



## CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY

(Council of Scientific and Industrial Research)

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**File No. 4(3)2020/RC-GASES/Pur/2020- 21**

**Date: 07.09.2020**

### **NOTICE INVITING TENDERS for Conclusion of R/C for Supply of Gases ( Refilling & on rental cylinders)**

The Director, CSIR- Institute of Himalayan Bio-resource Technology, Palampur, HP - 176 061, Himachal Pradesh, India, is desirous of entering into an Annual Rate Contract for One year for the supply of following High Purity Grade Gases – both for refilling and supply on rental cylinders - and invites **online - bids** from interested manufacturers, their authorised distributors and stockiest/dealers etc.

1. Nitrogen Gas-High Purity Grade
2. Argon Gas- High Purity Grade
3. Hydrogen Gas- High Purity Grade (99.999%)
4. Helium Gas Special Grade-5
5. Zero Air Gas
6. Oxygen Gas Commercial
7. Dissolved Acetylene Gas
8. Carbon Dioxide Gas
9. Liquid Nitrogen Gas

It may be noted that the Rate Contract shall be concluded on a **fixed price basis** which would be valid during the period of the contract without any firm commitment on our part for assuring any minimum quantum of business.

## Chapter - I

### Terms & Conditions:

#### I. Price

1.1 The tenderers are requested to submit their offer in their own letter head, neatly typewritten without any overwriting. The Tenderers shall have to indicate clearly the Make of the product(s) for which they are submitting the RC proposal. The bidder must undertake that the prices mentioned in their price list are valid till end of the Rate Contract (RC) period without any hike. However, in the event of any decrease in the prices the same should be notified to us.

1.2 The bidder should ensure that the prices quoted are **FOR, CSIR-IHBT, Palampur** basis, including its unloading charges at IHBT as per the purchase order and inclusive of all taxes and duties.

1.3 The prices are fixed during the currency of RC and the end users of the institute shall procure the rate contract item(s) through cash or emergency basis in cash of any urgency. In such cases, the bidder is not permitted to charge higher prices than the prices approved under the RC. In case if it is found that the bidder is charging lesser prices than the prices agreed under the rate contract, the prices for RC shall be modified suitably with intimation to the bidder.

1.4 The bidder shall submit sufficient copies of both hard and soft copies of the pricelist duly signed and stamped so that the accessibility of prices will be user friendly. In case if the pricelist is not supplied, the bidder must undertake to supply as per the last pricelist.

**1.5 Eligibility criteria is, the firm must have supplied these Gases under consideration to any government establishment (kindly furnish relevant purchase order(s) copy). If any gases supplied during the last 2 years and the party should furnish a relevant documents.**

1.6 The Bidder should submit the Test Certificate of Gases along with the supply.

#### II. Evaluation of the bids

1.1 The evaluation of the bids shall be done by a committee who shall scrutinize all the bids received *vis-a-vis* the requirement of CSIR-IHBT.

1.3 Bids not supported by the eligibility criteria shall be summarily rejected.

### **III. Product Quality / Rental details**

The manufacturer/bidder should give an undertaking stating that the products they are offering are of highest quality. In case it is found that the product is spurious, the bidder shall be barred from doing any business with CSIR for a period which will be determined by competent authority. The manufacturer/bidder also undertakes that they are solely responsible in case of any discrepancies noticed during the supply with regard to the quality, quantity, leakages, short supplies, damages and the same shall be replaced at free of cost.

1.1 Bidders shall also mention the rent – free holding days for their rented cylinders.

1.2 Bidders shall also quote cylinder's rent per day per cylinder excluding rent-free holding days.

1.3 Security Deposit (Refundable), if any, for rented cylinders shall be clearly spelt out.

1.4 Certificate of Purity and pressure should be given along with supply.

1.5 If it is found that the required purity and pressure is below the declared level, supplier will supply the gas free of cost including to & fro transportation cost without delay.

### **IV. Delivery**

1.1 The ordered items must be delivered at CSIR-IHBT unless otherwise specified in the purchase order within a period of 5 ( five) working days from the date of issue of purchase order. Supplies are normally accepted on all working days from 10:30 AM to 5:00 PM except on Saturday, Sunday and other public holidays.

1.3 A penalty of 0.5 (point five) per cent per week of delay subject to a maximum of 10 (ten) per cent shall be levied in cases where ordered goods are delayed beyond the schedule delivery period.

### **V. Concessional Tax / Payment details**

1.1 Payment for the supply of materials shall be made against delivery after the same are checked and found that the item(s) is/are in order by the end user. The bidder has to submit

Test Certificate of the material and a pre-receipted bill in triplicate duly stamped along with a certificate mentioned below the details of their bank account for this purpose.

1.2 No payment shall be made for part supplies under normal circumstances. CSIR-IHBT reserves the right to cancel the purchase order in case part supply is not affected within the reasonable period or reserve the right to recover 10 (ten) per cent of the payment as security to be paid on completion of the contract.

Kindly, note that CSIR-IHBT is entitled to issue Goods and Service Tax Certificate to obtain concessional tax as per Ministry of Finance Notification No. 45/2017 & 47/2017, dated 14th November, 2017. Hence, rates to be quoted accordingly.

## **VI. Order amendments**

On receipt of the Purchase Order, the Bidder shall check the correctness of the rates and, terms and conditions of the Purchase Order. In case of any corrections the same should be brought to the notice of the CSIR-IHBT for the issue of necessary amendment letter. In case no reply is received from the bidder within **three** working days after the receipt of the Purchase Order, no further amendments shall be allowed on the purchase order and the bidder shall have to supply materials as per the order.

## **VII. Fall Clause**

1.1 The rate contract shall be guided by the fall clause wherein if the rate contract holder reduces its price or sells or even offers to sale the rate contract goods following conditions of sales similar to those of the rate contract to any person or organization during the currency of the rate contract, the rate contract prices will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and, the rate contract shall be amended accordingly.

1.2 An undertaking is required to be given by all the manufacturers that the rates offered by them are not more than the rate offered to any other Government agencies/Institution and the discount offered is not less than the discount offered to any other Government agencies/Institution. In case any such discrepancy is noticed they shall refund the difference amount to CSIR-IHBT, Palampur and also rate contract is liable to be cancelled.

1.3 **Parallel Rate Contract:** CSIR-IHBT reserves the right to conclude more than one rate contract for the same Brand and has the option to re-negotiate the price(s) with the rate contract holder(s).

1.5 Bidders may be called for discussion before the finalization of the rate contract.

1.6 Notwithstanding anything contained above, preference shall be given to the firms registered under "Make In India", provided they furnish necessary documents as per the policy of the Government of India.

#### **X. Purchase Orders under the rate Contract**

1.1 Bidders may note that mere conclusion of rate contract does not guarantee placement of purchase order, rather the orders shall be placed based upon the demand from the users.

1.2 Purchase Orders placed till the last working day of the rate contract should be honored and executed under the rate contract without any need for extension of the rate contract.

#### **XI. Bid Security**

A bid security of Rs. 10,000/- [Rupees Ten Thousand only] needs to be submitted in the form of a Demand Draft favoring Director, IHBT and payable at Palampur. The Bidders have the option to deposit bid security to purchaser's bank account and copies of deposit receipts must be attached along with the bids. The bank details are as follows:

**Bank: State Bank of India,  
HPAU Branch,  
PALAMPUR - 176062.  
IFSC Code: SBIN0003632  
SBI Account No. 30268795419**

The bid security of the successful bidder shall be retained as a security deposit till the end of the contract period and, later the same shall be refunded without any interest subject to satisfactory performance of the rate contract. Kindly, note that in case if it is found that a bidder did not supply any item(s) within the reasonable period, the bid security may be forfeited if no suitable reason is furnished.

