



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



REQUEST FOR QUOTATION

M/s Verder Scientific Private Limited Plot No. 5A/10-11, IDA Nacharam Road No.1, Uppal Mandal, Hyderabad-500076 Email Id: info@verder-scientific.co.in	Ref. No.	P/C/289/SS/SA/2025-26
	Date	15.01.2026
	Bid Securing Declaration Form	To be submitted
	PBG	Not Applicable
	Last Date of Submission	22.01.2026 within 3:30 P.M.
	Date of Opening	23.01.2026 at 3:30 P.M

Dear Sir/s,

Director, CGCRI invites your offer for the following item/s. Kindly send your offer in **Single Bid Format through NIC's CPP Portal by way of URL <http://etenders.gov.in/eprocure/app>** as per schedule mentioned in the Tender document.

Sl. No.	Item Name/Material Description	Quantity
01	Grinding Jar Comfort Zirconium Oxide of 50ml for Planetary Ball Mill PM100	01 No.
02	Grinding Ball Zirconium Oxide 3mm (Pack of 200 pcs) for Planetary Ball Mill PM100	03 Nos.
03	Grinding Ball Zirconium Oxide 10mm for Planetary Ball Mill PM100	10 Nos.
<ul style="list-style-type: none"> Installation of the spares and the functionality of the equipment, in the present case, will be the sole responsibility of the supplier/ Indian Agent at User Laboratory/user Department : REQUIRED. Offer is to be quoted in INR/Foreign Currency only (i.e. multicurrency). Delivery is to be completed within 60 days from the date of issue of Purchase Order and failing which LD Clause will be applicable as per clause No.31. Acceptance Certificate is to be provided by the user of CSIR-CGCRI. Firm will also provide the following information in their bid/quotation for offered item : <ul style="list-style-type: none"> (i) Country of Origin. (ii) Country of Shipment. (iii) Mode of Transportation (Air/Sea/Road/Rail). Please note: Quotation may be submitted through NIC's CPP Portal under URL https://etenders.gov.in/eprocure/app and financial quote may be provided in BOQ. Required documents as per instructions of this enquiry may also be submitted through portal. No manual quotation will be accepted. 		

Format:

- (i) Bidder information Form
- (ii) Code of Integrity & Conflict of Interest
- (iii) Manufacturer's Authorization
- (iv) Land Sharing Border
- (v) Bid Securing Declaration Form
- (vi) Price Schedule Form (PDF)[India(INR)/Foreign (Multicurrency)as applicable]
- (vii) Schedule of Requirements
- (viii) Bank Details Format.
- (ix) Price Reasonability Certificate

Bidder should also submitted with Envelope in NIC's CPP Portal online :

- Technical Commercial Bid
- Brochure Catalogue
- Past PO copies
- 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.
- Copy of GST Certificate and PAN
- BOQ

TERMS & CONDITIONS FOR TENDERS

1. Please indicate the item serial numbers of our enquiry letter against the names of respective item quoted by you or quote in the same order as mentioned above.
2. Complete specifications of items should be given with the name of manufacturers. Offer of stores vaguely described or incomplete offers are liable to be ignored. Literature/Pamphlets of the quoted item/model should also be enclosed with the quotation.
3. The delivery of the item is needed **within 60 days** from the date of purchase order/~~letter of credit establishment date~~. THE OFFERED DELIVERY PERIOD SHALL HAVE TO BE STRICTLY ADHERED TO INCASE AN ORDER IS PLACED.
4. All the above instructions and our standard terms and conditions printed must be complied failing which your offer may be liable for rejection.
5. CONDITIONAL tenders shall not be considered.
6. No exemption certificate for GST will be provided for INR quote. Full GST will be applicable.
7. Full GST will be applicable.
8. The prices are to be quoted in INR/Foreign Currency only.
9. Firm may kindly provide the copy of past purchase orders placed on the firm by various organizations for the items those are being quoted to CSIR-CGCRI in the present case or the price list of the quoted items as per CGCRI's enquiry.

10. If quote is provided by Indian Agent / Authorized Distributor then Manufacturer's authorization is to be submitted by the authorized distributor along with the bid.
11. The Bidder will assume total responsibility for the fault-free operation of equipment, application software, if any, and maintenance during the warranty period.
12. The Institute reserves the right to seek past purchase order copies from the user organizations. The past purchase order copies obtained from the user organizations will be kept entirely confidential & this will only be for tallying the prices for reaching at proper decision by Decision Making Committee of CSIR-CGCRI.
13. ~~If there is any discrepancy in the cost quoted between PDF Financial bid and BOQ, then the cost mentioned in the BOQ will be final.~~
14. The Institute also may seek performance certificates from equipment manufacturers/the user organizations so as to confirm satisfactory functioning, installation & commissioning of the equipment, if applicable.
15. This lab./instt. is registered with Deptt. of Scientific & Industrial Research, Govt. of India and thus is exempted from payment of excise duty and concessional rates of custom duty is leviable vide notification no. 10/97 dated 01.03.1997 and 51/96 dated 23.07.1996 respectively.
16. Submission of detailed requirements for installation & commissioning of the equipment: All Vendors / Agents must submit full details and requirements for installation & commissioning of the Equipment as per Technical Specifications submitted by them, if applicable.
 - (i) Water Supply (Filtered, Flow rate) Civil Works including Foundation, Flooring.
 - (ii) Mechanical and Fabrication work required.
 - (iii) Ambient Temperature Control (if required, as applicable).
 - (iv) Cooling requirement (if any).
 - (v) Electrical and Power requirements.
 - (vi) Space and Dimensions for Installation of the equipment as per the Quotation of the Vendor.
 - (vii) Requirements of Special Gases, if any.
17. (i) ~~A Bid Security (BS) of **Rs. 00.00** is to be submitted along the bid as per our detail Terms & Conditions. : Not Applicable.~~
- (ii) ~~A Performance Security (PS) of **00% of the ordered value/ contract value needs to be submitted by Supplier and it will be valid till warranty period plus 60 days** as mentioned in our detail terms & conditions. : Not Applicable.~~
- (iii) A Bid Securing Declaration is to be submitted as per the provided format on your letter head as per the format by the bidder: Applicable.**
18. Bids of those tenders whose bid securing declaration are not received with the bids will be summarily rejected.

19. The bidders should quote as under:

The price of the goods quoted ex works including all custom duties, if any and other taxes already paid. The percentage of GST/IGST which will be payable on the goods if the contract is awarded. The price for inland transportation, insurance and other local services required for delivering the goods to the ultimate destination.

(a) No exemption certificate for GST will be provided for INR quote. Full GST will be applicable.

(b) TDS will be applicable as per GST Rules.

(c) Customs Duty Exemption Certificate (CDEC) may be provided.

Note: The offers of the firms who quote on Ex-works basis and do not mention the handling, documentation, packing, forwarding, transportation & insurance charges etc. separately shall be rejected as incomplete.

20. The mode of despatch of the items must be mentioned clearly in the quotation. Please indicate the approx. weight & measurements of the consignments also.

21. All offers should be **valid for 90 days** from the date of opening of the quotations.

22. The printed terms & conditions, if any, sent along with the tender shall not be binding on us.

23. The (Lab) reserves the right to reject or accept any or all the quotations received either in part or in full without assigning any reasons.

24. Bidder is requested to submit their offers in Single Bid Format through NIC's CPP Portal by way of URL <http://etenders.gov.in/eprocure/app>

25. The firms must provide the Technical Compliance Statement that they comply to the tendered technical specifications of CSIR-CGCRI.

26. The Bidder shall indicate the unit prices and total bid prices of the goods it proposes to supply under the order and enclose it with the priced bid. CSIR-CGCRI is a public funded scientific R&D centre and institute of higher studies (PhD). Please consider quoting special prices applicable to academic institutions as per your company policies.

27. Payment : (Firm may kindly confirm CSIR-CGCRI payment terms in their BID)

a) For payment in Indian Currency: 100% Payment to be released within 30 days of successful installation of the ordered items against submission of invoice, delivery challans and End User's Certificate.

b) No advance payment will be made.

c) ~~Advance payment can be made up to only 30% of material cost subject to submission of Bank Guarantee.~~

Note: All payment s due under the contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax etc.) where applicable.

28. All the bidders are requested to furnish the following details in your letter head with signature and also cancelled cheque for authenticity along with your bid for making e-

payment (RTGS/NEFT)

11 digit core banking Account Number

Type of Account (Saving / Current)

Name of Account Holder

Name of Bank & Branch

IFSC Code Number

MICR Number

Foreign supplier, if quoted in foreign currency, will provide the Bank Details also in their letter head along with their offer.

29. Warranty : Manufacturer's standard warranty terms shall be Applicable.

~~The period of validity of on-site comprehensive warranty shall be 1 (One) Year from the date successful installation.~~

~~The Supplier must warrant that the goods supplied under the Contract are new, unused and the most recent or current and incorporate all recent improvements in design, materials as per specifications in this Tender Document. All Vendors (Manufacturers / Agents) must submit offers with as per OEM from the date of successful and complete installation, commissioning, demonstration and testing in all respects at Site, i.e., (CSIR-CGCRI, 196, Raja S C Mullick Road, Jadavpur, Kolkata – 700 032). The compliance of this clause by the vendor would be the part of the evaluation criteria.~~

30. Installation, Commissioning, Integration and Demonstration: (Applicable)

Installation of spares will be the responsibility of the **Supplier / Indian Agent at User Laboratory/user Department** to be completed within **The Delivery Period.**

Training: (NOT APPLICABLE)

31. Force Majeure Clause :

1) A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.

2) Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

32. Penalty Clause : (Firm may kindly provide their acceptance/confirmation in their Bid/Quotation)

Subject to Clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services or contract value in case the delivered price of the delayed goods or unperformed services cannot be ascertained from the contract, for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to Clause on Termination for Default. Delay in supply ~~and installation~~ will attract this clause. Delay in installation beyond deadline as mentioned in Clause No. 29 will also attract the penalty Clause.

33. Denial clause :

If delay in delivery is due to default by the seller, the buyer should protect himself against extra expenditure during the extended period by stipulating a denial clause (over and above levy of LD). In the denial clause, any increase in statutory duties and/or upward rise in prices or any adverse fluctuation in foreign exchange are to be borne by the seller during the extended delivery period, while the purchaser reserves his right to get any benefit of a downward revisions in statutory duties and foreign exchange rate.

34. Termination for Default :

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part.

If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to on Extension of Time; or

If the Supplier fails to perform any other obligation(s) under the Contract.

If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices etc.

In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action:

The Performance Security is to be forfeited; if applicable.

The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions

against it in terms of the contract.

However, the supplier shall continue to perform the contract to the extent not terminated.

35. Extension of time :

Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser 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, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

Except as provided under the Force Majeure clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to liquidated damages Clause unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.

36. Applicable Law :

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be resolved as per Point No. 49 (Settlement of Disputes).

37. Settlement of Disputes :

i) The Purchaser and the supplier/service provider 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.

(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/Service Provider 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/service under the Contract.

(iii) 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/service provider 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 and Arbitration & 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.

(b) "Arbitration Clause" in the domestic agreement will be as under:

"ARBITRATION"

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 especially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.

The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim awards(s) and /or directors, as may be required.

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 proceeding under this clause.

(c) 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 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.

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

(v) 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.

38. Performance Security: (NOT APPLICABLE)

- i) ~~3% of the ordered value/ contract value needs to be submitted by Supplier and it will be valid till warranty period of One Year plus 60 days as mentioned in our detail terms & conditions. Warranty will start from the date on which all the sales obligations as mentioned in the purchase order/contract is fulfilled/completed by the vendor of the satisfaction of the user of the CSIR-CGCRI associated with the procured equipment/item under this tender/enquiry.~~
- ii) ~~Performance Security may be furnished in the form of an account payee demand draft, fixed deposit receipt in favor of the Purchaser from a commercial bank, bank guarantee issued/confirmed from any of the commercial bank in India in an acceptable form, safeguarding the purchaser's interest in all respects.~~
- iii) ~~The Performance Security shall be denominated in Indian Rupees only.~~
- iv) ~~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.~~
- v) ~~The Performance Security will be forfeited and credited to the Procuring Entity's account in the event of a breach of contract by the contractor.~~

- vi) ~~The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise in Purchase Order, without levy of any interest.~~
 - vii) ~~Firm may confirm for submission of PBG / Bid Security in their bid. If Order / Contract is placed to them. If it is not confirmed then offer may be rejected. If confirmation is asked from the firm by the purchaser after opening of the bid and not responded / confirmed by the firm whether the stipulated period / date then offer will not be accepted.~~
39. CSIR-CGCRI reserves the right to ask the vendors / suppliers to submit the shortfall documents pertaining to their eligibility criteria etc. as mentioned in the tender document after opening of the offer within the stipulated time failing which their technical offer may be considered as non-responsive.
40. In pursuant of the OM bearing No. F.N. 6/18/2019-PPD dated 23.07.2020 issued by Public Procurement Div., Department of Expenditure, Ministry Of Finance, Govt. of India regarding restrictions on procurement from a bidder of a country which shares a land border with India, firms are required to submit the "Certificate" as per format provided as mandatory eligibility criteria for acceptance of their offers. If this certificate is not provided by the firm then their offer will be rejected. No such certificate from the firm will be accepted after opening of the bids.

Clauses:-

- (i) Any bidder from a country which shares a land border with India will be eligible to bid in this tender/enquiry only if the bidder is registered with the Competent Authority.
- (ii) "Bidder" (including the term 'tendered', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- (iii) "Bidder from a country which shares a land border with India" for the purpose of this Order (i.e. OM bearing No. F.N. 6/18/2019-PPD dated 23.07.2020 issued by Public Procurement Div., Department of Expenditure, Ministry Of Finance, Govt. of India means:-
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or

g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

(iv) The "Beneficial Owner" for the purpose of (iii) above will be as under:-

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation –

a. "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five percent of shares or capital or profits of the company;

b. "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control of ownership.

(v) An Agent is a person employed to do any act for another, or to represent another in dealings with third persons.

(vi) The successful bidder shall not be allowed to sub-contract the Purchase Order (in full or in part) or any work/services mentioned in the contract/Purchase Order to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Thanking you,

Yours faithfully,

(B.Dhar)

बोधिराज शर्मा / Stores & Purchase Officer

भण्डार एवं क्रय अधिकारी / Stores & Purchase Officer
सीएसआईआर-केन्द्रीय काँच एवं सिरामिक अनुसंधान संस्थान
CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE
196, राजा एस. सी. मल्लिक रोड / 196, Raja S.C. Mullick Road
कोलकाता / Kolkata-700 032

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 _____

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 in 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

MANUFACTURERS' 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 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 CGCRI's Tender Enquiry, 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]*

Land Border Sharing Certificate

**[To be submitted by the bidding/participating firm in their letter Head]
(Certificate is to be addressed to the Director, CSIR-CGCRI)**

[For details for OM bearing No. F.N. 6/18/2019-PPD dated 23.07.2020 issued by Public Procurement Div., Department of Expenditure, Ministry Of Finance, Govt. of India may be referred to CSIR-CGCRI's website <http://www.cgcri.res.in> under tender notice]

To

**The Director
CSIR-Central Glass & Ceramic Research Institute (CGCRI)
196, Raja S. C. Mullick Road,
Jadavpur, Kolkata – 700 032.**

Sir

With reference to CGCRI's tender Enquiry bearing No. dated this is certified that:-

- (i) I have read the OM bearing No. F.N. 6/18/2019-PPD dated 23.07.2020 issued by Public Procurement Div., Department of Expenditure, Ministry of Finance, Govt. of India and the Notice bearing No. dated of CSIR-CGCRI pertaining to clause regarding restrictions on procurement/services from a bidder of a country which shares a land border with India; I hereby certify that bidder M/s. is not from such a country and is eligible to be considered.
- (ii) The manufacturer of the offered item does not pertain to such a country which shares land border with India.
- (iii) If our bid is accepted as per certificate given by us as Point No. (i & ii) above is found to be false, this would be a ground for immediate termination and further legal action in accordance with law by the procuring entity (i.e. CSIR-CGCRI on behalf of CSIR, New Delhi) may be taken.

For and on behalf of M/s.

[Seal of the firm]

Place:-

Date:-

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)

PRICE SCHEDULE FORM 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 Indicating currency	Total price (5x6)	Charges for Insurance & transportation to port//place of destination	Total price CIF/CIP (retain one only) (7+8)	Indian Agents Commission as a percent of FOB /FCA price included in the Quoted price	Approx. Shipment weight and volume	Indian Customs Tariff No and HSN No. (ICT & HSN No.)

Note:

Currency _____

Total Bid price in foreign currency _____
in words _____

(a) Indian agents name & address _____
(b) Installation, commissioning & training charges, if any _____

Signature of Bidder _____

(c) Cost of Spares, if any _____

Name _____
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 22.1 of GCC.

(e) Approx. Gross Weight & Net Weight _____

(f) Volume of goods _____

PRICE SCHEDULE FORM 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 air/road/rail (retain one only)	Total Price	Installation, Commissioning and training charges, if any

Note:

(a) Cost of Spares, if any _____

(b) Approx. Gross Weight & Net Weight _____

(c) Volume of goods _____

Total Bid price in Indian currency _____
in words _____

Signature of Bidder _____

Name _____

Business Address _____

SCHEDULE OF REQUIREMENT

Sl. No.	Brief Description of Goods & Services along with HSN Codes	Quantity	Physical Unit	Final destination/ Place	Delivery Schedule (to be filled by the bidder)	Time frame required for conducting installation, commissioning of the eqpt., acceptance test, etc. after the arrival of consignment (to be filled by the bidder)

Term of delivery: FOB/FCA/CIF/CIP _____ (***named port of shipment or named place of delivery***)
(retain only one)

Period of delivery shall count from:
 (to be filled by the bidder)

Scope of Supply:

Country of Shipment: _____
 Country of Origin: _____
 Approx. Gross & Net Wt. with volume: _____

Training requirement:

(Location, no. of persons, period of training, nature of training)

Date :

Place :Signature of the Bidder

Notes for Bidders:

- (1) The delivery schedule shall clearly indicate the time period within which the successful bidder must deliver the consignment in full from the date of establishment of LC or from the date of contract etc. It should also indicate separately the time period desired for installation and commissioning of the equipment after arrival of the consignment at the premises of the Purchaser.
- (2) The date or period for delivery should be carefully specified, taking into account
 - (a) The implications of delivery terms stipulated in the Instructions to Bidders pursuant to the Incoterms rules (i.e., EXW, or CIF, CIP, FOB, FCA terms—that “delivery” takes place when goods are delivered to the carriers), and
 - (b) The date prescribed herein from which the delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit, date of releasing advance payment etc.).

