

No. NIIRNCD/E/ST/Vendor Registration/2021-22
Dated 07.07.2021

Tender Document Fee - Rs. 500/-

TENDER DOCUMENT

FOR

**EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR
CHEMICALS/CONSUMABLES/SERVICES ETC.**

AT

**NATIONAL INSTITUTE FOR IMPLEMENTATION RESEARCH ON NON-COMMUNICABLE
DISEASES (NIIRNCD)**

(Formerly known as DESERT MEDICINE RESEARCH CENTRE)

NEW PALI ROAD, JODHPUR-342005

Time schedule for tender process:

Date of publication of Tender Notification on Websites of ICMR, NIIRNCD & CPP Portal	07.07.2021
Last date & time for Submission of Tender Document	29.07.2021 05:00 PM
Venue, Date and Time of opening of Tender Document	NIIRNCD, JODHPUR 30.07.2021 at 11:00 AM
Place of submission of Tender Document	NIIRNCD, JODHPUR-342005

Note: This tender document contains 19 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.

1. INTRODUCTION:

The Desert Medicine Research Centre (DMRC), Jodhpur was established on 27.06.1984 with an aim to undertake and promote the research on health problems specific to desert areas, study the changing patterns of health problems especially in view of various developmental activities taking place in the region and strengthen the scientific and technical expertise of state as well as local health agencies. The Institute was renamed as National Institute for Implementation Research on Non-Communicable Diseases (NIIRNCD) on 07.12.2019.

NIIRNCD is an autonomous organization working under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India.

The institute is located in Jodhpur and it replaces the erstwhile Desert Medicine Research Centre. The institute has state of the art facility to conduct basic laboratory-based research in its microbiology, biochemistry and vector biology laboratories. The institute is acquiring manpower and facilities for strengthening its capacity for conducting implementation research in non-communicable diseases. At present, the institute has a set of 10 dedicated scientists, 9 technical experts, ably supported by 28 administrative and support staff. The thrust areas of research are cardiovascular diseases, chronic respiratory diseases, environmental health, nutritional disorders, cancers, injury & trauma, mental illnesses including substance abuse, genetic diseases and other non-communicable diseases of public health significance in India. The institute aspires to carry out implementation research in the thrust areas, provide training for capacity building in implementation research in other academic and research institutions, develop behavior change communication materials and models for tackling risk factors of various non-communicable diseases. The institute heartily welcomes collaboration with institutions and individuals with interest in augmenting the thrust areas.

Objectivise:

- I. To conduct implementation research in non-communicable diseases of public health significance
- II. To develop human resources and build capacities for strengthening implementation research capabilities in other institutions
- III. To develop information, education and communication (IEC) strategies and tools for prevention, control and treatment of NCDs
- IV. To provide recommendations to policy makers and planners in framing policies for prevention, control and treatment of NCDs
- V. To collaborate with other institutions, agencies and individuals for developing innovative solutions for NCDs' prevention, control and treatment
- VI. To create an interface between communicable diseases and non-Communicable diseases.

2. NOTICE INVITING TENDER:-

Keeping in view the research activities of the Institute, there is need of procurement of chemicals, glasswares, plastic wares and services etc. for the laboratories of the Institute in a very time bound manner for achieving its goals and targets and completion within the stipulated time. For this purpose, there is need of hassle free and frequent requirement of items/goods/services etc. as stated. In view of this, the Director, NIIR-NCD, Jodhpur invites Sealed Tenders (Quality Cum

Cost Based) in Single Bid System (technical-cum-financial) for empanelment of suppliers/vendors/service providers for chemicals/consumables/services etc. through websites: www.icmr.gov.in, <https://niirncd.icmr.org.in/> and CPP Portal i.e. <https://eprocure.gov.in/> from reputed suppliers/agencies for supply of chemicals/consumable/services etc. as detailed in the Tender Document for its offices located at New Pali Road, Jodhpur-342005, Rajasthan and Modal Rural Health Research Unit (MRHRU), Bhanpurkalan, Jaipur, Rajasthan.

NOTE: - THIS TENDER IS NOT FOR THE “RATE CONTRACT”. THE ITEMS/GOODS/SERVICES ETC. WILL BE PROCURED FROM THE REGISTERED SUPPLIERS/VENDORS OFFERING MINIMUM PRICE AND MAXIMUM DISCOUNT.

3. INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF TENDER FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SERVICES ETC.

- 3.1 The Tenders superscribed “**Tender for EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SERVICES ETC. for NIIRNCD (formerly known as DMRC) due on _____**” should be submitted with a forwarding letter along with a soft copy in CD of the total document submitted. 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.
- 3.2 A Bank Draft/Banker’s Cheque of Rs. 500/- (non-refundable) as Tender Document Fee in favour of “**Director, Desert Medicine Research Centre**”, payable at Jodhpur should be enclosed with the Tender Documents. **Tender Fee should be deposited by all bidders.**
- 3.3 **Bid Security/Earnest Money Deposit (EMD) of Rs. 20,000/- (refundable)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form should be enclosed with the Tender Documents. The Bank Draft/Banker’s Cheque may be drawn in favour of “**Director, Desert Medicine Research Centre**”, payable at Jodhpur.
- 3.4 All Bidders shall have to deposit the **Bid Security/Earnest Money Deposit (EMD) of Rs. 20,000/- (refundable) except** Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognised by Department of Industrial Policy & Promotion (DIPP) in terms of **Department of Expenditure (DoE), Ministry of Finance’s OM No. F.20/2/2014-PPD (Pt.) dated 25.07.2017. For availing exemption of Bid Security/ Earnest Money Deposit (EMD), the concerned firm/agency shall have to submit VALID Registration Certificate with the Tender Document failing which the exemption will not be considered.**
- 3.5 Successful agencies/firms fulfilling all the terms and conditions of the tender shall be notified as Registered Suppliers/Vendors for NIIRNCD (DMRC), Jodhpur. Such suppliers/vendors should deposit an amount of **Rs. 1, 00,000/- as Performance Security/Performance Bank Guarantee** (Non-Refundable till registration is active/Refundable at the time of termination of the Registration) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form within a period of 15 days of issue of such notification. The Bank Draft/Banker’s Cheque may be drawn in favour of “**Director, Desert Medicine Research Centre**”, payable at Jodhpur. Registered suppliers/vendors shall be liable

for timely renewal of the Performance Security/PBG in case of renewal of their registration or from time to time as the case may be.

4. GENERAL TERMS AND CONDITIONS FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SERVICES ETC. :-

- 4.1 The supplier should be eligible to receive the contract and also capable, i.e. qualified in all respects to 'deliver/provide the goods/items/services'. The supplier is required to fulfil and follow all applicable rules, regulations and conditions to transact business with ICMR-NIIRNCD, Jodhpur and it should be **technically capable and financially sound** to deliver/provide the required goods/items/services.
- 4.2 The suppliers/firms with whom government transactions have been banned or suspended due to any reason including corrupt and fraudulent practices adopted by them **will not be eligible** to receive government contract.
- 4.3 The registered suppliers will prima facie eligible for consideration for procurement of goods/items/services through Limited Tender Enquiry keeping in view of their credentials i.e. manufacturing capability, quality control systems, past performance (for the goods in question), facility for after-sales service, financial background etc.
- 4.4 The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration, etc. as elaborated under Para 4.12.
- 4.5 Any firm, situated in India or abroad, who are in the business of manufacturing, stocking or marketing of goods and operating operator of services of specified categories shall be eligible for registration. Where registration is granted based on partly outsourced arrangements/ agreements, it shall be the responsibility of the registered unit, to keep such arrangements/ agreements renewed/alive at all times, to keep their registration valid for the period for which, it has been granted. Any failure in this regard may make the registration null and void/ ineffective retrospectively, from any such dates, which the registering authority considers appropriate.
- 4.6 Firm, against whom punitive action has been taken, shall not be eligible for re-registration for a period of two years or as prescribed. Registration requests may not be entertained from such firms, stake holders of whom have any interest in deregistered / banned firms.
- 4.7 The different categories of registration of goods/items/services will be as per Para-13 of this Tender Document.
- 4.8 The Administrative Officer, NIIRNCD, Jodhpur shall be the Competent Authority to deal with the applications and grant registration on the basis of the recommendations of the Technical and Financial Committees of the Institute and approval of the Competent Authority. The Director, NIIRNCD, Jodhpur shall be the Appellate Authority.
- 4.9 The application form, complete in all respects and accompanied with the requisite processing fee/EMD and prescribed documents shall be submitted by the firms to the registering authority. Registration shall be granted to the firms, who fulfill all the specified requirements. Registration Certificates for particular category/categories shall be issued to the firms with the approval of Competent Authority.
- 4.10 In cases, where the firm is not considered capable and registration cannot be granted, the deficiencies and shortcomings shall be communicated to the concerned firms directly. Where request for re-

verification and review is made by any firm, review may be undertaken upon deposit a processing fee of Rs. 1,000/- as Bank Draft/Banker's Cheque in favour of "**Director, Desert Medicine Research Centre**" payable at Jodhpur within a period of 15 days of rejection letter. **No request for review shall be considered thereafter.**

4.11 In case of violation of the terms and conditions of the Registration, the registration of the firm will be cancelled immediately.

4.12 A registered firm will be liable to be removed from the list of approved suppliers/vendors, when:-

- (a) It fails to abide by the terms and conditions under which the registration has been given.
- (b) Makes any false declaration to ICMR-NIIRNCD, Jodhpur.
- (c) Supplies goods of inferior quality or uninspected goods.
- (d) Renders services (including after sales services and maintenance services) of inferior quality than the contracted ones.
- (e) Fails to execute a contract or fails to execute it satisfactorily.
- (f) The required technical/operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.
- (g) The firm is declared bankrupt or insolvent.
- (h) Fails to submit the required documents/information for review of registration, whenever required.
- (i) adopts unethical business practices, not acceptable to the Government, and
- (j) Any other ground which, in the opinion of the registering authority, is not in public interest.

4.13 Suspension of business dealings may be ordered where pending full enquiry into the allegation, it is considered not desirable that business with the firm should continue. Such an order may be passed: -

- (i) If the firm is suspected to be of doubtful loyalty to India.
- (ii) If the Central Bureau of Investigation or any other investigating agency recommends such a course in respect of a case under investigation and
- (iii) If a prima- facie case is made out that the firm is guilty of an offence involving moral turpitude in relation to business dealings which, if established, would result in business dealings with it being banned.

4.14 The grounds for Banning of Business Dealings with the registered vendors/suppliers will be as under :-

4.14.1 If security considerations including question of loyalty to the Union/State so warrant.

4.14.2 If the proprietor of the firm, its employee, partner or representative is convicted by a court of law following prosecution for offences involving moral turpitude in relation to the business dealings.

4.14.3 If there is strong justification for believing that the proprietor or employee or representative of the firm has been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolation, mis-representation, evasion or habitual default in payment of any tax levied by law; etc.

4.14.4 If the firm continuously refuses to return government dues without showing adequate cause and

the Government are satisfied that this is not due to reasonable dispute which would attract proceeding in arbitration or court of law, and

- 4.14.5** if the firm employs a government servant, who has been dismissed or removed on account of corruption or employs a non-official convicted for an offence involving corruption or abetment of such an offence, in a position where he could corrupt government servants.
- 4.15** **The firm will be considered for registration/empanelment for an initial period of one year only and their registration will be considered for renewal on the same terms and conditions as per ICMR-NIIRNCD requirement for further one year and a maximum of three years (including initial one year tenure) subject to satisfactory performance of the firm during initial registration period. At the end of this period, the registered supplier(s), who are willing to continue with registration are to apply afresh for renewal of registration**
- 4.16** **Overall duration of empanelment will be for a maximum of 3 years. However, review will be done every year for evaluation of already registered suppliers. A notice in this regard shall be published on the websites of NIIRNCD at the end of each year. The year, for this purpose, will commence with effect from the date of publication of List of Registered Suppliers (LRS) on the websites of NIIRNCD after completion of all necessary formalities/procedures. The name of the supplier whose performance is not satisfactory shall be deleted. New supplier(s) may also be considered for registration at any point of time, provided they fulfill all the required conditions.**
- 4.17 The bidder should be a Manufacturer / Distributors / Suppliers / Agents.
- 4.18 Annual Turnover of the firm/agency should not be less than ₹ 10 Lakh in anyone of last 3 Financial Years.**
- 4.19 The firm should have a Registered Office in Rajasthan and preferably in Jodhpur and with state-of-art infrastructure and manpower / creative personnel / department (enclose organizational structure).
- 4.20 The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filed and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
- 4.21 The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
- 4.22 The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered / empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 4.23 The Director, NIIRNCD, Jodhpur reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof.** The decision of Director, NIIRNCD,

Jodhpur, in respect of registration of parties for various categories of work / item shall be final & binding on all concerned registered firms / vendors in the panel of NIIRNCD, Jodhpur.

- 4.24 Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIIRNCD, Jodhpur and keep the Institute informed of new products/developments / innovate ideas that shall help in reducing the cost and improve quality, reliability etc.
- 4.25 Two-part tendering will be done where technical screening / clear technical specification are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 4.26 This document is treated as a valid contract between NIIRNCD, Jodhpur and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders /work orders placed by NIIRNCD, Jodhpur from time to time during the registration period.
- 4.27 In case of empanelled vendor is found in breach of any terms & conditions of NIIRNCD, Jodhpur or supply / work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules / laws, shall be initiated against the vendor and EMD / Security Deposits shall be forfeited by NIIRNCD, Jodhpur, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with NIIRNCD, Jodhpur. The vendor should not assign or sublet the empanelment or any part or it to any to any vendor in any form. Failure to do so shall result in termination of empanelment.
- 4.28 All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a registered supplier.
- 4.29 In all future correspondence with NIIRNCD, Jodhpur, empanelled vendors are required to quote the Registration Number.
- 4.30 The Director, NIIRNCD, Jodhpur has all the rights to add / delete / alter any of the goods/items/services and to add/delete/amend any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.
- 4.31 The Director, NIIRNCD, Jodhpur has all the powers to blacklist a firm after giving reasonable opportunity for defence.

5. PROCEDURE FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SRVICES ETC.

- 5.1 The applicant should clearly read all the pages of the Tender Document.
- 5.2 Correct / relevant information / data have to be furnished by the vendors.
- 5.3 The applicant should make sure before applying for a particular type of category that the vendor / firm has the required eligibility criteria & experience for that category of goods/items/services.
- 5.4 Suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated in Para - 3.2 and 3.3 above.
- 5.5 Suppliers shall have to fill and submit the **Registration Form (Annexure-I)** along with required documents and Fee/EMD to **“The Administrative Officer, National Institute for**

Implementation Research on Non-Communicable Diseases (NIIRNCD), New Pali Road, Jodhpur-342005, Rajasthan.

- 5.6 Applications incomplete in any respect, viz non-submission of any required document of information, tender fee, EMD etc. will be rejected. However, the Director, NIIRNCD, Jodhpur reserves the right to obtain any document from the suppliers/vendors as deemed necessary for their registration before empanelment of such supplier/vendor.**
- 5.7 The sealed envelope containing the Registration Form, documents & Fee/EMD should be clearly super scribed on the top of the envelope as “Tender for EMPANELMENT OF SUPPLIERS/VENDORS/ SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SERVICES ETC. for NIIRNCD due on _____”**
- 5.8 Vendors/firms registered with DGS&D/NSIC/MSME/Startups should submit their VALID Registration Certificate along with other certified documents.**
- 5.9 Proposal for registration should be submitted in the prescribed format and all columns should be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The NIIRNCD shall not be responsible for any postal delay.**
- 5.10 Any conditional Tender shall be rejected summarily.**
- 5.11 After getting all the required fee, information & documents from the applicant, the Registration Certificate will be issued to the Vendor/Supplier with the following details:-**

