

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD**



TENDER DOCUMENT

Notice Inviting Tender (NIT)
for

Tender Notice for Rate Contract for Supply of Chemical, Glassware, Filter paper Plasticwares.

Tender No.: **PS/ARC/INS/024/23-24**

Date: 01 May 2023

Bid Submission deadline: 22.05.2023, 11:00 A.M.

DEPUTY REGISTRAR (PURCHASE & STORES)

Indian Institute of Technology (Indian School of Mines), Dhanbad

DHANBAD –826004 (INDIA)

www.iitism.ac.in, purchase@iitism.ac.in

GSTIN: 20AAAI0686D1ZA

NOTICE INVITING TENDER

Subject: Tender Notice for Rate Contract for Supply of Chemical, Glassware, Filter paper Plasticwares

Bids are invited for the following items at Indian Institute of Technology (Indian School of Mines) Dhanbad

| Sl. No. | Description of Materials |
|---------|--|
| 1. | Supply of Chemical, Glassware, Filter paper Plasticwares |

Tender Schedule

| Particulars | Date & Time |
|---|---|
| Bid Security cum Security Deposit | Rs. 50,000.00 (Rupees Fifty thousand only) |
| Start date and Time for Submission of Tenders | 01.05.2023 at 1:00 P.M. |
| Last date and time for submission of tenders | 22.05.2023 at 11:00 A.M. |
| Date and time of opening of tenders | 22.05.2023 at 04:00 P.M. |

1. You are requested to quote your highest discount for the supply of above items as mentioned in tender documents.
2. Tender documents and bids should be submitted by hand/Speed post/register post/courier along with courier receipt.
3. **Tender Number and tender submission deadline along with email address and contact details must be clearly mentioned on the envelope.**
4. **BID will be opened through online mode such as Google Meet etc. (link will be shared through mail)**

INDEX

| SL NO. | CONTENT | PAGE NO. |
|---------------|--|-----------------|
| 1 | Instructions to Bidders | 04-05 |
| 2 | Terms & conditions of Contract | 06-10 |
| 3 | BID Form | 11 |
| 4 | CHECK LIST FOR SUBMISSSION | 12 |
| 5 | Manufacturers' Authorization Form (Annexure A) | 13 |
| 6 | Format for declaration by the Bidder for code of Integrity & conflict of Interest (Annexure B) | 14 |
| 7 | Declaration on non-availability of offered specialized R&D in GeM (Annexure C) | 15 |
| 8 | Price Schedule | 16-18 |

CHAPTER 1

Instructions to Bidders

IIT (ISM), Dhanbad was formerly known as Indian School of Mines (ISM) and was a Deemed University before it got converted into an Institute of National Importance under the Institutes of Technology (Amendment) Act, 2016 passed by the Parliament of India and got the assent of President of India. The Indian School of Mines, now IIT (ISM), Dhanbad, was formally opened on 9th December 1926, by Lord Irwin, the then Viceroy of India to address the need for trained manpower related to mining activities in the country with disciplines of Mining and Applied Geology. In 1967, it was granted the status of a deemed to be university under Section 3 of UGC Act, 1956 and it was renamed as Indian Institute of Technology (Indian School of Mines) in 2016. It started as an institution to impart mining education, and today, has grown into a technical institution with various academic departments. IIT(ISM) is located in the mineral-rich region of India, in the city of Dhanbad in the state of Jharkhand. It is the third oldest institute [after IIT Roorkee and IIT (BHU) Varanasi] which got converted into an IIT.

IIT (ISM), Dhanbad intends to procure the **Chemical, Glassware, Filter paper Plasticwares** to enrich its teaching and research facility at Dhanbad.

Reputed manufacturers or authorized distributors are invited to submit their bid for **“Chemical, Glassware, Filter paper Plasticwares”** for IIT (ISM), Dhanbad as per this tender document in a Two- Bid System: -
(a) Techno-Commercial (also termed as technical bid) bid (Part-1) consisting of all technical details of the item along with commercial terms and conditions, EMD and (b) Price bid (Part- 2) indicating price for their items mentioned in the technical bid. All instructions and terms and conditions must be followed, failing which bid(s) will liable to be rejected.

INSTRUCTIONS

1. The offer should be submitted under TWO-BID system in two separate sealed covers i.e. “Techno-commercial bid” and “Price bid”.
2.
 - a) **In a tender, either the Indian agent on behalf of the principle/ OEM and the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.**
 - b) **If an agent submit bid on behalf of the principle/ OEM, the same agent shall not submit a bid on behalf of another principle/ OEM in the same tender for the same item/product.**
3. Bidder(s) must submit GST Certificate, TIN and Scanned Copy of PAN with the bid.
 - c. The offer must be submitted in **Two-Bid**. Tender should be dropped in the tender box kept in the office of **Deputy Registrar (Purchase & Stores), IIT (ISM), Dhanbad– 826004 (Jharkhand, India)** only. Bids may be submitted by Hand/ Speed Post / Registered post / Courier in sealed cover only, but IIT(ISM), Dhanbad will not accept such bid if delivered/submitted to the office of the Deputy Registrar (Purchase & Stores section), IIT (ISM), Dhanbad after the submission deadline and such bids will be treated as Late bids / non-responsive bids. It will be the sole responsibility of the bidders that their bid should be submitted/delivered as per bid submission deadline. IIT (ISM), Dhanbad will not be responsible for any delay or transit loss or late delivery of bids to the office of the Deputy Registrar. All bids / correspondences should be sent to the following address only: “Deputy Registrar (P&S), IIT (ISM), Dhanbad, P.O. – Indian School of Mines (ISM), DHANBAD – 826004 (Jharkhand, India)”. Bids sent through Email/Fax or submitted in unsealed cover(s) will not be accepted and such bids will be treated as non-responsive bids.
 - c. Bid document(s) and all enclosures must contain the signature and seal of the authorized representative of the bidder.

6. After opening of the price bid no query pertaining to technical aspects will be entertained.

7. Any counter condition / conditional offer made by bidder is likely to be rejected.

8. Bid Security or Earnest Money Deposit (EMD) Required Amount for EMD must be submitted in the form of Demand Draft issued from any Nationalized/Scheduled commercial Bank in favour of **Registrar, IIT (ISM), Dhanbad** payable at Dhanbad with the bid (part-1). Bid received without EMD in part-1 (techno-commercial bid) will be rejected. No interest will be payable by IIT (ISM), Dhanbad on the Earnest Money Deposit. The earnest money of all the unsuccessful bidder(s) will be returned to the respective bidder(s) through bank / RTGS transfer without any interest within 60 (sixty) days only after placing the order / awarding the contract. The Earnest Money of successful bidder(s) shall be returned on receipt of Performance Security (Performance Bank Guarantee / PBG) as mentioned in this tender document.

EMD exemption will be provided to Micro and Small Enterprises who are manufacturer of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration / Udyog Aadhaar (as validated by Government from time to time) and through uploaded supporting documents.

9. The bid security may be forfeited:

- a. If a Bidder withdraws or amends or modifies or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- b. In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 14 days of the order or fails to sign the contract and/or fails to furnish Performance Security within 21 days from the date of contract/ order.

10. Performance Security or Performance Bank Guarantee (PBG):- The successful bidder(s), on whom rate contract will be placed, has to submit a performance security of **Rs. 50,000/- (Rupee Fifty Thousand Only)** before release of any payment. Performance security has to be submitted in the form of Bank Guarantee/Demand Draft from any Nationalized/Scheduled commercial Bank in favour of the Registrar, IIT (ISM), Dhanbad. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the successful bidder(s). No interest will be payable by IIT (ISM) Dhanbad on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the bidder(s) is liable to be forfeited. An undertaking to this is to be submitted within 10 days of receipt of the notification of award/rate contract, the bidders shall furnish performance security (PS). The successful bidder(s) has also have options to convert their EMD amount towards performance security.

