



File No. 36-30/20-21/ARC/Chemical/P

Dated: 02 SEP 2020

**Notice Inviting E-Tender**

Director, ICAR-CIFE, Mumbai invites e-tenders for the Annual Rate Contract for **“TENDER OF CHEMICALS/ GLASSWARES & PLASTICWARES ETC FOR THE YEAR 2020-21 AT ICAR-CIFE, MUMBAI”** through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) under **Two Bid System** from reputed firms as per Schedule given below:

Tender Details			
1	Tender ID		
2	Start of issue tender Download	02 SEP 2020	04:00 PM
3	Last date for submission of tender	23 SEP 2020	04:00 PM
4	Pre-Bid Meeting	10 SEP 2020	03:00 PM
5	Pre-Bid Meeting Place	Virtually. Interested vendors may contact through mail <a href="mailto:purchase@cife.edu.in">purchase@cife.edu.in</a> before pre bid meeting date	
6	Opening of Technical Bid	24 SEP 2020	03:00 PM
7	Mode of Tender	Open	
8	Tender type	Open Tender	
9	Tender category type	Goods	
10	Type of Bid	Two (Technical & Commercial)	
11	Tender validity	90 Days	
12	EMD Deposited (In Rupees)	Rs.30000/- (INR)	
13	Location of Supplies	ICAR-CIFE ,MUMBAI	

**SENIOR ADMINISTRATIVE OFFICER**

### **Important Notes:**

1. Tender Document can be downloaded from ICAR-CIFE website [www.cife.edu.in](http://www.cife.edu.in) or from Central Public Procurement Portal (CPP Portal) web site [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. The Director ICAR-CIFE, Mumbai reserves the rights to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR-CIFE will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their **Digital Signature Certificate** and upload their quotation well in advance.
5. Any changes, corrigendum etc. in respect of this tender shall be issued only through on Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders are therefore requested to regularly visit [www.cife.edu.in](http://www.cife.edu.in) website/ Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). For updates.
6. **Earnest Money Deposit (EMD):** An amount of EMD Rs.30000/- (Rupees Thirty Thousand Only). The Demand Draft drawn in favour of **“ICAR Unit CIFE” payable at Mumbai** Failure to deposit Earnest Money will lead to rejection of tender.
7. **Authorization letter:** Authorization letter should be submitted by the vender/ firm against their brand. Without authorization letter will not be accept by the Institute.

Note: Both Tender fee & EMD envelops should be submitted in sealed envelope super-scribed as **“TENDER OF CHEMICALS/ GLASSWARES & PLASTICWARES ETC FOR THE YEAR 2020-21 AT ICAR-CIFE, MUMBAI”** and addressed to: The Director, ICAR-Central Institute of Fisheries Education (CIFE), Panch Marg, Off. Yari Road, Versova, Andheri (W), Mumbai-400 061. These envelop having tender fee & EMD should reach on or before last date & time of submission of bid.

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**ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION**  
(Deemed University), Indian Council of Agricultural Research  
PanchMarg, Off Yari Road, Versova, Andheri (West), Mumbai-  
400061 Tel. No. 022-26361446/7/8, Fax No. 022-26361573  
Web Site [www.cife.edu.in](http://www.cife.edu.in)



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## **SECTION-I**

### **INSTRUCTIONS TO THE TENDERERS**

**Dear Sirs,**

On behalf of the purchaser (Named in the schedule attached to tender form enclosed), I invite you to tender for the supply of the stores detailed in the said schedule. The conditions of contract, which will govern any contract made, are those contained in the general conditions of contract applicable to the contracts placed by Indian Council of Agricultural Research and the special conditions detailed in the Tender Form (and those attached herewith). If you are in a position to quote for supply in accordance with the requirements stated in the attached schedule, please submit your quotations to this office on the prescribed tender form attached.

#### **1. EARNEST MONEY :**

EMD should be enclosed along with the bid in the form of demand draft.

In no circumstances; Government Promissory Notes, State Bank Pass Book or Cheque will be received with Tender as Earnest Money.

THE TENDER MAY NOT BE CONSIDERED IF THE EARNEST MONEY RECEIPT IS NOT SENT WITHIN PRESCRIBED TIME LIMIT. No request for transfer of any previous deposit of Earnest Money will be entertained.

It is understood that the tender document has been issued to the tenderer and the tenderer is being permitted to tender in consideration of the stipulation on his part that after submitting his tender, he will not resale from his offer or modify the terms and condition thereof. Should the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount will be forfeited to the Central Institute of Fisheries Education. In the event of the offer made by the tenderer not being accepted, the amount of Earnest Money deposited by the tendered will be refunded to him after he has applied for the same in manner prescribed by Indian Council of Agricultural Research/Central Institute of Fisheries Education.

The Earnest Money Deposit of the successful Bidders is likely to be forfeited in case he/she fails to supply the Equipment/Stores/Chemical or fails to submit Security Deposit as per Supply Order.

The Earnest Money should not on any account fall short of the amount actually required.

## **2. SECURITY DEPOSIT:**

The EMD Deposited shall be released/ refunded only after successful completion of ARC period.

### **ENLISTMENT OF INDIAN AGENTS: (INR)**

As per rule 152 of GFR 2017, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organization (e.g. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 150.

## **3. PREPARATION OF TENDER:**

The Schedule to the tender form should be submitted in prescribed format only.

- (a) The Schedule to the tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached but when items are not being tendered for the corresponding space should be defaced by some such words as “Not quoting”
- (b) In the event of space on the schedule from being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the tender Number & be fully signed by the tenderer. In such cases reference to the additional pages must be made in the tender form.
- (c) If any modification of the schedule is considered necessary, tenderer should communicate the same by means of a separate letter sent with the Tender.

## **4. SIGNING OF TENDER:**

- (e) The Tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any)/asked for in the schedule to the Tender are not fully filled in. Specific attention must be paid to delivery dates and also to the General Conditions of the Contract, as the Contract would be governed by them.
- (f) Individual signing the tender or other documents connected with a contract must specify whether he signs as: -
  - a. A sole proprietor of the firm or constituted attorney of such sole proprietor.
  - b. A partner of the firm if it be a partnership, in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney.
  - c. Constituted attorney of the firm if it is a company.

### **Note:**

- a) In case of partnership firm the copy of the partnership agreement or general power of attorney in either case attested by a notary public should be furnished unless the same has been previously furnished to Indian Council of Agricultural Research/Central Institute of Fisheries Education, or affidavit on stamped paper of all the partners admitting execution of the general power of attorney should be furnished.

- b) In the case of partnership firms where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm.
- c) A person signing the Tender Form or any documents forming part of the contraction behalf of another shall be deemed to warranty that he has authority to bind each other and if on enquiry it appears that the person so signing has no authority to be so the purchaser may without prejudice to other civil and criminal remedies cancel the contract the contract and hold the signatory liable for all cost and damages.
- d) Each page of the tender, schedule to tender and annexure, schedule to tender and annexure, if any should be signed by the tenderer.
- e) Tender form, incomplete in any respect, is liable to be rejected.

**PERIOD FOR WHICH OFFER WILL REMAIN OPEN:**

- (I) Firms tendering should note that it is desired that their offers should remain open for acceptance for **90 days from the date of opening of tender**, If the firms are unable to keep their offers open for the specified period their tenders are likely to be rejected.

**5. PRICES:**

I.

(i)The price must be stated for each item separately. The percentage of reduction, in the total price for the entire demand should also be quoted, and order to that extent be placed with you.

(ii)If it is decided to ask any taxes and other charges as extra, the same must be specifically stated in the absence of any such stipulation it will be presumed that the prices include all such charges and no claim for the same will be entertained.

iii)The price quoted by the tenderer should be exclusive of G.S.T tax (and should be clearly stated to be so), which will be paid by the purchaser, if legally applicable at the rate ruling on the date of supply as specified in the Acceptance of Tender.

**Please note CIFE is eligible for payment of custom only at concessional rates and fully exempted from payment of Central Excise Duty as per Govt. Notification No. 51/96-Customs dated 23 July 1996 and No. 10/97-Central Excise dated 01 March 1997 as amended from time to time respectively.**

**(i) PACKING:**

Unless a method of packing is medicated in the specification or on the Schedule to the tender form, the method of packing which the contractor proposes to employ must be described in the schedule to Tender Form. Contractors are at liberty to quote for additional alternative sizes and description of packs and these must be described in the schedule to tender.

**(ii) RIGHT OF ACCEPTANCE:**

This office does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and tenderer shall supply the same at the rate quoted. Tenderer is at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the tenderer.

**(iii) COMMUNICATION OF ACCEPTANCE:**

Acceptance by the purchaser will be communicated by email, express letter of acceptance or formal Acceptance of tender. In case where acceptance is communicated by email or express letter, the formal Acceptance of Tender, will be forwarded to tender by registered post as soon as possible; but the instructions contained in the email or express letter should be acted upon immediately.

**(iv) RESERVATION OF RIGHT TO ORDER ADDITIONAL QUANTITY:**

The purchaser reserves the right to place order on the successful tenderer for additional quantity (upto 25%) of the quantity offered by them at the rate quoted. Tenderers are bound to accept the same, if placed on them, within six months from the date of issue of acceptance of Tender.

**(v) PRE-INSPECTION OF STORES BY THE SUPPLIER:**

In case a contract is placed on you as a result of this tender, you should satisfy yourself that the stores are in accordance with the terms of the contracts and fully confirm to the required specifications by carrying out thorough pre-inspection, such precaution on your part should minimize the chance of rejection in inspection and the consequences thereof.



## SECTION –II

### GENERAL TERMS AND CONDITIONS:

1. GST and other Govt. levies will be paid extra as applicable.
2. That the payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
3. **The companies are expected to provide their Price Lists as on.** 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.
4. 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.
5. That the order will be placed as per requirement irrespective of value of the order.
6. The firm may supply the required items as per unit price mentioned in the price list.
7. The decision of DIRECTOR, ICAR-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.
8. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
9. No payment will be made for unsatisfactory/damaged supply of good.
10. The articles should be securely packed to avoid damages etc. in transit.
11. Supply is made from the latest batch of production with the maximum life period & original packing.
12. Pre- receipted bills should be sent along with details.
13. The bills may be prepared in the name of the Director, Central Institute of Fisheries Education, Mumbai.
14. The Director, CIFE reserves the right to cancel the rate contract without assigning any reason thereof.





## SECTION-IV **TECHNICAL & BILL OF QUANTITIES (FINANCIAL BID)**

### A) TECHNICAL BID

The Online bids (complete in all respect) must be uploaded online in One Covers as explained below-

COVER – I- A) Technical Bid (Following documents to be provided as PDF file)			
Sl. No.	Documents	Content	File types
1	Technical Bid	Scan copy of PAN and GST Registration Documents	PDF
2		Scan copy of Earnest Money Deposit by way of Demand Draft	PDF
3		Scan copy of certificate for EMD exemption, if claiming.	PDF
4		Scan copy of ITR last Two years (2018-19 & 2019-20)	PDF
5		Scan copy of Balance sheet last One year/(Certified by CA) (2019-20)	PDF
6		Scan copy of Technical bid	PDF
7		Scan copy of Clients List	PDF
8	Scan copy of Authorization Certificate	PDF	
9	Scan copy of Annexure I, II, III & IV	PDF	
10	Scan copy of other documents	PDF	
COVER –I I- B) Commercial bid (Following document to be providing as Excel file)			
01	Financial Bid	Price bid (BOQ) to be filled in Excel format	XLS

All the documents and BOQ has to be digitally signed by the bidder.

## B) FINANCIAL BID

### Note:

- Before quoting the item wise amount, the bidders are instructed to read the details of technical specification to be executed as mentioned in tender document.

BOQ 18-19 [Compatibility Mode] - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Protect Workbook Share Workbook Track Changes

Proofing Language Comments Changes

M14

Validate Print Help Use BoQ

Tender Inviting Authority: The Director, ICAR-CIFE, Mumbai

Name of Work: TENDER OF CHEMICALS/ GLASSVARES & PLASTICVARES ETC. AT ICAR-CIFE, MUMBAI

Contract No: File No 36-112/18-19/ARC/Chemical/P

Name of the Bidder/ Bidding Firm :

**PRICE SCHEDULE**  
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)  
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER	TEXT	TEXT	NUMBER	TEXT	NUMBER	TEXT	NUMBER	TEXT	NUMBER	TEXT	NUMBER	TEXT
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in	Freight Charges ( Unloading & Stacking) in	Any Other Taxes in GST Rs. P	Any Other Duties/L evies in Rs. P	TOTAL AMOUNT Without Taxes col (13) =	TOTAL AMOUNT With Taxes col (14) = sum (8) to	TOTAL AMOUNT In Words	
1	2	3	4	5	7	10	11	12	13	14	15	
1	CHEMICAL											
1.01	SIGMA	item1	1.00	Nos					0.00	0.00	INR Zero Only	
1.02	INVITROGEN(THERMOFISHER)	item2	1.00	Nos					0.00	0.00	INR Zero Only	
1.03	BIORON	item3	1.00	Nos					0.00	0.00	INR Zero Only	
1.04	CORNING	item4	1.00	Nos					0.00	0.00	INR Zero Only	
1.05	KAPA BIOSYSTEMS	item5	1.00	Nos					0.00	0.00	INR Zero Only	
1.06	PFACT	item6	1.00	Nos					0.00	0.00	INR Zero Only	
1.07	AVANTOR	item7	1.00	Nos					0.00	0.00	INR Zero Only	

Basic Rate Entry  
Please enter Basic Rate in Rupees for this item.

Ready

Desktop 12:19 AM 3/6/2019

**AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS**

**TO**

**THE DIRECTOR  
CENTRAL INSTITUTE OF FISHERIES EDUCATION  
(DEEMED UNIVERSITY, ICAR)  
SEVEN BUNGLOWS, VERSOVA, ANDHERI (W)  
MUMBAI-400 061**

Dear Sir,

1. I/We understood the instruction to Tender document, Mode of Payment, Annexure & Conditions of Contract included in General Conditions of Contract covering contracts placed by the Indian Council of Agricultural Research & research Institutes under it & in the Special Conditions of contract & have thoroughly examined the specification drawing & /or pattern quoted in the schedule thereof & /are fully aware of the nature of the stores required & my/our offer is to supply stores strictly in accordance with the requirements.
2. If our tender is accepted, we will furnish the Security Deposit as per the terms and conditions mentioned in the Tender Document.
3. Unless and until an agreement is prepared and executed, the tender together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance.
4. We understand that you are not bound to accept the lowest or any tender you may receive.
5. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also agree to abide by and fulfill all the terms and provisions of the conditions of the contracts.

**Date:**

**(Signature of the tenderer)**

*(Stamp)*



**DETAILS OF COMPANY ADDRESS, BANK, TENDER FEE & EMD, CONTACT FOR CO-ORDINATOR**

**A. Company Address Details:**

Name of the Company	:	
Establishment Year	:	
Address	:	
	:	
	:	
Pin Code	:	
State	:	
Phone No.	:	
Fax No.	:	
Email ID.	:	

**B. Bank Details:**

Bank Name	:	
Branch Name	:	
Branch Address	:	
	:	
Branch Code	:	
Account Number	:	
IFSC Code	:	
MICR No.	:	

**C. Contact Person for Co-Ordinator:**

Name of Person	:	
Designation	:	
Contact No.	:	
Email ID	:	

**Bank details of EMD**

Sr. No	Particulars	Bank Name	DD No	DD Date
1	EMD (Rs.30000/-)			

**(SIGNATURE OF THE TENDERER)**