NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under single bid system for rate contract of lab consumables such as chemicals, glasswares, plasticwares, filter paper & columns etc. at ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriavi -387310, Anand, Gujarat, India. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP https://eprocure.gov.in/eprocure/app or www.dmapr.icar.gov.in as per the schedule as given in CRITICAL DATE SHEET as under:

<table>
<thead>
<tr>
<th>CRITICAL DATE SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender No.</td>
</tr>
<tr>
<td>Date and Time for Issue/Publishing</td>
</tr>
<tr>
<td>Document Download/Sale Start Date and Time</td>
</tr>
<tr>
<td>Bid Submission Start Date and Time</td>
</tr>
<tr>
<td>Bid Submission End Date and Time</td>
</tr>
<tr>
<td>Date and Time for Opening of Bids</td>
</tr>
<tr>
<td>Address for Communication</td>
</tr>
</tbody>
</table>

(A.P. Trivedi)
Purchase Officer
INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from/bidder documents may be downloaded from the website: https://eprocure.gov.in/eprocure/app. Online submission of Bids through Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) is mandatory.

2. Tenders/bidders are requested to visit website https://eprocure.gov.in/eprocure/app regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.

4. The interested Firms are required to deposit (in original) the Earnest Money Deposit (EMD) of the amount mentioned against item in the form of Demand Draft/Bank Guaranty/ FDR/ Banker’s cheque from any of the Commercial Bank in favour of ICAR Unit: ICAR-DMAPR payable at Anand may be addressed to the Administrative Officer, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriav -387 310, Anand, Gujarat on or before bid opening date and time as mentioned in the Critical Date Sheet.

5. The firm should send the Original Price list which may be addressed to the Administrative Officer, ICAR-Directorate of Medicinal and Aromatic Plants Research, Boriav – 387 310, Anand, Gujarat on or before bid opening date and time as mentioned in the Critical Date Sheet.

6. Bidder need not to come at the time of Technical bid as well as financial bid opening at ICAR-ICAR-DMAPR. They can view live bid opening after login on CPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-ICAR-DMAPR then they have to come with bid acknowledge slip that generates after successfully submission of online bid.
The Firms are also required to upload copies of the following documents:-

- **TECHNICAL:**

  a. Registration certificate of the firm of the Appropriate Authority. [*Registration under Shop & Establishment Act 1948* (Mumbai)/*the Indian Companies Act, 1956*/or any other Act.]

  b. **Scanned copy of Income Tax PAN Number and GST number.** Please enclose provisional GSTIN certificate

  c. Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.

  d. Scanned Copy of Tender Acceptance Letter (Annexure-IV).

  e. The manufacturer should send scanned copy of registration as the company with a copy of license of products and in the case of authorized dealers recent Authorization Certificate issued by the manufacturer.

  f. For imported items, Agency Certificate, IC No. and Import-Export Code No. details must be attached.

  g. An undertaking that the firm is not giving any other department more than that the discount allowed to ICAR-ICAR-DMAPR.

  h. Price list in PDF format

  j Scanned copy of all authentic documents regarding firm’s turnover of Rs.20.00 lakh per year during last three years.

  j. Scanned copy of Income Tax Statement for the last three years

- **FINANCIAL:**

  (a) Price Bid as Annexure-II

NOTE: Only those firms will be considered who will qualify in the technical criteria.
TERMS AND CONDITIONS

Online tenders are hereby invited for rate contract of lab consumables such as chemicals, glasswares, plasticwares, filter paper & columns etc. The terms and conditions of the rate contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Council and the special terms and conditions detailed in the Tenders forms and its schedules. Please submit your rates in the Tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of ₹10,000/- (Rupees ten thousand only) must be deposited in the form of Demand Draft/Bank Guaranty/ FDR/ Banker's cheque payable to "ICAR Unit – ICAR-DMAPR, Anand".

The EMD will be refunded to the unsuccessful tenderers' as promptly as possible whereas in the case of successful tender, EMD will be refunded after completion of the rate contract. The earnest money Deposit will be forfeited if the service is not made within the stipulated time or if not as per the specifications/quality/grade of the services ordered.

3. If the Tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the ICAR-DMAPR. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-DMAPR.

4. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in.

5. If Tenderer does not accept the offer, after issue of letter of award by ICAR-DMAPR within 15 days, the offer made shall be withdrawn & Earnest money forfeited.

6. The E.M.D. of the Tenders is to be enclosed in cover. The cover should be sealed. The outer cover should be superscribed "E.M.D. for rate contract of lab consumables such as chemicals, glasswares, plasticwares, filter paper & columns etc. with address of this office and of the Tenderer.

7. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.

8. The ICAR-DMAPR does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for the whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.

9. No interest on earnest money deposit shall be paid by the Council/Institute to the Tenderer.

10. GST or any other tax on material in respect of this contract shall be payable by supplier and Institute will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from bills of the successful Tenderer, as per rule.
11. The Director, ICAR- Directorate of Medicinal and Aromatic Plants Research reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

12. Decision of the Director, ICAR-Directorate of Medicinal and Aromatic Plants Research will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.

13. Acceptance by the Institute will be communicated by FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Express letter etc. should be acted upon immediately.
GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE RATE CONTRACT
OF LAB CONSUMABLES SUCH AS CHEMICALS, GLASSWARES, PLASTICWARES,
FILTER PAPER & COLUMNS ETC. AT ICAR-ICAR-DMAPR, BORIAVI, ANAND [GUJARAT].