- (a) Registration Number _____
- (b) Category/Categories No. along with description _____
- (c) Valid Up to _____

- 5.12 The Director, NIIRNCD, Jodhpur shall have the power to relax any of the condition for registration of supplier/vendor in order to keep uniformity, in respect of all the suppliers/vendors to be registered.**

6. TERMS AND CONDITIONS APPLICABLE AFTER REGISTRATION FOR EMPANELMENT OF SUPPLIERS/VENDORS/SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SRVICES ETC.

- 6.1 The Registered Suppliers/Vendors shall sign an agreement with NIIRNCD (DMRC) on a Non-Judicial Stamp paper of Rs.500/- with specified terms and conditions as given in Para-4 above and Para-6 given below:-**
- 6.2 A letter to all the concerned registered suppliers/vendors, inviting quotations for any goods/items/services as per the category as given in Para-13 will be sent as per the requirement of the particular goods/items/services. The supplier/vendor quoting minimum price and maximum discount may be issued Purchase Order (PO) on the basis of Technical and Financial comparison/evaluation in respect of the required goods/items/services subject to the conditions of meeting all terms and conditions of the Tender. Purchase Orders (POs) may be issued for part delivery of the required goods/items/services to the L1 supplier. Quotations having indefinite expression such as “Subject to prior confirmation”, “Subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. While submitting quotations, the suppliers/vendors are required to mention tax rate applicable on each category/goods/itmes, otherwise rates will be treated as inclusive of all taxes.**

- 6.3 Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than offered should be included in the Quotation.
- 6.4 The prices / rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount / rates shall be considered as valid. The percentage of discount quoted by each supplier/vendor should be given both in words and figures.
- 6.5 The goods/items/services will have to be supplied at NIIRNCD (DMRC), Jodhpur and MRHRU, Bhanpurkalan, Jaipur as per the requirement. No transportation/cartage charges will be provided for supply of goods/items.
- 6.6 The goods/items/services should be securely packed to avoid damages etc. in transit. NIIRNCD (DMRC), Jodhpur will not bear cost of damage of goods/items during transit.
- 6.7 **The goods/items/services available on the GeM during the course of validity of registration shall be procured from GeM only and no orders will be issued to any supplier/vendore for the goods/items/services available on the GeM except in emergent conditions following GFR.**
- 6.8 The Director, NIIRNCD (DMRC), Jodhpur shall be the sole authority to cancel or amend the Purchase Order, as per requirement.
- 6.9 The firm should have availability of a responsible person on call on all working days between 09:00 Hrs to 17.30 Hrs. His/her contact details should be submitted with the Tender Document. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to NIIRNCD (DMRC), Jodhpur.
- 6.10 In case, the quality of goods/items/services supplied are not in conformity with the standards given in tender or the supplies are found defective at any stage these goods/items shall immediately will be taken back by the supplier and will be replaced with the quality goods/items, without any delay. The Director, NIIRNCD (DMRC), Jodhpur reserves all rights to reject the goods/items, if the same are not found in accordance with the required description/specifications and Liquidates Damages shall be charged.
- 6.11 The NIIRNCD (DMRC), Jodhpur reserves the right to place an order for supply of any goods/items under any category to any firm(s) in case of an emergency or unavoidable situation.
- 6.12 Freight, insurance charges, if any, will be borne by the supplier. Similarly, shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods/items by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 30 days without additional freight/transport charge.
- 6.13 Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway/road transport.
- 6.14 No advance payment shall be made to any supplier/vendor for supply of any goods/items/services. The full supply of goods/items/services must be made within the stipulated date and time as given in the Purchase Order. In case of any part delivery, the full delivery of the required goods/items should be within the stipulated date and time. Bill will be accepted only after full/complete delivery of the goods/items. Payment of the final bill will be made only after receipt of the goods/items in satisfactory conditions.
- 6.15 While submitting the quotation for supply of goods/items/services under Para-6.2, the supplier/vendor must ensure that the required goods/items are available in stock with them and they are capable to supply the required goods/items within the stipulated date and time as given in the letter inviting quotations. Supply should be made in full against the Purchase Order and within the stipulated date and time as given in the Purchase Order (PO). In case of any shortage at the time of

delivery, the shortage will be procured from L2 supplier/vendor and further from L3 supplier/vendor and so on, at the risk and cost of the L1 supplier. The penalty will be imposed on L1 supplier for the shortage as per Para- 6.27.

- 6.16** Supply should be made from the latest batch of production with maximum life period & original packing.
- 6.17** No payment shall be made for rejected goods/items. Rejected goods/items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and be replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.
- 6.18** The Manufacturers (OEMs)/Principals applying for registration should furnish the name and addresses of their Local Authorized Distributors/Dealers so that the copies of Purchase Orders (POs) can be endorsed to them for expeditious supply of goods/items/services. In such cases, where Local Dealers/Stockiests have been nominated by the Manufacturers (OEMs)/Principals, the bills raised by them against the Purchase Order (PO) will be accepted for payment. In such cases, proper Authorization Certificate as per **Annexure-II** shall be submitted with the Tender/Quotation.
- 6.19** Any addition or deletion of authorized Dealership/Distributorship should be intimated to the Administrative Officer, NIIRNCD, Jodhpur immediately on authorization of a new party or deletion of an existing party.
- 6.20** At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a Corrigendum to be displayed on the websites of ICMR and NIIRNCD (DMRC), Jodhpur. In order to provide reasonable time to take the amendment into account in preparing their bids, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
- 6.21 Signing of Tender Document** : Individual signing the tender or other documents connected with registration must specify whether he/she is signing as:-
- 6.21.1 A sole proprietor of the concerned firm/agency or constituted attorney of such sole proprietor;
- 6.21.2 **A partner of the firm/agency, if it is a partnership firm, in such case he/she must have an authority to sign the tender documents and execute an agreement on behalf of the supplier/vendor and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm/agency.**
- 6.21.3 Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
- 6.21.4 A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, NIIRNCD (DMRC), Jodhpur may without prejudice, cancel the registration and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- 6.21.5 The tenderer should sign and affix his firm's/agency's stamp at each page of the tender and all its annexures as a token of acceptance of the terms and conditions of the tender. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.**
- 6.22 Opening of Tender:** The tenderer is at liberty either himself/herself or authorize not more than one representative to be present at the date and time of opening of the tender. The representative

attending the opening of the tender on behalf of the tenderer should bring with him/her a Letter of Authority from the tenderer and proof of identification.

- 6.23 Right of acceptance:** The Director, NIIRNCD (DMRC), Jodhpur reserves the right for accepting the whole or any part or portion of the quotation; and the supplier/vendor shall provide the same at the rates quoted. The Director, NIIRNCD (DMRC), Jodhpur reserves the right to reject any or all quotations or all offers received in response to the Purchase Order or cancel or withdraw the Purchase Order (PO) without assigning any reason thereof and also does not bind itself to accept the lowest quotation and no claim in this regard shall be entertained.
- 6.24 Delivery:** In case of normal circumstances, the delivery of goods/items should be made by the supplier/vendor within a period of 15 days as per the requirement and mentioned in the Purchase Order. However, in case of emergent requirement, the supplier/vendor has to supply the required quantity of goods/items within a period of 1 week of receiving the Purchase Order.
- 6.25 Liquidated Damages:** The Liquidated Damages @ 0.5% per week shall be imposed if supply of goods/items/services is made after expiry of delivery period as mentioned in the Purchase Order (PO) subject to a maximum of 10% of the total value of goods/items/services. The Liquidated Damages may be considered for condonation/waive off in case of submission of proper intimation by the supplier within the stipulated time of delivery as given in the Purchase Order (PO), 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 etc.
- 6.26 Risk Purchase:** If the supplier/vendor fails to supply the goods/items/services within the stipulated delivery date or goods/items supplied other than specifications/requirements as specified in Purchase Order, the Director, NIIRNCD (DMRC), Jodhpur reserves the right to procure the goods/items/services from alternative sources (L2/L3 etc.) at the L1 supplier's/vendor's risk, responsibility and cost. Any extra cost, in this connection shall be recovered from the Security Deposit/Bank Guarantee and Pending Bills of L-1 bidder and if the value of the goods/items under Risk Purchase exceeds the amount of Security Deposit and/or Bank Guarantee and Pending Bills, the same may be recovered from the L-1 supplier/vendor following due legal procedures.

