

**Tender Notice No.005/2025-2026**

**BID DOCUMENT (RATE CONTRACT FOR FY 2025-2026)**

**NOTICE INVITING SEALED TENDER FOR ARC (TWO- COVER SYSTEM)**

Sealed Tenders/Bids are invited on behalf of the Director, INSTEM, Bangalore from reputed manufacturers / authorized distributors of Indian/Foreign Firms for award of Annual Rate Contract for supply of Laboratory Research Chemicals/Consumables/Plasticware/Glassware/House Keeping items and HP Cartridges for the FY 2025-2026 as detail below:

Sl. No.	Name of item	NIT No.
1	Annual Rate Contract for supply of Laboratory Research Chemicals/Consumables/Plasticware/Glassware/House Keeping items and HP Cartridges (PRODUCT CATEGORY AS PER CHAPTER NO.2 OF THIS BID DOCUMENT)	<b>TENDER NOTICE NO. 005/2025-2026</b>

<b>RC REGISTRATION FEES</b>	Fees is Rs.10,000/- per RC (Note: Please read Chapter-2. The fees for RC Application columns is non refundable. You can club the total RC fees in One DD. However, Separate Application (ARC) Form is required to be submitted for each RC category).
<b>MODE OF PAYMENT OF RC FEES</b>	<b><u>Demand Draft</u></b> of any nationalized/commercial schedule Bank.
<b>DD TO BE ISSUED IN FAVOUR OF</b>	<b><u>Institute for Stem Cell Science and Regenerative Medicine,</u></b> payable at <b>Bangalore.</b>
<b>TENDERS TO BE SUBMITTED TO</b>	Senior Admin Officer- Purchase Institute for Stem Cell Science and Regenerative Medicine GKVK Post, Bellary Road Bangalore – 560 065.
<b>LAST DATE &amp; TIME FOR SUBMISSION</b>	<b>31.07.2025 upto 17.30hrs</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER</b>	<b>01.08.2025 at 15.00 hrs</b> Please strictly adhere to the dates / times mentioned in this document
<b>PLACE OF OPENING</b>	Purchase Section – INSTEM – Bangalore
<b>PRE – BID MEETING (IF ANY)</b>	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 (PBM) 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 PBG participants should inform their intention to participate and send written queries at the e-mail <a href="mailto:purchase@instem.res.in">purchase@instem.res.in</a> , 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 INSTEM website.	

## **BID DOCUMENTS CHAPTERS**

**Chapter 1: INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS**

**Chapter 2: CATEGORY LIST FOR RATE CONTRACT**

**Chapter 3: APPLICATION FORM FOR RATE CONTRACT (ARC)**

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

### **This Tender / Bid shall be submitted in Two-Cover System**

**Tender should be submitted in two sealed covers: This tender will be evaluated under two cover bid system, i.e. The technical and financial/Price Bid shall be submitted simultaneously in two covers (sealed system). The proposal shall be evaluated in two stages: 1. Technical and 2. Price/Financial.**

**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 INSTEM 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 INSTEM for which no claim from whomsoever will be entertained.**

**PLEASE SIGN AND PUT STAMP / SEAL OF YOUR FIRM ON EACH PAGE & SUBMIT WITH TENDER**

For and on behalf of  
Institute for Stem Cell Science and Regenerative Medicine

  
Senior Admin Officer- Purchase

	<b>CHAPTER – 1 : INSTRUCTIONS TO BIDDERS</b>
SN	DETAILS
1	<b>BIDDERS ELIGIBILITY / QUALIFICATION / REQUIREMENTS</b> 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	<b>PERIOD OF VALIDITY OF BIDS</b> Bids shall remain valid for 180 days after the date of bid opening prescribed by the Purchaser. In exceptional circumstances, the Purchase 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 suitable 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. For Rate Contract, offer / discount will be valid for minimum 2 years.
3	<b>WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS</b> No withdrawal of Bids is permitted after the Deadline for submission. No suo-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 be happens to be a successful bidder for placement of Order.
4	<b>CONFIDENTIALITY</b> 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.
5	<b>CLARIFICATION OF BIDS</b> 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.
6	<b>PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS</b> The Purchaser reserves the right to accept or reject any bid, and to annual 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. <u>Director, INSTEM reserves the right to reject any / all the proposal/s without assigning any reason whatsoever. Any deviation from the Terms &amp; Conditions mentioned above will imply disqualification for the firm. Please offer uniform discounts 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 &amp; forwarding. If ex-works/ godown prices are quoted, then packing &amp; forwarding documentation, freight and insurance charges must be specifically mentioned separately. GST/other Govt. Levies will be paid at actual and prevailing rates of duty and tax etc., may be mentioned separately. No other charges other than those mentioned clearly in this form will be paid.</u>
7	<b>FRAUD AND CORRUPTION</b> The purchaser required 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: "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.
8	<b>APPLICABLE LAW</b> 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 Bangalore.

**Please Read all following Terms / points before submitting application form**

**The Rate Contract will be valid for a period of two years. This period may be extended upto 6 – 12 months, if required and agreed by both INSTEM & FIRM. Price list valid for the Rate Contract Period should be submitted.** Successful applicants will be intimated to submit their Pricelist / Catalogue / Brochure / Pamphlet only after enlistment. Around 5 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 CD's or Pen Drives. Authorization Certificate in respect of Principals duly signed and showing validity for the year 2025-2027 should be submitted.

Institute for Stem Cell Science 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)/2020 Dt.17/09/2020. This (DSIR Registration) of INSTEM is valid up to 31.08.2025, INSTEM, The Bidders are requested to quote upto INSTEM, Bangalore. The 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. 45/2017 & 47/2017& GOI – GST Law 2017 as applicable.

Freight, insurance charges, if any will not be borne by the Purchase other than order in foreign currency. 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)/GST and other Govt. Levies will be paid extra as applicable. The articles should be securely packed to avoid damages etc., in transit. Supply to 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. However, any fall in the RC prices should be extended immediately to INSTEM, as per the standard Fall Clause applicable for such rate contracts.

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 damages @ 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 types / 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 taken into account in the calculation of the price list of the imported items.

There should be one exclusive authorized 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 stockist may be asked to keep stock of essential

R/C items for ready supply ex-stock and can offer extra discount more than RC as per contract based on quantity, offer by manufacturer, bulk order etc.

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 this rate contract and the same be clearly indicated in the offer.

The item supplied should be certified by the supplier to be of genuine quality/make and procured from the authorized stockiest/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 INSTEM at their own discretion and no claim shall be entertained.

PLEASE SIGN AND PUT STAMP / SEAL OF YOUR FIRM ON THIS PAGE & SUBMIT THIS WITH  
TENDER

**CHAPTER -2**  
**CATEGORY CODE FOR RATE CONTRACT**  
**(A Separate Application Form is required for Each Product Category)**  
**(RC Registration Fees: Rs.10,000/- per RC)**

Sl.No	RC Category
	<b>All Chemicals / Consumables used for Lab</b>
1	All kind of Himedia (Media related and GRM Chemicals) Products and other categories
2	Merck Ethanol (Original) – 500ml bottle and Ethanol (China) – 500ml
3	All kinds of Fisher Scientific – Qualigens fine chemicals Products
4	All kinds of BD Difco/BBL Products
5	All kinds of Qiagen Products
6	All kinds of Tokyo Chemical Products (TCI Products)
7	All kinds of SRL Products
8	All kinds of MP Biomedicals Products
9	All kinds of Genei Laboratories Products
10	All kinds of Lonza Products
	<b>Plastic Wares (Complete range) useful for Scientific research</b>
11	Biograde Biohazard covers suitable for incineration and Autoclaving, thickness 0.3mm, size in inches – 8x12,19x24,24x38
12	All kinds of AXIVA/Volex brand Products
13	All kinds of Nunc/Nalgene brand Products
14	All kinds of Genaxy Products
15	All kinds of Merck Millex and Membranes, Merck Amicons and other products
16	All kinds of Dispovan Products, Dispo Concept and Lister Products
17	Thermo Fisher Finn Pippettes and Consumables
18	All kinds of Axygen brand Products
19	All kinds of Corning and Trueline brand Products
20	All kinds of Falcon brand products
21	All kinds of Ramsons Products
22	All kinds of Tarsons Products
23	All kinds of Sartorius Products
24	<b>Glasswares (Complete range) All kinds of Borosil Products</b>
	<b>Lab Consumables</b>
25	Absorbing Blotting Papers Size 18x22 inches; GSM: 80 to 85 (Pack of 500)
26	Whatman Products and Blue Star Slides and Cover Glasses Products
27	All kinds of Ultra Duracell Batteries, Alkaline-9V, AA, 1.5V and AAA, 1.5V, LR03
28	1TB, 2TB and 4TB external USB 3.2 HDD's with 3 years replacement warranty onsite
29	OEM manufacturers HDDDS preferred
30	Aluminium foil, S:300mm x 72mtrs,10.5 Micron, Premium quality.
	<b>House Keeping items</b>
31	All kinds of FEM Products, Dettol Products, Sterillium and Himalaya Hand Sanitizer (500ml)
32	<b>Kimberly Clark:</b>
	1. Kimsoft Cat # 04003, 250 sheets per Roll
	2. Kimsoft Smile 41500A M – Fold towels
	3. Slim Rolls Scot Cat # 12388
	<b>Jumbo Roll 90mm x 225mts</b>
33	All kinds of HP Cartridges and HP Products
34	All kinds of Eppendorf Consumable Products

