

TENDER

FOR

ANNUAL RATE CONTRACT
Supply of Chemicals, Glassware, Plastic Wares,
Filtration & Small lab equipment
In Birla Institute of Technology Mesra



Tender No.: BIT/PUR/TENDER/CHEM/GW/LW/ARC/20-21/01

Tender date: 24th July, 2020

Last Date of submission: 14th August, 2020

Birla Institute of Technology,

Mesra, Ranchi

Sd/-
Additional Registrar (F&MM)
BIT Mesra Ranchi-835215

Birla Institute of Technology, Mesra, Ranchi invites tender for annual rate contract for supply of **Chemicals, Glass wares, Plastic wares, filtrations, Small lab equipments etc. as per specifications given in the Annexure (Excel Sheets) attached to the Tender.**

Tender Reference No.	BIT/PUR/TENDER/CHEM./GW/LW/ARC/20-21/01
Last Date and Time for receipt of Tender	14/08/2020 at 1500 Hrs
Address for Communication	As Stated below in the Instructions to the tender

INSTRUCTIONS TO VENDOR

All interested vendors are requested you can send discount offer Password Protected file through email address mentioned below.

Emails: [addl.registrar@bitmesra.ac.in/](mailto:addl.registrar@bitmesra.ac.in) ar.purchase1@bitmesra.ac.in

NOTE: The documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted.

Tender Reference No. and Tender notice detail as appended hereunder.

TENDER FOR SUPPLY OF CHEMICALS. GLASS WARES. PLASTIC WARES. FILTRATIONS & SMALL LAB EQUIPMENT FOR BIT MESRA, Ranchi.

TENDER REF. NO: **BIT/PUR/TENDER/CHEM./GW/LW/ARC/20-21/01**, DATE:24/07/2020

LAST DATE FOR SUBMISSION: 14/08/2020 Till 1500 Hrs.

The Additional Registrar (F & MM)

Birla Institute of Technology, Mesra
Ranchi - 835215.

From: M/s-----

Contact No: -----

E-mail ID: -----

Chemical Bid Document – Discount Sheet – Annexure C

1. **Bid Document:** The Bid Document should be enclosed in a sealed envelope and properly marked/ email (Password protected) bids will be accepted in view of the restricted courier services. The Bidder shall indicate on the appropriate price bid, the unit prices and total bid prices of the goods it proposes to supply under the contract.
2. **Bid Currencies:** Prices should be quoted in Indian Rupees for offers received for supply within India and in freely convertible foreign currency for offers received for supply from foreign country.
3. **Where there is no mention of packing, forwarding, freight, insurance changes, taxes etc. such offer shall be rejected as incomplete.**
4. The price quoted shall remain fixed during the contract period and shall not vary on any account.
5. All lots and items must be listed and priced separately in the Price bid. If a Price bid shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Lots or items not listed in the Price bid shall be assumed to be not included in the bid.
6. **Arithmetical errors:** The arithmetical errors will be rectified as follows. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the figures and words. The amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected.

General Terms and conditions:-

1. The Rate Contract must be valid till 31st July 2021.
2. No Price variation or enhancement will be accepted during contract period.
3. B.I.T. Mesra shall be entitled to the benefit of any decrease in price during the currency of the Rate Contract.
4. Rate Contract will remain for the purpose of delivery for all the stores ordered during the period of the Rate Contract until the deliveries have been completed.
5. Delivery will be made on F.O.R. basis to the Department/Centers indicated in the purchase order.
6. Supply must be made from the latest batch of production with the maximum life period & Original Packing.
7. The successful vendors will be intimated to submit Soft copy of their price list/ catalogue / Brochure/pamphlet only after enlistment. Around 10 hard copies will be requested to be distributed among the Departments & Centers.
8. In case of emergency or inability of the Annual Rate Contract suppliers, BIT Mesra reserves the right to purchase the same item through ad-hoc Contract from a new supplier.
9. BIT Mesra also reserves the right to test the chemicals and solvent other consumables for their quality if it so desires. Necessary actions as deemed fit, if the material is not as per order will be taken by BIT Mesra.
10. As a token of acceptance of Terms & Condition the Tendering the tender should sign on each page of the tender documents.
11. Shortage pilferage in transit will be the sole responsibility of the supplier. The defected supply will have to be replaced by the supplier within 7 days without freight/transportation charge.
12. If any bidder is local dealer/distributor/stockiest, it is mandatory to attach Authorization Certificate along with the bid.
13. The bidding firm should be in existence for minimum period of 3 years (Copy of certificate of incorporation/Registration certificate of the firm should be attached). Annexure A

