E-TENDERS NOTICE INVITING
(NATIONAL COMPETITIVE BIDDING)

The National Dairy Research Institute, Karnal invites online bids on behalf of the President, ICAR, New Delhi from the Indian Manufacturers and Authorized Indian Agent of abroad firms for entering into Annual Rate Contract for supply of Laboratory Chemicals, Glasswares, Plasticware, Filter Papers, Liquid Handling System & Sequencing etc. to NDRI, Karnal (including its regional station viz. Southern Regional Station, NDRI, Bangalore and Eastern Regional Station, Kalyani) and its sister Institute viz. CSSRI, IIW&BR and NBAGR, Karnal during the year 2018-19.

Tender documents may be downloaded from NDRI website www.ndri.res.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under:-

<table>
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<tr>
<th>CRITICAL DATE SHEET</th>
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<tr>
<td><strong>Published Date</strong></td>
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<tr>
<td><strong>Bid Document Download</strong></td>
</tr>
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<td><strong>Pre-Bid Meeting</strong></td>
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<tr>
<td><strong>Bid Submission Start Date</strong></td>
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<td><strong>Bid Submission End Date</strong></td>
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<td><strong>Bid Opening Date</strong></td>
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<tr>
<td><strong>Place of opening of Technical bid</strong></td>
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<td><strong>Address for communication</strong></td>
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On behalf of Director, ICAR-NDRI, Karnal, Electronic Quotations/tenders under Open tender enquiry, Bids are invited from the registered firms/their authorized dealer registered on portal etc. for the goods mentioned below. The Quotations/bids duly sealed/signed & completed in all respect should be uploaded online at CPPP latest by 10.30 AM on 16th June, 2018 (10:30AM). The incomplete Quotations/bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & rejected, and no correspondence in this regard will be entertained.

A. INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the web site: http://eprocure.gov.in/eprocure/app. Online submission of Bids through Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) is mandatory. Manual/Offline bids shall not be accepted.
However, bidder has to submit Price List in original alongwith Demand Draft, Banker’s Cheque/pay order of Security Money in original to this Institute for realization through post or by hand so as to reach by the time of tender opening.

2. Tenderers / bidders are requested to visit the website https://eprocure.gov.in/eprocure/app regularly. Any changes/modifications in tender enquiry will be intimated by the corrigendum through this website only.

3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director reserves the right to accept or reject any or all the tenders.

4. The interested firms are required to deposit (in original) Security Money of Rs. 25,000/- (Rupees Twenty Five Thousand only) with the Price List in the shape of FDR/TDR/DD/Banker’s Cheque in favour of “ICAR – Unit N.D.R.I. Karnal” and may be addressed to Admn. Officer (Purchase) ICAR – N.D.R.I. Karnal 132001 (Haryana).

5. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT, techno-commercial bid in cover-I, and price bid in Cover-II. To enable system generated techno-commercial and price comparative statements, such statement may be submitted in Excel formats strictly. The bidder will have to give an undertaking online that if the information/ declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action

6. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.

7. **Bid Opening**: Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

8. **Important Note:-** As per notification issued by Govt. of India, Ministry of Finance Department of Revenue vide letter No. 45/2017-Central Tax (Rate) & No.47/2017 Integrated Tax(Rate)New Delhi dated 14th November, 2017, GST is applicable @ 5% on the ordered items being Public Funded Education/ Research Institute. Therefore, all the bidders are requested to quoted the rates accordingly. The GST exemption certificate will be issued by this institute in favour of successful bidder at the time of placing the order.

9. Alternatively, however, the Authorized Dealers/Retailers may quote their most competitive FOR Prices, with maximum possible Dealer’s Special Discount in BOQ.
## TECHNICAL BID:

<table>
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<tr>
<th>Sr.No.</th>
<th>Documents Required</th>
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<tbody>
<tr>
<td>1.</td>
<td>Scanned Copy of Security Money Deposit (EMD) Rs. 25,000/- (Rupees Twenty Five Thousand Only) with the tender Documents.</td>
</tr>
<tr>
<td>2.</td>
<td>Scanned copy of undertaking regarding no change of prices as per Annexure-I</td>
</tr>
<tr>
<td>3.</td>
<td>Scanned Copy of balance sheet duly certified by the charted accountant for the minimum firm's turnover not less than 1.00 crore for the last three years i.e. 2014-15, 2015-16 &amp; 2016-17 on Annexure-II</td>
</tr>
<tr>
<td>4.</td>
<td>Scanned copy of undertaking in regard to black list certificate that the firm is not black-listed or stopped dealing by any Govt. organization/Institute on (Annexure-III)</td>
</tr>
<tr>
<td>5.</td>
<td>Scanned copy of undertaking in regard to discount on Annexure-IV</td>
</tr>
<tr>
<td>6.</td>
<td>Scanned Copy of PAN Card in the name of firm/proprietor</td>
</tr>
<tr>
<td>7.</td>
<td>Scanned Copy of GST No. of the firm/proprietor.</td>
</tr>
<tr>
<td>8.</td>
<td>Last two year satisfactory services being provided by the firm 2015-16 &amp; 2016-17 in any three Government sector / originations/Institutes (Evidenced by scanned copy of order of Rate Contract).</td>
</tr>
<tr>
<td>10.</td>
<td>Scanned copy of cancelled cheque</td>
</tr>
<tr>
<td>11.</td>
<td>Scanned copy of acceptance of Tender document duly signed / initiated with stamp/seal</td>
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<tr>
<td>12.</td>
<td>Scanned copy of Latest Authorization letter in original with date</td>
</tr>
<tr>
<td>13.</td>
<td>Authorization certificate of principal firm for authorizing to other firm, if applicable as the case may be.</td>
</tr>
<tr>
<td>14.</td>
<td>Documentary evidence in case of merger of any company/change of name, its turnover of preceding years would be considered subject to documentary evidence.</td>
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<tr>
<td>15.</td>
<td>Scanned copy of Check List on Annexure-V</td>
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## FINANCIAL BIDS

The discount (to be offered) is to be quoted in BOQ

(Signature of Tenderer)  
With name & Mobile No.
Detailed Tender Notice with Terms & Conditions

BRIEF TERMS AND CONDITIONS OF ANNUAL RATE CONTRACT FOR PURCHASE OF LAB CHEMICALS/GLASSWARES/PLASTCWARE ETC. ARE AS UNDER:-

1. The ICAR Research Institutes are exempted from Excise and Customs Duties on research consumable in terms of Govt. Notification No. 51/96-Excise and Customs Duty Exemption in terms of Govt. notification No. 10/97-Central Excise dated amended from time to time. However, for availing the aforesaid Duty Exemption benefits, the prices are required to be quoted by Manufactures essentially on Ex-works basis, without including any excise/customs duty component, fright & insurances.

2. As per notification issued by Govt. of India, Ministry of Finance Department of Revenue) vide no. 45/2017-Central Tax (Rate) & No.47/2017Integrated Tax(Rate) New Delhi Dated: 14th November, 2017, GST may be paid @ 5% on the ordered items (Chemicals, Plasticwares, Glasswares, Liquid Handling System, Filter Paper and Consumables etc.) being Public funded Educational / Research Institute subject to providing the certificate for GST exemption of under-taking duly signed by the nominated officer in original in each case along with attested copy of DSIR Regn. Certificate.

3. No equipment, apparatus, other than liquid handling system (micropipettes, multi channel pipettes) gel electrophoresis accessories (gel tray, combs, tank, spacers, gel casting tray, electrode, sponge pad etc.) are covered under rate contract. Power supply units are not covered under Rate Contract.

4. Destination will be for supply of material on FOR, NDRI, Karnal and its sub Stations (SRS of NDRI, Bangalore and ERS, NDRI, Kalyani) and ICAR sister Institutes located at Karnal viz. CSSRI, IIW&BR and NBAGR, Karnal. However, the FOR conditions in respect of Regional Stations of CSSRI, IIW&BR and NBAGR, will be decided by respective Institute separately.

5. The firm must clearly mention that billing and supply will be done by them directly or by their authorized dealer.

6. The Principal firm or their authorized agent/dealer has to submit the Security Money of Rs. 25000/- in the shape of DD drawn in favour of ICAR UNIT, NDRI payable at Karnal. The firm who are registered with CPO/NSIC or concern Ministry or Department may also submit Bid security along with the bid as the same will be converted into performance security after award of RC, otherwise bid will not be considered. The same will be refunded only after satisfactory completion of Rate Contract. The Bid Security will be valid for a period of 90 days beyond the final bid validity period. The Bid Security / Performance Security will be forfeited if the firm fails to honour the orders of the Institute.

7. The Manufacturer firm submitting the bid should have minimum turn over of Rs. 1.00 crore during the last three consecutive financial years i.e. 2014-15, 2015-2016 & 2016-17. The details of turn over should be given on the enclosed format (ANNEXURE-II). The format has to be duly certified by the Chartered Accountant of the firm.

8. The firm(s) which have either been black-listed or which have stopped dealings with the NDRI/ICAR or any other Govt. organization will not be accepted. In this regard, the firm has to give an undertaking on the enclosed Format (ANNEXURE-III).
9. The firm should quote maximum discount on the BOQ which may be considered as the deciding factor for entering into rate contract. While giving discount the Principal firm has to give an undertaking on the enclosed format (ANNEXURE-IV) that I/We being principal firm undertake that whatsoever discount we offered to this Institute under this rate contract is not less than any discount given to any other organizations throughout India. We further certify that the discount offered by our authorized dealer(s) under this rate contract is maximum and will not supply any product under this rate contract at higher discount to any Govt./Semi Govt. organizations anywhere in India. In case this agreement is violated at any stage, our rate contract will be terminated immediately and further dealings will be stopped with the firm.

10. The firm should have Rate Contract with other Govt. organizations/Institutions during the last three years and submit the list of Govt. Deptt / Organization / with whom they have Rate Contract for supply of Chemicals and Glassware etc.

11. While submitting the documents, firm should ensure following conditions:-

i) The packing of the goods should be in good condition to prevent the material from damage or deterioration during transit to their final destination.

(ii) The supply of perishable store and the rejected material must be replaced free of cost by the Manufacturer firm immediately to the purchaser.

(iii) The supplier shall deliver the goods within the delivery period mentioned in the purchase order. In case of any delay in executing the contract, the supplier shall promptly inform the purchaser in writing, the fact of delay and duration of supply before the expiry of the delivery period. Otherwise liquidated damage @ 0.5 % per week of the cost of purchase order will be deducted subject to a maximum of 10%.

(iv) The delivery period within 30 days for supply of the goods from the date of issue of the purchase orders.

12. The documents must be uploaded strictly as per Check List indicating pages Nos:-

13. Consolidated Maximum discount from Sole manufacture or Local Distributor is allowed. No discount separately for General and Bulk order is permissible. The bidder (the principal firm as well as their representative/authorized dealers) have requested to quote maximum discount to the Institute being a Premier Institute for Chemicals, Glasswares, Plasticwares, Liquid Handling System Filter Papers and Sequencing etc.

14. No correspondence will be entertained in this regard. Price List once submitted with the Tender will not be changed during the entire period of Rate Contract. An undertaking as per ANNEXURE-I is to be submitted to the effect that there is no change in the prices of items mentioned in the soft copy in Excel Format/CD and Price List submitted by the firm. In case if it is found at any stage that there is a change/difference of prices in the items mentioned in the soft copy in Excel Format/CD and printed copy as comparison to pdf copy, the recovery of excess amount will be realized from the firm in addition to cancellation of Rate Contract immediately as well as to stop the future dealing with the firm.

15. The provisions of the fall Clause of Govt. of India will be applicable under this Rate Contract

16. Principal manufacturer can offer higher discount than the committed discount during the period and should intimate to Purchase Section well in advance.

17. All the self attested documents in the tender must have the legible name & designation of the firm/company, failing which, tender will be rejected.

18. All the documents must have proper self attestation as per the requirement of tender
19. Code of integrity as envisaged in the rule 175(I) of new GFR-2017 may be adhered to
20. All scheme/offers regarding purchase of chemicals, glasswares, plasticwares, diagnostic
kits, rubber items & digital pipettes offered by the firm generally, will also be covered in
Rate Contract.
21. Part supply of any order will not be accepted and payment will be released only on receipts
of complete satisfactory supply of ordered/goods/stores.
22. The Director, NDRI, Karnal reserves the right to cancel the rate contract anytime without
assigning any reason
23. The dispute (s), if any, arising in connection with the Rate Contract, shall be subject to the
Karnal jurisdiction.

Security money should be addressed & sent to the Admn. Officer (Purchase) NDRI,
Karnal (Haryana) -132001 by 18th June, 2018 up to 10.30 AM positively through Registered
Post/Speed Post/Courier service etc.

Note:- All the bidders are advised to submit the documents and / or Undertaking strictly
as per above check list showing page Nos. and in prescribed Annexure format. Undertaking not in prescribed format will not be considered and bid may be liable to get rejected.

Administrative Officer (P)
On behalf of Director, NDRI
Tel.No. 0184-2259025, 2259067 & 2259435
Fax. No. 0184-2250042
**ANNEXURE-I**

*Undertaking regarding no change of prices in the hard copy and soft copy*

I/We undertake that there is no change in the prices of items mentioned in the soft copy (in the under mentioned Excel Format/CD) and Price List submitted by the firm. In case if it is found at any stage that there is a change/difference of prices in the items mentioned in the soft copy and printed copy as comparison to pdf copy, the recovery of excess amount will be realized from our firm in addition to cancelation of Rate Contract immediately as well as to stop the future dealing with the firm.

Signature of Authorized Signatory with seal of the firm

**PRICE LIST IN SOFT COPY IN EXCEL FORMAT**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Company Name</th>
<th>Dealer Name</th>
<th>Cat #</th>
<th>Item</th>
<th>Pack Size</th>
<th>Unit Price</th>
<th>Discount (%)</th>
<th>Special Discount</th>
<th>GST</th>
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**ANNEXURE-II**

*Turn Over of the Principal Firm*

(To be certified by the Chartered Accountant)

I/we certify that sales turnover (Revenue from Operations of M/s__________ having its registered office at _________________ is as per the audited financial statement as given hereunder:-

<table>
<thead>
<tr>
<th>Financial Year 2014-15 Rs. (in Lakhs)</th>
<th>Financial Year 2015-16 Rs. (in Lakhs)</th>
<th>Financial Year 2016-17 (Rs. (in Lakhs)</th>
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Authorized Signature of Chartered Accountant with seal
ANNEXURE-III
(Undertaking in regard to blacklisting)

I/We undertake that the dealings of our firm never blacklisted or stop dealings or tempering ban by any Govt. Organizations/Institutions/Departments. In case if it is found incorrect or guilty at any stage, our Rate Contract will be terminated immediately further dealings will be stopped with the firm.

Signature of Authorized Signatory with seal of the firm

ANNEXURE-IV
(Undertaking in regard to discount)

I/We being principal firm undertake that whatsoever discount we offered to this Institute under this rate contract is not less than any discount given to any other organizations throughout India. We further certify that the discount offered by our authorized dealer(s) under this rate contract is maximum and will not supply any product (under this rate contract) at higher discount to any Govt. /Semi Govt. organizations anywhere in India. In case this agreement is violated at any stage, our rate contract will be terminated immediately and further dealings will be stopped with the firm.

Signature of Authorized Signatory with seal of the firm
(Annexure-V) CHECK LIST

<table>
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<tr>
<th>Sr.No.</th>
<th>Name of Principal firm</th>
<th>Authorized dealer</th>
<th>As per Check List document attached</th>
<th>Page No.</th>
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i. Security Money Rs.25,000/- (Rupees Twenty Five Thousand only)

ii. Latest two copies of printed Price List and catalogue with soft copy in Excel Format/ (CD). Undertaking regarding no change on prices in the hard copy and soft copy on Annexure-I

iii. Minimum Turnover of the firm not less than Rs. One crore for three consecutive financial years (2014-15, 2015-16 & 2016-17) on ANNEXURE-II along with certified copies while profit & loss account reflecting / ascertaining in the concerned year of ITR.

iv. The firm submit certificate on the enclosed ANNEXURE-III that the firm is not black-listed or stopped dealing by any Govt. organization/Institute.

v. The participating bidders should give an undertaking in regard to discount on the enclosed ANNEXURE-IV

vi. Pan Card in the name of firm/proprietor

vii. Certificate of registration of firm and GST Certificate

viii. List of at least three Govt. Department /Organization/Institutes to whom the firm having rate contract for supply of laboratory Chemicals / Glasswares/Plasticware.


x. Bank detail for e-payment i.e. Name of the bank with full address, Branch Code Account No. & Type of Account, IFSC Code (India Finance Code) and firm PAN No. of the Principal firm and their authorized dealer. This is mandatory for the firms who are participating for the first time or haven’t furnished these details already.

xi. Acceptance of Tender documents duly signed/initiated with stamp/seal.

xii. Latest Authorization letters in original with date.

xiii. Authorization certificate of principal firm for authorizing to other firm, if applicable as the case may be.

xiv. In case of merger of any company/ change of name, its turnover of proceeding year would be considered subject to documentary evidence.

xv. Consolidated Maximum discount from Sole manufacture or Local Distributor is allowed. No discount separately for General and Bulk order is permissible. The bidder (the principal firm as well as their representative/authorized dealers) are requested to quote maximum discount to the Institute being a Premier Institute for Chemicals, Glasswares, Plasticwares, Liquid Handling System Filter Papers and Sequencing etc.

xvi. The participating bidders should give an undertaking on the enclosed ANNEXURE-IV.