



भा0कृ0अनु0प0 – भारतीय मृदा विज्ञान संस्थान
नबीबाग, बैरसिया रोड, भोपाल – 462038
ICAR-Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462038 (M.P.)



Tel. No. (0755) 2747375, EPABX : 2730970/2734221 (Ext. No. 233 & 261)

Fax. No. (0755) 2733310, E-mail – director.iiss@icar.gov.in, sunil.gupta3@icar.gov.in, Web www.iiss.nic.in

F. No. 5-33/2019-20/IISS/

Date: 30.09.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bid are invited from interested firms for Rate contract for the Purchase of Chemicals, Glassware, Plastic wares & Filter papers at ICAR-IISS, Bhopal. The firm will have to deposit Earnest Money Rs. 10,000/- (Rupees Ten thousand only) with the Tender Document in the shape of FDR/DD/BG to be made in favour of ICAR Unit-IISS Bhopal. The tender document contains the following:

- Annexure I – Instruction for online bid submission
- Annexure II - Schedule to requirement
- Annexure III – Requirement of items
- Annexure IV – Questionnaire
- Annexure V – Application form
- Annexure VI – Terms and conditions
- Annexure VII – Instructions to Bidders/Tenders

CRITICAL DATA SHEET

| | |
|--|---|
| Tender no. | 2019_DARE_507795_1 |
| Cost of tender | Nil |
| Date and time for Issue/Publishing | 10:00 am on 01.10.2019 |
| Document Download/Sale Start Date and Time | 10:00 am on 01.10.2019 |
| Bid Submission Start Date and Time | 10:00 am on 01.10.2019 |
| Bid Submission End Date and Time | 03:00 pm on 29.10.2019 |
| Date and time for opening of Bids | 03:00 pm on 01.11.2019 |
| Address of Communication | Sr. Administrative Officer, ICAR-Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal – 462038. |

(Sr. Administrative Officer)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form document may be downloaded from the web site: <https://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 under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regular 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 Director reserves the right to accept or reject any or all the Tenders.
4. The interested Firms are required to deposit **Earnest Money of Rs. 10,000/- (Rupees Ten Thousand Only)** with the Tender in the shape of FDR/DD (in Original) to be made in favour of "ICAR –Unit, IISS, BHOPAL" and may be addressed to the Director.

The Firms are also required to upload copies of the following documents

- (a) Scanned copy of Earnest Money Deposit Rs. 10,000/- (Rupees Ten Thousand Only) with the individual Tender.
- (b) Scanned copy of completed Questionnaire.
- (c) Scanned copy of PAN Card in the name of firm/proprietor.
- (d) Scanned copy of GST NO. in the name of firm/proprietor.
- (e) Last two years satisfactory services being provided by the firm 2017-18 & 2018-19 in a government sector/ private sector. (evidenced by the copy of order).
- (f) Scanned copy of balance sheet duly certified by the chartered accountant for minimum firm's turnover of not less than 1.00 crore for the last two years.
- (g) Scanned copy of Income Tax Return for 2018-2019.

- (h) Scanned copy of RTGS/ Bank Account details of the firm.
- (i) Scanned copy of undertaking duly filled in and signed by owner/Proprietor of firm with legible name, mobile number & E-mail Id etc.
- (j) Authorization certificate of Principal Firm , if applicable.

Sr. Administrative Officer

ANNEXURE - II

Name of the Purchaser

The Director, Indian Institute of Soil
Science, Nabibagh , Berasia Road,
Bhopal-462038

SCHEDULE OF REQUIREMENTS

Scanned copies of Documents /Papers, EMD to be submitted online with Technical Bid: (In the absence of these, tender will not be considered). A copy of the same documents must be sent to this office.

TECHNICAL BID:

| Sl.No. | Documents required |
|---------------|---|
| 1 | Scanned Copy of the Earnest Money Deposit(EMD) Rs. 10,000/- (Rupees Ten Thousand only) with the tender Document. |
| 2 | Scanned Copy of Duly completed Questionnaire. |
| 3 | Scanned Copy of PAN Card in the name of firm/proprietor. |
| 4 | Scanned Copy of GST No. of the firm/proprietor. |
| 5 | Last two years satisfactory services being provided by the firm 2017-18 & 2018-19 in government sector/private sector (evidenced by scanned copy of order). |
| 6 | Scanned Copy of balance sheet duly certified by the chartered accountant for minimum firm's turnover of not less than 1.00 crore for the last two years. |
| 7 | Scanned Copy of Income Tax Return for one year i.e. 2018-19. |
| 8 | Scanned Copy of RTGS/Bank Account Details. |
| 9 | Scanned Copy of undertaking duly filled in, and signed by owner/Proprietor of firm with legible name, mobile number & E-mail Id etc. |
| 10 | Authorization certificate of principal firm for authorizing to other firm, if applicable as the case may be. |

Sr. Administrative Officer

Certificate

1. I/we hereby certify that price list is submitted with the tender in circulation throughout country. Nothing is hidden in this price list.
2. The discount as given with this tender document is highest. I/we are not giving higher discount to any other State/Central Govt. Department.

(Signature of Tenderer)
With name & Mobile No.

ANNEXURE-III

REQUIREMENT OF ITEMS

| Sl.No. | Name of the Items | Discount to be offered in (%) Percentage |
|--------|-------------------|--|
| 1 | CHEMICALS | |
| 2 | GLASSWARES | |
| 3 | PLASTICWARES | |
| 4 | FILTER PAPERS | |

The terms with in “name of items like” Chemicals, Glasswares, Filter papers and Plasticwares, items including all the item is mentioned in price book/list originally supplied by the firm along with tender document.

(Signature of Tenderer)

ANNEXURE-IV

QUESTIONNAIRE

BIDDER SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW IN CASE A QUESTION DOES NOT APPLY TO A BIDDER THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE." BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LABEL TO BE IGNORED.

1. Bid No.Date for bid opening on
2. **OFFER IS OPEN FOR ACCEPTANCE 120 DAYS (YES/NO)**
3. Brand of goods offered.
4. Name and address of manufacturer.
5. Station of Manufacturer.
6. What is your permanent(PAN) A/C. No.
7. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.
8. STATUS:
 - a) Are you currently registered with Central/State GST Department. If so, indicate the date up to which your registration certificate is valid and whether there is any monetary limit on your registration.
.....
 - b) Are you a small scale unit currently registered with the national Small Industries Corporation (NSIC) under Single Point Registration Scheme for the item(s) quoted?. If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.
.....

Please attach certified copy (copies) of relevant registration certificate(s) in confirmation to your above answer(s).

9. Please indicate:-
Name & full address of your Banker(s):
 - i) Account No.

- ii) Name of Bank.....
- iii) Name & Address of Bank
- iv) IFSC Code

- 10. State whether business dealings with you have been currently banned by any Ministry/Deptt. OR Central Govt. or any State Govt.

- 11. Whether the billing and supply will be done by the firm directly or by authorized dealer. Please reply and mention all the details including name, mobile number, E-mail of the firm. The authorized dealer may be different on the basis of location of station.

APPLICATION FORM FOR ENTERING INTO RATE CONTRACT FOR CHEMICALS, GLASSWARES, PLASTICWARES AND FILTER PAPERS. WITH ICAR-IISS, AT BHOPAL.

INDIAN INSTITUTE OF SOIL SCIENCE, NABI BAGH BERASIA ROAD BHOPAL.

1. Name & full address of the applicant. -----

2. Items/materials for which rate contract
Desired/applied for
 - (a) Chemicals -----
 - (b) Plastic wares -----
 - (c) Glass wares -----
 - (d) Filter Papers -----

3. If the Firm is under Rate Contract -----
with Other Govt. Deptt./Research -----
Institute. Give details along with -----
certified copies of rate contract -----
And service providing issued by -----
Institute/ Deptt. -----

4. Annual Turnover of the firm/ ----- Rs.-----lakhs
company during financial year
2018-19 (enclose documents
in support of claim)

5. Annual business volume with IISS (if ----- Rs.-----lakhs
R/c. exist) during 2018-19.

6. Annual business volume with other -----
ICAR Institute for the year 2018-19 (upload
Documents in support of claim)

7. Whether the firm is registered under company -----

Act 1956. If yes, enclose certified copies. In case -----
Firm is registered with other Govt. Deptt/Agency -----
The same may be stated with documentary evidence. -----

- 8 a) Certified copy of Central/State GST -----
Registration No. with date of validity -----
b) GST Reg. No. -----
c) Latest copy of Sales Tax GST/Return (please -----
enclose copies of relevant papers. -----

- 9 a) PAN No. (in the name of -----
Firm/company & not individual -----
b) Latest copy of return filed with Income -----
Tax Department. -----

10 Whether latest printed original price list by
Manufacturer is enclosed.

- 11 State whether you have been currently -----
- banned/blacklisted by any -----
a) Ministry/Deptt. of Central Govt. or any -----
b) State Govt. If so, give details -----

12 Name & Address of authorized/ valid dealers -----

13 Discount alongwith certificate of not giving -----
Higher discount to any other Deptt. In India. -----

14 Any other information vital for -----
entering into Rate contract -----

UNDERTAKING

I/we hereby undertake that the information provided in the offer of Annual Rate Contract is true and correct to the best of our knowledge and belief. In case any information is found incorrect and/or false at a later stage, purchaser can terminate the rate contract and also take legal action, if any, against our firm as per rules of the Institute.

Dated:

Signature

Name of company/firm with complete address

ANNEXURE-VI

TERMS & CONDITIONS OF RATE CONTRACT

1. No, equipment apparatus, other than liquid handling system (micropipettes, multi channel pipettes are covered under this rate contract & power supply units are not included this rate contract.
2. That the freight insurance charges, if any will be borne by the supplier. Similarly shortage pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 7 days without additional freight/transport charges.
3. That the delivery/supply will be made on F.O.R basis to this Institute.
4. GST and other Govt. levies as applicable will be paid extra.
5. That the supply of material will have to be completed within 30 days or period mentioned in the purchase order. That liquidated damage charges @0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value.
6. That the payment of the bill will be made preferably within 30 days on receipt of the goods in satisfactory conditions and on receipt of the bill.
7. No revision in rate (on higher side) will be accepted during contract period. If the rate contract holder reduces its prices or sells or even offers to sell the rate contracted goods following conditions of sell similar to those of the rate contract, a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the same contract, the rate contract price will be automatically reduced with effect from the date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.
8. That the order will be placed as per requirement, irrespective of value of the order.
9. Supply should be made from the latest batch of production in original packing with the maximum life period.
10. Pre-receipted bill along with delivery challan should be sent along with goods.

