

All clauses/ phrases/ sentences that are in green colour in this document, INCLUDING this text box, must either be removed if not applicable, or should be replaced by appropriate information, in the final version that is sent to the CPC.



INDIAN STATISTICAL INSTITUTE

203 Barrackpore Trunk Road, KOLKATA-700108

e-Tender ID No. _____

Date: _____

Notice Inviting Tender (NIT)

e-Tenders are invited from interested vendors for end-to-end procurement of the following items through the **Central Public Procurement Portal** <http://eprocure.gov.in>

Serial No.	Description/ Specifications of the Item	Quantity
1	ITEM NAME Complete Specifications: Warranty terms: Any other special requirements:	
2	ITEM NAME Complete Specifications: Warranty terms: Any other special requirements:	
.	.	.
.	.	.
.	.	.

Note 1. If specifications are too long to fit in table, please put them in separate sheet(s).

Note 2. Multiple items, if indented in a single NIT, will be procured as a bundle, that is, the lowest tender will be selected on the basis of the total price of all the items in the tender. If the procurer wishes to avoid this, then separate tenders must be floated.

ESTIMATED TENDER VALUE: _____

Last date of submission of bid: Same as T₃ in the table below

Delivery (including completion of installation, if any):

Within ___ days of date on Purchase Order or **March 31, 2019, whichever is earlier.**

Consortium: If the bidder is not a manufacturer, he should provide documentary evidence (e.g. Manufacturers' Authorization Form (MAF)) for having tied up with all the participating manufacturing agencies.

MSME Criteria: An organization having MSME registration of Government of India will get benefit as per MSME relaxation rules.

Time Schedule for Tender	
Date of uploading of NIT	T_0 (To be decided by CPC)
Download of documents starts	$T_1 = T_0 + 1$ day
Pre-Bid meeting (if opted for by the procurer)	T_2 (within $T_0 + 7$ working days; to be decided by the procuring unit/section)
Documents download ends	$T_3 = T_0 + 21$ days
Online Bid Submission Starts	$T_4 = T_1$ or $T_2 + 3$ days
Online Bid Submission ends	T_3
Date of Opening of Technical Bid (online)	$T_5 = T_3 + 1$
Date of uploading of Technical Bid evaluation	T_6 (within $T_3 + 5$ working days; to be decided by the procuring unit/section)
Date of opening of Financial Proposal (Online)	T_7 (within $T_5 + 10$ working days)

An undertaking about the unconditional acceptance by the bidder of Terms and Conditions as stipulated in the attached document is to be uploaded along with the bid, in the specified format.

Bids not submitted in the specified format or not accompanied by the requisite undertaking are liable to be rejected.

The method for uploading of e-tender as well as General Terms and Conditions applicable are mentioned in the attached document.

Signature of the Indenter
 Name of the Indenter
 Designation
 Name of the Indenting Unit/Section
 Indian Statistical Institute
 203 B.T. Road
 Kolkata 700 108.

Name of the Contact Person:
 Contact No.: e-mail id:

INSTRUCTIONS FOR BIDDERS

Useful information for potential bidders is available at

<http://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>

Salient points are noted below:

1. **Registration of Vendors:** Any vendors willing to take part in the e - tendering process will have to be enrolled and registered with the Government e-Procurement system by visiting <http://eprocure.gov.in/eprocure/app>.
 2. **Digital Signature Certificate (DSC):** Each vendor is required to obtain a class - II or class - III Digital Signature Certificate (DSC) for submission of tenders. Details are available at <http://www.cca.gov.in/cca/>
 3. **Collection of Tender documents:** Vendors can search and download the Notice Inviting Tender (NIT) from <http://eprocure.gov.in/eprocure/app>. This is the only mode of collection of tender documents.
 4. **Submission of Tenders**
Tenders are to be submitted online using the Digital Signature Certificates to the website before the prescribed date and time. Submission is to be made in two folders:
 - i) **Technical Bid** containing scanned copies of the following in two covers (folders):
 - A-1. Statutory Cover** containing
 - i) NIT (Download the NIT and upload the same using digital signature)
 - ii) Technical specification of the good to be supplied
 - iii) Scanned Copy of Undertaking, duly signed, as per prescribed format
 - iv) RTGS/NEFT Details
 - v) Copies of recent Purchase Orders (at most three) for supplying similar items to different Ministries/Departments/Autonomous bodies/ PSUs under the Central Government (if any)
 - A-2. Non Statutory/Technical documents Cover** containing
 - i) Bidder Address
 - ii) GST Registration Certificate
 - iii) Trade License
 - iv) Current Bank Solvency Certificate not less than estimated tender value issued within one year from the date of tender
- Note:** Failure to submit any of the above mentioned documents (listed under A-1 and A-2) may render the bid liable to be summarily rejected.

ii) Financial Bid

- i) The financial bid should contain the Bill of Quantities (BOQ) corresponding to this tender, which is available on the tender webpage as an MS-Excel file.
- ii) This file must first be downloaded, and opened with MS-Excel. The rate being quoted by the bidder must be entered in the space marked for this purpose in the file. The rate should be in INR and include transportation, installation, testing and commissioning at Indian Statistical Institute, 203 B. T. Road, Kolkata 700108.
- iii) All fields in the BOQ file other than those allocated for the name of the bidder and the rate(s) being quoted, are non-editable.
- iv) The BOQ file must be saved after this and should be uploaded using digital signature.

