

Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated: 16/03/2018

Open Tender Notice No.IITD/ISPS(SP-1592)/2018

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Annual Rate Contract for the supply of Chemicals Labwares & Glassware
Earnest Money Deposit to be submitted	Rs.1,00,000/- (Rs. One Lakh Only)
Performance security	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.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission ‘.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Supply
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Chemical
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	16/03/2018 (16:00 Hrs)
Document Download/Sale Start Date	16/03/2018 (16:00 Hrs)
Document Download/Sale End Date	02/04/2018 (15:00 Hrs)
Last Date and Time for Uploading of Bids	02/04/2018 (15:00 Hrs)
Date and Time of Opening of Technical Bids	03/04/2018 (15:00 Hrs)
Tender Fee	Rs. ___ Nil ___/- (For Tender Fee)
EMD	Rs. ___ 1,00,000 ___/- (For EMD) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Store & Purchase Section, IIT Delhi, Hauz Khas, New Delhi-110016.
Contact No.	011-26591727
Fax No.	011-26597131
Email Address	drstores@admin.iitd.ac.in

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

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 names and

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

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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 bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) 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 the BoQ file, open it and complete the white colored (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 bidder 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.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) 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.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

**Store & Purchase Section
Indian Institute of Technology
Hauz Khas, New Delhi-110 016**

NOTICE INVITING QUOTATIONS

Dated :16/03/2018

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

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for the supply of Chemicals Labwares & Glassware with (warranty period as stated at page #1 of this tender) on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

INSTRUCTIONS TO BIDDER: Enclosures to the Bid:

Sl. No.	Enclosures to the Bid:
1	Annual Rate Contract (ARC) application Form duly filled-in, as digitally signed (Ref. Annexure II)
2	Commercial Bid
3	EMD payment through RTGS (UTR No. UTR date & Bank Details attached)
4	Authorization Letter from Manufacturer for the dealers / distributors
5	Document related to the dealer's/ Auth. Dealer's Sales Tax and Income Tax
6	Copies of the ARC or order for similar stores from any IITs Or any Govt. organizations.
7	ENCLOSE THE CATALOGUE /PRICE LIST (xls/ pdf format only) (MANDATORY)
Eligibility of Bidders:	
8	Copy of GST Registration to be enclosed.
9	Copy of PAN to be enclosed
10	A valid EMD Exemption certificate issued by NSIC (A Govt. of India Enterprise) is acceptable. To get EMD exemption, copy of this certificate must be enclosed.
11	The bidder should have entered into Annual Rate Contract (ARC) for the supply of complete range of office Furniture items with at least three (3) Government Departments/Educational Institute/Universities/ PSUs during last three years. Copies of the Annual Rate Contract issued by the clients must be attached.
12	Rate contract proposal will be accepted from the reputed OEM (Original Equipment Manufacturer) firms/suppliers/dealers positioned in India. The firm should be Registered in India, should have a manufacturing center in India and should be in existence for minimum three years.
13	Annual Turnover of company should be more than 25 crores & above. The bidders should submit the turnover proof since last three years in terms of P&L and B/sheet statement for the period 2014-15, 2015-16 and 2016-17. (Certified copies may be attached).
14	The bidders should not have been black listed by any Government / Semi Government / Board /Corporations/Autonomous Body. A self-declaration has to be submitted by the firm to this effect.
15	The bidders should have a Standard Price List of all the products applicable throughout the country. Electronic version of the catalog indicating the price of each items be provided. The List of items may be provided in xls or pdf format only. No other format is acceptable.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

Terms & Conditions Details

Sl. No.	Specification
1.	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e Financial Bids to be submitted in PDF format. The Technical bid and the financial bid should be submitted Online.
3.	EMD: The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 1 of this document) for its actual place of submission.
4.	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
5.	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
6.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
7.	Pre-qualification criteria: (i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. (ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. (Ref. Annexure-II) (iii) OEM should be internationally reputed Branded Company. (iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. (v) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. (vi) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
8.	Performance Security: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated at page #1 of the tender document within 21 days from the date of receipt of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of warranty period.
9.	Packing Instructions: Each package will be marked on three sides with proper paint/indelible ink, the following: i. Item Nomenclature ii. Order/Contract No.

	iii. Country of Origin of Goods iv. Supplier's Name and Address v. Consignee details vi. Packing list reference number
10.	Delayed delivery: If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.
11.	<p>Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes & duties shall be clearly indicated. The price should be quoted without GST, IIT Delhi is eligible to get concessional rate of GST i.e. 5% for all the items supposed to be used in research activities. Necessary certificate will be issued on demand.</p> <p>In case of imports, the price should be quoted on FOB Basis only. Under special circumstances (eg. perishable chemicals), when the item is imported on CIF/CIP, please indicate CIF/CIP charges separately upto IIT Delhi indicating the mode of shipment. IIT Delhi will make necessary arrangements for the clearance of imported goods at the Airport/Seaport. Hence the price should not include the above charges.</p>
12.	<p>Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.</p> <p>Purchaser: Assistant Registrar, Store & Purchase Section, Indian Institute of Technology Delhi Hauz Khas, New Delhi - 110016.</p> <p>Supplier: (To be filled in by the supplier) (All supplier's should submit its supplies information as per Annexure-II).</p>
13.	<p>Inspection and Tests: Inspection and tests prior to shipment of Goods and at final acceptance are as follows:</p> <ul style="list-style-type: none"> • <u>After the goods are manufactured and assembled</u>, inspection and testing of the goods shall be <u>carried out at the supplier's plant by the supplier</u>, prior to shipment to check whether the goods are in conformity with the technical specifications attached to the purchase order. Manufacturer's test certificate with data sheet shall be issued to this effect and submitted along with the delivery documents. The purchaser shall be present at the supplier's premises during such inspection and testing if need is felt. The location where the inspection is required to be conducted should be clearly indicated. The supplier shall inform the purchaser about the site preparation, if any, needed for installation of the goods at the purchaser's site at the time of submission of order acceptance. • The acceptance test will be conducted by the Purchaser, their consultant or other such person nominated by the Purchaser at its option after the equipment is installed at purchaser's site in the presence of supplier's representatives. The acceptance will involve trouble free operation and ascertaining conformity with the ordered specifications and quality. There shall not be any additional charges for carrying out acceptance test. No malfunction, partial or complete failure of any part of the equipment is expected to occur. The Supplier shall maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the Purchaser, the successful completion of the test specified. • In the event of the ordered item failing to pass the acceptance test, a period not exceeding one weeks will be given to rectify the defects and clear the acceptance test, failing which the Purchaser reserve the right to get the equipment replaced by the Supplier at no extra cost to the

	<p>Purchaser.</p> <ul style="list-style-type: none"> • Successful conduct and conclusion of the acceptance test for the installed goods and equipment shall also be the responsibility and at the cost of the Supplier.
14.	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. • In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. • The venue of the arbitration shall be the place from where the order is issued.
15.	<p>Applicable Law: The place of jurisdiction would be New Delhi (Delhi) INDIA.</p>
16.	<p>Right to Use Defective Goods If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.</p>
17.	<p>Supplier Integrity The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>
18.	<p>Insurance: For delivery of goods at the purchaser's premises, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes. The insurance shall be valid for a period of not less than 3 months after installation and commissioning. In case of orders placed on FOB/FCA basis, the purchaser shall arrange Insurance. If orders placed on CIF/CIP basis, the insurance should be up to IITDelhi.</p>
19.	<p>Incidental services: The incidental services also include:</p> <ul style="list-style-type: none"> • Furnishing of 01 set of detailed operations & maintenance manual. • Arranging the shifting/moving of the item to their location of final installation within IITD premises at the cost of Supplier through their Indian representatives.
20.	<p>Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
21.	<p>Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.</p>
22.	<p>Notices</p> <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. • A notice shall be effective when delivered or on the notice's effective date, whichever is later.

23.	<p>Taxes Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.</p>
24.	<p>Duties IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary “Custom Duty Exemption Certificate” can be issued after providing following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, (no certificate will be issued to third party): The procured product should be used for teaching, scientific and research work only. a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists) b) Forwarder details i.e. Name, Contact No., etc.</p> <p>IIT Delhi is exempted from paying Excise Duty and necessary Excise Duty Exemption Certificate will be provided for which following information are required. a) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicable b) Supply Order Copy c) Proforma-Invoice Copy.</p>
40.	<p>Termination for Default The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <ul style="list-style-type: none"> i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or ii If the Supplier fails to perform any other obligation(s) under the Contract. iii If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. <ul style="list-style-type: none"> ● For the purpose of this Clause: <ul style="list-style-type: none"> i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;” ● In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.
46.	<p>“In case of CIF/CIP shipments, kindly provide the shipment information at least 2 days in advance before landing the shipment along with the documents i.e. invoice, packing list, forwarder Name, address, contact No. in India to save demurrage charges (imposed by Indian Customs) . Otherwise these charges will be recovered from the supplier/Indian Agent.”</p>
	<p>GENERAL TERMS AND CONDITIONS: Period of the Contract: The Annual Rate Contract (ARC) will be valid for the year 2018-19 from the date of award of contract. However, it may be extended for 2 more years if performance of the supplier is found satisfactory. Delivery Schedule: 1. Materials should be door delivered at IIT Delhi.</p>

	<ol style="list-style-type: none"> 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.
	<p>Appointment of Local Dealer/ Stockiest:</p> <p>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 dealer/ stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.</p> <p>Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately on authorization of a new party. If required, OEM can authorize Single Dealer only.</p>
	<p>Loss, Damage & shortage:</p> <p>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.</p>
	<p>General:</p> <ol style="list-style-type: none"> 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. 9. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.
	<p>Liquidated Damages:</p> <p>Timely delivery is essence of the contract and hence 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.</p>
	<p>Acceptance / Rejection:</p> <p>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.</p>
	<p>Force Majeure:</p> <p>Force Majeure will be accepted on adequate proof thereof.</p>
	<p>Legal Matter:</p> <p>All Domestic and International disputes are subject to Delhi Jurisdiction Only.</p>

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Enclosures to the Bid (Mandatory):	COMPLIANCE Y/N
1	Annual Rate Contract (ARC) application Form duly filled-in, as digitally signed (Ref. Annexure II)	
2	Commercial Bid	
3	EMD payment through RTGS (UTR No. UTR date & Bank Details attached) Copy of transaction be enclosed.	
4	Authorization Letter from Manufacturer for the dealers / distributors	
5	Document related to the dealer's Sales Tax and Income Tax	
6	Copies of the ARC or order for similar stores from any IITs Or any Govt. organizations.	
7	ENCLOSE THE CATALOGUE /PRICE LIST (MANDATORY)	
8	GST: The bidder should enclose the copy of GST	
9	PAN: The bidder should enclose the copy of PAN	
10	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.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

APPLICATION FORM FOR ANNUAL RATE CONTRACT

SR. NO.	PARTICULARS	
1	NAME & ADDRESS OF THE OEM./ FIRM/ VENDOR (With Tel./Fax/Mobile/ email address)	
2	NAME & ADDRESS OF LOCAL AUTHORISED DEALER/DISTRIBUTER, if applicable. (With Tel./Fax/Mobile/ email address) OEM may authorize Single Dealer only	
3	VAT/TIN NO. OF THE FIRM / DEALER(copy to be attached)	
4	PAN NO. OF THE DEALER(copy to be attached)	
5	(In case of on-line payment of EMD) 9 UTR No. (For EMD) (copy of transaction to be attached)	
6	10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
7	b) Account Number	
8	c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

Declaration

ANNEXURE III

- 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, our contract may be cancelled and all our 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

List of Govt. Organization/Deptt.

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period, if required.		
Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

COMMERCIAL BID

Sr. No.	Particulars	
1	Percentage of discount offered on Catalogue Prices (Both in figure and words)	
2	GST charged on the price. (to be mentioned whether inclusive or extra. Pl. note than no 'C'/'D' form will not be issued)	
3	Name of other IITs/Govt. Institutes having similar ARC/Orders (attach copies)	
4	Delivery Period	10-15 days
5	Delivery of Materials	Door Delivery at IIT Delhi

We have also attached the .PDF copy of the price catalog of own product range which is valid on Pan India basis.

Authorized Signatory

Name of the Organization

Seal of the Organization

Bid Submission

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure - I	.PDF
2.		APPLICATION FORM FOR ANNUAL RATE CONTRACT	.PDF
3.		Organization Declaration Sheet as per Annexure - III	.PDF
4.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-VI)	.PDF
5.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-V)	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Commercial bid should be submitted in PDF format.	.PDF
2.		Price catalog of all chemicals	.PDF