

**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(DEEMED UNIVERSITY)  
MUMBAI – 400 061**



**ANNUAL RATE CONTRACT FOR CHEMICALS/  
GLASSWARES/ PLASTICWARES ETC.**



**TENDER DOCUMENT**

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**Phone: 022-26361446/7/8**

**Fax: 022-26361573**

**Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061  
Website: [www.cife.edu.in](http://www.cife.edu.in)**



## ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University), Indian Council of Agricultural Research

Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 [www.cife.edu.in](http://www.cife.edu.in)



### **NOTICE INVITING TENDER**

**F.No. 36-63/17-18/ARC CHEM./P**

**Dated: 20.02.2018**

The Director, Central Institute of Fisheries Education, Mumbai invites sealed tender from Indian Manufacturer of reputed brand & from the Sole Authorized Distributors in India of Foreign brand of Chemicals, Glasswares, Plasticware, Primers, Oliogs, sequencing services & other lab consumables items for CIFE, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061. Non-transferable tender document containing details along with terms and conditions can be obtained from CPP Portal on payment of **Rs. 1,000/- (Rupees One thousand only)**, by Demand Draft payable to “**ICAR Unit-CIFE**”, **Mumbai** (Non-refundable). Tenders will be issued from **20.02.2018 to 15.03.2018**. The detailed information is available on our website [www.cife.edu.in](http://www.cife.edu.in).

**Senior Administrative Officer**



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F.No. 36-63/17-18/ARC CHEM./P

Dated: 20.02.2018

### NON TRANSFERABLE TENDER DOCUMENT

To be uploaded duly  
signed & stamped

#### INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR ANNUAL RATE CONTRACT FOR CHEMICALS/ GLASSWARES/ PLASTICWARES ETC. AT CIFE, MUMBAI

- |   |                           |
|---|---------------------------|
| 1. Cost of Tender Form  | : Rs. 1,000/-             |
| 2. Issue of tender document   | : 20 Feb to 15 March 2018 |
| 3. Last date of receipt of Tender 1500 hrs. on  | : 15 March 2018           |
| 4. Technical bid to be opened at 1530 hrs. on   | : 16 March 2018           |
| 5. Pre-bid meeting at 1500 hrs. on  | : 27 February 2018        |
| 5. Tender to remain open for acceptance up to 90 days<br>From the date of opening of Financial Bids |                           |
| 6. The Tender is available on <a href="http://www.cife.edu">www.cife.edu</a> & CPP Portal           |                           |

#### NOTE:

1. The Director, Central Institute of Fisheries Education, Mumbai may at his discretion extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a holiday, the Tender shall be deemed to remain open for acceptance till the next working day.



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**NOTE:** All communications must be addressed to Senior Administrative Officer, ICAR-Central Institute of Fisheries Education, Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai – 400 061

**INVITATION OF TENDER FOR  
ANNUAL RATE CONTRACT FOR CHEMICALS/ GLASSWARES/ PLASTICWARES ETC. AT  
ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION, MUMBAI – 400 061**

From  
The Director  
ICAR-Central Institute of Fisheries Education  
Fisheries University Road, Off Yari Road,  
Versova, Andheri (West), Mumbai – 400 061

To be uploaded duly  
signed & stamped

To  
.....  
.....

Dear Sir/Madam,

Sealed Tenders are hereby invited for **ANNUAL RATE CONTRACT FOR CHEMICALS, GLASSWARES, PLASTICWARE, PRIMERS, OLOGS, SEQUENCING SERVICES & OTHER LAB CONSUMABLES ITEMS ETC.** at ICAR-Central Institute of Fisheries Education, Mumbai - 400 061. The General conditions of contract applicable to the contracts placed by ICAR and its constituent Research Institutes as well as the special terms and conditions detailed in this Tender form and Schedules would apply. Please submit your rates in the Tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. The Tender documents containing terms & conditions may be downloaded up to the prescribed date. **Tender fee of Rs.1000/- (Non-Refundable)** is applicable. **Earnest Money Deposit Rs. 30,000/- (Rupees Thirty Thousand Only)** is applicable in the shape of Demand Draft drawn in favour of **“ICAR Unit CIFE,” payable at, Mumbai.** Tender documents complete in all respects should be uploaded on CPPP with details of Tender fee and requisite EMD failing which tender is liable to be rejected. **The Demand Draft is to be submitted physically before tender closing time, in Purchase Section at CIFE, Mumbai through post or hand delivery.**
2. Tender will not be considered if the earnest money is not submitted. However, Agencies holding/ registered with Central Purchase Organization, **MSME, National Small Industries Corporation (NSIC) or Concerned Ministry or Department are exempted from paying EMD.** Such Agencies have to enclose necessary certificate to this effect along with the Technical Bid.

- a. The EMD will be refunded to the unsuccessful tenderers as promptly as possible whereas in the case of successful tender, EMD will be refunded after completion of ARC period.
  - b. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the CIFE. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the Tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the CIFE.
3. The Schedules of the Tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Tenders form. If any modification of the schedule is considered necessary, it should be communicated by means of separate letter along with the Tenders. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Tenders may be Rejected.
4. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the Tenders is not fully filled in, individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If Tenderer does not accept the offer, after issue of letter of award by CIFE within 15 days, the offer made shall be withdrawn & Earnest Money forfeited.
6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the Tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the Tenders and the schedules to the Tenders and annexure, if any, should be signed by the Tenderer.

7. **Details of Bid Submission:-**

- a. **Technical Bid: Cover 1** : Packet 1- Prequalification documents - self-attested and sealed PDF files of prequalification documents - PAN Card, GST Registration, ITR for past 3 years, Financial statement for last 3 years (certified by CA), tender document duly filled, signed and sealed.  
Packet 2: Technical bid
  - b. **Commercial bid: ii Cover 2** : Packet 1 – BOQ(FINANCIAL BID/ PRICE BID)
8. Tender must be submitted in the original prescribed online form separately for each items with rates for delivery including all levies, taxes, installation etc, complete in the prescribed BoQ template on CPP portal.
  9. The rates quoted by each firm for **ANNUAL RATE CONTRACT FOR CHEMICALS/ GLASSWARES/ PLASTICWARES ETC.** in Tenders are given both in words and figures failing which the same is liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the Tenders. The name and address of the representative who would be attending the opening of the Tenders on your behalf should be indicated in your Tenders. Please also state the name and address of your permanent representative, if any.
  10. ICAR-CIFE does not pledge itself to accept the lowest or any other Tenders and also reserve to itself the right of accepting the Tenders in whole or in part of the Tenders. You are however at liberty to Tenders for whole or any portion or to state in the Tenders that the rates quoted shall apply only if the Tenders are considered fully. Other conditional Tenders will not be accepted.
  11. Goods & Service Tax (GST) or any other tax (i.e. Octroi, freight charges with proper receipt) on material in respect of this contract shall be payable by vendors and Institute will not entertained any claim whatsoever in this respect. However, the Income tax or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rule.
  12. The Director, ICAR-CIFE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
  13. Decision of the Director, CIFE will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.
  14. Acceptance by the Institute will be communicated by FAX/Email, Express letter of any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX//Express letter etc. should be acted immediately.

Yours faithfully,

**SENIOR ADMINISTRATIVE OFFICER**  
For and on behalf of the Director



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### GENERAL TERMS AND CONDITIONS:

