



National Centre for Sustainable Coastal Management

(Ministry of Environment and Forests, Government of India)
Koodal Building, Anna University Campus, Chennai 600025, INDIA
Phone: (+91) 44 2230 0108, Fax: (+91) 44 2230 0108, Website: www.ncscm.org



Ref. No. : 5-1(9)/PROC/NCSCM/2013/8/

30th April 2014

To

Sir,

Sub: Invitation for bids for the supply of Laboratory Chemicals, Consumables, Glassware, Plastic wares, Filter papers and Micropipettes etc. on Rate Contract - Reg

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute of the Ministry of Environment and Forests and has its Office located in Koodal Building, Anna University Campus, Chennai-600025.

Quotations are invited from the reputed Manufacturers/ Authorized Dealers/ Distributors for the Procurement of Laboratory Chemicals, Consumables, Glassware, Plastic wares, Filter papers and Micropipettes etc. for National Centre for Sustainable Coastal Management, Anna University Campus on Rate Contract with the following terms and conditions.

The tender documents are also available on NCSCM website <http://www.ncscm.org/tenders/>

1. Qualification Criteria/Eligible Bidders

- This Invitation for Bid is open to all registered Manufacturers/ Authorised Dealers. You should quote PAN , TAN , VAT & Registration numbers, Service Tax numbers, whichever is applicable and enclose certified copies.
- Authorized Dealers / Distributors / Importer who are quoting for the tender on behalf of manufacturers should submit copy of Dealership/ Distributorship/ Authorization letter from the manufacturer.
- The agencies/firm/company should have existed for minimum period of 5 years. Proof of existence should be attached
- Bidders should submit evidence of Order worth at least Rupees One lakh from a single customer in the previous financial year.
- Quoted rates should be valid for minimum period of **ONE YEAR** from the date of issue of offer by NCSCM

2. Bid Prices

- a. The rate must be in Indian Rupees.
- b. Bidders should furnish their Price Bid/Catalogue of Products both in **MS EXCEL** and in Print.
- c. All duties, taxes and other levies payable by the supplier shall be included in the total price.
- d. The quoted Price should include delivery/installation charges, if any
- e. Manufacturer's discount should be specifically mentioned and included as a certificate. In addition Dealer's discount may also be incorporated in the Tender as a certificate

3. Submission of Bids:

- a. The supplier shall submit the bid in a sealed envelope containing the following:
 - (i) Tender Documents duly signed and stamped (as per Annex I to IV)
 - (ii) Copies of Authorized dealership certificate
 - (iii) Proof of Previous Financial Year statement
 - (iv) Copies of Price List (both in MS-Excel and Print format)
 - (v) Discount Certificate (Manufacture/Dealer)
 - (vi) Proof of existence of 5 years
 - (vii) Proof of turnover
 - (viii) Copies of PAN , TAN , VAT & Registration numbers, Service Tax numbers
- b. The above may be addressed to **The Director, National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai-600 025.**
In each envelope bear the following identification :-
 - Quotation for **Procurement of Laboratory Chemicals, Consumables etc. on Rate Contract**
 - Do not open before **11.00AM** on **31/05/2014**
 - Quotation ref. no. **5-1(9)/PROC/NCSCM/2013/8.**
- c. You are requested to submit your bid latest by **5.00PM** on **30/05/2014**
- d. Further Clarifications please contact email: **info@ncscm.org**

4. Other Terms & Conditions

1. Any bid received by the NCSCM after the deadline will be rejected.
2. The bidders may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the NCSCM prior to the deadline prescribed for submission of bids
3. The quotation shall contain signature of the authorized person and the office seal
4. All the goods to be supplied must be of reputed brands and from fresh stock
5. Warranty for any manufacturing defects and satisfactory performance may be specifically indicated wherever applicable.
6. Payment shall be made after the supply and acceptance of goods
7. Director NCSCM reserves the right to select or reject any or all tenders without assigning any reason or to accept them in part or full

-Sd-

Manager(Admin/HR)

General Specification

S. No.	Particulars	Details to be filled by the Company/Agency/Firm
1.	Name of the Company / Firm / Agency	
2.	Registered office/business address of the Company / Firm / Agency	
3.	Name of Contact Person(s)	
4.	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5.	Category for which Rate Contract is applied (e.g. Chemicals, Glasswares, Filter papers, Plasticwares, etc.)	
6.	Whether Price list in printed format and MS-Excel format enclosed	
7.	Whether in Rate Contract with 5 Central/State Government research Institutes such as CSIR, ICMR, ICAR, IIT, DBT, State/Central universities/DRDO (if yes, please mention)	
8.	In case of imported items, mention the name of manufacturer in the price list for which rate contract is applied	
9.	Whether all the authorization for all the manufacturers is enclosed.	
10.	The Authorization/Dealership letter of principal company issued after the date of publication of this tender is to be attached in original.	
11.	Is there any open authorization in India? (if yes please mention)	
12.	Discount offered	
13.	VAT/Taxes/Duties etc.	
14.	Delivery period from ex- Stock	
15.	If item is not in Ex-Stock please mention delivery period	
16.	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required by the NCSCM	
17.	Extra details if any	

Authorized signature and seal of the company

Date:

Place

**BANK DETAILS REGARDING THE TRANSFER OF PAYMENT THROUGH
NEFT/RTGS**

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to NCSCM, Chennai are as follows:

S.No	Particulars	
1	Name & Address of the firm	
2	Contact person	
3	Contact No. of firm	
4	Email ID of Concerned person	
5	Particulars of Bank Account of Firm*	
i.	Name of Bank	
ii.	Name of Bank Branch	
iii.	Bank Address	
iv.	Bank Branch Telephone No.	
v.	9 Digit Code Number of (MICR) the Bank and Branch	
vi.	IFSC Code of the Bank Branch (application for the bank branches participating RTGS system of RBI for fund transfer)	
vii.	Type of Bank Account (Saving Bank, Current Account etc.)	
viii.	Account Number (as appearing on the cheque book please ensure to mention the complete account No. as allotted by the bank)	

*Attach a cancelled CTS-2010 cheque.

Authorized signature and seal of the company

Date:

Place:

DECLARATION (To be given on a stamp paper of Rs. 20/-)

I, Mr. / Ms. / Dr. _____
Son/Daughter/Wife of Sri _____
Proprietor/Partner/Director, a authorized signatory of the Company/Firm/ Agency,
namely M/s _____ is competent to sign this declaration
and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. The information / documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;
3. I do hereby undertake that the Company/Agency/Firm shall comply with all statutory provisions relating to Service tax and any other taxes/Acts/Rules relevant to the matter and in case any liability arises on National Centre for Sustainable Coastal Management (NCSCM) on this account, the Company/Agency/Firm shall bear the same;
4. It is also certified that the Company/Firm/Agency namely M/s _____ having its registered office at _____ has not been black-listed by any Government Department / Public Sector Undertaking/World Bank.

Authorized signature and seal of the company

Date:

Place:

FALL CLAUSE NOTICE CERTIFICATE

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the stores supplied under Rate Contract shall under no event be higher than lowest prices at which we sell the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, NCSCM will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Authorized signature and seal of the company

Date:

Place: