No. 8(2)/2015-16/O.C.Div/Pur.

NATIONAL SUGAR INSTITUTE

An ISO 9001:2008 Certified Institute

Ministry Of Consumer Affairs, Food & Public Distribution

Department of Food & Public Distribution

(Government of India)

Phone : 2570541,542,543
Fax : 0512-2570247
Email : nsikanpur@nic.in
Website: http://nsi.gov.in

Kanpur, Dated: 29.01.2016

Notice Inviting Tender

The Director, National Sugar Institute, Kanpur (NSI, Kanpur), on behalf of President of India, invites Sealed Tenders from reputed Indian/foreign manufacturers and authorized dealers for supply of the following item(s) under two bid systems:

Item Description	Quantity	Tender Fees	EMD (in Rs.)
Fourier Transform Infrared Spectrometer with ATR (Diamond) – [FTIR]	**One**	**1000/-**	**75,000/-**

The tender document with complete details including technical specifications and other terms & conditions can be downloaded from the website www.nsi.gov.in and/or e-procurement portal of the government http://eprocure.gov.in/epublish/app

The cost of the tender document/Tender Fees is Rs 1,000/- which is in addition to EMD of Rs. 75,000/- **as per details in the tender document. The Bank Drafts are to be** drawn in favour of **'Director, National Sugar Institute, Kanpur'** payable at the State Bank of India, Kalyanpur, Kanpur.

Both the bids, i.e. Technical & Price bids must be submitted on or before, 19th February 2016 **upto 1.00 PM.** Both, the Tender Fee (towards the cost of downloaded Tender document) and EMD, are to be submitted **with the technical bids** in separate envelopes. **The Bank Drafts/PBGs are to be** drawn in favour of **'Director, National Sugar Institute, Kanpur'** payable at the State Bank of India, Kalyanpur, Kanpur.

The technical Bids will be opened on the same day at 15.00 hrs onwards in the presence of the bidders, who wish to be present. The financial bid of only those tenderers who are assessed as technically qualified by the committee (to be decided after evaluation) will be opened with prior intimation to the tenderer.

Tender receipt without Tender Fees (unless exempted) and EMD will be summarily rejected. Late and delayed tenders will be summarily rejected.

29/1/16

Admn.-cum-Purchase and Sales Officer
NSI, Kanpur

TENDER DOCUMENT

Tender document against Tender Notice for supply of equipments as per details and terms and conditions given below:-

Technical Specifications

Sl. No.	Name of Equipment	Quantity Required	EMD
1	**Fourier Transform Infrared Spectrometer** **Specification** **1.** Basic Unit**:** FTIR with Broad range of accessories-Universal Diamond ATR for the analysis of solid, liquid, paste and film samples. **2.** Beam splitter**:** Non-hygroscopic with capacity to withstand extreme humidity conditions during operation. (Zn-Se beam splitter preferred). (Equipment dependent on external accessory(ies) for achieving non-hygroscopic environment may not be considered; therefore, the quoting firms must specify this aspect categorically in their technical specifications). **3.** Interferometer**:** Michelson interferometer with dynamic/permanent alignment facility. Bearing mechanism based on friction less design. Moisture-free and controlled atmosphere within the sealed optical compartment to ensure automatic H_2O and CO_2 compensation without the need for purging is required. Mirrors: Gold Coating (preferred)/other metallic coating. The quoting firms must specifically mention this aspect in their technical bid. The optics should be non-hygroscopic (Completely sealed and desiccated optics with life indicator). The optics must be fully protected and must not be dependent on Purging. **4.** Reference Laser**:**Solid state(preferred)/gas **5.** Source**:** User replaceable MID IR source. **6.** Wave number range: In between 600 cm^{-1} – 4000 cm^{-1} or better. **7.** Wave number precision: 0.005 cm^{-1} or better at 2000 cm^{-1} **8.** Wave number accuracy: 0.05 cm^{-1} or better at 2000 cm^{-1} **9.** Spectral Resolution: Better than 4 cm^{-1} **10.** Signal to Noise ratio: $\geq$22000: 1 peak-peak, 1 minute or better. **11.** Detector: Highly sensitive DLATGS/DTGS with high linearity at room temperature with good temp stability. **12.** Instrument should have inbuilt feature of standardization inside the system for instruments self-calibration and diagnostics. **13.** Software: Suitable software for Spectral collection, Quantitative analysis, Mathematical operations to be included without new parameter adjustment for Absorbance / Transmittance, ATR Correction, Exponential functions, Smoothing, Base Line Correction, Normalisation, derivitazation, spectral deconvulation, adjustment of axes, Zapping, Arthimetic calculation for Spectrum, library search etc. on CD + perpetual license.	01	Rs. 75,000/-

	14. Compulsory Accessories**:** 1) Transmission accessory with pallet press and essential items should be quoted for analyzing samples in transmission mode: Demountable liquid cell for liquid Sample transmission mode, Magnetic Film Holder, KBr Rectangular cell (Pk/2) 02 Nos., Assorted Rectangular Teflon Spacers (Pk/12), KBr Circular Windows, Adjustable Adaptor for cell, Universal KBr Pellet Holder, Reusable desiccant 02 Nos, Hydraulic Pellet Press 15 ton and oil related to it, Agate mortar & Pestle, KBr Die Set. Anhydrous KBr (FT-IR Grade) 25 gm-10 Nos. 2) Suitable and compatible PC (HP/DELL) in order of preference – prices must be quoted separately for each brand) [Core I5, 4GB RAM, 500 GB HARDISK or better] along with Laser Printer(HP/CANON/SAMSUNG/EPSON) in order of preference – prices must be quoted separately for each brand), Suitable UPS (2kva) with minimum 1 hour minimum backup. **15.** Operating Range- 10-35^0 C. Power cord suitable for India **16.** Warranty: As per the tender document. **17.** Instruction and maintenance manuals Catalogue/brochure of the quoted product from manufacturer. **18.** Spectral Libraries of 10,000 compounds especially including-Sugars and Carbohydrates (optional).		

1. Validation of the instrument should be done every six months from the date of installation.
2. Supply of equipment of similar specifications to other government institutes in India will be given preference. The Technical evaluation committee may consider setting higher number of similar supply as one of the criteria for shortlisting the eligible firms.
3. Deploymentof the Company Engineer for training on the supplied equipment at least for one month after installation of the instrument at NSI, Kanpur.
4. ***Bidder should give compliance statement point-wise showing/highlighting items part no./serial no. as quoted in their quotation for comprehensive technical comparison.***
5. ***Proof of compliance should be mentioned point-wise in the catalogue.***
6. ***Failure to submit proof of compliance will cause cancellation of the bid without any further notice/information.***
7. ***Multiple Models with higher specifications should be quoted as separate models in the bids.***

(DETAILED TERMS & CONDITIONS INCLUDING INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS OF CONTRACT)

1. **GENERAL:** Quotations in closed envelopes are invited on behalf of the President of India by the Director, National Sugar Institute, Kanpur (a subordinate office of Ministry of Consumer Affairs, Food & Public Distribution, Department of Food & Public Distribution, Government of India) from the reputed Indian and foreign manufacturer under Two-Bid-Tender (Techno-Commercial) System. **The offer/ quotation must be strictly as per the required specifications and the tender terms & conditions.**

2. **PREPARATION AND SUBMISSION OF OFFERS:**

(a) Quotation should be submitted directly by the original manufacturer/supplier or its sole authorized distributor/dealer. In case of bid by authorized dealer/distributor, the manufacturer authorization should be attached with the technical bid as per **Annexure-'G' in original.**

(b) In case a bidder is not doing business within India, it shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at the Institute for carrying out supply, maintenance, repair obligations etc. during the warranty and post-warranty period, complete cost of which will be borne by the bidder/supplier.

(c) The bidder shall bear all costs associated with the preparation and submission of its bid irrespective of the conduct or outcome of the bidding process.

(d) The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.

(e) Before the deadline for submission of the bid, the DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified hosting notification on Institute website http://nsi.gov.in and/or e-procurement portal of the government http://eprocure.gov.in/epublish/app and/or Press Notification.

(f) Conditional tenders will be summarily rejected.

(g) A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the last date of submission of the bid. Any re-submission or modification in the bid should be submitted before the last date &expiry of time of submission of bid.

(h) No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.

(i) First envelope marked "WITHDRAWAL" shall not be opened, but returned to the Bidder subject to submission of valid authorization to request the withdrawal. In case of substituted and modified bid, only the substituted bids and modified bids will be opened subject to production of authorization from the bidders.

(j) The Tender should be addressed to theDirector, National Sugar Institute, Kanpur.

(k) Each offer/quotation should be kept in separate envelope against each item of the tender notice.

(l) For items covered under Two-Bid-Tender System, quotation/offer should be submitted in two separate envelopes containing Techno-Commercial bid and Price bid and these two be put in one envelope.

- **The outer cover containing the offer/quote should be superscribed with our Tender No., Due date and Date of opening of tender**.

The offers must contain the following documents :-

(A) Techno-commercial offers must contain:

(i) Manufacturer's authorization [as per clause 2(a)] as per **Annexure –'G'.**

(ii) Certificate by bidder not doing business in India as per clause 2(b).

(iii) Technical literature/ leaflets and complete specifications of quoted model(s) along with commercial terms and conditions.

(iv) Compliance statement/questionnaire of tender terms and conditions as per **Annexure-'A'**

(v) Compliance statement of specifications as per **Annexure- 'B'**

(vi) Bid Security/EMD (as per clause -4) as per **Annexure- 'C'**

(vii) In case of exemption from submission of Bid security, proof of registration with DGS&D/NSIC as per clause (4(a)).

