



सीएसआईआर-केन्द्रीय औषधीय एवं सगंध पौधा संस्थान  
CSIR-CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS  
पोस्ट ऑफिस सीमैप -226015 उत्तर प्रदेश, भारत  
☎: 0522-2718613/614/615  
E-mail: [spo@cimap.res.in](mailto:spo@cimap.res.in)/[sospcimap.res.in](mailto:sospcimap.res.in)

Website: [www.cimap.res.in](http://www.cimap.res.in)

GSTIN: 09AAATC2716R7Z7

फाईल संख्या / File No.-**CIMAP/PUR-664(1)/2024**

दिनांक/ Date 26.11.2024

**खुली निविदा/Open tender**  
**ई-निविदा हेतु आमंत्रण/Invitation for e-Tender**

निदेशक, सीएसआईआर-सीमैप, लखनऊ नीचे वर्णित सामग्री हेतु मूल उपकरण विनिर्मातों, उनके वितरक, अधीन प्राधिकृत को निम्नलिखित मद हेतु द्वि-पद्धती पर आधारित ई-निविदा जमा करने हेतु आमंत्रित करते हैं। इसकी सूचना <https://etenders.gov.in/eprocare/app> पर उपलब्ध है। संबंधित दस्तावेज़ संस्थान की वेबसाइट [www.cimap.res.in](http://www.cimap.res.in) पर भी उपलब्ध है। Director, CSIR-CIMAP, Lucknow invites original equipment manufacturers, their authorized distributors and Indian agents, if any, for submission of e-quotations in two bids system. For complete NIT documents kindly refer to <https://etenders.gov.in/eprocare/app>. Its intimation has also been given on Institute's website [www.cimap.res.in](http://www.cimap.res.in).

क्रम सं०/ S.No.	मद का नाम/ Name of the item	मात्रा/ Quantity	बिड़ सिकुरिंग/ईएमडी डिक्लारेसन/ BSD/EMD Declaration
1.	Supply and Installation of plant Stress Screening Device  E-tender ID: 2024_CSIR_216641_1  Specifications may be checked under Annexure- 17 of NIT. For any techno-commercial query, please contact: Dr. Manoj Semwal, Senior Principal Scientist, 0522-2718590 e-mail: <a href="mailto:m.semwal@cimap.res.in">m.semwal@cimap.res.in</a>	01 No.	Bid Securing/EMD Declaration(format attached) Form must be submitted on the letter head of the firm in Techno-commercial (Part-I) Bid.(Non-submission will result in the bid rejection)

**कृपया ध्यान दें/Please note-**

- ई-निविदा खोलने का स्थल: सीएसआईआर-केन्द्रीय औषधीय एवं सगंध पौधा संस्थान, नियर कुकरैल पिकनिक स्पॉट रोड, पी0ओ0-सीमैप, लखनऊ, उत्तरप्रदेश, भारत होगा/ CSIR-CIMAP, Near Kukrail Picnic Spot Road, PO CIMAP, Lucknow, Uttar Pradesh, India will be the venue of online-bid opening.
- ई-निविदा जमा करने की अंतिम तिथि व समय/ Last Date & time for online bid submission: 19.12.2024/ **11:00 A.M. (IST)**.
- ई-तकनीकी निविदा खोले जाने की तिथि व समय/ Date & time for opening of online techno-commercial bids: 20.12.2024/ **11:00 A.M (IST)**.

2. इच्छुक बोलीदाताओं से अनुरोध है कि वर्णित सामग्री हेतु बोली भरें/ Interested Bidders are requested to submit the bid for the quoted item.

3. इच्छुक बोलीदाता उपरोक्त विषय में अतिरिक्त जानकारी भंडार एवं क्रय अधिकारी, सीएसआईआर-सीमैप, लखनऊ, भारत से प्राप्त कर सकते हैं/ Interested Bidders may obtain further information from the office of the Stores & Purchase Officer, CSIR-CIMAP, Lucknow, UP, INDIA.

4. वे बोलीदाता, जो अपने मूल विनिर्माताओं के बदले ई-बोली जमा करते हैं, उन्हें अनिवार्य रूप से इस ई-निविदा हेतु प्राधिकृत होने से संबंधित वांछित प्रमाण प्रस्तुत करना होगा अन्यथा उनकी बोली निरस्त की जा सकती है/ Bidders who are submitting their online bids on behalf of their principal should submit proper authorization certificate indicating them to online bid for this tender, failing to which the bid will be rejected.

5. ई-निविदा प्रपत्र, जमा करने की अंतिम तिथि व समय के भीतर जमा होने चाहिए/ The on line bids must be submitted on or before the last date & time for submission of tender.

6. यदि बोलीदाता एक से अधिक मदों के लिए अपनी निविदा जमा करना चाहता है तो उसे हर मद के लिए अलग से निविदा पत्र जमा करना होगा जिन पर स्पष्टतौर से मिसिल संख्या व मद संबंधी विवरण अंकित होना चाहिए। ई-निविदा प्रपत्र फ़र्म के लेटरहेड पर स्पष्टतौर से टंकित/ कम्प्यूटर टंकित होना चाहिए/ In case, if the bidder is interested in submitting his online bid for more than one item, then he should submit all the bids separately clearly indicating the file reference number & particulars of item. Bid should be neatly typed/ computerized on the letter-head of the firm. If any cutting is there, it should be duly certified.

7. सभी ई-निविदाएँ उपरोक्त निर्दिष्ट बोली प्रतिभूति घोषणा पत्र (ईएमडी डिक्लेरेसन) के साथ निर्धारित समय व तिथि के भीतर आवश्यक रूप तकनीकी-व्यवसायिक निविदा (भाग-1) के साथ जमा हो जानी चाहिए। ईएमडी डिक्लेरेसन लेटर प्रपत्र इस ई-निविदा के साथ संलग्न है। नियत समय व तिथि पर ई-निविदाएँ खोली जाएंगी। बोलीदाता अथवा उनके वाजिब प्रतिनिधि यदि चाहें, तो ई-निविदा खुलने के समय व तिथि पर मौजूद रह सकते हैं। किसी कारणवश, यदि ई-निविदा जमा करने या खुलने की तिथि पर अवकाश अथवा कार्यालय बंद रहता है तो ई-निविदाएँ जमा व खोलने का समय अगले कार्यदिवस में उसी नियत समय होगा/ All bids must be accompanied by a bid securing declaration (EMD declaration) as specified above and must be submitted along with Techno-commercial bid (Part-1) on or before the date and time indicated above. EMD declaration format is attached with this NIT. Online Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

8. बोलीदाता यह भली-भांति सुनिश्चित कर लें कि उनके द्वारा जमा किया गया ई-निविदा पत्र इस कार्यालय द्वारा की गई चाही गई अहर्ताओं व मांगी गई समस्त जानकारियों को निर्धारित प्रपत्रों पूरा भरने के उपरांत जमा किया गया है। यदि जरूरी हो तो जानकारियों के लिए अतिरिक्त शीट का प्रयोग किया जा सकता है। सक्षम व्यक्ति द्वारा सम्पूर्ण निविदाप्रपत्र मुहर अंकित व हस्ताक्षरित किया चाहिए/ Bidders are required to ensure that the e-tender documents submitted by them fulfil the requisite qualifications and required information given in the prescribed formats. Additional sheets may be used, if required. The complete tender documents should be page numbered with index, signed and stamped by the authorized signatory of the bidder.

9. सीएसआईआर-सीमैप के मांगे जाने पर बोलीदाताओं को अपनी निविदा में संलग्न किये किसी प्रपत्र/ प्रमाणपत्र को मूलरूप में सत्यापन हेतु प्रस्तुत करना होगा, विसंगति होने पर संबंधित खरीद प्रक्रिया के किसी भी स्तर से निष्काषित किया जा सकता है/ On demand by CSIR-CIMAP, the bidder will have to produce the original document/ certificate submitted with the quotation for the purpose of verification, mis-match can lead into rejection at any level of the concerned procurement process.

10. बोलीदाताओं को इस संस्थान में होने वाली खरीद प्रक्रिया में सीएसआईआर के क्रय नियमों की पूर्णतया पारदर्शिता व ईमानदारी से पालन करना होगा, अवहेलना करने पर संबंधित खरीद प्रक्रिया के किसी भी स्तर से निष्काषित किया जा सकता है/ Bidders should follow CSIR Purchase rules (available at [www.csir.res.in](http://www.csir.res.in)) with complete transparency and honesty, violation can lead into rejection at any level of the procurement process.

11. एमएसई, मेक इन इण्डिया एवं स्टार्ट-अप फ़र्म्स इस ई-निविदा में भाग लेने हेतु आमंत्रित हैं। उन्हें ईएमडी, यदि कोई हो, व टर्नओवर मानदंडों में छूट है परंतु तकनीकी विशिष्टताओं व आवश्यकताओं को पूर्ण करना होगा। उनके संदर्भ में भारत सरकार के अधिनियम लागू होंगे। इस प्रकार की छूट पाने के लिए संबंधित आपूर्तिकर्ताओं को समस्त वांछित दस्तावेज़ संलग्न करने होंगे। **ध्यान रहे कि इस प्रकार के प्रपत्रों में असत्यता पाये जाने पर सक्षम प्राधिकारी द्वारा फ़र्म को निष्काषित / अन्य कोई यथोचित कार्रवाही की जा सकती है। इन बोलीदाताओं को भी अपनी भाग -1 निविदा के साथ लोकल कंटेंट प्रमाणपत्र एवं निर्दिष्ट बोली प्रतिभूति घोषणा पत्र (ईएमडी डिक्लेरेसन,**

यदि मांगी गई हो तो) (जो कि निविदा के साथ संलग्न हैं) प्रस्तुत करना होगा।/MSE, Make In India and Start-up firms are invited to participate in this e-tender. These firms are exempted from submitting of EMD, if any, and turnover criteria's But they have to comply with the specifications and technical parameters. The Govt. of India rules are applicable for the MSE, Make in India and Start-up firms. In order to seek the desired relaxation, the concerned suppliers are required to enclose all the concerned and essential indicating their status. It may be take care that any inconsistency/ false declaration in such documents will lead to debarring/any other deemed fir action by the Competent Authority. These bidders are also required to submit the local content certificate and Bid security Declaration, (BSD/EMD Declaration, if sought in NIT (formats attached with the NIT) with their Part-1 bids.

14. इस टेंडर में भारत सरकार द्वारा परिभाषित श्रेणी-I स्थानीय आपूर्तिकर्ता/ बोलीदाता व श्रेणी-II स्थानीय आपूर्तिकर्ता/बोलीदाता ही भाग ले सकते हैं। ये बोलीदाता अपनी तकनीकी-व्यावसायिक (भाग-I) बोली के साथ लोकल कंटेंट प्रमाणपत्र संलग्न करेंगे। लोकल कंटेंट प्रमाणपत्र का प्रारूप इस निविदा प्रपत्र के साथ संलग्न है। क्रय वरीयता में श्रेणी-I स्थानीय आपूर्तिकर्ताको श्रेणी-II स्थानीय आपूर्तिकर्ता पर भारत सरकार के नियमानुसार वरीयता प्रदान किया जाएगा गैर-स्थानीय आपूर्तिकर्ता/बोलीदाता से अनुरोध है कि वे कृपया इस खुली निविदा में भाग न लें। विस्तृत विवरण निविदा के जीसीसी 2.40 पर अवलोकन किया जा सकता है /Class-I Local Supplier and Class-II Local Supplier, categories as defined by the Government of India are invited to participate in this NIT. They are required to attach Local Content Certificate (LCC) in their techno-commercial (Part-I) bid. The format of LCC is attached with this NIT. In procurement Preference Class-I Local Supplier will be given preference over Class-II Local Supplier as per the guidelines prescribed by Government of India. Non Local Supplier (apart from above class-I and class-II) are requested not to submit their bid for this Open Tender seeking quotation in INR. Details can be perused in this NIT at GCC 2.40.

15. बोलीदाता ध्यान दें कि मूल्य स्वरूप प्रारूप (BOQ) में केवल उपस्कर का मूल्य उसकी स्टैंडर्ड वारण्टी एवं सम्बन्धित टैक्स का ही उल्लेख करें। साथ ही प्राइस बिड (PDF) में उपस्कर का मूल्य उसकी स्टैंडर्ड वारण्टी एवं सम्बन्धित टैक्स + एक्सटेंडेड वारण्टी + AMC/CMC (वार्षिक दर के आधार पर), जैसा कि इस निविदा में वांछित है के आधार पर ही अपने मूल्य को दर्शाएं। मूल्य निविदा का मूल्यांकन PDF में वर्णित तीनों घटकों के आधार पर LQ1 निर्धारित किया जाएगा। क्रय आदेश केवल उपस्कर के मूल्य उसकी स्टैंडर्ड वारण्टी एवं सम्बन्धित टैक्स (जीएसटी) के साथ ही जारी किया जाएगा एवं अन्य वांछित एक्सटेंडेड वारण्टी + AMC/CMC (वार्षिक दर के आधार पर), को क्रय आदेश में फीज (निर्धारित) कर दिया जाएगा जो कि Due Date से मांगकर्ता द्वारा पुष्टि करने पर लागू होंगी। 3% बैंक गारण्टी केवल उपस्कर का मूल्य उसकी स्टैंडर्ड वारण्टी एवं सम्बन्धित टैक्स पर ही लागू होगी फाईल संख्या /The bidders may kindly note that they are required to furnish their price bid (Part-II) in two parts Price bid in BOQ format should include only the cost of equipment along with standard warranty and applicable taxes.

Detailed price break-up indicating the cost of equipment along with standard warranty and applicable taxes+ extended warranty+ AMC/CMC (Annual basis) as desired in the NIT. It may be noted that the Price bid will be evaluated considering the above factors for arriving at LQ1 bidder. PO will be issued only for the cost of equipment along with standard warranty and applicable taxes. Whereas, the cost of extended warranty+ AMC/CMC (Annual basis) shall be freezed in the PO and will be applicable from the due date and will be confirmed by the user. Performance Bank Guarantee (3%) will be applicable only for the cost of equipment along with standard warranty and applicable taxes

16. इस निविदा हेतु मूल विनिर्माता अथवा उनके प्रतिनिधि एजेन्ट, दोनों में से कोई एक ही, एक मॉडल के लिए बोली जमा करेंगे। साथ ही प्राधिकृत एजेन्ट एक साथ एक से अधिक विनिर्माताओं की बोलियाँ जमा नहीं करेंगे। कोई भी वैकल्पिक बोलि जमा नहीं करेंगे क्यों की ये हितों का टकराव होगा। ऐसी स्थिति में ऐसी सभी निविदाएँ निरस्त कर दी जाएगी /For this NIT, the only one bid will be accepted which may be submitted either by the OEM or his only one authorized bidder. Similarly, one authorized agent will be permitted to submit the bid of only one OEM. He cannot submit two bids for the two different OEMs. It may be noted that both OEM/their authorized agent are permitted to quote only one make and model and no alternates or optional make or models. Violations of this clause will lead into summarily rejection of all such bids, as it leads to conflict of interest.

17. बोलीदाताओं को चाहिए कि वे मूल्य बोली (प्राइस बीड- भाग-II) में अपनी दरें मांगे गए आधार पर प्राइस शेडुल प्रारूप पर भर कर दें। अगर मूल्य-निविदा (भाग-II) में कोई दर / प्रभार / टैक्स /लेवी का विकल्प खाली / छूटा/ शून्य / लागू नहीं है, आदि लिखा पाया गया तो उसे मूल्य में समाहित (**Inclusive**) माना जायेगा। जिसमें बोली जमा करने की अंतिम तिथि के बाद कोई सुधार मान्य नहीं होगा। सभी नियम और शर्तों के साथ मूल्य / दर विहीन (**un-priced**) वित्तीय बोली प्रारूप की एक प्रति तकनीकी-व्यवसायिक बोली के साथ

लगाई जा सकती है। मूल्यांकन, न्यूनतम मूल्यांकित बोली आधार पर किया जाएगा जिसका उल्लेख मूल्य ई-निविदा में किया गया है / The Bidders are required to submit their Rates as directed in Price Bid, Part-II (Price Bid Schedule format). The rates are required to be quoted in BOQ format as well as in PDF. Please note that in case of any discrepancy between the two, the price bid quoted in PDF will be considered for evaluation and ranking. In Price Bid Schedule, if any rate/charge/ tax/ levies etc., will be found unfilled/ left blank/ zero/ NA etc., then same will be treated as Inclusive. No modification/ Alternation/ addition / correction etc. in bid will be acceptable after last date of bid submission. A copy of **un-priced** Price Bids/ schedule format with all terms & conditions can be submitted in technical bid also. Evaluation shall be made on the LQ-1, which has been stated in the Price Bid section of NIT.

18. निदेशक, सीएसआईआर-सीमैप को यह अधिकार है कि वह कोई कारण बताए बिना, किसी या सभी निविदाओं को अंशतः या पूर्णतः स्वीकार/अस्वीकार कर सकता है, या उसके/ उनके क्रम को भंग कर सकता है जो कि भाग लेने वाले सभी बोलीदातों को बाध्यकारी व स्वीकार्य होगा/ The Director, CSIR-CIMAP, reserves the right to accept/reject any or all tenders either in part or in full or to split the order without assigning any reasons there for which will be binding and acceptable all participating bidders.

ह०/ Sd/-  
**भंडार एवं क्रय अधिकारी/  
Stores & Purchase Officer**

**NIT Document File No.- CIMAP/PUR-664(1)/2024 For OPEN TENDER to be quoted in INR value only.**

**(Part-1: online techno-commercial bid & Part-II: Price online bid)**

(PART-I)

*(Online Techno-commercial bid letter- be given on the bidder/firm's letter head)*

Firm's ref: \_\_\_\_\_

Dated: \_\_\_\_\_

The Director  
CSIR-Central Institute of Medicinal & Aromatic Plants,  
P.O. CIMAP, Distt: Lucknow,  
Pin - 226015, U.P., India

**File reference No:** \_\_\_\_\_

**Subject: Submission of Techno-commercial Online bid for** \_\_\_\_\_.

Sir,

Having examined the online bidding documents and agreeing to the terms and conditions mentioned in the concerned NIT, we, the undersigned, hereby submit the **Techno-commercial Online bid** for supply of goods and services as per the schedule of requirements and in conformity with the said online bidding documents.

We hereby offer to supply the **technical details** related to the Goods/Services as sought by the purchaser in this NIT. We do hereby undertake that, in the event of acceptance of our online bid, the supply of Goods/Services shall be made as stipulated in the schedule to the Online bid document and that we shall perform all the incidental services.

In case of any **technical clarification or/ and demonstration** sought by the purchaser to arrive at the clear position, we will provide the same without altering our price online bid and without any monetary/

documentary liability on CSIR-CIMAP. For clarification purpose, we shall be submitting the historical documents i.e., those documents which exists before the floating of this tender. On demand by CSIR-CIMAP, we shall furnish the original document/ certificate submitted with this online quotation for the purpose of verification we understand that its mis-match can lead into rejection of our online bid at any level of the concerned procurement process. As, this is an Open Tender, thus, **We have submitted our quote only in Indian Rupees along with the applicable GST of in our Price bid.** Our Bid validity is for 180 days (One Hundred Eighty days), if asked we will agree to extend the same unconditionally. We are attaching all the requisite information in the prescribed formats as per Annexures of this NIT.

We enclose herewith the signed complete Techno-commercial Online bid along with the Techno-commercial Online bid Letter in the prescribed e-tender format as per your requirement.

Bidder's authorized Signatory with Company Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

e-mail id and Mobile: \_\_\_\_\_

The offer must comprise of the following documents in the serial of Annexures as stated below in the Check list (submit the information in the prescribed format on firm's letter head)-

**Check List- (Techno-commercial Online bid) Part-I A (Non-technical)**

Information to be furnished on the firm's letter head and furnished in requisite formats is correct and updated-

S.N.	Document (as Annexure)	Enclosed with the online bid (Yes/ No)	If yes, Page No. in the bid document is-
1.	Bidder's information form (Annexure-1)		
2.	Manufacturer's authorization form (Annexure-2) Proof of Manufacturer's authorization Warranty Service Provider Agreement between the manufacturer and the Service Provider (if applicable)		
3.	Online bid securing declaration/ EMD Declaration form (Annexure-3)		
4.	No Blacklisting Certificate (Annexure-4)		
5.	Acceptance of NIT terms & conditions/ Deviation form (Commercial) (Undertaking Annexure- 5)		
6.	Lowest rate Certificate (Annexure- 6)		
7.	Item Non Hosting on GEM (Annexure- 7)		
8.	Undertaking Valid registration certificate in case the item(s) under procurement fall(s) under the restricted category of the current export-import policy of government of India (if applicable) (Annexure-8)		
9.	Copy of the Last Audited Balance Sheet of the company (Annexure- 9)		
10.	Income Tax Registration Certificate/GST Registration/ PAN No. and latest Income Tax Clearance Certificate (Annexure-10)		
11.	Local Content certificate (Format as Annexure- 11)		
12.	Land Boarder Certificate (Format Annexure- 12)		

13.	Undertaking for Agreeing for Compliance of the proper submission of prices in Price Bid Schedule with taxes/duties/levies (Annexure-13)		
14.	Code of Integrity (Format as Annexure- 14)		
15.	Apart from above, any other relevant document/ information. Annexure- 15		

