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भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003
Website: www.cazri.res.in, Email: director@cazri.res.in



Phone No. 0291 – 2787152

F. No. 2(11) 2017-18/Chemicals/Admn.IV

Dated: 29.08.2017

**INVITATION TO ONLINE TENDER FOR ANNUAL RATE CONTRACT FOR
PURCHASE OF CHEMICALS AT ICAR-CAZRI, JODHPUR**

1. **Date of start of downloading the tender document** : **30.08.2017 from 06.00 p.m.**
2. **Last date and time for downloading of tender form** : **15.09.2017 upto 04.00 p.m.**
3. **Last date and time for submission** : **16.09.2017 at 11.00 a.m.**
4. **Date and time for opening the Technical bids** : **18.09.2017 at 11.00 a.m.**
5. **Date and time for opening of Financial Bid** : **After finalize the Technical Bid**

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

From:-

Assistant Administrative Officer,
Adm-V, CAZRI,
Jodhpur 342 003

To

M/s _____

Sub:- E-tender for Annual Rate Contract for the purchase of Chemicals at ICAR-CAZRI, Jodhpur -regd.

Sir,

On behalf of the Director, ICAR-CAZRI, Jodhpur E-tender(s) are invited from interested Agency/Contractor/firm of repute for **purchase of Chemicals at ICAR-CAZRI, Jodhpur under Annual Rate Contract (ARC). Other details and Terms & Conditions are enclosed herewith as Annexure-I to XI.**

2. The bid along with the necessary documents is to be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before **Due Date i.e. 16.09.2017 up to 11.00 A.M.**

3. The bid is to be opened on **Due Date i.e. 16.09.2017 at 11.00 A.M.** at ICAR-CAZRI, Jodhpur by the Committee members in presence of the representative of Contractors/Agency/firm those submitted/uploaded their bids.

4. **Aspiring Bidders:** who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

Yours faithfully,

ASSISTANT ADMINISTRATIVE OFFICER

Enclosed: Annexure- I to XI

F.No. 2(11)2017-2018/Admn.IV

Instructions for Online Bid submission

1. As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL; <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given in the tender documents are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>
2. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/appn> . Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
3. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
5. The interested Firms {except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)} are required to deposit (in original) an Earnest Money Deposit (EMD) Rs. 5000/- and Tender Fee Rs. 500/- (Rupees five hundred) only in the form of Demand Draft from any of the Commercial Bank in favour of "ICAR Unit - CAZRI, Jodhpur" payable at SBI, Shastri Nagar, Jodhpur.
6. The aforesaid DDs/Pay orders towards cost for Tender Document and EMD should be submitted offline to the tender inviting authority i.e. The Director, CAZRI, Jodhpur on or before bid submission **closing date & time**.
7. The firm should send the original brochures of the product and may be addressed to Director- ICAR, Central Arid Zone Research Institute, Jodhpur-342003 on or before bid opening date and time as mentioned in the Critical Date Sheet.
8. Bidder need not to come at the time of Technical as well as Financial bid opening at CAZRI, Jodhpur. They can view live bid opening after login on CPPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at CAZRI then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

Technical Bid

The Firms are required to upload copies of the following documents:

- (a) Scanned copy of Earnest Money Deposit (EMD) and tender fee/its exemption, if any.
- (b) Scanned copy of Firm's registration, VAT no and Tender acceptance letter.
- (c) RTGS detail of the firm.
- (d) Scanned copy of similar contracts of supply of such item to Government Departments.
- (e) Undertaking that items shall be supplied as detailed in tender document.
- (f) Scanned copy of ink signed tender specific authorization from OEM (Original Equipment manufacturer).
- (g) Undertaking that firm has not blacklisted by any government organisation.
- (h) Scanned copy of Make and Model of all systems, sub systems and additional items should be mentioned in the technical details should be provided in the form of Brouchers and write-ups.
- (i) Scanned copy of signed our terms and conditions as given in annexure 1.
- (j) Scanned copy of PAN issued by Income Tax Department, TIN No. & GST. Registration No.
- (k) Scanned copy of latest Income Tax Return.

Note : All the bidders are requested to submit the copies of all the supporting documents separately.

TECHNICAL BID

General Terms and Conditions and instruction to bidders of the tender of Annual Rate Contract for ARC for Purchase of Chemical at CAZRI's Jodhpur:

1. The terms and conditions of contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tenders forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite service in accordance with the requirements stated in the attached schedules.
2. An earnest money Rs.5000/- must be deposited in the form of demand draft payable to *ICAR Unit, CAZRI, Jodhpur*. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft number and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the tenders is to be super scripted : “the rate contract for Purchase of Chemical at CAZRI, Jodhpur” with address of this office. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tenders box, which will be kept in the office of AAO(s) of the Director, CAZRI, Jodhpur not later than prescribed time /date/month/year.
9. The percentage of discount quoted by each firm in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any, may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. An amount of Rs. 5000.00 only as a security deposit for rate contract the Purchase of Chemical contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and Institute will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.
14. Director, CAZRI, Jodhpur reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons not mandatory to be communicated to the tenderer.

15. Decision of Director, CAZRI, Jodhpur shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CAZRI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. Acceptance by the CAZRI Institute will be communicated by FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/Telegram/Express letter etc. should be acted upon immediately.

TECHNICAL BID

Other terms & conditions of the contract

1. No equipment, apparatus, liquid handling system Gel electrophoresis apparatus, single channel and multi channel micropipettes etc. are covered under this rate contract.
2. That the freight, insurance charges, if any will not be borne by the purchaser. 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.
3. That the delivery/supply will be made on F.O.R basis to this Institute and its Sub stations noted above, by road transport or passenger train.
4. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
5. That the delivery of goods will be taken at the risk and cost of the supplier form railway/transport.
6. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated charges @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.
7. That the payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
8. No revision in rate (on higher side) will be accepted during contract period.
9. That the order will be placed as per requirement irrespective of value of the order.
10. The firm may supply the required items as per unit price mentioned in the price list.
11. The dispute arising between manufacturer and the purchaser will be referred to Arbitrator appointed by the D.G. ICAR, New Delhi for which sole arbitration and decision there on will be binding upon both the parties i.e. manufacturer/supplier and purchaser.
12. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
13. No payment will be made for unsatisfactory supply.
14. The articles should be securely packed to avoid damages etc. in transit.
15. Supply be made from the latest batch of production with the maximum life period & original packing.
16. Pre- receipted bills should be sent alongwith goods.
17. The bills may be prepared in the name of the Director, Central Arid Zone Research Institute, Jodhpur (Rajasthan)
18. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.
19. The Director, CAZRI, reserves the right to cancel the rate contract without assigning any reason.
20. **Discount:** The Discount which will be offered by the manufacturers/authorised distributors on the manufacturer's price list for the year 2017-2018 may be mentioned. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals, etc..

21. **Validity:** The Annual Rate Contract is valid for the year 2017-2018 and further extendable for further one year on mutual consent.
22. **Delivery:** The Delivery should be given on F.O.R. at CAZRI, Jodhpur/RRS, Jaisalmer/ RRS, Pali/ RRS, Bikaner/ RRS, Kukma - Bhuj. No delivery and packing charges will be paid by us.
23. **GST:** The rate of GST should be mentioned clearly.
24. **Authorization Letter: Authorization letter from the manufacturer for the current financial year should be Submitted alongwith quotation, failing which quotation will not be considered.**

Note: *Each page of the Tender document and annexure if any, should be signed by the tenderers failing which tender will not be considered.*

Signature.....
Complete address of the firm

TECHNICAL BID

INSTRUCTIONS TO BIDDERS/TENDERERS

1. Incomplete proposals and tenders received after due date shall not be entertained.
2. A Certificate is to be given by the tenderer that the price list supplied is the only one in circulation.
3. Printed & bounded price list for 2017-18 duly signed & certified by authorized signatory must accompany the tender, in duplicate.
4. Trade discount along with certificate certifying that higher discount is not given to any other Department then offered.
5. In Case of discrepancy between unit price & total price, the unit price shall prevail.
6. In case of supply of goods made through valid authorized dealer, their name & mail address for Jodhpur, Pali, Bikaner, Jaisalmer, & Bhuj may be declared/indicated in the tender.
7. Where contract (R/C) for supply of equipment's, 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.
8. Printed price list (Hard Copy) 2017-18 may be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
9. Authorization certificate in respect of foreign firms duly self attested and showing validity for the year 2017-18 may be submitted
10. Terms & Conditions given in the Institute format duly signed /sealed may be Submitted.
11. Photocopy of the price list in spiral binding will not be accepted.
12. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
13. In case the price list for the previous year 2017-18 is still valid for the entire period of rate contract for the year 2017-18 a certificate to this effect may please be furnished duly signed by the authorized signatory.
14. The price list which is in CD may be download and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
15. The competent authority reserve the right to accept or reject any or all tenders without assignment any reason.
16. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
17. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
18. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
19. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
20. Delivery of Tender : The original copy of the tender is to be enclosed in a double cover. The rate to be quoted in Financial Bid part-VII of Tender document and submit in the

inner cover sealed envelope. The sealed envelope having all relevant documents with cash receipt/DD of EMD should be kept in the outer cover envelop bear only name of work and address to Director, Central Arid Zone Research Institute, Jodhpur would reach in the tender box kept in the Admn-IV section latest by on or before 03.00 PM on 16.09.2017.

21. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
22. Acceptance of the rate will be communicated by Express letter/Fax/E-mail/Institute Website or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Express letter/Fax/E-mail etc. should be acted upon immediately.
23. Each and every page of the tender documents must be signed by the bidder.

Signature.....
Complete address of the firm

TECHNICAL BID

.PRICE BID UNDERTAKING

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

To,

Dear Sir/Madam,

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

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

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

Yours Faithfully,

Signature of the firm with seal

MANUFACTURER'S (OEM) AUTHORISATION FORM

To

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

Ref: your Bidding Documents No.....dated.....

Dear Sir,

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

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

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

Yours faithfully,

(Signature name and designation)

for and behalf of Messrs.....

[name & address of the manufacturers]

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

(Printed on letter head of firm)

TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s

.....

..... has not been black listed by any Government, or semi Government department in India.

(Signature of the Firm with Seal)

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TECHNICAL BID
Schedule to tender

TECHNICAL SPECIFICATION OF Chemicals

Sl. No.	Item
1.	Merck
2.	Merck (Bio Sci.)
3.	Hi-Media
4.	S.D.'S. (S.d. Fine)
5.	CDH
6.	Alfa-acsar
7.	Sigma- Aldrich
8.	SRL
9.	Genetix
10.	Imperial Life Science
11.	Xcelris for DNA Sequencing
12.	Avantor IDT/ Promega
13.	MP Biomedicals
14.	Anthrone
15.	Methyl blue
16.	Ases
17.	Fisher Scientific
18.	Qualigens
19.	Agri Genome Lab for DNA sequencing

Asstt. Administrative Officer (S)
for Director

TENDER ACCEPTANCE LETTER
(To be given on Company Letter head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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

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

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

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

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

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

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

(Annexure-X)

Name of the firm : -----

Registered/Postal Address : -----

S.No.	Particulars	
1.	Phone number/Mobile number	
2.	E-mail Address	
3.	PAN No	
4.	VAT / TIN / Service Tax Reg. No.	
5.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving)	
6.	RTGS/IFSC Code & Branch	

Signature of the bidder

Instructions for Online Bid Submission:

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

No. 2(11)2017-2018/Admn.IV

FINANCIAL BID

(TENDERS FOR PROVIDING THE CONTRACT BASIS)

To

The Director,
Central Arid Zone Research Institute, Jodhpur

Sir,

I/We wish to submit our Tenders for Rate Contract for ARC for Purchase of Chemical at CAZRI's Jodhpur on the following rates.

Laboratory Chemicals:

Sl. No.	Item	% of discount quoted by the firm
1.	Merck	
2.	Merck (Bio Sci.)	
3.	Hi-Media	
4.	S.D.'S. (S.d. Fine)	
5.	CDH	
6.	Alfa-aesar	
7.	Sigma- Aldrich	
8.	SRL	
9.	Genetix	
10.	Imperial Life Science	
11.	Xcelris for DNA Sequencing	
12.	Avantor IDT/ Promega	
13.	MP Biomedicals	
14.	Anthrone	
15.	Methyl blue	
16.	Ases	
17.	Fisher Scientific	
18.	Qualigens	
19.	Agri Genome Lab for DNA sequencing	

NOTE:-

1. The rate to be quoted as per minimum wages prescribed by Govt. Of India including EPF, ESI and other Taxes as applicable.
2. The rate quoted above should be including all the taxes (like service tax etc.) and service charges. If any firm mentioned that they will charges no service charges their bid will be rejected.

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____