



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
 ICAR - Central Arid Zone Research Institute
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F. No. 2(11)2021-2022/Adm. IV/

Dated: 30.03.2022

TENDER NOTICE

RATE CONTRACT FOR CHEMICAL/ GLASSWARE / PLASTICWARE

Tenders for entering into Rate Contract for supply of indigenous/imported laboratory chemicals/glasswares/plasticwares for ICAR–Central Arid Zone Research Institute (ICAR-CAZRI), Jodhpur & its Regional Research Stations/Centers as RRS, Jaisalmer/RRS, Pali/RRS, Bikaner/RRS, Kukma-Bhuj/RRS, Leh (Ladakh).

Critical Date Sheet

| | | |
|-----|--|---|
| 1. | Date and Time for Issue/Publishing | 02.00 PM on 30.03.2022 |
| 2. | Document Download / Sale Start Date and Time | 02.00 PM on 30.03.2022 |
| 3.. | Document Download / Sale End Date and Time | 02.00 PM on 19.04.2022 |
| 4. | Bid Submission start Date and Time | 02.00 PM on 30.03.2022 |
| 5. | Bid Submission End Date and Time | 02.30 PM on 19.04.2022 |
| 6. | Date and Time for Opening of technical Bids | 02.30 PM on 20.04.2022 |
| 7. | Date and Time for opening of Financial Bid | After finalize the Technical Bid |
| | Tender Fee Bid Security (Earnest Money Deposit) | Rs. 500.00 (not refundable) Rs. 30,000/- |
| 8. | Bank details | “ICAR Unit- CAZRI, Jodhpur” Payable at State Bank of India, Branch Shastri Nagar, Jodhpur (Rajasthan) |
| 9. | Address for Communication | Director, ICAR-CAZRI, Jodhpur-342003 (Raj.) India |

Note : The tender form and other details are available on CAZRI's website www.cazri.res.in & CPPP. The interested Manufacturers of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.

Encl. : Annexure- I to XIV (for technical Bid Cover) &
Annexure- XV (for Financial Bid Cover)

Asstt. Administrative Officer (S)
for Director

F.No. 2(11)2021-2022/Admn.IV

Instructions for Online Bid submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) 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.

Annexure-II

Instructions to the Bidders for Technical Bid Submission

Manufacturers of indigenous/foreign of the aforesaid items and authorized distributors of the foreign manufacturers shall only be eligible to participate in the tender. Bids from authorized distributors of indigenous manufacturers shall not be accepted.

Indigenous manufacturers must submit valid manufacturing license issued by state/central government agencies along with their bids. In the absence of the same, manufacturers can alternatively submit a copy of their Udyog Aadhar Memorandum (UAM). In case UAM is submitted, the same shall be accompanied by an undertaking as per **Annexure – VI** on a non-judicial stamp paper of Rs. 100 (Rupees One Hundred Only) which must be notarized. Bids with UAM and without notarized undertaking in the prescribed non-judicial stamp paper shall be treated as non-responsive.

Bids submitted by authorized distributors of foreign manufacturers must be accompanied by ink signed case specific authorization from each of the manufacturers they represent separately as per **Annexure – VII** failing which the bid shall be treated as non-responsive. Additionally, authorized distributors are compulsorily required to submit a consolidated undertaking as per **Annexure – VIII**.

The rate contract shall be entered into for a period of one year from the date of Approval of the C/A (Director) with a provision for extension for further period of one year subject to performance review of the firm/supplier on the existing terms & conditions. Extension of the rate contract shall remain the exclusive right of Director, ICAR-CAZRI.

All bidders are required to submit all requisite documents (other than for the price catalogue) online. Additionally, Original Tender Fee (Not refundable) and EMD along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), ICAR-CAZRI, Near ITI circle, Jodhpur-342003 before the closing date of the tender.

Authorized distributors of foreign manufacturers are advised to submit price catalogues of the manufacturer in Indian Rupees. In case price catalogue of the manufacturer is not available and the authorized distributors submit their own printed catalogue, the same must compulsorily bear the manufacturers catalogue number and the prices mentioned thereof in Indian Rupees must be authorized by the manufacturer in the format provided as Annexure- VIII.

IT IS THE SOLE RESPONSIBILITY OF THE BIDDER TO ENSURE SUBMISSION OF ALL REQUISITE DOCUMENTATION ALONG WITH THE BID. NO QUERIES/CLARIFICATIONS WITH REGARDS TO THE SAME SHALL EITHER BE SOUGHT NOR ENTERTAINED AFTER THE DUE DATE OF SUBMISSION OF THE BIDS.

**Earnest Money
Deposit (EMD)**

Rs. 30,000/-(Rupees Thirty Thousand Only) in the form of Demand Draft/Bankers cheque/Pay order from any of the Commercial Bank in favour of “ICAR Unit-CAZRI, Jodhpur”, payable at Jodhpur may be addressed to Director, ICAR-CAZRI, Jodhpur. EMD of unsuccessful bidders would be refunded on finalization of the contract. EMD of successful bidders shall be refunded after the receipt of security deposit. If for any reason the successful bidder fails to submit the security deposit within the prescribed time limit, EMD of the firm/ bidder shall stand forfeited. The Original EMD must be sent to the office on or before bid submission end date.

- Exemption of EMD shall be extended to only those indigenous manufacturers who have a valid registration certificate from MSME/NSIC only.**
- The certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should specifically cover the items proposed to be supplied to get EMD fee exemption.**

Director, ICAR-CAZRI reserves the right to accept or reject any bid/proposal without assigning any reason whatsoever for the same.

Asstt. Admn. Officer (S)

Annexure-III**FORMAT FOR SUBMISSION OF INFORMATION**

(To be typewritten and submitted separately for Chemical/Glassware/Plasticware)

Strike whatever is not applicable to avoid confusion

1. Name & complete postal address of the :
manufacturer/authorized distributor

2. Item/material proposed to be :
supplied

Chemical/Glassware/Plasticware

(Tick any one and strike all others)

3. Name of the manufacturer & brand of :
items proposed to be supplied

(Manufacturers must enclose ISO for quality assurance and a valid manufacturing license issued by the State /Central Government organization. Alternatively, manufacturers can submit their UdyogAdhaar Memorandum certificate along with undertaking given in Annexure VII on a non-judicial stamp paper duly notarized of appropriate value)

(Authorized distributors of foreign manufacturers must submit ISO for quality assurance of foreign principal and case specific authorization certificates from each principal separately in the format given in Annexure VIII. Additionally, a consolidated undertaking in the format provided in Annexure IX must be submitted on a non-judicial stamp paper duly notarized of appropriate value)s

4. Manufacturers' price catalogue/s (in Indian Rupees) is enclosed for each of the manufacturer & brands intended to be supplied

(In case of non-availability of INR price catalogue/s of the manufacturer, authorization of the prices must be provided from each of the principals along with case specific authorization certificate given in Annexure VIII. **The submitted catalogue must have exactly the same catalogue numbers as given in manufacturers' original price catalogue in foreign currency.**

Yes/No

(Tick whichever applicable and strike out the other)

If No, ensure that the rates provided in the submitted catalogue been authorized by each of the manufacturer represented thereof. A certificate stating that the submitted catalogue is the only one in circulation must also be submitted along with the bid.

5. EMD details :

6. Turn over certificate for the last three years i.e. 2017-2018, 2018-2019 & 2019-2020 duly certified by the Chartered Accountant

Yes/No

(Tick whichever applicable and strike out the other)

(Minimum required turnover for eligibility to bid in each of the three financial years mentioned above Rs. 5 lacs)

7. Copy of the certified GST :
Registration Certificate.
(The certificate must clearly mentioning the registration number & date of registration)
8. Copy of PAN Card :
(PAN card of individual in case of proprietorship firm/ PAN card of the firm in case of partnership firm must be enclosed)
9. Discount offered :
(Must be written clearly both in numbers as well as words. A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization must also be additionally given on official letterhead of the bidder)
10. ISO Certificate :
(Valid ISO certificate must be enclosed. ISO certificate of the firm in case of manufacturers/ ISO certificate of each of the manufacturers in case of authorized distributors must essentially be enclosed)
11. Whether the firm/distributor has been currently or in the past banned/ blacklisted from doing business with any public funded organization :
12. Does the bidder currently have any rate contract for the items for which this bid has been submitted with any other public funded organization? :
13. Whether the bidder intends to supply the goods directly or through its distributors? :
14. Code of Integrity duly signed and stamped on bidder's letterhead as per Annexure X :
15. Insolvency Certificate from the :
From the bank as Annexure XI
16. Bank details of the bidder :

Self/Firm

(Tick whichever applicable and strike out the other)

% (percent)

Self/Manufacturer(s)

(Tick whichever applicable and strike out the other)

Yes/No

(Tick whichever applicable and strike out the other)

If Yes, submit details separately stating the period and the reasons thereof

Yes/No

(Tick whichever applicable and strike out the other)

If Yes, submit self attested copies of the same

Self/Distributor(s)

(Tick whichever applicable and strike out the other)

If through distributors, a separate list of the same for the headquarters as well as the stated research stations must be enclosed separately

Yes/No

(Tick whichever applicable and strike out the other)

Yes/No

(Tick whichever applicable and strike out the other)

(Signature of the bidder/bidder's representative)

Annexure-IV

TERMS & CONDITIONS FOR RATE CONTRACT

- 1 No equipment or apparatus of permanent nature etc. shall be covered under the rate contract irrespective of its value.
- 2 Packing, freight, forwarding, insurance charges, if any, shall be borne by the supplier. Under no circumstances whatsoever shall the same be borne by the Institute. Similarly any loss, damage, pilferage etc. of the material during transit shall be sole responsibility of the supplier. Defective supply, breakage(s), if any, needs to be replaced by the supplier within 10 (Ten) days completely at the cost of the supplier.
- 3 The delivery/supply shall be made on F.O.R. basis to this Institute and its Regional Stations/Centers/Units as RRS, Jaisalmer/RRS, Pali/RRS, Bikaner/RRS, Kukma-Bhuj/RRS, Leh (Ladakh).
- 4 The Institutes will not issue any “C” & “D” form. However, GST and other Govt. levies will be paid extra as applicable shall be payable. The Institute is exempted from the payment of Custom duty in terms of Govt. Notification No.51/96-Customs dated 23.7.1996 and Excise duty in terms of Notification No.10/97-Central Excise dated 1.3.1997 as amended from time to time for the purpose of Annual Rate Contract of these items.
- 5 The supplier shall deliver the goods within the delivery period mentioned in the purchase order. Otherwise penalty in the form of liquidated damages @0.5% per week of the cost of purchase order shall be deducted subject to a maximum of 10%. **The purchaser shall have the right to cancel the order without any notice to the supplier if the delay is beyond 6 weeks from the last date of delivery stated in the supply order.**
- 6 No payment will be made in advance. The payment will be released within 30 days through the mode of e-payment only after receiving goods in full and in satisfactory conditions at the purchasers place. Triplicate pre-receipted bills affixing a revenue stamp, where required should be sent to the concerned Division/Regional Station/Unit/Centre for payment. No interest will however, be payable in case of delayed payments.
- 7 **The Rate Contract will be made only in Indian Rupees.**

- 8 **Price charged for the stores supplied under Rate Contract should in no event be higher than lowest prices at which the party sells the same items of identical description to any other public funded organization during the period of contract failing which the “FALL CLAUSE” will be applicable.** A Certificate to this effect may be provided by the tenderer that the lowest prices have been offered to CAZRI. In case it is found that the price charged by the firm are more, the same will be recovered from the subsequent/unpaid bill of the supplier and necessary punitive action as deemed fit shall be initiated against the supplier.
- 9 Supply should be made in full against a single order and part supply will not be accepted. Each supply bill should be supplemented with delivery challan.
- 10 Supply to be made from the latest batch of production with maximum shelf life in original packing to ensure appropriate intended utilization.
- 11 **A certificate is to be given by the applicant that the price list supplied is the only one in circulation and also the latest.**
- 12 Manufacturers’ price catalogue/s (in Indian Rupees) has to be enclosed for each of the manufacturer & brands intended to be supplied. In case of non-availability of INR price catalogue/s of the manufacturer, authorization of the prices must be provided from each of the principals along with case specific authorization certificate given in Annexure VIII. **The submitted catalogue must have exactly the same catalogue numbers as given in manufacturers’ original price catalogue in foreign currency.** Additionally, a consolidated undertaking in the format provided in Annexure X must be submitted on a non-judicial stamp paper duly notarized of appropriate value).
- 13 Discount offered must be written clearly both in numbers as well as words. A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization must also be additionally given on official letterhead of the bidder.
- 14 Bidders must clearly state whether they intend to supply the goods themselves or through their distributor network. In case they intend to do it through distributors separate list containing the name, address and contact details of the distributors for the headquarters as well as the stated regional stations/centers must be enclosed separately in the bidding document, which will be valid during RC.No change will be allowed except in complaining circumstances failure to execute order in time etc.
- 15 Indigenous manufacturers must submit valid manufacturing license issued by state/central government agencies along with their bids. In the absence of the same manufacturers can alternatively submit a copy of their Udyog Adhaar Memorandum (UAM). In case UAM is submitted, the same shall be accompanied by an undertaking as per Annexure – VII on a non-judicial stamp paper of duly notarized of appropriate value. Bids with UAM and without notarized undertaking in the prescribed non-judicial stamp paper shall be treated as non-responsive.

Bids submitted by authorized distributors of foreign manufacturers must be accompanied by ink signed case specific authorization from each of the manufacturers they represent separately as per Annexure–VIII failing which the bid shall be treated as non-responsive. Additionally, authorized distributors are compulsorily required to submit a consolidated undertaking as per Annexure–IX.

- 16 All bidders must submit Tender fee (not refundable) and Earnest Money Deposit (EMD) of the amount mentioned in Critical date sheet in the form of Demand Draft/Bankers cheque/Pay order from any of the Commercial Bank in favour of “ICAR Unit-CAZRI, Jodhpur”, payable at Jodhpur may be addressed to Director, ICAR-CAZRI, Jodhpur. EMD of unsuccessful bidders would be refunded on finalization of the contract. EMD of successful bidders shall be refunded after the receipt of security deposit. If for any reason the successful bidder fails to submit the security deposit within the prescribed time limit, EMD of the firm/ bidder shall stand forfeited.

Exemption of EMD shall be extended to only those manufacturers who have a valid registration certificate from MSME/NSIC only.

The certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should specifically cover the items proposed to be supplied to get EMD fee exemption.

- 17 All successful bidders have to submit an FDR/ Unconditional Bank Guarantee (BG) as performance security @ 5% - 10% of the order value (in lump-sum) as Security Deposit (performance security). The same shall only be refunded/returned after successful completion of contract. No interest will be paid by ICAR-CAZRI on the Security Deposit.
- 18 Director, ICAR-CAZRI reserves the right to cancel the rate contract at any time without assigning any reason; accept or reject any bid/proposal without assigning any reason whatsoever for the same.
- 19 Any dispute arising between the bidder and the purchaser will be referred to Secretary, ICAR, Krishi Bhawan, New Delhi for which sole arbitration and decision thereof shall be final and binding upon the parties i.e. manufacturer/supplier and purchaser. Further, any conflict arising in relation to Rate Contract shall be subject to Jodhpur jurisdiction only.

Annexure-V**CHECK LIST--**

All bidders are required to essentially submit scanned copies of the following documents (other than for the price catalogue) online. Original Tender Fee (Not refundable) and EMD along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), ICAR-CAZRI, Near ITI circle, Jodhpur-342003 before the closing date of the tender.

| Sl.No | Details of documents | Page No. | Whether attached or not (Yes/No) |
|-------|--|----------|----------------------------------|
| 1. | Tender fee (not refundable) and Earnest Money Deposit (EMD) of the amount mentioned in Critical date sheet in the form of Demand Draft/Bankers cheque/Pay order from any of the Commercial Bank in favour of "ICAR Unit-CAZRI, Jodhpur", payable at Jodhpur to Director, ICAR-CAZRI, Jodhpur. EMD of unsuccessful bidders would be refunded on finalization of the contract. EMD of successful bidders shall be refunded after the receipt of security deposit. If exemption of EMD sought, then enclose valid registration certificate from MSME/NSIC. | | |
| 2. | For indigenous manufacturers Valid manufacturing license issued by state/central government agencies. or copy of their Udyog Adhaar Memorandum (UAM) along with notarized undertaking as per <u>Annexure –VII</u> on a non-judicial stamp paper duly notarized of appropriate value. For authorized distributors of foreign manufacturers Ink signed case specific authorization from each of the represented manufacturers separately as per <u>Annexure – VIII</u> and A consolidated undertaking as per <u>Annexure – IX</u> | | |
| 3. | Manufacturers' price catalogue/s (in Indian Rupees) or Bidders own printed price catalogue in INR along with authorization of the prices from each of the principals as per format in Annexure VIII. The submitted catalogue must essentially have exactly the same catalogue numbers as given in manufacturers' original price catalogue in foreign currency. | | |
| 4. | Turn over certificate for the last three years i.e. 2017-2018, 2018-2019 & 2019-2020 duly certified by the Chartered Accountant (Minimum required turnover for eligibility to bid in each of the three financial years mentioned above Rs. 5 lacs) | | |
| | 12 | | |

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|-----|---|--|--|
| 5. | Copy of the certified GST Registration Certificate. (The certificate must clearly mentioning the registration number & date of registration) | | |
| 6. | Copy of GST return filed with concerned Department | | |
| 7. | Copy of PAN Card (PAN card of individual in case of proprietorship firm/ PAN card of the firm in case of partnership firm must be enclosed) | | |
| 8. | Fall Clause Certificate (A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization on official letterhead of the bidder) | | |
| 9. | ISO Certificate (Valid ISO certificate must be enclosed. ISO certificate of the firm in case of manufacturers/ ISO certificate of each of the foreign manufacturers in case of authorized distributors must essentially be enclosed) | | |
| 10. | Certificate as to whether the firm/distributor has been currently/blacklisted in the past banned from doing business with any public funded organization | | |
| 11. | Similar ongoing rate contracts with other public funded organizations/GovtDeptt.(not more than five) | | |
| 12. | List of distributors along with their name, address, contact details and domain of supply | | |
| 13. | Certificate by the bidder that the Price List supplied to this Institute is only one in circulation | | |
| 14. | Code of Integrity duly signed and stamped on bidder's letterhead as per Annexure X | | |
| 15. | Insolvency Certificate (not older than three month) from the Bank as per Annexure XI | | |
| 16. | Tender Acceptance Letter | | |
| 17. | Price Bid Undertaking | | |
| 18. | MANUFACTURER'S (OEM) AUTHORISATION FORM | | |
| | | | |

Note: It should be ensured that all pages of the tender document must be numbered.

Seal and Signature of the tenderer

Instructions to Bidders**(Annexure-VI)****Instructions**

1.

All bidders are required to submit all requisite documents (other than for the price catalogue) online. Original Tender fee (not refundable) and EMD along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), ICAR-CAZRI, Near ITI circle, Shastri Nagar, Jodhpur-342003 before the closing date of the tender. **Authorized distributors of foreign manufacturers are advised to submit price catalogues of the manufacturer in Indian Rupees. In case price catalogue of the manufacturer is not available and the authorized distributors submits their own printed catalogue, the same must compulsorily bear the manufacturers catalogue number and the price s mentioned thereof in Indian Rupees must be authorized by the manufacturer in the format provided as Annexure XIII.**

2

All bidders are required to essentially submit scanned copies of the following documents (other than for the price catalogue) online. Original Tender fee (not refundable) and EMD along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), ICAR-CAZRI, Near ITI circle, Shastri Nagar, Jodhpur-342003 before the closing date of the tender.

| | | |
|-----|----------------------------|---|
| (a) | Ernest Money Deposit | EMD of <u>Rs. 30,000</u> (Rupees Thirty Thousand Only) in the form of Demand Draft/Bankers cheque/Pay order from any of the Commercial Bank in favour of "ICAR Unit-CAZRI, Jodhpur", payable at Jodhpur If exemption of EMD sought, then enclose valid registration certificate from MSME/NSIC. |
| (b) | Eligibility for Responding | <p style="text-align: center;">[REDACTED]</p> <p>For indigenous manufacturers Valid manufacturing license issued by state/central government agencies. or copy of their Udyog Adhaar Memorandum (UAM) along with notarized undertaking as per <u>Annexure-VII</u> on a non-judicial stamp paper duly notarized of appropriate value <u>For authorized distributors of foreign manufacturers</u> Ink signed case specific authorization from each of the represented manufacturers separately as per <u>Annexure-VIII</u> and A consolidated undertaking as per <u>Annexure-IX</u> .</p> <p>Manufacturers' price catalogue/s (in Indian Rupees)</p> |
| c. | Other required documents | Or Bidders own printed price catalogue in INR along with authorization of the prices from each of the principals as per format in Annexure VIII. The submitted catalogue must essentially have exactly the same catalogue numbers as given |

