



PURCHASE ORDER

M/s. S. R. Lab Instruments 208, Manish Chambers, Sonawala Cross Road, Goregaon East, Mumbai-400063 E-mail: info@srlabsinstruments.com	P.O. No.	P/NC/71/PB/DB/OTE/23-24
	Date	01/09/2025
	Subject	Purchase Order

References:

- 1) CSIR-CGCRI Bid Document No. P/NC/71/PB/DB/OTE/23-24 [CPP Portal Tender ID: 2025_CSIR_178122_1 dated 15/12/2023].
- 2) Your Quotation offer Reference No. SR/056/23-24 dt. 16/01/2024.
- 3) All communications exchanged between you and CSIR-CGCRI till date.

Dear Sir,

I am directed to request you to kindly supply, install & commission the following equipment as per the enclosed terms & conditions:-

S. No.	HSN Code	Item Description	Quantity	Unit Rate (INR)	Total (INR)
1	84198990	Climate (Environmental) Chamber Model SRL/ECH-01	01	9,95,000.00	9,95,000.00
(+) GST@18%					1,79,100.00
F.O.R. C.S.I.R-C.G.C.R.I Kolkata price in INR					11,74,100.00

The Specifications of the goods and other services shall strictly conform to those laid down in your offer No. SR/056/23-24 dt. 16/01/2024 and all communications exchanged between you and CSIR-CGCRI till date. Further you are also requested to note the following:

This Contract/Purchase Order shall be governed by:-

(1) General Conditions of Contract and Special Conditions of Contract as detailed in the Bid Document.

Attention of the supplier is also invited to the terms and conditions mentioned in this Purchase Order.

11/9/2025

बोधिस्वत धर / Bodhisattwa Dhar
भण्डार एवं क्रय अधिकारी / Store & 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-700 032 / Kolkata-700 032

The Order Acknowledgement must be submitted immediately and in any case, within 14 days from the date of placement of this Purchase Order failing which, the order will be deemed as cancelled.

You are requested to return the duplicate copy of this Purchase Order, duly signed and stamped, as a token of your acceptance to this order.

Yours faithfully,



(Bodhisattwa Dhar)

Stores & Purchase Officer

For & on behalf of the Council of Scientific & Industrial Research

Enclosures:

1. Terms & Conditions.
2. Format for Performance Bank Guarantee.
3. Format for Acceptance Certificate.

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Explanations:-

The following words and expressions used in this Purchase Order shall have the meanings hereby assigned to them:

Purchaser	means CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE, 196 RAJA S.C. MULLICK ROAD, KOLKATA 700 032, INDIA.
Manufacturer/Supplier	means M/s. S. R. LAB INSTRUMENTS, 208, MANISH CHAMBERS, SONAWALA CROSS ROAD, GOREGAON EAST, MUMBAI-400063.

1	Delivery Term	F.O.R. CSIR-CGCRI, Kolkata.
2	Purchase Order Value / Contract Price	INR 11,74,100.00 [INR Eleven Lakhs Seventy Four Thousand & One Hundred Only].
3	Payment	<p>The payment shall be made in Indian Rupees, as follows:</p> <p>Net 100% payment by RTGS within 30 days of acceptance of supply of all ordered items at CGCRI including completion of installation of the supplied items and completion of all contractual obligations to the entire satisfaction of the buyer against Tax Invoice & subject to submission of Performance Bank Guarantee. Acceptance of supply shall mean successful commissioning of the ordered equipment and demonstration of all performance parameters as per acceptance criteria.</p> <p>Note: All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc.), wherever applicable.</p>
4	Performance Security	Within 21 days of issue of this Purchase Order, Supplier shall furnish a Performance Security for 10 % of the order value / invoice value. Other aspects of the Performance Security clause are detailed at GCC Clause 2.13 read with the relevant SCC.
5	Goods & Service Tax (GST)	GST @ 18% on all items is included in Purchase Order value. CSIR-CGCRI GST No.: 19AAATC2716R1ZC
6	Pre Dispatch Inspection (PDI)	Not applicable.
7	Delivery period [For supply and installation of the ordered goods]	The Supplier shall complete entire services including delivery, installation, commission & training of the ordered equipment within 130 days from the date of issue of Purchase Order.

11/9/2025

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8	Warranty	01 (one) year comprehensive warranty from the date of Installation & Commissioning and completion of all contractual obligations to the entire satisfaction of the buyer.
9	PACKING, FORWARDING, TRANSPORTATION AND INSURANCE	Packing, Forwarding, Transportation and Insurance are to be borne by M/s. S. R. Lab Instruments, Mumbai. The Insurance in respect of goods to cover all risks upto CSIR-CGCRI Stores shall be borne by the supplier at its own costs as the Purchase Order is on F.O.R. CGCRI Kolkata basis. All charges for Insurance are included in Purchase Order value.
10	Installation & Commissioning	To be done by Supplier's engineers at delivery site within the delivery period mentioned above at Serial No. 7.
11	Training	Onsite training for 01 (one) working day for 04 (four) persons of CSIR-CGCRI during installation period.
12	LD Clause	The penalty shall @ (0.5%) point five percent per week or subject to a maximum of @ (10%) ten percent of Order Value for late delivery and towards delay in Installation & Commissioning including all contractual obligations beyond contractual deadlines.

Yours faithfully,


(Bodhisattwa Dhar)

Stores & Purchase Officer

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PERFORMANCE SECURITY FORM

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To,

.....

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No. dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....
(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, Name & Address of the Issuing Branch of the Bank

Note: 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.

ACCEPTANCE CERTIFICATE FORM

(On company letterhead)

No. _____

Dated: _____

M/s. _____

Sub: Certificate of commissioning of equipment

01. This is to certify that the equipment as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para 2). The same has been installed and commissioned.

- (a) Contract No. _____ Date _____
- (b) Description of the equipment _____
- (c) Name of the consignee _____
- (d) Scheduled date of delivery of the consignment to the Lab./Instts. _____
- (e) Actual date of receipt of consignment by the Lab./Instts. _____
- (f) Scheduled date for completion of installation/commissioning _____
- (g) Training Starting Date _____
- (h) Training Completion Date _____
- (i) Names of People Trained _____
- (j) Actual date of completion of installation/commissioning _____
- (k) Penalty for late delivery (at Lab./Instts. level) ₹ _____
- (l) Penalty for late installation (at Lab./Instts. level ₹ _____

Details of accessories/items not yet supplied and recoveries to be made on that account:

Sl. No.	Description	Amount to be recovered

02. The acceptance test has been done to our entire satisfaction. The supplier has fulfilled his contractual obligations satisfactorily

or

The supplier has failed to fulfill his contractual obligations with regard to the following:

- (a)
- (b)
- (c)
- (d)

The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated at Sr. No. 3.

For Supplier

Signature
Name
Designation.....
Name of the firm.....

Date

For Purchaser

Signature.....
Name.....
Designation.....
Name of the Lab/Instt.....

Date.....