



भारत-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY

भारतीय कृषि अनुसंधान परिषद

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2008 प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (कार्यालय Office), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- nirjaft@vsnl.net, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website: www.nirjaft.res.in



TENDER NOTICE

Tender No. 11(4)/Adm III/Chemicals ARC/Tender/17-18 dated 26/08/2017

The Director, ICAR-NIRJAFT invites Quotation in Single Bid System from the Manufactures/Authorized Dealers/reputed firms for entering into Rate Contract for the supply of following research consumables :-

- i) **Chemicals , Solvents and Bio-Chemicals**
- ii) **Glasswares & Labwares**
- iii) **Plasticwares**
- iv) **Soil Testing Kits**

The Rate Contract is proposed for ICAR NIRJAFT. The details may be downloaded from the Institute's Website: www.nirjaft.res.in as a reference. The Tender Notice is also available at e-procurement Portal www.eprocure.gov.in (e publishing)

The Schedule of the Tender process is indicated below:-

1.	Date and Time for Issue/Publication	26/08/2017 at 1.00 pm
2.	Document Download/Sale Start Date and Time	26/08/2017 at 1.00 pm
3.	Document Download/Sale End date and Time	22/09/2017 at 12.00 noon
5.	Bid Submission Start Date and Time	26/08/2017 at 1.00 pm
6.	Bid Submission End Date and Time	22/09/2017 at 1.00 pm
7.	Date and Time for Opening of Bids	22/09/2017 at 3.00 pm
8.	Address for Communication	The Director, ICAR-NIRJAFT 12 Regent Park, Kolkata – 700 040

Administrative Officer

TENDER DOCUMENT
(2017-18)



भाकृअनुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान

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Ref No 11(4)/ (Adm III)/Chemicals ARC / 2017-18

Date: 26 /08/2017

TERMS AND CONDITIONS

1. Each bidder should bid item wise in a separate Letterhead authenticated by the Authorized person of the Agency as follows:-

Sl. No.	Name of the items	Brand/Make of the Item	Discount Offered (%)
1.	Chemicals, Solvents and Bio-Chemicals		
2.	Glasswares and Labwares		
3.	Plasticwares (complete laboratory range) etc.		
4.	Soil Testing Kits		

2. The following documents are to be enclosed with the quotation failing which the tender will be considered non-responsive:

- Authenticated Copy of valid enlistment letter with the Government Departments, if any.
- Authenticated Copy of Certificate showing performance of this type of supply in the past, copy of supply order, bills etc
- Authenticated Copy of Sales Tax Registration Number, PAN No., GST
- Separate Demand Drafts for EMD **Rs.10,000/- for Chemicals, Bio Chemicals & Solvents, Rs. 10,000/- for Glasswares & Labwares, Rs. 5,000/- for Plasticwares, Rs 2000/- for Soil Testing Kits and Tender Cost Rs.500/-** each for items indicated from Sl. No.(1) to (4) drawn in favour of "ICAR NIRJAFT" payable at SBI, Tollygunge, The details of EMD (DD No, Date and Bank Name) should be super scribed on the envelope, failing of which the quotation will not be opened.

3. The bidders should submit separate envelopes for each items mentioned above (**viz. Chemicals Solvents and Bio-Chemicals, Glasswares, Plasticwares or Soil Testing Kits etc.**) clearly indicating the name of the item written on the envelopes, failing which the bids will not be considered. It is also to mention that each bid must accompany EMDs mentioned at para 2d) above, failing which the bid will be considered as non-responsive. No request for conversion of Performance Security held by the Institute for rate contract for previous year to the EMD for this bid shall be entertained.

4. Rate - Rates should be as per your valid price list for the year 2017-18. Two copies of price list attached with Rate Contract along with a list of local authorized dealer/stockiest with address & phone no, should be provided.

5. Discount - Discount, if any for the supply of Rate Contract items should be indicated clearly by the bidders in % terms. A certificate showing that the firm is not providing more discounts to any ICAR institute must be attached with price bid

6. Delivery - Supply of items to be made at ICAR-NIRJAFT within 15 working days. The awarded firm will have to make the supply, raise bills on their own name(or only one authorized distributors name) and will be solely responsible for the quality and/quantity of the items supplied. The supplier will be solely responsible for any loss, damage or shortage of material in transit. Supply in parts/phases will not be entertained. Seeking

extension of delivery period should be avoided. If way bill/road permit, etc. are to be obtained, it will be the responsibility of the firm/supplier. No way bill/road permit be issued by this office.

7. Manufacturer Guarantee - In case of any manufacturing defect the materials must be replaced immediately.

8. Payment - Payment will be made to stockiest against their bills by the Institute after satisfactory supply of the materials and quality approval. Payment by online only RTGS/NEFT on submission of Mandate form with all Bank details duly authenticated by Bank.

9. Liquidated damage - Liquidated damage shall become operational, unless a specific request made for extending the date of delivery (citing validation only) is agreed to by this Institute by writing. The supplier will be solely responsible for any loss, damage or shortage of materials in transit.

11. Jurisdiction -- For all Legal matters and disputes, if any, the jurisdiction shall be Kolkata only.

12. Validity -One year from the date of award of contract, this may be extended by the Competent Authority of ICAR NIRJAFT.

13. E.M.D- E.M.D. for (1) Rs. 10,000/- for Chemicals (2) Rs. 10,000/- for Glasswares & Labwares (3) Rs. 5,000/- for Plasticwares, and (4) Rs 2000/- for Soil Testing Kits shall be collected from the Supplier in form of demand draft in favour of “**ICAR NIRJAFT**” payable at **SBI, Tollygunge** and shall be kept as Security for a period of 12 months.

14. TENDER COST- Rs 500/- (non-refundable) for each item as mentioned in Sl No 2 in form of demand draft in favour of “**ICAR NIRJAFT**” payable at **SBI, Tollygunge**.

15. Experience: Rate contract of only those firms will be considered who have experience of such work (Rate Contract for supply of Research Consumables) from at least 05 nos ICAR/CSIR/ICMR Labs/Institutes or Universities.

16. Authorisation: Rate contract proposal should be submitted by the Principal Firm. In case of Distributor/Dealers, Authorization Certificate from the Principal is mandatory. The Principal Firm shall authorize only one Agency for Rate Contract at ICAR NIRJAFT. It may also be clearly indicated by the manufacturer whether the invoicing and payment will be made in favour of manufacturer or their authorized dealer

17. Submission of Quotation - Quotation is to be submitted separately for each classified items viz. (1) Chemicals and Bio-Chemicals etc. (2) Glasswares & Labwares (complete laboratory range) etc, (3) Plasticwares (complete laboratory range) and (4) Soil Testing Kits etc. Any Quotation received with assorted classified items shall be considered as non-responsive Quotation. The bidders should submit undertaking in the enclosed PRO-FORMA with each bid.

18. Right to cancellation: The Director, ICAR NIRJAFT reserves the right to cancel the contract at any time, during the Contract period without assigning any reason thereof. In the event of cancellation of rate contract in whole or in part, the Institute shall inform the concerned firm(s) in writing.

19. Self-contained proposal along with range of products, terms and conditions should reach this Office on or before 22.09.2017 till 1.00 P.M. Any delay as a result of natural calamity or postal lapses shall not be considered. The tender document is also available in the Institute website www.nirjaft.res.in.

20. Submission: Following documents should be submitted

(i) Valid registration certificate of the firm from the Govt.

(ii) Valid trade licence of the firm in the relevant field of tender application.

- (iii) Proof of last 03 years continuous experience of the firm in the relevant field of tender application from at least 05 nos ICAR/CSIR/ICMR Labs/Institutes or, Universities.
- (iv) Copy of PAN card.
- (v) Copy of VAT/CST/State ST/ GST Registration & Income Tax Return for last 03 years
- (vi) Copy of Authorisation certificate from the Principal firm
- (vii) Tender fees and EMD
- (viii) Self-declaration that the firm has not been debarred or blacklisted by any organization
- (ix) Signed copy of percentage discount along with certificate of not giving higher discount to any ICAR Institutes
- (x) Signed copy of terms & conditions of this technical bid
- (xi) NEFT/RTGS Mandate form duly attested by the concerned bank.
- (xii) Price catalogue in duplicate (printed price list of 2017-18)
- (xiii) Copy of Annual Turnover of the Firm
- (xiv) Telephone/Mobile No/ Website address/Email ID of the Firm
- (xv) Tender Acceptance Letter (as per Annexure I)

Administrative Officer

Annexure I

No.11(4)/AdmIII/Chemicals ARC/Tender/17-18

Date :

(In the letterhead of the firm)

Proforma for acceptance of Terms & Conditions for Rate Contract.

This is to declare that we

_____ name of the (Manufacturers/Authorized Dealer/Stockists/recognized Service Provider) that the terms and conditions as provided in the Bid documents for Rate Contract Notification No. 11(4)/Adm III/Chemicals ARC/Tender/17-18 dated _____ are agreeable to us. It is also to undertake that this Agency has never been blacklisted by any State/Central Government Department.

Signature:

Name :

Address :

Office Seal:

Dated :

Annexure II

To
The Director,
NIRJAFT
12, Regent Park
Kolkata-700 040

Subject: Authorization for attending bid opening on(date) in the Tender
no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf
of(Bidder's name) in order of preference given below.

Order of Preference Name

Specimen Signature

- 1.
- 2.

Signature of bidder or Officer authorized to
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening (Technical and Financial Bid)
- 2) Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not produced.