



BID DOCUMENT (RATE CONTRACT FOR FY 2023-2024)

NOTICE INVITING SEALED TENDER FOR ARC (SINGLE BID)

Sealed Tenders/Bids are invited on behalf of Director, NCBS, Bangalore from reputed manufacturers / authorized distributors of Indian / Foreign Firms for award of Annual Rate Contract for supply of All Kinds of HP Cartridges, Hard Disks and Pen Drive.

Sl. No.	Name of item	NIT No.
1	Annual Rate Contract for supply of All kinds of HP Cartridges, Hard Disks and Pen Drive (HP)	File No.RCL-230184/2023-24 (N)

RC REGISTRATION FEES	Fees is Rs.10,000. The fees for RC Application is non refundable.
MODE OF PAYMENT OF RC FEES	<u>Demand Draft</u> of any nationalized/commercial schedule Bank.
DD TO BE ISSUED IN FAVOUR OF	<u>National Centre for Biological Sciences</u> , payable at Bangalore .
TENDERS TO BE SUBMITTED TO	The Head, Purchase National Centre for Biological Sciences Tata Institute of Fundamental Research GKVK, Bellary Road Bangalore – 560 065.
LAST DATE & TIME FOR SUBMISSION	07.06.2023 upto 17.30hrs
DATE & TIME FOR OPENING OF TENDER	08.06.2023 at 15.00hrs Please strictly adhere to the dates / times mentioned in this document
PLACE OF OPENING	Purchase Section – NCBS – Bangalore
PRE – BID MEETING (IF ANY)	No Pre-Bid meeting. (Contact information given at the end of this document for queries (if any) about tender.

The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBG participants should inform their intention to participate and send written queries at the e-mail purchase@ncbs.res.in sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NCBS website.



BID DOCUMENTS CHAPTERS

Chapter 1: INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS

Chapter 2: CATEGORY LIST / CODE FOR RATE CONTRACT

Chapter 3: APPLICATION FORM FOR RATE CONTRACT (ARC)

Chapter 4: STANDARD FORMS, (TO BE SUBMITTED BY THE BIDDERS)

This Tender / Bid shall be submitted in Single Bid

The Rate Contract is for the campus. The current Tender is invited by NCBS, NCBS, inStem and C-CAMP form Bangalore Life Science Cluster and situated in NCBS Campus. InStem and C-CAMP may also avail the services from the successful service provider for which separate Work Order / Purchase Order will be issued by the respective Institutes. The successful service provider should honour the rates quoted to NCBS for inStem and C-CAMP Work Order / Purchase Order.

Single bid means total offer/bid/Quotation with Rate Contract Registration Fees (if applicable), all terms and conditions, price quote & technical literature/details etc, required formats in and as one single document & in one Single Envelope.

Please check and submit all forms and formats to be submitted with quotations as per chapter No.4. Offers/ BID without this shall be summarily rejected.


Please refer to **ARC FORM, PRODUCT CATEGORY LIST FOR RATE CONTRACT** & important points / clauses / terms and conditions mentioned in this document as per above chapters.

Please read all points of BID Document very carefully before submission of your bid.

The competent authority in NCBS will have full right to reject any/all offer(s) without assigning any reason thereof and full authority to postpone the tender issue date, submission / opening date or to alter any other condition of tender as per Policy / Committee recommendations of NCBS for which no claim from whomsoever will be entertained.

PLEASE SIGN AND PUT STAMP / SEAL OF YOUR FIRM ON EACH PAGE & SUBMIT WITH TENDER




Head, Purchase
for Director, NCBS



CHAPTER – 1 : INSTRUCTIONS TO BIDDERS

SN	DETAILS
1	<p>BIDDERS ELIGIBILITY / QUALIFICATION / REQUIREMENTS</p> <p>This invitation for Bids is open to all Original Manufacturers / their Authorized Dealers / Vendors / Suppliers to quote on their behalf for this tender as per Manufacturer's Authorization Form and Indian Agents of Foreign Principals, if any who possess the qualifying requirements as specified in the Tender.</p>
2	<p>PERIOD OF VALIDITY OF BIDS</p> <p>Bids shall remain valid for 180 days after the date of bid opening prescribed by the Purchaser. In exceptional circumstances, the Purchase may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its bid. Bid evaluation will be based on the bid prices without taking into consideration the above corrections. For Rate Contract, offer / discount will be valid for minimum 2 years.</p>
3	<p>WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS</p> <p>No withdrawal of Bids is permitted after the Deadline for submission. No suo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.</p>
4	<p>CONFIDENTIALITY</p> <p>Information relating to the examination, evaluation, comparison and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until placement of the Order.</p>
5	<p>CLARIFICATION OF BIDS</p> <p>To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.</p>
6	<p>PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS</p> <p>The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.</p> <p>Centre Director, NCBS reserves the right to reject any / all the proposal/s without assigning any reason whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm. Please Offer uniform discounts for the entire Catalogue prices, Chemicals having expiry of less than six months not be supplied. No request for increase in prices will be entertained for one year from the date of entering into the rate contract. The prices should be inclusive of packing & forwarding. If ex-works / godown prices are quoted, then packing & forwarding documentation, freight and insurance charges must be specifically mentioned separately. Sale Tax / other Govt. Levies will be paid at actual and prevailing rates of duty and tax etc., may be mentioned separately. No other charges other than those mentioned clearly in this form will be paid.</p>
7	<p>FRAUD AND CORRUPTION</p> <p>The purchaser required that the bidder's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:</p> <p>"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract. The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.</p>
8	<p>APPLICABLE LAW</p> <p>The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of Jurisdiction Bangalore.</p>





Please Read all following Terms / points before submitting application form

- **The Rate Contract will be valid for a period of two years. This period may be extended upto 6 – 12 months, if required and agreed by both NCBS & FIRM. Price list valid for the Rate Contract Period should be submitted to each Scientist.** Successful applicants will be intimated to submit their Pricelist / Catalogue / Brochure / Pamphlet only after enlistment. Around 5 copies of these books will require to be circulated among the various departments, labs, divisions and scientists. Prices of the Products are also to be submitted in the form of CD's or Pen Drives. Authorization Certificate in respect of Principals duly signed and showing validity for the year 2023 – 2025 should be submitted.
- National Centre for Biological Sciences, Tata Institute of Fundamental Research, is a public funded Institute under the administration control of the Department of Atomic Energy (DAE), Government of India, and it is registered with the (DSIR) Department of Scientific and Industrial Research, Government of India as Public Funded Research Institute vide their Registration No. 13/2/2001/TIFR/R&D-II/7387 Dt.12/06/2018. This (DSIR Registration) of NCBS is valid up to 31.03.2025, NCBS, TIFR IEC No.0388122153. Price List excluding Custom Duty & Central Excise Duty / GST should be submitted (IF ANY). The Bidders are requested to quote Customs Bonded Ware House Prices, if applicable. Prices quoted should be upto NCBS, Bangalore. The Custom duty Rates / Exemption will be as applicable as per Govt. Of India Rules as applicable & Registration with DSIR as per above details.
- Freight, insurance charges, if any will not be borne by the Purchase other than order in foreign currency. Similarly, shortage / pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight / transport charge. That the delivery / supply will be made on F.O.R basis to this Institute, by road, transport, train or flight. Sales Tax (Trade Tax) and other Govt. Levies will be paid extra as applicable. The articles should be securely packed to avoid damages etc., in transit. Supply be made from the latest batch of production with the maximum life period & original packing.
- No revision in rate (on higher side) will be accepted during contract period. No upward revision in price will be accepted during currency of the rate contract under any circumstances. The bidder should provide an undertaking to this effect. However, any fall in the RC prices should be extended immediately to NCBS, TIFR as per the standard Fall Clause applicable for such rate contracts.
- Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute. That the supply of material will have to be completed within the stipulated time frame mentioned in the purchase order. The liquidated damages @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods / contract value.
- Enlistment under Rate Contract with this Institute does not ensure business of any minimum quantum, whatsoever. Enlistment can be cancelled at any time if the firm is found as "Habitual Defaulter" or supplying sub-standard material or for any other reason, based on the complaints received from the users.





