

Tender
for
Annual Rate Contract for the Supply of Laboratory Chemicals, Labwares,
Glasswares, Plasticwares, Lab Consumables, Gases
at
Indian Institute of Technology Goa

NIT No. : IITGOA/2019-20/024
NIT Issue Date : 18/10/2019
Last Date of Submission : 08/11/2019

Notice Inviting Tender

Indian Institute of Technology (IIT), Goa (hereinafter referred to as the "Institute") an Educational Institute of National Importance, invites sealed tenders (single bid system) for the supply of Laboratory Chemicals, Labwares, Glasswares, Plasticwares, Lab Consumables, Gases of enlisted brands only as mentioned in Annexure-A, from its manufacturer or from its authorized dealers who will produce a written authorization or certificate from the manufacturers, for entering into **Annual Rate Contract** for one year which can be extendable for 1 more year if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for the items as mentioned above and strictly as per the instruction and terms & conditions mentioned in the tender document. The tender document can be downloaded from the Institute website at URL Link: <http://www.iitgoa.ac.in> or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>.

Instructions to Bidders:

1. Bids may be submitted for any or all categories of items.
2. The bidder shall send the sealed quotation by filling of the Annual Rate Contract Application Form & Commercial Bid (attached as Annexure B & C) super scribing the above-mentioned tender number and due date and must be addressed to Assistant Registrar, Stores and Purchase, IIT Goa, At GEC Campus, Farmagudi, Ponda - Goa 403 401. The sealed quotations should reach the Institute, latest by 08th November, 2019 by 03:00 PM and it will be opened on same day at 04:00 PM in the Admin Block of the Institute in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand only) by way of demand draft only. The demand drafts shall be drawn in favor of "IIT Goa Main Account" payable at Goa.

The EMD of the successful bidder shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This amount (Bid Security) will be converted into performance Security money, if rate contract is awarded. Bid(s) received without demand drafts of EMD shall be liable for rejection.

In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

Firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD, but these firms have to submit Performance Security money for an amount of Rs.10,000/- (Rupees Ten Thousand only).

4. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed/ Late Bids will not be accepted, at any circumstances.
5. The Manufacturers (OEMs) /principals offering for the ARC may furnish the name and address of their local distributor /dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers/ stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.
6. Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately on authorization of a new party.
7. A certificate is be given by the tenderer that the price list supplied is the only one in circulation.
8. Printed & bound price list (latest) duly signed & certified by authorized signatory must accompany the tender. Photocopy of the price list and price list in spiral binding will not be accepted. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
9. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
10. Trade discount along with certificate certifying that higher discount is not given to any other Department then offered.
11. In case of discrepancy between unit price & total price, the unit price shall prevail.
12. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared /indicated in the tender.
13. Authorization certificate in respect of foreign firms duly self-attested and showing validity period may be submitted.
14. The Annual Turn Over of the firm during last 3 years may also please be furnished (enclose document in support of the claim).

15. The Director of the Institute reserves the right to cancel the rate contract in public interest without assigning any reason thereof.
16. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on us.
17. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.
18. The following documents are required to be enclosed under a letter with index page no. along with the tender documents, failing which tender papers may not be considered.
 - a) Valid registration certificate of the firm of the Govt. /State Govt.
 - b) Valid Trade license in the relevant field of tender
 - c) Last three years continuous experience of the firm in the field of such Annual Rate Contract jobs in Central Govt. Establishments/autonomous bodies of Govt. of India/reputed public or private organization. Provide the details in enclosed tabular form duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - d) Annual Turnover should be minimum of Rs.5.00 Lakhs during last three years, documents of Income Tax return or certified balance sheet of the firm for last three years by the chartered accountant should be submitted.
 - e) Price list of the items from the Principal
 - f) PAN with document
 - g) GSTIN with document
 - h) Authorization certificate from the principal
 - i) For e-payment of bill, Bank Account Number, Name and address of the Bank, and IFSC code.
19. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
20. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.

Terms and Conditions of Rate Contract:

1. Discount: Discount on the submitted Catalogue Price for the supply of Rate Contract Items should be indicated clearly by the bidders.
2. Supply should be made from the latest batch of production with the maximum life period & original packing. The stores so supplied will have to be of high quality & grade and in the event if chemicals are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in IIT Goa and other Govt. organizations. Details of quality control procedures/certification from National/International Authorities should also be submitted along with

offer.

3. Delivery Schedule: Materials should be door delivered at IIT Goa. Delivery must be made within a period of 10-15 days from the issue of the order either directly or through their dealer network unless otherwise specified. The liquidated charges @ 1% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of the ordered value.

Part Supply is normally not acceptable, but may be allowed on genuine cases, on prior written request only.

