

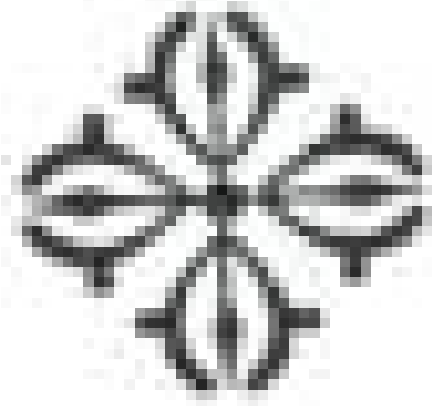


बसु बिज्ञान मन्दिर

BOSE INSTITUTE

P-1/12, C.I.T. Scheme VII-M, Kolkata 700 054, West Bengal, India

**EMPANELMENT AND ANNUAL
RATE CONTRACT OF SUPPLIES
FOR CHEMICALS, GLASSWARES
AND LABWARES ITEMS AND
SEQUENCING AND SYNTHESIS
SERVICES**



बसु बिज्ञान मन्दिर

BOSE INSTITUTE

**(An autonomous Institute under Department of Science and
Technology, Ministry of Science & Technology, Govt. of
India)**

P-1/12, CIT Scheme VII-M, Kolkata - 700054

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SECTION 1 – INVITATION FOR BIDS

Tender No.	BI/T/06/2019-20
Tender Date	23.09.2019
Item Description	Annual Rate Contract of supplies for chemicals, glass-wares and laboratory items and sequencing and synthesis services.
Pre- Bid Meeting Date & Time	27.09.2019
Pre-Bid Meeting Place	Biochemistry Seminar Room, Bose Institute, Kolkata
Last date & time of submission of Tender:	15.10.2019 upto 02:00 p.m.
Place of Submission of Bids	Tender box, Purchase Section, Annexe Block, Centenary Building, Bose Institute, Kolkata, P 1/12, CIT Scheme VII-M, Kolkata-54
Opening Date & Time of tender	15.10.2019 at 03:00 p.m.
Place of Opening Tender	Annexe Block of the Centenary Building of the Institute
Earnest Money Deposit	Rs. 50,000/-
Signing Authority	Registrar (Officiating), Bose Institute

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SECTION 2

ELIGIBILITY CRITERIA

1. The Bidder should have existence of firm for a minimum period of five years – (Certificate of Incorporation/Registration Certificate of the firm)(Copy to be enclosed).
2. Attested copy of deed of partnership, if the firm is a partnership concern/ Memorandum and Articles of Association duly certified in case of Company (Copy to be enclosed).
3. If bidder is Local dealer/distributor/stockiest, it is mandatory to attach Authorization Certificate along with bid (Copy to be enclosed).
4. Copy of the PAN CARD of the firm. (Copy to be enclosed).
5. It is mandatory for bidders to have GST registration no. and should submit duly filled Bidders Information along with the Tender. Annexure-1.
6. The Bidders must not be blacklisted/Suspended or any service-related dispute with any Govt. Organizations/Semi Govt org in India. Annexure-2.
7. The Bidders should have minimum Annual Business Turnover of minimum 50 Lakh for the past three Financial years i.e. 2016-17, 2017-18 & 2018-19. Annexure 3(Copy of Audited Annual Accounts for the last three years to be submitted).
8. The Bidders should have filed ITR for the A.Y. 2017-18, A.Y. 2018-19 & A.Y. 2019-20. Annexure-3 (Copy of field acknowledgments to be submitted).
9. The bidders should be supplying chemicals / glass wares / lab wares in the govt organization/Autonomous bodies. Rate contract copy / copy of works orders of at least amounting to Rs. 10,00,000/- (Rupees Ten Lakh) during last five year supplying similar items in the govt research institutes/Autonomous bodies and **work completion certificate for the same should also be enclosed. Details to be mentioned in Annexure-4 (Client experience details).**
10. The bidder should submit Undertaking as per Annexure 5

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SECTION 3 – INSTRUCTIONS TO BIDDERS

Submission of Offer:

- i) Tender **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach on or before due date mentioned in the tender notice.
- ii) Tender should be dropped in the tender box kept in the Purchase Cell of Bose Institute, P-1/12, C.I.T Scheme, VII M, Kolkata- 700 054. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
- iii) Tender can be submitted in person or through post/ courier (Bose Institute shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
- iv) Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in Bose Institute.
- v) Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.

Amendment of Bidding Documents:

- i) At any time prior to the deadline for submission of bids, Bose Institute may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER (if approved by the competent authority of the Institute) may modify the bid document.
- ii) All prospective BIDDERS who have downloaded the bidding document may visit Bose Institute, website for amendments / modifications which will be binding on them.

Bid Opening Process:

- i) In two envelop/cover/bid system, Thee Technical Bid will be opened in the first instance in the presence of representatives of the bidders at Bose Institute.

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- ii) Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
- iii) One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

Cancellation of tender:

- i) Notwithstanding anything specified in this tender document, Purchaser / Bose Institute in its sole discretion, unconditionally and without assigning any reason, reserves the rights:
 - a) To accept OR reject any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not conforming to the tender terms.
- ii) Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non-submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax.
 - c) Receipt of offers in open conditions.
 - d) Conditional Tenders and Unsigned Tenders will also be rejected.

If the quality of product and service provided is not found satisfactory, Bose Institute reserves the right to cancel or amend the contract.

Validity of the offer:

- i) 120 Days from the date of opening of the Technical bid.

Transfer and subletting:

- i) The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part as per eligible thereof, either directly or indirectly, without the prior written permission of the Institute.

Financial Evaluation:

- i) The financial bid shall be opened of only those bidders who have been found to be technically eligible as per eligibility criteria. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid, to the technically qualified bidders.

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SECTION 4: TERMS & CONDITIONS OF CONTRACT

1. Award of Contract:

- i) A panel of bidders/suppliers shall be selected for rate contract.
- ii) The Empaneled suppliers will be abiding by all the Terms & Conditions of the Tender Document.
- iii) The qualified suppliers will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory.
- iv) Purchase Orders will be placed from various department/sections/ divisions and centers with reference to the contract.
- v) The Rate contract will be terminated, in case there is loss or damage to the equipment or for unsatisfactory service by the vendor then such losses will be adjusted from as penalty amount will be deducted from the Security Deposits.
- vi) If the quality of product and service provided is not found satisfactory, Bose Institute reserves the right to cancel or amend the contract. The Institute may remove or add any suppliers during the contract without prior notice.
- vii) Bose Institute reserves right to keep number of firms in Rate contract for similar items during the period of Rate Contract with one or two parties.
- viii) All the discounts quoted against the catalogue price.

2. Prices:

- i) Bid Prices **MUST BE SUBMITTED IN ENCLOSED PRICE BID FORM ONLY.**
- ii) If the price is not quoted in Price Bid Form provided in tender document then, Bose Institute will reject the bid along with forfeiting the Earnest Money Deposit. If supplier wish to give pricing details, the same may be attached in separate sheet.
- iii) The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
- iv) GST Will be as applicable.

3. Terms of payment:

- i) Payment will be made within normal courses promptly after delivery and Acceptance Certificate of concerned Department / Section/ Divisions. No. Advance payment will be made for the supplies. No Bill for part payment will be entertained. No payment will be made for unsatisfactory supply.

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4. Delivery schedule:

- i) Free delivery at Bose Institute.
- ii) Non-availability of the stock should be informed in writing immediately. No part- supply will be allowed. Except in genuine cases, on written request only.
- iii) Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

5. EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT:

- i) Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the form of Demand Draft in the favor of, 'Bose Institute' payable at Kolkata to be submitted in Technical Bid. If it's not found in Technical Bid, submitted bid will be Rejected. The EMD shall remain valid for the entire period of validity of the offer.
- ii) No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- iii) Earnest Money Deposit of unsuccessful bidders will be returned within 30 days after the award of the contract.
- iv) The bidders who will be empaneled with Bose Institute has to submit a security deposit of Rs. 1.00 lakh within 10 days of issuance of formal work order, without which their rate contract would not be considered as valid. The tenure of the security deposit should cover the entire period of rate contract plus sixty days.
- v) For successful bidder, EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- vi) Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order are exempted categories from payment of EMD provided that the registration certificate issued by any one of these below mentioned agencies must be valid as on last date of tender submission. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on last date of tender are not eligible for exemption.
 - a) Khadi and Village Industries Commission (KVIC)
 - b) National Small Industries Corporation (NSIC)
 - c) Any other body specified by Ministry of MSME/GOI

6. Penalty/ Liquidated Damages:

- i) Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.
- ii) Bose Institute reserves the right to cancel the order in case the delay is more than 8 weeks. Penalties if any will be recovered by forfeiting security deposit at vendor's cost and risks.

