



**ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE**

**Barrackpore, Kolkata-700 120, West Bengal**

**E-mail : [storeseccifri@gmail.com](mailto:storeseccifri@gmail.com), Website : [www.cifri.res.in](http://www.cifri.res.in)**



F. No. ARC(Chemical)-311(7)/2020-Stores

Dated 1<sup>st</sup> December, 2022

### **TENDER NOTICE**

The Director, ICAR-CIFRI invites Quotation through e-tender in two Bid System from the Manufactures/Authorized Dealers/reputed firms for entering into Rate Contract for the supply of **Chemicals, Solvents and Bio-Chemicals, Glassware & Labwares, Plasticwares and Filter Papers & Membranes, DNA Sequencing & Primers, Genomic & Proteomic etc at ICAR-CIFRI, Barrackpore and at its Centres/Stations located at (a) Prayagraj (b) Bangalore (c) Guwahati (d) Vadodara and (e) Kochi.**

The Schedule of processing of quotation is as follows:-

1.	Date and Time for Issue/Publication	6:55 P.M. on 01.12.2022
2.	Document Download/Sale Start Date and Time	6:55 P.M. on 01.12.2022
5.	Bid Submission start Date and Time	6:55 P.M. on 01.12.2022
6.	Bid Submission End Date and Time	11.00 A.M. on 19.12.2022
7.	Date and Time for Opening of Technical Bids	11.00 A.M. on 20.12.2022
8.	Address for Communication	AAO (Stores), ICAR-CIFRI, Barrackpore, Kolkata – 700 120

The Financial part of the bid should be indicated in BOQ and the discount rate against each brand should also be indicated in the BOQ. Each bidder can bid for maximum of 5 (five) brands

Sl. No.	Name of the items	Discount rate Offered (%)	Delivery cost for Five Regional Centres only
1.	Chemicals, Solvents and Bio-Chemicals		
2.	Glasswares and Labwares		
3.	Plasticwares (complete laboratory range) etc.		
4.	Filter Papers and Membranes		
5.	DNA Sequencing & Primer, Genomic & Proteomic etc.		

ASSISTANT ADMINISTRATIVE OFFICER (STORES)

***TENDER DOCUMENT***  
**(2022-23)**



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## Annexure – I

### TERMS AND CONDITIONS

1. Each bidder should bid item wise in a separate Letterhead authenticated by the Authorized person of the Agency as follows:-

Sl. No.	Name of the items	Discount rate offered (%)	Delivery cost for Five Regional Centres only
1	Chemicals, Solvents and Bio-Chemicals		
2.	Glasswares and Labwares		
3.	Plasticwares (complete laboratory range) etc.		
4.	Filter Papers and Membranes		
5	DNA Sequencing & Primer, Genomic & Proteomic etc.		

The Financial part of the bid should be indicated in the uploaded BOQ and the discount rate against each brand should also be indicated in the BOQ. Each bidder can bid for maximum of 5 (five) brands and the rate of discount has to be suitably mentioned in the BOQ.

2. The following documents in are to be submitted in the Technical bid on e-procurement portal with the quotation failing which the tender will be considered non-responsive:-
  - a) Authenticated Copy of valid enlistment letter with the Government Departments, if any.
  - b) Authenticated Copy of Certificate showing performance of this type of supply in the past
  - c) Authenticated Copy of GST, PAN No.
  - d) Authenticated Authorization from manufacturer/self manufacturing certificate for each brand quoted.
  - e) A declaration as per Annexure-II.
  - f) Bidder details as per Annexure-III with attachments.
  - g) Brand declaration as per Annexure-IV.
3. The bidders need not have to submit any hard copy, only the uploading of soft copies in PDF format on e-procurement portal will suffice. However, the Institute reserves the right to seek original of the documents for verification at any time during the process, failing which the bids will not be considered.
4. Rate - Rates should be as per the bidders' valid price list for the year 2022-23 and 2023-24. The successful bidders must submit **three** copies of price list within 15 days of issue of Work Order. In view of faster communication, the bidders must mention e-mail ID, through which, the work order can be sent. The bidder must mention the details of local authorized dealer/stockiest.

5. Declaration of discount and brand - Discount, if any for the supply of Rate Contract items should be indicated clearly by the bidders in Percentage (%) terms in the BOQ. To match the rate of discount with brand, a declaration as per **Annexure-IV** is to be submitted in the Technical Bid.
6. Delivery - All the materials should be supplied through authorized stockiest only. Delivery should be made at ICAR-CIFRI, Barrackpore and also for its Centres/Stations located at (a) Prayagraj (b) Bangalore (c) Guwahati (d) Vadodara and (e) Kochi at their premises within the stipulated time. In case additional amount is required for delivering the items at only the Regional Centres of the Institute, it should be mentioned in the prescribed cell(s) of the BOQ. It may also be noted that the Institute reserves the right to reject any bid, if the said delivery cost is found unreasonably high.
7. Manufacturer Guarantee - In case of any manufacturing defect the materials must be replaced immediately.
8. Payment - Payment will be made to stockiest against their bills by the Institute and other Centres located at (a) Prayagraj (b) Bangalore (c) Guwahati (d) Vadodara and (e) Kochi, after satisfactory supply of the materials and quality approval. Payment by online only RTGS/NEFT on submission of Mandate form with all Bank details duly authenticated by Bank.
9. Liquidated damage - Liquidated damage at the rate 0.5% of total Invoice amount for delay per week shall become operational, unless a specific request made for extending the date of delivery (citing validation only) is agreed upon by this Institute by writing. The supplier will be solely responsible for any loss, damage or shortage of materials in transit.
10. Authorized dealer - The name and address of the Authorized dealer if any, may also be indicated while submitting the proposal at Annexure-III.
11. Jurisdiction -- For all Legal matters and disputes, if any, the jurisdiction shall be Kolkata only.
12. Validity - Upto 31.12.2023, may be extended for another Financial Year if mutually agreed upon.
13. Submission of Quotation - Online Quotation at e-procurement portal is to be submitted. A bidder can bid for a maximum number of 5 brand for each classified items viz. (1) Chemicals and Bio-Chemicals etc. (2) Glasswares & Labwares (complete laboratory range) etc, (3) Plasticwares (complete laboratory range) etc. (4) Filter Papers and Membranes, (5) DNA Sequencing & Primer, Genomic & Proteomic etc. Any Quotation without the mention of brand in Annexure-IV shall be considered as non-responsive Quotation.
14. The Director, ICAR-CIFRI reserves the right to accept or cancel the proposal in full or part thereof without assigning reason.

**TENDER ACCEPTANCE LETTER**

(To be submitted online on Company Letter Head)

Date:

To,  
The Director,  
ICAR-Central Inland Fisheries Research Institute,  
Barrackpore,  
Kolkata - 700120

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

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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. \_\_\_\_\_ to \_\_\_\_\_ (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 and has never been declared insolvent.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore, summarily reject the bid or terminate the contract.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**DETAILS OF THE AGENCY**

1. Name & Address of bidding Firm :
2. Trade License No. :
3. GST Registration No. :
4. Name and address of the owner of the Firm :
5. Name & Address of local supplier :
6. Phone/Mobile No./email :
7. TAN/PAN Number :
8. Bank details of firm/Agency for making Payment
  - a) Name of the Bank & Branch :
  - b) Account Number :
  - c) IFSC Code :
  - d) MICAR Code No. :
9. Details of EMD:
  - a) Amount :
  - b) Demand Draft No. :
  - c) Issuing Bank :
  - d) Date of issue :
10. Annual turnover of the firm for last 3 years :
11. Balance sheet of last Three (3) years (Attach copy)  
Photo copy of Annual Tax return for last three (3) years may be enclosed

Certified that the terms and condition are acceptable to me/us. I/we will abide by the terms and conditions of the contract/offer and shall supply the items as per specification and terms and conditions of the Tender Document.

**Place:**  
**Date:**  
**seal**

**Signature of owner with**

**ANNEXURE-IV**

**Brand to be declared by the bidder as per format of BOQ for matching of brand with discount submitted in BOQ**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Item Code/make</b>	<b>Brand</b>
1.01	Chemicals and Bio-Chemicals-1	item1	
1.02	Chemicals and Bio-Chemicals-2	item2	
1.03	Chemicals and Bio-Chemicals-3	item3	
1.04	Chemicals and Bio-Chemicals-4	item4	
1.05	Chemicals and Bio-Chemicals-5	item5	
1.06	Glasswares & Labwares-1	item6	
1.07	Glasswares & Labwares-2	item7	
1.08	Glasswares & Labwares-3	item8	
1.09	Glasswares & Labwares-4	item9	
1.1	Glasswares & Labwares-5	item10	
1.11	Plasticwares-1	item11	
1.12	Plasticwares-2	item12	
1.13	Plasticwares-3	item13	
1.14	Plasticwares-4	item14	
1.15	Plasticwares-4	item15	
1.16	Filter Papers and Membranes-1	item16	
1.17	Filter Papers and Membranes-2	item17	
1.18	Filter Papers and Membranes-3	item18	
1.19	Filter Papers and Membranes-4	item19	
1.2	Filter Papers and Membranes-5	item20	
1.21	DNA Sequencing & Primer, Genomic & Proteomic-1	item21	
1.22	DNA Sequencing & Primer, Genomic & Proteomic-2	item22	
1.23	DNA Sequencing & Primer, Genomic & Proteomic-3	item23	
1.24	DNA Sequencing & Primer, Genomic & Proteomic-4	item24	
1.25	DNA Sequencing & Primer, Genomic & Proteomic-5	item25	

**Place:**

**Date:**

**Signature of owner with seal**