

**Ref. No.:** 14-VII/GM(2516)15PB/T-62

**IMPORTANT INSTRUCTIONS FOR THOSE VENDORS WHO ARE  
APPLYING IN RESPECT OF LIMITED + WEB TENDER ENQUIRY AFTER  
DOWNLOADING FROM NPL WEBSITE.**

Interested manufacturers/ their authorized vendors having capability of proper supply/installation of required items as per enquiry can also submit their offer directly on the basis of website tender in the manner prescribed in such tender enquiry uploaded on NPL website [www.nplindia.org](http://www.nplindia.org).

In such cases, the tenderer has to **attach invariably a copy of the enquiry downloaded from the NPL website** duly stating in covering letter that the enquiry is downloaded by them and also **attached** **VENDOR DECLARATION FORM** as per annexure 'A'; failing which the offer not be considered.

## **VENDOR’S DECLARATION FORM**

*[The interested vendor shall fill in this form and should submit along with tender document without fail. This should be done on the letter head of the firm]*

1. Vendor’s Legal Name :

2. Vendor’s actual or intended Country of Registration :

3. Vendor’s Legal Address in Country of Registration :

4. Vendor’s Authorization Representative Information

Name :

*Designation* :

Address :

Telephone/Fax numbers:

Email Address :

5. Please provide following details in reference of firm, as applicable

TIN NO. :

PAN NO. :

TAN NO. :



**CSIR-NATIONAL PHYSICAL LABORATORY**  
(Council of Scientific & Industrial Research)  
**Dr. K. S. Krishnan Marg, Near Pusa Campus,**  
**New Delhi-110 012.**

From : Director  
CSIR-National Physical Laboratory

<b>Tender No.:</b>	14-VII/GM(2516)15PB/T-62	<b>Date:</b>	16.10.2015
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To

Airmail/Email

Dear Sirs,

We are interested to purchase the following items from the reputed Indian/Foreign Manufacturers or their Sole Authorized Dealers/Distributors/Agents. Kindly send us the Quotations/Performa invoice in closed/sealed covers with wax/cello tape/ company seal indicating minimum delivery period. The sealed envelope containing your quotation super scribed with our reference no., Due Date of Tender and addressed to Director, NPL should reach this office latest by **05.11.2015 upto 5.00 PM (IST)**. The quotations will be opened on **06.11.2015 at 2.30 P.M (IST)**, onwards in the presence of supplier's representative who wish to present themselves at that time.

Sr. No	Name of item	Qty.	SB/ TB)
1	<b>A set of weights (1 mg to 5 kg) of E<sub>1</sub> class with traceability certificate</b> from NMI / Accredited laboratory as per ISO/IEC 17025.  1 mg to 500 mg : Wire weights 1 g to 5 kg : Knob weights Box : Wooden box  Traceability certificate should bear both (true) mass and conventional mass values (Only positive deviations from the nominal values) along with density of material, surface roughness, magnetic susceptibility etc. in line with E <sub>1</sub> class as per requirements of OIML R111-1 : 2004.	ONE	Single Bid
	<b>Note: Reasonability of Price :</b> <b>a)</b> Please quote best minimum prices applicable for a premiere Research Institution, <b>leaving no scope for any further negotiations on prices.</b> <b>b)</b> <b>The quoting party should give a certificate to the effect that</b> the quoted prices are the minimum and they have <u>not quoted</u> the same item on lesser rates than those being offered to NPL to any other customer nor they will do so till the validity of offer or execution of the purchase order, which ever is later. <b>c)</b> Copies of <b>at least last three supply orders of the last 3 years</b> received from other customers along with details of such supply orders preferably in India for the same item/model <b>may be submitted with the offer</b> giving reasons of price difference of their supply order & those quoted to us, if any.		

This tender enquiry is also available on NPL website [www.nplindia.org](http://www.nplindia.org) under Tender link.

Yours faithfully,

Section Officer (S&P)

E-MAIL: [spo@nplindia.org](mailto:spo@nplindia.org)

Telefax: 011-45608645, Fax: 91-11-45609310

## TERMS & CONDITIONS

1. Your prices/rates must be on FOB/FCA basis up to international Airport including inland freight/ P&F/documents etc.
2. Freight and insurance will be arranged by NPL.
3. The mode of dispatch to be followed by you must be indicated and tentative size and weight of consignment may also be indicated in the quotation.
4. **PERIOD OF DELIVERY:** The delivery period is the essence of supply; hence it must be indicated specifically in the quotation. Please note that delivery period in case of sight payment, will be determined from the date of Order acknowledgement, which has to be submitted within 21 days of the placement of purchase order. In the case of supplies against LC payment the date of delivery will commence from opening of clear LC.
5. All bank charges in the exporting country will be on the exporters account.
6. The exporters will provide an Inspection Certificate in respect of inspection of material, along with the shipping documents free of charge failing which our bankers will not release the payment.
7. The blue/catalogue/pamphlets/literature and Instruction Manual must be attached along with your quotation/performs invoice.
8. The shipment through courier services will not be accepted in normal circumstances.
9. The shipment must be affected through our consolidation agent. The details of our consolidation agent will be indicated in our order.
- ~~10. **Earnest Money Deposit (EMD):** EMD in the form of BG (as per annex 'c') OR FDR/ Bank Draft of a scheduled bank pledged in the name of Director, NPL, New Delhi valid for 180 days for Rs. /- must be submitted along with the offer. EMD shall be refunded without any interest at the earliest after finalization of Purchase. Please note that BG/EMD may be forfeited if a bidder withdraws or amends or impairs or derogates its bid during the period of bid validity. {Deleted}~~
11. **PAYMENT :** (a) **The payment against imports shall be made through irrevocable L/C :100% shall be released against complete shipping documents or 100% through TT after technical acceptance of equipment at NPL site.**  
(b) The payment against indigenous supplies shall be made direct to the suppliers through RTGS : 90% shall be released against delivery of material at NPL stores & remaining 10% shall be released after satisfactory installation/commissioning of equipment
12. **AUTHORIZATION OF INDIAN AGENTS & INDIAN REPRESENTATIVE:**
  - a. In case there is involvement of an /Indian agent/representative in any form as mentioned at (b) below, an authority letter / copy of agreement from the principal manufacturer must be submitted with the quotation.
  - b. Where quoting party/Indian representative claims to be the subsidiary or branch office or an authorized representative of the principal foreign manufacturer/supplier in India, then a copy of approval from RBI/Ministry for operating business in India as Subsidiary/Branch/Liaison office or Joint-Venture may be submitted with offer.
13. **COMMENCEMENT OF WARRANTY PERIOD :** The warranty period of an item shall commence from the date of satisfactory installation/commissioning/demonstration at the project site in National Physical Laboratory, New Delhi. The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.
14. **INSTALLATION:** ~~The equipment should be installed/commissioned and demonstrated, by the supplier at the lab immediately but in any case within two month after receipt of the item in the lab and the same will be put under operation to the satisfaction of our technical expert/Scientist who will test the performance of the equipment. No separate charges for installation etc. will be paid to the party beyond the quoted prices. (deleted)~~
15. **PENALTY CLAUSE :** In case of delay in supply on part of the supplier, a penalty @ 0.5% per week subject to maximum 10% of Order/FOB value will be charged for delayed period.
16. **DISPUTE SETTLEMENT:** *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 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, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director General, Council of Scientific & Industrial Research and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.*
  - (b) *In the case of a dispute between the Purchase 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,*

  - (a) *The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and*
  - (b) *The purchase shall pay the Supplier any monies due the Supplier.*