

**Basic Details**

Organisation Chain	Council of Scientific and Industrial Research CDRI-Lucknow - CSIR Purchase-CDRI - CSIR		
Tender Reference Number	CDRI/2023/IND72095		
Tender ID	2023_CSIR_164572_1	Withdrawal Allowed	Yes
Tender Type	Single	Form of contract	Supply
Tender Category	Goods	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Credentials of the firm
		.pdf	Technical and Price Bid
		.xls	Financial Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)
Work /Item(s)

Title	Procurement of Spare Parts				
Work Description	(70800) Service kit for Zent4/P control(70800) Service kit for Zent4/P control, incl. processor board 70979, power module 71103 (230 V), brake resistor unit 71102, and fastening set 80549, One Time Fixing Charges of Sigma Centrifuge				
Pre Qualification Details	Please refer tender documents				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Miscellaneous Goods	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	60
Location	CSIR-CDRI	Pincode	226031	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	CSIR-CDRI
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	16-Aug-2023 03:00 PM	Bid Opening Date	24-Aug-2023 03:00 PM
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Document Download / Sale Start Date	16-Aug-2023 03:15 PM	Document Download / Sale End Date	23-Aug-2023 02:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	16-Aug-2023 03:30 PM	Bid Submission End Date	23-Aug-2023 02:30 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender document for procurement of Spare Parts	880.95

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	IND72095.pdf	Tender document for procurement of spare parts	865.05
	2	BOQ	BOQ_180140.xls	BOQ for the procurement of spare parts	283.50

Single Bidders List

S.No.	Bidder Name	Bidder Login Id
1.	LABMATE ASIA PVT LTD	labmate@vsnl.com

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	0	7

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	bs.eproc@csir.res.in	Brahma Singh	BRAHMA SINGH
2.	jp.eproc@csir.res.in	Jai Prakash	JAI PRAKASH
3.	maheshk.eproc@csir.res.in	Mahesh Kumar	MAHESH KUMAR
4.	anilkumar.eproc@csir.res.in	Anil Kumar	ANIL KUMAR

GeMARPTS Details

GeMARPTS ID	LPGUZGQ2D0XE
Description	(70800) Service Kit for Zent4/P control
Report Initiated On	20-Jul-2023
Valid Until	19-Aug-2023

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	AOC		

GEM/TIA Undertaking

S.No	Undertaking	Mandatory	Status	Remarks
1	TIA UNDERTAKING GEM	Yes	Agreed	
2	PPP-MII Order 2017	No	Agreed	
3	MSEs Order 2012	Yes	Agreed	

Tender Inviting Authority

Name	Stores and Purchase Officer Lucknow
Address	Sector-10, Jankipuram Extention, Sitapur Road, Lucknow

Tender Creator Details

Created By	Anil Kumar
Designation	Jr. Secretriast Assistant
Created Date	16-Aug-2023 10:25 AM

TENDER DOCUMENT

FOR Procurement of

Spare Parts/Consumables (70800) Service kit for Zent4/P control (70800) Service Kit for Zent4/P control, Incl. Processor board 70979, power module 71103 (230 V), brake resistor unit 71102, and fastening set 80549, One Time Fixing Charges of Sigma Centrifuge) for refrigerated Centrifuge Model No-3-16K Serial No.114365

CSIR-CENTRAL DRUG RESEARCH INSTITUTE

Sector 10, Jankipuram Vistar

Lucknow-226031, U.P. (India)



CSIR

CSIR-CENTRAL DRUG RESEARCH
INSTITUTE SECTOR 10, JANAKIPURAM
VISTAR, SITAPUR ROAD
LUCKNOW-226031, UTTAR PRADESH
INDIA

Tel#:00915222772793/EXTN: 2482

Email: cosp-cdri@cdri.res.in;

Website: www.cdri.res.in

Invitation for Bids/Notice Inviting Tender

Date: 16.08.2023

CSIR- Central Drug Research Institute (CDRI), Lucknow, is one of the premier laboratories under Council of Scientific and Industrial Research an autonomous body under Department of Scientific and Industrial Research (Government of India). CSIR-CDRI is a science and knowledge based research, development and consulting organization. It is internationally known for its excellence in scientific research in Chemical Sciences, Life Sciences and chemical Engineering. The Director, CDRI would like to procure the following Goods / Services for its day-to-day research. The Technical specifications, Allied requirements and Scope of Supply are given in Chapter 4 appended herewith.

Sr. No.	Tender No.	Brief Description of Goods/Services	Quantity	Single/ Two Bid	Mode of Procurement
1	2023-24/IND72095	Procurement of Spare Parts/ Consumables for Refrigerated Centrifuge Model	1 Set	Single Bid System	Single Tender (PAC)

- 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>. A copy of the Tender Document is also available on CSIR-CDRI Website, www.cdri.res.in 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.
- A copy of the Tender Document is also available on CSIR-CDRI Website, www.cdri.res.in
- The address for any communication and for obtaining further information:

CONTROLLER OF STORES & PURCHASE,
CSIR-CENTRAL DRUG RESEARCH INSTITUTE
SECTOR-10, JANAKIPURAM VISTAR,
SITAPUR ROAD
LUCKNOW-226031,
UTTAR PRADESH INDIA
Tel#:00915222772793/EXTN: 2482
Email: cosp-cdri@cdri.res.in; spo@cdri.res.in
- The prospective bidders should adhere to **critical dates** mentioned in the documents
- As per Procurement policy of Government of India, the procuring Agency shall provide the purchase preference under various acts and policies of Govt. of India.
- The Director, CSIR-Central Drug Research Institute (CDRI), Lucknow reserves the right to accept or reject any or all tenders / offers either in part or in full or to annul the tender process at any stage or to split the order without assigning any reasons there for.

CHAPTER-1

A. Introduction

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission to the Purchaser. It also describes the methodology for opening and evaluation of bids and consequent award of contract.

1.1 Eligible Bidders

1.1.1. This Invitation for Bids is open to all suppliers.

1.1.2. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids.

1.2 Code of Integrity for Public Procurement

1.2.1. The purchaser requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sr. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process in contract execution.
(b)	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	Means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
(e)	Anti-Competitive practice	Any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.
(f)	Conflict of interest	Participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain.
(g)	Obstructive practice	Materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of auditor access to information.

1.2.2. The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

1.2.3. The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement and submit it in the form as per Annexure-E along with bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and

blacklisting or action by Competition Commission of India, and soon.

1.2.4. Obligations for Proactive disclosures

- a) The Purchaser as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to suo moto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity.
- b) The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity.
- e) To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser.

1.2.5. Punitive Provisions

Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to Conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

- a) If his bids are under consideration in any procurement:
 - i. For feature or encashment of bid security;
 - ii. Calling off of any pre-contract negotiations; and
 - iii. Rejection and exclusion of the bidder from the procurement process.
- b) If a contract has already been awarded
 - i. Cancellation of the relevant contract and recovery of compensation for loss incurred by the Purchaser;
 - ii. Forfeiture or encashment of any other security or bond relating to the procurement;
 - iii. Recovery of payments including advance payments, if any, made by the purchaser along with interest there on at the prevailing rate.
- e) Provisions in addition to above:
 - i. Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
 - ii. In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
 - iii. Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

1) The Bidding Documents

1.3 Content of Bidding Documents

1.3.1. The Goods / Services required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction. The bidding documents, apart from the Invitation for Bids / Notice Inviting Tender have been divided into Six Chapters.

1.3.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

1.4 Clarification of bidding documents

1.4.1. In case when there is NO PRE-BID CONFERENCE–

A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing through Email spo@cdri.res.in within 10 working days of bid receiving date.

II) Preparation of bids

1.5

1.6 Language of Bid

1.6.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language only especially when the details are technical.

1.7 Documents Comprising the Bid

1.7.1 The bid shall comprise of the following documents as per the requirement of the Tender Document.

Sr. No.	Document Required	Reference Forms of Tender document
1.	Bidder Information Form	Annexure- A
2.	Manufacturers Authorization Form	Annexure- B
3.	Bid Securing Declaration form	Annexure- C
4.	Bid Form	Annexure- D
5.	Declaration by the Bidder for Code of Integrity & Conflict of interest	Annexure- E
6	Price reasonability certificate	Annexure-F
7.	Priced bid with Technical Specifications & Scope of Supply and terms and condition	Bidder should submit on their letter head.

