

By Hand/Speed Post/website



CENTRAL ARID ZONE RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
Jodhpur (Rajasthan) 342 003
Tel. No. 0291-2787152 Fax No. 0291- 2788706



F. No. 2(11) 2014-15/Admn.IV

Dated: 12.08.2014

TENDER NOTICE

Sealed/duly completed tenders are invited from reputed manufacturers/authorized distributors only up to 08.09.2014 for entering into Annual Rate Contract for the year 2014-2015 for the purchase (1.) Laboratory Chemicals, (2.) Laboratory Glassware, (3.) Laboratory Plastic wares and (4.) Laboratory Filter Papers, etc. The tender documents including specifications, forms and other detail are available on Institute's website <http://www.cazri.res.in>.

Asstt. Administrative Officer (S)
for Director



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F. No. 2(11) 2014-15/Admn.IV

Dated: 12.08.2014

ARC for Purchase of Chemical/Glassware/Plastic ware / Filter paper etc.
under Rate contract

- 1. Last date of sale of tender form : 08.09.2014 upto 11.00 a.m.**
- 2. Last date of acceptance of tender : 08.09.2014 upto 2.30 p.m.**
- 3. Date of opening of technical bids : 08.09.2014 at 3.00 p.m.**
- 4. Date of opening of financial bids : After finalization of the Technical bids.**

Note: The tender form and other details are available on CAZRI website www.cazri.res.in. The interested Firm/Agency/Dealer may download or purchase the tender document from AAO(S), CAZRI, Jodhpur and submitted the same to this office by or before the due date & time.

From:-

Assistant Administrative Officer (s),
CAZRI, Jodhpur.

To

M/s
.....
.....
.....

Sub: Tender Document for ARC for Purchase of Chemical/Glassware/Plasticware/Filter paper etc. under Rate contract - regd.

Sirs,

On behalf of the Director, CAZRI, Jodhpur sealed tenders are invited from Firm/Agency/Dealer of repute for Annual Rate Contract (ARC) for Purchase of Chemical/Glassware/Plastic ware/Filter paper etc. under Rate contract. Other details and terms & Conditions are enclosed.

2. The tender must be submitted in the format enclosed herewith to this Office by or before Due date i.e. 08.09.2014 at 2.30 P.M. by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered.

3. The Tender is to be open on Due Date i.e. 08.09.2014 at 3.00 P.M. at CAZRI's, Jodhpur by the Committee. The interested representative of firms those who have submitted their Tender for ARC for Purchase of Chemical/Glassware/Plasticware/Filter paper etc. may also participate during opening of tender under Rate contract.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER(S)
For Director

Mobile No. _____

Enclosed: As above (Annexure – I In VII part and Annexure – II).

TECHNICAL BID - PART-I
Detail of the firm/contractor

1. Name & address of Proprietor :
.....
2. Name & address of Firm/Agency/Dealer:
.....
.....
3. (a) Telephone No. : Off. Res. Mobile No.....
- 3.(b) E-mail ID :
4. Particulars of firm/agency/company :
(Partnership Deed/ Constitution in case of Society)
5. Authorised dealership Certificate No.:
6. Income Tax P.A.N. Number :
7. Service Tax Number (Allotted by CED):
8. Cost of Tender Documents : Rs. 500/- C.R. No.Date
9. Earnest Money Deposit : Rs. 5,000/-
(In favour of ICAR Unit-CAZRI) DD/BC No.Date
10. Banker's name & address :
.....
IFSC Code : Account No.
.....
11. Performance Security Money : 10% of Total Cost of Contract.
12. The tender must be reached to this Office on or before **Due Date 08.09.2014 up to 2.30 P.M.** by Courier/Registered Post/Speed Post in sealed cover super scribed with **“Annual Rate Contract for Purchase of Chemical/Glassware/Plastic ware / Filter paper etc.”** failing which it will not be considered. The tender should be dropped in the Tender Box placed in the AAO Section CAZRI, Jodhpur.
13. Visit us at our website: www.cazri.res.in

Signature & Name of the authorized
Signatory with Seal of the Firm

TECHNICAL BID
(PART-II)

General Terms and Conditions and instruction to bidders of the tender of Annual Rate Contract for ARC for Purchase of Chemical/Glassware/Plastic ware / Filter paper etc. at CAZRI's Jodhpur:

1. The terms and conditions of contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite service in accordance with the requirements stated in the attached schedules.
2. An earnest money Rs.5000/- must of be deposited in the form of demand draft/pay order payable to *ICAR Unit, CAZRI, Jodhpur*. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft/pay order number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the tenders is to be super scripted : “the rate contract for Purchase of Chemical/Glassware/Plastic ware / Filter paper etc. at CAZRI, Jodhpur” with address of this office. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the office of AAO(s) of the Director, CAZRI, Jodhpur not later than prescribed time /date/month/year.
9. The percentage of discount quoted by each firm in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. An amount of 10% of total contract value as a security deposit for rate contract the Purchase of Chemical/Glassware/Plastic ware / Filter paper etc. contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. Director, CAZRI, Jodhpur reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons not mandatory to be communicated to the tenderer.

