



सी. एस. आई. आर. मद्रास कॉम्प्लेक्स
CSIR MADRAS COMPLEX
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research)
TARAMANI, CHENNAI – 600 113, INDIA
Website: www.csircmc.res.in, Email: spo@csircmc.res.in
Telephone: 22544526

यूनिट / Unit: एन.एम.एल /NML

INVITATION FOR BIDS

Through e-Procurement

निविदा के लिए निमंत्रण INVITATION TO TENDER

A3/CMC/84684/25/ML

Date: 21.08.2025

TO

M/s. Ametek Instruments India Pvt Ltd,
306, 3rd floor, Delta Wing,
Raheja Towers,
177, Anna salai,
Chennai- 600002.

E-mail: dineshkumar.Gurusamy@ametek.com , prakashjaya.kumar@ametek.com

Last Date for Submission of Quotation	03.09.2025 at 3.00 pm
Date for Tender Opening	04.09.2025 at 3.00 pm

Dear Sirs,

We are interested in servicing the following material(s) as per the given specifications. Kindly submits your Bid at Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>).

Sl No.	Brief description of the material(s)	QTY
1.	<u>Non-Comprehensive AMC for XRF Spectrometer</u> Model No.: ASAP-2020 Serial No.: XEPOS C-147679	01 No.

TERMS AND CONDITIONS

1. The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.
2. The acceptance of the quotation will rest with the competent authority of CSIR Madras Complex, Chennai 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 reasons.
3. Your offer shall be valid for ninety days from the date of opening of the quotations. No revision in price will be allowed after opening the quotation.
4. Prices are required to be quoted in the unit indicated in the enquiry. When quotations are given in terms of another unit relation between the two unit should be given. Quantity, discount and any should be indicated. Please quote in the XLS format attached in the portal
5. Unsolicited/conditional/Unsigned tenders shall not be considered.

6. The Comprehensive AMC for equipment which shall remain valid for three years. However initially the contract will be for a period of one year and can extendable for two years based on the performance in case of exception.
7. The AMC firm shall employ only Indian National above 18 years of age after verifying their antecedents' and loyalty. It is your responsibility to comply with the statutory requirement of safety precaution and payment on compensation.
8. CSIR Madras Complex is not responsible for any disability or casualty caused to workers while performing and payment on compensation.
9. The Bidder shall indemnify CSIR of all claim made against CSIR under any circumstance.
10. If the work is found unsatisfactory or if the firm dishonours the contract, the job will be entrusted to any other firm/party at the risk/expense of the contractor.
11. You will be responsible for adhering to all the terms & conditions of the Non-comprehensive AMC.
12. The Lab/ Institute reserve the right to enter into two years Annual Maintenance Contract with one or more supplier for the same item.
13. The quarterly bill should accompany the service report.

Scope of work:

The contract includes general maintenance besides preventive maintenance and break down calls.

GENERAL MAINTENANCE:

- i. The equipment has to be maintained in proper & original working condition.
- ii. New equipment can be added during the currency of the contract.
- iii. On inspection/ communication / login of complaint, repair / servicing is to be done immediately, if any defect found in any of the equipments.
- iv. After Repair/ Servicing of the equipments, the same shall work in its original condition.
- v. All materials, tools, parts, Instruments, etc., including consumable or non-consumable parts required for the maintenance are to be arranged by the contractor at his own cost. Institute, will not provide anything to the contractor.
- vi. The contractor maintains all the required spares during the contract period in order to have very least down time
- vii. Replaced parts will be manufacturer's make or genuine quality and old parts to be returned to the concerned stores.
- viii. No cartage charges for removing / transporting of machine from office to workshop and vice versa shall be paid by the Institute.
- ix. The Contractor shall be responsible for handing over all the equipments in working condition along with all the accessories to the Institute and the cost of shortcoming, if any shall be borne by the outgoing contractor.
- x. List of inclusions and exclusion of the contract should be mentioned. Also, the price of exclusions to be furnished along with the quote.

PREVENTIVE MAINTENANCE:

- I. Three Preventive Maintenance should be done during the AMC Period.
- II. Pro-active measures should be taken to prevent the failure.
- III. Tightening of all electrical connections
- IV. Periodic servicing of equipments to ensure their proper functioning without break.

BREAKDOWN CALLS:

- I. One Breakdown should be attended during the AMC Period
- II. Equipment's will have to be sent functional within one day failing which, the firm has to arrange for the alternative system till it is repaired. However, in special cases it may be required to fix the problem within one day.
- III. The team of Engineers are always available in the vicinity and that any call would be attend within 03 hours.
- IV. Any complaints should be attended to immediately with least down time which will be less than 04 hours.
- V. Shall provide standby whenever needed and such standby/replacement will be of the same brand and it would be affected within 02 to 03 days.
- VI. The contract is for repair/ providing and fixing of any component at free of cost.

PAYMENT TERMS:

- I. Taxes / Statutory levies if any will be deducted as per rules.
 - II. We reserve the right for declaring any unit as unserviceable.
 - III. Bill may be raised (On pro-rata basis in case any machine is declared unserviceable or added during the currency of the contract) quarterly on completion based on the service reports to be attached with the bill.
 - IV. The bill may be raised in the name of Co-ordinating Director, CSIR Madras Complex, Taramani, Chennai-600 113.
 - V. TDS will be deducted as per rules. You should indicate your PAN/TIN/Service Tax numbers in all your bills.
 - VI. No payment will be made in case of any machine is not working for than a week and also when no standby is provided.
 - VII. No charges shall be entertained / paid for providing & fixing of any components.
14. Complete specification with contractor name and address should be given while quoting literature/Pamphlets should also be enclosed wherever applicable. All statutory taxes like TDS/with hold Tax/TDS on GST etc., will be deducted from the quoted price. No claim is be entertained as these Taxes are extra. Therefore, clearly indicate the Tax in your quotation.
15. **Prices are required to be quoted in rupees clearly mentioning of basic cost, taxes, etc., Quotation is percentage will be rejected.**
16. No Price negotiation will be entertained is normal course of action. However, in exceptional cases, The L1 may be called for T/C negotiation.
17. Please furnish a list of Indian Purchasers with their satisfactory performance certificates, if any.
18. Details of service support facilities that would be provided after the warranty period should be submitted in the **Service Support Details Form**. The bidder must have one support service facility at Chennai and should be in a position to attend to the system within 24 hours of lodging a call for service.
- 18.1.1 In the case of a Bidder not doing business in India, the Bidder is/or will be (if successful) represented by an Agent in India who shall be equipped and able to carry out the Supplier's maintenance, repairs and spare parts, stocking obligations prescribed by the conditions of the contract/purchase order.
- 18.1.2 The Bidder will assume total responsibility for the fault-free operation of equipment, application software, if any, and maintenance during the warranty period and provide necessary maintenance services after end of warranty period if required.
- 18.1.3 Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.

- 18.1.4 Bidder should submit valid documentary proof of GSTN and the details of income tax registration (PAN).
- 18.1.5 The bidders who have been temporarily suspended or removed from the list of registered suppliers by the purchaser or banned from Ministry/country wide procurement shall be ineligible for participation in the bidding process.
- 18.1.6 The Bidder should not have been referred to BIFR (Board for Industrial & Financial Reconstruction) or declared bankrupt by any statutory body.
- 18.1.7 The Bidder is a joint venture, consortium, or association all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
- 18.1.8 The vendor must fulfil the above pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the Eligibility- Criteria and Pre-Qualification requirements given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
19. Please indicate if you have any agents in India, their Address, the details of service rendered by them & the percentage of commission payable to them. Agency commission payable to the Indian Agent should be clearly indicated. The Agency commission would be payable only in Indian Rupees. The Indian agent should be registered with DGS &D for the items appearing in the restricted list of the current EXIM policy of the Government of India.
20. The mode of dispatch of the items must be mentioned clearly in the technical Bid.
21. LD Clause: The applicable rate is 0.5% per week subject to a maximum of 10% of the contract price/ undelivered item / period when no service was provided.
- 22. Payment will be made to the suppliers through RTGS, please inform your Bank details for RTGS Payment.**
23. Bank Guarantees for EMD/PBG etc., wherever applicable, shall be submitted from any nationalized/scheduled bank. In case of issue of such guarantees by a foreign bank, then the same should be confirmed by any Nationalized or scheduled bank located in India. The formats of bank guarantee required if any, may be obtained on request. The banks issuing the guarantees must be requested by the bidder to immediately send a unstamped duplicate copy of the guarantee by registered post (A.D) directly to the purchaser with a covering letter, to facilitate its verification.
24. All disputes arising out of this shall be settled as per UNCITRAL laws. The venue of arbitration should be in accordance with UNCITRAL or arbitration rules of India, whereby it may be in India or in any neutral country.
25. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
26. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
27. Your quotation should indicate clearly the unit price, HSN/SAC Code, percentage of Tax, GST number along with bank details.
28. For detailed terms and conditions please see our website www.csircmc.res.in

Clauses of Tenders

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose *beneficial owner* is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The *beneficial owner* for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation—
 - a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. *[To be inserted in tenders for Works contracts, including Turnkey contracts]* The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

Certificate for Tenders

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the

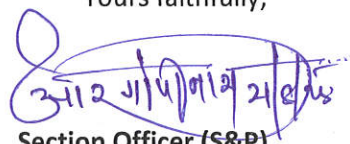
Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Certificate for Tenders for Works involving possibility of sub-contracting

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not

sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Yours faithfully,



Section Officer (S&P)

For and behalf of CSIR

आर. गोपीनाथ
R. Gopinath

अनुभाग अधिकारी (भं. एवं क्र.)
Section Officer (S&P)

सीएसआईआर मद्रास कॉम्प्लेक्स
CSIR MADRAS COMPLEX
तरमणि, चेन्नै/Taramani, Chennai-600 113.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.

More information useful for submitting online bids on the CPPP Portal may be obtained at:
<https://etender.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) **Bidder should prepare the EMD/Bid Security as per the instructions specified in the tender document and attach a scanned copy of the same in the technical bid of the tender document. The original instrument should be posted/couriered/handed over to the tender issuing authority. In case the original instrument is not received before the date of opening of the bid, the uploaded bid shall be rejected.**
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocure/app>.