Note: All the above annexures must be submitted along with your proposal duly signed.

1.7.2 Documents comprising Single Bid

All the above documents (as applicable) from Sr.No.1 to 5 should be submitted in Single Bid along with **BOQ**- Price bid if the tender is under Single Bid System.

1.8 Bill of Quantity (BOQ)-Price bid – As per Chapter- 5

1.8.1. Prices shall be entered in BOQ in the following manner:

(a) For Goods manufactured abroad:

i)	The price of the goods, quoted on FCA (named Airport abroad) or FOB (named port of shipment), as specified in the BOQ.
ii)	The charges for insurance and transportation of the goods to the port/place of destination. (CIP charges)
iii)	The agency commission charges payable to Indian agent in Indian rupees, if any.
iv)	The installation, commissioning and training charges including any incidental services, if any

1.8.2. The terms FOB, FCA, CIF, CIP shall be governed by the rules prescribed in the current edition of the Incoterms published by the International Chambers of Commerce, Paris.

1.8.3. The price quoted shall remain fixed during the contract period and shall not vary on any account.

1.8.4. The CSIR-CDRI is a public funded Research Institution under Department of Scientific & Industrial Research and concessional Custom Duty @ 5.50% is applicable for the goods purchased for research purpose vide Government of India Notification No.51/96-Customs dated 23.07.1996

1.8.5. In case of imports the freight & insurance will be paid by the Purchaser in case of FCA, as the consignments are to be shipped through the Purchaser nominated freight forwarder.

1.8.6. In case of INR bids the price criteria should be on Free Delivery to CDRI, Lucknow. Govt. Levies like GST etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, GST etc., if any.

1.9 Bid Security(BS)/Earnest Money Deposit (EMD)

1.9.1. The bidder will submit Bid Securing Declaration as per Annexure-C.

1.10 Period of Validity of Bids

1.10.1. Bids shall remain valid for minimum of 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

1.10.2. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax or e-mail). The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

1.10.3. In case the bids are invited on single bid basis, then the Bidder shall submit bid comprising all documents listed under Annexures.

1.10.4. The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

1.10.5. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

D. Submission of Bids

1.11 Submission of Bids

1.16.1 Bids shall be submitted online only at CPPP website <https://etenders.gov.in> Manual/ Offline bids shall not be accepted under any circumstances.

1.16.2 The Bidder shall download the Tender Enquiry Document directly from the website <https://etenders.gov.in> and shall not tamper/modify it in any manner. In case if the same is found to be tampered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.

1.16.3 The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. 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.

1.16.4 Bidders are advised 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.

1.16.5 Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly to keep themselves updated, for any changes/modifications in the Tender Enquiry Document.

1.16.6 Intending bidders are advised to visit CPPP website <https://etenders.gov.in> regularly till closing date of submission of bid, for any corrigendum.

1.16.7 The Purchaser may, at its discretion, extend the due date for submission of **E-bids** by amending the tender documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the due date will thereafter be subject to the due date as extended.

1.16.8 Partially submitted bids shall be treated as invalid and shall not be processed.

Critical dates for submission and opening of bid

Sl. No	Stage	Date
1	Publish Date	16.08.2023 (18:00 HRS)
2	Document Download Start Date	16.08.2023 (18:15 HRS)
3	Last Date for receipt of queries
5	Bid Submission start Date	16.08.2023 (18:30 HRS)
6	Bid Submission End Date	23.08.2023 (14:30 HRS)
7	Bid Opening Date & Time	24.08.2023 (15:00 HRS)

1.12 Withdrawal, substitution and Modification of Bids

1.21.1 The bidder may withdraw, correct or modify their signed bid after submission prior to the deadline for submission of bids, through provisions of e-tendering portal.

1.21.2 The bidder is not allowed to modify or with draw bid after deadline for submission of bids.

E. Opening and Evaluation of Bids

1.13 Opening of Bids by the Purchaser

1.22.1 The bids shall be opened online by authorized officials of the Purchaser as per schedule given in Date Sheet.

1.22.2 In case, the day of bid opening is declared a holiday by the government, the bids will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.

1.22.3 Since, E-bid is an online process; the E-bid opening or any other process may be delayed due to any technical/server issue. If any such issue arises, this will not be tantamount to process delay and CSIR-CDRI will not be responsible for the same.

1.22.4 On opening of bids online, accepting the bid would not mean that the firm is technically or financially qualified

1.14 Confidentiality

1.14.1. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not Officially concerned with such process until Award of the Contract. However, decisions taken during process of tender evaluation shall be hosted on e-Tenders portal.

1.15 Clarification of Bids

To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a 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. However, no negotiation shall be held except with the lowest bidder, at the discretion of the purchaser. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.

1.16 Responsiveness of Bids

1.16.1. The Purchasers 'determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

1.16.2. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

1.16.3. If a bidder quotes Nil Charges/consideration, the bid shall be treated as unresponsive and will not be considered.

1.17 Conversion to Single Currency

To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to Indian Rupees at the selling exchange rate established by any bank in India as notified in the Newspapers on the date of bid opening in the case of single bid and the rates prevalent on the **date of opening of the Technical Bids** in case of two-bid. For this purpose, —Bill currency selling ill exchangeratenotifiedin www.xe.com or www.rbi.org or any other website would be used by the purchaser.

1.18 Evaluation and comparison of bids

1.18.1. The Purchaser shall evaluate each bid that has been determined, upto this stage of the evaluation, to be substantially responsive.

1.18.2. To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology will be used.

1.18.3. The bids shall be evaluated on the basis of final landing cost which shall be arrived as under and as per format given in BOQ of Tender:

(a) For Goods manufactured a broad

i)	The price of the goods, quoted on FCA (named Airport abroad) or FOB (named port of shipment), as specified in the BOQ.
ii)	The charges for insurance and transportation of the goods to the port/place of destination i.e. CIF/CIP Price.
iii)	The agency commission charges payable to Indian agent in Indian rupees, if any.
iv)	The installation, commissioning and training charges including any incidental services, if any

1.18.4. 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:-

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

Note: Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offers shall be rejected as incomplete.

1.18.5. In case of Purchase of many items against one tender, which are not inter- dependent or, where compatibility is not a problem, normally the comparison would be made on ex-works, (in case of indigenous items) and on FOB/FCA (in the case of imports) prices quoted by the firms for identifying the lowest quoting firm for each item.

1.18.6. Orders for Imported Goods need not necessarily be on FOB / FCA basis rather it can be on the basis of any of the Incoterms latest edition as may be amended from time to time by the ICC or any other designated authority and favorable to CSIR – CDRI, India.

1.18.7. Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) as per Ministry of Finance Order No.: F.No.6/18/2019-PPD Dated 23rd July, 2020 & O.M.No.F.No.18/37/2020-PPD Dated 08th February, 2021. (Please submit **Annexure- F** duly signed)

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. –Bidder (including the term tenderer, 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 here in before, 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 all for the purpose of this Order 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, has a controlling ownership interest or who exercises control through other means.
Explanation-
 - a. –Controlling ownership interest means ownership of entitlement to more than twenty-five per cent. Of shares or capital or profits of the company;
 - b. –Control shall include the right to appoint majority of the directors or to control the management or policy decision 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 under (1) or (2) or (3) 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 or ownership.

- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. In case of Work contracts, including turnkey contracts, contactors shall not be allowed to sub-contract works to any contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India: i) A bidder is permitted to procure raw material, components, sub-assemblies etc. from the vendors from countries which share a land border with India. Such vendors will not be required to be registered with the Competent Authority, as it is not regarded as—sub-contracting. ii) However, in case a bidder has proposed to supply finished goods procured directly/indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contract or is registered with the Competent Authority.

1.19 Contacting the Purchaser

- 1.19.1. Subject to **terms and conditions above**, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 1.19.2. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

1.20 Post qualification

- 1.20.1. In the absence of pre-qualification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **ITB Clause**.

F. Award of contract

1.21 Negotiations

Normally, there shall not be any negotiation. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive e-bidder. Counter offers tantamount to negotiations, shall be treated at par with negotiations.

1.22 Award Criteria

Subject to **ITB Clauses above**, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

1.23 Purchaser's right to vary Quantities at Time of Award or later

The Purchaser reserves the right to increase or decrease the quantity of the required goods up to 25% (Twenty-Five) per cent at any time, without any change in rate or other terms and conditions of the Purchase Order, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).

1.24 Purchaser's right to accept any Bid and to reject any or all Bids

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

1.25 Notification of Award

- 1.25.1.** Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable or telex or fax or e mail that the bid has been accepted and a separate purchase order shall follow through post.

1.26 Signing of Contract

- 1.26.1.** The Purchaser shall send the successful Bidder the Purchase Order.

1.27 Order Acceptance

- 1.27.1.** The successful bidder should submit Order acceptance within 14 days from the date of issue of Purchase Order, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited.

- 1.27.2.** The order confirmation must be received within 14 days. However, the Purchaser has the powers to extend the time frame for submission of order confirmation beyond the original date. Even after extension of time, if the order confirmation is not received, the contract is liable to be cancelled provided that the purchaser, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained ,may, for cogent reasons, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.

CHAPTER- 2

SPECIAL CONDITIONS OF CONTRACT (SCC)

The following are Special Conditions of Contract (SCC)

Special Condition of Contract(SCC)	
<p>The Purchaser is:</p> <p>THE DIRECTOR CSIR-CENTRAL DRUG RESEARCH INSTITUTE Sector 10, Jankipuram Vistar LUCKNOW-226031 U.P.(INDIA) Tel#:+91-5222772793(Direct) Extn:2482 Email: cosp-cdri@cdri.res.in; spo@cdri.res.in Website: www.cdri.res.in</p>	
<p>The Final Destination is:</p> <p>CSIR-CENTRAL DRUG RESEARCH INSTITUTE Sector 10, Jankipuram Vistar LUCKNOW- 226031 U.P.(INDIA)</p>	
<p>The marking and documentation within and outside the packages shall be marked with Proper paint/indelible ink.</p>	
(a)	Each package should have a packing list within it detailing the Part No.(s), description, Quantity etc.
(b)	Out side each package, the Contract No., the name and address of the Purchaser and The Final destination should be indicated on all sides and top.
(c)	Each package should be marked as 1/x, 2/x, 3/x..... x/x, where—xll is the total No. of Packages contained in the consignment.
(d)	All the sides and top of each package should carry an appropriate indication/label/ Stickers indicating the precautions to be taken while handling/storage.
(b)	In case of supplies from abroad, the mode of transportation shall be by Air on FCA/CIP basis
<p>In case of CIP, Insurance shall be for an amount equal to 110% of the C&F value of the contract from —warehouse to warehouse (final destination) on—all risk basis including strikes, riots and civil commotion, in addition to storage policy for 60 days is advised so as to ensure the inspection by the Indian Agent at the time of opening the packages.</p>	
<p>The method and conditions of payment to be made to the Supplier under this Contract shall Be as follows: Payment of foreign currency portions shall be made in currency of the Contract in the following manner:</p>	
(a)	<p>1) Hundred (100%) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods acceptance by the Purchaser through wire transfer.</p> <p style="text-align: center;">Or</p> <p>2) On Shipment: Eighty (80%) percent of the Contract Price of the Goods shipped shall be paid through irrevocable letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents. On Acceptance: Twenty (20%) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods & acceptance certificate Issued by the Purchaser along with the Performance security, if any.</p> <p style="text-align: center;">Or</p> <p>3) On Shipment: 100% percent of the Contract Price of the Goods shipped shall be paid through irrevocable letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents.</p>

	(b)	All bank charges abroad shall be to the account of the beneficiary i.e .supplier and all Bank charges in India shall be to the account of the opener i.e. purchaser.
	(c)	The LC for 100% value of the contract shall be established to the Indian agent from the FOB/FCA value.
	(d)	The LC will be confirmed at the suppliers cost, if requested specifically by the supplier. If LC is requested to be extended/reinstated for reasons not attributable to the purchaser, the charges there of would be to the suppliers' account.
Cancellation of order and Liquidated damage		
	(a)	As time is the essence of the contract, Delivery period mentioned in the Purchase Order Should be strictly adhered to. Otherwise we will have the option to cancel the order.
	(b)	If the supplier fails to Supply, Install and Commission the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 0.5% of order value per week of delay subject to a maximum of 10%beyondthe due date. Such money will be deducted from any amount due or which may become due to the supplier
	(c)	The maximum amount of penalty shall be 10%.
	(d)	The liquidated damages shall be levied on the delivered price of the delayed Goods or Un performed Services or contract value.
The place of jurisdiction is Lucknow, India.		
For notices, the Purchaser 's address is THE DIRECTOR CSIR-CENTRAL DRUG RESEARCH INSTITUTE Sector 10, Jankipuram Vistar LUCKNOW-226031U.P.(INDIA) Tel#:00915222772793(Direct)Extn:2482 Email: cosp-cdri@cdri.res.in ;Website: www.cdri.res.in		
Bid validity should be at least 90 days		

CHAPTER-3

(To be filled by the bidder and enclosed with the Technical Bid)

SCHEDULE OF REQUIREMENT

The Schedule of Requirement must clearly specify the time frame required (Schedule) for delivery of goods and services to be completed by the bidder if the Contract is awarded for the offer /proposal submitted by the bidder in response to this Tender.

A) Delivery Schedule:

Sr. No.	Brief Description of Goods And Services	Quantity & Unit	Delivery Schedule

Period of delivery shall start from: _____

B) Term of delivery/Delivery Term :

Goods from Abroad	
Goods from India	

C)

Place : _____

Signature of the Bidder: _____

Date : _____

NOTE

- a) 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.
- b) The date or period for delivery should be carefully specified, taking into account the implications of delivery Incoterms (CIP, FCA terms—that-delivery | takes place when goods are delivered to the carriers), and 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 etc.).

CHAPTER- 4

SPECIFICATIONS, ALLIED TECHNICAL DETAILS AND SCOPE OF SUPPLY

4.1 Specification of: Spare Parts for Refrigerated Centrifuge Model No-3-16K Serial No-114365

Sr. No.	Item Name	Catalog No.	Qty.
1.	(70800) Service kit for Zent4/P control, incl. processor board 70979, power module 71103 (230 V), brake resistor unit 71102, and fastening set 80549	70983	1
2	One Time Fixing Charges of Sigma Centrifuge		1

4.2 Manufacturer 's Inspection Certificate

After the goods are manufactured and assembled, inspection and testing of the goods shall be carried out at the supplier 's plant by the supplier, prior to shipment to check whether the goods are in conformity with the technical specifications. Manufacturer 's test certificate with data sheet shall be issued to this effect and submitted along with the delivery documents. The purchaser reserves the options to be present at the supplier 's premises during such Pre-dispatch inspection and testing.

4.3 Acceptance Test

The acceptance test will be conducted by the Purchaser, their consultant or other such person nominated by the Purchaser at its option after the goods is received at Purchaser 's site in the presence of supplier 's representatives, if required. There shall not be any additional charges for carrying out acceptance test.

In the event of the ordered item failing to pass the acceptance test, a period not exceeding two weeks will be given to rectify the defects and clear the acceptance test, failing which, the Purchaser reserve the right to get the item replaced by the Supplier at no extra cost to the Purchaser.

Successful conduct and conclusion of the acceptance test for the goods shall also be the responsibility and at the cost of the Supplier.

4.4 Delivery Schedule/Completion of job

Within 6-8 weeks from receipt of the Purchase Order.

4.5 Commercial evaluation of bid

The bid will be treated as incomplete if bidder has not quoted for all the components given in scope of supply and the incomplete bid will be rejected. The bidder should also include all incidental services in their quote. The bid will be commercially evaluated for the components in the scope of supply.

4.6 Technical Qualification Criteria

The Bidder should have to comply the specification and terms mentioned in Chapter 4. Authorized representative/Indian Agent to submit the Manufacturers'Authorization Form **Annexure-B** with the technical bid.

CHAPTER- 5

FORMAT OF BID/QUOTATION FOR GOODS

(Bidder should quote in this format however, if quoted in different format; all parameters given below should be covered)

To be submitted as part of Technical bid

Note-

There should not be any mention of cost/price/taxes/duties in the unpriced bid. The prices mentioned in BOQ shall be considered for evaluation and comparison of bids.

Name of Bidder: _____

Tender No: _____

Tender Date: _____

Quotation No. _____

Date: _____

Quotation Valid up to date: _____

Country/Countries of goods: _____

Sr. No.	Item Name	Catalog NO.	Qty.	Total Amount
1.	(70800) Service kit for Zent4/P control, incl. processor board 70979, power module 71103 (230 V), brake resistor unit 71102, and fastening set 80549	70983	1	
2.	One Time Fixing Charges of Sigma Centrifuge		1	

Bidder may also submit the details of payment terms as per International Commercial Terms

SIGNATURE OF AUTHORISED PERSON

CHAPTER- 6

OTHER STANDARD FORMS

Sr. No.	Name of the Form	Annexure
1	Bidder Information Form	A
2	Manufacturers' Authorization Form	B
3	Bid Securing Declaration Form	C
4	Bid Form	D
5	Format for declaration by the Bidder for Code of Integrity & conflict of interest	E
6	Price Reasonability Certificate	F

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] Tend Sr. No: [insert number from Invitation for bids]

01.	Bidder's Legal Name [insert Bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration : [insert Bidder's legal address in country of registration]
06.	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]
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.
08	Bidder's Bank Detail for payment

Signature of Bidder _____

Name _____

Business Address _____

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.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To *:The Director, CSIR-CDRI, Lucknow.*

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 here by extend our full guarantee and warranty 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]*

*(Not required in case the bidder itself is the manufacturer)

Bid Securing Declaration Form

Date: _____

Tender No. _____

To: *The Director, CSIR-CDRI, Lucknow.*

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/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 refuse 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/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 a non-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)

Bid Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date : *[insert date(as day, month and year) of Bid Submission]*

Tender No. :

To : Director, CSIR-CDRI, Lucknow

We, the undersigned, declare that:

(a)	We have examined and have no reservations to the Bidding Documents, Pre-Bid Conference, Including Addenda No.: <i>[insert the number and issuing date of each Addenda]</i>
(b)	We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services <i>[insert a brief description of the Goods and Related Services] as specified in Chapter 4</i>
(c)	The prices are mentioned as per format of Bill of Quantity (BOQ) of this tender.
(e)	Our bid shall be valid for the period of time specified in ITB, from the date fixed for the Bid submission due date in accordance with ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period
(f)	The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: <i>[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]</i>

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate—none.)

(h)	We understand that this bid, together with your written acceptance thereof included in your Notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
(i)	We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*
 In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name : *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Format for declaration by the Bidder for Code of Integrity & conflict of interest (On the Letter Head of the Bidder)

No: _____

Date _____

To,
The Director, CSIR-CDRI, Lucknow.

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 ITB of your Tender document and have no conflict of interest.

It is certified that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender.

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:

abc

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

Format for declaration by the Bidder for Reasonability of Prices
(On the Letter Head of the Bidder)

Ref.No: _____

Date _____

To,
The Director,
CSIR – Central Drug Research Institute,
Sitapur Road, Sector-10,
Jankipuram Extension,
Lucknow-226031,
UP

Sir,

With reference to your Tender No. _____ Dated _____ I/We hereby Certify that the price/s offered vide our Quotation No.

_____ Date _____ is reasonable.

We have not quoted the same item/s on lesser rates than those being offered to CDRI, to any other customer or Govt. / CSIR organization.

Thanking you,

Yours sincerely,

Signature
(Name of the Authorized Signatory) Company Seal

