



सीएसआईआर-केन्द्रीय इलेक्ट्रॉनिकी अभियांत्रिकी अनुसंधान संस्थान
CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
(विज्ञान तथा प्रौद्योगिकी मंत्रालय / MINISTRY OF SCIENCE & TECHNOLOGY, भारत सरकार / GOVT. OF INDIA)
पिलानी, राजस्थान (भारत)/Pilani, Rajasthan - 333031 (INDIA)



No. 399/GAP-3322/MWT/9-Pur/2017/T-63

Date: 05.02.2018

M/s.

Sub: Request for quotation/tender.

Dear Sir,

The quotation is invited on behalf of Director, CSIR-CEERI, Pilani for the purchase of the articles mentioned below. Please send your quotation on e-procurement portal (<https://etenders.gov.in>) on or before due date mentioned below. The tenders will be opened on the specified date and time given below in the presence of firm representatives who wish to be present at that time.

Last Date of Receipt of Tenders: 27.02.2018 at 02:30 p.m.

Date of Opening of Tenders: 28.02.2018 at 03:30 p.m.

The goods will be supplied within **3 months** from the date of our order.

Sr. No	Name of Article & Brief Description	Qty.
1.	As per the list attached	

NOTE:

1. Please send your quotation giving all details as required in enclosed Proforma in accordance with the instruction and terms & conditions. Incomplete quotation would be rejected.
2. Please send your quotation well in time on e-procurement portal (<https://etenders.gov.in>).

Yours faithfully,

(O. P. Gurawa)
Stores & Purchase Officer

INSTRUCTIONS

1. Quotation should be submitted directly by the manufacturer/supplier. In case any sole authorized distributor, dealer or authorized Indian agent submit the quotation on behalf of their Principal, sole authorized distributor, dealer or authorized Indian agent must enclose a certified copy of the agency agreement between Principal and sole authorized distributor/dealer/authorized Indian agent, in reference to CSIR letter No. 13-4(04)/15-16/S&P/Policy/Cir dated 13.09.2017, failing which their quotation will be summarily rejected. Please also enclose the manufacturer's authorization along with bid as per Annexure-G.
2. In case a bidder is not doing business within India, it shall furnish a certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.
3. The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.
4. Conditional tender will be summarily rejected.
5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder in the bid Form or any extension thereof.
6. Your quotation must be neat and clean duly signed by authorized signatories. No erasure or alteration must be appeared in the quotation. The Blue-prints/Catalogues/Pamphlets/Technical Literatures/Instruction Manuals must be sent along with the quotation. The quotation as well as all correspondences and documents shall be written in 'English' language only.
7. The price quoted by the bidder shall remain unchanged during the contract period and shall not vary on any account.
8. The vendor must offer the validity of quotation as mentioned in tender document. If the bid validity is shorter than the required period, such quotations shall be rejected.
9. **Custom Duty:** We are registered with Department of Scientific and Industrial Research (DSIR) vide TU/V/RG-CDE(39)/2016 dated 19.09.2016 for availing custom duty exemption under Government Notification No. 51/96-Customs dated 23.07.1996. We shall pay concessional custom duty.
10. **GST:** CSIR-CEERI is registered with Govt. of India and Govt. of Rajasthan vide GST registration No. 08AAATC2716R1ZF.
11. **Indigenous Supplies:** For Indigenous supplies, the prices should be FOR CSIR-CEERI, Pilani inclusive of and clearly indicating the Ex-works prices, packing, documentation, forwarding, freight, insurance and installation & commissioning charges. In case of Ex-works prices, the packing and documentation charges must be clearly quoted in your quotation. No other charge than those mentioned in the quotation will be paid.
12. **Bid Currencies:** The vendor shall quote prices in Indian Rupee for offers submitted for supply within India and in freely convertible foreign currency in case of the items offered from foreign countries.

TERMS & CONDITIONS

1. Prices: Your quotation must clearly indicate Ex-works prices inclusive of Packing, Documentation etc. charges (in case of foreign supply) or FOR CSIR-CEERI, Pilani inclusive of and clearly indicating the Ex-works prices, packing, documentation, forwarding, freight, insurance and installation & commissioning charges (in case of indigenous supply) failing which your quotation will be liable to be rejected.

2. Packing: The goods must be packed in standard packing material and standard export/import packing material in case of import failing which supplier only will be responsible for any damages/discrepancies to the consignment due to poor packing of goods.

3. Delivery Schedule: Please quote your delivery schedule clearly failing which your quotation will not be considered. The goods must be delivered within **3 months from the date of purchase order**. However if this delivery period is not acceptable to you, please quote your fixed date of delivery.

4. Mode of Shipment: Please quote mode of shipment (Air freight/Sea freight/Registered Insured Post Parcel) which will be adopted by you. **The consignment will be imported through our Consolidation & Forwarding Agent only on freight collect basis whose address will be mentioned in our order.**

5. Insurance: The insurance will be arranged by CSIR-CEERI in India (in case of import).

6. Validity of Quotation: Your quotation must be valid for a period of **60 days** from the date of its opening for placing order and upto the supply of goods after placing the order within the validity period. No upward changes in the prices and changes in terms & conditions will be allowed.

7. Indian Agents:

i) Quotation should be submitted directly by the manufacturer/supplier. In case any sole authorized distributor, dealer or authorized Indian agent submit the quotation on behalf of their Principal, sole authorized distributor, dealer or authorized Indian agent must enclose a certified copy of the agency agreement between Principal and sole authorized distributor/dealer/authorized Indian agent, in reference to CSIR letter No. 13-4(04)/15-16/S&P/Policy/Cir dated 13.09.2017, failing which their quotation will be summarily rejected. Please also enclose the manufacturer's authorization along with bid as per Annexure-G.

ii) In reference to CSIR letter No. 13-4(04)/15-16/S&P/Policy/Cir dated 13.09.2017, it is a compulsion for the foreign bidder to disclose the name and address of their Indian agent and representative in India and the same goes for an Indian bidder to disclose their foreign Principal or associate, failing which their quotation will be summarily rejected.

iii) The percentage of Indian agent's commission must be indicated clearly in the quotation which will be paid in Indian Rupees after receipt of material in good condition and satisfactory installation/commissioning and acceptance of material/equipment.

8. Payments:

A) For Import:

i) By Letter of Credit: **L/C** will be opened after receipt of acceptance of order from the successful tenderer. The payment will be made on presentation of complete set of shipping documents in accordance with the terms & conditions of L/C.

ii) By Sight Draft: A set of original shipping documents will be presented to our Banker i.e. State Bank of India, CSIR-CEERI Campus, Pilani-333031 (Rajasthan), India through overseas bank where the same shall be retired promptly to us.

iii) **Bank Charges:** The bank charges outside India will be to the account of Supplier.

B) For Indigenous:

The payment will be made against bill only after supply of goods in good working conditions at CSIR-CEERI and after acceptance certification by our technical expert/scientist.

C) No advance payment will be made to any supplier.

9. Penalty: In case the delivery of ordered materials is not made in accordance with prescribed delivery schedule or the installation/commissioning of equipment is not done within the prescribed period and delayed by you, a penalty @0.5% of order value per week up to max. 5% will be charged from you for delayed period.

10. Inspection: The supplier and buyer shall open the consignment at CSIR-CEERI site and shall inspect the items. In case of any discrepancy/shortage/damages in the consignment, the same shall be listed out and authenticated by supplier and buyer. The physical/technical and performance inspection will be carried out at CSIR-CEERI by our technical experts in the presence of your technical expert. In case your authorized person is not available at the time of inspection, the same will not be delayed and the inspection will be done by our User. The supplier shall rectify the discrepancies, supply the short shipped items and replace the damaged/defective items without lapse of time free of charge on FOR, CSIR-CEERI, Pilani basis without waiting and settlement of insurance claim to avoid delay in completion of R&D activities.

11. Fall Clause: The supplier shall certify that if the prices go downwards than the quoted prices before execution of our order, the benefit in this situation shall be allowed to CSIR-CEERI by the supplier. The supplier shall certify that the items shall not be supplied to anyone else on the price which is less than the contract price during the period of execution of CSIR-CEERI's order

12. Force Majeure:

Neither of the Parties hereto shall be liable for damage or have the right to cancel this contract for any delay or default in performance beyond its control including but not limited to fire, storms, floods, earthquakes, Acts of God, Government restrictions, continuing domestic or international problems (such as wars, rebellions, insurrections, strikes, riots, work stoppages, labour disputes etc.) or delay of ancillary materials, which affect the dates of fulfillment of any obligations as per the Purchase Order. Such dates will be respectively postponed for the period of continuance of such Force Majeure circumstances and the other party can suspend the performance of its obligations correlated to the postponed obligations of the affected party.

The obligation thus postponed shall be resumed after the Force Majeure circumstances have ceased. At the beginning, during and pre-visible end of the Force Majeure circumstances the parties shall promptly consult with each other about appropriate counter measures to be taken.

If the performance of obligations of any party is delayed more than six months by reasons of Force Majeure circumstances mentioned above, the parties shall mutually consult about subsequent performance of obligations.

13. Acceptance of Offer: The Director, CSIR-CEERI reserves the right to reject lowest quotation or any quotation or all the quotations or accept any quotation or part thereof without assigning any reason thereof. No interim inquiries will be attended to.

14. Cancellation of Order: In the event of supplier's failure to execute the order within the delivery schedule as per terms & conditions under the contract, CSIR-CEERI reserves the right to cancel the Purchase Order without assigning any reason thereof. The supplier shall not have any right to claim compensation to this effect. The Bidder may also specify obligations if CSIR-CEERI decides to cancel the Purchase Order for reasons attributable to CSIR-CEERI.

15. Arbitration: All disputes or differences arising under and out of, or in connection with the contract, if concluded, shall be referred to the sole arbitration by an arbitrator appointed by CSIR-CEERI/CSIR under the provisions of Indian Arbitration Act, 1940 as amended from time to time. The same shall be final and binding on both the parties. All suits in respect of this shall be in court of Jaipur.

Stores & Purchase Officer

Raw Material List

S. No.	Material	Dimension	Qty
1	Teflon Rod	Dia 0.4" X Length 12 inch	5 Nos.
2	Teflon Rod	Dia 1.5" X Length 12 inch	3 Nos.
3	Machinable Ceramic Rod	Dia 0.1378" X Length 12 inch	10 Nos.
4	Machinable Ceramic Rod	Dia 0.4724" X Length 12 inch	5 Nos.
5	Machinable Ceramic Rod	Dia 0.7874" X Length 12 inch	2 Nos.
6	Machinable Ceramic Rod	Dia 1.496" X Length 12 inch	2 Nos.
7	Machinable Ceramic Rod	Dia 1.9685" X Length 12 inch	2 Nos.
8	Boron Nitride Rod	Dia 0.256" X Length 12 inch	2 Nos.
9	Boron Nitride Rod	Dia 0.5118" X Length 12 inch	2 Nos.
10	Graphite Rod	Dia 2.54 cm X Length 2 ft	5 Nos.

PROFORMA FOR QUOTATION (Import Purchase)

From

M/s. -----

Quotation No.:-----
 Date :-----
 GST No. :-----
 Phone No. :-----
 Fax No. :-----
 E-mail :-----

To,

The Director
 CSIR-Central Electronics Engineering Research Institute
 Pilani-333031 (Rajasthan)

Ref: Your quotation inquiry letter No. ----- dated -----

Dear Sir,

With reference to above referred your inquiry letter, we are submitting our quotation as under for the supply of material as requested by you.

S.N.	Description of materials	Qty.	Rate	Unit	Total amount

1. Delivery Period:
2. Validity Period:
3. Payment Term:
3. All the terms & conditions as mentioned in your inquiry letter are acceptable to us.

Ex-works	
Discount	
Packing charges	
Documentation charges	
Total Ex-works	

Authorized Signatories
 For M/s _____

MANUFACTURER'S AUTHORIZATION FORM

[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.]

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 warranty clause of the conditions of the 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]