

NATIONAL INSTITUTE OF HYDROLOGY
(A Govt. of India Society under Ministry of Water Resources
River Development & Ganga Rejuvenation)
JALVIGYAN BHAWAN,
ROORKEE – 247 667 (UTTARAKHAND) INDIA
Tel: 91-1332-249217; Fax: 91-1332-272123. 273976
E-mail: omkar.nihr@gov.in; Website: www.nihroorkee.gov.in

TENDER DOCUMENT

**OPEN TENDER FOR SUPPLY OF CHEMICALS,
GLASSWARES, PLASTICWARES AND FILTER PAPERS
FOR NIH LABORATORIES FOR ENTERING INTO THE
ANNUAL RATE CONTRACT FOR THE YEAR 2018-19**

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SUBJECT: Annual Rate Contract for supply of Chemicals, Glasswares, Plasticwares and Filter papers for the year 2018-19.

Cost of Tender document: Rs. 590/- (Rupees Five hundred ninety only)

NAME OF THE FIRM:-----

ADDRESS OF THE FIRM & PHONE NO:-----

Last Date & Time for Sale of Tender Document: 14.06.2018 up to 5.00 P.M.
Last date & Time for submission of Tender form: 15.06.2018 up to 3.00 P.M.
Date & Time of opening of Tender form: 18.06.2018 at 4.00 P.M.

[Omkar Singh]
Scientist F & Purchase Officer

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No. 5(XVI)/2018-Pur-01

Dated: 29.05.2018

NOTICE INVITING OPEN TENDER

Sealed Tender for Annual Rate Contract are invited on behalf of Director, National Institute of Hydrology, Roorkee only from the Manufactures, authorized distributors/dealers/agents. Distributors, dealers & Agents who are authorized by the manufacturing firm in India/abroad must submit their proposal with proper authorization letter issued by the manufacturer along with their offer of discount on their price list valid throughout India failing which document of ARC will be rejected.

A certificate to this effect may also be submitted that the discount offered by them is not less than what is being offered to any other Govt. Organization/Institutions under the ARC. The sole authorize distributor should enclose their sole authorization letter/certificate from the foreign Principal for the period of contract. The manufacturer company should be ISO certified or equivalent.

Non-transferable Tender documents for Annual Rate Contract can be obtained from Purchase Section, NIH, Roorkee on payment of Rs.590/- (Rupees Five hundred ninety only). In case of download Tender document, Draft/Banker's cheque may be prepared in favour of NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE and submitted along with Tender Document. The tender document received without cost will be summarily rejected. The sealed Tender Document must be dropped in the tender box kept Admn. Section of NIH, Roorkee by 3.00 PM on 15.06.2018.

An amount of **Rs. 25,000/- (Rupees Twenty Five thousand only)** towards Earnest Money Deposit (EMD) should be deposited in the form of crossed Demand Draft payable to National Institute of Hydrology, Roorkee. The tenders of the firms/dealers who do not deposit EMD in the above said manner is liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted. The tender sent by post, received after due date & time will also not be accepted.

The Director NIH, Roorkee reserves the right to accept any or all tenders without assigning any reason thereof . No correspondence shall be entertained in this regard.

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**ANNUAL RATE CONTRACT FOR SUPPLY OF
CHEMICALS/GLASSWARES/PLASTICWARES AND FILTER PAPERS**

Terms & Conditions of Rate Contract

1. That the freight, insurance charges, if any will not be borne by the purchaser. Similarly shortage, pilferage in transit will be the 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.
2. That the delivery/supply will be made on F.O.R. basis to this Institute by road transport or passenger train.
3. GST will be paid extra as applicable.
4. That the delivery of goods will be taken at the risk and cost of the supplier from railway/transport.
5. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 5% of the total value of goods/contract value.
6. The firm must clearly mention that the billing for supply of material will be done by them directly, or by their authorized dealer (s).
7. The firm should submit at least 2 copies of printed price list with soft copy for the year 2018-19. Price list once submitted with the tender document will not be changed during the period of R/C.
8. The Annual Rate Contract (ARC) will be effective for one year and can be extended if it is agreed mutually by both parties.

10. The firm should submit the list of Govt. Deptt/Organizations/Institutions, with which they have Rate Contract of Chemicals, Glasswares, Plasticwares and Filter Papers during the last five years. The firm will supply the material as per purchase order and short supply of material will not be accepted in any circumstances.
11. No revision in rate (on higher side) will be accepted during contract period.
12. That the order will be placed as per requirement irrespective of value of the order.
13. The firm may supply the required items as per unit price mentioned in the price list.
14. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
15. No payment will be made for unsatisfactory/damaged supply of good.
16. The perishable store and the rejected material must be replaced free of cost by the Manufacturer firm supplier immediately.
17. The articles should be securely packed to avoid damages etc. in transit.
18. Supply should be made from the latest batch of production with the maximum life period & original packing.
19. Pre-receipted bills should be sent alongwith goods.
20. The bills may be prepared in the name of the Director, NIH, Roorkee.
21. Enlistment under Rate Contract with this institute does not ensure business of any quantum, whatsoever.
22. The disputes arising in connection with the executing the orders will be subject to the Indian laws and jurisdiction of the courts in Roorkee.
23. The Director, NIH reserves the right to cancel the rate contract without assigning any reason thereof.

[Omkar Singh]
Scientist F & Purchase Officer

INSTRUCTIONS OF BIDDERS/TENDERS

1. Incomplete proposal and tenders received after due date shall not be entertained.
2. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation.
3. Printed & bounded price list for 2018-19 duly signed & certified by authorized signatory must accompany the tender, in duplicate.
4. Trade discount along with certificate certifying that higher discount is not given to any other Department then offered.
5. In case of discrepancy between unit price & total price, the unit price shall prevail.
6. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared/indicated in the tender.
7. The Bid Security (EMD) worth **Rs. 25,000/- (Rupees Twenty Five Thousand only)** for each proposal is to be paid in the form of Demand Draft/Bank Guarantee. The demand Draft may be in favour of National Institute of Hydrology payable at Roorkee. This amount (Bid Security) will be converted into performance Security money, if rate contract is awarded.
8. Printed price list (Hard Copy) 2018-19 may be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
9. Authorization certificate in respect of foreign firms duly self attested and showing validity for the year 2018-19 may be submitted.
10. Terms & Conditions given in the Institute format duly signed/sealed may be submitted.
11. Photocopy of the price list in spiral binding will not be accepted.
12. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
13. The price list which is in CD may be download and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
14. The competent authority reserve the right to accept or reject any or all tenders without assigning any reason.

APPLICATION FORM FOR ENTERING INTO ANNUAL RATE CONTRACT FOR SUPPLY OF
CHEMICALS/GLASSWARES/PLASTICWARES/FILTER PAPERS WITH NATIONAL INSTITUTE
OF HYDROLOGY (NIH) 2018-19

1. Name & full address of the Firm : _____

2. Item/materials for which rate : _____
contract desired/applied for
a) Chemicals _____
b) Plasticwares _____
c) Glasswares _____
d) Filter Papers _____
3. If the Firm is under Rate contract : _____
with _____

Other Govt. Deptt./Res. Instt.: _____
Give details alongwith _____

Certified copies of rate contract : _____
issued by Institutes/Deptts. _____
4. Annual Turnover of the firm/company: _____
during financial year 2017-18
(enclosed documents in support
of claim) Rs. _____ Lakhs.
5. Whether the firm is registered: _____
under company Act 1985. If yes
enclosed certified copies _____

In case firm is registered with : _____
other Govt. Deptt/Agency, the
same may be stated with _____
documentary evidence. _____
6. Certified copies of state GST : _____
Registration with date _____
of validity. _____
7. a) GST/PAN No.: _____
(In the name of firm/company &
not individual) _____

b) Three year income Tax Return : _____
{ copy}. _____

8. Whether product catalogue is in: _____
circulation, If so please enclose one
copy/set.

9. State whether you have been: _____
currently banned/blacklisted by
any Ministry/Deptt. of Central Govt.
or any State Govt. If so give details.

10. If the firm is under Rate Contract with: _____
other Govt. Deptt/Res. Instt. Give
details along with certified copies of
rate contract issued by Instt/Deptt.

11. In case you wish to enter into rate contract for imported goods, please furnish details as given below:

| Name of the Principal firm | Brand/Make of the goods | Date of acquiring | Dealership Date of expiry of Dealership | Prices in foreign currency or in Indian Rupees | Whether certified copy Dealership enclosed (Say Yes/No) |
|----------------------------|-------------------------|-------------------|---|--|---|
| | | | | | |

12. Trade Discount alongwith certificate: _____
of not giving higher discount to any
other Department _____

13. Any other information vital for : _____
entering into rate contract _____

Signature
Name of Company/Firm Complete addressed

PROFORMA TO BE FILLED BY THE TENDERER

| | | |
|----|--|--|
| 1. | Tender Ref. No. | |
| 2. | Name of the Tenderer with full address.(Telephone, Email etc.) | |
| 3. | Name & address of the Local authorized Dealer/Distributers if applicable (With Tel./Fax/Mobile/Email address). | |
| 3. | No., Date & amount and issuing Bank of the DD towards EMD. | |
| 4. | GST/PAN No. (Manufacture) | |
| 5. | Trade Discount along with certificate of not giving higher discount to any other Department. | |
| 6. | Please indicate name & full address of your Banker with Branch Code, IFS Code, MICR Code etc. | |
| 7. | State whether you have been currently banned/blacklisted by any Ministry/Deptt. of Central Govt. or any State Govt. if so give details. | |
| 8. | Three year income tax return copy. | |
| 9. | If the firm is under Rate Contract with other Govt. Deptt/Res. Instt. Give details along with certified copies of rate contract issued by Instt/Deptt. | |

Signature of authorized signatory of the firm

Name & complete address of the firm_____

Phone/Mobile No._____