(viii) Copies of previous supply orders (as per clause 10(c) and clause 25) as per **Annexure –'H'.**

(ix) Details of supplies of similar equipments as per clause 10(d).

(B) Price Bid offers must contain: (Only in case of two bid system)

(i) Bid price as per clause 5 in format enclosed as **Annexure- 'E'** or **Annexure- 'F'** as applicable.
(ii) Certificate of price reasonability as per clause 10(b).

3. DUE & OPENING DATES: The Offer must reach at DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR on or before the last date and time of submission of bids. The bids will be opened in the presence of bidders, who wish to present themselves at the time of opening of tender. In case opening date happens to be a holiday, the tender will be opened on next working day at the same time & location. The price bids of two bid tender system shall be opened after technical evaluation of technical bids. The date of opening of price bids shall be informed to the bidders found suitable in technical evaluation. No request for extension in the date of submission & opening of tender will be entertained. However Director, National Sugar Institute, Kanpur, may at its discretion, extend the deadline for submission of bids under intimation to bidders.

4. EARNEST MONEY DEPOSIT (EMD):

(a) EMD in the form of Term Deposit Receipt/FDR or Bank Draft of a scheduled bank in the name ofDIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR **valid for atleast 180 days** from the date of opening of the tender for the required amount as mentioned in the tender notice separate for each item must be submitted along with the quotation (with the techno-commercial quotation in case of two-bid system and photocopy of the same enclosed with the price bid **and for foreign manufacturers they should furnish the EMD in foreign currency equivalent to Indian rupees,**otherwise quotation may not be considered.The firm registered with DGS&D/NSIC as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD. Intended parties will have to give proof of registration and its validity along with their quotation. EMD of the unsuccessful bidders shall be refunded without any interest at the earliest after finalization of the purchase of concerned item.

(b) The bid security /EMD may be forfeited if a bidder withdraws or amends or impairs or derogates its bid during the period of bid validity.

5. PRICES

Bid prices should be filled in the appropriate format enclosed **as Annexure 'E' and 'F'.**

(A) For goods manufactured with India:

(i) The price of goods quoted Ex-Works including taxes already paid.
(ii) VAT and other taxes like excise duty etc. which will be payable on the goods if the contract is awarded.
(iii) The charges for inland transportation, insurance and other local service required for delivering the goods at the desired destination as specified in the price schedule form.
(iv) The installation, commissioning and training charges including any incidental services, if any.

(B) **For goods manufactured abroad:**

(i) The price of the goods, quoted on FCA(including inland freight) (Named place of delivery abroad) or FOB (Named port of shipment), as specified in the schedule form.
(ii) The charges for insurance and transportation of the goods to the port/place of destination.
(iii) The agency commission charges, if any.
(iv) The installation, commissioning and training charges including any incidental services, if any.

(C) Excise Duty and Customs Duty, if any, should be shown separately and will be paid only if applicable.No other charges than those mentioned clearly in the quotation will be paid.

(D) **Sales Tax:** We are not authorized to issue any Sales Tax Form 'C' & 'D', however we are authorized for issuing Form-38.

6. VALIDITY OFOFFER :

The prices must be valid at least for a period of **90 days for indigenous supplies** & **180 days for imports** from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later.

7. EVALUATION OF BIDS: Before submission of bid, the bidder is expected to examine all the instructions, forms, terms and specifications in the bidding document and should ensure that the following conditions are fulfilled:

a. Bidder Information form as per **Annexure-'I'.**

b. The price schedule should be enclosed and must be signed.

c. The bid validity should not be shorter than required.

d. The manufacturer's authorization should be enclosed in case the bidder is authorized dealer/ distributor.

e. The bidders should agree to provide the Performance Security.

f. The quoted goods should be as per required specifications.

g. In case the bid is substantially responsive, the purchase may request that bidder may submit the necessary information, documentations, within a reasonable period of time, to rectify, non-material, non-conformities or omission in the bid related to documentation requirements. Failure of the bidders to comply with the request may result in the rejection of its bids. But in case of the material deviation/reservation or omission which limits or is inconsistent with the bidding documents and the Purchaser's Rights or Bidders obligation under the contract or which if rectified, would unfairly affect the other bidders, the bid will be rejected.

h. The Purchaser shall correct arithmetical errors on the following basis:

(i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

(ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

i. Selling exchange rate/equivalent to Indian currency will be as on the date of bid opening in the case of single bidding and the rate on the date of opening of the priced bids in the case of two-part bidding.

j. The bids shall be evaluated on the basis of final landing cost as per **Annexure –'E'** in case of import and **Annexure –'F'** in case of indigenous items.

k. 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 bidders 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.

l. Where the price quoted on FOB/FCA and CIF/CIP basis are the same, the Contract would be made on CIF/CIP basis only.

m. The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.

8. The Vague terms like "packing, forwarding, transportation…….. etc. extra" without mentioning the specific amount/percentage of these charges will not be accepted. **Such offers shall be treated as incomplete and rejected.**

9. **INTEGRITY PACT**: In case of purchases valuing more than Rs. 3 crore, it in mandatory for the supplier(s) to enter into an Integrity Pact with DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR as per the proforma enclosed as **Annexure –'D'**, failing which their bid will not be considered.

10. REASONABILITY OF the QUOTED PRICES :

a. Please quote best minimum prices applicable for a premier Research Institution, **leaving no scope for any further negotiations on prices**.

b. **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR to any other customer nor they will do so till the validity of offer or execution of the purchase order, which ever is later.

c. Copies of **at least last three supply orders of the last 3 years** received from other customers along with details of such supply orders preferably in India for the same item/model **may be submitted with the offer** giving reasons of price difference of their supply order & those quoted to us, if any. (As per **Annexure –'H').**

d. The party must give all details of identical or similar equipment, if any, supplied to any Government Institution including IITs/CSIR labs/Instt./ Medical Colleges/University etc during last three years along with the final price paid and Performance certificate from them.

11. **ANNUAL MAINTENANCE CHARGES:** The party **must** mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period. This is mandatory to mention.

12. SPECIFICATIONS:

A. Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected/supported by the printed technical leaflet/literature. Therefore the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party

B. The technical bid shall be evaluated for acceptability by the technical committee and may call the tenderers for discussion. If necessary, the committee may modify the technical specification to suit the Institute'srequirement.

13. COMPLIANCE STATEMENTS:

a. **Bidders must furnish a Compliance Statement of each and every required Specification of our tender in the format at ANNEXURE –'B'.** The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.

b. Similarly, **the Compliance Statement/questionnaire for Terms & Conditions of the tender may be furnished,as per the enclosed format at Annexure –'A',**along with quotation (with techno-commercial bid in case of two bid tender system).

c. The firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.

14. PERIOD & MODE OF DELIVERY:The delivery period is the essence of supply; hence it must be indicated specifically in the quotation. Mode of delivery, tentative size and weight of consignment may also be indicated in the quotation.

15. PERFORMANCE SECURITY: All the successful bidders will have to submit the Performance Bank Guarantee or establish a Standby Letter of Credit (SLOC) or a Bankers cheque / or FDR pledged in favour of DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR for required amount as per payment terms mentioned at clause **16** below except where supplier opts for release of amount equivalent to PBG after expiry of warranty period. The PBG format shall be as per Reserve Bank of India norms and the PBG provided must be issued by Scheduled Banks only.

16. PAYMENT CONDITION:

A. FOR INDIGENEOUS SUPPLIES:

Payment on Bill Basis after supply: For local supplies the payment will be made only after satisfactory installation, commissioning and performance of the equipment at the NATIONAL SUGAR INSTITUTE, KANPUR and after certification by our technical expert. However, supplier will be required either to submit performance bank guarantee for **5%** amount of the total value of equipment, after installation of the material, valid up to 60 days after the expiry of warranty period or the equivalent amount shall be released after expiry of the satisfactory warranty period.

B. FOR IMPORTS:

The payment against imports shall be made through irrevocable L/C. L/C will be opened for 100% FOB/CIF value. **70% of L/C** amount shall be released on presentation of complete and clear shipping documents and remaining **30%** shall be released after installation/demonstration/commissioning, subject to submission of PBG of equivalent amount to cover the warranty period. The PBG should remain valid up to 60 days after the expiry of warranty period. **In case of non-submission of PBG after installations/demonstration/commissioning, remaining payment i.e. 10% will be released only after 60 days after the completion of warranty period.**

17. COMMENCEMENT OF WARRANTY PERIOD: The warranty period of an item shall commence from the date of receipt of the item in good working condition and satisfactory installation/commissioning/demonstration at NATIONAL SUGAR INSTITUTE, KANPUR . The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.

18. NO ADVANCE PAYMENT: No advance payment will be made to any supplier.

19. INSTALLATION: The equipment should be installed/commissioned and demonstrated, by the supplier at the Institute immediatelybut in any case within one month after receipt of the item in the Institute and the same will be put under operation to the satisfaction of our

technical expert who will test the performance of the equipment. No separate charges for installation etc. will be paid to the party beyond the quoted prices.

20. **GUARANTEE/WARRANTY:** The Institute intends to procure the equipment with three year or higher period as Guarantee/warranty. However, the equipment/instrument must be guaranteed/ warrantee for a period of atleast **one year, if not specifically mentioned otherwise in the specifications sheet, from the date of its satisfactory installation/commissioning** against all manufacturing defects. **As regards warranty on specific parts of the Equipment viz. Interferometer, Reference Laser and Source etc the products with additional warranty may be given preference**. If the equipment is found defective during this period the whole equipment or part thereof will have to be replaced/repaired by the supplier free of cost at the lab. or at site of the supplier for which 'to and fro' expenses will be borne by the supplier. It is clarified that if the items are guaranteed for a period of one year, the additional cost of warranty of each additional year must be specifically mentioned in the quotation.