A bidder submitting necessary **Bidders Declaration Form (Annexure-IV)** is exempted from Bid Security but shall have to provide Rs.10,000/- towards Performance Security if Rate Contract is entered with them. Bidders who are willing to submit their bids as per the terms and condition mentioned overleaf, may please submit their bids online in [Central Public Procurement Portal](#) (CPPP) on or before **28.09.2020 up to 11:00 Hrs.** The bids shall be opened on the next day, i.e., on **29.09.2020 at 11:00 hours**

## **XII. Arbitration:**

1.1 If any dispute or difference arises between parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this agreement, such disputes or differences shall be referred to an Arbitral Bench consisting of three Arbitrators shall appoint a third Arbitrator who shall be the presiding Arbitrator. A reference to the Arbitration under this clause shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act, 1996, and the rules framed there under for the time being in force. Each party shall bear and pay their own cost of the arbitration proceedings unless the Arbitrators otherwise decide in the Award. The venue of arbitration should be the place from where the contract has been issued.

1.2 Notwithstanding any reference to arbitration herein,

i) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

ii) the Purchaser shall pay the Supplier any monies due to the Supplier.

1.3 All disputes are subject to Palampur (Himachal Pradesh) jurisdiction only.

1.4 The rate contract can be terminated without any notice in case the performance of the Tenderer is  
found consistently unsatisfactory or due to the serious lapse on the part of the Tenderer.

1.5 The Director, CSIR-IHBT reserves the right to accept or reject any offer in part or in full without  
assigning any reasons thereof.

### **Note:**

- 1) All the standard formats are scanned and attached for the reference of the bidders.
- 2) Interested bidders are hereby requested to submit their quotation for Gases mentioned above along with bid security of Rs.10,000/-.
- 3) The bid must have the following documents failing which the bid shall be considered as Non-responsive.
  - a. A certificate agreeing to the terms of the tender.
  - b. Manufacturer's authorization form, if applicable.

- c. Documents pertaining to Eligibility Criteria.
- d. Bid security/document showing deposit of Bid security to Purchaser's Account.
- e. A letter addressed to the purchaser stating the details of the dealer who shall supply the goods, if applicable.
- f. Certificate as per Clause (VI) of the Tender (refer page 3 and 4 for the details).

## **Chapter - II**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal. More information useful for submitting online bids on the CPPP Portal may be obtained at: <https://etender.gov.in/eprocure/app>

#### **I. Registration**

1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etender.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPPP Portal is free of charge.

1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

1.3 Bidders are advised to register their valid email address, landline and mobile number(s) as part of the registration process. These would be used for any communication from the CPPP Portal.

1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC), (Class III Certificates with signing key usage) issued by any Certifying Authority recognised by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.

1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to its misuse.

1.6 Bidder then logs into the site through the secured login by entering their user ID/password and the password of the DSC/e-Token.

## **II. Searching for tender documents**

1.1 There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc., to search for a tender published on the CPPP Portal.

1.2 Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective My Tenders' folder. This would enable the CPPP Portal to intimate the bidders through SMS/E-mail in case of any corrigendum issued to the tender document.

1.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **III. Preparation of bids**

1.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

1.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

1.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.

1.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space", or "Other Important Documents", area available to them to upload such documents. These documents may be directly submitted



from the "My Space", area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** *My Documents space is only a repository given to the Bidder's to ease the uploading process. If Bidder has uploaded his documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

#### **IV. Submission of bids**

1.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid on time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

1.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

1.3 Bidder has to select the payment option as "**offline**", to pay the tender fee/EMD as applicable and enter details of the instrument.

1.4 Bidder should prepare the EMD/Bid Security as per the instructions specified in the tender document and attach a scanned copy of the same in the technical bid of the tender document. The original instrument should be posted/couriered/handed over to the tender issuing authority. In case the original instrument is not received before the date of opening of the bid, the uploaded bid shall be rejected, whenever applicable.

1.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected. Bidders shall fill all the cells which are designated to be filled by them. If any cell is left blank or filled with 0 (zero) then it will be presumed that no discount is offered on price list.

1.6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

1.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys.

1.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

1.9 Upon the successful and timely submission of bids i.e., after Clicking "Freeze Bid Submission", in the portal, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

1.10 Kindly, add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

1.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an **entry pass** for any bid opening meetings.

## **V. Assistance to the bidders**

1.1 Any queries pertaining to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

1.2 Any queries pertaining to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

1.3 Tenderers are advised to follow the instructions provided in the Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://etender.gov.in/eprocure/app>.

1.4 Tender Documents may be downloaded from Central Public Procurement Portal <https://www.etenders.gov.in>. Aspiring Bidder's who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://www.etenders.gov.in>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

1.5 Tenderers can access tender documents on the website (For searching in the NIC site <https://www.etenders.gov.in>, kindly go to Tender Search option, select tender type and select 'Council of Scientific and Industrial Research', in organization tab and select IHBT-Palampur - CSIR in department type. Thereafter, Click on "Search", button to view all CSIR-IHBT, Palampur tenders. Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://www.etenders.gov.in> as per the schedule given in the next page.

1.6 As an alternative, the bidding documents can be downloaded directly from our website [www.ihbt.res.in](http://www.ihbt.res.in) at free of cost. All bids both Technical and Financial should preferably be submitted in the E-procurement portal at <https://www.etenders.gov.in>.

## Chapter - III

## STANDARD FORMS

## Bidder Information Form

(a) [The Bidder shall fill in this form in accordance with the instructions indicated below. No alterations to this format shall be permitted and no substitutions shall be accepted. This should be done on the letter head of the firm].

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for bids]

Page 1 of \_\_\_\_\_ pages

01.	Bidder's Legal Name [insert bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended country of registration]
04.	Bidder's Year of Registration: [insert bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [insert bidder's legal address in country of registration]
06.	Bidder's authorised representative information Name: [insert authorised representative's name] Address: [insert authorised representative's address] Telephone/Fax numbers: [insert authorised representative's telephone/fax numbers] Email Address: [insert authorised representative's email address]
07.	Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm named in 1, above.

**Signature of Bidder** \_\_\_\_\_

**Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Manufacturer's Authorization Form**

*[The Bidder shall ensure that the Manufacturer shall fill in this form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the manufacturer].*

Date: *[insert date (as day, month and year) of bid submission]*

Tender No.: *[insert number from invitation for bids]*

To: *[insert complete name and address of purchaser]*

WHEREAS

We *[insert complete name of manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of manufacturer's factories]*, do hereby authorise *[insert complete name of the bidder]* to submit a bid the purpose of which is to provide the following goods, manufactured by us *[insert name and or brief description of the goods]*, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the manufacturer]*

Title: *[insert title]*

Duly authorized to sign this authorization on behalf of: *[insert complete name of bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

The technical and commercial deviations should be indicated separately.

✓ If the bidder fails to enclose the compliance statement, his bid is likely to be rejected.

**Place:**

**Date:**

**Signature and seal of the Manufacturer/Bidder**

**NOTE:**

1) Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

**Bid-Securing Declaration**

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

Bid No. \_\_\_\_\_

(insert complete name and address of the purchaser)

/We, The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We, accept that I/We may be disqualified from bidding for any contract with you for a period of **one year** from the date of notification, if I am/we are in a breach of any obligation(s) under the bid conditions, because I/We, have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I /We is/are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of the bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

**(Note:** In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**Check List: Duly filled check list to be submitted along with the technical bid.**

<b>Sl. No.</b>	<b>Requirement of Tender</b>	<b>Compliance</b>	<b>Document Submitted</b>
1.	Documents regarding the eligibility criteria	Yes/No	Yes/NA
2.	Tender Acceptance	Yes/No	Yes/NA
3.	EMD/Bid Security (if applicable)	Yes/No	Yes/NA
4.	Bidder Information Form	Yes/No	Yes/NA
5.	Manufacturers Authorization Form	Yes/No	Yes/NA
6.	Certificate as per clause (VI) of the tender.	Yes/No	Yes/NA
7.	Bid Security Declaration or registration certificate of SSI unit or NSIC registration etc., for claiming EMD Exemption.	Yes/No	Yes/NA
8.	Certificate that the rates charged are lowest and you have not sold this item(s) at lesser price than the quoted price to any organization.	Yes/No	Yes/NA