CHAPTER 2

Terms and Conditions

Indian Institute of Technology (Indian School of Mines), Dhanbad intends to enter into an **Annual Rate Contract (ARC) on Basic Price (i.e. MRP minus GST) basis with discount** for the following categories of items for the FY: 2023-2024. In this regard, suppliers (Manufacturers/ Sole Authorized Distributors/ Dealers) are requested to submit their quotations duly signed by competent authority for the categories of items as mentioned below.

| SI No. | Categories of Items |
|--------|---|
| 1 | Chemical, Glassware, Filter paper, Plasticwares |

The offer must comprise of the following, failing which it will be treated as non-responsive bid hence will be rejected:

1. The bids under Two-Bid System will consist of two parts as per following details:-

- a) **Techno-Commercial bid (Part 1)** consisting of all technical details along with required EMD amount, cost of tender form (if any), technical offer (catalogue/brochure/specifications etc.), supportive documents related to eligibility criteria (Copies of documents/Certificates like GST Registration/ PAN/ Authorization letters/ PO or Work order copies as proof of supply/work done, tax related documents etc.) along with ALL annexures of this tender **except Price Schedule (Annexure II)**. All the pages included as Tender Document should be legible, neatly numbered and signed by authorized person with official seal of the Firm as acceptance of the terms and conditions. Offers with Counter Conditions will be liable for Rejection. No information regarding price should be mentioned in this part. Any price indication in the Technical Bid will be summarily rejected. The Techno-Commercial bid (Part 1) should be sealed in envelopes (ENVELOPE-ONE), duly super-scribed as “Techno-Commercial bid (Part 1), **Tender No., Tender Name, Submission Deadline: dd.mm.yyyy**”
- b) **Price bid (Part 2)** The Price bid (Part 2) should contain the Price Schedule (Annexure II) exactly as per proforma duly filled and signed and should be sealed in separate envelopes (ENVELOPE-TWO), duly super-scribed as “Price Bid (Part 2), **Tender No., Tender Name, Submission Deadline: dd.mm.yyyy**”.

The Third sealed cover superscribed as “**Tender No., Tender Name, Submission Deadline: dd.mm.yyyy**” must contain both the sealed covers (Techno-Commercial bid and Price Bid). The postal address & email address of sender with contact details as well as recipient address should be clearly written / typed on this cover. The tender should be addressed to “**Deputy Registrar (Purchase & Stores), IIT (ISM), Dhanbad–826004 (Jharkhand, India).**”

In stage-one, only the Techno-Commercial (Part 1) shall be opened and evaluated. In stage-two, the Price bids (Part 2) of only the technically qualified and acceptable offers will be opened, for further evaluation.

Important Note: Offers submitted not in line with the above guidelines will be liable for rejection.

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

1. Either the Indian agent on behalf of the principle/ OEM and the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. In case the bidder is not a manufacturer, the prospective & Authorized Bidder should submit the enclosed **Manufacturers Authorization Form (MAF)** that are to be duly filled in & signed by the original manufacturer **as per Annexure – A** (enclosed) and attach on the **Letter head of the Manufacturer (Exclusively addressed to Registrar, IIT (ISM) Dhanbad)**. The MAF that valid till **30th June 2024** must be submitted along with the offer, failing which the offer will be summarily rejected.
2. In case multiple bidder quote for same OEM and category of product/item, then Rate Contract will be awarded to the bidder offering highest discount for particular category and particular OEM. In case more than one bidder quote same discount for particular category and particular OEM then Rate Contract will be awarded to all

bidder having same discount for particular category and particular OEM.

3. We do prefer to enter into Annual Rate Contract with the Original Manufacturers who can supply the materials directly to us from their depot or else supply of materials should be effected through their Authorized Distributors/Dealers within the delivery schedule as per IIT (ISM) requirement.
4. Please do submit the List of your Customers (Government, CSIR Laboratories/Institutes, and reputed Private Research Laboratories/Institutes where your firm had finalized Rate Contract for these categories of items. In the customer list, the name of contact person, designation, telephone and e-mail numbers etc. must be given.
5. Bidders must attach at least 03 Purchase order copies/ Invoices under Rate contract with any other Government Institute/Autonomous Organization/ Reputed Private Institute with their proposal for same category of items (2022-2023) of the same category of item for which they are going to offer proposal.
6. Bidders must submit copies of Rate Contract that you had with your customers for the above listed categories of items.

The following will be the Terms & Conditions governing the Annual Rate Contract.

- 1) The Bidder 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 free replacement immediately.
- 2) Purchase Order will be awarded up to the last day of currency of ARC and the Rate Contract will be in force for the purpose of delivery for all the items that are ordered during the currency of Rate Contract. Once a supply order is awarded on the supplier for supply of items in terms of the ARC during the validity period of ARC, that supply order becomes valid and binding the contract.
- 3) All payments due shall be made **within 30 days from the date of supply**, subject to inspection and acceptance of items against the submission of pre-receipted bill/ invoice in triplicate copies which should be duly stamped, sealed & signed by the authorized person. **The firm shall furnish the details of their Bank Account, IFSC code GSTIN & PAN Nos., etc. printed on their invoice in order to enable Registrar IIT (ISM) Dhanbad -826004 to make payment through NEFT/RTGS.**
- 4) On receipt of Purchase Order, the Rate Contract Holder shall check the order for its correctness as per the Terms & Conditions of Rate Contract and take up the matter with IIT (ISM) Dhanbad for **corrections / amendments if any required**, in order to avoid any dispute at a later stage. In case, higher rates have been inadvertently mentioned for any particular item, the Rate Contract Holder must inform IIT (ISM), Dhanbad about the same and proceed with the supply as per the Rate Contract approved rates only.
- 5) The Rate Contract will also be applicable for the purchases (Order below Rs. 25,000.00) made by the **Professor/Scholars of IIT (ISM) Dhanbad on Cash/ Credit purchase basis as per extant procedure, rate and Terms & Conditions of ARC.** Manufacturers or their authorized Distributors / dealers are not allowed to charge higher prices than those approved under the ARC.
- 6) The contract shall be valid for a period **upto 31.03.2024**. The **Registrar, IIT (ISM) Dhanbad** retains the option to extend the contract on same terms and conditions for another one year upon satisfactory performance and mutual consent.
- 7) Manufacturer/Authorized Distributors/Dealers may offer a **separate discount for bulk purchase** and also define the quantity to be treated as "bulk" for a single supply order.
- 8) **OEM has to furnish the certificate that the items proposed for RC is not available in GeM to make supply to IIT (ISM), Dhanbad.**
- 9) In case of emergency, IIT (ISM) may purchase the same item under ARC through **ad-hoc contract with**

a new supplier. If the supplier fail to make supply within due date, IIT (ISM) shall make arrangement from the local market and any difference so occurred in price shall be borne by the Supplier.

10) Discount: As per enclosed **Price Schedule Form**, bidders are advised to quote the **Maximum discount on your Basic Price List** as applicable to Government/Public Funded Research Institutes. Discount must be indicated in words as well as in figures. **In case of any discrepancy, the discount offered in words will only prevail.**

11. Price:

11.1 Prices must be quoted for each category of items in terms of Percentage (%) discount on Basic Price. Additional Dealer discount may also be factored in wherever applicable while quoting discount in Price Schedule.

11.2 The bidder shall submit soft copies of the OEM pricelist in CD Form so that the accessibility of prices will be user friendly. However, bidder shall ensure that no discrepancy exist between the OEM pricelist and price mentioned in price schedule.

11.3 There shall not be any ascending variation in price during the period of the ARC.

12. Your offer should be based on FOR IIT ISM Dhanbad, otherwise your offer will not be considered for evaluation.

13. The Bidder must agree for free replacement in case any discrepancy found with regard to quality/quantity of the material supplied by them under this Rate contract.

14. IIT (ISM) pays Concessional Customs Duty under Government Notification No. 51/96-Customs dt. 23.07.1996, Notfn. No. 28/2003 Customs dt. 01.03.2003, Notfn. No. 43/2017-Customs dt. 30.06.2017 & Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. IO/2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017-Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No. 9/2018-Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018-Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time for research purposes only. This Registration is subject to terms and conditions mentioned overleaf. As amended from time to time for research purposes only. Our Institute is registered vide DSIR Regn. No. TU/V/RG-CDE (367)/2020 Dated: 28-09-2020 and the registration is valid upto 31-08-2025.

15. There will be no separate packing and forwarding charges payable for supply against this Rate contract.

16. Fall Clause:

16.1 The ARC will be guided by the Fall Clause. The price to be quoted (Price as indicated in the Price list less discount plus taxes) by the Bidder under the Rate Contract should in no event exceed the Rate Contract price at which the Bidder sells the stores of identical description and terms and conditions to any other organization during the currency of Rate Contract. If RC holder reduces its price or sells or even offers to sell the same item/s during the currency of the Rate Contract, price will be automatically reduced with effect from that date for all the subsequent supplies under the RC and the RC will be amended accordingly.

17. An undertaking is required to be given by the manufacturer/bidder that the rates offered by them for stores of identical description and Terms & Conditions are not more than the rate offered to any other Government Agencies/Institution (including GeM) and the discount offered is not less than the discount offered to any other Government Agencies/Institutions. In case any such discrepancy is noticed, they shall refund the amount to IIT (ISM) and also Rate Contract is liable to be cancelled.

18. An undertaking must be submitted by the bidder, with the tender document, that the product offered for rate contract are not uploaded on GeM portal (Annexure C). If some products of catalogue are offered on GeM, a list of such items (which are available on GeM) must also be furnished with the tender or the same must be mentioned/ highlighted/ star marked in the pricelist. Any changes in this regard during currency of RC must be brought into the notice of IIT (ISM) by the bidder to get such items deleted from RC list.

19. During the Rate Contract period, **special offer** introduced by manufacturer/supplier must be offered to IIT (ISM) and should be intimated in advance. However, Registrar IIT (ISM), Dhanbad will retain the right to avail the special offer.
20. **Delivery:** Bidder will have to supply the ordered material under this Rate Contract **within 30 days** of placement of Purchase Order in full quantity. In exceptional case, **part supplies will be accepted maximum in two consignments. However payment will be made only after full supply of ordered items.**
 - 20.1 The items must be delivered to the various departments / sections / centers / units etc. of IIT (ISM) Dhanbad during any working day between 9 am to 6.00 pm. Supplies will not be accepted during Saturdays, Sundays and declared Public Holidays except under exceptional circumstances.
21. Items supplied beyond the delivery period will attract imposition of LD (Liquidated Damage) Clause as per the procedure i.e., the LD, a sum equivalent to 0.5% each week of the prices of any portion of stores delivered late for each week or part thereof of delay. The total Liquidated damages shall not exceed 10% of the value of delayed goods.
22. All the perishables/hazardous/fragile item(s) shall be opened in the presence of the representative of the bidder and the user, if required. Bidder will be responsible for any loss due to negligent packing and transportation. Package of such products shall specifically indicate that goods being supplied and perishables/hazardous/fragile with advance written intimation to this office.
23. Compliance with National/International Standards i.r.o supply of items if any should be complied with.
24. Registrar, IIT (ISM) Dhanbad reserves the right to terminate the ARC without any notice and without assigning any reason in case the performance of the bidder is found consistently unsatisfactory or due to the serious lapse on the part of the Bidder.
25. TDS on GST & any statutory levies will be deducted as applicable.
26. The ARC may be withdrawn by giving **one months' notice** by both parties.
27. Keeping in line the aforesaid eligibility criteria and Terms & Conditions, you are therefore, requested to kindly submit your detailed proposal along with the **MAF as per Annexure "A"** and other annexures as asked in tender documents. **Failure to do so shall result in summarily rejection of the bid submitted.**
28. It may kindly be noted that: (a) IIT (ISM), Dhanbad reserves the right to reject any proposal or to conclude more than one RC for the same item and has the option to renegotiate the prices with RC holders.
29. **Code of integrity for Public Procurement:**
 - 29.1 The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts.
 - 29.2 "Corrupt practice": making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.
 - 29.3 "Fraudulent practice": any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or

providing false information for participation in a tender process or to secure a contract or in execution of the contract;

(a) Competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the Transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.

(b) "Coercive practice": harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

(c) "Conflict of interest": participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and

29.4 "Obstructive practice": materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of audit or access to information.

30. Settlement of Disputes:

30.1. All disputes subject to Dhanbad Jurisdiction only. The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation in case any disagreement or dispute arising between them in connection with the Rate Contract.

30.2. In case of dispute or difference arising between the Purchaser and a Supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the **Arbitration and Conciliation Act, 1996**. The dispute shall be referred to the **Director, IIT (ISM) Dhanbad** and if he is unable or unwilling to act, some other person will be appointed by him to act as arbitrator to the sole arbitration. The **award of the arbitrator** so appointed shall be final, conclusive and binding on all parties to this contract/ subsequent orders based on contract.

31. All Supplied items must have maximum shelf life/expiry date items supplied with lesser than 1 year expiry period is likely to be rejected.

32. This tender documents follows all guidelines & Policies as issued by Govt. of India under Make in India, MSME, Land border & others from time to time. Any amendment/changes in rules/guidelines shall be applicable.

The Bidders/Tenderers will have to confirm in writing in their offer that all the Terms & Conditions mentioned above are acceptable to them.

Deputy Registrar, (P&S)
Indian Institute of Technology (Indian School of
Mines) Dhanbad-826004
Email:
purchase@iitism.ac.in
Phone: 0326-2235678

BID Form

(On the letter head of the firm submitting the bid document along with relevant documents evidencing proof of records)

To
The Registrar
IIT (ISM) Dhanbad-826004

Ref: Tender No. PS/ARC/INS/024/23-24 Date 01.05.2023

Sir,

Having examined the bidding documents we, the undersigned, hereby submit the priced bid for supply items in conformity with the said bidding documents.

We hereby offer to supply the items at the prices and discount mentioned in our price schedule.

We offer the following category of items under Rate Contract and their respective price lists have been attached.

LABORATORY CHEMICALS/ GLASSWARES/PLASTICWARES/ FILTER PAPERS etc.

1. Name of the Manufacturer (s) :
2. Make/ Brand (s) :
3. Agreeing for liquidated damages : YES
4. Delivery Period : YES
5. Validity Period : YES
6. Agreeing for Payment terms : YES
7. Furnished clients list :
8. Manufacturer/ Bidder should enclose
 - a) GST Registration certificate :
 - b) PAN No. :
 - c) Profile of the firm & Client list :
9. Compliance with National/International Standards :
10. If Dealer, than authorization letter from Manufacturer:
11. Rate contract copies as asked in tender document :
12. Bank details for e-payment
 - a) Name of the Vendor/Account holder :
 - b) Name of the Bank and Branch :
 - c) Bank Account No. :
 - d) Type of Account :
 - e) Address of the Branch :

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in our price list and that we shall perform all the incidental services.

The price quoted are inclusive of all charges net free delivery FOR IIT (ISM) Dhanbad. We enclose herewith the complete Financial Bid / Price Bid as required in tender document.

We agree to abide by our offer for a period of **one year** from the date of entering into Contract and that we shall remain bound by a communication of acceptance within that time. We carefully read and understood the terms & conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Signature

Name of Authorized Signatory

Name of Bidder

Full Address:

Telephone No:

Email:

COMPANY SEAL

Details of enclosures:

CHECK LIST FOR SUBMISSSION

Kindly find enclosed check list for submission of documents

| | | |
|---|--|--|
| 1 | Signed and Sealed tender document as token of acceptance of all terms and conditions | |
| 2 | EMD amount of Rs. 50,000/- (Rupee Fifty thousand Only) | |
| 3 | Offer Letter for entering into Rate contract - Duly filled, seal and signed BID Form | |
| 4 | Authorization Letter from Manufacturer (Annexure-A) in case of Distributor/Dealer who submits bid / offer against the tender | |
| 5 | Format for declaration by the Bidder for code of Integrity & conflict of Interest (Annexure B) | |
| 6 | Declaration on non-availability of offered specialized R&D in GeM (Annexure C) | |
| 7 | Rate Contract with other Institutions, clients list etc. | |
| 8 | Three Purchase order copies/ Invoices under Rate contract | |

Price Schedule to be submitted separately and should not be submitted along techno-commercial bid.

