



**GENERAL CONDITIONS**

**Ref: RCL-162772/2017-2018 (N)**

**Tender Notice No: 009/2017-2018**

**1. MANNER & METHOD FOR SUBMISSION OF BIDS**

- 1.1 All tenders shall be made in ENGLISH only.
- 1.2 The details in regard to specifications and other terms and conditions should be cogent and clear to the extent possible.
- 1.3 FOLLOWING ANNEXURES must be filled up properly
- |     |                              |   |            |
|-----|------------------------------|---|------------|
| (a) | Schedule of Price & delivery | - | Annexure A |
| (b) | Schedule of Experience       | - | Annexure B |
| (c) | Schedule of deviation from   | - | Annexure C |
- 1.4 Each page of the tender except the Price & Delivery part shall be on printed letterheads or forms and bear the signature, date, name and designation of the person signing the offer. If they are not on letterheads, a rubber stamp indicating full name, address and phone No., Telex No., Fax No. etc. of the firm shall be affixed at the end of each page. The price & delivery part shall be as Annexure A attached.
- 1.5 This tender document is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
- 1.6 Bids containing erasures or alterations are liable to be rejected unless countersigned by the authorised signatory.
- 1.7 All rates and total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount only will be considered.
- 1.8 Tenders will be opened in the presence of attending tenderers on the date and time specified in the tender papers. In the event the due date is declared as holiday, the tender will be opened on the following working day.
- 1.9 Any deviation/substitution in regard to the specifications must be indicated in Annexure C of this tender document. Otherwise it shall be binding on the bidder to supply the items as specified in this tender specification.





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- 1.10 All bids are to be submitted before the due date and time. **The bids shall be enclosed in a closed envelope and sealed duly marked "Tender for Stationery items – Letter heads, envelopes, folders etc.,"; Ref.No.RCL-162772/2017-2018 (N); Due on 29/12/2017 and mailed to the Head-Purchase.** Offers delivered in person shall be deposited in the Tender Box kept in the office.
- 1.11 Please return the tender papers including Conditions of Tender as well as the Annexures with your signature, rubber stamp and date affixed on each page.
- 1.12 All bids in response to this invitation of tender should be submitted in a manner and method specified above. Tender which do not comply with the above conditions are liable to be rejected.
- 1.13 Late and delayed tenders will not be considered. Therefore tenderers shall ensure that the tender reaches the employer on or before the due date and time stipulated for receipt of bids.
- 1.14 Individuals signing the bid form and other supporting documents must specify the capacity in which they sign, like -
- Whether signing as a Sole Proprietor of the firm or his attorney.
  - Whether signing as a partner of the firm or his attorney
  - Whether signing for the firm as Agent.
  - Whether signing as Director of a Limited Company.
- 1.15 National Centre for Biological Sciences (TIFR) reserves the right to reject any or all the tenders without assigning any reason.
- 1.16 The prices shall remain unchanged for a period of two years except for changes in Government levies / duties (if any).**
- 1.17 (a) If it is noticed that there is any downward trend in the prices, the same shall be informed to the NCBS and subsequent billing shall be made as per the reduced prices.  
(b) However, if NCBS ascertain higher discounts for these items in the market, this will be brought to your notice for extension to the rates specified herein.  
(c) If your offer a higher rate of discount to any research establishment /government organization / any private organization, the same discount offered to them shall be passed on to NCBS.





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2. CATALOGUE/TECHNICAL LITERATURE

All necessary catalogue/literature/data and details of item/s as are considered to be essential for full and correct evaluation of the bid shall invariably accompany the bid. In the event, if the contract is finalised on you, 2 set of catalogue/ price list should be submitted within 15 days on receipt of the Work Order.

3. PRICE

The price/s quoted shall be firm till the complete execution of the contract. The prices shall be FOR SUPPLIES AT NCBS, BANGALORE (including loading, unloading, handling, etc.).

4. Please indicate the taxes applicable separately. If the prices being offered are based on catalogues / Price Lists, please indicate the rates of taxes applicable and percentage of **DISCOUNT APPLICABLE** on the catalogues / price lists separately.

5. VALIDITY OF BIDS

**The bids shall be valid for a period of two years from the date of opening of the Price bids.**

6. DELIVERY

The tenderer should clearly mention the time required for supplying the item/s. Orders from NCBS may be placed either telephonically / through e-mail / by fax. Items should be delivered only to the NCBS stores and not to any other individuals / laboratories.

The prices being indicated by you in your offer agreed are "FOR DESTINATION" basis and the deliveries shall be made to the National Centre for Biological Sciences, GKVK Campus, GKVK Post, Bangalore 560 065. Delivery shall be made normally within 2 days. However, 6 days will be allowed for exceptional cases only.

7. PACKING

The item should be packed appropriately so that it can sustain transit hazards, multiple handling, etc. during transit.





8. CLARIFICATION

After opening the bids, if it becomes necessary for the purchaser to seek clarifications from the bidders, the same will be sought from the bidders. In such an event, the bidders will furnish all technical information/clarifications to the purchaser to reach on or before the due date fixed for that purpose indicating the Purchaser's tender reference. If the technical clarifications sought do not reach on or before the due date fixed, the bids shall be summarily rejected without any further notice.

9. DEFINITION AND MEANINGS

In constructing these conditions, specifications, etc. in the tender document or the Annexures/Appendices the following words shall mean herein assigned definitions except where the subject context is otherwise stated.

- EMPLOYER/PURCHASER : Shall mean the National Centre for Biological Sciences, TIFR
- BID/TENDER : Shall mean the proposal/document that the BIDDER submits in the requested and specified form or otherwise along with Annexures, Appendices, etc.
- BIDDER/TENDERER : Shall mean the firm/party who quotes against an enquiry.
- CONTRACTOR/SUPPLIER : Shall mean the party to whom a Work Order/Rate Contract is awarded to undertake all or a part of the work covered by this tender document as well as and amendment orders relating to this tender issued by the Employer and shall include his/their legal representative, assignee/s or successor/s.
- CONTRACT : Shall mean and include the articles of agreement, Declaration form, the general and special conditions, the Annexures, the Schedule of Quantities & rates and the specifications attached hereto and the drawings, if any.





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10. Schedule of Price & Delivery:  
See Annexure – 'A'.

**IMPORTANT**

Please fill up annexure 'A' in the format given. Quotations received in any other form are liable to be rejected.

**ANNEXURE – A**

**SCHEDULE OF PRICE AND DELIVERY as per Annexure - A**

Your offer should specifically and clearly indicate the following:

1. Taxes applicable for each items to be quoted separately.
2. Percentage of discount you wish to offer on the prevailing price list / catalogue.

**In the event, if the contract is finalised on you, 2 set of catalogue/ price list should be submitted within 15 days on receipt of the Work Order.**

**NOTE:**

1. NCBS is a public funded institution and eligible for Central Excise duty exemption in terms of notification No. 10/97 Central Excise dated March 1, 1997.

You are requested to quote taking into account the above concessions while offering your price.

For and on behalf of  
National Centre for Biological Sciences

  
Head-Purchase



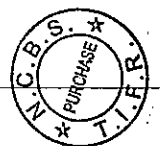


**SCHEDULE OF EXPERIENCE**

**ANNEXURE - B**

Please furnish list of major rate contracts undertaken with relevance to this tender during the past two years.

Sl. No.	Name of the company with full address	Name of the brand of products supplied	Purchase Order/Work Order No. & date	Contract period	Total volume of business in terms of value executed through the contract
Signature					
Name					
Designation					
Name of company					
Date					
Seal of the company					





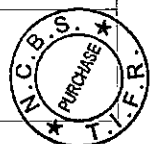
**ANNEXURE - C**  
**SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS**

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

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The bidder hereby certifies that the above mentioned are the only deviations from specification of this tender. [State NIL if no deviation is envisaged].

