



## भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान ICAR-Indian Institute of Oil Palm Research

( An ISO 9001:2008 Certified Institute )

पेदवेगी-534 450, पश्चिमी गोदावरी जिला, आंध्र प्रदेश, भारत  
Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



F. No. 40/Rate Contract/2017-2018

Dated.23.10.2017

### NOTICE INVITING e-TENDERS

#### TENDER ENQUIRY FOR SUPPLY OF "Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates basis" at IOPR- Pedavegi

Director, IOPR Pedavegi, Andhra Pradesh invites e-tenders for **entering into Annual Rate Contract (ARC) for supply of "Chemicals, Glasswares Plasticwares and Laboratory Consumables "** from the reputed manufacturers/ authorized dealers/suppliers. Bidders may download the complete tender documents and necessary instructions for submission of bids from [www.eprocure.gov.in](http://www.eprocure.gov.in). and [www.dopr.gov.in](http://www.dopr.gov.in) Bids are to be submitted online at [www.eprocure.gov.in](http://www.eprocure.gov.in) only. Manual bids will not be accepted in any circumstances.

#### GENERAL TERMS & CONDITIONS

- 1 Cost of Tender Document:** There is **no cost** for tender documents. It can be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in). and [www.dopr.gov.in](http://www.dopr.gov.in)
- 2 Tender Bid:** The bid should be submitted in PDF format sheet along with necessary documents and certificates as mentioned in the qualifying criteria.
- 3 EMD and Performance Security: EMD amount of Rs. 20000/- in the form of electronic transfer only.** Details of NEFT/RTGS with journal/UTR number should be submitted with the bid by the bidder(s). The firms claiming **EMD Exemption** should submit valid copy of registration certificate with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC), SSI units with NSIC or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion (DIPP). **The EMD of unsuccessful bidders will be returned soon after the finalization of tender, whereas in case of the successful bidders, EMD will be retained as performance security and will be refunded after successful completion of the rate contract obligations.** The Performance Security will be forfeited in the event of failure to supply the Chemicals, Glassware and Plastic ware (All Laboratory Consumables) after issue of supply order. **The successful bidder has to enter into an agreement duly executed on a Rs. 100/- non- judicial stamp paper.** The decision of the Director, IOPR in all these matters shall be final. No interest will be paid on Earnest Money/Performance Security for the period of retention in the IOPR, Pedavegi.

Description of Items	EMD (Rs.)	NEFT Details
Supply of Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates	20000/-	ICAR UNIT IOPR PEDAVEGI A/C. No. 448055144, Indian Bank, Narshimha Rao Pet, Eluru, Andhra Pradesh IFSC : IDIB000N063 <b>Note:</b> Submit the scanned copy of NEFT transfer with the bid along with advance intimation to <a href="mailto:director.iopr@icar.gov.in">director.iopr@icar.gov.in</a>

#### 4 Important Dates:

1.	<b>Start date of downloading the Tender Document</b>	<b>23.10.2017</b>	<b>11:00 hrs</b>
2.	<b>Last date for down loading of Tender Document or any addendum / corrigendum</b>	<b>16.11.2017</b>	<b>11:00 hrs</b>
3.	<b>Last date and time for submission of Tenders</b>	<b>16.11.2017</b>	<b>11:00 hrs</b>
4.	<b>Date and Time for opening of Bids</b>	<b>17.11.2017</b>	<b>14:00 hrs</b>

5 **Due Date:** Tenders are to be submitted before due date. Any corrigendum will be published on [www.eprocure.gov.in](http://www.eprocure.gov.in) and Institute website only. **Hence, all bidders are requested to visit these websites regularly for any update.**

6 **Delivery Schedule:** **The material should be supplied within 30 days** from the date of issue of the Purchase Order. No part supply is allowed. If there is delay in supply, specific mention should be made as to whether delivery will be from ready stock or will have to be imported / acquired and in the latter case the time required for delivery after purchase order is placed should be indicated clearly.

7 **Payment:** No advance payment is permissible. Payment will be made only after satisfactory acceptance of stores by the appropriate authority within 30 days.

8 **Place of Delivery:** Stores and Purchase Officer, IOPR, Pedavegi.

9 **Liquidate Damage:** If supplier failed to deliver any or all of the goods or to perform the services within the delivery period specified above, a sum equivalent to **0.5%** of the contract price per week or part thereof off delay until actual delivery or performance shall be deducted from the bill up to a maximum deduction of **10%** of the contract price. Once the maximum is reached, we may consider termination of the contract.

10 **Bank details for e-payment:** The bank details may be furnished after award for ARC, if any for making e- payment to the successful bidder.

11 **ISO certification:** The ISO certification of the product (wherever applicable) may be furnished along with tender.

12 **Period of Validity:** The rates quoted shall be valid for a minimum period of **365 days** from the date of Rate Contract, and may be further extended for another one year subject to satisfaction of the appropriate authority and performance of the bidder.

13 **Rates:** Rates should be quoted in the prescribed Price Schedule attached in the **PDF format** along with the necessary documents in Indian Rupees only.

14 **Specifications:** Full specifications of the item quoted for should be indicated in the tender along with illustrated pamphlets, drawings etc. wherever available.

15 **Indigenous items:** Articles of indigenous origin are required except where specified otherwise. Where indigenous make is not available foreign made articles can be quoted for, provided, payment is acceptable in Indian currency.

16 **Taxes / Duties:** If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual / percentage of such taxes / duties / charges should be clearly indicated. GST, Excise Duties and other Govt. levies will be paid as applicable under rule.

17 **Excise Duty:** Institute is exempted from payment of Customs / Central Excise Duty charges Vide Govt.of India, Ministry of Science and Technology, Deptt.of Scientific and Industrial Research, vide Letter No.**TU/V/RG-CDE(372)/2016, dated 29-08-2016.**

18 **Supply Support and material expiry date:** Comprehensive supply support from the original manufacturer/ recommended authorized supplier has to be provided for resolving any supply / quality related issues. However, the manufacturer's expiry date of material shall be beyond one year from date of supply. Supply should be made from the latest batch of production with maximum life period in original packing.

19 **Enquiry's on tender:** Any enquiry regarding the tenders will not be entertained after closing date of the tender.

20 **Acceptance of tender:** Director, IOPR reserves the right to accept or reject any of the tenders

either in part or in full without assigning any reason thereof.

- 21 Quantities:** Director, IOPR reserves the right to reduce or increase the quantity at the time of placing the Purchase Order.
- 22 Decision:** The Decision of the Director, IOPR on any dispute in the matter will be final and legally binding.
- 23 Jurisdiction:** All disputes including court proceedings shall be settled within the Eluru, Andhra Pradesh jurisdiction only.
- 24 Rejection of tenders:** Tenders not complying with the above conditions are liable to be rejected.
- 25 Note:** Any Communications should be addressed /delivered to:
- THE DIRECTOR  
ICAR-INDIAN INSTITUTE OF OIL PALM RESEARCH  
PEDAVEGI – 534 450, ANDHRA PRADESH**
- 26** All communications must be addressed to the above Officer by designation only not by name.

### **SPECIAL TERMS & CONDITIONS FOR RATE CONTRACT**

1. No equipment, apparatus, Gel electrophoresis apparatus and Analytical services etc. are covered under the rate Contract.
2. The packing, freight, forwarding, insurance charges, if any, will be borne by the Supplier. Similarly any loss, damage, pilferage etc. of the material on transit will be sole responsibility of the supplier. The defective supply, breakage(s) if any is to be replaced by the supplier within 7 days inclusive of freight/transport charges.
3. The delivery supply will be made on F.O.R. basis to the IOPR, Pedavegi.
4. Payment will be made according to the current price list as accepted by the Institute under rate contract and no price revision in rate (on higher side) will be accepted during the period of rate contract.
5. The order will be placed as per requirement irrespective of value of the order.
6. The firm may supply the required items as per unit price mentioned in the price list.
7. A certificate is also to be given by the firm that the current effective price list supplied is the only one in circulation and is same for all departments/Dealers/franchises throughout India.
8. Discount, if any on the ruling prices (price list 2017-18 or the latest available) may be mentioned clearly with trade discount certifying that higher discount is not given to any other Department as offered.
9. In case of discrepancy between unit prices and total price, the unit price shall prevail.
10. In case of supply of goods made through dealer, their name and mail address may be declared / indicated.
11. Price list once submitted will not be changed during the period of Rate Contract. The original price list along with soft copy may be submitted after award of Rate Contract. There is no need to submit the price list while participating in e-tender.

## Documents/ Certificates to be submitted with the Bid

The scanned PDF copy of following documents must be submitted with the bid. Non-submission of the documents will lead to rejection of the bid and no communication will be entertained in this regard.

1. Scanned copy of EMD deposited, If exemption claimed ,the scanned copy of **NSIC/SSI certificates** registered with NSIC (if applicable) or **START UP** certificate must be submitted.
2. Document regarding **registration /Certificate** of incorporation of the firm issued by the appropriate government.
3. Certificates of registration for **GST** issued by appropriate Government for the required services with the seal of the tenderer.
4. The firm should submit **Income Tax returns** of previous 3 financial years i.e., **2014-15, 2015-16 and 2016-17**
5. Letter of authorized dealership/supplier from the Principal/Manufacturer.
6. Self certification to the effect that the supplier/**firm has not been blacklisted** by any Govt./ Pvt./ Autonomous organization. **If no certificate is submitted, it will be assumed that the firm has been blacklisted and will be rejected at the bid evaluation stage.**
7. Scanned copy of the PAN Card.
8. Scanned and signed copy of the tender acceptance form as attached with this tender document.
9. Any other document or information as required in the tender document.
10. Price bid must be submitted in PDF sheet provided with the tender. Any other format will not be accepted and the bidder should not modify the format except entering the requisite details in the relevant fields.
11. Non- compliance/furnishing of above documents will lead to rejection of the bid.

**TENDER ACCEPTANCE FORM**

**(To be filled in and attached by the bidder with the bid duly printed on their letter head)**

Tenderer's Ref.No. \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ Phone No. \_\_\_\_\_

PIN \_\_\_\_\_ Fax No. \_\_\_\_\_

To

**THE DIRECTOR  
ICAR-INDIAN INSTITUTE OF OIL PALM RESEARCH  
PEDAVEGI – 534 450, ANDHRA PRADESH**

Ref: Your Tender Notice Advt. No. \_\_\_\_\_ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the **rates given in the said schedule and agree to hold this offer for 365 days for acceptance.** I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. Earnest Money has been deposited vide UTR No. \_\_\_\_\_ Rupees \_\_\_\_\_  
Rs. \_\_\_\_\_ Dt. \_\_\_\_\_

Yours faithfully,

Signature of the Witness

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name :

Address: \_\_\_\_\_

Address : \_\_\_\_\_

# Price Bid format

(Scanned and signed pdf copy to be uploaded with other tender documents)

<b>Sl. No.</b>	<b>Item Description</b>	<b>Name of the Brand/Make</b>	<b>Discount offered on Price list in percentage ( in figures and words)</b>
1.	Chemicals		
2.	Glasswares		
3.	Plasticwares		
4.	Consumables		

Note: Additional rows may be inserted, if bidder wants to quote for more than one brand.

Seal and Signature of bidder