



## ENQUIRY LETTER

ENQ. NO.: C-MET/HD/SP-41/DOC/07/2019-20/ 11529

Date: 14.01.2020

**Subject: Documentary on E-Waste Recycling – Regarding**

Due date/CLOSING for receipt of the quotations	04	02	2020	<b>TIME BY:15.30 hours</b>
<b>DATE OF OPENING OF TECHNICAL BID</b>	<b>05</b>	<b>02</b>	<b>2020</b>	<b>TIME BY:12.00 hours</b>

Sir,

Sealed quotations conforming to the specifications are invited for the following work. Quotation may please be submitted, keeping in view, the terms and conditions given below and overleaf, otherwise quotations will be rejected.

S. No.	Description of the item	Quantity	Specifications
01	Documentary on E-Waste Recycling	1 No.	As per 'Annexure – I' enclosed

### Terms & Conditions:

C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) dated 14.11.2017 and Notification No. 10/2018-Integrated Tax (Rate) dated 25.01.2018. The requisite certificate for availing concessional GST Rate along with documents will be provided.

### Note:

- The envelope super-scribed with [a] Quotation No. [b] Due Date & [c] Description of the Item and be sent to the undersigned before the due date.
- The quotation should be submitted in the enclosed format only.
- The Enquiry Letter No. & date should be clearly indicated in the quotation, otherwise quotation will be rejected.
- Firms or their authorized representatives are requested to attend the opening of **Combined/Technical bids on 05.02.2020 at 12:00 hours**. If there is any delay in opening of technical bids will be intimated to all bidders.
- These details are also available in our website: <http://www.cmet.gov.in> & CPPP Portal.

Thanking you,

Yours faithfully,

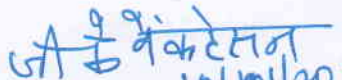
(G.K.VENKATESAN)  
Administrative Officer  
[venkatesan@cmet.gov.in](mailto:venkatesan@cmet.gov.in)

14/01/2020

Encl.: As above.

### Specific terms and conditions to the tender:-

1. Please submit the Technical Details/Catalogue/Data Sheets.
2. The offer should be valid for a period of 90 days from the date of opening of Tender.
3. Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by Hand/speed post/courier so as to reach us on or before the due date & time. C-MET will not be responsible for any postal delays.
4. **E-Mail/fax quotations 'WILL NOT BE ACCEPTED'.**
5. **All Tax invoices shall invariably bear your GST Registration No. (GSTIN) and the applicable GST rates. In the absence of which, the invoice(s) shall not be processed for payment.**
6. Our standard delivery term is FOR, C-MET. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lumpsum amount.
7. **PAYMENT OF GST/IGST:** C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) AND 47/2017 - IT(Rate) both dated 14.11.2017. The requisite certificate for availing concessional IGST/GST Rate along with documents will be provided. **PAYMENT OF CUSTOM DUTY:** We are ELIGIBLE for concessional custom duty @ 5.15% as per DSIR issued certificate in terms of **Notification No. No. 51/96-Customs dated 23.07.1996** and necessary exemption certificate shall be issued upon request.
8. Our standard payment term is 100% within 30 days for indigenous orders and sight draft for foreign orders. Firm should provide Bank details for RTGS remittance.
9. **Liquidated Damages:** - The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire stores is supplied, installed and accepted.
10. **Security Deposit:-** The successful tenderer should submit Security Deposit@10% of the order value by way of Bank Guarantee /FC Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs. 200/- Non Judicial Stamp paper and should be valid beyond 2 months from the completion of all contractual obligations.  
**Note: Clause NO. 9 & 10 are mandatory and offers of the vendors who have not agreed for the above conditions will be excluded from the procurement process. Micro and Small Vendors are not exempted from the submission of Security Deposit.**
11. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre/ Udyog Adhar / NSIC Registration Certification along with your offer.
12. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
13. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.
14. **Price Reasonability Certificate:** Prescribed form enclosed.
15. **Detailed information regarding previous supply of similar item:** Prescribed form enclosed - NA
16. **Manufacturer's authorization letter:** A copy of **manufacturer's authorization letter** for participating in the bid should be attached - NA.  
**NOTE: Bidder should sign on each of the page as read and accepted thereof with signature and official stamp of the firm.**

  
Administrative Officer  
C-MET, Hyderabad



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलाजी (सी-मेट)  
**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**  
(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)  
IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051  
Phone: +91-40-27265587, 27267006 Fax: +91-40-27261658 Web: www.cmet.gov.in

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## Annexure – I

### Specifications

A short documentary (~ 12 minutes) to be prepared on E-waste recycling technology developed at C-MET to attract the prospective recyclers.

The work elements include:

- 1) Fine tuning of the technical script (original script will be supplied by C-MET)
- 2) Video shooting with lights, tripod, gimbal and slider & Drone cameras
- 3) Editing, subtitling, graphics, photos, pre-recorded video clips addition
- 4) Voiceover recording and mixing the audio
- 5) Background music

## CHECK LIST

Documents to be submitted along with the bids

S No	Description	Yes/No	Page No
1	Covering/introduction letter from the Firm referring to C-MET's tender enquiry No and date <b>towards participation in the tender</b>		
2	Acceptance of terms & conditions of tender enquiry		
3	Signed copy of tender enquiry		
4	Price Reasonability Certificate		
5	Bid form and Price schedule with <b>commercial terms</b>		
6	Manufacturer's Authorization letter	NA	
7	Previous experience details alongwith documents like PO/WO etc. (not more than 3 years old)	NA	
8	Undertaking and declaration		
9	Technical compliance statement with/without deviation		
10	Technical brochure of the Product offered or drawings	NA	
11	GST Registration certificate or No		
12	Bank details for NEFT/RTGS		
13	Warranty		

## (in the company letter head)

### BID FORM AND PRICE SCHEDULE

Tender Reference No. : ENQ. NO.: C-MET/HD/SP-41/DOC/07/2019-20/ 11529  
Date : 14.01.2020

Description : Documentary on E-Waste Recycling

Sl. No.	Description	Qty	HSN CODE	Unit Rate (₹)	Amount (₹)
1	Documentary on E-Waste Recycling	1 No.			
	GST				
	<b>TOTAL</b>				

1. Payment Terms:
2. Bid Validity:
3. Delivery Schedule:
4. Place of delivery: C-MET, Hyderabad
5. Warranty, if applicable:
6. GST Registration No.:
7. Any other relevant information:

Signature of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Seal of the tenderer \_\_\_\_\_



(in the company letter head)

**BIDDER'S DETAILS**

1	Name of the supplied/party/firm	
2	Name of the authorized representative	
3	Communication address	
4	Telephone Nos	
5	Mobile Nos	
6	Fax and e-mail address	
7	Web address	
8	Bank details for payment through NEFT/RTGS	
9	Name of Bank	
	Branch	
	Account No	
	IFSC No	
	MICR No	
	Cancelled cheque for verification of above details	

(Signature & seal of the bidder)

# **(in the company letter head)**

## **PRICE REASONABILITY CERTIFICATE**

It is certified that the rates quoted \_\_\_\_\_ are not more than as charged to other Govt. /PSU's for similar works made in recent past. Copies of the work orders received from other Govt/PSU's are enclosed alongwith the technical bid.

Signature of Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

**(in the company letter head)**

To,

The Administrative Officer  
C-MET, IDA Phase III  
Cherlapally,  
Hyderabad 500 051

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. ----- dated \_\_\_\_\_

Name of the Tender:

Sir/Madam,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the mentioned website(s)/enquiry letter.

2. I/we hereby certify that I/we have read the entire terms & conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like Annexure(s), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/Corrigendum(s) in its totally/entirely.

5. In case any provisos of this tender are found violated, then your Department/Organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Name & Signature of the Contractor/  
Authorized signatory with Official stamp/seal



(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

**(in the company letter head)**

**UNDERTAKING/ DECLARATION**

I/We having our office at \_\_\_\_\_ declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

2. I/We, \_\_\_\_\_ hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

3. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/ Organization in the last six months. No Other charges would be payable by the Institute.

4. I/We \_\_\_\_\_ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Name & Signature of the Contractor/  
Authorized signatory with Official stamp/seal