



**F.No.36-08/20-21/ARC Chem/P**

**Dated: 18.01.2021**

**E-PROCUREMENT THROUGH ADVERTISED TENDER ENQUIRY**

**Sub.: Tender of Chemical/ Glassware and Plasticware etc. for the year 2020-21at ICAR-CIFE, Mumbai**

For and on behalf of the Director, ICAR-CIFE, Mumbai, e-tenders are invited through Central Public Procurement Portal under two bid systems from manufacturer firms/authorized dealers for entering into rate contract for supply of for Chemical, Glassware ,Plasticware, Custom synthesis & Sequencing , Agrochemical including pesticides , insecticides , Weedicides , Pit tags, Reagents & Kits. research items at ICAR-CIFE, Mumbai, ICAR- CIRCOT, Mumbai, ICAR-CMFRI, Research station & ICAR- CIFT, Research station.

GST: As per the Notification No. 45- Central Tax ( Rte) dated 14.11.2017 of the Ministry of Finance for GST concession, the rate of CGST has been reduced to 2.5% . That implies the total GST (CGST + CGST) will be calculated @5% for the institutes/ Organizations who have registered with DSIR. So please quote accordingly. The required undertaking Certificate about “Use of the product only for our research purpose” will be submitted along with DSIR registration certificate at the time of order.

Tender Details		
1	Tender ID	
2	Start of issue Tender download	19.01.2021
3	Last date for submission of tender	08.02.2021
4	Pre-Bid Meeting	28.01.2021
5	Pre-Bid Meeting Place	Pre-bid by virtual mode please check one day before for link on <a href="http://www.cife.edu.in">www.cife.edu.in</a>
6	Opening of Technical Bid	09.02.2021
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(In Rupees)	Rs.30000/-(INR)
13	Location of Supplies	MUMBAI & Navi Mumbai.

**SENIOR ADMINISTRATIVE OFFICER(I/C)**

### Important Notes:

1. Tender Documents can be downloaded from ICAR-CIFE, Mumbai Website [www.cife.edu.in](http://www.cife.edu.in) OR from Central Public Procurement Portal URL: <https://eprocure.gov.in/eprocure/app>. Bidders should enroll/ register in the e-procurement module of Central Public Procurement Portal through the website (<https://eprocure.gov.in/eprocure/app>). 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 right to accept/reject any/all tenders in part /full at any stage without assigning any reason thereof.
4. The Director, ICAR-CIFE, Mumbai will not be responsible for any delay in enrolment/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. **This tender document contains annexure which are part of the tender document.**
6. Any changes/corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our CIFE website & <https://eprocure.gov.in/eprocure/app> for updates.
7. The Tender should consist of two Bids – The technical bid (Cover-I) and the financial bid (Cover -II)
8. The Financial bid will be opened only of those firms whose technical bid is found in consonance with tender document along with terms & conditions.
9. ICAR-CIFE, Mumbai is registered with the Department of Scientific & Industrial Research (DSIR) for purposes of availing Customs duty exemption.
10. Tender to remain open for acceptance up to 90 days from the date of opening.
11. In case, any Holiday is declared by the Government on the day of opening of e-tender, the tenders will be opened on the next working day at the same time.

**Terms and Conditions of tender document:**

**Terms & Conditions**

1. The bid submission end date on CPP portal is up to 08.02.2021
2. The Cost of EMD i.e Rs.30,000/- ( Rupees Thirty Thousand Only) may be paid in shape of Demand draft /Banker's cheque in favour of **"ICAR Unit CIFE" payable at Mumbai.** Failure to deposit Earnest Money will lead to rejection of tender. The Tenderers/bidders registered with MSME & NSIC are exempted from EMD provided submission of relevant documentary proof. A scanned copy of the DD should be attached in online bid as mentioned under technical bid and the details of the EMD, physically sent, should tally with the details available in the scanned copy, otherwise the uploaded bid will be rejected. Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD of the unsuccessful bidder shall be refunded after the finalization of the ARC order. No interest shall be paid on EMD.
3. Failure to submit the earnest money deposit (EMD) in Purchase Section, ICAR- CIFE, Mumbai up to due date and time through offline mode will lead to rejection of bid. The institute will not be responsible for any postal delay in receipt of EMD amount up to due date and time in this institute.
4. **On the receipt of the confirmation of acceptance of ARC the successful firm should provide a Performance Security Deposit for an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft/ drawn in favour of " ICAR Unit CIFE" payable at Mumbai, FDR or Bank Guarantee from a commercial bank in an acceptable form and confirm their acceptance of the ARC. The Security Deposit is valid for a period of 60 days beyond the date of completion of all the contractual obligations, and should be furnished immediately or within 15 days of confirmation of ARC. EMD will be refunded to the successful tenderer with 15 days on receipt of Performance Security Deposit.**
5. The EMD cannot be converted into as Performance Security Deposit.
6. The bidder/manufacturer firm should submit at least three hard copy of printed catalogue/price list for year 2020-21 along with hard copy of DD of EMD to the institute.
7. The bidder/tenderer should submit the tender document duly signed/initialized and stamped on each page.
8. If the date up to which the tender is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.
9. Intending tenderers should have valid registration with GST.
10. The rates submitted by the tenderer shall not be allowed to withdraw the offer. Non-accepting of order or non-supply of the quantity will be treated as failure on the part of tenderer & the Earnest Money/ Security Deposit/ Performance Security is liable to be forfeited.
11. The rate of discount quoted should be valid for Ninety (90) days from the date of opening tender.
12. The firm should support as & when required by CIFE, Mumbai.

13. GST Exemption Certificate will be provided by this Institute, if needed. No demurrage charges will be paid by the institute.
14. The material is to be supplied on F.O.R. basis at ICAR-CIFE, Mumbai, ICAR-CIRCOT, Mumbai, ICAR- CMFRI Research Station & ICAR-CIFT Research Station as appropriate. Supply to be made from the latest batch of production with the maximum life period in original packing.
15. GST/Other Govt. levies as applicable will be paid extra.
16. TDS/TDS on GST will be deducted from the bill amount, if applicable.
17. The name of authorized dealer(s), if any for the supply of above items to ICAR,CIFE Mumbai and regional research stations may be mentioned in the rate contract offer.
18. The manufacturer firm/bidder must clearly mentioned that billing and supply will be done by them directly or their authorized distributors and disclosed it in the bid itself and same for EMD deposit.
19. The tender of the firms which have either been black listed or stopped dealing with any ICAR Institute/ICAR-CIFE, Mumbai will not be accepted.
20. **No revision in rate (on higher side) will be accepted during contract period or extension period. During contract period or extension period, if there is a decrease in rate of any item, then the firm will have to pass the benefit to the Institute.**
21. Registration/Authorization certificate in the case of Indian Agent should be enclosed.
22. The packing of the goods should be in good condition to prevent the material from damage or deterioration during transit to their final destination. The supply of perishable store and the rejected material must be replaced free of cost by the Manufacturer firm/authorized dealer to the purchaser. The damage of material during loading or transit to the Institute will be sole responsibility of the supplier/firm. Damaged/defective item, if any must be replaced by the supplier, Institute will not entertain such damaged/defective item.
23. The firm may clearly indicate discount in financial bid (BOQ), if any on the price list/ price catalogue.
24. **The Discount offered should be maximum but should not be less than given to any other ICAR Institutes/ Autonomous/Central or State Govt. Organization/Universities.**
25. **Validity:** The rate contract will be valid for One year from the date of award of rate contract.
26. **Jurisdiction:** All question, dispute or difference under our or in connection with the tender shall be subject to exclusive jurisdiction of the court within the local limit of whole jurisdiction at CIFE, Mumbai.
27. The firms should submit the list of Govt. Organizations/ ICAR Institutes with whom they have rate contract of chemicals & glassware items etc.
28. The firms should mention clearly the items for which rate contract proposal is submitted & enclosed price list of those items without which bid will not be considered for that item.
29. The supplier shall deliver the goods within the delivery period mentioned in the purchase order. In case of any delay in executing the supply, the supplier shall promptly inform the Institute in writing, the fact of delay and duration of supply before the expiry of the delivery period and extension of supply period would be subject to approval by the competent authority of this institute. Otherwise liquidated damage @ 0.5 % per week of the cost of purchase/work order will be deducted subject to a maximum of 10%.

30. Supply should be made in full against the order. Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute.
31. Challan and the pre-receipted bills should be sent along with goods to Store (Physical), ICAR, CIFE, Mumbai.
32. Payment shall be made electronically only within a reasonable period after satisfactory completion of the supply as per terms and conditions of supply order and tender document and after verification of the supplied material by the concerned official of the Institute. Bank Account details for making e-payment must be provided along with the bill/invoice. No payment shall be made for unsatisfactory supply.
33. **Any equipment including minor equipment will not be covered under this rate contract.**
34. Since awarding of this rate contract is a process of registration of firm with the institute and as the rate contract is being made on the basis of discount offered by the firms on price list and not on rate quoted for any specific item, **accordingly BOQ is prepared for discount offered by firms and uploaded on CPPP. L-1 firms will not be finalized on the basis of comparative BOQ chart to be generated online; however rate contract will be awarded to all bidders for different items who will fulfill terms and conditions of tender documents and all technical criteria by qualifying in technical bid of e-tender.**
35. Awarding of rate contract to a particular manufacturer firm do not means that Institute will be bound to purchase the items from that firm. Institute at its own discretion as per requirement of Indenter's and after following all norms & procedures will place order to a firm out of all firms selected for rate contract.
36. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on the bidder.
37. The Conditional offers shall not be accepted.
38. The financial bid (Cover-II) of only those firms will be opened who will qualify in technical bid (Cover-I) of e-tender.
39. The Director, ICAR-CIFE Mumbai reserves all right to accept or reject any or all tender without assigning any reasons thereof, at any stage.
40. **Authorization letter :Authorization letter should be submitted by the Manufacturer/Firms against their Make/Brand. Without authorization letter tender will not be accept by the Institute.**

**Sd**  
**Senior Administrative Officer (I/C)**

**INSTRUCTION FOR ONLINE BIDS SUBMISSION:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<https://eprocure.gov.in/e-procure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, Using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/e-procure/app>.

**PREPARATION OF BIDS:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-

Including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

**SUBMISSION OF BIDS:**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) **A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download to BOQ file, open it and complete the white coloured (unprotected) Cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission

**Online Bid Submission Details****Online Bid Submission:**

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

COVER - I (Following documents to be provided as .PDF file)			
S. No.	Documents	Content	File types
1.	Technical Bid	Details of the firm in firm’s letter head: Name & Address of the firm..... Type of firm(Proprietary firm/partnership/company under company act) Mobile No..... Telephone No..... E-mail Id..... Fax No.....	.PDF
2.		Scan copy of Earnest Money Deposit by way of Demand Draft/ Or Scan copy of certificate for EMD exemption, if claiming Scan copy of Security Deposit by way of Demand Draft.	.PDF
3.		Scan copy of details regarding brand/make & authorized dealership, if any as per Annexure-IV	.PDF
4.		Scan copy of all Tender documents duly signed & stamped as per Annexure	.PDF
5.		Scan Copy of tender acceptance letter duly signed & sealed attached as Annexure-VIII	
6.		Scan copy of PAN , GST Registration of manufacturer/ authorized dealer, if any	.PDF
7.		Scan copy of ITR of manufacturer/authorized dealer for A.Y i.e. 2018-2019 & 2019-2020 & 2020-21	.PDF
8.		Scan copy of Balance sheet & annual turnover of manufacturer firm/company for Three year i.e. 2017-2018 2018-2019 & 2019-2020.	.PDF
9.		Scan copy of self-certificate that the firm is not black-listed or stopped dealing by any Govt. organization/Institute	.PDF
10.		Scan copy of orders/list of Govt. Organizations/ICAR Institutes with whom the firm has/had rate contract for Chemical & Glassware, Plasticware, Custom synthesis & Sequencing , Agrochemical including pesticides , insecticides , Weedicides , Pit tags, Reagents & Kits .	.PDF
11.		Scan Copy of Authorization letter duly signed & sealed attached as Annexure-V	.PDF
COVER – II (Following document to be provided as .XLS file)			
1.	Financial Bid	Price bid (BOQ) to be filled in .XLS format strictly as per proforma attached with tender document	.XLS

Sd/-  
Senior Administrative Officer ( I/C )

**ANNEXURE-IV**

**Tender F.No.36-08/20-21/ARC Chem/P**

Details regarding make/brand of items for which rate contract is applied by bidder & details of authorized dealership, if any:

<b>S.No.</b>	<b>Description of items for which rate contract is applied by the manufacturer firm/company</b>	<b>Name of principal/ manufacturer firm</b>	<b>Brand/Make (mention not quoted, if not applied for said item)</b>	<b>Name &amp; complete address including e-mail of authorized dealer, if any</b>
1.	Chemicals			
2.	Glassware			
3.	Plastic ware			
4.	Custom synthesis & Sequencing			
5.	Agrochemical including Pesticides, Insecticides, weedicides.			
6.	Pit Tags			
7.	Reagents & Kits			

Yours faithfully

(Authorized Signatory)

(Name & Seal of Manufacturer)



F.No.36-08/20-21/ARC Chem/P

**MANUFACTURER'S AUTHORIZATION LETTER**

No. :

Date:

Dear Sir,

I/We.....who is established and reputed Manufacturer having factory at .....(address of factory) do hereby authorize M/s.....(Name and address of authorized distributor/dealer) as our authorized distributor/dealer to receive the order from you under the rate contract tender vide F.No.36-08/20-21/ARC Chem/P

I/We also hereby authorize M/s..... (Name and address of authorized distributor/dealer) for supply and billing of materials at F.O.R. basis at ICAR-CIFE, Mumbai, ICAR- CIRCOT, Mumbai , ICAR- CMFRI Research Station & ICAR- CIFT, Research Station.

We hereby extend our full guarantee and warranty as per General Conditions of Contract and relevant Clause of the Special Conditions of Contract for the goods offered by the above firm.

Yours faithfully

(Authorized Signatory)

(Name & Seal of Manufacturer)

**Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be attached by bidder duly signed in technical bid document in e-bid.**

**ANNEXURE-VII**

F.No.36-08/20-21/ARC Chem/P

(To be attached by bidder duly signed in technical bid document in e-bid)

**Format of complete bank details of manufacturer firm/authorized dealer for e-Payment**

1.	Name of Account Holder/Firm (Payee Account name)	
2.	PAN	
3.	GST No.	
4.	Nature of Account (Saving/Current)	
5.	Name of Bank	
6.	Bank Account No.	
7.	Branch Address	
8.	IFS Code of Bank	

Date:

Name:

Signature of Bidder:

Seal:

Designation:

(Note- The complete bank details in above prescribed format should be submitted for manufacturer firm as well as authorized dealers)

**ANNEXURE-VIII**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head and to be attached in technical bid document)

Date: .....

To,  
The Director  
ICAR-Central Institute of Fisheries Education  
Panch Marg, Off Yari Road,  
Versova, Mumbai – 400 061.

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: F.No.36-08/20-21/ARC Chem/P dated (Tender Id: )**

Name of Tender: Rate contract for supply of laboratory chemicals, glassware, plastic ware, Custom synthesis & Sequencing, Agrochemical including pesticides, insecticides, Weedicides, Pit Tags, Reagent & Kits for financial year 2020-21 at ICAR-CIFE, Mumbai ICAR-CIRCOT, Mumbai, ICAR-CMFRI, Research Station & ICAR-CIFT, Research Station.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender“ from the web site(s) namely: .....  
.....  
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No.1 to 13 (including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby 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 blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our 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 therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Financial bids in BoQ

<b>Sr.No.</b>	<b>Name of the Items</b>	<b>Discount to be offered in (%) Percentage.</b>
1	CHEMICALS	
2	GLASSWARES	
3	PLASTICWARES	
4	CUSTOMSYNTHESIS AND SEQUENCING etc.	
5	Agrochemical including pesticides, insecticides, Weedicides etc.	
6	Pit Tags	
7	Reagents & Kits	

Manufacture's / firms may quote only their make/ brand in the following table as per the Serial Number mentioned at BOQ. The firms can quote multiple chemicals, Glassware etc. if the discount rates offered are same.

Sr.No.	Name of the Make / Brand
Chemical	
1.01	
1.02	
1.03	
1.04	
1.05	
1.06	

Sr.No.	Name of the Make / Brand
Glassware	
2.01	
2.02	
2.03	
2.04	
2.05	
2.06	

Sr.No.	Name of the Make / Brand
Plasticware	
3.01	
3.02	
3.03	
3.04	
3.05	
3.06	

Sr.No.	Name of the Make / Brand
Customsynthesis & Sequencing etc.	
4.01	
4.02	
4.03	
4.04	
4.05	
4.06	

Sr.No.	Name of the Make / Brand
Reagents & Kits	
5.01	
5.02	
5.03	

Sr.No.	Name of the Make / Brand
Pit Tags	
6	

Sr.No.	Name of the Make / Brand
Agrochemical including pesticides, insecticides, weedicides, etc.	
7.01	
7.02	

