



**CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY**  
**(Council of Scientific and Industrial Research)**  
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**4(5)2020-Pur/RC**

**June 22, 2020**

**NOTICE INVITING e- TENDER FOR CONCLUSION OF RATE CONTRACT FOR PURCHASE OF VARIOUS FILTER PAPERS AND FILTRATION PRODUCTS DURING 2020 – 21**

Situated among pristine environ in the lap of Dhauladhar ranges, CSIR-IHBT is the only laboratory of the Council of Scientific and Industrial Research in the State of Himachal Pradesh (H.P.), India. Institute has a focused research mandate on bioresources for catalysing bioeconomy in a sustainable manner. To carry out its research activities, the Institute regularly requires various Chemicals, Glassware, Plasticware, Filter paper etc., Hence, it intends to conclude Rate Contracts for purchase of such items and invites tender accordingly as per following terms & conditions.

**TERMS & CONDITIONS:**

1. The bidder should be

The manufacturer of items in India (or)

The Authorised dealer for imported items, if any ( Price List in INR)

- a. In case of dealer specific Manufacturer's Authorisation Form ( MAF ) shall be submitted along with the Tender
- b. Only one Manufacturer (or) the dealer can quote. If both Manufacturer and dealer quotes for the same tender, both their tenders will be rejected.

2. The bid shall be submitted as per format Annexure – B enclosed.

3. The price with following details – for entire range of products - shall be uploaded in PDF Format.

- a. Category
- b. Sub-Category

- c. Catalogue No.
- d. Item Description
- e. HSN Code
- f. Item type
- g. Item Unit
- h. Item Rate
- i. Discount in percentage ( % )
- j. Applicable IGST / GST percentage ( % )

No other non-consumable items should be mentioned along with quoted items

4. EMD: Please note that no EMD is applicable for this Tender.
5. **Prices:** Must be quoted on the basis of Discount on **Net Dealer Price(NDP)** for each category of items in terms of Percentage(%) discount on NDP. **Additional Dealer Discount may also be mentioned** clearly as and where applicable.
6. The Rate Contract shall be in the nature of standing tender for the specified range of products from the supplier for the contracted period. However, there shall be no guarantee of draws of any item for a minimum or specified quantity during the contract period.
7. The Rate Contracted firm shall be fully responsible for any defects in any material supplied under the Rate Contract. In case after receipt and inspection of material or during its usage, any defect is found in the quality of material, the supplier shall have to provide free replacement of the supplied material or he shall have to refund the amount charged towards the same.
8. The shelf life of material should be at least 50% for storage and use from the date of its supply.
9. **Due & Opening Dates: The tender must be submitted on or before 06 July 2020 by 11.30 a.m through etenders.gov.in. The tenders will be opened on 07 July 2020 by 11.30 A.M.**
10. **PRICES:** The prices should be FOR, CSIR-IHBT Palampur Stores inclusive of packing, forwarding. If ex-works/godown prices are quoted, then, packing, forwarding, documentation, freight and insurance charges must be specifically mentioned separately. The Institute is exempted from payment of Custom Duty under notification No. 51/96. GST will be paid as per Notification No.47/2017-Integrated Tax (Rate) Dated 14<sup>th</sup> November 2017

issued by Ministry of Finance, Department of Revenue, Govt. of India. However, prevailing rates of GST may be mentioned separately. No other charges other than those mentioned clearly in the quotation will be paid.

11. Vague terms like "packing forwarding transportation etc. extra" without mentioning the specific amount/percentage of these charges will not be accepted. Such tender shall be treated as incomplete and rejected.

12. **REASONABILITY OF PRICES:**

The material will not be supplied by the vendor less than the Rate Contract prices to any other Govt. Institution. If the same is found, the proportionate recoveries will be made.

13. **Copies of Rate Contract with other CSIR Labs./Institutes/ Other Government / Private Research Institutions of repute, if any, to be submitted along with tender.**

14. The supplies must be conformed to the specification of our supply order. If the same is found defective the same will be replaced immediately free of charges at IHBT.

15. The bidder should submit a certificate stating that maximum discount is being given and no other Government Organization including CSIR is being benefited more than this discount.

16. The Rate List of Bulk Packages/Quantity should also be attached along with the tender. Bulk discount must be mentioned with the tender.

17. The bid has to be valid for 60 days from the date of opening.

18. **PAYMENT CONDITION:** Payment for supplies will be made on Bill Basis after supply and acceptance. Normally the payment should be made within 30 days after receipt of materials if found in order, in quality and in quantity. Supplies will be made promptly within the delivery schedule. For local supplies, the payment will be made only after satisfactory supply at CSIR-IHBT and after certification by our user expert/scientist.

19. **LATE DELIVERY:** The material must be supplied within stipulated period/validity of supply date. In case of delay in supply from the side of supplier, a penalty of 0.5% per week of order value may be charged for the delayed period subject to maximum of 10% . Beyond this the Supply Order is liable to be treated as cancelled. It may however be noted that Force Majeure clause is acceptable to us. Extension of delivery schedule

shall be considered only under exceptional circumstances and upon a written request from the Firm. LD shall not apply in case the extension is approved by the Competent Authority.

20. Only one bill will normally be accepted against one purchase order. If, due to urgency, material is supplied in more than one lots, it should be done only after obtaining prior approval from the competent authority.
21. **VALIDITY OF RATE CONTRACT:** The prices must be kept valid up to **One year from the date of award/acceptance of rate contract**. No upward changes in prices will be acceptable in any condition during the period of the rate contract. However, if there happens to be a downward revision in prices of the items concerned during the contract period, the benefit of the price reduction shall be passed on to the Institute. Force Majeure clause is accepted to us.
22. The vendor and/or the CSIR – IHBT are entitled to withdraw/cancel the Rate Contract by serving an appropriate notice on each other normally by giving 30 (thirty) days time.
23. Any vendor having Bonded Warehouse shall be preferred. If the vendor has the facility of bonded warehouses, the modalities of supply and exemption shall be mentioned clearly.
24. Conditional tender shall not be accepted.
25. Parallel Rate Contracts: The CSIR – IHBT reserves the right to conclude one or more than one rate contract for the same item.
26. The bidders may tender a separate discount/price for bulk purchases and also define the quantity to be treated as 'bulk'. Special tenders or end of season sales shall not be covered by the Rate Contract and hence shall be processed separately.
27. **Fall Clause.** If the rate contract holders reduces their price or sells or even tenders to sell the rate contracted goods or services following conditions of sale similar to those of the rate contract, at a price lower than the rate contract, the rate contract price will be automatically reduced with effect from the date for all the subsequent supplies under the rate contract and the rate contract amended accordingly (This includes products uploaded by the bidder's authorized dealer on GeM) & other parallel rate contract holders, if any.

28. **Price Lists must be provided as per the specific excel sheet format attached at Annexure A.** This is mandatory as the Institute intends to upload the same for generation of POs in ERP mode.

**29. ACCEPTANCE OF TENDER & RELAXATION OF TENDER CONDITIONS:**

Normally, no condition of the tender shall be relaxed. However, the Director, CSIR-IHBT may relax any of the conditions of the tender in the best interest of the Institute in exceptional cases depending upon the merits of the case. Director, CSIR-IHBT reserves the right to accept or reject any or all tenders either in part or in full.

30. All disputes in case of any award under the proposed Rate Contract shall be subject to Palampur, HP jurisdiction.

(S.GNANAPRAKASAM)  
Controller of Stores & Purchase



On the letter head of the firm submitting the bid document

**ANNEXURE 'B'**

**Bid Form**

To

The Director,

CSIR – Institute of Himalayan Bioresource Technology,

PALAMPUR

**Ref: Tender 4(5)2020-Pur / RC dated June 22, 2020**

Sir,

Having examined the bidding documents we, the undersigned, hereby submit the priced bid for supply of goods and services in conformity with the said bidding documents.

We hereby offer to supply the Goods/Services at the prices and rates mentioned in our price list/CD/DVD.

We offer the following category of items under Rate Contract and their respective price lists have been attached. We also confirm that the price list attached is on Net Dealer Price only.

1. Name of the Manufacturer(s) :
2. Make / Brand(s) :
3. Agreeing for liquidated damages / Penalty clause : YES / NO
4. Delivery Period :
5. Validity Period :
6. Agreeing for Payment terms : **100% on Bill basis within 30 days  
after satisfactory receipt of  
material in good condition**
7. Furnished Clients list :
8. Manufacturer/ Bidder should enclose :
  - A. GST Registration Certificate
  - B. PAN No.
  - C. Profile of the firm & Client list
9. Compliance with National/International Standards :
10. If Dealer, then authorization letter from Manufacturer.

11. Rate contract copies with other Research Institutions.
12. Bank Details for e-payment.
  - a) Name of the Vendor /Account holder:
  - b) Name of the Bank and Branch:
  - c) Bank Account No:
  - d) Type of Account:
  - e) Address of the Branch
13. a) Agree for free delivery at Palampur YES / NO  
Discount from Manufacturer ( must be stated ) \_\_\_\_\_
14. Any further discount from dealer ( must be stated ) \_\_\_\_\_
15. Supply through (Tick either a or b)
  - a) Direct
  - b) Authorized dealer: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_  
e-mail \_\_\_\_\_

- A. We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in our price list and that we shall perform all the incidental services.
- B. The prices quoted are inclusive of all charges net for Free delivery at CSIR – IHBT, Palampur
- C. We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
- D. We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

**Certified that the bidder is :**

- E. A Sole proprietorship firm and the person signing the bid document is the sole proprietor / constituted attorney of sole proprietor.

(OR)



A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of general power of attorney.

(OR)

A company and the person signing the bid document is the constituted attorney.

**(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorised to sign the bid document.)**

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature of Bidder

Details of enclosures

Full Address :

Telephone No. :

FAX No.,

E-mail :

COMPANY SEAL :