

All Communication to be addressed  
to the Director, CSIR – NEIST.  
With Attn: Stores & Purchase Officer

Tel: 0376 – 2372710, Fax: 0376 – 2372921  
Email: [spopur@gmail.com](mailto:spopur@gmail.com)

सीएसआईआर – उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान  
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY  
(Council of Scientific & Industrial Research)  
जोरहाट: JORHAT: असम: ASSAM



File Enquiry No. 1 (PEQ)/15/15 – 16/PUR/T – 39;

दिनांक Date: 21.10.2015

Note: Please send your quotation in sealed cover on or before **18.11.2015** till **02:30 PM** which will be opened on **18.11.2015** at **03:00 PM**.

To,

Dear Sirs,

Kindly arrange to send your offer in a SEALED COVER under **single bid with EMD of ₹ 23,000.00** in the form of **BG/DD/TDR/FDR in favor of DIRECTOR, CSIR-NEIST, Jorhat** quoting this office file reference super-scribe on the envelope within due-date to the terms & conditions overleaf:

Sl. No.	Description of Item / Material.	Qty.
1.	<b>Supply and installation of FBG Interrogator of the following Specification:</b> <ul style="list-style-type: none"><li>➤ No. of optical lines : 02 (Minimum)</li><li>➤ Wavelength range : 1525-1565 nm</li><li>➤ Minimum wavelength spacing : 0.4 nm</li><li>➤ Wavelength precision : ± 1 pm</li><li>➤ Absolute wavelength accuracy (EOL) : ± 30 pm</li><li>➤ Dynamic range (with user selectable Control) (With incremental Steps) : 0-30dB</li><li>➤ Scan and report rate : 2000 Hz</li><li>➤ Optical connector : FC/APC</li><li>➤ Communication : USB</li><li>➤ Compatible data analysis software</li></ul>	01

**NOTE:**

- ❖ The best offer may be quoted as per our requirement and avoid two or more alternate offers.
- ❖ Technical compliance sheet as per our required technical parameters may be attached along with supporting documents.

आपको धन्यवाद,  
Thanking you,

भवदीय,  
Sincerely,

भंडार और क्रय अधिकारी  
Stores & Purchase Officer  
Tel: 91 – 0376 – 2372710, Fax: 91 – 0376 – 2372921,  
E-mail: [spopur@gmail.com](mailto:spopur@gmail.com)  
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### TERMS & CONDITIONS

#### **1. INVITATION OF BID**

Director, CSIR – NEIST, Jorhat invites sealed bid for each item(s) in Single bid with EMD of **₹23,000.00 in the form of BG/DD/TDR/FDR in favor of DIRECTOR, CSIR-NEIST, Jorhat**

#### **2) SPECIFICATIONS**

The offer must be strictly as per our technical specifications to be supported with printed technical leaflet / literature of the quoted model of the item by the bidder / manufacturer and the specifications mentioned in the quotation must be reflected / supported by the printed technical leaflet / literature. The model quoted invariably be highlighted in the leaflet / literature enclosed with the quotation.

#### **3) PRICES**

a) The prices quoted should clearly indicate price break-up indicating FCA, FOB, CIF, CIP, installation & commissioning, training, duties and taxes, etc.

b) In case of domestic, the offer should contain the basic price and percentage of Excise Duty separately since we are exempted from payment of Excise Duty.

c) In case of import / price quoted in foreign currency, Indian Agent may also quote for FOR CSIR – NEIST price including inland transportation, insurance, clearance charges, etc., (The charges of inland transportation & Insurance will be at actual against proper receipt). CSIR – NEIST will provide all necessary documents for customs clearance of consignment including Customs Duty Exemption Certificate, etc.

**N.B: All terms used in the Bid / Supply order/contract will have the meaning as described in the "INCOTERMS-2000".**

#### **4) TAXES**

The percentage rate of sales tax, resale tax, VAT, duties/levies and any other charges etc, should be clearly indicated in the tender, wherever chargeable. The packing charges must also be indicated separately.

#### **5) CUSTOMS AND EXCISE DUTIES**

Our Institution is eligible from payment of concessional custom duty and exempted from payment of excise duty vide Government notification No: 51/96-Customs dated: 23<sup>rd</sup> July 1996 and Central excise duty exemption in terms of notification 10/97 Central Excise dated 01<sup>st</sup> March 1997.

#### **6) PAYMENT**

##### **a) Import payment**

The payment against import of items shall be made with the following options. The quoting party must confirm one of the options in the quotation:

- By Letter of Credit (80% of LC amount shall be released on presentation of complete and clear shipping documents and remaining 20% after satisfactory installation commissioning / demonstration and submission of Performance Security of 10% of FCA / FOB / CIF / CIP value valid up to 2 (Two) months beyond warranty period.
- By Foreign Demand Draft or Wire Transfer. 100% payment will be made by FDD or wire transfer after receipt of material in good working condition and satisfactory installation/commissioning / demonstration and submission of performance security in favour of the Director, NEIST, Jorhat for 10% of FCA / FOB / CIF / CIP value valid up to 2 (Two) months beyond warranty period.

**N.B: All foreign bank charges shall be borne by the supplier.**

##### **b) Indigenous payment**

In case of indigenous items, payment will be 100% within 30 days after receipt and acceptance and satisfactory installation / commissioning of materials / equipment.

#### **7) SCHEDULES OF REQUIREMENT**

- i. The offer should be valid at least **90 days** from the date of opening.
- ii. Delivery & warranty period: The delivery should be **within 6 – 8 weeks** & the equipment(s) should have a comprehensive warranty of at least **1 (One) year from the date of installation.**
- iii. Please provide the name and address of your Indian Agent along with authorization letter.
- iv. Please also indicate the exact amount of Agency Commission payable to your Indian Agent in equivalent Indian currency after the receipt of the consignment in good condition at our Stores and in case of equipment after the satisfactory installation and commissioning.
- v. Please indicate details of services to be rendered by your Indian Agent.
- vi. Indicate the names of the Indian reputed organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from users.
- vii. If you have supplied identical or similar equipment to other CSIR / Labs / Instt., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- viii. Please do confirm that service (manual) shall be supplied along with the supply of material.
- ix. Installation, Commissioning and satisfactory demonstration of the whole system and training should be free of cost in case of equipment.
- x. The Installation, Commissioning and Demonstration of the system should be completed within two weeks from the date of arrival of the items at CSIR – NEIST, Jorhat

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- xi. It is mandatory to indicate the approximate dimensions & weight of the stores/consignment quoted for: tare Weight, Net weight and Volume (LxBxH).
- xii. Bidders should provide the name and detail address (including E-mail & Mobile No.) of their clearing and forwarding agent in India.
- xiii. Fax/email bid will be considered at the risk of bidder if EMD is not involved.
- xiv. The rate of AMC of equipment should be provided for 5-10 years beyond the warranty period.
- xv. The acceptance of quotation will rest with the DIRECTOR, CSIR – NEIST, Jorhat who does not bind himself to accept the lowest quotation and reserves the right to himself to accept or reject partially the quotations received, without any assigning any reason whatsoever.
- xvi. All other related terms and conditions from the "CSIR Manual of Best Practices 2008", will be applicable in this tender.

**N.B: The Quotation / Proforma Invoice should show the above information with relevant technical literature.**

#### **8) EVALUATION OF TENDERS**

Unless specifically mentioned, the overall lowest bid meeting the technical specifications will be selected for placement of purchase order.

#### **A. Grounds for summary rejection of bid / offer without any further clarification at preliminary evaluation stage:**

1. Unsigned bid
2. Late or delayed bid
3. Bid validity is shorter than the required period
4. The bid is not accompanied by Earnest Money Deposit (EMD) if EMD is required
5. The bidder is not eligible
6. No authorization letter from the manufacturer
7. If there is no mention of packing, forwarding, freight, transportation and insurance charge in the offer
8. Not willing to provide performance security if it is requirement of tender.

#### **B. Grounds to be considered as material deviation for summary rejection of bid / offer without any further clarification during intensive technical evaluation stage:**

1. The good(s) quoted are not meeting major / essential technical specification(s).
2. Conditional bid, which is, not agreeing to some essential condition(s) of the tender.
3. No technical literature or brochure from the manufacturer of the quoted item(s) or product verification/ authentication from manufacturer.

#### **C. Grounds for seeking further clarification:**

1. Minor informality or irregularity or non-conformity such as make / model, other documents etc in the bid.
2. Non-conformity between figures and words of the quoted price.
3. Discrepancies between original and additional copies of a bid.
4. Requirement for more brochure or printed literature to get more clarity of certain technical specifications.
5. Reasonableness of offer price.
6. After sale support: rate and terms of AMC after warranty.
7. Non-conformity between various parameters / unit of measurement etc of technical specifications.
8. Availability of spares.

  
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