Signature	
Name	
Designation	
Name of the company	
Date	
Seal of the company	









ANNEXURE – A TO RCL-162772/2017-2018 (N)  
COST of TENDER = Rs. 7.00 Lakhs p.a

Sl.No.	ITEM NAME	UOM	Unit Rate
1	Letter Heads, A4 size (per 100 sheets) NCBS	No	
2	Letter Heads, A4 size (per 100 sheets) NCBS, TIFR	No	
3	Envelops, A3 size(clothline) With NCBS Logo	No	
4	Envelops, Airmail,S: 23cm x 10cm With NCBS Logo	No	
5	Envelops, Clothlined S: 25cm x 20 cms(8"x10") With NCBS Logo	No	
6	Envelops, NCBS, S: 26cm x 11 cm(Office size) With NCBS Logo	No	
7	Envelops, Size 8"X10"(Brown) With NCBS Logo	No	
8	Envelops, Size A3(Brown) With NCBS Logo	No	
9	Envelops, Size A4(Brown) With NCBS Logo	No	
10	Envelops, Size A4(cloth lined) With NCBS Logo	No	
11	Folders Brown (purchase) A4 size	No	
12	Folders Green (purchase) A4size	No	
13	Folders, Blue	No	
14	Folders, Pink	No	
15	Laboratory Note Books (Medium)	No	
16	Laboratory Note Books (Small)	No	
17	Long Note Book 100 pages Ruled	No	
18	Long Note Book 100 pages unruled	No	
19	Long Note Book 200 pages Ruled	No	
20	Long Note Book 200 Pages Unruled	No	
21	Note Pads - Medium	No	
22	Note Pads - Small	No	
23	Noting Sheets, Green Sheets	No	
24	BILT 1 Ream A4 Paper	No	
25	Short Note Book 100 pages Ruled	No	
26	Short Note Book 100 pages unruled	No	
27	Short Note Book 200 pages Ruled	No	
28	Short Note Book 200 Pages Unruled	No	
29	Shorthand Note Book	No	
30	Spiral Note Books 100 pages (Small)	No	
31	Spiral Note Books 17cm x 24.5 (Medium)	No	





(The following undertaking to be submitted in your letter head with the tender, failing which your offer is liable to be rejected)

**UNDERTAKING FOR RATE CONTRACT FOR THE PERIOD 2017-2019**

1. We.....(Name of the firm)certify that the price list/price catalogue submitted to NCBS for the rate contract period 2017-2019 is uniform price list throughout the territory of India for other R&D Institute/ University/ Department/ Organization.

2. We.....(Name of the firm) do hereby certify that the rates quoted is/offered discount to NCBS for the rate contract period 2017-2019 are not more than the rates charged/discount offered/given to any other R&D Institute/ University/ Department/Organization

3. If we.....(Name of the firm)or our/Authorized distributor/ Authorized dealer/Channel Partner/nominated vendor found offering any lower Price/higher discount than the offered to NCBS, Bangalore to any other R&D Institute/ University/ Department/ Organization, shall be Debarred and Blacklisted automatically without any further reference to the firm and dealer. In case any such discrepancies are noticed you should refund the amount to NCBS.

During the tenure of the contract, the benefits of any promotional offers by the manufacturers will also be passed on to NCBS.

Place:

Date:

Authorized Signatory  
with Company seal

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.....  
Name of Signatory and designation.

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**Customs Duty/ Excise Duty Exemption**

NCBS is a Public Funded Research Institute registered under GOI Notification 51/96-Customs and 10/97-Central Excise for availing duty exemptions. At present customs duty payable by NCBS against direct import or through bonded ware house is 5.15%(including cess) and excise duty zero, on the assessable value.

In view of the above we request you to either (a) arrange to supply at 5.15% concessional customs duty in INR or (b) arrange for direct import form you principals or (c) arrange for supply with NIL Excise duty.



