

# TENDER DOCUMENT FOR



## RATE CONTRACT FOR CHEMICALS, GLASSWARES & LABWARES 2021-22

*NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH  
Earth System Science Organization  
(Ministry of Earth Sciences, Govt. Of India)  
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## **TABLE OF CONTENTS**

**SECTION 1 – BID SCHEDULE**

**SECTION 2 – LIST OF BRANDS**

**SECTION 3 – ELIGIBILITY CRITERIA**

**SECTION 4 – TERMS AND CONDITIONS**

**SECTION 5 – TENDER ACCEPTANCE UNDERTAKING**

**SECTION 6 – BIDDER'S INFORMATION AND OFFER**

**SECTION 7 – FALL CLAUSE NOTICE CERTIFICATE**

**SECTION 8 – UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**SECTION 1 – BID SCHEDULE****TENDER FOR RATE CONTRACT FOR CHEMICALS, GLASSWARES & LABWARES**

<b>CHEMICALS, GLASSWARES AND LABWARES FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.04.2021 TO 31.03.2022 UNDER RATE CONTRACT</b>		
<b>1</b>	Last Date and time for submission of sealed quotations	<b>25.02.2021</b> <b>THURSDAY</b> 17:00Hrs (IST)
<b>2</b>	Date and time of tender opening	<b>26.02.2021</b> <b>FRIDAY</b> 10:00Hrs (IST)
<b>3</b>	Any Clarification	<b>Email:</b> warlu62@ncpor.res.in

## SECTION 2 – LIST OF BRANDS.

The National Centre for Polar and Ocean Research (NCPOR) **invites sealed quotations** from the reputed firms for supply of following **CHEMICALS, GLASSWARES AND LABWARES FOR A PERIOD OF ONE YEAR WITH EFFECT FROM 01.04.2021 TO 31.03.2022 UNDER RATE CONTRACT.**

<b>CHEMICALS</b>
Hi-Media, Merck chemicals (Reagents and chemicals, Laboratory reagents and chemicals, Analytical Chromatography, GC Reference Substance, Derivatization Reagents, Sorbents), Sigma-Aldrich (Full Range), Thermo Fischer (Full Range), Inorganic Ventures (Full Range), Biorad chemicals and resins, Honeywell (Fluka, Riedel-de-HaenTM, Burdick & Jackson), MP Bio, J.T. Baker, Roche, Lucigen, PureSynth, Invitrogen, Qualigens, Qarta, Gentrox, Serva, Takara, Spectrochem, Promega, Microxpress, Loba Chemie, Qiagen, VWR, Thermo-Ion torrent sequencing kits, Favorgen.
<b>GLASSWARES</b> <b>(Volumetric Instrument including silica wares)</b>
BRAND, Borosil (All Range), Thermo Fisher, Schott Duran/Reviera, Glasco, VWR/Wheaton
<b>LABWARES</b> <b>(Including Filters, Filtration units/holders, liquid handling products, Life Science, Clinical &amp; general laboratory essentials)</b>
Eppendorf, Tarson, Nalgene/Nunc, Hi-Media, Cole-Parmer (All Lab essentials, Fluid handling and Lab Products excepts equipment and metallic items), Whatman (Filter papers and membranes, syringe filters, Speciality Products), Genaxy/Axygen (Plastic wares, Genaxy Brand, Biolab accessories), Thermo Fischer (General Labware), Pall Life Sciences (All essential lab wares and filter papers), Corning, Lab Serve International, BRAND, Merck-Millipore Bioscience Products, Oxford nanopore technologies , Lucigen, Nichiryo.

### SECTION 3 – ELIGIBILITY CRITERIA

- 1) The firm should submit the attested copies of GST Registration/PAN/TAN No.
- 2) The Agency/ Distributors should not have been blacklisted by any Govt., Semi -Govt. Dept., or any other organization, an undertaking to this effect to be provided with the tender document.
- 3) Only manufactures for branded items can submit offers, if they are not in a position to quote, they may authorize only one exclusive agent of a particular brand. The agent should submit a valid Certificate from their Principals to that effect that they are the authorized Agents of the Manufacturers and that they are authorized to supply the branded items.

**SECTION 4 – TERMS AND CONDITIONS.**

- 1) 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 valid authorization from the manufacturers to ensure prompt supply, **failing which the quotation will be summarily rejected.**
- 2) The Quotations should be submitted in sealed covers, super scribing supply of **CHEMICALS, GLASSWARES AND LABWARES UNDER RATE CONTRACT**, Tender No., due date & sealed and addressed to the Director, National Centre for Polar & 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. The offers will not be considered failing to submit separately for each brand of product against Chemicals, Glasswares and Labwares as mentioned in Section 2. Offers sent through fax/email will not be accepted.**
- 3) 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.**
- 4) **List of other organizations** where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 5) **The rate contract** can be terminated at any time by giving one month's notice from either side.
- 6) A Committee constituted by the Director, NCPOR 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.
- 7) **Price offered** shall be valid for a period up to 31.03.2022 and for **free delivery at NCPOR, Headland Sada, Vasco-da-Gama, Goa.** The manufacturer shall ensure that the products will not be sold cheaper than the price offered to NCPOR, to any other clients.
- 8) If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries, NCPOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part their of up to maximum of 5%.
- 9) **Discounts** offered shall be indicated clearly in terms of percentage on the manufactures price lists.
- 10) **Special discount/prices**, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately.
- 11) **Statutory increases** like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.

