



सीएसआईआर-प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान, भोपाल

CSIR-ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE

होशंगाबाद रोड, हबीबगंज नाका के पास

Hoshangabad Road, Near Habibganj Naka

भोपाल(म.प्र.) / Bhopal(M.P.) – 462026

Ref. No.2(107)/AMPRI/GEN/25-26

तारीख Date:28.11.2025

सीलबंद बिड जमा करने की अंतिम तिथि और समय: **04.12.2025 (upto 11.00am)**

Last Date and time for submission of Sealed Bids: As above

सीलबंद बिड (तकनीकी ) खोलने की तिथि एवं समय: **04.12.2025 (01.00pm)**

Date and time for opening of Sealed Bid( Technical ) : As above

निविदा निमंत्रण दस्तावेज ई-पब्लिश -खुली निविदा /

BID INVITATION DOCUMENTS –E Publish -Open Tender

सीएसआईआर-प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान, भोपाल वैज्ञानिक एवं औद्योगिक अनुसंधान परिषद, नई दिल्ली भारत सरकार द्वारा वित्त पोषित राष्ट्रीय ख्याति का एक अनुसंधान एवं विकास संस्थान है। CSIR-ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE ,BHOPAL is an R&D establishment of national repute under the aegis of Council of Scientific & Industrial Research, New Delhi, funded by Govt. of India.

- निदेशक, सीएसआईआर- प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान, भोपाल -462026 'क्रेता', सेवा प्रदाता से सीलबंद कोटेशन/बोलियां आमंत्रित करते हैं। Director, CSIR-ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE ,Bhopal-462026 herein after called as the 'Purchaser' invites sealed bids from Service Provider, for providing the following services.
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### CHAPTER – 1

1	कार्य/सेवाओं के लिए विवरण/निविदा विवरण Description / Tender Details for Work/Services	इवेंट मैनेजमेंट सर्विसेस हेतु फर्म/एजेंसी हायरिंग / Hiring of Firm / Agency for Event Management services दिनांक को 10.12.2025 से 11.12.2025 हेतु / For the period Dated 10.12.2025 to 11.12.2025 (Detailed services as per Scope of Work as per Chapter 4)
2	बिड का प्रकार / Type of Bid –	<u>खुली निविदा-द्विबोली प्रणाली/ Open Tender - Two Bid System</u> (Technical & Price Bid in two separate sealed cover and both to be submitted in one big sealed cover ) – (QCBS प्रणाली मूल्यांकन)
3	बिड सिक्यूरिटी / Bid Security -	बिड-सेक्योरिंग (सिक्यूरिटी) घोषणा - इसे बिड के साथ प्रस्तुत करना अनिवार्य है। Bid-Securing(Security) Declaration – must be submitted with bid.
4	निष्पादन सुरक्षा Performance Security	कॉन्ट्रैक्ट मूल्य का 05 % of Contract Value

5	<p>कृपया अपना सीलबंद प्रस्ताव/कोटेशन/बोलों सामान्य अनुभाग सीएसआईआर- एम्प्री, होशंगाबाद रोड, भोपाल में वितरित/जमा करें।          Kindly deliver/submit your sealed offer / quotation / bid at General Section, CSIR-AMPRI, Hoshangabad Road, Bhopal .</p> <ul style="list-style-type: none"> <li><u>Bidder's responsibility to ensure that sealed quotation should be submitted at designated place on or before scheduled time as per tender at General Section.</u></li> </ul> <p>बाहरी और भीतरी लिफाफे पर पता अवश्य लिखा होना चाहिए:-          Address on outer &amp; inner envelopes should be super scribed : -</p> <p>i)सेवा में,निदेशक, सीएसआईआर-एम्प्री, भोपाल / To Director, CSIR-AMPRI,Bhopal</p> <p>ii) कोटेशन जमा करने की तारीख:Quotation submission date:</p> <p>iii)कोटेशन खुलने की तारीख: Quotation Opening date :</p> <p>iv)सेवाओं का नाम: Name of Services :</p> <p>v)निविदा संदर्भ संख्या: Tender Enquiry Reference No. :</p>
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#### **नोट /Note ::**

क) कृपया ध्यान दें :बिड जमा करने पर यह माना जाएगा कि बिडर ने पूरी निविदा पढ़ ली है, और समझ ली है और विशेष निविदा प्रक्रिया में कोई और प्रश्न/संदेह नहीं है। Please note :that the submission of bid shall be presumed that the bidder have gone through, read out & understood the tender in total and there is no further query / doubt in the particular tendering process.

ख) सभी पत्राचार केवल निदेशक, सीएसआईआर-एम्प्री , भोपाल को संबोधित किया जाना चाहिए।

All correspondence must be addressed to Director, CSIR-AMPRI, BHOPAL only.

Sd/-

अनुभाग अधिकारी (सा.)/Section Officer (G.)  
 निदेशक, सीएसआईआर-एम्प्री, भोपाल 462026 के लिए  
 For Director, CSIR-AMPRI,BHOPAL 462026

## CHAPTER :- 2 : नियम एवं शर्तें / TERMS & CONDITIONS:-

1.	<p>कोटेशन की स्वीकृति निदेशक, सीएसआईआर-एम्प्री, भोपाल 462026 के सक्षम प्राधिकारी के पास होगी, जो सबसे कम कोटेशन को स्वीकार करने के लिए बाध्य नहीं है और प्राप्त किसी भी या सभी कोटेशन को अस्वीकार करने, या आंशिक रूप से स्वीकार करने का अधिकार अपने पास सुरक्षित रखता है।</p> <p>The acceptance of the quotation will rest with the competent authority of Director, CSIR-AMPRI,BHOPAL 462026 , who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.</p>												
2.	<p><b>बिड की वैधता कोटेशन खुलने की तारीख से न्यूनतम 90 दिनों की होनी चाहिए।</b>Bid validity should be minimum period of 90 days from the date of opening of the quotation.</p>												
3.	<p><b><u>भारत के साथ भूमि सीमा साझा करने वाले देश के बोली लगाने वाले से खरीद पर प्रतिबंध/Restrictions on procurement from a bidder of a country which shares a land border with India</u></b></p> <p>As per GOI, Ministry of Finance, Department of expenditure, Public Procurement Division Order (Public Procurement Order No.1) dated 23<sup>rd</sup> July 2020, any bidder from a country which shares a land border with India will be eligible to bid in the procurement only if the bidder is registered with the Competent authority specified in Annexure I of the Order. A certificate shall be submitted by the bidder offering bid for the subject procurement stating that, “the bidder is not sharing a land border with India, or the bidder offering bid for the subject procurement is sharing a land border with India and is registered with the Competent Authority as specified in Annexure I of the GOI, Ministry of Finance, Department of expenditure, Public Procurement Division Order (Public Procurement Order No.1) dated 23<sup>rd</sup> July 2020. Documentary proof of registration should be enclosed alongwith the bid.</p>												
4.	<p><b>अनुबंध का उल्लंघन एवं दंड Breach of Contract and Penalties</b></p> <p>(i) Breach of SLA is defined as performance lower than requisite performance in this agreement.</p> <p>(ii) Penalties will be levied on the service provider, for the violation of Service Level Agreement of the contract as mentioned below:</p> <table><tr><th>Sr. No</th><th>Particulars</th><th>Financial Implications</th></tr><tr><td>1</td><td>Delay in carrying out event as Per Schedule  e.g. delay of an event by few hours or arrangements for the event not done for the day/time decided by the buyer</td><td>Buyer can use the clause of Failure to Deliver Service and forfeit PBG for such cases (buyer can check 24 Hours prior to the Scheduled Event)</td></tr><tr><td>2</td><td>Non-delivery of any milestone/deliverable as per scope of work. e.g. – non-delivery of the seating arrangement as per the requirement of the buyer</td><td>1<sup>st</sup> instance – 0.05% of the contract value 2<sup>nd</sup> instance – 0.1% of contract 3<sup>rd</sup> instance – 0.2% of contract</td></tr><tr><td>3</td><td>Non deployment of total manpower mentioned in the contract as per the Schedule</td><td>0.5% of overall contract value for every week of delay in deployment of manpower or every day of the event/duration of event</td></tr></table>	Sr. No	Particulars	Financial Implications	1	Delay in carrying out event as Per Schedule  e.g. delay of an event by few hours or arrangements for the event not done for the day/time decided by the buyer	Buyer can use the clause of Failure to Deliver Service and forfeit PBG for such cases (buyer can check 24 Hours prior to the Scheduled Event)	2	Non-delivery of any milestone/deliverable as per scope of work. e.g. – non-delivery of the seating arrangement as per the requirement of the buyer	1 <sup>st</sup> instance – 0.05% of the contract value 2 <sup>nd</sup> instance – 0.1% of contract 3 <sup>rd</sup> instance – 0.2% of contract	3	Non deployment of total manpower mentioned in the contract as per the Schedule	0.5% of overall contract value for every week of delay in deployment of manpower or every day of the event/duration of event
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4	If the employee of service provider is found responsible for disobedience/ misconduct or has misbehaved in any manner or resorted to any violent behaviour etc. with the employees of buyer organisation or other employees of service provider	1 <sup>st</sup> instance – 0.05% of contract 2 <sup>nd</sup> instance – 0.1% of contract 3 <sup>rd</sup> instance – 0.2% of contract
5	If cumulative penalties reach 10% of the contract value	Termination of contract

6. The case of poor quality/ stale, or spoiled food is served then --- **A straight 10% penalty shall be deducted from the contractor bill including the forfeiture of the performance security deposit and debarment from further bidding in CSIR/CSIR-AMPRI, Bhopal after following the procedure given in the DoE OM No. F./1/20/2018-PPD dated 02/11/2021 regarding this issues.**

5.	<del>भुगतान अवधि: अध्याय 3 के अनुसार। कृपया आरटीजीएस भुगतान के लिए अपने बैंक विवरण सूचित करें।Payment Term : As per Chapter 3 . Please inform your Bank details for RTGS payment.</del>
6.	सभी विवादों का निपटारा क्षेत्राधिकार भोपाल म.प्र. की अदालतों में किया जाएगा। All disputes shall be settled in the courts of Bhopal M.P. Jurisdiction only.
7.	<p>विवाद निपटान तंत्र/मध्यस्थता प्रक्रिया इस प्रकार समाप्त की जाएगी:The dispute settlement mechanism/arbitration proceedings shall be concluded as under:</p> <p><b><u>“ARBITRATION</u></b></p> <ol style="list-style-type: none"> <li>1. In the event of any question /dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.</li> <li>2. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and /or directions, as may be required.</li> <li>3. Subject to the aforesaid provision, the arbitration and conciliation act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.”</li> </ol>
8.	<p>As per Govt. of India procurement policies,Purchase preference, eligibility of bidders and other conditions will be as prescribed in DIPP Order No. P-45021/2/2017-PP (BE-II) dated 4<sup>th</sup> June 2020 16<sup>th</sup> September 2020. Bidders should mandatorily indicate whether they are under class I or class II local supplier. Non-local suppliers cannot participate in any of the tenders upto 200 crores.</p> <p># Local supplier means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed in DIPP Order No. 45021/2/2017-PP (BE-II) dated 4<sup>th</sup> June 2020 and 16<sup>th</sup> September 2020 or by the competent Ministries / Departments in pursuance of this order.</p> <p>“Local content “ means the amount of value added in India which shall unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured ( excluding net domestic indirect taxes) minus the value of imported content in the item ( including all customs duties ) as a proportion of the total value, in percent.</p>

9.	<p><b>खरीद प्राथमिकता नीतियाँ / Purchase Preference Policies</b></p> <p>The purchaser intends to give product reservation/purchase preference/price preference in Line with current Govt. of India procurement policies to help inclusive national economic growth by providing long term support to Small and Medium enterprises (SMEs) and disadvantaged sections of the society and to address environmental concerns along with preferential market access in govt. procurements. Bidders desirous of submitting their bids in accordance with the Make in India Policy of GOI must submit an Affidavit of self Certification regarding minimum local content as per the format enclosed with the bidding document.</p> <p>For the above purpose, Class-I/Class-II local supplier means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 4<sup>th</sup> June 2020 and revised DIPP Order dated 16.09.2020 or by the competent Ministries/Departments in pursuance of this order and local content means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.</p>
10.	<p><b>उचित कार्रवाई की जा सकती है, यदि:</b> Appropriate action can be taken, if :</p> <p>(a) If a Bidder withdraws or amends or modifies or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or</p> <p>(b) In case of a successful Bidder, if the Bidder fails to furnish order acceptance.</p>
11.	<p><b>बोलियों की वैधता की अवधि Period of Validity of Bids</b></p> <ol style="list-style-type: none"> <li>1. Bids shall remain valid for minimum of <b>90</b> days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.</li> <li>2. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (by post, fax or e-mail). The bid security (if any) provided shall also be suitably extended failing which the bid would be summarily ignored. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.</li> <li>3. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.</li> </ol>

12.	<p><b>बिड को खोलना और उनका मूल्यांकन करना Opening and Evaluation of Bids</b></p> <p>1. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day. If In two-part bidding, the financial bid shall be opened only after technical evaluation.</p>
13.	<p><b>गोपनीयता Confidentiality</b></p> <p>1. Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.</p> <p>2. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.</p>
14	<p><b>प्रारम्भिक जाँच Preliminary Examination</b></p> <p>1. The Purchaser shall examine the bids to confirm that all documents and technical documentation requested Tender have been provided, and to determine the completeness of each document submitted.</p> <p>2. The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.</p> <p>a) <del>Bid Form and Price Schedule, in accordance with Tender ;</del></p> <p>b) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements, are to be treated as unresponsive and ignored. The following are some of the important points, for which a tender may be declared as unresponsive and to be ignored, during the initial scrutiny:</p> <p>(i) The Bid is unsigned</p> <p>(ii) The Bidder is not eligible.</p> <p>(iii) The Bid validity is shorter than the required period.</p> <p>(iv) <del>The Bidder has quoted for Services / goods — render/ manufactured by a different firm without the required authority letter from the proposed Service provider manufacturer.</del></p> <p>(v) Bidder has not agreed to give the required performance security or has not furnished the bid security(If any).</p> <p>(vi) The services quoted are sub-standard, not meeting the required specification, etc.</p> <p>(vii) Against the schedule of Requirement (incorporated in the tender enquiry), the bidder has not quoted for the entire requirement as specified in that schedule.</p> <p>(viii) The bidder has not agreed to some essential condition(s) incorporated in the tender enquiry.</p>
15	<p><b>बिड की प्रभाव्यता / Responsiveness of Bids</b></p> <p>1. Prior to the detailed evaluation, the purchaser will determine the substantial</p>



	<p>responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without deviations, reservations or omissions. A deviation, reservation or omission is one that:</p> <ul style="list-style-type: none"> <li>(a) Affects in any substantial way the scope, quality, or performance of the /Services specified in the Contract; or</li> <li>(b) Limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or</li> <li>(a) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.</li> </ul> <p>2. The purchasers' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.</p> <p>3. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the any deviation, reservation or omission.</p> <p>4. If a bidder quotes Nil Charges/consideration, the bid shall be treated as unresponsive and will not be considered.</p> <p>5. The contract will be awarded to the <b>QCBS</b> evaluated responsive/eligible bidder.</p>
16	<p><b><u>Non-Conformity, Error and Omission</u></b></p> <ul style="list-style-type: none"> <li>1. Provided that a Bid is substantially responsive, the Purchaser may waive any nonconformities or omissions in the Bid that do not constitute a material deviation.</li> <li>2. Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</li> <li>3. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis: <ul style="list-style-type: none"> <li>(a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>(c ) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</li> </ul> </li> <li>4. Provided that a bid is substantially responsive, the purchaser may request that a bidder may confirm the correctness of arithmetic errors as done by the purchaser within a target date. In case, no reply is received then the bid submitted shall be ignored and its Bid Security may be forfeited.</li> </ul>



17	<b>नियम एवं शर्तों की जांच, तकनीकी मूल्यांकन Examination of Terms &amp; Conditions, Technical Evaluation</b>
	<p>01.The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the Tender have been accepted by the Bidder without any deviation or reservation.</p> <p>2.The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with Tender, to confirm that all requirements specified in Schedule of Requirements/Scope of Work of the Bidding Documents have been met without any deviation or reservation.</p> <p>3.If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with Tender, it shall reject the Bid.</p>

18	<p>विभिन्न प्रकार की खरीद के लिए श्रेणी-I स्थानीय आपूर्तिकर्ता/श्रेणी-II स्थानीय आपूर्तिकर्ता/गैर-स्थानीय आपूर्तिकर्ताओं की पात्रता। Eligibility of Class -I local supplier/ Class-II local supplier / Non-local suppliers for different type of procurements.</p> <p>a) In procurement of all goods, services in respect of which the Nodal Ministry /Department has communicated that there is sufficient local capacity and local competition, only Class-I local supplier as defined under the Public Procurement (Preference to Make in India) Order 2017- Revision dated 4<sup>th</sup> June 2020 and revised on 16<sup>th</sup> September 2020, shall be eligible to bid irrespective of purchase value.</p> <p>b) Only Class-I local supplier and Class-II local supplier as defined under the Order shall be eligible to bid, except when Global tender enquiry has been issued. In global tender enquiries, Non-local suppliers shall also be eligible to bid along with Class-I local suppliers and Class-II local suppliers in procurement of all goods, services not covered by para a) above and with estimated value of purchases less than Rs.200 crore.</p>
19.	<p><b>खरीद प्राथमिकता</b></p> <p>सार्वजनिक खरीद (मेक इन इंडिया को प्राथमिकता) आदेश 2017 के प्रावधानों के अधीन – संशोधन दिनांक 4 जून 2020 और संशोधन दिनांक 16 सितंबर 2020 और नोडल मंत्रालय द्वारा जारी किए गए किसी भी विशिष्ट निर्देश या इस आदेश के अनुसरण में, खरीद प्राथमिकता दी जाएगी यहां निर्दिष्ट मामले में खरीद इकाई द्वारा की गई खरीद में क्लास- I स्थानीय आपूर्तिकर्ता को:</p> <p><b>Purchase Preference</b> Subject to the provision of Public Procurement (Preference to Make in India) Order 2017- Revision dated 4<sup>th</sup> June 2020 and revision dated 16<sup>th</sup> September 2020 and to any specific instructions issued by the Nodal Ministry or in pursuance of this order, purchase preference shall be given to Class-I local supplier in procurements undertaken by procuring entity in the matter specified hereunder:</p> <p><b>Purchase Preference In case of MSE- ( *The tendered services are not divisible/splitable)</b></p> <p>01. In tender, where the items are divisible, the participating Micro and Small Enterprises (MSE) quoting price within price band of L1+15 (fifteen) per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 25 (twenty five) per cent of total tendered value. The 25 (twenty five) per cent quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band.</p> <p>02. Within this 25% (Twenty five Percent) quantity, a purchase preference of 20 (twenty) per cent out of 25 (twenty five) per cent is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L1 price). Further, out of the total annual procurement from the MSEs, (3%) three percent from within the 25% target shall be earmarked for procurement from MSEs owned by women. Provided that, in the event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four per cent sub-target shall be met from other MSE. *In case the items are not divisible, then the MSE quoting price within price band L1 + 15% may be awarded for full/complete supply of total tendered quantity to MSE, considering the spirit of the policy for enhancing the Government procurement from MSEs.+</p> <p><b>Note : Services are not divisible</b></p>
20	<p><b>क्रेता से संपर्क करना:</b></p> <p>1. कोई भी बोलीदाता बोली खुलने के समय से लेकर अनुबंध दिए जाने तक अपनी बोली से संबंधित किसी भी मामले पर क्रेता से संपर्क नहीं करेगा।</p> <p>2. किसी बोलीदाता द्वारा बोली मूल्यांकन, बोली तुलना या अनुबंध पुरस्कार पर अपने निर्णयों में क्रेता को प्रभावित करने के किसी भी प्रयास के परिणामस्वरूप बोलीदाता की बोली को अस्वीकार कर दिया जा सकता है।</p> <p><b>Contacting the Purchaser :</b></p> <p>1. No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.</p> <p>2. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.</p>

1. In the absence of pre-qualification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the ~~lowest~~/QCBS evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the tender.
2. The determination will take into account the eligibility criteria listed in the bidding documents and will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Purchaser deems necessary and appropriate.

22	<p>किसी भी बोली को स्वीकार करने और किसी या सभी बोलियों को अस्वीकार करने का क्रेता का अधिकार: क्रेता के पास किसी भी बोली को स्वीकार या अस्वीकार करने और बोली प्रक्रिया को रद्द करने का अधिकार सुरक्षित है अनुबंध प्रदान करने से पहले किसी भी समय सभी बोलियों को अस्वीकार कर दें, बिना किसी दायित्व के प्रभावित बोलीदाता या बोलीदाता।</p> <p><b>Purchaser's right to accept Any Bid and to reject any or All Bids</b></p> <p>The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.</p>
23	<p><b><u>अवार्ड ऑफ़ कॉन्ट्रैक्ट / AWARD OF CONTRACT</u></b></p> <p><b>A. Negotiations</b></p> <p>Normally, there shall not be any negotiation. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the QCBS(highest marks ) evaluated responsive bidder. Counter offers tantamount to negotiations and shall be treated at par with negotiations in the case of one time purchases.</p> <p><b>B. Award Criteria</b></p> <p>The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the QCBS(highest marks ) evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.</p>
24	<p><b><u>अनुबंध हस्ताक्षर/Signing of Contract</u></b></p> <p>1. Promptly after notification(if any), the Purchaser shall send the successful Bidder the Agreement/Work Order.</p> <p><b><u>Order Acceptance</u></b></p> <p>1. The successful bidder should submit Order acceptance and start the services / work on or before stipulated time from the date of issue of order/signing of contract, failing which it shall be presumed that the vendor is not interested and appropriate action can be taken as per Bid Security Declaration submitted by the bidder.</p> <p>2. The order confirmation must be received. However, the Purchaser has the powers to extend the time frame for submission of order acceptance beyond the original date. Even after extension of time, if the order confirmation is not received, the contract is liable to be cancelled and appropriate action can be taken as per terms &amp; condition of the Tender.</p>
25	<p>Service provider's responsibility to take care of all safety, security of their representatives ,their appliances/equipment's/materials and the property of this Institute.</p>

26	<p><b>परफॉर्मंस सिक्यूरिटी / Performance Security-</b></p> <p>41.1 The Supplier shall furnish performance security (PS) as per amount/percent specified in Tender, PS shall remain valid till 60 days after the period of contractual obligations.</p> <p>41.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>41.3 The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India.</p> <p>41.4 The Performance security shall be in one of the following forms:</p> <ul style="list-style-type: none"> <li>(a) A Bank guarantee issued by a commercial bank located in India in the form provided in the bidding documents. Or</li> <li>(b) A Account Payee demand draft in favour of the Director, CSIR-AMPRI,BHOPAL Or,</li> <li>(c) A Fixed Deposit Receipt pledged in favour of the Director, CSIR-AMPRI,BHOPAL Or,</li> <li>(d) RTGS /NEFT in favour of Director, CSIR-AMPRI,BHOPAL.</li> </ul> <p>41.5 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the service provider's performance obligations+60 days, without levy of any interest.</p> <p>41.6 In the event of any contract amendment, the supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter.</p> <p>41.7 The performance security must be received before execution of services/work as per Tender. However, the Purchaser has the powers to extend the time frame for submission of Performance Security (PS). Even after extension of time, if the PS is not received, the contract is liable to be cancelled and appropriate action can be taken against service provider as mentioned in Bid.</p> <p><b>41.8 Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.</b></p>
27	<p><b><u>Force Majeure</u></b></p> <p>1. Notwithstanding the provisions of relating to extension of time, Penalty and Termination for Default the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>2. For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the service provider shall continue to perform its obligations under the</p>

	<p>Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p> <p>4.If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.</p>
28	<p><b>Termination for Default</b></p> <p>28.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part</p> <p>(a) If the Supplier fails to complete any or all of the work/services as per the scheduled period/ the period(s) specified in the contract, or within any extension thereof granted by the Purchaser.</p> <p>(b) If the Supplier fails to perform any obligation(s) under the Contract the purchaser may impose penalty as mentioned in penalty clause and/or may terminate the contract by giving one month notice to the contractor.</p> <p>(c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices etc as defined in Tender on code of integrity in competing for or in executing the Contract.</p> <p>28.2 In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action:</p> <p>(a) The Performance Security is to be forfeited;</p> <p>(b) The purchaser may procure services, upon such terms and in such manner as it deems appropriate, similar to those services, and the supplier shall be liable for all available actions.</p> <p>(c) However, the supplier shall continue to perform the contract to the extent not terminated.</p>
29	<p>Contract duration shall be for the period of Two years. However initially agreement shall be done for the period of one year and Contract can be extended for another one year with same rate, terms and conditions, in case of satisfactory services provided by the service provider during contract period with mutual consent.</p>
30	<p>सेवा प्रदान करते समय सेवा प्रदाता को सरकारी निकायों के सभी नियमों और विनियमों का पालन करना होगा।Service provide has to comply all rules and regulation of Govt bodies while providing services.</p>
31	<p>The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.</p>

अनुभाग अधिकारी (सा.)/Section Officer (G.)  
निदेशक, सीएसआईआर-एम्प्री, भोपाल 462026 के लिए  
For Director, CSIR-AMPRI,BHOPAL 462026

### अध्याय / CHAPTER 3

#### Schedule of Requirements

1	सेवाओं का वर्णन Description of Services	(टेंडर के अनुसार) (As PER TENDER)
2	Period for completion of Work /Services from the date of receipt of Award of Contract as per Tender Enquiry scheduled date	सेवाओं को दिनांक 10.12.2025 से 11.12.2025 के दौरान किया जाना है
3.	परफॉरमेंस सिक्यूरिटी (डीडी/पीबीजी/एफडीआर) <b>Performance Security (DD/ PBG/FDR )</b>	कॉन्ट्रैक्ट वैल्यू के 05% of contract value
4.	सेवाओं / कार्य के लिए अंतिम गंतव्य Final Destination for services / work	सीएसआईआर-प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान, होशंगाबाद रोड, भोपाल 462026 (म.प्र.) <b>C.S.I.R. – Advanced Materials And Processes Research Institute, Hoshangabad Rd, Near Habibganj Naka, Bhopal -462026 (M.P.)</b>
5.	भुगतान की शर्त:- 100% भुगतान कार्य/सेवाओं के टेंडर के अनुसार संतोषजनक पूर्णता के पश्चात्, इनवॉइस, परफॉरमेंस सिक्यूरिटी (एक बार) को जमा करने और अंतिम उपयोगकर्ता द्वारा बिल भुगतान के लिए प्रमाणित करने के बाद किया जाएगा। Payment Term:- 100% Payment shall be made after satisfactory completion of the work/services as per tender, submission of Invoice, Performance Security (One time) and duly certified by the End User to make payment.	



## अध्याय /Chapter 4 Scope of Work

### *For the 9<sup>th</sup> National Science Teachers Workshop – Two Days Programme*

S. No.	Items	Qty
01	<b>Lunch buffet</b> for 300 participants for two days on 4 Serving counters ( details given below)	600 Nos= (300+300)
02	<b>High Tea</b> for 300 participants for 02 days on 4 Serving Counters (details given below)	600Nos= (300+300)
03	<b>Tea and cookies:</b> for 300 participants for 02 days on 4 Serving Counter (details given below)	600Nos= (300+300)
04	<b>VIP High Tea:</b> for 25 VIP for 02 days - details given below	50 Nos
05	<b>Side curtain Service:</b> side curtains to cover an area of 150ft X 60 ft, Chairs (250) and round Tables with cover (10), dustbins, carpet, arrangement for hand wash basins-02Nos, rectangular tables with cover (10) for two days.	-
06	<b>Stage Decoration:</b> 2 no's podium (4x2ft), Table (12X3 ft) & front stage(30X3ft), flower decoration for two days, Roses/Orchid and compatible flowers	-
07	<b>Bouquets:</b> Bouquets covering 15-20 flowers, types: Roses/Orchid and compatible flowers	30 Nos
08	<b>Certificate:</b> Digital multicolor Print A4 size: 200-250 GSM, (270 for participants and 70 for volunteers and committee), glossy paper	320 Nos
09	<b>IDs:</b> 1. ID Print -ID Cards customized designing and Printing on (12 to15)X(08-10) cm size, 300 GSM Paper, 2. Transparent ID Card holder compatible to a given size of ID 3. Printed Lanyard/rebin: size 02 cm width, (250 White/ Yellow colour & 70 Blue colours)	320 Nos
10	<b>Banner with stand</b> size (6ft long X 04 ft Height), star printing quality	3 Nos
11	<b>Standard ribbon badges</b> 1. 04 layered -30 nos, 2. 03 layered - 70 nos.	100 Nos
12	<b>Brochure</b> Digital multicolour Print 02-A3 folded to A4, both sides printing: 100-130 GSM, (total 08 pages)	300 Nos
13	<b>Customized Welcome Kit</b> (Button Folder, Spiral pad, Pen, Pencil, Sharpener, Eraser)  1. <b>Standard Button Folder-</b> Material: plastic material and a border with cloth, Size: for A4 Size and 02-inch width. (nearly 35X30X6 cm) Print: 25X15cm colour printing- (Logo and text) Colour: Preferably single colour (excluding black) 2. <b>Spiral note pad-</b> Pages: 60-80 pages (ruled pages) Size: nearly 21X14 cm Cover: Plastic(Front ) and paper(back) Colour: Preferably single colour (excluding black) Printing: 25X15cm colour printing- (Logo and text) 3. <b>Standard Pen –</b> Type: Ball pen with refill Color: Blue 4. <b>Standard Pencil</b> 5. <b>Standard Sharpener</b> 6. <b>Standard Eraser</b>	300 Nos

14	<b>Audio &amp; Video Recording:</b> Audio Video Recording & Editing: 02 working days (08 AM to 06 PM); MP4 format; in a Pendrive, FHD/4K quality,	
15	<b>Photography:</b> Photographs in JPEG/ JPG format, 02 working days (08 AM to 06 PM); Editing	

**Other arrangement: -**

**Hygiene and Safety:**

1. Ensure the food area is clean and hygienic.
2. Follow food safety guidelines and regulations.

**3. Food Preparation and Service:**

- a) Coordinate with the vendor for food preparation and timing.
- b) Ensure food is served hot and fresh.
- c) Monitor food quality and quantity.

**Guidelines for Catering Services :**

- ✓ The vendor will provide their own staff for catering/serving purposes.
- ✓ Catering staff must wear clean uniforms, headgear, and gloves while handling food.
- ✓ Strictly prohibit smoking, chewing tobacco, or consuming any similar products within the food preparation or service areas.
- ✓ Require designated handwashing stations with liquid soap and paper towels in food preparation areas. Stress that wearing gloves is not a substitute for proper and washing.
- ✓ The vendor will bring their own kitchen utensils, crockery, and glassware, which must be well-maintained.
- ✓ Old/used crockery in an unhealthy state will not be accepted.
- ✓ The vendor will not use cracked, chipped, or stained crockery.
- ✓ The vendor will provide good quality paper napkins during meal service.
- ✓ No stale or leftover food will be served.
- ✓ The vendor will use good quality cooking oils, Agmark masalas, and standard groceries.
- ✓ Specify that only branded, high-quality, and fresh ingredients with a valid expiration date must be used. Prohibit the use of unbranded or expired products.
- ✓ Staff deployed by the vendor must wear proper uniforms.
- ✓ The use of potable water for all food .
- ✓ Require an effective waste disposal system with separate, covered bins for food and non-food waste. Garbage should be removed frequently to prevent pest attraction and odors.
- ✓ The caterer is solely responsible for maintaining a clean, tidy, and dry kitchen and dining area. All surfaces, equipment, and utensils must be kept clean and sanitized.

### Details with schedule Menu for NSTW

<b>Day 1 – Dt. 10.12.2025</b>	
<b>Refreshment</b> Idli & Wada sambhar and chutney, Sweet	<b>300 people</b>
Refreshments for Guests: [Roasted Kaju, Roasted Badam, Roasted Pista, premium sweet, Nariyal Pani]	<b>25 people</b>
<b>Lunch Buffet</b> [Roti/puri, Dal Fry/ Dal Makhani, Mix Veg/ seasonal veg , Mutter Paneer/ Butter Paneer, Jeera Rice/Pulav, Salad, Raita, Papad, Achar, Gulab Jamun/ Rasgulla]	<b>300 people</b>
Light Tea-> Tea and Biscuits	<b>300 people</b>
Water cans for 24 hrs with manpower	
Water bottle (½ Ltr) for guests	100
<b>Day2 – Dt.11.12.2025</b>	
Light Tea-> Tea and Biscuits	<b>300 people</b>
<b>Lunch Buffet</b> [Roti/puri, Dal Fry/ Dal Makhani, Mix Veg/ seasonal veg Mutter Paneer/ Butter Paneer, Jeera Rice/Pulav, Salad, Raita, Papad, Achar, Sweet – Gajar Halwa/Gulab Jamun/ Rasgulla]	<b>300 people</b>
<b>Refreshment</b> Idli,& Wada sambhar and chutney, Sweet	<b>300 people</b>
<b>Serving:</b> tables, crockery, and manpower	
Water cans for full day 24 hrs with manpower	
Water bottle (½ Ltr) for guests	100
<b>Refreshments for Guests:</b> [Roasted Kaju, Roasted Badam, Roasted Pista, premium sweet , Nariyal Pani]	<b>25 people</b>

### **Criteria or Grounds for Summarily Rejection of offers**

1. Bid submitted is not valid for minimum period of 90 days from the date of opening of technical bid.
2. Late submission of bid.
3. Any conditional clause in quoted Bid which is not as per CSIR-AMPRI,BHOPAL 462026 tender.
4. Quoted offer is not as per CSIR-AMPRI,BHOPAL 462026 tender and there is deviation .
5. Bid is unsigned.
6. Bidder is not eligible.
7. The tenderer has not agreed to some essential condition(s) incorporated in the tender enquiry.

### **Points on which clarifications from suppliers can be sought**

1. Ambiguity in quoted bid
2. Ambiguity in commercial terms including payment terms. Necessary information/ documentation to rectify non-material non-conformities or omission in the bid related to Documentation requirement but non-related to any aspect of the price of the bids.
3. Non-submission of sufficient supporting Technical Literature / data.
4. Bid validity extension beyond 90 days, in case it is required by the institute.
5. Non-submission of any or all requisite formats as per tender.
6. Non-acceptance to payment terms mentioned in Tender Document.

**CHAPTER 5**

**PRICE SCHEDULE FORM ( Price Bid )**

S. No.	Items	Qty	Total Price Rs. ( Including all taxes, all other charges )
01	<b>Lunch buffet</b> for 300 participants for two days on 4 Serving counters (Menu as per Annexure-III)	600 Nos= (300+300)	Rs. _____
02	<b>High Tea</b> for 300 participants for 02 days on 4 Serving Counters (Menu and Schedule as per Annexure-III)	600Nos= (300+300)	Rs. _____
03	<b>Tea and cookies:</b> for 300 participants for 02 days on 4 Serving Counter (Menu and Schedule as per Annexure-III)	600Nos= (300+300)	Rs. _____
04	<b>VIP High Tea:</b> for 25 VIP for 02 days (Menu and Schedule as per Annexure-III)	50 Nos	Rs. _____
05	<b>Side curtain Service:</b> side curtains to cover an area of 150ft X 60 ft, Chairs (250) and round Tables with cover (10), dustbins, carpet, arrangement for hand wash basins-02Nos, rectangular tables with cover (10) for two days.	-	Rs. _____
06	<b>Stage Decoration:</b> 2 no's podium (4x2ft), Table (12X3 ft) & front stage(30X3ft), flower decoration for two days, Roses/Orchid and compatible flowers	-	Rs. _____
07	<b>Bouquets:</b> Bouquets covering 15-20 flowers, types: Roses/Orchid and compatible flowers	30 Nos	Rs. _____
08	<b>Certificate:</b> Digital multicolor Print A4 size: 200-250 GSM, (270 for participants and 70 for volunteers and committee), glossy paper	320 Nos	Rs. _____
09	<b>IDs:</b> 4. ID Print -ID Cards customized designing and Printing on (12 to15)X(08-10) cm size, 300 GSM Paper, 5. Transparent ID Card holder compatible to a given size of ID 6. Printed Lanyard/rebin: size 02 cm width, (250 White/ Yellow colour & 70 Blue colours)	320 Nos	Rs. _____
10	<b>Banner with stand</b> size (6ft long X 04 ft Height), star printing quality	3 Nos	Rs. _____
11	<b>Standard ribbon badges</b> 3. 04 layered -30 nos, 4. 03 layered - 70 nos.	100 Nos	Rs. _____
12	<b>Brochure</b> Digital multicolour Print 02-A3 folded to A4, both sides printing: 100-130 GSM, (total 08 pages)	300 Nos	Rs. _____

S. No.	Items	Qty	Total Price Rs. ( Including all taxes, all other charges )
13	<b>Customized Welcome Kit</b> (Button Folder, Spiral pad, Pen, Pencil, Sharpener, Eraser)  <b>7. Standard Button Folder-</b> Material: plastic material and a border with cloth, Size: for A4 Size and 02-inch width. (nearly 35X30X6 cm) Print: 25X15cm colour printing- (Logo and text) Colour: Preferably single colour (excluding black) <b>8. Spiral note pad-</b> Pages: 60-80 pages (ruled pages) Size: nearly 21X14 cm Cover: Plastic(Front ) and paper(back) Colour: Preferably single colour (excluding black) Printing: 25X15cm colour printing- (Logo and text) <b>9. Standard Pen –</b> Type: Ball pen with refill Color: Blue <b>10. Standard Pencil</b> <b>11. Standard Sharpener</b> <b>12. Standard Eraser</b>	300 Nos	Rs. _____
14	<b>Audio &amp; Video Recording:</b> Audio Video Recording & Editing: 02 working days (08 AM to 06 PM); MP4 format; in a Pendrive, FHD/4K quality,		Rs. _____
15	<b>Photography:</b> Photographs in JPEG/ JPG format, 02 working days (08 AM to 06 PM); Editing		Rs. _____
			RS. _____  (Total Bid price In Words Rs. ( Including all taxes, all other charges ) ) _____ _____
<b>*No additional charges shall be paid above Total Bid Price Rs. Quoted by the bidder.</b>			

#### Notes:

***\*Statutory Deductions like TDS / IT etc., shall be deducted by the Institute as per statutory rates and norms wherever applicable.***

***\*Do not quote price in Technical Bid***

**Signature and seal of Bidder on page**

## CHAPTER 6

### Annexure-I

#### QUALITY & COST BASED SELECTION (QCBS)- EVALUATION CRITERIA

##### Criteria and Method of bid evaluation:

1. In order to qualify for the 'Financial Bid' opening, the entities will be evaluated on the basis of following criteria in which Technical scores will be given **70% weightage** and financial score as **30% weightage**.
2. Minimum qualifying Marks for technical eligibility is 70%.
3. Marking parameters are as following:

Sl.No.	Technical Criteria	Marks Allotment criteria	Relevant Certificate Required
1.	<b>Registration of the entity</b>  Valid Establishment Regn./ Incorporation Certificate under Co-Operative Societies Act/Shops and Commercial Establishment Act-1961/ Indian Companies Act 1956 /Indian Partnership Act 1932/Limited Liability Partnership Act, 2008 with their registered office in Bhopal and should have experience in the field of catering/pantry.	<b>Maximum Marks – 5</b>  a. Between 0-5 years - <b>1 Marks</b> b. Between 5-7 years - <b>2 Marks</b> c. Between 7-10 years - <b>3 Marks</b> d. Between 10-15 years - <b>4 Marks</b> e. Above 15 years – <b>5 Marks</b>	Copy of valid Certificate of Registration must be enclosed.
2.	<b>TURNOVER CRITERIA:</b>  Bidder's average annual turnover during each of the last 3 financial years (i.e., FY 2022-23, FY 2023-24, FY 2024-25)	<b>Maximum Marks – 5</b>  a. Average annual turnover up to INR 2.5 Lakh - <b>1 Marks</b> b. Average turnover above INR 2.5 Lakh and up to INR 5.0 Lakh - <b>3 Marks</b> c. Average annual turnover above INR 5.0 Lakh ---5	Duly signed & stamped CA / Statutory Auditor certificate showing average annual turnover for ., FY 2022-23, FY 2023-24, FY 2024-25  <b>OR</b>  Balance sheet for FY 2022-23, FY 2023-24, FY 2024-25
3.	<b>Experience Criteria:</b>  A firm shall have catering/event management experience in Government Ministry /	<b>MAXIMUM 10 Marks</b>  a. A Single order of above 80% of the tender estimated cost	Work Completion Certificate to be enclosed

 



	Government Autonomous Body / Government Organization / State Government or PSUs.	<p>= 10 Marks</p> <p>b. Two orders of above 50% of the tender estimated cost=10 Marks</p> <p>c. Three order of above 40% of the tender estimated cost=10Marks</p> <p>*Bidder not meeting above a+b+c experience shall not be given any marks.</p>	
4.	<p><b><u>Valid FSSAI License and ISO Certificate:</u></b></p> <p>(i) Valid Food License for Carting/ Pantry services, issued by appropriate authority i.e. Valid License under FSS Act, 2006.</p> <p>(ii) Any Food safety ISO certificate for pantry/catering/Food</p>	<p><b><u>Maximum Marks – 10</u></b></p> <p>a. FSSAI License – 3 Marks</p> <p>b. FSS Act, 2016 and one ISO certificate- 5 Marks</p> <p>c. FSSAI license and two ISO certificate—07 Marks</p> <p>d. FSSAI license and three ISO certificate --- 10 Marks</p>	
5.	<p><b><u>a) Quality &amp; Food Ingredients:</u></b></p> <p>The firms taking part in the bid have to disclose major food ingredients such as (Food Oil, Ghee, Spices, Grains, Pulses, Potable Water etc.) Its Quality and brand name used for preparation of desired Menu &amp; present the sample before preparation of the food as mentioned in the menu.</p> <p><b><u>b) Quality &amp; Food, Crookery and Higgin of Food making and Dress code of Catering Staff</u></b></p> <p>The firms has to present samples of Serving Crookery, Table Crookery &amp; Decoration with Dress code and ensure Higgin of catering staff.</p>	<p><b><u>Maximum 40 Marks</u></b></p> <p>a. Overall Average Poor--- 0 Marks</p> <p>b. Overall Average Good –15 Marks</p> <p>c. Overall Average V. Good – 30 Marks</p> <p>d. Overall Excellent -40 Marks</p>	

	<b><u>C) Food Quality and Taste:</u></b> <p>The firms taking part in the bid at his own cost have to present the sample of the food as mentioned in the menu to a five members committee of this Institute which based on the overall food quality and taste shall give marks.</p>		
6.	<b><u>Self Certificate for non – black listing</u></b> by any Organization / Office during last 03 years	<b><u>MAXIMUM 05 Marks</u></b> a. Blacklisted/Put on holidays since the firm incorporation –0 Marks b. Never Blacklisted/Put on Holidays ---- 05 Marks	
7.	<b><u>Experienced and Qualified Cook/Chef:</u></b> <p>The bidder shall have well experienced &amp; qualified cook/chef having degree in Hotel Management and he/she should remain present at the time of food preparation in this Institute till serving of the food.</p>	<b><u>Maximum Marks 20 Marks</u></b> a. 1 experienced and qualified staff : 05 Marks b. 2-3 experienced and qualified staff : 10 Marks c. More than 4 experienced and qualified staff : 20 Marks	Degree/Diploma Certificate should be enclosed.
8.	<b><u>Income Tax Return (ITR) Certificate:</u></b> <p>Copy of previous 03 Financial Year's (i.e., FY 2022-23, FY 2023-24, FY 2024-25) Income Tax Return To be enclosed</p>	<b><u>MAXIMUM 05 Marks</u></b> a. ITR of one year only--- 01 Marks b. ITR of Two years only—03 Marks c. ITR of Three Years only—05 Marks  Note: The ITR enclosed at the time of bid submission shall be only considered for this criterion. The ITR submitted at the time of representation shall be given 0 Marks	

\* Exemption to MSEs shall be given 50 % in Experience & Turnover subject to submission of valid documents.

For example in case of turnover suppose for Average annual turnover is above INR 5.0 Lakh then 5marks shall be given to non MSEs firm. But in case of MSEs firm if it has above 2.5 lakh average turnover then it shall also be given 5 Marks. Same shall be applicable In-case of Experience also.

**Method of Evaluation:-**

1. The Tenderers will be evaluated for technical eligibility as per above parameters. Financial bid of all those bidders who get minimum 70 marks in technical evaluation will be opened. The marks obtained by the bidder in evaluation of technical bid as per marking parameters mentioned above will be declared as 'Technical Score'.
2. In the financial bid, party quoting lowest charges shall be treated as FL1 with 30 marks (full).
3. Other parties will get financial score as under:  $= FL1 * 30 / FL2$
4. Technical score will have a weightage of 70% and Financial score will have a weightage of 30%.

**Declaration of successful bidders**

1. The Party which secures maximum score of Technical + Financial bid shall be declared as successful bidder and called for award of tender.
2. By merely being a lowest bidder, tenderer shall not be entitled for the award of work.
3. **Formula to Calculate Total Score of a Bidder:**

Wherein

- a. Th – Bidder having Highest Marks in Technical Parameters
- b. Tb – Marks obtained by the bidder in Technical Parameters
- c. Fl – Bidder having Lowest Financial Bid
- d. Fb – Financial Bid of the bidder
- e. TSb – Total Score of the bidder

$$TSb = (70 \times Tb / Th) + (30 \times Fl / Fb)$$

**EXAMPLE IS GIVEN BELOW:** Suppose four bidders are short listed as A, B, C & D based on technical bid scrutiny & food testing and their secured marks out of 100 as under:

- a. A – 78 marks;
  - b. B – 71 marks;
  - c. C – 70 marks
  - d. D – 65 marks
- I. Bidder D will be rejected since its technical score is less than 70.
  - II. Bidder A has scored the highest marks on technical parameters. Hence,  $Th=78$ .
  - III. Now that technical bids are evaluated, financial bids can be opened.
  - IV. Financial quotes for two bidders are as follows:
    - a. A: ₹ 300 per event.
    - b. B: ₹ 250 per event
    - c. C= Rs. 275 per event

Since Bidder B has quoted the lowest amount. Therefore it will be treated bidder having lowest Financial Bid i.e. Fl

- V. The final scores of three firms will work out as follows:

- a. A:  $(70 \times 78/78) + (30 \times 250/300) = 95.00$
- b. B:  $(70 \times 71/78) + (30 \times 250/250) = 93.71$
- c. C:  $(70 \times 70/78) + (30 \times 250/275) = 90.09$



From the above, the most successful bidder would be the one with highest total score i.e. 'A'.

Confirmation on above points with Seal & Signature of quoted firm: \_\_\_\_\_



## CHAPTER 7

### Other Standard Forms (Must be enclosed as indicated below)

Sr No	Details	Agreed & complied , necessary documents enclosed with seal /signed.	<u>परिशिष्ट</u> Annexure
01	बोली सुरक्षा घोषणा / Bid Securing Declaration. <b>तकनीकी बिड के साथ जमा करे</b>		I
02	सत्यनिष्ठा संहिता का पालन करने की घोषणा का प्रारूप एवं कनफ्लिक्ट ऑफ़ इंटेरेस्ट / Format of declaration of abiding by the code of integrity and conflict of interest to be submitted by the bidder.  <b>- तकनीकी बिड के साथ जमा करे</b>		II
03	मूल्य प्रमाणपत्र / Price Certificate <b>- तकनीकी बिड के साथ जमा करे</b>		III
04	Performance Statement Form ( Establishing experience –with attached supporting documents ) <b>-तकनीकी बिड के साथ जमा करे</b>		IV
05	बैंक अकाउंट विवरण फॉर्म/ Bank Account Details Form <b>तकनीकी बिड के साथ जमा करे</b>		V
06	फर्म की घोषणा / Declaration by the firm <b>तकनीकी बिड के साथ जमा करे</b>		VI
07	परफॉरमेंस सिक्यूरिटी फॉर्म - / PERFORMANCE SECURITY- Form <b>बिड के साथ जमा न्ना करे</b>		VII
08	फर्म की जानकारी / Details of Firm- <b>तकनीकी बिड के साथ जमा करे</b>		VIII

**बोली सुरक्षा घोषणा /Bid-Securing Declaration Form**

**(Bid Security Declaration)**

**(Must submit with Technical Bid)**

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 (Minimum 90 days) 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 refuse 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 the 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)

**सत्यनिष्ठा संहिता का पालन करने की घोषणा का प्रारूप एवं कन्फ्लिक्ट ऑफ़ इंटरेस्ट**  
**Format for declaration by the Bidder for Code of Integrity & conflict of interest**

**(Must enclosed with Technical bid )**  
**(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 as mentioned under Para of your Tender document and have no conflict of interest as mentioned under Para of Tender.

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

Signature  
(Name of the Authorized Signatory)  
Company Seal



## T&C of Code of Integrity/Conflict of Interest :-

1. The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.
2. **Code of integrity for Public Procurement:** The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
  - A. **“corrupt practice”**: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
  - B. **“Fraudulent practice”**: any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
  - C. **“anti-competitive practice”**: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
  - D. **“coercive practice”**: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
  - E. **“conflict of interest”**: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
  - F. **“Obstructive practice”**: materially impede the purchaser’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser’s Entity’s rights of audit or access to information;

### 3. **Obligations for Proactive disclosures**

- A.** The Purchaser as well as bidders, suppliers, contractors and consultants, are obliged under Code of Integrity for Public Procurement to sue-moto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and
- B.** The bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity. Failure to do so would amount to violation of this code of integrity;
- C.** To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest would be evaluated and mitigation steps, if possible, taken by the purchaser.

### 4. **Punitive Provisions** Without prejudice to and in addition to the rights of the Purchaser to other penal provisions as per the bid documents or contract, if the Purchaser comes to a conclusion that a (prospective) bidder/supplier, directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the purchaser may take appropriate measures including one or more of the following:

#### **A. If his bids are under consideration in any procurement:**

- i. Forfeiture or encashment of bid security;
- ii. Calling off of any pre-contract negotiations; and
- iii. Rejection and exclusion of the bidder from the procurement process.

#### **B. If a contract has already been awarded**

- I. Cancellation of the relevant contract and recovery of compensation for loss incurred by the purchaser;
- II. Forfeiture or encashment of any other security or bond relating to the procurement;
- III. Recovery of payments including advance payments, if any, made by the purchaser along with interest thereon at the prevailing rate.

#### **C. Provisions in addition to above:**

- i. Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of the purchaser for a period not less than one year;
- ii. In case of anti-competitive practices, information for further processing may be filed under a signature of the Joint Secretary level officer, with the Competition Commission of India;
- iii. Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.

मूल्य प्रमाणपत्र Price Certificate

(तकनीकी बोली के साथ प्रस्तुत किया जाना है/ To be submitted with Technical Bid)

“प्रमाणित किया जाता है कि इस निविदा में उद्धृत दरें समान / समान कार्य / सेवाओं के लिए उद्धृत दर से किसी अन्य सरकारी संस्थान द्वारा ली गई दरों से ज्यादा नहीं हैं। जिसमें सरकारी : संगठन/पीएसयू/सीएसआईआर लैब्स/या कोई अन्य सरकारी संस्थान।

**“Certified that rates quoted in this tender is/are not higher than the rates quoted for the same / similar work/services charged to any other govt. organization / PSUs / CSIR Labs/ or any other firm/organization”.**

पृष्ठ पर बोलीदाता के हस्ताक्षर और मुहर

Signature and seal of Bidder on page

**PERFORMANCE STATEMENT FORM**

**(Experience details with attached order copies along with work completion certificates )**

**(For a period of last 3 years)**

**Name of the Firm.....**

Order Placed by (full address of Purchaser/o rganization)	Order No. and date	Order details	Value of order	Duration of the services successf ully complete d	Work comple tion Certific ate date	Reasons for discontin uation of the services, if any	Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder .....

Place :

Date :

**Proforma for Bank Account Particulars for e-Payment**

1. Name & Address of the Service Provider
2. Name of the Beneficiary Account
3. Account No.
4. Nature of Account Saving/Current
5. Name & Address of the Bank

Telephone No./Mobile No.

Email ID

6. IFSC Code  
Copy of cancelled cheque is to be attached
7. MICR Code
8. Branch Code

We declare that the information provided above is true and correct.

Signature: ..... Date :// ...../...../2024

Name: ..... (Seal of the Vendor)

Verification: Certified that the bank account particulars/details as given above are correct as per Bank record.

Signature of Branch Manager  
with seal of the Bank

**DECLARATION**

(On company's letter head/pad)

I/We, M/s. \_\_\_\_\_ do hereby solemnly affirm and declare  
as under:

1. That my/our firm is not black-listed / debarred / suspended / terminated by any Govt . Organization during the last 03 years.
2. That my/our firm have not been convicted by any court of law in any matter and no case pending related to tendered services.

Date: //...../...../2025

**Sign . and seal of bidder (name) the sole proprietor/partner of company / firm**

**PERFORMANCE SECURITY**

**( To be submitted by successful bidder, do not submit with bid)**

**FORM MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,  
Director ,  
CSIR-AMPRI,  
Bhopal - 462026

WHEREAS .....

(name and address of the supplier) (hereinafter called "the supplier")

has undertaken, in pursuance of contract No. .... dated .....to supply

(description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 02.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, Name & Address of the Issuing Branch of the Bank

Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.



फर्म की जानकारी / Details of Firm :

Company Name	
Registration Number	
Registered Address*	
Name of Partners / Directors	
City *	
Postal Code*	
Company's Establishment Year	
Company's Nature of Business*	
Company's Legal Status*	Limited company / Joint Venture /Undertaking / Partnership / Others
Company Category *	Micro OR Small OR Medium as per MSMEs / Ancillary Unit / Project affected person of this company / SSI / Other
Contact Name*	
Date Of Birth	
Correspondence Email*	
Designation	
Mobile*	