Terms & conditions

1. **Bid Submission:** The bids can be sent to us by Hand/ Speed post/ Courier so as to reach the marked address by due date and time. Late bids will not be accepted. The price bids of only those firms will only be opened who are found to be technically qualified after evaluation. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.
2. **Bid document:** The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid.
3. **Price:** Prices quoted should be on F.O.R., BIT Mesra, Ranchi on **Door Delivery** basis.
4. **Similar Supply:** A complete list of Institutes' / Organizations' list wherein the supply has been done and a Performance certificate along with such list where these installation has been done in past three years. (Annexure A)
5. **Validity of Quotation:** Quotations should be valid for 90 days.
6. **Declaration:** The bidder should attach a self-declaration stating that he is not debarred/ blacklisted or banned from any University/ Central Government / PSU / State Govt. of India / any other Govt. agencies or any Institute of National / International importance.
7. **GST etc:** Copy of up-to-date GST clearance certificate & GST. registration certificate indicating also the TIN number of the Firm will have to accompany the quotations. Copy of PAN must be submitted of Firm / Company along with the Technical Bid.
8. **Bank Details:** Banker's details of quoting Firm/ Vendor should be clearly mentioned as attached
9. **Earnest Money Deposit :** NIL

10. **Delivery:** As Mentioned in the Purchase Order
11. **Conditional tenders:** Conditional tenders shall not be accepted.

12. **Late and delayed Tenders:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
13. **Rejection of Tender:** The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
14. **Liquidated Damage:** If a firm accepts an order and fails to execute the order in full as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% per week of the order value subject to a maximum of 10% of the order value. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.
15. **Payment Terms:** -100% payment will be released after successful installation and commissioning duly certified by the concern authority.
16. **Termination for default:** Default is said to have occurred: -
 - (a) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by BIT, Mesra.
 - (b) If the supplier fails to perform any other obligation(s) stated in the Purchase Order.

(c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from BIT Mesra (or takes longer period in spite of what BIT Mesra may authorize in writing). BIT Mesra may terminate the contract / purchase order in completely or in part. In addition to above, BIT Mesra may at its discretion also take the following actions: BIT Mesra may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate BIT Mesra for any extra expenditure involved towards goods and services to complete the scope of.

17. Acceptance and rejection of bids: The Institute may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lower bid, without thereby incurring any liability to the affected Bidder or bidders. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Purchase Order.

18. Blacklisting of Supplier: Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafied /fraudulent intent.

19. Clarification of Bids: Clarifications may be sought by the Evaluation committee of the Institute during the Process of Technical Evaluation. The request for the clarification and the response shall be in writing. There shall be no change in prices or substance of the bid shall be sought, offered or permitted. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

20. Waivers: The Institute may waive off any minor informality non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

21. Bid responsiveness: A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Warranty, Force Majeure, Limitation of liability, Applicable law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

22. No Canvassing: Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

23. Rejection of Bid: If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

24. Insurance: For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes.

25. Undertaking: While sending rates, the firm shall give an undertaking to the effect that "the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm." In case the firms do not give this undertaking, their rates will not be considered.

26. Packaging: The packaging should be such to prevent their damage, rough handling during transit and exposure to extreme temperatures etc or deterioration during transit to the final

destination as indicated in the Purchase order. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

27. Tax liabilities: Suppliers shall be entirely responsible for all duties, taxes, license fees, octroi, road permits, etc., incurred until delivery of the Goods to the Purchaser as per the Purchase order.

28. Termination for Insolvency: The Purchaser may at any time terminate the P.O by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

Sd/-
Additional Registrar (F&MM)
BIT Mesra Ranchi-835215

BIDDER INFORMATION

(IMPORTANT: Bidders are requested to register at the Vendor Registration Portal of BIT MESRA: <http://purchase.bitmesra.ac.in/VendorPortal> (Vendor Registration Portal))

1. Vendor ID (at BIT MESRA Site) :

2. Name of Tendering Firm / Agency :
(Attach certificate of registration)

3. Registration & incorporation particulars of the Firm / Agency
 - i. Private Limited
 - ii. Public Limited
 - iii. Any other – Please specify :

4. Name of Proprietor / Director(s) :

5. Full Address of Reg. Office (Local) :

- Telephone No. :
- E-Mail Address :

6. Full Address of Reg. Office (Corporate) :

- Telephone No. :
- E-Mail Address :

7. Bank of Firm / agency :
Current Account Number :
IFSC Code :

8. GST No. :
(Attach attested copy)
PAN

9. No :
(Attach attested copy)

10. E.P.F. Registration No. :
(Attach attested copy)

11. E.S.I. Registration No :
(Attach attested copy)

Contractor Sign & Seal