- 12) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also GST No. and Area Code failing which your quotation will be rejected. All your future correspondences including Invoices should bear the GST No. and Area Code.
- 13) 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.**
- 14) **TRANSIT INSURANCE:** The purchaser **will not pay separately** for transit insurance
- 15) 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 or email within 3 days and the item should be airlifted within 15 days from the date of receipt of the Letter of Credit copy.
- 16) **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.
- 17) **Replacement:** Damages / Broken / Inferior quality articles should be replaced by proper ones.
- 18) **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.
- 19) **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 NCPOR. 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.
- 20) NCPOR is not entitled to issue form "**C/D**". NCPOR is **exempted from the payment of Custom Duty** as per Govt. notification.
- 21) **CD of your catalogue/Price List** should be submitted along with 2 copies to NCPOR. If the latest pricelist is not available then pricelist presently available should be submitted which will be valid till publication/submission of new catalogues. Offers received without **catalogue/Price List** will not be considered.
- 22) **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 NCPOR or its authorized representatives within the stipulated time.
- 23) NCPOR will not be liable for any obligation until such time NCPOR has communicated to the successful bidder of its decision to release the Purchase Order.
- 24) **NCPOR will not be responsible for any postal delays.**
- 25) Bidders shall note that NCPOR will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.
- 26) 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.
- 27) All disputes arising in connection with the executing the orders will be subject to the jurisdiction of the courts in GOA only.
- 28) The Director, NCPOR 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.
- 29) **NCPOR is Research Institution registered under Department of Scientific and Research and are eligible for concessional GST rate of 5% in terms of Ministry of Finance notification No: 45/2017-Central Tax & No. 47/2017 Integrated Tax Rate. Certificate for concessional GST will be provided to the supplier on request.**



**SECTION 5 - TENDER ACCEPTANCE UNDERTAKING**

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

To  
The Director,  
NCPOR, 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 NCPOR.**

Certified that the Price List/Price Catalogue of \_\_\_\_\_ for \_\_\_\_\_ submitted with rate contract tender for the year 2021-22 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**

**SECTION 6 – BIDDER'S INFORMATION AND OFFER****(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: <b>(TICK</b> Whichever is applicable)
BRAND OFFERED	
DISCOUNT OFFERED	
SPECIAL DISCOUNT IF ANY?	
GST APPLICABLE	
WHETHER AUTHORISATION FROM MANUFACTURER IS ATTACHED?	
DELIVERY BY	MANUFACTURER/AUTHORISED AGENT (Tick which ever is applicable)

**Date :****(Signature of Bidder)****Name :****Designation :****Seal**

**SECTION 7 – FALL CLAUSE NOTICE CERTIFICATE**

(On Company / firm's Letterhead)

FALL CLAUSE NOTICE CERTIFICATE

**REF: NCPOR/RC/2021-22 FOR ANNUAL RATE CONTRACT FOR THE SUPPLY OF CHEMICALS,  
GLASSWARES AND LABWARES.**

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

The prices charged under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, NCPOR will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

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 – UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

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

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Authorised Signatory

Date:

**NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH**  
**Earth System Science Organization**  
**(Ministry of Earth Sciences, Govt. Of India)**  
**Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA**  
**Tel: 91- (0) 832 2525571/573, Email: warlu62@ncpor.res.in**

**TENDER FOR CHEMICALS, GLASSWARES & LABWARES**  
**NCPOR/RC/2021-22**

Director, National Centre for Polar & Ocean Research invites sealed tenders for entering into **Rate Contract** for a period of one year from 01.04.2021 to 31.03.2022 from the Manufacturers and Authorized suppliers for supply of the following **LABORATORY CHEMICALS, GLASSWARES & LABWARES**:

**CHEMICALS**

Hi-Media, Merck chemicals (Reagents and chemicals, Laboratory reagents and chemicals, Analytical Chromatography, GC Reference Substance, Derivatization Reagents, Sorbents), Sigma-Aldrich (Full Range), Thermo Fischer (Full Range), Inorganic Ventures (Full Range), Biorad chemicals and resins, Honeywell (Fluka, Riedel-de-HaenTM, Burdick & Jackson), MP Bio, J.T. Baker, Roche, Lucigen, PureSynth, Invitrogen, Qualigens, Qarta, Gentrox, Serva, Takara, Spectrochem, Promega, Microxpress, Loba Chemie, Qiagen, VWR, Thermo-Ion torrent sequencing kits, Favorgen.

**GLASSWARES**

**(Volumetric Instrument including silica wares)**

BRAND, Borosil (All Range), Thermo Fisher, Schott Duran/Reviera, Glassco, VWR/Wheaton

**LABWARES**

**(Including Filters, Filtration units/holders, liquid handling products, Life Science, Clinical & general laboratory essentials)**

Eppendorf, Tarson, Nalgene/Nunc, Hi-Media, Cole-Parmer (All Lab essentials, Fluid handling and Lab Products excepts equipment and metallic items), Whatman (Filter papers and membranes, syringe filters, Speciality Products), Genaxy/Axygen (Plastic wares, Genaxy Brand, Biolab accessories), Thermo Fischer (General Labware), Pall Life Sciences (All essential lab wares and filter papers), Corning, Lab Serve International, BRAND, Merck-Millipore Bioscience Products, Oxford nanopore technologies, Lucigen, Nichiryo.

Last date for submission of quotation: **25.02.2021**

The details of tender documents are also available in our website <http://www.ncpor.res.in> and Central Public Procurement Portal <http://eprocure.gov.in/epublish/app>. Interested suppliers may download the details and submit the quotation on or before the due date.

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

The quotations will be **opened on 26.02.2021** in the presence of tenderer or their authorized representatives.

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

Sd/-  
For & on behalf of NCPOR