

TENDER DOCUMENT FOR



RATE CONTRACT FOR CHEMICALS, GLASSWARES & LABWARES

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH

**Earth System Science Organization
(Ministry of Earth Sciences, Govt. Of India)**

Headland Sada, Vasco-da-Gama

GOA -403 804, INDIA.

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HEADLAND SADA, VASCO-DA-GAMA, GOA - 403 804

TENDER NO. NCAOR/RC/2015-16/PT-54**TENDER FOR RATE CONTRACT FOR CHEMICALS, GLASSWARES & LABWARES**

1.	CHEMICALS, GLASSWARES AND LABWARES FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.04.2015 TO 31.03.2016 UNDER RATE CONTRACT	
2.	General Terms and Conditions	As per Annexure I
3.	Cost of Tender Documents	` 500.00
4.	Cost of Tender Documents (By Post)	` 550.00 Tender documents can be downloaded by tenderer from NCAOR website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of crossed Demand Draft payable at Vasco-da-gama drawn in favor of NCAOR, in a separate envelope along with the tender. Submit tender fee against each brand of Chemicals, Glasswares and Labwares.
5.	Last Date and time for issue of tender documents	16.03.2015 MONDAY 1600 Hrs (IST)
6.	Last Date and time for submission of sealed quotations	17.03.2015 TUESDAY 17:00Hrs (IST)
7.	Date and time of tender opening	18.03.2015 WEDNESDAY 10:00Hrs (IST)

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION**(To be returned by Tenderer along with the Tender duly signed)**

- 1) The National Centre for Antarctic and Ocean Research (NCAOR) **invites sealed quotations** from the reputed firms for supply of following **CHEMICALS, GLASSWARES AND LABWARES FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.04.2015 TO 31.03.2016 UNDER RATE CONTRACT.**

CHEMICALS (Including High purity Standards, Molecular Biology And Microbiological Media, Laboratory essentials & Related Products) Axygen, HiMedia, Sigma-Aldrich, Merck, I.V, SD Fine, Promega, Spectrochem, Chromous Biotech, MoBio, Invitrogen, Fermentas Life Sciences, Imperial Life Sciences, Fischer Scientific, Agilent technologies, Sigma-Fluka, Reagecon Standards and Buffers.
GLASSWARES (Including Silicawares) Vensil, Borosil, Schott Duran/Riviera, Merck, Fischer Scientific.
LABWARES (Including Filters, Filtration units/holders, liquid handling products & laboratory essentials) Eppendorf, Tarsons, Merck, Nalgene/Nunc, Axygen, Hi-Media, Cole-Parmer, Brand, Millipore, Whatman, Pall, Agilent, Sigma-Aldrich, Fischer Scientific, Corning, Macharey-Nagel

- 2) Quotations will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive agent, who may quote along with authorization. Authorized Agent quoting for the supply should attach authorization from the manufacturers to ensure prompt supply, **failing which the quotation will be summarily rejected.**
- 3) The Quotations should be submitted in sealed covers, super scribing supply of **CHEMICALS, GLASSWARES AND LABWARES UNDER RATE CONTRACT**, Tender No., due date and sealed and addressed to the Director, National Centre for Antarctic & Ocean Research, Headland-Sada, Vasco-da-Gama, Goa - 403 804. **Separate offers** should be made for each **Brand of Product i.e. Chemicals, Glasswares and Labwares alongwith tender fee against each brand. Offer sent through fax will not be accepted.**
- 4) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. **Incomplete and unsigned bids will not be considered at all.**
- 5) **List of other organizations** where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 6) **The rate contract** can be terminated at any time by giving one month's notice from either side.
- 7) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.
- 8) **Price offered** shall be valid for a period up to 31.03.2016 and for **free delivery at NCAOR, Headland Sada, Vasco-da-Gama, Goa.** The manufacturer shall ensure that the products will not be sold cheaper than the price offered to NCAOR, to any other clients.

- 9) If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries, NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part thereof up to maximum of 5%.
- 10) Discounts** offered shall be indicated clearly in terms of percentage on the manufacturer's price lists.
- 11) **Special discount/prices**, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately.
- 12) **Statutory increases** like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
- 13) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. and Area Code.
- 14) In case of Import, the Insurance & Freight Charges should not exceed 6% of FOB Value. You are requested to quote FOB price as well as CIF, GOA mentioning Freight & Insurance charges separately. **No Ex-Works pricing is considered.**
- 15) TRANSIT INSURANCE:** The purchaser **will not pay separately** for transit insurance
- 16) Delivery Period for Import & Indigenous Items:**
- a. For Indigenous Items:**
Items should be delivered within a week's time. No further extension of time will be allowed.
- b. For Import Items:**
The order acknowledgement should be issued by Fax within 3 days and the item should be airlifted within 15 days from the date of receipt of the Letter of Credit copy.
- 17) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from Rate Contract.
- 18) Replacement:** Damages / Broken / Inferior quality articles should be replaced by proper ones.
- 19) No Advance Payment will be made for Indigenous purchase. No part payment** will be made. Payment will be made on completion of the full supply.
- 20) Our payment terms** are normally within 30 days. However, all efforts will be made to effect the payment within 15 days after the supply is completed and accepted by NCAOR. For Imports, payment will be made by FDD / Wire Transfer after receipt of materials. 90% payment against documents can be agreed only in the case of necessity. The balance 10% will be paid after satisfactory supply.
- 21) NCAOR is not entitled to issue form "C/D".** No Sales Tax or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.
- 22) NCAOR is exempted from the payment of Excise Duty / Custom Duty** as per Govt. notification. Hence, the rate should be split into basic cost and Excise Duty if any.
- 23) DISTRIBUTORSHIP CERTIFICATE:** Sole selling Agents/Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the Manufacturers and that they are authorized to import and supply to NCAOR.
- 24) CD of your catalogue/Price List** in the prescribed format given below should be submitted along with 2 copies of price lists to NCAOR without which quotations will not be considered.

**The format details are as follows and it should be sent to us only in the Excel format:
CD enclosed in Excel Format.**

Category	Cat No.	Description	Unit	Rate
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- 25) Acceptance of this tender** form and submission of the quote within the stipulated time would be treated as:
- a) The tenderer has understood all requirements as described in our Tender document.
 - b) Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.
- 26)** NCAOR will not be liable for any obligation until such time NCAOR has communicated to the successful bidder of its decision to release the Purchase Order.
- 27) NCAOR will not be responsible for any postal delays.**
- 28)** Bidders shall note that NCAOR will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.
- 29)** Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.
- 30)** All disputes arising in connection with the executing the orders will be subject to the jurisdiction of the courts in GOA only.
- 31)** The Director, NCAOR does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

(To be returned by Tenderer along with the Tender duly signed)

TENDER ACCEPTANCE UNDERTAKING

To
The Director,
NCAOR, Headland Sada,
Vasco – Goa.

Having examined the tender document for supply of **CHEMICALS, GLASSWARES AND LABWARES UNDER RATE CONTRACT**, we the undersigned hereby offer to supply the CHEMICALS, GLASSWARES AND LABWARES as per terms and conditions set out in the tender document. **In case of downward price movements during the period, we promise to pass on the advantage to NCAOR.**

Certified that the Price List/Price Catalogue of _____ for _____, submitted with rate contract tender for the year 2015-2016 is uniform price list throughout the territory of India.

We enclosed all the relevant documents as per the tender.

Date :

(Signature of Bidder)

Name :

Designation :

Seal

(To be returned by Tenderer along with the Tender duly signed)

CATEGORY OF STORES:	
NAME & ADDRESS OF THE TENDERER	
TELEPHONE NO	
FAX NO	
MOBILE NO	
E-MAIL	
FIRM STATUS	MANUFACTURER/ AUTHORISED DISTRIBUTOR: (TICK Which ever is applicable)
BRAND OFFERED	
DISCOUNT OFFERED	
SPECIAL DISCOUNT IF ANY?	
WHETHER AUTHORISATION FROM MANUFACTURER IS ATTACHED?	
DELIVERY BY	MANUFACTURER/AUTHORISED AGENT (Tick which ever is applicable)

Date :

(Signature of Bidder)

Name :

Designation :

Seal

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TENDER FOR CHEMICALS, GLASSWARES & LABWARES
NCAOR/RC/2015-16/PT-54

Director, National Centre for Antarctic & Ocean Research invites sealed tenders for entering into **Rate Contract** for a period of one year from 01.04.2015 to 31.03.2016 from the Manufacturers and Authorised suppliers for supply of the following **LABORATORY CHEMICALS, GLASSWARES & LABWARES**:

CHEMICALS (Including High purity Standards, Molecular Biology And Microbiological Media, Laboratory essentials And Related Products)
Axygen, HiMedia, Sigma-Aldrich, Merck, IV, SD Fine, Promega, Spectrochem, Chromous Biotech, MoBio, Invitrogen, Fermentas Life Sciences, Imperial Life Sciences, Fischer Scientific, Agilent technologies, Sigma – Fluka, Reagecon Standards and Buffers.
GLASSWARES (Including Silicawares)
Vensil, Borosil, Schott Duran/Riviera, Merck, Fischer Scientific.
LABWARES (Including Filters, Filtration units/holders, liquid handling products & laboratory essentials)
Eppendorf, Tarsons, Merck, Nalgene/Nunc, Axygen, Hi-Media, Cole-Parmer, Brand, Millipore, Whatman, Pall, Agilent, Sigma-Aldrich, Fischer Scientific, Corning, Macharey-Nagel.

Last date for issue of tender documents : **16.03.2015**

Last date for submission of quotation : **17.03.2015**

The details of tender documents are also available in our website <http://www.ncaor.gov.in> Interested suppliers may download the details and submit the quotation on or before the due date along with tender fee.

The quotation without tender fee will not be considered.

Tender forms can be obtained from the Procurement section of NCAOR on all working days either by post or in person between 1000 – 1600 hours on payment of tender fee of ` 500/- in the form of crossed Demand Draft payable at Vasco-da-gama from a Nationalized bank drawn in favor of NCAOR along with separate requisition indicating tender number and item. Tender forms can be obtained by speed post by remitting ` 50/- by bidders in addition to the cost of tender documents.

The Director, NCAOR is not responsible for any transitional/postal delays.

The quotations will be **opened on 18.03.2015** in the presence of tenderer or their authorized representatives.

The Director, NCAOR reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

Sd/-
For & on behalf of NCAOR