4. The freight, insurance charges, if any will not be borne by the Institute. Similarly, shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the Institute to make good the loss caused on this account. The firm has to supply the material against any placed order in good condition. If it is received in damaged condition, the firm will be responsible and such items are to be replaced on their cost and risk. IIT Goa shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in good conditions only.
5. Taxes & Duties: Institute is registered with DSIR, Govt. of India (Custom Duty Notification No. 51/96-Custom dt: 23 July, 1996 and Central Excise Duty Notification No. 10/97- Central Excise dt: 1 March, 1997) and is therefore, exempted from Excise Duty and partial exempted from Custom Duty (CD applicable to IIT Goa is 5.15%). Exemption certificate of the same shall be issued. GST will be charged as applicable. Any statutory variation will be paid to supplier on documentary evidence. Kindly clearly indicate the percentage of GST applicable.
6. Entering into Annual Rate Contract does not bind IIT Goa to place any order on the agreed firms.
7. Advance payments are not acceptable.
8. In case of imported goods, mention the price of the goods in FOB value as well as CIP/CIF Mumbai basis, stating/ packing/forwarding/ documentation charges etc. (each one separately, if applicable). Where there is no mention of packing/forwarding, freight, insurance charges, such offer shall be rejected as incomplete. Clearly state payment terms for imported material as well (Net 30 days, Wire Transfer (after receiving the ordered goods) or Letter of Credit). For these imported material: indicate the percentage of Indian Agency Commission (if any), which shall be payable in Indian Rupees directly by us to authorized Indian Agent. In case the quotation is submitted by Indian Agent, the same must be accompanied by valid authorization letter from principals. Submit separate R/C offers for Indian Rupees and Foreign Currency, if applicable.
9. Pre- receipted bills should be sent along with goods. The payment of the bill will be made within 20 days on receipt of the goods in satisfactory condition and after

recommendation of indenter in writing that the item has been received in good condition.

10. No revision in rate (on higher side) will be accepted during contract period.
11. The order will be placed as per requirement irrespective of value of the order.
12. The firm may supply the required items as per unit price mentioned in the price list.
13. No payment will be made for unsatisfactory supply.
14. The articles should be securely packed to avoid damages etc. in transit.
15. Force Majeure will be accepted on adequate proof thereof.
16. Legal Matter: All Domestic and International disputes are subject to Goa Jurisdiction Only.

**List of required brands for laboratory Chemicals/Labwares/Glasswares/Plasticwares/
Lab Consumables/Gases:**

Abcam	Cell signalling	Invitrogen USA	Roche
Abnova Corporation	Chemtron	IWAKI	Ranbaxy
Addgene	Cole palmer	Jain Scientific Glass	S.D. Fine-Chem
Affimatrix	Coring	Jain Biological	Santa curze
Agilent Technologies	DAKO	JSW,	Sigma-Aldrich
Atlas Antibodies	Eppendorf	Jt Bakerr,	SISCO Research Laboratories
AbdosLabtech	Fisher Scientific	Kasblanka,	Schott Duran
Axiva Biotech	GE Healthcare Lifescience	Kodak	Sisco Research Laboratories (SRL) for metals
Axygen	Genetix Biotech	Life Technologies	Santa Cruz Biotechnology
Alfa Aesar	Glaxo	Lab work Scientific (USA)	Sigma chemicals,
Addgene USA	Genaxy	Loba chem.,	Takara
Ambion	Gilson	Merck	Thermo Fisher Scientific
Amersham (USA),	G Biosciences	Millipore	Tarsons
Applied Biosciences	GCC biotech	MP Biomedicals	Thermoscientific
Applied Biosystem (USA)	GEM	MDI Microsynth (Germany)	Thomas Backer, Bangalore
Beckman Coulter	Genetix	New England biolab	Titon Biotech,
BD Bioscience	Genomic solutions	Novus Biologicals	Upstate
Benthyl laboratory	Grainer	Nalgene	USB
Bio-Rad Laboratories	Hi-Media Laboratories	Nunc	Vector Lab
Borosil	Hysel	Promega	Vector Lab USA
Bangalore Genei,	Hi-Media,	Pall Corporation	Whatman
Bio-business,	Hyrel	Perkin Elmer	Zymo Research
BioChem LifeSciences	Imperial Life Sciences	Polylab,	
biolegen	Invitrogen	Promega(USA),	For Gases:
Biolinkk	Infusil	Qiagen	Liquid Nitrogen
Bio-Media,	Imperial Biomedics,	Qualigen	CO ₂
Bio-Rad (USA),	Imperial,	R & D system	Helium
Blue Str,	Ingenex	Rankem	

Annexure-B**APPLICATION FORM FOR ANNUAL RATE CONTRACT**

Sr. No.	Vendor Details	
1	NAME & ADDRESS OF THE MFGR/FIRM/VENDOR (With Tel./Mobile/ email address)	
2	NAME & ADDRESS OF THE LOCAL AUTHORISED DEALER/DISTRIBUTERS, if applicable.	
	2.1 Phone	
	2.2 Fax	
	2.3 E-mail	
	2.4 Contact Person Name	
	2.5 Mobile No.	
3	GSTIN OF THE FIRM / DEALER (copy to be attached)	
4	PAN NO. OF THE DEALER (copy to be attached)	
5	DD NO, DATE & AMOUNT AND ISSUING BANK OF THE DD/ EMD.	

Commercial Bid

Sr. No.	Particulars	
1	Percentage of discount offered on submitted catalogue prices (Both in figure and words)	
2	GST charged on the price (to be mentioned whether inclusive or extra.)	
3	Name of the IITs/Govt. Institutes having similar ARC/Orders (Attach copies)	
4	Delivery period	
5	Delivery of materials	Door delivery at IIT Goa