BANK DETAILS

TO BE SUBMITTED ON COMPANY'S LETTERHEAD

NEFT/RTGS/ECS DETAILS FOR CONTRACTORS

1	Bank Account No.
2	Beneficiary Name:
3	Address:
4	BANK & Branch Name:
5	Address:
6	MICR Code:
7	Branch Code
8	IFSC Code:
9	VAT NO.
10	PAN No.
11.	SERVICE TAX REGISTRATION NO.
12.	GST No.
13.	EPF REGN. NO
14.	ESI REGN. NO.
15.	CONTACT NO. & E MAIL ID:
16.	NAME OF THE CONTACT PERSON WITH DESIGNATION, ADDRESS & CONTACT NO. :

IF THE PARTY HAS AN ACCOUNT WITH ANY BRANCH OF SBI WITHIN KOLKATA THEN NO SERVICE CHARGE WILL BE REQUIRED. THE OTHERS HAVE TO PAY FOR RTGS TRANSFER. A DECLARATION TO THAT EFFECT IS REQUIRED.

LESS THAN Rs.1 lakh Rs.5/-

LESS THAN Rs.5 LAKH Rs.25/-

MORE THAN Rs.5 LAKH Rs.50/-

SIGNATURE (WITH OFFICE SEAL)

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 price for spares are the minimum and we have not quoted the same price 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 Tenderer

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/organization 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/organization 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)

Format for Affidavit of Self Certification regarding Class of Local Supplier, Local Content and Domestic value addition for the quoted item

Date: _____

I _____ S/o, _____ D/o, W/o _____, Resident _____ of _____ do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification – Public procurement (preference to Make in India) Order 2017 dt. 15th June, 2017, its revision dated 04th June, 2020 and its subsequent amendments.

That the information furnished hereinafter is correct to be of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated for the purpose of assessing the local content.

That the local content for all inputs which constitute the said equipment has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated for the purpose of assessing the local content, action will be taken against me as per Order No. P-45021/2/2017/-E.E.-II dated 15.06.2017, its revision dated 04th June, 2020 and its subsequent amendments.

I agree to maintain the following information in the Company's record for a period of 3 years and shall make this available for verification to any statutory authority: (Kindly fill up the below mentioned particulars)

- i. Name and details of the Domestic Manufacturer (Registered Office, Manufacturing Unit location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. R & D Equipment for which the certificate is produced
- iv. Procuring entity to whom the certificate is furnished
- v. Percentage of local content claimed
- vi. Name and contact details of the unit of the manufacturer

I/We do hereby declare that as per the order no.P-45021/2/2017-PP (BE-II) dated 04 June 2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, We are _____ (Class-I/Class-II) supplier.

The bidders offering imported products will fall under the category of Non-Local suppliers. They cannot claim themselves as Class-I/ Class-II local suppliers by claiming profit, warehousing, marketing, logistics, freight etc. as local value addition.

Also, the bidders offering imported products will fall under the category of Non-local suppliers. They can't claim themselves as Class-I local supplier / Class-II local supplier by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC as local value addition.

I/WE CERTIFY THAT ALL INFORMATION FURNISHED BY THE OUR FIRM IS TRUE & CORRECT AND IN THE EVENT THAT THE IFNORMATION IS FOUND TO BE A FALSE DECLARATION IT WILL BE A BREACH OF THE CODE OF INTEGRITY UNDER RULE 175(1)(i)(h) OF THE GENERAL FINANCIAL RULES FOW WHICH A BIDDER OR ITS SUCCESSORS CAN BE DEBARRED FOR UP TO TWO YEARS AS PER RULE 151(iii) OF THE GENERAL FINANCIAL RULES ALONG WITH SUCH OTHER ACTIONS AS MAY BE PERMISSIBLE UNDER LAW.

For and on behalf of

(Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Director)

Bidders not submitting the above certificate will be considered as non-responsive and liable to be summarily rejected.

DECLARATION OF ELIGIBILITY

Name of the Contract:

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 :