



NOTICE INVITING TENDER (E-Procurement mode)

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India

Dr. Homi Bhabha Road, Pashan Pune – 411008.

Tel: +91-020-25898017; Fax: +91-020-20251566

Website: www.iiserpune.ac.in

Limited Tender No: IISER/PUR/0312/20

Date: 17/08/2020

Indian Institute of Science Education and Research, Pune invites online bid (e-tender) in single bid system for the following.

Item Description: Bulk Solvents

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 | 17/08/2020 | 18:00 Hrs. |
| 2 | Bid Submission Start Date | 17/08/2020 | 18:30 Hrs. |
| 4 | Bid Submission Close Date | 31/08/2020 | 15:00 Hrs. |
| 6 | Opening of Bids | 02/09/2020 | 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.

I N D E X

| Chapter No. | Page No |
|---|---------|
| CHAPTER 1 : INVITATION FOR BIDS | 3-5 |
| CHAPTER 2 : INSTRUCTIONS TO BIDDERS | 6-7 |
| CHAPTER 3 : CONDITIONS OF CONTRACT | 8-10 |
| CHAPTER 4 : SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED TECHNICAL DETAILS | 11 |
| CHAPTER 5 : PRICE SCHEDULE | 12 |
| CHAPTER 6 : CHECKLIST | 13 |
| IMPORTANT NOTICE | 14 |

CHAPTER-1. INVITATION FOR BIDS

1. Indian Institute of Science Education and Research, Pune invites online bids (e-tender) in single bid system for Bulk Solvents. The Technical specifications are given in **Chapter 4: Schedule of Requirements, Specifications and Allied Technical Details**.

2. **Contact for information:**

Technical & Commercial contact:
Assistant Registrar (Stores & Purchase)
Indian Institute of Science Education and Research (IISER), Pune
Dr. Homi Bhabha Road, Pashan
Pune - 411 008, India
Tel : +91-020-2590 8246
Email: purchase@iiserpune.ac.in
Website : www.iiserpune.ac.in

3. **Submission of Bid:**

Bid Submission Start Date: 17/08/2020 from 18:30 Hrs
Bid Submission Close Date: 31/08/2020 up to 15:00 Hrs.
Opening of Bids: 02/09/2020 at 14:00 Hrs.

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

5. The Offer should comprise of the following:

- (i) The offer should be complete to indicate that all products asked for are quoted.
- (ii) The purpose of certain specific conditions is to get or procure best Equipment/service etc. for IISER, Pune. The decision of Purchase Committee shall be the guiding factor for selection of the responsive firms.
- (iii) Duly filled in Bid with proper seal and signature on each page of the bid should be submitted online and the same should accompany with complete specifications, Manufacturer's name, address and relevant Technical Literature / Brochures.
- (iv) Agreements / Purchase Orders / Completion certificates if any, for similar works in other Institutes, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.

- (v) Copy of GST No. and PAN Number allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration and a copy of NSIC registration wherever it is applicable should also be provided in bid.
- (vi) The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- (vii) Compliance sheet with any deviation with reference to the terms and specifications.
- (viii) Duly filled in checklist as per Chapter 6 should be submitted along with tender.

Note : IISER , Pune is requesting only Single Bid (Technical Specification and Price together) the Bidders must be extremely careful about the requirement mentioned in the tender and submit their quotes accordingly. Any shortfalls found during the tender evaluation such bids will be rejected without seeking any further clarifications from the bidders. Since it is a single bid any further clarification will cause/draw objections from other bidders.

All the bidders should quote their offer as per “Chapter - 5 Price Schedule” for uniformity.

6. Purchase Committee

The Purchase Committee will evaluate the tenders and may also nominate some external/expert members, in the interest of IISER, Pune.

7. Terms of the Purchase Committee

- (i) A committee duly constituted by the Director, IISER, Pune will go through the bids and recommend firms that are meeting all the specifications of the Tender. The recommendation/decision of the purchase committee is the final and binding on all the parties.
- (ii) Purchase Committee will proceed through Bids as defined in **Chapter 4 (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Pune will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.

- (ii) The purchase committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Pune.

8. Comparison of Responsive bids:

- (i) After opening the bids, the responsive offers will be tabulated with reference to the specification.
 - (ii) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order subject to availability of funds.
9. No request for extension of due date will be considered under any circumstances.
10. The Director, IISER, PUNE reserves the right to accept the offer in full or in parts or reject summarily or partly.

CHAPTER-2 : INSTRUCTIONS TO BIDDERS

Delivery Period / Timeliness

Supply for the solvents to be made as and when required by End-User on Weekly basis. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations.

Locations for the Supply / Services:

The **SUPPLY of Bulk Solvents** covered by this document is required to be done at IISER, Pune.

1. Eligible Bidders:

- 1.1 IISER, PUNE reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
- 1.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.3 Bidders should QUOTE strictly in accordance with the requirements.
- 1.4 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.5 Conditional Offers will not be considered.
- 1.6 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

2. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, IISER, PUNE may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.

PREPARATION OF BIDS

3. Period of validity of bids

- 3.1. Bids shall be valid for a period of **90 days** from the date of opening the bid.
- 3.2. IISER, PUNE may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A

bidder agreeing to the request for extension will not be permitted to modify his bid.

AWARD OF CONTRACT

4. Award Criteria

- 4.1 IISER, PUNE shall award the contract to the technically eligible lowest bidder.
- 4.2 If more than one bidder happens to quote the same lowest price, IISER, PUNE reserves the right to award the contract to more than one bidder or any bidder.

5. Purchaser's Right to vary Quantities at the time of Award

IISER, PUNE reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.

6. Corrupt or Fraudulent Practices

IISER, PUNE requires that the bidders who wish to bid for this project have highest standards of ethics.

- 6.1. IISER, PUNE will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 6.2. IISER, PUNE may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

7. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.**

CHAPTER - 3 : CONDITIONS OF CONTRACT

1. Price

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted.
- 1.2. The price criteria should be on F.O.R., IISER PUNE. Govt. Levies like GST, if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, GST, if any.
- 1.3 The rate of GST applicable to IISER Pune is 5% for the items procured for Research purpose as per Notification No. 45/2017-Central Tax (Rate) New Delhi, 14th November, 2017 and Notification No. 47/2017-Integrated Tax (Rate) New Delhi, 14th November, 2017
- 1.4 Please provide GST of the firm allotted by the concerned authorities in your quotation.

2. Services

- 2.1. Details of services rendered as well as after-sales services offered by you are to be made clear in the tender.

3. Indemnity

The vendor shall indemnify, protect and save IISER, PUNE against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment's supplied by him.

4. Freight & Insurance

The solvents to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IISER, PUNE site.

5. Payment

- 5.1. No advance payments are allowed under any circumstances.

5.2. Payment will be made directly to the suppliers by wire transfer/ NEFT for 100% of the Invoice value after receipt of the goods in our Stores, tested /inspected and found satisfactory with regard to quality, quantity, and specifications ordered for and after satisfying that the terms and conditions of supply have been fulfilled.

6. **Security Deposit**

Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10% of the purchase order value in the form of Performance Bank Guarantee favoring the Director, Indian Institute of Science Education and Research, Pune

The Security Deposit should be valid for a contract period as we plan to extend the same as Performance Bank Guarantee

7. **Penalty for delayed Services / LD**

7.1. As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IISER will forfeit EMD/SD and also LD clause will be applicable /enforced.

7.2. If the supplier fails to Supply, Install as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.

7.3. IISER, PUNE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

8. **Comparison of Bids**

The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid.

This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

9. **Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

10. **Force Majeure**

IISER, PUNE may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or

other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

11. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. 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.

Assistant Registrar (Stores & Purchase)

CHAPTER 4

SCHEDULE OF REQUIREMENTS, SPECIFICATIONS & ALLIED TECHNICAL DETAILS

| Sr. No. | Solvents Description | Type of Drum | Quantity Required no. of Drums (25 Liters each) |
|---------|--------------------------|----------------------|---|
| 1 | Hexane LR Grade | Galvanised Iron Drum | 250 Drums |
| 2 | Acetone LR grade | Galvanised Iron Drum | 180 Drums |
| 3 | Dichloromethane LR Grade | Galvanised Iron Drum | 80 Drums |
| 4 | Ethyl acetate LR Grade | Galvanised Iron Drum | 150 Drums |
| 5 | Methanol LR Grade | Galvanised Iron Drum | 120 Drums |
| 6 | Chloroform LR Grade | Galvanised Iron Drum | 20 Drums |
| 7 | Tetrahydrofuran LR grade | Galvanised Iron Drum | 22 Drums |

- Rates should be valid for 1 year.
- Supply for the solvents to be made as and when required by the End-User on weekly basis.
- 10 % security deposit of order value to be submitted within 15 days from the receipt of the purchase order
- No payments shall be made, if excess quantity is supplied other than purchase order.
- The quality of solvents is highly important. If the quality is not maintained properly, the order will be terminated immediately.
- The Solvents shall be delivered in GI DRUMS as required.
- Delivery should be made in chemical store and to be stacked in respective location.

PRICE SCHEDULE FOR GOODS – INR

| Name of the Bidder _____ | | | Tender No. _____ | | | | |
|--------------------------|--------------------------|---|--|----------|--|---|-------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sr. No. | Item Description | Quantity Required no. of Drums (25 Liters each) | Ex-Works. Ex-Warehouse off the shelf price (inclusive of tax already paid) | GST @ 5% | Packing & forwarding up to station of dispatch, if any | Charges of inland transportation, insurance up to Institute | Gross Total (FOR) |
| | | | | | | | |
| 1 | Hexane LR Grade | 250 Drums | | | | | |
| 2 | Acetone LR grade | 180 Drums | | | | | |
| 3 | Dichloromethane LR Grade | 80 Drums | | | | | |
| 4 | Ethyl acetate LR Grade | 150 Drums | | | | | |
| 5 | Methanol LR Grade | 120 Drums | | | | | |
| 6 | Chloroform LR Grade | 20 Drums | | | | | |
| 7 | Tetrahydrofuran LR grade | 22 Drums | | | | | |

Total Bid price in _____ in words.

Signature of Bidder :

Name :

CHAPTER – 6 : Checklist: Eligibility Criteria for Bidders

Bidders to indicate whether the following are enclosed by striking out the non-relevant option.

| | | |
|-----|--|--------------|
| (a) | Self Attested copy of GST number as applicable | (Yes / No) |
| (b) | Agreements / Purchase orders / Completion certificates, if any, from the clients for whom similar supply has been made by the bidder in last three years | (Yes / No) |
| (c) | Compliance sheet with any deviation w.r.t. the terms | (Yes / No) |
| (d) | LD clause agreeable. | (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 WHOSE BIDS ARE REJECTED.

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

Signature of the Tenderer