



No. ST/1/Chemicals/ARC/2022-23

Date: 15th June, 2022.

Sub: Annual Rate Contract for the supply of Chemicals/Glassware/Plasticware
/ Consumables for the Financial Year 2022-23 – Reg.

** * * *

Dear Sirs,

I am directed to inform you that we are desirous of entering into an Annual Rate Contract for the financial year 2022-23 for the following broad categories of items.

- a) Laboratory consumables
- b) Chemicals, Antibodies, Reagents, etc.
- c) Plasticware
- d) Glassware
- e) Filter papers
- f) Columns
- g) NMR Tubes / Vacutainers / Gloves
- h) Elisa Kits etc.,

It may kindly be noted that the Rate Contract would be concluded on a fixed price basis which would be valid for the entire duration of the Rate Contract without any firm commitment on our part for assuring any minimum quantum of business.

The **eligibility criteria** for participating in the bidding process are as under:-

1. Each Prospective bidder should require the original manufacturer to fill in the enclosed manufacturers authorization form in case the bidder is not a manufacturer and submit in originals on the letterhead of the manufacturer. **No other format is acceptable.**
2. Only one bidder/two are permitted to be authorized by the original manufacturer to quote on their behalf. In case of multiple authorizations, the bids submitted would be summarily ignored. However, one Indian agent/representative may be authorized by more than one Foreign / Indian manufacturer.

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3. Each bid should accompany the summary sheet as per annexure "A" and a soft copy of the price list as per format enclosed in annexure 'B' **separately for each category and brand**, with all details filled in.

The following would be the terms and conditions governing the Rate Contract.

- 1) The original manufacturer shall be solely and fully responsible in case of discrepancy with regard to quality, quantity, packages, or defects found at the time of supply / usage. Under such circumstances, the manufacturer/dealer has to provide a free replacement immediately.
- 2) The delivery should be affected within three weeks from the date of placement of PO and the prices should preferably be quoted on FOR (Freight on Road).
- 3) The items must be delivered to the Central Stores of ICMR - NIN during any working day between 10.00 AM to 12.30 PM and 2.00 PM to 4.30 PM. Supplies shall not be accepted on Saturday, Sunday, and other public holidays except under exceptional circumstances.
- 4) Purchase Order may be placed up to the last day of currency of R/C and the Rate Contract shall be in force for the purpose of delivery for all the items ordered during the currency of Rate Contract.
- 5) All payments due shall be made within 30 days from the date of supply subject to inspection and acceptance against the pre-receipted bill in triplicate along with three delivery challans.
- 6) GST as applicable may be charged as the ICMR-NIN has the DSIR Registration. The relevant documents in connection with the GST will be provided by the stores.
- 7) The R/C holder on receipt of Purchase Order shall check for its correctness as per the terms and conditions of R/C and take up the matter with ICMR-NIN stores department for corrections/amendments if any, in order to avoid any dispute at a later stage. In case, higher rates have been inadvertently mentioned for any particular item, the R/C holder must inform ICMR-NIN stores about the same and proceed with the supply as per the R/C approved rates only.
- 8) The rate and terms of the Rate Contract would also be applicable for the purchases made by the Scientists / Students of ICMR-NIN on cash purchase basis and hence, the firms or their Agents are not allowed to charge higher prices than those approved under the R/C. Keeping in line with the aforesaid eligibility criteria and terms and conditions, you are, therefore, requested to kindly submit your detailed proposal along with the summary sheet as per annexure "A" and soft copy of the price list as per annexure "B". **(separately for each category and brand)**. Failure to do so shall result in summarily rejection of the bid submitted. It may kindly be noted that in case of items of other than Indian Origin, it should be clearly indicated whether the prices offered are in Indian Rupees (excluding customs duty) (i.e through customs bonded warehouse) or in Foreign Exchanger or in Indian Rupees (including customs duty). The hard copy of the

current Price List valid for the year 2022-23 indicating the percentage of discounts offered by you on the R/C prices and additional discount if any, offered by your nominated distributor(s) / agent(s) through whom you propose to arrange the supplies giving their address, name of the contact person, phone and fax number and email Id etc., should also be submitted.

- 9) While quoting the price, the suppliers are requested to provide the catalogue page No. of the product for random verification of the price.
- 10) Suppliers should not levy any additional charges like delivery/handling charges/Packing Forwarding Charges/Octroi etc.,
- 11) If the suppliers are quoting for imported products, the quote should be on FOB (Free on Board) and in Foreign Currency only.
- 12) **No CDE Certificate** will be issued to the suppliers if the material is quoted in **INR** even though it is imported, whereas if it is compulsory the dealer/manufacturer has to submit the original Bill of Entry.

It may kindly be noted that:

- (a) ICMR - NIN reserves the right to reject any proposal or to conclude more than one R/C for the same item and has the option to re-negotiate the prices with R/C holders.
- (b) In case of emergency, ICMR - NIN may purchase the same items through ad-hoc contract from any other supplier.
- (c) The R/C would be guided by the fall clause i.e. if the R/C holder reduces its price or sells or even offers to sell the rate contracted items following conditions of sale similar to those of the R/C, to any person or organization during the currency of the R/C, the R/C prices will be automatically reduced with effect from that date for all the subsequent supplies under the R/C and the R/C amended accordingly.
- (d) The manufacturers authorizing the dealers for the supply of chemicals under ARC is final and no additional supplier/dealer will be entertained during the contract period. Further, the Manufacturer / Dealer cannot transfer the dealership to any other supplier without proper justification and approval from the Manufacturer.

It may be ensured that your proposal for the Rate Contract for the year 2022-23 in line with the above requirements should reach the Director, ICMR-NIN, Hyderabad-500 007, on or before **08th July 2022** by 5.00 PM.

Thanking you,

**Administrative Officer (Stores)
For Director**

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MANUFACTURERS' AUTHORIZATION FORM (Annexure – A)

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.

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

Tender No.: [insert number from Invitation for Bids]

To: [insert complete name and address of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type 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 following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

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]

Annexure – B

Format of Providing the Soft Copy of Price List

A	B	C	D
ITEM_DESC	RATE	ITEM_SPEC	CATALOG_NO

Note:

- There should no blank rows at all
- In column 'A' i.e. Item Description should not contain apostrophe
- Against column 'B' the rate should be quoted in xxxxx.xx format only. No comma's or special Characters should be used.
- In column 'C' both Pack Size and Unit of Measurement should be indicated (i.e.ml,mg,gm, etc).

Important: The price list has to be submitted separately for each category and brand and the CD should be labeled accordingly alongwith soft copy arrange hard copy also.