



# भाकृअनुप - केन्द्रीय बारानी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture संतोषनगर, सेदाबाद-

पोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059 040-

24530161,24530163,24530224 Fax:040-24531802 www.crida.in Email : stores@crida.in



## NOTICE INVITING TENDERS

F.No.2-2/(1)/2017-18/ST /III

Dated : 7th August, 2017

### **TENDER ENQUIRY FOR SUPPLY OF "Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates" AT CRIDA :-**

CRIDA is a premier publicly funded Research Institute on Dryland Agriculture under the Indian Council of Agricultural Research (ICAR), DARE, Ministry of Agriculture, Government of India. The Director, CRIDA Santoshnagar, Hyderabad – 500 059, Telangana India, now Invites sealed tenders for **Supply of "Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates"**, in open bid system from the eligible bidders/reputed manufacturers/ authorized dealers/suppliers.

### GENERAL TERMS & CONDITIONS

- Tender Documents:** Tender Document with full details can be downloaded from CRIDA Website (<http://www.crida.in>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed **EMD** along with the Technical Bids.
- EMD : EMD in the form of crossed Demand Draft/Bankers cheque** drawn from any commercial bank in favour of **"ICAR Unit – CRIDA A/c."**, payable at Hyderabad should be enclosed with the tender bid quoted by the bidder(s). The bidder has to submit **EMD** except those who are registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC), SSI units registered with NSIC or the concerned Ministry or Department. The unsuccessful bidders EMD will be returned soon after the finalization of Tender, where as the successful bidders **EMD** will be returned after completion of tender period. The amount of **EMD** submitted along with tender document will be forfeited in the event of failure to supply the Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates after issue of supply order. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money for the period of retention in the CRIDA, Hyderabad.

Description of Item	Tender cost Rs.	EMD (Rs.)
Supply of "Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates"	Free if downloaded from website	5,000/-

- Technical Bid :** The bidders should submit the bids consists of all technical specifications/details as well as item wise financial cost for the items quoted along with commercial terms and conditions. The original copy of tender should be sent to this Office in a sealed cover in a double envelope. The inner envelope should also be sealed. The outer cover should be super scribed Tender for Supply of **"Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates"**.
- Important Dates:**

1.	Start date of down loading the Tender Document	07/08/2017	11.00 hrs
2.	Last date for down loading of Tender Document or any addendum / corrigendum	29/08/2017	11.00 hrs
3.	Last date and time for submission of Tenders	29/08/2017	15.00 hrs
4.	Date and Time for opening of Technical Bids	30/08/2017	10.30 hrs

- Submission:** Tender with proper superscription on the cover as for Supply of **"Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates"** should be submitted in the Office of the Director, CRIDA, Santoshnagar Hyderabad – 500 059, Telangana, on or before the due date and time as given in the tender document.
- At least **3 sets of printed Price list** are needed along with tender (Hard copy of printed price list).
- 10 copies on CD's is also needed for processing the Rate Contract.

- 9 **Due Date:** Tenders received after due date and time will not be considered. The Institute will not be responsible for postal delays.
- 10 **Delivery Schedule:** Unless otherwise specified, the **material should be supplied within 30 days** from the date of issue of the Purchase Order. No 'part supply' is allowed. 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.
- 11 **Note:** The Envelope containing the tender, as well as all subsequent Communications should be addressed/delivered to:  

**The Director**  
**Central Research Institute for Dryland Agriculture**  
**Santoshnagar, Saidabad Hyderabad – 500 059, Telangana, India**
- 12 All communications must be addressed to the above Officer by designation but not by name.
- 13 **Payment:** No advance payment is permissible. Payment will be made only after satisfactory acceptance of stores by the concerned Scientist in-charge, within 30 day.
- 14 **Place of Delivery :** Stores and Purchase Officer, Central Research Institute for Dryland Agriculture, Santoshnagar, Saidabad, Hyderabad – 500 059, Telangana.
- 15 Manufacture latest Price list along with clear terms of Taxes, Discounts etc. are to be mentioned in the Financial Bid.
- 16 The prices submitted shall be valid for 365 days w.e.f date of issue of order.
- 17 In case Manufacture do not retail/ sell directly the appointed Approved/ Authorized Dealer details are to be enclosed in the Financial Bid along with Original Manufacture latest Price List.
- 18 The Discount offered to CRIDA shall be the highest possible and should not be less than offered to any other Govt. / Private Sectors.
- 19 **Liquidate Damage:** If you are 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.
- 20 **Bank details for e-payment:** The bank details may be furnished along with tender for making e-payment to the successful bidder.
- 21 **ISO certification:** The ISO certification of the product (wherever applicable) may be furnished along with tender.
- 22 **Period of Validity:** The rates quoted shall be valid for a minimum period of **One Year** from the date of issue of Rate contract order.
- 23 **Rates:** Rates should be quoted in the prescribed Price Schedule in Indian Rupees only.
- 24 **Specifications:** Full specifications of the item quoted for should be indicated in the tender along with illustrated pamphlets, drawings etc. wherever available. The supplier has to submit the compliance statement on the technical specifications in the prescribed format enclosed to this schedule.
- 25 **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.
- 26 **Shipment:** Supply is to be made by passenger train or by road transport securely packed at supplier's risk, unless otherwise specified.
- 27 **Rate Contracts:** In case of any of the item mentioned in the schedule are covered by Rate Contract of DGS&D etc. the rate contract number and date of validity may be specified invariably. Supply of copy of the Rate Contract is more helpful.
- 28 GST as applicable should be quoted specifically for each category item.
- 29 While submitting the tender document the brochures, catalogues etc. must be invariably enclosed with technical bid.
- 30 Institute is exempted from payment of Customs 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 18-10-2016 (Valid upto 31/08/2021).**

- 31 **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 exceed the rate contract period. Original manufacturers expiry date which is greater than the rate contract time should be extended accordingly.
- 32 **Enquiry's on tender:** Any enquiry's regarding the tenders will not be entertained once the tenders are opened.
- 33 **Acceptance of tender:** Director, CRIDA reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
- 34 **Quantities:** Director, CRIDA reserves the right to reduce or increase the quantity at the time of placing the Purchase Order.
- 35 **Decision:** The Decision of the Director, CRIDA on any dispute in the matter will be final and legally binding.
- 36 **Jurisdiction:** All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.
- 37 **Rejection of tenders:** Tenders not complying with the above conditions are liable to be rejected.
- 38 **IMPORTANT NOTE:** The bidder should submit the Technical & Financial bid including specifications/details along with item wise price mentioned in the Technical bid. The Technical bid must be accompanied with earnest money deposit in the form of Demand Draft. In any case the technical bid without EMD/Demand Draft will not be entertained. The bid should be sealed properly by the bidder and duly super scribed and submit to the above office at the date and time specified above.
- 39 **Other conditions :**
- a. Late submission of tenders & unsigned tenders shall not be entertained at any cost after specified date & time as indicated. **The tenders without EMD amount will not be considered.**
  - b. In the event of the date & time specified for tender receipt being declared as a closed holiday for purchaser's office, the due date for submission of tenders will be the following working day at the specified timings. CRIDA does not hold any responsibility for postal delays.
  - c. The supply and Installation of "**Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates**" as per supply order shall be transported to CRIDA campus at your cost.
  - d. The tender document should invariably be filled in and duly signed by the authorized signatory by affixing the company/firm seal on every page of tender and the terms and conditions should strictly be followed before submitting the tender.
  - e. The bidders/representatives who are going to attend the technical bid/financial bid opening may invariably bring authorization letter issued by the respective company/ firm for the purpose

**Director, CRIDA reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.**

(Stores & Purchase Officer)



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## CHECK LIST

Please give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED PHOTO COPIES MAY PLEASE BE ENCLOSED WITH THE TENDER DOCUMENT AS A PROOF

S.No.	List of the Documents to be enclosed with the Tender	Page No.	Enclosed (Yes/No)
1.	Any tender document through CRIDA website ( <a href="http://www.crida.in">http://www.crida.in</a> ) or the Government of India, Central Public Procurement Portal ( <a href="http://www.eprocure.gov.in">http://www.eprocure.gov.in</a> ) is enclosed or not.		
2.	<b>Earnest Money Deposit: EMD</b> should be drawn on any Commercial bank as indicated in the notice inviting tenders in favour of "ICAR UNIT – CRIDA A/c" <b>EMD D.D.No.</b> _____ <b>Dated:</b> _____ <b>for Rs.</b> _____ _____ ; Bank _____		
3.	Following documents as indicated in the tender document printed on the tenderer's letterhead with date signature and seal.		
3 (a)	<b>Tender Form</b>		
3 (b)	<b>Statement on Compliance</b> of the Technical Specifications with deviations, if any and technical literature of the product to be enclosed.		
3 (c)	<b>Financial Bid/ Current price list valid for 365 days w.e.f date of issue of order.</b>		
3 (d)	The entire <b>original tender document (Technical Bid) with seal and signature on each page</b> at the time of submission of tender document(s) with in the due date.		
4	Document showing the firm/company's turnover be Rupees Two Crores per annum for the preceding <b>two financial years i.e. 2015-16 &amp; 2016-17</b> certified by the Chartered Accountant		
5	Document regarding <b>registration /Certificate</b> of incorporation of the firm issued by the appropriate government to be enclosed.		
6	Certificates of registration for <b>GST</b> issued by appropriate Government for the required services with the seal of the tenderer to be enclosed.		
7	The firm should submit <b>Income Tax returns</b> of previous 3 financial years i.e., <b>2014-15, 2015-16 &amp; 2016-17</b> along with the tender document.		
8.	<b>NSIC/SSI certificates</b> registered with NSIC (if applicable) to be enclosed		
9.	<b>Any other document</b> or information as required in the tender document.		
10.	<b>Total pages of your entire Tender Document (Technical Bid) including Enclosures</b>	<b>No.of Total Pages :</b> _____	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: \_\_\_\_\_

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

**TENDER FORM**  
(To be filled in by the Tenderer duly printed on their letter head)

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

From: \_\_\_\_\_

Grams: \_\_\_\_\_

PIN \_\_\_\_\_

Phone No. \_\_\_\_\_

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

To

**The Director**

**Central Research Institute for Dryland Agriculture,  
Santoshnagar, Saidabad, HYDERABAD – 500 059**

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 180 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. D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_ only) drawn on (Bank) \_\_\_\_\_ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

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

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

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

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

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

**SCHEDULE OF REQUIREMENTS & FULL TECHNICAL SPECIFICATIONS WITH COMPLIANCE**  
(Should be submitted duly printed on the letterhead of the bidder separately for each item and option)

**Schedule – I : Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates** \* Item – wise compliance and actual specifications must be indicated.

**Note :**

Signature and Seal of the Bidder: \_\_\_\_\_

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

**(FINANCIAL BID)**  
(To be enclosed in a separate envelope and sealed)

**PRICE SCHEDULE for Schedule – I**  
(To be filled in by the Tenderer duly printed on their letter head)

Schedule	Description of the goods offered	No.of units	Unit Rate (Rs.)	Amount (Rs.)
Schedule-I	"Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates"			
	GST Rates for different categories			
	Whether prices are all inclusive of GST or not			
	If Yes/No, then category wise			
	(a) _____ %			
	(b) _____ %			
	(c) _____ %			
	(d) _____ %			
	(e) _____ %			
Grand Total				

(Shall be submitted by bidder on their letter head)

Gross total cost: Rs. \_\_\_\_\_ (in figures) Rupees \_\_\_\_\_  
(in words)

We agree to supply the above **"Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates"** in accordance with the technical specifications for a total contract price of Rs. .... (in figures) (Rupees ..... (in words) within the period specified in the Invitation for Quotations.

We also certified that printed price list 3 copies and CD/DVD Media 10 copies of current price is duly signed & certified by the authorized signatory which is valid for 365 days w.e.f date of issue of order is enclosed.

We also confirm that the warranty as specified in the Schedule of Requirements / Technical Specifications shall apply to the offered goods / equipment.

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

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

Date: \_\_\_\_\_

**The Following information is required for entering into Annual Rate Contract for the supply of : Chemicals, Glassware and Plastic ware (All Laboratory Consumables) on Annual Rate Contract rates etc. for 2017-2018.**

1. Name & full address of the applicant (in Block letters) : -----
2. Item/material for which rate contract needed:  
(a)Chemicals (b) Glass wares (c) Plastic wares
3. If the firm is under Rate Contract with other Govt. : -----  
Department/Research Institute, give details along -----  
with certified copies of the rate contract issued -----  
by the Department/Institute
4. Annual Turnover of the firm/company during the :-----  
last 3 financial years  
(enclose documents in support of claim)
5. Annual business volume with ICAR Institutes : Rs-----lacks
6. Whether the firm is registered under Company :-----  
Act 1956 ? If yes, enclose certified copies. :-----
7. In case, the firm is registered with other Govt. Dept / Agency :-----the same  
may be stated with documentary evidence  
(a) certified copies of GST Registration No. with date of validity  
(b) latest copy of Sales Tax Return  
(please enclose copies of relevant papers)
8. Whether price list is all inclusive of GST if so rates of different categories \_\_\_\_\_ %  
\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%  
\_\_\_\_\_%
9. Maximum discount offered on manufacturers price list :-----
10. Effective date of price list (the current price list as effective will accepted :-----  
(validity must be indicated)
11. (a) Income Tax PAN No.  
(in the name of firm/company & not individual)  
(b)Latest copy of Return file to Income Tax Deptt.
12. Whether product catalogue is in circulation, if so,  
Please enclose 10 copies
13. State whether business/dealing with you have been :-----  
Currently banned by any Ministry/Dept. of Central -----  
Govt. or any State Govt. If so, give details -----
14. Please indicate name & full address of your Banker for e-payment  
a) Bank A/c No.  
b) Bank Name  
c) Branch Name  
d) IFSC Code  
e) Other

**Dated :**

**Signature of the Applicant**



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

1. No laboratory equipment, apparatus, Gel electrophoresis etc. are covered under the rate Contract.
2. No Analytical services etc. are covered under the rate Contract.
3. 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.
4. The delivery supply will be made on F.O.R. basis to the CRIDA, Santoshnagar in Hyderabad.
5. The supply of material will have to be completed within 30 days from the date of Issuing purchase order. The liquidated charges @ 1.0% percent per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of order. After 10 weeks orders shall stand cancelled, with forfeiting of bid security and blacklists of firm.
6. No payment will be made in advance even through Bank. But the payment will be released within 30 days through the mode of E-payment only after receiving goods in full in satisfactory conditions. Triplicate pre-receipted bills on a revenue stamp, where required should be sent to The Director CRIDA Santoshnagar Hyderabad for payment. No interest will however, be payable in case of delay payments.
7. 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.
8. 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. Any dispute arising between the manufacturer and the purchaser will be referred to Director , CRIDA Hyderabad for which sole arbitration land decision thereof shall be final and binding upon the parties i.e. manufacturer/supplier and purchaser.
11. Supply should be made in full against the order and no part supply will be accepted.
12. No payment will be made for unsatisfactory supply.
13. The Rate contract will be made only in Indian Rupees.
14. The articles should be securely packed to avoid damages etc., in transit.
15. Supply to be made from the latest batch of production with maximum life period in original packing.
16. In case the proposal is accepted, the firm will have to enter into a detailed contract agreement with CRIDA on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only).
17. The Director, CRIDA reserves the right to cancel the rate contract at any time without assigning any reason.
18. The rate contract will be valid for a period of 12 month from the date of award of Rate Contract.
19. Printed and bounded current effective price list duly signed & certified by the authorized signatory must be sent.
20. 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.
21. Discount, if any on the ruling prices may be mentioned clearly with trade discount certifying that higher discount is not given to any other Department as offered.
22. All questions, disputes or difference under, out or in connection with the contract, if concluded shall be subject to the executive jurisdiction of the court within the local limits of Hyderabad.
23. In case of discrepancy between unit prices and total price, the unit price shall prevail.
24. In case of supply of goods made through dealer, their name and mail address may be declared / indicated.
25. Where ever applicable, minimum warranty should be one year.
26. Director, CRIDA reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.



## 27. Bid Security

- The manufacturer firm has to submit the Bid Security Money of Rs. 5,000/- in the shape of DD drawn in favour of ICAR unit A/c CRIDA, payable at Hyderabad.
- The firm which is registered with NSIC or concern Ministry or Department may also need to submit Bid security along with the bid as the same will be converted into performance security after award of RC, otherwise bid will not be considered.
- The Bid Security will be refunded only after satisfactory completion of Rate Contract.
- The Bid Security will be valid for a period of 15 months i.e. 3 months beyond the final Rate contract validity period.
- The Bid Security / Performance Security will be forfeited if the firm fails to honour the orders of the Institute.
- The Tender without Security money and latest 3 copies of printed price list with soft copy (CD) for the year 2017-18 will not be entertained in any condition and no correspondence will be entertained in this regard.
- Price list once submitted with the tender will not be changed during the period of Rate Contract

The sealed and complete Tender Bid in all respects along with bid Security should be addressed & sent to the Stores & Purchase Officer, CRIDA, Santoshnagar, Saidabad P.O. Hyderabad-500059 by **29/08/2017** up to **15.00 PM** positively through Registered Post/Speed Post Courier service etc. Tender Bid received after due date will be returned to the courier delivery-boy/postman (as the case may be). On the left side of the envelope, the inscription "Tender Bid for Rate Contract of Lab. Chemicals/Glassware etc. for the year 2017-18 may be indicated please.