



भाकृअनुप -भारतीय कदन्न अनुसंधान संस्थान  
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH  
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)  
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030  
Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in



F. No.4-99/20-21/ST

Dated: 30 -12-2020

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from the interested bidders under **two bid system** for “**Annual Rate Contract for supply of Laboratory Chemicals, Glassware, Plastic ware, Filter Papers, Pipettes etc. for period of one year**” at ICAR -Indian Institute of Millets Research (IIMR), Rajendranagar, Hyderabad-500030. **Manual bids shall not be entertained.** Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

**DETAILS OF TENDER FEE AND E.M.D. OF THE PURCHASE**

Sl. No.	Name of the work	Quantity (No's)	Tender Fee Rs.	EMD/ Security
1.	“ <b>Annual Rate Contract for supply of Laboratory Chemicals, Glassware, Plastic ware, Filter Papers, pipettes etc.,</b> ”	As per our Requirement	NIL	NIL

**CRITICAL DATE SHEET**

Tender No.	F.No.4-99/20-21/ST
Date and Time for Issue/Publishing	31-12-2020 at 05.00 PM
Document Download Start Date and Time	01-01-2021 at 10.00 AM
Bid Submission Start Date and Time	02-01-2021 at 10.00 AM
Bid Submission End Date and Time	29-01-2021at 02.00 PM
Date and Time for Opening of Bids	30-01-2021at 02.00 PM
Address for Communication	Asst Administrative Officer (Stores) ICAR-Indian Institute of Millets Research, Rajendranagar, (R.R. District) Hyderabad-500030, T.S.

Asst. Administrative Officer (Stores)  
On behalf of Director, IIMR.

1. The tender form/bidder documents may be downloaded from the web site: <http://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted.

2. However, One hard copy of printed price list and catalogue with soft copy of PDF Price List in 3 Nos. Pen Drive.

3. Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by the corrigendum through this website only.

4. 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 Director reserves the right to accept or reject any or all the tenders.

5. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT, techno-commercial bid in cover-I, and price bid in Cover-II. To enable system generated techno-commercial and price comparative statements, such statement may be submitted in Excel formats strictly. The bidder will have to give an undertaking online that if the information/ declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action

6. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.

7. **Bid Opening:** Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

8 **Important Note:- As per notification issued by Govt. of India, Ministry of Finance Department of Revenue vide letter No. 45/2017-Central Tax (Rate) & No.47/2017 Integrated Tax(Rate)New Delhi dated 14th November, 2017, GST is applicable @ 5% on the ordered items being Public Funded Education/Research Institute.** Therefore, all the bidders are requested to quote the rates accordingly. The GST exemption certificate will be issued by this Institute in favour of successful bidder at the time of placing the order.

9. Alternatively, however, the **Authorized Dealers/Retailers** may quote their most competitive **FOR Prices**, with maximum possible Dealer's **Special Discount** in BOQ.

**TECHNICAL BID**  
**CHECK LIST**

**All bidders are required to essentially submit scanned copies of the following documents (other than for the price catalogue) online. Additionally, the original documents along with relevant price catalogue/s to be physically submitted by hand/registered post/speed post/courier to the office of Assistant Administrative Officer (Store) IIMR, Hyderabad before the closing date of tender.**

Name of Principal Firm	Authorized dealer Name	Details of documents	Page No.	Whether attached or not yes /No
		One hard copy of printed price list and catalogue with soft copy of PDF Price List in <b>3 Nos. Pen Drive.</b> Undertaking regarding no change on prices in the hard copy and soft copy on <b>Annexure-I</b>		Yes/No
		Minimum Turnover of the firm should not be less than Rs. 10.00 lakhs for three consecutive financial years (2017-2018, 2018-19 & 2019-2020) on <b>ANNEXURE-II</b> along with certified copies while profit & loss account reflecting / ascertaining in the concerned year of ITR.		Yes/No
		The firm submit certificate on the enclosed <b>ANNEXURE-III</b> that the firm is not black-listed or stopped dealing by any Govt. organization/Institute.		Yes/No
		The participating bidders should give an undertaking in regard to discount on the enclosed <b>ANNEXURE-IV</b>		Yes/No
		<b>The firm submit Authorization letter on the enclosed Annexure-V</b>		Yes/No
		Pan Card in the name of firm/proprietor		Yes/No
		GST No (copy may be enclosed)		Yes/No
		Certificate of the name of firm/proprietor		Yes/No
		Copy of the last two years Award of Rate Contract by the firm 2018-19 & 2019-2020 in any three Government sector/ originations/institutes must be provided.		Yes/No
		Income Tax Return for three years i.e., 2017-2018 2018-2019 & 2019-2020.		Yes/No
		Acceptance of Tender documents duly signed/initiated with stamp/seal		Yes/No
		Scanned copy of cancelled cheque		Yes/No

**Note: The required documents must be uploaded strictly as per check list indicating pages number within due date failing which bid will be rejected.**

Seal and signature of the tenderer.

**FINANCIAL BIDS : The discount (to be offered) is to be quoted in BOQ**

**Detailed Tender Notice with Terms & Conditions**

**BRIEF TERMS AND CONDITIONS OF ANNUAL RATE CONTRACT FOR PURCHASE OF LAB CHEMICALS/GLASSWARES/PLASTICWARE ETC.ARE AS UNDER:-**

1. The ICAR Research Institutes are exempted from Excise and Customs Duties on research consumable in terms of Govt. Notification No. 51/96-Customs dated 23.7.1996 and Central excise Duty Exemption in terms of Govt. notification No. 10/97-Central Excise dated amended from time to time. However, for availing the aforesaid Duty Exemption benefits, the prices are required to be quoted by Manufactures essentially on Ex-works basis, without including any excise/customs duty component, freight & insurances.

2. As per Notification issued by Govt. of India, Ministry of Finance Department of Revenue) vide no. 45/2017-Central Tax (Rate) & No.47/2017Integrated Tax(Rate) New Delhi Dated: 14th November, 2017, GST may be paid @ 5% on the ordered items (Chemicals, Plasticwares, Glassware, Liquid Handling System, Filter Paper pipettes and Consumables etc.) being Public funded Educational / Research Institute subject to providing the certificate for GST exemption of under-taking duly signed by the nominated officer in original in each case along with attested copy of DSIR Regn. Certificate.

**3. No equipment, apparatus, and power supply units are covered under rate contract. However (micropipettes, multi channel pipettes) gel electrophoresis accessories (gel tray, combs, trays, combs, spacers, electrode, sponge pad etc.) and mini apparatus such as DNA quantification less than one lakh are covered under the rate contract.**

4. Destination will be for supply of material on FOR, IIMR, Hyderabad.

**5. The firm must clearly mention that billing and supply will be done by them directly or by their authorized dealer.**

**PERFORMANCE GUARANTEE**

The successful bidder shall be required to submit a performance Guarantee amount of Rs. 25,000.00 in the form of Demand Draft in favour of **ICAR-UNIT**, IIMR payable at Hyderabad and should remain valid for 60 days beyond the date of the completion of ARC. The firm who are registered with CPO/NSIC or concern Ministry or Department may also submit performance guarantee.

7. The Principal firm submitting the bid should have minimum turnover of **Rs. 50.00 lakhs** during the last three consecutive financial years i.e. 2017-18, 2018-2019 & 2019-20. The details of turnover should be given on the enclosed format (**ANNEXURE-II**). The format has to be duly certified by the Chartered Accountant of the firm.

8. The firm (s) which have either been black-listed or which have stopped dealings with the IIMR/ICAR or any other Govt. organization will not be accepted. In this regard, the firm has to give an undertaking on the enclosed Format (**ANNEXURE-III**).

9. The firm should quote maximum discount on the BOQ which may be considered as the deciding factor for entering into rate contract. While giving discount the Principal firm has to give an undertaking on the enclosed format (ANNEXURE-IV) that I/We being principal firm undertake that whatsoever discount we offered to this Institute under this rate contract is not less than any discount given to any other organizations throughout India. We further certify that the discount offered by our authorized dealer(s) under this rate contract is maximum and will not supply any product under this rate contract at higher discount to any Govt./Semi Govt. organizations anywhere in India. In case this agreement is violated at any stage, our rate contract will be terminated immediately and further dealings will be stopped with the firm.

10. Authorization letter:- Authorization letter should be issued by Principal firm to their distributor/dealers on separate (Annexure-V) that “we M/s \_\_\_\_\_ (Principal firm/Manufacturer) authorize M/s \_\_\_\_\_ (name of distributor/dealer with full address ) for sale of our products, billing and payments purpose on behalf of our concern. Our firm is fully responsible for the quality of the products being sold to IIMR.

1. The firm should have Rate Contract with other Govt. organizations/Institutions during the last three years and submit the list of Govt. Deptt / Organization / with whom they have Rate Contract for supply of Chemicals and Glassware etc.

2. While submitting the documents, firm should ensure following conditions:-

i) The packing of the goods should be in good condition to prevent the material from damage or deterioration during transit to their final destination.

ii) The supply of perishable store and the rejected material must be replaced free of cost by the Manufacturer firm immediately to the purchaser.

(iii) The supplier shall deliver the goods within the delivery period mentioned in the purchase order. In case of any delay in executing the contract, the supplier shall promptly inform the purchaser in writing, the fact of delay and duration of supply before the expiry of the delivery period. Otherwise liquidated damage @ 0.5 % per week of the cost of purchase order will be deducted subject to a maximum of 10%.

(iv)The delivery period within 30 days for local items and 90days for the imported items from the date of issue of the purchase orders.

3. The documents must be uploaded strictly as per Check List indicating pages Nos. within due date, failing which bid will be rejected.

4. Consolidated Maximum discount from Sole manufacture or Local Distributor is allowed. No discount separately for General and Bulk order is permissible. The bidder (the principal firm as well as their representative/authorized dealers) have requested to quote maximum discount to the Institute being a Premier Institute for Chemicals, Glassware, Plasticware, multi channel pipettes filter papers etc.

5. No correspondence will be entertained in this regard. Price List once submitted with the Tender will not be changed during the entire period of Rate Contract. An undertaking as per

**ANNEXURE-I** is to be submitted to the effect that there is no change in the prices of items mentioned in the soft copy in Excel Format/PDF /Pen Drive and Price List submitted by the firm. In case if it is found at any stage that there is a change/difference of prices in the items mentioned in the soft copy in Excel Format/PDF /Pen Drive and printed copy as comparison to pdf copy, the recovery of excess amount will be realized from the firm in addition to cancelation of Rate Contract immediately as well as to stop the future dealing with the firm.

6. The provisions of the fall Clause of Govt. of India will be applicable under this Rate Contract

7. In case of merger of any company/change of name, its turnover of proceeding year would be considered subject to documentary evidence.

8. Principal manufacturer can offer higher discount than the committed discount during the period and should intimate to Purchase Section well in advance.

9. All the self attested documents in the tender must have the legible name & designation of the firm/company, failing which, tender will be rejected.

10. All the documents must have proper self attestation as per the requirement of tender

11. Code of integrity as envisaged in the rule 175(I) of new GFR-2017 may be adhered to.

12. All scheme/offers regarding purchase of chemicals, glassware's, plastic wares, diagnostic kits, rubber items & digital pipettes offered by the firm generally, will also be covered in Rate Contract.

13. Part supply of any order will not be accepted and payment will be released only on receipts of complete satisfactory supply of ordered/goods/stores.

14. The rate contract will be made with manufacturer/principal firm valid for a period of one year. The period may be extended, if required.

15. The Director, IIMR, Hyderabad reserves the right to cancel the rate contract anytime without assigning any reason.

16. The dispute (s), if any, arising in connection with the Rate Contract, shall be subject to the Hyderabad jurisdiction.

Security money drawn in favor of ICAR-IIMR Hyderabad should be send addressed & sent to the **Asst. Admn. Officer (Stores) IIMR, Hyderabad (Telangana)-500030 on or before opening of the tender** positively through Registered Post/Speed Post/Courier service etc.

**Note:- All the bidders are advised to submit the documents and / or Undertaking strictly as per above check list showing page Nos. and in prescribed Annexure format. Undertaking not in prescribed format will not be considered and bid may be liable to get rejected**

**Asst. Administrative Officer (Stores)**  
On behalf of Director, IIMR.



**ANNEXURE-II**  
**Turn Over of the Principal Firm**  
**(To be certified by the Chartered Accountant)**

I/we certify that sales turnover (Revenue from Operations of M/s\_\_\_\_\_ having its registered Office at \_\_\_\_\_ is as per the audited financial statement as given

Here under:-

Financial year 2017-18 Rs.(in Lakhs)	Financial year 2018-19 Rs.(in Lakhs)	Financial year 2019-2020 Rs.(in Lakhs)

**Authorized Signature of  
Chartered Accountant with seal**



**ANNEXURE-III**  
**(Undertaking in regard to blacklisting)**

I/We undertake that the dealings of our firm never blacklisted or stop dealings or tempering ban by any Govt. Organizations/Institutions/Departments. In case if it is found in correct or guilty at any stage, our Rate Contract will be terminated immediately further dealings will be stopped with the firm.

**Signature of Authorized Signatory with seal of  
the firm**

**ANNEXURE-IV**  
**(Undertaking in regard to discount)**

**I/We being principal firm undertake that whatsoever discount we offered to this Institute under this rate contract is not less than any discount given to any other organizations throughout India. We further certify that the discount offered by our authorized dealer(s) under this rate contract is maximum and will not supply any product (under this rate contract) at higher discount to any Govt. /Semi Govt. organizations anywhere in India. In case this agreement is violated at any stage, our rate contract will be terminated immediately and further dealings will be stopped with the firm.**

Signature of Authorized Signatory  
with seal of the firm

**ANNEXURE-V**  
**(Authorization letter)**

We, \_\_\_\_\_ (Principal firm / manufacturer) authorize M/s \_\_\_\_\_ (name of distributor/dealer with full address ) for sale of our products, billing and payments purpose on behalf of our concern. Our firm is fully responsible for the quality of the products being sold to IIMR.

Signature of Authorized Signatory  
with seal of the firm

**Asst. Administrative Officer**  
On behalf of Director, IIMR  
Phone: 040-24599308