

TENDER DOCUMENT FOR THE RATE CONTRACT OF CHEMICALS, GLASSWARES, PLASTICWARES & LABWARES



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National Agri-Food Biotechnology Institute

(an autonomous institute under Department of Biotechnology, Govt. of India)

C-127, Industrial Area, Phase VIII, Mohali - 160071, India

Tel No: +91-172-4990145, Fax No: +91-172-4604888

Tender Ref. No: PUR/RC/2014-15

Tender for Rate Contract for Chemicals, Glasswares, Plasticwares, Labwares etc

| | | |
|----|--|---|
| 1. | CHEMICALS, GLASSWARES AND LABWARES FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF RATE CONTRACT | |
| 2. | General Terms and Conditions | As per Annexure I |
| 3. | Cost of Tender Documents | ` 500.00 |
| 4. | Cost of Tender Documents (By Post) | ` 500.00 Tender documents can be downloaded by tenderer from NABI website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of crossed Demand Draft payable at Mohali/Chandigarh drawn in favor of NABI, in a separate envelope along with the tender. |
| 5. | Last Date and time for issue of tender documents | 20.05.2014 Tuesday 1600 Hrs (IST) |
| 6. | Last Date and time for submission of sealed quotations | 21.05.2014 Wednesday 15:00Hrs (IST) |
| 7. | Date and time of tender opening | 21.05.2014 Wednesday 16:00Hrs (IST) |

Terms and conditions for the submission of Quotation

(to be returned by Tenderer along with the tender duly signed)

Sealed tenders are invited on behalf of Executive Director, NABI, Mohali from the reputed manufacturers/authorized distributors/dealers (who have the current authorization from the principal company) for entering into Annual Rate Contract for the supply of items grouped as under:

| | |
|---------------------|--|
| Tender Document No. | PUR/RC/2014-15 |
| Sr. No. | Category |
| 1. | <u>Chemicals</u> <i>(Including Chemicals/Solvents (LR/AR/HPLC Grade), Rare Chemicals/Fine Chemicals, Molecular Biology Enzymes, Reagents & Kits / Biochemicals / Immunochemicals, Readymade media)</i> |
| 2. | <u>Glasswares (Complete range)</u> |
| 3. | <u>Plasticwares (Complete range)</u> <u>(Including liquid handling product)</u> |
| 4. | <u>Labwares & Lab Essentials</u> (Chromatography Accessories (HPLC/GC Columns/Columns fittings/TLC plates, Filter Papers Disposable Filter Units, Disposable Readymade Garments, Animal Feed, Surgical Gloves/Polyvinyl & Nitrile Gloves & Safety wears for Chemical & Biological labs/Workshops, Cotton/Tissue Rolls/Aluminium Foil) |
| 5 | <u>Oligos & Sequencing Services</u> |

1. Quotation will be accepted only from manufacturers for branded items. If they are not in a position to quote, they authorize only one exclusive agent who may quote along with authorization. **The authorization certificate format should be enclosed as per Annexure "A" failing which the quotation will be summarily rejected.**
2. The quotation should be submitted in sealed covers, super scribing **supply of chemicals, plasticwares, Glasswares, Labwares under rate contract**, Tender No., due date and sealed and addressed to the Executive Director, National Agri-Food Biotechnology Institute, C-127 Industrial Area, Phase VIII, Mohali - 160071. Separate offers should made for each brand of Product. **Offers sent through Fax or E-mail will not be accepted.**

3. Overwriting and corrections should be attested properly. The bid should be complete with all respects and should be duly signed. Incomplete and unsigned bids will not be considered.
4. The quoting firm should submit the bid submission format along with the quotation. **(As per Annexure-B)**
5. The companies which cannot provide validity of rates for one year need not apply.
6. The firms should be registered with sales tax authorities.
7. The rate contract will be generally valid for a minimum period of one year, however rates for more than one year will also be considered.
8. There will be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications / regulations change.
9. This Institute is exempted from payment of customs duty in terms of Government Notification No.51/96-Customs and Central Excise duty exemption in terms of Notification No.10/97-Central Excise vide letter ref. no: TUV/V/RG-CDE (1129)/2013 valid from 3rd October 2013. Actual User condition (Non-Industrial-R&D Institution).
10. **For Imported items the firms should give their quote in Foreign Currency. In addition, they can quote in Indian Currency which should have endorsement of the principal company. Any firm having Custom Bonded Warehouse shall be preferred, in such cases the modalities of supply and exemption shall be mentioned clearly.**
11. Price should be for delivery at NABI, Mohali.
12. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization / Private Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to NABI. In case it is found that the price changed by the firm are more, the same will be recovered from the subsequent/unpaid bill of the supplier. **(Format as per Annexure "C")**
13. **The manufacturer should have 5 or more Rate Contract with any of the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs / Central Universities / DRDO/ Govt. Organization in the past three years. The firm should enclose the proof of supporting documents along with the quotation.**
14. The stores shall be supplied within a period of 45 days either directly or through dealer. (No deviation in this regard). Earlier delivery by the supplier is preferred.
15. NABI, Mohali reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
16. **Termination of Rate Contract** – The rate contract can be terminated at anytime without assigning any reasons by giving one month notice by either party. **Conditional, Unsigned, Late & Delayed tenders will not be considered.**

17. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deems appropriate for.
18. **If the ordered material is not supplied in the above mentioned period then NABI reserves the right to cancel the order/not accepts the ordered materials**
19. **Liquidated damages:** The date of delivery should be strictly adhered to; otherwise the institute reserves the right not to accept the delivery in part or full. The liquidated damages @ 1% per week subject to a maximum of 10% of the value of the order can be imposed.
20. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
21. NABI, Mohali also reserves the right to test the chemicals and solvents/other consumables for their quality if it so desires.
22. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
23. **Bidders are requested to provide complete Bank Address with code & Account No. so that payment can be sent electronically. Payment through cheque may not be made in the coming future as per the policy of NABI. (as per Annexure- "D")**
24. **The payment for the supply of items will be given to the firm within one month of the arrival of materials subject to the inspection of materials by the NABI Scientists/Indenter. No Bill for part payment will normally be entertained (as per Annexure-"D").**
25. **No advance payment will be made for the supplies.**
26. Discount, taxes and other levies if any are to be specified clearly in the bid.
27. The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee and the Executive Director reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
28. **Warranty –** The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item
29. All disputes will be subject to Mohali jurisdiction (Punjab).
30. The tenders are also liable to be rejected if the above conditions are not complied with.
31. Executive Director, NABI, Mohali reserves the right to reject any or all the tenders without assigning any reason or to accept them in part or full.

Stores and Purchase Officer

ANNEXURE “A”

MANUFACTURERS' AUTHORIZATION FORM

No. PUR/RC/2014-15

Dated _____

**The Executive Director,
National Agri-Food Biotechnology Institute
C-127, Industrial Area, Phase VIII, Mohali, Punjab**

Dear Sir:

We _____ who are established and reputable manufacturers of _____ having factories at *(address of factory)* do hereby authorize M/s _____ *(Name and address of Agent)* to submit a bid, negotiate and receive the order from you against your tender for the Rate Contract.

No company or firm or individual other than M/s _____ is authorized to bid, and conclude the Rate Contract in regard to this business.

We hereby extend our full guarantee and warranty as per Clause 28 of the tender conditions for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer.

ANNEXURE “B”**Bid Submission Format**

| | | |
|---------------|---|---------------------|
| Sr. No | (Please submit your bid in the given format) Tender Ref. No. PUR/RC/2014-15) | |
| 1 | Name of category, S.No. of category from Annexure-I and Manufacturer/supplier | |
| 2 | Category for which Rate Contract is applied | |
| 3 | Whether Price list for 2014-15/current price list is printed or duly certified computer generated/CD | |
| 4 | The manufacturer should have 5 or more Rate Contract with any of the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs / Central Universities / DRDO/ Govt. Organization in the past three years. | |
| 5 | Whether necessary supporting document has been enclosed for the point Sr. No: 4 | |
| 6 | In case of imported items, mention the name of manufacturer in the price list for which rate contract is applied. | |
| 7 | Whether all the authorization for all the manufacturers is enclosed. (Authorization Certificate Format enclosed as per the format) | |
| 8 | Is there any open authorization in India if yes please mention | |
| 9 | In case of imported items whether price list in foreign currency is attached. | |
| 10 | Discount offered on the printed price by manufacturer | |
| 11 | Addl. Discount offered by the Distributor/Dealer | |
| 12 | Total Discount | |
| 13 | VAT/Taxes/Duties etc. | |
| 14 | The items should be supplied to NABI within 45 days from the next day of purchase order. Earlier delivery will be preferred. | No Deviation |
| 15 | Whether Tender Fee of Rs.500/- submitted | |
| 16 | Whether all the annexures are enclosed | |
| 17 | Whether you have read and understood all the tender terms and conditions and whether you accept it unconditionally. | |

Note:- for each category, a separate bid submission format (Annexure-‘B’) should be submitted.

Date: _____

Seal and Signature of Authorized signatory

ANNEXURE “C”

FALL CLAUSE NOTICE CERTIFICATE

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the “FALL CLAUSE” will be applicable.

In case, if the price charged by our firm is more, NABI will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the tenderer

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

ANNEXURE “D”

BANK DETAILS REGARDING THE TRANSFER OF PAYMENT THROUGH NEFT/RTGS

No. PUR/RC/2014-15

Dated _____

To
The Executive Director,
National Agri-Food Biotechnology Institute
C-127, Industrial Area, Phase VIII, Mohali, Punjab

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to NABI, Mohali are as follows:

| | | |
|----|--|--|
| 1. | Name of the firm | |
| 2. | Contact person | |
| | Contact No. of firm | |
| | Email ID of Concerned person | |
| 3. | Particulars of Bank Account of Firm | |
| a | Name of Bank | |
| b | Name of Bank Branch | |
| c | Bank Address | |
| d | Bank Branch Telephone No. | |
| e | 9 Digit Code Number of the Bank and Branch | |
| f | IFSC Code of the Bank Branch (application for the bank branches participating RTGS system of RBI for fund transfer) | |
| g | Type of Bank Account (Saving Bank, Current Account or Cash Credit Account) | |
| h | Account Number (as appearing on the cheque book please ensure to mention the complete account No. as allotted by the bank) | |

Signature of the competent authority with seal

Note: This above details should be on the **letterhead of the supplier** and should be signed by a person competent and having the power of attorney to bind the same.