**CHAPTER – 3 (ARC FORM)**  
**APPLICATION FOR RATE CONTRACT (ARC FORM)**

<b>1</b>	<b>APPLICANT FIRM NAME</b> submitting this ARC Form		
<b>2</b>	<b>CORRESPONDENCE ADDRESS</b> (with telephone/mobile/fax no. /e-mail address and also with official website, if any)		
<b>3</b>	<b>CONTACT DETAILS OF APPLICANT FIRM</b> (Please attach visiting card if any) Name of Person: - Designation: - Contact No: - E-mail ID:-		
<b>4</b>	<b>STATUS OF THE APPLICANT FIRM</b> a) MARK IN SUITABLE ( )	<b>( ) MANUFACTURER</b> <b><u>OR</u></b> <b><u>(DISTRIBUTOR/STOCKIST/RE-SELLER/OTHER)</u></b>	
<b>5</b>	<b>DO YOU HAVE/OFFER CUSTOM BONDED WAREHOUSE FACILITY/CBW PRICELIST</b> a) MARK IN SUITABLE ( )		
<b>5</b>	<b>APPLICABLE TAX &amp; RATE OF TAX FOR RC ITEMS,</b> The GST Rates / exemption applicable will be as per GOI, MoF Notification No.45/2017 & 47/2017 & GOI – GST Law 2017 as applicable.		
<b>6</b>	<b>Provide following details</b> <b>(a) TIN No. With date of validity if anything</b> <b>(b) GST Regn. No.</b> <b>(c) Income Tax PAN No.</b> <b>(in the name of firm / Company &amp; not individual)</b> <b>Latest copy of returns filed with Income Tax Department &amp; Latest copy of Sale Tax Return.</b> <b>(Please enclose copies of relevant papers)</b>	<b>(Please enclose copies of relevant papers otherwise your application may be rejected)</b>	
		Tax Head	Registration No.

8	<b>Fees for RC Application – DD DETAILS (DD No. &amp; date)</b> <b>ALL DD MUST BE PREPARED IN FAVOUR OF</b> <b>The Accounts Officer</b> <b><u>Institute for Stem Cell Science and Regenerative Medicine payable at Bangalore.</u></b>	<b>Total No of ARC form submitted / RC category applied -</b>  <b>Total DD Amount -</b>  <b>DD details -</b>  <b>This fees is non refundable.</b>	
9	<b>Are you having RC with any other DBT / CSIR / Govt. Deptt./ Research Institute for the period in between 2024-2025, 2025-2026.</b>  <b>b) MARK IN SUITABLE ( )</b>	<b>YES ( )</b>  <b>If yes, pls. mention the details and attach copies of relevant documents</b>	<b>NO ( )</b>
10	<b>In Case Applicant firm is nominating any distributor then give details.</b>  <b>If you are not nominating any distributor write “NA” - Not applicable</b>	<b>Details of Distributor for INSTEM</b>  <b>Name of Distributor: -</b>  <b>Address: -</b>  <b>Contact No.: -</b>  <b>E-mail ID:-</b>	
11	<b>In case Applicant firm is <u>Not manufacturers</u></b> <b><u>Certificate of authorization as per format given in Form No.3 in Chapter No.4, on Manufacturers letterhead in valid for category mentioned and current year is required without which your application may be rejected.</u></b>	<b>Proper Authorisation Certificate is attached:-</b> _____ write (YES / NO)  <b><u>(WITHOUT AUTHORISATION CERTIFICATE YOUR APPLICATION WILL BE REJECTED).</u></b>	
12	<b>Price List / Catalogue details</b> <b>d) MARK IN SUITABLE ( )</b>		
	<b>The Price list / catalogue is submitted ( )</b>	<b>Format – Printed book ( ) CD ( ) Pendrive ( )</b> <b>Year of Price list / Catalogue _____</b>	
13	<b>If the current year, final Price list / catalogue is <u>Not Submitted</u>, write <u>Reason :-</u> for not submitting the latest Price list / catalogue -</b>	<b>Reason:- ( ) under printing / ( ) not ready / ( ) will not be printed / ( ) Other reason</b> <b>Reason in detail:-</b>	

14	<p><b><u>If you are not submitting current valid Price List / Catalogue with your application and if reason for the same is not mentioned above, then your application will be rejected.</u></b> If the new / current Price list / Catalogue is under printing, not ready, cannot be printed, then firms are informed to submit the last latest available Price list / <u>catalogue along with ARC form with the following undertaking.</u></p>
	<p><b>UNDERTAKING TO BE GIVEN BY FIRM IF CURRENT PRICE LIST IS NOT SUBMITTED</b>  My firm is not able to submit the current price list as per reason mentioned above. I am submitting my old Price List printed in / for year _____ valid for this rate contract 2025 – 2026 till 6 Months from the issue of rate contract OR submission of my new / current Price List / Catalogue for 2025-2026/2027 <b><u>whichever is earlier</u></b> in case of my ARC is accepted. If my firm fails to submit the new Price List / Catalogue of 2019 – 20 within 6 Months from the issue date of RC, then these old Price List / Catalogue submitted along with this application as mentioned herewith will be valid / in force till the end of RC Contract Period.</p>

I / we \_\_\_\_\_ have read all the 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 organization:

**Important Points to note / Comply**

- ✓ **ONE RC CATEGORY – ONE ARC FORM**
- ✓ **IT IS MANDATORY TO SUBMIT PRICE LIST OR CATALOGUE ALONG WITH ARC, PLEASE READ POINT NO.12 TO 14 OF ARC FORM CAREFULLY**
- ✓ **FIRM CAN MENTION ANY NUMBER OF BRANDS/MAKE UNDER ONE CATEGORY/CODE.**
- ✓ **RC CODE & RC CATEGORY DETAILS HAS BEEN GIVEN IN CHAPTER NO.-2.**
- ✓ **FINAL RATE OF DISCOUNT OFFERED ON LIST PRICE-DOUBLE DIGIT DISCOUNT WILL BE PREFERRED. PLEASE OFFER BEST POSSIBLE DISCOUNT CONSIDERING THE GOVT.RESEARCH INSTITUTE STATUS OF INSTEM.**
- ✓ **FOR EACH CATEGORY CODE ARC FORM – Rs.10,000/- FEES IS APPLICABLE AND IS NON-REFUNDABLE.**
- ✓ **YOU CAN CLUB THE DD AMOUNT IF YOU ARE APPLYING FOR MORE THAN ONE CATEGORY.**
- ✓ **FOR CATEGORY NO.5-8 FIRMS CAN SUBMIT THEIR OFFER OF AS PER OWN FORMAT GIVING ALL INFORMATION.**
- ✓ **INSITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE (INSTEM), IS AN AUTONOMOUS INSTITUTE OF THE DEPARTMENT OF BIOTECHNOLOGY (DBT), GOVT. OF INDIA AND IT IS REGISTERED WITH THE (DSIR) DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH, GOVERNMENT OF INDIA AS PUBLIC FUNDED RESEARCH INSTITUTE VIDE THEIR REGISTRATION NO. TU/V/RG-CDE (1140)/2020. CDE TU/V/RG-CDE (1140)/2020 DATED 17TH SEPT 2020. THIS (DSIR REGISTRATION) IS VALID UPTO 31.08.2025, THE GST RATES / EXEMPTION APPLICABLE WILL BE AS PER GOI. MOF NOTIFICATION NO.45/2017 & 47/2017 DT.14/11/2017 & GOI – GST LAW 2017 AS APPLICABLE.**
- ✓ **INSTEM IS A PUBLIC FUNDED INSTITUTION AND ARE ELIGIBLE FOR CENTRAL EXCISE DUTY EXEMPTION IN TERMS OF NOTIFICATION NO. 10/97, CENTRAL EXCISE DT. MARCH 1, 1997.**
- ✓ **INSTEM BEING A RESEARCH INSTITUTE ELIGIBLE FOR CONCESSIONAL GST CERTIFICATE IN RESPECT OF PURCHASE OF SCIENTIFIC EQUIPMENTS, INSTRUMENTS AND CHEMICALS. WE WILL BE ISSUING CONCESSIONAL GST CERTIFICATE SIGNED BY THE AUTHORISED SIGNATORY OF THE INSTITUTE WHEREVER APPLICABLE.**
- ✓ **DO NOT WAIT FOR LAST DATE OF APPLICATION FOR SUBMITTING YOUR ARC FORM.**
- ✓ **READ THIS NIT CAREFULLY.**

**Cut & Stick following this on your Catalogue / CD**

**Final Catalogue List submitted to INSTEM for Rate Contract 2025 – 2026**

Name of Firm -

Name of Category -

Category Code -

**Put your authorised sign, seal and stamp of Firm.**

**This Catalogue / Price List submitted will be treated for Rate Contract.**

PLEASE SIGN AND PUT STAMP / SEAL OF YOUR FIRM ON THIS PAGE & SUBMIT THIS WITH  
TENDER

**READ THE FOLLOWING AND SUBMIT THIS FORM ALONG WITH THIS APPLICATION**

**(To be submitted by the bidders)**

FORM – 1	Form must be submitted on firm letterhead and in original
<p style="text-align: center;"><b><u>BID COVERING LETTER</u></b></p> <p>To, The Director, Institute for Stem Cell Science and Regenerative Medicine GKVK Post, Bellary Road Bangalore – 560 065.</p> <p>Sir,</p> <p>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 contract, specified in the tender document.</p> <p style="text-align: center;"><b>TOTAL NO. OF RC CATEGORY APPLIED= AMOUNT OF DD AND DETAILS OF DD =</b></p> <p>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.</p> <p style="text-align: right;"><b>Competent Authority to sign: Name, Designation:</b></p> <p style="text-align: right;"><b>Date with Stamp &amp; seal of organization</b></p>	

FORM – 2 :

**MANUFACTURERS' AUTHORIZATION**

To,  
The Director,  
Institute for Stem Cell Science and Regenerative Medicine  
GKVK Post, Bellary Road  
Bangalore – 560 065.

Sir,

We the manufacturers/owner/Producer of the items quoted as per Price List / Catalogues submitted for this RC tender, 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 category quoted in his application against your RC tender 2025-26. We hereby extend our full support, guarantee and warranty for the goods and services offered by this firm as per the catalogue attached and RC category applied as per ARC form.

**Competent Authority to sign:**

**Name, Designation:**

**Date with Stamp & seal of organization**

**This form / 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. (Without valid Authorisation, the application can be rejected).**

**FORM – 3 Form must be submitted on firm letterhead and in original**

**DISCOUNT OFFERED FOR RATE CONTRACT**

Sl. No.	RC Category	Name of Brand/Make/Mfg (if any) (Attach Authorization Certificate for each Brand/Make	Pricelist/ Catalogue/ CD Year	Manufacturer discount	Dealer Discount (if any) %	Final Discount %	Tax rate (if any)
1	All kind of Himedia (Media related and GRM Chemicals) Products and other categories						
2	Merck Ethanol (Original) – 500ml bottle and Ethanol (China) – 500ml						
3	All kinds of Fisher Scientific – Qualigens fine chemicals Products						
4	All kinds of BD Difco/BBL Products						
5	All kinds of Qiagen Products						
6	All kinds of Tokyo Chemical Products (TCI Products)						
7	All kinds of SRL Products						
8	All kinds of MP Biomedicals Products						
9	All kinds of Genei Laboratories Products						
10	All kinds of Lonza Products						
11	Biograde Biohazard covers suitable for incineration and Autoclaving. thickness 0.3mm, size in inches – 8x12, 19x24, 24x38						
12	All kinds of AXIVA/Volex brand Products						
13	All kinds of Nunc/Nalgene brand Products						
14	All kinds of Genexy Products						
15	All kinds of Merck Millex and Membranes, Merck Amicons and other products						
16	All kinds of Dispovan Products, Dispo Concept and Lister Products						
17	Thermo Fisher Finn Pippettes and Consumables						
18	All kinds of Axygen brand Products						
19	All kinds of Corning and Trueline brand Products						
20	All kinds of Falcon brand products						
21	All kinds of Ramsons Products						
22	All kinds of Tarsons Products						
23	All kinds of Sartorius Products						
24	<b>Glasswares (Complete range) All kinds of Borosil Products</b>						
25	Absorbing Blotting Papers Size 18x22 inches; GSM: 80 to 85 (Pack of 500)						
26	Whatman Products and Blue Star Slides and Cover Glasses Products						
27	All kinds of Ultra Duracell Batteries, Alkaline-9V, AA, 1.5V and AAA, 1.5V, LR03						

28	1TB, 2TB and 4TB external USB 3.2 HDD's with 3 years replacement warranty onsite						
29	OEM manufacturers HDDDS preferred						
30	Aluminium foil, S:300mm x 72mtrs,10.5 Micron, Premium quality.						
31	All kinds of FEM Products, Dettol Products, Sterillium and Himalaya Hand Sanitizer (500ml)						
32	1. Kimsoft Cat # 04003, 250 sheets per Roll						
	2. Kimsoft Smile 41500A M – Fold towels						
	3. Slim Rolls Scot Cat # 12388						
	Jumbo Rolls 90mm & 225mts						
33	All kinds of HP Cartridges and HP Products						
34	All kinds of Eppendorf Consumable Products						
(For each Make/Manufacture/Principals, please mention each discount separately. You can enroll any brand/make in one RC category, if you have a valid authorization from Company)							

### DECLARATION BY BID SUBMITTING FIRM

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

1. 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 INSTEM. 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 INSTEM.
2. 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 INSTEM.
3. 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 INSTEM 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 organization:**

**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**

ब्लिक, जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के अधीन एक स्वायत्त अनुसंधान संस्थान

An Autonomous RI of BRIC, Department of Biotechnology, Ministry of Science & Technology, Govt. of India

[illegible]

**Annexure-1**

**Bid Security Declaration**  
(to be submitted on Company's Letter Head)

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Name and Signature  
of Authorized Signatory  
and Company Seal

**Annexure-2**

**Certificate for Local Content**  
(to be submitted on Company's Letter Head)

"We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under "Class-I Local Supplier" Category. As being "Class-I Local Supplier", we are eligible for Purchase Preference under "Make in India" Policy vide GOI Order No.P-45021/2/2017-PP (B.E-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020).

OR

"We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under "Class-II Local Supplier" Category.

The details of the location(s) at which the local value addition made is/are as under:

1.

2.

3.

\*Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

**NOTE:**

1. Self-certification that the item offered meets the minimum local content (as above) giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the make in India policy, if applicable.
2. In case of procurement for a value in excess of Rs.10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of supplies other than companies) giving the percentage of local content to avail the benefits under the make in India Policy, if applicable.

**ANNEXURE-3**

Declaration of Compliance of Order (Public Procurement No.1, 2, 3 & 4) dtd 23<sup>rd</sup> July 2020, 24<sup>th</sup> July 2020 and 23<sup>rd</sup> Feb 2023 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs).

(To be submitted on Company's letterhead)

Tender No.: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE**

I have read the clause related to insertion of Rule 144 (xi) in the General Financial Rules 2017 vide O.M. No.F.7/10/2021-PPD(1) dated 23<sup>rd</sup> February, 2023 (Public Procurement No.4) and any amendment made thereafter of the Ministry of Finance regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that M/s..... (name of bidder entity) is not from such a country.

OR (whichever is applicable)

I have read the clause related to insertion of Rule 144 (xi) in the General Financial Rules 2017 vide O.M. No.F.7/10/2021-PPD(1) dated 23<sup>rd</sup> February, 2023 (Public Procurement No.4) and any amendment made thereafter of the Ministry of Finance regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that M/s.....(name of bidder entity) is from ..... (Name of Country) and has been registered with the Competent Authority. I also certify that this bidder fulfills all the requirements in this regard and is eligible to be considered. (Copy/evidence of valid registration by the Competent Authority is to be attached)

AND

I have read the clause regarding restriction on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that M/s.....(name of bidder entity) does not have any ToT arrangement requiring registration with the competent Authority.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that M/s.....(name of bidder entity) has valid registration to participate in this procurement.

We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rule for which bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature of Bidder/Agent with Company seal

Name:.....

Designation:.....

Organization Name:.....

Contact No.:.....