

Tender Notice.Pur/RC/2016-17.

CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY

Sector 39-A, Chandigarh-160039

Tel +91-0172-6665361/6665363, Email – purchase@imtech.res.in

Sealed tenders are invited on behalf of Director, CSIR-IMTECH, Chandigarh 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/2016-17/RC
Annual Rate Contract for -1	Chemicals (Complete Range)
2	Glasswares (Complete Range)
3	Plasticwares/General Labware/Pipette-Micropipette/Surgical/Polyvinyl/Nitrile Gloves (Complete Range)
4	Services – Peptides, Oligos, Antibodies (polyclonal/monoclonal), Chip-Array/Chip Sequencing/Chip-on-chip, Micro-array, Genome Sequencing, Gene Synthesis, Protein Expression
5	Filter Papers and Disposable Filter Units
6	Animal Feed
7	Office Furniture (Complete Range)
8	Cotton, Tissue Rolls / Aluminium Foil
9	Photocopy papers including Colour 75 GSM, A4/A3, FS (Bilt Make), Modi Xerox
10	HP Toner/Cartridges directly with the manufacturer only
Contact Person	Stores & Purchase Officer.

The authorized distributor/dealer should produce an original letter from manufacturer for applying against our above tender. The tender form can be downloaded from our Website www.imtech.res.in (free of cost) and can be submitted alongwith authorization of manufacturer as above. Due date and time for receipt of tenders will be **17.8.2016 upto 5.00pm** in Purchase Section. The tender shall be opened on **18.8.2016 at 11.30am.** The envelope should be super scribed with Sr.No. and Name of the item applied for. For each category separate tender is to be submitted.

Director, IMTECH, Chandigarh reserves the right to reject any or all the tenders without assigning any reason or to accept them in part or full.

(Mohinder Kumar)
Stores & Purchase Officer.

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Institute of Microbial Technology, Chandigarh is a constituent establishment of CSIR located in Chandigarh, is engaged in the Research & Development activities. Being one of the major laboratories of CSIR chain of laboratories, IMTECH is using chemicals, solvents, glasswares, plasticware and filter papers etc. of high quality for 100% accuracy for its R&D work which may be procured directly from the manufacturer or through authorized dealer network.

As a policy decision, it has now been decided to enter into an Annual Rate Contract for supply of chemicals, glassware, plasticware/labware, filter papers, photocopier papers, etc. stocked/stored by us for our R&D use.

You are, therefore, requested to offer your products range with rates either on your company letter Head or in the printed form and CD/DVD in MS Excel format (as per Annexure "A"), duly authenticated by respective manufacturer. The annual Rate Contract so concluded will have to take care of the following conditions:

- 1 **Mention the name of Category and Brand name/Principal Company name on the envelope failing which the offer will be summarily rejected without opening the same. For separate category of items, separate tenders should be submitted. Single tender for multiple categories will be rejected summarily**
- 2 **The companies which cannot provide validity of rates for One Year need not apply.**
- 3 The firms should be registered with Sales Tax Authorities.
- 4 The Rate Contract will generally be valid for a minimum period of one year, however rates for more than one year will also be considered.
- 5 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.
- 6 **For Imported items the firms should give their quote in Foreign Currency. Any firm having Custom Bonded Warehouse shall be preferred, in such cases the modalities of supply and exemption shall be mentioned clearly. It will be at the sole discretion of the competent authority to conclude RC for any firm quoting the imported item in the INR.**
- 7 **The current Authorization/Dealership letter of principal company is to be attached along with tender.**
- 8 **INDIAN AGENTS OF FOREIGN PRINCIPALS MUST ATTACH THEIR CERTIFICATE OF ENLISTMENT WITH DGS&D FAILING WHICH THEIR TENDERS WILL BE SUMMARILY REJECTED.**
- 9 The prices may be quoted on Net Dealer Price (NDP) basis with discount, if any.
- 10 Price should be for delivery at Stores IMTECH, Sector 39-A, Chandigarh.
- 11 **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 during the period of contract failing which the "FALL CLAUSE" of CSIR rules will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to IMTECH failing which the offer will not be considered. In**

- case it is found that the prices charged by the firm are more than r/c, the same will be recovered from the subsequent/unpaid bill of the supplier.
12. **The manufacturer should have 10 or more Rate Contract with the CSIR/ICMR/ICAR/IIT/Central Universities/DRDO in case of chemicals. The tenderers should enclose the copies of Rate Contract of CSIR/ICMR/ICAR/IIT/Central Universities/DRDO Institutes for the past five years to whom they have supplied/entered into Rate Contract the same/similar nature of items (with complete address, telephone/fax no. and contact person). However Competent Authority may consider the offer of reputed manufacturer keeping in the view of requirement of the institute.**
13. The stores shall be supplied immediately within a period of 4-6 weeks either directly or through authorized distributor/dealer failing which liquidated damage (time delay penalty) will be applicable.
14. IMTECH, Chandigarh reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
15. **Termination of Rate Contract – The rate contract can be terminated at anytime without assigning any reasons by giving one month notice. Conditional, Unsigned, Late & Delayed tenders will not be considered.**
16. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deems appropriate for.
17. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
18. IMTECH, Chandigarh also reserves the right to test the chemicals, solvents and other consumables for their quality if it so desires.
19. 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.
20. **Bidders are requested to provide complete Bank Address with code & Account No. so that payment can be sent electronically/RTGS.**
21. Discount, taxes and other levies if any are to be specified clearly in the bid.
22. The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee and the Director reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
23. **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
24. 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 valid from 29.8.2011. Actual User condition (Non-Industrial-R&D Institution).

25. **Rate Contract offer should be quoted/submitted by manufacturers alongwith Bid Submission Format especially in specialized consumable items like chemicals, glassware, plasticwares and Toner/cartridge from HP only. For general items, authorized dealers/stockiest/retailers may also quote for the purpose of conclusion of Rate Contract.**
26. The offers must be submitted in a double sealed cover envelope duly superscribing the name of item of RC, on the envelope addressed to Director, IMTECH, Chandigarh and should reach by **17.8.2016 upto 5.00pm** in Purchase Section and the same will be opened on **18.8.2016 at 11.30 am** in the presence of tenderer, if any. The tender received late, will not be considered.
27. All disputes will be subject to Chandigarh jurisdiction.
28. The tenders are also liable to be rejected if the above conditions are not complied with.

Stores & Purchase Officer

Bid Submission Format

(Please submit your bid in the given format) Tender Ref. No.	
Name of Manufacturer/supplier (Refer Sr.No.25)	
Category for which Rate Contract is applied	
Whether Current Price list is printed or duly certified computer generated/CD/DVD in MS Excel format (as per Annexure A)	
For chemicals whether the firm have 10 or more rate contract as per tender condition no. 12	
In case of imported items, mention the name of manufacturer in the price list for which rate contract is applied.	
In case of imported items whether price list in foreign currency is attached.	
Whether Indian agent of foreign supplier has attach its certificate of enlistment with DGS&D.	
Whether offer is for rate contract under Import Currency	
Whether offer is for rate contract under Indian Currency	
Whether all the current authorizations for all the manufacturers is/are enclosed	
Discount offered on the Net Dealer Price (NDP) by Principal or by their authorized dealer. Confirm that the offered discount is/are the same as are offered to other R&D/Educational/other Govt Organisations. Attach certificate as per conditions Sr.No. 11	
VAT/Taxes/Duties etc.	
Delivery period from ex- Stock, please refer sr.no.13. IMTECH reserves the right to cancel the order/not to accept the material for delayed order	
If item is not in Ex-Stock please mention delivery period	
Whether attached last Year Rate contract copy alongwith 3-4 purchase order copies	
Whether you have read and understood the terms and conditions mentioned above from Sr. no. 1 to 28 and whether you accept it unconditionally.	

**Signature of Authorised signatory
With seal**

Annexure A

①

Price list under Excel Format

1	2	3	4	5	6	7	8	9	10	11
Sl.No.	Item Category	Item Subcategory	Catalogue No.	Item Description	Item Type	Item Unit	Rate	Discount	Tax1	Tax2

Note:

1. There should no blank rows at all.
2. In column 8 rates should be quoted in xxxx.xx format only. No comma's or special characters should be used.
3. In column 5 i.e. item description should not contain apostrophe
4. All 11(Eleven) fields must be intact. Where value is nil indicate (Zero) nil.

Important: The Price list has to be submitted separately for each category and brand and the CD should be labelled accordingly.

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Price list under Excel Format - SAMPLE / MODEL FORMAT

1	2	3	4	5	6	7	8	9	10	11
Sl.No.	Item Category	Item Subcategory	Catalogue No.	Item Description	Item Type	Item Unit	Rate	Discount	Tax1	Tax2
1	CHEMICALS	MERCK	1.94500.0521	Acetone Empura	Consumables	500 ML	290.00	5	5	0
2	Glassware	BOROSIL	136041	BOTTLES, MC CARTNEY, FLAT	Consumables	No.	140.00	7.5	5	0
3	Chemicals	Sigma Aldrich	T3824	Tyrosinase	Consumables	50 KU	10146.00	5	5.15	14.5
4	Chemicals	Sigma Aldrich	T3754	L - Tyrosine	Consumables	100 g	4987.5	5	5.15	5.5

Note:

1. There should no blank rows at all.
2. In column 8 rates should be quoted in xxxx.xx format only. No comma's or special characters should be used.
3. In column 5 i.e. item description should not contain apostrophe
4. All 11(Eleven) fields must be intact. Where value is nil indicate (Zero) nil.

Important: The Price list has to be submitted separately for each category and brand and the CD should be labelled accordingly.