



Store & Purchase

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
(Affiliated to University of Delhi)
An Autonomous Institute of Govt. of NCT of Delhi
Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110078
Phone No. +91-11-25099058, Fax No. +91-11-25099022
Website: <http://www.nsit.ac.in>

E-Tender Notice

Tender ID : 2015_NSIT_86844_1

Tender Enquiry No. : 189 (02)/10-11/Pur/NSIT
Dated : 03/08/2015
Due Date of Submission : 17/08/2015

Online/ Offline tender is invited under two bid system i.e. Technical and Financial Bids for **'Rate Contract for Specialty Chemicals, Glassware, Plastic ware & other lab wares for 03 years i.e. 2015-2018 from DVAT registered manufacturers and authorized dealers.**

Interested parties desirous for obtaining tenders online or offline may visit Delhi Govt. E-Procurement website <https://govtprocurement.delhi.gov.in> or Institute website <http://www.nsit.ac.in/tender/tender.php> for further details.

Name of Goods	<i>Rate Contract for Specialty Chemicals, Glassware, Plastic ware & other lab wares for the years 2015-2018.</i>
Estimated Cost of the Tender	Chemicals: 10Lacs (Per Annum) Glass-wares: 5Lacs (Per Annum) Plastic-wares: 6Lacs (Per Annum)
Earnest Money Deposit (EMD)	Rs.10,000/- (Refundable)
Date of Release of Tender	03.8.2015 at 5.00PM
Last date and time for downloading of tender	17.8.2015 at 5.00PM
Last date and time for online submission/ uploading of bids	17.8.2015 at 5.00PM
Last date and time for submission of bid physically in Room No.007, Admin Block, NSIT	17.8.2015 at 5.00PM
Date and time for opening of Technical bids	18.8.2015 at 11.00AM
Date and time for opening of Financial bids of the technically qualified bidders	It will be announced on the above portal after opening of technical bids.

Note: To participate in E-tendering process of the Delhi Govt., the bidder has to register with the NIC portal i.e. e-procurement.

Sd/-

Officer Incharge (Store & Purchase)
Netaji Subhas Institute of Technology,
Sector-3, Dwarka, New Delhi-110078

NOTE: The dealers/ OEMs who have earlier submitted their bids against our earlier Tender Id No. 2015_NSIT_81632_1, need not to submit again against this tender.

TERMS AND CONDITIONS

A. **Technical Bid must contain the following Documents:-**

1. Scanned copy of receipt of an EMD of Rs.10,000/- deposited through RTGS/ NEFT Or Pay Order/ Demand Draft for offline mode.
2. Scanned Copy of Pan Card of the firm.
3. Scanned Copy of DVAT Registration Certificate (TIN No.).
4. Scanned Copy of latest DVAT return.
5. Declaration certificate by the agency / supplier as per *Annexure-1* attached.
6. An undertaking to the effect that the firm has not been black listed by any of the government department during last 03years i.e. financial years 2012-13, 2013-14 & 2014-15.
7. In case of authorized dealer, Scanned Copy of authorization certificate from manufacturer/ OEM.
8. Scanned Copy of Certificate of Enlistment of Indian Agent with the DGS&D (Required by Indian Agents to quote and provide service support on behalf of his foreign Principals.)

Note:- The duly scanned copies of all the documents which are part of Technical bid shall be uploaded on Delhi Govt. website i.e. <http://govtprocurement.delhi.gov.in>.

In case, any bidder is not able to submit its bid on Delhi Govt. Website, due to some error, it may submit its bid through offline mode in a sealed envelope in **Room No.7, Store & Purchase Section, Admin Block, Sector-3, Dwarka, New Delhi-110078**. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

For offline bidding, EMD shall be deposited in the form of Pay Order/Demand Draft of a Scheduled Bank issued in favour of “Director, Netaji Subhas Institute of Technology”.

In case, any of the above said documents are found missing on the website or in the sealed envelope, the tender of such agency shall be summarily rejected.

B. **Financial Bid:-**

1. The Financial Bid (**BOQ**) shall also be submitted on Delhi Govt. website in format as prescribed OR through offline mode as referred above.

C. **General Terms & Conditions:-**

1. Goods shall be strictly as per make & brand as mentioned in this tender document.
2. **Earnest Money Deposit (EMD)**: The firm must submit EMD of Rs.10,000/- (Rs. Ten thousand only) in the form of RTGS/ NEFT onto following Bank details and no interest would be paid on such EMD.

Bank details for submission of EMD through RTGS/ NEFT:

NSIT EMD A/C No.: 133010029900005

Name of the NSIT Bank: Andhra Bank

IFSC Code: ANDB0001330

RTGS Code: 110011034

Bank Address: NSIT Branch, NSIT Campus, Sector-3, Dwarka
New Delhi-110078

Bank Code: 1330
 RTGS Timings: 10.00AM to 4.00PM (Monday to Friday)
 10.00AM to 1.00PM (Saturday)
 NEFT Timings: 10.00AM to 6.00PM (Monday to Friday)
 10.00AM to 12.30PM (Saturday)

Bidder must mention their details in the format given below:

Details of Bidder (Applicant)	
Account No.	
Name	<NIT No.> <Name of Goods> <Closing date & time of Tender> <Bidder's Name>
Address	<Bidder's Address>

Bidder must upload the scanned copy of RTGS/NEFT Customer payment confirmation alongwith the Bid & Date of Payment (RTGS/ NEFT date), before the date and time of closing of the bids clearly visible form, failing which tender is liable to be cancelled.

For any further assistance in context to EMD, the bidders are advised to contact Section Officer (S&P), NSIT, NSIT, New Delhi-110078, Ph. No. 011-25099058.

3. The Technical Bids will be opened first on the date mentioned above and the Financial Bids will be opened later on for those tenderers who qualify in Technical Bid.
4. **Destination: The material shall be delivered at the designated site in the Institute (NSIT) as specified in the purchase order.**
5. **Time of Delivery:-** Materials shall be delivered with in 7days from the date of supply order.
6. **Supply Period:** If the agency fails to supply the requisitioned material within 30days time, supply order shall be cancelled.
7. 100% payment shall be made through ECS after the delivery of material in good & prescribed conditions.
8. **Consignee:** HOD of the concerned department or the officer designated by HOD.
9. Any damage to the material during transportation shall be on the contractor's account.
10. In the event of specified date of opening of tender being declared as a holiday, the tender shall be opened at the same place and time on the next working day.
11. **The purchaser reserves the right to accept or reject any or all tenders without assigning any reason. However, the bidder can ask the reason for such rejection by furnishing an application in writing in this regard.**
12. In all cases of disputes, the decision of the Director, NSIT shall be final and binding on both parties.
13. All the legal disputes are subject to the jurisdiction of the courts in Delhi.
14. The details of the rates shall be provided with full breakup e.g. cost of material, excise duty, DVAT etc., nothing will be paid extra.
15. **Order of the goods-** The Institute will place the orders as and when required with respect to quantity and make during the contract period.
16. **Obtaining Bid Documents-** The bid documents shall be available for downloading on <https://govtprocurement.delhi.gov.in> and <http://www.nsit.ac.in/tender/tender.php> websites. However submission of the bids shall be only on Delhi Govt. Website <https://govtprocurement.delhi.gov.in>.

17. **Evaluation-**The Technical Bids shall only be opened for evaluation. Based on the evaluation of the technical bids, financial bid of only those manufactures/ dealers found suitable as per requirement shall be opened.
18. **After evaluating the financial bids, the vendors quoting lowest price/ offering maximum discount on the manufacturer's price list would be shortlisted for the purpose of empanelment.**
19. Further in best public interest and in order to ensure timely supply of the required material, other bidders offering comparatively higher prices will be asked to match the lowest bid. And if they agree, they will also be included in the panel of rate contract supplier. This provision is in accordance with DGS&D template.
20. **Validity of Tenders:** - The validity of the tender will be for a period of 90days from the date of opening of the Technical Bid.
21. **Terms of Contract:-** The order should be supplied in proper package to protect them from damage and degradation during transport, storage and should be delivered without any damage to the Institute.
22. Bidder shall abide by all the terms & conditions of tender document.
23. **Defective and sub-standard quality of consumables supplied will not be accepted. If quality of any material found inferior, the concerned supplier may be blacklisted for future supplies. Suppliers shall have to take back and replace the rejected materials at their own cost within 15 days of the rejection failing which action as deemed fit will be taken. The Institute shall not be responsible for the safe custody of the rejected materials.**
24. EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity of the tender.
25. The EMD of all unsuccessful bidders shall be returned after finalization of contract with the successful bidder(s). No interest will be payable by NSIT on the **EMD** returned to the unsuccessful bidder(s).
26. The EMD of the bidder (s) whose offer is accepted will be converted into Security Deposit and will be returned after 3months of completion of contract period. However, no interest on **EMD** shall be payable to the bidders.
27. **Separate Rate Contract can be placed to the bidders on the basis of discount offered by them for different items.**
28. The discount shall be valid for a period of term contract of 03years i.e. 2015-16, 2016-17 & 2017-18. However, the catalog rate for the current shall be applicable.
29. **It is not essential for a bidder to quote rates for all items. The interested bidder can quote rates selectively for the items in which he deals. Accordingly, more than one Rate Contract can be awarded for different items.**
30. **Enlistment of Indian Agents:** As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organization (e.g. DGS&D).

**Officer In-charge
(Store & Purchase)**

Annexure-1

DECLARATION BY THE MANUFACTURER/ AUTHORIZED DEALER

It is hereby declared that I, the undersigned have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by all the conditions mentioned in this tender document. This is also certified that I have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me.

**Signature and seal of
the Authorized Signatory**

BOQ

Tender Inviting Authority:	Faculty Incharge (Store & Purchase
Name of Goods:	<i>Rate Contract for Specialty Chemicals, Glassware, Plastic ware & other lab wares for the years 2015-2018.</i>
Contract No.:	189 (02)/10-11/Pur/NSIT
Bidder's Name with Address (To be filled by the bidder)	

Schedule of Goods for Rate Contract

S.No.	Particulars of requirement	Make/ Brand	% discount on the latest price list of the Manufacturer as on the date of release of tender	
			In Figure	In words
1.	Chemicals	Merck		
		Hi Media		
		Sisco Research Laboratories Pvt. Ltd. (SRL)		
		Thermo Scientific		
		S.D. Fine Chemicals Pvt. Ltd.		
		GE Healthcare Pvt. Ltd.		
		Bio Rad India Pvt. Ltd.		
		Invitrogen/ Life Technologies		
		Sigma-Aldrich		
		Cayman Chemicals		
New England Biolabs				
2.	Glass-wares	Borosil		
		Duran		
		Riviera		
3.	Plastic-wares	Tarsons		
		Thermo Fisher Scientific		
		Eppendorf		
		Genaxy		
		Merck		

Signature with Stamp of Agency Representative
Dated:.....

Officer Incharge, Store & Purchase