21. **SPARE PARTS:** Availability of spare parts of the equipment/instrument must be guaranteed for a period of at least five years from the date of supply.

22. **AFTER SALES SERVICES:** It should be clearly mentioned in the quotation whether the after sales services during and after the completion of warranty shall be provided directly by the supplier or their authorized agent/representative. Terms of the after sales services, if any, may be mentioned in the offer. However, in both the cases the original supplier shall be responsible for poor performance/services. The company should have service engineers within 300 km of the range of the institute.

23. **INSPECTION:**

a. The inspection of the system will be done by our technical expert in the presence of firm's representative.

b. In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost pending the settlement of the insurance case wherever applicable on FOR at the lab. or CIF basis till satisfactory installation of the system.

c. The supplier **should arrange for physical Inspection of the items directly or through their authorized representative within seven days of arrival of the consignment failing which they will be responsible for the losses.** After the shipment is effected, the supplier/its representative/Indian agents must remain in touch with the lab/instt. to ascertain the date of arrival of consignment.

24. **AUTHORIZATION OF INDIAN AGENTS & INDIAN REPRESENTATIVE:**

a. In case there is involvement of an /Indian agent/representative in any form as mentioned at (b) below, an authority letter / copy of agreement from the principal manufacturer **'in original'** must be submitted with the quotation.

b. Where quoting party/Indian representative claims to be the subsidiary or branch office or an authorized representative of the principal foreign manufacturer/supplier in India, then a copy of approval from RBI/Ministry for operating business in India as Subsidiary/Branch/Liaison office or Joint-Venture may be submitted with offer.

c. The details of all supplies involving the foreign exchange shall be furnished to the Enforcement Directorate, Chandigarh as per rule. It may be noted that only the quoting parties & their principals shall be responsible for violation of Foreign Exchange Management Act (FEMA) for not declaring the actual bilateral mutual interests, if any.

d. Indian agency commission shall be paid only to the Indian Agents in Indian Rupee out of the quoted FOB/Ex-works prices, after receipt of goods in good working condition & satisfactory installation/demonstration/commissioning of the items.

25. **USERS LIST :**

a. The list of users specifically for the same model/make of the quoted item (not the list of general users) along with the complete name, address & contact numbers of the user organizations/persons may be submitted with the quotation along with the performance certificates from all/some of them.

b. If you have supplied identical or similar equipment to any Government Institution including IITs/ CSIR labs/Instt./ Medical Colleges/University etc, the details of such supplies for the preceding three years shall be given together with the prices finally paid.

26. PENALTY CLAUSE FOR LATE DELIVERY & LATE INSTALLATION:

a. Subject to operation of Force Majeure, time for delivery and acceptance is the essence of this contract. The supplier shall arrange to ship the ordered materials within the delivery period mentioned in the order unless extended with/without penalty.

b. In case of delay in supply on part of the supplier, a penalty @ 1% per week of Order/FOB value will be charged for delayed period subject to a maximum of 10% of order/FOB value.

c. If the delay in the shipment of the ordered materials attributable to the supplier exceeds agreed time period from the date of original agreed upon date of shipment and extended with/without penalty, the INSTITUTE shall have the right to cancel the contract/purchase order and recover the liquidated damages from other dues of the party or by legal means. It will also affect the other/future business dealings with such suppliers.

d. The same rate of penalty shall be applicable for late installation of the equipment/instrument also.

27. TRAINING: Wherever needed,Our Employees/Research persons should be trained by the supplier at the Institute free of cost. In case the person is to be trained at supplier's site abroad or in India it should be mentioned in the quotation clearly. The supplier should bear all the expenses for such training including 'to & fro' fares and lodging & boarding charges.

28. NON-SUBMISSION OF TENDER: In case you are unable to submit your quotation against our tender enquiry we would appreciate and expect a note of regret from your side giving in brief, reasons for not quoting.

29. DELETION OF NAME : Names of bidders, backing-out/defaulting after opening of tenders will be recommended for deletion from the list of suppliers in addition to forfeiture of EMD submitted by them, if any.

30. LATE/ DELAYED /UNSOLICITED QUOTATION: Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered. However the tender fees submitted shall be recovered.

31. ACCEPTANCE OR REJECTION OF OFFER: The Director, National Sugar Institute, Kanpur reserves the right to accept or reject any quotation /tender in part or full without assigning any reason thereof. The successful bidder should submit Order acceptance within 15 days from the date of issue.

32. PAGE NUMBERING & SIGNATURES: Your offer should be a page numbered and signed by an authorized signatory giving his/her name and designation below the signatures.

33. INTERIM ENQUIRIES: No interim inquiries will be attended.

34. FORCE MAJEURE: The Supplier shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of

Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

35. DISPUTE SETTLEMENT: **All disputes arising out of this contract shall be referred to the sole arbitration of the** DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR **or his nominee, who is overall controlling authority of this Institute as per the provisions of Indian Arbitration and Reconciliation Act 1996 and his award shall be final and binding on the parties to the dispute. However, in case of importers, the provisions related to Arbitration as per the United Nations Commission on International Trade Laws (UNCTRAL) will be applicable and binding on both the parties. The venue of arbitration in both the above cases will be Kanpur (INDIA).**

(Administrative cum Purchase & Sales Officer)

Encl:

1. Format for Compliance of Terms & Conditions.
2. Set of Specifications

Annexure -'A'

FORMAT/QUESTIONNAIRE FOR COMPLIANCE OF TERMS AND CONDITIONS

Tender No.: _____ **Due Date _____**

NOTE:

1. **Quotation will not be considered without submission of this format.**
2. **If a particular question is not at all applicable please write NA in compliance part in Col. No. 4 below.**
3. **Kindly see the relevant terms & conditions of the tender document as mentioned in Col. No. 3 in each question before replying to the questions mentioned in Col. 2 below).**

SNo	Terms & condition of Tender document	Relevant Clause No. of the tender terms & conditions of the tender	Whether acceptable (say 'Yes' or 'No' (preferably use different colour ink for 'No')	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
1	2	3	4	5
1	a.) Whether quotation is direct from Principal supplier/manufacturer or their own office in India (Please specify)	Clause 2(a)		
	b) Whether quotation is being submitted by Indian Agent/authorized distributor/ dealer	Clause 2(a)		
	c) Whether the agent is registered with DGS&D/NSIC	Clause 4(a)		
2	a) Whether the Techno-commercial and price bids (for two bid tender system only) have been kept in separate envelopes duly marked with "Techno-commercial Bid" and "Price Bids"	Clause 2(l)		
	b) Whether the tender No., Due date & Opening dates have been written outside all the envelopes.	Clause 2 (m)		
3	Whether techno-commercial Bid contains EMD, technical literature/leaflets, detailed specifications & commercial terms & conditions etc. as applicable.	Clause 2(n)(A)		

Signature and Seal of the Manufacturer/ bidder

4	a) Whether the required EMD is being submitted with the quotation	**Clause 4**		
	b) Please specify the form of EMD whether in the form of DD/bank guarantee or TDR/FDR (Please mention No., date & amount of EMD documents.) or Bid Security Format at Annexure –'C'	**Clause 4**		
	c) Pre-receipted bill for refund of EMD is enclosed (for bank drafts only)	**Clause 4**		
5	a) If the prices are on Ex-Works basis or FOB (names port of shipment) or FCA (named place of delivery abroad)	**Clause 5 (A) & (B)**		
	b) Whether specific amounts or percentage of expenses like packing, forwarding, handling, freight, insurance, documentation etc. have been mentioned in quotation separately in clear terms.	**Clause 5(B), (C) & (D)**		
6	a) Whether prevailing rates of sales tax, excise duty & other govt. levies (for indigenous supplies) have been given in quotation	**Clause 5 (A), (C) & (D)**		
7	Have you mentioned the validity period of the quotation as per our requirements	**Clause 6**		
8	a) Whether the Price reasonability Certificate is submitted with quotation	**Clause 10 (b)**		
	b) Whether copies of last two supply orders of the same item from other customers have been attached with the	**Clause 10 (c)**		
	c) If there is any difference in prices of last two orders & those quoted to us. If yes, please give reasons for the same	**Clause 10 (c)**		
	d) Whether supplied in to any Government Institution including IITs/ CSIR labs/Instt./ Medical Colleges/University etc.	**Clause 10 (d)**		
9	Whether rates/amount of AMC after the warranty period is over has been mentioned	**Clause 11**		

Signature and Seal of the Manufacturer/ bidder

10	Have you gone through the specification Clause & complied with the same	**Clause 12 (A) & (B)**		
11	Whether the Make/Brand, Model number and name of manufacturer has been mentioned in the quotation and Printed technical literature/ leaflets of quoted items have been submitted			
12	Whether compliance statement of specifications has been attached with the quotation.	**Clause 13 (a) & annexure-'E'**		
13	a) Whether the delivery period for supply of the items has been mentioned	**Clause 14**		
	b) Whether mode of delivery & tentative size & weight of the consignment has also been indicated	**Clause 14**		
14	Do you agree to the submission of Performance Bank Guarantee/Standby L/C and have you mentioned in your quotation about this.	**Clause 13**		
15	a) Do you agree with the payment terms for indigenous supplies?	**Clause 16A**		No deviation permitted
	b) Do you agree with the payment terms for imports supplies?	**Clause 16 B**		
16	Do you agree about the date of commencement of warranty period & its extension is necessary.	**Clause 17**		
17	a) Who will install/commission and demonstrate the equipment **at Institute**	**Clause 19**		
	b) Will you be able to do it within a month	**Clause 19**		
18	Have you mentioned the guarantee/warrantee period in your quotation and do you agree with guarantee clause?	**Clause 20**		
19	Spare parts	**Clause 21**		
20	After Sales service	**Clause 22**		

Signature and Seal of the Manufacturer/ bidder

21	a) Do you agree that on receipt of material in damaged condition or short supply you will replace the same on CIF basis, free of cost pending the settlement of the insurance claim?	**Clause 23 (b)**		
	b) Do you agree with the clause of physical inspection?	**Clause 23 (c)**		
22	**For Import Cases only:** a) Whether the Indian agent is registered with DGS&D	**Clause 24**		
	b) Whether the valid DGS& D registration certificate has been enclosed	**Clause 24 (b)**		
	c) If the party is a subsidiary or corporate branch office of the foreign supplier, then whether copy of the approval from Reserve Bank of India is attached with the offer	**Clause 24 (c)**		
23	Whether list of specific user's for the same item & model as quoted along-with performance certificates from the users is submitted with offer	**Clause 25**		
24	Whether you agree to the penalty clause for late delivery & installation?	**Clause 26 (a to d)**		
25	Whether training to our Faculty/technical/Research persons**will be given free of cost**. If yes, have you specified in quotation whether it will be at our Institute? Or at supplier's site in India or abroad.	**Clause 27**		
26	a) Whether all the pages have been page numbered?	**Clause 32**		
	b) Whether quotation has been signed and designation & name of signatory mentioned.	**Clause 32**		
27	Do you agree to settle the issue through the sole arbitration of the Director, National Sugar Institute or his nominee?	**Clause 35**		

Signatures of the authorized signatory_____

Name of the signatory _____

Designation _____

Name & Seal of the quoting party_____

Dated:_____

Annexure-'B'

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

S. N.	Name of specifications/ part / Accessories of tender enquiry	Specifications of quoted Model/ Item	Compliance Whether "YES" Or "NO"	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1	**2**	**3**	**4**	**5**	**6**

Signature and Seal of the Manufacturer/ bidder

Annexure – 'C'

BID SECURITY FORM

Whereas …… ……. . . . (Hereinafter called "the tenderer") has submitted their offer dated …….. .for the supply of …… (Hereinafter called "the tender") against the purchaser's tender enquiry No. _____

KNOW ALL MEN by these presents that WE ……. . . .. (Name of bank) of …….. ……. (Name of country), having our registered office at …….. . . . . (Address of bank) (Hereinafter called the "Bank"), are bound unto … …… …… … (Name of purchaser) (Hereinafter called "the purchaser") in the sum of …….. …….. .. for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ……. day of…….. 20…….

THE CONDITIONS OF THESE OBLIGATIONS ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity.
3. If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
4. Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchase will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

The guarantee shall remain in force up to and including sixty (60) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

……
(Signature of the authorized officer of the Bank)

Name and Designation of the Officer
Seal, Name & Address of the Bank and address of the branch

Annexure-'D'

FORMAT OF THE INTEGRITY PACT

Integrity Pact
Between
DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR hereinafter called to as **"The Principal"**
And
…….…… hereinafter referred to as "**The Bidder/Contractor"**

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for …….. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and /or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

a. No employee of the Principal, personally or through family members, will in connection with the tender for , or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitles to.
b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s)confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

Section 2 – Commitments of the Bidder(s) / Contractor(s)

(1) The Bidder(s) /Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution

a. The Bidder(s)/ Contractor(s) will not, directly or through any other person of form, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications,

certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information conta8ined or transmitted electronically.

d. The Bidder(s)/ Contractor(s) of foreign origin shall disclose the name and address of the agents/representatives in /India, if any. Similarly the Bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "guidelines on Indian agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/ Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian Agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Supplies" is annexed and marked an Annexure.

e. The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlines above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidders(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders(s) / Contractor(s), from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of Business Dealing". Copy of the "Guidelines on Banning of Business Dealing" is annexed and marked as Annex –"B".

Section 4- Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitles to demand and recover the damages equivalent to Earnest money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3 or if the Principal is entitles to terminate the contract according to Section 3, the Principal shall be entitles to demand and recover from the Contractor liquidated damage of the contract value or the amount equivalent to Performance Bank Guarantee.\

Section 5 – Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti corruption approach or with any other Government Institution including IITs/ CSIR labs/Instt./ Medical Colleges/University/Public Sector enterprisesetcin India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per procedure mentioned in "Guidelines on Banning of business dealings."

Section 6 – Equal treatment of all Bidders/ Contractors/ Sub Contractors

(1) The Bidder(s)/ Contractor(s) undertake(s) to demand from all sub contractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
(2) The Principal will enter into agreement with identical conditions as this one with all Bidders, Contractors and Sub contractors.
(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violet its provisions.