15. Decision of Director, CAZRI, Jodhpur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CAZRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the CAZRI Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

TECHNICAL BID

(PART-III)

Other terms & conditions of the contract

1. No equipment, apparatus, liquid handling system Gel electrophoresis apparatus, single channel and multi channel micropipettes etc. are covered under this rate contract.
2. 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.
3. That the delivery/supply will be made on F.O.R basis to this Institute and its Sub stations noted above, by road transport or passenger train.
4. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
5. That the delivery of goods will be taken at the risk and cost of the supplier form railway/transport.
6. 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.
7. That the payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
8. No revision in rate (on higher side) will be accepted during contract period.
9. That the order will be placed as per requirement irrespective of value of the order.
10. The firm may supply the required items as per unit price mentioned in the price list.
11. The dispute arising between manufacturer and the purchaser will be referred to Arbitrator appointed by the D.G. ICAR, New Delhi for which sole arbitration and decision there on will be binding upon both the parties i.e. manufacturer/supplier and purchaser.
12. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
13. No payment will be made for unsatisfactory supply.
14. The articles should be securely packed to avoid damages etc. in transit.
15. Supply be made from the latest batch of production with the maximum life period & original packing.
16. Pre- receipted bills should be sent alongwith goods.
17. The bills may be prepared in the name of the Director, Central Arid Zone Research Institute, Jodhpur (Rajasthan)
18. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.
19. The Director, CAZRI, reserves the right to cancel the rate contract without assigning any reason.

Signature.....

Complete address of the firm

20. **Discount:** The Discount which will be offered by the manufacturers/authorised distributors on the manufacturer's price list for the year 2014-2015 may be mentioned. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals, etc..
21. **Validity:** The Annual Rate Contract is valid for the year 2014-2015 and further extendable for further one year on mutual consent.
22. **Delivery:** The Delivery should be given on F.O.R. at CAZRI, Jodhpur/RRS, Jaisalmer/RRS, Pali/ RRS, Bikaner/ RRS, Kukma - Bhuj. No delivery and packing charges will be paid by us.
23. **Sale Tax/VAT:** The rate of Sale Tax/VAT should be mentioned clearly.
24. **Authorization Letter: Authorization letter from the manufacturer for the current financial year should be Submitted alongwith quotation, failing which quotation will not be considered.**

Note: *Each page of the Tender document and annexure if any, should be signed by the tenderers failing which tender will not be considered.*

Signature.....
Complete address of the firm

TECHNICAL BID
(PART-IV)

INSTRUCTIONS TO BIDDERS/TENDERERS

1. Incomplete proposals and tenders received after due date shall not be entertained.
2. A Certificate is to be given by the tenderer that the price list supplied is the only one in circulation.
3. Printed & bounded price list for 2014-15 duly signed & certified by authorized signatory must accompany the tender, in duplicate.
4. Trade discount along with certificate certifying that higher discount is not given to any other Department then offered.
5. In Case of discrepancy between unit price & total price, the unit price shall prevail.
6. In case of supply of goods made through valid authorized dealer, their name & mail address for Jodhpur, Pali, Bikaner, Jaisalmer, & Bhuj may be declared/indicated in the tender.
7. Where contract (R/C) for supply of equipments, goods, etc. imported (Subject to custom duty and foreign exchange fluctuations) and /or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
8. Printed price list (Hard Copy) 2014-15 may be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
9. Authorization certificate in respect of foreign firms duly self attested and showing validity for the year 2014-15 may be submitted
10. Terms & Conditions given in the Institute format duly signed /sealed may be Submitted.
11. Photocopy of the price list and price list in spiral binding will not be accepted.
12. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
13. In case the price list for the previous year 2014-15 is still valid for the entire period of rate contract for the year 2014-15 a certificate to this effect may please be furnished duly signed by the authorized signatory.
14. The price list which is in CD may be download and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
15. The Annual Turn Over of the firm during last 3 years with the CAZRI Institute may also please be furnished. (Enclosed document in support of the claim)
16. The competent authority reserve the right to accept or reject any or all tenders without assignment any reason.
17. Supplier/ Principle will have to sign an agreement deed on a non-judicial stamp of appropriate value.
18. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
19. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
20. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.

21. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
22. Delivery of Tender : The original copy of the tender is to be enclosed in a double cover. The rate to be quoted in Financial Bid part-VII of Tender document and submit in the inner cover sealed envelope. The sealed envelope having all relevant documents with cash receipt/DD of EMD should be kept in the outer cover envelop bear only name of work and address to Director, Central Arid Zone Research Institute, Jodhpur would reach in the tender box kept in the Admn-IV section latest by on or before 02.30 PM on 08.09.2014.
23. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
24. **The sealed tender envelope should be super scribed as under:**

“TENDER No. -----

“TENDER FOR Supply of Lab. Chemical, Glassware, Plasticware & Filterpaper etc. items related to Laboratories TO CAZRI”
25. The sealed tender should be dropped in the Tender Box kept Admn.-IV(Store) Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan.
26. Acceptance of the rate will be communicated by Express letter/Fax/E-mail/Institute Website or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Express letter/Fax/E-mail etc. should be acted upon immediately.
27. Each and every page of the tender documents must be signed by the bidder.

Signature.....
Complete address of the firm

TECHNICAL BID
(PART-V)

Undertaking

1. I, _____
son/daughter/wife of Shri _____
Proprietor/Director/dealer signatory of the Company/Firm mentioned above, is
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide to them.
3. The information/documents furnished along with the above tender form are true and
authentic to the best of my knowledge and belief. I am well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Place :

Date :

Signature & Name of the authorized
Signatory with Seal of the Firm

TECHNICAL BID
(PART-VI)

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT
FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED:**

SL. No.	Documents to be submitted	Whether Submitted or not	If submitted than mentioned page no.	Remarks
1.	Details of Cost of bid Rs. 500/-			
2.	Details of EMD deposited for Rs. 5,000/-			
3.	Copy of Registration of firms			
4.	Copy of Service Tax Registration (If applicable)			
5.	Copy of PAN/TAN Card			
6.	Experience Certificate (Please enclosed) a) <i>Three similar completed works costing not less than Rs. 3,20,000.00</i> OR b) <i>Two similar completed works costing not less than Rs. 4,00,000.00</i> OR c) <i>One similar completed work costing not less than Rs. 6,50,000.00</i> OR			
7.	Copy of Income Tax Return for last 3 years			
8.	Minimum turnover of the firm not less than Rs. 2,25,000.00 in each of the last 3 years.			
9.	Authorization letter from the manufacturer/principal.			
10.	The Discount which will be offered by the manufacturers/authorised distributors on the manufacturer's price list for the year 2014-2015 may be mentioned. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals, etc..			

Full Name of Tender with Address & Date

TECHNICAL BID
(PART-VII)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

Name of the Firm: _____

1. Earnest money deposited/not deposited/is/not in acceptable form.
2. There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender.
3. There are _____ corrections and overwriting in the rates which have been quoted in figure/words numbered from _____ to _____ figure/words.
4. The tender is conditional/unconditional. Please refer covering letter/notes on page _____ there are _____ conditions.
5. The rates have not been quoted against item No. _____.
6. There is ambiguity in the rates quoted in figure and words against item No. _____.
7. Rates have been quoted in figures/words only.

(Tender Opening Committee)

FINANCIAL BID

(TENDERS FOR PROVIDING THE CONTRACT BASIS)

To

The Director,
Central Arid Zone Research Institute's, Jodhpur

Sir,

I/We wish to submit our Tenders for Rate Contract for ARC for Purchase of Chemical/Glassware/Plastic ware / Filter paper etc. at CAZRI's Jodhpur on the following rates.

Laboratory Chemicals:

Sl. No.	Item	% of discount quoted by the firm
1.	Merck	
2.	Hi-Media	
3.	S.D.'S. (S.d. Fine)	
4.	Sigma- Aldrich	
5.	CDH	
6.	Merck (Bio Sci.)	
7.	Banglore Genei	
8.	Genetix	
9.	Xcelris Genomix	
10.	Imperial Life Science	
11.	Thermo Fisher	
12.	Promega	
13.	Qiagen	
14.	Fermentas	
15.	IDT	

Laboratory Glassware:

Sl. No.	Item	% of discount quoted by the firm
1.	Borosil	
2.	Riviera	
3.	Vensil	
4.	Duran	
5.	Blue Star	

Laboratory Plastic wares:

Sl. No.	Item	% of discount quoted by the firm
1.	Tarsons	
2.	Hi-Media	
3.	Axiva / Axygen	
4.	Genexy	
5.	Imperial Life Science	
6.	Eppendorf	

Laboratory Filter Papers, etc.:

Sl. No.	Item	% of discount quoted by the firm
1.	Whatman	
2.	Millipore	

NOTE:-

1. The rate to be quoted as per minimum wages prescribed by Govt. Of India including EPF, ESI and other Taxes as applicable.
2. The rate quoted above should be including all the taxes (like service tax etc.) and service charges. If any firm mentioned that they will charges no service charges their bid will be rejected.

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____