



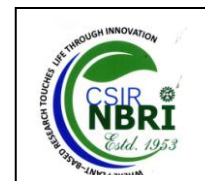
CSIR-National Botanical Research Institute

Rana Pratap Marg, Lucknow - 226001 (U.P.)

Phone: +91 522 2207819/2297879

email: spo@nbri.res.in

Advt. No :NBRI/SPO/Advt/16-17/01, dated 06.05.2016



Tender Document for Sr. no. 3 of Tender notice

(Rate Contract for the supply of Chemicals, Solvents, Rare Chemicals, Fine Chemicals, Readymade Media, Molecular Biology Enzymes/diagnostic kits, Chromatography Accessories, Filter Papers/Disposable filter Units, Pipettes, Glass wares, Plastic wares, Specialty and Non Specialties Gases, Sequencing Services etc. (F/Y 2016-17)(**Single Bid are invited**)

Tender Reference Number: - NBRI/PUR/RC/Consumables/2016

Tender Notice

CSIR-National Botanical Research Institute (NBRI), Lucknow is a premier R&D institute of Council of Scientific & Industrial Research (CSIR), intends to enter into the annual Rate Contracts for the categories of the items/services mentioned herein under. In this regard sealed tenders are invited from Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest having capabilities to successfully supply and provide services etc. desirable under related type of rate contract. The details of the categories of items/services for which tender are being sought for as under: -

Sr. No.	Tender Reference no.	Description of categories desired under Rate Contracts	Tender Due Date & Time	Tender Opening Date & Time	Venue
1	NBRI/PUR/CHA/16	Rate Contract for Custom House Agent (CHA) cum freight forwarding agent.(3 years subject to renewal on annual basis) (Two Bid Tenders i.e. Technical & Commercial Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)
2	15/112/15-P(RC)	Rate Contract for the supply of stationeries items (F/Y 2016-17) (Single Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)
3	NBRI/PUR/RC/consumables/2016	Rate Contract for the supply of Chemicals, Solvents, Rare Chemicals, Fine Chemicals, Readymade Media, Molecular Biology Enzymes/diagnostic kits, Chromatography Accessories, Filter Papers/Disposable filter Units, Pipettes, Glass wares, Plastic wares, Specialty and Non Specialties Gases, Sequencing Services etc. (F/Y 2016-17) (Single Bid are invited)	08/06/2016 10:30 A.M.	08/06/2016 11:00 A.M.	Purchase Section, CSIR-NBRI, Rana Pratap Marg, Lucknow - 226001 (Uttar Pradesh, India)

Further, the details about the above mentioned tenders for rate contracts may be seen and tender documents can be **downloaded (free of cost)** from our website i.e. www.nbri.res.in under **Advertisement(Tender)** head . Corrigendum/Amendment (if any) will be posted over our website. Prospective parties are requested to frequently visit our website for the purpose. Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest who are willing to enter into the annual rate contracts may send their tenders to the **Stores & Purchase Officer**, CSIR-NBRI, Lucknow and depute their authorized representative(s) who is willing to be present in the tender opening process(if any) . Director, CSIR-NBRI reserves the right to accept or reject the tender/bid(s) of any party either in part or in full without assigning any reason thereof.

Stores & Purchase Officer

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General Instructions and Terms & Conditions

Sealed Tenders/Bids for entering into the Annual Rate contract for the categories of items/services mentioned/detailed under the tender notice are invited by the Director, CSIR-National Botanical Research Institute, Lucknow, from reputed Prospective Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest , subject to the following terms and conditions:

