



# सी एस आई आर - प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान

CSIR - ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

होशंगाबाद रोड, हबीबगंज नाका के पास, भोपाल - 462 026

HOSHANGABAD ROAD, NEAR HABIBGANJ NAKA, BHOPAL - 462 026

(दूरभाष क्र./Phone No.: 2488809, 2457609, 2457615 फैक्स क्र./Fax No.:0091-0755- 2488355/2488985)

ई-मेल /E-mail: [spo@ampri.res.in](mailto:spo@ampri.res.in) वेबसाइट/ Website : [www.ampri.res.in](http://www.ampri.res.in)



Ref. No.: Pur/RC/13,14,15,16(2024-25)

Date :23/04/2024

**By Speed Post**

Due date and time for submission of offer

14.05.2024 till 5.00 PM

Due date and time for Opening of quotation

15.05.2024 at 11.00AM

## Limited Tender Enquiry

प्रति,/To, :

मेसर्स .....

Dear Sir,

We are interested to enter into Rate Contract with **Class I /Class II local** suppliers / Manufacturers on limited tender enquiry basis for the following category of items. You are requested to submit your printed Rate contract/ Price list **SEPARATELY** for each category of items:

S/n	Reference No.	Description
1	Pur/RC/13 (2024-25)	Laboratory Chemicals
2	Pur/RC/14 (2024-25)	Laboratory Glassware's
3	Pur/RC/15 (2024-25)	Laboratory Plastic Wares
4	Pur/RC/16(2024-25)	Laboratory Filter Papers

Tender document can also be downloaded from [www.ampri.res.in](http://www.ampri.res.in), <https://eprocure.gov.in/epublish>

Proforma Invoice/Quotation should be wax sealed:

- Envelope should be addressed to :- Director,  
CSIR-Advanced Materials & Processes Research  
Institute (AMPRI), Near Habibganj Naka,  
Hoshangabad Road, Bhopal - 462 026
- Rate Contract for the Item : \_\_\_\_\_
- CSIR-AMPRI Enquiry reference No.: \_\_\_\_\_ date \_\_\_\_\_
- Due date & time of submitting Rate Contract Proposal: \_\_\_\_\_
- Opening date & time of Rate Contract: \_\_\_\_\_
- Your Company/Firm name & full address left bottom side of envelop: \_\_\_\_\_

Please read the Terms & Conditions carefully before submitting the Rate Proposal in the enclosed format only

**भंडार एवं क्रय अधिकारी / Stores & Purchase Officer**

### Note:

This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration as per procedure".

## निबंधन एवं शर्ते / Terms & Conditions

1. This Laboratory is interested to enter into annual rate contract only with Class I /Class II local **suppliers** / manufacturers or with their authorized dealers/distributors on limited tender enquiry basis, hence the Suppliers are advised to attach the relevant documents along with offer to prove credentials or bonafides with regard to their well established manufacturer or authorized dealer in terms of quality/reputation of their products in scientific community.
2. Rate Contract Proposal should be submitted in SEPARATE ENVELOPE for following Categories of Item:

1	Pur/RC/13 (2024-25)	Laboratory Chemicals
2	Pur/RC/14 (2024-25)	Laboratory Glassware's
3	Pur/RC/15 (2024-25)	Laboratory Plastic Wares
4	Pur/RC/16(2024-25)	Laboratory Filter Papers

3. Rate Contract Proposal should be submitted as per proforma attached at Annexure "A" directly by the original manufacturer /supplier or its Sole Authorized Distributor/Dealer/Indian Agent. In case of bid submitted by a Authorized Distributor/Dealer/Indian Agent, the manufacturer authorization should be attached with the bid(s).
4. The outer cover containing the offer/quote must be super scribed only with the respective File No. , due date and date of opening of tender.
5. Check list attached at Annexure 'D' should be submitted along with the bid by the manufacturing/Authorized Distributor.
6. **This Rate Contract will be applicable for only those items which are not available on GeM.**
7. The rates quoted should be F.O.R., CSIR-AMPRI, Bhopal inclusive of packing/forwarding charges, freight & insurance i.e. free delivery at CSIR-AMPRI, Bhopal premises, otherwise such offers shall not be considered. Where there is no mention of packing, forwarding, freight, insurance charges such offers shall be rejected as incomplete.
8. The Price List / Rates should be valid for a minimum period of **one year** from the date of issue of Annual Rate Contract (ARC). No escalation in basic cost / rates will be considered during the Rate Contract period.
9. The Bid will be rejected if :
  - The Bid is unsigned and undated.
  - The Bid validity is shorter than the required period.
  - If the authorized dealers/distributors has not attached the **Manufacturer Authorization Form (MAF)** attached at **Annexure-C**
10. **VALIDITY:** The Rate Contract(s) shall be valid till one year. It can be further extended
11. **PRICES:** Vendors are requested to submit their separate offers along with latest Price List(s) duly offering maximum discount on it for each category of items for consideration. Only printed price list(s) submitted along with offer will be acceptable for consideration.
12. Following should invariably be enclosed along with quotation:
  - All Annexures of tender enquiry
  - Valid GST Registration No.
  - Company's PAN no.
  - Manufacturer certificate of registration.

- Manufacturer Authorization Form (MAF).
13. No upward revision of prices shall be acceptable under any circumstances. In case of downwards revision of prices during the currency of the Rate Contract; the reduced prices shall be applicable. A certificate stating that maximum discount is being given and no other Govt. organization is being benefited more than this discount. All quotation must include with Bidder Information Form as per **Annexure at “B”**.
  14. **The Rate Contract will only be placed with registered & reputed Class I /Class II local suppliers / manufacturers or their authorized distributors who are authorized for supplying the stores.** Vendors shall have to submit copy of their registration from the concerned statutory authorities or authorized distributorship certificate from their overseas Principals along with their quotations.
  15. Since the time is the essence of the Rate Contract, the Purchase Order issued against R/C should be executed quickly and well within the delivery period mentioned in CSIR-AMPRI Rate Contract(s)/Purchase Order(s). In case, if Vendors fails to supply the stores within stipulated period the Director, CSIR-AMPRI reserves the right to not to accept the supplies either in part or full and to claim.
  16. The prices should be offered on Free Delivery at CSIR-AMPRI Stores, Bhopal basis inclusive of packing, forwarding and insurance covering all risks from warehouse to warehouse in your favour. For any Damages/Shortages/Pilferages during transit, Vendor shall be responsible and such supplies must be replaced normally within 7 working days by the vendor.
  17. The material must be supplied in one lot. Normally part supplies will not be acceptable. The supplies must be as per CSIR-AMPRI Purchase Order and if it is found defective, the same shall be replaced immediately free of charges by the Vendor(s).
  18. The Orders will be placed irrespective of value as per the current requirement of CSIR-AMPRI.
  19. Rate Contract Proposal received after due date will not be accepted under any circumstances. Fax/E-mail quote would not be accepted.
  20. Samples should be submitted, if required.
  21. The rates of Sales Tax or any other taxes/duties and levies should be mentioned specifically.
  22. **GST:** As applicable
  23. Parallel / Partial Rate Contract for similar items can be placed at any time during the period of rate contract with one or more parties.
  24. **Fall Clause:** The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contracts.
  25. Purchase Order for supply of required item will be placed on manufacturer directly or the one authorized dealer / distributor in Bhopal on manufacturers Price List and the discount offered by manufacturer and additional discount offered by the local dealer.
  26. **Liquidated damages** @0.5% per week subject to maximum of 10% of the total value of purchase order as may be deemed fit by this Laboratory will be deducted from the concerned bills of the firms if supply is not effected within delivery period as indicated in P.O.

27. **Payment:** on Bill basis on receipt of material in good working conditions as per our approved specifications. No other payment term will be acceptable. Payment will be made directly Through RTGS. Supplier should produce pre-receipted bill alongwith DC/DM in triplicate duly printed Serial No., S.T. No. & signed.
28. Suppliers should quote the rates and the amount of the items in figures as well as in words. If there is any discrepancy between the prices quoted in figures and words whichever is the higher of the two shall be taken as bid price.
29. Conditional quotations shall not be accepted.
30. All corrections and alterations made in the Price List and other correspondence must be duly countersigned by the authorized signatory, without which quotation shall not be considered.
31. All the products supplied to CSIR-AMPRI shall be of original Brand or Make.
32. **Force majeure** : as may be deemed fit by this Laboratory will be made applicable for this contract.
33. The stores shall be supplied preferably within a period of fortnight or as indicated in the purchase order. In case the firm does not supply the items within the stipulated time schedule, the cancellation of the purchase order can be considered for further action as may be deemed fit by this Laboratory.
34. Goods supplied at CSIR-AMPRI, will have to be replaced free of cost by the Supplier if it is not in accordance with the required quality/specification and quantity approved or is not compatible or usable as per our requirement.
35. Tampered / Broken original packing of the items shall not be supplied by the firm & shall not be accepted in CSIR-AMPRI.
36. No alternate substitute or duplicate branded items shall be supplied by the firms to CSIR-AMPRI.
37. For any Rate Contracted items, if the manufacturers has any free gift scheme, the same shall have to be passed on to CSIR-AMPRI, without any cost.
38. Copy of Purchase Order may be returned to this office within 21 days duly signed along with stamp as a token of acceptance of order.
39. In the event if there is any reduction in the basic rates as printed in the price list at any <sup>s</sup> <sup>t</sup> <sup>a</sup> <sup>g</sup> <sup>e</sup>, the Manufacturer/Distributor should provide price list for placing orders at such reduced rates.
40. Compliance with National/International standards if any should be specified.
41. In case of non fulfillment/non-compliance of the above terms & conditions, such quotation shall be treated as incomplete.
42. Before supply of the Rate Contracted goods to CSIR-AMPRI, suppliers should ensure that :
  - a. Expiry date items should not be supplied. All material supplied should be from fresh stock with longer durability.
  - b. For any item even pack of two or more if free gift scheme is provided by manufacturer that free gift should be supplied to CSIR-AMPRI on first supplied item even for single supply item of pack two or more.

- c. Bill raised by the supplier for any Rate Contract item and amount mentioned in the bill should tally with Rate Contract prices unless MRP is reduced.
  - d. All the items mentioned in the Rate Contract should be of original make & no substitute or refilled or otherwise inferior quality should be supplied to CSIR-AMPRI and a certificate to this effect may be recorded in the Delivery Challan
  - e.
  - f. /Bill that the item supplied to CSIR-AMPRI is of original make of the manufacturer & not substitute or refilled.
  - g. Non-rate contracted items should not be supplied to CSIR-AMPRI along with Rate Contract items unless accepted by Supplier /CSIR-AMPRI in writing before awarding Rate Contract to supplier. Bill for rate contracted items should specify Sr. No. of the items as per Rate Contract awarded / accepted.
  - h. Bill raised for suppliers to CSIR-AMPRI should be printed with Sr.no., Bill no. CST / TIN & sign of the authorized signatory with countersign for any corrections.
  - i. In case delivery of any items is required to be made in part, as may be instructed by CSIR-AMPRI, then supplier should comply to this for emergent delivery.
- 43.** Offers for required items of **Class I /Class II local suppliers/manufacturer**, available from ready stock, can be considered. Any offer to supply on Forward Delivery basis under suppliers own import quote license will also be considered. In such a case indicate ICT No. name and address of foreign principals. Specific mention should be made wherever the delivery will be ex-stock or stores will have to be imported or obtained from the works and the time required for delivery after receipt of the order.
- 44.** All offers shall be kept valid for Ninety (90) days from the date of opening of the quotations,  
no revision in prices shall be allowed after opening the quotations.
- 45.** Printed conditions of tender, including those on the reverse or otherwise sent along with the tender, if any, shall not be binding upon us.
- 46.** The Director, CSIR-AMPRI reserves the right to accept or reject any offer in part or in full without assigning any reasons thereof.
- 47.** Director, CSIR-AMPRI reserves the right to place order(s) with any other Vendor(s) or to cancel/terminate the Rate Contract(s) without assigning any reasons whatsoever.
- 48.** All disputes arising out of the Rate Contract(s) shall be referred to the sole arbitration of the Director, CSIR-Advanced Materials & Processes Research Institute, Bhopal; whosaward shall be final & binding on the parties to the dispute. The venue of arbitration shall be AMPRI-Bhopal. All legal proceedings, if any, in this respect shall be subject to the jurisdiction in courts in Bhopal only.

**QUOTATION TO BE SUBMITTED ON YOUR LETTER HEAD IN FOLLOWING FORMAT**

1. Name of Manufacture :
2. Make / Brand :
3. Whether price list applicable is inclusive of :  
GST or GST extra mention percentage
4. Maximum discount on Manufacturers Price :  
List applicable
5. Additional discount of dealer over and :  
above No. 5
6. Effective date of price list. :
7. **Two copies** of price lists duly signed with  
Supplier's Rubber Stamp and C.D. to be  
Submitted with the offer. The Price List  
Will be valid upto One year from the date  
of issue of Rate Contract
8. All the terms & conditions mentioned  
in attached letter acceptable to us

**Signature with Rubber Stamp**

Place :

Date :

**Bidder Information Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for bids]*

Page 1 of \_\_\_\_\_ pages

1. Bidder's Legal Name *[insert Bidder's legal name]*
2. In case of JV, legal name of each party: *[insert legal name of each party in JV]*
3. Bidder's actual or intended Country of Registration: *[insert actual or intended Country of Registration]*
4. Bidder's Year of Registration: *[insert Bidder's year of registration]*
5. Bidder's Legal Address in Country of Registration: *[insert Bidder's legal address in country of registration]*
6. Bidder's Authorized Representative Information  
  
Name: *[insert Authorized Representative's name]*  
Address: *[insert Authorized Representative's Address]*  
Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*  
Email Address: *[insert Authorized Representative's email address]*
7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.

Signature of the Bidder .....

Name .....

Business Address .....

**MANUFACTURERS' AUTHORIZATION FORM**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]*

Date: *[insert date (as day, month and year) of Bid Submission]* Tender

No.: *[insert number from Invitation For E-bids]*

To: *[insert complete name and address of Purchaser]*

**WHEREAS**

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 21 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



Check List for Manufacturer / Authorized Distributor /Dealers

Quotation for : .....

1. Rate quoted both in words & figures : Yes quoted
2. Name of Authorized Dealer & a Certificate from Manufacturer for executing CSIR-AMPRI orders. : enclosed as Annexure -I
3. Rate Contract Proposal submitted along with Printed Price List duly: Yes , price list 2 copies enclosed in Signed, stamped and dated Envelope-II
4. Rate Contract Proposal submitted in separate envelopes as :
  1. Outer Cover (Envelope-I)
  2. Inner Cover - Price List (Envelope-II)
5. The Price List will be valid for One year from the date of issue of Rate Contract:
6. Prices not quoted more than MRP cost :
7. Price certificate about (Fall clause) furnished : Yes
8. Agreeing for liquidated damages clause for supply beyond stipulated delivery period in the Purchase Order : Yes
9. Delivery period : within 15 days,
10. Validity of rates/ prices : One year from the date of issue of Rate Contract
11. Agreeing for payment terms:  
: 100% through RTGS on Bill basis within 30 days after satisfactory receipt of material in good condition
12. Authorized Dealer should enclose : Yes
  - a. GST Registration certificate
  - b. Authorized Distributorship Certificate for Executing CSIR-AMPRI orders.
  - c. Price Certificate
  - d. Profile of the firm & client list
13. All correction/alteration in quotation initialed by authorized signatory : Yes
14. Manufacturer and or Authorized Dealer Agreeing to all the terms and conditions of tender document : Yes

15. Total number of pages in Price List (Envelope-II) :
16. Price List is inclusive of Packing, forwarding : Yes  
Freight, insurance i.e. Free delivery at CSIR-AMPRI, Bhopal
17. Compliance with National / International Standard :
18. Two Copies of Price Lists of manufacturer and C.D. containing :  
Price List enclosed along with Envelope-II
19. CD of price list i. Available, : Yes /No  
ii. Enclosed : Yes /No

**Signature of the Manufacturer / Authorized Distributor/ Dealer**

**Format for declaration by the Bidder for Code of Integrity & conflict of interest**  
**(On the Letter Head of the Bidder)**

**Ref. No:** \_\_\_\_\_

**Date** \_\_\_\_\_

To,

\_\_\_\_\_

(Name & address of the Purchaser)

Sir,

With reference to your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para 1.3.0 of ITB of your Tender document and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature  
(Name of the Authorized Signatory)  
Company

**Bid-Securing Declaration Form**

Date: \_\_\_\_\_ Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

## Annexure-G

Self- Certification by the **manufacturer** for Local Content  
(Refer DPIIT Order No. P-45021/2/2017-PP (BE-II) dated 16 September 2020)

(On the Letter Head of the Bidder)

Ref:

Date :

To,

\_\_\_\_\_  
(Name & Address of the Purchaser)

S.No.	Name of Item	Percentage of Local Content	Details of value Addition	Status of the bidder, whether, Local supplier Class -I /Local Supplier Class-II or Non-Local supplier

As per OM No. P-45021/2/2017-PP (BE-II) dated 16 September 2020 issued by Public Procurement Section, Department of Promotion of Industry and Internal Trade, Government of India –Class-I, Class-II Supplier and Non-Local supplier is as:

- A) I/We Certify that I/we come under **Class-I Local supplier** category whose goods / services local content is minimum 50%  
OR
- B) I/We certify that I/We come under **Class-II Local Supplier** Category whose Goods/Services local content is minimum 20%  
OR
- C) I/We certify that I/We come under **Non- Local Supplier** Category whose Goods/Services local content is less than 20%

(Please Tick from A / B/ or C which is appropriate)

We state that the value addition of local content is \_\_\_\_\_%  
and value addition has been made by us at (mention the address please).

I / We hereby certify that the above statement is true and correct to the best of my knowledge. I understand that a false statement/declaration will disqualify/debar me from the process.

CSIR ,AMPRI enquiry No. \_\_\_\_\_

Signature

(Name of the Authorized Signatory)

Company Seal