5. Opening and Evaluation of Tender

A. Technical Bid

- i) The Central Purchase Committee (CPC) will download the technical bids from the Central Public Procurement Portal and these will be handed over to the procuring unit/section for evaluation.
- ii) If there is any deficiency in the Statutory or Non-statutory documents, the tender may be summarily rejected. During evaluation, the committee may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable for rejection.
- iii) The procuring unit/section will summarize the evaluation of technical bids in the specified format (<https://www.isical.ac.in/~cpc/nit.php>) and will send the summary sheet to CPC for further processing.
- iv) After verification of the technical bid evaluation summary by CPC, it will be uploaded to the web which will become known to the bidders instantaneously.

B. Financial Bid

- i) Financial bid of technically eligible vendors will be opened electronically from the web portal on the prescribed date, and time and the outcome will become known to the bidders instantaneously.
- ii) For CVC rules regarding negotiation with L1, please referred to [circular number 4/3/07 \(OM No. 005/CRD/012\) Dated the 3rd March, 2007](#).

6. Penalty for Suppression/ Distortion of Facts

Submission of false document(s) by vendor is strictly prohibited and may be liable for civil and criminal action.

7. Validity of the Tender

Offer must remain valid for 30 days from the date of opening of the price bid.

8. Payment Terms

All rates should be quoted in INR only. Offer in any other currency will be rejected. Payment will be made within 30 working days from the satisfactory Receipt of goods and installation, commissioning, testing and completion of all contractual obligations. Partial payment against partial supply within scheduled delivery period will not be admissible.

9. Pre-Bid Meeting

- i) There may be a pre-bid meeting between the indenting unit/ section and the bidders, if the former considers it necessary.
- ii) Interested bidders must download tender documents before pre-bid meeting.
- iii) The bidders' designated representatives (at most two), duly authorized, may attend the pre-bid meeting, before submission of their bid, at their own cost, which will be held at a venue and time announced in advance.
- iv) The purpose of the meetings is to clarify issues and to answer questions on any matter that may be raised at that stage. The vendors are requested to submit any questions for clarifying issues and clearing doubts, if any, about the terms & conditions, specifications and other allied technical details of the items under indent.
- v) They may send their queries in writing and email, both to reach the indenting unit not later than three (03) working days before the pre-bid meeting.
- vi) The indenting unit will take appropriate decision regarding making necessary amendment(s)/ addendum to the tender document as an outcome of the deliberations in the pre-bid meeting.
- vii) It may not be possible to answer queries that are received late at the pre-bid meeting.
- viii) Once the pre-bid meeting is over and issues are clarified, no query or objection or complain shall be entertained in connection with the tender. Absence of any vendors in pre-bid conference shall not be considered as justification for making query or objection thereto. Also, non-attendance in the pre-bid meeting is not a disqualification for participating in the tender process.

10. Way Bill/ Road Permit

In case of requirement of Way Bill at the time of delivery, the institute will arrange for obtaining the necessary Way Bill/ Road Permit in the name of the vendor awarded this tender. However, the prescribed entry tax shall be borne by the vendor.

Note: Indian Statistical Institute has Customs Duty Exemption Certificate and reduced GST rates, and the Vendor should make appropriate use of them.

11. Liquidated Damage Clause

The schedules of delivery and installation, commissioning and testing as per Purchase Order are to be strictly adhered to. In case there is delay either in the delivery or successful completion, the vendor shall be liable to pay liquidated damages @ 0.5% of the total value of the purchase order per week or part of a week during which the delivery of such goods is delayed. Where delivery thereof is accepted

after expiry of the period mentioned in purchase order the total damages so claimed shall not exceed 5% of the total contract price. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the Indian Statistical Institute. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.

12. Arbitration Clause

In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the *Indian Arbitration and Conciliation Act, 1996*. It shall be subject to Kolkata (Calcutta) Jurisdiction only.

13. Any other terms and conditions specific to the procurement (to be specified by procurer)

14. If Buy-back option is being used, then

- i) A suitable clause must be incorporated in the NIT to enable prospective and interested bidders to formulate their bids accordingly.
- ii) The time as well as the mode of handing over of the old item to the successful bidder should be specified in the tender notice.
- iii) There must also be provision in the tender notice to enable the purchaser either to trade in or not to trade in the old item while purchasing the new one.

15. The Central Purchase Committee of Indian Statistical Institute, Kolkata reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting/recalling tenders, the authority must record clear, logical reasons for any such action on the file.

**UNDERTAKING BY THE TENDERER
FOR
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

(On the letterhead of the Bidder)

Ref: Tender ID No: _____ **dated** _____

Date: _____

I/We undertake that I/we have carefully gone through the Notice Inviting Tender, other tender documents mentioned therein, and I/we will abide by them. We also agree to accept corrigendum/corrigenda that may be published in future. My/our tender is offered taking due consideration of all factors, and if the same is accepted, I/we promise to abide by the stipulation of the tender documents, and complete the work to the total satisfaction of the _____ <Name of the Indenting Unit/Section>, Indian Statistical Institute, Kolkata - 700108.

My/our offer will remain valid for 30 days from the date of opening of tender.

I/we further undertake that the information submitted in this tender is true and correct in all respects and I/we hold my/our responsibility for the same.

I/We also certify that the price being quoted is lower than Maximum Retail Price (MRP) / Original Equipment Manufacturer (OEM) Price, whichever is applicable.

I/we shall be responsible for rejection and/or cancellation of contract if the goods supplied are not up to the mark. I/we shall be liable for legal proceedings if the material supplied is found sub-standard or not in accordance with the specification published in the tender.

Signature of the Tenderer with seal & date

Name of the Tenderer:

Postal Address:

Mobile Number:

Landline Number:

Email ID: