

**Institute of Pesticide Formulation Technology (IPFT)**

Sector-20, Udyog Vihar, Opp. Ambience Mall,  
Gurgaon – 122 016 (Haryana), India



**Notice Inviting Tender (NIT)**

Sealed bids are invited from Manufacturers / Importers / Dealers for Rate Contract and Supply of Laboratory Chemicals / Solvents, Glass-wares, Plastic-wares, Filter Aids and High Purity Gases. For detailed terms & conditions and download Tender Document, kindly visit our official website <http://www.ipft.gov.in>

**Adv. No. : IPFT/TE/RC/2016-17/02**

**DIRECTOR**

# Institute of Pesticide Formulation Technology (IPFT)

Sector-20, Udyog Vihar, Opp. Ambience Mall,  
Gurgaon – 122 016 (Haryana), India



## TENDER NOTICE

IPFT, Gurgaon intends to enter into rate contract with the manufacturers and / or their authorized local distributors of brands as mentioned in Table-1 attached separately for supply of (1) Chemicals / Solvents (2) Glassware, Plastic wares & Filter Aids and (3) High Purity Gases for use in research works. Interested parties with annual turnover over minimum of Rs. 20.00 Lakhs may send their proposals in Sealed Envelop Super scribed **“Proposal for Rate Contract for 2016-17”** along with pricelist indicating the discount, taxes, delivery period, F.O.R. etc. as per the given format on or before **16<sup>th</sup> May, 2016**.

<i>Sl. No.</i>	<i>Tender No.</i>	<i>Name of the Item</i>	<i>EMD in Rupees</i>	<i>Tender Fees in Rupees</i>
1.	IPFT/TE/RC/01	Annual Rate Contract for Laboratory Chemicals / Solvents	30,000.00	500.00
2.	IPFT/TE/RC/01	Annual Rate Contract for Laboratory Glass wares, Plastic wares & Filter Aids	30,000.00	500.00
3.	IPFT/TE/RC/01	Laboratory High Purity Gas	15,000.00	500.00

### IMPORTANT :

- A. All information about “Price Catalog” is required to be provided as per appendices attached.
- B. Quotations received after due date will not be considered at all.
- C. We do not accept the advance payment term or payment through bank against documents.
- D. Kindly furnish your **Sales Tax Registration No.** in your quotation.

**The Terms and Conditions as mentioned below would be binding to all parties :**

**Terms & Conditions :**

1. IPFT, Gurgaon is interested to enter into annual rate contract with registered, and/or reputed Indian manufacturers or authorized distributors of foreign manufacturers with an annual turnover minimum of Rs. 20.00 Lakhs who are authorized for supplying the stores. The following documents are required to be enclosed under a letter with index page no. along with the tenders documents, failing which tender papers may not be considered :
  - (a) Valid Registration Certificate of the firm of the Govt. /State Govt.
  - (b) Valid Trade license in the relevant field of tender.
  - (c) Last three years continuous experience of the firm in the field of such Annual Rate Contract jobs in Central Govt. Establishments/Autonomous Bodies of Govt. of India / reputed public or private organization. The bidders are requested to submit the details of supply you have made in Delhi/Haryana/Northern India to Central Govt. Establishments/Autonomous Bodies of Govt. of India / reputed public or private organization during last three years along with duly certified copies of the satisfactory services.
  - (d) Annual Turnover should be minimum of Rs. 20.00 Lakhs during last three years, documents of Income Tax return or certified balance sheet of the firm for last three years by the chartered accountant should be submitted.
  - (e) Price list of the items from the Principal.
  - (f) PAN Number with document.
  - (g) VAT/CST with document.
  - (h) Authorization certificate from the principal.
  - (i) For e-payment of bill, Bank Account Number, Name and address of the Bank, and IFSC code number of bank.
2. For imported items details of Agency Certificate's, IC Number and import export code number must be provided in offer.
3. The rate contract must be valid for a period of ONE year from the date of issue of order. However, it can be renewed for a maximum period of one more year, subject to the satisfactory performance of the party.
4. The tender should be submitted along with required Tender Fee (non-refundable) and EMD (refundable) in the form of Demand Draft or Banker's Cheque in favour of **"Institute of Pesticide Formulation Technology"**, payable at Gurgaon. The EMD of the successful bidder shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This amount (Bid Security) will be converted into Performance Security money, if rate contract is awarded. Bid(s) received without EMD and tender fees shall be liable for rejection.

In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the EMD shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

Firms who are registered with National Small Industries Corporation (NSIC) / or DGS&D are exempted to furnishing the EMD, but these firms have to submit Performance

Security Money for an equal amount of EMD. The certificate in this regard must be attached with the offer.

5. The quoted price by the bidder must be valid for the contract period from the opening date of this tender.
6. You are requested to submit your price list along with offer. The discount on the price list and a certificate that you will not offer lower than this discount to any other organization.
7. Any parallel rate contract for similar items can be placed at any time during the period of rate contract with one or more firms/manufacturers by the Director, IPFT, Gurgaon.
8. Only printed price list submitted along with offer will be acceptable to us. No upward change will be acceptable under any circumstances. If the price gone down wards during the currency of the Rate Contract, the reduced price will be charged.
9. Party has to supply the requisite manuals, catalogs, protocol cards.
10. The offer / prices :
  - (a) should be free delivery at IPFT office
  - (b) should be only in Indian Rupees.
  - (c) should be inclusive of packing
  - (d) should include taxes & other charges like freight, forwarding, and transit insurance, etc. Packing conditions for low temperature (4<sup>0</sup>C, -20<sup>0</sup>C) should be with dry ice or any other specific packing which meets the conditions should be provided.
11. The prices should be F.O.R. IPFT, Gurgaon. For any Damages/Shortage during transit, you/your authorized dealer/agent will be responsible & the same must be replaced within maximum 7 working days.
12. Since the time is the essence of the rate contract. The Purchase Order should be executed within a short period/fortnight or within delivery period mentioned in our purchase order/rate contract. In case, the firm fails to supply the stores within stipulated period IPFT, Gurgaon reserves the right to not accept the supply, in part or full and to claim liquidated damages @ 0.25% per week subject to a maximum of 10% of the total value of stores ordered.
13. The material must be supplied in one lot. Part supplies generally will not be acceptable.
14. The material will not be supplied by you less than the Rate Contract priced to any other Govt. institution. If the same is found the proportionate recovery will be made immediately.
15. The orders will be place irrespective of value as per our requirement.
16. Kindly issue a certificate stating that maximum discount is being given and no other Govt. organization is being benefited more than this discount.
17. Payment will be made within 30 days after the successfully delivery of materials and found in order in quality and quantity.

18. Force majeure clause is acceptable to us as defined under sales of Goods & Contract Act.
19. The supplies must be confirmed to the specification of our supply order. If the same is found defective the same must be replaced immediately free of charge at IPFT, Gurgaon.
20. The bill should be presented in triplicate in the name of Institute of Pesticide Formulation Technology, Gurgaon.
21. The empanelment can be terminated without any notice in case the performance of the party is found consistently unsatisfactory or due to the serious lapse on the part of the bidder. Where lapses are of serious nature in addition to termination of contract IPFT, Gurgaon will forfeit their EMD.
22. On scrutiny of tender documents any query raised by the committee has to be replied satisfactorily within 7 days with all documentary proofs.
23. It should be noted that individual offer should be submitted for respective items/ products i.e. envelop should be marked as **ARC : 2016-17** along with name of the product as – ARC : 2016-2017-Chemicals/Glassware/Plastic ware and so on.
24. Director, IPFT, Gurgaon reserves all the rights to accept or reject any offer in part or in full without assigning any reasons/thereof.
25. Director, IPFT, Gurgaon reserves the right to give rate contract with you or any other firm or to cancel the rate contract without assigning any reason, The rate contract can be terminated at any time by giving one month notice by either sides.
26. If any of the required information is missing, the application will be rejected straight away. If any kind of malpractice is found regarding the details submitted by the bidder is observed at any stage of procedure then the application for the rate contract will be immediately rejected and the party will be blacklisted for future endeavors.
27. All the disputes under the rate contract will be settled by the Director, IPFT, Gurgaon and will be binding on you & subject to jurisdiction of Gurgaon only.
28. Tender received after due date will not be accepted under any circumstances. Tender would not be accepted by Fax/E-mail.
29. We are exempted from Custom Duty payment against DSIR Registration No. : 11/251/1992-TU-V dated 18.03.2015.
30. The last date of submission of bid **16<sup>th</sup> May, 2016**.

Director  
IPFT, Gurgaon

**Table-1 : List of Brands for Chemicals / Solvents, Glassware/Plasticware and Lab High Purity Gas**

<i>No.</i>	<i>Categories</i>	<i>Brands</i>
1.	<b>Chemicals/Solvents</b>	SDFCL, MERCK, FINAR, SIGMA-ALDRICH, Thermo Fisher, AccuStandard, HiMedia and Dr. Ehrenstorfer
2.	<b>Glassware, Plasticware &amp; Filter Aids</b>	Tarsons, Borosil, JSGW, MERCK, ABDOS, Thermo Fisher, WHATMAN and Cole-Parmer
3.	<b>Laboratory High Purity Gas</b>	Nitrogen Gas (Grade-One), Zero Air Gas (Grade-Instrumental), Hydrogen Gas (Grade-Zero), Nitrogen Gas (Grade-Zero), Helium Gas (Grade-One), Methane, Argon and Isobutane

From :

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

The Director  
Institute of Pesticide Formulation Technology  
Department of Chemicals & Petrochemicals  
Ministry of Chemicals & Fertilizers, Govt. of India  
Sector-20, Udyog Vihar, Opposite Ambience Mall,  
**Gurgaon – 122 016 (Haryana), India**

**Sub : Submission of Tender for the Rate Contract : 2016-17.**

Madam/Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement/tender notice for **Rate Contract, 2016-17** in accordance with the terms and conditions of such supply and declare as under :-

I/We hereby offer to supply to IPFT-Gurgaon in accordance with the terms and conditions, hereto annexed.

I/We enclose herewith separate Demand Draft / Banker's Cheque towards Tender Fee and EMD in favor of "Institute of Pesticide Formulation Technology" payable at Gurgaon as per following details :

<i>Nomenclature</i>	<i>Amount in Rs.</i>	<i>Amount in Words</i>	<i>DD/BC No. and Date</i>
Tender Fee	500.00	Rs. Five Hundred only	
EMD		Rs.	

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document hereto annexed and the description of the items.

I/We agree to hold this **offer open till 31<sup>st</sup> May, 2016.**

I/We agree that in case of dispute, if any, the decision of **The Director**, IPFT-Gurgaon shall be final and binding upon me/us.

Signature of bidder  
(with Stamp, Name and Designation)

**COMPANY DETAILS**

1.	Name of the Party/Company :	
2.	Registration No. :	
3.	Address of the Party/Company (Enclose the authentic document for address proof like electricity bill, telephone bill, corporation tax etc.):	
4.	Phone No. Mobile No. Email :	
5.	Fax No. :	
6.	PAN Card No. (Attach the photo copy):	
7.	TAN No. :	
8.	Sale Tax No. :	

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

Signature of Bidder  
(With Stamp, Name & Designation)





**Institute of Pesticide Formulation Technology, Gurgaon**

**Category : A**

**Name of the Item :** Laboratory Chemicals / Solvents

**(Fill the details in below given format otherwise tender will be rejected)**

Sr. No.	Brand name of manufacturer under which marketing is done	Name and address of manufacturer with Telephone Nos.	Name and address of bidder with Telephone Nos. and Email id.	Discount Offered on listed price (In Percent)	Rates of Central and State Taxes		Packaging and forwarding charges, if any
					VAT	CST, GST etc.	

