



सी. एस. आई. आर. - भारतीय रासायनिक जीवविज्ञान संस्थान  
**CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY**  
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)



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## BID DOCUMENT

### Rate Contract for supply of following categories of items of R&D

#### Consumables:-

SL. No.	Categories
1.	Chemicals, Rare Chemicals, Reagents & Solvents
2.	Bio-chemicals
3.	Glassware
4.	Plastic ware including Pipettes & micropipettes
5.	Filter Papers & Filtration kits
6.	HPLC/TLC Columns
7.	Oligos
8.	Antibodies
9.	Other R&D Consumables as per price list.

The Bids must be submitted in “Single-Bid Format” only in the Central Public Procurement Portal (URL : <http://etenders.gov.in/e procure/app>). Manual/Offline bids shall not be accepted under any circumstances.

In case of discrepancy between “Important Dates & Time” mentioned in this tender document and the “Critical Dates” mentioned in NIC’s CPP Portal then the dates and time displayed as “Critical Dates” at NIC’s CPP Portal will be final and binding upon the vendors.

**The Stores & Purchase Officer**  
**CSIR-Indian Institute of Chemical Biology**  
**4 Raja S.C Mullick Road, Jadavpur**  
**Kolkata-700032**

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Email : [akpandey@iicb.res.in](mailto:akpandey@iicb.res.in) & [purchase@iicb.res.in](mailto:purchase@iicb.res.in)

**Enquiry No. IICB/PUR/RC/03/2020-2021 Dated: 19.06.2020**

**NB: THIS BID DOCUMENT IS FREE OF COST IF DOWNLOADED FROM NIC’s CPP PORTAL/IICB’s WEBSITE**

To

Reputed manufacturers or authorized Indian dealers/distributors of foreign manufacturers.

**Sub.:- Rate Contract for Chemicals, Rare Chemicals, Reagents, Solvents, Bio-Chemicals, Glassware, Plasticware including Pipettes & micropipettes, Filter Papers & Filtration kits, HPLC/TLC Columns, Oligos, Antibodies, Other R&D Consumables as per price list for the year 20-21 up to June, 2021.**

Dear Sir/Madam,

With reference to the above subject, offers are invited on behalf of Director, CSIR – IICB, Kolkata from reputed Manufactures having all India sales networks or authorized Indian dealers/distributors for supply of the following categories of items on Annual Rate Contract (ARC) basis –

SL. No.	Categories
1.	Chemicals, Rare Chemicals, Reagents & Solvents
2.	Bio-chemicals
3.	Glassware
4.	Plastic ware including Pipettes & micropipettes
5.	Filter Papers & Filtration kits
6.	HPLC/TLC Columns
7.	Oligo
8.	Antibodies
9.	Other R&D Consumables as per price list.
<p><b>The Bids must be submitted in “Single-Bid Format” only in the Central Public Procurement Portal (URL: <a href="http://etenders.gov.in/eprocure/app">http://etenders.gov.in/eprocure/app</a>). Manual/Offline bids shall not be accepted under any circumstances.</b></p>	
<p><b>In case of discrepancy between “Important Dates &amp; Time” mentioned in this tender document and the “Critical Dates” mentioned in NIC’s CPP Portal then the dates and time displayed as “Critical Dates” at NIC’s CPP Portal will be final and binding upon the vendors.</b></p>	

**Price List:- Price List in INR only will be accepted for RC**

**Important Note:**

- This Institute is interested to enter into **Rate Contract (RC)** with only **reputed manufacturers or authorized Indian dealers/distributors of foreign manufacturers**. Hence, the tenderers are advised to attach the relevant **latest authorization letter along with their offer** (as per **Annexure-A**) to prove their credentials or bona-fides with regard to their as well established manufacturer or authorized dealer in terms of quality/reputation of their products in scientific community.
  - In case of goods of low value where the expected annual drawl is less than Rs 100000.00 and which are required by the users in very small quantities, rate contracts may not be concluded.
  - The procuring entity may ask the bidders to offer a separate discount for bulk purchases and also define the quantity to be treated as “bulk” for a single supply order.
- In case the **Manufacturers / authorized Indian dealers/distributors** have custom bonded ware house in India, the offer for **Rate contract** should not include Customs Duty and other levies. Supply must be made from goods with the incidence of concessional Customs Duty as, the Institute can issue concessional Customs Duty Exemption Certificate along with DSIR Certificate of Registration in order to avail concessional customs duty as per the extant rules applicable under **DSIR notification 51/96** as amended from time to time.  
**Custom Duty exemption certificate will be applicable for custom ware house item**

3. **GST :-** (CSIR-IICB is also entitled for concession in GST as per GST Notification No. 45/2017-Central Tax(Rate) and IGST Notification No. 47/2017 – Integrated Tax (Rate) dated 14.11.2017 issued by Ministry of Finance, (Department of Revenue) Government of India. Vide these notifications, tax on R&D consumables/spares will be applicable @5% only.
4. TDS will be applicable as per GST Rules.
5. **Last date:**  
i) **For tender submission :- 11.07.2020**  
ii) **Tender opening :- 13.07.2020 (3.00 PM onwards)**
6. Tender **document** are not being sold separately and the same can be **downloaded free of cost** from IICB website [www.iicb.res.in](http://www.iicb.res.in).
7. **Tender submitted through E-Mail or Fax will not be considered. The Bids must be submitted in “Single-Bid Format” only in the Central Public Procurement Portal (URL : <http://etenders.gov.in/eprocure/app>). Manual/Offline bids shall not be accepted under any circumstances.**
8. Please furnish your offer with current details in the enclosed FORMAT as per enclosed Terms & Conditions through E-tendering within the stipulated time. **All enclosed Annexure Forms should be filled up correctly. Please upload price list in excel format in Price list Cover against the tender in NIC CPP Portal.** You are requested to submit the current/proposed Price List through mail to [purchase@iicb.res.in](mailto:purchase@iicb.res.in) OR one copy of printed Pricelist & one number of Pricelist in CD through speed post/courier/by hand on or before bid submission end time.
- **Please send your quotation ONLINE (URL : <http://etenders.gov.in/eprocure/app>) as per time schedule given in online NIT. Manual/Offline bids shall not be accepted under any circumstances.**



(A. K. Pandey)  
Stores & Purchase Officer  
For and On behalf of CSIR

**Encl.:-**

1. **Eligibility criteria and Terms & conditions**
2. **Annexure-A (manufacture's Authorization Form)**
3. **Annexure-B (Bid Form)**
4. **Annexure-C (Check List)**
5. **Annexure-D (Qualification to be submitted on Manufacturer/Distributor/Dealer in Letter Head) in the format.**
6. **Annexure-E (Price Certificate)**
7. **Annexure-F ( Code of Integrity )**

**Enquiry No. IICB/PUR/RC/03/2020-2021 Dated: 19.06.2020**

**Eligibility Criteria**

The following vendors are eligible to quote-

- 1) **Indian Manufacturers (Must self-certify)**
- 2) **Authorized Indian distributors / stockiest of Foreign Principals** (Must attach **specific authorization letter as per Annexure A** from Foreign Principal to quote for Rate contract to CSIR-IICB.
- 3) **Authorization letter should be provided in case a product is quoted by any Indian distributor other than its original manufacturer. The authorization from the concerned manufacturer to sell the items with validity covering the rate contract period upto 30.06.2021 is to be submitted. If authorization is for shorter period than RC period, Rate Contract may be entered for that period only for the particular brand. It may be extended further for the period 30.06.2021 on the same price list, terms and conditions etc subject to submission of manufacture's authorization covering the period at least up to 30.06.2021**

**Terms & Conditions**

1. The Tenderers are requested to submit their offer in their own **Letter Head** neatly typewritten without any cutting or over writing.
2. The Tenderers shall have to indicate clearly the Category of items (mentioned below) and Brand / Make of the product (s) for which they will submit the Rate Contract (RC) offer.

