



वै.औ.अ.प.- केंद्रीय औषधीय एवं सगंध पौधा संस्थान

CSIR -CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS

पी.ओ.सीमैप, लखनऊ- 226015) उ.प्र. भारत

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2718613,14



No. 80(2)/2018-Pur

Date: 30.10.2018

Tender document

CSIR-Central Institute of Medicinal and Aromatic Plants, Lucknow is a pioneer research and development institute under the aegis of Council of Scientific & Industrial Research, an autonomous body of DSIR, Ministry of Science & Technology, Govt. of India. **Director**, CSIR-Central Institute of Medicinal and Aromatic Plants, Lucknow invites **open tenders in single bid mode** through Central Public Procurement Portal (<https://www.etenders.gov.in>) **from reputed Banks** having sound financial credentials for the empanelment as a Banker of CSIR-CIMAP related to foreign business (Import/Export) transactions of the Institute as per the scope, terms and conditions and other details mentioned herein under:-

Tender Reference No. & CPP tender ID	Description of Item
	Empanelment of Bank for FOREX (Import/Export) related transaction/business.

Tender Critical dates are as per Central Public Procurement Portal (<https://www.etenders.gov.in>)

Scope of the contract/work and terms and conditions:-

1. Empanelment of bank having sound financial credential and experience in the field of Forex Bank related transactions (Letter of Credit, Wire Transfer, Foreign Demand Draft, Bank Release Order etc.).
2. The bidding bank should be a scheduled bank and should be authorized dealer of Reserve Bank of India for Forex Transactions. However preference of 5% should be given to Domestic Systemically Important Banks (D-SIBs) as declared by the Reserve Bank of India.
3. The bidding bank must declare their latest NPA.
4. The Bank must have minimum **2 (two)** years of continuous experience in FOREX transactions etc like (Letter of Credit, Wire Transfer, Foreign Demand Draft, Bank Release Order etc) as on the date of tender opening for the same/similar work (herein mentioned in the scope of work) in any of CSIR laboratories/Institutes or in other government organizations. (*supporting document must be attached to this effect*).
5. Collection of related Bank documents (by hand) from CSIR-CIMAP, Lucknow as and when required. The successful Bank will maintain close liaison with CSIR-CIMAP regularly & arrangement for collection of documents whenever informed telephonically/by email or otherwise by us.
6. The contract period will be for 3 (three) years subject to renewal on annual basis. It means the contract will be initially awarded for 1 year and may be further renewed on annual basis up to 3 years subject to & based upon the satisfactory services/performance of the contractor.
7. The quotation should be valid for a minimum period of 90days from the date of opening the quotation.

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8. **The submission of quotation** shall be deemed to be an admission on the part of the bidder, had fully acquainted with the scope of work/terms and conditions etc. and no claim other than what stated in the quotation shall be paid in the event of award of contract.
9. **Incomplete quotations** which does not fulfill the tender requirement of this tender, terms and conditions etc. are liable for rejection at the discretion of competent authority, CSIR-CIMAP.
10. **Bidding bank must have at least two empanelment of forex related transactions with Government Institutions. Out of them at least one should be with the branch (With RBI AD Code) in Lucknow, where the forex related transaction activity is proposed.**
11. Bidding should enclose with their tender the list of customer(s)/organizations/CSIR Laboratories, where they have same/similar contract.
12. The tender should be type written without any cutting, additions, overwriting thereon.
13. The bank will handle the forex related transaction strictly case to case basis and will provide per case wise statement after the completion of transaction. For this purpose CSIR-CIMAP will remit the funds to the bank vide cheque/DD/NEFT/RTGS, after that bank will process for foreign payment transaction and will return the balance amount with the payment details. For this purpose no formal account shall be operated by CSIR-CIMAP, however documents comply KYC norms shall be provided.
14. The bank will provide monthly report of pending LC/FD/Sight bills etc.
15. The successful Bank should provide monthly report of the transaction done by CSIR CIMAP giving details of CIMAP Reference numbers.
16. The Bank should not have any pending legal dispute with CSIR laboratories/institutes. This may be the cause of rejection of the tender. (Please submit an undertaking to this effect)
17. If there is any dispute of any type between CSIR-CIMAP and the successful Bank, the successful BANK will have to continue its services as provided in the contract during pendency of such dispute/issue. BANK will not hold any of CIMAP transaction pending with them due to such dispute/issue.
18. Director, CSIR-CIMAP, LUCKNOW, reserves the right to accept or reject full or partial of any of the tender(s) without assigning any reason thereof. This will be a binding on the bank.
19. Conditional tenders & wherever not quoted as per tender will not be accepted under any circumstances and rejected summarily. Please strictly quote as per CIMAP format.
20. If over/wrong payment(s) of any type of charges has been made by CSIR-CIMAP or debited by Bank due to oversight/inadvertent human mistake then, the successful bank will be liable to refund the same immediately to CSIR-CIMAP.
21. The Jurisdiction area for any dispute/arbitration arisen under this tender will be at LUCKNOW only.

(Eligibility criteria for Banks):-

Sr. no.	Terms and Conditions of CSIR-CIMAP	To be filled by the bidding Bank clearly (write 'yes' or 'no' with your own handwriting wherever required)	Page number of related supporting document of the tenderer's bid. (tenderer may mention page number here)
1	The bidding bank must mention its NPA %age.(Attach certified copy of NPA)	_____%	
2	Is the bidding bank is listed as Domestic Systemically Important Banks (D-SIBs) by the Reserve Bank of India.		
3	Whether the bidding bank have minimum 2 (two) years of experience for the same/similar work in any of CSIR laboratories/Institutes or in other government organizations. (attach supporting document to this effect)		

4	Whether Bank is blacklisted by any of the CSIR Laboratories/Institutes or any other Government Organization(s)..		
5	Whether Bank is having any pending legal issue with CSIR or its Laboratories/Institutes?		
6	Whether all the terms and conditions of this tender are acceptable to the Bank. In case of non-acceptance to any terms and condition please specify		
7	Whether the bidding bank has forex transaction branch in Lucknow with mandatory empanelment ? (attach copy of such empanelment and AD code(issued by RBI))		
8	Does the bank agrees to provide monthly report of pending LC/FD/Sight bills		
9	AD Code detail of the branch where the forex related transaction is proposed.		

Price Bid Format/ Financial evaluation criteria:-

Sr.No.	Item for which rate to be quoted	To be quoted by bank (Rs.). bank may fill here
Group "A"		
1	Bank Charges (except commitment charges) for issuance of Letter of Credit	
2	Commitment charges for Letter of Credit (for Rs. 10.00 Lakh) (mention amount in % also if applicable)	
3	Commitment charges for Letter of Credit (for Rs. 20.00 Lakh) (mention amount in % also if applicable)	
4	Charges for wire transfer transaction	
5	Charges at the time of payment of LC	
6	Charges for issuance of foreign currency demand draft	
7	Charges for issuance of Bank Release Order	
8	Charges for retirement of documents sent for collection of payment.	
	Total (overall quoted price)	
Group "B"		
	Non Performing Assets (NPA) %age (to be quoted by bank)	
Group "C"	Whether the bank is DSIB by Reserve Bank of India. Attach Related Document. Preference of 5% shall be five to all DSIB bank bidders.	

(Note: Please note that the no commission on currency conversion shall be paid separately. The rate of currency shall be paid on actual basis at the time of purchase, for which bank has to submit documentary evidence.)

(The rates mentioned above should be valid for a period of 3 year from the date of opening of the tender. Govt levies/taxes as applicable from time to time shall be paid of the mentioned charges)

The weight of "A" above in price bid format will be 70%

The weight of "B" above in price bid format will be 25%

Marking scheme to arrive at the Lowest quoted bank is as under:-

Marks in Group A - $70 * (HQP-BQP) / (HQP-LQP)$

Marks in Group B - $25 * (HQP-BQP) / (HQP-LQP)$

The bank, who will obtain the highest marks after totaling above A+ B +C marks, will be emerged as the lowest quoted bank and contract will be awarded to them.

HQP=Highest quoted price in the received tenders

LQP= Lowest quoted price in the received tenders

BQP=Bidder quoted price in the received tenders

Bidder may note:-

- a. Tenderer/Bidder may make all the pages serial number of their bid. Non submission of supporting document will lead to rejection of the bid. Bidders are requested to carefully attach the supporting document wherever required.
- b. Incomplete bid/tender will be liable to be summarily rejected.

Stores & Purchase Officer
for and on behalf of the Director, CIMAP