



सीएसआईआर - केन्द्रीय काँच एवं सिरामिक अनुसंधान संस्थान  
196, राजा एस सी मल्लिक रोड, कोलकाता - 700 032, भारत  
**CSIR - CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE**  
196, Raja S C Mullick Road, Kolkata - 700 032, India



**INVITATION FOR BIDS / NOTICE INVITING TENDERS**

Director, CSIR-CENTRAL GLASS AND CERAMIC RESEARCH INSTITUTE, 4 Raja S.C. Mullick Road, Kolkata 700032, West Bengal, invites e-Bids from eligible Bidders / Service Providers for the following service. Only online quotations will be entertained from the registered bidders of CPP Portal.:

Sl. No.	Tender Reference No.	Name of the Service	Quantity	Single/Double bid
1	P/I/AMC/178/SB/TT/25-26	<b>Non-Comprehensive Annual Maintenance Contract for “Dani Master Gas Chromatograph, Sl. No. 101510005, for the period of ONE(01) year</b>	1 JOB	Single Stage – Double Envelope System

A **BID SECURING DECLARATION** is to be submitted as per the provided format on your letterhead, as per Annexure V, by the bidder. Bids of those Bidders whose bid securing declaration is not received with the bids will be summarily rejected.

**BASIC DETAILS**

- Name of instrument:** Gas Chromatography (GC) System (Detectors: TCD, FID, NPD, ECD) (Master GC, M/s Dani Instruments, Italy)
- Type of Contract:** Non-Comprehensive AMC (Labour & Preventive Maintenance Only).
- Duration:** One year from the date of issue of Purchase/Work Order.
- Preventive Maintenance (PM):** Two preventive maintenance visits per year.
- Breakdown / Corrective Maintenance:** Attending to unlimited breakdown calls within 72 hours of intimation.
- Technical advice or support:** Through in-person and phone/email as required.

**SCOPE OF WORK:**

- Inspection and cleaning of the detector, injector, columns, and flow lines.
- Verification and calibration check of carrier gas flow rates, detector response, and temperature control.
- Checking of all pneumatic connections for leaks and flow consistency.
- Cleaning and lubrication (if applicable) of mechanical parts such as autosampler or injector assembly.



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- e) Performance check to ensure baseline stability, sensitivity, and repeatability.
- f) Software/system configuration and communication check (if applicable).
- g) Fault diagnosis and rectification through adjustment, calibration, or part replacement (excluding cost of spares).
- h) Guidance to lab personnel for routine maintenance and operation best practices.
- i) Advice on optimal gas purity, column maintenance, and detector handling.

**ELIGIBILITY CRITERIA FOR BIDDERS:**

- 1) **Past Performance or AMC Experience in CSIR or any Research Institutes:** The bidder must have successfully executed AMC or service contracts for Gas Chromatography or similar analytical instruments (HPLC, GC-MS, etc.) during the last 5 years. (Supporting Documents Required: Copies of work orders, completion certificates, or client references).
- 2) **Number of AMC Contracts Executed:** Proven record of previous AMCs handled for GC Systems in reputed laboratories, research institutes, or industrial facilities. At least 5 similar AMC contracts executed successfully for government or institutional laboratories in the last 5 years. (Supporting Documents: Summary list of contracts with client names, period of service, and contact details).
- 3) **Client Satisfaction and Performance Feedback:** At least one client feedback is required regarding the bidder's service reliability, response time, and technical expertise. (Supporting Documents: Client appreciation letters, renewal records, or testimonials).
- 4) **Authorized Service Capability / OEM Linkage:** The bidder should be an OEM, authorized service provider, or trained third-party service firm, recognized by the instrument manufacturer. (Supporting Documents: Valid authorization or certificates).
- 5) **Availability of Qualified Personnel:** At least 3 manufacturer-trained or certified engineers for GC systems must be on payroll. (Supporting Documents: Descriptions and training certificates).
- 6) **Service History and Continuity:** Record of uninterrupted service and timely AMC renewals of at least one consignee for the last 3 years. (Supporting Documents: AMC renewal documents, performance summaries).
- 7) **Service Infrastructure:** The bidder must have a local/regional service centre and calibration facilities in Kolkata. (Supporting Documents: Valid address proof in Kolkata).



*The following terms and conditions shall apply to this tender:*

1. **Payment terms:** Payment to be released on a half-yearly basis within 30 days of submission of the bills, duly supported by Service reports signed by the User Department, evidencing satisfactory service rendered by the vendor.
2. **Job site:** CSIR-CGCRI, Kolkata.
3. **Termination Clause:** The Purchaser reserves its right to terminate the maintenance contract at any time after giving due notice without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the service provider for the service already provided in terms of the contract, this would be paid as per the contract terms.
4. **Details to be provided by the service provider:**
  - a) channel of registering service request; response time for resolving the request.
  - b) Channel for escalation of service request in case of delay or unsatisfactory resolution of request, monitoring of Service Levels, etc. This would include provision of help lines, complaint registration and escalation procedures, response time, percentage of uptime and availability of equipment, non-degradation in performance levels after maintenance, maintenance of an inventory of common spares, use of genuine spares, and so on.
  - c) Certificate from the Service provider to the effect that the prices charged by them should not exceed the prevailing rates charged by them from others for similar services. While claiming payment, the AMC Service Provider is also to give a certificate to this effect, along with the bill.

*Bidders may also note the following General terms and Conditions for AMC-*

#### **GENERAL TERMS & CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT**

Sl No	Description
01.	A <b>bid securing declaration</b> is to be submitted as per the provided format on your letterhead, as per Annexure V, by the bidder. Bids of those Bidders whose bid securing declaration is not received with the bids will be summarily rejected. The Hard copy of the Bid Securing Declaration Form must be submitted to CSIR-Central Glass & Ceramic Research Institute, Kolkata, before the opening of the Technical Bid.
02.	The Annual Maintenance Contract (AMC) will be valid for <b>One (01) Year</b> .
03.	The schedule of requirements must be followed, and required documents must be uploaded by the bidder; otherwise, the bid will not be considered.



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04.	Your offer shall be valid for 120 days from the date of opening of the quotation. No revision in price will be allowed after opening the bid(s).
05.	Price bid should be given as per the format in PDF and BOQ. There should not be any price difference between PDF & BOQ versions. All statutory taxes like TDS, TDS on GST, etc., will be deducted from the quoted price. No claim is to be entertained as these taxes are extra. Therefore, Prices are required to be quoted clearly, mentioning the basic cost, taxes, etc., in your quotation.
06.	Discount: Institutional discount, if any, should be mentioned clearly
07.	GST/other Govt. Levies will be paid at the actual and the prevailing rates of GST and other taxes, etc., if any, may be mentioned separately. No other charges than those mentioned clearly in the quotation will be paid.
08.	Manual/Offline bids shall not be accepted under any circumstances. No fax/E-mail quote would be accepted.
09.	<b>Reasonability of Price:</b> The bidders are requested to furnish the user list of the same instruments/equipment with contact details. Further, also submit at least 02-03 AMC copies of similar items(s) with other Govt. R & D Institute / Department / University / Organisation during the past 1-2 Years OR any last purchases/contracts.
10.	<b>Fall Clause:</b> The fall clause will be applicable: "In case your firm supplies or quotes a lower rate for the tendered item to other Governments, public sector or private organisations, your firm will have to reimburse the excess payment.
11.	Conditional bid(s) shall not be considered and will be summarily rejected.
12.	The AMC firm shall employ staff above 18 years of age after verifying their antecedents and loyalty. It is your responsibility to comply with the statutory requirements of safety precautions and compensation payment.
13.	CSIR-CGCRI, Kolkata, is not responsible for any disability or casualty caused to workers/ service engineers while performing the services, and no claim for any payment on compensation on such grounds will be entertained.
14.	If any fire/ damage or any type of mishappening occurs while maintenance/servicing of equipment(s) in CSIR-CGCRI premises, the successful bidder will indemnify all the expenses incurred on this account.
15.	If the work is found unsatisfactory or if the firm dishonors the contract, the job will be entrusted to any other firm/party at the risk and expense of the contractor. Suitable action, as deemed fit, will be initiated against the successful bidder.
16.	You will be responsible for adhering to all the tender conditions.
17.	<b>Payment Terms:</b> Payment to be released on a half-yearly basis within 30 days of submission of bills, duly supported by service reports signed by the User Department, evidencing satisfactory services rendered by the vendor.



18.	The Bidder should not have been declared Bankrupt by any statutory body.
19.	The Bidder will assume total responsibility for the fault-free operation of equipment, application Software, if any, and maintenance during the service period and provide necessary maintenance services after the end of the service period, if required.
20.	The bidders who have been suspended/ blacklisted/banned by the Central Government Institution, State Government Institution, PSUs, etc., shall be ineligible for participation in the bidding process.
21.	The Purchaser reserves its right to terminate the maintenance contract at any time after giving due notice without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, these would be paid to it/him as per the contract terms.
22.	<ul style="list-style-type: none"><li>• Channel of registering service request; response time for resolving the request.</li><li>• Channel for escalation of service request in case of delay or unsatisfactory resolution of request, monitoring of Service levels, etc. This would include provision of help lines, complaint registration and escalation procedures.</li><li>• Certificate from the bidder to the effect that the prices charged by him should not exceed the prevailing rates charged by him from others for similar services. While claiming payment, the AMC holder is also to give a certificate to this effect in his bill.</li></ul>
23.	<b>Settlement of Disputes:</b> <ul style="list-style-type: none"><li>(i) 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.</li><li>(ii) 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.</li><li>(iii) The dispute settlement mechanism/arbitration proceedings shall be concluded as under:</li></ul>



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	<p>(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 &amp; Conciliation Act, 1996 and Arbitration &amp; Conciliation (Amendment) Act 2015, 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 Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.</p> <p>(b) "Arbitration Clause" in the domestic agreement will be as under: -</p> <p>(i). In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement), the same shall be referred to the Delhi International Arbitration Centre for appointment of the Arbitrator to adjudicate the dispute.</p> <p>(ii). The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and /or directions, as may be required.</p> <p>(iii). Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996, and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause."</p> <p>(c) In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with the provisions of sub-clause (a) above. But if this is not acceptable to the supplier, then the dispute shall be settled in accordance with the provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.</p> <p>(d) The venue of the arbitration shall be the place where the purchase order or contract is issued.</p> <p>(e) Notwithstanding any reference to arbitration herein,</p> <p>(i) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p>(ii) The Purchaser shall pay the Supplier any monies due the Supplier.</p>
	<p>The Director, CSIR-CGCRI reserves the right to accept or reject any bids or accept all tenders either in part or in full or to split the order, or to annul the bidding process without assigning any reason.</p>

The AMC will be awarded to the lowest evaluated responsive bidder who has met the eligibility criteria as described in this Tender Document.

बोधिसत्व धर / Bodhisattwa Dhar  
 भण्डार एवं क्रय अधिकारी / Stores & Purchase Officer  
 सीएसआईआर-केन्द्रीय काँच एवं सिरामिक अनुसंधान संस्थान  
 CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE  
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 कोलकाता-700 032 / Kolkata-700 032



Sl. No.	Name of Document
(a)	Bidder Information Form
(b)	Declaration abiding by the Code of Integrity and no conflict of interest for public procurement
(c)	Bid Securing Declaration
(d)	Service support details form
(e)	Manufacturer's Authorization Form (specific to this tender)
(f)	Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted
(g)	Documentary evidence about the status of the bidder i.e. whether MSE or not, owned by SC/ST or not and whether the MSE is owned by a women entrepreneur or not.
(h)	Work Order copies of identical or similar type of equipment during the last 3 years along with details of such supplies and prices eventually or finally paid.
(i)	Declaration of Eligibility Bidders
(j)	Self-Certification regarding land border sharing with India. Note: Bidders not submitting the above certificate will be considered as non-responsive and liable to be summarily rejected
(k)	PAN and GST details to be attached / indicated with documentary evidence.
(l)	Acceptance of Terms and Conditions of Tender
(m)	Quotation
(n)	BOQ
(o)	Price Reasonability Certificate

**S.O. (S&P)/SPO**  
**For and On behalf of CSIR**



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**Annexure-I**

**PRICE REASONABILITY CERTIFICATE**

(to be submitted on firm's letterhead)

This is to certify that we have offered the maximum possible discount to you in our  
Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ for (Currency) \_\_\_\_\_.

We would like to certify that the quoted AMC price are the minimum and we have not quoted the same AMC on lesser rates than those being offered to CSIR- CGCRI, Kolkata to any other customer nor they will do so till the validity of offer or execution of purchase order, whichever is later.

Seal and signature of the  
Tendere





**Annexure II**

To

Date:

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

Sub.: **Acceptance of Terms & Conditions of Tender**

Tender Reference No. \_\_\_\_\_ Name of Tender: \_\_\_\_\_

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the website (s) namely: \_\_\_\_\_
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to page No. \_\_\_\_\_ (including \_\_\_\_\_ all documents like annexure(s), schedule(s) etc, which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. department/Public Sector Undertaking.
6. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposited, absolutely

Yours faithfully,

(Signature of the Bidder with official seal)



**Annexure III**

**CERTIFICATE**

**[To be submitted by the bidding/participating firm in their letter Head]**

With reference to CGCRI tender Enquiry bearing No.  
..... dated ..... it is  
certified that:

We have read clause regarding restriction on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; We certify that the bidder is not from such a country or, if from a such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the competent Authority. A valid certificate issued by the Competent Authority has been attached along with the bid. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (As per requirements under P-45021/112/2020-PP(BE-II) (E-43780) dated 24.08.2020 of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade and any amendments thereon.)

For and on behalf of M/s.....

[Seal of the firm]

Place: - .....

Date: - .....



**Annexure-IV**

**Bidder Information Form**

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

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

Name \_\_\_\_\_

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



**Annexure-V**

**Bid-Securing Declaration Form**

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)



**Annexure-VI**

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

**SERVICE SUPPORT FORM**

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:



**DECLARATION OF  
ELIGIBILITY**

**Name of the Contract:**

**ANNEXURE X**

**Name and address of**

The Purchase Officer  
CSIR-Central Glass & Ceramic Research Institute  
196, Raja S. C. Mullick Road, Kolkata – 700 032  
Phone: -----  
Fax: -----

**Name and address of Tenderer:**

Whereas the Tenderer declares in accordance of Tender Prices, Instructions to Tenderers; Conditions of Tender; that all eligibility criteria set for documents forming the tender.

(I) None of the following applies to us, that:

- a) We are bankrupt.
- b) Payments to us have been suspended in accordance with the judgment of a court or a judgment declaring bankruptcy and resulting, in accordance with our national laws, in total or partial loss of the right to administer and dispose of our property.
- c) Legal proceedings have been instituted against us involving an order suspending payments and which may result, in accordance with our national laws, in declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property.
- d) We are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender.
- e) We are in breach of contract on another contract with the Employer and/or in any part of the country.
- f) We (including all partners of a joint venture) have any connection with a firm or entity which has provided consulting services during the preparatory stages of the Works or of the project of which the Works form a part, or which has been hired (or is intended to be hired) as the Employer's Representative for the Contract.

**Signature(s) for and on behalf of the Tenderer** \_\_\_\_\_

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