<b>SL. No.</b>	<b>Categories</b>
<b>1.</b>	<b>Chemicals, Rare Chemicals, Reagents &amp; Solvents</b>
<b>2.</b>	<b>Bio-chemicals</b>
<b>3.</b>	<b>Glassware</b>
<b>4.</b>	<b>Plastic ware including Pipettes &amp; micropipettes</b>
<b>5.</b>	<b>Filter Papers &amp; Filtration kits</b>
<b>6.</b>	<b>HPLC/TLC Columns</b>
<b>7.</b>	<b>Oligos</b>
<b>8.</b>	<b>Antibodies</b>
<b>9.</b>	<b>Other R&amp;D Consumables as per price list.</b>

4. This Institute is interested to enter into **Rate Contract (RC)** with only **reputed manufacturers or authorized Indian dealers/distributors of foreign manufacturers**. Hence, the tenderers are advised to attach the relevant **latest authorization letter along with their offer** (as per **Annexure-A**) to prove their credentials or bona-fides with regard to their as well established manufacturer or authorized dealer in terms of quality/reputation of their products in scientific community.
  - In case of goods of low value where the expected annual drawl is less than Rs 100000.00 and which are required by the users in very small quantities, rate contracts may not be concluded.
  - The procuring entity may ask the bidders to offer a separate discount for bulk purchases and also define the quantity to be treated as “bulk” for a single supply order.
5. **Rates:-** Rates as given in your price list in INR only shall be valid for the period of RC. Prices must be GST compliant. No old Price List will be applicable. No upward revision in price will be acceptable during currency of the rate contract under any circumstances.
6. **Discount:-** RC discount as offered by you shall be deducted from Catalogue Price. Please see clause No. 19

7. **The Rate Contract will be valid up 30<sup>th</sup> June, 2021. Issuance of new Rate Contract offer letter for the year 2020-21 will automatically supersede existing RC Contract or as mentioned in RC letter issued by CSIR IICB.**
8. Supply directly from the Manufacturer will be preferred. In case any Manufacturer desires that supply under proposed Rate Contract shall be effected through **local authorized dealer/dealers** at Kolkata, they must attach **specific authorization letter** in their favour. However, manufacturer shall be liable for genuineness, quality, specifications and price of products supplied through such authorized dealer/ dealers at Kolkata under RC.
9. The Tenderers should submit **valid documentary proof of GST** registration number and the details of **Income Tax registration (PAN)**.
10. Tender for Rate Contract (RC) for the procurement of R&D Consumables for supply against Annual Rate Contract” should be addressed to The Director, CSIR –IICB.
- 11.

**The Bids must be submitted in “Single-Bid Format” only in the Central Public Procurement Portal (URL : <http://etenders.gov.in/eprocure/app>). Manual/Offline bids shall not be accepted under any circumstances.**

**In case of discrepancy between “Important Dates & Time” mentioned in this tender document and the “Critical Dates” mentioned in NIC’s CPP Portal then the dates and time displayed as “Critical Dates” at NIC’s CPP Portal will be final and binding upon the vendors.**

12. **Last date:**

- i) **For tender submission :- 11.07.2020**
- ii) **Tender opening :- 13.07.2020 (3.00 PM onwards)**

13. Bidders shall submit **the List of their existing customers (Government/Private research laboratories/Institutes of repute including CSIR laboratories/Institutes)** where Rate Contract (RC) for these categories have been finalized with the firm in support of their **credentials**. In the customer list the name of contact person, designation, telephone, fax, and e-mail numbers must be given. Rate Contract offers of reputed Manufacturers having proven credentials only will be considered.

14. **Evaluation of the bids.**

14.1 The evaluation of the bids shall be done by a Committee who shall scrutinize all the bids received with reference to requirement of **CSIR-IICB**.

14.2 All bids that are **incomplete**, not in conformity with the terms & conditions of the bid, **conditional bids** and **unsigned bids** shall be treated as **non responsive**.

14.3 Bids not supported by the prescribed eligibility criteria shall be rejected.

14.4 **Bidders may be asked for a discussion for further discount before the RC is finalized.**

14.5 Bids of firms who did not have any RC with other Govt. organizations / CSIR Institutes in the past but have submitted their bids against this tender shall be evaluated

by the Committee about suitability of their products for IICB's R&D requirement, before a final decision can be taken on their bid.

15. Manufacturers/ firms blacklisted /debarred by any Government / CSIR organizations on permanent basis or in last five years shall not be eligible to participate.

16. Please do submit the photocopies of **Rate Contract (RC)** for the categories of items (listed in **Point No. 2) above that you had during the last 02 years** with your customers for reference and arriving at a proper decision of the Decision Making Committee of CSIR-IICB.

17. IICB will prefer to enter into Rate Contract (RC) with the manufacturer who can supply the material directly to us from their depot or warehouse. Else manufacturer can supply the material through their authorized dealer based at Kolkata or any other Indian city to ensure delivery within prescribed schedule as per CSIR-IICB requirement.

18. Vendors will submit the current price list through mail to [purchase@iicb.res.in](mailto:purchase@iicb.res.in) , one copy of printed pricelist and one no. of pricelist in CD through speed post/courier/by hand on or before bid submission end time.

19. (i) Please quote the **maximum discount on your list price in INR Only** as applicable to Government/Public Funded Research Institutes. **Discount** must be indicated in **words as well as in figures. Proposed/Current price list offered by the vendor is to be valid from the date of RC-order till 30.06.2021.**

**(ii) Please provide as separate discount for bulk purchases and also define the quantity to be treated as "bulk" for a single supply order.**

20. Your offer price should be based on **free delivery** at **CSIR-IICB Stores** otherwise your offer may not be considered.

21. The Tenderer must agree for immediate **free replacement in case any discrepancy/ defect** is found with regard to quality/quantity of the material to be supplied by them under this Rate contract.

22. Taxes:

(i) It is stated that CSIR-IICB, Kolkata being R&D Institute is registered with Department of Scientific & Industrial Research (DSIR) for availing custom exemption (Concessional custom duty). It will be applicable for custom ware House items only.

(ii) CSIR-IICB is also entitled for concession in GST as per GST Notification No. 45/2017-Central Tax(Rate) and IGST Notification No. 47/2017 – Integrated Tax (Rate) dated 14.11.2017 issued by Ministry of Finance, (Department of Revenue) Government of India. Vide these notifications, tax on R&D consumables/spares will be applicable **@5% only.**

(iii) CSIR-IICB will issue the required certificate alongwith Purchase Order of mentioned above at Sl. No. ii for availing exemption on GST at reduced rates against purchase order case-to-case basis.

(iv) CSIR-IICB is not entitled for issuing 'Form C' or 'Form D'. Thus, we don't issue any 'Form C' or 'Form D'.

(v) TDS will be applicable as per GST Rules.

23. Payment will be made only after the receipt of material at IICB Stores in good conditions. No other payment term will be acceptable to CSIR-IICB. Payment will be made directly to the suppliers by e-payment mode (RTGS/NEFT).

All the bidders are requested to furnish the following details for making payment by e-mode

- i) 11 digit core banking Account Number
- ii) Type of Account (Saving / Current)
- iii) Name of Account Holder
- iv) Name of Bank & Branch
- v) IFSC Code Number
- vi) MICR Number

Kindly provide the details in your letter head with signature along with cancelled cheque for authenticity.

24. The manufacturer must indicate the names and addresses of their local authorized dealers at Kolkata, if any, in case they wish to supply the material through their local authorized dealer. If you have no dealer at Kolkata then the name and address of your dealer at alternative Indian city can be given. However, local authorized dealers at Kolkata will be preferred for better and timely services.

25. There will be **no separate Packing & Forwarding charges** payable for supply against this Rate contract.

26. **Fall Clause:** The **price** to be quoted (Price as indicated in the **price list less discount plus taxes and duty**, if applicable) by the Tenderer under the Rate Contract (RC) should in **no event exceed the lowest price** to which the Tenderer sells the stores of identical description to any other organization during the currency of Rate Contract. If RC holder reduces its price or sells or even offers to sell the same item/s during the currency of the rate contract, **price will be automatically reduced** with effect from that date for all the subsequent supplies under the RC.

**An undertaking is required to be given by all the manufacturers that the rates offered by them are not more than the rate offered to any other Government agencies/ Institution and the discount offered is not less than the discount offered to any other Government agencies/ Institutions. In case any such discrepancy is noticed, they shall refund the amount to CSIR- IICB and also Rate Contract is liable to be cancelled.**

27. During the rate contract period, any time bonded **special offer** introduced by manufacturer/supplier must be offered to CSIR-IICB also and same should be intimated in advance. However, CSIR-IICB will have the Right to avail the offer or not.

28. Tenderers will have to supply the ordered material under this rate contract within **30 days (or as per terms of the concluded RC)** of placement of Purchase Order in full quantity, part supplies will not be accepted otherwise order can be cancelled and further action as deemed proper can also be taken. If part supply is essential due to unavoidable circumstances then prior approval must be obtained from the concerned authority of CSIR-IICB.

29. Loss, damage & shortage:- The firm shall be responsible for any loss, damage & shortage during transit. Payment shall be made for materials received in good conditions only. Any damage or shortage noticed on delivery, the same must be replaced with 4-5 weeks after intimation.

30. The rate and term of Rate Contract would also be applicable for the purchase made by the Scientists/Students of CSIR-IICB on **cash/credit basis** and hence, the firms or their Agents are not allowed to charge higher prices than those approved under RC.

31. Compliance with National/International standards if any should be specified.

32. The Director, CSIR-IICB reserves the right to enter into RC with more than one rate contract with different suppliers for the same item on different rates.

33. **Parallel Rate contract** for similar items can be placed at any time during the period of rate contract with one or more parties on different rates.

34. **Empanelment** of successful bidder under **proposed Rate Contract** is merely for the purpose of **approval of rate/ price quoted by the firm** for their products with applicable discount and it **does not assure any guarantee by this office/laboratory/Institute for any assured quantity of business / Purchase Order to successful bidders**. The Institute shall be free to buy any item offered by any firm under Rate Contract under any other Parallel Rate Contract or from any other source, as per its requirement.

35. The Rate contract can be **terminated** without any notice with immediate effect in case the performance of the Tenderer is found consistently unsatisfactory or due to the serious lapse on the part of the Tenderer. Decision of Director, CSIR-IICB on such matter will be final.

36. The Director CSIR-IICB reserves the Right to accept or reject any offer in part or in full without assigning any reasons thereof.

37. **Jurisdiction** : All disputes arising out during proposed Rate Contract with any Tenderer shall be subject to Indian law and jurisdiction of courts at Kolkata (West Bengal) only.

38. **Settlement of Disputes**

(i) The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

(ii) If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

(iii) The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996 and Arbitration & Conciliation (Amendment) Act 2015, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.

(b) in the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration In accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

(iv) The venue of the arbitration shall be the place from where the purchase order or contract is issued.

(v) Notwithstanding any reference to arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) the Purchaser shall pay the Supplier any monies due the Supplier.

39. All prices under Rate Contract shall be in **Indian Rupees** only. Rate contract prices in foreign currency will not be considered.

40. **No EMD** is payable.

41. The Tenderers will have to confirm in writing in their offer that all the terms and conditions mentioned above are acceptable to them.

42. **Force Majeure Clause:**

1) A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.

2) Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

43. CSIR-IICB reserves the right to ask the vendors/prospective bidders to submit the shortfall documents pertaining to their eligibility criteria etc. mentioned in the tender document after opening



of the bids within the stipulated time failing which their technical offer may be considered as non-responsive.

44. The Director, CSIR-IICB reserves the right to accept or not to accept the proposals for RC submitted by the vendors.

45. The Director, CSIR-IICB reserves the right to place orders for RC with manufactures/ authorized distributor/dealers /stockists or cancel the RC without assigning any reason thereof.

**46. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be resolved as per clause no. 38.



**Stores and Purchase Officer  
For and On behalf of CSIR**

**Annexure A**

**MANUFACTURER' AUTHORIZATION FORM**  
**(to be enclosed by Authorised Indian Dealer/ Distributor of Foreign Manufacturer .**  
**Indian Manufacturer to self-certify)**

(The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.  
This letter of authorization should be on the letterhead of the documents that are  
binding on the Manufacturer.

Date: ( insert date (as day, month and year ) of Bid Submission)

Tender No: (insert number from Invitation For Bids)

To: (insert complete name and address of Purchaser)

**WHEREAS**

We (insert complete name of Manufacturer), who are official manufacturer of (insert type of goods manufactured). Having factories at (insert full address of Manufacturer's factories), do hereby authorize (insert complete name of Bidder) to submit a bid the purpose of which is to provide the following Goods, manufacturer by us(insert name and or brief description of the Goods), and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and Warranty with respect to the Goods offered by the above firm.

Signed: (insert signature(s) of authorized representative (s) of the Manufacturer)

Name: (insert complete name(s) of authorized representative (s) of the Manufacturer)

Title: (Insert title)

Duly authorized to sign this Authorization on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(insert date of signing)

**Annexure 'B'**  
**Bid Form**

(On the **Letter Head** of the firm submitting the bid document)

To

The Director,  
CSIR - Indian Institute of Chemical Biology,  
4, Raja S. C. Mullick Road,  
Jadavpur, Kolkata 700032 (W.B.)

**Ref: Tender No. IICB/PUR/RC/03/2020-2021 Dated: 19.06.2020**

Sir,

Having examined the bidding documents we, the undersigned, hereby submit the priced bid for supply the goods and services in conformity with the said bidding our Price list/CD/DVD.

<b>SL. No.</b>	<b>Categories</b>
<b>1.</b>	<b>Chemicals, Rare Chemicals, Reagents &amp; Solvents</b>
<b>2.</b>	<b>Bio-chemicals</b>
<b>3.</b>	<b>Glassware</b>
<b>4.</b>	<b>Plasticware including Pipettes &amp; micropipettes</b>
<b>5.</b>	<b>Filter Papers &amp; Filtration kits</b>
<b>6.</b>	<b>HPLC/TLC Columns</b>
<b>7.</b>	<b>Oligos</b>
<b>8.</b>	<b>Antibodies</b>
<b>9.</b>	<b>Other R&amp;D Consumables as per price list.</b>

- **Pl. tick the category.**

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in our price list and we shall perform all the incidental services.

The **prices** quoted are **inclusive of all charges except taxes** net **Free Delivery** at **CSIR-IICB**.

We enclose herewith the complete Financial Bid as required by you. This includes:

**Sign & Seal of Authorised Signatory of the  
Manufacturing firm**

## ANNEXURE 'C'

**Check list** of Manufacturer/ Authorization Indian Dealer or Distributor to be submitted along with Bid

Quotation \_\_\_\_\_ for \_\_\_\_\_

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1. Price list (including CD, if any) : Yes/No
2. Indian manufacturer to **self- certify**.
3. **Authorized Dealer Certificate** from manufacturer:  
If supply is to be made through authorized dealer  
(For foreign dealers/Indian agent)
4. Price certificate (**Fall Clause**) furnished : Yes/No
5. Agreeing for liquidated damages/Penalty clause: Yes/No
6. Delivery period:
7. Validity Period:
8. Agreeing for Payment terms: **100%** on Bill basis within **30 days** credit after satisfactory receipt of material in good condition
9. Furnished Clients list :
10. Manufacturer/Authorized Distributor or Dealer of Foreign Manufacturer should enclose: Please see clause No. 23 of terms and conditions:
  - 1) GST No
  - 2) PAN No
  - 3) Copies of Authorized Distributor/Dealership Certificate from all Manufacturer
  - 4) Profile of the firm & /Client list
  - 5) Details of authorized local Dealer shall also be enclosed, if Manufacturer wants supply to be effected through them)
11. All correction/alteration in quotation initiated by : **Authorized signatory**
12. Manufacturer and or Authorized Indian Distributor/Dealer agreeing to all the terms and conditions of Tender document
13. **Price list is inclusive of all charges except taxes** i.e. freight, Insurance, etc. upto IICB Stores:
  - a) Price Schedule
  - b) CD/DVD for price list
  - c) Statement of deviations from financial terms and conditions (if any)

