

DIRECTOR
NATIONAL INSTITUTE OF MALARIA RESEARCH
(Indian Council of Medical Research)
Sector-8, Dwarka, New Delhi-110077

TENDER DOCUMENT

Contents:

- 1. Instruction of Bidders**
- 2. Terms and Conditions**
- 3. Check List**
- 4. Brands for Chemicals, Consumables, Glassware, Kits, Plasticware & Sequencing –Annexure A,B,C,D,E&F**

Cost Rs.1500.00

INSTRUCTION TO BIDDERS FOR SUBMISSION OF TENDER FOR RATE CONTRACT

1. The Tenders superscribed ‘Tender for Rate Contract for NIMR due on 05.01.2016 should be submitted with a forwarding letter alongwith a soft copy in CD of the total document submitted.
2. Document fee, if any, and the “Earnest Money” Rs. 25,000/- through only Bank Draft/Banker Cheque in the name of Director NIMR payable at Delhi Should be enclosed. Those who are seeking exemption of Earnest Money, relevant Govt. of India orders must be submitted.
3. The bidders must indicate their full name and address and ensure that the tenders are delivered in sealed conditions. The tenders received beyond the time limit specified will not be entertained.

Last Date and time of submission of Tender document	05.01.2016 (upto 11.00 a.m.)
Address for submission of Tender document	Director National Institute of Malaria Research Sector-8, Dwarka, New Delhi-110077 (Room No. 405)
Earnest Money for one or all items (interest free refundable)	Rs.25,000/- by Bank Draft/Banker Cheque in the name of Director, NIMR payable at Delhi
Date and venue of opening of bid	05.01.2016 at 11.30 a.m. NIMR Sector-8, Dwarka, New Delhi at Room No. 211

4. While making the bid and maximum Discount offered at Annexure – ‘A to F’ so as to facilitate speedy decision.
5. The bidders or their authorized representative may attend the tender opening, if desired.
6. Discount offered should be clearly mentioned separately.
7. Kindly fill up Check list self assessment and submit with Tender.

Director
National Institute of Malaria Research
Sector-8, Dwarka, New delhi-110077.

TERMS AND CONDITIONS FOR RATE CONTRACT OF CHEMICALS, PLASTICWARES AND CONSUMABLES

1. Sealed Tenders/Quotations are invited from manufacturers and only from authorized dealers who produced a valid written authorization or certificate from the manufacturers (No sub dealer will be allowed).
2. The material being offered should indicate clearly whether Indigenous manufactured by local registered firm or whether material manufactured by cottage and small scale industries/large scale industries or Articles wholly or partially manufactured in India from imported materials. Any offer to supply on forward delivery basis under supplier's own quota/license will also be considered.
3. The price quoted should be as under:
 - a. F.O.R. destination (By passenger/Goods train) (by Air India Cargo)
 - b. F.O.R. free delivery at NIMR, Sector-8, Dwarka, New Delhi and its field units located in India.
4. The rates of sales tax/VAT should be clearly indicated whenever chargeable.
5. Copies of Income Tax Clearance Certificate and Sales Tax Registration Certificate must be attached with bidder's offer.
6. The Earnest money will be returned to the unsuccessful bidders, within a reasonable period. However, the earnest money in respect of the successful bidders would be returnable only after satisfactory completion of the contracting period.
7. Specific mention should be made of whether the delivery will be ex-stock or will have to be imported and how much time will be required for delivery after placing of the order.
8. Rate quoted should be valid atleast for a period of 1 year or more from the date of opening of tenders.
9. The product of brand specifications given in Annexure-A only should be quoted.
10. Conditions of the bidders shall not be binding unless confirmed in the supply order.
11. In the event of non-supply or incomplete/unsatisfactory supplies by the bidders within four weeks on receipt of the order, the offer could be sent to the next bidders at the cost & expenses of the previous bidders.
12. Payment will be made by crossed cheque/RTGS only after receipt of the stores in good condition and satisfactory report of the user's/Scientist concerned.
13. Discount on rates, if any to be offered must be clearly mentioned.
14. Applicable Income Tax would be deducted at the time of releasing payment for such supplies whenever applicable.
15. Price Reasonable certificate: Please quote best minimum price. A certificate regarding the quoted rates must be given by the bidders to this effect that they have neither quoted nor sold/supplied the same item to any other customer on lesser rates than those offered to NIMR.
16. The decision on acceptance or otherwise of the quotations will rest with the Director, NIMR, who does not bind to accept the lowest quotation and reserves the right to reject or accept in full or in part or partially accept any or all the quotations received without assigning any reasons.
17. The bidder who are supplying the imported materials must be registered with Ministry of Finance.
18. Arbitration if any, shall be in Court of Law, Delhi.

Director
National Institute of Malaria Research
Sector-8, Dwarka, New delhi-110077.

Check List

1. Document fee paid	Yes	No	
2. Earnest Money paid	Yes	No	NA
3. Income Tax Certificate	Yes	No	NA
4. Sales Tax Clearance Certificates/ or PAN number	Yes	No	NA
5. Authorization Certificate	Yes	No	
6. Validity Period specified	Yes	No	
7. Guarantee Period specified	Yes	No	
8. Price reasonable Certificate	Yes	No	
9. CD of Document enclosed	Yes	No	
10. Regd. Certificate of Imported Items registered with Finance Ministry	Yes	No	