



ENQUIRY LETTER

ENQ. NO.: C-MET/HD/SP-41/PP/20/2020-21/11928

Date: 28.07.2020

Subject: Procurement of 'Platinum Plate' – Regarding

Due date/CLOSING for receipt of the quotations	19	08	2020	TIME BY:15.30 hours
DATE OF OPENING OF TECHNICAL BID	20	08	2020	TIME BY:11.30 hours

Sir,

Sealed quotations conforming to the specifications are invited for the following item(s). 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	Platinum Plate	1 No.	Length: 100 mm, Width: 100 mm Purity: 99.99%

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.
- Bid Security Declaration:** The bidder has to sign a Bid Security declaration accepting that if the bidder withdraw or modify its bid during the period of validity i. e., not less than 120 (one hundred twenty) days from the bid due date or if the bidder is awarded the contract and fail to sign the contract or to submit a performance security before the deadline defined in the request for bid documents, the bidder will be suspended for participation in the tendering process for the tenders of C-MET, Hyderabad for a period of one year from the bid due date of this tender. The bid securing declaration shall be submitted as per format (Format for Bid Security Declaration).

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 Technical & Financial bids should be in separate sealed covers. Combined quotations will be REJECTED.
- 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 will not be allowed to attend the opening of **Combined/Technical bids on 20.08.2020 at 11:30 hours** due to existing COVID-19 pandemic situation. 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)

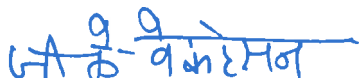
Administrative Officer

venkatesan@cmet.gov.in

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
 16. **Manufacturer's authorization letter:** A copy of **manufacturer's authorization letter** for participating in the bid should be attached.
- 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

CHECK LIST

Documents to be submitted along with the bids
(TECHNICAL BID)

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

**Documents to be submitted alongwith Commercial bids
(PRICE BID)
(Separate sealed cover)**

S No	Description	Page No
1	Bid form and Price schedule with commercial terms WITH PRICE	

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

(in the company letter head)

Technical compliance statement in r/o PLATINIUM PLATE

Sl. No.	Item	Specifications of C-MET	Offered by the firm *	Compliance whether "YES" OR "NO"	Deviation, if any, to be indicated in unambiguous terms	Remarks
1	Platinum Plate	Length: 100 mm Width: 100 mm Purity: 99.99%				

* The firm should attach purity certificate along with technical bid.

Signature of Tenderer _____

Name _____

Business Address _____

Seal of the tenderer _____

Place:

Date:

(in the company letter head)

BID SECURITY DECLARATION

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder. *[Name of the bidder]*, either sole or in JV, shall not be withdrawn or modified during the period of validity i. e., not less than 120 (one hundred twenty) days from the bid due date.

I, on behalf of the bidder, *[Name of the bidder]*, also accept the fact that in case the bid is withdrawn or modified during the period of its validity or if we fail to sign the contract in case the tender is awarded to us or we fail to submit a performance security before the deadline defined in clause 9 of the Tender Document, then *[Name of the bidder]* will be suspended for participation in the tendering process for the tenders of C-MET, Hyderabad for a period of one year from the bid due date of this tender.

(Signature of the authorized signatory)
Official Seal

Date:

Place:

(in the company letter head)

BID FORM AND PRICE SCHEDULE

Tender Reference No. : ENQ. NO.: C-MET/HD/SP-41/PP/20/2020-21/11928
Date : 28.07.2020

Name of the Stores/
Goods/Equipment : Platinum Plate

Sl. No.	Description	Qty	HSN CODE	Unit Rate (₹)	Amount (₹)
1	Platinum Plate Length: 100 mm, Width: 100 mm Purity: 99.99%	1 No.			
	Freight charges				
	Insurance				
	Installation charges				
	Taxable value				
	GST				
	TOTAL				

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)

**PREVIOUS EXPERIENCE DETAILS
(LAST 3 YEARS)
{01.04.2017 to 31.03.2020}**

S. No.	Name of System	Name, address, e-mail and mobile no.	Purchase Order No. & Dt.	Delivery due date as per PO	Actual date of delivery	Date of installation and commissioning
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signature of Tenderer _____

Name _____

Seal of the tenderer _____

Date:

Place:

(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 supplies made in recent past. Copies of the supply 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/Work:

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 Supplier/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. I/We _____ hereby accept to provide Warranty/Guarantee, additional Warranty, Comprehensive AMC

4. 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.

5. 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 Supplier/Contractor/
Authorized signatory with Official stamp/seal