

**QUESTIONNAIRE**

Bidders should furnish specific answers to all the questions given below in case a question does not apply to a bidder the same should be answered with the remark "NOT APPLICABLE". Bidders may please note that if the answers so furnished are not clear and /or are evasive, the bid will be liable to be ignored.

1	Quotation Number & Date	
2	Bid Validity is 90 Days (YES /NO)	
3	Name & address of Bidder	
4	Email of bidder	
5	Contact number of bidder	
6	Brand of goods offered	
7	Name & Address of Manufacturer	
8	E-mail ID of Manufacturer	
9	Contact number of Manufacturer	
10	GST No of the firm/proprietor has to be provided in the bid (YES /NO)	
11	PAN card in the name of firm/proprietor has to be provided in the bid (YES /NO)	
12	Legal status of Firm along with documentary evidence (Shop registration, MSME registration, Indian companies act etc. has to be provided in the Bid(YES/NO)	
13	Duly filled, signed and stamped Bid Securing Declaration (BSD) is submitted with bid. (YES /NO)	
14	<b>Self attested copy of</b> duly Signed and stamped <b>Manufacturer's Authorization Form</b> (In case the bids have been submitted by the Authorized Dealer/Distributor) is attached bid. (YES /NO)	
15	Duly filled, signed and stamped Tender acceptance letter is attached bid. (YES /NO)	
16	Duly filled, signed and stamped Code of Integrity is attached bid. (YES /NO)	
17	Duly filled, signed and stamped Certificate of Price Reasonability is attached bid. (YES	

	/NO)	
18	Technical bid with technical literature documents of item(s) with details of specifications is attached with bid. (YES /NO)	
19	Are your firm registered with the MSME?  If so, Kindly indicate that whether your firm is under the following- 1) Reserved category 2) Proprietorship owned by Women Entrepreneur Details about Udyog Adhar/ Udyog Memorandum has to be mentioned (YES/NO)	
20	Whether you have submitted your Bank details as per the prescribed format on your firm letter head. (YES /NO)	
21	State whether business dealings with you have been currently banned by any Ministry/dept. Or central Govt. or any state Govt.	
22	As per <b>Make in India Policy-</b> A) <b>Percentage of Local content</b> in your offered products- B) <b>Class- I Local supplier / Class- II Local supplier-</b> Class-I Local supplier means— local content minimum 50% Class-II Local supplier means-- local content minimum 20% C) <b>Non-Local supplier-</b> local content less than 20%  A self- certification copy with all details is submitted with bid – (YES/NO)	
23	As per the clause of <b>Restrictions on procurement from a bidder of a country which shares a Land Border with India</b> <b>Whether the products are indigenously manufactured or not</b>  <b>If no, please specify either of following-</b> A) Bidder is not from such country that has land border share with India. <b>A certificate (as per format) should be attached with bid. (YES /NO)</b>	
24	Duly filled, signed and stamped <b>Price Schedule</b> is submitted with bid. (YES /NO)	
25	Delivery Period of item	
26	Warranty period	

27	Consent to submit required Performance Bank Guarantee (PBG) @ 3% of total value, in case of capital goods, if bidder will become successful bidder. (YES /NO)	
23	Any other information vital for entering in to contract	
24	Whether offered rates with concessional GST. Please refer Terms Sr.No. 13	

**Undertaking**

I/We hereby undertake that the information provided in the bid/quotation are true and correct to the best of our knowledge and belief. In case any information is found incorrect and/false the bid can be rejected and also found incorrect and/false at a later stage, purchaser can terminate the contract and also take legal action, if any, against our firm as per rules of the Organisation/Lab/Institute

Date:

Signature of Bidder

Name of company/Firm with complete address

**Bid-Security Declaration Form (BSD)**

(Refer para 5.1.2 (ix)(d) & 6.1.1 (02) of the CSIR Manual-5F)

Date: \_\_\_\_\_

Bid 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 he 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)

MANUFACTURERS' AUTHORIZATION FORM (MAF)

(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 letter head of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.)

Date: (insert date (as day, month and year) of Bid submission)

LPC NIT 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 category 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 Goods, manufactured by us (insert the category of Goods), and to subsequently negotiate to sign the Contract.

We hereby confirm that we shall be solely and fully responsible in case of discrepancy with regard to quality, quantity, Packages or defects at the time of supply/usage. In such cases we shall provide free replacement immediately.

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]

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

LPC NIT No. \_\_\_\_\_

Dear Sir,

1. I/We have obtained/downloaded the tender document(s) for Tender/work namely:  
\_\_\_\_\_  
as per your LPC NIT.
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), schedule(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 organisation/ department too has also been taken into consideration, while submitting the acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/ We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/ Public sector undertaking.
6. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your organisation/ Department shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money/ security deposit/ PBG deposit absolutely.

Yours faithfully,

Signature of bidder

Name of bidder-

Official Seal of bidder-

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**

(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 and have no conflict of interest.

The details of previous transgressions of the code of integrity, if any, 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,

CSIR-CSIO LPC NIT No \_\_\_\_\_

(Signature & Name of the Authorized Signatory with Company Seal)

**PRICE REASONABILITY CERTIFICATE**

(Should be printed in Company Letter head and signed by the authorized signatory with seal.)

This is to certify that the prices quoted for (Name of the Item offered) are best and minimum and we have not quoted the same on lesser rates than those being offered to CSIR-CSIO to any customer nor we will do till the validity of offer or execution of Purchase Order.

CSIR-CSIO LPC NIT No \_\_\_\_\_

*Signature*  
*(Name of the Authorized Signatory)*  
*Company Seal*



Self Certification by the Bidder for Local Content

(Refer to Order No. P-45021/2/2017-PP (BE-II) dated 16 September 2020)

**(On the Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

**To:**

\_\_\_\_\_

*(Name & address of the Purchaser)*

S.No.	Name of Item	Percentage of Local Content	Location at which value Addition is made	Status of the bidder, whether, Local Supplier I /Local Supplier II or Non-Local Supplier.

As per OM No. . P-45021/2/2017-PP (BE-II) dated 16 September 2020 issued by Public Procurement Section, Department of Promotion of Industry and Internal Trade, Government of India- Class-I , Class-II Supplier and Non –Local supplier is as:

A) I / We certify that I / we come under **Class-I Local Supplier** Category whose goods / services local content is minimum 50%

**OR**

B) I / We certify that I / we come under **Class-II Local Supplier** Category whose goods / services local content is minimum 20%

**OR**

C) I / We certify that I / we come under **Non- Local Supplier** Category whose goods / services local content is less than 20%

**(Please Tick from A or B or C which is appropriate)**

We state that the value addition of local content is \_\_\_\_\_% and value addition has been made by us at \_\_\_\_\_ (mention the address please).

I / We hereby certify that the above statement is true and correct to the best of my knowledge. I understand that a false statement / declaration will disqualify / debar me from the process.

CSIR-CSIO LPC NIT No. \_\_\_\_\_

*Signature*  
*(Name of the Authorized Signatory)*  
*Company Seal*

(Refer to D.O.F. No.6/18/2019-PPD Dated, 28 July, 2020)

(TO BE FURNISHED ON BIDDER'S LETTER HEAD)

Date: \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Certificate for Restriction on procurement from a bidder of a country which shares a Land Border with India**

LPC NIT No. \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Dear Sir,

*“I have read the clause 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 a country or, if from such a country, has been registered with the Competent Authority, I hereby certify that this bidder fulfills all requirement in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)”*

Yours faithfully,

*(Signature & Name of the Authorized Signatory with Company Seal)*

(TO BE FURNISHED ON BIDDER'S LETTER HEAD)

## इलेक्ट्रॉनिक फंड ट्रांसफर खाता विवरण

1	खाताधारक का नाम/ Name of account holder	
2	पता / Address	
3	ई-मेल आई डी / E-mail ID	
4	दूरभाष सं / मोबाईल नं / Phone No./Mobile No.	
5	फैक्स संख्या / Fax No.	
6	स्थायी खाता नंबर / Permanent Account Number (PAN)	
7	बैंक खाता का विवरण / Particular of Bank Account	
	(क) बैंक का नाम / A. Name of the Bank	
	(ख) शाखा का नाम / B. Name of the Branch	
	(ग) शाखा कोड नंबर / C. Branch Code	
	(घ) पता / D. Address	
	(च) दूरभाष संख्या / E. Telephone No.	
	(छ) खाता संख्या / F. Account No.	
	(ज) खाता का प्रकार / G. Type of Account	
	(झ) आई एफ एस सी कोड (आर टी जी एस / एन ई एफ टी )/ H. IFSC Code (RTGS / NEFT)	
	(ट ) एम आई सी आर / I. MICR Code	

हम / मैं यह घोषित करते / करता हूँ की ऊपर दिए गए विवरण पूर्ण एवम् सत्य हैं अगर अपूर्ण एवम् असत्य जानकारी के कारण कारोबारी में देरी / विफलता होती है तो इसके लिए सी एस आई आर - सी एस आई ओ किसी प्रकार से जिम्मेदार नहीं होगा । We/ I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, I/ we would not hold CSIO responsible.

खातेदार का हस्ताक्षर/Signature of the account holder

दिनांक :

स्थान :

मुहर/seal

**PRICE SCHEDULE**

Name of the Bidder-

LPC NIT No.-

1	2	3	4	5	6	7	8	9	10	11	12
S. No	Item Description with HSN code	Country of Origin	Unit	Quantity	Unit Rate Ex-works, Ex-warehouse, Ex-showroom off the shelf price( inclusive of all taxes already paid)	Total price Ex-works, Ex-warehouse, Ex-showroom off the shelf price( inclusive of all taxes already paid) <sup>5*6</sup>	GST & other taxes payable, if contract is awarded	Packing & forwarding up to station if dispatch, if any	Charges for inland transportation, insurance upto Lab /Instt. By air/road/rail (retain one only)	Total price	Installation, Commissioning and training charges, if any

Note: The cost of optional items, if any shall be indicated separately.

(b) Cost of spares, if any

Total Bid price in Indian currency ( in numbers) \_\_\_\_\_

(In words) \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name of Bidder \_\_\_\_\_

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