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*GENERAL CONDITIONS OF CONTRACT (GCC)*  
(For High Value Purchase)

**Tender Enquiry No.29-1/13-ST**

**Dated: 19.8.13**

**To**

Sir,

The Scientist-in-charge, CMFRI, Tuticorin, Tamilnadu invites Sealed Quotations in **single bid system for furniture as per Part-1 of Schedule of Requirements** which will be opened at **1400 hrs.** on **3.09.2013** and you are invited to submit your most competitive quote for the same. All the relevant quotation details are given below:-

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## **GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1. Definitions**

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- 2.1 These general conditions of contract (as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract: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

- 4.1 The goods supplied under this contract shall conform to the standards mentioned in the 'Technical Specification's and when no applicable standard is mentioned, to the latest 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 of industrial design rights arising from use of the goods or any part thereof in India.

## **7. Performance security**

- 7.1 Within 30(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 value, valid up to 60(sixty) days after the date of completion of all contractual obligations by the supplier, including the warranty obligation.
- 7.2 In the event of any correction of defects or a 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(sixty) 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 to 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 the 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 the purchaser as indicated in the Schedule of Requirements.
  - c) Bank Guarantee issues by a scheduled commercial bank in India, in the prescribed as form provided in section VII/4 of this bidding document.
- 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 obligations 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 requires and where and how they are to be conducted. The purchaser shall notify, in advance, the supplier in writing, of the identity of any representatives 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 alternations 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 expenses 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 and 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 Security deposit for P.O.L. premises.

- 8.6 Nothing in GCC clause 8 shall, in any way, release the supplier from any warranty or other obligations 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 temperature, 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 package 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 **Scheduled of Requirements** and any subsequent instructions given by the purchaser.

- 9.3 Packing Instructions:

The supplier will be required to make separate package 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) contact 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 F.O.B., 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 paid for 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 C.I.F or C.I.P., 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 Conference Lines in which India is a member. Where the supplier is required under the contract to deliver the goods F.O.B and also to arrange on behalf and at the expenses of the purchaser for ocean transportation on Indian flag vessels or vessels of Conference Lines in which India is a member country, the supplier may arrange for such transportation or alternative carriers also, if the Indian 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 of 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 to manufacture or acquisition, transportation, storage and delivery as indicated below in this clause (viz. GCC clause 12).
- 12.2 Where delivery of the goods is required by the purchaser on C.I.F. or C.I.P. basis, the supplier shall arrange and pay for the cargo insurance, naming the purchaser as the beneficiary. Where delivery is on F.O.B. basis, the insurance shall be the responsibility of the purchaser.
- 12.3 In the case of a contract on C.I.F. or C.I.P. 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 the 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 Requirements and in 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 or 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, port of loading, 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) Manufacturer's/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 shall be received by the purchaser and other authorities mentioned above at least 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 to the purchaser and/or the purchaser's nominated authorities (as specified in the contract) and the insurance 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 of Delivery note;
- iii) Packing list identifying contents of each package;
- iv) Insurance Certificate
- v) Manufacturer's/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 17 ("Payment")

#### 14. Incidental service

- 14.1 The purchaser may include in the contract any or all of the following services and/or some additional service, if specified in the **Schedule of Requirements** and the supplier is required to provide 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 goods.
  - 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/or 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 obligations 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 requirement; and
    - ii) immediately following such termination, furnishing at no cost to the purchaser, the blueprints, drawing 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 good 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 the purchaser's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 16.2 This warranty shall remain valid for 36(thirty six) 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(eighteen) months from the date of dispatch from the supplier's works for domestic goods or for 21 (twenty one)months after the date of shipment from the port or place of loading in the source country for imported goods, whichever 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 during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 (twelve) 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 others 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 supplier goods
    - c) Original clean on 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 Letter of Credit
    - f) Manufacture'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 amount 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(thirty) 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 (thirty) 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 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 of Delivery Note
  - c) Packing list identifying contents of each package;
  - d) Insurance certificate;
  - e) Manufacture'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 30m(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.

17.3 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 the 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 good 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 within the general scope of contract in any one or more of the following:

- a) drawing, 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 purchase's amendment/modification of the contract.

19.3 Subject to 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 later, 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 damages  
 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 subcontract(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 purchase, 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. Liquidated damages**

- 23.1 Subject to GCC clause, 25, if the supplier fails to deliver any or all of the goods or perform the services 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 a 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 an conditions and in such manner as it deems appropriate, goods and/or service 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 clause 22,23, and 24, the supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that is delay in performance or other failure to perform its obligations under the contract is the result of an event of Force majeure.
- 25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to acts of the purchaser in its sovereign capacity wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight 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 obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative 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 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 elect:
- a) to have any portion completed and delivered at the contract terms and prices; and/or
  - b) to cancel the remainder and pay to the supplier an agreed amount for partially completed goods and services and for materials and parts 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 intention 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 28.2 shall be as follows:-
- a) 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 dispute 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).
  - b) The decision of majority of arbitration shall be final and binding upon both the parties.
  - c) 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 of Rs.15 lakhs (Rupees one 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 Institution 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 interpreted 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 address 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**”.

For and on behalf of  
Indian Council of Agricultural Research

  
(M.S. MADAN)

The Scientist-in-Charge,  
Central Marine Fisheries Research Institute,  
South Beach Road, Tuticorin,  
Tamilnadu  
Ph: 0461-2320102,2320274.

## **SCHEDULE OF REQUIREMENTS**

Part-1 mentions the details of requirements, the specific information and details in relation to the corresponding clauses of section II (Instructions to Bidders). Part-2 provides specific information and details in relation to the corresponding clauses of section-III (General Conditions of Contract). Provision of clause 4.2 of instruction to Bidders shall apply.

Part-1 and Part-2 applicable for this bidding document are provided in the subsequent pages.

### **Part-1 of Schedule of Requirements**

The last date of receipt of bid is on **3.09.2013 up to 1200 Hrs.** and the same will be opened at **1400 Hrs.** on **03.9.13.** You are invited to submit your most competitive quotation for the same before the due date.

<b>S.No</b>	<b>Description/ Specification</b>	<b>Qty</b>
<b>1.</b>	<b>Conference table Oval (one side open) Size: To seat 8 in each side + 1 no</b> Made of particle board with wire management facility. Legs made of 18mm thick PLT having curved profile. Modesty made from PLT board with 18 mm thick in to shades. Width 675mm, Depth 600 mm, Height 750 mm (per seat) Work surface top thickness 25mm PLB with PVC beading all over	<b>1 No</b>
<b>2.</b>	<b>Revolving Chair</b> High back revolving chair of Size: 47.5 cm width, 69.5 cm Height. Molded with HR polyurethane foam, Back foam designed with contoured lumbar support, seat and back should be of thick hot pressed plywood. Arm rest should be one piece injection molded from black co polymer polypropylene. Powder coated tubular frame of cantilever type, pneumatic height adjustment and three piece telescopic bellow assembly. Pedestal assembly made of 5 number injection molded twin wheel castors.	<b>1 No</b>
<b>3.</b>	<b>Chairs</b> Mid back <b>non revolving</b> chair of size 47.5cm width, 58 cm height. Base made of PP finish, fixed bottom with steel reinforced nylon plastic. Seat and back made with medium density foam. Two numbers of arms made with PU and fix at seat and back with screws.	<b>34 Nos</b>
<b>4.</b>	<b>Computer table</b> Standard wooden computer table with size 1230mm width, 610mm depth, Height 770mm.	<b>4 Nos</b>
<b>5.</b>	<b>Computer revolving chair</b> Mid back revolving chair of size 45 cm width X 58 cm Height Molded with HR polyurethane foam, Back foam designed with contoured lumbar support, seat and back should be of thick hot pressed plywood. Arm rest should be one piece injection molded from black co polymer polypropylene. Powder coated tubular frame of cantilever type, pneumatic height adjustment and three piece telescopic bellow assembly. Pedestal assembly made of 5 number injection molded twin wheel castors.	<b>4 Nos</b>
<b>6.</b>	<b>Class room table &amp; Non revolving Chair (suitable to table)</b> One unit comprising of one table of standard size and two seats.	<b>8 Tables &amp; 16</b>

	25mm thick PLB with 2 mm thick PVC edge, Mat silver anodized aluminium extrusion legs, MS powder coated Work surface on top, powder coated table support bracket of 2mm thick MS sheet.	<b>Chairs</b>
<b>7.</b>	<b>3 Seated Sofa</b> Burgandy/Black coloured 3 seated sofa with 1720mm width, 800mm depth, 750mm height. Leather synthetic, solid wood, polyurethane foam with recron layer, back foam of polyurethane foam with silicon fill at arms. Webbing material of S spring.	<b>1 No</b>
<b>8.</b>	<b>Dining table</b> Glass top Dining table to seat 8 persons, size of 970mm width, 2100mm length and 750mm height, table top made of 12 mm thick tempered glass with etching work. Tapered legs with UV disc. Legs connected with two rectangular metal (SS) bar which holds the lower wooden (MDF) shelf.	<b>1 No</b>
<b>9.</b>	<b>Dining chairs</b> Chairs of size 460mm width, 525mm length and 921 mm height. Back rest of 12mm thick plywood. Seats with senile fabric supported by slightly bent back legs and straight front leg.	<b>8 Nos</b>
<b>10.</b>	<b>Almirah - Steel</b> Size 916mm width, 486mm depth and 1980 height, height wise adjustable shelf mounting four shelves, epoxy powder coated. Mazak handle. Three way locking mechanism with shooting bolt.	<b>2 Nos</b>
<b>11.</b>	<b>Single cot</b> Single cot with dimension of 1131mm width, 2030mm length and 930mm height Bed structure consisting of metal frame made of MS channel, Horizontal and bottom plinths made of 25mm PLPB, tail board made of 18 mm thick PLPB, Mattress panels of bed made of 18 mm PLPB.	<b>3 Nos</b>
<b>12.</b>	<b>Master cot</b> Master cot with dimension of 1733mm width, 2060mm length and 930mm height Bed structure consisting of metal frame made of MS channel, Horizontal and bottom plinths made of 25mm PLPB, tail board made of 18 mm thick PLPB, Mattress panels of bed made of 18 mm PLPB.	<b>1 No</b>

**Amount of Bid Security: 2.5 % of the bid amount quoted in the form of Account Payee Demand Draft drawn in favour of ICAR Unit, CMFRI payable at SBI, Main Branch, Ernakulam or Bank Guarantee in favour of the Director, CMFRI, Kochi-18**

**Note: Installation, testing and commissioning should be carried out.**

**Please note ITB 17 & 18 for strict compliance failing which the bid will be rejected.**

**Note:**

1. ITB clause No.17.1 & 18.1 not applicable.
2. PU - Polyurethane, PLPB-Prelaminated particle board, PLT-prelaminated twin Board
3. All furnitures should be in the specified materials as mentioned
4. Delivery site: Tuticorin Research Centre of CMFRI,  
South Beach Road, Tuticorin - 628002  
Tamil Nadu, India.
5. The rates quoted should be inclusive of transportation charges for delivery of the items. While submitting the quotations for the above, supportive photographs/catalogues/brochures etc. of each item should be attached, failing which the bid will not be considered.
6. **The quotation may be addressed to the SIC, Central Marine Fisheries Research Institute (CMFRI), South Beach Road, Tuticorin-628001, Tamilnadu so as to reach this Office on or before 3.9.13 up to 1200 Hrs.**

Note:

(While indicating the brief description of goods, there may be some allied services also required such as installation, commissioning, training etc. Each of the service required may be indicated below for the bidder to quote his specific rate for the service. The corresponding time schedule for commencement and completion of such services should also be indicated. The reference should also be drawn to the corresponding detailed specification and other quality control requirements, to be provided under section-V, scope of additional incidental services, if required is also to be listed here if the SBD contains more than one schedule, each schedule should be projected separately under separate sheets. Corresponding specification and other technical details should also be provided in separate sheets accordingly, under section-V)

**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 REMARK "NOT APPLICABLE". BIDDERS MAY PLEASE NOT THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED.

1. Bid No. **29-1/13-ST** Date for bid opening on **3.09.2013**  
**at 1400 hours**
2. Offer is open for acceptance.....
3. Brand of goods offered:
4. Name & address of manufacturer :
5. Station of Manufacturer :
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. Status.
- (a) Are you currently registered with the Directorate General of Suppliers & Disposals (DGS &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.
- (b) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the items(Security deposit for P.O.L.) quoted? If so, indicated the date up to which you are registered and whether there is any monetary limit on your registration.
- (c) If you are not registered either with NSIC or DGS & D please state whether you are 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
- (d) Are you registered under the Indian Companies Act, 1956 or any other Act? 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 your:  
(i) Manufacture of the goods quoted; or  
(ii) Manufacture's authorized agent for those goods
11. State whether business dealings with 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 person signing above  
For and on behalf of M/s  
.....  
(Name and address of the bidding firm)

**BID FORM AND PRICE SCHEDULES**

Date.....

.....  
.....  
.....

(designation and address of the purchaser)

Ref: Your bidding document No.....date.....

Having examined the above mentioned bidding documents, including addenda Nos.....(if any), the receipt of which is hereby duly acknowledged, we the undersigned offer to supply and deliver.. (description of goods an service) in conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith the 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 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 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 validity period specified in the ITB clause 15 (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.....200.....

Signature  
(in the capacity of)  
Duly authorized to sign bid for and on behalf of



## GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

1	2	3	4	5	6	8					
<u>Price per unit</u>											
Schedule Item/ No.	Country descri ption	Account of origin & Quantity	Ex- factory/ ex-ware house/exshow room shelf	Excise duty if any show shelf	Packing and forward- ing	In-land transport tation	Insurance other duties, if any (other than sales tax) and incident- al costs	Incidental services and (include ing super vision)	Overall unit price	Total price	Sales tax payable, if contract is awarded
			(a)	(b)	(c)	(d)	(e)(f)(a+b+c+d+e+f)		3 x 6		

Total bid price in Rupees: (in figures).....

(in words).....  
Signature of bidder

Name

Business

Address

place :

Date:

Note :

- ii. In case of discrepancy between unit price and total price, the unit price shall prevail.
- iii. If nothing to the contrary to this effect is mentioned under Section VII (Technical Specification and Quality Control Requirements), the bidder shall give list of spare parts for two years operation separately indicating description quantity, unit price and total price in the above format for those items whose scope of supply includes spare parts as per "Technical Specification" give in Section VII.

**BANK GURANTEE FORM FOR BID SECURITY**

Whereas.....(name of bidder) hereinafter called “the bidder”) has submitted his bid dated.....(date) for the supply of.....(brief description of the relevant goods and services) (hereinafter called “the bid”)

KNOW ALL PEOPLE by these presents that WE.....(name of the bank) having registered office at.....(full address) (hereinafter called “the bank”) are bound unto.....(name of the purchaser) (hereinafter called “the purchaser”) in the sum of..... (amount in figures and the words) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said bank this..... Day of .....20.....

THE CONDITIONS of this obligations are:

- 1 If the bidder
  - i. withdraws its bid during the period of bid validity specified by the bidder in the bid form; or
  - ii. does not accept the correction of errors in accordance with the Instruction to Bidders
- 2 If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity:
  - (i) fails or refuses to execute the contract form, if required, or
  - (ii) fails or refuse to furnish the performance security, in accordance with the instructions to Bidders.

We under take to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will not that the amount claimed by it is due, to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

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

.....  
Signature of the Bank  
SEAL of the Bank

Date.....  
Place.....

**MANUFACTURE'S AUTHORISATION FORM**

To,

.....  
.....

(Name, and address of the purchaser)

Dear Sirs,

Ref: Your Bidding Documents No.....

We ..... Who are established and reputable manufactures of .....(name and description of the goods offered in the bid) having factories at .....Hereby authorize Messrs..... (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 goods manufactured by us.

No company or 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 the Bidding Document by the above firm.

Yours faithfully

.....  
.....

(signature, name and designation)

for and on behalf of M/s.....

(name & 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.

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

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 of 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 sum 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 of (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 or 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 or consent and without affecting in any manner our obligations hereunder, to vary any of the terms a 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 from time to time any of the powers exercisable by you against the supplier and to forbear or enforce any of the terms and conditions relating to the contract an we shall not be relieved from our liability under the guarantee.

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

Dated the.....day of.....20

(name of the Bank)

Signature.....

Name of officer.....

(in block letters)

Designation of the officer.....

Code No.....

Name of the Bank and full address.



**TUTICORIN RESEARCH CENTRE**  
**CENTRAL MARINE FISHERIES RESEARCH INSTITUTE**  
*(Indian Council of Agricultural Research)*  
 South Beach Road,  
 TUTICORIN – 628 001, Tamil Nadu  
**Ph.0461-2320274, 2322374 Fax:0461-2322274**  
**E.Mail:tuticorin.cmfri@org.in.**



**INSTRUCTION TO BIDDERS (ITB)**

**(for high Value Purchase)**

**TABLE OF CLAUSES**

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## INSTRUCTIONS TO BIDDERS (I T B)

### 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 fulfill 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 for 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 and 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. Questionnaire
  - f. Bid form and price schedules
  - g. Manufacture’s authorization form
  - h. Bank guarantee form for performance security
  - i. 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 many 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 not 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 BIDS

### 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 language, 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 exchange 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. Documents constituting the bid

- 8.1 The bid submitted by the bidder shall comprise of the following documents:
- a. a bid form and price schedule in accordance with ITB clause, 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.....with the bidding documents) duly filled in.

Note: A bid which does not fulfill any of the above requirements and/or gives evasive information/replay 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 in section IX/I, 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 proposes 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 Requirements**” 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 process schedule shall be entered separately in the following manner:

I for goods offered from within India:-

- a) the prices 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 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-shelf.
- 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**.
- 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 of Requirements**. In quoting 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 Requirements**.
- 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 if incidental services as and if listed in the **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 way 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 India 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 prices 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 member.
- 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 in 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 award 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 the bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized (as per authorization form in section VII/3) 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 bidder not doing business in India, the bidder is or will be (if successful) represented by an agent in India equipped and able to carry out the supplier's maintenance, repair and spare parts stocking obligations prescribed by the condition of contract and/or technical Specifications.
- d) That such an agent (w.r. to sub-para c above) is enlisted with Directorate General of suppliers & Disposals, Jeevan Tara Building, 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 form the respective manufacturer (as per authorization form in section VII/3). 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 provision of the "Technical Specifications".
- 14.4 For purposes of commentary to be furnished to ITB clause 14.3 c 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 8, 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 warrant 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, draw 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 under section VII/2 and valid for 45 days beyond the validity of the bid.
- 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, pursuant to ITB clause 24.
- 15.5 Unsuccessful bidders bid security will be discharge/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:
- |                       |              |  |
|-----------------------|--------------|--|
| period of<br>form; or | bid validity | <ol style="list-style-type: none"> <li>a) if a bidder:           <ol style="list-style-type: none"> <li>i) withdraws its bid or impairs or derogates from the bid in any respect during the specified by the bidder on the bid</li> <li>ii) does not accept the correction of errors pursuant to ITB clause 24.2</li> </ol> </li> <li>b) In the case of successful bidder, if the bidder fails:           <ol style="list-style-type: none"> <li>i) to accept and sign the contract in accordance with ITB clause 33; or</li> <li>ii) to furnish performance security in accordance with ITB clause 34.</li> </ol> </li> </ol> |
|-----------------------|--------------|--|
- 16 **Period of validity of bids**
- 16.1 Bids shall remain valid for acceptance for 90 (ninety) 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 suitable extended. A bidder may refuse the request without forfeiting its bid security. However, a bidder agreeing to the request will not be required nor 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 up to the next working day of that organization.
- 17 **Format and signing of bid**
- 17.1 The bidder shall prepare two bids, The “Technical bid” consisting of all technical details along with commercial terms and conditions,; and the “Financial Bid” indicating item-wise price for the items mentioned in the technical bid.
- 17.2 The Technical and Financial bid shall be typed or written in indelible ink and shall be signed by the bidder or person or persons duly authorized to bind the bidder to the contract. All pages of the bid, except for un-amended printed literature shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineations, 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) selling/dispatching the documents and the seal of that office must be returned in original by the bidder along with the Technical bid, **failing which the bid is liable to be ignored.**

