



भाकृअनुप-केन्द्रीय गोवंश अनुसंधान संस्थान

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON CATTLE

(Formerly: Project Directorate on Cattle)

ग्रास फार्म रोड, पो.बो.सं.17, मेरठ छावनी - 250001 (उप्र), भारत

G.F. Road, Post Bag No. 17, MEERUT CANTT - 250001 (UP), India

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Tender Enquiry No. 5-35(SP)/ARC Chemicals/2018-19/

Date 06.10.2018

TENDER NOTICE

1. The Director, ICAR-CIRC, Meerut invites sealed tenders/proposals for entering into Annual Rate Contract from the manufacturers/ suppliers/authorized dealers for the year 2018-19 as per details given below:

Sl. No.	Nature of ARC	Earnest Money	Last date for depositing of tenders	Last date for open of the tenders
1.	Annual Rate Contract for the supply Laboratory chemicals/glassware(s) plasticware (s)/filter papers/ Liquid Handling System etc. and outsourcing of services i.e. Oligo/ Probe synthesis, Cloning, Sequencing, Genotyping, Microarray, Antibody production etc.	10,000.00	Upto 12.00 p.m. On 01.11.2018	02.11.2018 At 2.30 p.m.

2. Interested eligible bidders may obtain further information from the office of Incharge, Purchase Section, CIRC, Meerut and a complete set of Tender documents in English may be purchased on the submission of a written application on any working day to the address given below and upon cash payment of a non-refundable fee of **Rs. 500/-only** on or before **01.11.2018 upto 4.30 p.m.**
3. Sealed tenders must be dropped in the Tender Box kept in the office of Purchase Section or sent by post to the address given below latest by on or before **01.11.2018 upto 12:00 pm.** Late, unsealed/broken and incomplete tenders/bids will not be considered/accepted at all and shall be rejected at once. This office will not be responsible for any kind of postal delayed. All bids must be attached required essential/relevant documents, applicable Earnest Money and Tender fees. The sealed envelopes in which tenders/bids sent should invariably be marked on top as **"Enquiry No. 5-35/(SP)/ARC Chemicals/2018-19 due on 02.11.2018"**.
4. Complete tenders, which will be received on time, will be opened in the presence of the bidders or authorized representatives of them, who wish to attend, at the address given below on **02.11.2018 at 02.30 PM** in the committee room of this office.
5. The tender document may also be downloaded from Institute website, CPP (Central Procurement Portal) and submitted alongwith Tender Fee of Rs.500/- in shape of DD drawn in favour of "ICAR unit CIRC, Meerut" and payable SBI, Meerut

6. **Earnest money of Rs 10000/-** should be attached with tender/quotation in shape of Demand Draft drawn in favour of ICAR Unit, CIRC, Meerut.
7. In the event of any of the above date being declared as a holiday/closed day for the purchase, the bids will be sold/received/opened on the next working day at the same appointed time as referred above.
8. The terms and conditions finalized at the time of agreement/contract shall remain unchanged during the effective contract period.
9. Conditional tender/offer will not be accepted.
10. On award of contract the firm should deposit Performance security of Rs. 10,000.00 in shape of FDR/DD/Bank Guarantee in favour of ICAR Unit, CIRC, Meerut.
11. Director, ICAR-CIRC, Meerut reserves the rights to accept or reject any tender or all the tenders without assigning any reason at any time.

INCHARGE PURCHASE

ICAR-Central Institute for Research on Cattle
Post Box No.17, Grass Farm Road
Meerut Cantt. – 250 001 (U.P.)



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STANDARD TENDER DOCUMENT

Tender Enquiry No. 5-35(SP)/ARC Chemicals/2018-19/

Date _____

To

Dear Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at **2:30 PM on 02.11.2018** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below.

i) Description of the goods required and the quantity:

Rate Contract of Laboratory Chemicals/Glassware(s)/Plastic-ware(s)/Filter Paper(s)/Liquid Handling System etc. and for outsourcing of services i.e. Oligo/Probe synthesis, Cloning, Sequencing, Genotyping, Microarray, Antibody production and others for the year 2018-19"

ii) Guiding specification and other technical detail :

Rate Contract of Laboratory Chemicals/Glassware(s)/Plastic-ware(s)/Filter Paper(s)/Liquid Handling System etc. and for outsourcing of services i.e. Oligo/Probe synthesis, Cloning, Sequencing, Genotyping, Microarray, Antibody production and others for the year 2018-19".

iii) Terms of delivery : Delivery at site, viz F.O.R, CIRC Store, Meerut

iv) Delivery period for goods: Within 30 to 45 days from the date of the supply order or as mentioned in PO.

v) erection/installation and commissioning (if required, depending on the goods ordered) are to be completed within seven days of delivery of the goods at site.

vi) Terms of inspection by the purchaser's representative.

- Vii) Training of purchase's operator(s) for operating the goods ordered, as and if necessary :_____ operator(s) is/ are to be trained for a period of one weeks at purchase's premises/supplier's premises for successfully operating the goods purchased.
- Viii) Prices structure:
- a) The tenderer shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the list of requirements in Annexure-1 Unless otherwise specified in Annexure-1, the tenderers are, however, free not to quote against all the serial numbers mentioned in the list of Requirements (in case there are more than one serial number in the List of Requirements.)
 - b) The rates and prices quoted shall be in Indian Rupees only.
 - c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
 - d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account whatsoever, including statutory variations, if any
- ix) Receipt of goods & Terms of payment:
- a) Payment term for supply of goods, including erection/installation and commissioning (as and if applicable) .Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. In the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/installation and commissioning at site, the purchaser, within three working day so issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/installation and commissioning, the purchaser will issue acceptance certificate within two working days after successful erection/ installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier invoice/ purchaser receipt certificate and other accompanying documents provided the same are in order.
 - b) Payment for training of purchaser operator(s), if applicable: After release of payment to the supplier as per sub-para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in term of the contract within seven working days of receipt of suppliers invoice provided the invoice and the accompanying documents are in order. Manufacturer may mention the firm's Bank account No. for releasing the payment through RTGS etc.
- X) Paying Authority: Director, Central Institute for Research on Cattle, Meerut
- XI) Liquidated Damage clause.

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of suppliers communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, 10% (ten percent) of the contract price the delayed good or services. Once the maximum is reached, purchaser may consider termination of contract, if the same have not been terminated already.

Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & service, supplied during the period of delay.

The purchaser letter (to the supplier, with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

Xii) Warranty Clause. One year, if applicable

Xiii) Dispute Resolution Mechanism

If any dispute or difference arises between the purchaser and the tenderer relating to any matter connected with the contract, the parties shall make every effort to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contracts issued.

2. The tenderers are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.

- a) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
- b) Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
- c) Please state whether business dealings with you presently stand **banned(black list)** by any Government Organization and, if so, furnish relevant.
- d) A tenderer shall not submit more than one quotation for the same set of goods.
- e) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- f) The quotations as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotations(s) and the contract, which the parties exchange, shall also be written in English.

The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

g) The contract shall be governed by the laws of India and interpreted in accordance with such laws.

h) The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.

3. The quotation shall be sealed in a envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry No. and the words “**DO NOT OPEN BEFORE 2:30 PM on 02.11.2018** (The time and date of opening of the tenders). The envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders. The supplier may, at its choice, send the tender by regd. Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of tender.

4. The tenders, which are received late by the purchaser, will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and/or sent as above.

5. The tenders, which are received on time (as per para 3 above), will be opened at purchaser office at **2:30 PM on 02.11.2018**. The purchaser will open the tenders in the presence of the tenders duly authorized representative, who choose to attend the tender opening.

6. The purchaser will evaluate and compare the quotations, which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the firm whose quotation will be determined to be responsive and offering the best evaluated price.

7. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tender in process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

8. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure-I. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

10. **List of documents required should be attached with the tender form.**

1. Copy of Pan number
2. Copy of GSTIN/Sales Tax/VAT registration
3. Copy of Service tax registration
3. Complete Tender Form duly sealed and signed
4. Earnest money
5. Authorization certificate from Principal supplier
6. Tender Fee
7. Details of firms Bank Account for the transfer of payment through RTGS

OTHER TERMS & CONDITIONS OF THE RATE CONTRACT:-

1. The ICAR Research Institutes are exempted from Excise and Customs Duties on Research Consumables, vide Notification No. 10/97-CE dated 1.3.1997 (as amended by 16/07-CE) and Notification No. 51/96-Customs respectively.
2. However, for availing the aforesaid Duty Exemption benefits, the Prices are required to be quoted by Manufacturers essentially on Ex-Works basis, without including any Excise/Customs Duty component. Freight is required to be quoted extra, for transportation from Ex-Works to Destination.
3. **As per notification No. 45/2017-Central Tax (Rate) 2017 issued by GOI (Department of Revenue), New Delhi, the Central Tax leviable under section 9 of CGST Act, 2017 will be @ 2.5% for all purchase of scientific and technical instruments, apparatus, equipment's (including computers), accessories parts, consumables, live animals, computer software, compact disk, recording magnetic tapes, microfilms, microfiches and prototypes required for research purpose in all research institutions. Accordingly a certificate will be issued at the time of placing the purchase order certifying that the items to be purchased against this purchase order are essential for research purpose and will be used for stated purpose only**
4. Destination(s) for supply of Material on F.O.R. Basis (Ex-Works Price plus Freight) will be the CIRC, Meerut as per details in respective Purchase Order(s).
5. ST/VAT and any other Govt. Levies, if applicable, will be paid extra. The Institute will not issue C/D Form.
6. The firm must clearly mention that the billing for supply of material will be done by them directly, with/without the liaisoning support by their authorized dealer(s). The Manufacturer may appoint only one Authorized dealer at one location for liaisoning, if any, without any Billing role, for supply of above-mentioned item(s) at CIRC, Meerut. The same must be pre-disclosed in the Rate Contract offer.
7. The Manufacturer firm has to submit the Earnest money of Rs. 10000/- in the shape of Demand Draft/FDR drawn in favour of ICAR Unit, CIRC, Meerut payable at Meerut.
8. The Quotation without Earnest Money and Latest Printed Price list will not be entertained in any condition and no correspondence in this regard will be entertained by the Institute. In the event of Quotation being accepted for Award of Rate Contract, the Earnest Money will be converted into Performance Security, which will be refundable to the Manufacturer Company only after complete supply of the material & completion of Rate Contract obligations satisfactorily.
9. The quotation of the firms, which have either been black-listed or which have stopped dealing with the CIRC/ICAR, will not be accepted.
10. The firm should submit at least five copies of printed price list for the year 2018-19 which shall be applicable only after actual date of offer of R/C, without which the Rate Contract will not be awarded. Price list once submitted with the quotation will not be changed during the period of R/C and appropriate discount on the price list in the catalogue may be given/shown in the quotation. **The firm should also furnish a certificate to effect that they are not giving more discount to any other organization over and above given to CIRC, Meerut and that the firm**

is only applicable throughout India. If, it is found that the firm has offered more discount to other Deptt./Organization, the recovery as deemed fit will be made from the firm as well as further action will be taken as per rules.

11. The firm should submit the list of Govt. Deptt./Organizations/Institutions, with whom they have Rate Contract of above-listed items during last five years.
12. The firm will supply the material as per Purchase Order and short supply of material will not be accepted in any circumstances.
13. The supply of perishable store and the rejected material must be replaced free of cost by the Manufacturer firm to the purchaser. The packing of the goods should be as is required to prevent the material from damage or deterioration during transit to their final destination.
14. The supplier shall deliver the goods within the delivery period mentioned in the PO. In case of any delay in executing the contract, the supplier shall promptly inform the purchaser, in writing, the fact of delay & duration of supply will before the expiry of delivery period.
15. The Director, CIRC, Meerut reserves the right to cancel the rate contract anytime without assigning any reason.
16. The dispute(s), if any, arising in relation to the Rate Contract, shall be subject to Meerut Jurisdiction.
17. Sealed and complete tenders in all respects, along with Earnest Money, should be addressed & sent to the Incharge, Purchase, ICAR-Central Institute for Research on Cattle, Grass Farm Road, P.B. No. 17, Meerut Cantt. (UP) 250 001 by **01.11.2018 upto 12.00 PM** positively, through Registered Post/Speed Post/Courier service or delivered by hand in the Tender Box kept in office. Tenders received after due date and time will be returned to the courier delivery-boy/postman (as the case may be). On the left side of the envelope, the inscription “**Enquiry No. 5-35/(SP)/ARC Chemicals/2018-19 due on 02.11.2018**” may be indicated.

This NOTICE FOR INVITING TENDERS FOR RATE-CONTRACT is also available on our web-site <http://www.circ.org.in> and CPP (Central Procurement Portal; www.eprocure.gov.in)

Date of Start for Sale of Tender Documents : From 11.10.2018 during 10:00 AM to 4.30 PM
Last Date for Submission of Sealed Tenders : On 01.11.2018 upto 12:00 PM
Date of Opening of Tenders: On 02.11.2018 at 2:30 PM

INCHARGE PURCHASE

Encl: Annexure - I

Annexure-I

Proforma for offering the discount for Enter into Rate Contract for Chemicals/Glassware(s)/Plastic-ware(s)/Filter Paper(s)/Liquid Handling System etc. and for outsourcing of services i.e. Oligo/Probe synthesis, Cloning, Sequencing, Genotyping, Microarray, Antibody production and others during the financial year 2018-19.

Sl. No.	Name of the firms	Nominated authorized dealer	Products/Services	Discount	Dry Ice Charge, if any	GST/Sales Tax/VAT/ Service Tax
1						
2						
3						
4						
5						
6						
7						
8						

1. We agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.
2. We confirm that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.
3. We have furnished all the information, as required in the tender enquiry and attached the relevant documents.(In case a tenderer desires to put some additions/modified stipulation terms and conditions etc, the same may be clearly indicated)
4. We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

Signature of the firm with complete address,
name and designation (seal of the tendering firm