We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

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.

Certified that the bidder is:

A Sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

(OR)

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

(OR)

A company and the person signing the bid document is the constituted attorney.

**(Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document.)**

14. Compliance with National/International Standards :

15. Rate Contract copies with other Research Institutions.  
(including CSIR Institutes)

16. Bank Details for e-payment.

- a) Name of the Vendor/Account holder :
- b) Name of the Bank and Branch :
- c) Bank Account No :
- d) Type of Account :
- e) Address of the Branch :
- f) RTGS/NEFT code of the Branch :

**We do hereby undertake that, until a format notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.**

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2020**

**Signature of Bidder**

Details of enclosures

Full address :  
Telephone No :  
Fax No, :  
E-mail :  
Company Seal :

**ANNEXURE 'D'**

**QUALIFACATION TO BE SUBMITTED ON MANUFACTURER/ AUTHORISED  
INDIANDEALER/DISTRIBUTOR IN LETTER HEAD IN FOLLOWING FORMAT**

1. Name of the Manufacturer (s) :
  2. Make /Brand(s) :
  3. Whether price list applicable is  
Inclusive of Taxes or not :
  4. (i) **Maximum discount** allowed by price  
List applicable in **figure** and **words**. :
  - (ii) Discount for bulk purchase in Single order  
(Pl. see the clause No. 19(ii)) :
  5. **Additional discount of dealer** over and  
Above No. 4 in figure and words  
(in case of supply through local Dealer) :
  6. Effective **date** of Price List (If there is existing RC with the vendor then new RC, if concluded by CSIR-  
IICB, will be effective from the date of expiry of existing RC):- :
- Price list duly signed with Tenderer's  
Rubber stamp and C.D to be submitted  
With the offer.  
The Price List will be valid upto \_\_\_\_\_  
Year of the Price List: --  
(It may be clearly Mentioned)
7. Free delivery at IICB Stores-
  8. All the terms & conditions mentioned in attached letter acceptable to us.

**Signature with Rubber Stamp**

Place:

Date:

**ANNEXURE 'E'**

**PRICE CERTIFICATE**

**(Should be printed in Company Letter head and signed by the authorized signatory with seal.)**

We certify that

- 1.1 The Prices quoted by us is **not higher than the Net Dealer Price (NDP)** for the stores and the same is not higher than the price usually charged by us for stores of the same nature, class or description to any other purchaser.
- 1.2 The **price charged** for the stores supplied under the contract by us shall in no event exceed the lowest price at which we sell the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period we reduce the sale price of such stores or sell such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the purchaser and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
- 1.3 The discount offered is not less than the discount offered to any other Government Institutions/agencies/Private Parties/Customers etc.
- 1.3 If it is discovered that we have contravened the above conditions, than without prejudice to any other action which might be taken against us, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity or (b) to terminate the contract and purchase the items of stores at the risk and cost to us and loss recovered from the vendor.
- 1.4 During the tenure of the Rate Contract, the benefits of any **promotional offers** by the manufacturers will also be passed on to IICB Kolkata.

**AUTHORISED  
SIGNATORY  
(sign & seal)**

## **Annexure- F**

### **Format for declaration by the Bidder for Code of Integrity & conflict of interest**

*(Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual)*

**(On the Letter Head of the Bidder)**

Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned in ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature



(Name of the Authorized Signatory)

Company Seal