



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप_निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH
12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040
(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीएक्स स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:
www.nirjaft.res.in



F. No. 11(5)/Adm.III/Lab Consumables/Tender/19-20

Date: 30.08.2019

TENDER NOTICE

- INVITATION OF E-TENDER FOR AWARD OF RATE CONTRACT FOR THE SUPPLY OF RESEARCH CONSUMABLES (CHEMICALS, SOLVENTS AND BIO-CHEMICALS; GLASSWARE & LABWARE AND PLASTICWARE) AT ICAR-NINFET FOR A PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT:

Date and Time for Publishing	30.08.2019 at 05:00PM
Document Download Start Date and Time	30.08.2019 at 05:00PM
Bid Submission start Date and Time	31.08.2019 at 10:00AM
Bid Submission End Date and Time	27.09.2019 at 03:00PM
Date and Time for Opening of Bids	28.09.2019 at 03:00PM
Address for Communication	The Director, ICAR-NINFET 12, Regent Park, Kolkata-700040

The Tender document is available in Central public procurement portal www.eprocure.gov.in (e-procurement). The Tender document is also available at our website- www.nirjaft.res.in (Tender id: 2019_DARE_498933_1).

NOTE:

1. The Director, NINFET may at his discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. E-Tenders are to be submitted through the website www.eprocure.gov.in. Tenders sent through any other mode will not be accepted.

Assistant Administrative Officer (Adm. III)



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E- Tenders through CPP Portal are hereby invited on behalf of the Director, ICAR-National Institute of Natural Fibre Engineering and Technology in Single Bid System from the Manufactures/Authorized Dealers/Reputed firms for entering into Rate Contract for the supply of following research consumables;-

- i) **Chemicals, Solvents and Bio-Chemicals**
- ii) **Glasswares & Labwares**
- iii) **Plasticwares**

The Rate Contract is proposed for ICAR NINFET. The details may be downloaded from the Institute's Website: www.nirjافت.res.in as a reference. The Tender Notice is also available at e-procurement Portal www.eprocure.gov.in. (e publishing)

TERMS AND CONDITIONS

1. The bidders are to submit the quotation in single bid system. The bid should contain the **documents mentioned in page no 5**. The Financial offer/quotation/rate should be quoted in the attached BOQ. Any deviation from the required documents/ informations must be justified.
2. E.M.D.: Earnest money. for (i) Rs. 10,000/- for Chemicals (II) Rs. 10,000/- Glasswares & Labwares and (III) Rs. 10,000/- for Plasticwares must be deposited in the form of **demand draft** only drawn in favour of "ICAR NINFET" and payable at any Nationalized Bank in Kolkata sent through post / submit in person in original up to the bid submission end date. A scanned copy of the DD should be attached in online bid. The Tender will not be considered if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. ICAR-NINFET shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD.
3. The EMD of the successful bidders will be kept as **Performance Security** for a period of 24 months or extension of contract, if any. If a firm is exempted from submission of EMD due to MSME/NSIC registration, then the firm has to submit requisite Performance Security within 10 days from Award of Contract, otherwise the offer stands cancelled.
4. Price catalogue in duplicate (printed price list of 2019-2020) has to be provided in hard copy (non returnable) **alongwith the EMD (hard copy)** to this office. **The Tender will not be considered if Price catalogue in duplicate (printed price list of 2019-2020) is not reached this office up to the bid submission end date.** However, if it is found at any stage that the price catalogue submitted by the firm to ICAR NINFET differs from the firm's catalogue in circulation, the bid/ contract with the firm will be cancelled with forfeiture of the

Performance Security.

5. Rate Contract proposal should be submitted by the Principal Firm. In case of Distributor/Dealers, Authorization Certificate from the Principal will be made in favour of manufacturer or their authorized dealer. Only a single bidder (either manufacturer or dealer) will quote in respect of the said tender and certificate to this effect should be submitted from principal firm. The firm must clearly mention that the billing for supply of materials will be done by them directly or through any authorised dealer (only one).
6. If a principal firm authorises more than one firm in respect of this tender, both the offers will liable to be rejected at our end.
7. Discount, if any on the ruling price may be mentioned clearly certifying that higher discount is not being offered to any other Department.
8. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
9. E-Tender is to be submitted only through CPP portal up to the bid submission end date. Tenders submitted through any other mode will not be accepted.
10. No request for conversion of Performance Security held by the Institute for rate contract for previous year to the EMD for this bid shall be entertained.
11. Rate – Rates should be as per your valid price list for the year 2019-20. However, price revision in rate will be accepted in next Financial Years subject to submission of revised new catalogue alongwith a forwarding letter from principal firm. However the rate of discount can not be reduced during the tenure of entire contract.
12. Delivery – Supply of items to be made at ICAR-NINFET within 15 working days. The awarded firm will have to make the supply, raise bills on their own name (or only one authorized distributors name) and will be solely responsible for the quality and /quantity of the items supplied. The supplier will be solely responsible for any loss, damage or shortage of material in transit. Director, ICAR NINFET reserves the right to place order for any amount/quantity on need basis and can cancel the order without assigning any reason. Supply in parts/phases will not be entertained. Seeking extension of delivery period should be avoided. If way bill/road permit, etc. are to be obtained, it will be the responsibility of the firm/supplier. No way will bill/road permit be issued by this office.
13. Supply to be made from the latest batch of production with maximum life period in original packing.
14. Manufacturer Guarantee – In case of any manufacturing defect the materials must be replaced immediately.
15. Payment- Payment will be made to the supplier against their bills (tax invoice) by the Institute after satisfactory supply of the materials and quantity approval. Payment by online only RTGS/NEFT on submission of Mandate form with all Bank details duly authenticated by Bank.
16. Liquidated damage – Liquidated damage @5% of the order value shall become operational, unless a specific request made for extending the date of delivery (citing validation only) is agreed to by this Institute by writing. The supplier will be solely responsible for any loss,

- damage or shortage of materials in transit. Quantity of Liquidated damage assessed and levied by ICAR NINFET will be final and not challengeable by the supplier.
17. Validity – Two years from the date of award of Contract, which may be extended by the Competent Authority of ICAR-NINFET.
 18. Authorisation: Rate Contract proposal should be submitted by the Principal Firm. In case of Distributor/Dealers, Authorization Certificate from the Principal will be made in favour of manufacturer or their authorized dealer. However, **the authorisation should be given to a single distributor/ dealer in respect of this tender** by the Principal Firm.
 19. Right to Cancellation: The Director, ICAR-NINFET reserves the right to cancel the contract at any time, during the Contract period without assigning any reason thereof. In the event of cancellation of rate contract in whole or in part, the Institute shall inform the concerned firm(s) in writing.
 20. Jurisdiction – For all Legal matters and disputes, if any, the jurisdiction shall be Kolkata only.

Asstt. Administrative Officer (Adm.III)

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in single cover as explained below. Any deviation should be justified with proper documentary evidence.

S. No.	Documents	Label Content	File types
1	Technical & Financial Bid	Scan copy of the Form mentioned on Annexure-I duly filled up.	.PDF
2		Scan copy of Tender Covering letter (Annexure-II)	.PDF
3		Scan copy of Separate Demand Drafts for EMD Rs. 10,000/- for Chemicals, Bio Chemicals & Solvents, Rs.10,000/- for Glasswares & Labwares and Rs. 10,000/- for Plasticwares Or Scan copy of certificate for EMD exemption, if claiming	.PDF
4		Self attested certificate whether Price catalogue in circulation in duplicate (printed price list of 2019-2020) has been sent to this office in hard copy (Yes/No . If yes, please mention mode of dispatch)	.PDF
5		Scan copy of Manufacturer certificate (for principal firm)/ Authorization certificate in respect of this tender from Manufacturer (for authorised dealer)	.PDF
6		Copy of currently valid Company Registration/Trade License document in relevant field	.PDF
7		A certificate showing that the firm is not providing more discount to any ICAR Institute	.PDF
8		Scan copies of GST Registration Certificate.	.PDF
9		Scan copies of PAN Card	.PDF
10		Attested scan copies of Income Tax Deposit proofs>Returns of last three assessment years i.e. for the assessment year 2016-17, 2017-18 and 2018-19	.PDF
11		Scanned copy of certified balance sheet/P&L Account duly attested by chartered Accountant of the firm for last three assessment years i.e. for Assessment Year 2016-17, 2017-18 & 2018-19 showing annual turnover of ₹20.00 lakhs or more	.PDF
12		Scan copies of last 03 years continuous experience of the firm in the relevant field of tender from ICAR/CSIR/ICMR Labs/Institutes or Universities	.PDF
13		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
14		Certificate mentioning whether black listed or not.	.PDF
15		Price bid (BOQ) attached in CPP portal in .XLS format must be filled in.	.XLS

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

8. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. EMD Details:

	DD No./ No./MSME No.	NSIC	Date:	Bank Name (for DD)	Amount (for DD)
Chemicals					
Glassware & Labware					
Plasticware					

10. Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last five years:

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Ccpany:

Signature of Authorized person of the
Firm/Agency with seal

Date:

Tender Covering Letter
(In Firm's Letterhead)

Ref No:

Date:

To
The Director,
NINFET
12, Regent Park
Kolkata-700 040

Subject: Your tender notice no dated (Tender id:) for award of annual rate contract for Award of Rate Contract for the supply of research consumables (chemicals, solvents and bio-chemicals; glassware & labware and plasticware) at ICAR NINFET, Kolkata.

We the undersigned have examined the above mentioned tender document. We now submit our offer for the said contract in conformity with your stipulated terms and conditions along with requisite EMD/ Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of
Signature of Authorized person
With Company Seal and Date

(In the Letterhead of the Firm)

To
The Director,
NINFET
12, Regent Park
Kolkata-700 040

Subject: Authorization for attending bid opening on(date) in the Tender
no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned
above on behalf of(Bidder's name) in order of preference given
below.

Name in Order of Preference

Specimen Signature

1.

2.

Signature of bidder or Officer authorized to
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening
- 2) Permission for entry in the hall where bids are to be opened will be refused in case
authorization as prescribed above is not produced.