

NOTICE INVITING TENDER (E-Procurement mode)
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
An Autonomous Institution, Ministry of Education, Govt. of India
Dr. Homi Bhabha Road, Pashan Pune - 411008.
Tel: +91-020-25898017; Email: purchase@iiserpune.ac.in
Website: www.iiserpune.ac.in

Tender Reference No: IISER/PUR/0341/24

Date: 02/07/2024

Indian Institute of Science Education and Research, Pune invites online bid (e-tender) in single bid system for Annual Rate Contract for the following items:

Item Description: Rate Contract for Chemicals, Plastic wares, Reagents, Glassware's, Electronic Components, Vacuum Consumables, Lab wares, Optics and Opt mechanics from Manufactures/their authorized sole distributors.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	02/07/2024	18:00 Hrs
2	Bid Submission Start Date	02/07/2024	18:30 Hrs
3	Bid Submission Close Date	16/07/2024	15:00 Hrs
4	Date for submission of Product Catalogue/CDs. To be submitted manually before Bid Closing Date	16/07/2024	15:00 Hrs
6	Opening of Bids	18/07/2024	14:00 Hrs

No manual bids will be accepted. All quotation should be submitted in the E-procurement portal only

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 0120-4200462, 0120-4001002, 91-8826246593.

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INVITATION FOR TENDER OFFERS

Indian Institute of Science Education and Research (IISER), Pune invites e-Tender for

Rate Contract for Chemicals, Plastic wares, Reagents, Glasswares, Electronic Components, Vacuum Consumables, Lab wares, Optics and Opt mechanics from Manufactures/their authorized sole distributors

The bids are invited from a local supplier as per Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry Order No. P-45021/2/2017-PP (BE-II) dated 04 June, 2020

Class - I Local supplier - whose goods offered for procurement has local content equal to or more than 50% as defined below:

Class - II Local supplier - whose goods offered for procurement has local content more than 20% but less than 50% as defined below

Local content: Means the amount of value added in India, which shall, unless otherwise prescribed by Nodal Ministry, be the total value of item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.

The above bidders are required to indicate percentage of local content and provide self-certification the items offered meet the local content requirement for Class -I Local Supplier /Class - II Local Supplier as the case may be. Further the bidders shall also give details of the location(s) at which the local value addition is made.

False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules 2017 for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

A supplier who has been debarred by any procuring entity for violation of above cited order shall not be eligible for preference under above Order for procurement by any other procuring entity for the duration of the debarment.

1) Requirement of Registration (Order No. F.No.6/18/2019-PPD dated 23.07.2020 of Department of Expenditure, Ministry of Finance, Government of India refers)

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder is registered with the Competent Authority i.e Registration Committee constituted by the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India.
- II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or

companies) , every artificial juridical person not falling in any of the descriptions of bidder stated herein before, including any agency branch or office controlled by such person , participating in a procurement process.

- III. Bidder from a country which shares a land border with India “ for the purpose of above order/ this tender means:-
- a. An entity incorporated, established or registered in such a country ; or
 - b. A subsidiary of an entity incorporated , established or registered in such a country ; or
 - c. An entity substantially controlled through entities incorporated , established or registered in such a country ; or
 - d. An entity whose beneficial owner is situated in such a country: or
 - e. An Indian (Or other) agent of such an entity or
 - f. A natural Person who is a citizen of such a country
 - g. A Consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

1. The BIDDERS are requested to give detailed tender in single bid (Techno-Commercial) in one packets shall contain following:

- 1) Technical Bid.
- 2) a) Price Bid (Pdf format-As per Annexure 2) b) Price Bid (excel format as per CPP portal)

2. AVAILABILITY OF TENDER:

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and submitted only through the same website.

- 1. **Technical Bid** - shall contain the all scanned copies of originals documents in PDF Format.
 - a) Annexure-‘1’ Tender Terms & Conditions Acceptance signed with official seal is attached.
 - b) Annexure-‘4’ Bank Details
 - c) Annexure-‘5’ Manufacturer authorization Form
 - d) Annexure 6 -Certificate By Bidder- DPIIT Registration
 - e) Annexure 7- Declaration of Local Content
 - f) Annexure 8-Bid Security Declaration
 - g) List of Other Similar Organizations where similar supplies have been made and having a Rate Contract may be submitted.
 - h) PAN Certificate.
 - i) GST Certificate.

Price bid shall contain:

- a) PDF format: As per Annexure-2
- b) Excel format: Excel format as per CPP portal)

Techno-Commercial Contact

Assistant Registrar (Stores & Purchase)

Indian Institute of Science Education and Research (IISER), Pune

Dr. Homi Bhabha Road, Pashan, Pune- 411008.

Tel: +91-020-25898017; Email: purchase@iiserpune.ac.in

Website: www.iiserpune.ac.in

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

1. Quotations will be accepted only from manufacturers or they may authorize only one exclusive agent against Tender Enquiry No IISER/PUR/0341/24, who may quote along with authorization valid as on date of submission of bids. Authorized Agent quoting for the supply should attach authorization from the manufacturers, failing which the quotation will be summarily rejected.
2. IISER Pune may at its discretion accept bids of any non-local bidder provided the same is required for any equipment/specialized consumable available in the institute and substitutes available in India are not suitable for the purpose. Each order for such bidder shall be processed only if the concerned user certifies about the same.
3. The bidder may please note that the RC is only for consumables. Any bidder sending any proposal for non-consumables shall not be accepted.
4. An undertaking must be submitted by the bidder, with the tender document, that the product offered for rate contract are not uploaded on GeM portal. If some products of catalogue are offered on GeM, a list of such items (which are available on GeM) must also be furnished with the tender or the same must be mentioned/highlighted/star marked in the pricelist
5. Only Price Schedule and Documents as per Check-list is to be submitted On-line on CPPP Portal. The Product Catalogue / CDs/ Price List (Pricelists must be provided as per the specific excel. This is mandatory as the Institute intends to upload the same for generation of POs in Online compass/ERP mode) are to be submitted manually /Post Courier at the following address on or before 16/07/2024.

Item name (should be unique)	UoM	Cat no (should be unique)	Unit	Item price (only numbers are allowed)	Discount % (only numbers are allowed)	GST (only numbers are allowed)
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- Note:** 1) Please fill the items as per the given format (Excel file only)
- 2) Item name and catalog number should be unique
- 3) In item price,Discount,GST column the values should be in number format.
- 4) Special characters should be removed from item names like
(&,%+, \<,®,#,\mu,™,°)
- 5) excels should be filled, no empty cells should be there in between the items.

Assistant Registrar (Stores & Purchase)

Indian Institute of Science Education and Research (IISER), Pune

Dr. Homi Bhabha Road, Pashan

Pune - 411 008, India

Tel: 020-2590 8246 / 8017

6. The Rate Contract will be valid for a minimum period of one year and further extended up to 2 year subject to approval of competent authority. The Prices offered shall be valid for a period of One year from 01 Sep 2024 to 31 Aug 2025; there will be no additional charges for delivery. The Delivery will be FOR IISER Pune on Free of Cost basis.
7. The Bids should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered.
8. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications and regulations. However, the Bidder will pass on the advantage to IISER Pune in case of downward price movement during the Contract period.
9. List of Other Similar Organizations where similar supplies have been made and having a Rate Contract may be submitted.
10. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items to any other organization during the period of contract.
11. The rate contract will be guided by “Fall Clause”.
“if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from the date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.”
12. The goods will be delivered within 4 weeks of placement of order or as agreed.
13. If the supplier fails to deliver the material within the delivery period as specified, IISER Pune may procure such items from alternate source. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
14. Replacements - Damages/Broken/Expired or any other reason which renders the goods of use to IISER Pune will be replaced within a weeks’ time at no cost to IISER Pune.
15. IISER Pune also reserves right to test the chemicals and solvents of material for their quality if it so desires, if the items supplied is found to be of inferior quality and grade the same will have to be replaced by the supplier at their cost within the stipulated time period.

16. Payment Terms - Our Payment terms are normally within 30 days of receipt and acceptance of goods at IISER Pune. Payment will be made by NEFT. No Advance Payment will be made under any circumstances.
17. Relevant Certificates for purpose of availing Custom Duty and GST exemption in terms of Notfn. No 51/96 Customs dt 23.07.1996, Notfn. No. 47/2017 Integrated Tax (Rate) dt 14.11.2017 and Notfn No.45/2017 - Central Tax (Rate) dt 14.11 2017, as amended from time to time will be provided by the institute.
18. IISER Pune is entitled to place orders up to the last day of the validity of the rate contract and, though supplies against such purchase orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
19. IISER Pune will not be liable for any obligation or supplies made unless the Official Purchase Order has been placed by the Purchase Department.
20. IISER Pune and/or the firm are entitled to withdraw/cancel the rate contract by serving one-month notice on each other. However, once a purchase order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity of the rate contract, that purchase order becomes a valid and binding contract
21. IISER Pune does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement of such items arises in the Institute.
22. All disputes of any kind arising out in connection with the executing the order shall be referred by either party (IISER, PUNE or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, PUNE India. The jurisdiction of the courts shall be Pune, Maharashtra, India
23. The Director, IISER Pune does not bind to accept the lowest quotation and reserves the right to him, to reject or partly accept any or all the quotations received without assigning any reason.

Assistant Registrar (S&P)

PRICE SCHEDULE

CATEGORY OF STORES (Chemical/Lab wares/Glassware)	
BRAND	
RATE CONTRACT PERIOD (1 Year) (01/09/2023 to 31/08/2023)	
DISCOUNT OFFERED BY MANUFACTURER (in %)	
DISCOUNT OFFERED BY DEALER (in %)	
TOTAL DISCOUNT	
BIDDER DETAILS	
NAME AND ADDRESS OF THE TENDERER/BIDDER	
CONTACT PERSON	
TELEPHONE NO	
MOBILE NO	
EMAIL ID	
FIRM STATUS	MANUFACTURER /AUTHORISED DISTRIBUTOR (Tick Appropriate)
IF DISTRIBUTOR - ATTACH MANUFACTURERS AUTHORISATION	ATTACHED /NOT ATTACHED (Tick Appropriate)
DELIVERY BY - (AUTHORISED AGENT OR MANUFACTURER	
PAN NO (ATTACH COPY)	
GST NO (ATTACH COPY)	

Date:

Name:

Seal :

Signature:

Note :

- 1) For different brands or make please submit different price schedules. (one price schedule for each brand)
- 2) On CPP portal, It is mandatory to upload price schedule (BOQ) in excel format However, Institute will consider only PDF format of price schedule as per Annexure-2
- 3) Mention separate discount for bulk purchase.

LIST OF ITEM

- 1) Specialized Chemicals
- 2) Plastic wares
- 3) Reagents
- 4) Glassware's
- 5) Electronic Components
- 6) Vacuum Consumables
- 7) Lab wares
- 8) Optics and Opt mechanics

BANK DETAILS

Bank Account Details	
Name of Beneficiary	
A/c. No. CC/CD/SB/OD (beneficiary)	
Name of Bank	
IFSC NO. (Bank)	
Branch Address and Branch Code	
Other Details	
Vendor's PAN No.	
Vendor's GST No	

Declaration: I undertake the responsibility to intimate the changes, if any, in above particulars.

Bidder Signature: _____

Bidder Name: _____

Place & Date : _____

Certificate by Bank

Certificate that the Bank Account Details furnished above are correct as per our records.

Bank's Stamp

Signature of the authorized official of the Bank

Place & Date : _____

MANUFACTURER’S AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that re binding on the Manufacturer]

Date: [Insert date (as Day, month and year) of Bid submission]

Tender No.: [Insert number from Invitation for Bids]

To: [Insert complete name and address of Purchaser]

WHEREAS

We [insert completer name of Manufacturer], who are official manufacturers of [Insert type of goods manufactured] having factories at [insert full address of Manufacturer’s factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and or brief description of the goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____ [insert date of signing]

**CERTIFICATE
ON COMPANY LETTERHEAD**

CERTIFICATE BY BIDDER- DPIIT REGISTRATION

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) . I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp

Of the Bidder

DECLARATION OF LOCAL CONTENT
AND AVAILABILITY/COMPLIANCE OF EQUIPMENT

(To be given on company’s letter head - For equipment value below Rs.10 crores)
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for equipment value
above Rs.10 crores)

Date: _____

To,
The Director
Indian Institute of Science Education and Research Pune
Dr.Homi Bhabha Road, Pashan
Pune-411008

Sub: Declaration of Local content and availability/compliance of equipment

Item No.	Name of consumable	Category of the supplier Class I/II/III	Local content %	Country of Origin	Comply/capable to provide (yes/no)
1					
2					
3					
4					

“*Local Content*” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.*”

Yours faithfully,

(Signature of the Bidder, with Official Seal)

BID SECURITY DECLARATION

(On company letter head)

To,
The Director
Indian Institute of Science Education and Research Pune.
Dr. Homi Bhabha Road, Pashan,
Pune-411008

Subject : Bid Security Declaration

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that IISER, Pune is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further IISER, Pune is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

I/We are accepting that if we withdraw or modify our bids during period of validity etc., we will be suspended for the period of six months to participate in any tender issued by IISER Pune.

Date:

Signature of the Tenderer

Place:

Stamp

CHECK LIST

Sr.No	Particulars	Document Attached	Please mention Page no in accordance with attached documents
Technical Bid			
1	Annexure 1 - Terms And Conditions For Submission Of Quotation (To be submitted duly signed as Acceptance of Terms)	Yes /No	
2	Annexure 4 - Bank Details	Yes /No	
3	Manufacturers Authorization Annexure-5 (To be submitted by Dealers)	Yes /No	
4	Annexure 6 -Certificate By Bidder- DPIIT Registration	Yes /No	
5	Annexure 7- Declaration of Local Content	Yes /No	
6	Annexure 8-Bid Security Declaration	Yes /No	
7	List of Institutes with whom Rate Contract is executed for similar items.	Yes /No	
8	PAN Certificate	Yes /No	
9	GST Certificate	Yes /No	
Financial Bid			
10	Annexure 2: Price Schedule	Yes /No	
11	Price bid in excel format (BOQ)	Yes /No	

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer