



## CENTRE FOR NANO AND SOFT MATTER SCIENCES

Arkavathi, Survey No. 7 Shivanapura, Dasanapura Hobli,  
Bengaluru North 562162

*Autonomous Institution under the Dept. of Science & Technology, Govt. of India*

### INVITATION TO TENDER

No. RateContract/2023-24

Date: 31 March 2023

To

The Centre invites sealed tender/bid from your firm for supply, as stated below.

### **SUPPLY OF LABORATORY CHEMICALS/ SOLVENTS/ GLASSWARE/ LABWARE / INDUSTRIAL GASES FOR THE YEAR 2023-2024**

Tender document has been uploaded in GEM PORTAL, Bid No: GEM/2023/B/33213160 dt. 31-03-2023 registered vendors can participate through GEM bidding.

- **Registered GEM vendors** can participate through the Bid No: GEM/2023/B/3321360 dt. 31/03/2023 and submit online bid in GeM portal.
- **Non-Registered vendors**, tender document is uploaded both in CPP Portal and CeNS website, link <https://www.cens.res.in/en/tenders> may duly be completed and submitted in a **sealed outer cover**, containing two **separate sealed envelopes**, clearly marked as **“Techno-Commercial Bid (Annexure III)”** and **“Price Bid (Annexure IV)”**, for identification.

The tender shall be addressed to **The Administration and Finance Officer, Centre for Nano and Soft Matter Sciences, Arkavathi, Survey No. 7, Shivanapura, Dasanapura Hobli, Bengaluru North 562162** marked with our tender reference number, due date and due time with stamp. The completed tender bids must reach this office in the combined sealed cover on or before **16.00 Hrs. of 17 April 2023**, through Speed Post / Courier / Registered Post/hand delivery.

Yours faithfully,

Sd/

Administration and Finance Officer

Encl: as above.

**TENDER FOR SUPPLY OF LABORATORY CHEMICALS / SOLVENTS /  
GLASSWARE / LABWARE / INDUSTRIAL GASES**

**TENDER FORM FOR SUPPLY OF LABORATORY CHEMICALS/ SOLVENTS/ GLASSWARE/  
LABWARE / INDUSTRIAL GASES FOR THE YEAR 2023-2024**

To,  
The Administration and Finance Officer  
Centre for Nano and Soft Matter Sciences  
Arkavathi, Survey No.7,  
Shivanapura, DasanapuraHobli,  
Bengaluru North – 562162  
Phone: +91 (0)80 296 300 89 / 90  
Email: admin@cens.res.in  
<https://www.cens.res.in>

Dear Sir,

1. In response to the tender notice published at web site [www.cens.res.in](http://www.cens.res.in), I/We submit herewith the tender form for the supply of chemicals, solvents, glassware, labware and industrial gases.
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, labware and industrial gases 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 upto 31/03/2024, from the date of rate contract order for the year 2023-24. 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, labware and refilling industrial gases 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, within four weeks for imported items and within a week for gases 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 envelope No.3. Envelope No.1 contains documents as per the condition Sr.No. 8 of Part-I of Appendix-I. Envelope 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 envelope if the Centre is satisfied with information contents in Envelope 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 quoted for chemicals/solvents/glassware/labware/industrial gases 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) GST Registration certificate / GST returns 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 2023-24 is not published yet.
- v) Certificate of Sole Manufacturers/authorized supplier/ dealer
- vi) OEM Authorized Resellers registered under GeM will be given priority. The basic prices should be as per the catalogue and other charges like discount, transportation and other incidental charges for door delivery should be quoted separately. The discount and transportation charges applicable for door delivery will be mainly considered for selection as L1 bidder.
- vi) Clients/ Users list of item(s) of Company/Dealer and total experience in this field.
- vii) 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/INDUSTRIAL GASES"

#### Part – I

1. Sealed tenders are invited from manufacturers/authorized dealers/authorized suppliers/stockiest/ GeM registered OEM reseller, who are willing to undertake supply of Chemicals/ Solvents/ Glassware/ Labware/industrial gases 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 manufacturer 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 March 2024. 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 17.00hrs on all working days (Mondays to Friday). The last date for receiving sealed tenders is **17 April 2023 (16.00 hrs.)**. **Tenders received late, either in person or by post will not be considered.** The tender opening date shall be notified in CeNS website [www.cens.res.in](http://www.cens.res.in) and authorized representatives of the agency/firm may attend the same if they desire so, 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 duly certified/attested by the competent authority.
8. The copies of price lists applicable for 2023-24 (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/DVD/online link.
9. The price list/catalog should have been published by the principal manufacturer and duly signed by the authorized signatory while enclosing the same in Envelope 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 2023-24 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.

10. 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, 2024. 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.
  11. 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.
  12. Tenderers will have to supply Chemicals, Solvents, Glassware, Labware, industrial gases as per Appendix II.
  13. The tenderer should submit his offer in two separate envelopes i.e in first envelope with superscription "TENDER FOR SUPPLY OF CHEMICALS/SOLVENTS/GLASSWARE/LABWARE/INDUSTRIAL GASES" (TECHNICAL INFORMATION) ENVELOPE NO. 1
    - i) Tender Form
    - ii) GST Registration certificate /GST returns certificate
    - iii) Printed Price list / catalogs of the appliances offered for 2023-24
    - iv) Letter indicating applicable Catalog prices and period up to which extended in case the catalog for 2023-24 is not published yet.
    - v) Certificate of authorized distributorship/ dealership, valid up to 31 March 2024
    - vi) Certificate of authorized reseller on GeM by OEM
    - vii) Clients/ Users list of item(s) of Company/Dealer and total experience in this field.
    - viii) Part II of Appendix –I
- and ENVELOPE 2, containing price quote.(Part – 1, Part -2 and Part-3 of Appendix II)
14. The tenderer should provide the percentage of discount/rates quoted only in Appendix-II and enclose the same in the second envelope with superscription "TENDER FOR SUPPLY OF LABORATORY CHEMICALS/SOLVENTS / GLASSWARE / LABWARE / INDUSTRIAL GASES" ENVELOPE NO. 2
  15. Enclose sealed envelope No. 1 and 2 in envelope No.3 with superscription "Tender for supply of laboratory Chemicals/ Solvents/Glassware/Labware/Industrial Gases" and be submitted to the undersigned.
  16. The Centre reserves full right to open/consider the second envelope 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.
  17. 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.
  18. 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.

19. 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.
20. The purity of the gases should be ensured after filling the cylinder. If the purity 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.
21. Delivery Period:
  - i. Indigenous items / Industrial gases: within 14 days from the date of the PO
  - ii. Imported items: within 4 weeks from the date of the PO
  - iii. Upon receiving the PO, the vendor should acknowledge the order with tentative date of delivery within 3 days of receiving PO either by email or sms.
  - iv. If the suppliers do not have the ready stock and could not supply the material in speculated period then vendor should update the purchase department in 7/14 days for indigenous and imported items, respectively.
  - v. In case non-availability of the product for the speculated time, the vendor is liable to update the Centre and will not accept the materials if supplied on a later date.
22. If the supplier fails to deliver the materials within the delivery period as specified, CeNS may procure goods or services similar to those undelivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the excess cost on the purchase. The liability will be adjusted in the future invoices raised by the vendor.
23. The materials should be packed and delivered at the Centre without any extra charges and when indented through a formal Purchase Order. The cylinders should be sealed properly and delivered at the Centre.
24. The Centre is exempted from payment of excise duty / customs duty as per Govt. of India notification. Only concessional customs duty for imports will be paid. The Centre will issue customs duty exemption certificates wherever necessary along with order.
25. 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.
26. If the tenderer fails to comply with the supply order on repeated occasions without any reason, the rate contract will be cancelled (please refer to point 6 in Appendix 1, Part 1 for the consequences)
27. 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.
28. 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.

29. The tenderers are bound to supply only genuine branded chemicals, solvents, glassware, labware of the make/model/specification and purity gases of the specification etc., 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.
30. The requirement of Chemicals, Solvents, Glassware, Labware, Industrial gases, depends upon the analytical work to be carried out by the researcher 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.
31. In case of poor response from the suppliers, from the first call, the respective items will be retendered if necessary.
32. Final payment of bills for supply of Chemicals, Solvents, Glassware, Labware, Industrial gases 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.
33. 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.
34. Every page of tender should be numbered and signed with seal by the Tenderer
35. 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.
36. 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, Industrial Gases)**

Whereas, the Administration and Finance Officer, Centre for Nano and Soft Matter Sciences has called for the Tenders through the Tender Co-coordinator for supplies of Chemicals, Solvents, Glassware, Labware, Industrial gases 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 31.03.2024			Tax/duty If any (pl. specify)
		Chemicals	Glassware	Labware (incl. filters, filtration units/holders, liquid holding products and laboratory essential)	
<b>CHEMICALS</b>					
1.	Finar				
2.	Fisher				
3.	S.D Fine				
4.	Merck (Indian)				
5.	Merck (Imported)				
6.	Sigma Aldrich				
7.	CDH				
8.	TCI				
9.	Spectrochem				
10.	Chem lab				
11.	Thermofisher				
12.	Avra				
13.	Spectrum Chemicals				
14.	Nice				
15.	Rankem				
16.	Thomas Baker Chemicals				
<b>GLASSWARE</b>					
17.	Borosil				
18.	Tensil				
19.	Riviera				
20.	Thermofisher Scientific				
21.	Glassco				
22.	Merck				
23.	BRAND				
<b>LABWARE</b> (incl. filters, filtration units/holders, liquid holding products and lab essentials)					
24.	Whatman				
25.	Axygen				
26.	Millipore				

27.	Thermofisher Scientific				
28.	Tarsons				
29.	BR BiochemLifescinces				
30.	Pfact				
31.	BRAND				
32.	Rankem				
33.	Nitrile gloves				
	<b>Transportation and incidental charges for door delivery</b>				

Signature with Seal

**Part -2**

**Form of Tender rate / discount quoted by me/ us for supply of solvents ( LR Grade)  
- ONLY FOR 25 LITRES QUANTITY**

Sl. No	Name of the Brand	Name of the solvent						
		Hexane or Petroleum (b.p. 60-80° C)	Dichloromethane (DCM)	Chloroform	Ethyl Acetate	Acetone	Methanol	Isopropyl Alcohol
1.	Chemlab							
2.	Merck							
3.	S.D Fine							
4.	CDH							
5.	Thermofisher							
6.	Finar							
	<b>Discount, if any</b>							
	Tax/duty, if any							
	<b>Transportation and incidental charges for door delivery</b>							

Signature with Seal

Part – 3

Form of Tender rate/discount quoted by me/ us for refilling of Industrial gases.

Sl No.	Name of the Gas	Gas Purity/ Cylinder water capacity (Litre)		Rate in m <sup>3</sup>	Rate per kg of gas	Rate per cylinder (minimum quantity of gas)
1.	Nitrogen (HP)	≥ 99.998%	47/49			
2.	Nitrogen (UHP)	≥ 99.9997%	47/49			
3.	Argon (UHP)	≥99.999%	47/49			
4.	Argon (HP)	≥99.999%	47/49			
5.	Helium	≥99.9999%	47/49			
6.	Hydrogen	≥99.999%	47/49			
7.	Hydrogen	≥99.999%	10			
8.	Sulfur Hexafluoride (SF <sub>6</sub> )	99.999%	10			
9.	Tetrafluro Methane (CF <sub>4</sub> )	99.999%	10			
10.	Ammonia (NH <sub>3</sub> )	99.999%	10			
11.	Oxygen (UHP)	≥99.999%	47/49			
12.	Oxygen (HP)	95-99%	47/49			
13.	Calibration Gas (H 5%+95%Argon)		47/49			
14.	Calibration Gas (H 10%+90%Argon)		47/49			
15.	Synthtic Air		47/49			
	<b>Add:(a)</b> Transportation charges per trip to CeNS, Shivanapura					
	<b>(b)</b> Any other charges (pl. specify)					

\* If there is any variation in price, prior intimation is compulsory.

Signature with Seal