- Tenders may quote separately for each category of items as mentioned in the tender notice
- **For Category at Sr. no. 3 in tender notice, Separate offers** should be made for each **Brand of Product**.
- List of Gases is mentioned in the Annexure B.
- **Price offered** shall be valid for a period up to **31.3.2017** and for **Free delivery at CSIR-NBRI, Rana Pratap Marg, Lucknow 226001, Uttar Pradesh**. The bidder (Manufacturer/OEM/Distributors/Dealers/ Service Providers/Stockiest) shall ensure that the products will not be sold cheaper than the price offered under rate contract to CSIR-NBRI, Lucknow to any other CSIR Laboratory/Institute and/or Government/Govt. funded Departments/Institutes/Universities/IIT/IISER/ICAR/ Organization etc. or any other clients under similar conditions.
- Tax should be mentioned separately as extra or inclusive. If nothing specific is mentioned about tax extra/inclusive then the quoted prices will be treated as tax inclusive. Statutory increases like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
- **Discounts offered** shall be indicated clearly in terms of percentage (in words and figures) on the manufactures price lists. Kindly mention the price list number/date/f-y on which the discount is being offered.
- **Special discount/prices**, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately. CSIR-NBRI is exempted from payment of Customs & Excise duty.
- **DISTRIBUTORSHIP CERTIFICATE**: Sole selling Agents/Distributors of a particular make should produce an original letter from manufacturer valid for the year 2016-17 for applying against this Tender.
- **Delivery schedule** will be strictly adhered to. Delivery period shall be maximum of 30 days. The firm may execute the order as soon as orders are received. No extension of time beyond 30 days normally shall be allowed. Penalty of 1% of purchase order value per week subject to maximum 10% will be levied for the delayed period beyond the delivery period mentioned in the purchase order
- **Delivery** may be effected by the manufacturers directly or through their authorized dealers whose name and address should be indicated in the bid/tender. This should be clearly mentioned in the bid that who will supply and bill against the NBRI purchase orders under rate contract. Supporting document may be attached with the quotation to this effect.
- **No part payment** will be made. Payment will be made on completion of the full supply(unless agreed by NBRI).
- **Payment terms** is within 30 days after the receipt of the materials in good conditions.
- **CD of your catalogue/Price List** should be submitted to the Purchase Section, CSIR-NBRI with a PDF copy also along with 2 copies of printed price lists. **The Price List must be certified for uniformity of rates throughout the country. A certificate in this regard must be attached along with tender as per Annexure A.**
- **Make/Brand** and the name of the manufacturer with address, should be clearly mentioned. Manufacturers/Suppliers/Tenderers having ISO 9001/9002 accreditation should indicate in their tender.
- **This institute** is not entitled to issue of form “C” or “D” hence will not be issued.
- **The submission of tender** shall be deemed to be an admission on the part of the tenderer, that if he had fully acquainted with the tender terms and no claim other than what stated in the tender document shall be paid in the event of award of the contract.
- **Incomplete, conditional tenders** will be liable for rejection.
- **List of other organizations** where similar supplies have been made & having a rate contracts preferably in CSIR/ICMR/ICAR/DRDO/BARC/IIT/ISRO labs etc. , documentary evidence may please be attached.
- **The rate contract** can be terminated at any point of time by giving one month’s notice from either side.
- **Liquidated Damages**: As time is the essence of supply orders, all the orders need to be executed as per delivery

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schedule. Any further delays in supply shall attract liquidated damages @ 1% per week subject to a maximum of 10% after which the order shall be treated as cancelled (unless agreed in writing by CSIR-NBRI). Penalty for such cancelled purchase order may be adjusted from other pending bills/cases of the party or contractor will pay the same separately in case nothing is pending for recovery of such amount.

- **Bidders** shall note that CSIR-NBRI will not entertain any correspondence or queries on the status of the offer received against the Tender Invitation.
- **Tenders from Manufacturers/Suppliers/Tenderers** whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
- **Rate Contract will be entered with the bidder who is offering maximum discount (Manufacturer's discount + Dealer Discount) for particular brand under the categories of items.**
- If the **Rate Contractor** reduces his price or sells or even offer to sell the Rate Contract goods to any of the **Government Funded Organization/Body** during the currency of the rate contract, the same will be intimated to us by the contractor and the prices of this RC will automatically stand reduced with effect from such date, for all subsequent supplies under RC. If in this type of situation any amount is recoverable from the contractor then the same can be adjusted from the pending bills of the contractor else the contractor will be liable to pay the same separately.
- **The Director, CSIR-NBRI, Lucknow**, reserves the right to accept/reject any or all the tenders in part or full without assigning any reason thereof.
- **All disputes** arising in connection with the executing the orders will be subject to the jurisdiction of the courts in Lucknow only.
- If EMD is demanded in the tender notice then without EMD tenders will be liable to be rejected.

Bidders interested to enter into annual rate contract for the above categories of items, are requested to submit sealed and super scribed offers addressed to The Director, National Botanical Research Institute, Rana Pratap Marg, Lucknow 226001 (kind Attn: SPO), Uttar Pradesh, India, so as to reach us within the stipulated time. Late/Delayed tenders will not be entertained and returned to the sender in original.

Stores & Purchase Officer
For and on behalf of Director, CSIR-NBRI.



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PROFORMA TO BE FILLED BY THE TENDERER/Bidder

CATEGORY OF STORES:	
NAME & ADDRESS OF THE TENDERER	
STATUS OF THE FIRM	MANUFACTURER/ AUTHORISED DISTRIBUTOR/Dealer/Stockist: (Please indicate exclusively)
BRAND OF THE PRODUCT OFFERED	
DISCOUNT OFFERED (from Manufacturer)	(in figures) (In words)
SPECIAL DISCOUNT (from Dealer etc.)(if any) (Note: The total of above both discount will be considered for award of the contract. The highest discount offering bidder (including discount from manufacturer and special discount from dealer) will be awarded the contract for that particular brand)	(in figures) (In words)
WHETHER AUTHORISATION FROM MANUFACTURER IS ATTACHED by bidder? (In case this authorization certificate is missing then the bid will be summarily rejected)	
DELIVERY upto CSIR-NBRI by	MANUFACTURER/DEALER/ DISTRIBUTOR (Please mention name else tender will be rejectable)

Date:

Name & Signature of the Bidder with Seal.

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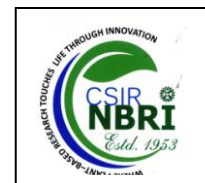
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Annexure-A

CERTIFICATE

Certified that the Price List/Price Catalogue of M/s. (Name of the company _____) for categories of item at Sr. no. 3 of the tender notice being submitted against rate contract by us for reference no. _____ dated _____, for the financial year 2016-2017 is uniform price list throughout the territory of India. In the event of this certificate is found false, CSIR-NBRI can execute further necessary action against us whichever deem fit.

Name & Signature of Manufacturer/Distributor
with Rubber Stamp

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ANNEXURE – B

LIST OF GASES

List of gases which are procured by Institute-

Serial No.	Description	Rate with unit	Quantity of gas in cylinder	Cost of Gas in cylinder	Tentative pressure	If Rented rate per day per cylinder
1	Carbon Di-oxide (Industrial Grade/Food Grade Filtered)					
2	Carbon Di-oxide (Medical Grade Filtered) purity 99.99%					
3	Argon High Purity (grade-I) Purity >99.99%					
4	Dissolved Acetylene High Purity without moisture					
5	Zero air High purity					
6	Helium Analytical grade purity 99.999%					
7	Nitrogen analytical Grade purity 99.999%					
8	Hydrogen analytical Grade purity 99.999%					
9	Carbon Monoxide High purity 99.99%					
10	Nitrous Oxide High purity 99.99%					
11	Oxygen analytical Grade purity 99.999%					
12						

TERMS & CONDITIONS FOR GASES

- Each cylinder should be 7 Cu. M or as per cylinder capacity required for the purpose.
- Supply should be made strictly as per the delivery schedule mentioned in the purchase order. There should be no delay in sending cylinders.
- Supply to be made on door delivery including loading of empty and unloading of full/empty cylinder at our go-down.
- Cylinder must be properly tested with caps.
- We will not pay for any cylinder deposit as the same will be returned after its use.
- Test certificate for each cylinder at the time of delivery to be furnished.
- Quote for outright purchase of cylinders.
- Contractor will arrange for Refilling of our cylinder for different gases, which are owned by CSIR-NBRI of different make/brand.
- Collection of empty cylinder for refilling and timely return to CSIR-NBRI, includes in the scope of this contract.

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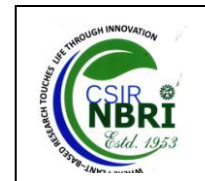
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Annexure C

MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas (hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of (hereinafter called the “tender”) against the Purchaser’s tender enquiry No.....KNOW ALL MEN by these presents that WE.....of having our registered office at..... are bound unto(hereinafter called the “Purchaser)in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser (CSIR/Lab) having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the authorized officer of the bank
Name and designation of the officer
Seal, name and address of the Bank and address of the Branch.