



CSIR-NATIONAL PHYSICAL LABORATORY
(Council of Scientific & Industrial Research)

Dr.K.S.Krishnan Marg, Pusa, New Delhi-
110012. Tele/Fax: +91-1145608645



Notice Inviting Tender for Annual Rate Contract

Online Tenders under **SINGLE BID SYSTEM** are invited through CPP portal (<https://etenders.gov.in>) on behalf of Director, CSIR-NPL, New Delhi from the reputed manufacturers /authorized distributors/ dealers (who have current authorization from the principal company) for entering into Annual Rate Contract for the supply of items grouped as under:-

Sr.No.	TenderNo.	Item(s)
01	3(5014)23-24/PB/T-35	Laboratory Filter Paper

There is no EMD or PBG requirement. Annual Rate Contract should normally be entered by the manufacturer/ exclusive Indian distributors (for imported items). The authorized distributor/ dealer should produce an original letter from manufacturer for applying against this tender. The tender form can be downloaded from CPP portal (<https://etenders.gov.in>). **For each category separate tender is to be submitted.**

Please furnish your offer as per enclosed terms and conditions through E-tendering within the stipulated time. IF REQUIRED AT A LATER STAGE, firms will also be required to submit the current price list in PDF format (2023-24) & three numbers of Price-list in pen drives in person or by post to Purchase Section on or before bid submission end time. The price list submitted and discount offered by you should be uniform and same for all CSIR Labs/Institute and other Govt. Organizations where you are supplying your R/c items.

Director, CSIR-NPL, New Delhi reserves the right to reject any or all the tenders without assigning any reason or to accept them in part or full.

IMPORTANT NOTE: For MSME/ Start up India/ Make in India Scheme Bidders

Due to recent changes in public procurement policy of the Government and the policy directives and guidelines issued in this regard, CSIR – NPL being a public funded research institution is obligated to follow all such policy directives and guidelines related to its procurement.

Any bidder seeking benefit/ preference under MSME / Start Up India / Make in India or any other policy/ scheme of the Government of India, which is currently in force MUST at the time of bidding itself enclose all relevant documents certificates etc. for claiming such benefits. The bidder must also clearly highlight the provisions of the policy and the kind of benefit being sought by it for which it meets the eligibility conditions.

It may be noted that no other benefit / preference / concessions which is beyond the scope the policy or the bidder's entitlement under the policy shall be given / considered by us. **IF THE BIDDER FAILS TO CLAIM SUCH BENEFIT AND /OR FAIL TO SUBMIT NECESSARY DOCUMENTS /CERTIFICATES IN SUPPORT OF ITS CLAIM AT THE TIME OF BIDDING ITSELF, ITS CLAIM SHALL NOT BE ENTERTAINED AT A LATER STAGE IN THE BIDDING PROCESS AND NO OPPORTUNITY SHALL BE PROVIDED TO IT TO SUBMIT ANY DOCUMENT/CERTIFICATE.**

Controller of Stores & Purchase

The tender document contains the following:

Annexure-I	Instructions for Online Bid Submission
Annexure-II	Pricereas on ability Certificate
Annexure-III	Bid submission format
Annexure-IV	Tender Acceptance letter
Annexure-V	Manufacturer's Authorization Form
Annexure-VI	Undertaking

CRITICAL DATE SHEET

Tender No	RC/2023-2024
Name Of Organization	CSIR-NPL, New Delhi
Tender Publishing Date	As per CPP Portal
Document Download Start Date & Time	
Bid Submission Start Date and Time	
Bid Submission End Date and Time	
Date and Time for Opening of Bids	
Address for Communication	The Director CSIR-National Physical Laboratory, Dr. K. S. Krishnan Marg, Pusa, New Delhi – 110012 Email:- cosp@nplindia.org / rakesh.mago@nplindia.org

sd/-

Sr. Controller of Stores & Purchase

INSTRUCTIONS FOR ONLINE BID SUBMISSION

CSIR-NPL regularly needs chemicals, solvents, glass wares, plasticware, different gases and filter papers etc. of high quality for 100% accuracy for its R&D work which may be procured directly from the manufacturer or through authorized dealer network. Therefore it has been decided to enter into an Annual Rate Contract for supply of chemicals, glassware's, plastic wares/ lab wares, filter papers etc. stocked/stored by us for our R&D use.

You are, therefore, requested to offer your products range with rates on your company letter Head and in the printed form by respective manufacturer. The annual Rate Contract so concluded will have to take care of the following conditions:

INSTRUCTIONS:

Proposed Bids must be mandatorily submitted Online through Central Public Procurement Portal (CPPP)-<https://etenders.gov.in>. However, printed catalogue and Price list may please be submitted manually to Purchase Section.

1. ELIGIBILITY CRITERIA :-

- **Authorized Dealer/Distributor are required to ENCLOSE a valid Authorization certificate of OEM with the proposal.**
- **The manufacturer should have RCs with 03 different CSIR labs /R&D Organizations during the past years. ATTACH RELEVANT DOCUENTARY PROOF.**
- **Please attach all required Forms and Annexures as provided with this Tender document with your offer.**

GENERAL INSTRUCTIONS:

- 2. PLEASE FILL ALL THE FORMS AND ANNEXURES**
- 3. Bids are invited in **Single Bid System**.**
- 4. Manual/Offline bids shall not be accepted under any circumstances, only the documents required to be submitted manually in original as a part of the bid shall be considered. Only copies of standard country wide printed price catalogue / pen drive / CD etc. may be accepted for processing convenience.**
- 5. Tenders/ bidders are requested to regularly visit the website: <https://etenders.gov.in/eprocure/app>. Any changes/ modifications in tender enquiry will be intimated by corrigendum through this web site only.**
- 6. In case, the day of bid opening is declared a holiday by the government, the tenders will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.**

7. Mention the name of Category and Brand name/ Principal Company name failing which the offer will be summarily rejected. For separate category of items, separate tenders should be submitted. Single tender for multiple categories will be rejected summarily.
8. For items at S. Nos. 1 to 4 :Vendors are requested to submit their separate offers along with latest Price List(s) duly offering maximum discount on it for each category of Items for consideration. Only printed price list(s) submitted along with offer will be acceptable for consideration.
9. For items at S. No. 5:Vendors should offer their lowest rates, per cubic meter in the packing of Cylinder shaving 7 cubic meters capacity (on return able basis),subject to additional conditions mentioned in **ANNEXURE-VII & VIII**, apart from general terms & conditions contained herein.
10. The bidder is required to attach the printed scanned price-list of the manufacture in pdf format. If the bidder doesn't have soft copy of the PRICE LIST, same can be submitted to us in the HARD COPY format as well which must reach at the above address BEFORE the Tender Opening date.
11. **The Rate Contract(s) shall be valid till 30.06.2024 for one year . It can be further extended for 3(three) months, if required.**
12. The companies which cannot provide validity of rates for One Year need not apply.
13. The firms should clearly mention their GST number.
14. PAYMENT: All Payment will be made by NEFT only after receipt of items in good condition in our stores and its proper installation and commissioning at the user end (wherever applicable). **Part supplies should be avoided at any cost. If due to unavoidable reasons part supply is made, bill will only be processed for payment after completion of the supply/installation/commissioning as the case may be.** All bidders are requested to kindly submit their bank details along with the proposal.
15. There will be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications/regulations change.
16. For Imported items the firms should give their quote in Foreign Currency. Any firm having Custom Bonded Warehouse shall be preferred, in such cases the modalities of supply and exemption shall be mentioned clearly. It will be at the sole discretion of the competent authority to conclude RC for any firm quoting the imported item in the INR.
17. The current Authorization/Dealership letter of principal company is to be attached along with tender.

18. As per CSIR Purchase Procedure requirements, bidders are required to quote Discount on Net Dealer Price (NDP) for each category of items in terms of Percentage (%) discount on NDP. Additional Dealer Discount may also be mentioned clearly as and wherever applicable.
19. Price should be FOR delivery at Stores CSIR-NPL, New Delhi
20. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the principal company/ authorized dealer sells the items of identical description to any other Govt. organization during the period of contract failing which the **“FALL CLAUSE”** of CSIR rules will be applicable. A certificate to this effect may be provided by the principle company/ authorized dealer that the lowest prices have been offered to CSIR-NPL failing which the offer will not be considered. In case it is found that the prices charged by the firm are higher, the same will be recovered from the subsequent/unpaid bill of the supplier.
21. The manufacturer should either have at least previous RC with CSIR-NPL or should have at least three RCs with CSIR labs/ICMR/ICAR/IIT/Central Universities/ DRDO etc. The tenders should enclose the copies of those ARCs for the past years to whom they have supplied/entered into Rate Contract the same/similar nature of items (with complete address, telephone/fax no. and contact person). However Competent Authority may consider the offer of reputed manufacturer keeping in the view of requirement of the institute.
22. DELIVERY :The stores shall be supplied immediately within a period of 2-4 weeks either directly or through authorized distributor/dealer, otherwise CSIR-NPL reserve rights not to accept delivery in part or full or to claim late delivery penalty at 0.5 % per week subjected to a maximum of 10% of total value of purchase order from the vendor for non-compliance of the ARC terms and conditions
23. CSIR-NPL, New Delhi, reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.

