

## TERMS AND CONDITIONS OF TENDER

### for indigenous stores items

#### INSTRUCTIONS TO TENDERERS

1. Tenders should be sent in sealed envelopes super scribing the relevant tender No, and the due date of opening. Only one tender should be sent in each envelope.
2. Late tenders and delayed tenders will not be considered.
3. Sales Tax and/or other duties/levies legally leviable and intended to be claimed should be distinctly shown separately in the tender.
4. As a Government of India Department, this office is exempted from payment of Octroi and similar local levies. Tenderers shall ensure that necessary Exemption Certificates are obtained by them from the Purchase Officer concerned to avoid any payment of such levies.
5.
  - a) Your quotation should be valid for 90 days from the date of opening of the tender.
  - b) Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
6. Preference will be given to those tenders offering supplies from ready stocks and on the basis of FOR destination/delivery at site.
7.
  - (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.
  - (b) Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expense.
  - (c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.
  - (d) **Specifications:** Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies. Wherever options have been called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us, the tenderer could suggest changes to specifications with appropriate response for the same.
8. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portions of the

quantity offered and the tenderers shall supply the same at the rates quoted.

9. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

10. The tenderer should supply along with his tender, the name of his bankers as well as the latest Income-Tax clearance certificate duly countersigned by the Income-Tax Officer of the Circle concerned under the seal of his office, if required by the Purchaser.

11. The Purchaser reserves the right to place order on the successful tenderer for additional quantity up to 25% of the quantity offered by them at the rates quoted.

12. The authority of the person signing the tender, if called for, should be produced.

## **TERMS & CONDITIONS OF TENDER**

### **1 DEFINITIONS:**

- (a) The term 'Purchaser' shall mean the President of India or his successors or assigns.
- (b) The term 'Contractor' shall mean, the person, firm or company with whom or with which the order for the supply of stores is placed and shall be deemed to include the Contractor's successors, representative, heirs, executors and administrators unless excluded by the Contract.
- (c) The term 'Stores' shall mean what the Contractor agrees to supply under the Contract as specified in the Purchase Order including erection of plants & machinery and subsequent testing, should such a condition is included in the Purchase Order.
- (d) The term 'Purchase Order' shall mean the communication signed on behalf of the Purchaser by an Officer duly authorized intimating the acceptance on behalf of the Purchaser on the terms and conditions mentioned or referred to in the said communication accepting the tender or offer of the Contractor for supply of stores or plant, machinery or equipment or part thereof.

### **2 . PRICES:**

Tender offering firm prices will be preferred. Where a price variation clause is insisted upon by a tenderer, quotation with a reasonable ceiling should be submitted. Such offers should invariably be supported by the base price taken into account at the time of tendering and also the formula for any such variation/s.

### **3 . SECURITY DEPOSIT:**

On acceptance of the tender, the Contractor shall, at the option of the Purchaser and within the period specified by him, deposit with him, in cash or in any other form as the Purchaser may determine, security deposit not exceeding ten percent of the value of the Contract as the Purchaser shall specify. If the Contractor is called upon by the Purchaser to deposit, 'Security' and the Contractor fails to provide the security within the period specified, such failure shall constitute a breach of the Contract, and the

Purchaser shall be entitled to make other arrangements for the re-purchase of the stores Contracted at the risk of the Contractor in terms of Sub-Clause (ii) and (iii) of clause 10(b) hereof and/or to recover from the Contractor, damages arising from such cancellation.

#### **4 . GUARANTEE & REPLACEMENT:**

- (a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, for material, workmanship and performance.
- (b) For a period of twelve months after the acceptance of the stores, if any defects are discovered therein or any defects therein found to have developed under proper use, arising from faulty stores design or workmanship, the Contractor shall remedy such defects at his own cost provided he is called upon to do so within a period of 14 months from the date of acceptance thereof by the purchaser who shall state in writing in what respect the stores or any part thereof are faulty.
- (c) If, in the opinion of the purchaser, it becomes necessary to replace or renew any defective stores such replacement or renewal shall be made by the Contractor free of all costs to the purchaser, provided the notice informing the Contractor of the defect is given by the purchaser in this regard within the said period of 14 months from the date of acceptance thereof.
- (d) Should the Contractor fail to rectify the defects, the purchaser shall have the right to reject or repair or replace at the cost of the Contractor the whole or any portion of the defective stores.
- (e) The decision of the purchaser notwithstanding any prior approval or acceptance or inspection thereof on behalf of the purchaser, as to whether or not the stores supplied by the Contractor are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement, shall be final, conclusive and binding on the Contractor.
- (f) To fulfill guarantee conditions outlined in clause 4 (a) to (e) above, the Contractor shall, at the option of the purchaser, furnish a Bank Guarantee (as prescribed by the purchaser) from a Bank approved by the purchaser for an amount equivalent to 10% of the value of the Contract along with first shipment documents. On the performance and completion of the Contract in all respects, the Bank Guarantee will be returned to the Contractor without any interest.
- (g) All the replacement stores shall also be guaranteed for a period of 12 months from the date of arrival of the stores at purchaser's site.
- (h) Even while the 12 months guarantee applies to all stores, in case where a greater period is called for by our specifications then such a specification shall apply in such cases the period of 14 months referred to in Para 4 (b) & (c) shall be the 'asked for' guarantee period plus two months.

#### **5 . PACKING FORWARDING & INSURANCE:**

The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the Contractor and the Purchaser shall pay only for such stores as are actually received in good condition in accordance with the Contract.

## **6 . DESPATCH:**

The Contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods despatched. The consignment should be despatched with clear Railway Receipt/Lorry Receipt. If sent in any other mode, it shall be at the risk of the Contractor. Purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are booked on 'said to contain' basis. Purchaser shall pay for only such stores as are actually received by them in accordance with the Contract.

## **7 . TEST CERTIFICATE:**

Wherever required, test certificates should be sent along with the despatch documents.

## **8 . ACCEPTANCE OF STORES:**

- (a) The stores shall be tendered by the Contractor for inspection at such places as may be specified by the purchaser at the Contractor's own risk, expense and cost.
- (b) It is expressly agreed that the acceptance of the stores Contracted for, is subject to final approval by the purchaser, whose decision shall be final.
- (c) If, in the opinion of the purchaser, all or any of the stores do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at a price to be fixed by the purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the Contractor.
- (d) If the whole or any part of the stores supplied are rejected in accordance with Clause No. 8 (c) above, the purchaser shall be at liberty, with or without notice to the Contractor, to purchase in the open market at the expense of the Contractor stores meeting the necessary performance and quality Contracted for in place of those rejected, provided that either the purchase, or the agreement to purchase, from another supplier is made within six months from the date of rejection of the stores as aforesaid.

## **9 . REJECTED STORES:**

Rejected stores will remain at destination at the Contractor's risk and responsibility. If instructions for their disposal are not received from the Contractor within a period of 14 days from the date of receipt of the advice of rejection, the purchaser or his representative has, at his discretion, the right to scrap or sell or consign the rejected stores to Contractor's address at the Contractor's entire risk and expense, freight being payable by the Contractor at actual.

## **10 . DELIVERY:**

- (a) The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract and delivery must be completed on or before the specified dates.
- (b) Should the Contractor fail to deliver the stores or any consignment thereof within the period prescribed for such delivery, the purchaser shall be entitled at his

option either.

- (i) To recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum of 0.5% per week of the price of any stores which the Contractor has failed to deliver as aforesaid or during which the delivery of such store may be in arrears subject to a minimum of 10%, or
- (ii) To purchase from elsewhere, without notice to the Contractor on the account and at the risk of the Contractor, the stores not delivered or others of a similar description (where others exactly complying with the particulars, are not, in the opinion of the purchaser, readily procurable, such opinion being final) without cancelling the Contract in respect of the consignment (s) not yet due for delivery, or
- (iii) To cancel the Contract or a portion thereof and if so desired to purchase or authorize the purchase of stores not so delivered or others of a similar description (where others exactly if complying with the particulars are not, in the opinion of the purchaser, readily procurable, such opinion final) at the risk and cost of the Contractor.

In the event of action being taken under sub-clause (ii) & (iii) of clause 10 (b) above, the Contractor shall be liable for any loss which the purchaser may sustain on that account, provided that the re-purchase or if there is an agreement to repurchase then such agreement is made within six months from the date of such failure. But the Contractor shall not be entitled to any gain on such re-purchase made against default. The manner and method of such re-purchase shall be at the discretion of the purchaser, whose decision shall be final. It shall not be necessary for the purchaser to serve a notice of such re-purchase on the defaulting Contractor. This right shall be without prejudice to the right of the purchaser to recover damages for breach of Contract by the Contractor.

## **11 . EXTENSION OF TIME:**

As soon as it is apparent that the Contract dates cannot be adhered to, an application shall be sent by the Contractor to the purchaser. If failure, on the part of the Contractor, to deliver the stores in proper time shall have arisen from any cause which the purchaser may admit as reasonable ground for an extension of the time (and his decision shall be final) he may allow such additional time as he considers it to be justified by circumstances, of the case without prejudice to the purchaser's right to recover liquidated damages under clause 10 thereof.

## **12 . ERECTION OF PLANT & MACHINERY:**

Wherever erection of a plant or machinery is the responsibility of the Contractor as per the terms of the Contract and in case the Contractor fails to carry out the erection as and when called upon to do so within the period specified by the purchaser, the purchaser shall have the right to get the erection done through any source of his choice. In such an event, the Contractor shall be liable to bear any additional expenditure that the purchaser is liable to incur towards erection. The Contractor shall, however, not be entitled to any gain due to such an action by the purchaser.

### **13. PAYMENT:**

Contractor's bill will be passed for payment only after the stores have been received, inspected and accepted by the Purchaser.

### **14. MODE OF PAYMENT:**

Normally payment will be made for the accepted stores within 30 days from the date of receipt of the materials.

### **15. RECOVERY OF SUM DUE:**

Whenever any claim for the payment of, whether liquidated or not, money arising out of or under this Contract against the Contractor, the purchaser shall be entitled to recover such sum by appropriating in part or whole, the security deposited by the Contractor, if a security is taken against the Contract. In the event of the security being insufficient or if no security has been taken from the Contractor, then the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other Contract with the purchaser. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the purchaser on demand the remaining balance due. Similarly, if the purchaser has or makes any claim, whether liquidated or not, against the Contractor under any other Contract with the purchaser, the payment of all moneys payable under the Contract to the Contractor including the security deposit shall be withheld till such claims of the purchaser are finally adjudicated upon and paid by the Contractor.

### **16. INDEMNITY:**

The Contractor shall warrant and be deemed to have warranted that all stores supplied against this Contract are free and clean of infringement of any Patent, Copyright or Trademark, and shall at all times indemnify the purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade mark and shall take all risk of accidents or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfillment of the contract.

### **17. ARBITRATION:**

In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Purchase Order or in connection with this Contract (except as to any matter the decision of which is specially provided for by these conditions), the same shall be referred to the sole arbitration of the Head of the Purchase office or some other person appointed by him. It will be no objection that the arbitrator is a Government servant that he had to deal with matter to which the Contract relates or that in the course of his duties as Government servant he has expressed views on all or any other matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this Contract.

If the arbitrator be the Head of the Centre/Unit –

- (i) In the event of his being transferred or vacating his office by resignation or otherwise, it shall be lawful for his successor-in-office either to proceed with reference himself, or to appoint another person as arbitrator, or
- (ii) In the event of his being unwilling or unable to act for any reason, it shall be lawful for the Head of the Centre/Unit to appoint another person as arbitrator.

If the arbitrator be a person appointed by the Head of the Purchase Office – In the event of his dying, neglecting or refusing to act or resigning or being unable to act, for any reason, it shall be lawful for the Head of the Centre/Unit either to proceed with the reference himself or appoint another person as arbitrator in place of the outgoing arbitrator.

Subject as aforesaid the Arbitration & Conciliation Act 1996 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this Clause. The Arbitrator shall have the power to extend with the consent of the purchaser and the Contractor the time for making and publishing the award. The venue of arbitration shall be the place as purchaser in his absolute discretion may determine. Work under the Contract shall, if reasonably possible, continue during arbitration proceedings.

In the event of any dispute or difference relating to the interpretation and application for the provisions of the Contracts, such dispute or difference shall be referred by either party to Arbitration of one of the Arbitrations in the Department of Public Enterprises. The Arbitration Act 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute provided however any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Govt. of India. The parties to the dispute will share equally, the cost of arbitration as intimated by Arbitrator.

## **18. COUNTER TERMS AND CONDITION OF SUPPLIERS:**

Where counter terms and conditions printed or cyclostyled conditions have been offered by the supplier, the same shall not be deemed to have been accepted by the Purchaser, unless specific written acceptance thereof is obtained.

## **19. SECURITY FOR PURCHASE OF MATERIALS:**

Successful tenderer will have to furnish in the form of a bank guarantee or any other form as called for by the purchaser towards adequate security for the materials and properties provided by the Purchaser for the due execution of the Contract.

### **ADDITIONAL TERMS & CONDITIONS TO TENDER ENQUIRY**

1. Offers should be sent to the----- following address in a sealed cover duly superscribing the Tender Enquiry number and due date on the cover. Separate covers should be used for submitting offers against different Tender Enquiries.

Purchase & Stores Officer, Tender Section  
Satish Dhawan Space Centre - SHAR  
Sriharikota - 524 124, Nellore Dt. A.P. India  
Phone No. 91-(0)8623-225023 & 225174  
Fax No. 91-(0)8623-225170

The Tenders received on or before the due date will only be considered as valid tenders. In case of two-part tenders, parties should send their offers as follows:-

- 1) Part-I – Techno-commercial Bid in a sealed cover  
(no price details should be mentioned in this bid)
- 2) Part-II – Price Bid in a sealed cover

These two sealed covers shall be kept in a separate cover duly super-scribing tender No., Due Date and time and sent to the tender cell as per the details given above. Fax/email offers will not be accepted. The Offers submitted contrary to above instructions will be liable for rejection.

2. In case the tenderer is not interested to participate in the tender, the tenderer should send a regret letter giving reasons, failing which future enquiries will not be sent.

3. **Offer Validity:** The validity of the offers / tenders should be 90 days (in case of single part tender) and 120 days (in case two part tender) from the date of opening of the tenders. Tenders shorter than offer validity mentioned above will not be considered for evaluation.

4. **IGST:**

**CGST/SGST - Intra State**

Ministry of Finance, Dept.of Revenue Notification No.45/2017- Central Tax (Rate) dated 14.11.2017 and Government of Andhra pradesh Goods and Service Tax Act, 2017 (Act No.16 of 2017), G.O.MS.No.599, Dtd: 12.12.2017.

**CGST/SGST - Inter State**

As per the Notification No.47/2017-Integrated Tax (Rate) Dt: 14.11.2017 issued by Ministry of Finance (Dept. of Revenue), SDSC SHAR is eligible to avail reduced rate of IGST @5% for the procurements made by the Dept. of Space (DOS) being a public Funded Research Institution. We will provide IGST exemption certificate.

5. **Customs Duty** - As per Notification No. 05/2018 CUSTOMS Dtd. 25.01.2018 ISRO is eligible to pay reduced rate of customs duty @ 10.775% (CD@5%+SURCHARGE@10%+IGST@5%). You please indicate whether your rate is inclusive of this Customs duty @ 10.775% or extra. <BR> (We will provide Customs Duty Exemption Certificate in case of Import Orders/ imported supplies/ High Sea Sales).

In case tenderers offering items considering customs duty exemption, they should also indicate the bill of materials and price, separately, with Customs Duty component and terms and conditions thereto.

6. **Advance Payment** - Wherever advance payment is requested, Bank Guarantee from any Nationalized Bank/Scheduled Bank should be furnished. In case of advance payments, if the party is not supplying the material within the delivery schedule, interest will be levied as per the Prime Lending Rate of RBI plus 2% penal interest. Interest will be loaded for advance payments/stage payments as per the prime lending rate of RBI and will be added to the landed cost for comparison purpose.
7. **Liquidated Damages** - In all cases, delivery schedule indicated in the Purchase Order/Contract is the essence of the contract and if the party fails to deliver the material within the delivery schedule, Liquidated Damages will be levied @ 0.5% per week or part thereof subject to a maximum of 10% of total order value.
8. **Performance Bank Guarantee** - Performance Bank Guarantee for 10% of the order value should be furnished in the form of Bank Guarantee from nationalized/scheduled bank or by Demand Draft valid till warranty period plus sixty days as claim period.
9. **Security Deposit** – Security Deposit for 10% of the order value is mandatory, if the ordered value is Rs.5.00 lakhs and above. Party should furnish the Security Deposit in the form of Bank Guarantee from nationalized/scheduled bank or by Demand Draft valid till completion of the contract period plus sixty days towards claim period for faithful execution of the contract.
10. **BANK GUARANTEE FOR FIM:** Supplier has to submit Bank guarantee for equal value of Free Issue of Materials (FIM) issued by the Department from Nationalised / Scheduled Bank valid till receipt and acceptance of supply and satisfactory accounting of FIM plus sixty days as claim period.



11. The delivery period mentioned in the tender enquiry, **IF ANY**, is with the stipulation that no credit will be given for earlier deliveries and offers with delivery beyond the period will be treated as unresponsive.
12. The Department will have the option to consider more than one source of supply and final orders will be given accordingly.
13. The bidders should note that conditional discounts would not have edge in the evaluation process of tenders.
14. Non-acceptance of any conditions wherever called for related to Guarantee/ Warranty, Performance Bank Guarantee, Security Deposit, Liquidated damages are liable for disqualification.
15. Wherever installation/ commissioning involved, the guarantee/warranty period should reckon only from the date of installation and commissioning.
16. **Purchase/Price Preference will be extended to the MSMEs under the Public Procurement Policy for MSMEs formulated under the Micro, Small and Medium Enterprises Development Act, 2006 and instructions issued by Government of India from time to time. Vendors who would like to avail the benefit of MSME should clearly mention the same and submit all the documentary evidences to substantiate their claim along with tender itself.**
17. The drawings, specifications, end use etc., given by the Centre/Unit along with the tender enquiry are confidential and shall not be disclosed to any third party.

18. **SPECIAL CONDITIONS FOR SUBMITTING QUOTATIONS IN FOREIGN CURRENCY BY THE INDIAN AGENTS**

The Tenderer should submit the following documents/information while quoting:-

- a) Foreign Principal's proforma invoice/quote indicating the commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent.
- b) Copy of Agency agreement with the Foreign Principal and the Indian Agent, precise relationship between them and their mutual interest in the business.
- c) Registration and item empanelment of the Indian Agent.
- d) Agency Commission will be paid only Indian Currency.
- e) Compliance of the tax laws by the Indian Agent.

19. **High Sea Sales** - Against High Sea Sale transactions:

- a. Offers shall be on all inclusive basis including delivery upto Sriharikota at the risk and cost of the supplier. Customs Clearance is the responsibility of the supplier and at his cost and risk.
- b. 100% payment will be made within 30 days after receipt and acceptance of the items at our site.
- c. Sales Tax is not applicable
- d. Customs Duty Exemption Certificate and other relevant documents required for Customs clearance will be provided.
- e. High Sea Sales Agreement furnished by the supplier in accordance with the terms and conditions of our purchase order will be signed and issued by SDSC-SHAR.

20. The following information/ documents are to be furnished wherever applicable.

1. Product Literature
2. Core banking account number of SBI, RTGS Details
3. PAN No. in quotation and invoices

4. GST Tax Registration details.
5. In case of MSME, registration details / documents from Competent Authority.

## 21. **EXCLUSION OF TENDERS**

The following tenders shall be summarily rejected from the procurement process: -

- (a) Unsigned tenders.
- (b) Tenders without the required tender fees.
- (c) Tenders received from vendors who have not qualified in terms of their registration.
- (d) Tenders received against publishing of a limited tender in the CPP portal.
- (e) Tenders of vendors who have been removed from the vendor list or banned/debarred from having business dealings.
- (f) Unsolicited tenders from vendors.
- (g) The tenders which materially depart from the requirements specified in the tender document or which contain false information.
- (h) The tenders which are not accompanied by the prescribed Earnest Money Deposit.
- (i) The tenders of vendors who have not agreed to furnish Security Deposit or Performance Bank Guarantee.
- (j) The validity of the tenders is shorter than the period specified in the tender enquiry.
- (k) The tenders received from vendors or their agents or anyone acting on their behalf, who have promised or given to any official of the Centre/Unit/Department, a gratification in any form, or anything of value, so as to unduly influence the procurement process.
- (l) The tenders received from vendors, who, in the opinion of the Centre/Unit, have a conflict of interest materially affecting fair competition.
- (m) The tenders received from Indian agents on behalf of their foreign Principals/OEMs (in cases where the Principals/OEMs also submit their tenders simultaneously for the same item/product in the same tender).
- (n) In case two or more tenders are received from an Indian agent on behalf of more than one foreign Principal/OEM, in the same tender for the same item/product.
- (o) If a firm quotes 'NIL' charges / consideration, the bid shall be treated as un-responsive and will not be considered.

### EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

The tenderer has to submit an Earnest Money Deposit (EMD) for **Rs. 5,00,000.00** in a single installment through Demand Draft (DD)/Banker's Cheque/ Fixed Deposit Receipts or Bank Guarantee from any of the Scheduled Banks executed on non-judicial stamp paper of appropriate value. In case of Bank Guarantee, it shall be valid for a period of 90 days beyond the final tender validity date. It shall be taken in favour of Sr. Accounts Officer, SDSC SHAR payable at State Bank of India, Sriharikota branch. Any tender not accompanied with EMD shall be treated as invalid tender and rejected.

Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies, Micro and Small Enterprises, KVIC, National Small Industries Corporation, etc., shall be exempt from the payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary documentary proof.

EMD of a vendor shall be forfeited if the tenderer/Contractor withdraws or amends his tender or deviates from the tender in any respect within the period of validity of the tender. Failure to furnish security deposit/performance bond by a successful vendor within the specified period shall also result in forfeiture of EMD.

EMD shall be refunded to all the unsuccessful vendors within thirty days after placement of the Purchase Order. EMD shall be refunded to the successful tenderer/Contractor after payment of the Security Deposit or may be adjusted against the Security Deposit. EMD shall be refunded to all the participants in cases where the tender is cancelled or withdrawn by the Centre/Unit, within thirty days from the date of such cancellation or withdrawal.

**COMPLIANCE STATEMENT FOR COMMERCIAL TERMS**

Sl. No.	Description (Commercial terms & conditions)	Compliance to Col. (2) [YES/NO]	If 'NO' Specify deviations explicitly	Remarks
(1)	(2)	(3)	(4)	(5)
1.	P & F charges, if any, please mention percentage/amount.  <b>Please note that in case of Two part tenders, only percentage should be mentioned otherwise those offers shall be summarily rejected.</b>			
2.	Please mention your GST registration details GST No. for SHAR-GSTIN: <b>37AAAGS1366J1Z1</b>			
3.	In case of Specific Brand items, Please provide Authorization certificate from OEM.			
4.	<b><u>CGST/SGST - Intra State</u></b> Ministry of Finance, Dept.of Revenue Notification No.45/2017-Central Tax (Rate) dated 14.11.2017 and Government of Andhra Pradesh Goods and Service Tax Act, 2017 (Act No.16 of 2017), G.O.MS.No.599, Dtd: 12.12.2017. <b><u>CGST/SGST - Inter State</u></b> As per the Notification No.47/2017-Integrated Tax (Rate) Dt: 14.11.2017 issued by Ministry of Finance (Dept. of Revenue), SDSC SHAR is eligible to avail reduced rate of IGST @5% for the procurements made by the Dept. of Space (DOS) being a public Funded Research Institution. We will provide IGST exemption certificate.			
5.	Customs Duty: As per Notification No. 05/2018 CUSTOMS Dtd. 25.01.2018 ISRO is eligible to pay reduced rate of customs duty @ 10.775% (CD@5%+SURCHARGE @ 10% + IGST@5%). You please indicate whether your rate is inclusive of this Customs duty @ 10.775% or extra.   (We will provide Customs Duty Exemption Certificate in case of Import Orders/ imported supplies/ High Sea Sales).			
6.	Installation Charges, if any, (Please mention the percentage / amount).  <b>Please note that in case of Two part tenders, only percentage should be mentioned otherwise those offers shall be summarily rejected.</b>			

7.	<b>Delivery Term :-</b> <ul style="list-style-type: none"> <li>• FOR : SDSC SRIHARIKOTA/SULLURUPETA</li> <li>• In case of Foreign orders, FOB or FCA or EX-WORKS</li> </ul>			
8.	Freight charges, if any. If 'YES' please mention the percentage / amount.  <b>Please note that in case of Two part tenders, only percentage should be mentioned otherwise those offers shall be summarily rejected.</b>			
9.	Delivery Period			
10.	<b>Payment Term :-</b> (a) 100% payment shall be made through RTGS within 30 days of receipt and acceptance of the item at our site.  (b) In case of Foreign orders, Payment term shall be SIGHT DRAFT / 80% BY IRREVOCABLE LETTER OF CREDIT AND BALANCE 20% BY WIRE TRANSFER AFTER RECEIPT & ACCEPTANCE OF THE ORDERED ITEM.			
11.	<b>Liquidated Damages (LD) :-</b> Since delivery is the essence of this order, LD @ 0.5% per week or part thereof subject to a maximum of 10% of the order value for the delayed period of supply.			
12.	<b>Warranty :-</b> Warranty for the offered item shall be from the date of installation/acceptance of the item at our site for a minimum period of one year or specified in the tender document.			
13.	<b>Performance Bank Guarantee (PBG) :-</b>  You have to submit a PBG from a Nationalised / Scheduled Bank for 10% of the order value at the time of supply valid till the completion of warranty period plus 60 days towards claim period.  <p style="text-align: center;">OR</p> 10% OF THE ORDER VALUE SHALL BE HOLD TILL THE COMPLETION OF WARRANTY PERIOD.			
14.	<b>Security Deposit (SD) :-</b>  10% value of the order shall be deposited with SDSC within 10 days from the date of the Purchase Order towards security deposit in the form of Bank Guarantee towards performance of the Contract valid till completion of the contract period plus sixty days towards claim period. (This			

	will be returned by SDSC immediately on execution of the order satisfactorily as per order terms. If not, the amount will be forfeited).			
15.	In case, if parties are unable to provide two separate BGs, i.e., one for SD & one for PBG, they can submit a combined BG for SD & PBG for 10% of the Order value valid till the completion of total contractual obligation (i.e., Supply period + warranty period + 60 days). Please confirm.			
16.	Please specify whether you are a MSME if so please furnish the documentary evidence along with your offer. Vendors may please note that MSMEs are not exempted from the submission of security deposit.			
17.	<b>Insurance :-</b> Being a Govt. Of India Dept., Insurance is not required at our cost. Please ensure the safe delivery of the ordered item with proper transport worthy packing.			
18.	<b>Validity of Offer :-</b> The validity of the offers / tenders should be 90 days (in case of single part tender) and 120 days (in case two part tender) from the date of opening of the tenders. Tenders shorter than offer validity mentioned above will not be considered for evaluation.			
19.	In case of foreign orders, please specify whether any Export clearance is required.			
20.	<b>Special conditions against Indian Agents submitting quotations in Foreign Currency.</b>			
	(a) Foreign Principal's proforma invoice indicating the commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent.			
	(b) Copy of Agency agreement with the Foreign Principal, precise relationship between them and their mutual interest in the business.			
	(c) The enlistment of the Indian Agent with Director-General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.			

**INSTRUCTIONS TO TENDERERS AND TERMS & CONDITIONS OF  
TENDER  
for imported stores items**

**I. INSTRUCTIONS TO TENDERERS**

1. The Tenderers should submit quotations in duplicate in a sealed envelope, super scribing the Tender No. and due date of opening and complete in all respects with technical specifications, including pamphlets and catalogues.
2. A Proforma Invoice may also be given which should contain the following information:
  - a) The FOB/FCA value, the C & F value for import by Sea freight / Air freight up to and for air parcel post up to ..... should be separately indicated.
  - b) Agency Commission: The amount of commission included in the price and payable to the Indian Agent of the Contractor shall be paid directly to the Indian Agent by the Purchaser in equivalent Indian Rupees on the basis of an Invoice from him applying T.T. buying rate of exchange ruling on the date of placement of the Purchase Order and which shall not be subject to any further exchange variations. This payment will be released to the Indian Agent immediately after Customs clearance of the goods in India.
  - c) The Contractor shall invoice only for the net amount payable to him, after deducting the amount of Agency Commission included in the invoice which will be paid to the Indian Agent directly by the Purchaser. However, the Contractor's invoice should separately reflect the amount of commission payable to his Indian Agent.
  - d) The earliest delivery period and country of origin of the Stores.
  - e) Banker's name, address, telephone/fax Nos. & e-Mail ID of the Contractor.
  - f) The approximate net and gross weight and dimensions of packages / cases.
  - g) Recommended spares for satisfactory operation for a minimum period of one year.
  - h) Details of any technical service, if required for erection, assembly, commissioning and demonstration.
3. The FOB/FCA and C & F prices quoted should be inclusive of all taxes, levies, duties arising in the tenderer's country.
4. The offer should be valid for a minimum period of 120 days from the due date of opening of the tender.
5. Samples, if called for, should be sent free of all charges.
6. Late and delayed tenders will not be considered. Quotations by cable must be followed by

detailed offers.

7. Offers made by Indian Agents on behalf of their Principals, should be supported by the proforma invoice of their Principals.
8. The details of Import Licence will be furnished in the Purchase Order.
9. The authority of person signing the tender, if called for, shall be produced.
10. Instructions / Operation Manual containing all assembly details including wiring diagrams should be sent wherever necessary in duplicate. All documents / correspondence should be in English language only.
11. The Purchaser reserves the right to accept or reject the lowest or any offer in whole or part without assigning any reason.
12. It is expressly agreed that the acceptance of the Stores Contracted for is subject to final approval in writing by the Purchaser.
13. a) Part shipment is not allowed unless specifically agreed to by us.  
b) As far as possible stores should be despatched by Indian Flag Vessels / Air India through any Agency nominated by us.
14. Inspection / Test Certificate should be provided for the goods after testing it thoroughly at the Contractor's works. If any Inspection by Lloyds or any other testing agency is considered necessary, it shall be arranged by Contractors.
15. Where erection or assembly or commissioning is a part of the Contract, it should be done immediately on notification. The Contractor shall be responsible for any loss/damage sustained due to delay in fulfilling this responsibility.
16. For items having shelf life, those with maximum shelf life should be supplied if order is pla



## **II. TERMS AND CONDITIONS**

### **1. DEFINITIONS:**

- (a) The term 'Purchaser' shall mean the President of India or his successors or assignees.
- (b) The term 'Contractor' shall mean, the person, firm or company with whom or with which the order for the supply of stores is placed and shall be deemed to include the Contractor's Successors, representatives, heirs, executors and administrators unless excluded by the Contract.
- (c) The term 'Purchase Order' shall mean the communication signed on behalf of the Purchaser by an officer duly authorized intimating the acceptance on behalf of the Purchaser on the terms and conditions mentioned or referred to in the said communication accepting the Tender or offer of the Contractor for supply of stores of plant, machinery or equipment of part thereof.
- (d) The term 'Stores' shall mean what the Contractor agrees to supply under the Contract as specified in the Purchase Order.

### **2. PRICES:**

Tenders offering firm prices will be preferred. Where a price variation clause is insisted upon by a tenderer, quotations with a reasonable ceiling should be submitted. Such offers should invariably be supported by the base price taken into account at the time of tendering and also the formula for any such variations.

### **3. TERMS OF PAYMENT:**

3.1 Being a Department of the Government of India, the normal terms of payment are by Sight Draft. However other terms of payment like establishment of Letter of Credit may be considered by the Purchaser on such terms and conditions as may be agreed upon.

3.2 The Sight Draft / Letter of Credit will be operative on presentation of the undermentioned documents:

- a) Original Bill of Lading / Airway Bill
- b) Commercially certified invoices describing the stores delivered, quantity, unit rate and their total value, in triplicate. The invoice should indicate the discounts, if any and Agency Commission separately.
- c) Packing List showing individual dimensions and weight of packages.
- d) Country of Origin Certificate in duplicate.
- e) Test Certificate.
- f) Declaration by the Seller that the contents in each case are not less than those entered in the invoices and the quality of the Stores are guaranteed as per the specifications asked for by the Purchaser.
- g) Warrantee and guarantee Certificate/s vide Clause 20 herein below

### **4. IMPORTANT LICENCE:**

Reference to Import License No. & date and Contract number & date shall be prominently indicated in all the documents vide para 3.2

### **5. DEMURRAGE:**

Supplier shall bear demurrage charges, if any, incurred by the purchaser due to delayed presentation of shipping documents as prescribed in para 3.2 to the bankers within a reasonable time (say within 10-12 days) from the date of bill of lading for sea consignments and within 3-4 days from the date of Air Way Bill for air consignments.

**6. ADDRESS OF INDIAN AGENTS:**

**7. GUARANTEED TIME DELIVERY:**

The time for and the date of delivery stipulated in the Purchase Order shall be deemed to be the essence of the Contract. Delivery must be completed within the date specified therein.

**8. INSPECTION AND ACCEPTANCE TEST:**

8.1 The Purchaser's representatives shall also be entitled at all reasonable times during manufacture to inspect, examine and test on the Contractor's premises the material and workmanship of all stores to be supplied under this Contract and if part of the said stores is being manufactured on other premises, the Contractor shall obtain for the purchaser's representative permission to inspect, examine and test as if the equipment were being manufactured on the Contractor's premises. Such inspection, examination and testing shall not release the Contractor from the obligations under this Contract.

8.2 For tests on the premises of the Contractor or of any of his sub-Contractors, the Contractor shall provide free of cost assistance, labour, material, electricity, fuel and instruments as may be required or as may be reasonably needed by the purchaser's representative to carry out the tests efficiently.

8.3 When the stores have passed the specified test, the purchaser's representative shall furnish a certificate to the effect in writing to the Contractor. The Contractor shall provide copies of the test/s certificates to the purchaser as may be required.

**9. MODE OF DESPATCH:**

Generally, stores should be despatched through Indian Flagged Vessel / Air India or through any other Agency nominated by the purchaser. A copy of the invoice and packing list should invariably be kept inside each of the packages.

**10. PORT OF ENTRY:**Thiruvananthapuram/Chennai/Mumbai/Hyderabad/Bangalore/ .....

**11. CONSIGNEE:**

Purchase & Stores Officer, RO-Stores, SDSC SHAR, Sriharikota, SPSR Nellore Dist - 524124

**12. SHIPPING MARKS.**

The mark on the shipping documents such as invoice, bill of lading and on the packages should be as follow:

PURCHASE ORDER NO.....  
DATED .....

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE

..... (Name of the Centre/Unit)

Destination: ..... &

Port of Entry: .....

**13. INSURANCE OF THE STORES:**

The necessity or otherwise of insurance will be as indicated in the Purchase Order.

**14. CONTRACTOR'S DEFAULT LIABILITY:**

The purchaser may upon written notice of default to the Contractor terminate the Contract in whole or in part in circumstances detailed hereunder:

a) If in the judgment of the Purchaser the Contractor fails to make delivery of Stores within the

time specified in the Contract/agreement or within the period for which extension has been granted by the Purchaser to the Contractor.

- b) If in the judgment of the Purchaser the Contractor fails to comply with any of the other provisions of this Contract.

**15.** In the event the Purchaser terminates the Contract in whole or in part as provided in Clause 14 the Purchaser reserves the right to Purchase, upon such terms and in such a manner as he may deem appropriate, stores similar to that terminated and the Contractor shall be liable to the Purchaser for any additional costs for such similar stores and/or for liquidated damages for delay as defined in Clause 19 until such reasonable time as may be required for the final supply of stores.

**15.1** If this Contract is terminated as provided in Clause 14 the Purchaser in addition to any other rights provided in this Article, may require the Contractor to transfer title and deliver to the Purchaser under any of the following clauses in the manner and as directed by the Purchaser:

- a) Any completed stores.
- b) Such partially completed stores, drawing, information and Contract rights (hereinafter called manufacturing material) as the Contractor has specifically produced or acquired for the performance of the Contract as terminated. The Purchaser shall pay to the Contractor the Contract price for completed stores delivered to and accepted, by the purchaser and for manufacturing material delivered and accepted.

**15.2** In the event the Purchaser does not terminate the Contract as provided in Clause 14, the Contractor shall continue the performance of the Contract in which case he shall be liable to the purchaser for liquidated damages for delay as set out in Clause 19 until the stores are accepted.

**16. REPLACEMENT:**

If the stores or any portion thereof is damaged or lost during transit, the Purchaser shall give notice to the Contractor setting forth particulars of such stores damaged or lost during transit. The replacement of such stores shall be effected by the Contractor within a reasonable time to avoid unnecessary delay in the intended usage of the Stores. In case the purchaser agrees, the price towards replacement items shall be paid by the purchaser on the basis of original price quoted in the tender or as reasonably worked out from the tender.

**17. REJECTION:**

In the event that any of the stores supplied by the Contractor is found defective in material or workmanship or otherwise not in conformity with the requirements of the Contract specifications, the purchaser shall either reject the stores or request the Contractor, in writing, to rectify the same. The Contractor, on receipt of such notification, shall either rectify or replace the defective stores free of cost to the purchaser. If the Contractor fails to do so, the purchaser may at his option either –

- a) replace or rectify such defective stores and recover the extra cost so involved from the Contractor, or
- b) terminate the Contract for default as provided under clause 14 above, or
- c) Acquire the defective stores at a reduced price considered equitable under the circumstances. The provision of this article shall not prejudice the Purchaser's rights under clause 19.

**18. EXTENSION OF TIME:**

If the completion of supply of stores is delayed due to reason of *force majeure* such as acts of god, acts of public enemy, acts of Government, fires, floods, epidemics, quarantine restriction, strikes, freight embargoes, etc., the Contractor shall give notice within 15 days to the purchaser in writing of his claim for an extension of time. The purchaser on receipt of such notice after verification, if necessary, may agree to extend the Contract delivery date as

may be reasonable but without prejudice to other terms and conditions of the Contract.

## **19. DELAY IN COMPLETION / LIQUIDATED DAMAGES:**

If the Contractor fails to deliver the stores within the time specified in the Contract or any extension thereof, the purchaser shall recover from the Contractor as liquidated damages a sum of one-half of one percent (0.5 percent) of the Contract price of the undelivered stores for each calendar week of delay. The total liquidated damages shall not exceed ten percent (10 percent) of the Contract price of the unit or units so delayed. Stores will be deemed to have been delivered only when all their component parts are also delivered. If certain components are not delivered in time, the stores will be considered as delayed until such time as the missing parts are delivered.

## **20. GUARANTEE & REPLACEMENT:**

- a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down for material, workmanship and performance.
- b) For a period of twelve months after the acceptance of the stores, if any defects are discovered therein or any defects therein are found to have developed under proper use arising from faulty materials, design or workmanship, the Contractor shall remedy such defects at his own cost provided he is called upon to do so within a period of 14 months from the date of acceptance thereof by the Purchaser who shall state in writing in what respect the stores or any parts thereof are faulty.
- c) If in the opinion of the purchaser it becomes necessary to replace or renew any defective stores, such replacements or renewals shall be made by the Contractor free of all costs to the purchaser provided the notice informing the Contractor of the defect is given by the purchaser in this regard within the said period of 14 months from the date of acceptance thereof.
- d) Should the Contractor fail to rectify the defects, the purchaser shall have the right to reject or repair or replace at the cost of the Contractor the whole or any portion of the defective stores.
- e) The decision of the Purchaser, notwithstanding any prior approval or acceptance or inspection thereof on behalf of the purchaser, as to whether or not the stores supplied by the Contractor are defective or any defects has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement shall be final, conclusive and binding on the Contractor.
- f) To fulfill guarantee conditions outlined in Clause 20 (a) to (e) above, the Contractor shall, at the option of the purchaser, furnish a Bank Guarantee (as prescribed by the purchaser - Bank Guarantee format enclosed) from a Bank approved by the purchaser for an amount equivalent to 10% of the value of the Contract along with first shipment documents. On the performance and completion of the Contract in all respects, the Bank Guarantee will be returned to the Contractor without any interest.
- g) All the replacement stores shall also be guaranteed for a period of 12 months from the date of arrival of stores at purchaser's site.
- h) Even while the 12 months guarantee applies to all stores, in case where a greater period is called for by our specifications, then such a specification shall apply, and in such cases, the period of 14 months referred to in Clause 20 (b) and (c) shall be asked for guarantee period plus two months.

## **21. REQUIREMENT OF ADDITIONAL NUMBERS OF THE STORES/SPARE PARTS ORDERED:**

The Contractor shall also undertake the supply of additional number of items covered by the order as considered necessary by the purchaser at a later date, the actual price to be paid shall be mutually agreed to after negotiations.

## **22. PACKING:**

- a) The Contractor wherever applicable shall pack and crate all stores for sea / air shipment as applicable in a manner suitable for export to a tropical humid climate, in accordance with internationally accepted export practices and in such a manner so as to protect it from damage and deterioration in transit by road, rail or sea for space qualified stores. The Contractors shall be held responsible for all damages due to improper packing.

- b) The Contractor shall ensure that each box / unit of shipment is legible and properly marked for correct identification. The failure to comply with this requirement shall make the Contractor liable for additional expenses involved.
- c) The Contractor shall notify the purchaser of the date of shipment from the port of embarkation as well as the expected date of arrival of such shipment at the designated port of arrival.
- d) The Contractor shall give complete shipment information concerning the weight, size, content of each packages, etc.
- e) Transshipment of equipment shall not be permitted except with the written permission of the purchaser.
- f) Apart from the despatch documents negotiated through Bank, the following documents shall also be airmailed to the purchaser within 7 days from the date of shipment by sea and within 3 days in case of air-consignments:
  - a) Commercial Bill of Lading / Air Way Bill / Post parcel Receipt. (Two non-negotiable copies)
  - b) Invoice (3 copies)
  - c) Packing List (3 copies)
  - d) Test Certificate (3 copies)
  - e) Certificate of Origin.

The Contractor shall also ensure that one copy of the packing list is enclosed in each case.

### **23. ARBITRATION:**

If at any time any question, dispute or difference whatsoever shall arise between the purchaser and the Contractor upon or in connection with this Contract, either party may forthwith give to the other notice in writing of the existence of such question, dispute or difference and the same shall be referred to the adjudication of two arbitrators, one to be nominated by purchaser, other by a Contractor and in the event of any difference of opinion, the arbitrators will refer the matter to the umpire. The arbitration shall be conducted in accordance with the rules and procedure for arbitration of the International Chamber of Commerce at Paris. The expenses of the arbitrators and umpire shall be paid as may be determined by them. However, the venue of such arbitration should be in India.

### **24. LANGUAGE AND MEASURES:**

All documents pertaining to the Contract including specification, schedule, notice, correspondence, operating and maintenance instructions, drawings or any other writings shall be written in English language. The metric system of measurement shall be used exclusively in the Contract.

### **25. INDEMNITY:**

The Contractor shall warrant and be deemed to have warranted that all Stores supplied against this Contract are free and clean of infringement of any patent, copyright or trade mark and shall at all times indemnify the purchaser against all claims which may be made in respect of stores for infringement of any right protected by Patent, Registration of design or Trade Mark, and shall take all risk of accident or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the Contract.

### **26. COUNTER TERMS AND CONDITIONS OF SUPPLIERS:**

Where counter terms and conditions/printed or cyclostyled conditions have been offered by the supplier, the same shall not be deemed to have been accepted by the purchaser unless specific written acceptance thereof is obtained.

### **27. SECURITY INTEREST:**

On each item to be delivered under this Contract, including an item of work in progress in respect of which payments have been made in accordance with the terms of the Contract, purchaser shall have a security interest in such items which shall be deemed to be released only at the time when the applicable deliverable item is finally accepted and delivered to the purchaser in accordance with the terms of the Contract. Such security interest of the purchaser shall constitute a prior charge

as against any other charge or interest created in respect of such items by any entity.

## **28. BANK CHARGES:**

While the purchaser shall bear the bank charge payable to his Bankers (State Bank of India), the Contractor shall bear the Bank charges payable to his Bankers including the cheques towards advising amendment commissions.

## **29. TRAINING:**

The Contractor shall, if required by the purchaser, provide facilities for the practical training of Purchaser's engineering / technical personnel from India and for their active association on the manufacturing processes throughout the manufacturing period of the Contract / stores, number of such personnel to be mutually agreed upon.

## **30. APPLICABLE LAW:**

The Contract shall be interpreted, construed and governed by the laws of India.

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### **ADDITIONAL TERMS & CONDITIONS TO TENDER ENQUIRY**

1. Offers should be sent to the following address in a sealed cover duly superscribing the Tender Enquiry number and due date on the cover. Separate covers should be used for submitting offers against different Tender Enquiries.

Purchase & Stores Officer, Tender Section  
Satish Dhawan Space Centre - SHAR  
Sriharikota - 524 124, Nellore Dt. A.P. India  
Phone No. 91-(0)8623-225023 & 225174  
Fax No. 91-(0)8623-225170

The Tenders received on or before the due date will only be considered as valid tenders. In case of two-part tenders, parties should send their offers as follows:-

- 3) Part-I – Techno-commercial Bid in a sealed cover  
(no price details should be mentioned in this bid)
- 4) Part-II – Price Bid in a sealed cover

These two sealed covers shall be kept in a separate cover duly super-scribing tender No., Due Date and time and sent to the tender cell as per the details given above. Fax/email offers will not be accepted. The Offers submitted contrary to above instructions will be liable for rejection.

2. In case the tenderer is not interested to participate in the tender, the tenderer should send a regret letter giving reasons, failing which future enquiries will not be sent.
3. Offer Validity: The validity of the offers / tenders should be 90 days (in case of single part tender) and 120 days (in case two part tender) from the date of opening of the tenders. Tenders shorter than offer validity mentioned above will not be considered for evaluation.

1. **IGST:**

### **CGST/SGST - Intra State**

Ministry of Finance, Dept.of Revenue Notification No.45/2017- Central Tax (Rate) dated 14.11.2017 and Government of Andhra Pradesh Goods and Service Tax Act, 2017 (Act No.16 of 2017), G.O.MS.No.599, Dtd: 12.12.2017.

### **CGST/SGST - Inter State**

As per the Notification No.47/2017-Integrated Tax (Rate) Dt: 14.11.2017 issued by Ministry of Finance (Dept. of Revenue), SDSC SHAR is eligible to avail reduced rate of IGST @5% for the procurements made by the Dept. of Space (DOS) being a public Funded Research Institution. We will provide IGST exemption certificate.

2. **Customs Duty** - As per Notification No. 05/2018 CUSTOMS Dtd. 25.01.2018 ISRO is eligible to pay reduced rate of customs duty @ 10.775% (CD@5%+SURCHARGE@10%+IGST@5%). You please indicate whether your rate is inclusive of this Customs duty @ 10.775% or extra. <BR> (We will provide Customs Duty Exemption Certificate in case of Import Orders/ imported supplies/ High Sea Sales).

In case tenderers offering items considering customs duty exemption, they should also indicate the bill of materials and price, separately, with Customs Duty component and terms and conditions thereto.

3. **Advance Payment** - Wherever advance payment is requested, Bank Guarantee from any Nationalized Bank/Scheduled Bank should be furnished. In case of advance payments, if the party is not supplying the material within the delivery schedule, interest will be levied as per the Prime Lending Rate of RBI plus 2% penal interest. Interest will be loaded for advance payments/stage payments as per the prime lending rate of RBI and will be added to the landed cost for comparison purpose.
4. **Liquidated Damages** - In all cases, delivery schedule indicated in the Purchase Order/Contract is the essence of the contract and if the party fails to deliver the material within the delivery schedule, Liquidated Damages will be levied @ 0.5% per week or part thereof subject to a maximum of 10% of total order value.
5. **Performance Bank Guarantee** - Performance Bank Guarantee for 10% of the order value should be furnished in the form of Bank Guarantee from nationalized/scheduled bank or by Demand Draft valid till warranty period plus sixty days as claim period.
6. **Security Deposit** – Security Deposit for 10% of the order value is mandatory, if the ordered value is Rs.5.00 lakhs and above. Party should furnish the Security Deposit in the form of Bank Guarantee from nationalized/scheduled bank or by Demand Draft valid till completion of the contract period plus sixty days towards claim period for faithful execution of the contract.
7. **BANK GUARANTEE FOR FIM**: Supplier has to submit Bank guarantee for equal value of Free Issue of Materials (FIM) issued by the Department from Nationalised / Scheduled Bank valid till receipt and acceptance of supply and satisfactory accounting of FIM plus sixty days as claim period.
8. The delivery period mentioned in the tender enquiry, **IF ANY**, is with the stipulation that no credit will be given for earlier deliveries and offers with delivery beyond the period will be treated as unresponsive.
9. The Department will have the option to consider more than one source of supply and final orders will be given accordingly.
10. The bidders should note that conditional discounts would not have edge in the evaluation process of tenders.
11. Non-acceptance of any conditions wherever called for related to Guarantee/ Warranty, Performance Bank Guarantee, Security Deposit, Liquidated damages are liable for disqualification.

12. Wherever installation/ commissioning involved, the guarantee/warranty period should reckon only from the date of installation and commissioning.
13. **Purchase/Price Preference will be extended to the MSMEs under the Public Procurement Policy for MSMEs formulated under the Micro, Small and Medium Enterprises Development Act, 2006 and instructions issued by Government of India from time to time. Vendors who would like to avail the benefit of MSME should clearly mention the same and submit all the documentary evidences to substantiate their claim along with tender itself.**
14. The drawings, specifications, end use etc., given by the Centre/Unit along with the tender enquiry are confidential and shall not be disclosed to any third party.
15. **SPECIAL CONDITIONS FOR SUBMITTING QUOTATIONS IN FOREIGN CURRENCY BY THE INDIAN AGENTS**

The Tenderer should submit the following documents/information while quoting:-

- f) Foreign Principal's proforma invoice/quote indicating the commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent.
- g) Copy of Agency agreement with the Foreign Principal and the Indian Agent, precise relationship between them and their mutual interest in the business.
- h) Registration and item empanelment of the Indian Agent.
- i) Agency Commission will be paid only Indian Currency.
- j) Compliance of the tax laws by the Indian Agent.

16. **High Sea Sales** - Against High Sea Sale transactions:

- a. Offers shall be on all inclusive basis including delivery upto Sriharikota at the risk and cost of the supplier. Customs Clearance is the responsibility of the supplier and at his cost and risk.
- b. 100% payment will be made within 30 days after receipt and acceptance of the items at our site.
- c. Sales Tax is not applicable
- d. Customs Duty Exemption Certificate and other relevant documents required for Customs clearance will be provided.
- e. High Sea Sales Agreement furnished by the supplier in accordance with the terms and conditions of our purchase order will be signed and issued by SDSC-SHAR.

17. The following information/ documents are to be furnished wherever applicable.

6. Product Literature
7. Core banking account number of SBI, RTGS Details
8. PAN No. in quotation and invoices
9. Excise Duty, VAT, Service Tax Registration details.
10. in case of MSME, registration details / documents from Competent Authority.

18. **EXCLUSION OF TENDERS**

The following tenders shall be summarily rejected from the procurement process:-

- (p) Unsigned tenders.
- (q) Tenders without the required tender fees.
- (r) Tenders received from vendors who have not qualified in terms of their registration.
- (s) Tenders received against publishing of a limited tender in the CPP portal.
- (t) Tenders of vendors who have been removed from the vendor list or banned/debarred from



having business dealings.

- (u) Unsolicited tenders from vendors.
- (v) The tenders which materially depart from the requirements specified in the tender document or which contain false information.
- (w) The tenders which are not accompanied by the prescribed Earnest Money Deposit.
- (x) The tenders of vendors who have not agreed to furnish Security Deposit or Performance Bank Guarantee.
- (y) The validity of the tenders is shorter than the period specified in the tender enquiry.
- (z) The tenders received from vendors or their agents or anyone acting on their behalf, who have promised or given to any official of the Centre/Unit/Department, a gratification in any form, or anything of value, so as to unduly influence the procurement process.
- (aa) The tenders received from vendors, who, in the opinion of the Centre/Unit, have a conflict of interest materially affecting fair competition.
- (bb) The tenders received from Indian agents on behalf of their foreign Principals/OEMs (in cases where the Principals/OEMs also submit their tenders simultaneously for the same item/product in the same tender).
- (cc) In case two or more tenders are received from an Indian agent on behalf of more than one foreign Principal/OEM, in the same tender for the same item/product.
- (dd) If a firm quotes 'NIL' charges / consideration, the bid shall be treated as un-responsive and will not be considered.

## EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

The tenderer has to submit an Earnest Money Deposit (EMD) for **Rs. 5,00,000.00** in a single installment through Demand Draft (DD)/Banker's Cheque/ Fixed Deposit Receipts or Bank Guarantee from any of the Scheduled Banks executed on non-judicial stamp paper of appropriate value. In case of Bank Guarantee, it shall be valid for a period of 90 days beyond the final tender validity date. It shall be taken in favour of Sr. Accounts Officer, SDSC SHAR payable at State Bank of India, Sriharikota branch. Any tender not accompanied with EMD shall be treated as invalid tender and rejected.

Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies, Micro and Small Enterprises, KVIC, National Small Industries Corporation, etc., shall be exempt from the payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary documentary proof.

EMD of a vendor shall be forfeited if the tenderer/Contractor withdraws or amends his tender or deviates from the tender in any respect within the period of validity of the tender. Failure to furnish security deposit/performance bond by a successful vendor within the specified period shall also result in forfeiture of EMD.

EMD shall be refunded to all the unsuccessful vendors within thirty days after placement of the Purchase Order. EMD shall be refunded to the successful tenderer/Contractor after payment of the Security Deposit or may be adjusted against the Security Deposit. EMD shall be refunded to all the participants in cases where the tender is cancelled or withdrawn by the Centre/Unit, within thirty days from the date of such cancellation or withdrawal.

**COMPLIANCE STATEMENT FOR COMMERCIAL TERMS**

Sl. No.	Description (Commercial terms & conditions)	Compliance to Col. (2) [YES/NO]	If 'NO' Specify deviations explicitly	Remarks
(1)	(2)	(3)	(4)	(5)
21.	P & F charges, if any, please mention percentage/amount.  <b>Please note that in case of Two part tenders, only percentage should be mentioned otherwise those offers shall be summarily rejected.</b>			
22.	Please mention your GST registration details GST No. for SHAR-GSTIN: <b>37AAAGS1366J1Z1</b>			
23.	In case of Specific Brand items, Please provide Authorization certificate from OEM.			
24.	<b><u>CGST/SGST - Intra State</u></b> Ministry of Finance, Dept.of Revenue Notification No.45/2017-Central Tax (Rate) dated 14.11.2017 and Government of Andhra pradesh Goods and Service Tax Act, 2017 (Act No.16 of 2017), G.O.MS.No.599, Dtd: 12.12.2017. <b><u>CGST/SGST - Inter State</u></b> As per the Notification No.47/2017-Integrated Tax (Rate) Dt: 14.11.2017 issued by Ministry of Finance (Dept. of Revenue), SDSC SHAR is eligible to avail reduced rate of IGST @5% for the procurements made by the Dept. of Space (DOS) being a public Funded Research Institution. We will provide IGST exemption certificate.			
25.	Customs Duty: As per Notification No. 05/2018 CUSTOMS Dtd. 25.01.2018 ISRO is eligible to pay reduced rate of customs duty @ 10.775% (CD@5%+SURCHARGE @ 10% + IGST@5%). You please indicate whether your rate is inclusive of this Customs duty @ 10.775% or extra.   (We will provide Customs Duty Exemption Certificate in case of Import Orders/ imported supplies/ High Sea Sales).			
26.	Installation Charges, if any, (Please mention the percentage / amount).  <b>Please note that in case of Two part tenders, only percentage should be mentioned otherwise those offers shall be summarily rejected.</b>			
27.	<b>Delivery Term :-</b> <ul style="list-style-type: none"><li>• FOR : SDSC SRIHARIKOTA/SULLURUPETA</li><li>• In case of Foreign orders, FOB or FCA or EX-</li></ul>			

	WORKS			
28.	Freight charges, if any. If 'YES' please mention the percentage / amount.  <b>Please note that in case of Two part tenders, only percentage should be mentioned otherwise those offers shall be summarily rejected.</b>			
29.	Delivery Period			
30.	<b>Payment Term :-</b>  (a) 100% payment shall be made through RTGS within 30 days of receipt and acceptance of the item at our site.  (b) In case of Foreign orders, Payment term shall be SIGHT DRAFT / 80% BY IRREVOCABLE LETTER OF CREDIT AND BALANCE 20% BY WIRE TRANSFER AFTER RECEIPT & ACCEPTANCE OF THE ORDERED ITEM.			
31.	<b>Liquidated Damages (LD) :-</b> Since delivery is the essence of this order, LD @ 0.5% per week or part thereof subject to a maximum of 10% of the order value for the delayed period of supply.			
32.	<b>Warranty :-</b> Warranty for the offered item shall be from the date of installation/acceptance of the item at our site for a minimum period of one year or specified in the tender document.			
33.	<b>Performance Bank Guarantee (PBG) :-</b>  You have to submit a PBG from a Nationalised / Scheduled Bank for 10% of the order value at the time of supply valid till the completion of warranty period plus 60 days towards claim period.  OR  10% OF THE ORDER VALUE SHALL BE HOLD TILL THE COMPLETION OF WARRANTY PERIOD.			
34.	<b>Security Deposit (SD) :-</b>  10% value of the order shall be deposited with SDSC within 10 days from the date of the Purchase Order towards security deposit in the form of Bank Guarantee towards performance of the Contract valid till completion of the contract period plus sixty days towards claim period. (This will be returned by SDSC immediately on execution of the order satisfactorily as per order terms. If not, the amount will be forfeited).			
35.	In case, if parties are unable to provide two separate BGs, i.e., one for SD & one for PBG, they can submit a combined BG for SD &			

	PBG for 10% of the Order value valid till the completion of total contractual obligation (i.e., Supply period + warranty period + 60 days). Please confirm.			
36.	Please specify whether you are a MSME if so please furnish the documentary evidence along with your offer. Vendors may please note that MSMEs are not exempted from the submission of security deposit.			
37.	<b>Insurance :-</b> Being a Govt. Of India Dept., Insurance is not required at our cost. Please ensure the safe delivery of the ordered item with proper transport worthy packing.			
38.	<b>Validity of Offer :-</b> The validity of the offers / tenders should be 90 days (in case of single part tender) and 120 days (in case two part tender) from the date of opening of the tenders. Tenders shorter than offer validity mentioned above will not be considered for evaluation.			
39.	In case of foreign orders, please specify whether any Export clearance is required.			
40.	<b>Special conditions against Indian Agents submitting quotations in Foreign Currency.</b>			
	(d) Foreign Principal's proforma invoice indicating the commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent.			
	(e) Copy of Agency agreement with the Foreign Principal, precise relationship between them and their mutual interest in the business.			
	(f) The enlistment of the Indian Agent with Director-General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.			