

NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

Web : www.nitt.edu

Phone : 0431 - 2503961



TENDER DOCUMENT

Tender Notification No.: NITT/Rate contract/ 03 /18-19/

Name of the Rate Contract : **Annual Rate Contract for the supply of Chemicals, Lab wares & Glass wares items**

Quantity required :

EMD Amount : **Rs.10000/-**

Delivery :

Last Date of submission of Tender : **30.05.2018 up to 3.00 pm**

Address for submission of Tender : The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamilnadu, India
Kind attention: S.T.RAMESH, Deputy Registrar
(Stores and Purchase), NIT, Tiruchirappalli-15
Phone: 04312503961
Email: stores@nitt.edu

Date of opening of bid : **30.05.2018 at 3.30 pm**

SECTION 1-BID SCHEDULE

Tender Reference Number and Date	NITT/ Rate contract/ 03/ 2018-19
Brief Description of the Tender	Annual Rate Contract for the supply of Chemicals, Lab wares & Glass wares items
Type of Tender	Two Bid System
Cost of Tender Document including	NIL
Our web site address for downloading the Tender document	The tender document should be downloaded from our website www.nitt.edu
Earnest Money Deposit (Refundable)	Rs.10000/- (Rupees ten thousand only) payable through DD drawn in favour of The Director, Tiruchirappalli,
Last Date and Time for receipt of tender	30 May 2018 at 3.00 P.M
Mode of submission of Tender	By Speed Post/ Registered Post or through Hand delivery at the postal section in the Administrative Office of the NITT.
Due Date, time & venue Opening of Tender	30 May 2018 at 3.30 P.M in Stores section NIT Tiruchirappalli.
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India 620 015 Kind attention: S.T.RAMESH, Deputy Registrar (Stores and Purchase), NIT, Tiruchirappalli-15
Procedure for submission of Bid	Envelope 1: EMD Envelope 2: Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (i.e., This is wrapper containing Envelope 1, 2 and 3) Note – Tender no and opening date must in mentioned in all envelopes

SECTION 2- ELIGIBILITY CRITERION

1. The Bidder's Firm should have existence for minimum period of 5 years. (Copy of Certificate of Incorporation/ Registration Certificate of the Firm to be submitted).
2. Copy of the PAN card / GST of the firm.
3. Copy of the IEC Code certificate (if applicable).
4. The Bidder must not be blacklisted/suspended or any service related dispute with any organisation/ Govt Organisation in India or outside. A declaration to that affect has to be given as per **Annexure I**.
5. Client Details- The Bidder should have 2 or more Rate Contracts with the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs/NIT Labs / Central Universities / DRDO /CFTI/ Govt. Organization in the past three years for the similar items. Copies of such rate contracts must be enclosed with the Offer-**Annexure II**.
6. The Bidder should have a Annual Business turnover of Rupees 10 Lakh or more for the last 3 financial years (2015-16, 2016-17 & 2017-18) and shall enclose the audited balance sheet for proof of the same.
7. The Bidder should have filed ITR for the last two financial years i.e., FY 2016-17and 2017- 18 (Copy of the ITRs and filed acknowledgement to be submitted).
8. If the Bidder is a Local Distributor/dealer/Stockiest, it is mandatory to attach authorization certificate along with the bid.
9. Acceptance of Terms and Conditions-**Annexure III**.
10. The bidders should have to give an undertaking regarding Fall clause with the Director, National Institute of Technology Tiruchirappalli as per **Annexure IV**.

SECTION 3-INSTRUCTION TO BIDDERS

SUBMISSION OF OFFER:

Sealed tenders are invited in two bid system (Technical Bid and Financial Bid) from the reputed Manufacturers/Authorized Distributor/dealer/Stockiest (who have the current authorization from the Principal Company) for entering into Annual Rate Contract- 2018-19 for the supply of items as under:

Sl. No.	CATEGORY	MANUFACTURERS
1	General Laboratory Chemicals	Merck/ Qualigens/ Rankem/Sigmaaldrich/TCI HiMedia/ Spectrochem/ Thermofisher
2	Glassware items	Borosil/Vensil/Glassco
3	Lab Ware items	Tarsons/Axygen/Glassco

***Note Bidders must submit the latest catalogue of the manufacture for which they are bidding.**

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

- a) **Envelope -1** should contain the Earnest Money Deposit. The envelope should be sealed and super scribed as “EMD COVER”
- b) **Envelope-2** should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as “TECHNICAL BID” Cover.
- c) Envelope - 3 should contain the Price Bid. This envelope should be sealed and super scribed as “PRICE BID” Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH** envelope) which should also be sealed and super scribed.
- e) **Each of the FOUR ENVELOPS** shall be super scribed with following details:

Tender reference Numberfor Due date of tenderand time Name of the Department inviting this Tender Name and Complete address of the Bidder Contact Number
--

- f) If all the THREE inner envelopes and the ONE outer envelope (i.e., larger size envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document

will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

- h) Price must be submitted in enclosed Financial Bid Format only (**Section 6-**). If financial bid is not quoted as per the format provided in this tender document, NITT will have the right to reject the bid along with forfeiting the earnest money deposit.
- i) The Bidder have to furnish the Financial Bids as per the format given in Section 6-. They are required to quote their catalogue No, Name version and year. where the item is listed, discount offered in percentage as per the catalogue + GST and Freight, Insurance charges, if any, is to be borne by the Supplier . This Financial Bid has to be submitted in a separate sealed envelope super scribed as ‘FINANCIAL BID’.
- j) Price quoted should be in Indian Rupees only. Price should be for delivery at National Institute of Technology Tiruchirappalli 620015. Freight, Insurance charges, if any, is to be borne by the Supplier. Similarly, shortage, pilferage, damage if any in transit will be the sole responsibility of the Supplier and the same will be intimated to the Supplier on receipt of goods. The short/defective supply will have to be replaced by the Supplier within 7 days without any additional cost including freight/insurance charges. It is mandatory to submit the quotes in the same format as per Section 6 and if some items are not available making it unable to quote, it should be mentioned as **NQ** (Not Quoted) and the items should not be deleted.
- k) Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices which the party sells the items of identical description to any other Govt. Organization /Private Organizations during the period of contract failing which the “FALL CLAUSE” will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to NITT. (as per Annexure IV). In case it is found that the price charged by the firm is more, the same will be recovered from the subsequent/unpaid bill of the supplier.
- l) Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current email address.
- m) Overwriting and corrections will not be accepted. The bid should be complete in all respects and should be duly signed. Each and every page of the tender and annexure should be signed by the authorised signatory of the firm with seal. Incomplete and unsigned bids will not be considered. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Delayed/ Late bids will not be accepted under any circumstances.
- n) Latest printed price list/Catalogue (Hard Copy) must be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid during the currency of the rate contract.
- o) There will be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications / regulations change.

CANCELLATION OF TENDER:

Notwithstanding anything specified in this tender document The Director, NITT in his sole discretion, unconditionally or without having to assign any reason

- (i) To accept OR reject lowest tender or any other tender or all the tenders
- (ii) To accept any tender in full or in part
- (iii) To reject the tender, offer not confirming to the tender norms
- (iv) To give purchase preference to Public Sector Undertakings when applicable as per Govt Policy/Guidelines.

The Rate Contract can be terminated at any time without assigning any reasons by giving one-month notice by NITT.

Conditional, Unsigned, Late & Delayed tenders will not be considered.

TRANSFER AND SUBLETTING. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

EVALUATION OF OFFER:

1. The final acceptance/decision on the Rate Contract will be taken after screening the offers by a duly constituted committee at NITT which reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
2. The agency/firm/vendor who has quoted the lowest price for a given item will be selected for that product. In case of more than one agency quoting the same lowest price for a product the Institute reserves the right to place order with the agency who has quoted lowest for maximum number of items.
3. In case the bidder is silent on any clauses mentioned in this tender document, NITT shall construe that the Bidder had accepted the clause as per the invitation to tender. No further claim will be entertained.

SECTION 4-TERMS AND CONDITIONS

AWARD OF CONTRACT:

1. A panel of bidders/suppliers shall be selected for rate contract.
2. The empaneled suppliers will abide by all the Terms and Conditions of the tender document.
3. The Rate Contract will be valid for a minimum period of ONE YEAR, which could be extended for further one year after satisfactory performance of the firm/company on mutual consent on the rates and terms and conditions.
4. The performance of the empaneled supplier's will be reviewed by Committee during contract period and NITT reserves the right to add or delete suppliers in rate contract based on performance if necessary without intimation.
5. The NITT reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.

EARNEST MONEY DEPOSIT (EMD):

The Bidder should submit an Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of 'The Director, National Institute of Technology Tiruchirappalli ', This amount (EMD) will be converted into performance Security Guarantee, if rate contract is awarded. EMD of unsuccessful bidders will be returned within 45 days after the award of the contract. The EMD /Security Deposit will not carry any interest.

DELIVERY SCHEDULE:

1. Delivery within a period of 20 days of receipt of the Purchase Order either directly or through dealer. (No deviation will be accepted in this regard). Earlier delivery by the supplier is preferred. If the ordered material is not supplied in the above mentioned period, then the NITT reserves the right to cancel the order/not accept the ordered materials.
2. If the supplier fails to deliver the material within the delivery period as specified, NITT 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 purchase for any excess cost. The supplier will be liable to the NITT for any excess costs incurred for procurement of goods or services not delivered in time.
3. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the Rate Contract of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.

LIQUIDATED DAMAGES: The date of delivery should be strictly adhered to; otherwise the NITT reserves the right not to accept the delivery in part or full. The liquidated damages @0.5% per week subject to a maximum of 5% of the value of the order can be imposed.

FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

TAXES AND DUTIES:

This Institute is having concession from payment of GST for the purchase related to research under Notification No. 45/2017 Central Tax – (Rate), Date: 14-11-2017 Notification No. 47/2017 Integrated Tax – (Rate), Dated: 14-11-2017 We will provide all the documents under this notification to enable you to clear the tax related to the Institute, whenever required.

GENERAL:

1. Mere submission of proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which decision of NITT shall be final and binding on the parties.
2. Empanelment 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 term.
3. The NITT also reserves the right to test the chemicals and solvents/other consumables for their

quality if it so desires.

PAYMENT TERMS:

1. The payment for the supply of items will be made to the firm within 30 days of the receipt of materials subject to the inspection of materials by the NITT Indenter. **No advance payment will be made for the supplies.** No Bill for part payment will normally be entertained. No payment will be made for unsatisfactory supply.

WARRANTY – The bidder shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.

LEGAL: The dispute(s) if any, arising in relation to the Rate Contract, shall be subject to Tiruchirappalli jurisdiction only.

SECTION 5-BIDDERS' INFORMATION TECHNICAL BID

**APPLICATION FORM FOR ENTERING INTO RATE CONTRACT
FOR CHEMICALS, GLASSWARE AND LABORATORY SUPPLIES**

1. Name & Full address of the applicant : _____

2. Items/ materials for which rate contract
Desired/ applied for :

Sl.No.	CATEGORY	MANUFACTURES
(a)	General Laboratory Chemicals	
(b)	Glassware items	
(c)	Plastic Ware items	

3. Copies of having 3 or more Rate Contract
with the CSIR Labs / ICMR Labs / ICAR Labs
/ IIT Labs / Central Universities / DRDO / Govt.
Organization in the past three years. :

4. Annual business volume with other Institutes
for the year 2017-18 :Rs. _____ Lacs.

5. Annual Turnover of the firm / company for
the last three financial years-
2015-16 Rs. _____ Lacs
2016-17 Rs. _____ Lacs
2017-18 Rs. _____ Lacs
(enclose certified documents in support of the claim) :

6. (a) Certified copies of Registration No. :
(b) IEC copy, if applicable -----
(C) GST No

7. (a) Income Tax PAN No. (in the name
Of firm/ company & not individual :
(b) Latest copies of return filed with
Income Tax Department : FY 2015-16 _____
FY 2016-17 _____

8. Whether latest printed original price list by manufactures is enclosed : _____
9. State whether you have been currently Banned / blacklisted by any : _____
- (a) Ministry/ Dept. of Central Govt. Or any : _____
- (b) State Govt. If so, give details : _____

10. Bank details for payment

- (a) Name of the Account : _____
- (b) Bank A/c No. : _____
- (c) Bank name : _____
- (d) Branch name : _____
- (e) IFSC Code : _____
- (f) Other details : _____

11. In case you wish to enter into Rate Contract for imported goods, please furnish details as Given below along with original latest printed Catalogue: -

Name of the Principal firm	Brand/ Make of the goods	Date of acquiring Dealership	Date of expiry of Dealership	Prices in Indian Rupees.	Whether certified copy of Dealership enclosed (Say Yes/No)

12. Document along with certificate of not giving higher discount to any other Dept. in India : _____

13. Any other information vital for entering Into Rate Contract : _____

14. Documents required, placed at page.

1. Turnover Details : Yes/ No. _____
2. PAN Copy : Yes/ No _____
3. GST Certificate Copy : yes/ No. _____
4. Authorization Certificate : Yes/ No. _____
5. Hard Copy of Catalogue : Yes/ No. _____
6. Copies of having 5 or more Rate Contract with the CSIL Labs /ICMR Labs/ICAR Labs/ IIT Labs /Central Universities / DRDO/ Govt. Organization in the past Three years : Yes/ No. _____

SECTION 6- FINANCIAL BID

SR.NO.	CHEMICALS CATALOGUE OF MANUFACTURES	DISCOUNT OFFERED ON CATALOGUE PRICE 18-19 (Which includes all charges + free delivery in NITT)	CST EXTRA AS APPLICABLE
1	Merck		
2	Qualigens		
3	Rankem		
4	Sigmaaldrich		
5	TCI		
6	HiMedia		
7	Spectrochem		
8	Thermofisher		
SR.NO.	GLASSWARE ITEMS CATALOGUE OF MANUFACTURES	DISCOUNT OFFERED ON CATALOGUE PRICE 18-19 (Which includes all charges + free delivery in NITT)	CST EXTRA AS APPLICABLE
1	Borosil		
2	Glassco		
3	Vensil		
SR.NO.	LAB WARE ITEMS CATALOGUE OF MANUFACTURES	DISCOUNT OFFERED ON CATALOGUE PRICE 18-19 (Which includes all charges + free delivery in NITT)	CST EXTRA AS APPLICABLE
1	Tarsons		
2	Axygen		
3	Glassco		

DECLARATION REGARDING CLEAN TRACK

Declaration of Clean Track Record (On Company / Firm's Letterhead)

Date:

To,
The Director
National Institute of Technology Tiruchirappalli
Tiruchirappalli – 620015

Sir

Ref: Sub Tender Ref No _____ for Annual Rate Contract for the Supply of
Chemicals, Glasswares and lab wares for the year 2018-2019.

I/We carefully gone through the Terms & Conditions contained in the above referred tender. I/We hereby declare that my Company/Firm is not currently debarred / black listed by any Government/Semi Government Organizations/ Institutions in India or abroad. I /We further certify that I'm competent officer in my Company / Firm to make this declaration.

Or

I/we declare the following

Sl. No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the Company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

CLIENT DETAILS

To,

The Director
National Institute of Technology Tiruchirappalli
Tiruchirappalli – 620015

Sir,

Ref: Sub Tender Ref No _____ for Annual Rate Contract for the Supply of
Chemicals, Glasswares and Lab wares for the year 2018-2019.

I/We hereby mention following list of our clients which mention 3 or more Rate Contracts with the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs/ NIT Labs / Central Universities / DRDO /CFTI/ Govt. Organization in the past three years for the similar items. Copies of such rate contracts is enclosed with the offer)

Sl. No.	Name of the Client	Purchase Contract Details	Order/Rate	Amount of Order

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl: as above

Declaration for Acceptance Of Terms And Conditions

To,
The Director
National Institute of technology Tiruchirappalli
Tiruchirappalli 620015.

Ref: Sub Tender Ref No _____ for Annual Rate Contract for the Supply
of Chemicals, Glasswares and Labwares for the year 2018-2019.

Sir,

I've carefully gone through the Terms & Conditions as mentioned in the above referred Tender Doc document. I declare that all the provisions of this Tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and I am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)
Printed Name

Designation, Seal

Date :

UNDERTAKING

(On Company / firm's Letterhead)

We hereby declare that all the particulars given in this bid document are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by NIT Tiruchirappalli. We understand that information provided by us will serve as pre-qualification Criteria for enlistment on ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract you contract may be canceled and all your claims may be forfeited by the NIT Tiruchirappalli. We have read and understood all the terms and conditions of rate contract tender document and we fully agree to it.

We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of NIT Tiruchirappalli. We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/other charges, Terms of payment and also the name/s of the Dealer/Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will Promptly change our distributor / supplier if a request/complaint is received from your end with regard to this effect due to any reason.

(Signature of the Bidder)

Printed Name

Designation

Sea

l

Dat

e :

Business Address

Signature with Seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

SECTION 8- CHECK LIST

(This should be enclosed in the Envelope A)

The following items must be checked before the Bid is submitted:		
1	Envelope "A":	Technical Bid
a)	Demand Draft for Rs. 10,000.00 (Rs. Ten Thousand only) towards Earnest Money Deposit.	
c)	Section 5	Technical Bid (each pages duly sealed and signed by the authorized signatory)-Bidder Details
	Annexure I	Declaration regarding clean track
	Annexure II	Details of Clients
	Annexure III	Declaration for acceptance of tender terms and conditions
	Annexure IV	Fall Clause
d)	Copy of this tender document duly sealed and signed by the authorized signatory on every page.	
e)	Checklist	
2	Envelop "B":	Financial Bid as per Section 6-Annexure 'A' to 'I'
		Financial Bid: (Price to be quoted in Indian Rupees INR)
	Your quotation must be submitted in two envelopes Technical Bid (Envelope A) and Financial Bid (Envelope B) super scribing on both the envelopes the Tender no. and due date and the both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due Date	