## D. SUBMISSION OF BIDS

- 18 **Sealing and marking of bids**
- 18.1 The bidder shall seal the technical and the financial bid in separate envelopes, duly marking the envelopes as “Technical” and “Financial” respectively.
- 18.2 The inner and outer envelopes shall be:
- a. addressed to the purchaser at the address given in the schedule of requirements
  - b. bear the invitation for bids (IFB) number and the words “do not open before.....\*.....(\* The time and date of bid opening, as specified in the Bid Data Sheet shall be indicated here)
- 18.3 Each inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declare “late” or if the invitation of bids (IFS) is cancelled.
- 18.4 If the outer envelope is not sealed and marked as required by ITB clause 18.2 the purchaser will not assume any responsibility for the bid’s misplacement or premature opening.
- 18.5 **Bids sent by Telegrams, Telex, cable or facsimile are not acceptable and will be rejected.**
- 19 **Deadline for submission of bids**
- 19.1 Bids must be received by the purchaser at the address specified under ITB clause 18.2 not later than the time and date specified in the **Schedule of Requirements** and the purchaser will provide a receipt (inter alia containing time and date of receipt) for the same. If that specified date happens to be a closed holiday for the purchaser, the bids will be received up to the appointed time on the next working day. If the **Schedule of Requirements** provides for receipt of bids through “tender Box” the bids shall be submitted accordingly as per the instruction given in the **Schedule of Requirements**.
- 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 19 will be rejected and/or returned to the bidder.
- 21 **Modification and withdrawal of bids**
- 21.1 The bidder may modify or withdraw its bid after submitting the same provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.
- 21.2 The bidder’s modification or withdrawal notice shall be prepared sealed marked and dispatched in accordance with the provisions of ITB clause 18, A withdrawal notice may also be sent by telex or cable or facsimile, but the same must be followed by a signed confirmation copy, postmarked not later than the deadlines 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 a 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 in the presence the bidders representatives, who choose to attend, at the time, date and the place specified in the **Schedule of Requirements**.  
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 representative of a bidder, who intends to attend the bid opening, shall bring with him/her a letter of authority from the bidder on the bidder's letter head duly authorizing his/her to attend the bid opening. In the absence of such a letter of authority, the representative(s) will not be allowed to enter and attend the bid opening. The bidders representatives, who attend the bid opening shall sign a register (which will be provided by the purchaser) evidencing their attendance.
- 22.3 The bidder's name, technical specifications of the goods offered, bid prices, discounts, the presence or absence of the requisite bid security and such other details as the purchaser at its discretion may consider appropriate will be announced at the bid opening.
- 22.4 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 or permitted.

### **24 Preliminary examination of bids-unresponsive, substantially 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 purchaser 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 and conditions of the bidding document 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 Maejure, taxes & duties and applicable law (governing the contract) will be deemed to be material deviations. Bids from an agent without proper authorization from the manufacturer as per ITB clause 13.2(a), shall be treated as non- responsive.

The purchaser's determination of a 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 amount 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 anyone 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 combinations of bids offering the lowest evaluated cost for the purchaser in deciding award (Security deposit for P.O.L.) 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 taken 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, 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 in to 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, insurances and other costs within India incidental to delivery of the goods to their final destination as stipulated in the schedule of requirement.
  - b) delivery schedule offered in the bid.
  - c) the cost of components, spare parts and services.
  - d) the availability of spare parts and after sales service in India for the goods offered in the bid.
  - e) the projected operating and maintenance cost during the life of the equipment.
  - d) 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 Requirements**. 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 destination within the time schedule specified therein. As and if necessary, the estimated time of arrival of good from ex-works/port of entry to the destination will be circulated by the purchaser for each bid after allowing for reasonable transportation time based on the published tariff of Railways, appropriate Road Transport Agencies etc. Bids offering deliveries (as worked out on above lines), which are later than the specified delivery but within the allowable range (as specified in the **Schedule of Requirements**) will be adjusted during the evaluation by adding a factor equal to the percentage specified in the **Schedule of Requirements**, to the EXW/CIF/SIP price per week of variation from the specified delivery schedule.
  - 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 if 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 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 of the purchaser of establishing the required service facilities and parts inventories as outlined in the 'Schedule of Requirements' 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) **Specified 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 capabilities 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 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 up to 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 the bid it should do 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.**

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 from provided in the bidding documents incorporating all agreements between the parties.

33.2 Within twenty-one (21) days of issue of the contract from by the purchaser the successful bidder shall sign and date the contract and return it to the purchaser by registered post of speed post.

34 **Performance security**

Within twenty-one(21) 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 clause 34 shall constitute sufficient grounds 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.

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