

# DOMESTIC BIDDING

TENDER DOCUMENT  
FOR  
SUPPLY OF HEAVY DUTY COMPACT TRACTOR

TENDER REFERENCE	PUR/699/COEFM/07/2018-19RET
CONTACT DETAILS	Director [ Attention: Stores & Purchase Officer] CSIR-Central Mechanical Engineering Research Institute Mahatma Gandhi Avenue, Durgapur-713209, West Bengal e-mail : pur@cmeri.res.in

CRITICAL DATE SHEET	DATE	TIME
Bid Published Date	13 April 2019	9.00 am
Bid Document Download / Sale Start Date	13 April 2019	9.00 am
Bid Submission Start Date	13 April 2019	9.30 am
Bid Submission End date	01 May 2019	3.00 pm
Last Date and Time for Submission of original DD against Tender fee & EMD [ <b>if applicable</b> ] / <b>Hard Copy of Bid Form duly signed by Bidder</b>	01 May 2019	3.00 pm
Bid opening date	02 May 2019	3.30 pm

THIS TENDER DOCUMENT CONSISTS OF THE FOLLOWING SECTIONS:

SECTION-1	NOTICE INVITING TENDER
SECTION-2	TERMS AND CONDITIONS
SECTION-3	SCHEDULE OF REQUIREMENTS
SECTION-4	TECHNICAL SPECIFICATIONS
SECTION-5	FORMS
	Bidder's Information Form
	Bid Form
	Manufacturer's Authorisation Form

## SECTION -1

### NOTICE INVITING TENDER

1. Director, CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur 713209, West Bengal, invites e-tenders from eligible Manufacturers / Suppliers / Authorised Dealers for the following item/ items:

Sl. No.	Tender Ref.	Description of Goods and Services	Quantity	Single/ Double Bid	Bid Security/ EMD
1	PUR/699/COEFM/07/2018-19/RET	<b>SUPPLY OF HEAVY DUTY COMPACT TRACTOR AS PER SPECIFICATIONS MENTIONED IN SECTION-4 OF THIS TENDER DOCUMENT</b>	01	Single	NIL
<b>Delivery Site</b>			CSIR-CMERI Centre of Excellence for Farm Machinery (COEFM) Opp. GNE College, Gill Road, Ludhiana-141 006 (PUNJAB) India		
<b>Gateway Airport nearest to Delivery Site</b>			New Delhi Airport		

2. E-Bids are invited through the electronic tendering process and the Tender Document can be downloaded from the e-Tender portal of Government of India, <https://etenders.gov.in>. Please note that the submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in>. Bids will not be accepted in any other form. Further it may be noted that Bids which are duly submitted on e-Tender portal shall only be considered and Bids just saved without submission will not be available to the Evaluation Committee of CSIR-CMERI.
3. Any Bidder willing to take part in the process of e-tendering will have to get registered in the Central Public Procurement [CPP] portal, NIC, Government of India, by logging on to the portal <https://etenders.gov.in>. Bidders are requested to go through “**Bidder Manual Kit**”, “**System Settings**” & “**FAQ**” links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal. Every Bidder will be required to obtain a Class-III Digital Signature [DSC] for submission of Bids.
4. Tender fee and EMD [ **if applicable** ] will be required to be paid offline by Demand Draft drawn in favour of **Director, CSIR-CMERI** payable at **Durgapur**. Alternatively, EMD can also be furnished in the shape of a Bank Guarantee issued by any Nationalised/Scheduled Bank of India. **Original Tender Fee and EMD** to be sent to Director [Attn : Stores & Purchase Officer], CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal, before the date and time mentioned in CRITICAL DATE SHEET. Bids of those tenderers whose EMD and Tender Fee are not received within the deadline for receipt of Bids will be summarily rejected. Any postal delay in this respect will not be entertained.
5. Hard Copy of **BID FORM** duly signed by Bidder must reach **CSIR-CMERI** before the date and time mentioned in the **CRITICAL DATE SHEET**.

**STORES AND PURCHASE OFFICER**

## **SECTION - 2**

### **TERMS AND CONDITIONS**

In these Terms and Conditions, the following words and expressions shall have the meaning as have been respectively assigned to them:

**Bidder** shall mean the entity submitting an e-Bid in response to this Tender Document.

**CSIR-CMERI / Purchaser / Institute** shall mean CSIR-Central Mechanical Engineering Research Institute, [a constituent unit of the Council of Scientific & Industrial Research] having its office at MG Avenue, Durgapur – 713 209 [West Bengal], India.

**Vendor/Supplier** shall mean the entity whose bid has been accepted by the Purchaser and a formal Purchase Order has been placed on them.

#### **1. SUBMISSION OF BIDS**

- 1.1. The e-Bid shall be digitally signed by the Bidder at the e-tendering portal by person / persons duly authorized to bind the Bidder to the contract. Written Power –of – attorney [ if required under the Bidding Process] should accompany the Bid. The person or persons signing the e-bid shall also physically sign each document of the Bid, except for printed literature. The e-Bid submitted shall be in readable form and encrypted as per e-tendering portal requirements. Standard Printed terms and conditions of the Bidder other than the NIT conditions shall not be considered.
- 1.2. The e-Bid shall be submitted in a single cover and shall consist of the following Documents:

Sl. No.	Document Required	Document type
1	Scanned Bid Form duly filled-in and signed by Bidder	.pdf
2	Scanned Quotation duly signed by Bidder with complete technical details, MAF, past supplies etc.	.pdf
3	Prices quoted in the prescribed PRICE SCHEDULE FORM – MS-EXEL BOQ FILE	.xls
All the above scanned documents must be e-signed prior to being uploaded and saved in the system		

- 1.3. The bidders shall digitally sign and encrypt their bid and upload the bid on –line at the e-Tendering portal.
- 1.4. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
- 1.5. Purchaser shall receive the bids online through CPP e-portal only. The e-Tender portal shall automatically stop accepting bids at the scheduled date and time specified in the Tender Document. Partially submitted bids shall be treated as invalid and shall not be processed. Bidders are advised to upload and submit their bids timely in view of the electronic process so as to avoid list minute issues.

*This Tender Document is to be read as a whole. Details as appearing in all Sections in this Tender Document are intended to be correlative, complementary, and mutually explanatory.*

- 1.6. Purchaser may, at its discretion extend the deadline for submission of the e-Bids by amending the Tender Documents 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.
- 1.7. Bidders must note that the e-tender portal shall not permit uploading of bids after the scheduled time of submission.
- 1.8. The bidder may correct or modify his digitally signed bid after submission prior to the deadline for submission of bids, through provisions of e-tendering portal.
- 1.9. The provisions of the Public Procurement Policy for MSEs as notified by Government of India shall be applicable in the tendering process.

## 2. PRICES

- 2.1. **In case an MS-EXCEL BOQ file is provided, Bidders are requested to note that they should necessarily submit their financial bids in the MS-EXCEL format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.** In case MS-EXCEL BOQ file is not provided, Bidders should quote their Prices in the prescribed Price Schedule Form and upload the .pdf file on the e-tendering portal.

All applicable taxes should be clearly shown in the Price Schedule Form.

- 2.2. Prices for supply from within India shall be offered with the following break-up:

Basic Price /Ex Works	
Packing & Forwarding	
GST at applicable rate	
Freight , Insurance and any other charges incidental to delivery of Goods at CSIR-CMERI-COEFM, Ludhiana, Punjab	
Charges for Installation, Commissioning and Training if applicable	
Charges for Warranty Support if any	

Prices for supply from outside India shall be offered with the following break –up:

Ex Works Price [inclusive of packing]	
Inland Freight and Insurance till Airport of Despatch	
Freight And Insurance for transportation of the Goods from Port of Despatch to Port of Destination	
Charges for Installation, Commissioning and Training if applicable	
Charges for warranty support if any	
<i>Note: Delivery Terms such as FOB, FCA, EXW, CIP, CIF etc. shall be governed by the rules prescribed in the latest edition of INCOTERMS issued by the International Chamber of Commerce, Paris.</i>	

