

ICAR-CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA -171 001(HP)

**GLOBAL NOTICE INVITING TENDER**

F.No. 15-1/Tender/2018-19/Store/

Dated: 09.01, 2020

**Last date & time for submission of e-Tender : 10.02.2020 (Upto 02:00 PM)**

**Date & Time of opening of e-Tenders (Tech. bids) : 11.02.2020 ( At 02:30 PM)**

On behalf of the Secretary, ICAR, New Delhi, the Director, ICAR-CPRI, Shimla-171001 (HP) invites **e- tenders** from the reputed manufacturers or their authorized dealers, for the procurement of the following item on CPP Portal :

Sl.No.	Name of the equipment	Qty.	Earnest Money	Place of supply/installation	CPP Portal Tender ID
1.	Microwave Digestion System	1 No.	40,000/-	CPRI, Shimla	2020_DARE_534751_1

**Note : It will be a two bid system. Date of opening of financial bids will be intimated later.**

The detailed specifications/terms & conditions of the equipments are available in the CPP Portal <http://eprocure.gov.in> and our website:<http://cpri.icar.gov.in>

Sd/-  
Asstt. Admin. Officer (S)

## DETAILED TERMS & CONDITIONS

1. e-Tenders will be accepted only on the prescribed tender form which can be downloaded from CPP Portal <http://eprocure.gov.in> and our website: <http://cpri.icar.gov.in>.
2. The firms have to deposit Earnest Money/Bid security in the shape of **FDR/Bank Draft/Bank Guarantee (valid upto six months from the date of opening of the tenders)**/ drawn in favour of “**ICAR Unit-CPRI, payable at Shimla**” which must reach in the Store Section of the Institute before opening of the Technical Bids and scanned copy of the same must also be uploaded on the CPP portal except Micro and Small Enterprises (MSEs) having a valid certificate alongwith their offer regarding their registration with any following organization for exemption of earnest money subject to furnishing of relevant valid certificate for claiming exemption:
  - a) District Industries Centres
  - b) Khadi and Village Industries Commission
  - c) Khadi and village Industries Board.
  - d) Coir Board.
  - e) National Small Industries Corporation.
  - f) Directorate of Handicraft and Handloom and
  - g) Any other body specified by the Ministry of MSME

For easy of registration of Micro and Small Enterprises (MSMEs), Ministry of MSE has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18<sup>th</sup> September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum shall be exempted from EMD. **In addition to above, in place of a bid security, the bidders can submit a signed bid securing declaration accepting that if they withdraw or modify their bids during the period of validity or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.**

3. **The comprehensive warranty period of the equipment will be three years from the date of installation. In case, any firm quotes less than three years warranty period, then the firm must quote the price (year wise) for remaining warranty period. The quoted price of remaining period shall be included for comparison.**
4. **After expiry of **three years warranty** period, the charges with detail of **AMC** for at least **Two** years must be quoted separately in the tender (**financial bid**) otherwise the tender will not be considered. Though AMC charges shall not be used for price comparison.**
5. The incomplete tender in any respect viz. without EMD/exemption certificate, scanned original literature, samples of material (where required)/drawing/ users lists/unsigned tender documents, or any other document specified in the tender form received or if received after due date & time, will be rejected and no correspondence in this regard will be entertained. Any uploaded document if demanded by the institute in original at any stage shall have to be supplied by the bidder failing which the bid is liable to be cancelled.
6. All relevant brochures, literature and other documents must be signed by authorized signatory before uploading on CPP Portal otherwise bid is liable to be rejected.

7. The Institute is registered with Department of Scientific and Industrial Research (DSIR) for purpose of availing customs duty exemption in terms of Government Notification No.51/96-Customs dated 23 July, 1996 and central excise duty exemption in terms of Government Notification No.10/97-Central Excise dated 1 March, 1997 as amended from time to time. This registration is valid upto 31.8.2021.
8. Central Potato Research Institute (CPRI) is a public funded research institution and is also registered with Department of Scientific and Industrial Research (DSIR). Therefore, as per notification No.47/2017-Integrated Tax (Rate) dated 14<sup>th</sup> November, 2017, the integrated tax leviable on goods may not be charged in excess of 5% and CGST leviable on goods may not also be charges in excess of 2.5% according to notification No.45/2017-Central Tax (Rate) dated 14.11.2017 issued by the Ministry of Finance, Govt. of India (Department of Revenue), New Delhi.
9. All the firms will have to provide the Pre-qualification details in tender documents i.e. PAN No., GST No., Name of Bank, Name of Branch, Account No. & IFSC code, authorization letters, user list of quoted model etc. failing which the tender will not be considered.
10. Purchase preference as per DIPP order of 2017 for local suppliers (Make in India) shall be applicable as per minimum local content mentioned in the order. The percentage of purchase preference shall be 20%.
11. Any legal dispute will be decided within Shimla Jurisdiction.
12. The Director, CPRI, Shimla reserves the right to cancel the NIT/Tender / reject any or all tender(s) without assigning any reasons thereof.

Sd/-  
Asstt. Admin. Officer (S&P)

Tel:0177-2625073, 2625692 Extn.306. FAX: 0177-2624460  
E-mail: [director.cpri@icar.gov.in](mailto:director.cpri@icar.gov.in) Website:<http://cpri.icar.gov.in>  
&Web-Site <http://eprocure.gov.in/epublish/app>

भा.कृ. अनु. प.—केन्द्रीय आलू अनुसंधान संस्थान  
शिमला— 171 001 हि0 प्र0

ग्लोबल निविदा आमन्त्रण सूचना

सं.एफ.15-1 / टेंडर / 2019-20 / भण्डार /

दिनांक: 09 जनवरी, 2020

ई-निविदायें अपलोड करने की अन्तिम तिथि : 10.02.2020 (02.00 बजे तक शाम)  
ई-तकनीकी निविदायें खोलने की तिथि : 11.02.2020 (02:30 बजे शाम)

सचिव, भारतीय कृषि अनुसंधान परिषद् नई दिल्ली की ओर से निदेशक, केन्द्रीय आलू अनुसंधान संस्थान, शिमला निम्नलिखित उपकरण/मद की खरीद के लिए प्रतिष्ठित निर्माताओं अथवा उनके प्राधिकृत विक्रेताओं से CPP Portal पर ई-निविदायें आमन्त्रित करते हैं:

Sl.No.	Name of the equipment	Qty.	Earnest Money	Place of supply/installation	CPP Portal Tender ID
1.	Microwave Digestion System	1 No.	40,000/-	CPRI, Shimla	2020_DARE_534751_1

यह खरीद दो विड सिस्टम द्वारा होगी। वित्तीय निविदाओं खोलने की तिथि बाद में सूचित की जायेगी।

उपकरण/मद की विस्तृत जानकारी, निबंधन व शर्तें सी.पी.आर.आई. की वेबसाइट <http://cpri.icar.gov.in> व CPP Portal <http://eprocure.gov.in> पर उपलब्ध हैं।

हस्ता/-  
सहा0 प्रशासनिक अधिकारी(भण्डार)

## विस्तृत नियम और शर्तें

1. ई-निविदाएं केवल निर्धारित निविदा फॉर्म पर ही स्वीकार की जाएंगी जिसे सीपीपी पोर्टल [http //: eprocure.gov.in](http://eprocure.gov.in) और हमारी वेबसाइट <http://cpri.icar.gov.in> से डाउनलोड किया जा सकता है।
2. फर्मों को धरोहर राशि (Earnest Money) एफडीआर / बैंक ड्राफ्ट / बैंक गारंटी (निविदा खोलने की तारीक से छह महीने तक वैध) "आईसीएआर – यूनिट-सीपीआरआई देय शिमला के पक्ष में जमा करवानी होगी जो तकनीकी ई-निविदाओं को खोलने से पहले संस्थान के भण्डार अनुभाग में पहुँचनी चाहिए और उसी की स्कैन कॉपी को CPP पोर्टल में अपलोड किया जाना आवश्यक है। माइक्रो और स्मॉल एंटरप्राइजेज (MSE) को छोड़कर, जिनके पास निम्नलिखित संगठन/बोर्डस का पंजीकरण से संबंधित वेद्य प्रमाण पत्र है तथा निविदा के साथ अपलोड किया है उन्हीं फर्मों को धरोहर राशि में छूट होगी।
  - a) District Industries Centres
  - b) Khadi and Village Industries Commission
  - c) Khadi and village Industries Board.
  - d) Coir Board.
  - e) National Small Industries Corporation.
  - f) Directorate of Handicraft and Handloom and
  - g) Any other body specified by the Ministry of MSME

माइक्रो एंड स्मॉल एंटरप्राइजेज ( MSMEs) का पंजीकरण आसानी से करवाने हेतु, MSE मंत्रालय ने 18 सितंबर, 2015 से उद्योग आधार मेमोरेण्डम शुरू किया है जो एक ऑनलाइन पंजीकरण प्रणाली (निःशुल्क) है तथा उद्योग और मेमोरेण्डम वाले सभी माइक्रो एंड स्मॉल एंटरप्राइजेज ( MSE) को EMD में छूट दी जाएगी।

3. उपकरण की वारंटी अवधि तीन साल होगी। यदि, कोई फर्म तीन साल की वारंटी अवधि से कम quote करती है तो फर्म उस स्थिति में शेष अवधि की मूल्य (वर्ष वार) quote करना होगा। शेष वारंटी अवधि की कीमत तुलना के लिए शामिल की जाएगी।
4. तीन साल की वारंटी अवधि की समाप्ति होने के बाद, उपकरण की एएमसी के लिए कम से कम दो वर्षों तक के प्रभार विस्तार से वित्तीय निविदा में अलग से quote करना होगा अन्यथा निविदा पर विचार नहीं किया जाएगा। हालांकि एएमसी प्रभार की गणना तुलना के लिए नहीं किया जाएगा।

5. किसी भी संबंध में अधूरी निविदा जैसे: बिना EMD / छूट प्रमाण पत्र , स्कैन किया गया मूल literature, सामग्री के नमूने (जहां आवश्यक हो) / ड्राइंग / उपयोगकर्ताओं की सूची / अहस्ताक्षरित निविदा दस्तावेज या प्राप्त निविदा प्रपत्र में निर्दिष्ट कोई अन्य दस्तावेज या नियत तारीख और समय के बाद प्राप्त किया गया दस्तावेज को खारिज कर दिया जाएगा तथा इस संबंध में कोई पत्राचार नहीं किया जाएगा। यदि संस्थान द्वारा किसी भी स्तर/समय पर अपलोड किए गए दस्तावेज मूल रूप से मांगे जाते हैं तो उस स्थिति में फर्म को उक्त दस्तावेज प्रस्तुत करने होंगे असफल होने पर निविदा को रद्द किया जायेगा जिसके लिए फर्म स्वयं उत्तरदायी होगी।
6. सभी सम्बन्धित ब्रोशर, literature तथा अन्य दस्तावेजों को सीपीपी पोर्टल में अपलोड करने से पहले अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित करना होगा अन्यथा निविदा अस्वीकार की जायेगी।
7. सीमा शुल्क एवं केन्द्रीय उत्पाद शुल्क के संदर्भ में, कस्टम ड्यूटी व केन्द्रीय उत्पाद शुल्क में छूट हेतु संस्थान अधिसूचना संख्या.51/96-सीमा शुल्क 23 जुलाई , 1996 एवं संख्या 10/97 दिनांक 10 मार्च, 1997 समय-समय पर संशोधित अनुसार संस्थान वैज्ञानिक और उद्योगिक अनुसंधान विभाग (डीएसआईआर) के साथ पंजीकृत है। यह पंजीकरण दिनांक 31.8.2021 तक वैध है।
8. केन्द्रीय आलू अनुसंधान संस्थान ( CPRI) एक सार्वजनिक वित्त पोषित अनुसंधान संस्थान है तथा Department of Scientific and Industrial research (DSIR) के साथ पंजीकृत भी है। इसलिए , 14 नवंबर, 2017 की अधिसूचना संख्या 47/2017 / एकीकृत कर (दर) के अनुसार , माल पर एकीकृत कर 5% से अधिक नहीं लगाया जाये तथा वित्त मंत्रालय भारत सरकार (राजस्व विभाग) , नई दिल्ली द्वारा जारी अधिसूचना संख्या 45/2017-केन्द्रीय कर (दर) दिनांक 14.11.2017 के अनुसार , माल पर सीजीएसटी 2.5% से अधिक भी नहीं लगाया जाये।
9. सभी फर्मों को निविदा दस्तावेज में प्री-क्वालिफिकेशन विवरण जैसे पैन नंबर, जीएसटी नंबर, बैंक का नाम, शाखा का नाम, खाता संख्या और आईएफएससी कोड इत्यादि देना होगा, अन्यथा निविदा पर विचार नहीं किया जाएगा।
10. कोई भी कानूनी विवाद होता है तो शिमला क्षेत्राधिकार के भीतर तय किया जाएगा।
11. निदेशक, सीपीआरआई, शिमला बिना कारण बताये निविदा आमत्रण सूचना/ निविदा/ किसी भी या सभी निविदाओं को अस्वीकार/रद्द करने का अधिकार सुरक्षित रखता है।

हस्ता/-

सहायक प्रशासनिक अधिकारी (भण्डार)

CENTRAL POTATO RESEARCH INSTITUTE  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
SHIMLA- 171 001

---

*Need not to be uploaded with  
tender documents*

**STANDARD BIDDING DOCUMENTS FOR ICAR FOR PURCHASE OF GOODS**

**CONTENTS**

1.	Check-list	Annexure-I
2.	Questionnaire	Annexure - II
3.	Bid forms & Price Schedule i) Price schedule for domestic goods ii) Price schedule for goods to be imported from abroad <b>(Not part of this document. This should be uploaded with financial bids and in no case be uploaded with technical bids)</b>	Annexure-III
4.	Manufacturer's Authorization form	Annexure IV
5.	Schedule of Requirements- Part-I	Annexure-V
6.	Schedule of Requirements-Part-II	Annexure-VI
7.	Schedule of Requirements-Part-III	Annexure-VII
8.	Technical Specification & Quality Control	Annexure-VIII
9.	Instructions to Bidders (ITB)	Annexure-IX
10.	General Conditions of Contract	Annexure-X

ICAR\_ CENTRAL POTATO RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

SHIMLA-171 001, HP

---

**CHECK LIST**

Name of the firm/ bidder : \_\_\_\_\_

Item No.& Name of the equipment tendered  
for : \_\_\_\_\_

Total no. of pages of the tender (including  
catalogues etc.): \_\_\_\_\_

Whether Indigenous or Imported: \_\_\_\_\_

If imported, whether original certificate of the  
principal uploaded? \_\_\_\_\_

Whether Amount of EMD, Bank Draft No.  
and date etc entered , scanned copy uploaded  
and original sent to CPRI, Shimla?: \_\_\_\_\_

Whether unit is registered with any agency  
(mentioned in the notification of the Ministry  
of Micro Small and Medium Enterprises  
(Ministry of MSME) for the tendered item . If  
so, whether the required certificate is  
uploaded? \_\_\_\_\_

Whether list of “users” of quoted model is  
uploaded ? \_\_\_\_\_

Whether Technical Specifications,  
Printed Literature/ leaflets etc. are uploaded?  
Whether Authorization certificate attached ? \_\_\_\_\_

Whether GST No. & proof attached ? \_\_\_\_\_

**Whether comprehensive warranty has been  
provided for 3 years (if less warranty is  
provided, whether charges for balance years  
has been quoted)?** \_\_\_\_\_

**Whether AMC charges has been given for 2  
years. After 3 years warranty period (if AMC  
charges are not given, bid shall not be  
accepted)?** \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Stamp of the party \_\_\_\_\_

**CENTRAL POTATO RESEARCH INSTITUTE**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
**SHIMLA- 171 001**

*To be uploaded duly signed and stamped with tender documents*

**QUESTIONNAIRE**

**BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME SHOULD BE ANSWERED WITH THE REMARKS "NOT APPLICABLE" BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND /OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED**

1.	Bid No. _____	Date for bid opening on :
2.	Offer is open for acceptance	
3.	Brand or Make of goods offered.	
4.	Name & address of manufacturer	
5.	Station of Manufacture	
6.	What is your permanent Income Tax A/C No.	
7.	Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.	
8.	<p>Status:</p> <p>(a) Are you currently registered with the Directorate General of Supplies &amp; Disposals (DGS &amp; D) for the item(s) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.</p> <p>(b) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under single point Registration Scheme for the item(s) quoted? if so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.</p> <p>(c) If you are not registered either with NSIC or DGS&amp;D, please state whether you are currently registered with directorate of Industries of the State Government concerned. If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.</p> <p>(d) Are you registered under the Indian Companies Act, 1956 or any other Act?</p>	

Please attach certified copy (copies) of the relevant registration certificate(s) in confirmation to your above answer(s).

9.	Please indicate: Name & Full address of your Banker(s)	
10	Whether you are: a) Manufacturer of the goods quoted or ii) Manufacturer's authorized agent for these goods	
11	State business dealings where you have been currently banned by any Ministry/Deptt. of Central Govt. or any State Govt.	

Signature of witness

Name & Address of Witness.

Signature of Bidder

Full name, designation &  
Address of the persons signing above  
for and on behalf of Masers. \_\_\_\_\_

\_\_\_\_\_  
(Name and address of the bidding firm)

\_\_\_\_\_

*To be uploaded duly signed and stamped along with tender documents.*

**MANUFACTURER'S AUTHORISATION FORM**

To

\_\_\_\_\_

\_\_\_\_\_  
(Name and address of the purchaser)

Dear Sirs,

Reference our Bidding Documents No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_ (name and description of the goods offered in the bid) having factories at \_\_\_\_\_ hereby authorize M/s \_\_\_\_\_ (name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with you against your above mentioned Bidding Documents for the above good manufactured by us.

No company of firm or individual other than M/s \_\_\_\_\_ (name and address of the above agent) is authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause 15 of the General Conditions of Contract, read with modification, if any, in the special conditions of contract for the goods and services offered for supply against this Bidding document by the above firm.

Yours faithfully,

(Signature, name and designation)

for and on behalf of M/s \_\_\_\_\_  
(Name and address of the manufactures)

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

**CENTRAL POTATO RESEARCH INSTITUTE**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
**SHIMLA- 171 001**

*Annexure - V*

*Need not to be sent back with  
tender documents*

<i>SCHEDULE OF REQUIREMENT - PART - 1</i>				
<i>Sl.No</i>	<i>Brief description of goods</i>	<i>Accounting unit</i>	<i>Qty</i>	<i>Delivery schedule</i>
<b>1.</b>	Microwave Digestion System	<b>one</b>	1	<ol style="list-style-type: none"> <li>1. Installation &amp; commissioning shall be done by supplier at CPRI, Shimla.</li> <li>2. Demonstration with training if any may please be mentioned separately.</li> <li>3. Terms of delivery: F.O.R. destination(CPRI, Shimla) for indigenous goods and CIF, New Delhi / ICD, Delhi (in case of shipment by sea) for imported goods.</li> <li>4. Period of delivery: refer CPPP &amp; supply order (latter shall prevail in case of difference).</li> </ol>
<b>Amount of Bid security Rs. 40,000/-</b>				

**ICAR-CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA- 171 001**

*Need not to be uploaded  
with tender documents*

**SCHEDULE OF REQUIREMENTS - PART - 2**

The following specific data and conditions for the goods to be purchased shall complement, supplement or modify the corresponding provisions in the instruction to Bidders(ITB). In case of any conflict, the stipulations incorporated here will prevail over the stipulations contained in the ITB.

- A) Name of Purchaser:** The Director, Central Potato Research Institute, Shimla-171 001 (HP)
- B) Purchaser's mailing address:** The Administrative Officer (Stores), Central Potato Research Institute, Shimla-171 001 ( HP)
- E-mail : [director.cpri@icar.gov.in](mailto:director.cpri@icar.gov.in) Website : <http://cpri.icar.gov.in>
- Fax (0091) 0177 - 2624460

**Preparation of bids**

1. The technical bid should consist of all technical details alongwith commercial terms & conditions; and financial bid should indicate item-wise price for the items mentioned in the technical bid. The bid should be uploaded by the bidder in separate covers as per CPP portal format. The technical bids are to be opened at the 1<sup>st</sup> instance for evaluation and at the 2<sup>nd</sup> stage, financial bids of only the technically acceptable offers will be opened for evaluation and ranking for awarding the contract.
2. The bidder/tenderer shall have to quote the rates in prescribed format on the CPP Portal and the format of Price schedules i.e. Domestic goods or goods of foreign origin located within India & goods to be imported from abroad; otherwise the tender can be cancelled or treated as non-responsive.
3. The prices shall be inclusive of all costs, charges and incidentals which shall be the responsibility of the bidder alone.
4. Road Permit or any other certificate required for the supply of material to the destination will not be issued by the Institute.
5. The tender/offer shall remain valid for acceptance for a period not less than **90 days** after the specified date of opening of the offers. An offer valid for a shorter period shall be rejected as non-responsive.
6. **The comparison shall be done on F.O.R., CPRI, Shimla basis. However, in case some of bids include supply of imported goods and seller has quoted prices for CIF, New Delhi/ICD, Delhi(in case of shipment by sea) then to ensure parity, an additional 15% shall be added as custom clearance charges, in land transportation charges, insurance charges etc. from Delhi Airport/ICD, Delhi to CPRI, Shimla.**

7. The EMD should be in shape of FDR/Demand Draft/Bank Guarantee drawn in favour of **“ICAR-UNIT-CPRI**, payable at Shimla from any of the commercial bank in any acceptable form . EMD in the shape of cheque will not be accepted. Consolidated amount of EMD for more than one Tender will Not be accepted. EMD of party whose tender is accepted for procurement of goods would be refunded only after the receipt of goods in satisfactory condition/installation but subject of receipt of performance security. However, the EMD of the parties whose rates will not be accepted, would be refunded in due course of time. No interest is payable on EMD/performance security.
8. Cuttings/overwriting should be avoided; otherwise these should be properly initialled with stamp of the bidder.

#### **D. Submission of bids**

1. Tender shall be addressed to the **Asstt. Admin. Officer (Stores), Central Potato Research Institute, Shimla- 171 001** and it should also bear the Tender ID No. The supplier must ensure that its tender (i.e. quotation) is uploaded before the end time and date of submission of e-tender.
2. Separate tender documents shall be required for each item. The tender will be accepted only on the prescribed tender form. If a firm is to submit tender for more than one item, tender for each item has to be uploaded separately and EMD's in the form of FDR/Bank guarantee/ BD of the required amount should be submitted separately for each item.
3. The tender must be uploaded on CPP Portal by **the date & time mentioned therein otherwise** it will not be considered at any cost. The Purchaser shall not be responsible for delay caused by any reasons resulting in late submission of e Tenders
4. The tender/bid should be uploaded alongwith the enclosed Annexure **I,II,III and its enclosures and IV duly signed failing which the same are liable to be summarily rejected as non-responsive.**

#### **E. Bid opening and bid evaluation**

1. The tender shall be opened on the dates as stipulated above as per Government of India's e procurement Procedures on CPP Portal.

#### **F. Award of Contract**

1. At the time of awarding the contract, the Institute reserves the right to increase or decrease by upto 25% the quantity of goods without any change in the unit price or other terms & conditions.
2. Notwithstanding the above, the Director, Central Potato Research Institute, the reserves the right to accept or reject any tender/bid or annul the tendering process and reject all tender/quotations, at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

-----

**CENTRAL POTATO RESEARCH INSTITUTE  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
SHIMLA- 171 001**

---

*Need not to be sent back  
with tender documents*

**SCHEDULE OF REQUIREMENTS - PART-III**

The following special conditions shall supplement the general conditions of contract provided under section III. In case of any contradiction or conflict, the conditions provided herein shall supersede the corresponding conditions in the GCC.

**1. Inspection and tests**

- a) The goods will be inspected on receipt of goods at destination i.e. CPRI, Shimla or its Regional Stations as required in the Schedule of Requirement – Part I.
- b) The modes of inspection as well as the tests to be carried out have been provided in the Technical Requirement provided in the bidding documents.

**2. Warranty**

Notwithstanding the warranty clause (16.2 of GCC), the preference will be given to the tenderer/manufacturer having ISO 9001 certification (with documentary proof to the effect) and giving **3 years warranty** of their product alongwith 2 years AMC charges (in financial bid) after warranty period.

**3. Payment**

- a) Payment of the bill shall be made within 30 days after the receipt and installation of the equipment satisfactorily. It is not possible for the Institute either to negotiate documents through bank/wire transfer or to make payment in advance.
- b) In case the supplier is to claim the 100% payment directly through bank draft on bill basis within 15-20 days after the receipt and installation of the equipments/instruments in satisfactory condition, then the original documents viz. Bill of lading/Air way bill, copy of invoice in quadruplicate, packing list are to be submitted.
- c) In case of letter of credit, all bank charges outside India will have to be borne by the beneficiary/Principals.

**4. Prices**

**Note: The rates quoted by the firms in their quotation must clearly and separately mention the cost of the equipment, various taxes thereon and the cost of visits of Scientists/Engineers & trainings, if required.**

- a. Service Tax on Agency Commission, if any, will have to be mentioned clearly in the column of Agency Commission.
- b. Central excise/custom duty, if any, may not be included in the bids of scientific nature of goods as the Institute is exempted for the same vide DSIR registration No.TU/V/RG-CDE(201)/2006 dated 11.10.2016.

## 5. General

~~Documents~~ documentary evidence of conformity of the goods and services to the bidding may be in the form of literature, drawing, data etc. and shall consist of :

- i) a detailed description of the goods essential technical and performance characteristics
- ii) a list giving full particulars including available sources and current prices of all spare parts for a period of three years following commencement of the use of the goods.

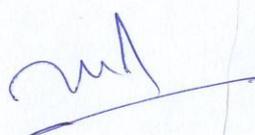
**Note: No cognizance will be given for tender without documentary proof of literature/leaflets /drawing data etc. in support of the product i.e. equipment/instrument.**

- iii) It would be desirable to attach a **User list**, if any.
  2. The party who submits the tender, will have to ensure after sale-service facility and billing by the same party, (and not by some other sister establishment etc.) period of “after sale-service” may specifically be mentioned to consider the item failing which the tender may forgo its priority.
  3. The departmental rules/instructions shall bind tender.
  4. If the bidder fails to supply/install the ordered equipment/instrument, within a stipulated period of delivery, the EMD/performance security is liable to be forfeited.
-

**CENTRAL POTATO RESEARCH INSTITUTE**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
**SHIMLA- 171 001**

**TECHNICAL SPECIFICATION AND QUALITY CONTROL REQUIREMENTS**  
**Specification for Microwave Digestion System (CPRI, Shimla)**

Name of the equipment	Microwave digestion system
Digestion system	Closed vessel acid digestion system with two magnetrons suitable for digestion of more than or equal to 500 mg of agricultural, food and environmental, soil, samples as per EPA approved methodology for elemental analysis by ICP / AAS.
Essential parts and installation	All the required tools, rotor stand and exhaust system, installation of exhaust module, etc. for complete functioning of the equipment. Pre-installation requirements should be defined clearly in the bid
Safety features	Should have safety features to prevent explosions. Resealing safety door
Power	About 50 -60 Hz (Indian power rating) and more than 1500 W microwave power
Temperature control	Contactless. No sensor/probe should come in contact with samples during digestion. Temperature control for all vessels positions.
Corrosion resistant	Corrosion resistant chamber /cavity with corrosion resistant exhaust /venting system to keep the instrument chamber/cavity free of gases.
Vessel and rotor type capacity	<ul style="list-style-type: none"> <li>i) Should accommodate minimum 40 or higher number of vessels per run with 40 ml or higher volume capacity.</li> <li>ii) Vessels should be resistant to all acids/ reagents/fumes with facility to release excess pressure.</li> <li>iii) There should not be loss of volatile heavy metal elements like Hg, As and Cd etc. during the digestion.</li> <li>iv) Vessels for two sets of operation should be included in the standard supply while quoting</li> </ul>
Vessel material:	Re-usable, HF acid resistant and suitable for analysis of elements like boron.
Accessories	All accessories needed for complete functional unit to be included in the bid
Optional/spares	<ul style="list-style-type: none"> <li>i) Price for spare vessels and other consumables which are not a part of standard supply should be quoted separately as optional</li> <li>ii) and rotors with lower vessel capacity which can be used with the same system other should be quoted separately as optional</li> </ul>



Warranty against	<ul style="list-style-type: none"><li>i) Three years comprehensive against all manufacturing defects and operational wear and tear for the instrument.</li><li>ii) Repair if any at site and service support should be guaranteed for at least 10 years after date of supply.</li><li>iii) Price for AMC apart from standard warranty should be quoted for 2 years separately.</li></ul>
Compliance statement for specifications	Compliance statement for each specification and supported internationally acceptable brochure should be provided.

## **INSTRUCTIONS TO BIDDERS(ITB)**

### **A. INTRODUCTION**

#### **1. Source of funds**

1.1 The expenditure to be incurred for this intended purchase will be met from the funds available with the purchaser named in the schedule of requirements hereinafter referred to as “the purchaser”

#### **2. Eligible bidders.**

2.1 This invitation for bids is open to all suppliers, who fulfil the eligibility criteria as well as the qualification criteria, incorporated in this document.

#### **3. Cost of bidding**

3.1 The bidder shall bear all costs associated with the preparation and submission of its bid including samples, drawings, literatures etc., if any. The purchaser will in no case be responsible or liable any such cost, regardless of the conduct or outcome of the bidding process.

### **B. THE BIDDING DOCUMENTS**

#### **4. Content of bidding documents**

4.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents .In addition to the Invitation for Bids, the bidding documents include:

- a) Instruction to Bidders (ITB)
- b) General conditions of contract (GCC)
- c) Schedule of requirements
- d) Technical specification and Quality control requirements
- e) Questionnaires
- f) Bid form and Price Schedules
- g) Bank guarantee form for bid security
- h) Manufacturer's Authorization Form
- i) Bank Guarantee Form for performance security
- j) Contract Form

4.2 In case of any contradiction between the stipulations made in ITB & GCC and Schedule of Requirements, the stipulations incorporated in the Schedule of Requirements will prevail over the corresponding stipulations contained in the ITB and /or GCC.

4.3 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of its bid.

#### **5. Clarification of bidding documents**

5.1 A prospective bidder requiring any clarification in connection with the bidding documents may notify the purchaser in writing or by telex or cable at the purchaser’s mailing address indicated in the schedule of requirements. The purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than 21 (twenty one) days prior to the deadline for submission of bids prescribed by the purchaser. The purchaser, at its discretion, may send the relevant text of this correspondence (without identifying the source of inquiry) to all the prospective bidders, which have received the bidding documents.

#### **6. Amendment of bidding documents**

6.1 At any time prior to the deadline for submission of bids, the purchaser may, for reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding

documents by amendment.

6.2 The amendment will be notified in writing or by telex or cable to all prospective bidders, which have received the bidding documents and will be binding on them.

6.3 In order to provide the prospective bidders with reasonable time in which to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids and other allied time frame having linkage with that deadline.

## **C. PREPARATION OF BID**

### **7. Language of bid.**

7.1 The bid submitted by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in English language. Supporting documents and printed literature furnished by the bidder may be written in other languages, provided they are accompanied by an English translation of their relevant passages in which case, for the purpose of interpretation of the bid, the English translation shall govern.

7.2 The bid submitted by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, may also be written in Hindi language, provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the bid, the English translation shall govern.

### **8. Document constituting the bid**

8.1 The bid submitted by the bidder shall comprise of the following documents:

- a) a bid form and a price schedule in accordance with ITB clauses 9,10 and 11.
- b) documentary evidence established in accordance with ITB clause 13 that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted.
- c) documentary evidence established in accordance with ITB clause 14 that the goods and ancillary services to be supplied by the bidder conform to the bidding documents.
- d) bid security furnished in accordance with ITB clause 15
- e) The questionnaires (attached as Annexure -II with the bidding documents) duly filled in.

**NOTE:** A bid, which does not fulfill any of the above requirements and/ or gives evasive information/reply against any such requirement, shall be liable to be declared unresponsive and summarily rejected.

### **9. Bid form:**

9.1 The bidder shall complete the bid form and the appropriate price schedule furnished in the bidding documents Annexure IX and its enclosures, indicating inter alia for the goods to be supplied a brief description of the goods, their country of origin, quantity and prices.

### **10 Bid prices :**

10.1 The Bidder shall indicate on the price schedule the unit price and total bid prices of the goods it proposed to supply under the contract. To this end, the Bidders are allowed the option to submit the bids for any one or more schedule specified in the 'Schedule of Requirement' and to offer discounts for combined schedules. However, bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids ( for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

10.2 Prices indicated on the price schedule shall be entered separately in the following manner :

I. for goods offered from within India-

- a) the price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including customs, excise and any other duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods

- quoted ex-factory or on the previously imported goods of foreign origin quoted ex-showroom, ex-warehouse or off-the-sheif,
- b) any sales or other taxes/duties including excise duty, which will be payable on the goods in India if the contract is awarded,
  - c) charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination. The final destination is specified in the Schedule of requirements and
  - d) the price of incidental services as and if listed in schedule of requirements.
  - e) any element of cost, taxes, duties levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

## II. for goods offered from abroad -

- a) the price of goods shall be quoted CIF port of entry in India or CIP named place of destination in India as and if specified in the schedule or Requirements. In quoting the prices, the bidder shall use ocean transportation through Indian flag vessels of Indian origin or through vessels of shipping conference Lines in which India is a member country. Similarly, the bidder may obtain insurance services from any nationalized insurance company in India.
  - b) the price of goods shall be quoted FOB port of shipment, as and if specified in the schedule of requirement.
  - c) charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, which is specified in the Schedule of Requirements.
  - d) The price of incidental services as and if listed in schedule of requirements.
  - e) Any element of cost, taxes, duties levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.
- 10.3 The terms FOB, CIF, CIP etc. shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International chamber of commerce Paris
- 10.4 The bidder's separation of the price components in accordance with ITB clause 10.2 above will be solely for the purpose of facilitating the comparison of bids by the purchaser and will not in anyway limit the purchaser's right to contract on any of the terms offered.
- 10.5 Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the Schedule of Requirements. If the requirement is for a fixed price bid, a bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB clause 23

## 11. Bid Currencies

- 11.1 For domestic goods prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable, shall also be quoted in Indian Rupees only in a manner as specified in ITB Clause No. 12.2. For imported goods prices shall be quoted either in Indian rupees or in the currency of the country of origin of goods. Bids, where price are quoted in any other way shall be treated as non-responsive and rejected.

## 12. Indian Agent

- 12.1 If a foreign bidder has engaged an agent in India in connection with its bid, it will be required to give the following information in the bid :
- i) the name and address of the Indian agent with their permanent income tax number
  - ii) the details of the services the agent will render
  - iii) the amount of remuneration for the agent, included in the FOB component of the bid price.
- 12.2 The agency commission shall be indicated in the space provided for the price schedule and will be paid to the bidder's agent in Indian rupees using the telegraphic transfer buying rate of exchange ruling on the date of aware of contract and shall not be subject to any further exchange variation.

### **13 Documents establishing bidder's eligibility and qualifications**

13.1 Pursuant to ITB clause 8, the bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted, shall establish to the purchaser's satisfaction:

- a) that, in the case of a bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorised (as per authorization form in *Annexure-X*) by the good's manufacturer or producer to supply the goods in India.
- b) that the bidder has financial, technical and production capability necessary to perform the contract and, also it meets the criteria indicated in the Schedule of Requirements.
- c) that, in the case of a bidder not doing business in India , the bidder is or will be (if successful) represented by an agent of India equipped and able to carry out the supplier's maintenance, repair and spare parts stocking obligations prescribed by the conditions of contract and/or technical specifications.
- d) that such an agent (w.r. To sub para c above) is enlisted with Directorate General of supplies & Disposals, JeevanTaraBuilding, Sansad Marg, New Delhi-110 001, under the scheme of Ministry of Finance, Govt. of India for compulsory enlistment of Indian Agents
- e) if an agent in its bid submits quotations on behalf of more than one manufacturer, it is necessary that each such bid is accompanied by a separate bid form and bid security for each such quotation and authorization from the respective. Manufacturer (as per authorization form in *Annexure-X*). Otherwise all such quotations will be rejected as non-responsive.

### **14 Documents establishing good's eligibility and conformity to bidding document.**

14.1 Pursuant to clause 8 the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the bidder proposes to supply under the contract.

14.2 The documentary evidence for eligibility of the goods and services shall consist of a statement in the price schedule, about the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, data etc. and shall consists of :

- a) a detailed description of the goods essential technical and performance characteristics,
- b) a list giving full particulars, including available sources and current prices, of all spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two years (or more, if specified in the schedule) following commencement of the use of the goods by the purchaser; and
- c) a clause-by clause commentary on the purchaser's 'Technical Specifications' demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the '**Technical Specifications**'

14.4 For purposes of the commentary to be furnished to ITB clause 14.3c above the bidder shall note that the standards of workmanship, material and equipment and references to brand names or catalogue numbers, if any designated by the purchaser in its 'Technical Specifications' are intended to be descriptive only and not restrictive. The bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the purchaser's satisfaction that the substitutions are substantially equivalent or superior to those mentioned in the 'Technical Specifications'.

### **15 Bid Security**

15.1 Pursuant to clause 6 the bidder shall furnish as part of its bid, a bid security of an amount specified in the Schedule of Requirements.

15.2 The bid security is required to protect the purchaser against risk of bidder's conduct, which would warranty the security's forfeiture, pursuant to ITB clause 15.7

15.3 The bid security shall be denominated in the currency of the bid or in Indian Rupees and shall be in one of the following forms:

- a) Demand draft on a scheduled commercial bank in India, drawn in favour of the designated officer of the purchase organization and payable at a place as indicated by the purchaser in the Schedule of Requirements.
  - b) A bank guarantee, issued by a scheduled commercial bank in India or a bank abroad, duly confirmed by a scheduled commercial bank in India in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid.
- C) FDR
- 15.4 Any bid from a bidder, not secured in accordance with ITB clauses 15.1 and 15.3 will be summarily rejected by the purchaser, as non-responsive to ITB clause 24
- 15.5 Unsuccessful bidders bid security will be discharged/returned as promptly as possible after the expiration of the period of bid validity prescribed by the purchaser, pursuant to ITB clause 16 but, barring any unforeseen circumstances, not later than 45 days of the award of contract.
- 15.6 The successful bidder's bid security will be discharged/returned upon the bidder, signing and accepting the contract pursuant to ITB clause 33 and furnishing the performance security, pursuant to ITB clause 34
- 15.7 The bid security may be forfeited:
- a) if a bidder :
    - i) withdraws its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder on the bid form; or
    - ii) does not accept the correction of errors pursuant to ITB clause 24.2
  - b) in the case of successful bidder, if the bidder fails :
    - i) to accept and sign the contract in accordance with ITB clause 33 or
    - ii) to furnish performance security in accordance with ITB clause 34

## **16 Period of validity of bids**

- 16.1 Bids shall remain valid for acceptance for 180 days after the date of bid submission prescribed by the purchaser pursuant to ITB clause 19. A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.
- 16.2 In exceptional circumstances, the purchaser may solicit the bidder's consent to an extension of the period of bid validity upto a specified period. The request and the response thereto shall be made in writing (or by facsimile or cable or telex, which will be followed by a signed confirmatory copy simultaneously). The bid security provided under ITB clause 15 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. However, a bidder agreeing to the request will not be required non permitted to modify its bid.
- 16.3 If the date up to which the bid is to remain valid happens to be a closed holiday for the purchaser, the bid shall automatically remain valid upto the next working day of that organization.

## **17 Format and signing of bid**

- 17.2 The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorised to bind the bidder to the contract. All pages of the bid, except for unammended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineation, erasures or overwriting in the bid shall be valid only if they are initialed by the person or persons signing the bid.
- 17.4 The front page of the bidding documents, containing the signature with date of the official (of the purchase organization) and the seal of the office must be uploaded by the bidder along with the original copy of the bid, failing which the bid is liable to be ignored.

## **D. SUBMISSION OF BIDS**

### **18 Online Submission Of Bids**

- 18.1 The bidder shall submit the bids along with the required documents complete in all aspects before the due date & time on the CPP Portal failing which the bid is liable to be cancelled.

## **19 Deadline for submission of bids**

- 19.1 Bids must be received by the purchaser not later than the time and date specified in the schedule of Requirements
- 19.2 The purchaser may at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB clause 6, in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **20 Late bids**

- 20.1 Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser, pursuant to ITB clause 16 will be rejected and /or returned on opened to the bidder.

## **21 Modification and withdrawal of bids**

- 21.1 The bidder may modify or withdraw its bid after submitting the same before the end of deadline.
- 21.2 A withdrawal notice may also be sent by telex or cable or facsimile, but the same must be followed by a signed copy, postmarked not later than the deadline for submission of bids.
- 21.3 No bid may be modified subsequent to the deadline for submission of bids.
- 21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder in the bid form. Withdrawal of bid during this interval may result in forfeiture of the bidder's bid security pursuant to ITB clause 15.7

## **E BID OPENING AND BID EVALUATION**

### **22 Opening of bids by purchaser**

- 22.1 The purchaser will open the bids as per CPPP bid opening procedures at the time, date and the place specified in the NIT. If the specified date of bid opening is declared a holiday for the purchaser, the bids shall be opened at the appointed time and location on the next working day.
- 22.2 The purchaser will prepare appropriate minutes of the bid opening for its official record.

### **23. Clarification of bids**

- 23.1 During scrutiny and evaluation of bids, the purchaser may, at its discretion, ask a bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered, permitted.

### **24 Preliminary examination of bids- unresponsive, substantially responsive & responsive bids**

- 24.1 The purchaser will examine the bids to determine whether they are complete, whether the required bid validity is available, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. While examining the bids, the purchase will also keep in view the requirements as per ITB clause 8.

- 24.2 Arithmetical errors, if any in a bid will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between the words and figures, the amount in words shall prevail. If the supplier does not accept the correction of such errors, its bid will be rejected.
- 24.3 Prior to the detailed evaluation pursuant to ITB clause 26, the purchaser will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the requirements and terms & conditions of the bidding documents, including the specification and technical parameters of the goods as projected in the bidding document, without material deviations. Deviations from or objections or reservations to the bidding documents critical provisions, such as those concerning bid validity, technical specification, performance security, warranty obligations, Force majeure, taxes & duties and applicable law (governing the contract) will be deemed to be material deviations. Bids from an agent without proper authorisation from the manufacturer as per ITB clause 13.2(a) shall be treated as non-responsive. The purchaser's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.4 The purchaser may waive any minor infirmity, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 24.5 The conclusion drawn by the purchaser as to the substantial responsiveness or otherwise of a bid or consideration of a minor infirmity or non-conformity or irregularity in a bid is final.
- 24.6 If a bid is determined as not substantially responsive, it will be rejected by the purchaser and may not subsequently be made responsive by the bidder by correction of the non-conformity.

## **25 Conversion to single currency**

- 25.1 To facilitate evaluation and comparison of bids, the purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable, to Indian rupees at the BC selling market rate of exchange established by the State Bank of India for similar transactions as on the date of bid opening.

## **26 Evaluation and comparison of bids**

- 26.1 The purchaser will evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB clause 24 for each schedule separately. The bid for a schedule will not be considered if the complete requirements covered in the schedule is not included in the bid. However, as stated in ITB clause 10, bidders are allowed the option to bid for any one or more schedule and to offer discounts for combined schedules. These discounts will be taken into account in the evaluation of the bids so as to determine the bid or combination of bids offering the lowest evaluated cost for the purchaser in deciding award(s) for each schedule.
- 26.2 The comparison shall be on CIP destination basis, duly delivered and commissioned (as the case may be) at the destination.
- 26.3 The purchaser's evaluation of a bid will include and take into account in addition to bid price and price of the incidental services.
- a) in the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties/taxes, which will be payable on the goods if a contract is awarded to the bidder; and
  - b) in the case of goods of foreign origin offered from abroad, customs duties and other similar import duties/taxes, which will be payable on the goods if the contract is awarded to the bidder.
- 26.4 The purchaser's evaluation of bid will also take into account the following factors in the manner and to the extent specified in the Schedule of Requirements and amplified in ITB clause 26.5
- a) cost of inland transportation, insurance and other costs within India incidental to delivery of the

- goods to their final destination as stipulated in the Schedule of Requirements
- b) Delivery schedule offered in the bid
  - c) the cost of components, spare parts and service.
  - d) the availability of spare parts and after-sale service in India for the goods offered in the bid.
  - e) the projected operating and maintenance cost during the life of the equipment.
  - f) specific additional criteria.

26.5 Pursuant to clause 26.4, following evaluation methods will be followed:

- a) Inland transportation, insurance and incidentals:

Bidder shall quote separately for inland transportation, insurance and other incidentals for delivery of goods to the required destination as already indicated in the schedule of requirement. These costs incurred in India shall be quoted in Indian currency. Such costs will be added by the purchaser to the EXW/CIF/CIP bid price. .

- b) Delivery schedule:

The purchaser requires that the goods mentioned in the schedule of requirements shall be delivered at the required destination within the time schedule specified therein. As and if necessary, the estimated time of arrival of goods from ex-works/port of entry to the destination will be calculated by the purchaser for each bid after allowing for reasonable transportation time based on the published tariff of Railway, appropriate Road Transport Agencies etc.

- c) Cost of components and spare parts :

- i) the list of items and quantities of major assemblies, components and selected spare parts, likely to be required during the initial period of operation as specified in the schedule of requirements, is annexed to the Technical specification. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

OR

- ii) the purchaser will draw up a list of high usage and high value items of components and spare parts, along with the estimated quantities of usage in the initial period of operation as indicated in the schedule of requirements. The total cost of these items and quantities will be computed from the corresponding unit prices quoted by the bidder and added to the bid price.

OR

- iii) the purchaser will estimate the cost of spare parts usage in the initial period of operation specified in the schedule of requirements, based on the information furnished by each bidder, as well as on the past experience of the purchaser or other purchasers in similar situations. Such costs shall be added in the bid price for evaluation.

- d) Availability of spare parts and after sales service facilities in India:

The cost to the purchaser of establishing the required service facilities and parts inventories outlined in the schedule of requirement or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

- e) The projected operating and maintenance cost during the life of the equipment:

These costs, which form a major portion of the life cycle cost of the equipment, will be evaluated in accordance with the criteria specified in the schedule of requirements and/or in the Technical specifications.

f) Specific additional criteria:

Other specific additional criteria to be considered in the bid evaluation and the corresponding evaluation method shall be incorporated in the Schedule of requirements and/or in the Technical specifications.

### **27. Bidder's capability to perform the contract**

27.1 The purchaser will determine to its satisfaction whether the bidder, which is selected as having submitted the lowest evaluated responsive bid, is qualified and prima facie capable to perform the contract satisfactorily.

27.2 The determination will take into account the bidder's financial, technical, and production capability for fulfilling all the requirements of the purchaser as specified in the bidding documents. This exercise will be based upon the examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to ITB clauses 2 and 13 as well as such other allied information as the purchaser deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event the purchaser will proceed to the next lowest evaluated bid to make a similar determination of the bidder's capabilities to perform satisfactorily.

### **28 Purchaser's right to vary quantities at the time of award.**

28.1 The purchaser reserves the right at the time of awarding the contract to increase or decrease by upto 25% the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions.

### **29 Contacting the purchaser**

29.1 From the time of the bid opening to the time of awarding the contract, if a bidder wishes to contact the purchaser on any matter related to the bid, it should do so in writing.

29.2 Any effort by a bidder to influence the purchaser in the purchaser's decision on bid evaluation,, bid comparison or contract award shall result in the rejection of the bidder's bid, besides other suitable administrative actions against the bidder, as deemed fit by the purchaser.

## **F. AWARD OF CONTRACT**

### **30. Award criteria**

30.1 Subject to ITB clause 28, the purchaser will award the contract to the successful bidder whose bid has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified and prima facie capable to perform the contract satisfactorily.

### **31. Purchaser's right to accept any bid and to reject any or all bids.**

31.1 The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability, whatsoever, to the affected bidder or bidders.

### **32. Notification of award**

32.1 Before the expiry of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by cable/fax/telegram/telex, to be confirmed in writing by registered letter, that its bid has been accepted. The schedule(s) of requirement and the corresponding quantity of the item(s) ordered, which have been accepted, will, inter-alia, be mentioned in the notification.

32.2 The notification of award will constitute the formation of the contract.

32.3 Upon the successful bidder's furnishing the performance security, pursuant to ITB clause 34, the purchaser will promptly notify each unsuccessful bidder and will discharge its bid security, pursuant to ITB clause 15

### **33. Signing of contract.**

33.1 At the same time as purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send to the bidder by registered post or speed post, the contract form provided in the bidding documents, incorporating all agreements between the parties.

33.2 Within twenty-one days of issue of the contract form by the purchaser, the successful bidder shall sign and ate the contract and return it to the purchaser by registered post or speed post.

### **34. Performance security**

34.1 Within twenty-one days of the issue of notification of award by the purchaser, the successful bidder shall furnish the performance security in accordance with and as per the instructions incorporated in the general conditions of contract with regard to performance security.

34.2 Failure of the successful bidder to comply with the requirement of clause 33 or 34 shall constitute sufficient ground for annulment of the award and forfeiture of the bid security, in which event the purchaser may make the award to the next lowest evaluated bidder or call for new bids.

---

*Annexure-X*  
**CENTRAL POTATO RESEARCH INSTITUTE**  
*(Indian council of Agricultural Research)*  
**SHIMLA-171 001**

---

*Need not to be Uploaded  
with tender documents*

**GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. Definitions**

1.1 In this contract the following terms shall be interpreted as indicated:

- a) "IFB" means Invitation for Bids.
- b) "ITB" means Instruction to Bidders.
- c) "GCC" means General Conditions of Contract.
- d) "RC" means Rate Contract.
- e) "Contract" means a legal agreement entered into between the purchaser and the supplier, as recorded in the agreement signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- f) "Contract Price" means the price payable to the supplier under a contract for the full and proper performance of its contractual obligations.
- g) "Goods" means all the items, materials, equipment and/or machinery, which the supplier is required to supply to the purchaser in terms of a contract.
- h) "Services" means the services ancillary to the supply of the goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the supplier covered under a contract.
- i) "Purchaser" means the buyer named in a bidding document and in the corresponding contract, purchasing the goods ordered and includes its successors and/or assignees.
- j) "Consignee" means the individual or body to whom the contracted goods are required to be delivered as per the terms and the conditions incorporated in a contract.
- k) "Supplier" means the individual or firm supplying the goods under a contract and includes its successor and/assignees.
- l) "Day" means calendar day of the Gregorian Calendar.
- m) "Month" means calendar month or the Gregorian Calendar.

**2. Application**

2.1 These general conditions of contract ( as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract.

**3. Country of origin**

3.1 All goods and services supplied under the contract shall have their origin in India or in the countries, with which the Government of India has trade relations.

