competent Court of Law.

During the notice period, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

**D. TERMS OF PAYMENT:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The Contractor shall submit the bill in the first week of following month in respect of previous month (in case of monthly credit facility) for payment.
3. All efforts will be made by the Office, i.e CSIR HQRS to clear the payment of Contractor within 15 days' time positively.
4. All payments shall be made by RTGS only.
5. The term payment mentioned in this Para includes all types of payment due to the service provider arising on account of this contract.

**E. ARBITRATION CLAUSE:**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to DG, CSIR or his nominee.
2. The award of the arbitrator shall be final and binding of the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work, or neglecting his work, or being unable to act for any reason whatsoever, the Director General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed from the stage at which it was left by the predecessor.
3. The expression Director General, CSIR shall mean and also include an acting/officiating Director General.
4. The Arbitrator may give interim award(s) and/or directions, as may be required.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to arbitration proceedings under this clause.

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**Proforma for Financial Offer**

| <b>Sr. No.</b> | <b>Item's Name</b> | <b>Credit facility days for billing cycle</b> | <b>Credit facility days while passing of earlier bills</b> | <b>Discount offered on MRP/ Govt. rate</b> | <b>Any other facility provided by Agency</b> |
|----------------|--------------------|---|--|--|--|
| 1.             | Petrol             | 30 days                                       |  |  |  |
| 2.             | Diesel             | 30 days                                       |  |  |  |
| 3.             | Lubricants         | 30 days                                       |  |  |  |

Name and Signature of the seller:

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Address and Phone/ Mobile No. ....

E-mail address: .....

Full details of bank account:

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