

**Tender Fee: Rs.500/-**

**Last date for Sale of Documents: 05/08/2019 till 16.00hrs**

**Last date for submission: 06/08/2019 till 14.00hrs**

**Due date for opening bids: 06/08/2019 at 14.30hrs**

**GENERAL CONDITIONS**

1. MANNER & METHOD FOR SUBMISSION OF BIDS

1.1 All tenders shall be made in ENGLISH only.

1.2 The details in regard to specifications and other terms and conditions should be cogent and clear to the extent possible.

1.3 FOLLOWING ANNEXURES must be filled up properly

- |     |                              |   |            |
|-----|------------------------------|---|------------|
| (a) | Schedule of Price & delivery | - | Annexure A |
| (b) | Schedule of Experience       | - | Annexure B |
| (c) | Schedule of deviation from   | - | Annexure C |

1.4 Each page of the tender except the Price & Delivery part shall be on printed letterheads or forms and bear the signature, date, name and designation of the person signing the offer. If they are not on letterheads, a rubber stamp indicating full name, address and phone No., Telex No., Fax No. etc. of the firm shall be affixed at the end of each page. The price & delivery part shall be as Annexure A attached.

1.5 This tender document is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.

1.6 Bids containing erasures or alterations are liable to be rejected unless countersigned by the authorised signatory.

1.7 All rates and total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount only will be considered.

1.8 Tenders will be opened in the presence of attending tenderers on the date and time specified in the tender papers. In the event the due date is declared as holiday, the tender will be opened on the following working day.

1.9 Any deviation/substitution in regard to the specifications must be indicated in Annexure C of this tender document. Otherwise it shall be binding on the bidder to supply the items as specified in this tender specification.

1.10 All bids are to be submitted before the due date and time. **The bids shall be enclosed in an closed envelope and sealed duly marked "Tender for Empanelment of Consolidation Indent Vendors for 2019-2020"; Ref. No. INS/RCL-001/2019-2020 (Y); Due on 06/08/2019 and mailed to the Purchase Officer.** Offers delivered in person shall be deposited in the Tender Box kept in the office.

- 1.11 Please return the tender papers including Conditions of Tender as well as the Annexures with your signature, rubber stamp and date affixed on each page.
- 1.12 All bids in response to this invitation of tender should be submitted in a manner and method specified above. Tender which do not comply with the above conditions are liable to be rejected.
- 1.13 Late and delayed tenders will not be considered. Therefore, tenderers shall ensure that the tender reaches the employer on or before the due date and time stipulated for receipt of bids.
- 1.14 Individuals signing the bid form and other supporting documents must specify the capacity in which they sign, like -
- Whether signing as a Sole Proprietor of the firm or his attorney.
  - Whether signing as a partner of the firm or his attorney
  - Whether signing for the firm as Agent.
  - Whether signing as Director of a Limited Company.
- 1.15 INSTITUTE FOR STEM CELL BIOLOGY AND REGENERATIVE MEDICINE (inStem) reserves the right to reject any or all the tenders without assigning any reason.

**The prices shall remain unchanged for a period of two years except for changes in Government levies / duties (if any).**

- 1.17 (a) If it is noticed that there is any downward trend in the prices, the same shall be informed to the INSTEM and subsequent billing shall be made as per the reduced prices.
- (b) However, if INSTEM ascertain higher discounts for these items in the market, this will be brought to your notice for extension to the rates specified herein.
- (c) If you offer a higher rate of discount to any research establishment /government organization / any private organization, the same discount offered to them shall be passed on to INSTEM.

2. CATALOGUE/TECHNICAL LITERATURE

All necessary catalogue/literature/data and details of item/s as are considered to be essential for full and correct evaluation of the bid shall invariably accompany the bid. In the event, if the contract is finalised on you, 2 set of catalogue/ price list should be submitted within 15 days on receipt of the Work Order.

3. PRICE

The price/s quoted shall be firm till the complete execution of the contract. The prices shall be FOR SUPPLIES AT INSTEM, BANGALORE (including loading, unloading, handling, etc.).

- a) Please indicate the taxes applicable separately. If the prices being offered are based on catalogues / Price Lists, please indicate the rates of taxes applicable and percentage of **DISCOUNT APPLICABLE** on the catalogues / price lists separately.



INSTITUTE FOR STEM CELL BIOLOGY AND REGENERATIVE MEDICINE, is a public funded Institute under the administration control of the Department of Biotechnology (DBT), Government of India, and it is registered with the (DSIR) Department of Scientific and Industrial Research, Government of India as Public Funded Research Institute vide their Registration No. TU/V/RG-CDE (1140)/2015 Dt.20/02/2018. This (DSIR Registration) of INSTEM is valid up to 31.08.2020, INSTEM, IEC No.0709014082. Price List excluding Custom Duty & Central Excise Duty / GST should be submitted (IF ANY). The Bidders are requested to quote Customs Bonded Ware House Prices, if applicable. Prices quoted should be upto INSTEM, Bangalore. The Custom Duty Rates / Exemption will be as applicable as per Govt. Of India Rules as applicable & Registration with DSIR as per above details. The GST Rates / Exemption applicable will be as per GOI, MoF Notification No. 51/96- Customs dt. 23.07.1996, Notfn. No. 28/2003- Customs dt. 01.03.2003, Notfn. No. 43/2017- customs dt. 30.06.2017 & Notfn. No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10 /2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No. 9/2018- central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dt, 25.01.2018, as amended from time to time for research purposes only.

5. VALIDITY OF BIDS

The bids shall be valid for a period of two years from the date of opening of the Price bids.

6. DELIVERY

The tenderer should clearly mention the time required for supplying the item/s. Orders from INSTEM may be placed either telephonically / through e-mail / by fax. Items should be delivered only to the INSTEM stores and not to any other individuals / laboratories.

The prices being indicated by you in your offer agreed are "FOR DESTINATION" basis and the deliveries shall be made to the INSTITUTE FOR STEM CELL BIOLOGY AND REGENERATIVE MEDICINE, GKVK Campus, GKVK Post, Bangalore 560 065. Delivery shall be made normally within 2 days. However, 6 days will be allowed for exceptional cases only.

7. PACKING

The item should be packed appropriately so that it can sustain transit hazards, multiple handling, etc. during transit.

8. CLARIFICATION

After opening the bids, if it becomes necessary for the purchaser to seek clarifications from the bidders, the same will be sought from the bidders. In such an event, the bidders will furnish all technical information/clarifications to the purchaser to reach on or before the due date fixed for that purpose indicating the Purchaser's tender reference. If the technical clarifications sought do not reach on or before the due date fixed, the bids shall be summarily rejected without any further notice.

9. DEFINITION AND MEANINGS

In constructing these conditions, specifications, etc. in the tender document or the Annexures/Appendices the following words shall mean herein assigned definitions except where the subject context is otherwise stated.

EMPLOYER/PURCHASER :	Shall mean the INSTITUTE FOR STEM CELL BIOLOGY AND REGENERATIVE MEDICINE (inStem)
BID/TENDER :	Shall mean the proposal/document that the BIDDER submits in the requested and specified form or otherwise along with Annexures, Appendices, etc.
BIDDER/TENDERER :	Shall mean the firm/party who quotes against an enquiry.
CONTRACTOR/SUPPLIER :	Shall mean the party to whom a Work Order/Rate Contract is awarded to undertake all or a part of the work covered by this tender document as well as an amendment orders relating to this tender issued by the Employer and shall include his/their legal representative, assignee/s or successor/s.
CONTRACT :	Shall mean and include the articles of agreement, Declaration form, the general and special conditions, the Annexures, the Schedule of Quantities & rates and the specifications attached hereto and the drawings, if any.

10. Schedule of Price & Delivery:  
See Annexure – 'A'.

**IMPORTANT**

Please fill up annexure 'A' in the format given. Quotations received in any other form are liable to be rejected.

Quotations are invited for the supply / consolidation of fine chemicals, biochemicals, solvents, enzymes for the molecular biology, plasmids, peptides, plant and animal cell culture products, antibodies, immuno chemicals, kits, lipids, cell culture plasticwares, sequencing reagents, chromatography accessories from the manufacturers/ authorized distributors / dealers for the year 2019 – 2020 for the below mentioned Brands.

