

Corrigendum

Reference No.: No. MISC/ARC/INS/215/21-22 dated 25 February 2022

Subject: Extension of date for submission and Opening of Bids for Rate Contract for Supply of Chemicals, Glassware, Filter paper Plastic Wares.

Particulars	Date & Time	
Last date and time for submission of tenders	21.03.2022 at 1:00 P.M.	12.04.2022 at 1:00 P.M.
Date and time of opening of tenders	21.03.2022 at 4:00 P. M	12.04.2022 at 4:00 P.M

The bidders who have already submitted the bid will have to again submit the price bid.

The other terms & conditions of the tender will remain the same

Assistant Registrar

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



E-TENDER DOCUMENT

Notice Inviting Tender (NIT)

for

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

Tender No.: MISC/ARC/INS/215/21-22

Date: 30 March 2022

Bid Submission deadline: 21.03.2022, 11:00 A.M. / 12.04.2022, 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: 20AAAAI0686D1ZA

**Note- Tender documents and bids should be submit through online mode only
(<https://mhrd.euniwizarde.com>)**

Registration:-

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://mhrd.euniwizarde.com> for obtaining user-id, by paying a registration fee (Rs. 2000/- +18% GST per year charge), and online tender processing fee (2500/-+18% GST, NOT REFUNDABLE) etc. **Bidders are also required to obtain Digital Signature Class-III (Signing + Encryption) for participating in the e-tender.**

E-Tender Processing Fee (2500/-+18% GST, NOT REFUNDABLE), pay to "ITI LTD. Through e-payment Gateway.

For participating in the e-Tendering process of Indian Institute of Technology (Indian School of Mines), Dhanbad the contractor shall have to get them registered on the site <https://mhrd.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mhrd.euniwizarde.com> with the help of Digital Signature by which they can participate in E-Tender of Indian Institute of Technology (Indian School of Mines), Dhanbad.

For any Query contact to our helpdesk Number 011- 4960 6060, 23710092 Email - HELPDESKEUNIWIZARDE@GMAIL.COM, Mr. Dipak Kumar Jha (08448288981) & Mr. Kumar Prakash (8448288985).

NOTICE INVITING TENDER(E-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. 1,00,000.00 (Rupees One Lakh only)
Start date and Time for Submission of Tenders	26.02.2022 at 1:00 P.M.
Last date and time for submission of tenders	21.03.2022 at 11:00 A.M. / 12.04.2022 at 11:00 A.M.
Date and time of opening of tenders	21.03.2022 at 04:00 A.M. / 12.04.2022 at 04:00 A.M

1. You are requested to quote your highest discount for the supply of the above items as mentioned in tender documents.
2. Tender documents and bids should be submit through online mode only.

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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 manufactures 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. Offer should be submitted under TWO-BID system i.e. “Techno-commercial bid” and “Price bid” in online mode only through <https://mhrd.euniwizarde.com>.
2. **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.**
3. Bidder(s) must submit GST Certificate and PAN with the bid.
4. The offer must be submitted online in **Two-Bid** system through <https://mhrd.euniwizarde.com> Please send Bid Security cum performance security in the office of **Deputy Registrar (Purchase & Stores), IIT (ISM), Dhanbad- 826004 (Jharkhand, India)** only. Scan copy of the same should be submitted online.
5. Bid document(s) and all enclosures must contain the signature and seal of the authorised representative of the bidder.
6. After opening of the price bid no query pertaining to technical aspects will be entertained.
7. IIT (ISM) Dhanbad will provide Concessional GST Certificate (i.e. GST @ 5%) as items are purchased for research purpose.
8. Any counter condition / conditional offer made by bidder is likely to be rejected.
9. 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.

10. 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.

11. 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. 1,00,000/- (Rupee One Lakh 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: 2022-2023. 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.

Sl 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:

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 Bid Security amount, 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 applicable forms / annexures of this tender except (Price Schedule). 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. Techno- Commercial bid to be submitted in online mode only through <https://mhrd.euniwizarde.com>.
- b) **Price bid (Part 2)** indicating discount on the items mentioned in tender documents. Price Schedule exactly as per format duly filled and to be submitted online mode only through <https://mhrd.euniwizarde.com>.

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 upload on the **Letter head of the Manufacturer (Exclusively addressed to Registrar, IIT (ISM) Dhanbad)**. The MAF that valid till **30th June 2023** 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.
5. 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.
6. 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 (2021-2022) of the same category of item for which they are going to offer proposal.
7. 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 31.03.2023**. 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.**

8. Price:

8.1 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.

8.2 The bidder shall submit soft copies of the OEM pricelist online 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

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

12. 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.

13. 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. 10/2018-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. **GST @ 5% will only be applicable for this Institute. Bidders are advised to consider this concessional GST with factoring discount.**

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

15. Fall Clause:

12.1 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.

16. 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.

17. 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.

18. 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.
19. **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.**
- 16.1 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.
20. 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.
21. 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.
22. Compliance with National/International Standards i.e. of supply of items if any should be complied with.
23. 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.
24. TDS on GST & any statutory levies will be deducted as applicable.
25. The ARC may be withdrawn by giving **one months' notice** by both parties.
26. 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.**
27. 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.

28. Code of integrity for Public Procurement:

25.1 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.

25.2 "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.

25.3 "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

25.4 "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.

26. Settlement of Disputes:

26.1. 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.

26.2. 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.

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

28. 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. MISC/ARC/INS/215/21-22 Date 25. 02. 2022

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 SUBMISSION

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. 1,00,000/- (Rupee One Lakh 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*

**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

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 list under Excel Format (Sample)

Sl.No.	Item Category	Item Subcategory	Catalogue No.	Item Description	Quantity	Item Unit	Basic Price	Discount (in %)	GST Rate (%)	HSN Code	Remarks
1	Chemicals	Merck	1.93322.0521	(EDTA) Ethylenediaminetetraacetic acid calcium disodium salt dihydrate for analysis EMPARTA-500 g	1	No.	1710.00	10	5	29224990	nil
2	Chemicals	Merck	1.93322.5021	(EDTA) Ethylenediaminetetraacetic acid calcium disodium salt dihydrate for analysis EMPARTA-5 kg	1	No.	8140.00	10	5	29224990	nil
3	Chemicals	Merck	1.93313.0521	(EDTA) Ethylenediaminetetraacetic acid di potassium salt dihydrate for analysis EMPARTA-500 g	1	No.	1420.00	10	5	29224990	nil

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

PRICE SCHEDULE											
Tender Inviting Authority: INDIAN SCHOOL OF TECHNOLOGY INDIAN SCHOOL OF MINES DHANBAD											
Tender Name: Rate Contract for Supply of Chemical, Glassware, Filter paper Plasticwares											
Tender No: MISC/ARC/INS/215/21-22											
<p align="center">PRICE SCHEDULE (This FORM must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender.)</p>											
	Name of the bidder										
NUMBER #	TEXT #	TEXT #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
1	2	3	4	5	6	7	8	9	10	11	12
Sl.No.	Item Category	Item Sub category	Catalogue No.	Item Description	Quantity	Item Unit	Basic Price	Discount (in %)	GST Rate (%)	HSN Code	Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Price list under Excel Format

- Note: 1. there should no blank columns at all.
2. In column 8 rates should be quoted in xxxx.xx format only. No comma's or special characters should be used.
3. In column 5 i.e. item description should not contain apostrophe
4. All 12 (Twelve) fields must be intact. Where value is nil indicate "nil".
5. Column 9, 10 Discount percentage / GST as percentage – (numerical only)

Price Schedule to be uploaded separately in excel format only and should not be submitted along techno-commercial bid.