


STORES AND PURCHASE SECTION

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Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals
Telefax	+91 40 2304 2740		Building, Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India – 500049

BID DOCUMENT (RATE CONTRACT)
NOTICE INVITATING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Sealed Tenders are invited on behalf of Director NIAB, from reputed manufacturers / authorized distributors of Indian / Foreign Firms for entering in to Annual Rate Contract for supply of Laboratory Research Chemicals/ Glassware / Plastic ware / Consumables (PRODUCT CATEGORY AS PER CHAPTER NO-3 OF THIS BID DOCUMENT) on Catalogue /Price List basis with discount.

SN	Name of item	Put this Ref. No. on the top of cover	Bid Type
1	Rate Contract (Products as per Chapter No-3, CATEGORY LIST FOR RATE CONTRACT) Please check item list given in chapter -3	NIAB/SP/2014-15/RATE CONTRACT /09 dt. 09-09-2014	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE) / To be converted in to Performance security if RC is awarded	Rs 5000 (For Each ARC form , For Each Category)	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	Rs 1500 (For Each ARC form , For Each Category)	
MODE OF PAYMENT OF EMD/FEES	Demand Draft of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft.	
DD IN FAVOUR OF	National Institute of Animal Biotechnology , payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	17-10-2014 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	17-10-2014 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	
PRE-BID MEETING (IF ANY)	No Pre-Bid meeting. (Contact information given at the end of this document for queries (if any) about tender.	

The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBC participants should inform their intention to participate and send written queries at the email santosh@niab.org.in, spm@niab.org.in sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.

BID DOCUMENTS CHAPTERS

Chapter 1: INSTRUCTIONS TO BIDDERS/ TERMS & CONDITIONS

Chapter 2: APPLICATION FORM FOR RATE CONTRACT (ARC)

Chapter 3: CATEGORY LIST FOR RATE CONTRACT

Chapter 4: STANDARD FORMS, (TO BE SUBMITTED BY THE BIDDERS)

This Tender/Bid shall be submitted in Single Bid

Single bid means total offer/bid/Quotation with EMD / Tender Fees (if applicable), all terms and conditions, price quote & technical literature/details etc. required formats in and as one single document & in One Single Envelope.

Please Check and submit all forms and formats to be submitted with quotations as per chapter No 4. Offers/BID without this shall be summarily rejected.

Please refer to ARC FORM , PRODUCT CATEGORY LIST FOR RATE CONTRACT & important points / clauses / terms and conditions mentioned in this document as per above chapters.

Please read all points of BID Document very carefully before submission of your bid.

The competent authority in NIAB will have full right to reject any/all offer(s) without assigning any reason thereof and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender as per Policy/Committee recommendations of NIAB for which no claim from whomsoever will be entertained.

Sd /-
Manager (Stores & Purchase)
For Director , NIAB

CHAPTER – 1 : INSTRUCTIONS TO BIDDERS

SN	DETAILS
1	BIDDERS ELIGIBILITY / QUALIFICATION / REQUIREMENTS
	This Invitation for Bids is open to all Original Manufacturers/ their Authorized Dealers/ vendors / suppliers to quote on their behalf for this tender as per Manufacturer's Authorization Form and Indian Agents of Foreign Principals, if any who possess the qualifying requirements as specified in the Tender.
2	OPENING OF BIDS
	The bids will be opened in the presence of representatives of tenderers, if any. In case of unscheduled holiday occurs on the date of submission/opening, then next working day shall be the prescribed date of submission/opening. Tenders received after the due date and time will not be entertained and rejected. Wrongly referenced / enclosed quotations and Unsigned (wherever signature required) bids will be rejected summarily.
3	CONTENT OF BID DOCUMENT & AMENDMENT
	The goods required, bidding procedures and contract terms are prescribed in the bidding documents. The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents will be at the Bidder's risk and may result in rejection of its bid.
4	LANGUAGE OF BID
	The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in Hindi/English language only.
5	DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS
	The bidder shall furnish, as part of its bid, documents establishing the bidders' eligibility to bid and its qualification to perform the contract if its bid is accepted. That the bidder meets the qualification criteria as per Bid document. In case a bidder not doing business within the purchasers' country, that the bidder is or will be represented by an agent in the country equipped and able to carry out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc. during the warranty and post-warranty period.
6	EARNEST MONEY DEPOSIT (EMD)/TENDER FEES (if any)
	The Bidder shall furnish, as part of its bid, Earnest Money Deposit (EMD) / TENDER FEES (if any) specified in the Bid document. This shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders shall be submitted by the manufacturer or their authorized dealer. The Bid Security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture. The Bid Security shall be in Indian Rupees for offers received for supply within India or freely convertible currency in the case of offers received for supplies from foreign countries. The Bid Security shall be payable promptly upon written demand by the purchaser in case the conditions in the Tender Documents are invoked. The Bid Security should be submitted in its original format. Copies shall not be accepted. The successful Bidder's Bid Security will be discharged upon the Bidder furnishing the performance security. The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. The bid security may be forfeited. If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder; or In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 15 days of the order and/or fails to furnish Performance Security within 21 days from the date of contract/ order. This EMD will be converted into Performance security and returned without interest after completing 60 days of contract period.
7	PERIOD OF VALIDITY OF BIDS
	Bids shall remain valid for 180 days after the date of bid opening prescribed by the Purchaser. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its bid. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.
8	WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS
	No withdrawal of Bids is permitted after the Deadline for submission. Nosuo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.
9	CONFIDENTIALITY
	Information relating to the examination, evaluation, comparison and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until placement of the Order.

10	CLARIFICATION OF BIDS
	To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.
11	PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS
	<p>The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.</p> <p>The Director, NIAB reserves the right to reject any/all the proposal/s without assigning any reason whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm. Please Offer uniform discount for the entire Catalogue prices. Chemicals having expiry of less than six months not to be supplied. No request for increase in prices will be entertained for one year from the date of entering into the rate contract. The prices should be inclusive of packing & forwarding. If ex-works / go down prices are quoted, then packing & forwarding documentation, freight and insurance charges must be specifically mentioned separately. Sale Tax / other Govt. levies will be paid at actual and prevailing rates of Excise duty and Sales tax etc. may be mentioned separately. No other charges other than those mentioned clearly in this FORM will be paid.</p> <p>Mere submission of application/proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which our decision will be final.</p>
12	SUPPLIER'S RESPONSIBILITIES
	The Supplier shall supply all the Goods and Related Services included in the Scope of Supply and the Delivery and Completion Schedule, as per Purchase Order Terms. The Goods supplied and services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution
13	PENALTY CLAUSE
	Subject to clause on Force Majeure, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Purchase order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1 percent of the order value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent. Once the maximum is reached, the Purchaser may consider termination of the Contract for Default
14	TERMINATION FOR DEFAULT / INSOLVENCY
	<p>The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part</p> <p>If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser If the Supplier fails to perform any other obligation(s) under the Contract. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices.</p> <p>In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action: The Performance Security is to be forfeited.</p> <p>The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract. The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this 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.</p>
15	FRAUD AND CORRUPTION
	<p>The purchaser requires that the bidder's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:</p> <p>"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract. The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.</p>
16	APPLICABLE LAW
	The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction Hyderabad.

CHAPTER – 2

APPLICATION FORM FOR RATE CONTRACT (ARC)

(A SEPARATE APPLICATION FORM IS REQUIRED TO BE SUBMITTED FOR EACH PRODUCT CATEGORY)

1	NAME OF THE APPLICANT FIRM submitting this Form	
2	CORRESPONDENCE ADDRESS <i>(with telephone/mobile/fax no./e-mail address and also with official website, if any)</i>	
3	NAME OF THE REPRESENTATIVE/PERSON FOR CONTACT OF APPLICANT FIRM (please attach visiting card if any) Name of Person :- Designation :- Contact No :- E mail Id:-	
4	STATUS OF THE APPLICANT FIRM (PUT THIS MARK ✓)	
	<p align="center"><u>MANUFACTURE ()</u></p> <p>Are you nominating any distributor :- _____ YES / NO</p> <p>IF YES GIVE FOLLOWING DETAILS</p> <p>Name of distributor:- Address :- Contact No :- E mail Id:-</p>	<p align="center"><u>DISTRIBUTOR/STOCKIST/RE-SELLER/OTHER ()</u></p> <p>Certificate of authorisation of sale to NIAB, As per format given in form No- 3 in Chapter No -4, on Manufactures letterhead in hard copy original (no email will be accepted) valid for category mentioned and current year is surely required without which your application will be rejected.</p> <p>Authorisation Certificate is Attached :- _____ (YES / NO) (without this CERTIFICATE application will be rejected)</p>
5	<p align="center">CATEGORY FOR ARC APPLIED</p> <p>(A Separate Application Form is Required For Each Category)</p> <p align="center"><i>(PLEASE SEE DETAILS OF CATEGORY IN THE R.C. DOCUMENT)</i></p> <p align="center">One Category --- One ARC form</p>	<p>CATEGORY OF MATERIALS</p> <hr/> <p>CATEGORY CODE</p> <hr/> <p>NAME OF MANUFACTURES / MAKE OF THE CATEGORY APPLIED</p> <p align="center">Fill details in form No – 4 DISCOUNT OFFERED FOR RATE CONTRACT , given on page no 10 of this Bid Document</p>
6	DO YOU HAVE /OFFER CUSTOM BONDED WAREHOUSE FACILITY /CBW PRICE LIST	<p align="center">IF (YES) PROVIDE DETAILS HERE ATTACHED CBW PRICE LIST</p> <p align="center">IF (NO) PLS PUT MARK HERE ()</p> <p align="center">(YES / NO)</p>

7	<p>FINAL RATE OF DISCOUNT OFFERED ON LIST PRICE (including mfg. /distributor all discount)</p> <p><u>Double Digit discount will be preferred.</u></p> <p>Please offer best possible discount considering the Govt. research institute status.</p>	<p>Details /bifurcations of discount of manufacturer discount & additional distributors discount are quoted.</p> <p>Manufacturer discount _____</p> <p>Distributor Discount (if any) _____</p> <p>Final Discount on list price of catalogue attached :- <input data-bbox="1011 389 1219 483" type="text"/></p> <p>Fill details in form No – 4 DISCOUNT OFFERED FOR RATE CONTRACT , given on page no 10 of this Bid Document</p>
8	<p>APPLICABLE TAX & RATE OF TAX</p>	
9	<p>Name of the firm on whose name Purchase order will be issued, payment to be made . (Name of Applicant or his authorise nominated firm.)</p> <p>Please provide Name ,Address with telephone/mobile/fax no./e-mail address , website, (if any)</p>	
10	<p>TENDER FEES DD DETAILS (DD No & date)</p>	
11	<p>EMD DD DETAILS (DD No & date)</p> <p>ALL DD MUST BE PREPARED IN FAVOUR OF <u>National Institute of Animal Biotechnology</u> payable at Hyderabad.</p>	
12	<p>Are you having RC with any other DBT /CSIR /Govt. Deptt./Research Institute for the period in between 2010 to 2014</p>	<p>(YES / NO)</p> <p>If yes, pls. mention the details and attached copies of relevant documents</p>
13	<p>ANNUAL GROSS SALE DURING THE LAST THREE YEARS</p>	<p>2011-12</p> <p>2012-13</p> <p>2013-14</p>
14	<p>Provide following details</p> <p>(a) State sales tax Regn. No. TIN No. with date of validity</p> <p>(b) Central sale Tax Regn. No.</p> <p>(c) Income Tax PAN No. (in the name of firm/ Company & not individual)</p> <p>Latest copy of Return filed with Income Tax Department & Latest copy of Sale Tax Return. (Please enclose copies of relevant papers)</p>	

Please Read all following points before submitting this application form.

The Rate Contract awarded will be valid till 31/10/2015. The period may be extended up to 6 months, if required subject to acceptance of the firm. Price list valid for The Rate Contract Period should be submitted to each Scientist. Successful applicants will be intimated to submit their Pricelist/Catalogue/Brochure/ Pamphlet only after enlistment. Around 30-60 copies of these books will require to be circulated among the various departments, labs, divisions and scientists. Prices of the products are also to be submitted in the form of CDs or Floppies. Authorization certificate in respect Principals duly signed and showing validity for the

year 2014-15 should be submitted.

National Institute of Animal Biotechnology, is an Autonomous Institute of the Department of Biotechnology, Ministry of Science & Technology, Government of India and this Institute is registered vide Registration No. TUV/RG-CDE(1175)/2012 dated 5th September 2012 under the Department of Scientific & Industrial Research (DSIR), Government of India Valid Up to 31.08.2016 and is a Public Funded Institution. NIAB, Hyderabad IEC No. 010000011. Price List excluding Custom Duty & Central Excise Duty /CBW should be submitted (IF ANY). The Bidders are requested to quote Customs Bounded Ware House Prices or High Seas Sale prices, if applicable. NIAB is custom duty exempted having DSIR Certification. Prices quoted should be up to NIAB , HYDERABAD .

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. That the delivery/ Supply will be made on F.O.R basis to this Institute, by road transport, train or flight. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable. The articles should be securely packed to avoid damages etc. in transit. Supply be made from the latest batch of production with the maximum life period & original packing.

No revision in rate (on higher side) will be accepted during contract period. No upward revision in price will be accepted during currency of the rate contract under any circumstances. The bidder should provide an undertaking to this effect.

Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute. That the supply of material will have to be completed within the stipulated time frame mentioned in the 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.

Enlistment under Rate Contract with this institute does not ensure business of any minimum quantum, whatsoever. Enlistment can be cancelled at any time if the firm is found as "Habitual Defaulter" or supplying sub-standard material or for any other reason, based on the complaints received from the users. No payment will be made for unsatisfactory supply.

Incomplete proposals and proposals received after due date shall not be entertained. Proposal for rate contract may be submitted in above prescribed format and all columns may be filled up. Proposal must be neat and clean and duly typed/ clean handwritten. Under a Product Category, the firm must fulfil all the mentioned requirements failing which its offer will be rejected as incomplete. Printed terms and conditions of the applicant on their Quotation Form/literature/letter etc. if any, will not be binding on us.

Where contract (R/C) for supply of 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.

There should be one exclusive authorised dealer / stockist for each brand/ product. Any addition or deletion of dealership / distribution ship must be intimated immediately.) Order can be made to local stockiest directly at R/C rate as per the same terms & conditions. The local stockiest may be asked to keep stock of essential R/C items for ready supply ex-stock.

The firm should submit one copy of latest printed price list without which the Rate Contract will not be awarded. If the rate contract is to be done on old price list of the year, the same will remain valid for the year 2014-15 and the same be clearly indicated on the document. The price list submitted with this application form will be treated final for this rate contract.

The item supplied should be certified by the supplier to be of genuine quality/make and procured from the authorized stockist /dealer/Manufacturer. The Supplies if rejected due to non-conformity with the specifications has to be removed and replaced within the stipulated period free of cost at the ultimate destination. In case of failure to do so the rejected supply shall be disposed of by NIAB at their own discretion and no claim shall be entertained

DECLARATION FROM PARTICIPATING FIRM

I/We _____ have read all the above points, entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation

CATEGORY LIST FOR RATE CONTRACT**(A Separate Application Form is Required for Each Product Category)**

Sr No	Category	Category Code	Tender fees	EMD	Performance Security/ (PBG)
01	Chemicals/ Solvents (Including Chemicals/Solvents (LR/AR/HPLC Grade), Rare Chemicals/Fine Chemicals, / Biochemicals / Immunochemicals, general common chemicals required for Lab	RC-01	Rs 1500	Rs 5000	<p>Rs 5000/- for each category.</p> <p>-----</p> <p>Not to be submitted at this stage</p> <p>-----</p> <p>To be submitted if Rate Contract is awarded to the firm.</p> <p>-----</p> <p>Your EMD SUBMITTED will be converted into Performance security if Rate contract is awarded to your firm and will be returned without interest completing 60 days after Rate contract</p>
02	Glasswares (Complete range)	RC-02	Rs 1500	Rs 5000	
03	Plastic wares (Complete range) (Including Micropipette, tips, tubes , Disposable Syringe etc.)	RC-03	Rs 1500	Rs 5000	
04	Services – Peptides, Oligos, Sequencing Services, Primers synthesis, Antibodies Genome Sequencing, Gene Synthesis, Protein Expression, Pyro sequencing , Oligos & services/analysis of synthetic gene, genotyping etc	RC-04	Rs 1500	Rs 5000	
05	Diagnostic kit, reagents including ELISA/ PCR diagnostic kits, sensors, probes etc. for diagnosis of animal and poultry diseases, Assay kits, Molecular Biology Enzymes, Reagents , Culture Media , Culture reagents , Antibodies ,Ready Made Media and Media Components for Microbiology/animal Cell Culture	RC-05	Rs 1500	Rs 5000	
06	Animal (mice /rabbit etc.) for lab experiment	RC-06	Rs 1500	Rs 5000	
07	FILTRATION PRODUCTS Filter paper, Filter Membrane , Disposable Filter Units	RC-07	Rs 1500	Rs 5000	
08	Cotton, Tissue paper Rolls/Aluminium Foil , Surgical Gloves/Polyvinyl & Nitrile Gloves & Safety wears for Chemical & Biological labs/Workshops , Disinfectants , dish Washing Powder, Detergent Powder, Face Mask etc)	RC-08	Rs 1500	Rs 5000	
09	Chromatography Accessories (HPLC/GC Columns/Columns fittings/TLC plates	RC-09	Rs 1500	Rs 5000	
10	Ink Toner/Cartridges for various Inkjet/Laser jet Printers, HP/Samsung/Canon/DELL.	RC-10	Rs 1500	Rs 5000	
11	Supply & Refilling of various Gases & Gas Cylinder	RC-11	Rs 1500	Rs 5000	

For any detailed explanation ,information about product details ,visit S & P section, NIAB on Mon to Fri , between 02.00 to 5.00 pm before last date of submission of this tender.

CHAPTER 4 STANDARD FORMS,

(To be submitted by the bidders)

FORM -1

form must be submitted on firm letterhead and in original

BID COVERING LETTER

To,

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

I/We, the undersigned, declare that:

I/We have examined and have no reservations to the Bidding Documents, ARC FORM including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact, specified in the tender Document

Our bid shall be valid for the period from the date fixed for the bid submission deadline, and it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of Order, shall constitute a binding contract between us.

Total No of Category Quoted / ARC FORM submitted :-

Category Code for which the ARC FORM submitted :- _____

I/We, the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

If our bid is accepted, we commit to provide a performance security/conversion of EMD into PS for due performance of the Contract as per NIAB policy and agrees as per contract. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation

FORM -2

form must be submitted on firm letterhead and in original

PRICE REASONABILITY CERTIFICATE

This is to certify that we have offered the maximum possible discounted price to you for the Item required as per this Tender No _____ in our OFFER /Quotation REF NO No. _____ date _____ for this rate contract.