**ANNEXURE – A**

**SCHEDULE OF PRICE AND DELIVERY**

Sl. No.	Brand	Estimated Total Annual purchase (+ 20%)	% of discount offered on prevailing price list	Rate of taxes applicable
	<b>Branded Chemicals:</b>			
1.	Sigma Aldrich Chemicals Pvt. Ltd.,	1,68,00,000.00		
2.	Merck Life Science Pvt. Ltd.	13,00,000.00		
3.	Invitrogen Bioservices India Pvt. Ltd.	1,12,00,000.00		
4.	Becton Dickinson India Private Limited	1,60,000.00		
5.	GE Healthcare Bio-Sciences Ltd.,	7,00,000.00		
6.	Promega , USA	3,96,000.00		
7.	Bio-Rad Laboratories (India) Pvt. Ltd.,	12,00,000.00		
8.	R & D System Inc, USA	21,20,000.00		
9.	New England Biolabs., USA	14,00,000.00		
10.	Santa Cruz Biotechnology, USA	5,00,000.00		
11.	DSS Takara Bio (India) Pvt. Ltd., Bangalore	4,39,000.00		
12.	Qiagen GmbH	7,45,000.00		
13.	Genetix Biotech Asia Pvt. Ltd., New Delhi (Multiple Brand)	15,33,000.00		
14.	Nunc & Nalgene (Part of Thermo Fisher)	8,82,000.00		
15.	Pierce Biotechnology (Part of Thermo Fisher)	7,60,000.00		
16.	Illumina for NGS Products	0		

The List along with CURRENT PRICE LIST of your manufacturing range. In case of Foreign Principal, PRICE LIST OF MANUFACTURERS may also be enclosed. **CD/DVD having Price list in Excel format may also be enclosed, without that the tender will not be considered.**



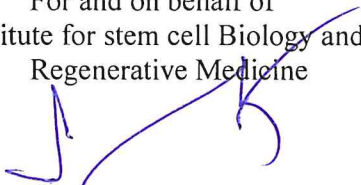
1. The Supplier should quote the price valid upto 31/03/2021.
2. Discount Structure should be mentioned separately for each company, if you are a Dealer / Distributor.
3. Maximum possible discount to be provided by the Principal Firm and the Dealer / Distributor should be clearly and separately indicated. Firms should also enclose a certificate / undertaking to the effect that no Institute / University has been given higher discount than what is being offered to INSTEM.
4. If you are the Authorized Distributor, the manufacturer / Principal Company has to submit an authorization letter.
5. There will be no change in price structure during the contract period except for the statutory levies. Discount taxes and levies if any are to be specified in the bid.
6. For Imported items, the firms should give their quote in Foreign Currency. Any firm having Customs bonded Warehouse shall be preferred compared to Rupees purchase by paying full duty as we are having concessional duty.
7. INSTEM reserved the right to enter into parallel contract for similar items during the contract period with one or more parties.
8. For the Imported items, you should clearly mention Freight and Insurance Charges.
9. If the company is dealing with perishable items, delivery should be prompt and prior intimation should be given to the purchase department in case of direct shipment.
10. No advance payment will be made for the Foreign Supply.
11. Non delivery of items will lead to cancellation of the purchase order.
12. Replacement of the damaged items should be replaced and will the responsibility of the manufacturer/authorized dealer
13. Bid should be submitted with soft copy of the Price List in CD of your manufacturing range. In case of Foreign Principal, price list of manufacturers may also be enclosed.
14. Payment will be made within 30 days from the completion of the Order and submission of Original Invoice to Stores.
15. Final acceptance / decision on the Rate Contract will be taken after screening the offers by a duly constituted Committee and Director, INSTEM reserves the right to accept / reject the tender wholly or partially without assigning any reasons.
16. Rate Contract with successful Rate Contract holders can be extended for another period of One year i.e., 2020-2021 based on fresh price list / catalogues subject to satisfactory performance during the first year of Rate Contract (RC).

Your offer should specifically and clearly indicate the following:

- d) Taxes applicable for each brand of items separately.
- e) Percentage of discount you wish to offer on the prevailing price list / catalogue.

**In the event, if the contract is finalized on you, 2 set of catalogue/ price list in CD should be submitted within 15 days on receipt of the Purchase Order.**

For and on behalf of  
Institute for stem cell Biology and  
Regenerative Medicine

  
Purchase Officer

NOTE:

1. INSTEM is a public funded institution and eligible for Central Excise duty exemption in terms of notification No. 10/97 Central Excise dated March 1, 1997.
2. INSTEM is a public funded research institute and is entitled to concessional rate of GST @ 5% in terms of Notification No. 51/96- Customs dt. 23.07.1996, Notfn, No. 28/2003- Customs dt. 01.03.2003, Notfn. No. 43/2017- customs dt. 30.06.2017 & Notfn, No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10 /2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No, 9/2018- central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dt, 25.01.2018, as amended from time to time for research purposes only. The offer should be submitted after fully considering the above notification.

You are requested to quote taking into account the above concessions while offering your price.