**Check List- (Techno-commercial Online bid) Part-I B (Technical)**

S.N.	Document	Enclosed with the online bid (Yes/ No)	If yes, Page No. in the bid document is-
1.	Performance, past experience, order copies & service support detail form-in past three years. Details of Performance, past experience, order copies & service support detail form-in past three years in other CSIR Labs/ Institutions/ Govt. org./ Govt. research Laboratory/ Govt. University/ Autonomous body/ PSU/ Govt. Academics with contact details & addresses Annexure- 16		
2.	Specifications and allied technical details, Annexure- 17		
3.	Deviation form (technical), Annexure - 18		
4.	Qualification requirements. Annexure- 19		
5.	<u>Qualification Requirements-</u>		
(a)	Documentary evidence establishing that the bidder is eligible to online bid and is qualified to perform the contract if its online bid is accepted. Provide it at Annexure- 20		
(b)	Documents establishing goods eligibility and conformity to the online bidding documents. Provide it at Annexure- 20		
8.	Firms under MSE, Make in India etc. willing for the relaxations in the NIT are required to submit their complete and updated documents issued by the Competent Authority. Any false declaration will lead into breach of procurement process/contract and deemed fit action will be taken by the Institute apart from being rejection of the bid. Provide it at Annexure- 21		
9.	Apart from above, any other relevant document/ information. Annexure- Provide it at 22		

Bidder's authorized Signatory with Company Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Bidder Information Form**

(Refer para 5.1.2 (ix)(a) of the CSIR Manual)

(On the Letter Head of the Bidding firm)

- (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]

Tender 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 and Registration in India: [insert Bidder's legal address and 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: [check the box(es) of the attached original documents]  Articles of Incorporation or Registration of firm named in 1, above.

Bidder's authorized Signatory with Company Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**MANUFACTURERS' AUTHORIZATION FORM**

(Refer para 5.1.2 (ix)(b) of the CSIR Manual)

(On the Letter Head of the Authorizing firm)

[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 and be enclosed with the technical bid.

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 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 hereby extend our full guarantee and warranty in accordance with Clause 2.21 of the General Conditions of Contract, with respect to the Goods offered by the above firm for this NIT No\_\_\_\_ dated\_\_\_ specifically. We have not authorized any other dealer to quote for this NIT.

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]



**Online Bid Securing Declaration/ Earnest Money Deposit (BSD/EMD) declaration form**

(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual)

(On the Letter Head of the Bidding firm)

(Non-submission of BSD/EMD Declaration will result in summarily rejection of the bid)

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

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 am /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 reuse 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 am/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 an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Bidder's authorized Signatory with Company Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(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)

**No Holiday listing/ debarred / Blacklisting Certificate**  
(On the Letter Head of the Bidding firm)

I/We hereby certify that our firm\_\_\_\_\_ has/have not been declared Holiday listing/ debarred / Blacklisting by any other CSIR Labs or Institutes / Government or public sector or private organizations/ Enterprises/ Company/ Association / Institute/ Academy/ University etc,. In case it is found wrong/ incorrect/ false, then CSIR-CIMAP can also take deemed fit action against our firm and our bid may be rejected.

Date & Signature of authorized person  
For name of supplier / bidder  
Company seal

**Deviation Statement form (Commercial)**  
(On the Letter Head of the Bidding firm)

I/We have gone through this NIT & all terms & conditions, which is/ are completely acceptable to me/us/ our firm or The following are the particulars commercial of deviations from the requirements of the NIT terms & conditions :

e-tender conditions	Clause/Terms &	Deviation	Remarks (including justification)

Date: Bidder's authorized Signatory with Company Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

NOTE: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

**Lowest Rates quote certificate**  
(On the Letter Head of the Bidding firm)

I/We hereby certify that the rate(s) / Price (s)/ charge (s) quoted by me for procurement of .....in response of the tender ref No..... is/ are the same and not higher than those quoted with other CSIR Labs/Inst, Government, public sector, or private organizations. In case it is found wrong/ incorrect/ false, then the excess amount may be recovered from firm's bill, if it is not possible the same will be paid by our firm. CSIR-CIMAP can also take deemed fit action against our firm.

Bidder's authorized Signatory with Company Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure-7**

**Declaration on non-availability / Non Hosting of Item(s) on GeM**  
(On the Letter Head of the Bidding firm)

Ref: Tender No. ....

Date \_\_\_\_\_

I/we here by checked and declare that the Item(s)..... quoted by M/s..... (bidder name) for the procurement vide the tender ref No..... is/ are not uploaded on GeM Portal Of Govt. of India by Original Manufacturer/ Distributor/Dealer/Stockiest or any other supplier.

This is also confirmed that if the item will be uploaded/ sold on GeM, will be intimated to CSIR-CIMAP in advance. In case it is found wrong/ incorrect/ false, CSIR-CIMAP can also take deemed fit action against our firm.

Bidder's authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Undertaking for restricted / non restricted category**  
(On the Letter Head of the Bidding firm)

Ref: Tender No. ....

Date \_\_\_\_\_

This is to certify that I/we here by Undertake and declare that the Item(s)..... quoted by M/s..... (bidder name) for the procurement vide the tender ref No..... is/ are not under restricted category for sell /import / export under the any rules and regulation of National trade / International trade / restricted category of the current export-import policy of government of India.

or

It is under restricted category and undertake & declare that taken valid registration certificate (Copy enclosed) in case the item(s) under procurement fall(s) under the restricted category of the current export-import policy of government of India (if applicable)

In case it is found wrong/ incorrect/ false, CSIR-CIMAP/ Govt. Authority can also take deemed fit action against our firm.

Bidder's authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure-9**

(On the Letter Head of the Bidding firm)

We hereby attach the attested copy of the last Audited Balance Sheet of our firm  
M/s \_\_\_\_\_, which is participating in this NIT.

