



CSIR-Indian Institute of Petroleum

(Council of Scientific & Industrial Research)

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

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Website : www.iip.res.in



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ISO-9001 Regd. Institute

Subject: Invitation of Tender for Handling of Foreign Exchange Business

TENDER NOTICE NO : 18/2017-18

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.

Tenders are invited from reputed interested Banks for handling Foreign Exchange Business of the Institute which include wire transfers, L/C payments etc.

Last date of submission : 13th December, 2017 by 2:30 PM

Date of opening : 13th December, 2017 at 3:00 PM

Interested bidders may download the details from our Website: www.iip.res.in

(Store & Purchase Officer)



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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);

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

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

Please send in your **sealed quotation** with terms & conditions alongwith **maximum discount applicable to Govt. R&D Organization on or before December 13, 2017 by 2:30 p.m., to be opened on the same day at 3:00 p.m.**


(Stores & Purchase Officer)

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.



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