

LIMITED /OPEN LIMITED TENDER DOCUMENT

INVITATION TO BID

|   |                                       |
|---|---------------------------------------|
| <b>CSIR - CENTRE FOR CELLULAR &amp; MOLECULAR BIOLOGY (CCMB)</b><br><b>HABSHIGUDA, UPPAL ROAD, HYDERABAD 500007,</b><br><b>TELANGANA, INDIA</b> |                                       |
| (Council of Scientific and Industrial Research)   |                                       |
| <b>Tel: +91-40-27192681</b>   | <b>EPABX: +91-4027160222 to 240</b>   |
| <b>Fax: +91-40-27160310/ 311/ 591</b>   | <b>E-mail: <i>spo@ccmb.res.in</i></b> |

To

M/s.

Dear Sirs,

Sub: Quotation for supply of “-30°C Upright Freezer, Qty.01 No.”

Ref: Our Enquiry No.2419/210619/1519/EQPT dated: 07.10.2019

Director, CSIR-CCMB, Hyderabad (TELANGANA), India invites original Equipment Manufacturers, their Authorized Distributors and Indian agents of Foreign Principals, if any, submit their **ONLINE** e-bids under **Single Bid System** through Central Public Procurement Portal (CPPP) (URL:<https://etenders.gov.in/>) only for the supply, installation and commissioning of the following item/s:

| SL.No. | Description of the material (s)  | Qty.          |
|--------|--|---------------|
| 1.     | <b>-30°C Upright Freezer</b><br><br>1. End Use : R & D Purpose<br>2. Detailed specifications : As per <b>Annexure - Y</b><br>3. Scope of supply and incidental services : <b>Annexure - Y</b><br>4. Inspection and tests required : N/A<br>5. Acceptance test : Yes<br>6. Training : Not Required<br>7. Warranty : <b>5 Years</b><br>8. Qualification criteria (if any) : ---<br>9. Pre-Bid Conference (if any) : NA<br><b>(All prospective bidders are requested to kindly go through the NEW terms and conditions before formulating and submitting your bids)</b> | <b>01 No.</b> |

Last Date for submission : 21.10.2019 up to 13:00 hrs. (IST)

Date of Opening : 22.10.2019 at 14:30 hrs. (IST)

## TERMS & CONDITIONS

1. The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Hand written Quotations will not be considered.
2. It may kindly be noted that your bid should be in *(single part)*.
3. *E-Bids* are invited through the electronic tendering process and the Tender Document can be downloaded from the e-Tender portal of Central Public Procurement (CPP) portal of the Government of India i.e. <https://etenders.gov.in>. A copy of the Tender Document is also available on CSIR-CCMB Website, <http://www.ccmb.res.in> for information. However, the submission of e-Bids will be only through the CPP e-Tender portal <https://etenders.gov.in>. **Bids will not be accepted in any other form.**
4. The acceptance of the quotation will rest with the competent authority of CSIR-CCMB, Hyderabad, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.
5. Price quoted should be net and valid for a minimum period of **90 days** from the date of opening of the quotation.
6. Participation in this tender is by invitation only and is limited to the selected Purchaser's registered suppliers and also open to registered with CPPP portal.
7. The bidder must submit the applicable Price Schedule Form as Annexed to the tender document available on the website.
8. **Complete specification with manufacturer's name and address should be given while quoting. Literature/Pamphlets should also be enclosed wherever applicable.**
9. 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.
10. In cases of agents quoting on behalf of their foreign manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
  - i. The foreign manufacturer directly or through one Indian agent on his behalf; or
  - ii. Indian/foreign agent on behalf of only one principal.

11. Please indicate the name and address of the agents in India if any, the details of service to be rendered by them & the percentage of commission payable to them. **Agency commission payable to the Indian Agent should be clearly indicated.** The Agency commission would be payable only in Indian Rupees after acceptance.

12. This Lab/Instt Is registered with Dept. of Scientific & Industrial Research, Govt. of India and concessional customs duty and GST & IGST are leviable vide notification no. 54/2002-Customs on all imports covered under notification No.51/96-Customs dated 23.07.1996, Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14<sup>th</sup> November, 2017.

13. Please indicate the mode of dispatch/transportation of the items by **Air/Sea/Rail/Road only.**

14. In case the items in the enquiry are covered by any rate contract or running contract finalised by any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned.

15. Delivery period required for supplying the material should be invariably specified in the quotation. The offered delivery period shall have to be strictly adhered to in case an order is placed.

16. Liquidated Damages Clause for delays: The applicable rate is 0.5% per week and maximum deduction is 10% of the contract price.

17. 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.

18. All supplies are subject to inspection and approval before acceptance. Manufacturer warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.

19. TDS would be recovered as per rules in case of Fabrication/ Servicing/ Maintenance jobs/Installation charges, etc, as per statutory applicability.

20. Kindly furnish your PAN & GST Number etc. in your quotation for our records.

21. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition. Please inform your Bank details for RTGS payment.

22. All disputes shall be settled in the courts of Hyderabad (Telangana, India) Jurisdiction only.

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

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

25. As per Govt. of India procurement policies,

a. The purchaser intends to give purchase preference to local suppliers\* in case the cost of procurement is in the range of more than Rs 5.00 lakhs and up to Rs. 50.00 lakhs.

a. There is no restriction on the eligibility of the suppliers.

b. The procuring entity intends to give purchase preference to products/goods manufactured by micro, small and medium enterprises.

\*"Local supplier" means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 28<sup>th</sup> May, 2018 or by the competent Ministries/Departments in pursuance of this order, as amended from time to time.

'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

26. Instructions to Bidders, General Conditions of Contract applicable to **Limited / Open Limited Tenders** originating from CCMB Stores & Purchase (S&P) Division along with different formats can be viewed on our website <https://www.ccmb.res.in> under the heading tenders.

Yours faithfully,

(Dharmendra Kumar)  
Stores& Purchase Officer

## **CHAPTER 3**

### **FORMATS**

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**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA**

Name of the Bidder\_\_\_\_\_

Tender No.\_\_\_\_\_

| 1       | 2                              | 3                 | 4    | 5        | 6  | 7  | 8   | 9   | 10  | 11          | 12   |
|---------|--------------------------------|-------------------|------|----------|--|--|---|---|---|-------------|--|
| Sl. No. | Item Description With HSN code | Country of origin | Unit | Quantity | Unit Rate Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid) | Total price Ex-Works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid) 5x6 | GST & other taxes payable, if contract is awarded | Packing & forwarding up to station of dispatch if any | Charges for inland transportation, insurance up to Lab. / Instt.by <b>air/road/rail (retain one only)</b> | Total Price | Installation, Commissioning and training charges, if any |
|         |                                |                   |      |          |  |  |   |   |   |             |  |

**Note:**

(a) The cost of optional items, if any shall be indicated separately

(b) Cost of Spares, if any

Total Bid price in foreign currency\_\_\_\_\_

in words \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

**PRICE SCHEDULE FOR GOODS BEING OFFERED FROM ABROAD**

Name of the Bidder \_\_\_\_\_

TENDER No. \_\_\_\_\_

| 1       | 2                | 3                 | 4    | 5    | 6   | 7   | 8   | 9  | 10   | 11                                 | 12   |
|---------|------------------|-------------------|------|------|---|---|---|--|--|------------------------------------|--|
| Sl. No. | Item Description | Country of origin | Unit | Qty. | Unit price<br><br>Indicating currency<br><br>FOB (named port of shipment or FCA (named place of delivery)<br><br><i>(retain only one)</i> | Total price<br><br>(5x6)<br><br>FOB (named port of shipment) or FCA (named place of delivery)<br><br><i>(retain only one)</i> | Charges for<br><br>Insurance & transportation to port//place of destination | Total price<br><br><b>CIF/CIP</b><br><br><i>(retain one only)</i><br><br>(7+8) | Indian Agents Commission as a percent of FOB /FCA price included in the Quoted price | Approx. Shipment weight and volume | Indian Customs<br><br>Tariff No and HSN No.<br><br>(ICT & HSN No.) |
|         |                  |                   |      |      |   |   |   |  |  |                                    |  |

**Note:**

Currency \_\_\_\_\_

Total Bid price in foreign currency \_\_\_\_\_

in words \_\_\_\_\_

(a) Indian agents name & address \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

(b) Installation, commissioning & training charges, if any \_\_\_\_\_

Name \_\_\_\_\_

(c) Cost of Spares, if any \_\_\_\_\_

Business Address \_\_\_\_\_

(d) The Indian agent's commission shall be paid in Indian Rupees only based on the Exchange Rate prevailing on the date of negotiation of documents in accordance with clause 2.22 of GCC.

(e) The cost of optional items shall be indicated separately.

**Bid Form**

(Refer para 5.1.2 (ix)(h) of the CSIR Manual)

*[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.: *[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 the following Goods and Related Services *[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:

**Discounts:** If our bid is accepted, the following discounts shall apply. *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 1.17.1 from the date fixed for the bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 1.43 and GCC Clause 2.13 for the due performance of the Contract



and also submit order acceptance within 14 days from the date of contract in accordance with ITB Clause 1.42 and GCC Clause 2.44;

- (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.”)

- (h) 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.
- (i) 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]*

**Bidder Information Form**

(Refer para 5.1.2 (ix)(a) of the CSIR Manual)

- (a) *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. This should be done of the letter head of the firm]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for bids]*

Page 1 of \_\_\_\_\_ pages

|     |  |
|-----|--|
| 01. | Bidder's Legal Name <i>[insert Bidder's legal name]</i>  |
| 02. | In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>                              |
| 03. | Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>      |
| 04. | Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>   |
| 05. | Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i> |
| 06. | Bidder's Authorized Representative Information   |

|     |   |
|-----|---|
|     | <p>Name: <i>[insert Authorized Representative's name]</i></p> <p>Address: <i>[insert Authorized Representative's Address]</i></p> <p>Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i></p> <p>Email Address: <i>[insert Authorized Representative's email address]</i></p> |
| 07. | <p>Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p>Articles of Incorporation or Registration of firm named in 1, above.</p>  |

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

**MANUFACTURERS' AUTHORIZATION FORM**

*(Refer para 5.1.2 (ix)(b) of the CSIR Manual)*

***[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid.]***

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for Bids]*

To: *[insert complete name and address of Purchaser]*

**WHEREAS**

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 2.21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**BID SECURITY FORM**

(Refer para 5.1.2 (ix)(c) & 6.1.1 (01) of the CSIR Manual)

Whereas \_\_\_\_\_ (hereinafter called the tenderer”) has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the tender”) against the purchaser’s tender enquiry No. \_\_\_\_\_

KNOW ALL MEN by these presents that WE \_\_\_\_\_ of \_\_\_\_\_ having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the “Purchaser”)

In the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

THE CONDITIONS OF THIS OBLIGATION ARE:

(1) If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.

Or

(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-

(a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.

(b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity i.e., up to \_\_\_\_\_ and any demand in respect thereof should reach the Bank not later than this date.

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name & Address of the Issuing Branch of the Bank

**Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.**

**Bid-Securing Declaration Form**

*(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual)*

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

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

**PERFORMANCE STATEMENT FORM**

*(Refer para 5.1.2 (ix)(e) of the CSIR Manual)*

**(For a period of last 3 years)**

**Name of the Firm.....**

| Order Placed by (full address of Purchaser) | Order No. and date | Description and quantity of ordered equipment | Value of order | Date of completion of deliver as per Contract | Date of actual completion of delivery | Remarks indicating reasons for late delivery, if any | Has the equipment been installed satisfactory ? (Attach a certificate from the purchaser/Consignee) | Contact person along with Telephone No., FAX No. and e-mail address |
|---|--------------------|---|----------------|---|---------------------------------------|--|---|---|
|   |                    |   |                |   |                                       |  |   |   |

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

Place :

Date :



**DEVIATION STATEMENT FORM**  
*(Refer para 5.1.2 (ix)(f) of the CSIR Manual)*

| Sl.No. | Name of Specifications / Parts / Accessories of Tender Enquiry | Specifications of Quote Model / Part / Accessory | Compliance Whether Yes of No | Deviation, if any to be indicated in unambiguous terms (The compliance / Deviation should be supported by relevant Technical Literature) | Technical justification for the deviation, if any. If specification is superior /inferior than asked for in the enquiry, it should be clearly brought out in the justification |
|--------|--|--|------------------------------|--|--|
|        |  |  |                              |  |  |

**Signature of Bidder**

- ✓ If the bidder offers more than one model, then the Compliance Statement must be enclosed for each and every model separately.
- ✓ The technical and commercial deviations should be indicated separately.
- ✓ If the bidder fails to enclose the compliance statement, his bid is likely to be rejected.

Place:

Date:

Signature and seal of the  
Manufacturer/Bidder

**NOTE:**

- 1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

**SERVICE SUPPORT FORM**

*(Refer para 5.1.2 (ix)(g) of the CSIR Manual)*

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

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

Place :

Date :

**PERFORMANCE SECURITY FORM**

*(Refer para 5.1.2 (ix)(i) & 6.1.2 (02) of the CSIR Manual)*

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,

.....

WHEREAS ..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No. .... dated .....to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, Name & Address of the Issuing Branch of the Bank

**Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.**

**ACCEPTANCE CERTIFICATE FORM**

*(Refer para 5.1.2 (ix) (j) of the CSIR Manual)*

No. \_\_\_\_\_

Dated: \_\_\_\_\_

M/s. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sub: Certificate of commissioning of equipment

01. This is to certify that the equipment as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para 2). The same has been installed and commissioned.

- (a) Contract No. \_\_\_\_\_ Date \_\_\_\_\_
- (b) Description of the equipment \_\_\_\_\_
- (c) Name of the consignee \_\_\_\_\_
- (d) Scheduled date of delivery of the consignment to the Lab./Instts. \_\_\_\_\_
- (e) Actual date of receipt of consignment by the Lab./Instts. \_\_\_\_\_
- (f) Scheduled date for completion of installation/commissioning \_\_\_\_\_
- (g) Training Starting Date \_\_\_\_\_
- (h) Training Completion Date \_\_\_\_\_
- (i) Names of People Trained \_\_\_\_\_
- (j) Actual date of completion of installation/commissioning \_\_\_\_\_
- (k) Penalty for late delivery (at Lab./Instts. level) ₹ \_\_\_\_\_
- (l) Penalty for late installation (at Lab./Instts. level) ₹ \_\_\_\_\_

Details of accessories/items not yet supplied and recoveries to be made on that account:

| Sl. No. | Description | Amount to be rrecovered |
|---------|-------------|-------------------------|
|         |             |                         |

02. The acceptance test has been done to our entire satisfaction. The supplier has fulfilled his contractual obligations satisfactorily

or

The supplier has failed to fulfil his contractual obligations with regard to the following:

(a) .....

(b) .....

(c) .....

(d) .....

The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated at Sr. No. 3.

For Supplier

For Purchaser

Signature .....

Signature.....

Name .....

Name.....

Designation .....

Designation.....

Name of the firm.....

Name of the Lab/Instt.....

Date .....

Date.....

**Format of Letter of Authority for participating in bid opening**

(On the letter head of the bidder)

*(Refer para 5.1.2 (ix)(l) & 5.3.2 of the CSIR Manual)*

Ref.No. \_\_\_\_\_

Date: \_\_\_\_\_

**Subject: Authorization letter for participants in the bid opening process**

To

\_\_\_\_\_  
\_\_\_\_\_

(Name & Address of the Purchaser)

Sir

With reference to your invitation for bid No. \_\_\_\_\_ dated \_\_\_\_\_, we wish to inform you that we have participated in the bidding process and have submitted bid bearing Ref. No. \_\_\_\_\_ dated \_\_\_\_\_.

In line with your requirement, we hereby authorise Sh/Smt. \_\_\_\_\_ to participate in the bid opening process scheduled on \_\_\_\_\_ at \_\_\_\_\_ hrs (IST) in your premises. A copy of the identity of the representative is attached duly certified by the undersigned.

Thanking you

Yours faithfully,

(Signature of the bidder with seal)

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**

*(Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual)*

**(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 Public Procurement as mentioned under Para 1.3.0 of ITB of your Tender document 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



## ANNEXURE- X

### Affidavit of self-certification regarding domestic value addition to be submitted by the bidder

The local supplier at the time of tender, bidding or solicitation shall be required to provide **self-certification** that the item offered meets the **minimum local content** and shall give details of the **location(s)** at which the local value addition is made as per applicable Make in India policy of the Govt. of India.

**Check List: Duly filled check list to be submitted along with the Technical Bid.**

| <b>Sl. No.</b> | <b>Requirement of Tender</b>   | <b>Compliance</b> | <b>Document Submitted</b> |
|----------------|--|-------------------|---------------------------|
| 1.             | Price Schedule Forms   | Yes/No            | Yes/NA                    |
| 2.             | Bid Form   | Yes/No            | Yes/NA                    |
| 3.             | Bidders' Information Form  | Yes/No            | Yes/NA                    |
| 4.             | Manufacturers Authorisation Form   | Yes/No            | Yes/NA                    |
| 5.             | Bid Security Form  | NA                | NA                        |
| 6.             | Bid Security Declaration   | NA                | NA                        |
| 7.             | Performance Statement Form   | Yes/No            | Yes/NA                    |
| 8.             | Deviation Statement Form   | Yes/No            | Yes/NA                    |
| 9.             | Service Support Detail Form  | Yes/No            | Yes/NA                    |
| 10.            | Performance Security Form  | NA                | NA                        |
| 11.            | Acceptance Certificate Form  | Yes/No            | Yes/NA                    |
| 12.            | Format for Letter of Authority for participating in Bid Opening  | NA                | NA                        |
| 13.            | Format of Declaration of abiding by the Code of Integrity & conflict of interest to be submitted by the bidder | Yes/No            | Yes/NA                    |
| 14.            | Affidavit of self-certification regarding domestic value addition to be submitted by the bidder                | Yes/No            | Yes/NA                    |

## ANNEXURE -Y

### TECHNICAL SPECIFICATIONS FOR -30°C UPRIGHT FREEZER:

#### SPECIFICATIONS:

|                           |   |                                |
|---------------------------|---|--------------------------------|
| Capacity                  | : | 600 to 700 liters.             |
| Temperature control Range | : | -20°C to -30°C.                |
| Temperature Control       | : | Microprocessor PID control.    |
| Display                   | : | Digital LED/LCD display.       |
| Refrigeration type        | : | Non-CFC refrigeration system   |
| Operating temperature     | : | up to 32°C or more.            |
| Noise level               | : | less than 50dB.                |
| Adjustable Shelves        | : | 4 nos or More.                 |
| Power                     | : | 230 Volts/ 50 Hz AC operation. |

#### Other Features:

- Microprocessor based control system.
- Corrosion resistant exterior.
- Access port for monitoring Temperature.
- High/Low limit Audio/Visual alarm indication.
- Sturdy Caster wheels along with two adjustable feet.
- Lockable door latch with padlock.
- Self-diagnostics function.
- Door gasket with anti-ice formation feature.

Warranty : **5 years comprehensive onsite warranty with labour**

**Warranty should include manufacturing defects, Electrical, Electronic components, PCB's, Compressors and Refrigeration parts.**

**Replacement time of parts under warranty Should be specified (Important criteria for selection).**

**Important Clauses:**

- 1. Detailed literatures (all original brochures) with technical specifications and features of the offered models should accompany the quotation.**
- 2. Please ensure that the specifications mentioned in the offers must cover all the parameters listed in our enquiry. Unspecified parameters will be treated as non-compliant.**
- 3. Should have an reputed international supply having at least 10 years of supply of similar models in Hyderabad and established track record.**
- 4. All standard accessories that would be supplied with the freezer should be clearly mentioned in the offer. Other required accessories may be offered separately.**
- 5. Installation and Service manuals (along with circuit diagrams and all engineering details) to be provided.**
- 6. List of users in India to be provided for similar model of freezers supplied.**
- 7. Refrigeration expertise and quick attendance to solve problems are very important to reduce downtimes. Therefore please indicate local service support available in Hyderabad with time of response for a service call during warranty. (Should be within 24 hrs).**
- 8. Pre-installation and power utility requirements for installation and running the system should be clearly mentioned.**
- 9. Easy availability of spares in India like compressors, gases, PCB's, etc... should be specified.**
- 10. All other clauses of payment details, validity of quotation, delivering schedule, shipment... etc., to be indicated.**

**Criteria for selection would be based not only on the specifications and features listed but on the proven performance of the freezers and response to all the points mentioned above. Therefore please respond to every point.**