

DIRECTOR GENERAL
Indian Council of Medical Research
New Delhi

C/o CENTRE FOR PROMOTION OF NUTRITION RESEARCH AND TRAINING WITH SPECIAL FOCUS ON NORTH-EAST, TRIBAL & INACCESSIBLE POPULATION (ICMR), ICMR CAMPUS II, TUBERCULOSIS ASSOCIATION OF INDIA BUILDING, 3 RED CROSS ROAD, NEW DELHI-110001

TENDER DOCUMENT

Contents:

- I. Instructions to Bidders
- II. Terms and Conditions
- III. Brand for chemicals and consumables- Annexure A
- IV. Check List

I. INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF TENDER FOR RATE CONTRACT

1. The Tenders superscripted 'Tender for Rate contract for ICMR due on should be submitted with a forwarding letter along with a hard and soft (both) copy in CD of the total document submitted.
2. The bidders must indicate their full name and address and ensure that the tenders are delivered in sealed conditions. On the envelope it must be mentioned 'Bid for Chemicals & Other Consumables'. The tenders received beyond the time limit specified will not be entertained.

Last Date and time of hard copy submission: **08.02.2018 (Thursday) at 2.00pm** at following address

Address for submission of Tender:

Director General
Attention: AO, Store
Indian Council of Medical Research Campus II
Centre for Promotion of Nutrition Research & Training with
special focus on North east, Tribal and Inaccessible
population
TAI Building, 1st Floor, 3 Red Cross Road
New Delhi-110001

Date and Venue of opening of Bid: 09.02.2018 (Friday) at 2.00pm onwards

Indian Council of Medical Research Campus II
Centre for Promotion of Nutrition Research & Training with
special focus on North east, Tribal and Inaccessible
population
TAI Building, 1st Floor, 3 Red Cross Road
New Delhi-110001

3. While making the bid and maximum discount offered at Annexure – 'A' the bidder must mention the cost in the format of Annexure- A so as to facilitate speedy action.
4. The bidders or their authorized representatives may attend the tender opening, if desired.
5. Discount offered should be clearly mentioned separately.
6. Kindly fill up Checklist self assessment and submit with Tender.

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II. TERMS AND CONDITIONS FOR RATE CONTRACT OF CHEMICALS & CONSUMABLES

1. Sealed Tenders/Quotations are invited from manufacturers and only from authorized dealers who produced a written authorization or certificate from the manufacturers.
2. In case of supply of goods made through valid authorized dealer, their name, address & mail ID.
3. The quotations along with one set of signed price list/leaflets catalogues should be submitted.
4. Photocopy of the price list and price list in spiral binding will not be accepted.
5. No revision in rate (on higher side) will be accepted during contract period.
6. Discount on rates, to be offered must be clearly mentioned.
7. Rate quoted should be valid at least for a period of one year or more from the date of opening of tenders at mutual consent.
8. That the order will be placed as per requirement irrespective of value of the order.
9. The firm may supply the required items as per unit price mentioned in the price list.
10. Supply be made from the latest batch of production with the maximum life period & original packing but minimum 1 year or depending on expiry of items.
11. The material being offered should indicate clearly whether Indigenous manufactured by local registered firm or whether material manufactured by cottage and small scale industries/large scale industries or Articles wholly or partially manufactured in India from imported materials. Any offer to supply on forward delivery basis under supplier's own quota/license will also be considered.
12. That the freight, insurance charges, if any will not be borne by the purchaser. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/transport charge.
13. The price quoted should be as under:
 1. F.O.R.designation (By passenger/Goods train) (by Air India Cargo)
 2. F.O.R. free delivery at ICMR,Campus-II, TAI Building, 3 Red Cross Road, New Delhi-01
 3. That the delivery of goods will be taken at the risk and cost of the supplier from Railway/transport
14. The rates of Sales tax/VAT should be clearly indicated whenever chargeable.
15. Copies of Income Tax Clearance Certificate and Sales Tax Registration Certificate must be attached with bidder's offer.
16. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated charges @0.5 % per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value or specific mention should be made of whether the delivery will be ex-stock or will have to be imported and how much time will be required for delivery after placing of the order.
17. The product of Brand specifications given in Annexure-A only should be quoted.
18. Conditions of the bidders shall not be binding unless confirmed in the supply order.
19. In the event of non-supply or incomplete/unsatisfactory supplies by the bidders within four weeks on receipt of the order, the offer could be sent to the next bidders at the cost & expenses of the previous bidders.
20. Pre-receipted bills should be sent along with goods.
21. The duration of the rate contract will be one year from the date of award which is renewable on mutual consent.

22. That the payment of the bill will be made within 45 days on receipt of the goods in Satisfactory Condition. Payment will be made by crossed cheque or RTGS only after receipt of the stores in good condition and satisfactory report of the user's/Scientist concerned.
23. Applicable Income Tax would be deducted at the time of releasing payment for such supplies whenever applicable.
24. Price reasonable certificate: Please quote best minimum price. A certificate regarding the quoted rates must be given by the bidders to this effect that they have neither quoted nor sold/supplied the same item to any other customer on lesser rates than those offered to ICMR.
25. The decision on acceptance or otherwise of the quotations will rest with the Director General, ICMR, who does not bind to accept the lowest quotation and reserves the right to reject or accept in full or in part or partially accept any or all the quotations received without assigning any reasons.
26. While submitting the tender document, the tenderer should specifically sign on each page of the tender document.
27. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
28. The bidder who is supplying the imported materials must be registered with Ministry of Finance.
29. Arbitration of any shall be in Court of Law, New Delhi.

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Indian Council of Medical Research
New Delhi.

III. BRANDS OF CHEMICALS & OTHER LAB CONSUMABLES

S. NO.	NAME OF THE ITEM	BRANDS/SPECIFICATION
1.	Chemicals & Reagents	Axygen, BDH, Biolabs, Bio-Rad, BD Biosciences, CDC Atlanta, Merck, Eppendorff, Fisher Scientific, Himedia, HDFCL, Invitrogen, Merck Millipore, Merck, Macrogen, MP Biomedicals, Neptune, Qualigens, GmbH, Ranbaxy, RFCL, Roche diagnostic, Avantor, Transasia, Benesphera, Sero(Norway), Biorad, MP Biomedicals, Macrogen, Loba Chemie, Qiagens, GmbH, CDH, Select sab kuch online, Sandhya Enterprises
2.	HPLC Column & Accessories	Waters, Agilent, Shimadzu, Biorad, Supelco, Thermofischer
3.	Glasswares	Axygen, Axvia, Borosil, Boro glass, Becton, Corning, Eppendorff, Himedia, Kimble Milipore, Rivera & Tarson
4.	Plasticwares & Micropipettes	Axygen, Axvia, Corning, Eppendorff. Himedia, Kimble Milipore, Rivera, Tarson Merck Millipore, Merck, Macrogen, MP Biomedicals, Neptune, Qualigens, Thermo fisher & Gilson, Vortex,
5.	Other Lab Consumables	Immulite sample cup, Autoanalyzer sample cups, distilled water, detergent for washing lab wares, sodium hypochlorite solution, Filter paper, Blotting sheets, Graph books, Tissue roll, Dettol Hand wash, Test tube brush, Biomedical waste bags, Aluminum foils, Shoe covers
6.	Gas refilling Liquid	Nitrogen (Grade 1); Argon (Grade 0)

IV. Check List

S. No.	Details		Remarks (NA etc)
1.	Income Tax certificate	Yes/No	
2.	Sales Tax Clearance Certificates or PAN	Yes/No	
3.	Authorization Certificate	Yes/No	
4.	Validity period specified	Yes/No	
5.	Guarantee Period specified	Yes/No	
6.	Price reasonable Certificate	Yes/No	
7.	CD of Document enclosed	Yes/No	
8.	Hard copy of Document enclosed	Yes/No	
9.	Registered Certificate of Imported Items registered with Finance Ministry	Yes/No	

APPLICATION FORM FOR ENTERING INTO RATE CONTRACT FOR CHEMICALS AND CONSUMABLES WITH ICMR 2018-19

1	Name & full address of the applicant	
2	Item for which rate contract desired/applied for (a) Chemicals (b) Gas Refilling (c) Lab consumables	
3	If the Firm is under Rate Contract with Other Govt. Deptt./Res. Instt. Give details along with Certified copies of rate contract issued by Institutes/Deptts	
4	Annual Turnover of the firm/company During financial year 2017-18 (enclosed documents in support of claim) Rs. ----- ----- Lacs	
5	Annual business volume with ICMR Institutes (if R/C exist) during 2016-17. Rs.----- Lacs	
6	Whether the firm is registered under company Act 1956? If Yes, enclose certified copies: In case firm is registered with other Govt. Deptt./Agency, the same may be stated with documentary evidence.	
7	(a) Certified copies of state Sales Tax Regn. No. TIN No. with date of validity (b) Central Sales Tax Regn. No. (c) Latest copy of Sales Tax Return (Please enclose copies of relevant papers)	
8	(a) Income Tax PAN No. (in the name of firm/company & not individual) (b) Latest copy of return filed with Income Tax Department	
9	Whether product catalogue is in circulation, if so, please enclose one copy/set:	
10	State whether you have been currently banned /blacklisted by any Ministry/deptt. Of Central Govt. or any State Govt. If so give details	
11	Please indicate name & full address of your Banker. (a) Name of Bank (b) Address (c) Account No. (d) RTGS/NEFT/IFSC Code	

12	In case you wish to enter into rate contract for imported goods, please furnish details as given below: (a) Name of the Principal firm (b) Brand/Make of the goods (c) Date of acquiring Dealership (d) Date of Expiry of dealership (e) Prices in foreign currency or in Indian Rupees (f) Whether certified copy Dealership enclosed (Say Yes/No)	
13	Name & Address of Authorized/valid dealers for Delhi, if any for the year 2018-19	
14	Trade discount along with certificate of not giving higher discount to any other Department	
15	Any other information vital for entering into rate contract.	

Signature _____

Name of the company/Firm with complete address

Date: