



CSIR-Indian Institute of Petroleum

(Council of Scientific & Industrial Research)

P.O.I.I.P., MOHKAMPUR, DEHRADUN – 248005 (UK) INDIA

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ISO-9001 Regd. Institute

TENDER NOTICE

Subject: Invitation of Tender for Handling of Foreign Exchange Business

Indian Institute of Petroleum (IIP), Dehradun, and ISO 9001 Institute, is one of the leading constituent laboratories under Council of Scientific & Industrial Research (CSIR) engaged in R&D work in petroleum refining, natural gas and petro-chemicals and contributing towards creation of state of the art technology & products. CSIR-IIP has been working on several projects of natural importance independency and also in collaboration with well-known Indian foreign organizations.

E-BIDS are invited from reputed interested Banks for handling Foreign Exchange Business of the Institute which include wire transfers, L/C payments etc. E-Bids are invited through Central Public Procurement (CPP) Portal (<https://www.etenders.gov.in>) and only online quotations will be entertained from the registered bidders of CPP Portal.

Last date of submission : 23.12.2019 by 3:00 PM

Date of opening : 24.12.2019 at 3:00 PM

(Controller of Store & Purchase)



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E-Tenders are invited in two-bid system (Part A – Non commercial & Part B – Commercial) from reputed interested Banks for handling Foreign Exchange Business of the Institute which include wire transfers, L/C payments etc. Award of **Foreign Exchange Business for the period of Two Years further renewable for one year on satisfactory service.**

Bank having done similar nature of work can apply along with the documentary evidence for the work done in the past. The bank should also meet the parameters as given below and are required to submit following information along with their applications as Part A (Non-commercial);

- Document evidencing the Bank as a **scheduled bank of RBI**
- Foreign Exchange Business must be operated by the bank from **Dehradun Branch independently**
- Bank should have minimum **3 years experience** of handling Forex Business
- Client list of the Bank**
- Details of Foreign Exchange transactions** handled in the last three years.

Part B – Commercial bid may be quoted separately. Format for quoting rates is as follows. The same may be filled, signed, stamped and submitted online as per schedule.

Please submit your **quotation** with terms & conditions alongwith **maximum discount applicable to Govt. R&D Organization on or before December 23, 2019 by 3:00 p.m.**, to be opened on December 24, 2019 at 3:00 p.m.

(Controller of Stores & Purchase)

You are requested to kindly offer your rates as per the following format:

| Sl. No. | Description | Rate (INR) |
|---------|---|------------|
| 1 | L/C Issuance Charges | |
| 2 | Documentation Charges | |
| 3 | L/C Retirement charges | |
| 4 | Exchange Rate as per IBR +/- * | |
| 5 | Swift Charges | |
| 6 | L/C Amendment Charges | |
| 7 | Any Other charges like BRO charges, GR Waiver etc | |
| 8 | Taxes as applicable | |

Please also confirm the following points

- 1) To Pick & drop documents facility.
- 2) Auto E-mail generate facility.
- 3) Proper on-line view facility to see debit/credit of our transaction in your account.
- 4) A time schedule (max.) for TT payment, LC opening & LC amendment & after receiving our documents.
- 5) *Documentary support must be attached with all cases.
- 6) An irrecoverable Bank Guarantee of five crore shall be given by successful bank to cover the contractual period.



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