1. Only principal manufacturer and / or their authorised dealers will be eligible.
2. The principal manufacturer and / or their authorised dealers should upload their
documents as per the technical bid requirements.
3. For imported items, Agency Certificate, IC No. and Import-Export Code No. details
must be attached.
4. The period of contract will be valid up to one year initially which may be extended on
mutual consent.
5. The rates of the above mentioned lab consumable items for F.O.R. store at this
Institute offered at the time of entering into rate contract will be final. We shall not
issue any “C” form post GST implementation.
6. This Institute is eligible for availing Central Excise / Custom Duty Exemption in terms
7. The Security Deposit will be forfeited if the service is not made within the stipulated
time or if not as per the specifications/quality/grade of the services ordered.
8. All rights are reserved with the Institute Authority to accept or reject any or all the
Contracts without assigning any reasons thereof.
9. Payment will be made by after satisfactory completion of the supply.
10. The prices mentioned in the bid / tender shall remain firm. No other extra charges
[other than taxes] will be paid. Any other charges included by you but not payable as
per the Directorate’s supply order / work order and also expenditure incurred by us
on your behalf or on account of your default will be deducted from your bill without
prior intimation.

11. **LIQUIDATED DAMAGES CLAUSE / PENALTY CLAUSE:**

If the supplier fails to deliver any or all of good or perform the services within the
time period(s) the purchaser shall, without prejudice to its other remedies under the
contract, deduct from the contract price, as liquidated damages, a sum equivalent to
0.05%(half percent) of the delivered price of the delayed goods or unperformed
services for each week of delay or part thereof until actual delivery or performance,
up to a maximum deduction of 10% (ten percent) of the delayed goods’ or services’
contract price. Once the maximum is reached, the purchaser may consider
termination of the contract, if the same have not been terminated already. Further,
during the above mentioned period of supply/or performance, the supplier,
notwithstanding any stipulation in the contract for increase in price for any ground
shall not be entitled to any increase in price and cost, whatsoever, which take place
during the period of delay. Nut nevertheless, the purchaser shall be entitled to the benefit any decrease in the price and cost on any ground that period of delay.

The Director, ICAR- Directorate of Medicinal and Aromatic Plants Research reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR- Directorate of Medicinal and Aromatic Plants Research shall be final and binding on the contractor / agency in respect of any clause covered under the Rate Contract.
Price bid for **RATE CONTRACT OF LAB CONSUMABLES SUCH AS CHEMICALS, GLASSWARES, PLASTICWARES, FILTER PAPER & COLUMNS ETC.** at ICAR-Directorate of Medicinal and Aromatic Plants Research, Boravi -387 310, Anand, Gujarat:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Type of Item</th>
<th>Brand /Make</th>
<th>Dealer Manufacturer of Brand</th>
<th>Discount % on Price List</th>
<th>Any other charges</th>
<th>Any other terms &amp; conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chemicals</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biochemicals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Glasswares</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Plasticwares</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Filter papers &amp; related items</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Membranes &amp; syringe filter</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Columns and other chromatography consumables</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Filed research consumables</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Any other lab / field consumables [Please specify]</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A:</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B:</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C:</td>
<td>/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The above mentioned Financial Proposal/Commercial Bid format is provide as BoQ_XXXX.xls along with this tender document at [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-DMAPR.
Name of the Firm:

Registered /Postal Address:

<table>
<thead>
<tr>
<th></th>
<th>Permanent Account Number (PAN) No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Service Tax Registration No., if applicable</td>
</tr>
<tr>
<td>3</td>
<td>BANK DETAILS:</td>
</tr>
<tr>
<td>a</td>
<td>Bank Name</td>
</tr>
<tr>
<td>b</td>
<td>Branch Address</td>
</tr>
<tr>
<td>c</td>
<td>Account No</td>
</tr>
<tr>
<td>d</td>
<td>Type of Account (Current/Savings)</td>
</tr>
<tr>
<td>e</td>
<td>MICR No</td>
</tr>
<tr>
<td>f</td>
<td>RTGS/NEFT Code</td>
</tr>
</tbody>
</table>

Date: __________________________ Name of the Authorized Signatory

Place: __________________________ Stamp & Signature
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:-

........................................................................................................................................

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned ‘Tender/work’ from the website(s) namely:

........................................................................................................................................

As per your advertisement, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ........................ to .......................... (including all documents like annexure(s), schedules(s), etc..) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.

5. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.

6. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)
INSTRUCTION FOR ONLINE BID SUBMISSION:

The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION:

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “Online Bidder Enrolment” on the CPP Portal which is free of charge.

- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority Recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, other keywords etc. To search for a tender published on the CPP Portal.

- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
• The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

• Bidder should take into account any corrigendum published on the tender document before submitting their bids.

• Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.

• Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

• To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, Annual Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use “My Space” or Other Important Documents area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

• Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

• The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

• Bidder has to select the payment option as “Offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

• Bidder should prepare the EMD as per the instructions specified in the tender document. The Original should be posted / couriered / given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socked Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers' / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorised bid openers.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Item</th>
<th>Qty</th>
<th>Earnest Money in INR</th>
<th>File No. for reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RATE CONTRACT FOR LAB CONSUMABLES SUCH AS CHEMICALS, GLASSWARES, PLASTICWARES, FILTER PAPER &amp; COLUMNS ETC.</td>
<td>--</td>
<td>10,000/-</td>
<td>F.No. 41-19/2019-20/S&amp;P</td>
</tr>
</tbody>
</table>