



AN ISO 9001:2008 CERTIFIED INSTITUTE

भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद), (Indian Council of Agricultural Research)

बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

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File No.: 17-43/P&S/17-18/

ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
INVITES TENDER ENQUIRY FOR ANNUAL RATE CONTRACT FOR
SUPPLY OF CHEMICALS, CONSUMABLES, OTHER LAB CONSUMABLE
ETC. FOR ICAR-CRIJAF HEADQUARTERS, BARRACKPORE AND ALSO
FOR ITS CENTRES/STATIONS LOCATED AT A) PRATAPGARH, UTTAR
PRADESH B) SORBHOG, ASSAM C) BAMRA, ODISHA AND D) BUD BUD,
BURDWAN.

TERMS & CONDITIONS

- Proposal:** Each bidder should submit separate bids for each items viz. (i) Chemicals, Bio-Chemicals, Solvents, Growth media, Kits, etc; (ii) Glasswares and Labwares; (iii) Plasticwares, Rubberwares (complete laboratory range) etc. and (iv) Filter Papers, Membranes, etc.
Single bid document containing more than one item will be considered as non-responsive bid.
- Supply:** Supply of items to be made at ICAR-CRIJAF, Barrackpore and its Centres located at (i) Bamra, (ii) Budbud, (iii) Pratapgarh and (iv) Sorbhog as indicated in the supply order within 30 days. The awarded firm will have to make the supply, raise bills on their own name and will be solely responsible for the quality and/quantity of the items supplied.
The supplier will be solely responsible for any loss, damage or shortage of material in transit.
Supply in parts/phases will not be entertained. Seeking extension of delivery period should be avoided.
If way bill/road permit, etc. are to be obtained, it will be the responsibility of the firm/supplier. **No way bill/road permit** will be issued by this office.
- Validity:** The validity of the rate contract will be till 31st March, 2018.
- Price:** The rate of items will be as per current price list enclosed by the firm. There shall be no price increase of the items during the period of Annual Rate Contract.
The price is FOR/Destination. Packing, Forwarding, Excise duty, Freight, Insurance charges, etc. will not be paid extra.
- Discounts:** Discount, if any, for the supply of Rate Contract Items should be indicated clearly by the bidders in % (percent).

6. **Taxes:** Sales Tax as applicable will be paid and the same may be indicated separately in the bid. The Institute is exempted from paying of Custom Duty.
7. **Payment:** Payment will be made in INR within 30 days of receipt of materials and after recommendation of indenter in writing that the item has been received in good condition. Payment will be made online only through RTGS/NEFT on submission of Mandate form with all Bank details.
8. **Bills:** Pre-receipted bills, in triplicate should be sent along with goods. The bills may be prepared in the name of the Director, ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata.
9. **Manufacturer Guarantee:** In case of any manufacturing defect the materials must be replaced immediately.
10. **Liquidated damage:** Liquidated damage will become operational, unless a specific request made for extending the date of delivery (citing valid reasons) is agreed to by this Institute by writing.
11. **Right to cancellation:** The Director, ICAR-CRIJAF reserves the right to cancel the contract at any time, during the Contract period without assigning any reason thereof. In the event of cancellation of rate contract in whole or in part, the Institute shall inform the concerned firm(s) in writing.
12. **Jurisdiction:** For all legal matters and disputes, if any, the jurisdiction shall be Kolkata only.
13. **Cost of Bid:** Each bid should accompany cost of bid (₹ 500) through Demand Drafts drawn in favour of “**ICAR Unit–CRIJAF, Barrackpore**” payable at Barrackpore
14. **Bid security:** Each bid should accompany an appropriate EMD (as stated below) through DD –
 - (i) ₹ 20,000 for Chemicals, Bio-chemicals, Solvents, Growth media, Kits, etc
 - (ii) ₹ 10,000 for Glasswares and Labwares
 - (iii) ₹ 5000 for Plasticwares, Rubberwares (complete laboratory range) etc.
 - (iv) ₹ 5000 for Filter Papers, Membranes, etc.
15. **Experience:** Rate contract of only those firms will be considered who have experience of such work (Rate Contract for supply of Research Consumables) from at least 05 nos ICAR/CSIR/ICMR Labs/Institutes or Universities.
16. **Authorisation:** Rate contract proposal should be submitted by the Principal Firm. In case of Distributor/ Dealers, Authorization Certificate from the Principal is mandatory. **The Principal Firm shall authorize only one Agency for Rate Contract at ICAR-CRIJAF, Barrackpore.**
17. **Submission:** Following documents should be submitted through <https://eprocure.gov.in>.

- (i) Scanned copy of valid registration certificate of the firm from the Govt.
- (ii) Scanned copy of valid trade licence of the firm in the relevant field of tender application.
- (iii) Scanned copy of proof of last 03 years continuous experience of the firm in the relevant field of tender application from at least 05 nos ICAR/CSIR/ICMR Labs/Institutes or, Universities.
- (iv) Scanned copy of PAN card.
- (v) Scanned copy of VAT/CST/State ST/ GST Registration
- (vi) Scanned copy of Authorisation certificate from the Principal firm
- (vii) Scanned copy of Tender cost and EMD
- (viii) Scanned & signed copy of bank mandate form in enclosed format
- (ix) Scanned & signed copy of self-declaration that the firm has not been debarred or blacklisted by any organisation
- (x) Scanned & signed copy of tender acceptance letter
- (xi) Scanned & signed copy of percentage discount along with certificate of not giving higher discount to any organisation
- (xii) Scanned & signed copy of terms & conditions of this technical bid

However, following documents, in original, should be submitted in a sealed cover clearly mentioning name of the item quoted for (viz. Chemical/ Glassware/ Plasticware/ Filter paper) at the ICAR–CRIJAF. All documents should reach this Office on or before the closing date and time as mentioned in the <https://eprocure.gov.in>. Any delay as a result of natural calamity or postal lapses shall not be considered.

- (i) **Cost of Bid (₹ 500)** through DD
- (ii) Appropriate **Bid Security (EMD)** through DD
- (iii) Two copies of **Price list** of the items for which Rate Contract will be effected

18. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.

**Signature of tenderer
with stamp**

Financial bid

Sl. No.	Item Description	Brand/Make	Percentage of Discount %	TOTAL Percentage for Item
1	2	8	7	14
1				0.00
Total in Figures				0.00

(to be typed on letter head of the company)

No. 17-43/P&S/17-18/

Dated

PROFORMA

Proforma for acceptance of Terms & Conditions for Annual Rate Contract.

(to be submitted alongwith signed above terms & conditions)

This is to declare that we (name of the manufacturers/authorized dealer/recognized Service Provider) have gone through the tender notice and related documents, and that the terms & conditions as provided in the Tender Notice No. 02/2017-18 dated 30.06.2017 for Annual Rate Contract are agreeable to us.

Signature of tenderer

Name:

Address:

Office Seal

Dated: