



फाइल सं०: 21(1)/RC/Pur./2018-19

## राष्ट्रीय शर्करा संस्थान

### NATIONAL SUGAR INSTITUTE

आई०एस०ओ० 9001:2015 प्रमाणित संस्थान

An ISO 9001:2015 Certified Institute

उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय

Ministry of Consumer Affairs, Food & Public Distribution

(खाद्य एवं सार्वजनिक वितरण विभाग)

Department of Food & Public Distribution

(भारत सरकार)

Government of India

कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated: 02.05.2018

## निविदा सूचना

भारत के राष्ट्रपति के प्रदत्त अधिकारों का प्रयोग करते हुए निदेशक, राष्ट्रीय शर्करा संस्थान, कानपुर द्वारा संस्थान में प्रयोग हेतु प्रतिष्ठित कैमिकल, प्लास्टिकवेयर, फिल्टर पेपर एवं ग्लासवेयर निर्माता और उसके अधिकृत एजेंट/वितरक/अधिकृत विक्रेताओं से निविदा दर (Rate Contract) हेतु मोहर बंद लिफाफे में निविदाएं आमंत्रित की जाती हैं।

अन्य विवरण निविदा दस्तावेज में उपलब्ध हैं, इच्छुक पार्टी जिसे संस्थान की वेबसाइट <http://nsi.gov.in> से प्रकाशन की तिथि से डाउनलोड किया जा सकता है।

बोली दिनांक 18.05.2018 को 03:00 बजे तक या इससे पूर्व प्रस्तुत कर सकते हैं।

प्रशासनिक-सह-क्रय एवं विक्रय अधिकारी



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कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated: 02.05.2018

### TENDER NOTICE

The rate contract proposal for Chemicals, Plasticwares, Filter Paper & Glasswares are invited from reputed manufacturers authorized dealers/ authorized distributors for the period of one year from the date of award of contract.

Interested parties can download the details from tender document available on the Institute website <http://nsi.gov.in>.

Last date of submission of bids is upto or before 03:00 pm on 18.05.2018.

Administrative-cum-Purchase & Sales Officer



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Government of India

कल्यानपुर, कानपुर

Kalyanpur, Kanpur

दिनांक / Dated: 02.05.2018

NIT NO. 21(1)/R.C./Pur./2018-19

<b>Sub: Tender for Annual Rate of Chemicals, Glassware, Plasticware &amp; Filter Papers etc.</b>	
Enquiry No.	: 21(1)/R.C./Pur./2018-19
Last Date of Submission	: 18.05.2018 upto 03:00 pm
Date of Opening	: 18.05.2018 on 03:30 pm
Document fees	: Rs. 500/- Demand Draft in favour of Director, National Sugar Institute, Kanpur to be enclosed separately with Technical Bids.

#### ANNUAL RATE CONTRACT FOR THE SUPPLY OF:

1.	Lab Chemicals (LR/AR/HPLC GRADE)
2.	Glassware (complete range)
3.	Plasticware (complete range)
4.	Filter Papers and disposable Filter units
5.	Pipettes/ Micro pipettes etc.

National Sugar Institute is a premier institution providing technical education and training in all branches of sugar chemistry, sugar technology, sugar engineering and allied fields; undertaking research on problems pertaining to sugar technology, sugarcane chemistry and sugar engineering in general and those of sugar factories in particular; and utilization of by-products of sugar industry.

The institute also renders technical advice and assistance to various sugar factories as well as Central and state Governments in the matter relating to sugar and allied industries.

We use Lab Chemicals, Glassware, Plastic wares, filter papers etc. of high quality for our activities.

Proposal for the Annual Rate contract for the financial year 2018-19 are invited by the Director, NSI, Kanpur for the above categories of store, from reputed manufacturers and their authorized distributors, subject to the following terms and condition:

## I. Qualification criteria/ Eligible Tenderers

This invitation for tenders is open to all registered & well established Manufactures/ authorized Dealers/ Authorized distributors who are having TAN/VAT/PAN/G.S.T. registration. Certified true copies of TAN/PAN/VAT/G.S.T.. Certificate should be submitted.

## II. Preparation of Bids

1. Separate offers should be made for each Brands of Product.
2. Price offered shall be valid for a period of one year from the date of award of contract and for Free delivery at NSI, Kanpur. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to NSI, Kanpur to any other clients.
3. Statutory increases like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
4. Discounts offered shall be indicated clearly in terms of percentage on the manufacturer price lists.
5. Special discount. on Price, if any, applicable to the Research Institution aided by the Govt. of India should be quoted separately. Distributorship certificate: Sole selling Agents/ Distributions of a particulars make should produce an original letter from manufacturer valid for the year 2017-18 for applying against this Tender of NSI, Kanpur.
6. The tenderer shall indicate the unit prices of the goods it proposes to supply under the Contract and enclose it with the priced bid i.e., Price list & CD. The rate list for bulk packing/ bulk quantity should also be attached. Bulk discount must be mentioned with the backup.
7. The prices quoted must be net unit and must include all charge for delivery at the stores of NSI, Kanpur.
8. The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final. In case of discrepancy between unit price & total price, the unit price shall prevail.
9. The manufacturer should quote make/Brand/Mark/Cat. No. and full details of the material without leaving any scope for ambiguity.
10. Post tender changes in quoted specifications and amount are not permissible. No. request for correcting typographical error will be considered after opening of tenders.
11. Copies of the following may be enclosed alongwith the quotation:
  - (a) Turn over copy of last three years,
  - (b) Three copies of original printed (not photocopy) & bounded price list/ catalogue and soft copy (in CD),
  - (c) Certificate of registration of firm and SCT/GST/VAT Registration Certificate (Copy),
  - (d) Profile of the firm & Client List,
  - (e) Certified copies of rate contract order (s) with other organization/ institute for supply of tendered material,
  - (f) Certificate that the firm is not black listed or stopped dealing by any Govt. organization/ institute,
  - (g) I.T. Certificate,
  - (h) PAN No.,
  - (i) Manufacture's certificate of Registration,
  - (j) Authorized Indian Agent/Authorized Distributorship Certificate,
  - (k) Price Certificate as at Sl. No. III,
  - (l) ISO Certificate,

**(m) Fall Clause Certificate,**

12. This institute reserves the right to conclude Parallel Rate Contract for the similar items at any time during the period of contract with one of more authorized distributors.
13. All correction and alterations made in the Price List and other correspondence must be duly countersigned by the authorized signatory, without which quotation shall not be considered.
14. List of other organizations where similar supplies have been made & having a rate contracts preferably in labs, documentary evidence may please be compulsorily attached.
15. The contracted items supplied will have to be high quality and grade and in any event if chemicals/ solvents or any other material are found to be inferior quality, the supplier will be liable to be blacklisted, NSI, Kanpur reserves the right to test/ get tested the chemicals, solvents and other materials for their quality, it is so desires.
16. The rate contract can be terminated at any time by giving one month's notice from either side.
17. Make/ Brand and the name if the manufacturer with address, should be clearly mentioned. Manufacturers/ Supplies/ Tenderers having ISO 9001:9002 accreditations should be indicated in their tender.

Any firm having Bonded warehouses shall be preferred. If firm has the facility of bonded warehouses, the modalities of supply and exempted shall be mentioned clearly.

18. The submission of tender shall be deemed to be an admission on the part of the tenderer, that he had fully acquainted with the contract terms and no claim other than that stated in the tender shall be paid in the event of award of Purchase Order.
19. The prices once accepted by NSI, Kanpur shall remain valid till 12 months from the date of award of contract and all orders placed during this period should be successfully executed. The Director, NSI, Kanpur shall not entertain any increase in the rates during the period except increase in Government levy/ Duties/VAT during the period of the contract. However, if there happens to be a downward revision in price of the items concerned, the benefit of the price reduction shall be passed on to the Institute. Accordingly, the Purchase Order if any to be revised prior to supply of stores.
20. During the tenure of the Rate Contract the benefits of any promotional offers by the manufacturers should also be passed on to NSI, Kanpur.
21. Conditional tenders will not be accepted.
22. The firm must clearly mention that billing and supply will be done by them directly or their authorized dealer. The firm may authorize only one dealer for supply and billing and disclose in the bid itself.

**III. CERTIFICATE**

The price list must be clarified for uniformity of rates throughout the country. A certificate in this regard must be attached alongwith tender as given below.

1. Certified that the price list/ price catalogue of M/s (Name of the company ..... for item sr. no. .... submitted against rate contract tender no. ....dated .....for the year 2017-18 is uniform price list throughout the territory of India)

2. Trade discount alongwith certificate stating that higher discount is not being given to any other department. Firms will be ranked on the basis of discount offered and preference will be given to firms/ distribution offering the maximum discounts and its resultant final price of items giving maximum benefits to NSI.

#### **IV. Submission of Bids**

Sealed cover addressed to the Director, NSI, Kanpur, should be subscribed "Tender for Rate Contract for 2017-18 date of submission of bids is on or before 18.05.2018 by 03:00 PM and shall be opened at 03:30 PM on the same day.

Tenderer should include the Manufacturer's price list. CD (soft copy), Broucher/ literature, if any, duly indicating about all enclosures, terms & conditions and Authorized Dealership certificate in original.

#### **V. Terms of delivery:**

The rates quoted should be for destination, NSI, Kanpur inclusive of packing/ forwarding charges, taxes, duties freight & Insurance i.e. free delivery at NSI premises otherwise your offer will not be considered. Where there is no mention of packing forwarding, freight, insurance charges, taxes etc. such offers may be considered as all charges are inclusive.

Delivery schedule will be strictly adhered to delivery period shall be not exceed 30 days. The firm may execute the order as soon as orders are received. No extension of time beyond 30 days normally shall be allowed.

Delivery may be effected by the manufactures directly or through their authorized dealers whose name and address should be indicated in the proposal.

#### **VI. Terms of Payment:**

Payment will be made on receipt of material in good working condition after certification by user as per P.O. terms & conditions. Advance payment shall not be given. Payment will be made directly to the supplier by crossed cheques/ by NSI, Kanpur.

NOTE: In respect of e-payment, the supplier has to furnish their bank details such as "Account Holder Name" Account No., Bank Name, Branch Location and IFSC Code while raising the Invoice.

No part payment will be made. Payment will be made on completion of the full supply.

Payment terms are normal within 30 days. However, all efforts will be made to effect the payment as early as possible after the supply is complete and accepted by NSI, Kanpur.

#### **VII. Fall clause:**

If the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduce with effect from that date for all the subsequent suppliers under the rate contract amended accordingly.

### **Proforma of Fall Clause Certificate**

This is to certify that the rates as well as the discount quoted to NSI, Kanpur under the Annual Rate Contract Proposal is lowest/ maximum as compared to other Govt. Departments. In case. It is found the price charged to NIB are max, the difference will be reimbursed to Institute.

#### **VIII. Liquidated Damages:**

##### **IX.**

As time is the essence of supply orders, all the orders need to be executed as per delivery schedule. Any further delays in supply shall attract liquidated damages @1% per week subject to a maximum of 10% after which the order shall be treated as cancelled.

### **Evaluation Criteria & Other instructions**

There are several parameters on which a technical evolution process takes place viz. operational conditions & support, cost of the reagents & chemicals/ consumables, cost of the test, quality, reliability, dependability, processing & reporting time, inter-departmental support, volume of the tests, state of art technology offered, terms of payments etc.

Besides above other parameters will include: Turn over, Certificate that the firm is not black-listed or stopped dealing by any Govt. organization/ Institute, preference to principal firm, past performance etc.

Identification of comparable products (items) etc. would be done by the nominated committee or by the Director and Technical Evolution Committee's decision & recommendation would be final.

Firms will be ranked on the basis of discount offered and preference will be given to firms/distribution offering the maximum discounts and its resultant final price of items giving maximum benefit to NSI.

Tenderer shall note that NSI, Kanpur will not entertain any correspondence or queries on the status of the offer received against the tender invitation.

Tenders from Manufactures/ Suppliers/ Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery scheduled in any organizations, are liable for rejection. Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

The decision regarding acceptance or rejection of the quotation (s) will rest the Director, NSI, Kanpur reserves the right to himself to reject or partly accept any or all the quotations received, without assigning any reasons.

The Director, NSI, Kanpur reserves the right to reject any or all the Tenders without assigning any reasons or to accept them in part or full.

All disputes arising in connection with the executing the orders will be subject to the jurisdiction of the courts in Kanpur only.

The proforma to be filled by the tenderer is available on NSI website <http://www.nsi.gov.in>



**Administrative-cum-Purchase & Sales Officer**  
NSI, Kanpur

### PROFORMA TO BE FILLED BY THE TENDERER

CATEGORY OF STORE	
NAME & ADDRESS OF THE TENDERER	
Contact person: Tel: Email:	
BRAND OF THE PRODUCT OFFERED	
DISCOUNT OFFERED	
SPECIAL DISCOUNT, IF ANY?	
WHETHER AUTHORIZATION FROM MANUFACTURING IS ATTACHED?	
DELIVERY BY	MANUFACTURER/ DEALER/ DISTRIBUTOR Whichever applicable
<b>AREAS COVERED:</b> Kanpur	

The following documents should be furnished with the tender:

- a) Turn over copy of last three years
- b) Three copies of original printed (not photocopy) & bounded price list/ catalogue and soft copy (in C.D.). Simultaneously, copies of the printed catalogue/price list may also be sent through e-mail at [nsikanpur@gov.in](mailto:nsikanpur@gov.in)
- c) Certificate of registration of firm and SCT/GST/VAT Registration Certificate (Copy)
- d) Profile of the firm & Client List
- e) Certified copies of rate contract order (s) with other organization/ institute for supply of tendered material.
- f) Certified that the firm is not black listed or stopped dealing by any Govt. organization/ Institute.
- g) I.T. Certificate
- h) PAN No.
- i) Manufacture's Certificate of Registration
- j) Authorized Indian Agent/ Authorized Distributionship Certificate
- k) Price Certificate as at Sl. No. III
- l) ISO Certificate
- m) Fall Clause Certificate

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.

Date:

Name & Signature of the Bidder with Seal