| | |
|--|---|
| | in manufacturers' original price catalogue in foreign currency. |
| | Superscribed as such on the application whether indigenous or imported as the case may be |
| | Turn over certificate for the last three years i.e. 2017-2018, 2018-2019 & 2019-2020 duly certified by the Chartered Accountant |
| | Copy of the certified GST Registration Certificate. (The certificate must clearly mentioning the registration number & date of registration) |
| | Copy of GST return filed with concerned Deptt. |
| | Copy of PAN Card (PAN card of individual in case of proprietorship firm/ PAN card of the firm in case of partnership firm must be enclosed) Fall |
| | Clause Certificate (A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization on official letterhead of the bidder) |
| | ISO Certificate (Valid ISO certificate must be enclosed. ISO certificate of the firm in case of manufacturers/ ISO certificate of each of the foreign principal manufacturers in case of authorized distributors must essentially be enclosed) |
| | Certificate as to whether the firm/distributor has been currently or in the past banned/blacklisted from doing business with any public funded organization/Govt. Deptt |
| | Similar ongoing rate contracts with other public funded organizations/Govt Organization |
| | List of distributors along with their name, address, contact details and domain of supply Certificate by the bidder that the Price List supplied to this Institute is only one in circulation |
| | Copy of certificate for not providing higher discount to any other Deptt/Organization Duly filled code of integrity on bidders letter head as per format given in Annexure X |
| | Insolvency certificate from the bank as per format given in Annexure XI |

(Annexure-VII)

Annexure-

Undertaking to be submitted along with Udyog Adhaar Memorandum

(To be submitted on appropriate value/worth of Non-Judicial Stamp Paper duly notarized)

I/We proprietor/partners of _____ (name of the firm) having registered office at _____ (address) do here by declare that my/our manufacturing unit for _____

(chemicals/glassware/plasticware) is located at _____

(address where actual manufacturing of the goods) quoted for in our bid vide

(detailed bid reference) against tender no. _____

(mention the details of the tender floated by ICAR-CAZRI). ICAR-Central Arid Zone Research Institute (ICAR-CAZRI shall have the right to inspect our manufacturing facility on any working day without any prior notice to me/us. If the above details are found to be wrong/misrepresented at any point during the period of the rate contract, ICAR-CAZRI shall have the sole discretion of initiating any action as deemed fit against me/us.

Signature with designation and seal of proprietor/all the partners

,

Annexure-VIII

Format of Case Specific Certificate of Authorization for Supply as well as Price List from the Manufacturer

[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 are binding on the Manufacturer. The Bidder shall include an original ink signed copy of the same in its bid]

Dated :*[insert date (as day, month and year) of Bid Submission]*

To,

Director,
ICAR-CAZRI, Jodhpur – 342003

Subject : Authorisation towards tender no. _____ For supply of chemicals/glassware/plasticware *[tick whichever applicable and strike out whichever is not applicable]*.

Sir,

We *[insert complete name and address of Manufacturer]*, who are the official manufacturers of *[insert type and brand 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 aforementioned materials manufactured by us, and to subsequently negotiate and sign the Contract on our behalf.

The aforementioned materials shall be supplied under the rate contract if approved at a discount of _____ % *[insert the value both in figures and words clearly. In case of ambiguity in the same the bid shall be rejected outrightly]* of the rates (in Indian Rupees) mentioned against each of the items in our printed catalogue submitted along with the bid submitted by our authorized bidder. It is also certified that the discount offered by us is the maximum that we offer to any public funded organization. In case it is found to be otherwise we shall be solely responsible for the same.

or

The aforementioned materials shall be supplied under the rate contract if approved at a discount of _____ % *[insert the value both in figures and words clearly. In case of ambiguity in the same the bid shall be rejected outrightly]* of the rates (in Indian Rupees) mentioned against each of the items mentioned between page nos. _____ & _____ *[insert the page numbers of the catalogue submitted by your authorized distributors]* which are duly verified and authorized by us. It shall be the sole responsibility of the manufacturer to ascertain that the authorized catalogue bears the exact manufacturers’ catalogue numbers. It is also certified that the discount offered by us is the maximum that we offer to any public funded organization. In case it is found to be otherwise we shall be solely responsible for the same.

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]*

Mobile No. & Email ID

NOTE

EMAIL ID & MOBILE NUMBER OF THE SIGNATORY IS A MANDATORY REQUIREMENT TO ASCERTAIN THE

AUTHENTICITY OF THE CERTIFICATE IF SO REQUIRED.

ANY BID CONTAINING THIS CERTIFICATE WITHOUT THE MENTION OF A VALID EMAIL ID & MOBILE

NUMBER SHALL BE SUMMARARILY TREATED AS NON-RESPONSIVE

Annexure-IX

Format of Undertaking to be submitted for authenticity of the manufacturers authorization certificate(s)

(To be submitted on appropriate value/worth of Non-Judicial Stamp Paper duly notarized)

I/We the proprietor/partners of _____ (name of the firm) having registered office at _____ (address) do here by declare that the manufacturer's authorization certificates submitted by me/us along with our bid for the supply of chemicals/glassware/plasticware (strike off whichever is not applicable) vide _____ (detailed bid reference) against tender no. _____ (mention the details of the tender floated by CAZRI) is authentic and has been obtained from the manufacturer's directly. ICAR-Central Arid Zone Research Institute (ICAR-CAZRI) shall have the right to verify the same through any means that it feels suitable at any point of time. In case any document is found to be forged/misrepresented at any point during the period of the rate contract, ICAR-CAZRI shall have the sole discretion of cancelling the contract and initiating any action as deemed fit against me/us.

Signature with designation and seal of proprietor/all the partners

**Format of
Code of Integrity**

To,

The Director
ICAR-Central Arid Zone Research Institute
Jodhpur-342003

We M/s _____ hereby undertaken that we shall not act in contravention of the codes which includes provision of

- i) Prohibition of
 - a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process
 - b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided
 - c) Collusion, bid rigging or anticompetitive behavior that may impair the transparency.
 - d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - e) Any financial at business transaction between the bidder and any official of the procuring entity related to tender or execution process of control; which can affect the decision of the procuring entity directly or indirectly.
 - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - g) Obstruction of any investigation or auditing of procurement process.
 - h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
- ii) Disclosure of conflict of interest
- iii) Disclosure by the bidder of any previous transgressions made in respect of the provision of sub-clause
 - (i) With any entity in any country during that last three years or of being debarred by any other procuring entity

Place :

Date :

Bidder signature

Stamp

Annexure - XI

**Format of
Solvency Certificate**

(TO BE GIVEN BY THE BANK ON ITS LETTER HEAD)

We the bank (name of bank) do hereby certify that _____ have been maintaining a current bank account with our bank since _____ year. From their bank transactions with us we have found them as follows.

To the best of our bank's record and information belief, we certify that they(M/s _____) are solvent to the extend of Rs. _____ (in words _____). This Solvency Certificate is being issued on the request of M/s _____ without any risk and responsibility on the part of the bank or any of its officer(s)

Place :
Manager
Date :

Signature of Bank

Seal of bank

Technical Bid
TENDER ACCEPTANCE
LETTER

(To be given on Company Letter head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Technical Bid

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1.I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2.I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3.I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Yours
Faithfully,

Signature of the firm with seal

Technical Bid

MANUFACTURER’S (OEM) AUTHORISATION FORM

To

The Director,
ICAR- Central Arid Zone Research Institute,
Jodhpur, Rajasthan 342003

Ref : Your Bidding Documents No.....dated.....

Dear Sir,

We....., who are established and reputable manufacturers of
.....
(Name and description of the goods offered in the bid) having factories at.....
hereby authorize Messrs.....
(name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the
contract with you against your above mentioned Bidding Documents for the above goods
manufactured by us.

No company or firm or individual other than Messrs
..... (name and address of the above agent) is
authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for
the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of
Contract, read with modification, if any in the Special Conditions of contract for the goods and
services offered for supply against this Bidding Document by the above firm.

Yours faithfully,

(Signature name and designation)

for and behalf of Messrs.....

[name & address of the manufacturers]

Note: *This letter of authorization should be on the letter head of the manufacturing firm and
should be signed by a person competent and having the power of attorney to legally bind the
manufacturer. The authorization Certificate should be from the “Manufacturer” only and
certificate from any other firm/person including OEM arrangements would not be accepted*

Annexure-XV**F.No. 2(11)2021-2022/Adm. IV/****(Financial Bid)****(To be Submitted Separately in Financial Bid Cover)**

| Sr. No. | Name of Chemical | Flate Discount Offered | Name of Glassware | Flate Discount Offered | Name of Plasticware | Flate Discount Offered |
|----------------|-------------------------|-------------------------------|--------------------------|-------------------------------|----------------------------|-------------------------------|
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Signature of Bidder with Official Seal