3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing and substantial or major assembling of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the supplier.

**4. Standard**

4.1 The goods supplied under this contract shall conform to the standards mentioned in the 'Technical Specifications' authoritative standards as applicable to the goods' country of origin.

## **5. Use of contract documents and information**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the purchaser in connection therewith to any person other than a person employed by the supplier in the performance of the contract. Also, disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for the purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information enumerated in GCC sub-clause 5.1 except for the purposes of performing the contract.
- 5.3 Every document other than the contract itself, mentioned in GCC sub-clause 5.1, shall remain the property of the purchaser and shall be returned (in all copies) to the purchaser on completion of the supplier's performance under the contract, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The supplier shall at all times indemnify the purchaser, free of cost, against all third-party claims of infringement of patent, trade mark or industrial design rights arising from use of the goods or any part thereof in India.

## **7. Performance security**

- 7.1 Within 21(twenty one) days after the issue of notification of award by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount of 10% (ten per cent) of the contract values, valid up to 60 (sixty) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 7.2 In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of twelve months from the date of the correction/replacement and the performance security for the proportionate value (which will be determined by the purchaser in consultation with the supplier) shall be extended by 60 days over and above the extended warranty period
- 7.3 In the event of any contract amendment, the supplier shall, within 21(twenty one) days of issue of such amendment, furnish the necessary amendment of the Performance Security, rendering the same valid in all respects in terms of the contract, as amended.
- 7.4 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from supplier's failure to complete its obligations under the contract.
- 7.5 The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:
  - a) Cash in Indian Currency.
  - b) Demand Draft on any scheduled commercial bank in India, to be drawn in favour of ICAR Unit – CPRI, payable at Shimla.
  - c) Bank Guarantee issued by a scheduled commercial bank in India, in the prescribed form as provided in bidding documents.
- 7.6 Subject to GCC sub-clause 7.4 above, the performance security will be discharged by the purchaser and returned to the supplier on completion of the supplier's contractual obligation including the warranty obligations under the contract.

## **8. Inspection and tests**

- 8.1 The purchaser and/or its nominated representative(s) shall have the right to inspect and/or to test the goods to confirm their conformity to the contract specification and other technical details incorporated in the

contract at no extra cost to the purchaser. The Schedule of Requirements and the Technical Specification, incorporated in the bidding document, shall specify what inspections and tests, the purchaser required and where and how they are to be conducted. The purchaser shall notify, in advance, the supplier in writing, of the identity of any representative(s) for this purpose.

- 8.2 The inspections and tests may be conducted on the premises of the supplier or its subcontractor(s), at the point of delivery and/or at the goods final destination. If conducted on the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to the inspectors at no charge to the purchaser.
- 8.3 Should any inspected or tested goods fail to conform to the required specifications and standards, the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser for conducting the inspections and tests again.
- 8.4 Where the contract stipulates pre-dispatch inspection by the purchaser's nominated inspecting agency, the supplier shall put up the goods for inspection to the inspecting agency well ahead of time so that the inspecting agency is able to complete the inspection within the stipulated delivery period. If the goods are tendered for inspection at the last moment without providing reasonable time to the inspection agency for completing the inspection, the inspecting agency may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the items have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.
- 8.5 The purchaser's right to inspect, test and, where necessary, reject the goods after the goods' arrival at the final destination shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by purchaser or its representatives prior to the dispatch of the goods from the country of origin or from the supplier's premises.
- 8.6 Nothing in GCC clause 8 shall, in any way, release the supplier from any warranty or other obligation under the contract.

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during their transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, humid weather and precipitation during transit and open storage. The sizes and weights of the packing cases shall also take into consideration, where applicable the available inland mode(s) of transport in India, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit. Further, limitations and/or mandatory instructions, if any in the weights, volumes and sizes of the packages shall also be taken care of by the supplier.
- 9.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements if any, as shall be expressly provided for in the contract, including additional requirements, if any, specified in the Schedule of Requirements and any subsequent instructions given by the purchaser.
- 9.3 Packing instruction:  
The supplier will be required to make separate packages for each consignee named in the contract. Each package will be marked by the supplier at its own expense, on three sides with indelible ink/paint, with the following details:
  - a) Contract No. and date

- b) name and address of the consignee
- c) name and address of the supplier
- d) brief description of goods
- e) gross weight and outer dimension of the package
- f) country of origin of goods
- g) packing list reference no. and
- h) any other requirement, relevant to the contract.

## **10. Delivery of goods**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified by the purchaser in the notification of award and in the contract.
- 10.2 For the purposes of the contract, “FOB”, “CIF”, “CIP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them in the current edition of “Incoterms” which are international commercial shipping terms, published by international chamber of commerce Paris, France.

## **11. Transportation**

- 11.1 Where the supplier is required under the contract to deliver the goods FOB., transportation of the goods, up to and including the point of putting the goods on board the vessel at the specified port of loading, shall be arranged and by the supplier and the cost thereof shall be included in the contract price.
- 11.2 Where the supplier is required under the contract to deliver the goods CIF or CIP, transportation of the goods to the port of destination or such other specified place of destination in India, as shall be mentioned in the contract, shall be arranged and paid for by the supplier and the cost thereof shall be included in the contract price.
- 11.3 Where the supplier is required under the contract to deliver the goods CIF or CIP within India, the supplier shall arrange the shipment by Indian flag vessels or vessels belonging to conference lines in which India is a member. Where the supplier is required under the contract to deliver the goods FOB and also to arrange on behalf and at the expense of the purchaser for ocean transportation on India Flag vessels or vessels of conference lines in which India is a member country, the supplier may arrange for such transportation on alternative carriers also, if the India flag vessels or conference Line vessels are not available to transport the goods within the time frame specified in the contract. However, before arranging such alternative transportation, the supplier shall obtain prior concurrence of the purchaser for the same.
- 11.4 The supplier shall not arrange part-shipments and/or transshipment without the prior written consent of the purchaser.
- 11.5 In case the supplier violates any of the aforementioned instructions, the supplier shall be liable for all consequences (including financial loss) that the purchaser may face due to such violations.

## **12. Insurance**

- 12.1 The goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental of manufacture or acquisition transportation, storage and delivery as indicated below in this clause (viz. GCC clause 11)
- 12.2 Where delivery of the goods is required by the purchaser on CIF or CIP basis, the supplier shall arrange and pay for the cargo insurance, naming the purchaser as the beneficiary. Where delivery is on FOB basis, the insurance shall be the responsibility of the purchaser.

12. In the case of a contract on CIF or CIP basis, the insurance shall be for an amount equal to 110% (

one hundred and ten per cent) of the CIF or CIP value of the goods from “warehouse to warehouse” ( final destination ) on “all risks” basis including war risks and strikes.

### **13 Distribution of dispatch documents**

13.1 The shipping and other documents as well as dispatch details to be furnished by the supplier to the purchaser and/or to the purchaser's nominated authorities to enable the purchaser and/or its nominated authorities to clear and/or accept the goods will depend on the mode of dispatch of the goods and the terms of delivery, as specified in the schedule of requirement and the contract and subject to the same, the instructions in this regard will be as indicated below:

#### **a) For goods supplied from abroad:**

Within 24 hours of shipment, the supplier shall notify the purchaser and its nominated authorities (as specified in the contract) and the insurance company by cable or telex for fax, the full details of the shipment including contract number, description of goods, quantity, the vessel, the bill of lading number and date/ airway bill number and date of shipment, port of discharge, expected date of arrival at the port of entry etc. Further, the supplier shall also immediately dispatch by registered air-mail the specified number of copies of the following documents to the above authorities:

- i. Supplier's invoice showing contract number, description of goods, quantity, unit price and total amount;
- ii. Original and copies of the negotiable clean, on board bill of lading marked freight to pay and copies of non-negotiable bill of lading.
- iii. Copies of packing list identifying the contents of each package.
- iv. Insurance certificate
- v. Manufacturers/supplier's warranty certificate
- vi. Pre-dispatch inspection certificate issued by the purchaser's nominated inspection agency ( if so specified) and the supplier's factory inspection report; and
- vii. Certificate of origin

The above documents all be received by the purchaser and other authorities mentioned above atleast one week before the arrival of goods at the port or place of arrival and, if not received, the supplier will be responsible for any consequent expenses

#### **b) For goods supplied from within India :**

Within 24 hours of dispatch of the goods, the supplier shall notify the complete dispatch details the purchaser and or the purchaser's nominated authorities ( as specified in the contract) and the company. The supplier shall also mail the specified number of copies of the following documents to them.

- i. The supplier's invoice showing contract number, description of goods, quantity, unit price and the total amount;
- ii. Railway receipt or Delivery note
- iii. Packing list identifying contents of each package
- iv. Insurance certificate
- v. Manufacturers/supplier's warranty certificate
- vi. Pre-dispatch inspection certificate issued by the purchaser's nominated inspection agency ( if so specified) and the supplier's factory inspection report; and
- vii. Certificate of origin

The purchaser shall receive the documents at least one week before the arrival of the goods (except where it is handed over to the consignee with all the documents) and if not received, the supplier will be responsible for any consequent expenses.

The documents to be provided by the supplier for claiming payment are specified in GCC clause Payment.

#### **14. Incidental services:**

- 14.1 The purchaser may include in the contract any or all of the following services and/or some additional services, if specified in the schedule of requirements and the supplier is required to provided the same.
- a) Performance or supervision of on site assembly and/or start-up of the supplied goods
  - b) furnishing of tools required for assembly and/or maintenance of the supplied good
  - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
  - d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed to by the parties, provided that this service shall not relieve the supplier of any warranty obligations under the contract, and
  - e) training the purchaser's personnel, at the supplier's plant and/on-site, in assembly, start-up operation maintenance and /or repair of the supplied goods.
- 14.2 Prices charged by the supplier for the above mentioned incidental services, if not included in the quoted price for the goods, shall be quoted separately in the bid itself and shall not exceed the prevailing rates, charged to other parties by the supplier for similar services.

#### **15. Spare parts**

- 15.1 As specified in the Schedule of Requirements, the supplier may be required to provide any or all of the following materials, notifications and information pertaining to spare parts manufactured and or distributed by the supplier :
- a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this will not relieve the supplier of any warranty obligation under the contract; and
  - b) in the event of termination of production of the spare parts.
    - i. advance notice to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements and
    - ii. Immediately following such termination, furnishing at no cost to the purchaser, the blueprints, drawings and specifications of the spare parts, if requested.
- 15.2 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods. Other spare parts and components shall be supplied as promptly as possible but in any case within three months of placement of order and opening the letter of credit.

#### **16. Warranty**

- 16.1 The supplier warrants that the goods supplied under the contract is new unused, of the most recent of current models and incorporated all recent improvement in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and/or the material used are as per purchaser's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal used of the supplied goods under the conditions prevailing in India
- 16.2 This warranty shall remain valid for 12 (twelve months after the goods or any portion thereof as the case may be have been delivered to the final destination and installed and commissioned at the final destination and accepted by the purchaser in terms of the contract or for 18 months from the date of dispatch from the supplier's works for domestic goods or for 21 months after the date of shipment from the port or place of loading in the source country for imported goods, which is earlier, unless specified otherwise in the schedule of Requirements.
- 16.3 The purchaser shall promptly notify the supplier in writing of any claim arising under this warranty.

- 16.4 Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the schedule of requirements and the contract), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the purchaser for the replaced parts/goods thereafter.
- 16.5 In the event of any correction of a defect or replacement of any defective material using the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 months from the date, such corrected/replaced material starts functioning to the satisfaction of the purchaser
- 16.6 If the supplier, having been notified, fails to remedy the defect(s) within a reasonable period (or within the period, if specified in the Schedule of Requirements and the contract), the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier under the contract.

## **17. Payment**

17.1 The payment shall be made in the currency/currencies specified in the contract. The supplier shall send its claim (with relevant documents, as required) to the appropriate paying authority as specified in the Schedule of requirements and the contract. Before claiming any payment, the supplier shall ensure that all the contractual obligations for claiming that payment have been duly fulfilled.

17.2 The payment shall be made in the following manner and on production of the following documents:

A) Payment for goods supplied from abroad:

i) on shipment:

90% of the contract price shall be paid through irrevocable letter of credit established in favour of the foreign supplier in a scheduled commercial bank in India or a bank in the supplier's country acceptable to the purchaser, upon submission of the following documents:

- a) Certified copy of the fax sent by the supplier to the purchaser and other as per GCC sub-clause 10.3(a).
- b) Supplier's signed commercial invoice showing contract number, description of the supplied goods, corresponding quantity, unit price and the total value and name(s) of the consignee(s) for the supplied goods.
- c) Original clean or board bill of lading marked freight pre-paid consigned to the interim/port consignee evidencing description of the goods quantities, relevant details about the contract number etc.
- d) Packing list, identifying contents of each package.
- e) Insurance policy or certificate in duplicate endorsed in blank with claims payable in India in the currency of the LC
- f) Manufacturer's/supplier's warranty certificate and supplier's factory inspection report.
- g) Pre-dispatch inspection certificate issued by the purchaser's nominated inspection agency, if so specified.
- h) Certificate of origin.
- i) Supplier's certificate confirming that the required documents have been sent to all concerned in terms of GCC sub-clause 10.3(a).
- j) Supplier's certificate confirming that the amounts shown in the invoice are correct in terms of the contract and that all the terms and conditions of the contract have been complied with for claiming this payment.
- k) Any other document(s) and/or modification of above documents specified in the Schedule of Requirements and the contract.

ii) on final acceptance:

10% of the contract price of goods received shall be paid within 30 days of receipt of goods on submission of the claim supported by the acceptance certificate issued by the purchaser or the purchaser's nominated representative in the proforma given in section \_\_\_\_ of the bidding documents.

iii) payment of agency commission :

Payment shall be made in Indian rupees within 30 days of presentation of claim supported by a certificate from the purchaser confirming that the goods have been delivered, full 100% payment has been made to the foreign supplier and all other contractual obligations have been performed by the supplier and its agent for claiming this payment.

This payment (towards agency commission) will be made by the purchaser's paying authority specified in the contract and not through letter of Credit.

B) Payment for goods supplied from India:

Payment shall be made in Indian rupees by the purchaser's paying authority, as specified in the contract (and not through letter of credit), in the following manner:

i) on delivery:

90% of the contract price shall be paid on receipt of the goods by the consignee and upon submission of following documents to the paying authority:-

- a) The supplier's invoice showing contract number, description of goods, quantity, unit price and the total amount;
- b) Railway receipt or Delivery note;
- c) Packing list identifying contents of each package;
- d) Insurance certificate;
- e) Manufacturer's/Supplier's warranty certificate;
- f) Pre-dispatch inspection certificate issued by the purchaser's nominated inspection agency, if so specified and the supplier's factory inspection report
- g) Certificate of origin.
- h) Provisional receipt certificate for the corresponding delivery, issued by the consignee; and
- i) Any other document(s) and/or modification of above documents specified in the Schedule of Requirements and the contract.

ii) on final acceptance:

The remaining 10% of the contract price shall be paid to the supplier within 30(thirty) days of receipt of its claim, duly supported by the final acceptance certificate for the corresponding delivery issued by the purchaser's representative in the proforma given in section..... of the bidding documents.

C) Payment for incidental services and supervision:

The incidental services and supervision, if required separately, will be specified in the Schedule of Requirements and in the contract. The payment terms applicable for such services and Supervision will also be specified therein.

Operation of the Letter of Credit:

- i. The payments effected through letter of credit, shall be subject to the latest Uniform Customs and Practice

for Documentary Credit, of the International Chamber of Commerce;

- ii. If requested specifically by thy supplier, the letter of credit will be confirmed , but the cost for the same shall be charged to the supplier’s account
- iii. If the letter of credit is required to be extended/ reinstated for reasons not attributable to the purchaser, the charges thereof shall be to the supplier’s account.

## **18. Prices**

18.1 Prices charged by the supplier for the goods supplied and the services performed under the contract shall not vary from the prices quoted by the supplier in its bid with the exception of any price adjustment authorized in the Schedule of Requirements.

## **19. Modification of contract**

19.1 The purchaser may at any time, by a written order given to the supplier pursuant to GCC clause 31, make changes and modifications withi8n the general scope of contract in any one or more of the following:

- a) drawings, designs or specifications, where goods to be supplied under the contract are to be specifically manufactured for the purchaser,
- b) the mode of packing
- c) the mode of dispatch
- d) the place of delivery,
- e) the services to be provided by the supplier, and/or
- f) any other area(s) of the contract, depending on the merits of the case.

19.2 If any such change causes an increase or decrease in the cost of, or in the time required for the supplier’s performance of any provision under the contract, an equitable adjustment shall be made in the contract price or contract delivery schedule or both, and the contract shall be amended accordingly. Any claim by the supplier for adjustment under this clause must be asserted within 21 (twenty-one) days from the date of the supplier’s receipt of the purchaser’s amendment/ modification of the contract.

19.3 Subject of GCC sub-clauses 19.1 and 19.2, no variation in or modification of the terms of the contract shall be made except by written amendment signed by both the parties.

## **20. Assignment**

20.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser’s prior written consent.

## **21. Sub Contracts**

21.1 The supplier shall notify the purchaser in writing of all sub-contracts awarded under the contract, if not already specified in its bid. Such notifications, in its original bid or latest, shall not relieve the supplier from any liability or obligation, whatsoever, under the contract;

21.2 Subcontract shall be only for bought-out items and sub-assemblies.

21.3 Subcontracts must comply with the provisions of GCC clause 3.

## **22 Delays in the supplier’s performance**

22.1 Delivery of the goods and performance of the services shall be made by the supplier in accordance with the time schedule specified by the purchaser in the “Schedule of Requirements”

22.2 Except as provided under GCC clause 25, any unexcused delay by the supplier in maintaining its contractual delivery obligations shall render the supplier liable to any or all of the following sanctions:

Imposition of liquidated damage,

Forfeiture of its performance security and/or Termination of the contract for default.

22.3 If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). After the receipt of the supplier's notice, the purchaser, as soon as practicable, shall evaluate the situation and may at its discretion extend the supplier's time for performance, in which case the extension of the delivery period shall be ratified by issuing an amendment to the contract.

22.4 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and/or any other expense related to such supply shall lie against the purchaser.

### **23. Liquidate damages**

23.1 Subject to GCC clause 25, if the supplier fails to delivery any or all of the goods or perform the service within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance, up to maximum deduction of 10% (ten percent) of the delayed goods or services' contract price. Once the maximum is reached, the purchaser may consider termination of the contract, if the same have not been terminated already.

Further, during the above mentioned delayed period of supply and/or performance, the supplier, notwithstanding any stipulation in the contract for increase in price for any ground, shall not be entitled to any increase in price and cost, whatsoever, which take place during the period of delay. But nevertheless, the purchaser shall be entitled to the benefit any decrease in price and cost on any ground during that period of delay.

### **24. Termination for default**

24.1 The purchaser, without prejudice to any other remedy for breach of contract, may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s), within the time period specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC clause 22.

24.2 In the event the purchaser terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1, the purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, goods and/or services similar to those undelivered and the supplier shall be liable to the purchaser for any excess cost for such similar goods and/or services. However, the supplier shall continue to perform the contract to the extent not terminated.

### **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC clauses 22,23 and 24, the supplier shall not be liable for forfeiture of its performance security, liquidated damage or termination for default, if and to the extend that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force major.

25.2 For purposes of this clause, "Force Majeure" means and 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 restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and fright embargoes.

25.3 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 obligation under the contract as far as reasonably practical, and shall seek all reasonable alternatives means for performance not prevented by the force Majeure event.

**26. Termination for insolvency**

26.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser may terminate the contract by giving written notice to the supplier, without any compensation to the supplier, provided, that such termination will not prejudice or affect any right of action or remedy which has accrued and/or will accrue thereafter to the purchaser.

**27. Termination for convenience**

27.1 The purchaser, by written notice sent to the supplier, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the purchaser's convenience, the extent to which performance of the supplier under the contract is terminated, and the date with effect from which such termination becomes effective.

27.2 The goods that are complete and ready for shipment within 30(thirty) days after the supplier's receipt of notice of termination shall be accepted by the purchaser at the contract terms and prices. For the remaining goods, the purchaser may effect:

- b) to have any portion completed and delivered at the contract terms and prices; and/or
- c) to cancel the remainder and pay to the supplier an agreed amount for partially completed goods and services and for materials and parts already procured by the supplier for fulfilling the contractual obligations.

**28. Resolution of disputes**

28.1 If any dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicably by mutual consultations

28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation then either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

28.3 Any dispute or difference, in respect of which a notice of intension to commence arbitration has been given in accordance with GCC sub-clause 28.2, shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods under the contract.

28.4 The dispute resolution mechanism to be applied pursuant to GCC sub-clause 28.3, shall be as follows:-

In the case of a dispute or difference arising between the purchaser and the supplier relating to any matter arising out of or connected with the contract, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act,1996. The arbitral tribunal shall consist of three arbitrators, one each to be appointed by the purchaser and the supplier. The third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as presiding arbitrator. In case of failure of the two arbitrators appointed by the parties to reach upon a consensus within a period of thirty days from the appointment of the arbitrator appointed subsequently, the presiding arbitrator shall be appointed by the Indian Council of Arbitration or President of the Institution of Engineers (India).

The decision of majority of arbitrators shall be final and binding upon both the parties.

The cost and expenses of the arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings as also fees and expenses paid to the arbitrator appointed by such party or on its behalf shall

be borne by each party itself.

- 28.5 However, where the value of the contract is Rs.15 lakhs (Rupees on and a half million) and below, the disputes or differences arising in it shall be referred to a sole arbitrator. The sole arbitrator shall be appointed by mutual agreement between the parties. If the parties fail to agree on the arbitrator within 30(thirty) days from the receipt of a request by one party from the other party to so agree, the appointment shall be made upon request of a party, by the Indian Council of Arbitration or the President of the Institutions of Engineers(India).
- 28.6 The venue of arbitration shall be the place from where the contract is issued.
- 29. Governing language**  
29.1 The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written in English.
- 30. Applicable law**  
30.1 The contract shall be interoperated in accordance with the laws of India.
- 31. Notices**  
31.1 Any notice given by one party to the other pursuant to the contract shall be sent in writing or by cable telex or facsimile and confirmed in writing to the addresses specified in the Schedule of Requirements.  
31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 32. Taxes and duties**  
32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees and other such levies imposed outside India.  
32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc. incurred until delivery of the contracted goods to the purchaser.  
32.3 Further instruction if, any, shall be as provided in the Schedule of Requirements.

\*\*\*\*\*

**Annexure-XI**

-----  
**Need not to  
with tender documents**

**be uploaded**

To

\_\_\_\_\_  
\_\_\_\_\_

(Name and address of the purchaser)

WHEREAS \_\_\_\_\_ (Name and address of the supplier)(hereinafter called “the supplier”) has taken in pursuance of contract No. \_\_\_\_\_ dated \_\_\_\_\_ to supply \_\_\_\_\_ (description oof goods and services) (hereinafter called “ the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a recognized bank acceptable to you, for the sumn specified therein as security for compliance with its (supplier’s) obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), such sum being payable in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits or (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay you the sum so demanded notwithstanding any dispute of disputes raised by the supplier in any suit or proceedings pending before any court or tribunal relating thereto liability under this present being absolute and univocal.

We also hereby waive the necessity of your demanding the said amount from the supplier before presenting us with the demand.

We further agree that you shall have the fullest liberty without our consent and without affecting in any manner out obligations hereunder, to vary any of the terms and conditions of the contract or to extend the time of performance by the supplier from time to time or to postpone for any time or form time to time any of the powers exercisable by your against the supplier and to forbear or enforce any of the terms and conditions relating to the contract and we shall not be relieved from our liability under this guarantee.

This guarantee shall be valid and shall remain in force until \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Date the \_\_\_\_\_ day of \_\_\_\_\_ 20

for \_\_\_\_\_

(Name of the Bank)

Signature \_\_\_\_\_

Name of the officer \_\_\_\_\_

(in Block letters)

Designation of the Officer



**ICAR-CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA- 171 001**

*To be uploaded duly signed and stamped.*

**BID FORM AND PRICE SCHEDULES**

No. \_\_\_\_\_ Dated \_\_\_\_\_

To

The Admin. Officer (Store),  
Central Potato Research Institute,  
Shimla- 171 001 (HP)

Ref : Your bidding documents No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

Having examined the above mentioned bidding documents, the receipt of which is duly acknowledged, we, the undersigned, offer to supply and deliver \_\_\_\_\_ (description of goods and services) in conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods and complete the services in accordance with the delivery schedule specified in the schedule of requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

If our bid is accepted, we will provide you with performance security as per the instructions specified in GCC clause 7 and in a form acceptable to you in terms of GCC clause 7.5 for a sum equivalent to 10% (ten percent) of the contract price for the due performance of the contract.

We agree to abide by this bid for the bid validity period specified in the ITB clause 16 (read with modification, if any, in the Bid Data sheet) or for the subsequently extended period, if any, agreed to by us and it shall remain binding up on us and may be accepted at any time before the expiration of the period.

Until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Signature

(in the capacity of )

Duly authorized to sign bid for and on behalf of

Encl: 1. Price schedule for domestic goods.

2. Price schedule for goods to be imported from abroad.

PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

Sr. No.	Item description	Country of origin	Accounting unit	Quantity	6. Price per unit						Overall unit price for delivery at site  (a+b+c+d+e+f)	Total price for delivery at site (with three years warranty)  5x6
					Ex-factory/ex-warehouse/ex-show room off the shelf	Excise duty & related charges (refer note 5)	Packing and forwarding charges	Inland transportation charges	Insurance other duties, taxes and incidental costs (refer note 6)	Incidental services including supervision/installation/warranty charges etc.		
1.	2.	3.	4.	5.	(a)	(b)	(c)	(d)	(e)	(f)	7.	8.

Total bid price in Rupees: (In figures) \_\_\_\_\_

(In words) \_\_\_\_\_

AMC charges for 2 years (without spares) \_\_\_\_\_

Signature of bidder  
Name \_\_\_\_\_

Business address \_\_\_\_\_

Place: \_\_\_\_\_

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

**Note:**

- Due to our logistics issues we seek price only in two formats i.e. firms have to either quote price for F.O.R., CPRI, Shimla or for CIF, Delhi/ICD, Delhi (in case of shipment by sea). The price should be given only for these two delivery options i.e. if a firms can not quote for CIF, Delhi/ICD, Delhi then it should quote price for F.O.R., CPRI, Shimla.
- The total bid price as entered in column 8 above shall be same as total bid price in BOQ. In case of difference the bid may be rejected.
- In case of discrepancy between unit price and total price, the unit price shall prevail.
- Indian agent's commission shall be paid in Indian Rupees only. No change due to exchange variation shall be allowed.
- The institute is registered with DSIR for availing customs duty exemption in terms of Government notification No. 51/96-Customs date 23 July, 1996 and Central Excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997 as amended form time to time. It will be sole responsibility of supplier to ensure that no violation of terms & conditions pertaining to this registration or any other government notification is carried out.
- As per notification No.47/2017-Integrated Tax (Rate) dated 14<sup>th</sup> November, 2017, the integrated tax leviable on goods may not be charged in excess of 5% and CGST leviable on goods may not also be charges in excess of 2.5% according to notification No.45/2017-Central Tax (Rate) dated 14.11.2017 issued by the Ministry of Finance, Govt. of India (Department of Revenue), New Delhi.
- AMC charges should be quoted for 2 years after warranty period. The same shall not be used for price comparison.
- No other certificate/permit etc. shall be provided by the Institute whatever taxes are to be paid supplier must quote it clearly and include it within total bid price. No terms & conditions related to taxes/duties etc. will be entertained.
- The Institute is exempt to pay entry tax under Himachal Pradesh tax on entry of goods into local area Act 2010.

**ICAR-CENTRAL POTATO RESEARCH INSTITUTE  
SHIMLA- 171 001**

**Enclosure -2**

**PRICE SCHEDULE FOR GOODS TO BE IMPORTED FROM ABROAD.**

Sl.No.	Item description	Country of origin	Accounting unit & quantity	Unit price FCA/FOB port of loading	Total price FCA/FOB port of loading (4 x 5)	Unit price ICD Delhi/CIF Delhi Airport	Incidental services including supervision/installation/Warranty etc.	Overall unit price (a + b)	Total bid price for CIF/ ICD Delhi (please see note - 1) 4 x 7	Total price for F.O.R. CPRI, Shimla ( please see note 1)	Weight of equipment & volume
1.	2.	3.	4.	5.	6.	(a)	(b)	7	8.	9.	10.

Total bid price in foreign currency/INR: (in figures) \_\_\_\_\_

(In words) \_\_\_\_\_

AMC charges for 2 years (without spares) \_\_\_\_\_

Signature of bidder \_\_\_\_\_

bidder Name \_\_\_\_\_

Business address \_\_\_\_\_

Place: \_\_\_\_\_

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

Note:

- Due to our logistics issues we seek price only in two formats i.e. firms have to either quote price for F.O.R., CPRI, Shimla or for CIF, Delhi/ICD, Delhi (in case of shipment by sea). The price should be given only for these two delivery options i.e. if a firms can not quote for CIF, Delhi/ICD, Delhi then it should quote price for F.O.R., CPRI, Shimla. Firm should fill either column- 8 or column-9 & same shall have to be entered in BOQ. In case both are entered the entry in column -9 shall be considered. Also read point No.6 of Annexure-VI.**
- In case of discrepancy between unit price and total price, the unit price shall prevail.
- Indian agent's commission shall be paid in Indian Rupees only. No change due to exchange variation shall be allowed.
- The institute is registered with DSIR for availing customs duty exemption in terms of Government notification No. 51/96-Customs date 23 July, 1996 and Central Excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997 as amended form time to time. It will be sole responsibility of supplier to ensure that no violation of terms & conditions pertaining to this registration or any other government notification is carried out.
- As per notification No.47/2017-Integrated Tax (Rate) dated 14<sup>th</sup> November, 2017, the integrated tax leviable on goods may not be charged in excess of 5% and CGST leviable on goods may not also be charges in excess of 2.5% according to notification No.45/2017-Central Tax (Rate) dated 14.11.2017 issued by the Ministry of Finance, Govt. of India (Department of Revenue), New Delhi.
- No other certificate/permit etc. shall be provided by the Institute whatever taxes are to be paid supplier must quote it clearly and include it within total bid price. No terms & conditions related to taxes/duties etc. will be entertained.
- AMC charges should be quoted for 2 years after warranty period. The same shall not be used for price comparison.
- The Institute is exempt to pay entry tax under Himachal Pradesh tax on entry of goods into local area Act 2010.

