

ENQUIRY FORM



FAX: + 91 33 2483-1985, 2483-5197 **EPABX:** +91 33 2499 5788, 5837 **website:** <http://www.iicb.res.in>

INDIAN INSTITUTE OF CHEMICAL BIOLOGY

(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)
4, Raja S. C. Mullick Road, Jadavpur, Kolkata – 700032 (W.B.) India

REQUEST FOR QUOTATION

M/s. Fortuna Impex Pvt. Ltd, P-73 Kasba Industrial Estate, Phase-II, Anandapur, Kolkata-700107 Email: info@fortunaindia.com sales@fortunaindia.com	Ref. No.	IICB/PUR/2025- 26/663/590/148
	Date	26.08.2025
	Last Date of Submission	As mentioned in the NIC's CPP Portal

Sir/Madam,

Director, IICB invites your offer for the following item/s. Kindly send your offer in **Single Bid Format through NIC's CPP Portal only by way of URL** <http://etenders.gov.in/eprocure/app> as per schedule mentioned in the Tender document.

Sl. No.	Material Description	Unit
1	Finger Punching Biometric Attendance Recording Terminal with a minimim 4-hour battery backup, including installation, upgradation, and Intergration.	06
2	Compatible licensed web-based responsive Software for Employee Master Terminal, Finger Template Enrolment Management, Data Management, Leave Module, and customized MIS report.	01
3	Compatible Smart Card and Finger Enrolment Device.	01
4	Compatible Acess Smart card for Finger replacement.	50
5	Software Upgradation and Data Migration, installation, and integration, and services as per attached Specifications and Scope of Work	01
Technical Specifications & Scope of Work as per the attached Annexure A		

Please note: Quotation to be submitted through NIC's CPP Portal under **URL** <https://etenders.gov.in/eprocure/app> and financial quote may be provided in BOQ. Required documents as per instructions of this enquiry may also be submitted through portal. **No manual quotation will be accepted.**

TERMS & CONDITIONS FOR TENDERS

1. Please indicate the item serial numbers of our enquiry letter against the names of respective item quoted by you or quote in the same order as mentioned above.

ENQUIRY FORM

2. Complete specifications of items should be given with the name of manufacturers. Offer of stores vaguely described or incomplete offers are liable to be ignored. Literature/Pamphlets of the quoted item/model should also be enclosed with the quotation.
3. Samples, if called for, shall be submitted free of charge.
4. The delivery of the item is needed within 30 days from the date of order. The offered Delivery Period shall have to be strictly adhered to incase an Oder is placed.
5. All the above instructions and our standard terms and conditions printed overleaf must be complied failing which your offer may be liable for rejection.
6. CONDITIONAL tenders shall not be considered.
7. **Bid validity should be 180 days.**
8. **Bid Securing Declaration is to be submitted along with offer failing which the offer is liable to be rejected.**
9. Delivery in all respect should be made within 30 days from the date of PO/contract.
10. The prices must be quoted in both FOB and CIF separately, if firm intends to quote in foreign currency.
11. **If the quote is provided by the Indian Agent / Indian Authorized Distributor on behalf of foreign principal:**

If the quote is provided by the Authorized Distributor, the Bid Specific Manufacturer's Authorization is to be submitted by the Authorized Distributor along with bid.
12. **There should not be any difference between the pdf and BOQ version. If there is any discrepancy in the cost quoted between PDF Financial bid and BOQ, then the cost mentioned in the BOQ will be final.**
13. The Bidder will assume total responsibility for the fault-free operation of equipment, application software, if any, and maintenance during the warranty period and provide necessary maintenance services for ten years after end of warranty period, if required.
14. **Bidder must provide past purchase orders placed on them during last three years ending on 31.03.2025 by various GOI organizations/universities/ other CSIR laboratories for similar items or the price list. Copy of past purchase orders provided by your organization will be kept confidential and it will be used by the Decision Making Committee of IICB for arriving at a proper decision only.**
15. The Institute also may seek performance certificates from equipment manufacturers/the user organizations so as to confirm satisfactory functioning, installation & commissioning of the equipment.
16. This lab./instt. is registered with Deptt. of Scientific & Industrial Research, Govt. of India and thus is exempted from payment of excise duty and concessional rates of custom duty is leviable vide notification no. 10/97 dated 01.03.1997 and 51/96 dated 23.07.1996

ENQUIRY FORM

respectively.