\* Add details in separate row for each brand for easy and convenient screening/ Use only one row for one brand, if required extra sheets may be attached.

**Institute of Pesticide Formulation Technology, Gurgaon**

**Category : B**

**Name of the Item :** Laboratory Glass Wares

**(Fill the details in below given format otherwise tender will be rejected)**

Sr. No.	Brand name of manufacturer under which marketing is done	Name and address of manufacturer with Telephone Nos.	Name and address of bidder with Telephone Nos. and Email id.	Discount Offered on listed price (In Percent)	Rates of Central and State Taxes		Packaging and forwarding charges, if any
					VAT	CST, GST etc.	

\* Add details in separate row for each brand for easy and convenient screening/ Use only one row for one brand, if required extra sheets may be attached.

**Institute of Pesticide Formulation Technology, Gurgaon**

**Category : C**

**Name of the Item :** Laboratory Plastic Wares and Filter Aids

**(Fill the details in below given format otherwise tender will be rejected)**

Sr. No.	Brand name of manufacturer under which marketing is done	Name and address of manufacturer with Telephone Nos.	Name and address of bidder with Telephone Nos. and Email id.	Discount Offered on listed price (In Percent)	Rates of Central and State Taxes		Packaging and forwarding charges, if any
					VAT	CST, GST etc.	

\* Add details in separate row for each brand for easy and convenient screening/ Use only one row for one brand, if required extra sheets may be attached.

## Institute of Pesticide Formulation Technology, Gurgaon

**Category : D**

**Name of the Item : High Purity Gases**

(Fill the details in below given format otherwise tender will be rejected)

Sr. No.	Name of Gases	Name and address of manufacturer with Telephone Nos.	Name and address of bidder with Telephone Nos. and Email id.	Discount Offered on listed price (In Percent)	Rates of Central and State Taxes		Transportation Charges, if any
					VAT	CST, GST etc.	

\* Add details in separate row for each brand for easy and convenient screening/ Use only one row for one brand, if required extra sheets may be attached.

## **CHECKLIST**

<b><i>Sr. No.</i></b>	<b><i>Document / Certificate</i></b>	<b><i>Attached Yes / No</i></b>	<b><i>Page No. on Hard Copy</i></b>
1.	Tender Fee : Demand Draft / Banker's Cheque of Rs. 500/- (Non-Refundable).		
2.	EMD : Demand Draft / Banker's Cheque of an applicable amount (Refundable).		
3.	Company Details		
4.	Authentic document for address proof like electricity bill, telephone bill, corporation tax etc		
5.	Valid Registration Certificate of bidder's firm. (Shop Act Registration/ Partnership deed /Memorandum of Article / Registration of Firm / Small Scale Industry Registration only).		
6.	Three Years of Income Tax Return (2013-14, 2014-15 and 2015-16) along with all taxation documents described in company detail page.		
7.	Terms and conditions duly signed on each page.		
8.	Hard copy of Appendices (whichever is applicable). Duly signed on each page.		
9.	Manufacturer Certificate / Fresh Authorization Certificate (Brand-wise) in favour of Director, IPFT, Gurgaon.		
10.	Original Manufacture Price List / Price Catalogue – Hard Copy only		

**Note :**

1. All photocopied documents must be attested with seal and signature except item no. 1, 2 and 10.
2. All the above documents are mandatory; missing of any is subjected to rejection for the Rate Contract, 2016-17.

### **DECLARATION**

I/We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates / permissions/documents are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

**Name of the Firm :**

**Signature of Bidder  
(With Stamp, Name & Designation)**