11. The bills and other related document, will be prepared in the name of Director of this Institute.
 12. While submitting the tender document, the tenderer should sign on each page of the tender document. Complete tender document should be page numbered.
 13. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
 14. The Director, IISS, Bhopal reserves the right to cancel the rate contract without assigning any reason, thereof.
 15. Any dispute arising between supplier/firm and the purchaser will be referred to Arbitrator appointed by the Director General, Indian Council of Agricultural Research, supplier firm New Delhi for which sole arbitration and decisions thereon will be binding upon both the parties, i.e manufacturer/supplier and purchaser.
 16. All scheme/offers regarding purchase of chemicals, glasswares, plasticwares, & Filter papers offered by the firm generally, will also be covered in the rate contract.
 17. All the documents must have proper self attestation as per the requirement of tender.
 18. Code of integrity as envisaged in the rule 175(I) of new GFR-2017 may be adhered to.
 19. As per new GFR-2017, any items available in GeM will not be purchased through Rate contract.
 20. Part supply of any order will not be accepted and payment will be released only on receipt of complete satisfactory supply of ordered goods/stores.
 21. An authorized dealer shall be restricted up to five principal firms for the supply of goods to the Institute under rate contract.
- I/we hereby accept & follow all the above terms & conditions.

Signature

Complete address of the firm

ANNEXURE-VII

INSTRUCTIONS TO BIDDERS/TENDERS

1. The rate contract will be made with manufacturer/principal firm valid for the period of 12 months from date of award of rate contract. The period may be extended, if required. Further, change of authorized dealer will be allowed subject to the approval of the competent authority. Any request for adding any product will not be considered during the rate contract.
2. Proposals and tenders received after due date shall not be considered.
3. The ICAR research institutes are exempted from excise and custom duties on research consumables in terms of Govt. Notification No. 51/96-Customs dated 23.07.1996 and central excise duty exemption in terms of Govt. Notification No. 10/97-Central excise dated 01.03.1997 as amended from time to time. However, for availing the aforesaid duty exemption benefits, the prices are required to be quoted by manufacturers essentially on ex-works basis, without including any excise/customs duty component.
4. Original printed (no photocopy) & bounded price list for 2019-20 duly signed & certified by authorized signatory along with soft copy in CD/Pen Drive will be sent to Purchase & Store Section, ICAR-IISS, Bhopal. Price list once submitted with the tender will not be changed during the rate contract.
5. In case of discrepancy between unit price & total price, the unit price shall prevail.
6. The firm must clearly mention that billing and supply will be done by them directly or by their authorized dealer. The firm may authorize only one dealer for supply and billing and disclose in the bid itself.
7. In case of supply of goods made through valid authorized dealer, their name & mail address, phone Nos. For Bhopal may be declared/indicated in the tender.
8. The bidders may submit **Earned Money Deposit (EMD) of Rs. 10,000/-** (Rupees Ten Thousand only) in shape of BG/FDR/DD in favour of "ICAR UNIT -IISS, Bhopal with each tender.
9. In the event of award of rate contract, the firm must submit Performance Security for rate contract worth **Rs. 20,000/- (Rupees**

Twenty Thousand only). For each tender/proposal separate security will be submitted in the form of BG/FDR in favour of "ICAR Unit-IISS, Bhopal" having validity for a period of 18 months with the proposal of rate contract. **The firms who are registered with CPO/NSIC or concerned ministry or department may also submit performance security.** The same will be refunded if the rate contract may not be awarded to the firm. The performance security will be forfeited if the firm fails to honour the orders of the Institute.

10. Authorization certificate in respect of foreign firms duly self attested and showing validity for the period of rate contract may be submitted.
11. The firm should submit the list of Govt. Depts./Organizations with whom they have rate contract for supply of chemicals, glasswares/plastic ware & filter paper and offered discount to them.
12. Acceptance of terms and conditions of tender documents should be submitted.
13. Proposal for the rate contract should be submitted in the prescribed format and all columns may be filled up.
14. The bidders may submit annual turnover of last 2 years. The turnover of the firm should not be less than 1.00 crore.
15. The tender of the firms which have either been black-listed by IISS, or any other ICAR Institute/Govt. Deptt. will not be accepted. **The firms found black listed in ICAR between the contract period, the contract will be terminated immediately.**
16. The firm and/or purchaser are entitled to withdraw/cancel the Rate Contract by giving an appropriate notice on either side of one month.
17. The Tenderer has to go through all terms & conditions of this tender document and follow all terms & conditions without any fail.
18. The Director, IISS, Bhopal reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Signature of Tenderer