

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

Tender No. CSIR-NGRI/STORES/15-16/1/T-18

Date: 08.06.2105

**BID DOCUMENT FOR ENGAGEMENT OF SERVICE PROVIDER
FOR CONDUCTING e-auction**

Sealed bids in **TWO BID SYSTEM** (**Part I**: Technical Bid and **Part II** – Price Bid- in two separate sealed envelopes and both sealed bids in a single bigger envelope) are invited from reputed auctioneers to act as service provider for conducting **e-auction** for disposal of condemned / unserviceable equipment/items, scraps, etc. on behalf of Director, CSIR – NGRI, Uppal Road, Hyderabad-500007.

- Bids shall be submitted strictly in accordance with **Technical Bid** format and **Price Bid** format, subject to detailed terms & conditions enclosed to the Bid Document. Bid document can be downloaded free of cost from this office website www.ngri.org.in .
- Bid in sealed covers duly super scribed with Tender No. and Due date shall be submitted in this office at the following address as per schedule given below :

Controller of Stores & Purchase,
CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Telephone No: +91 40-2701 2887

Last date for receipt of Bids: 01-07-2015 (up to 2.30 PM IST)

Scheduled time of opening of Technical Bids: 01-07-2015 (3.30 PM IST)

The Director, CSIR-NGRI reserves the right to accept / reject any or all the bids at any stage without assigning any reason whatsoever.

(S. GNANAPRAKASAM)
Controller of Stores & Purchase

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

CLAUSE – I

ELIGIBILITY CRITERIA

1. The bidder should be a Registered Company/ firm in India (Consortium / JVs are not eligible) and in IT/ITES business with proven experience of conducting disposal for at least **three years** as on last date of receipt of bid. Consortium bidders are not eligible.
2. **Service provider must have their own server with disaster recovery site at different Geographical location along with the audit trails facility i.e. records of actual activity performed by various users should be captured on a write-once media (that cannot even be modified or deleted by the Administrator) which can be used for subsequent audit/ vigilance investigation.**
3. The bidder should have minimum average Annual Company Turnover of **Rs. 10 Crores in the last two years.**
4. The bidder should be in a position to make demonstration on the functionalities of the e-auction process as per time and schedule to be fixed by CSIR-NGRI, if required.
5. The service Provider must be an **e-auctioneer** having minimum experience of at least **three (3) years** in the business of conducting e-auction of condemned/ unserviceable items and scrap. Experience should be supported by copies of relevant work orders.
6. **Service Provider must have conducted e-auction for minimum of 10 customers through forward e-auction consistently over last 3 years. Copies of experience/satisfactory functioning certificates are to be enclosed along with the bid.**
7. **Service Provider should have experience of providing e-auctions service to Departments / Autonomous Bodies/ organisations under the Government of India, Public Sector Unit(s) of Government of India / State Governments, in the last 3 years. Documentary evidence to this effect shall be furnished along with the bid.**
8. Service provider should have **ISO-9001:2008** and **ISO 27001** certification.

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

9. The Service Provider should be registered with Central Excise Department for payment of service tax, if applicable.
10. Director, CSIR-NGRI reserves the right to reject any bidder on the ground of due to non-fulfillment of eligibility.

CLAUSE – II

NATURE & SCOPE OF WORK OF THE PROPOSED SERVICE PROVIDER

1. In consideration of the service charge as decided, bidder shall agree to act as a service provider, **for a period of three years (3)** from the date of conclusion of the agreement for sale of unserviceable items available at locations / area of CSIR-NGRI.
2. Service Provider would have to display complete details and description of materials offered for disposal in their websites, as provided by CSIR-NGRI.
3. Service Provider would have to design the e-auction to set the terms and conditions as decided by CSIR-NGRI for conducting e-auctions, assign user ID and password to all bidders.
4. The Service Provider would identify and qualify potential bidders, try to ensure maximum participation of bidders, to provide help and support to bidders, to market the offered disposal items among potential bidders through effective awareness measures to ensure best possible competitive bidding.
5. Service Provider in consultation with CSIR-NGRI will fix the date and time of e-auction and terms of sale. CSIR-NGRI shall be the final authority to fix the terms and conditions of sale and also regarding the date and time of e-auction.
6. Service Provider should ensure registration of those bidders who have accepted terms and conditions of online forward auction of CSIR-NGRI.
7. Service Provider should conduct the e-auction in a secured manner.
8. Service Provider shall submit the highest bid report, detailed bid report and bidder attachment report. These reports should be sent through email to CSIR-NGRI within 12 hours of close of e-auction.
9. Service provider shall conduct e-auction directly and shall not appoint any sub-contractor/auctioneer/trader for this purpose.

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

10. CSIR-NGRI has the right to withdraw any product/products/lot before it is put up for sale through e-auction.
11. Service provider shall not in any case initiate e-auction without prior consent/approval by CSIR-NGRI.
12. Service Provider shall not disclose/transfer any information provided by CSIR-NGRI or confirmed bidders for the e-auction conducted, unless specific consent/instruction to this effect was given by CSIR-NGRI.
13. The Service Provider would provide on e-auction observer id and password to CSIR-NGRI for viewing the auction.
14. The Service Provider will provide user name and password to all customers to log on to the e-auction portal. These have to be communicated in advance by the Service Provider to the customers. The Service Provider must provide adequate training to the bidders for bidding in the e-auction portal.
15. The Service Provider will issue Sale Order, Collect payment & Issue Delivery order to the H1 customer, under appropriate intimation to CSIR-NGRI.
16. Director, CSIR-NGRI reserves the right to terminate the contract with the e-auctioneer (service provider) at any time during the contract period without assigning any reason thereof with a written notice of 30 days and the service provider will have also right to terminate contract with a written notice of 30 days, as per mutually agreed terms and conditions of proposed contract.
17. The quantity of any material to be put up for e-auction at any point of time during the contract period will be decided solely by CSIR-NGRI.

CLAUSE – III

PAYMENT OF SERVICE CHARGES

In Consideration of this service, as detailed above, CSIR-NGRI shall pay service charges as a **percentage** of the actual value of material delivered against sale of lots finalized by the bidder. The value of the service charge will be calculated on the actual value of materials delivered excluding E.D., Sales Tax or any other taxes, as applicable . The intending bidders are required to quote their rates for the service Charges as a **percentage** of the actual value of the materials delivered at Clause II. The rate of **“Service**

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

Charges” quoted shall be exclusive of Taxes and Duties, which must also be specified separately as a percentage of the Service Charges/Taxes/Duties applicable, as the case may be.

CLAUSE – IV

BID VALIDITY

The **rate of service charges** quoted by the bidder must be firm and bid must remain open for acceptance up to **45 days** from the date of opening of bid.

CLAUSE – V

EARNEST MONEY DEPOSIT (EMD)

The bidder has to deposit **Rs. 2,00,000/- (Rupees Two Lakhs only) towards EMD** in the form of Demand Draft / Bankers Cheque drawn in favour of Director, CSIR-NGRI payable at Hyderabad along with the **Technical Bid**. For unsuccessful bidder, EMD shall be refunded within a period of **15 days** after the finalization of the bid. EMD shall be forfeited if the bidder withdraws their bid before finalization of the bid or fails to submit the acceptance to conclude the agreement in pursuance of this tender.

CLAUSE – VI

SELECTION CRITERIA

Subject to fulfillment of prescribed eligibility criteria, selection will be made based on the Service Charges payable by CSIR-NGRI. Price Bid of only those bidders will be opened whose Technical Bid are found to be fulfilling all the prescribed terms and conditions of this Bid Document duly accompanied by relevant documentary evidences/ credentials.

ARBITRATION & JURISDICTION

1. Decision of Director, CSIR-NGRI on any matter pertaining to the contract to be finalized in pursuance of this bid document will be final. In case of any dispute with successful bidder on any matter after finalization of contract, same will be referred to the sole arbitration of Director General, Council Of Scientific & Industrial Research (CSIR), New Delhi or an arbitrator appointed by him, whose decision on any dispute will be final and binding on both the parties.
2. Any legal dispute in pursuance of contract to be finalized against this bid document between CSIR-NGRI and successful bidder will be subject to jurisdiction of local courts at Hyderabad, Telangana only.

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

Tender No. CSIR-NGRI/STORES/15-16/1/T-18

Date: 08.06.2105

TECHNICAL BID FORMAT

1. Name of Bidder with full address:
Telephone number:
Fax number
E-mail, ID etc.

2. Legal status of the bidder Company/ Firm:
(Enclose copy of Registration/ incorporation)

3. Name of Managing Director/Partner/
Proprietor

4. Number of years of experience in the
e-auction in terms of **Para 1 & 5** under **Clause I**
of Bid Document(Enclose legible copies
in support of experience).

No. of events conducted

5. List of Customers with documentary evidence
in support of eligibility in terms of **Para 6&7**
under **Clause I** of Bid Document

6. Details of disaster recovery site at
different Geographical location
along with the audit trails facility
in terms of **Para 2** under **Clause I** of
Bid Document

7. Details of **ISO-9001:2008** and
ISO 27001 certification of the bidder

8. Service Tax No. (Please enclose
Legible copy of the same)

9. Central Sales Tax / VAT
Registration No. (Please enclose a
Legible copy of the Registration
Certificate)

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

10. PAN No. / TIN No.
(Please enclose legible copy of the Same)
11. E.M.D.
Details D.D No. / Date:
Amount:
Drawn on:
(original to be submitted with technical bid)
12. Detail on hardware/internet security
Firewall/DRS etc.
13. Average Annual Turn-over in the
last two years in terms of **Para 3**
under **Clause I** (Enclose copy of relevant documents
in support of the same).

N.B. Bidders are required to enclose copies of all the relevant documents in support of above **duly signed with seal. All the pages of this document must be duly signed with seal and submitted as a token of acceptance of all the terms and conditions of this Bid document. **Unsigned Bid will be summarily rejected without further evaluation. Price bid of technically disqualified bidder will be returned in sealed condition without opening the same.****

Date:

Signature and Seal of the Bidder

CSIR – NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad – 500 007, Telangana, India
Tel No. +91 40 2701 2887 Fax No. +91 40 2343 4651 / 2717 1564
e-mail: purchase@ngri.res.in / stores@ngri.res.in

Tender No. CSIR-NGRI/STORES/15-16/1/T-18

Date: 08.06.2105

PRICE BID FORMAT

S. No.	Description	Percentage in figures & in words
1.	Service Charges as a percentage of the value of materials actually sold/delivered excluding Excise Duty / Sales Tax / other applicable Taxes (in terms of Clause III of Bid Document)	
	All Taxes & duties would be paid extra as applicable. Further, any statutory duty/ taxes to be deducted from service charges will be deducted as per norms, if applicable.	

The **Service Charges** shall include the charges for the services as mentioned in clause-III.

NB: If any discrepancy found in the rate quoted in figures and in words, then the rate quoted in words shall be taken as rate bided.

**Signature/Date/official seal
of the Bidder**

Date:

Place: