

# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

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## NOTICE INVITING TENDER

### SINGLE BID SYSTEM

The rate contract proposals for Chemicals, Glasswares, Plastic wares, Miscellaneous labwares, accessories, small & common instruments are invited from reputed manufacturers, authorized dealers/authorized distributors for the year 2017-18.

Interested parties can download the details from tender documents available on the Institute website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in).

***\*\*Please note that NIT Sikkim is located in a remote place in the north eastern state of Sikkim where the speed posts take at least 7 days to reach. So, all bidders are requested to send in their bids well in advance of last date or they can hand deliver it by their employees.***

***Evaluation of Bids:*** After scrutinizing the Technical bids, NIT Sikkim reserves the right to reject any or all tenders, without assigning any reason. Please note, you are advised to kindly put the “Technical Bid” and “Financial Bid” in two separate envelope and put together in a third envelop. First, the technical bids will be evaluated. Financial bids of only the technically qualified bidders will be opened and evaluated. For the technically unqualified bidders, financial bid may not be opened or considered.

Sd/-

Faculty In-charge, Stores & Purchase Activities

NIT Sikkim, Ravangla,

South Sikkim 737139

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DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

## TENDER DOCUMENT

<b>Subject:</b> Tender for Annual Rate of Chemicals, Glasswares, Plastic wares, Miscellaneous labwares, accessories, small & common instruments	
Tender No	11/NITS/Basic Sc/Empanelment of vendors/2016-17/02 dated 10 <sup>th</sup> August 2017
Last date of submission	31-08-2017 up to 5:00 pm.
Date of opening	01-09-2017 on 3:30 pm
Application Fee (non-refundable)	Rs.500/- (Rupees Five Hundred only) in the form of DD in favour of “Director, NIT Sikkim” payable at SBI, Ravangla (IFSC Code: SBIN0007218)
EMD	Rs.5000/- (Rupees Five thousand only) in the form of DD in favour of “Director, NIT Sikkim” payable at SBI, Ravangla (IFSC Code: SBIN0007218)

## ANNUAL RATE CONTRACT FOR THE SUPPLY OF

1.	Laboratory Chemicals (LR/AR/HPLC Grade). For details see Annexure A
2.	Glassware (complete range)
3.	Plasticware (complete range)
4.	Filter papers and disposable filter units
5.	Pipettes, Micropipettes
6.	Miscellaneous Labwares
7.	Common Small Lab Accessories and Instruments on printed catalogued price basis

Proposal(s) for the Annual Rate Contract for the financial year 2016-17 are invited by the Institute 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**

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## DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

This invitation of Tenders is open to all registered and well established Manufacturers/authorized Dealers/Authorized distributors who are having Firm Registration / Trade License / TAN / GST / PAN / Authorisation Letters from manufacturers. Certified true copies of these certificates shall be submitted. All these documents must be in relevant trade.

### II. Preparation of Bids

1. Separate offers should be made for each brands of product. Printed Catalogues, CDs, etc. for 2017-18 to be given.
2. Price & Contract Period: offered should be valid for a period of one year from the date of award of contract and for Free delivery at NIT Sikkim, Ravangla Campus. The prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery, etc. at destination site (NIT Sikkim, Ravangla, South Sikkim 737139. The manufacturer should ensure that the products will not be sold cheaper than the price offered to NIT Sikkim to any other clients. The period of contract may be extended based on the same or higher discount offered and subject to approval of the competent authority of NIT Sikkim.
3. Statutory increases like levy, taxes, duties etc. if any, during the period of contract, will be allowed on submission of documentary evidence.
4. Discounts offered shall be indicated clearly in terms of percentage on manufacturer price lists.
5. Special discount price if any, applicable to Research Institutes aided by Govt. of India should be quoted separately. Distributorship certificate: sole selling Agents/ distributors of a particular make should produce an original letter from manufacturer valid for the year 2017-18 for applying against this tender of NIT Sikkim.
6. The tenderer shall indicate the unit prices of the goods it proposes to supply under the Contract and enclose it in the Price 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 charges for delivery at NIT Sikkim.
8. The rate must be stated for each item separately both in words and figures. In case of discrepancy the price quoted in words 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 of ambiguity.
10. Post tender changes in quoted specifications and amount are not permissible. No request for correcting typographical errors will be considered after the opening of tenders.
11. Copies of the following should be enclosed along with the quotation
  - (a) Turn over copy of last three years
  - (b) Copies of Originally printed & bounded price list/catalogue and soft copy (in CD).

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## DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

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- (c) Firm Registration / Trade License / TAN / GST / PAN / Authorisation Letters from manufacturers
  - (d) Profile of the firm & Client List
  - (e) Certificate that the firm is not blacklisted or stopped dealing by any Govt. organization / institute.
  - (f) I.T. Certificate.
  - (g) Manufacturer's certificate of Registration
  - (h) Authorized Indian Agent/ Authorized Distributorship Certificate
  - (i) Price Certificate as at Sl No. III
  - (j) ISO certificate
  - (k) Fall clause certificate
12. The Institute reserves the right to conclude Parallel Rate Contract for the similar items at any time during the period of contract with one or more authorized distributors.
  13. All corrections and alterations in the price list and other correspondence must be duly countersigned by the authorized signatory.
  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 of high quality and grade and in any event if chemicals/ solvents or any other material are found to be of inferior quality, the supplier will be liable to be blacklisted. NIT Sikkim 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 giving one month's notice from either side.
  17. Make/ Brand and the name of the manufacturer with address, should be clearly mentioned. Manufacturers/Suppliers/Tenderers having ISO 9001:9002 accreditation should be indicated in their tender.
  18. The submission of tender shall be deemed to be and admission on the part of the tenderer that he/she had fully acquainted with the contract terms and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.
  19. The prices once accepted by NIT Sikkim shall remain valid for 12 months from the date of award of contract and all orders placed during this period should be successfully executed. The period of contract may be extended based on the same or higher discount offered and subject to approval of the competent authority of NIT Sikkim.
  20. During the tenure of the Rate Contract the benefits of any promotional offers by the manufacturers should also be passed on to NIT Sikkim.

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## DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

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 authorized 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 this country. A certificate in this regard must be attached along with the 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 number..... dated.....for the year 2016-17 is uniform price list throughout the territory of India.
2. Trade discount along with 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 NIT Sikkim.

### IV. Submission of Bids

Sealed bids should reach to the office of Faculty In-charge, Stores & Purchase Activities (FI-SPA), latest by 5:00 pm, August 31, 2017 Ravangla, Sikkim.

### V. Terms of Delivery

The rates quoted should be for destination, NIT Sikkim, Ravangla Campus inclusive of packing/forwarding charges, taxes, duties, freight & Insurance. Where there is no mention of 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 not exceed 30 days. The firms may execute the orders as soon as orders are received. No extension of time beyond 30 days shall be allowed.

Delivery may be effected by the manufacturers 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 materials 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 NIT Sikkim.

NOTE: In case of e-payment, the supplier has to furnish their Bank details such as “Accounts Holder Name”, Account No., Bank Name, Branch location and IFSC code while raising the invoice.

No part payment will be made.

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## DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

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 NIT Sikkim.

### **VII. Fall clause**

If the rate contract holder reduce 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 that the rate contract price, to any person or organizations during the period of the rate contract, the rate contract price will be automatically reduce with effect from that date for 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 Nit Sikkim under the Annual Rate Contract Proposal is lowest/maximum as compared to other Govt. Departments. In case it is found the price charged to NIT Sikkim are ore, the difference will be reimbursed to the Institute.

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

As time is essence of supply orders, all the orders need to be executed as per delivery schedule. Any further delay in supply shall attract liquidated damages as follows:

Penalty clauses:

- a. 1% of the total bill amount up to 15 days of delay.
- b. 2% of the total bill amount up to 30 days of delay.
- c. 5% of the total bill amount up to 60 days of delay.
- d. 10 % of the total bill amount up to or more than three month of delay.

### **Evaluation Criteria & other instructions**

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

Besides above parameters will include: Turn over, Certificate that the firm is not blacklisted or stopped dealing by any Govt. organization/ Institute, preference to Principal firm, past performances etc.

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

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

Tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

The Director, NIT Sikkim reserves the right to reject any or all the tenders without assigning any reasons or to accept them in part or full.

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## DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

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

The Proforma to be filled by the tenderer is given below.

### 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 THE MANUFACTURER IS ATTACHED	
DELIVERY BY	Manufacturer/Dealer/Distributor (Whichever applicable)

The following documents should be furnished with the tender:

- (a) Turn over copy of last three years
- (b) Copies of Originally printed & bounded price list/catalogue and soft copy (in CD).
- (c) Firm Registration / Trade License / TAN / GST / PAN / Authorisation Letters from manufacturers
- (d) Profile of the firm & Client List
- (e) Certificate that the firm is not blacklisted or stopped dealing by any Govt. organization / institute.

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DEPARTMENT OF CHEMISTRY

Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

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- (f) I.T. Certificate.
- (g) Manufacturer's certificate of Registration
- (h) Authorized Indian Agent/ Authorized Distributorship Certificate
- (i) Price Certificate as at Sl No. III
- (j) ISO certificate
- (k) Fall clause certificate

## **Undertaking:**

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



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## ANNEXURE A

Name of the brands of Chemicals/Glassware/Plastic & Labware / Accessories to be quoted

1	Sigma Aldrich Inc.	Please mention % of Discount Offered on Printed Price.	% of Tax Applicable (GST) after discount on base price
2.	Merck (India)		
3.	E-Merck (Germany)		
4.	Spectrochem		
5.	S.D. Fine Chemicals Limited		
6.	Rankem		
7.	Emplura		
8.	Fischer Scientific		
9.	Loba Chemie		
10.	Thomas Baker		
11.	SRL (Sisco Research Laboratory)		
12.	NICE		
13.	Alfa Aesar		
14.	Arora Mathey		
15.	Avra		
16.	BOROSIL		
17.	Riviera		
18.	Tarson (All items)		

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Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

19.	Schott Duran		
20.	Corning		
21.	Supelco		
22.	I.V.		
23.	Promega		
24.	Eppendorf		
25.	Qiagen		
26.	Whatman		
27.	Hi-Media		
28.	Cell Signalling		
29.	Santacruz		
30.	Abcam		
31.	GE Healthcare		
32.	TCI Chemicals		
33.	Biorad		
34.	Hyclone		
35.	BioVision		
36.	Fermentus		
37.	Roche		
38.	SA Biosciences		
39.	Biobharti		
40.	Xcelries		
41.	Novus Biologicals		

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Tender No.: 11 / NITS /Basic Sc/ Empanelment of vendors / 2016 – 17 / 02 dated 10<sup>th</sup> August 2017

42.	Stem Cell		
43.	Invitrogen		
44.	Bangalore Genei		
45.	Novogene		
46.	Chromous Biotech Pvt. Ltd.		
47.	BD Biosciences		
48.	GCC Biotech		
49.	New England Biolabs		
50.	Millipore		
51.	Peprtech		
52.	Takara Biosciences		
53.	Takara Biosciences		
54.	Lonza		
55.	Any other reputed brand may be offered by the bidder		

Sd/-

Faculty In-charge, Stores & Purchase Activities

NIT Sikkim, Ravangla,

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