

**Bureau of Indian Standards
9, Bahadur Shah Zafar Marg, New Delhi**

Ref:Admn./18:1

Date: 29.08.2013

Subject: Engagement of Authorized Dealer (Category-II), Non-Banking

Bureau of Indian Standards is established under Bureau of Indian Standards Act, 1986 for the harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto. It functions under the administrative control of Ministry of Consumer Affairs, Government of India.

BIS is also a founder member of the International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC).

The employees need to travel abroad for attending to various industry requirements/ Conferences/trainings from time to time. Our annual foreign exchange (FE) requirement is approx US \$ 2 lakh. BIS wishes to engage Authorized Dealer (Category-II) (AD-II) as per the scope of work detailed in this offer.

Details of opening and closing of the offer are as under:

- i Bid closing date &time : 23.09. 2013 at 14.00 Hrs
- ii Bid opening date & time : 23.09.2013 at 14.30 Hrs
- iii Bid submission places : Bid should be dropped in the tender Box on/or before the Bid Closing date & time at the following address:
Administration Department,
Room No. 406, Mankalaya
Bureau of Indian Standards
9, Bahadur Shah Zafar Marg,
New Delhi-110002
- iv Bid validity up to : 90 days date of closing of the bid

(Hindi version follows)

1. GUIDELINES FOR SUBMITTING THE TENDER

- 1.1 The Technical bid shall consist of information pertaining to the technical qualifications of the parties.
- 1.2 Technical bid will be opened first for assessing technical qualification and competence of the parties.
- 1.3 Financial bid shall be opened of only those bidders, who are found successful in the process of technical assessment by this office.
- 1.4 Technical bid and financial bid shall be put in separate envelopes duly sealed and superscribed with **“Technical Bid for Engagement of AD-II” and “Financial Bid for Engagement of AD-II”**.
- 1.5 The Tender Document should be duly signed by the authorised signatory of the Authorised Dealer. In case bid is signed by the authorized signatory, it should accompany alongwith valid authorization/resolution authorizing the signatory.
- 1.6 Both sealed envelopes, containing “Technical Bid” and “Financial Bid’ may be put in a third envelope which may also be sealed and submitted to this office duly superscribed with **‘Offer for Engagement of AD-II’**
- 1.7 All the three envelopes must bear the Name & Address of the party and addressed to “Director (Administration), Bureau of Indian Standards, ‘Manakalaya’ 9 – Bahadur Shah Zafar Marg, New Delhi-110002”. Last date for submission of sealed offer is 23.09.2013 by 1400 h.
- 1.8 Technical bid shall be opened on 23.09.2013 at 1430 h at our office, in the presence of such bidders or their authorized representatives who may like to be present.
- 1.9 Date of opening of financial bid shall be decided thereafter.

2. Scope of Work:

- 2.1 The AD-II should be well versed with RBI guidelines issued from time to time and it would be his sole responsibility to ensure that the same are complied with.
- 2.2 The AD-II should have a provision for delivering FE round the clock including on closed days/holidays in our offices at Delhi/NCR or at the places in India as per the convenience of the officer concerned at short notices as and when required.

(Hindi version follows)

2.3 The RBI reference rate shall be benchmarked for the transaction. Any premium /discount shall be calculated on the RBI reference rates at the time of purchase of foreign exchange. In case of holidays and/or after close of normal business hour, the latest available RBI Reference rate shall be taken into consideration.

3. Bid Evaluation Criteria:

Bidder should furnish the documents in support of the following criteria, failing which the offer shall not be considered for further evaluation:

- i) The bidder should be an Authorised Dealer (Category-II) for all types of foreign trips e.g., business, to attend seminars/conferences or training programme etc. with valid RBI license. Documentary proof in support of the same shall be furnished alongwith your offer.
- ii) The bidder should be in this trade for more than 05 years. Documentary proof in support of the same shall also be furnished.
- iii) The bidder should have average turnover of minimum Rs. 05 crores during the last 3 financial years. Copies of the annual accounts statement (Balance-Sheet and Profit-Loss) duly attested by Chartered Accountant shall be submitted as documentary proof.
- iv) The bidder should have at least 30 branches all over India. Documentary proof in support the same shall also be furnished.
- v) Bidders and/or its subcontractors should not be on Holiday and/or blacklisted by any Government Department/Public Sector on the due date of submission of bid. A declaration to this effect shall be given by the bidder alongwith the bid documents.
- vi) The bidder should have a Registration Certificate of Service Tax.
- vii) Demand draft for Rs. 500.00 drawn in favour of “Bureau of Indian Standards” payable at New Delhi towards cost of tender document.
- viii) Demand draft for Rs.10,000.00 drawn in favour of “Bureau of Indian Standards” payable at New Delhi towards EMD.

4. Other Terms and Conditions:

- 1) For evaluation purposes, the supply rate of currency will be considered.
- 2) Discount/Premium on RBI Reference Rates for US\$ quoted above shall be applicable on all the other currencies e.g. Euro, GBP, Yen etc.

(Hindi version follows)

- 3) The contract shall be valid for a period of 03 years initially which can be extended further for three years on the yearly basis subject to satisfactory performance. The discount/Premium finalized in this contract shall remain unchanged during this period.
- 4) No Commission/Service charges will be paid for purchase/selling of Traveller's cheques & Traveller's Card.
- 5) The bidder should provide details of its offices/associates all across the globe.
- 6) Service tax:
 - a) Quoted prices should be inclusive of all taxes and duties except service tax, if applicable.
 - b) The bidder shall also furnish copy of service tax registration along with the offer wherever service tax is applicable. Alternatively, bidder shall furnish the same within one month from the date of issue of Letter of Award or along with first Invoice. In case service tax indicating rate of abatement/deduction allowed as per service tax act in the first invoice itself.
 - c) In case of statutory variation in service tax during currency of contract, the bidder shall submit copy of Government notification to evidence the rate as applicable on the date of submission of the bid and on the date of revision.
 - d) A claim for payment of service tax/statutory variation in service tax, should be raised within two months from the date of issue of Govt. Notification for payment of differential Service Tax. In case such claim is not raised within a specified period of two months, the claim shall not be entertained for payment of arrear.
- 7) The payment for the forex services rendered by AD-II will be released within 10 (Ten) days from the date of receipt of bill with the due acknowledgement of FE on the face of each invoice by the recipients.
- 8) The remittance towards the forex surrendered by BIS should be done within 24 hrs. of actual receipt of currency.
- 9) Parallel Purchase: Acceptance of above offer does not confer upon any right to claim that purchase of Foreign Exchange be made through one specified agent only. BIS reserves its right to purchase/surrender foreign exchange through any other agency(s) during the period covered under the agreement.
- 10) Tax Deducted at Source shall be deducted as per Government Order/Statutory requirement.
- 11) The Earnest Money (EMD) Rs. 10,000/- would be required to be deposited in the form of Demand Draft in favour of "Bureau of Indian Standards" payable at New Delhi alongwith tender document. The EMD without interest shall be returned to the unsuccessful bidders after finalisation of contract.

(Hindi version follows)

- 12) The EMD will be forfeited in the following conditions:-
- a. If at any stage, any of the information/declaration given by the bidder is found false.
 - b. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - c. In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
 - d. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- 13) In the event of any breach of Terms and Conditions of the contract, default or any other type of lapse on the part of the service provider, the contract shall be terminated without assigning any reason and the security deposit will be forfeited by BIS.
- 14) This contract can be terminated with a notice period of one month by the either side.
- 15) Successful bidder/s would be required to deposit Performance Security Deposit at the rate of 5% of the annual bid amount for the fulfilment of the contract. The said amount is payable by demand draft/Bank guarantee in favour of "Bureau of Indian Standards, New Delhi" which will remain with BIS for the period of contract and refundable after the period of contract. No interest shall be payable on this amount. The security deposit shall be deposited within two weeks from the date of acceptance of bid, failing which BIS reserve the right to cancel the acceptance of the bid.
- 16) BIS reserves the right to accept or reject any or all offers received at its absolute discretion without assigning any reason whatsoever.
- 17) In case of any dispute arising out of the business or interpretation of any clause of the Tender, the Courts at Delhi alone shall have the jurisdiction to try and decide.

To

Director (Administration)
Manakalaya,
Bureau of Indian Standards,
9 Bahadur Shah Zafar Marg,
New Delhi.

Sub: Submission of Technical Bid / Financial Bid for engagement of AD-II

Sir,

With reference to your tender enquiry no._____ dated _____, I submit herewith my technical bid and financial bid (Annexure-I) for your kind consideration please. I have read all the terms and conditions and enclosed documents, indicated in technical bid and financial bid, strictly as per instructions given in the tender document.

Yours faithfully,

Enclosures –

1. Check list.
2. Duly signed tender document with terms and conditions as provided by BIS.
3. Documents as mentioned at Bid Evaluation Criteria.
4. Financial Bid (Annexure-I)

(Hindi version follows)

Financial Bid

Discount/premium may be quoted as per following Schedule of Rates (SoR):-

a) SUPPLY OF FOREIGN EXCHANGE

Item Description	Discount/Premium on RBI Reference Rates for US\$ (in figures as well as words)
Supply of Foreign Exchange in currency (for purchase of forex by BIS)	
Supply of Foreign Exchange in Travellers' Cheque/Traveller's card (for purchase of forex by BIS)	

b) SURRENDER OF FOREIGN EXCHANGE

Item Description	Discount/Premium on RBI Reference Rate for US\$ (in figures as well as words)
Surrender of Foreign Exchange in currency (by BIS)	
Surrender of Foreign Exchange in Traveller's Cheque/Traveller's card (by BIS)	

*Note:- Bidder shall clearly mention either **Discount or Premium** on RBI Reference Rates, whichever is applicable. In case of discrepancy between figure and word, quote written in the word shall be considered.