

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
पो. ओ. आइ आइ पी, मोहकमपुर, देहरादून-248005
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PURCHASE ORDER

Tender Notice No. Pur/3/RC/19-20/CGPF/IIP

Dated: 23.05.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Tenders under single bid system are invited through CPP portal (<https://etenders.gov.in>) on behalf of Director, IIP, Dehradun from the reputed manufacturers/authorized distributors/dealers (who have current authorization from the principal company) for entering into Annual Rate Contract up to 30th June, 2020 for the supply of items grouped as under:-

| Tender Document No. | |
|---------------------|--|
| 1. | Chemicals (Complete Range) |
| 2. | Glasswares (Complete Range) |
| 3. | Plasticwares/General Labware/Pipette- Micropipette/Surgical/Polyvinyl/Nitrile Gloves (Complete Range) |
| 4. | Filter Papers and Disposable Filter Units |
| Contact Person | SO(S&P)/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 CPP portal (<https://etenders.gov.in>). For each category separate tender is to be submitted.

Please furnish your offer as per enclosed terms and conditions through E-tendering within the stipulated time. Further, you are also requested to submit the current price list through mail to rawats@iip.res.in and one copy of printed pricelist & one number of Pricelist of CD through /soft copy/speed post/courier/by hand may be sent on or before bid submission end time.

Director, CSIR-IIP, Dehradun reserves the right to reject any or all the tenders without assigning any reason or to accept them in part or full.

The bids must reach this office on or before 18.06.2019 upto 15.00 hours (IST) and shall be opened on next working day 19.06.2019 at 15 hours (IST).

Please visit our website www.iip.res.in for further details for standard bid documents.


Section Officer(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 | |
| Name Of Organization | CSIR-IIP, Dehradun |
| Tender Publishing Date | 27/05/19 at 3:00 PM |
| Document Download Start Date & Time | 27/05/19 at 3.00 PM |
| Bid Submission Start Date and Time | 27/05/19 at 3.00 PM |
| Bid Submission End Date and Time | 18/06/19 at 3.00 PM |
| Date and Time for Opening of Bids | 19/06/19 at 3.00 PM |
| Address for Communication | The Director CSIR-Indian Institute of Petroleum, Mokhampur, Dehradun Email:- rawats@iip.res.in |


Section Officer(S&P)/Stores & Purchase Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

CSIR- Indian Institute of Petroleum , Dehradun 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 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, glasswares, plasticwares/labwares, filter papers etc. stocked/stored by us for our R&D use.

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. Mention the name of Category and Brand name/Principal Company name failing which the offer will be summarily rejected. For separate category of items, separate tenders should be submitted. Single tender for multiple categories will be rejected summarily.
8. The bidder is required to attach the printed scanned price-list of the manufacturer
9. The companies which cannot provide validity of rates for One Year need not apply.
10. The firms should be clearly mentioned their GST number.
11. 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.
12. 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.

13. 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.
14. The current Authorization/Dealership letter of principal company is to be attached along with tender.
15. 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.
16. Price should be FOR delivery at Stores CSIR-IIP, Mokahmpur, Dehradun, Uttarakhand.
17. 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.
18. 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.
19. The stores shall be supplied immediately within a period of 2-4 weeks either directly or through authorized distributor/dealer, otherwise 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
20. 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.
21. Termination of Rate Contract – The rate contract can be terminated at anytime without assigning any reasons by giving one month notice. Conditional.

22. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deems appropriate for.
23. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
24. CSIR-IIP, Dehradun also reserves the right to test the chemicals, solvents and other consumables for their quality if it so desires.
25. 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.
26. Discount, taxes and other levies if any are to be specified clearly in the bid.
27. 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.
28. 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.
29. 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
30. 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). 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.
31. Rate Contract offer should be quoted/submitted by manufacturers/ The authorized distributor/dealer alongwith Bid Submission Format.
32. Prices should be free delivery at CSIR-IIP, Mokhampur, Dehradun inclusive of packing, forwarding. If ex-work/godown prices are quoted, the packing, forwarding, documentations, freight, insurance, etc must be specifically separately mentioned in the quotation.
33. Mention the percentage of discount in the quotation both in figures and words. If any discrepancies found in figure and word, the amount in words shall prevail unless the amount expressed in words is related to any arithmetic error.
34. Samples, if called for shall be submitted free of charge on the request of CSIR-IIP.
35. While submitting the proposal the bidder should mention the name of all the manufacturer/OEM/brand name for whom bid is being submitted indicating the

- category of item against each and also submit OEM's authorized valid certificate.
36. The firm shall be required to deliver the material on FOR basis at CSIR-IIP, Mokahmpur, Dehradun, Uttarakhand as per the condition of the PO within the delivery period.
 37. Any conditional tender (different from this tender condition) will not be accepted.
 38. All disputes will be subject to Dehradun jurisdiction.
 39. The tenders are also liable to be rejected if the above conditions are not complied with.
 40. 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

Tender Notice.

BID SUBMISSION FORMAT

| | |
|---|--|
| (Please submit your bid in the given format) Tender Ref. No. | |
| Name of Manufacturer/supplier (Refer Sr.No.32) | |
| Category for which Rate Contract is applied | |
| Whether Current Price list attached | |
| 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 | |
| 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. | |
| 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 | |
| Whether all the current authorizations for all the manufacturers is/are enclosed | |
| 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 | |
| Delivery period from ex- Stock, please refer sr.no.20.CSIR-IIP reserves the right to cancel the order/not to accept the material for delayed order | |
| Whether attached last Year Rate contract copy with CSIR-IIP | |
| Whether the firm is black listed/suspended for business by any organisation | |
| Whether you have read and understood the terms and conditions mentioned above from Sr. no. 1 to 40 and whether you accept it unconditionally. | |

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 Chemicals, Glasswares, Plasticwares and Filterpapers etc. 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.

Yours truly,

Name & Signature/Designation

Date:

Place