- No payment will be made for unsatisfactory supply. Incomplete proposals and proposals received after due date shall not be entertained. Proposal for rate contract may be submitted in above prescribed format and all columns may be filled up. Proposal must be neat and clean and duly typed / clean handwritten. Under a Product Category, the firm must fulfil all the mentioned requirements failing which its offer will be rejected as incomplete. Printed terms and conditions of the applicant on their Quotation Form / literature / letter etc, if any, will not be binding on us. Where contract (R/C) for supply of goods, etc, imported (Subject to custom duty and foreign exchange fluctuations) and / or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
- There should be one exclusive authorised dealer / stockist for each brand / product. Any addition or deletion of dealership / distribution ship must be intimated immediately. Order can be made to local stockist directly at R/C rate as per the same terms & conditions. The local stockist may be asked to keep stock of essential R/C items for ready supply ex-stock and can offer extra discount more than RC as per contract based on quantity, offer by manufacturer, bulk order etc.
- The firm should submit one copy of latest printed price list without which the Rate Contract will not be awarded. If the rate contract is to be done on old price list of the year, the same will remain valid for this rate contract and the same be clearly indicated in the offer.
- The item supplied should be certified by the supplier to be of genuine quality / make and procured from the authorised stockist / dealer / Manufacturer. The Supplies if rejected due to non-conformity with the specifications has to be removed and replaced within the stipulated period free of cost at the ultimate destination. In case of failure to do so the rejected supply shall be disposed of by NCBS at their own discretion and no claim shall be entertained.

PLEASE SIGN AND PUT STAMP / SEAL OF YOUR FIRM ON THIS PAGE & SUBMIT THIS WITH TENDER



CHAPTER – 2
CATEGORY CODE FOR RATE CONTRACT

(A Separate Application Form is required for Each Product Category)

Sl.No.	RC Category	RC Code	Fees for RC Application (each)
01	Rate Contract for all kinds of HP Cartridges and Hard Disks and Pen Drive	RCL-230184	Rs.10,000/-

CHAPTER – 3 (ARC FORM)

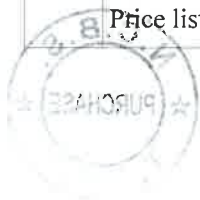
APPLICATION FOR RATE CONTRACT (ARC FORM)

(A Separate ARC form is required to be submitted for each RC category)

1	APPLICANT FIRM NAME submitting this ARC Form	
2	CORRESPONDENCE ADDRESS (with telephone/mobile/fax no. /e-mail address and also with official website, if any)	
3	CONTACT DETAILS OF APPLICANT FIRM (Please attach visiting card if any) Name of Person:- Designation:- Contact No:- E-mail ID:-	
4	STATUS OF THE APPLICANT FIRM ✓ MARK IN SUITABLE () () MANUFACTURER OR () (DISTRIBUTOR/STOCKIST/RE-SELLER/OTHER)	
5	DO YOU HAVE / OFFER CUSTOM BONDED WAREHOUSE FACILITY / CBW PRICE LIST ✓ MARK IN SUITABLE ()	YES () NO () If yes, pl. Attach copies of relevant documents, attach CBW Price list
6	APPLICABLE TAX & RATE OF TAX FOR RC ITEMS,	
7	Provide following details (a) TIN No. With date of validity if anything (b) GST Regn. No. (c) Income Tax PAN No. (in the name of firm / Company & not individual) Latest copy of Returns filed with Income Tax Department & Latest copy of Sale Tax Return. (Please enclose copies of relevant papers)	
	(Please enclose copies of relevant papers otherwise your application may be rejected)	
	Tax Head	Registration No.



8	Fees for RC Application – DD DETAILS (DD No. & date) ALL DD MUST BE PREPARED IN FAVOUR OF The Accounts Officer <u>National Centre for Biological Sciences payable at Bangalore.</u>	Total No of ARC form submitted / RC category applied - Total DD Amount - DD details - This fees is non refundable.	
9	Are you having RC with any other DBT / CSIR / Govt. Deptt./ Research Institute for the period in between 2023 – 2025 ✓ MARK IN SUITABLE ()	YES () If yes, pls. mention the details and attach copies of relevant documents	NO ()
10	In Case Applicant firm is nominating any distributor then give details. If you are not nominating any distributor write “NA” - Not applicable	Details of Distributor for NCBS Name of Distributor:- Address:- Contact No. :- E-mail ID:- Proper Authorisation Certificate is attached:- _____ write (YES / NO) <u>(WITHOUT AUTHORISATION CERTIFICATE YOUR APPLICATION WILL BE REJECTED).</u>	
11	In case Applicant firm is <u>Not manufacturers</u> <u>Certificate of authorisation as per format given in Form No.3 in Chapter No.4, on Manufacturers letterhead in valid for category mentioned and current year is required without which your application may be rejected.</u>		
12	Price List / Catalogue details ✓ MARK IN SUITABLE ()		
13	The Price list / catalogue is submitted () If the current year, final Price list / catalogue is <u>Not Submitted.</u> write <u>Reason :-</u> for not submitting the latest Price list / catalogue -	Format – Printed book () CD () Year of Price list / Catalogue _____ Reason:- () under printing / () not ready / () will not be printed / () Other reason Reason in detail:-	



14	<p><u>If you are not submitting current valid Price List / Catalogue with your application and if reason for the same is not mentioned above, then your application will be rejected.</u> If the new / current Price list / Catalogue is under printing, not ready, cannot be printed, then firms are informed to submit the last latest available Price list / <u>catalogue along with ARC form with the following undertaking.</u></p>
	<p>UNDERTAKING TO BE GIVEN BY FIRM IF CURRENT PRICE LIST IS NOT SUBMITTED</p> <p>My firm is not able to submit the current price list as per reason mentioned above. I am submitting my old Price List printed in / for year _____ valid for this rate contract 2023 – 2024 till 6 Months from the issue of rate contract OR submission of my new / current Price List / Catalogue for 2023 – 2024/2025 <u>whichever is earlier</u> in case of my ARC is accepted. If my firm fails to submit the new Price List / Catalogue of 2023 – 2025 within 6 Months from the issue date of RC, then these old Price List / Catalogue submitted along with this application as mentioned herewith will be valid / in force till the end of RC Contract Period.</p>

I / we _____ have read all the points, entire terms and conditions of this tender document and we are fully agreeable to the terms and conditions mentioned herein.

Competent Authority to sign:
Name, Designation:
Date with Stamp & seal of organization





Important Points to note / Comply

- ✓ **ONE RC CATEGORY – ONE ARC FORM**
- ✓ **IT IS MANDATORY TO SUBMIT PRICE LIST OR CATALOGUE ALONG WITH ARC, PLEASE READ POINT NO. 12 TO 14 OF ARC FORM CAREFULLY.**
- ✓ **FIRM CAN MENTION ANY NUMBER OF BRANDS / MAKE UNDER ONE RC CATEGORY / CODE.**
- ✓ **RC CODE & RC CATEGORY DETAILS HAS BEEN GIVEN IN CHAPTER NO. - 2.**
- ✓ **FINAL RATE OF DISCOUNT OFFERED ON LIST PRICE – DOUBLE DIGIT DISCOUNT WILL BE PREFERRED. PLEASE OFFER BEST POSSIBLE DISCOUNT CONSIDERING THE GOVT. RESEARCH INSTITUTE STATUS OF TIFR.**
- ✓ **FOR EACH RC CODE ARC FORM – Rs.5,000/- TENDER FEES IS APPLICABLE.**
- ✓ **YOU CAN CLUB THE DD AMOUNT IF YOU ARE APPLYING FOR MORE THAN ONE RC CODE CATEGORY.**
- ✓ **FOR CATEGORY NO.5 – 8 FIRMS CAN SUBMIT THEIR OFFER OF AS PER OWN FORMAT GIVING ALL INFORMATION.**
- ✓ **NATIONAL CENTRE FOR BIOLOGICAL SCIENCES, (NCBS), TATA INSTITUTE OF FUNDAMENTAL RESEARCH (TIFR), IS AN AUTONOMOUS INSTITUTE OF THE DEPARTMENT OF ATOMIC ENERGY (DAE), GOVT. OF INDIA AND IT IS REGISTERED WITH THE (DSIR) DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH, GOVERNMENT OF INDIA AS PUBLIC FUNDED RESEARCH INSTITUTE VIDE THEIR REGISTRATION NO. TUV/RG-11/596/2013-TU-V. CDE 13/20(3)/2010/TIFR/R & D-11/15731 DATED 6TH DEC 2017. THIS (DSIR REGISTRATION) OF TIFR IS VALID UPTO 31.03.2025, TIFR MUMBAI IEC NO.0388122153.**
- ✓ **DO NOT WAIT FOR LAST DATE OF APPLICATION FOR SUBMITTING YOUR ARC FORM.**
- ✓ **READ THIS NIT CAREFULLY.**

Cut & Stick following this on your Catalogue / CD

Final Catalogue List submitted to NCBS for Rate Contract 2023 – 24

Name of Firm -

Name of Category -

Category Code -

Put your authorised sign, seal and stamp of Firm.

This Catalogue / Price List submitted will be treated for Rate Contract.

PLEASE SIGN AND PUT STAMP / SEAL OF YOUR FIRM ON THIS PAGE & SUBMIT THIS WITH TENDER





READ THE FOLLOWING AND SUBMIT THIS FORM ALONG WITH THIS APPLICATION

(To be submitted by the bidders)

FORM – 1

Form must be submitted on firm letterhead and in original

BID COVERING LETTER

To,
The Director,
National Centre for Biological Sciences
Tata Institute of Fundamental Research
GKVK, Bellary Road
Bangalore – 560 065.

Sir,

I/We, the undersigned declare that:

I/We have examined and have no reservations to the Bidding Documents, ARC FORM including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract, specified in the tender document.

TOTAL NO. OF RC CATEGORY APPLIED =

RC CODE NO. =

AMOUNT OF DD AND DETAILS OF DD =

I/We, the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

Competent Authority to sign:

Name, Designation:

Date with Stamp & seal of organization



FORM – 2 :

MANUFACTURERS' AUTHORIZATION

To,
The Director,
National Centre for Biological Sciences
Tata Institute of Fundamental Research
GKVK, Bellary Road
Bangalore – 560 065.

Sir,

We the manufacturers/owner/Producer of the items quoted as per Price List / Catalogues submitted for this RC tender, do hereby authorize M/s. _____ (Name and address of Agent) on our behalf to submit a bid, negotiate and receive the order from you, supply the material, entering into Rate Contract for the category quoted in his application against your RC tender 2023-24. We hereby extend our full support, guarantee and warranty for the goods and services offered by this firm as per the catalogue attached and RC category applied as per ARC form.

Competent Authority to sign:

Name, Designation:

Date with Stamp & seal of organization

This form / letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. (Without valid authorisation, the application can be rejected).



FORM – 3 Form must be submitted on firm letterhead and in original

DISCOUNT OFFERED FOR RATE CONTRACT

[illegible]

(For each Make / Manufacture / Principals, please mention each discount separately. You can enroll any brand/make in one RC category, if you have a valid authorisation from Company)





DECLARATION BY BID SUBMITTING FIRM

I/We _____ have read the entire terms and conditions of the Tender document and we are fully agreeable to the terms and conditions mentioned herein.

- We hereby declare that all the particulars given in this application are true, 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 for by the NCBS. 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 cancelled and all our claims may be forfeited by NCBS.
- 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 NCBS.
- We also undertake that all the terms such as Product Range, Price, discount, Delivery / other charges, Terms of Payment and also the name/s of the 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.

The decision of competent authority of NCBS with respect to this Tender – Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation:
Date with Stamp & seal of organization

Please take print of this full tender / BID document and submit this duly signed each page & stamped with above declaration and sign wherever mentioned along with you quotation / bid without which your bid will be rejected.





Sr. No.	Name of the Manufacturer	Brand	Products	Discount	Principal Stockist	Name of Supplier	Manufacturer Discount	Dealer Discount	Remarks

