

सीएसआईआरसंस्थान अनुसंधान पेट्रोलियम भारतीय -
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
देहरादून 248005 ISO-9001-2015 Regd. Inst



CSIR – INDIAN INSTITUTE OF PETROLEUM
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)
DEHRADUN – 248 005 Uttarakhand
Telephone: 0135 – 2525762, 2525945, 2525754
e-mail: spo.iip@iip.res.in

Tender Document/Tender Invitation

To,

OEM/Authorized Representative of Brand: CDH

Subject : Tender invitation for Rate Contract

Dear Sir,

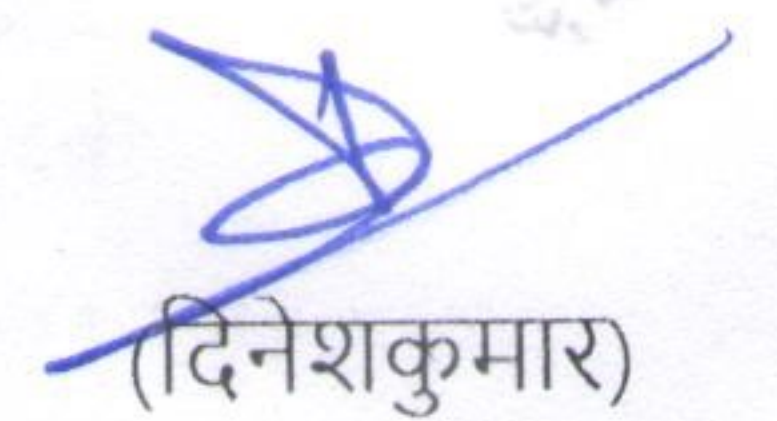
CSIR-Indian Institute of Petroleum, Dehradun (CSIR-IIP) is a premier R&D institute of Council of Scientific & Industrial Research (CSIR), New Delhi. CSIR-IIP intends to enter into the annual Rate Contracts (RC) for specialized/specific R&D consumables items as mentioned above & herein under. In this regard online e-tenders are invited from your company/firm under RC. The details of the categories of items for which tender is/are being sought for as under –

Sr. No.	Tender Reference No.	दरसंविदा हेतु आर-डी भोज्य विशेष/विशेषिक वस्तु की कैटेगरी का विवरण Description of category of special/specific R&D consumables items desired under Annual Rate Contracts
1	IIP/PUR/RC/2025	Brand Name : CDH

The critical dates of the tender are as per the GeM-Central Public Procurement Portal. No EMD is required and only bid security declaration may be submitted by bidder. **Manual tenders (not submitted through GeM-CPP Portal) will not be accepted.** Price list can be submitted in excel format and hard copy.

In case of any query or clarification please contact Stores & Purchase Officer CSIR-IIP, Dehradun by email: spo.iip@iip.res.in contact - +91 135 2660072 / 2525762.

Director, CSIR-IIP reserves the right to accept or reject the tender/bid(s) of any party either in part or in full without assigning any reason thereof.


(दिनेश कुमार)

भंडार एवं क्रय अधिकारी email: spo.iip@iip.res.in
contact - +91 135 2660072 / 2525762).

E-tenders for entering into the Annual Rate contract for the categories of items mentioned in the tender document are invited by the Director, CSIR-Indian Institute of Petroleum, Dehradun, subject to the following terms and conditions:

1. The rates under the R/C should be on **Net Dealer Prices (NDP)**. Manufacturer/bidder must enclose a certificate to this effect that the prices under rate contract are same as **Net Dealer Prices (NDP)** failing which CSIR-IIP reserves the right to reject the tender.
2. The bidder must disclose their bulk quantity for respective items under RC. The bulk quantity discount should be mentioned clearly in the RC tender document, failing which CSIR IIP Reserves the right to reject the tender.
3. Tenders may quote separately for each category of items as mentioned in the tender document.
4. Bidders must inform to CSIR IIP whether their products (which are offered under rate contract) are available on GeM portal or not? if yes, please provide the list of such items.
5. The RC will be valid only for the respective category of item and **not for all the items as mentioned in the price list**. Validity period will be **upto 30.06.2026**.
6. **Separate offers should be made for each Brand of Product.**
7. **Rate Contract Prices will be valid for a period upto 30.06.2026 and for free delivery of ordered items upto CSIR- IIP, Mohkampur, Haridwar Road, Dehradun 248005, Uttarakhand.**
8. The bidder (Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest) **shall ensure that the products which are being offered by them under this rate contract will not be sold cheaper than the price offered under rate contract to CSIR-IIP, Dehradun to any other CSIR Laboratory/Institute and/or Government/Govt. funded Departments/Institutes/Universities/IIT/IISER/ICAR/ Organization etc. or any other clients under similar conditions during the currency of the contract period. (attached certificate to this effect else tender is liable to be rejected).**
9. Tax should be mentioned separately as extra or inclusive in the price list/bid letter. If nothing specific is mentioned about tax extra/inclusive then the quoted RC prices will be treated as **tax inclusive**. Statutory increases like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
10. **Discounts offered** shall be indicated clearly in terms of **percentage (in words and figures)** on the manufactures price lists. **Kindly mention the price list number/date/financial year on which the discount is being offered.**
11. **Special discount/prices**, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately.
12. **DISTRIBUTORSHIP/dealership CERTIFICATE**: Sole selling Agents/Distributors of a particular make should produce an authorization letter from manufacturer.
13. **Delivery schedule** will be strictly adhered to. Delivery period shall be 30 days (except sequencing cases, **Bidders must mention delivery period**. If nothing has been mentioned about the delivery

period, then the CSIR-IIP reserve the right to take a call about the deciding of delivery period on case to case basis.

14. The firm may execute the order as soon as orders are received. No extension of time beyond 30 days normally shall be allowed. Competent authority, CSIR-IIP can extend the delivery period wherever required but the same will be in writing and very well before the expiry of the original delivery period. Penalty of 0.5% of purchase order value per week subject to maximum 10% will be levied for the delayed period beyond the delivery period mentioned in the purchase order (*in cases where the delivery period is not extended by IIP in writing/or extension with/without penalty, denial clause etc.*).
15. **Delivery** may be affected by the manufacturers directly or through their authorized dealers whose name and address should be indicated in the bid/tender. This should be clearly mentioned in the bid that who supply and bill against the CSIR-IIP's purchase orders under rate contract. Supporting document may be attached with the quotation to this effect.
16. **Generally, no part payment** will be made. Payment will be made on completion of the full supply (unless agreed by IIP or at discretion of CSIR IIP).
17. The payment term is within 30 days of the receipt of the materials in good conditions at CSIR IIP.
18. Complete copy of Price list in .pdf(searchable) and .xls/xlsx format may be uploaded on the CPP Portal by the bidder (or submit separately at purchase section by any mode). The Price List must be certified for uniformity of rates throughout the country. A certificate in this regard must be attached along with tender as per Annexure A. The price list may be sent by e-mail also at id: saima.naaz@csir.res.in. The format of ms excel sheet is as follows –

Sr. No.	Catalogue No.	Item Description	Unit/Pack size	HSN Code	Unit Rate	Discount %	Taxes %

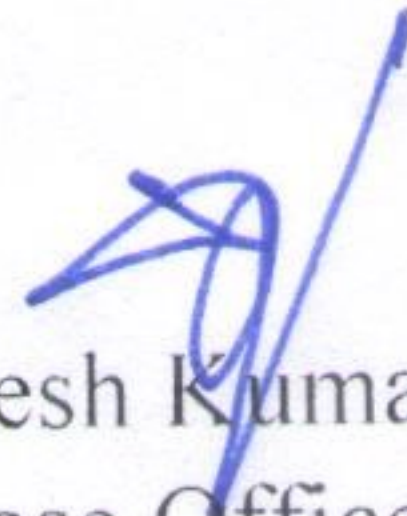
The bids which are not uploaded with the above excel format can be rejected. So upload or provide excel price list carefully strictly as per above format.

20. **Make/Brand** and the name of the manufacturer with address, should be clearly mentioned. Manufacturers/Suppliers/Tenderers having ISO 9001/9002 accreditation should indicate in their tender.
21. This institute is not entitled to issue any form C or D. Hence, will not be issued.
22. **The submission of tender** shall be deemed to be an admission on the part of the tenderer, that if he had fully acquainted with the tender terms and no claim other than what stated in the tender document shall be entertained in the event of award of the contract. No printed conditions of the bidder will be deemed to be accepted unless agreed in writing by CSIR IIP.
23. **Incomplete, conditional tenders** will be liable for rejection.
24. **List of other organizations** where similar supplies have been made & having a rate contracts preferably in CSIR/ICMR/ICAR/DRDO/BARC/IIT/ISRO labs etc., documentary evidence may please be attached.
25. In case of bidder is bidding for any new brand(s) in the rate contract kindly inform whether bidder has made any past supplies to CSIR-IIP or other laboratories of CSIR/ICMR/ICAR/DRDO/BARC/IIT/ISRO labs etc for such consumable items etc. CSIR IIP reserves the right to award RC for new brands or not.
26. **The rate contract** can be terminated at any point of time by giving one month's notice from either side. Initially the Rate contract period will be up to **30.06.2026** from the date of award. The RC can be extended for 3 months on mutual agreements between buyer and seller.
27. **Liquidated Damages:** As time is the essence of supply orders, all the orders need to be executed as per delivery schedule. Any further delays in supply shall attract liquidated damages @0.5% per week

subject to a maximum of 10%. Penalty for such purchase order may be adjusted from other pending bills/cases of the party or contractor will pay the same separately in case nothing is pending for recovery of such amount.

28. **Bidders** shall note that CSIR-IIP will not entertain any correspondence or queries on the status of the offer received against the Tender Invitation.
29. **Tenders from Manufacturers/Suppliers/Tenderers** whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any known organizations, are liable for rejection.
30. Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
31. The decision to award RC or not to any particular bidder will rest at the discretion of the Director, CSIR IIP, Dehradun. He reserves the same rights without assigning any reasons to any-bidder thereon.
32. **Rate Contract will be entered with the bidder who is offering maximum discount (Manufacturer's discount + Dealer Discount) for particular brand under the categories of items (if there are two bidders of samebrand/category).**
33. Manufacturers are requested to bid and supply directly as far as possible.
34. If the **Rate Contractor** reduces his price or sells or even offer to sell the Rate Contract goods to any of the **Government Funded Organization/Body** during the currency of the rate contract, the same will be intimated to CSIR IIP by the contractor and the prices of this RC will automatically stand reduced with effect from such date, for all subsequent supplies under RC. If in this type of situation any amount is recoverable from the contractor, then the same can be adjusted from the pending bills of the contractor else the contractor will be liable to pay the same separately. Information of any reduction in the RC prices to CSIR IIP will be the responsibility of the bidder.
35. Bidder must attach their PAN, GST, Income tax return for last 3 years, and audited balance sheet for 3 years. The bidder must not have incurred loss in last 3 financial years for not declared insolvent or debarred or ban form any government organizations.
36. **The Director, CSIR-IIP, Dehradun**, reserves the right to accept/reject any or all the tenders in part or full without assigning any reason thereof.
37. **All disputes** arising in connection with the executing the orders will be subject to the jurisdiction of the courts in Dehradun only.
38. The provisions of notification no. P-45021/2/2017-PP(BE II) dated 16.09.2020 (amended time to time if any) of Department for Promotion of Industry and Internal Trade (PSE), Ministry of Commerce and Industry, Government of India will be applicable in this procurement. Bidders are requested to kindly check the provisions of above notifications before submitting bid to IIP. Please explore this hyperlink to visit this notification [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.iip.res.in/wp-content/uploads/2023/10/format-letter-for-local-content-declaration-IIP.pdf](https://www.iip.res.in/wp-content/uploads/2023/10/format-letter-for-local-content-declaration-IIP.pdf)
39. The bidders have to disclose in their bid about their category of supplier i.e. Class-I or Class-II Supplier w.r.t. notification as mentioned above.
40. Bidder should also mention the %age of local content and a self certificate (in enclosed format) to this effect in the item they are going to bid.
41. The bidder may also give the location where value addition is done in terms of % of local content.
42. If the bid price is more than Rs. 10 crore then the class-I /class-II shall submit a certificate from statutory auditor or cost auditor of the company or firm giving % age of local content. False declaration about local content etc will be breach of code of integrity as per GFR Rule 175(1)(i)(h).

Bidders interested to enter into annual rate contract for the above categories of items, are requested to submit online e-tenders through CPP Portal, addressed to The Director, CSIR-IIP, Dehradun (kind attn: SPO), Uttarakhand, India, within the due date and timings.


Dinesh Kumar
Stores & Purchase Officer

RC related Performa to be filled by the bidder

Brand Name : CDH

NAME&ADDRESSOFTHEBidder	
STATUSOFTHEFIRM	MANUFACTURER/AUTHORISED DISTRIBUTOR/Dealer/Stockie st: (Please indicate exclusively)
BRAND OF THE PRODUCT offered under RC. (attach Manufacturer's authorization letter for that category/brand)	
DISCOUNTOFFERED (from Manufacturer/bidder)	(infigures)
	(In words)
2.0 –Bulk Quantity & Discount (bidder may identify here the bulk quantity, and on what items)	Bulk Quantity Discount_____ (words and figures) Bulk Quantity Items(bidder may mention items here)

	(Separate sheet may be attached with bid if the items are more)
3.SPECIALDISCOUNT (from Dealer etc.)(if any) In case there are two dealer or more for same category of item and same brand the, the total of above 1&3discountwill be considered for award of the contract. The highest discount offering bidder (including discount from manufacturer and special discount from dealer) will be awarded the contract for that particular brand)	

Whether Manufacturer's Authorization(s) attached by bidder? (Yes/No) (in case the same is not attached then the tender Will be summarily rejected)	
DELIVERY upto CSIR-IIP by	MANUFACTURER/DEALER/Distributor (Please mention name of firm/company who will supply against RC else tender will be reject able)
Undertaking regarding GEM availability of quoted items is attached by Bidder (Yes/No) as per Sr. no. 4 above (T&C)	
Net Dealer ship Prices Undertaking is attached by bidder? (Yes/No) as per Sr. no. 1 above (T&C)	
Whether the bidder has attached the price uniformity certificate as per Sr. no. 9 of above terms and conditions (T&C) (Yes/No)	
Whether the GST shown as extra/ inclusive in the Bid document by bidder (Yes/no) as per Sr. no. 10 of (T&C)	
Whether the bidder has attached the price list in MS Excel format with mark financial year as given in T&C Sr. no. 19 above. (Yes/No)	
Whether the bidder has attached the undertaking as per Sr. no. 4 of above mentioned terms and conditions (Yes/No)	
Declaration regarding local content (Class I or Class II Suppliers) (Yes/No)	

Date:

Name & Signature of the Bidder with Seal.

Annexure-A

CERTIFICATE

(Without this certificate, bid will not be accepted)

Certified that the Price List/Price Catalogue of M/s. _____ (Name of the
company) Price list no. _____ (if any) _____ for categories of store
_____ (as mentioned by bidder

in PROFORMA TO BE FILLED BY THE TENDERER/Bidder) being submitted against rate contract by
bidder against CSIR-IIP tender reference no. _____ dated _____, for the financial
year 2025-2026 and 26-27, is uniform price list throughout the territory of India. The Discount quoted by us
in this tender is not less than the discount quoted by us in CSIR- IIP or other CSIR Laboratories or
ICMR/ICAR/DRDO/BARC/IIT/ISRO labs etc.

In the event of this certificate is found false, CSIR-IIP can execute further necessary action against us
whichever deem fit.

Name : _____
Signature : _____
Of Manufacturer or Distributor
With Seal

No _____

Date: _____

To,

The Director,
CSIR-Indian Institute of Petroleum,
Mohkampur, Haridwar Road,
Dehradun – 248005
Uttrakhand

Subject : Declaration regarding local content

Reference :

- i. DPIIT notification no. F-45021/2/2017-PP(BE-II)-Part(4)Vol.II dated 19.07.2024 and any amendment thereon.
- ii. DPIIT(PPE), Ministry of Commerce, GoI, notification no. P-45021/102/2019-PP(BE-II) (E-29930) dated 26.11.2020 , 4 March 2021 (and any amendment thereof)
- iii. CSIR-IIP Tender no. _____
- iv. Our quotation no _____ dated _____

Dear Sir,

With reference to the above notifications of DPIIT, Ministry of Commerce & Industry, Govt of India, we hereby declare we have seen and understood the provisions of referred notifications and accordingly, the following is declared-

1. We are the manufacturer/ we have done value addition in the quoted item w.r.t. (choose either one) for the items mentioned in above referred quote
2. We _____ have _____ authorized _____ Mr./Ms _____ (name) _____ designation _____ of our company for giving declaration regarding local content w.r.t.the referred DPIIT notification(s) and any amendment thereon. Our company owns the responsibility for the signature of above official regarding local content being declared herewith. Now onward above-mentioned signatory will correspond with your department regarding local content. We understand that the **local content is not claimed** by us on the basis of *profit, warehousing, marketing, logistics, freight, transportation, insurance, installation, commissioning, training, after sales services, AMC/CAMC, locally sourced imported items (including tax, license/royalties paid/technical expertise cost etc. sourced from outside India, for reselling the repackaged/refurbished/rebranded imported products etc. as local value addition.*
3. The local content in our referred item's quote is _____ % as per above notification of DPIIT.
4. We are Class (I or II) (*bidder to choose* either one) supplier as per DPIIT Notifications.
5. Local content value addition is at place _____
6. We understand that false declaration of local content %age w.r.t. above DPIIT order will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules (GFR)2017 for which the bidder or its successors can be debarred for upto two years as per Rule 151(iii) of GFR along with such other action as may be permissible under law.

Thanking you.

Yours faithfully

Name : _____
Signature _____
Company seal _____

Date:

Place:

MANUFACTURER AUTHORIZATION FORM (MAF)

Bidder has to get this filled from OEM / Manufacturer preferably on their Letterhead

To:
Director, CSIR – Indian Institute of Petroleum
Dehradun, Uttarakhand, India

We, the undersigned who are official manufacturers / OEM / Indian Distributor or Reseller of the items / goods being quoted by the bidder and factories or offices as indicated below, do hereby authorize *the Bidder* to submit a bid the purpose of which is to provide the quoted goods, manufactured / distributed by us and to subsequently negotiate and sign the Contract if the bidder's offer is found responsive, eligible and acceptable as per tender conditions.

We hereby extend our full guarantee and warranty in accordance with Clause 2.21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Name & Designation of the Signatory of This MAF	
Name & Address of the Manufacturer / OEM / Indian Distributor	
This Certificate is issued in favor of (Name of the Bidding Firm)	

Official Seal & Sign of authorized representative(s) of the

Manufacturer/ OEM / Indian Distributor