3. Evaluation of the Bids:

a. The evaluation of the bids shall be done by a Committee who shall scrutinize all the bids received with reference to requirement of INSTEM.

b. All bids that are **incomplete**, not in conformity with the terms and conditions of the bids, **conditional bids, late / delayed bids** and **unsigned bids** shall be **rejected as non responsive** without any further evaluation.

c. Bids not supported by the prescribed eligibility criteria shall be rejected.

d. All the remaining bids where the discount offered is **similar or better** than discount offered by them to other Govt. / CSIR organizations shall be processed for finalization of the Rate Contract.

e. Bidders may be asked for a discussion for further discount before the RC is finalized.

f. Bids of firms who did not have any RC with other Govt. organizations / Institutes in the past but have submitted their bids against this tender shall be evaluated separately by the Committee about suitability of their products for INSTEM R&D requirement, before a final decision can be taken on their bid.

4. Please quote the **maximum discount on your list price** as applicable to Government / Public Funded Research Institutes. **Discount** must be indicated in **words as well as in figures**. Current Price list is to be valid from 01<sup>st</sup> August 2019 to July 31<sup>st</sup>, 2020 and must be sent along with your offer, otherwise your offer will not be considered. Price list must be **stamped** and **signed** with date by the tenderers.

5. **Empanelment** of successful bidder under **proposal** is merely for the purpose of **approval of Rate / Price quoted by the Firm** for their products with applicable discount and **it does not assure any guarantee by this Office for any assured quantity of business / Purchase Order to successful bidders**. The Institute shall be free to buy any item offered by any firm under Rate Contract under any other Parallel Rate Contract or from any other source, as per its requirement.

6. **Extension of Contract:** The Contract with successful Empaneled Vendors may be extended for another period of one year i.e., 2020-2021 (Period: 01/04/2020 to 31/03/2021) based on fresh price lists / catalogues in CD, based on satisfactory performance during the first year of Rate Contract. Any decision taken on such extension by the Director, INSTEM will be final and no tenderer can demand such extension as a matter of right.



**SCHEDULE OF EXPERIENCE**

**ANNEXURE - B**

Please furnish list of major contracts undertaken with relevance to this tender during the past two years.

Sl. No.	Name of the company with full address	Name of the brand of products supplied	Purchase Order/Work Order No. & date	Contract period	Total volume of business in terms of value executed through the contract
Signature					
Name					
Designation					
Name of company					
Date					
Seal of the company					





**ANNEXURE - C**  
**SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS**

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

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The bidder hereby certifies that the above mentioned are the only deviations from specification of this tender. [State NIL if no deviation is envisaged].

Signature	
Name	
Designation	
Name of the company	
Date	
Seal of the company	



(The following undertaking to be submitted in your letter head with the tender, failing which your offer is liable to be rejected)

**UNDERTAKING FOR EMPANELMENT OF SUPPLIERS FOR CONSOLIDATION FOR THE PERIOD 2019-2020**

1. We.....(Name of the firm) certify that the price list/price catalogue submitted to INSTEM for the period 2019-2020 is uniform price list throughout the territory of India for other R&D Institute/ University/ Department/ Organization.
2. We.....(Name of the firm) do hereby certify that the rates quoted is/offered discount to INSTEM for the period 2019-2020 are not more than the rates charged/discount offered/given to any other R&D Institute/ University/ Department/Organization
3. If we.....(Name of the firm) or our/Authorized distributor/ Authorized dealer/Channel Partner/nominated vendor found offering any lower Price/higher discount than the offered to INSTEM, Bangalore to any other R&D Institute/ University/ Department/ Organization, shall be Debarred and Blacklisted automatically without any further reference to the firm and dealer. In case any such discrepancies are noticed you should refund the amount to INSTEM.

During the tenure of the contract, the benefits of any promotional offers by the manufacturers will also be passed on to INSTEM.

Place:

Date:

Authorized Signatory  
with Company seal

.....

.....  
Name of Signatory and designation.

**Customs Duty/ Excise Duty Exemption**

INSTEM is a Public Funded Research Institute registered under GOI Notification 51/96- Customs dt. 23.07.1996, Notfn, No. 28/2003- Customs dt. 01.03.2003, Notfn. No. 43/2017- customs dt. 30.06.2017 for availing duty exemptions. At present customs duty payable by INSTEM against direct import or through bonded ware house is 5.5%(including cess) and excise duty zero, on the assessable value.

In view of the above we request you to either (a) arrange to supply at 5.5% concessional customs duty in INR or (b) arrange for direct import form your principals.

