



सी.एस.आई.आर.—हिमालय जैवसंपदा प्रौद्योगिकी संस्थान

CSIR- INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY

(Council of Scientific & Industrial Research)

Post Box No.6, Palampur-176 061 (HIMACHAL PRADESH)

Tel: -01894-230425, E-mail: spo@ihbt.res.in, Website: www.ihbt.res.in

NO.4/(92)15-Pur

Dated 19.02.2015

Tender Notice No.04/2014

Sub: Tender for Annual Rate contract of Chemical & Solvents, Primers, Glassware, Plastic ware, Filter Papers, Agriculture Products etc.
Enquiry No: 4(92)2015-Pur Date: 19.02.2015
Last Date of Submission: 19.03.2015 up to 10.30AM
Date of Opening: 19.03.2015 at 11.00AM onwards

ANNUAL RATE CONTRACT FOR THE SUPPLY OF:

1.	Lab chemicals/Solvents (LR/AR/HPLC grade)
2.	Glasswares (complete range)
3.	Primers/Oligos
4.	Plasticwares (complete range)
5.	Rare chemicals/Fine chemicals/Readymade Media/Accu standards
6.	Molecular Biology Enzymes/Diagnostic kits
7.	Chromatography Accessories (HPLC/GLC Column/TLC Plates etc.)
8.	Filter Papers and disposable Filter units
9.	Pipettes/Micro pipettes etc.
10.	Agriculture products such as Animal feed, Plastic pots, Petridishes. Aluminium Pouches, Root trainers, vermiculicate, Coco peat, Polythene sheet, Nursery bags etc. required for research & Farm activities.
11.	Other Scientific consumables such as gloves, aluminium foils, tissue papers etc.

Institute of Himalayan Bioresource Technology, a constituent establishment of CSIR located at Palampur, is involved in the research & development activity in the field of Biotechnology, Tea Science, Floriculture, Biodiversity and Natural Product chemistry and Process Development Products etc. We are using General Chemicals, Solvents and Diagnostic kits, Glassware, Plastic wares, Pipettes, Filters Papers, etc. to high quality with 100% accuracy for our R&D activities.

Proposals for the Annual Rate contract for the financial year 2015-2016 are invited by the Director, CSIR-Institute of Himalayan Bioresource Technology, Palampur (HP) for the above categories of stores, from reputed manufacturers and their authorized distributors, subject to the following terms and conditions:

I. Qualification criteria/ Eligible Tenderers

This Invitation for tenders is open to all registered & well established Manufacturers/Authorised Dealers/Authorised distributors who are having TAN/VAT/PAN registration. Certified true copies of TAN/PAN/VAT certificate should be submitted.

II. Preparation of Bids

1. **Separate offers** should be made for each **Brand of Product**.
2. **Price offered** shall be valid for a period up to **31.3.2016** and for **Free delivery at CSIR-IHBT, Palampur (HP)**. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to CSIR-IHBT, to any other clients.

3. **Statutory increases** like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
4. **Discounts offered** shall be indicated clearly in terms of percentage on the manufactures price lists.
5. **Special discount/prices**, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately. **DISTRIBUTORSHIP CERTIFICATE**: Sole selling Agents/Distributors of a particular make should produce an original letter from manufacturer valid for the year 2015-16 for applying against this Tender of CSIR-IHBT.
6. The tenderer shall indicate the unit prices of the goods it proposes to supply under the Contract and enclose it with the priced bid i.e., Price list & CD. The rate list for bulk packing/bulk quantity should also be attached. Bulk discount must be mentioned with the breakup.
7. The prices quoted must be net per unit and must include all charges for delivery at the Stores of CSIR-IHBT.
8. The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
9. The manufacturer should quote make/brand / mark/Cat.No. and full details of the material without leaving any scope for ambiguity.
10. Post tender changes in quoted specifications and amount are not permissible. No request for correcting typographical error will be considered after opening of tenders.
11. Copies of the following may be enclosed alongwith the quotation:
Sales Tax registration No.
Central Sales Tax Registration No./VAT
PAN No.
Manufacturer's certificate of registration.
Authorised Indian Agent /Authorised Distributor/Authorised Dealership certificate.
12. This Institute reserves the right to conclude Parallel Rate Contract for the similar items at any time during the period of contract with one or more authorized distributors.
13. All corrections and alterations made in the Price List and other correspondence must be duly countersigned by the authorised signatory, without which quotation shall not be considered.
14. List of **other organizations** where similar supplies have been made & having a rate contracts preferably in CSIR/ICMR/ICAR/DRDO/BARC/IIT/ISRO labs, documentary evidence may please be attached.
15. The contracted items so supplied will have to be high quality and grade and in any event if chemicals/solvents or any other material are found to be inferior quality, the supplier is liable to be blacklisted. IHBT reserve the right to test the chemicals, solvents and other materials for their quality, if it so desires.
16. The **rate contract** can be terminated at any time by giving one month's notice from either side.
17. **Make/Brand** and the name of the manufacturer with address, should be clearly mentioned. Manufacturers/Suppliers/Tenderers having ISO 9001/9002 accreditation should indicate in their tender.
18. This institute is not eligible to issue of form "**C**" or "**D**" or any other Form of Sales Tax Certificate for concession in taxes. The rate of Sales Tax/VAT applicable should be clearly indicated in your tender.

19. CSIR-IHBT is exempted from payment of **Central Excise Duty/Customs Duty** as per Govt. Notification No. 10/97-Central Excise dated 01/03/1997 & Customs Notification No. 51/96-Customs dated 23 July 96. The tenderer are advised to go through these notifications thoroughly and mention clearly regarding the excise/customs duty in their offer.

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.

20. The **submission of tender** shall be deemed to be an admission on the part of the tenderer, that he had fully acquainted with the contract terms and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

21. The prices once accepted by CSIR-), shall remain valid till **12 months from 1.4.2015 to 31.3.2016** and all orders placed during this period should be successfully executed. The Director, CSIR-IHBT shall not entertain any increase in the rates during the period except increase in Government levy/duties/VAT during the period of the contract. However, if there happens to be a downward revision in prices of the items concerned, the benefit of the price reduction shall be passed on to the Institute. Accordingly, the Purchase Order if any to be revised prior to supply of stores.

22. During the tenure of the Rate Contract the benefits of any promotional offers by the manufacturers should also be passed on to CSIR-IHBT.

23. Conditional tenders will not be accepted.

24. The Price List must be certified for uniformity of rates throughout the country. A certificate in this regard must be attached along with tender as given below.

CERTIFICATE

Certified that the Price List/Price Catalogue of M/s. (Name of the company _____) for item sr. no. _____, submitted against rate contract tender no. 4(92)15-Pur dated _19.2.2015 for the year 2015-2016 is uniform price list throughout the territory of India.

III. Submission of Bids

Sealed Cover addressed to the Director, CSIR-IHBT, Attn. Stores & Purchase Officer, should be superscribed "**Tender for Rate Contract for 2015-2016 – Ref. No.4(92)14-Pur Due Date for opening of Quotation on 19-3-2016 at 11.00A.M.**"

Tenderer should include the Manufacturer's Price List, CD (Soft copy), Brochure/Literature, if any, duly indicating about all enclosures, terms & conditions and Authorised Dealership certificate in original.

IV. Terms of delivery:

The rates quoted should be **FOR Destination, CSIR-IHBT, Palampur (HP)** inclusive of packing/forwarding charges, taxes, duties freight & Insurance i.e. free delivery at CSIR-IHBT premises otherwise your offer will not be considered. Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offers may be considered as all charges are inclusive.

Delivery schedule will be strictly adhered to. Delivery period shall be 30-45 days. The firm may execute the order as soon as orders are received. No extension of time beyond 30-45 days normally shall be allowed.

Delivery may be effected by the manufacturers directly or through their authorized dealers whose name and address should be indicated in the proposal.

V. Terms of Payment:

Payment will be made on receipt of material in good working conditions within 30 days after certification by user as per P.O. terms & conditions. Advance payment shall not be given. No other payment term will be acceptable to this institute. Payment will be made directly to the supplier by crossed Cheques/e-payment mode by CSIR-IHBT, Account Section.

NOTE: In respect of e-payment, the supplier has to furnish their bank details such as "Account Holder Name" , Account No., Bank Name, Branch Location and ISSC Code while raising the Invoice.

No part payment will be made. Payment will be made on completion of the full supply.

Payment terms are normally within 30 days. However, all efforts will be made to effect the payment as early as possible after the supply is completed and accepted by CSIR-IHBT.

VI. Fall Clause :

If the Rate Contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent suppliers under the rate contract and rate contract amended accordingly.

VII. Liquidated Damages:

As time is the essence of supply orders, all the orders need to be executed as per delivery schedule. Any further delays in supply shall attract liquidated damages @ 1% per week subject to a maximum of 10% after which the order shall be treated as cancelled.

Tenderers shall note that CSIR-IHBT will not entertain any correspondence or queries on the status of the offer received against the Tender Invitation.

Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

The decision regarding acceptance or rejection of the quotation(s) will rest with the Director, CSIR-Institute of Himalayan Bioresource Technology, Palampur (HP) who does not bind himself to accept the lowest quotation and reserve the right to himself to reject or partly accept any or all the quotations received, without assigning any reason.

The Director, CSIR-IHBT reserves the right to reject any or all the Tenders without assigning any reason or to accept them in part or full.

All disputes arising in connection with the executing the orders will be subject to the jurisdiction of the courts in Palampur (HP) only.

For detailed general terms and conditions please visit IHBT website <http://www.ihbt.res.in> under **"TENDERS"**.

Stores & Purchase Officer
For and on behalf of Director,CSIR-IHBT

PROFORMA TO BE FILLED BY THE TENDERER

CATEGORY OF STORES:	
NAME & ADDRESS OF THE TENDERER	
Contact Person: Tel: Email:	
Authorised Dealer should enclose : (1) Central Sales Tax Registration certificate (2) General Sales Tax Registration certificate (3) I.T. Certificate (4) PAN No. (5) Authorised Distributorship Certificate (6) Price Certificate (7) Profile of the firm & client list	
BRAND OF THE PRODUCT OFFERED	
DISCOUNT OFFERED	
SPECIAL DISCOUNT IF ANY?	
WHETHER AUTHORISATION FROM MANUFACTURER IS ATTACHED?	
DELIVERY BY	MANUFACTURER/DEALER/ DISTRIBUTOR ☞ Which ever applicable
AREAS COVERED: Palampur	

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Date:

Name & Signature of the Bidder
With Seal.