



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute Of Technology Delhi
Hauz Khas, New Delhi-110016.

Website :www.iitd.ac.in



Store Purchase Section

Subject : Annual Rate Contract for the supply of Chemicals, Labwares & Glassware

Sealed Tenders are invited by the Indian Institute of Technology Delhi, for the supply of Laboratory Chemicals, Labwares and Glasswares from manufacturers and only from authorized dealers who will produce a written authorization or certificate from the manufacturers for entering into Annual Rate Contract for the year 2013-14 and can be extendable for 2 more years if performance of the supplier is found satisfactory.

Detailed description of the item and instructions for submitting your offer can be downloaded from our website: www.iitd.ac.in/stores/tender. However, a Crossed Demand Draft of Rs.500.00 (Non-refundable) in favour of the Registrar, IIT Delhi should be submitted along with your quotation.

Tender No.	
Tender dt.	22.01.2013
Item Description	Annual Rate Contract for the supply of Chemicals Labwares & Glassware
Last date of submission of tender:	13th Feb 2013 Upto 3:00 p.m.
Place of Submission	Store Purchase Section
Tender Type	Single Bid System
Any other Clarification	Name : Deputy Registrar Dept. : Store Purchase Section Email : drstores@iitd.ac.in Contact No. : 011-26591726
Opening Date & Time of tender	On 13th Feb 2013 at 3:30 pm
Place of Opening Tender	Store Purchase Section
Other Conditions (apart from General Terms & Conditions):	EMD of Rs. 5,000/- (Rs. Five Thousand Only) to be submitted along with the quotation.

Single Bid System :- Tender should be submitted on the scheduled date and time of tender and returned tender with your covering letter in the enclosed form duly signed. Tender should be sent in the sealed cover superscribed with 'Tender Number' Description and Due Date and should be addressed to the Deputy Registrar(Stores), Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016.

Yours sincerely,

Dy. Registrar (SPS)

IIT DELHI
TENDER DOCUMENT FOR RATE CONTRACT OF CHEMICALS, LABWARES &
GLASSWARE

INTRODUCTION

Indian Institute of Technology Delhi an establishment under Ministry of Human Resources & Development, Govt. of India engaged in Research & Development activities is in frequent use of Chemicals Labwares & Glassware items. In order to simplify the process of procurement the Director, IIT Delhi desires to enter into Rate Contract for three year 2013-14 from the date of award of contract and can be extendable for 2 more years if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for Chemicals, Labwares & Glassware as mentioned above and strictly as per the instruction and terms & conditions mentioned in the tender document.

INSTRUCTIONS TO BIDDER :-

I) Preparation of Bids :

1. The bidders shall send the sealed quotation by filling of the ANNUAL RATE CONTRACT APPLICATION FORM & COMMERCIAL BID superscribing the above mentioned tender number and due date and must be addressed to Dy. Registrar (SPS), Store Purchase Section, IIT Delhi, Hauz Khas, New Delhi-110016 .
2. Tender should be dropped in the tender box kept in the office of Dy. Registrar (SPS),IIT Delhi. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next day working day.
3. Interested bidders those who desire to purchase the tender document from IIT Delhi, shall have to send a DD for Rs.500.00 in favour of the Registrar, Indian Institute of Technology Delhi payable at New Delhi or down load the ARC documents from our website link <http://www.iitd.ac.in/tenders> and enclosed the DD in the tender document.

II) Eligibility of Bidders :

1. VAT/TIN: The bidder should enclose the copy of VAT/TIN
2. PAN: The bidder should enclose the copy of PAN
3. The bidders submitting their offer must have received and executed in order from any of IITs or Govt. agency for the similar items. Copies of such order must be enclosed with the offer. Non submission of such credentials shall lead to rejection of the offer.

III) Earnest Money Deposit :

Quotations exclusively submitted in the enclosed proforma will only be considered. However, it should be sent along with a covering letter and DD of Rs.5,000/- (Rupees Five Thousand only) as Earnest Money Deposit. The DD should be in favour of “The Registrar, Indian Institute of Technology, Delhi”, payable at New Delhi-110016.

1. Submission of the EMD is mandatory. Non-submission of the same will lead to rejection of the offer.
2. Earnest Money Deposit will be returned to the unsuccessful vendors within 30 days after the award of the contract.

IV) Performance Security Deposit:

For successful bidder, EMD will be converted to Security Deposit and will be retained with IIT Delhi till the expiry / termination of rate contract without interest.

V) DISCOUNT : Special Discount should be allowed on your printed Catalogue Price.

VI) Enclosures to the Bid :

1. ARC application Form duly filled-in, signed and sealed.
2. Commercial Bid
3. EMD
4. Tender Fees of Rs. 500/-
5. Authorization Letter from Manufacturer for the dealers / distributors
6. Document related to the dealer's Sales Tax and Income Tax
7. Copies of the ARC or order for similar stores from any IITs Or any Govt. organizations.
8. All the vendors must clearly mention the make and model for the product they offer.
9. ENCLOSE THE CATALOGUE /PRICE LIST (MANDATORY) along with the weblink of the catalogue.

VII) Submission of Bids :

1. The Bid should be neatly typed. Hand written offers will be rejected. Any deviation in the offer shall lead to rejection.
2. The leaflets, catalogues, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible. The firm should submit one copy of latest printed price list without which the Rate Contract will not be awarded.
3. The bidders who are supplying the imported materials, must be registered with the Ministry of Finance.
4. The Purchaser shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Purchaser which does not fulfill the desired terms and conditions shall be rejected outrightly and no communication in this regard shall be sent. Delayed/ Late Bids will not be accepted, at any circumstances.
5. All the Bids will be opened in the presence of bidder's representatives, who, chose to attend the same as per the date and time specified in the Tender Document.

VIII) GENERAL TERMS AND CONDITIONS :-

Period of the Contract :

1. The Annual Rate Contract (ARC) will be initially for one year 2013-14 from the date of award of contract which may be extended for 2 more years depending upon performance.

IX) Delivery Schedule :

1. Materials should be door delivered at IIT Delhi.
2. Delivery must be made within a period of 10-15 days from the issue of the order either directly or through their dealer network unless otherwise specified.
3. If the suppliers fail to deliver the stores within the allotted delivery period as specified above, the Purchaser may procure goods or services similar to those un-delivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the purchaser for any excess cost.
4. Part Supply is normally not acceptable. But may be allowed on genuine cases, on written request only.

X) TERMS OF PAYMENT :

1. Payment within 45 days from the date of delivery and & Acceptance Certificate of concerned Department / Section / Store Purchase Section.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.
3. Octroi charges will be reimbursed only subject to production of Original Octroi Receipt only.

XI) Appointment of Local Dealer/ Stockiest :

1. The Manufacturers (OEMs) /principals offering for the ARC may furnish the name and address of their local distributor /dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers/ stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.
2. Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately on authorization of a new party.

XII) Taxes & Duties :

1. As per Govt. Notification no. 16/2007 dt. 1st March 2007, IIT Delhi is exempted from Excise Duty for SCIENTIFIC / TECHNICAL INSTRUMENTS WHICH ARE USED FOR RESEARCH PURPOSE ONLY. We shall provide all the documents under this notification to enable you to clear the goods without payment of excise duty, whenever required. Please state clearly that this certificate is required.
2. As per Govt. of India Notification no. 51/96 Custom dtd. 23rd July 1996, IIT Delhi is exempted from Custom duty for all research equipment. We shall provide all the documents under this notification to enable you to clear the goods without payment of Custom duty, whenever required. Please state clearly that this certificate is required.
3. CST/VAT will be charged as applicable. Any statutory variation will be paid to supplier on documentary evidence. Kindly clearly indicate the percentage of CST/VAT applicable.

4. Octroi Entry Taxes, as applicable will be paid by the firm and can be claimed afterwards on bill basis on production of original receipt.

XIII) Loss, Damage & shortage :

IIT Delhi shall not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in good conditions only.

XIV) General :

1. A panel of suppliers/dealers will be selected for the Supply of Laboratory Chemicals, Labwares and Glasswares.
2. Director, IIT Delhi reserves the right to enter into parallel Rate Contract for similar items any time during the period of Rate Contract with one or more parties.
3. The Rate Contract can be terminated at any time by giving one month's notice by either party.
4. The stores so supplied will have to be of high quality & grade and in the event if chemicals are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in IIT Delhi and other Govt. organizations.
5. The acceptance of the offer will rest with the Director, IIT Delhi, who does not bind himself to accept the lowest Tender and reserves the right to reject/accept partially or wholly the tenders received, without assigning any reason.
6. Mere submission of application/ proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which decision of Director, IIT Delhi shall be final and binding on the parties.
7. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on us.
8. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever.

Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

XV) Liquidated Damages : Timely delivery is essence of the contract and hence should any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each weeks or part thereof shall be levied and recovered subject to maximum of 5% of total order value.

XVI) Acceptance / Rejection :

Director, IIT Delhi reserves the right to accept a quotation in part or in full or to reject all quotations or any of the quotations received, for non-compliance of any of the above items, conditions or instructions or for any other reason without assigning any reason thereof.

XVII) Force Majeure : Force Majeure will be accepted on adequate proof there of.

XVIII) Legal Matter : All Domestic and International disputes are subject to Delhi Jurisdiction Only.

APPLICATION FORM FOR ANNUAL RATE CONTRACT

Sr. No.	Vendor Details	
1	NAME & ADDRESS OF THE MFTR./FIRM/VENDOR (With Tel./Fax/Mobile/ email address)	
2	NAME & ADDRESS OF THE LOCAL AUTHORISED DEALER/DISTRIBUTERS, if applicable.	
	2.1 Phone	
	2.2 Fax	
	2.3 E-mail	
	2.4 Contact Person Name	
	2.5 Mobile No.	
3	VAT/TIN NO. OF THE FIRM / DEALER(copy to be attached)	
4	C.S.T. Regi . No. (Attach attested copy of certificate)	
5	Weblink of the Catalogue	
6	PAN NO. OF THE DEALER(copy to be attached)	
7	NO, DATE & AMOUNT AND ISSUING	

NOTES

- We hereby declare that all the particulars given in this application are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by IIT Delhi. We understand that information provided by us will serve as Pre- qualification Criteria for enlistment on ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract your contract may be cancelled and all your claims may be forfeited by the IIT Delhi. We have read and understood all the terms and conditions of ANNUAL RATE CONTRACT and we fully agree to it.
- We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of IIT Delhi
- We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/other charges, Terms of Payment and also the name/s of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor / supplier if a request/ complaint is received from your end with regard to this effect due to any reason.

Date:

Place :

Signature :

Name :

Designation :

Seal of the firm

COMMERCIAL BID

Sr. No.		
1	PERCENTAGE OF DISCOUNT OFFERED ON CATALOGUE PRICES for the year 2013-14 (Both in figure and words)	
2	PERCENTAGE OF DISCOUNT OFFERED ON CATALOGUE PRICES for the year 2014-15 (Both in figure and words)	
3	PERCENTAGE OF DISCOUNT OFFERED ON CATALOGUE PRICES for the year 2015-16 (Both in figure and words)	
2	CST/VAT CHARGED ON THE PRICE. To be mentioned whether inclusive or extra. (No. C & D form will not be issued)	
3	NAME OF THE IITs/GOVT. INSTITUTES HAVING SIMILAR ARC/ORDERS (attach copies)	
4	DELIVERY PERIOD	10-15 DAYS
5	DELIVERY OF MATERIALS	DOOR DELIVERY AT IIT Delhi

Authorized Signatory

Name of the Organization

Seal of the Organization