

Ltd.+ Website Tender

Ref. No.: 14-VI/PJ(903)2018PB/T-57

IMPORTANT INSTRUCTIONS FOR THOSE VENDORS WHO ARE APPLYING IN RESPECT OF LIMITED + WEB TENDER ENQUIRY AFTER DOWNLOADING FROM NPL WEBSITE.

Interested manufacturers/ their authorized vendors having capability of proper supply/installation of required items as per enquiry can also submit their offer directly on the basis of website tender in the manner prescribed in such tender enquiry uploaded on NPL website **www.nplindia.org**.

In such cases, the tenderer has to **attach invariably a copy of the enquiry downloaded from the NPL website** duly stating in covering letter that the enquiry is downloaded by them and also **attached VENDOR DECLARATION FORM** as per annexure 'A'; failing which the offer not be considered.

Annexure-A

VENDOR'S DECLARATION FORM

The interested vendor shall fill in this form and should submit along with tender document without fail. This should be done on the letter head of the firm

1. Vendor's Legal Name :

2. Vendor's actual or intended Country of Registration :

3. Vendor's Legal Address in Country of Registration :

4. Vendor's Authorization Representative Information

Name :

Designation :

Address :

Telephone/Fax numbers:

Email Address :

5. Please provide following details in reference of firm, as applicable

TIN NO. :

PAN NO. :



CSIR NATIONAL PHYSICAL LABORATORY
Dr. K.S. Krishnan Marg, New Delhi – 110012
REQUEST FOR QUOTATION

Phone: 45608645
Email: spo@nplindia.org
mahesh.kr@nplindia.org

Tender Ref : 14-VI/PJ(903)2018PB/T-57

Dated: 28.08.2018

Dear Sirs,

We are interested to purchase the following items from the reputed Indian/Foreign Manufacturers or their Sole Authorized Dealers/Distributors/Agents. Kindly send us the Quotations/Performa invoice in closed/sealed covers with wax/cello tape/ company seal indicating minimum delivery period. The sealed envelope containing your quotation super scribed with our reference no., Due Date of Tender and addressed to Director,CSIR- NPL should reach this office latest by **19.09.2018 upto 3.00 PM (IST)**. The quotations will be opened on **20.09.2018 at 3.00 P.M (IST)** onwards in the presence of suppliers representative who wish to present themselves at that time.

Sr. No.	Description	Resistance, Ohm	Tolerance, %	Temperature Coefficient, ppm/ deg C	Quantity
1	Resistance Radial	100	0.005	0.2	20
2	Resistance Radial	10 k	0.005	0.2	20
3	Resistance Radial	100	0.01	2	20
4	Resistance SMD, Size 0805	100 k	0.01	2	20
5	Resistance SMD, Size 1206	10 k	0.01	2	20
6	Resistance SMD, Size 0805	10 k	0.01	2	20
7	Resistance SMD, Size 0805	1 k	0.01	2	20
8	Resistance SMD, Size 1206	1 k	0.01	2	20
9	Resistance SMD, Size 1206	100 k	0.01	2	20
10	Resistance SMD, Size 1206	1 k	0.01	0.2	20
11	Resistance SMD, Size 2512	10k	0.01	0.2	20
12	Resistance SMD, Size 2516	100 m	0.1	2	20
13	Resistance SMD, Size 1206	1M	0.1	25	20
14	Resistance SMD, Size 3637	10 m	0.2	2	20
15	Resistance SMD, Size 3637	1 m	0.5	25	20
16	Resistance SMD, Size 0805	10 M	0.5	50	20
17	Resistance SMD, Size 1206	100 M	1	100	20
18	Resistance SMD, Size 1206	1 G	1	100	20

Note :-

Price reasonability certificate may be submitted stating that you have not sale the item to any other Organizations less than quoted prices to NPL. The bidder must submit the copies of Purchase Orders received by them from other organizations during last two years against which they have supplied identical items.

Your prices should contain details like rate, delivery schedule charges if any, make taxes etc. so that total landing cost can be evaluated.

Tenders with incomplete details will not be considered.

NPL is public funded laboratory & registered with Govt of India in the deptt. Of Science & Technology (DSIR) for the exemption of/custom duty.

Penalty Clause: In case of delay in supply on the part of the supplier, a penalty@0.5% per week to Maximum of 10% of order value will be charged for the period of late delivery and Installation period.

Instructions

- Complete specifications of items should be given with the manufacturers name wherever required. Often of stores vaguely described are liable to be ignored.
- All the above instructions and **terms and conditions overleaf** must be compiled with carefully failing which your offer may be ignored.
- THE BID MAY PLEASE BE SUBMITTED IN SINGLE BID. (Techno-cum- PRICE BID)**
- ONLY RESPECTIVE PAGES OF TECHNICAL SPECIFICATIONS OF CATALOGUE MAY BE ATTACHED. PLEASE DO NOT ATTACH FULL CATALOGUE/ IRRELEVANT PAPERS.**
- In support of your quotes rate and its reasonability please attach order copies of identical supplies by you during last 2-3 years.**

Yours faithfully,

Section Officer (S&P)

TERMS & CONDITIONS

1. **Your prices/rates must be FOB/FCA basis up to international Airport including inland freight including /documentation charges etc. bifurcating CIF value.**
2. **Freight and insurance will be arranged by NPL.**
3. The mode of dispatch to be followed by you must be indicated and tentative size and weight of consignment may also be indicated in the quotation.
4. **PERIOD OF DELIVERY:** The delivery period is the essence of supply; hence it must be indicated specifically in the quotation. Please note that delivery period in case of sight payment, will be determined from the date of Order acknowledgement, which has to be submitted within 21 days of the placement of purchase order. In the case of supplies against LC payment the date of delivery will commence from opening of clear LC.
5. **All bank charges in the exporting country will be on the exporters account.**
6. **The relevant blue/catalogue/pamphlets/literature and Instruction Manual must be attached along with your quotation/performs invoice. Without supporting relevant catalogues, quoted specification may not be evaluated technically.**
7. **The shipment through courier services may not be acceptable in normal circumstances.**
8. **The shipment must be affected through our consolidation agent. The details of our consolidation agent will be indicated in our order.**
9. **PAYMENT :** (a) **The payment for imported goods shall be made through irrevocable L/C for 100% value, out of which 90% shall be released against presentation of complete shipping documents & 10% after satisfactory installation of goods at NPL subject to submission of PBG for 10% value of goods to cover warranty period plus sixty days . Alternatively 10% Thr. TT after completion of warranty period of goods at NPL against PBG.**
(b) **The payment against indigenous supplies shall be made direct to the suppliers through RTGS : 100% shall be released on bill basis after satisfactory installation of material at NPL subject to submission of PBG for 10% value of goods to cover warranty period plus sixty days.**
10. Taxes as applicable. We are exempted for GST for scientific equipment as per Ministry of Finance Department of Revenue notification no. 47/2017 and 45/2017 dated 14.11.2017 for IGST @ 5% CGST @ 2.5% and SGST @ 2.5%.
11. **AUTHORIZATION OF INDIAN AGENTS & INDIAN REPRESENTATIVE:**
 - a. In case there is involvement of an /Indian agent/representative in any form as mentioned at (b) below, an authority letter / copy of agreement from the principal manufacturer must be submitted with the quotation.
 - b. Where quoting party/Indian representative claims to be the subsidiary or branch office or an authorized representative of the principal foreign manufacturer/supplier in India, then a copy of approval from RBI/DGS&D for operating business in India as Subsidiary/Branch/Liaison office or Joint-Venture may be submitted with offer.
12. **COMMENCEMENT OF WARRANTY PERIOD :** The warranty period, of an item shall commence from the date of satisfactory installation at the project site in National Physical Laboratory, New Delhi.
13. **INSTALLATION & TRAINING : NOT Applicable.**
14. **PENALTY CLAUSE :** In case of delay in supply on part of the supplier, a penalty @ 0.5% per week subject to maximum 10% of Order/FOB value will be charged for delayed period both in late delivery & installation.
15. **DISPUTE SETTLEMENT:** *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..If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract..The dispute settlement mechanism/arbitration proceedings shall be concluded as under:*
 - (a) *In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director General, Council of Scientific & Industrial Research and if he is unable to unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.*
 - (b) *In the case of a dispute between the Purchase and a Foreign supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.The venue of the arbitration shall be the place from where the purchase order or contract is issued. Notwithstanding any reference to arbitration herein,*

CHAPTER – VIII: MANUFACTURERS' AUTHORIZATION FORM (Annexure B)

No: _____

Dated: _____

**The Director,
(K/A: Stores & Purchase Officer),
CSIR- NATIONAL PHYSICAL LABORATORY
DR. K.S. Krishnan Marg,
New Delhi- 110012.**

Dear Sir:

We are having factories at _____ do hereby authorize M/S _____ to submit a bid, negotiate and receive the order from you against your tender enquiry . No other company or firm or individual other than M/S _____ is authorized to bid and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract and Clause of the Special Conditions of Contract for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its techno-commercial unpriced bid.

CHAPTER – XII: TECHNICAL COMPLIANCE STATEMENT SHEET (Annexure C)

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

Technical Compliance statement for

(Bidders are requested to make a detailed technical compliance statement here strictly with regard to the NPL tender specifications in the following format)

S.No	Item	Description	Compliance (Yes/No) with part no and page number in literature	Remarks, If any

Note: All the features claimed by the manufacturers should be available in technical product brochure or official webpage. The same need to be highlighted in the submitted technical brochure.

Please note:

1. Compliance/Deviation statement compares the specifications of the quoted model to the required specifications. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.

Signature of Authorised Signatory

Name:

Date:

Company Seal:

PRICE SCHEDULE FOR GOODS BEING OFFERED FROM ABROAD

Name of the Bidder _____ **Tender**
No. _____

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>		<u>7</u>		<u>8</u>		<u>9</u>
Sl No	Item Description	Country of origin	Unit	Qty	Unit Price		Total price (5x6)		Charges for Insurance & transportation to port/ place of destination		Total Price (7+8)
					FOB (named port of shipment)	FCA (named place of delivery)	FOB (named port of shipment)	FCA (named place of delivery)	Ocean	Air	CIF

Total Bid price in foreign Currency _____ in
words.

Signature of Bidder

Name:

Business Address:

Note:

- B. Indian agents name & address _____
- C. Installation, commissioning & training charges, if any _____
- D. Cost of Spares _____
- E. 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.
- F. The cost of optional items shall be indicated separately.

PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA**Name of the Bidder****Tender****No.**

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
Sl. No.	Item Description	Country of Origin	Unit	Qty	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 if payable, if contract is awarded	Packing & forwarding up to station of dispatch, if any	Charges of inland transportation, insurance up to Lab./Instt.	Installation, Commissioning & training charges, If any.

Total Bid price in Indian Currency

_____ in
words.

Signature of Bidder

Name:

Business Address:

Note:

- (i) The cost of optional items shall be indicated separately.
- (ii) Cost of spares _____