

**NOTIFICATION INVITING TENDER  
DOCUMENT**

**RATE CONTRACT FOR  
QIAGEN ITEMS**

**Last Date /time for submission of sealed tenders: 21.02.2018, 1700Hrs (IST)**  
**Date/time of opening tenders : 22.02.2018, 1100Hrs (IST)**

**Centre for Marine Living Resources and Ecology(CMLRE)**

**Ministry of Earth Sciences  
Govt.of India**

भारत सरकार  
Government of India  
पृथ्वी विज्ञान मंत्रालय  
Ministry of Earth Sciences  
समुद्री सजीव संसाधन एवं पारिस्थितिकी केन्द्र  
CENTRE FOR MARINE LIVING RESOURCES AND ECOLOGY  
ब्लाक 'सी', मंजिल '6', केंद्रीय भवन, काक्कनाड  
Block 'C', 6<sup>th</sup> Floor, Kendriya Bhavan, Kakkanad  
पि. बी. नं.- 5415, पि.ओ सी एस इ सेड  
P.B. No. - 5415, P.O. CSEZ

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संख्या  
No. ....

कोचि . 682 037  
Kochi 682 037 .....

**F.No.MoES/CMLRE/1-4(2)/2017**

### **NOTICE INVITING TENDER**

The Centre for Marine Living Resources and Ecology (CMLRE) invites sealed quotations from the reputed firms for supply of **QIAGEN ITEMS** for a period of one year with effect from 01.03.2018 to 28.02.2019 UNDER RATE CONTRACT.

#### **TERMS AND CONDITIONS**

- 1) The Quotations should be submitted in sealed covers, super scribing “**TENDER FOR SUPPLY OF QIAGEN ITEMS UNDER RATE CONTRACT- Not to be opened before 22.02.2018**” and addressed to **The Director, CMLRE, Kendriya Bhavan, C-Block, 6<sup>th</sup> Floor, Kakkanad, Kochi-682037. Quotation sent through fax/email will not be accepted.**
- 2) **Duly completed tenders should reach the Director, CMLRE, Kakkanad, Kochi on or before 1700 hrs on 21.2.2018.** In the event of the date being declared as a closed holiday, the due date of closing of the tender will be the following working day at the prescribed time. Tenders received after the closing date and time will not be accepted under any circumstances.
- 3) **The tenders will be opened by a Committee constituted by Director, CMLRE in the presence of interested tenderers at CMLRE on 22.2.2018 at 1100 hrs.** In the event of the date being declared as a closed holiday, the due date for opening of the tender will be the following working day at the prescribed time.
- 4) The bidders are required to submit the following documents failing which their bids will be summarily/out rightly rejected and will not be further considered.
  - a) Copy of registration/ incorporation / licence/ particulars of the bidder
  - b) Copy of CST/ VAT/ TIN/ Registration certificate.
  - c) Copy of income tax PAN card of the bidder
  - d) Copy of last IT return filed by the bidder
  - e) Original/ attested copies of authorization from original manufacturer in case the firm is authorized dealer/ agency/ distributor and not a manufacturer of the item.
  - f) Copies of at least 3 rate contracts with any R&D institutes/ Universities during the last 3 years in respect of the brand.

- g) Details of registration with CPO, DGS & D/ NSIC/ Ministry of Earth Sciences, in case the bidder is exempted from EMD.
- h) The soft / hard copy of the price list / catalogue is to be enclosed in the tender.

**The tender document has to be serially numbered and all documents as listed above are to be submitted as per the Annexure-I**

- 5) The bidders (except those exempted from EMD) must pay the bid security for a value of ₹10,000/- (Rupees two thousand only) through A/C payee demand draft drawn in favour of the Drawing and Disbursing Officer, CMLRE payable at Ernakulam from any scheduled commercial bank of India, failing which the bids will not be accepted. The firms which quote multiple brands are required to submit only one EMD. The bid in respect of bidders who do not qualify shall be returned to them after the finalization of the tender. The EMD of successful bidders will be deposited with CMLRE as performance security deposit and will be returned on completion of rate contract without any interest.
- 6) The price quoted should be the after discount (up to two decimal points) on the MRP given in the printed price list/ catalogue of the manufacturer. The financial bid is to be submitted strictly as per the proforma given in **Annexure-II**.
- 7) The quote should be in Indian Rupee (INR) only. CMLRE being a Central Government R&D institute is exempted from the payment of Excise Duty/ Custom Duty as per Govt. norms. So the price quoted (in rupees) should be inclusive of all types of charges/ taxes/ for delivery of items FoD (free on Delivery) at **CMLRE, Kendriya Bhavan, C-Block, 6<sup>th</sup> Floor, Kakkanad, Kochi or to its new campus at Puthuvypin, Kochi** (likely to be shifted by mid of 2018). The manufacturer shall ensure that the products will not be sold cheaper than the price offered to CMLRE, to any other clients.
- 8) No additional charges towards transport/ other service charges by whatsoever name called, shall be payable after entering into the rate contract. However if there is a downward price movement during the rate contract period, the firm under rate contract should pass on the advantage to CMLRE.
- 9) Rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and request to increase the rate during the contract period shall not be considered. However, the firms may offer validity for rates quoted for more than a year also.
- 10) The soft/ hard copy of the price list/ catalogue is to be enclosed in the tender.
- 11) All entries in the tender form should be legible and filled clearly. Cutting, if any, must be initialed by the person authorized. **No over-writing or cutting is permitted in the price offered in Annexure-II. In such cases, the tender shall be summarily rejected.**
- 12) **Incomplete and conditional tenders will be summarily rejected. The tender should be signed by the authorized person of the bidder on each page and stamp of the firm affixed.**
- 13) The bidder should be original manufacturer or authorized dealers/ distributors of the brand quoted. Dealer/agent/distributor quoting on behalf of the original manufacturer should be authorized by the original manufacturer and a valid proof should be produced.
- 14) Payment terms are normally within 30 days. However, all efforts will be made to effect the payment within stipulated time after the supply is completed and accepted by CMLRE. Payment against the bills/ invoice shall be released after successful delivery, inspection of the items and submission of original bill in duplicate.
- 15) **No advance payments will be made in any case. Payments will be made in INR (Indian Rupees) only.**
- 16) Items are to be supplied within 30 days of receipt of the purchase order. Delayed execution of order would be deemed to be unsatisfactory performance and repeated delays may lead to cancellation

of contract. CMLRE reserves the right to cancel the supply order and arrange the supply from another supplier if supply is not executed within the stipulated time.

- 17) CMLRE will not be liable for any obligation until such time CMLRE has communicated to the successful bidder of its decision to release the Purchase Order.
- 18) If any item is found to be of a substandard/ substitute/ refurbished or refilled the same will be rejected and any loss caused shall be recovered from the firm and CMLRE reserves the right to cancel the supply order and arrange the supply from another firm.
- 19) The rate contract can be terminated at any time by giving one month's notice from either side.
- 20) CMLRE reserves its right to enter into parallel rate contracts with different suppliers.
- 21) All disputes arising in connection with the rate contract will be subject to the jurisdiction of the courts in Cochin.

**TECHNICAL BID PROFORMA/FORMAT**

To,  
 Director  
 CMLRE 'C' wing, 6<sup>th</sup> floor  
 Kendriya Bhavan,  
 Kakkanad,  
 Kochi-682037

Sir,

Ref: Your tender Notice No.....dated.....

Sl.No	Particulars	Details		Documents enclosed at page No.
1	Name of Bidder			
2	Address of Bidder			
3	Contact details of Bidding firm	Tel No: Fax No: Mobile No: E Mail :		
4	Name of the Proprietor/ Partners/ Directors of the bidding firm/ Agency			
5	Bidders Bank, its address and account number			
6	Registration/ /license particulars of the bidding firm (please enclose copies of relevant documents / certificates)			
7	Original/ attested copy of authorization from the manufacturer in case the bidding firm is not the manufacturer of the item			
8	CST/VAT/TIN/GST registration details of the bidder			
9	Income Tax PAN Number of the bidder ( Enclose photocopy)			
10	Copy of Income Tax returns for previous f/y			
11	Category of stores & name of the brand being quoted (if category of store is being quoted, the name of the brand must invariably be mentioned against it)	Category of stores	Name of Brand	
		Chemicals		

12	Proof of high reputation of the brand being quoted (3 or more rate contracts with any R&D institutes/ Universities ( <b>encloses copies of RC awarded</b> ))		
13	Has your firm been blacklisted by any other Government Department		
14	Details of Earnest Money Deposit		

Any other Information:

I/We hereby certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated .....

**Authorized Signature and Seal of the Bidding Firm**

**FINANCIAL BID PROFORMA/FORMAT**

To,  
 The Director  
 CMLRE 'C' wing, 6<sup>th</sup> floor  
 Kendriya Bhavan,  
 Kakkanad,  
 Kochi-682037

Sir

Ref: Your tender Notice No..... dated.....

I/We having examined the tender document for supply of **QIAGEN ITEMS UNDER RATE CONTRACT**, I/We the undersigned hereby offer to supply the items as per terms and conditions set out in the tender document. In case of downward price movements during the period, we promise to pass on the advantage to CMLRE.

1	2	3	4	
A	Category of stores	Name of <b>Brand</b> being quoted	Percentage of discount (up to two decimals) on price list which will be offered by the bidder on all supplies of the category and brand mentioned	
			In figures*	In words*
(i)	Qiagen items			
B	Has a copy of current printed price list/ catalogue of original manufacturer of the brand been enclosed.			

Dated.....

**Authorized Signature and Seal of the Bidding Firm**