Bidder's authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure-10**

(On the Letter Head of the Bidding firm)

We hereby attach attested documents of firm's GST/Income Tax Registration Certificate/PAN Card and latest Income tax clearance certificate.

Bidder's authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



**Local Content Certificate (Not applicable for Foreign OEM)**

(On the Letter Head of the Bidding firm)

No:

Date:

Sub:- Local Content Certificate

Ref:- (i) Order. P-45021/2/2017 PP (BE-II) dated 04.06.2020 of DPIIT, Ministry of Commerce and Industry, Govt. of India.

(ii) CSIR-CIMAP NIT Ref No..... Date.....

(iii) Bid Ref No. (E-tender ID)..... Date.....

Sir,

This is to certify that the bidder M/s.....as supplier is declaring here by the percent of local content in our quoted item as per CSIR-CIMAP NIT requirement as under:-

‘Local content’ means the amount of value added in India which shall be as, It has been prescribed by the Nodal Ministry/ has not been prescribed by the Nodal Ministry\* for our quoted item, be the total value of the items has to be procured as per this NIT (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

I/ we M/s.....as ‘Class-I local supplier/ Class-II local supplier/ Non- local supplier’ \*\* hereby declare that our offered quoted items i.e., ..... (Name of item(s)) as per referred CSIR-CIMAP NIT No.....date..... having local content ‘equal to or more than 50% (or percent as prescribed by respective nodal ministry for Class-I local supplier)/ more than 20% but less than 50% (or percent as prescribed by respective nodal ministry for Class-II local supplier)/ less than 20% (or percent as prescribed by respective nodal ministry for Non- local supplier)’ \*\*\* of the total value of the items to be procured as per aforesaid NIT & prescribed in Order. P-45021/2/2017 PP (BE-II) dated 04.06.2020 of DPIIT, Ministry of Commerce and Industry, Govt. of India.

Following are the details of the location(s) at which the local value addition is made-

- 1.....
- 2.....

I hereby undertake that the content of the certificate is true in all respect.

Bidder’s authorized Signatory and Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

‘\*’, ‘\*\*’ & ‘\*\*\*’ strike off which is not applicable.

**Land Border Declaration Undertaking**

(To be furnished on the Bidding Firm’s Letter Head)

Ref No.

Dated:

Sub:- Land Border certificate

Ref: (i) Ministry of Finance, department of Expenditure, Public Procurement Division OM F.No.6/18/2019-PPD dated 23rde July 2020

(ii) CSIR-CIMAP NIT Ref. No.....Date.....

Procurement of .....

Certificate for the Land Border Declaration

“I have read the clause regarding restrictions on procurement from the bidder of a country which shares a land border with India.

\*I certify that this Bidder is not from Land border country as stipulated in the aforesaid OM of Ministry of Finance a country, department of Expenditure, Public Procurement Division OM F.No.6/18/2019-PPD dated 23rde July 2020.

OR

\*\*I hereby certify that this bidder is from land border country stipulated in the aforesaid OM of Ministry of Finance a country, department of Expenditure, Public Procurement Division OM F.No.6/18/2019-PPD dated 23rde July 2020 and fulfils all requirements in this regard and is eligible to be considered for this procurement The valid registration certificate issued by the Competent Authority is attached.

I hereby undertake that the content of the certificate is true in all respect.

Bidder’s authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(Seal)

\*/\*\*strike off which is not applicable.

**Undertaking for complying the proper submission of the Price Bid entries**

(To be furnished on the Bidding Firm’s Letter Head)

Ref No.

Dated:

We, hereby, undertake that we have complied the Price entries as per the NIT requirement in given Price Bid Schedule.

Bidder’s authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**

*(Refer para 3.2.1 & 5.1.2 (ix)(m), 5.1.3 (02) (i) of the CSIR Manual)*

(On the Letter Head of the Bidding firm)

Ref. No: \_\_\_\_\_

Date

\_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

(Name & address of the Purchaser)

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 Para 1.3 of ITB of your Tender document, Refer para 3.2.1 & 5.1.2 (ix)(m), 5.1.3 (02) (i) Conflict of Interest among Bidders/Agents of the CSIR Manual of procurement of goods 2019 & subsequent amendments and have no conflict of interest.

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:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Bidder's authorized Signatory and Seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Annexure-15**

***Bidder can use addition sheet to submit any other updated relevant document/information, if any***

**Performance, past experience, order copies & service support detail form-In Past Three Years**

Name of the Firm.....

Order placed by (Address /e-mail of the Purchaser)	Order No. and date	Description And quantity of the ordered equipment	Value of the order	Date of completion of the delivery as per contract	Date of actual completion of delivery	Remarks of late delivery if any	Has the equipment been installed satisfactory? (Documentary evidence)	Details of the Contact person (phone fax, email etc)

Please provide documents in support of the above entries.

Signature and Seal of the manufacturer/ bidder.....

Place:

Date:

**(A) Specifications and allied Technical details Form**

**SPECIFICATIONS FOR Plant Stress Screening Device**

- Battery operated instrument for measurement of photochemical efficiency Fo, Fm, Fv/Fm, Fv/Fo, O, K, J, I, P, tFm, A, Mo and PI/ABS with following specifications:

●	<b>Probe</b>	In-built fiber optic probe for easy-one hand handling of the instrument.
●	<b>Data Storage</b>	Integral data storage for at least 250000 data sets or more
●	<b>Display</b>	Graphical LCD Display
●	<b>Test Duration</b>	Fv/Fm: 0.1-1.5 Seconds. OJIP: 3-300 seconds.
●	<b>Data Transfer</b>	Data Downloading facility to any PC via USB Ports
●	<b>Power Rechargeable</b>	Inbuilt Battery
●	<b>Leaf Clips</b>	100 dark adopted leaf clips should be supplied
●	<b>Battery Life</b>	At Least 5 Hours of continuous operation
●	<b>Parameters</b>	Fo,Fm, Fv/Fm, Fv/Fo, O,K,J,I,P, tFm, A,Mo and PI/ABS
●	<b>Additional Parameters</b>	RC/ABS. ABS/RC, TRO/RC, DIO/CS, ETO/RC, TRO/ABS, TO/TRO, ETO/CS, ETO/RC, RC/CSO,RC/CSM, S,M,T.
		Should be supplied with all the necessary required accessories and spares for the normal operation of the instrument like battery charges, Data downloading cable and carrying case.

3.		Inspection and Tests required
4.		Acceptance Test
5.		Qualification Criteria, if any

Each set will come under warranty period after its successful installation and commissioning. However, the validity of standard warranty of each set will be extended up to one year from the date of successful installation, commissioning and final acceptance by the user at the fourth site.

Vendor should carefully fill up the rates in price bid for the main equipment with accessories including standard warranty, year wise price break-ups of extended warranty and year wise price break-ups of AMC/CMC charges (in case, specifically asked in the NIT) and the same should be confirmed without quoting price in the techno-commercial bid. Non-compliance of this may lead to summarily rejection of the Bid.

**(B) Delivery Schedule (IO/PL to fill it carefully)**

Schedule	Period		Reference
	Purchaser's requirement	Supplier's response	
Expected delivery period	Within 8 Weeks	_____ days/ weeks	From the date of issue of the Purchase Order
Expected installation & commissioning period	Within 2 Weeks	-----days/ weeks	From the date of delivery in the respective sites of CSIR-CIMAP
Expected Period of Demonstration, observation and training	Minimum 01 Week	-----days/ week	From the date of Installation & commissioning in the respective sites of CSIR-CIMAP

### C. Allied Technical Details-

S.N.	Allied technical details	bidder's response
1.	Product catalogues/ user manual/ other informative material/ sketches/ drawings etc.	Enclosed (Yes/ No) (Ensure that it should be up to date and page numbered)
2.	Country of origin (INDIA)	
3.	Place of dispatch of onsignment	
4.	Banker's details	
5.	Free Warranty/Guarantee for a period of	
6.	Extended Warranty/Guarantee for a period of	
7.	Installation , commissioning & training,	
8.	Details of service provider for after sales/complaints etc.	
9.	AMC including Visits & breakdown visits as stipulated in NIT	
10.	Comprehensive AMC/CMC including Visits & breakdown visits and spares (If asked in the NIT)	
11.	Details of accessories (if any)	
12.	List of non-consumables (if any)	
13.	List of consumables (if any)	
14.	Any other relevant detail	

Annexure- 18

### DEVIATION STATEMENT FORM (Techno-commercial/Part-1 Bid)

1) The following are the particulars of deviations from the requirements of the e-tender specifications:

e-tender Clause/specifications	Deviation	Remarks (including justification)

Place:

Date:

Signature and seal of the  
Manufacturer/ bidder

**NOTE:**

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”

Annexure- 19

### Qualification requirements

(Pre-Qualification/Eligibility Criteria)

(a) Techno-commercial Capability: The bidder shall attach **documentary evidences** that it meets the following financial requirement(s):

- i. Copy of the Last Audited Balance Sheet of the company
- ii. Income Tax Registration Certificate/PAN No. and latest Income Tax Clearance Certificate
- iii. Proof of Manufacturer's authorization

- iv. Photocopy of Warranty Service Provider Agreement between the manufacturer and the Service Provider.
- v. Details of Local service centers (Nearest place to the Purchaser)
- vi. Photocopy duly attested of Certificate of compulsory enlistment of Indian Agents of foreign principals with DGS&D if quoting on their behalf. Date of enlistment must be before the date of opening of e-tenders?

(b) Experience and Technical Capacity: The bidder shall attach the documentary **evidences** to demonstrate that it meets the following experience requirement(s):

- i. Performance statement in enclosed format: Past experience towards supply of **similar** Scientific equipment in other CSIR Labs/ Institutions/ Govt. org./ Govt. research Laboratory/ Govt. University/ Autonomous body/ PSU / Govt. Academics with contact detail & address.
- ii. Client list with contact detail, responsive phone No., e-mail & address
- iii. Product range of **similar** Scientific Equipment/ Plant for research and development process.
- iv. Copies of relevant work orders
- v. **Details of supplies of identical or similar equipment made to other CSIR labs/ Institutions for the preceding three years together with price eventually or finally paid.**

(c) **Usage Requirement:** (By the Purchaser)- The bidder shall attach documentary evidence to demonstrate that the GOODS it offers, meets the usage requirement.

(d) The bidder should be an Indian manufacturer/authorized representative of a manufacturer who must have designed, manufactured, tested and supplied the equipment(s) similar to the type specified in the "Technical Specification". The MAF must be enclosed with the technical online bid. Such equipment's must be of the most recent series/models incorporating the latest improvements in design. The models should be in successful operation for at least one year as on date of Online bid Opening.

Signature and Seal of the manufacturer/ bidder.....

Place :

Date :

## **PART-II**

### **Financial Online bid Forms**

**(On the Letter Head of the firm submitting the Online bid Document) (to be submitted in a separate envelope mentioning the details on it)**

List of standard forms-

- (1) Financial Online bid Letter
- (2) Price Schedule-
  - (i) For abroad items
  - (ii) For indigenous items
- (2) Statement for deviations from financial terms and conditions.

### **1. Financial Online bid Letter**

The Director  
Central Institute of Medicinal and Aromatic Plants  
P.O.CIMAP, DISTT: Lucknow  
PIN - 226016, Uttar Pradesh, INDIA

**e-tender Reference No:**

**File reference No:**

**Subject: Price Online bid for\_\_\_\_\_.**

Sir,

Having examined the online bidding documents and having submitted the technical online bid for the same, we, the undersigned, hereby submit the Financial Online bid for supply of goods and services as per the schedule of requirements and in conformity with the said online bidding documents.

We hereby offer to supply the Goods/Services at the prices and rates mentioned in the Financial Online bid. We shall be submitting the quote of NIT item(s), if any, in Indian Rupees in our Price bid.

We do hereby undertake that, in the event of acceptance of our online bid, the supply of Goods/Services shall be made as stipulated in the schedule to the Online bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including installation and commissioning charges in the Central Institute of Medicinal and Aromatic Plants Lucknow or its units.

We enclose herewith the complete Financial Online bid in the prescribed e-tender format as per your requirement. This includes:

- (1) Price Schedule- (Enclose whichever is applicable)
  - (i) Price Schedule for Goods being offered from ABROAD
  - (ii) Price Schedule for Goods being offered within INDIA
- (2) Statement for deviations from financial terms and conditions.

We agree to a online bid by our offer for a period of One Hundred Eighty (180) days from the date fixed for opening of the online bid documents and that we shall remain bound by a communication of acceptance within that time. We have carefully read and understood the terms and condition of the online bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviation are only those mentioned in the statement of deviation from financial terms and conditions.

We do hereby undertake, that until a formal work order is prepared and executed, this online bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

1. bidder's Legal Name <i>[insert bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. bidder's Year of Registration: <i>[insert bidder's year of registration]</i>
5. bidder's Legal Address in Country of Registration: <i>[insert bidder's legal address in country of registration]</i>

All corrections/deletions should invariably be duly attested by the person authorized to sign the online bid document).

Dated this day of \_\_\_\_\_ Signature of bidder

Details of enclosures

Full Address:  
Telephone No.  
Telegraphic Address:  
E-mail:

COMPANY SEAL



## 2. Price Schedule Form

### PRICE SCHEDULE FOR GOODS BEING OFFERED WITHIN INDIA

Name of the bidder \_\_\_\_\_

NIT Reference No. \_\_\_\_\_

File Reference No. \_\_\_\_\_

Sl. No.	Description/ Part No./ Make Mode*	Quantity	Unit Price (in INR)	Total Amount (in INR)
1.				
2.				
3.....				
<b>Ex-Works Price-</b>				
<b>Packing &amp; forwarding</b>				
<b>FOR ( CIMAP Stores)</b>				
<b>Full GST/Full IGST (their rate(s) as the case may be, clearly specified)</b>				
<b>Transportation</b>				
<b>Insurance up to Destination /handover (in case of fabrication)</b>				
<b>Installation &amp; Commissioning charges</b>				
<b>Training charges</b>				
<b>Additional Warranty Charges</b>				
<b>Annual Maintenance Charges</b>				
<b>Additional Warranty Charges 2<sup>nd</sup> year + Full GST</b>				
<b>Additional Warranty Charges 3<sup>rd</sup> year +Full GST</b>				
<b>Additional Warranty Charges 4<sup>th</sup> year +Full GST</b>				
<b>Additional Warranty Charges 5<sup>th</sup> year +Full GST</b>				
<b>Comprehensive /Annual Maintenance (CMC/AMC) Charges 6<sup>th</sup> Year) +Full GST</b>				
<b>Comprehensive Annual Maintenance (CMC/AMC) Charges 7<sup>th</sup> Year) + Full GST</b>				
<b>Comprehensive Annual Maintenance (CMC/AMC) Charges 8<sup>th</sup> Year) +Full GST</b>				
<b>Comprehensive Annual Maintenance (CMC/AMC) Charges 9<sup>th</sup> Year) +Full GST</b>				
<b>Comprehensive Annual Maintenance (CMC/AMC) Charges 10<sup>th</sup> Year) +Full GST</b>				
<p><b>Note: CSIR-CIMAP has currently no exemption / concession for IGST/GST. If it will be not quoted/ left blank/ NIL, then it will be treated as inclusive and can't be claimed/ altered after expiry of Last date of submission of Bid. Additional warranty /CMC/AMC charges will be included in evaluation and it will be freezed in Purchase order. Payment of each year additional warranty /CMC/AMC will be made after satisfactory completion each year additional warranty / CMC/AMC separately. Detail terms &amp; conditions are available in NIT clause No. 2.21. Bidders should quote the Additional Warranty and AMC/CMC as applicable in the NIT Specifications/ requirement.</b></p>				

\*(On the basis of the technical specifications submitted)

Total Online bid price \_\_\_\_\_

In words \_\_\_\_\_

Note:

Cost spare parts may be indicated separately

Signature of bidder

Name \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

**(iii) STATEMENT OF FINANCIAL DEVIATIONS**

Following are the financial deviations and variation(s) from the exceptions to the specifications and documents for the online bid document. These deviation(s) and variation(s) are exhaustive.  
Except these deviation(s) and variation(s), the entire work shall be performed as per your specifications and documents.

SI No.	Section No.	Clause No.	Statement of Deviations / Variations

S. No. Section No. Clause No. Statement of deviation(s) and variation(s)

Signature of the bidder

Name:

Place:

Date:

Address:

Company Seal