

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

Tender ID No. _____

Date: _____

NOTICE INVITING TENDER

Tenders are invited from interested suppliers for procurement of the following:

Sl. No.	Item Description	Quantity
01	ITEM NAME Complete Specifications Warranty terms	
02	ITEM NAME Complete Specifications Warranty terms	
⋮	⋮	⋮
⋮	⋮	⋮
⋮	⋮	⋮

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 T₁ in the table below

Delivery (including completion of installation, if any): Within ___ days of date on Purchase Order or March 31, 2018, whichever is earlier.

Your Quotation shall comprise of two parts: (a) **Technical Bid** (b) **Price Bid**

Both the parts must be submitted separately in two envelopes labeled clearly as “Technical Bid” and “Price Bid” respectively, and these shall be put in a third envelope. All three envelopes shall be superscribed with the following:

Tender Enquiry No. _____ Dated: _____ Due on: _____

Quotation must be sent in sealed cover either by post or hand delivery to the following address within the deadline mentioned above:

The Central Purchase Committee or Name of the Indenting Unit/Section
Indian Statistical Institute
203 B.T. Road
Kolkata 700108.

The quotation will be considered as cancelled if the documents required for the two bids are not submitted in the correct envelopes.

Time Schedule for Tender	
Date of uploading of NIT	T_0 (To be decided by CPC)
Bid Submission Starts	T_0
Bid Submission ends	$T_1 = T_0 + 21$ days
Date of Opening of Technical Bid	T_2 (must be after T_1 ; to be decided by procuring unit/section)
Date of opening of Financial Proposal	T_3 (must be after T_1 ; to be decided by CPC)

In case the bidder is not a registered supplier of ISI, copies of the following documents must be attached with the Technical bid:

- i) GST Registration Certificate
- ii) Trade License
- iii) Current Bank Solvency Certificate not less than estimated tender value issued within one year from the date of tender.

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

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

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

General Terms and Conditions as well as formats for submission of bids 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:

GENERAL TERMS AND CONDITIONS RELATED TO SUBMISSION OF BIDS

1. 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.

2. Validity of the tender

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

3. Payment terms

All rates should be quoted in INR only. Offer in any other currency will be rejected. Bids containing clauses like "Rates are subject to exchange rate fluctuations" will be rejected.

Payment will be made after 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.

4. Tender Submission

Suitable arrangements for receipt of the sealed tenders during the submission period through conspicuously located tender boxes in the procuring unit/section should be ensured. In case of bulky tender documents, there should be provision in NIT for submission of bids to designated officials by hand.

5. Opening and Evaluation of Tender

A. Technical Bid

- i) Technical bid will be opened by the designated tender opener (generally, the head or his/her representative) of the procuring unit or section.
- ii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iii) During technical evaluation, the tender opener, on behalf of the procuring unit or section 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 period, the bid may be liable for rejection.
- iv) 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 along with all technical bids to CPC for further processing.

B. Financial Bid

- i) Financial bid of technically eligible vendors will be opened in a meeting (date and time will be intimated to the vendors well in advance) of the Central Purchase Committee.
- ii) At most two duly-authorized representatives of each technically eligible bidder may remain present during the opening of the price bid.
- iii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iv) For CVC rules regarding negotiation with L1, please refer to [circular number 4/3/07 \(OM No. 005/CRD/012\) Dated the 3rd March, 2007](#).

6. 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.

It is to be noted that the Indian Statistical Institute has Customs Duty Exemption Certificate and reduced GST rates, and the Vendor should make appropriate use of them.

7. 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.

8. 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.

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

10. 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.**

11. The Central Purchase Committee, 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: e-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: