



AN ISO 9001:2015 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-700 121, पश्चिम बंगाल BARRACKPORE, KOLKATA - 700 121, WEST BENGAL
Ph.: (033) 2535-6123 Fax: (033) 2535-0415 E-Mail: stores.crijaf@gmail.com
Website: www.crijaf.icar.gov.in

File No.: 17-43/P&S/2022-23/

Date-20.04.2022

Tender Notice No.-01/2022-23

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.

<u>SECTION 1-BID SCHEDULE</u>	
Tender Reference Number	01/2022-23
Brief Description of the Tender	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
Type of Tender	Two Bid System
Tender Fee	NIL
Web site address for downloading the Tender document	The tender document may be downloaded from our website www.crijaf.icar.gov.in or www.eprocure.gov.in
Bid Securing Declaration	Bid Securing Declaration as per the instructions specified in the tender document Annexure-I.
Last Date and Time for receipt of tender	12.05.2022 upto 05:00 P.M
Mode of submission of Tender	Only in CPP portal i.e. www.eprocure.gov.in
Date & time for Opening of Technical Bid	14.05.2022 at 11:00 A.M
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.

SUBMISSION OF OFFER:

Sealed tenders are invited in two bid system (Technical Bid and Financial Bid) from reputed Manufacturers/Authorized Distributor/dealer/Stockiest (who have the current authorization from the Principal Company) for entering into Annual Rate Contract – 2022-23 for the supply of items as under:

Sl. No.	CATEGORY
1	General Laboratory Chemicals
2	Glassware items
3	Plastic Ware items
4	Filter Paper

***Note Bidders must submit the latest catalogue of the manufacture for which they are bidding.**

- Proposal:** Each bidder should submit bid for (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. or for any single item.
- Supply:** Supply of items to be made at ICAR-CRIJAF, Nilganj, Barrackpore, Kolkata-700121 and its Research Centres located at various places of India i.e. (i) Sisal Research Station, Bamra, Odhisa (ii) Central Seed Research Station for Jute and Allied fibres, Bud Bud, Purba Bardhaman, West Bengal (iii) Sunhemp Research Station, Pratapgarh, Uttar Pradesh and (iv) Ramie Research Station, Sorbhog, Assam as indicated in the supply order within 21 (twenty-one) days or as mentioned in the purchased order. 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, 2023 or/and if extended by ICAR-CRIJAF.
- Price:** Current price list (valid for the FY-2022-23) will be provided by the firm to this Institute i.e. ICAR-CRIJAF in hard copy or soft copy. 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 in the Price bid by the bidders in % (percentage).
- Taxes:** Applicable GST will be paid on and above the cost of items. The Institute is exempted from paying of Custom Duty.
- Payment:** Payment will be made in INR within 30 (thirty) days of receipt of materials and after

recommendation of indenter in writing that the item(s) has been received in good condition and subject to availability of fund. Payment will be made online only through PFMS 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 be operational on late delivery of the items @0.5% per week subject to 10% of the order value.
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 will inform the concerned firm(s) in writing.
12. **Jurisdiction:** For all legal matters and disputes, if any, the jurisdiction shall be Kolkata only.
13. **Experience:** Rate contract of only those firms will be considered who have 02 financial years experience for FY-2019-20 & 2020-21 of the firm in the relevant field of providing such services in Central Government establishments/ Autonomous bodies of Government of India/ Corporations of Government of India/ reputed public or private organizations.
14. **Authorisation:** Rate contract proposal should be submitted by the Principal Firm. In case of Distributor/ Dealers, Authorization Certificate from the Principal is mandatory.
15. **Submission:** Following documents should be submitted through <https://eprocure.gov.in>.
 - (i) Scan Copy of Certificate of Incorporation/ Registration Certificate of the Firm to be submitted.
 - (ii) Scan Copy of the PAN card and GST of the firm.
 - (iii) Scanned and signed copy of **Bid Securing Declaration as per the instructions specified in the tender document Annexure-I.**
 - (iv) Scanned copy of **Authorisation certificate from the Principal firm along with the Annexure-II.**
 - (v) Scanned & signed copy of self-declaration that the firm has not been debarred or blacklisted by any organisation as per **Annexure-III.**
 - (vi) Scanned copy of proof of 02 financial years experience for. FY-2019-20 & 2020-21 of the firm in the relevant field of providing such services in Central Government establishments/ Autonomous bodies of Government of India/ Corporations of Government of India/ reputed public or private organizations. Copies of such rate contracts must be enclosed with the Offer-**Annexure IV.**
 - (vii) Scan copy of the filed ITR for the financial year FY 2020-21. (AY-2021-22) (Copy of ITR to be submitted).
 - (viii) Scanned & signed copy of bank mandate form in enclosed format.
 - (ix) Scanned & signed copy of tender acceptance letter.
 - (x) Scanned & signed copy of certificate of not giving higher discount to any organisation.
 - (xi) Scanned & signed copy of terms & conditions as per **Annexure-V.**
 - (xii) Scanned and Signed copy of the “Declaration for Genuineness of Documents” as per