Section 7 – Criminal charges against violating Bidders/ Contractors/ Sub Contractor

(1) The Principal appoints competent and credible Independent External monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Director, National Sugar Institute, Kanpur.
(3) The Bidder(s)/ Contractor(s) accepts that the monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) Contractor(s)/ sub Contractor(s) with confidentiality.
(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
(5) As soon as the Monitor notice, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor
can in this regard submit non-binding recommendations. Beyond this, the Monitor can in this regard to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
(6) The monitor will submit a written report to the DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR within 8 to 10 weeks from the date of reference or intimate to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
(7) Monitor shall be entitled to compensate on the same terms as being extended to/provided to any other Government Organization equivalent to the Institute.
(8) If the Monitor has reported to the DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR as substantiated suspicion of an offence under relevant IPC/PC Act, and theDIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
(9) The word 'Monitor' would include both singular and plural.

Section 8 – Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by DIRECTOR, NATIONAL SUGAR INSTITUTE, KANPUR .

Section 9 – Other provisions

(1) This agreement is subject to Indian Law, Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Chandigarh.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remained of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

_____	_____
(For & on behalf of the Principal)	(For & on behalf of the Bidder/Authorised Representative)
Office Seal	Office Seal

Place……

Date ……..

Witness 1:

(Name & Address) : _____

_____

Witness 2:

(Name & Address): _____

_____

Annexure-'E'

PRICE SCHEDULE FOR GOODS BEING OFFERED FROM ABROAD

Name of the Bidder _____ **Tender No.**_____

1	2	3	4	5	6		7		8		9
Sl No	Item Description	Country of origin	Unit	Qty	Unit Price		Total price (5x6)		Charges for Insurance & transportation to port/ place of destination		Total Price (7+8)
					FOB (named port of shipment)	FCA (named place of delivery)	FOB (named port of shipment)	FCA (named place of delivery)	Ocean	Air	CIF

Total Bid price in foreign Currency _____ _____ in words.

Signature of Bidder

Name:

Business Address:

Note:

(a) Indian agents name & address _____

(b) Installation, commissioning & training charges, if any_____

(c) Cost of Spares _____

(d) The Indian agent's commission shall 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) The cost of optional items shall be indicated separately.

Annexure-'F'

PRICE SCHEDULE FOR GOODS BEING OFFERED FROM INDIA

Name of the Bidder _____ **Tender No.**_____

1	2	3	4	5	6	7	8	9	10	11
Sl. No.	Item Description	Country of Origin	Unit	Qty	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	VAT & other taxes like excise duty payable, if contract is awarded	Packing & forwarding up to station of dispatch, if any	Charges of inland transportation, insurance up to Lab./Instt.	Installation, Commission-ing& training charges, If any.

Total Bid price in Indian Rupees _____ _____ in words.

Signature of Bidder

Name:

Business Address:

Note:

(a) The cost of optional items shall be indicated separately.

(b) Cost of spares _____

Annexure-'G'

MANUFACUTRER'S 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 re binding on the Manufacturer]

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 completer 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 **Clause 20** of the Terms and Conditions of Contract 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]*

Annexure-'H'

PREVIOUS SUPPLY ORDERS FORMAT

Name of the Firm _____

Order placed by *{Full address of Purchaser]*	**Order No. and Date**	**Description and quantity of ordered equipment**	**Value of order**	**Date of completion of delivery as per contract**	**Date of actual completion of delivery**	**Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.**	**Has the equipment been installed satisfactorily?** *(Attach a certificate from the Purchaser/ Consigner]*	**Contact Person along with Telephone no., Fax no. and e-mail address.**

Signature and Seal of the Manufacturer/ bidder ……

Place:

Date:

Annexure-'I'

BIDDER INFORMATION FORM

[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 on the letter head of the firm]

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

Tender No.: [*Insert number from invitation of bids]*

Page 1 of _____ pages

1. Bidder's Legal Name [Insert Bidder's legal name]
2. In case of JV, legal name of each party: [insert legal name of each party in JV]
3. Bidders actual or intended Country of Registration : *[insert actual or intended country of registration]*
4. Bidder's year of registration: [*insert Bidder's year of registration]*
5. Bidder's Legal Address in Country of Registration: *[insert bidder's legal address in country of registration]*
6. Bidder's Authorized Representative Information

   Name: *[insert Authorization Representative's name]*

   Address: *[insert Authorization Representative's address]*

   Telephone/Fax numbers: *[insert Authorization Representative's telephone/fax numbers]*

   Email address: *[insert Authorization Representative's email address]*
7. Attach are copies of original documents of : *[check the box(es) of the attached original documents]*
8. Articles of Incorporation or Registration of firm names in 1 above.

Signature and Seal of the Manufacturer/ bidder

Place:

Date: