CRISP
ISO 9001:2015

Centre for Research and Industrial Staff Performance

Shyamla Hills, Opposite Manas Bhawan, Bhopal

Note for guidance / Compliance:

1. CRISP, Bhopal invites sealed bids from authentic dealers of consumables / paraphernalia of equipment, machines and services etc.. Details of procurement alongwith various terms and conditions applicable to this procurement may be downloaded from our website:**www.crispindia.com.** Sealed bids shall be received at CRISP **counter** latest by 2:00 p.m. on **10.12.2020** to be opened on same day at 3:00 p.m. C.E.O., CRISP reserves the right to reject any or all the bids without giving any reason.
2. Please ensure that you are submitting your offer for the items your really deal in. The specifications /Brand/Make/Model name should not be quoted from our list unless you have exactly the same item as per our requirement noted in **Annexure-6 to 9 (FORM – B.)**
3. The rate that you would mention against an item should be the bare cost **exclusive** of Taxes/ customs / excise duty / VAT/ GST etc. **A mention of different taxes & charges may be made separately.**
4. **Delivery period** quoted for an item shall have to be **strictly adhered.**
5. Your offer shall be subject to the fulfillment of various terms and conditions mentioned in **ANNEXURE – 5.**
6. The bid shall be kept in **separate sealed cover** (sealed by adhesive tape at both ends of the cover as also on the back of the envelope where there are 2 or more joints).
7. Entry in Col. (Unit Cost, GST & Total Cost) of the Bid Form (FORM –B) **shall be filled in by the Bidder / Vendor.**
8. The envelope containing bids shall then be kept in **one single envelope** to be sealed in the same manner as pointed out in Sr. No. 6 above.
9. Every envelope should be super scribed with "Tender for procurement of consumables and services required in various Departments of CRISP as per **NIT No. CRISP/ARC/2020-21/636 Dated 02.12.2020, offer for Annexure-6 /7 /8 &9 and mentioned category name for example TcPC items/ Elect-items/ Computer-peripherals/ Office-stationery & Software Development consumables/services.**
10. **Every envelope should be clearly mention on Firm name, Full postal address, Phone number, Mobile number and Email ID.**
11. **Each page of the bid including the annexures shall be signed by the bidder.**

Signature of the Bidder in acceptance of the contents of this Note.

(Name & Seal of Supplier)

Date: _____

CRISP
ISO 9001:2015

Centre for Research and Industrial Staff Performance

Shyamla Hills, Opposite Manas Bhawan, Bhopal

---

12. The Date of submission and the date of opening the Bid may be seen below:

S. No.	Schedule	Place of submission	Date relevant to the proforma
(a)	Time and date of submission	CRISP counter Opposite Manas Bhawan, Shyamla Hills, Bhopal	02:00 p.m. on 10.12.2020
(b)	Time & Date of opening of the Bid		03:00 pm on 10.12.2020 at CRISP, Bhopal

13. The bidder shall **have to be prepared to train our user staff** at **his/her cost** at the CRISP premises/ the actual destination of the delivery of goods as and when requested, if required.

14. The items supplied shall have a minimum warranty of period of 1 year.

15. All the conditions contained in the Mandatory Statement of Terms & Conditions attached as Annexure-5 shall be complied with by the bidder. The conditions indicated at Term No. 17 (Earnest Money Deposit & Performance Guarantee) shall have to be particularly attended. FAILURE of compliance of any of the Terms contained in Annexure –5 **SHALL RENDER THE BID UNSUCCESSFUL.**

16. Although implied, yet the Bidders may please note that the rates quoted against this NIT shall be valid till the delivery of the consignment is complete as per the date of delivery as agreed in our Procurement Order issued to the successful Bidder.

17. **Delay** in the delivery of the consignment shall **attract a penalty of 5% of the cost of the consignment.** For calculation of penalty TAXES AND OTHER CHARGES shall not be included.

18. The bidder should submit an original copy of Undertakings on Company/Firm Letter head mentioned in the tender, **Annexure–10-A** and **Annexure–10-B**, duly self attested by authorized signatory.

C.E.O., CRISP
BHOPAL

Signature of the Bidder in acceptance of the contents of this Note.

(Name & Seal of Supplier)

Date: _____