



सीएसआईआर - राष्ट्रीय वनस्पति अनुसंधान संस्थान, लखनऊ

CSIR-National Botanical Research Institute
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No. 15/168/17-P

Date: 16.08.2018

Tender document

CSIR-National Botanical Research Institute, 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-National Botanical Research Institute, 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-NBRI 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
File No.: 15/168/17-P CPP Portal Tender ID: 2018_CSIR_14153_1	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 listed as Domestic Systemically Important Banks (D-SIBs) by the Reserve Bank of India or should be a nationalized bank.
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 similar R&D government organizations like ICMR/ICAR/DRDO/ISRO etc. (*supporting document must be attached to this effect*).
5. Collection of related Bank documents (by hand) from CSIR-NBRI, Lucknow as and when required. The successful Bank will maintain close liaison with CSIR-NBRI 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 bidding Bank should be having their FOREX transaction related branch in Lucknow only. (Supporting document must be attached to this effect).
8. The quotation should be valid for a minimum period of 90days from the date of opening the quotation.
9. **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.
10. **Incomplete quotations** which does not tender requirement of this tender, terms and conditions etc. are liable for rejection at the discretion of competent authority, CSIR-NBRI.
11. Bidder must 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 provide per case wise statement after the completion of transaction.
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 NBRI giving details of NBRI 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-NBRI 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 NBRI transaction pending with them due to such dispute/issue.
18. Director, CSIR-NBRI, 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 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 NBRI format
20. If over/wrong payment(s) of any type of charges has been made by CSIR-NBRI or debited by Bank due to oversight/inadvertent human mistake then, the successful bank will be liable to refund the same immediately to CSIR-NBRI.
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-NBRI	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 technical bid. (tenderer may mention page number here)
1	The bidding bank must mention its NPA %age	_____ %	
2	Is the bidding bank is listed as Domestic Systemically Important Banks (D-SIBs) by the Reserve Bank of India or a nationalized bank ?		
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 similar R&D government organizations like ICMR/ICAR/DRDO/ISRO etc. (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	Does the bidding bank has forex transaction branch in Lucknow?		
8	Does the bank agrees to provide monthly report of pending LC/FD/Sight bills		

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	Charges for issuance of Letter of Credit	
2	LC commitment charges	
3	Charges for wire transfer transaction	
4	Charges at the time of payment of LC	
5	Charges for issuance of foreign currency demand draft	
6	Charges for issuance of Bank Release Order	
7	Any other forex related service	
	Total (overall quoted price)	
Group "B"		
	Non Performing Assets (NPA) %age (to be quoted by bank)	

The weight of "A" above in price bid format will be 70%
 The weight of "B" above in price bid format will be 30%

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 - $30 * (HQP-BQP) / (HQP-LQP)$

The bank, who will obtain the highest marks after totaling above A+ B, 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 technical bid and commercial bid. Non submission of supporting document will lead to rejection of the technical 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, NBRI