



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

By Hand/Website



F. No. 2(11)2013-2014/Admn.IV

Dated: 01 July, 2013

### **TENDER NOTICE**

Sealed/duly completed tenders are invited from reputed manufacturers/authorized distributors only up to 27.07.2013 for entering into Annual Rate Contract for the year 2013-2014 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>.

- |  |                      |
|--|----------------------|
| 1. The last date of sale of Tender Document:     | 26.07.2013 at 4:30PM |
| 2. The last date of submission of Sealed Tender: | 27.07.2013 at 2:30PM |
| 3. The date of opening of Tender:                | 27.07.2013 at 3:00PM |

Asstt. Administrative Officer (S)  
for Director



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F. No. 2(11)2013-2014/Admn.IV

Dated: 01 July, 2013

**TENDER FORM FOR ENTERING INTO RATE  
CONTRACT FOR CHEMICALS/ GLASSWARE/PLASTIC WARE/FILTER  
PAPER ETC. WITH C.A.Z.R.I. FOR FINANCIAL YEAR 2013-14**

**The last date of sale of Tender FORM: 26.07.2013 at 4:30PM**  
**The last date of submission of Sealed Tender: 27.07.2013 at 2:30PM**  
**The date of opening of Tender: 27.07.2013 at 3:00PM**

1. Name & full address of the applicant: -----  
-----  
-----
2. Item /materials for which rate contract desired /applied for -----  
(a) Chemicals  
(b) Plastic wares  
(c) Glass wares  
(d) Filter paper and filtration aids
3. If the Firm is under Rate Contract with -----  
Other Govt. Deptt./Res. Instt. Give details alongwith -----  
Certified copies of rate contract issued by Institutes/Deptts. -----
4. Annual Turnover of the firm/company  
During financial year 2013-14  
(enclosed documents in support of claim) Rs.-----Lacs.
5. Annual business volume with CAZRI & its  
Campuses/Regional Stations (if R/C exist)  
during 2013-14 Rs. -----Lacs.

**Signature.....**  
**Complete address of the firm**

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 Sale 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. i) Please indicate name & full address -----  
 of your Banker. -----  
 ii). Bank A/c No. -----  
 iii). IFSC code -----
12. In case you wish to enter into rate contract for imported goods, please furnish details  
 as given below:

Name of the Principal firm	Brand/ Make of the goods	Date of acquiring Dealership	Date of expiry of Dealership	Prices in foreign currency or in Indian Rupees	Whether certified copy Dealership enclosed (Say Yes/No)

**Signature.....**  
**Complete address of the firm**

13. Name & Address of authorized/valid dealers for -----  
hqr. & campuses, if any for the year 2013 - 14 -----  
-----

14. Trade Discount alongwith certificate -----  
of not giving higher discount to any -----  
other Department -----

15. Any other information vital for entering -----  
into rate contract. -----  
-----  
-----

Name of Company/Firm Complete addressed:

Signature:

## **Terms & Conditions of Rate 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. **Bid Security (Earnest Money):** Bid Security (Earnest Money) of Rs. 8000/- should be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque from any of the commercial banks drawn in favour of "ICAR Unit CAZRI, Jodhpur" alongwith tender. (Other details as mentioned in the tender form).
21. **Discount:** The Discount which will be offered by the manufacturers/authorised distributors on the manufacturer's price list for the year 2013-2014 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..
22. **Validity:** The Annual Rate Contract is valid for the year 2013-2014 and further extendable for further one year on mutual consent.
23. **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. 5
24. **Sale Tax/VAT:** The rate of Sale Tax/VAT should be mentioned clearly.
25. **Authorization Letter:** Authorization letter from the manufacturer 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

## **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 2013-14 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) 2013-14 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 2013-14 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 2013-14 is still valid for the entire period of rate contract for the year 2013-14 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. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
22. Tenders received without Tender Fee Coupon/Cash Receipt of tender document fee, Bid Security (EMD) amount by way of DD or Pay Order/Banker’s Cheque in the name of ICAR Unit-CAZRI, Jodhpur will not be considered at all.
23. The tender documents can be obtained from Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non- refundable on any working day during office hours as mentioned in the tender documents.
24. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in CAZRI will stand automatically extended up to 15:00 hours of the next working day in the Government offices.
25. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
26. 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.

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”

27. The sealed tender should be dropped in the Tender Box kept Admn.-IV(Store) Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan.
28. 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.
29. Each and every page of the tender documents must be signed by the bidder.

**Signature.....**  
**Complete address of the firm**

## **SCHEDULE OF TENDER**

The details of (1.) Laboratory Chemicals, (2.) Laboratory Glassware, (3.) Laboratory Plastic wares and (4.) Laboratory Filter Papers, etc. which are to be supplied at CAZRI, Jodhpur/RRS, Pali / Jaisalmer/ Bikaner/ Bhuj under Annual Rate Contract for these items:

### **Laboratory Chemicals:**

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

### **Laboratory Glassware:**

Sl. No.	Item	% of discount quoted by the firm
1.	Borosil	
2.	Riviera	
3.	Vensil	
4.	JSGW	

### **Laboratory Plastic wares:**

Sl. No.	Item	% of discount quoted by the firm
1.	Tarsons	
2.	Thermo Fisher	
3.	Hi-Media	
4.	Axiva / Axygen	
5.	Genexy	
6.	Grenier	

### **Laboratory Filter Papers, etc.:**

Sl. No.	Item	% of discount quoted by the firm
1.	Whatman	
2.	Sartories	
3.	Axiva	
4.	Sd Fine	

**Signature.....**  
**Complete address of the firm**