We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to NIAB to any other customer nor we will do so till the validity of offer or execution of purchase order, whichever is later.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation

MANUFACTURERS' AUTHORIZATION

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

We _____ who are established and reputed manufacturers of the items quoted as per category and catalogue attached, having factories at _____ (address of factory) do hereby authorize M/s. _____ (Name and address of Agent) on our behalf to submit a bid, negotiate and receive the order from you, supply the material, entering into Rate contract for the year 2014-15 for the category quoted in his application against your tender No. _____ dt. _____.

We hereby extend our full support, guarantee and warranty as per the Terms and Conditions of the above Tender/PO/Contract (issued if any) for the goods and services offered by the above firm as per this tender/List price as per catalogue attached.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation:

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer.

DISCOUNT OFFERED FOR RATE CONTRACT

NAME OF THE CATEGORY :-

CATEGORY CODE:-

Sr No	Make /Manufacture / Principals	Rate of Discount on List price /Catalogue

(If quoting for more than 01 make/manufacture for category applied, please give each discount separately.)

MOST IMPORTANT ----- MOST IMPORTANT

in case of other than manufacturer, applying for this rate contract, Authorization certificate as per format given in form No -3 above from the Manufacture /Principals duly signed, stamped and showing validity for the year 2014-15 for the category quoted on his (Principal) letterhead (hard copy in originals with contact details) must be submitted, without which Rate contract will not be given and application of rate contract will be rejected, EMD may NOT BE refunded.

Authorisation on E mail copy, unsigned copy, copied without contact details, not on manufacturers letterhead will not be accepted and application of rate contract will be rejected, EMD may NOT BE refunded.

(A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH CATEGORY AS PER CHAPTER NO-3)

Appx 'A'

Checklist --To be printed, marked & enclosed with quotation

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope Rate Contract / Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD if applicable is Enclosed	
3	Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.	
4	Quotation has been duly signed and stamped by the Authorized & Competent person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
6	<p>Following form are attached herewith with quotation</p> <p>FORM NO -1 FORM NO -2 FORM NO -3 FORM NO -4 APPX 'A'</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Make sure you have attached all the required forms as per Chapter No 4</p> <p>Non submission of form will result in Rejection of your quotation/Bid without giving any reason.</p> </div>	
7	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document. All format mentioned in this document chapter No 5 are to be attached herewith.	
8	LIST/COPY of of Rate contracts in similar research institutes in India and address / e mail /contact no of the contact person where this installation is done.	
9	Catalogue /Price list / CD for the category quoted is attached. The firm must submit one copy of printed price list without which the Rate Contract will not be awarded. If the rate contract is to be done on old price list of the year, the same will remain valid for the year 2014-15 and the same be clearly indicated in this document. The price list submitted with this application form will be treated final for this rate contract.	

For any Technical Clarification / Query

Contact Details Of NIAB for this tender

Send email

santosh@niab.org.in
spm@niab.org.in

call on

040 – 23049404 (S & P section)

Some of the provisions of this tender/Bid document which are applicable in case of supply, installation, and commissioning of equipment's **MAY NOT BE APPLICABLE** in the case of quoting for **Technical Services/RATE contracts / Software/ Specific Consumable material**).

All such information to be marked as Not Applicable /NA in your bid/Quotation.

DECLARATION BY BID SUBMITTING FIRM

I/We _____ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

- We hereby declare that all the particulars given in this application are true, complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by the NIAB. In the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract, our contract may be cancelled and all our claims may be forfeited by the NIAB.
- We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of the NIAB.
- We also undertake that all the terms such as Product Range, Price, discount, Delivery/other charges, Terms of Payment and also the name/s of the Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our Distributor/Supplier if a request/complaint is received from your end with regard to this effect due to any reason.

The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organisation

Please take print of this full tender/BID Document and submit this duly signed each page & stamped with above declaration and sign wherever mentioned along with your quotation/bid Without which your bid will be rejected

✂ **Cut /prepare following & stick this on your catalogue** ✂

Final Catalogue List submitted to NIAB for rate contract 2014-15

Name of Firm –

Name of Category –

Category Code –

Put your authorised sign seal and stamp of firm.

This catalogue /List will be treated as final for rate contract.