Annexure-VI.

- (xiii) Scan copy of the price list of FY-2022-23 of the items quoted for.

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) Two copies of **Price list along with the soft copy** of the items for which Rate Contract will be effected
16. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.
17. **In case there is a tie between two or more bidder at L-1 position, the firm with the earliest registration would be considered as L1 bidder.**
18. **TAXES AND DUTIES:** This Institute is having DSIR certificate and eligible for concessional GST @5% under the purchase related to research under Notification No. 45/2017 Central Tax – (Rate), Date: 14-11-2017 Notification No. 47/2017 Integrated Tax – (Rate), Dated: 14-11-2017 issued by the Department of Revenue, Ministry of Finance, Govt. of India. We will provide all the documents under this notification to enable you to clear the tax related to the Institute, whenever required.
19. **Performance Security:** The firm who gets the contract will have to deposit **performance security of Rs.15,000/- (Rupees fifteen thousand) only** within 10 (ten) working days from the date of issue of the award letter in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued/confirmed from any of the commercial bank in India in an acceptable form, safeguarding the purchaser's interest in all respects or through online mode available in in ICAR-CRIJAF website i.e. **www.crijaf.icar.gov.in**. The printed copy of online deposition slip to be submitted to this office. Performance Security is to be remained valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supply, including warranty obligations. No interest will be paid on performance security.

DELIVERY SCHEDULE:

1. Delivery within a period of 21 days of receipt of the Purchase Order either directly or through dealer. (No deviation will be accepted in this regard). Earlier delivery by the supplier is preferred. If the ordered material is not supplied in the above mentioned period, then the Director, ICAR-CRIJAF has reserves the right to cancel the order/not accepts the ordered materials.

2. If the supplier fails to deliver the material within the delivery period as specified, Director, ICAR-CRIJAF may procure goods or services similar to those undelivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the purchase for any excess cost. The supplier will be liable to the Director, ICAR-CRIJAF for any excess costs incurred for procurement of goods or services not delivered in time.

3. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the Rate Contract of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.

LIQUIDATED DAMAGES: The date of delivery should be strictly adhered to; otherwise the ICAR-CRIJAF reserves the right not to accept the delivery in part or full. The liquidated damages @0.5% per week subject to a maximum of 5% of the value of the order can be imposed.

GENERAL:

1. Mere submission of 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, ICAR-CRIJAF shall be final and binding on the parties.

2. Empanelment 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 term.

3. The ICAR-CRIJAF also reserves the right to test the chemicals and solvents/other consumables for their quality if it so desires.

PAYMENT TERMS:

1. The payment for the supply of items will be made to the firm within 30 days of the receipt of materials subject to the inspection of materials by the ICAR-CRIJAF Indenter. **No advance payment will be made for the supplies.** No Bill for part payment will normally be entertained. No payment will be made for unsatisfactory supply.

WARRANTY – The bidder shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.

LEGAL: The dispute(s) if any, arising in relation to the Rate Contract, shall be subject to Kolkata jurisdiction only.

(To be submitted in the company letter head)

Date:
Tender No.:

**To
The Director,
ICAR-CRIJAF,
Barrackpore, Kolkata – 700 121.**

We, the undersigned, declare that:

We, M/s.....(herein referred as bidder) understand that, according to bid clause No. 2, bids is to be supported with a Bid Securing Declaration, therefore being a bidder we render the declaration that:-

We will automatically be suspended from being eligible for bidding in any contract with the ICAR-CRIJAF, Barrackpore, Kolkata – 700 121 (herein referred as Purchaser) for the period of *3 years*, starting on bid submission closing date, if we will breach any of the following obligation(s) under the bid conditions:-

(a) If the Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.

(b) In case of a successful Bidder, if the Bidder fails to furnish the Performance Security in accordance with the terms and conditions (including timelines for furnishing Performance Security) of this bid.

(c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Bidders understand that this declaration shall expire if Bidder is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

Authorized Signatory

Name : _____

Designation: _____

Office Seal: _____

Place: _____

Date: _____

(To be submitted in the company letter head)

Date:
Tender No.:

To
The Director,
ICAR-CRIJAF,
Barrackpore, Kolkata – 700 121.

Sl. No.	Name of the firm	Quoted for Chemicals/ Glassware/Plasticware/Filter Paper	Brand Name

##Authorisation Certificate to be uploaded

DECLARATION REGARDING NON-BLACKLISTING

Declaration of Clean Track Record (On Company / Firm's Letterhead)

Date:

To,
The Director
ICAR-CRIJAF
Nilganj, Barrackpore, Kolkata-700120

Sir

Ref: Sub Tender Ref No _____ for Annual Rate Contract for the Supply of
Chemicals, Glasswares and lab wares for the year 2022-23.

I/We carefully gone through the Terms & Conditions contained in the above referred tender. I/We hereby declare that my Company/Firm is not currently debarred / black listed by any Government/Semi Government Organizations/ Institutions in India or abroad. I /We further certify that I'm competent officer in my Company / Firm to make this declaration.

Or

I/we declare the following

Sl. No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the Company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

CLIENT DETAILS

To,
The Director
ICAR-CRIJAF
Nilganj, Barrackpore, Kolkata-700120

Sir,

Ref: Sub Tender Ref No _____ for Annual Rate Contract for the Supply of
Chemicals, Glasswares and Lab wares for the year 2022-23.

I/We hereby mention following list of our clients which mention 02 financial years FY-2019-20 & 2020-21 of the firm in the field of providing such service/supply in Central Government establishments/ Autonomous bodies of Government of India/ Corporations of Corporation of India/ reputed public or private organizations. Copies of such rate contracts is enclosed with the offer)

Sl. No.	Name of the Client	Purchase Contract Details	Order/Rate	Amount of Order

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal

Date:
Business Address:

Encl: as above

Declaration for Acceptance Of Terms And Conditions

To,
The Director
ICAR-CRIJAF
Nilganj, Barrackpore, Kolkata-700121.

Ref: Sub Tender Ref No _____ for Annual Rate Contract for the Supply
of Chemicals, Glasswares and Labwares for the year 2022-23.

Sir,

I've carefully gone through the Terms & Conditions as mentioned in the above referred Tender Doc document. I declare that all the provisions of this Tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and I am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation, Seal

Date :

Declaration for Genuineness of Documents
(On Company / firm's Letterhead)

We hereby declare that all the particulars given in this bid document 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 ICAR-CRIJAF, Barrackpore. 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 ICAR-CRIJAF, Barrackpore. We have read and understood all the terms and conditions of rate contract tender document and we are fully agreed 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 ICAR-CRIJAF, Barrackpore. 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 appeal will be made for any alteration/modification related to the tender/bid whatsoever. However, in the event of any request /complaint received from your end in regard to performance of our distributor/supplier for whatsoever reason, we will promptly change our distributor / supplier to keep the rate contract running.

(Signature of the Bidder)

Printed Name

Designation

Date :

Seal:

Business Address

Signature with Seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.