17. Submission of detailed requirements for installation & commissioning of the equipment: All Vendors / Agents must submit full details and requirements for installation & commissioning of the Equipment as per Technical Specifications submitted by them.

- (i) Water Supply (Filtered, Flow rate) Civil Works including Foundation, Flooring.
- (ii) Mechanical and Fabrication work required.
- (iii) Ambient Temperature Control (if required, as applicable).
- (iv) Cooling requirement (if any).
- (v) Electrical and Power requirements.
- (vi) Space and Dimensions for Installation of the equipment as per the Quotation of the Vendor.
- (vii) Requirements of Special Gases, if any

18. The bidders should quote as under:

For goods manufactured within India.

The price of the goods quoted ex works including all custom duties and other taxes already paid. The percentage of GST/IGST which will be payable on the goods if the contract is awarded. The price for inland transportation, insurance and other local services required for delivering the goods to the ultimate destination.

(i) Deleted

(b) Deleted

(c) **TDS will be applicable as per GST Rules.**

For goods manufactured abroad

The price of the goods, quoted on FCA (named place of delivery) or FOB (named port of shipment) as specified in the bidding document.

The price for insurance and transportation of the goods to the port/place of destination.

The comparison between the indigenous and the foreign offers shall be made on FOR destination basis and CIF/CIP basis respectively. However, the CIF/CIP prices quoted by any foreign bidder shall be loaded further as under:

Towards customs duty and other statutory levies as per applicable rates.

Towards custom clearance, inland transportation etc. - 2% of the CIF/CIP value.

The Insurance & Freight charges being obtained are purely for the purpose of comparison only and CSIR reserves the right to place purchase order on FOB basis.

Note: The offers of the firms who quote on Ex-works basis and do not mention the handling, documentation, packing, forwarding, transportation & insurance charges etc. separately shall be rejected as incomplete.

19. The mode of dispatch of the items must be mentioned clearly in the quotation. Please indicate the approx. weight & measurements of the consignments also.
20. All indigenous offers should be valid for 180 days and all import offers should be valid for 180 days from the date of opening of the quotations.
21. Payment of Agency commission to the Indian Agent of foreign suppliers shall be made if the same is mentioned on the invoice of their principals and would be as per the exchange rate prevalent on

ENQUIRY FORM

the date of negotiation of documents/drawl of foreign currency.

22. The printed terms & conditions, if any, sent along with the tender shall not be binding on us.
23. The (Lab) reserves the right to reject or accept any or all the quotations received either in part or in full without assigning any reasons.
24. Bidder is requested to submit their offers **in Single Bid Format** through **NIC's CPP Portal** by way of URL <http://etenders.gov.in/eprocure/app>
25. The firms must provide the Technical Compliance Statement that they comply to the tendered technical specifications of CSIR-IICB.
26. The Bidder shall indicate the unit prices and total bid prices of the goods it proposes to supply under the order and enclose it with the priced bid. CSIR-IICB is a public funded scientific R&D centre and institute of higher studies (PhD). Please consider quoting special **prices applicable to academic institutions** as per your company policies.
27. Taxes: CSIR-IICB is exempted from payment of Excise Duty under notification number 10/97 dated 01.03.1997 and Customs Duty (at concessional rates) under notification No.51/96 dated 23.07.1996. Hence Excise Duty and Customs Duty, if any, should be shown separately.
28. **Payment :**
The financial quote in INR for placement of purchase order to the foreign supplier for imported items and making the payment through LC/Wire Transfer will not be accepted. Suppliers are requested to quote in foreign currency for imported items if purchase order is to be placed to the foreign supplier for shipment and making payment to the foreign supplier through LC/Wire Transfer.
 - (i) **For Indigenous supplier:** 100% payment within 30 days after completion of successful delivery and installation subject to complete satisfaction of user division against submission of bills, challans, inspection reports etc.
 - a) No Advance payment will be accepted.
 - (ii) **For Foreign Supplier:** 100% payment within 30 days through **Wire Transfer** after completion of successful delivery and installation subject to complete satisfaction of user division against submission of bills, challans, inspection reports etc.
29. **Warranty-**
 The Supplier must warrant that the goods supplied under the Contract are new, unused and the most recent or current and incorporate all recent improvements in design, materials as per specifications in this Tender Document. All Vendors (Manufacturers / Agents) must submit offers with **01 year Onsite Warranty for all supplied items and services from the date of successful and complete installation at Site, i.e., (CSIR-IICB, Jadavpur Campus, 4, Raja S.C. Mullick Road, Kolkata 700032 & CSIR-IICB, TRUE Campus, CN-06, CN Block, Sector V, Bidhannagar, Kolkata, West Bengal-700091)**. The compliance of this clause by the vendor would be the part of the evaluation criteria.

ENQUIRY FORM

30. **Installation:**

Installation will be the sole responsibility of the Supplier / Indian Agent. Installation to be done at CSIR-IICB, Jadavpur Campus, 4, Raja S.C. Mullick Road, Kolkata 700032 & CSIR-IICB,TRUE Campus, CN-06, CN Block, Sector V, Bidhannagar, Kolkata, West Bengal-700091.

Sl. No.	Material Description	Unit	Site of Installation
01	Finger Punching Biometric Attendance Recording Terminal with a minimim 4-hour battery backup, including installation, upgradation, and Intergration.	06	04 Nos. at CSIR-IICB Jadavpur Campus
			02 Nos. at CSIR-IICB,TRUE Campus
02	Compatible licensed web-based responsive Software for Employee Master Terminal, Finger Template Enrolment Management, Data Management, Leave Module, and customized MIS report.	01	CSIR-IICB Jadavpur Campus
03	Compatible Smart Card and Finger Enrolment Device.	01	CSIR-IICB Jadavpur Campus
04	Compatible access Smart card for Finger replacement.	50	CSIR-IICB Jadavpur Campus
05	Software Upgradation and Data Migration, installation, and integration, and services as per attached Specifications and Scope of Work	01	CSIR-IICB Jadavpur Campus

Installation with all infrastructural works have to be done by the supplier. The vendor and Indian Agent will complete the installation & commissioning within **30 days** from the date of supply of equipment to CSIR-IICB. **Installation of spares, in the present case is the responsibility of the supplier. Delay in installation may attract penalty clause.**

31. **Penalty Clause :**Subject to Clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services or contract value in case the delivered price of the delayed goods or unperformed services cannot be ascertained from the contract, for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to Clause on Termination for Default.

32. **Risk Purchase Clause:** If the supplier fails to deliver the goods within the maximum delivery period specified in the contract or Purchase Order, the purchaser may procure, upon such terms and in such a manner as it deems appropriate, Goods or Services similar to those undelivered and the Supplier shall be liable to the purchaser for any excess costs incurred for such similar goods or services.

ENQUIRY FORM

33. **Option Clause:** The Purchaser reserves the right to increase or decrease the quantity of the required goods up to 25% (Twenty-Five) per cent at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)
34. **Denial clause:** Since delay in delivery is a default by the seller, the buyer should protect himself against extra expenditure during the extended period by stipulating a denial clause (over and above levy of LD) in the letter informing the supplier of extension of the delivery period. In the denial clause, any increase in statutory duties and/or upward rise in prices or any adverse fluctuation in foreign exchange are to be borne by the seller during the extended delivery period, while the purchaser reserves his right to get any benefit of a downward revisions in statutory duties, and foreign exchange rate.
35. **Extension of time:** 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.
If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding 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). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
Except as provided under the Force Majeure clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to liquidated damages Clause unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.
36. **Force Majeure Clause:**
1) A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.
2) Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

37. **Settlement of Disputes**

The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-one (21) 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. Any

ENQUIRY FORM

dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996 and Arbitration & Conciliation (Amendment) Act 2015, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specifically provided under this agreement), the same shall be referred to the Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi OR India International Arbitration Centre (IIAC) for appointment of arbitrator to adjudicate the dispute. The award of the arbitrator shall be final and binding on the parties. The arbitrator may give interim award(s) and / or directions, as may be provided. Subject to the aforesaid provision, the Arbitration and Conciliation Act 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

(b) In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

The venue of the arbitration shall be the place from where the purchase order or contract is issued.

Notwithstanding, any reference to arbitration herein,

- i. The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- ii. the Purchaser shall pay the Supplier any money due the Supplier.

38. **Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be resolved as per clause no. 37

39. **Performance Security : Not applicable**

~~39.1 Within 21 days of receipt of the notification of award/PO, the Supplier shall furnish performance security i.e. 3% of the purchase order value valid till 60 days after the warranty period. Alternatively, the PS may also be submitted at the time of release of final payment in cases where part payment is made against delivery & part on installation. The PS, where applicable, shall be submitted in advance for orders where full payment is to be made on Letter of Credit (LC) or on delivery. In this case, submission of PS at the time of negotiation of documents through Bank would be stipulated as a condition in the LC and the BS should be kept valid till such time the PS is submitted.~~

ENQUIRY FORM

~~39.2 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.~~

~~39.3 The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply from foreign countries.~~

~~39.4 In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of Purchases from indigenous sources, the PS may be submitted by either the manufacturer or their authorized dealer/bidder.~~

~~39.5 The Performance Security shall be in one of the following forms :-~~

- ~~(a) A bank guarantee or stand by Letter of Credit issued by a Nationalized/Scheduled bank located in India or a Foreign bank with preferably its operating branch in India in the form provided in the bidding documents, Or~~
- ~~(b) A Banker's Cheque or Account Payee Demand Draft in favour of the Purchaser, Or,~~
- ~~(c) A fixed Deposit Receipt pledged in favour of the Purchaser.~~

~~39.6 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise in SCC, without levy of any interest.~~

~~39.7 In the event of any contract amendment, the supplier shall within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.~~

40. The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

- (a) Bid Form and Price Schedule, in accordance with ITB.
- (b) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements, are to be treated as unresponsive and ignored. The following are some of the important points, for which a tender may be declared as unresponsive and to be ignored, during the initial scrutiny:
 - (i) The Bid is unsigned.
 - (ii) The Bidder is not eligible.
 - (iii) The Bid validity is shorter than the required period.
 - (iv) The Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
 - (v) Bidder has not agreed to give the required performance security.
 - (vi) The goods quoted are sub-standard, not meeting the required specification etc.
 - (vii) Against the schedule of Requirement (incorporated in the tender enquiry), the tenderer has not quoted for the entire requirement as specified in that schedule.
 - (viii) The tenderer has not agreed to some essential condition(s) incorporated in the tender enquiry.
 - (ix) If EMD is not submitted as per the Terms & Conditions of the tender enquiry.
 - (x) If Code of Integrity and Conflict of Interest (duly signed) is not submitted by the vendor.

[Code of Integrity and Conflict of Interest: The firm and the procuring entity should observe the highest standard of ethics and should not indulge in Corrupt Practice, Fraudulent Practice, Anti-competitive Practice, Coercive Practice, Conflict of Interest, Obstructive Practice.]

ENQUIRY FORM

41.

Termination for Default

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part

- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause on Extension of Time; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices etc as defined in GCC Clause and ITB clause on code of integrity in competing for or in executing the Contract.

In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action:

- (a) The Performance Security is to be forfeited;
- (b) The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.

However, the supplier shall continue to perform the contract to the extent not terminated

42. The following conditions shall apply to the tendering process :

Ministry of Finance Order No.: F. No. 6/18/2019-PPD Dated 23rd July, 2020 and subsequent amendment vide Ministry of Finance Order No.: F. No. 7/10/2021-PPD (1) Dated 23.02.2023 on "Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) .

- I. Any Bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. Any bidder (including an Indian bidder) who has a Specified Transfer of Technology (TOT) arrangement with an entity from a country which shares a land border with India will be eligible to bid only if the bidder is registered with the Competent Authority.
- IV. "Bidder from a country which shares a land border with India" for the purpose of this Order means –
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country: or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or

ENQUIRY FORM

- d. An entity whose *beneficial owner* is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

V. The beneficial owner for the purpose of (III) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial; owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

a. "Controlling ownership interest "means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company.

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.

2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more that fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

VI. An agent is a person employed to do any act for another, or to represent another in dealings with third person

VII. The registration shall be valid at the time of submission of bid and at the time of acceptance of bid.

VIII. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.

Vendor has to provide a certificate that the rates quoted are the same and not higher than those quoted with other CSIR Labs/Instts, Government, Public Sector or Private Organizations.

CSIR-IICB reserves the right to ask the vendors / suppliers to submit the shortfall documents pertaining to their eligibility criteria etc. as mentioned in the tender document after opening of the offer within the stipulated time failing which their technical offer may be considered as non-responsive.