- 2.3. **IN CASE OF DOMESTIC BIDDING, PROSPECTIVE BIDDERS SHALL NOT BE ALLOWED TO OFFER PRICES FOR SUPPLY OF GOODS FROM OUTSIDE INDIA IN FOREIGN CURRENCY**
- 2.4. In the event of any errors or ambiguity in Unit Rates itself, the Price Bid of the Vendor shall be rejected.
- 2.5. CSIR-CMERI shall not consider any changes on any account after the submission of Bid and hence the prices offered shall remain firm during the validity of the Bid and shall not be subject to variation on any account.
- 2.6. The bidder shall quote as per Price Schedule Format given in this Tender Document. However, in case an MS-EXCEL BOQ file is provided, the Prices should be quoted only in the BOQ file to be downloaded from the e-tendering portal.
- 2.7. **Prices of additional / optional items not appearing in the BOQ, if any, shall be quoted in a separate PDF file, duly signed by Bidder's authorised person/persons**
- 2.8. Each Bidder should submit only one product for each item. Offering products of more than one brand or multiple models of the same brand against one item shall render the Bid invalid and such offers shall be rejected at technical/ financial stage wherever such defaults are noticed.
- 2.9. Customs Duty for Goods imported for Scientific Purpose, is paid by this Institute at a concessional rate vide Govt. of India Notification no. 51/96-Customs dated 22/07/1996.
- 2.10. CSIR-CMERI is registered with the Department of Scientific & Industrial Research, Govt. of India for availing concessional GST under provisions of Govt. Notification Nos. 47/2017-Integrated Tax (Rate) dated 14/11/2017, 45/2017-Central Tax (Rate) dated 14.11.2017, North. No. 45/2017- Union Territory Tax (Rate) dated 14.11.2017, as amended from time to time.
- 2.11. CSIR-CMERI is not empowered to issue any Sales Tax Concessional Certificates [FORM C / FORM D]; thus Bidders shall ensure that the normal rate of Sales Tax is quoted wherever applicable.
- 2.12. CSIR-CMERI shall not issue any exemption certificates (CDEC etc.) for materials/commodities that go into production of the quoted item/equipment.
- 2.13. Reference to any brand/make/model in the Tender Document is only indicative in nature. Bidder is free to quote any other product provided such product meets the desired specification/requirement.

### **3. PAYMENT**

- 3.1. Payment shall be made within 30 days of delivery and acceptance of all the ordered goods or completion of installation and commissioning of the goods as the case may be, to the complete satisfaction of the User Division of CSIR-CMERI and completion of other contractual obligations.

### **4. DELIVERY**

- 4.1. Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by CSIR-CMERI in the Purchase Order. If, at any time during performance of the Contract / Purchase Order, the Supplier encounters conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify CSIR-CMERI 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, CSIR-CMERI shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Purchase Order / Contract.

- 4.2. A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to Penalty Clause as detailed below, unless an extension of time is agreed upon without the application of penalty clause.

## **5. LIQUIDATED DAMAGES**

- 5.1. If the Supplier fails to deliver the ordered material (s) within the delivery schedule as agreed upon, a sum equivalent to 1 (one) per cent of the delivered price of the delayed goods or unperformed services or Purchase Order value for each week of delay or part thereof until actual delivery or performance, will be deducted from the order value as liquidated damages, subject to a maximum deduction of 10 (ten) per cent of the order value. And, on attainment of maximum, termination of the contract may be considered by CSIR-CMERI.

## **6. RISK PURCHASE**

- 6.1. If the supplier fails to deliver the ordered material(s) within the maximum delivery period specified in the purchase order, CSIR-CMERI may procure such item(s) and in such a manner as deemed appropriate, goods or services similar to those undelivered and the supplier will be liable to the institute for any excess costs for such similar goods or services.

## **7. INDIAN AGENT**

- 7.1. In case an Indian agent is directly submitting a bid on behalf of its Principals, a copy of the Authorisation Certificate issued by the Principals in favour of the Indian agent should be furnished along with a certified copy of the Agency Agreement between the foreign Principal and India agent. Both these certificates should be up-to-date and valid.
- 7.2. Foreign Bidders to disclose the name and address of agent and representative in India and Indian Bidder to disclose their foreign Principal or associate.
- 7.3. Agency Commission, if any, payable to the Indian agent will be released within 60 (sixty) days of completion of installation and commissioning of the equipment to the entire satisfaction of the buyer. For determining the value of agency commission, exchange rate of foreign currency prevailing on the date of negotiation of documents, will be taken into consideration.
- 7.4. In a tender either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
- 7.5. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

## **8. INSTALLATION, COMMISSIONING AND TRAINING**

- 8.1. The ordered goods are required to be installed within 15 days of receipt of goods at CSIR-CMERI-COEFM, Ludhiana. Installation should be carried out only by expert engineers of Supplier / Manufacturer. During the course of installation, necessary on-site training on operation and maintenance of the goods shall be imparted to Institute's, Scientist / Engineers/Technicians.

## 9. WARRANTY

- 9.1. Comprehensive on-site warranty for a period of **one year** must be provided to be effective from the date of completion of installation and commissioning and final acceptance of the items / equipment at the user's laboratory / Institute.

## 10. COUNTRY OF ORIGIN

- 10.1. Tenderer should mention the country of origin and the country from which goods will be finally shipped, for these particulars are essential for arranging insurance etc. Certificate of Origin issued by the Local Chamber of Commerce shall be required to be submitted in case such a requirement is stipulated in the Purchase Order.

## 11. VALIDITY OF BIDS

- 11.1. The offer should be valid for at least 90 days from the date of opening of e-Bids/e-Quotation.

## 12. LIST OF PURCHASERS

- 12.1. Please indicate names and addresses of organizations to whom you have supplied identical or similar type of equipment during the last 3 years along with the details of such supplies and prices eventually or finally paid.

## 13. EVALUATION OF BIDS

- 13.1. All the e-bids / e-tenders/ e-quotations received will first be scrutinized to see whether the bids / tenders meet the basic requirements as incorporated in the Tender Document. The bids/tenders, which do not meet the basic requirements, are to be treated as unresponsive and ignored. The following are some of the important points, for which a tender may be declared as unresponsive and to be ignored, during the initial scrutiny:
- a) The Bidder is not eligible.
  - b) The Bid validity is shorter than the required period.
  - c) The Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
  - d) The goods quoted are sub-standard, not meeting the required specification etc.
  - e) Against the requirement (incorporated in the Tender Document), the bidder / tenderer has not quoted for the entire requirement as specified.
  - f) The Bidder / Tenderer has not agreed to some essential condition(s) incorporated in the Tender Document.
  - h) The Bidder has not submitted the unconditional acceptance of CSIR-CMERI's Tender terms and conditions in the format prescribed in the BID FORM.
  - i) In case a bid is submitted directly by an Indian agent, a certified copy of the agency agreement between agent and Principal has not been submitted.
  - j) Bidder does not meet the Qualification Criteria, if any stipulated in the Tender Document.
- 13.2. Prior to the detailed evaluation, CSIR-CMERI will determine the substantial responsiveness of each bid to the Tender Document. For purposes of this clause, a substantive responsive bid is one, which

conforms to all terms and condition of the bidding documents without any deviations, reservations or omissions.

13.3. During the course of evaluation, CSIR-CMERI 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 prices or substance of the bid shall be sought, offered or permitted.

13.4. The bids which are found to be substantially responsive to the terms of this Tender Document shall be evaluated on the basis of final landing cost.

13.4.1 For goods manufactured in India.

- (i) The Price of the goods quoted ex-works including, all taxes already paid.
- (ii) GST at applicable rates, which will be payable on the goods if the contract is awarded.
- (iii) Charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination.
- (iv) The installation, commissioning and training charges including incidental services, if any.

13.4.2 For goods manufactured abroad

- (i) The price of the goods, quoted on Ex-Works (duly packed); FCA (named place of delivery abroad), FOB
- (ii) (named port of shipment), as specified in the bidding document.
- (ii) The charges for insurance and transportation of the goods to the port / place of destination.
- (iii) The agency commission etc., if any.
- (iv) The installation, commissioning and training charges including incidental services, if any.

13.5. The comparison between the indigenous and the foreign offers shall be made on FOR destination basis and CIF / CIP basis respectively. However, the CIF / CIP prices quoted by any foreign bidder shall be loaded further as under.

- (i) Towards customs duty and other statutory levies – as per applicable rates.
- (ii) Towards custom clearance, inland transportation etc. – 2% of the CIF / CIP value.

**IN CASE OF DOMESTIC BIDDING, CLAUSE NOS. 13.4.2 AND 13.5 SHALL NOT BE APPLICABLE**

13.6. **The Purchase Order / Contract shall be awarded to the lowest evaluated responsive (L-1) bidder. L-1.**

13.7. In case optional items are specified in the tendered specifications, the Purchaser reserves the right to buy or not to buy the optional items. In case the option is exercised to buy the optional items after Bid opening, then the cost of optional items would be included to ascertain the Lowest Evaluated Responsive Bid. In case, the option is exercised not to buy the optional items, then the cost of the optional items would not be included in ascertaining the Lowest Evaluated Responsive Bid.



**13.8. NOTE: Bidders not quoting the optional items entail the risk of their offer being summarily ignored in the event of the Purchaser deciding to buy the optional items after Bid opening.**

13.9. The quotations are liable to be rejected if any of the above conditions are not complied with. Conditional Bids / shall not be accepted.

#### **14. SETTLEMENT OF DISPUTES AND ARBITRATION**

14.1. 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 Purchase Order / 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.

14.2. Disputes or differences 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 or unwilling to act, to the sole arbitration of some other person appointed by him 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.

14.3. In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of Clause 14.2. 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 Laws).

14.4. The venue of the arbitration shall be the place from where the purchase order or contract is issued.

14.5. Notwithstanding any reference to arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) the Purchaser shall pay the Supplier any monies due the Supplier.

#### **15. APPLICABLE LAW**

15.1. The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to a court of competent jurisdiction in Durgapur, West Bengal, India.

#### **16. OTHERS**

16.1. Wherever deemed necessary, Bidder shall be at liberty to question the Bidding Document, Bidding process and rejection of its Bid.

16.2. In case where OEM has submitted the bid, the bids of its agent/dealer will not be considered.

16.3. A Bidder quoting on behalf of an OEM shall not quote on behalf of another OEM for the same item in the same tender. In such cases, both bids will be rejected.

16.4. Any discrepancy(ies) observed in the Price Schedule Forms / Price Bids will be settled in the following manner :

- i) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly;
- ii) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
- iii) If there is a discrepancy between words and figures, the amount in words shall prevail;

Such discrepancy (ies) in an offer shall be conveyed to the concerned Bidder asking him to respond by a target date and if the Bidder does not agree to the observation of CSIR-CMERI, the e-bid shall be rejected.

## **17. CONFLICT OF INTEREST AMONG BIDDERS/AGENTS**

17.1. A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests i.e. CSIR-CMERI's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- I. They have controlling partner (s) in common; or
- II. They receive or have received any direct or indirect subsidy/financial stake from any of them; or
- III. They have the same legal representative/agent for purposes of this bid; or
- IV. They have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
- V. Bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/sub-assembly/assemblies from one bidding manufacturer in more than one bid.

### SECTION – 3

#### SCHEDULE OF REQUIREMENT

Sl. No.	Tender Ref.	Description of Goods and Services	Quantity
1	PUR/699/COEFM/07/2018-19/RET	<b>SUPPLY OF HEAVY DUTY COMPACT TRACTOR AS PER SPECIFICATIONS MENTIONED IN SECTION-4 OF THIS TENDER DOCUMENT</b>  <b>Specifications given in SECTION-4 of the Tender Document</b>	01

Delivery & Installation site / Final Destination	CSIR-CMERI Centre of Excellence for Farm Machinery (COEFM) Opp. GNE College, Gill Road, Ludhiana-141 006 (PUNJAB) India
Period of Delivery shall count from	DATE OF AWARD OF CONTRACT / ISSUE OF PURCHASE ORDER
Delivery Period [ Goods to be delivered in one lot at final destination – CSIR-CMERI-COEFM, Ludhiana]	45 days
Time frame required for conducting installation, commissioning of the Goods or demonstrations, trials, etc. after arrival of the Goods at Final destination	15 days

*This Tender Document is to be read as a whole. Details as appearing in all Sections in this Tender Document are intended to be correlative, complementary, and mutually explanatory.*

## **SECTION – 4**

### **TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS**

**TECHNICAL SPECIFICATIONS ARE PROVIDED IN THE ATTACHMENT TO THIS TENDER DOCUMENT AS  
UPLOADED ON THE E-PORTAL [www.etenders.gov.in](http://www.etenders.gov.in)**

## SECTION – 5

### FORMS

<b>1</b>	<b>Bidder's Information Form</b>
<b>2</b>	<b>Bid Form</b>
<b>3</b>	<b>Manufacturer's Authorisation Form</b>

## **BIDDER'S INFORMATION FORM**

*[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 Tender Document]

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

1. Bidder's Legal Name [insert Bidder's legal name]
2. In case of JV, legal name of each party: [insert legal name of each party in JV]
3. Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
4. Bidder's Year of Registration: [insert Bidder's year of registration]
5. Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
6. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm named in 1, above.

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

Business Address

**BID FORM**

(to be submitted on the official Letterhead of the Bidder)

Tender Reference \_\_\_\_\_

The Director,  
CSIR-Central Mechanical Engineering Research Institute  
Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal

Sir,

Having examined the Tender Document, the receipt of which is hereby duly acknowledged. I/We agree to furnish required supplies/services in conformity with the terms and conditions and other requirements detailed in the said Tender Document at the prices given in the Price Bid on receipt of order for the same.

I/We agree to hold this offer open until \_\_\_\_\_ and to supply, [install and commission the equipment, wherever applicable] and complete the whole of the work and hand over to the Purchaser within the period of \_\_\_\_\_ weeks, from the date of receipt of intimation from you regarding acceptance of our e-Bid/receipt of your Purchase Order.

I/We agree to submit the Bank Guarantee [wherever applicable] as specified in the form prescribed by your goodself for the due performance of the contract, if our e-Bid is accepted.

I/we understand that you are not bound to accept the lowest or any bid you may receipt

Signature of Bidder  
With office stamp  
Name & Address

Telephone No.:

Fax No.:

E-mail ID:

Name & Designation of the Contract Person:

## **MANUFACTURER'S AUTHORISATION 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 NIT]

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 9 of the Terms and Conditions stipulated in the Tender Document, 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]