MANUFACTURERS' AUTHORIZATION FORM

[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 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*

Annexure-B**Format for declaration by the Bidder for code of Integrity & conflict of Interest(On the Letter Head of the Bidder)**

Ref. No: _____ Date: _____

To, _____

_____ (Name & address of the

Purchaser) Sir,

With reference to your Tender no. _____ Dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned and have no conflict of interest. The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a)
- b)
- c)

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized Signatory)

Company Seal

Annexure-C**Declaration on non-availability of offered specialized R&D in GeM**

Ref No:.....

Date:

To,
The Registrar
IIT (ISM) Dhanbad -826004

This is to certify that M/s_____is currently not selling the specialized R&D consumables offered to your Institute under proposed Rate Contract (RC) are not uploaded on GeM portal by either directly by Manufacturer or through duly authorized dealer/distributor of the original Manufacturer*.

Authorized Signatory

Name:_____

Designation: _____

(* If some products of catalogue are offered on GeM, a list of such items (Which are available on GeM) must also be furnished with the tender or the same must be mentioned/highlighted/star marked in the pricelist.)

PRICE SCHEDULE**BID Form**

(On the letter head of the firm submitting the bid document along with relevant documents evidencing proof of records)

To
The Registrar
IIT (ISM) Dhanbad-826004

Ref: Tender No. PS/ARC/INS/024/23-24 Date 01.05.2023

Sir,

Having examined the bidding documents we, the undersigned, hereby submit the priced bid for supply items in conformity with the said bidding documents.

We hereby offer to supply the items at the prices and discount mentioned in our price schedule.

We offer the following category of items under Rate Contract and their respective price lists have been attached.

LABORATORY CHEMICALS/ GLASSWARES/PLASTICWARES/ FILTER PAPERS etc.

1. Name of the Manufacturer (s) :
2. Make/ Brand (s) :
3. Agreeing for liquidated damages : YES
4. Delivery Period : YES
5. Validity Period : YES
6. Agreeing for Payment terms : YES
7. Furnished clients list :
8. Manufacturer/ Bidder should enclose
 - a. GST Registration certificate :
 - b. PAN No. :
 - c. Profile of the firm & Client list :
9. Compliance with National/International Standards :
10. If Dealer, than authorization letter from Manufacturer:
11. Rate contract copies as asked in tender document :
12. Bank details for e-payment
 - a. Name of the Vendor/Account holder :
 - b. Name of the Bank and Branch :
 - c. Bank Account No. :
 - d. Type of Account :
 - e. Address of the Branch :
13. Discount form Manufacturer (Must be mentioned in%)
14. Any further discount from dealer (must be mentioned in%)
15. Supply through (Tick either a or b)
 - a) Direct
 - b) Authorized dealer: Name

Address.....

Phone No.

Email ID-

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in our price list and that we shall perform all the incidental services.

The price quoted are inclusive of all charges net free delivery FOR IIT (ISM) Dhanbad. We enclose herewith the complete Financial Bid / Price Bid as required in tender document.

We agree to abide by our offer for a period of **one year** from the date of entering into Contract and that we shall remain bound by a communication of acceptance within that time. We carefully read and understood the terms & conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Signature

Name of Authorized Signatory

Name of Bidder

Full Address:

Telephone No:

Email

COMPANY

SEAL

Details of enclosures:

Price Schedule to be submitted separately along with CD and should not be submitted along techno-commercial bid.

Price list under Excel Format (Sample-For CD)

| Sl. No. | Item Category | Item Subcategory | Catalogue No. | Item Description | Qty | Item Unit | Basic Price | Discount (in %) | GST Rate (%) | HSN Code | Remarks |
|---------|---------------|------------------|---------------|------------------|-----|-----------|-------------|-----------------|--------------|----------|---------|
| 1 | Chemicals | | | | | | | | | | |
| 2 | Chemicals | | | | | | | | | | |
| 3 | Chemicals | | | | | | | | | | |

Important: This filled sample price list format has been shown for illustrationpurpose only.