



## सी.एस.आई.आर-हिमालय जैवसंपदा प्रोद्योगिकी संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

### CSIR-Institute of Himalayan Bioresource Technology

(Council of Scientific & Industrial Research)

पो. ओ. 6 पालमपुर (हि.प्र.)-176061

सं.4(1)2016-Pur

दिनांक 30.08.2016

निदेशक, सी एस आई आर - हिमालय जैवसंपदा प्रोद्योगिकी संस्थान, पालमपुर द्वारा प्रतिष्ठित विनिर्माताओं/प्राधिकृत डीलरों से मोहरबन्द निविदाएं निम्नलिखित सामग्रियों की आपूर्ति हेतु वार्षिक सविदा के आधार पर आमंत्रित की जाती हैं।

क्रम सं	सामग्री का विवरण
1.	रसायन एवं रीयजेंट्स,
2.	<u>ग्लासवेयर (प्रयोगशाला की पूर्ण सामग्री)</u>
3.	<u>प्लास्टिकवेयर (प्रयोगशाला की पूर्ण सामग्री)</u>
4.	फिल्टर पेपर, मेम्ब्रेन्स /सिरिन्ज फिल्टर
5.	प्राईमर्स/ऑलिगोस, मोलक्यूलस बायोलोजी एनजाईमस/डाईग्नोस्टिक किटस
6.	क्रोमैटोग्राफी असैसरीज (एचपीएलसी/जीएलसी कॉलम/टीएलसी प्लेटस) व अन्य वैज्ञानिक उपभोज्य सामग्री एलुमिनियम फाईल, गलोवस, टीसु पेपर इत्यादि
7.	पशु आहार व फार्म में प्रयोग होने वाली विविध सामग्रियां जैसे प्लास्टिक पॉटस, पॉलीथीन सीट, नर्सरी बैग, सेडिंग नैटस, कोकोपिट, बर्मीकुलेट इत्यादि

निविदा प्रपत्र को जमा करने की अंतिम तिथि (व्यक्तिगत/डाक द्वारा)	20.09.2016 समय 5:00 बजे सांय तक
निविदा प्रपत्रों को खोलने की तिथि	21.09.2016 समय 11:00 बजे सुबह से

इच्छुक आपूर्तिकर्ता हमारी वेबसाइट [www.ihbt.res.in](http://www.ihbt.res.in) पर निविदा प्रपत्र एवं अन्य विवरण प्राप्त कर सकते हैं।

(सुरेश पंत)

भण्डार एवं क्रय नियंत्रक



**सी.एस.आई.आर—हिमालय जैवसंपदा प्रोद्योगिकी संस्थान**

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

**CSIR-Institute of Himalayan Bioresource Technology**

(Council of Scientific & Industrial Research)

पो. ओ. 6 पालमपुर (हि.प्र.)-176061

# **TENDER DOCUMENT**

**Refer Advt.No./Tender Notice No.02/2016**

**Rate Contract for Supply of Chemicals & Reagents, Glass wares,  
Plastic wares, Filter Papers, Membranes/syringes, etc**

**This Tender Document is Applicable to the Notice Inviting Tender(NIT) No. .... for Rate Contract for various Chemicals,Glasswares,Plastic Ware,Filter Papers,etc.**

**TERMS & CONDITIONS:**

1. **GENERAL:** Sealed quotations along with printed price list and catalogue duly sealed, signed and stamped are invited on behalf of the Director, CSIR-Institute of Himalayan Bioresource Technology, Palampur(H.P) from reputed manufacturers for the purpose of entering into Rate Contracts for various Items as per the above said Notice Inviting Tender(NIT). Quotations received by Fax/email will not be considered. The offer must be strictly as per general specifications and the tender terms & conditions. The sealed cover containing the offer/quote should be supercribed with Tender No., Due Date and Date of Opening of the Tender.
2. EMD: Please note that no EMD is applicable for this Tender.
3. Prices: Must be quoted on the basis of Discount on Net Dealer Price(NDP) for each category of items in terms of Percentage(%) discount on NDP. Additional Dealer Discount may also be mentioned clearly as and when applicable.
4. The Rate Contract shall be in the nature of standing offer for the specified range of products from the supplier for the contracted period. However, there shall be no guarantee of drawls of any item for a minimum or specified quantity during the contract period.
5. Parallel rate contracts for similar items can be concluded by the Institute at any time during the period of rate contract.
6. The Rate Contracted firm shall be fully responsible for any defects in any material supplied under the Rate Contract. In case after receipt and inspection of material or during its usage, any defect is found in the quality of material , the supplier shall have to provide free replacement of the supplied material or he shall have to refund the amount charged towards the same.
7. The Rate Contract can be terminated at any time by the Institute by giving a One Month Notice.
8. The shelf life of material should be at least 50% for storage and use from the date of its supply.

1. **SUBMISSION OF OFFERS:**

- (a) Rate contract offer should be submitted by the Original Manufacturer directly in case of foreign manufacturer or by their Indian counterparts with complete documents such as authorization or agreements etc. A copy of Authorisation Certificate from the Manufacturer must be enclosed.
- (b) Separate offer in separate envelope should be submitted for each category as per the NIT.

2. **Due & Opening Dates:** The offer must reach this office on or before 20.09.2016 up to 5:00 PM. The tenders will be opened on 21.09.2016 at 11:00 AM for all items in the presence of bidders, who wish to be present themselves at the time of opening of tender. Late/Delayed Tenders will not be accepted.
3. **PRICES:** The prices should be FOR CSIR-IHBT Palampur Stores inclusive of packing, forwarding. If ex-works/godown prices are quoted, then, packing, forwarding, documentation, freight and insurance charges must be specifically mentioned separately. The Institute is exempted from payment of Excise Duty under notification No. 10/97. Hence Excise Duty may be shown separately. VAT/other Govt. levies will be paid at actual and the prevailing rates may be mentioned separately. No other charges other than those mentioned clearly in the quotation will be paid.

4. Vague terms like “ packing forwarding transportation etc. extra” without mentioning the specific amount/percentage of these charges will not be accepted. Such offer shall be treated as incomplete and rejected.
5. **REASONABILITY OF PRICES:**
  - (a) The material will not be supplied by you on less than the Rate Contract prices to any other Govt. Institution. If the same is found, the proportionate recoveries will be made.
  - (b) Copies of Rate Contract with other CSIR Labs./Institutes, if any, may be submitted along with your offer.
  - (c) The supplies must be conformed to the specification of our supply order. If the same is found defective the same will be replaced immediately free of charges at IHBT.
  - (d) Kindly issue a certificate stating that maximum discount is being given and no other Govt. Organization including CSIR is being benefited more than this discount.
  - (e) The Rate List of Bulk Packages/Quantity should also be attached along with your offer. Bulk discount must be mentioned with the offer.
6. **PAYMENT CONDITION:** Payment on Bill Basis after supply: Normally the payment should be made within 30 days after receipt of materials if found in order, in quality and in quantity. Supplies will be made promptly within the delivery schedule. For local supplies, the payment will be made only after satisfactory supply at CSIR-IHBT and after certification by our user expert/scientist.
7. **LATE DELIVERY:**The material must be supplied within stipulated period/validity of supply date. In case of delay in supply from the side of supplier, a penalty of 0.5% per week of order value will be charged for the delayed period subject to maximum of 10% . Beyond this the Supply Order is liable to be treated as cancelled. It may however be noted that Force Majeure clause is acceptable to us. Extension of delivery schedule shall be considered only under exceptional circumstances and upon a written request from the Firm.
8. Only one bill will be accepted against one purchase order. If , due to urgency , material is supplied in more than one lots, it should be done only after obtaining prior approval from the undersigned on challan basis.
9. **VALIDITY OF RATE CONTRACT:** The prices must be kept valid up to One year **from the date of award/acceptance of rate contract.** No upward changes in prices will be acceptable in any condition during the period of the rate contract. However, if there happens to be a downward revision in prices of the items concerned during the contract period, the benefit of the price reduction shall be passed on to the Institute. Force Majeure clause is accepted to us.
10. **NON-SUBMISSION OF TENDER:** In case you are unable to submit your quotation against our tender enquiry, we would appreciate and accept a note of regret from your side giving in brief, reasons for not quoting.
11. **LATE /DELAYED/CONDITIONAL QUOTATION:** Late or delayed/Unconditional quotations/offers shall not be considered.
12. Any firm having Bonded Warehouse shall be preferred. If the firm has the facility of bonded warehouses, the modalities of supply and exemption shall be mentioned clearly.
13. Conditional tender shall not be accepted.

**14. Prices bid must be provide as per the specific excel sheet format attached at Annexure A.This is mandatory as the Institute intends to upload the same for generation of POs in ERP mode.**

**15. ACCEPTANCE OF OFFER & RELAXATION OF TENDER CONDITIONS:**

Normally, no condition of the tender shall be relaxed. However, the Director, IHBT Palampur, may relax any of the conditions of the tender in the best interest of the Institute in exceptional cases depending upon the merits of the case. Director, CSIR-IHBT reserves the right to accept or reject any or all tenders either in part or in full.

14. All disputes in case of any award under the proposed Rate Contract shall be subject to Palampur jurisdiction.

(Suresh Pant)  
Controller of Stores & Purchase