Vendor, along with their quotation / bid, will provide the copy of the past purchase orders for the quoted / offered items placed on them by various organizations during the last 03 (three) years ending on 31.03.2025 to CSIR Laboratories/ Govt. Research

ENQUIRY FORM

Institutes or organizations/ PSUs. The copy of the past purchase orders provided by the vendor will be kept confidential and it will be used by the Decision Making Committee of IICB for arriving at a proper decision only.

Director, CSIR-IICB reserves the right to accept or reject the bid at any stage of bidding/tendering.

Thanking you,

Yours faithfully,

Digitally signed by
Rubai Ray
Date: 29-08-2025
17:13:27

**Controller of Stores and Purchase
For & On Behalf of CSIR**

ENQUIRY FORM

MANUFACTURERS' AUTHORIZATION FORM
(Refer para 5.1.2 (ix)(b) of the CSIR Manual)

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for Bids]*

To: *[insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with IICB's Tender Enquiry, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ENQUIRY FORM

Format for declaration by the Bidder for Code of Integrity & conflict of interest
(Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual)

(On the Letter Head of the Bidder)

Ref. No: _____

Date _____

To,

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned in ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

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

Thanking you,

Yours sincerely,

Signature
(Name of the Authorized Signatory)
Company Seal

ENQUIRY FORM

PRICE SCHEDULE FORM FOR GOODS BEING OFFERED FROM INDIA
(If quotation is in Indian Currency)

Name of the Bidder _____
No. _____

Tender

1	2	3	4	5	6	7	8	9	10	11	12
Sl No.	Item Description With HSN code	Country of origin	Unit	Quantity	Unit Rate Ex-Works, Ex- warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	Total price Ex-Works, Ex-ware- house, Ex- show room off the shelf price (inclusive of all taxes already paid) 5x6	GST & other taxes payable, if contract is awarded	Packing & forwarding up to station of dispatch, If any	Charges for inland transporta tion, insurance up to Lab. / Instt.by air/road/ rail (retain one only)	Total Price	Instal lation , Com missi oning and traini ng charg es, if any

Note:

(a) The cost of optional items, if any shall be indicated separately

(b) Cost of Spares, if any

Total Bid price in Indian currency _____
in words _____

Signature of Bidder _____

Name _____

Business Address _____

ENQUIRY FORM

PRICE SCHEDULE FORM FOR GOODS BEING OFFERED FROM ABROAD*(If quotation is in foreign currency)*

Name of the Bidder _____

TENDER NO _____

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No.	Item Description	Country of origin	Unit	Qty.	Unit price Indicating currency FOB (named port of shipment or FCA (named place of delivery) (retain only one)	Total price (5x6) FOB (named port of shipment) or FCA (named place of delivery) (retain only one)	Charges for Insurance & transportation to port//place of destination	Total price CIF/CIP (retain one only) (7+8)	Indian Agents Commission as a percent of FOB /FCA price included in the Quoted price	Approx . Shipment weight and volume	Indian Customs Tariff No and HSN No. (ICT & HSN No.)

ENQUIRY FORM

Self Certification regarding restrictions under Rule 144 (xi) of the General Financial Rules (GFRs)***(to be furnished on Bidder's official letter head and signed by the authorised signatory of Bidder)***

Reference : Ministry of Finance Order No.: F. No. 6/18/2019-PPD Dated 23rd July, 2020 and subsequent amendment vide Ministry of Finance Order No.: F. No. 7/10/2021-PPD(1) Dated 23.02.2023 on "Restrictions under Rule 144(xi) of the General Financial Rules (GFRs)".

"I have read the clause no. 42 of the CSIR-IICB Tender Document No. _____ [***please indicate the tender document reference***] regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [***Where applicable, evidence of valid registration by the Competent Authority shall be attached***]"

Place:

Date:

Authorised Signatory.

Name:

Designation

Address

Mobile No.

e-mail ID

Company Seal.

Self Certification regarding restrictions under Rule 144 (xi) of the General Financial Rules (GFRs) in case of Specified TOT(Transfer of Technology)***(to be furnished on Bidder's official letter head and signed by the authorised signatory of Bidder)***

Reference: Ministry of Finance Order No.: F. No. 6/18/2019-PPD Dated 23rd July, 2020 and subsequent amendment vide Ministry of Finance Order No.: F. No. 7/10/2021-PPD (1) Dated 23.02.2023 on "Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs)".

"I have read the clause no. 42 of CSIR-IICB Tender Document No. _____ [***please indicate the tender document reference***] regarding restrictions on procurement from a bidder having Transfer of Technology (TOT) arrangement. I certify that this bidder does not have any TOT arrangement requiring registration with the competent authority."

OR

"I have read the clause no. 42 of CSIR-IICB Tender Document No.

_____ [***please indicate the tender document reference***] regarding restrictions on procurement from a bidder having Transfer of Technology (TOT) arrangement. I certify that this bidder has valid registration to participate in this procurement."

Place:

Date:

Authorised Signatory.

Name:

Designation

Address

Mobile No.

e-mail ID

Company Seal.

ENQUIRY FORM

Bid Securing Declaration Form

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of _____ (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ENQUIRY FORM

Format for Affidavit of Self Certification regarding Class of Local Supplier, Local Content and Domestic value addition for the quoted item to be furnished on original Manufacturer's letterhead and signed by the authorized signatory of original Manufacturer. (In Company Letter head)

Date: __

I _____S/o, D/o, W/o __resident of _____ do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification – Public Procurement (preference to Make in India), Order2017 –Revision; regarding P- 45021/2/2017-PP(BE-II)-Part (4) Vol.II dated 19th July 2024.

That the information furnished hereinafter is correct to be of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated for the purpose of assessing the local content.

That the local content for all inputs which constitute the said equipment has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated for the purpose of assessing the local content, action will be taken against me as per Order No. P-45021/2/2017-PP(BE-II)-Part (4) Vol. II dated 19.06.2024 and its subsequent amendments.

I agree to maintain the following information in the Company's record for a period of 3 years and shall make this available for verification to any statutory authority: (Kindly fill up the below mentioned particulars)

(i)	Name and details of the Domestic Manufacturer (Registered Office, Manufacturing Unit location, nature of legal entity),	
(ii)	Location at which the value was added (Detailed address).	
(iii)	Date on which this certificate is issued,	
(iv)	R&D item for which the certificate is produced,	
(v)	Procuring entity to whom the certificate is furnished,	
(vi)	Percentage of local content claimed,	
(vii)	Name and contact details of the unit of the manufacturer,	

Contd.....(Next Page)

ENQUIRY FORM

I/We do hereby declare that as per the order no. P-45021/2/2017-PP(BE-II)-Part (4) Vol.II dated 19th July 2024 issued by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, we are _____(Class-I/Class-II) supplier and we understand that:

- a. Imported items sourced locally from resellers/distributors shall be excluded from calculation of local content.
- b. The license fees/royalties paid/ technical charges paid out of India shall be excluded from local content calculation.
- c. Procurement/Supply of repackaged/refurbished/rebranded imported products as understood commonly shall be treated as reselling of imported products and shall be excluded from calculation of local content. The definition of repackaged/refurbished/rebranded imported products is as follows;

'Refurbishing' means repair or recondition of an imported product does not amount to manufacture because no new goods come into existence.

'Repackaging' means repacking of imported goods from bulk pack to smaller packs would not ordinarily amount to manufacture of a new item.

'Rebranding' means relabeling or renaming or change in symbol or logo/makes or corporate image of a company/ organization/ firm for an imported product would amount to rebranding.

- d. To ensure that imported items sourced locally from resellers/distributors are excluded from calculation of local content, procuring entities to obtain from bidders, the cost of such locally-sourced imported items (Inclusive of taxes) along with break-up on license/royalties paid/ technical expertise cost etc. sourced from outside India. For items sold by bidder as reseller, OEM certificate for country of origin to be submitted.
- e. The bidders offering imported products will fall under the category of Non-Local suppliers. They cannot claim themselves as Class-I/ Class-II local suppliers by claiming profit, warehousing, marketing, logistics, freight etc. as local value addition.
- f. Also, the bidders offering imported products will fall under the category of Non-local suppliers. They can't claim themselves as Class-I local supplier / Class-II local supplier by claiming the services such as transportation, insurance, installation, commissioning, training and aftersales service support like AMC/CMC as local value addition.
- g. Further, we are not claiming the services such as transportation, insurance, installation, commissioning, training, after sales service (warranty or AMC/CMC support), consultancy and custom clearance including customs duty as local value addition.

I/WE CERTIFY THAT ALL INFORMATION FURNISHED BY OUR FIRM IS TRUE & CORRECT AND IN THE EVENT THAT THE INFORMATION IS FOUND TO BE A FALSE DECLARATION IT WILL BE A BREACH OF THE CODE OF INTEGRITY UNDER RULE 175(1)(i)(h) OF THE GENERAL FINANCIAL RULES FOW WHICH A BIDDER OR ITS SUCCESSORS CAN BE DEBARRED FOR UP TO TWO YEARS AS PER RULE 151(iii) OF THE GENERAL FINANCIAL RULES ALONG WITH SUCH OTHER ACTIONS AS MAY BE PERMISSIBLE UNDER LAW.

[Signature with office seal]

For and on behalf of M/s Authorised
 Signatory
 Name of Authorised Signatory.....
 Designation
 Office Address Email ID Phone Number

Place:-.....

Date: -.....

ENQUIRY FORM

PERFORMANCE SECURITY FORM**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,

.....

WHEREAS

(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after 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 scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its 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), 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 hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

ENQUIRY FORM

Annexure A

1. Upgradation of LBAS Attendance System, which includes supply of Attendance Recording Terminals, Smart Card and Finger Enrolment Device, Smart Cards, Compatible Software, Installation and Integration as per attached Specification and Scope of Work

Technical Specifications & Scope of Work

Sl. No	Description of the Item
1 (a)	Finger punching Biometric Attendance Recording Terminal: Qty.06 (CSIR-IICB Jadavpur & Salt Lake Campuses together) • It should work either finger punching, card punching, and both. • Feature should be available for online push data to server over LAN. • A fingerprint sensor and smart card reader should be included and available. • Auto updating of template (every finger punch) must be up to date with server data base instantly available. • Built-in Battery with min. of 4 Hrs. Back up • Min. 2 fingerprint templates per employee enrolment. • Min 16 Character Alpha Numeric • Flash: 8 MB Flash or Higher • Power Saving: Power Saving when in Battery Mode. • Features: It should have features like Time Masking, • Power: SMPS Power Supply with continuous operation on 90 -260 V, 50Hz. • Each terminal has a storage capacity of min. of 5000 fingers or cards punching data can be stored in offline mode. • The biometric devices shall work in offline mode (when the connection is down) and must synchronize with the central server when connectivity is restored. • Device should be able to store a minimum of 50,000 Records in offline mode • Provision should be available for smart card punching instead of finger punching. (Both the feature provisions required either finger or card marking attendance.) • Enrolled Finger Templates may be pushed to the Server for a Centralised repository of Finger. • Provision of attendance data, provisioning and de-provisioning should be available without losing the attendance report, as per the requirement by the organization • Feature should be available for Smart card data for marking attendance can be restricted as required by the admin. • Provision should be available to configuration terminal through remote. • Data Uploading from biometric devices to the central server should be real-time, and in case of any failure of biometric records updating, provision of error reporting should be present in the system. Further. • 16 Key Keypad for Administrative Functions. • LED Indication for Acceptance & Rejection while marking attendance. • Error Management: The errors management and alerting system must be enabled for all types of errors to identify the problem quickly.

ENQUIRY FORM

1 (b)	Smart Card and Finger Enrolment Device Qty: 1	The Compatible Smart Card and Finger Enrolment Device / Scanner must be supplied along with the order for configuration of a smart cards and finger enrolment must be Supplied, Installed and Integrated.
1 (c)	Access Smart Cards: Qty: 50	Compatible smart cards must be supplied along with the order. The Smart Card should work like a finger punching replacement.
1 (d)	Compatible Licensed Software: Compatible and customized Licensing Software must be supplied for Managing all types of day to day activities of the terminal side, user side and server side, admin side related to entire attendance process and management. Online Web based platform for Employees Management, Terminal Management, Finger and Card Management, Data Management, Reports Generation and Management, Leave Management, Backup and Storage Management etc. Qty: 1 • Employees Management: The Software should capable of managing all end to end activities of employees. • Terminal Management: The Software should capable of monitor and manage the terminal device activities and health. • Finger and Smart Card Management: The Software should capable of handling finger enrolment, reenrolment and de enrolment etc. activities related to finger and Smart card management. • Migration: The existing all data must be migrated to the new software and database so that the old data can also available for the users & administrators. • Data Management: The Software should cable of managing the data of All Employees, Terminals. The Attendance data must also migrate where ever possible. The enterprise level security and features like proper backing up, retrieval and restoration. • Leave Management: The Software should capable of end to end leave management module with different hierarchical users to upload, update, approval, record the leaves, customization of reporting etc. The Leave may have allowed to user side and admin side either for feature, present and backdated. • Backup & Restore: The backup and restore features must be available to enable disaster management plan. The auto scheduled backup of whole data must be enabled to the external devices. The cases like the data can be retrieved and restored to other server without data loss during primary server down etc. must also be enabled. Migration to the new server either the whole software including the data also scope of the vendor. • Software Compatible: The Software may compatible with Windows or Linux OS	

ENQUIRY FORM

1 (e)	Scope of Work: Accessories: - All necessary accessories including hardware and software, wall mountable accessories for the terminals, power cables, data cabled etc. must supplied along with the order. Installation, Integration and Migration: - The items like terminal devices must be configured and installed physically at both the campuses of the institute as per the IT Division directions. - The Biometric Terminals of both the campuses should be connected with new software hosted at Jadavpur Campus Server along with necessary configuration, LAN Connectivity and Integration. - The data of old terminals which is not synchronized to the server also migrated to the new software before discarded the old terminals. - Installation of Scanner either Finger or Card must be done properly as per the functionality to the new software. - The vendor should configure and install the new software at existing server / new server properly without disturbing the old setup and migrate all possible old data of employees, terminals, attendance data etc. to the new software. - After successful installation and configuration of terminals, data migration to the new software & data base, proper LAN connectivity configuration etc. the vendor should conduct an end to end test for functionality including generation of customized reports with current and old data with different test cases. - The vendor should ensure to migrate all employee's data to the new software so that the existing registered users should also able to continue the attendance without re registration with new software and terminals. - All Software and Hardware must be compatible with each other. - The vendor should also configure the server as per the requirement but server will be provided by the CSIR-IICB. - Since attendance is sensitive to the employees, planning must be done time bound manner and with out any down time during the migration with new system. - The proper Backup options should be enabled by the vendor during installation and configuration to keep the data and configurations safe for future use. The vendor should configure and enable the external backup procedures with available resources with CSIR-IICB. Software Accessing, Reports Customization & Generation: - The web based software which is accessed through LAN must be enabled for admin users, sub admins and admins. - The web based software should be user name and password protected. - The hierarchical modules may be enabled for the users, sub admins and admins based on the permissions given by the super admin. - The dash board may provide for every login user based on the modules enabled to manage, to view and to alert the user for different aspects and reports generation.
-------	---

ENQUIRY FORM

- Web-based report viewing and report generation including downloading and printing facility must be enabled for end user, sub admins and admins based on the permissions enabled for the respective users.
- The main admin or super admin may have provision to create users and overall controlling permissions to monitor and assign the modules rights.
- The sub admins and admins should have options to generate the reports as per the requirement with different types like day wise, week wise, month wise, between dates, employee wise, department wise, organization wise etc.
- The users also must have the dash and report generation options like daily, monthly and between dates.
- The generated reports either through admin or sub admin or end user must be same format and data.
- The customized report generation options must be enabled by the admin as per the organization's requirement.
- The vendor shall responsible for customization of the report as per the requirement of the institute must be done by the vendor.
- The movement register also should enable for different combinations to generate the reports for user, sub admins and admins.
- The Leave module should also implement, integrate with new software for end to end functionality along with attendance system and reporting system.

Technical Support & Warranty:

- Support level hierarchy, contact details required.
- Support response within four hours after call log either online or offline.
- Through remote support if the problem been not solved then the service engineer has to visit CSIR-IICB Jadavpur or the Salt Lake campus immediately.
- One-year on-site warranty for all supplied items and services.

Other Terms & Conditions:

- The Services, Installation, Integration and Migration should be done for both the campuses of CSIR-IICB Kolkata.
- Payment may have processed on successful Supply, Installation, Integration, and Migration with new software, installation of terminals including wall mounting and accessories, Testing and Documentation.