- 24.** Termination of Rate Contract – The rate contract can be terminated at any time without assigning any reasons by giving one-month notice.
- 25.** CSIR-NPL, New Delhi also reserves the right to test the chemicals, solvents and other consumables for their quality if its desires.
- 26.** The items, so supplied will have to be of high quality and grade and in the inspection/ test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply/ non-compliance of complete or dermalay so lead to cancellation of Contract.
- 27.** Discount, taxes and other levies if any are to be specified early in the bid.
- 28.** Vague terms like “packing forwarding transportation etc. extra” without mentioning the specific amount/percentage of these charges will not be accepted. Such offer shall be treated as incomplete and rejected.
- 29.** The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee and the Director reserves the right to accept/ reject the tender wholly or partially without assigning any reasons there of.
- 30.** Warranty- The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item

31. Rate Contract offer should be quoted/ submitted by manufacturers/ The authorized distributor/dealer (duly authorized by manufacturer) along with Bid Submission Format.
32. Please also confirm whether the offered items are available on GeM. In case the same are available in GeM the rate contract proposal will not be concluded & purchases of such items shall be made through GeM only.
33. Prices should be free delivery at CSIR-NPL, New Delhi inclusive of packing, forwarding. If ex-work/ go down prices are quoted, the packing, forwarding, documentations, freight, insurance, etc must be specifically separately mentioned in the quotation.
34. Mention the percentage of discount in the quotation both in figures and words. If any discrepancies found in figure and word, the amount in words shall prevail unless the amount expressed in words is related to any arithmetic error.
35. Samples, if called for shall be submitted free of charge on the request of CSIR-NPL.
36. While submitting the proposal the bidder should mention the name of all the manufacturer/ OEM/ brand name for whom bid is being submitted indicating the category of item against each and also submit OEM's authorized valid certificate.
37. Any conditional tender (different from this tender condition) will not be accepted.
38. All disputes will be subject to New Delhi jurisdiction.
39. The tenders are also liable to be rejected if the above conditions are not complied with.

sd/-

Sr. Controller of Stores& Purchase

PRICE REASONABILITY CERTIFICATE

(to be submitted on firm's letter head)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____ for (Currency) _____.

We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to CSIR-NPL to any other customer nor they will do so till the validity of offer or execution of purchase order, whichever is later.

Seal and Signature of the tender

AnnexureIII**BID SUBMISSION FORMAT**

(Please submit your bid in the given format)Tender Ref. No.	
Name of Manufacturer /supplier (Refer Sr. No.32)	
Category for which Rate Contract is applied	
Whether Current Price List attached (in PDF format)	
The manufacturer should either have at least previous RC with CSIR-NPL or should have at least3 (three) RCs with CSIR labs/ ICMR/ICAR/ IIT/ Central Universities/ DRDO etc.. The tenders should enclose the copies of these Rate Contract for the past years to whom they have supplied/entered into Rate Contract the same/similar nature of items as per tender condition.	
In case of imported items, mention the name of Manufacturer in the price list for which rate contract is applied.	
In case of imported items whether price list in Foreign currency is attached.	
Scanned copy of PAN Card in the name of firm/proprietor.	
Scanned copy of RTGS/Bank details of the firm	
Scanned copy of duly Signed and stamped Manufacturer's Authorization Form as per Annexure V	
Whether all the current authorizations for all the manufacturers is/are enclosed	
% of Discount offered by Principal company/authorized dealer. Confirm that the offered discount is/are the same as are offered to other R&D /Educational/other Govt Organizations.(As per Annexure II)	
GSTIN	
Delivery period from ex- Stock, CSIR NPL reserves the right to cancel the order /not to accept the material for delayed order	
Whether attached last Year's Rate contract copy	
Whether the firm is black listed/suspended for Business by any organization	
Whether you have read and understood the terms And conditions mentioned above from Sr. no. 1to40 and whether you accept them unconditionally.	

Signature of Authorized signatory With seal

AnnexureIV

To

Date:

Sub.: Acceptance of Terms & Conditions of Tender

Tender Reference No. _____

Name of Tender: _____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned tender from the website(s) namely: _____
2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ To page No. _____ (including all documents like annexure(s), schedule(s) etc, which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained there in.
3. The corrigendum (s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We here by unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our firm has not been black listed/ debarred by any Govt. department/ Public Sector Undertaking.
6. I/We certify that all information furnished by your firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason there for or summarily eject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposited, absolutely

Yours faithfully,

(Signature of the Bidder with official seal)

MANUFACTURERS' AUTHORIZATION
FORM

(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 letter head of the Manufacturer and should be signed by a person with the proper authority to sign 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 manufacturers of (insert category 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 Goods, manufactured by us (insert the category of Goods), and to subsequently negotiate to sign the Contract.

We here by confirm that we shall be solely and fully responsible incase of discrepancy with regard to quality, quantity, Packages or defects at the time of supply /usage. In such cases we shall provide free replacement immediately.

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)

AnnexureVI

UNDERTAKING

I _____ S/o _____ R/o _____
_____ On behalf of M/s _____
_____ address _____

Participating in Tender No ----- Dt..... for the rate contract of Chemicals, Glass wares, Plastic wares and Filter papers etc. We do hereby declare/affirm here under that

- a) I undertake that our firm have not been blacklisted debarred and our similar services have also not been banned or suspended so far due to breach of rate contract or any reason including corrupt and fraudulent practices in the past by any Govt./Central Govt. Or Local Bodies/any organization etc. And there are no any vigilance/ CBI/ FEMA case pending against our firm.
- b) I also undertake and confirm that all the particulars/documents furnished by us on behalf of the company /firm are true and correct & no material and information have been concealed or misrepresented by us on part of our firm against the tender.

Yours truly,

Name & Signature/ Designation

Date:

Place.