



CSIR-Indian Institute of Petroleum  
(Council of Scientific & Industrial Research)  
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**PURCHASE ORDER**

Tender Notice No. IIP/Pur/RC/2019-20/Gases

Dated: 29.05.2019

### NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Tenders under Single bid system are invited through CPP portal (<https://www.etenders.gov.in>). Only online quotation will be entertained from the registered bidders of CPP Portal on behalf of Director, IIP, Dehradun 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 Gases as under:

Tender Document No.	IIP/Pur/RC/2019-20/Gases
Sl. No.	Details of the Gases
1.	Carbon dioxide UHP (in KG)- Purity 99.999%
2.	Zero Air UHP – Purity 99.999 %
3.	Nitrogen UHP – Purity 99.999%
4.	Argon UHP- Purity 99.999%
5.	Oxygen UHP- Purity 99.999%
6.	Dissolved Acetylene UHP- Purity 99.999%
7.	Helium UHP – Purity -99.999%
8.	Hydrogen UHP-Purity 99.999%
9.	Oxygen- Purity 99.9%
10.	Dissolved Acetylene- Purity 99.9%

The bids must reach this office on or before **25.06.2019** upto **15:00 hours (IST)** and shall be opened on **26.06.2019 at 15:00 hours (IST)**.

Please visit our website [www.iip.res.in](http://www.iip.res.in) for further details for standard bid documents.

  
**SO(S&P)/Stores & Purchase Officer**

The tender document contains the following:

Annexure-I	Instructions for Online Bid Submission
Annexure-II	Price reasonability Certificate
Annexure-III	Bid submission format
Annexure-IV	Tender Acceptance letter
Annexure -V	Manufacturer's Authorization Form

**CRITICAL DATE SHEET**

Tender No	IIP/Pur/RC/2019-20
Name Of Organization	CSIR-IIP, Dehradun
Tender Publishing Date	31/05/19 at 9:00 AM
Document Download Start Date & Time	31/05/19 at 9.00 AM
Bid Submission Start Date and Time	31/05/19 at 9.00 AM
Bid Submission End Date and Time	25/06/19 at 3.00 PM
Date and Time for Opening of Bids	26/06/19 at 3.00 PM
Address for Communication	The Director CSIR-Indian Institute of Petroleum, Mokhampur, Haridwar Road, Dehradun, Uttarakhand Email:- rawats@iip.res.in

  
SO(S&P)Stores & Purchase Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

CSIR-Indian Institute of Petroleum is a constituent establishment of CSIR located in Dehradun, is engaged in the Research & Development activities. Being one of the major laboratories of CSIR chain of laboratories, CSIR-IIP required gases 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 the following Gases for our R&D use:-

Sl.No.	Description of Gases	Rate per Kg/Rate per Cu.Mtrs.(Pire must be quoted on the basis of discount on Net Dealer Price ( NDP) of items in terms of percentage (%) discount on NDP. Additional Dealer Discount may also be mentioned clearly as and when applicable)
1.	Carbon dioxide UHP (in KG)- Purity 99.999%	
2.	Zero Air UHP – Purity 99.999 %	
3.	Nitrogen UHP – Purity 99.999%	
4.	Argon UHP- Purity 99.999%	
5.	Oxygen UHP- Purity 99.999%	
6.	Dissolved Acetylene UHP- Purity 99.999%	
7.	Helium UHP – Purity -99.999%	
8.	Hydrogen UHP-Purity 99.999%	
9.	Oxygen- Purity 99.9%	
10.	Dissolved Acetylene- Purity 99.9%	

You are, therefore, requested to offer your products range with rates on your company letter Head and in the printed form by respective manufacturer. The annual Rate Contract so concluded will have to take care of the following conditions:

1. The tender form/bid documents may be downloaded from the web site: <https://etenders.gov.in/eprocure/app>
2. Bids must be mandatorily submitted Online through Central Public Procurement Portal -



- <https://etenders.gov.in/eprocure/app>
3. Bids are invited in Single Bid System.
  4. Manual/Offline bids shall not be accepted under any circumstances.
  5. Tenderers/bidders are requested to regularly visit the website: <https://etenders.gov.in/eprocure/app>. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
  6. In case, the day of bid opening is declared a holiday by the government, the tenders will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.
  7. The companies which cannot provide validity of rates for One Year need not apply.
  8. The firms should be clearly mentioned their GST number.
  9. The Rate Contract will generally be valid for a minimum period of one year, however RC can be extended for a limited period on mutually agreement.
  10. 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.
  11. The current Authorization/Dealership letter of principal company is to be attached along with tender.
  12. **Price 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.**
  13. All gas cylinders should have colour code.
  14. All UHP gas cylinders should be supplied with purity certificate as well as label.
  15. Purity standards should be followed and complied with in respect of all supplied gases. The purity standard for UHP grade gases should not be less than 99.999%. Further, purity standard in respect of supply of gases like Oxygen and Dissolved Acetylene should not be less than 99.9%.
  16. If in cases supplier will not be follow the purity standard then Rate contract will be terminated with immediate effect.
  17. All gases supplied should have a capacity of 47 Lit ( 7Cu Mts.).
  18. No security deposit will be given for gas cylinders.
  19. All filled up cylinders should be delivered by the supplier to CSIR-IIP by his own vehicle and he will bear the cost. Further Supplier should also take the empty cylinders from CSIR-IIP through his own vehicle and in this case also he will bear the cost of transportation.
  20. Rental charge of gas cylinders will be paid only after the expiry for rent free period.
  21. If Supplier failed to supply the gases within the currency of rate contract period then the rate contract will be terminated with immediate effect.
  22. Price should be FOR delivery at Stores CSIR-IIP, Mokhampur, Dehradun, Uttarakhand.
  23. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the principal company/authorized dealer 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 principle company/authorized dealer that the lowest prices have been offered to CSIR-IIP failing which the offer will not be considered. In case it is found that the prices charged by the firm are higher, the same will be recovered from the subsequent/unpaid bill of the supplier.

24. The stores shall be supplied immediately within a period of 15 days either directly or through authorized distributor/dealer, otherwise CSIR-IIP reserve rights not to accept delivery in part or full or to claim late delivery penalty at 0.5 % per week subjected to a maximum of 10% of total value of purchase order from the vendor for non-compliance of the ARC terms and conditions
25. CSIR-IIP, Dehradun reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
26. Termination of Rate Contract – The rate contract can be terminated at anytime without assigning any reasons by giving one month notice. Conditional.
27. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deems appropriate for.
28. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
29. Discount, taxes and other levies if any are to be specified clearly in the bid.
30. 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.
31. 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.
32. 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.43/2017-Central Excise valid from 30.06.2017. Actual User condition (Non-Industrial-R&D Institution). GST will be paid as per Notification No.47/2017-Integrated Tax (Rate) Dated 14th November 2017 issued by Ministry of Finance, Department of Revenue, Govt. of India. However, prevailing rates of GST may be mentioned separately. No other charges other than those mentioned clearly in the quotation will be paid.
33. Rate Contract offer should be quoted/submitted by manufacturers/ The authorized distributor/dealer alongwith Bid Submission Format.
34. The manufacturer should either have at least previous RC with CSIR-IIP or should have at least 5 (five) RC with CSIR labs/ICMR/ICAR/IIT/Central Universities/DRDO. 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.

35. All disputes will be subject to Dehradun jurisdiction.
36. The tenders are also liable to be rejected if the above conditions are not complied with.
37. A dummy file BOQ for financial bid is being uploaded since there is no provision of discount in BOQ in e-tenders, hence, submit your discount in pdf file.



**SO(S&P)/Stores & Purchase Officer**

**PRICE REASONABILITY CERTIFICATE**

(to be submitted on firm's letterhead)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ for (Currency) \_\_\_\_\_.

We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to CSIR-IIP to any other customer nor they will do so till the validity of offer or execution of purchase order, whichever is later.

**Seal and Signature of the tenderer**



**BID SUBMISSION FORMAT**

(Please submit your bid in the given format) Tender Ref. No.	
Name of Manufacturer/supplier	
Scanned copy of PAN Card in the name of firm/proprietor.	
Scanned copy of RTGS/Bank details of the firm	
Scanned copy of duly Signed and stamped Manufacturer's Authorization Form as per Annexure V	
Discount offered on the Net Dealer Price (NDP) by Principal company/authorized dealer. Confirm that the offered discount is/are the same as are offered to other R&D/ Educational/other Govt Organizations. (As per Annexure II)	
GSTIN	
Whether the firm is black listed/suspended for business by any organization	
Whether you have read and understood the terms and conditions mentioned in tender documents and whether you accept it unconditionally.	
The manufacturer should either have at least previous RC with CSIR-IIP or should have at least 5 (five) RC with CSIR labs/ICMR/ICAR/IIT/Central Universities/DRDO. Accordingly the tenderer should enclose copies of the Rate Contracts.	

**Signature of Authorized signatory  
With seal**



To

Date :

\_\_\_\_\_

Sub.: Acceptance of Terms & Conditions of Tender

Tender Reference No. \_\_\_\_\_

Name of Tender: \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the website (s) namely: \_\_\_\_\_
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to page No. \_\_\_\_\_ (including all documents like annexure(s), schedule(s) etc, which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. department/Public Sector Undertaking.
6. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposited, absolutely

Yours faithfully,

(Signature of the Bidder with official seal)

**MANUFACTURERS' AUTHORIZATION FORM**

(The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letter head of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.)

Date: (insert date (as day, month and year) of Bid submission)

Tender No: (insert number from Invitation for Bids)

To (insert complete name and address of Purchaser)

**WHEREAS**

We (insert complete name of Manufacturer), who are official manufacturers of (insert category of goods manufactured), having factories at (insert full address of Manufacturer's factories), do hereby authorize (insert complete name of Bidder) to submit a bid the purpose of which is to provide the Goods, manufactured by us (insert the category of Goods), and to subsequently negotiate to sign the Contract.

We hereby confirm that we shall be solely and fully responsible in case of discrepancy with regard to quality, quantity, Packages or defects at the time of supply/usage. In such cases we shall provide free replacement immediately.

Signed (insert signature(s) of authorized representative(s) of the Manufacturer) Name: (insert complete name(s) of authorized representative(s) of the Manufacturer) Title (insert Title)

Duly authorized to sign this Authorization on behalf of: (insert complete name of Bidder)

Dated on.....day of ..... (Insert date of signing)

UNDERTAKING

I-----S/o----- R/o-----

-----on behalf of M/s-----

-----address-----

Participating in Tender No.-----Dt.....for the rate contract of Gases. We do hereby declare/affirm here under that.

- a) I undertake that our firm have not been blacklisted debarred and our similar services have also not been banned or suspended so far due to breach of rate contract or any reason including corrupt and fraudulent practices in the past by any Govt./Central Govt. Or Local Bodies/any organization etc. And there are no any vigilance/CBI/FEMA case pending against our firm.
- b) I also undertake and confirm that all the particulars/documents furnished by us on behalf of the company /firm are true and correct & no material and information have been concealed or misrepresented by us on part of our firm against the tender.

Name & Signature/Designation

Date:

Place