

INDIAN COUNCIL FOR CULTURAL RELATIONS

AZAD BHAVAN IP ESTATE

NEW DELHI-110002

Telephone: +91-11-23379309

Website: <https://www.iccr.gov.in> & <http://eprocure.gov.in/epublish/app>

Bid Reference No.: ICCR/Admn/E&M/2024-25/FuelTender/03

Tender for Supply of Petrol and Diesel for ICCR Vehicles

Place of receipt of Bids:

The bids from the bidder should be in English and should consist of the documents stated below in Clause 6.1.

(i)	Start Date of Bid submission	:03 rd June 2024, 05:00 PM
(ii)	Pre-Bid Meeting	:05 th June 2024, 11:00 AM At O/o Director (Admin), ICCR HQ, Azad Bhavan IP Estate, New Delhi -110002
(iii)	Closing date & time for receipt of Bid	: 24 th June 2024, 11:00 AM
(ii)	Time and date of opening of Bids	: 24 th June 2024, 01:00 PM



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PART-1

BIDDING DOCUMENTS



INDIAN COUNCIL FOR CULTURAL RELATIONS

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Website: <https://www.iccr.gov.in> & <http://eprocure.gov.in/epublish/app>

Bid Reference No.: ICCR/Admn/E&M/2024-25/FuelTender/03

INVITATION FOR BID (IFB)

1. Indian Council for Cultural Relations, for and on behalf of the Director General, ICCR invites sealed Bid for supply of following Goods:

S.No.	Name of Equipment/Items	Amount of Bid Security/EMD in Rs.
1.	Supply of Petrol & Diesel etc. for ICCR Vehicles	Replaced with Bid securing Declaration as per Annexure IV (C) inline with Ministry of Finance, Department of Expenditure O.M. dated 12th November, 2020

2. The bids from the bidder should be in English and should consist of the documents stated below in Clause 6.1 and are to be submitted on or before **24th June, 2024, 11:00AM**
3. The Bid will be opened on **01:00 PM on 24th June, 2024**
4. In the event of any of the above-mentioned dates being declared as a holiday / closed day for the purchase organization, the Bids will be sold/received/opened on the same day at the appointed time.

Critical date Sheet	
(i).Start Date of Bid submission	: 03 rd June 2024, 02:00 PM
(ii) Pre-Bid Meeting	: 05 th June 2024, 11:00 AM At O/o Director (Admin), ICCR HQ, Azad Bhavan IP Estate, New Delhi -110002
(iii).Closing date & time for receipt of Bid	: 24 th June 2024, 11:00 AM
(ii).Time and date of opening of Bids	: 24 th June 2024, 01:00 PM

5. The Bidding Documents are not transferable.

(Awanish Tiwari)
Director (Admn.)

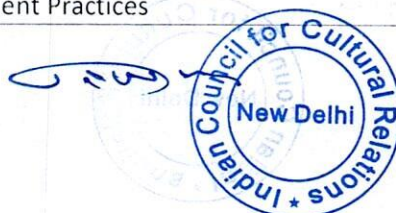
अवनीश तिवारी / Awanish Tiwari
निदेशक (प्रशासन)/Director (Administration)
भारतीय सांस्कृतिक संबंध परिषद
Indian Council for Cultural Relations
(विदेश मंत्रालय / Ministry of External Affairs)
आजाद भवन, आई. पी. एस्टेट, नई दिल्ली-2
Azad Bhavan, I.P. Estate, New Delhi-2



SECTION - II
INSTRUCTIONS TO BIDDERS (ITB)

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SECTION – II
INSTRUCTIONS TO BIDDERS (ITB)
A. PREAMBLE

1. Introduction:

The Purchaser has issued these Bidding Documents for purchase of goods and related services as mentioned in Section – V – “Schedule of Requirements”, which also indicates, *interalia*, the required delivery schedule, terms and place of delivery.

This section (Section II - “Instruction to Bidders”) provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of Bids. It also includes the mode and procedure to be adopted by the Purchaser for receipt and opening as well as scrutiny and evaluation of Bids and subsequent placement of contract.

Before formulating the Bid and submitting the same to the Purchaser, the Bidder should read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

2. Language of Bid:

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the Purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

B. BIDDING DOCUMENTS

3. Content of Bidding Documents:

In addition to Section I – “Invitation for Bid” (IFB), the Bidding Documents include:

➤	Section II	–	Instructions to Bidders (ITB)
➤	Section III	–	Qualification Criteria & Performance Statement
➤	Section III-B	--	Performa for Performance statement
➤	Section IV	–	Bid submission Form
➤	Section IV B	--	Price Schedule
➤	Section IV C	--	Bank Guarantee form for Bid Security
➤	Section IV E	--	NEFT Mandate form
➤	Section V	–	Schedule of Requirements(SOR)
➤	Section VI	–	Technical Specifications
➤	Section VII	–	General Conditions of Contract(GCC)
➤	Section VIII	–	Contract Forms
➤	Section VIII-B	--	Bank Guarantee form for performance security

4. Amendments to Bidding Documents:

At any-time prior to the deadline for submission of Bids, the Purchaser may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Such an amendment will be uploaded on website:

<https://www.iccr.gov.in> & <http://eprocure.gov.in/epublish/app>



5. Clarification of Bidding Documents:

A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with the Purchaser in writing.

C. PREPARATION OF BIDS

6. Documents Comprising the Bid:

The "Bid" prepared by the Bidder shall comprise the following:

- i) Bid Submission Form as per Section - IV(A).
- ii) Power of Attorney in favour of signatory of Bidding Documents
- iii) The technical specification of quoted goods alongwith relevant documents like technical data, literature, drawing etc./undertaking regarding complaints to tender requirement.
- iv) Performance Statement as per Form in Section III.
- v) The GST number/TAN number & PAN number may be given with the quotation, otherwise Quotation will be rejected.
- vi) National Electronic Fund transfer (NEFT) Form as per Section IV (E) for payment in Indian Rupee, if applicable.
- vii) Price Schedule(s) as per Forms I for goods in Section-IV(B) filled up with all the details.
- viii) The successful firm will have to provide credit facility minimum for the one month to ICCR (undertaking).
- ix) The bidding firm should be an authorized license/registration supplier of petrol/diesel Pol etc of PSU Brands such as Indian Oil/Hindustan Petrol & Bharat Petroleum etc.

It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above, if any.

All pages of the Bid should be page numbered and indexed.

The authorized signatory of the Bidder must sign the Bid duly stamped at appropriate places and initial all the remaining pages of the Bid.

A Bidder, who does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

Bid sent by e-mail/fax/telex/cable/electronically shall be ignored and rejected.

All payments in Indian Rupee will be made through National Electronic Fund Transfer (NEFT)/RTGS System.

Bidders are required to fill and attach the NEFT Mandate Form attached as per Section-IV (E) alongwith their offers, if not already executed in ICCR. Notification of Award will not be issued without NEFT Mandate Form.

7. Bid Currencies:

The Bidder supplying goods/items as specified in Schedule V shall quote in Indian Rupees Only.



8 Bid Prices:

The Bidder shall indicate on the Price Schedule provided under Section IV (B) all the specified components of prices shown therein. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a Bidder, same should be clarified as "NA" (means Not Applicable) by the Bidder.

Taxes: All taxes as applicable shall be paid by the bidder and raised at the time of invoice.

9. Firm Price:

The prices quoted by the Bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in ITB Clause 8 will apply.

10. Alternative Bids:

Alternative Bids which are not meeting the Bid specifications, are not permitted and will be rejected.

11. Documents Establishing Bidder's Eligibility and Qualifications:

Pursuant to ITB clause 6, the Bidder shall furnish, as part of its Bid, relevant details and documents establishing its qualifications to perform the contract if its Bid is accepted.

The documentary evidence needed to establish the Bidder's qualifications shall fulfill the following requirements:

The Bidder and manufacturer meets the qualification criteria in corporate in the Section III.

12. Bid Security:

Bid Security/Earnest Money Deposit (EMD) is replaced with Bid Securing declaration as per Ministry of Finance, Department of Expenditure O.M. dated 12th November, 2020.

All bidders are required to upload along with the technical bid, a duly signed and sealed copy of Bid Securing declaration as per Section IV (C).

13. Bid Validity:

The Bid shall remain valid for acceptance for a period of 90 days (Ninety days) after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

In exceptional cases, the Bidders may be requested by the Purchaser to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid and they are also to extend the validity period of the Bid Security accordingly. A Bidder, however, may not agree to extend its Bid validity without forfeiting its Bid Security.

In case the day upto which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for the Purchaser, the Bid validity shall automatically be extended up to the next working day.



14. Signing and Sealing of Bid:

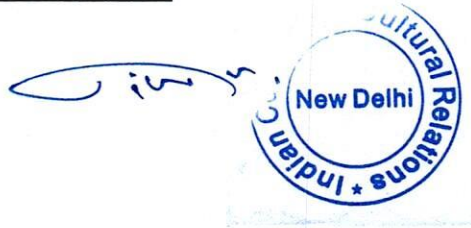
The Bidders shall submit their Bids as per the instructions contained in ITB Clause 6.

Bid shall either be typed or written in indelible ink and the same shall be signed by the Bidder or by a person(s) who has been duly authorized to bind the Bidder to the contract.

The Bid shall be duly signed at the appropriate places as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting, except as necessary to correct any error made by the Bidder and, if there is any such correction; the person signing the Bid shall initial the same. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the Bid.

Bidding Document seeks quotation following **Two Bid Systems**. The Bid should be submitted in a sealed cover mentioning Bid Ref.no. & date of Opening.

Technical and price bid are to be submitted separately within the time & date mention in the bid document.



D. SUBMISSION OF BIDS

15. Submission of Bids:

The bids from the bidder should be in English and should consist of the documents stated below in Clause 6.1 and are to be submitted **on or before 24th June, 2024, 11:00 AM at Director's Office (Admn), 2nd Floor ICCR Azad Bhavan IP Estate New Delhi-110002.**

16. Late Bid:

A Bid, which is received after the specified date and time for receipt of Bids will be treated as "Late" Bid and will be ignored.

E. BID OPENING

17. Opening of Bids:

The Purchaser will open the Bids at the specified date and time and at the specified place as indicated in the IFB in Section-I.

In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for the Purchaser, the Bids will be opened at the appointed time and place.

Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them letters of authority from the corresponding Bidders.

F. SCRUTINY AND EVALUATION OF BIDS

18. Preliminary Scrutiny of Bids:

The Purchaser will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Bids are generally in order.

Prior to the detailed evaluation of Price Bids, the Purchaser will determine the substantial responsiveness of each Bid to the Bidding Document. For purposes of these clauses, a substantially responsive Bid is one, which confirms to all the terms and conditions of the Bidding Documents including Technical Specifications without material deviations. However minor deviation and /or minor irregularity and/or minor non-conformity in the Bid, the Purchaser may waive the same.

If a Bid is not substantially responsive, it will be rejected by the Purchaser.



19. Qualification Criteria:

Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in Section III, will be treated as non-responsive and will not be considered further.

20. Comparison of Bids and Award Criteria:

For comparison of ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out on consignee site basis.

The contract may be awarded to the overall **highest responsive** Bidder who meets the laid down Qualification Criteria in the Bid documents.

G. AWARD OF CONTRACT

21. Purchaser's Right to accept any Bid and to reject any or all Bids:

The Purchaser reserves the right to accept in part or in full any Bid or reject any or more Bid(s) without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

22. Variation of Quantities at the Time of Award/Currency of Contract:

At the time of awarding the contract or during the currency of the Contract, the Purchaser reserves the right to increase or decrease by upto twenty-five(25) percent, the quantity of goods and services mentioned in the schedule (s) in the "Schedule of Requirements" (rounded off to next whole number) without any change in the rates and other terms & conditions quoted by the Bidder.

The contract will be for the period of **two year** from the date of award of contract, extendable for a further period of one year on the basis of satisfactory performance and on mutual agreement.

23. Notification of Award & issue of Contract:

Before expiry of the Bid validity period, the Purchaser will notify the successful Bidder(s) in writing, by registered/speed post or by email (to be confirmed by registered/speed post) that it's Bid for goods & services, which have been selected by the Purchaser, has been accepted. The successful Bidder must furnish to the Purchaser the required Performance Security immediately upon Notification of Award and Contract Agreement failing which the bid security will be forfeited and the award will be cancelled. Relevant details about the Performance Security have been provided under GCC Clause 3 under Section-VII.

The successful Bidder shall return the original copy of the contract, duly signed and dated, to the Purchaser immediately upon issue of contract.

The Purchaser reserves the right to issue the Notification of Award and Contract consignee wise and schedule wise.



24. Non-receipt of Performance Security and Contract by the Purchaser:

Failure of the successful Bidder in providing Performance Security and / or returning contract copy duly signed in terms of ITB Clauses-23 above shall make the Bidder liable for forfeiture of its bid security and, also, for further actions by the Purchaser against it as per the clause 16 of GCC – Termination of default in Section-VII.

25. Corrupt or Fraudulent Practices:

It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts.

In pursuance of this policy, the Purchaser: -

- (a) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- (b) will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by the Purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices in competing for, or in executing the contract.



SECTION- III

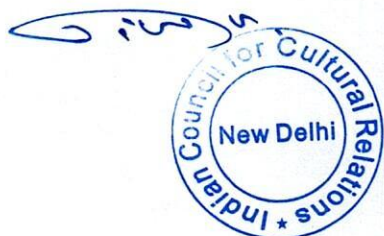
QUALIFICATION CRITERIA & PERFORMANCE STATEMENT

(A) QUALIFICATION CRITERIA

Bid Reference No.:

S. N.	Qualification Criteria	
1	Annual Turn-Over of supplier (Average of last 3 years ending march 2023)	Rs.14.00 lakhs (CA Certificate to be submitted alongwith balance sheet P & L Statement)
2	The bidder must be accompany/firm/ Sole proprietor register in India from last 3 years as on the bid submission date	Enclose copy of Certificate of incorporation/Registration issued by relevant authority in India
3	Proven past performance of Bidder of supplying the POL and Diesel to Government organisation/PSU/ State Government/Educational institutions in Last 3 years ending March 2024.	Document in support to be submitted (satisfactory performance report from the client may be furnish by the bidder)
4	Quality Assurance Certification for manufacture: ISO 9000 or equivalent preferred.	
5	The firm should have their petrol/diesel out let with 2-3-Km radius of Azad Bhavan, New Delhi and also have the facilities of issue of pollution certificate/checking and supply of nitrogen air to the vehicles (self certified Document to be submitted by the bidder).	
6.	Bidder shall submit PAN No., GST No. & Bid Security Declaration Form etc.	
7.	The bidder should not be debarred from the Government of India/State Government/PSU (black listed during the last three Financial Year ending March 2024)/ Self undertaking to be furnished.	

In support of above, the Bidders has to furnish required documents, Performance Statement as per Pro-forma in Section-B.



SECTION-III(B)
PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Bid Reference No. _____

Date of opening _____

Name and address of the Bidder _____

Name and address of the manufacturer _____

Order placed by(full address of Purchaser)	Order number and date	Order placed on	Description and Quantity of ordered goods and services	Value of order	Date of completion of Contract		Remarks indicating Reasons for delay if any	Are the goods Supplied functioning Satisfactorily?
					As per contract	Actual		
1	2	3	4	5	6	7	8	9

Signature and seal of the Bidder

Note:

1. Purchaser reserves the right to ask the manufacturer as well as the Bidder to furnish Order copies and satisfactory Consignee Certificate in respect of above.
2. The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the Purchaser for technical acceptability as per the Bid specifications, before the opening of the Price Bid.



SECTION-IV

(A) BID SUBMISSION FORM

Date_____

To

The Director (Administration)
Indian Council for Cultural Relations
Azad Bhavan IP Estate,
NewDelhi-110002

Ref.: Your Bidding Document No._____dated _____

We, the undersigned have examined the above mentioned Bidding Document, including amendment/corrigendum No._____, dated_____(if any), the receipt of which is hereby confirmed. We now offer to supply and deliver_____(Description of goods and services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 3, in Section – VII for due performance of the contract.

We agree to keep our Bid valid for acceptance for 90 days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We agree to all terms and conditions of General Conditions of Contract as per Section VII.

We agree to clause Fall Clause at S. No. 19 of General Conditions of Contract as per Section VII.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any

[Signature with date, name and designation]

Duly authorized to sign Bid for and on behalf of Messrs_____

[Name & address of the manufacturers]



SECTION-IV
(B) PRICE SCHEDULE

S.N.	ITEM	DISCOUNT ON GOVT NOTIFIED RATE
(A)	ITEMS TO BE PURCHASED	
1.	Petrol(Normal)	
2.	Diesel(Normal)	
		Rate inclusive of Taxes
3.	Oil and Lubricant for all category Vehicle such as Petrol and Diesel	
4.	Coolant/System.G(Petrol)/System.D(Diesel)	
(B)	SERVICES TO BE PROVIDED	
1.	Pollution check	
2.	Wheel Alignment	
3.	Carwash	

Bidders may quote the rates for all items. In case of items at 'B' of the above schedule, bidder may quote '0' (zero) if the bidder intends to offer the services for free.

Note:

- (1) Approximate quantity of items mentioned in the above price schedule (S.N. 1 to 4) with no commitment of purchase:
 - (a) Petrol Approx 60,000 liters in 24 months (contract period is two years)
 - (b) Diesel
 - (c) Lubricant Oil
 - (d) Coolant & System.G(Petrol)/System.D(Diesel)
- (2) Payment in respect of items under (A) above (S.N. 1 to 4) will be made as per the rates notified by Govt. after availing the discount to be offered.
- (3) Payment in respect of items under (B) above (S.N. 1 to 3), if not offered free, will be made as the finalized rates.
- (4) Evaluation of the offers will be done as under:

The bidder who quotes highest discount in respect of item No. 1 i.e., Petrol will be considered H1.

(This evaluation criteria will prevail upon any other criteria if mentioned elsewhere in the tender documents)

Signature of Bidder _____
Name & Designation _____

Place:

Business Address _____

Date:

Seal of the Bidder _____

Note: If there is a discrepancy between the unit price and total price the unit PRICE shall prevail.

[Handwritten Signature]



SECTION-IV
(B) BID SECURING DECLARATION FORM

Date: _____

Tender No. _____

To

The Director (Administration)
Indian Council for Cultural Relations
Azad Bhavan IP Estate,
New Delhi 110002.

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 as below:

- a) withdraws/modifies/amends the submitted bid against this tender, impairs or derogates from the tender, during the period of bid validity specified in this tender.; 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, or
 - (ii) Fail or refuse to furnish the Performance Security, in accordance with the terms of this tender document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder or upon

- (i) The receipt of your notification of the name of the successful Bidder and submission of required Performance Security, in accordance with the terms of this tender document; 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)
Dated on _____ day of _____ (insert date of signing)

Corporate Seal(where appropriate)



SECTION-IV
(D) MANUFACTURER'S AUTHORISATION FORM

To

The Director (Administration)
Indian Council for Cultural Relations
Azad Bhavan, IP Estate,
New Delhi-110002.

Dear Sirs,

Ref. Your Bidding Reference No _____, dated _____
We, _____ who are proven and reputable
manufacturers of _____ (name and description of the goods
offered in the Bid) having factories at _____, hereby
authorize Messrs _____ (name and address of the agent) to
submit a Bid, process the same further and enter into a contract with you against your
requirement as contained in the above referred Bidding Documents for the above goods
manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.
_____ (name and address of the above agent) is authorized to
submit a Bid, process the same further and enter into a contract with you against your
requirement as contained in the above referred Bidding Documents for the above goods
manufactured by us.

We also hereby extend our full warranty of one year from acceptance of goods by
Consignee as per Clause-10 of General Conditions of Contract against this Bidding
Document.

Yours faithfully,

[Signature with date, name and designation]
for and on behalf of Messrs _____

[Name & address of the manufacturers]

Note: 1. This letter of authorization should be on the letter head of the manufacturing
firm and should be signed by a person competent and having the power of
attorney to legally bind the manufacturer.

2. Original letter may be enclosed.



SECTION-IV
(E) NEFT MANDATE FORM

From: M/s. _____

Date: _____

To
The Director (Administration)
Indian Council for Cultural Relations
Azad Bhavan IP Estate
New Delhi - 110002

Sub: NEFT PAYMENTS

We refer to the NEFT being setup by ICCR For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our under noted account.

NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

Name of City	
Bank Code No.	
Bank's name	
Branch Address	
Branch Telephone	
Supplier's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Supplier's name as per Account	
Telephone no. of supplier	
Supplier's E-mail ID	

[Signature with date, name and designation]
For and on behalf of Messrs _____

[Name & address of the manufacturers]

Confirmed by Bank

Enclosed a copy of Crossed Cheque



PART-2

SUPPLY REQUIREMENTS



SECTION-V

Schedule of Requirements

Part I:

S.N.	Description of Item (As per in Section-VI)	Qty.
1.	Petrol(Normal)	As per requirement
2.	Diesel(Normal)	As per requirement
3.	Oil and Lubricant moboil for all category Vehicle such as Petrol and Diesel	As per requirement
4.	Coolant/System.G(Petrol)/System.D(Diesel)	As per requirement
5.	Pollution check	As per requirement
6.	Wheel Alignment	As per requirement
7.	Carwash	As per requirement

Bidders may quote the rates for all items. In case of items at 'B' of the above schedule, bidder may quote '0' (zero) if the bidder intends to offer the services for free.

Note:

- Approximate quantity of items mentioned in the above price schedule (S.N.1 to 4) with no commitment of purchase:
 - Petrol {Approx 60,000* liters in 24months (contract period is two years)}
 - Diesel
 - Lubricant Oil
 - Coolant & System.G(Petrol)/System.D(Diesel)

*Quantity may be increase or decrease subject to change in Govt. Policy or conditions.
- Payment in respect of items under (A) above (SN1 to 4) will be made as per the rates notified by Govt. after availing the discount to be offered.
- Payment in respect of items under (B) above (S.N.1 to 3), if not offered free, will be made as the finalized rates.
- Evaluation of the offers will be done as under:

The bidder who quotes highest discount in respect of item No. 1 i.e., Petrol will be considered H1.



SECTION-VI

TECHNICAL SPECIFICATIONS



SECTION- VI

PartI:

S.N.	Description of Item
(A)	ITEMS TO BE PURCHASED
1.	Petrol(Normal)
2.	Diesel(Normal)
3.	Oil and Lubricant moboil for all category vehicle such as Petrol and Diesel
4.	Coolant/System.G(Petrol)/System.D(Diesel)
(B)	Services to be provided
1.	Pollution check
2.	Wheel Alignment
3.	Carwash



PART-3

CONTRACT



SECTION-VII

GENERAL CONDITIONS OF CONTRACT (GCC)

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SECTION- VII

GENERAL CONDITIONS OF

CONTRACT (GCC)



1. Application:

The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same is not superseded by Schedule of Requirements under Section V and Technical Specification under Section VI of this document.

2. Performance Security:

Immediately after Notification of Award and Contract Agreement by the Purchaser, the supplier, shall furnish performance security to the Purchaser for an amount equal to **three percent (3%)** of the total value of the contract, valid up to sixty days after the completion of contract period (Two years, 2) from satisfactory services of bidder.

The Performance security shall be denominated in Indian Rupees in any one of the forms namely Account Payee Demand Draft or Fixed Deposit Receipt drawn from any Scheduled bank in India or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in Section VIII(B) of this document in favour of the Purchaser.

The Purchaser will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the **contract obligations**.

3. Technical Specifications and Standards

The Goods & Services to be provided by the supplier under this contract shall conform to the General and standard specifications of the items issued by Govt. of India, Ministry of Petroleum.

4. Contract period

The contract will be for a period of **two year** from the date of award of contract, extendable for a further period of one year on the basis of satisfactory performance and on mutual agreement.

5. Inspection, Testing and Quality Control:

The successful bidder shall be required to provide the facility of inspection of the fuel pump, quality check of the product supplied at any time as desired by the ICCR. If the product supplied is found to be not of the quality as per standards, the ICCR shall be free to terminate the contract at any point of time and issue a fresh tender.

6. Terms of Delivery:

Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract- on requirement basis.

The Successful bidder will have to provide petrol/diesel/oil etc. as per requirement of ICCR for which the Director (Administration), ICCR or his representatives will be informing the successful bidder through POL slips (Which provided by successful bidder) duly signed.



7. Insurance:

Unless otherwise instructed, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:

"Wherever necessary, the goods supplied under the contract shall be fully insured in the manner specified in the contract. If considered necessary, the insurance may be done for coverage on "all risks" basis including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure, which may be incurred due to any such damage, loss etc."

8. The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent/latest improvements in design and materials unless prescribed otherwise by the Purchaser in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods under the conditions prevailing in India.

9. If the supplier, having been notified, fails to rectify/replace the defect(s) promptly, the Purchaser may proceed to take such remedial action(s) as deemed fit by the Purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the Purchaser may have against the supplier.

10. Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to the Purchaser promptly on receipt of order from the Purchaser.

11. Prices:

Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the **corresponding prices (discount)** quoted by the supplier in its Bid and incorporated in the contract.

12. **Taxes:** All taxes as applicable by the Government of India from time to time.

13. Terms and Mode of Payment:

Payment Terms

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner:

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

1. Payment will be made on fortnightly basis on production of Invoice.
2. No advance payment will be made.
3. The Successful bidder will submit the bill to the Director (Admn) ICCR Azad Bhavan every fortnightly. ICCR will make the payment through ECS /NEFT in favour of the Agency.
4. The payment shall be made fortnightly only after upon submission of the following documents: -



- (i) Supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
 - (ii) Requisition slip issued by the authorized representative of concerned section
 - (iii) Acceptance Certificate/slip.
5. No bill process charges or any others charge shall be payable to the successful bidder.
6. Payment of the contract price shall be subjected to the recoveries / liquidated damages/shortages etc., if any.
7. ICCR reserves the right to deduct the TAX as applicable while making such payments.

The supplier shall not claim any interest on payments under the contract.

Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to the Purchaser.

All payments in Indian Rupee will be made through National Electronic Fund Transfer (NEFT)/RTGS systems as per the NEFT Mandate Form attached as per Section-IV (E).

14. Delay in the supplier's performance:

The supplier shall deliver the goods and perform the services under the contract within the time schedule specified by the Purchaser as incorporated in the contract.

Any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:

- (i). Imposition of Liquidated Damages,
- (ii). Forfeiture of its Performance Security and
- (iii). Termination of the Contract for default.

15. Liquidated damages:

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser shall, without prejudice to other rights and remedies available to the Purchaser under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per occasion of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10% of the contract price.

16. Termination for default:

The Purchaser, without prejudice to any other contractual rights and remedies available to it (the Purchaser), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Purchaser.



Unless otherwise instructed by the Purchaser, the supplier shall continue to perform the contract to the extent not terminated.

17. Termination for insolvency:

If the supplier becomes bankrupt or otherwise insolvent, the Purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Purchaser.

18. Termination for convenience:

The Purchaser reserves the right to terminate the contract, in whole or in part for its (Purchaser's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Purchaser. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Purchaser following the contract terms, conditions and prices. For the remaining goods and services, the Purchaser may decide:

- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

19. Fall Clause:

- a) The Supplier undertakes that he has not supplied/is not supplying similar products/system or sub-systems to any department of Govt. of India i.e. Central Government/State Government, Statutory Undertakings of Central/State Governments/Local Bodies etc. and as well as to private Purchaser, domestic or foreign at a price lower than that offered in the present bid.
- b) If it is found at any stage that similar product/systems or subsystems was supplied by the Supplier to any of the above Organizations as well as to private Purchaser, domestic or foreign, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Supplier to the Purchaser, if the contract has already been concluded.

20. With holding and lien in respect of sums claimed:

Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the Contractor, the Purchaser shall be entitled to with hold and also have a lien to retain such sum or sums in whole or in part from the security, if any, deposited by the Contractor and for the purpose aforesaid, the Purchaser shall be entitled to withhold the said cash security deposit or the security, if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the Contractor, the Purchaser shall be entitled to with hold and have lien to retain to the extent of the such claimed amount or amounts referred to supra, from any sum or sums found payable or which at anytime thereafter may become payable to the Contractor under the same contract or any other contract



with the Purchaser or the Government, pending finalization or adjudication of any such claim and that The Contractor shall have no claim for interest or damages what so ever on this account or on any other ground in respect of any sum of money with held or retained under this clause and duly notified as such to the Contractor.

21. Resolution of disputes:

If dispute or difference of any kind shall arise between the Purchaser and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. Such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Director General (Indian Council for Cultural Relations). The award of the arbitrator will be final and binding on the parties to the Contract.

Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., New Delhi, India.

22. Applicable Law:

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.



SECTION-VIII
(A) (I) CONTRACT AGREEMENT
CONTRACT FORM FOR SUPPLY
INDIAN COUNCIL FOR CULTURAL
RELATION, AZAD BHAVAN IP ESTATE,
NEW DELHI-11000 2.

Contract No _____ dated _____

This is in continuation to this office's Notification of Award No _____ dated _____

1. Name & address of the Supplier: _____
2. Purchaser's Bidding Document No _____ dated _____ and subsequent Amendment No _____, dated _____ (if any), issued by the purchaser.
3. Supplier's Bid No _____ dated _____ and subsequent communication(s) No _____ dated _____ (if any), exchanged between The supplier and the Purchaser in connection with this Bid.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Schedule of Requirements;
 - (iii) Technical Specifications;
 - (iv) Bid Form furnished by the supplier;
 - (v) Price Schedule(s) furnished by the supplier in its Bid;
 - (vi) Manufacturers' Authorization Form (if applicable for this Bid);
 - (vii) Purchaser's Notification of Award

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods	Accounting unit	Unit Price	Quantity to be supplied	Total price	Terms of delivery

Any other additional services (if applicable) and cost thereof: _____

Total value (in figure) _____ (In words) _____

- (ii) Delivery schedules:
- (iii) Details of Performance Security:
- (iv) Consignee:
- (v) Warranty Period:
- (vi) Payment terms:

(Signature, name and address
of the purchaser's authorized
official) For and on behalf of Director
General

ICCR Head Quarters
Received and accepted this contract

[Signature with date, name and designation]
For and on behalf of Messrs _____

[Name & address of the manufacturers]
(Seal of the supplier)
Date: _____
Place: _____
Place: _____



SECTION-VIII

(B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

Director General
Indian Council for Cultural Relations
Azad Bhavan IP Estate,
New Delhi-110002

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date(as day, month, and year)of Notification of Award]

and Contract No. _____

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: Director General, Indian Council for Cultural Relations, Azad Bhavan IP Estate, NEW DELHI-110002

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

We have been informed that [insert complete name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods and related Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we here by irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, with out cavilor argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Supplier]



SECTION-VIII
(C) CONSIGNEE RECEIPT CERTIFICATE (CRC)
(To be given by consignee's authorized representative)

The following store(s) has/have been received in good condition:

- 1) Contract No. : _____
- 2) Contract Date : _____
- 3) Supplier's Name : _____
- 4) Consignee : _____
- 5) Name of the item supplied : _____
- 6) Quantity Supplied : _____
- 7) Date of Receipt by the Consignee : _____
- 8) Name and designation of Authorized Representative of Consignee : _____
- 9) Signature of Authorized Representative of Consignee : _____
- 10) Date : _____
- 11) Seal of the Consignee : _____

