**TENDER FOR SUPPLY OF LABORATORY CHEMICALS / SOLVENTS / GLASSWARE / Labware**

**TENDER FORM FOR SUPPLY OF LABORATORY CHEMICALS/ SOLVENTS / GLASSWARE / LABWARE FOR THE YEAR 2016-2017**

To,

The Director

Centre for Nano and Soft Matter Sciences

P.B.No.1329, Prof. U.R.Rao Road

Jalahalli, Bengaluru – 560 013

Dear Sir,

1. In response to the tender notice published in the newspaper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_ or at web site www.cen.res.in, I/We submit herewith the tender form for the supply of chemicals, solvents, glassware and labware.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agree to abide by them in full.
3. I/We offer to undertake the supply of laboratory chemicals, solvents, glassware and labware and quoted the rates inclusive of all taxes etc as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable by the Centre.
4. I/We accept that the rates offered shall remain valid for a period up to 31/03/2017 from the date of rate contract order for the year 2016-17. I/We further agree that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the Centre. The decision of the Centre will be final and shall be binding on me/us.
7. I/We agree to undertake to supply the chemicals, solvents, glassware and labware at the location of office mentioned in final supply order and as per the specification of the final order, within 14 days for indigenous items and within four weeks for imported items from the date of the order.
8. As per the terms and conditions Part-I of Appendix-I, I/We are submitting my/our offer in two sealed envelopes enclosed in envelop No.3. Envelop No.1 contains documents as per the condition Sr.No. 8 of Part-I of Appendix-I. Envelop No.2, includes rates quoted by me/us in Appendix-II.
9. I/We also agreed that Centre has full rights to open/consider the second envelop if the Centre is satisfied with information contents in Envelop No.1. The decision of the Centre in this regard will be final and will be binding on me/us.
10. I/We hereby declare that the entries made in this tender form, i.e. in Part II of Appendix-I and Appendix-II are binding on me/us. I/We, or any of my/our authorized representatives and of any other person who in future may be appointed by me/us in his place to carry on the business of this concern/agency/firm shall be bound by the offer made in Appendix II, for the entire period of the Rate Contract.
11. I/We solemnly affirm that my/our firm has not been blacklisted or debarred from participating in future tenders by any State/Central Government. Our products have neither been blacklisted nor banned by any authority concerned.
12. I/We affirm that the discount offered on catalog prices are not lower/prices quoted for solvents are not higher than the least prices, charged to other identical Government institutions/organizations.
13. The following documents duly filled in and signed are enclosed along with the tender.

List of Documents (Checklist)

***ENVELOPE 1***

i) Tender Form

ii) Sales Tax Registration certificate /Sale tax return certificate

iii Printed Price list / catalogs of the appliances offered ( or letter as per para 8/part -I / Appdx I)

iv) Letter indicating applicable Catalog prices and period up to which extended in case the catalog for 2016-17 is not published yet.

v) Certificate of Sole Manufacturers/authorized supplier/ dealer

vi) Clients/ Users list of item(s) of Company/Dealer and total experience in this field.

ix) Part II of Appendix –I

***ENVELOPE 2***  containing price quote.

Place : Yours faithfully,

Date :

Signature of the Supplier

(Tenderer)

Capacity in which signing : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address of the firm/supplier/tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration No. of Supplier/tenderer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of authorized representative

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

Name & Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX-I**

**Terms and conditions governing “Supply of Laboratory Chemicals / Solvents / Glassware / Labware’’**

**Part – I**

1. Sealed tenders are invited from manufacturers/authorized dealers/authorized suppliers/stockists, who are willing to undertake supply of Chemicals/ Solvents/ Glassware/ Labware as per the specifications mentioned in Appendix-II
2. The offers will be accepted from manufacturers and authorized dealers/suppliers/stockiest of branded indigenous items specified in Appendix II. In the case of imported items, the tenders are to be submitted by manufacturers or authorized distributors only.
3. The concerned authorized distributors/dealers must enclose adequate documents to prove their authorization claims, i.e. the authority letter from the manufactures having the details of principal supplier/manufacturer regarding their full address, contact person, e‑mail address, fax no. and address of the website. The authorization of the manufacturer should have validity up to June 2017. The Centre reserves the right to accept or reject tenders of those agencies, which are not accompanied by relevant authorization documents. The decision of the Centre in this regard will be final and shall be binding on tenderer.
4. The bid may be submitted by hand/Speed Post between 10.30 hrs and 17.00 hrs on all working days (Mondays to Friday) The last date for receiving sealed tenders is **22 March 2016** (**16.00 hrs**.). Tenders received late, either in person or by post will not be considered. The tenders will be opened on **24 March 2016 at 11.30 A.M.** in the presence of the representatives of the tendering firm, who may desire to attend, authorized with a letter of representation from the tender signing authority.
5. As soon as the tender is delivered/received in the office of the Centre, it shall be binding on the tendering firm and shall not be allowed to be withdrawn or amended.
6. The bidding firms, whose rate contracts have been cancelled in any of the previous three years (if any), will not be entitled to participate in the tender process.
7. All entries specified in the tender document should be in English language. In case a certificate or license is in a different language, a translated copy in English (by an authorized translator) along with a copy of the original certificate/license will be accepted. The translated copy should be duty certified/attested by the competent authority.
8. The copies of price lists applicable for 2016-17 (for Customs Duty exempted items as well as for those without exemption) should be submitted either in the form of printed copy or in CD form without fail. The price list/catalog should have been published by the principal manufacturer and duly signed by the authorized signatory while enclosing the same in Envelop No.1. Only this will be treated as valid and acceptable for the whole year. Additional benefits from the supplier will be considered while accepting the offer. In cases where the catalog for the year 2016-17 is not yet published, the tenderer shall explicitly indicate in writing, the applicable catalog rates on which the discount is offered and also the period up to which such an arrangement will be in force.
9. The percentage of discount on the printed price list (catalog prices) should be quoted in Appendix-II, both in words and figures, without any corrections or over writing for each

Individual item separately. Any over writing or rewriting should be duly countersigned. The rates must be valid up to March 31,2017. Taxes applicable should be clearly mentioned. Special discount / price if any, applicable to the respective institutions aided by Government of India should be clearly mentioned in Appendix II.3

3/2

1. 007.
2. In case of reduction in the catalog prices during the year, the supplier shall voluntarily agree to extend the benefit of the lowered prices to the Centre.
3. Tenderers will have to supply Chemicals, Solvents, Glassware, Labware as per Appendix II.
4. The tenderer should submit his offer in two separate envelopes i.e in first envelop with superscription “TENDER FOR SUPPLY OF CHEMICALS/SOLVENTS/GLASSWARE/ LABWARE” (TECHNICAL INFORMATION) ENVELOPE NO. 1
   1. Tender Form
   2. Sales Tax Registration certificate /Sales tax return certificate
   3. Printed Price list / catalogs of the appliances offered for 2016-17
   4. Letter indicating applicable Catalog prices and period up to which extended in case the catalog for 2016-17 is not published yet.
   5. Certificate of authorized distributorship/ dealership, valid up to June 2017
   6. Clients/ Users list of item(s) of Company/Dealer and total experience in this field.
   7. Part II of Appendix –I

and ENVELOPE 2***,*** containing price quote. ( Part - 1 and Part -2 of Appendix II)

1. The tenderer should provide the percentage of discount/rates quoted only in Appendix-II and enclose the same in the second envelop with superscription ‘TENDER FOR SUPPLY OF LABORATORY CHEMICALS/ SOLVENTS/GLASSWARE/LABWARE” ENVELOPE NO. 2
2. Enclose sealed envelope No. 1 and 2 in envelope No.3 with superscription “Tender for supply of laboratory Chemicals/ Solvents/ Glassware/Labware” and be submitted to the undersigned.
3. The Centre reserves full right to open/consider the second envelop if and only if it is satisfied with the contents in Envelope No.1. The decision of the Centre in this regard will be final and shall be binding on tenderer.
4. The intending supplier should quote the rates in Indian Rupees, inclusive of all expenses, all charges with free delivery as mentioned in Appendix-II at respective office of the Centre. However, payment of Octroi will be considered, if applicable.
5. No price negotiation shall be made. However, the Centre reserves the right to call for clarifications and seek modifications, if the price(s) quoted by the bidders is/are not found to be reasonable.
6. The quality of the solvent should be ensured. A sample from the bulk package will be subjected to quality tests and the solvent not found satisfactory should be replaced immediately without any extra cost to the Centre. The Centre reserves the right to reject a consignment, if it is not according to requisition or and is not satisfactory.
7. Delivery Period:
   * 1. Indigenous items : within 14 days from the date of the PO
     2. Imported items : within 4 weeks from the date of the PO
8. If the supplier fails to deliver the goods within the time specified above, the Centre reserves the right to levy charges at the rate of 0.5% for week or part thereof, up to maximum 5% for delayed deliveries. In case the tenderer requires more time than as stipulated above for effecting actual supply of a particular item, the same shall specifically be mentioned in the tender form.
9. The materials should be packed and delivered at the Centre without any extra charges and when indented through a formal Purchase Order.
10. The Centre is exempted from payment of excise duty / customs duty as per Govt. of India notification is eligible to avail concessional customs duty for imports, only statutory customs duty will be paid. The Centre will issue excise duty/customs duty exemption certificates wherever necessary along with order. The Centre is not authorized to issue Form C or D.
11. The Centre also reserves the right to obtain the materials by negotiations from one or more supplier in case the rates, quality, make, specifications or other terms and conditions etc. of a particular supplier are not found suitable.
12. If the tenderer fails to comply with the supply order on repeated occasions without any reason, the order will be cancelled.
13. On acceptance of the rates as per the approved tender, the supply order will be placed by respective authority of the Centre to the selected supplier(s) only on the basis of requirement from time to time. Award of contract does not necessarily imply that supply order will follow. No guarantee can be given as to the minimum quantity, which will be ordered against this rate contract.
14. The Centre also reserves the right to reject the supplies in part or full, which do not strictly conform to the specifications. The supplier shall arrange for free replacement of any item and ordered quantity, which may have deteriorated in potency, strength, etc., before the date of expiry marked on the labels. Supplies made in damaged packing shall not be accepted.
15. The tenderers are bound to supply only genuine branded chemicals, solvents, glassware, labware of the make/model/specification etc and ordered for by the Centre. The Centre shall be liberty to ask for production of sufficient proof that the manufacturer is rendering adequate business support to the tenderer/supplier. The Centre will have the right to verify directly with the manufacturer without notice to the tenderer for genuineness of chemicals, solvents, glassware, labware and also the authority delegated to supplier.
16. The requirement of Chemicals, Solvents, Glassware, Labware, depends upon the analytical work to be carried out by the research worker working at the Centre. Hence, the contract terms shall be applicable to the complete range of products of the manufactures and purchase shall be as per requirement.
17. In case of poor response from the suppliers, from the first call, the items of poor response will be retendered if necessary.
18. Final payment of bills for supply of Chemicals, Solvents, Glassware, Labware will be made by way of NEFT mode, only after complete delivery of the material / goods and after the completion of the entire official formalities of the Centre. No advance payment will be admissible.
19. The credit bill for a minimum period of 30 days should be presented in triplicate in the name of Centre. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non-observance or non-acceptance of these terms and conditions by the tenderers shall constitute breach of contract. Which may lead to blacklisting.
20. Every page of tender should be numbered and signed with seal by the Tenderer
21. The Centre reserves the right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof. Tenders bids containing conditions or not in sealed form, not signed and stamped, sent through e-mail or with unlisted enclosures, etc., will not be accepted.
22. Any disputes arising out of the contract shall be within the jurisdiction of Bangalore only. The provision of the Indian Arbitration and Reconciliation Act 1996 and of rules framed there under and any statutory modifications thereof shall be deemed to apply.

Encl: 1) Appendix-I (Technical)

2) Appendix-II (Price/rate/discount)

We have accepted above terms & conditions and agree to abide by them.

Date & Signature with seal of tenderer:-

Capacity in which signing:-

Name and address of the firm/supplier/tenderer:-

Registration No. of firm/tenderer:-

**Part-II**

**Undertaking to be given by the tenderer for supply of Laboratory Chemicals, Solvents, Glassware, Labware.**

Whereas, the Director, Centre for Nano and Soft Matter Sciences has called for the tenders through the Tender Co-ordinator for supplies of Chemicals, Solvents, Glassware, Labware as per the enclosed Appendix No-II.

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Signature of the Supplier:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Supplier:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity in which signing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address of the Supplier with Seal/Stamps

Place:

Date:

**Appendix II**

**Part – 1**

**Form of Tender rate / discount quoted by me/ us for supply of chemicals,**

**glassware and Labware.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl No.** | **Name of the Brand** | **% Discount on the printed price list of manufacturer for one year i.e. upto 31.03.2017** | | | | **Tax/duty**  **If any (pl. specify)** |
| **Chemicals** | **Glassware** | | **Labware (incl. filters, filtration units/holders, liquid holding products and laboratory essential)** |
| CHEMICALS | | | | | | |
|  | Finar |  |  | |  |  |
|  | Fisher |  |  | |  |  |
|  | S.D Fine |  |  | |  |  |
|  | Merck (Indian) |  |  | |  |  |
|  | Merck (Imported) |  |  | |  |  |
|  | Sigma Aldrich |  |  | |  |  |
|  | Alfa - Aesar |  |  | |  |  |
|  | CDH |  |  | |  |  |
|  | TCI |  |  | |  |  |
|  | Spectrochem |  |  | |  |  |
|  | Chem lab |  |  | |  |  |
|  | Thermofisher |  |  | |  |  |
| GLASSWARE | | | | | | |
|  | Borosil |  | |  |  |  |
|  | Tensil |  | |  |  |  |
|  | Riviera |  | |  |  |  |
| Labware(incl. filters, filtration units/holders, liquid holding products and lab essentials) | | | | | | |
|  | Whatman |  | |  |  |  |
|  | Axygen |  | |  |  |  |
|  | Millipore |  | |  |  |  |
|  | Thermofischer Scientific |  | |  |  |  |
|  | Hi-Media |  | |  |  |  |
|  | Tarsons |  | |  |  |  |

Signature with Seal

**Part -2**

**Form of Tender rate / discount quoted by me/ us for supply of solvents**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Brand** | **Name of the solvent** | | | | | | | | | | |
| **Hexane or Petroleum (b.p. 60-80o C)** | | **Dichloromethane (DCM) or Methylenedi-chloride** | | **Ethyl Acetate** | | **Acetone** | | | **Methanol** | |
| **25 Litres** | **200 Litres** | **25 Litres** | **200 Litres** | **25 Litres** | **200 Litres** | **25 Litres** | | **200 Litres** | **25 Litres** | **200 Litres** |
|  | Chemlab |  |  |  |  |  |  |  | |  |  |  |
|  | Merck |  |  |  |  |  |  |  | |  |  |  |
|  | S.D Fine |  |  |  |  |  |  |  | |  |  |  |
|  | CDH |  |  |  |  |  |  |  | |  |  |  |
|  | Finar |  |  |  |  |  |  |  | |  |  |  |
|  | **Discount, if any** |  |  |  |  |  |  |  |  | |  |  |
|  | Tax/duty, if any |  | |  | |  | |  | | |  | |

Signature with Seal