1. Rates shall be valid for a period of one year from the date of award of this contract, however depending upon the need/and urgency, the Institute will have the right to extend this period as per requirement.
2. The Institute reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
3. No equipment, apparatus, robotic liquid handling system, Gel electrophoresis apparatus, etc. are covered under this rate contract.
4. That the freight, insurance charges, if any will not be borne by the purchaser. Similarly shortage, pilferage in transit will be the sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/transport charge.
5. That the delivery/supply will be made on F.O.R. basis to this Institute and its Sub stations noted above, by road transport or passenger train.
6. GST and other Govt. levies will be paid extra as applicable.
7. That the delivery of goods will be taken at the risk and cost of the supplier from railway/transport.
8. The rates must be quoted both in figures and words in the space provided in the Tender Document itself strictly in accordance with the specification(s)/Unit asked for and no conversion whatsoever will be done by us. The rates quoted in other units will not be considered at all.
9. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated 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.
10. That the payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
11. **The companies are expected to provide their Price Lists as on 1st April 2018.** If any company revises price lists at a later date during the contract period, the company shall submit hard and soft copies of the new price list. The same discount rates will be applicable on revised prices.
12. In case of any extension beyond the period of the ARC, the Terms and Conditions will remain the same and there will be no price escalation, whatsoever.
13. That the order will be placed as per requirement irrespective of value of the order.
14. The firm may supply the required items as per unit price mentioned in the price list.

15. The decision of DIRECTOR, CIFE, MUMBAI will be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level; and, will not be referred to any outside arbitration.
16. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
17. No payment will be made for unsatisfactory/damaged supply of good.
18. The articles should be securely packed to avoid damages etc. in transit.
19. Supply is made from the latest batch of production with the maximum life period & original packing.
20. Pre- receipted bills should be sent along with goods.
21. The bills may be prepared in the name of the Director, Central Institute of Fisheries Education, Mumbai.
22. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.
23. The decision of DIRECTOR, CIFE, MUMBAI will be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level; and, will not be referred to any outside arbitration
24. The Director, CIFE reserves the right to cancel the rate contract without assigning any reason thereof.

Dated \_\_\_\_\_

**(Signature & Seal of Tenderer)**



**APPLICATION FORM FOR ENTERING INTO RATE CONTRACT  
FOR CHEMICALS ETC. WITH ICAR-CENTRAL INSTITUTE OF  
FISHERIES EDUCATION (CIFE) 2018-19**

1. Name & full address of the Firm :-----  
-----  
-----
2. Item / materials for which rate contract :-----  
desired/applied for -----  
(a) Chemicals  
(b) Plastic wares  
(c) Glass wares  
(d) Diagnostic Kits
3. If the Firm is under Rate Contract with :-----  
Other Govt. Deptt./Res. Instt. Give :-----  
details alongwith  
Certified copies of rate contract issued :-----  
by Institutes/Deptts.
4. Annual Turnover of the firm/company :  
during financial year 2017-18  
(enclosed documents in support of claim) Rs.----- Lakhs.
5. Annual business volume with CIFE & its :  
Campuses/Regional Stations  
(If Rate Contract exist) during 2017-18
6. 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.

7. (a) Certified copies of state sales tax :-----  
 Regn. No. Tin No. with date of validity
- (b) Central Sale Tax Regn. No. :-----
- (c) Latest copy of Sales Tax Return :-----  
 (Please enclose copies of relevant papers)
8. (a) Income Tax PAN No. :-----  
 (in the name of firm/company & not individual)
- (b) Latest copy of Return filed with :-----  
 Income Tax Department
9. Whether product catalogue is in circulation,  
 If so, please enclose one copy/set :-----
10. State whether you have been currently :-----  
 banned/ blacklisted by any Ministry/Deptt.  
 of Central Govt. or any State Govt.  
 If so give details
11. Please indicate name & full address :-----  
 of your Banker with branch code, -----  
 IFS code, MICR code etc.
12. In case you wish to enter into rate contract for imported goods, please  
 furnish details as given below :

Name of the Principal firm	Brand/ Make of the goods	Date of acquiring	Dealership Date of expiry of Dealership	Prices in foreign currency or in Indian Rupees	Whether certified copy Dealership enclosed (Say Yes/No)

13. Trade Discount alongwith certificate of not giving higher discount to any other Department:
14. Any other information vital for entering into rate contract:

**Signature**  
 Name of Company/Firm Complete address: