



**ICAR-NATIONAL DAIRY RESEARCH
INSTITUTE**
(Indian Council of Agricultural Research)
KARNAL-132001 (Haryana) INDIA



File No.1-1/RC/Chem/2024-25/S(P)-1/294561

Date: 12.07.2024

E-TENDERS NOTICE INVITING (NATIONAL COMPETITIVE BIDDING)

The National Dairy Research Institute, Karnal invites online bids on behalf of the President, ICAR, New Delhi from the Indian Manufacturers and Authorized Indian Agent / Dealer of foreign firms for entering into Annual Rate Contract for supply of Laboratory Chemicals, Glasswares, Plasticware, Filter Papers & Liquid Handling System etc. to NDRI, Karnal (including its regional station viz. Southern Regional Station, NDRI, Bangalore and Eastern Regional Station, Kalyani) and its sister Institute viz. CSSRI, IIW&BR and NBAGR, Karnal **for the period 01-10-2024 to 30-09-2025.**

Tender documents may be downloaded from NDRI web site www.ndri.res.in (for reference only) and CPPP website "<https://eprocure.gov.in/eprocure/app>" as per the schedule as given in **CRITICAL DATE SHEET** as under:-

CRITICAL DATE SHEET

Published Date	12 th July 2024 (3.00 PM)
Bid Document Download	12 th July 2024 (3.30 PM)
Pre-Bid Meeting	22nd July, 2024 (11.00 A.M) Dr. N.N. Dastur Mini Auditorium at Administrative Block, NDRI, Karnal.
Bid Submission Start Date	12 th July, 2024 3.30 PM)
Bid Submission End Date	5 th August, 2024 (5.00 PM)
Bid Opening Date	7 th August, 2024 (11.00 A.M)
Address for communication	Purchase Section, ICAR-NDRI, Karnal-132001

On behalf of Director, ICAR-NDRI, Karnal, Electronic Quotations/tenders under Open tender enquiry, Bids are invited from the registered firms/their authorized dealer registered on portal etc. for the goods mentioned below. The e-bids duly completed in all respect should be uploaded online at "CPPP" **latest by 5.00 PM 5th August, 2024. The incomplete e-bids will be treated as rejected. The e-bids received after stipulated date & time will not be considered & rejected, and no correspondence in this regard will be entertained.**

A. INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the web site: <http://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal “(<https://eprocure.gov.in/eprocure/app>)” is mandatory. Manual/Offline bids shall not be accepted .
2. However, bidder has to submit Price List and Catalogue in shape of Soft Copy(Pen Drive) Non Editable/PDF Price List .
3. Tenderers/bidders are requested to visit the website “<https://eprocure.gov.in/eprocure/app>” regularly. Any changes/modifications in tender enquiry will be intimated by the corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director reserves the right to accept or reject any or all the tenders.
5. The interested bidders including MSME/Startup/NSIC's firms have to submit the Signed Bid Security Declaration accepting that if they withdraw or modify their bids during period of validity etc., they will be liable to be suspended for two years failing which bid will be rejected. However, the successful bidder will to have deposit Performance Security of Rs.1,00,000/- (Rupees One Lakh)in shape of DD/Banker Cheque/FDR/TDR in favour of ICAR UNIT-NDRI, Karnal at the time of awarding the Rate Contract failing which Award will not be issued to the firm.
6. The Bidders should mandatorily submit their Techno-Commercial bids and price bids online on the portal of ccpp No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT, techno-commercial bid in cover-I, and price bid in Cover-II. To enable system generated techno-commercial and price comparative statements, such statement may be submitted in Excel formats strictly. The bidder will have to give an undertaking online that if the information/ declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action
7. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.
8. **Bid Opening:**Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders.
9. **Important Note:-** As per Notification issued by Govt. of India, Ministry of Finance Department of Revenue vide letter No. 45/2017-Central Tax (Rate), No.47/2017 Integrated Tax(Rate)New Delhi dated 14th November, 2017, & No.11/2022-Central Tax(Rate dated 13th July, 2022, GST and other Govt. Levies will be paid extra as applicable.
10. Alternatively, however, the **Authorized Dealers/Retailers** may quote their most competitive **FOR Prices**, with maximum possible Dealer's **Special Discount** in BOQ.

**TECHNICAL BID
CHECK LIST**

All bidders are required to essentially submit scanned copies of the following documents along with Price List in shape of Soft copy online to the office of Assistant Administrative Officer (Purchase) ICAR-NDRI, Karnal before the closing date of tender.

Name of Principal firm	Authorized dealer name.	Details of documents	Pages No.	Whether attached or not Yes/No.
i)		Signed Bid Security Declaration accepting that if they withdraw or modify their bids during period of validity etc., they will be liable to be suspended for two years (Annexure-I)		Yes/No.
ii)		Two copies of Price List and Catalogue in shape of Soft Copy(Non Editable/PDF Price List) failing which the bid will not be accepted. An Undertaking regarding no change on prices in the hard copy and soft copy on enclosed Annexure-II		Yes/No
iii)		Minimum Annual Turnover of the principal firm not less than Rs. One Crore in the last three financial years (2021-2022, 2022-2023 & 2023-24) on ANNEXURE-III duly certified by the Auditor and Chartered Accountant along with balance sheet & profit & loss account . .		Yes/No
iv)		The firm should submit certificate on the enclosed ANNEXURE-IV that the firm is not black-listed or stopped dealing by any Govt. organization/Institute.		Yes/No
v)		The participating bidders should give an undertaking in regard to discount on the enclosed ANNEXURE-V		Yes/No
vi)		The firm should submit Authorization letter of Manufacturer issued by Principal Manufacturer firm.		Yes/No
vii)		PAN Card in the name of the bidder		Yes/No
viii)		Certificate of Registration & GSTIN of bidder firm		Yes/No
ix)		Acceptance of Tender documents duly signed/initiated with stamp/seal		Yes/No
x)		Scanned copy of cancelled cheque		Yes/No
xi)		The bidder may undertake that items quoted are not available on GeM. In case, certain items are available, a separate list may be provided. Firm may also undertake to progressively list the items on GeM.		Yes/No

Note: The required documents must be uploaded strictly as per Check List indicating pages number within due date failing which bid will be rejected.

Seal and Signature of the tenderer

FINANCIAL BIDS The discount (to be offered) is to be quoted in BOQ

FINANCIAL BIDS

The discount (to be offered) is to be quoted in BOQ

Detailed Tender Notice with Terms & Conditions

BRIEF TERMS AND CONDITIONS OF ANNUAL RATE CONTRACT FOR PURCHASE OF LAB CHEMICALS/GLASSWARES/PLASTICWARE ETC.ARE AS UNDER:-

1. The ICAR Research Institutes are exempted from Customs Duties on research consumable in terms of Govt. Notification No. 51/96-Customs dated 23.7.1996 and Central excise Duty Exemption in terms of Govt. notification No. 10/97-Central Excise dated amended from time to time. However, for availing the aforesaid Duty Exemption benefits, the prices are required to be quoted by Manufactures essentially on Ex-works basis, without including any excise/customs duty component, freight & insurances.
2. As per Notification issued by Govt. of India, Ministry of Finance Department of Revenue) vide no. 45/2017-Central Tax (Rate) No.47/2017Integrated Tax(Rate) New Delhi Dated: 14th November, 2017 & Notification No.11/2022-Central Tax (Rate) dated 13th July,2022 as amended from time to time for the purpose of Annual Rate Contract of these items, GST and other Govt. Levies will be paid extra as applicable.
3. **No equipment, apparatus, other than liquid handling system (micropipettes, multi channel pipettes)gel electrophoresis accessories(gel tray, combs, tank , spacers, gel casting tray, electrode, sponge pad etc.) are covered under rate contract. Power supply units are not covered under Rate Contract.**
4. Destination will be for supply of material on FOR, NDRI, Karnal and its sub Stations (SRS of NDRI, Bangalore and ERS, NDRI, Kalyani) and ICAR sister Institutes located at Karnal viz. CSSRI, IIW&BR and NBAGR, Karnal. However, the FOR conditions in respect of Regional Stations of CSSRI, IIW&BR and NBAGR, will be decided by respective Institute separately.
5. **The firm must clearly mention that billing and supply will be done by them directly or by their authorized dealer.**

6. The SSI/MSME's firm Registered with NSIC are exempted from Turn Over and Prior Experience subject to submission of NSIC Registered with valid certificate with the tendered items.
7. The condition of Prior Turnover and Prior Experience has been relaxed with respect of Micro and Small Enterprises.
8. The NSIC registered firm who quote their bid of foreign make on behalf of the Foreign Manufacturer/Principal supplier should also submit the Bid Security Declaration. In case, such declaration not submitted by the bidders, their bid will not be considered and will be treated as rejected.
9. The Principal firm may submit the bid with Minimum Annual Turnover of the firm not less than Rs. One Crore in the last three financial years (2021-22, 2022-23 & 2023-24). The details of turn over should be given on the enclosed format **(ANNEXURE-III)**. The format has to be duly certified by the Auditor and Chartered Accountant of the firm.
10. The firm (s) which have either been black-listed or which have stopped dealings with the NDRI/ICAR or any other Govt. organization will not be accepted. In this regard, the firm has to give an undertaking on the enclosed Format **(ANNEXURE-IV)**.

The firm should quote maximum discount on the BOQ which may be considered as the deciding factor for entering into rate contract. While giving discount the Principal firm has to give an undertaking on the enclosed format ***(ANNEXURE-V) that I/We being principal firm undertake that whatsoever discount we offered to this Institute under this rate contract is not less than any discount given to any other organizations throughout India. We further certify that the discount offered by our authorized dealer(s) under this rate contract is maximum and is not supplying any product under this rate contract at higher discount to any Govt./Semi Govt. organizations anywhere in India. However if in future,we offer higher discount to other buyers, the same shall be brought into the notice of NDRI, Karnal & revised discount shall become effective from the date higher discount is applied to other buyer. If the firm conceals the said information, department may effect recoveries from future bills as well as from performance security.***

11. **Authorization letter(sample):-** Authorization letter should be issued by Principal firm to their distributor/dealers on separate that "we M/s _____ (Principal firm/Manufacturer) authorize M/s _____ (name of distributor/dealer with full address) for sale of our products, billing and payments purpose on behalf of our concern. Our firm is fully responsible for the quality of the products being sold to NDRI.

1. While submitting the documents, firm should ensure following conditions:-
 - i) The packing of the goods should be in good condition to prevent the material from damage or deterioration during transit to their final destination.
 - (ii) The supply of perishable store and the rejected material must be replaced free of cost by the Manufacturer firm immediately to the purchaser.

(iii) The supplier shall deliver the goods within the delivery period mentioned in the purchase order. In case of any delay in executing the contract, the supplier shall promptly inform the purchaser in writing, the fact of delay and duration of supply before the expiry of the delivery period. Otherwise liquidated damage @ 0.5 % per week of the cost of purchase order will be deducted subject to a maximum of 10%.

2. **The documents must be uploaded strictly as per Check List indicating pages Nos. within due date, failing which bid will be rejected.**

3. Consolidated Maximum discount from Sole manufacture or Local Distributor is allowed. No discount separately for General and Bulk order is permissible. The bidder (the principal firm as well as their representative/authorized dealers) are requested to quote maximum discount to the Institute being a Premier Institute for Chemicals, Glasswares, Plasticwares, Liquid Handling System and Filter Papers etc.

4. No correspondence will be entertained in this regard. **Price List once submitted with the Tender will not be changed during the entire period of Rate Contract** including the extended period. In case of multiple authorised vendor for a particular product, the empanelment will be done of the vendors quoting highest discount over & above on the company price. An undertaking as per **ANNEXURE-II** is to be submitted to the effect that there is no change in the prices of items mentioned in the soft copy in Format/PDF /Pen Drive and Price List submitted by the firm. Incase of any downward revision in price list, the same shall be effective at NDRI, Karnal.

In case if it is found at any stage that there is a change/difference of prices in the items mentioned in the soft copy in Excel Format/PDF /Pen Drive and printed copy as comparison to pdf copy, the recovery of excess amount will be realized from the firm in addition to cancelation of Rate Contract immediately as well as to stop the future dealing with the firm.

5. The successful bidder will have to deposit Performance Security of Rs.1,00,000/- (Rupees One Lakh) in shape of DD/Banker Cheque/FDR/TDR/PBG in favour of ICAR UNIT-NDRI, Karnal at the time of awarding the Rate Contract failing PBG which Award will not be issued to the firm.

6. All MSME and Start-up firms are eligible to get the benefit as per Govt. of India guidelines.

7. The guidelines issued vide No.F.45021/2/2017-PP(BE-II dated 16.09.2020 by GOI Procurement(Preference to Make in India) order 2017 (Revision) shall be followed.

8. Any bidder seeking benefit/preference under MSME/Make in India or any other Policy/Scheme of Govt. of India which is currently in force must submit all relevant documents/certificates/undertaking etc. at the time of bidding itself.

9. **Signed Bid Security Declaration is mandatory for all interested bidders firms failing which bid will be rejected straightway.**

10. The provisions of the fall Clause of Govt. of India will be applicable under this Rate Contract

11. In case of merger of any company/change of name, its turnover of proceeding year would be considered subject to documentary evidence.

12. Principal manufacturer can offer higher discount than the committed discount during the period and should intimate to Purchase Section well in advance.
13. All the self attested documents in the tender must have the legible name & designation of the firm/company, failing which, tender will be rejected.
14. All the documents must have proper self attestation as per the requirement of tender
15. Code of integrity as envisaged in the rule 175(I) of new GFR-2017 may be adhered to
16. All scheme/offers regarding purchase of chemicals, glasswares, plasticwares, diagnostic kits, rubber items & digital pipettes offered by the firm generally, will also be covered in Rate Contract
17. Part supply of any order will not be accepted and payment will be released only on receipts of complete satisfactory supply of ordered/goods/stores.
18. The rate contract will be made with manufacturer/principal firm authorised vendor valid for the period of 01.10.2024 to 30.09.2025.
19. The Contract may be extended for a period of one more year by the buyer subject to satisfactory supplies by the firms. Decision of the Director, ICAR-NDRI, Karnal in this regard shall be final.
20. Empanelment of vendors does not entitle/assure them of any procurement order.
21. The participating bidders/principal firm and their Authorized Dealer should give their e-mail ID along with valid contact number.
22. The Director, NDRI, Karnal reserves the right to cancel the rate contract anytime without assigning any reason
23. The dispute (s), if any, arising in connection with the Rate Contract, shall be subject to the Karnal jurisdiction.

Note:- All the bidders are advised to submit the documents and / or Undertaking as per above check list showing page Nos. and in prescribed Annexure format.

Asstt.Admn.Officer(P)
On behalf of Director, NDRI
Tel.No. 0184-2259149,0184-
2259149,2259301

ANNEXURE-I

BID SECURITY DECLARATION

I/We undertake that if I/we withdraw or modify their bid during the period of validity of bid etc. the bidder will be liable to be suspended for two years.

**Authorized Signatory with
Seal of the firm**

ANNEXURE-II

Undertaking regarding no change of prices in the hard copy and soft copy

I/We undertake that there is no change in the prices of items mentioned in the Soft Copy of the Price List/PDF Price List alongwith 02 Nos. Pen Drive submitted by the firms. The Soft Copy of Price List supplied by the Company/firm is valid and issued all over India. Non-Editing Soft Copy is only allowed. In case, if it is found at any stage that there is a change/difference in the prices in the items mentioned in the Soft Copy (Non-editable PDF) with Price List/Soft Copy rates given anywhere in India, the recovery of excess amount will be realized from our firm in addition to cancelation of Rate Contract immediately as well as to stop the future dealing with the firm.

Signature of Authorized Signatory
with seal of the firm

ANNEXURE-III

Turn Over of the Principal Firm

(To be certified by the Chartered Accountant)

I/we certify that sales turnover (Revenue from Operations of M/s _____ having its registered office at _____ is as per the audited financial statement as given hereunder:-

Financial Year 2021-2022	Financial Year 2022-2023	Financial Year 2023-2024
Rs. (in Lakhs)	Rs. (in Lakhs)	Rs. (in Lakhs)

**Authorized Signature of
Chartered Accountant with seal**

ANNEXURE-IV

(Undertaking in regard to blacklisting)

I/We undertake that the dealings of our firm never blacklisted or stop dealings or tempering ban by any Govt. Organizations/Institutions/Departments. In case if it is found in correct or guilty at any stage, our Contract will be terminated immediately further dealings will be stopped with the firm.

Signature of Authorized Signatory with seal
of the firm

ANNEXURE-V

(Undertaking in regard to discount)

I/We being principal firm undertake that whatsoever discount we offered to this Institute under this rate contract is not less than any discount given to any other organizations throughout India. We further certify that the discount offered by our authorized dealer(s) under this rate contract is maximum and is not supplying any product under this rate contract at higher discount to any Govt./Semi Govt. organizations anywhere in India. However if in future,we offer higher discount to other buyers, the same shall be brought into the notice of NDRI, Karnal & revised discount shall become effective from the date higher discount is applied to other buyer. If the firm conceals the said information, department may effect recoveries from future bills as well as from performance security.

Signature of Authorized Signatory
with seal of the firm

Sample

(Authorization letter)

We, _____ (Principal firm / manufacturer) authorize M/s _____
(name of distributor/dealer with full address) for sale of our products, billing and payments
purpose on behalf of our concern. Our firm is fully responsible for the quality of the products
being sold to NDRI.

Signature of Authorized Signatory
with seal of the firm

Asstt. Administrative Officer (P)
On behalf of Director, NDRI
Tel.No. 0184-2259149, 2259301 &
2259031