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7. Force Majeure:

Force Majeure will be accepted on adequate proof thereof.

8. Legal matter: All matters should be subjected to the jurisdiction of Kolkata Courts only.

In the event of any dispute over this contract, Bose Institute's decision shall be final and binding.

9. DISCOUNT: Discount should be mentioned in price bid with reference to your price list / catalogue price. Bidders should submit their price list / catalogue valid for one year.

10. APPOINTMENT OF LOCAL DEALER/STOCKIST:

- i) The Manufacturers (OEMs) / principals offering the Tender may furnish the name and address of their local distributor / dealers, so that the copies can be endorsed them for expeditious supply. In such cases where local dealers / stockiest has been nominated by the principle, the bill raised by them against our purchase order will be accepted.
- ii) Any addition and deletion of dealership/ distributorship shall be intimated to the Institute immediately on authorization of new party.

11. TAXES & DUTIES:

- i) As per Govt. of India Notification No. 51/96 Custom dated. 23rd July 1996, Bose Institute is exempted from Custom duty and IGST (substituted under Notification No.F.No. 11/106/1988-TU-V dated 23rd April, 2018) for all research equipment. The Institute shall provide all the documents under this notification to enable the vendor to clear the goods with payment of exempted Custom duty, whenever required. The bidder must state clearly that this certificate is required.

12. GENERAL:

- i) Bose Institute 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.
- ii) The Rate Contract can be terminated at any time WITHOUT NOTICE by either party.
- iii) 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 Bose Institute.
- iv) 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 Bose Institute shall be final and binding on the parties.
- v) Enlistment under Rate contract with this Institute does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

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SECTION 5- PRICE BID

Sl. No.	List of Chemical Brands	Catalogue Price	Discount offered on Catalogue price%	GST %
1				
Sl. No.	List of Glassware Brands	Catalogue Price	Discount offered on Catalogue price%	GST %
2				
Sl. No.	List of Labware Brands	Catalogue Price	Discount offered on Catalogue price%	GST %
3				
Sl. No.	List of services provided as per Annexure 6	Catalogue Price	Discount offered on Catalogue price%	GST %

*** You can quote for all or any one from the above.**

*** It is mandatory to submit latest printed Catalogue (Hard Copy) of the manufacture along with the technical bid.**

Place:

GST Registration No:

Date:

Signature:

Name:

Office Address:

Affix Rubber Stamp:

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SECTION 6: ANNEXURES

ANNEXURE 1: BIDDER'S INFORMATION

(On Company / firm / Letterhead)

Details of the bidders:		
1	Name of the bidder	
2	Registered Office/ Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	
4.	Company Registration No.	
5.	Valid GST Registration No.	
6.	Permanent Account No. (PAN)	
7.	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8.	Address for Communication	
9.	Email Address of the contact person	
10.	Telephone No. (with STD Code)	
11.	Fax No. (with STD Code)	
12.	Type of Bidder: (Tick the relevant)	
	a) Manufacturer	
	b) Stockiest / Chemicals	
13.	Name & Address of the Local Authorized Dealer/Distributors / Stockiest (if applicable):	
	a) Permanent Account No. (PAN) (copy to be enclosed)	
	b) Valid GST Registration No. (copy to be enclosed)	

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ANNEXURE 2 – DECLARATION

(On Company / firm's Letterhead)

To,

Date:

Registrar (Officiating)
Bose Institute
Kolkata – 700 054.

Sir,

Re: Tender No. for “Empanelment and Annual Rate contract of Suppliers for Chemical, Glassware & Labware Items”.

I/we have 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/convicted by any Government / Semi Government Organizations / Institutions in India. I/we further certify that I'm competent officer in my company/firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government/SemiGovernment 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/for the same)

Yours faithfully

(Signature of the bidder)

Company Name
Designation

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ANNEXURE 3: DECLARATION OF INCOME TAX RETURN

(On Company / firm's Letterhead)

To,

Date:

Registrar (Officiating)
Bose Institute
Kolkata – 700 054.

Sir,

Re: Tender No. _____ **for**
“Empanelment and Annual Rate contract of Suppliers for Chemical, Glassware & Labware Items”.

1) I/we hereby declare that, our firm's Annual Turnover and I/we have also supported an Audited Accounts for your references:

F. Y. 2016 – 17	F. Y. 2017 – 18	F. Y. 2018 – 19

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for A.Y. 2017-18 & 2018-19 and 2019-20. Supported by copy of ITR.

Yours faithfully,

(Signature of the bidder)
Company Name
Designation
Seal

Date:
Business Address:

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ANNEXURE 4: EXPERIENCE DETAILS
(On Company / firm's Letterhead)

To,

Date:

Registrar (Officiating)
Bose Institute
Kolkata – 700 054.

Sir,

Re: Tender No. **for**
“Empanelment and Annual Rate contract of Suppliers for Chemical, Glassware & Labware Items”.

Brief particulars of the similar work done in government organization/ Autonomous bodies: (Please attach copy of work orders for our reference):

Order Placed by (full add of client)	Order No. & date	Item Description	Value of order/ work order for rate contract	Date of completion of contract	Contact Person along with Telephone No., Fax No. and e- mail address.

Yours faithfully,

(Signature of the bidder)
Printed Name
Designation
Seal
Date: Business
Address: Encl: As above

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ANNEXURE 5: UNDERTAKING
(On Company/firm's Letterhead)

We hereby declare that all the particulars given in this tender 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 by Bose Institute. We understand that information provided by us will serve the criteria for enlistment of 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 canceled and all our claims may be forfeited by the Bose Institute. We have read and understood all the terms and conditions of Tender 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 Bose Institute. 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.

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

BOSE INSTITUTE

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ANNEXURE 6

Genomic Services:

1. Bacterial denovo whole genome sequencing Metagenome sequencing(with basic or advanced analyses).
2. Bacterial whole genome sequencing Metagenome sequencing (with basic or advanced analyses)
3. Sequencing of 16S rRNA gene fragments amplified from environmental DNA (Metataxonomy with basic or advanced analyses)
4. Bacterial transcriptome sequencing (with basic or advanced analyses)
5. Meta transcriptome sequencing (with basic or advanced analyses)
6. Eukaryotic transcriptome sequencing (with basic or advanced analyses) small RNA sequencing (with basic or advanced analyses)
7. Chip- Sequencing (with basic or advanced analyses) and equivalent sequencing.
8. Degradome RNA sequencing or PARE sequencing long (noncoding) RNA sequencing.
9. ATAC- seq (Assay for Transposase- Accessible Chromatin using sequencing)
10. Micro array with custom made arrays, micro array with predesigned arrays.

Proteomics services:

1. Label free quantitative proteomics with nano- flow LC column iTRAQ proteomics
2. Dimethyl labelling of proteins and quantitative proteomics synthesis of peptides and modifications.

Gene Synthesis:

1. Rate in per base cost for genes to be synthesized.
2. Rate for custom cloning of the synthesized genes.

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SECTION 7 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. Envelope “1” - “TechnicalBid”

- a) Demand Draft for Rs. 50,000/- (Rs. Fifty Thousand only) towards Earnest Money Deposit.
- b) Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
- c) Copy of this Tender document duly sealed and signed by the authorized signatory on every page.
- d) Annexure 1: Bidder's Information
 - Annexure 2: Declaration Regarding Clean Track by Bidder
 - Annexure 3: Declaration of Annual Turnover and Income Tax Return
 - Annexure 4: Experience Details
 - Annexure 5: Undertaking

2. Envelope “2” - “PriceBid”

- a) Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Price Bid (Envelope 2)** super scribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our **Tender No. & Due Date.**