7. The Payment clause:

- 7.1** The final bill in triplicate should be sent to this office for settlement after satisfactorily delivery of the goods/items/services. The bill should have full particulars of the goods/items/services and a copy of the Purchase Order should be enclosed with the bill.
- 7.2** No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of procurement of goods/items/services.
- 7.3** The firm/agency should submit the bill only after full supply of the goods/items/services to the satisfaction of the NIIRNCD (DMRC), Jodhpur. On receipt of a pre-receipted bill invoice from the firm/agency, the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods/items rejected.

8. Breach of Terms and Conditions: In case of breach of any terms and conditions as mentioned above, the Director, NIIRNCD, will have the right to cancel the Purchase Order without assigning any reason thereof and nothing will be payable by NIIRNCD (DMRC), Jodhpur. In that event, the Performance Security/PBG shall also stand forfeited.

9. Legal Jurisdiction: The agreement shall be deemed to have been concluded in Jodhpur, Rajasthan and all obligations hereunder shall be deemed to be located at Jodhpur, Rajasthan and Hon'ble Court within Jodhpur, Rajasthan will have Jurisdiction to the exclusion of other Courts.

10. Indemnity: The selected supplier/vendor shall indemnify the NIIRNCD, Jodhpur and user departments against all third party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. NIIRNCD, Jodhpur / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

11. Termination of Default: Default is said to have occurred; a) if the vendor fails to deliver any or all of the goods/items/services within the time period(s) specified in the Purchase Order or any extension thereof granted by NIIRNCD, Jodhpur. b) If the vendor fails to perform any other obligation(s) under the empanelment. c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from NIIRNCD, Jodhpur (or take longer period in-spite of what NIIRNCD may authorize in writing), NIIRNCD, Jodhpur may terminate the empanelment / purchase order in whole or in part.

12. All disputes in this connection shall be settled in Jodhpur (Rajasthan) jurisdiction only.

13. CATEGORY WISE LIST OF GOODS/ITEMS/SERVICES:-

List of Laboratory Chemicals/Consumables/Kits/Services etc.

Category Code	Name of Category	S.No.	Name of the goods/items/services	Brands
A	CHEMICALS	1	Molecular Biology Chemicals/ Routine Chemicals and Reagents (Including Chemicals/Solvents (LR/AR/HPLC Grade), Rare Chemicals/ Fine Chemicals, Molecular Biology Enzymes, Biochemicals, Immunochemicals, Readymade media)	All Brands
B	CONSUMABLES	2	Laboratory Glasswares	All Brands
		3	Laboratory Plasticwares (General Lab plasticwares, molecular lab plastic wares (PCR plates, racks, tubes, cryovials, etc.)) & also including liquid handlers - Micropipettes, dispensers, filters, etc.	All Brands
		4	Personnel & Lab safetywares (Disposable Garments, Surgical Masks, N95 masks, goggles, head covers, shoe covers, Surgical Gloves/Polyvinyl & Nitrile Gloves & Safety wears for Chemical & Biological labs, PPE kits, BMW bags, etc)	All Brands



		5	Other Labwares (Filter Papers and Disposable Filter Units, Cryoboxes, Cotton/Tissue Rolls, absorbent pads, wipes, swabs, parafilm, Aluminium Foil, gel packs, thermocol boxes, etc)	All Brands
		6	Macrolides/Cover Slip	All Brands
		7	Primers	All Brands
		8	Biological Sampling Consumables (Vacutainer, Pricking Needles, Syringes etc)	BD Bioscience, Blood Lancets, Worldlet & other Brands
		9	Consumables for the Close ended machines	Bio Rad Varinat-II, Cobas 411, Erba 360, MIURA, A-1004, ISESRL, TrueNat, MGI & other Brands
C	KITS	10	Diagnostic Kits (RDTs/ELISA/PCR/Immuno-assay/Biochemical Assays, Nucleic acid extraction kits,etc.)	Standard Diagnostics (Malaria, HIV, Dengue, Duo, Hep., Hep. C Chikanguniya Span (G6PD), Randox (G6PD) Tulip diagnostic & Biomedical system, Molecular Biology, BioRad, Transasia, Roche, HemoType-SC & other Brands
		11	Chemiluminescence Analyser kits	Roche
		12	Thalassemia, Sickle Cell and Hemoglobinopathy Testing Kits	Bio-rad
		13	Automated Nucleic Acid Extraction Kits	MGI
		14	Tuberculosis Diagnostic Kits	Molbio Diagnostics
D	SERVICES	15	DNA Sequencing	Macrogen (Korea), Xcelris, Eurofins genomics, Molecular Biology, etc.
		16	Sequencing services, Expression Services and OMICS Services	All Brands
		17	Microsatellite Genotyping	Macrogen (Korea) etc.
		18	HPLC Column & accessories	Waters, Merck, Bio Rad, Thermo fisher & Knor etc.
		19	Gas refilling liquid nitrogen, Argon, Nitrous oxide & Acetylene etc. for AAS etc.	Analytical Jena

NOTE:- Please refer Para-6.2

REGISTRATION FORM
FOR EMPNELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS

Sl. No.	Details/Particulars of Firm/Company/Distributor/Dealer		Page No.
1	Name of Firm/Company/Distributor/Dealer		
	(whether Proprietary/Partnership/Pvt. Ltd./Public Ltd. etc.)		
2	Copy of valid Registration Certificate of the Firm/Company/Distributor from the Central Govt./State Govt.		
	Registration Certificate with DGS&D (if available).		
	Memorandum and Article of Association (if any)		
	Certificate of Incorporation/Partnership Deed/Registration Certificate issued by the Registrar of Firms etc.		
	Authorization certificate from the Manufacturer/Principal (in case of dealer/distributor) (in the prescribed format attached as Annexure-II with this Tender Document)		
3	Mailing address of Registered (Head) Office:		
	Website address:		
	Telephone/Mobile No., Fax No.		
	Mailing address of Branch Offices (in Rajasthan)		
	Telephone/Mobile No., Fax No.		
4	Contact Person		
	Name & Designation		
	Telephone/Mobile No., Fax No.		
	E-mail address:		
5	Copy of proof of having a Registered Office in Rajasthan and preferably in Jodhpur, Rajasthan and a list of all such Registered Offices.		
6	Details of Application Fee/Tender Document Fee: Rs. 500/- (Non-Refundable) (Refer Para-3.2 of the Tender Document)	Draft/Banker's Cheque No.	
		Amount	

	Details of Bid Security/Earnest Money Deposit (EMD) Rs. 20,000/- (Refundable) (Refer Para-3.3 of the Tender Document) (If Exempted as per Para-3.4 of the Tender Document, please attach VALID Registration Certificate)	Date		
		Name of the Bank		
		Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee No./Details of Online Payment.		
		Amount		
		Date		
		Name of the Bank		
7	Category of Supplier/Vendor (Please tick whichever is applicable)	Manufacturer		
		Authorized Dealer/Supplier/Distributor/Stockiest		
		Converters/assemblers		
		Service Provider		
		Others		
	Mention Category Codes for which Registration is sought (A/B/C/D/E) One or more categories may be mentioned)			
8	Mention Registration Number of VAT/CST/ST/GST (Attach copy of attested document)			
	PAN/TAN No. (Attach copy of attested document)			
	Trade License; factory license. No. (Attach copy of attested document)			
9	Non Blacklisting Certificate (Attach copy of attested document in the prescribed format as per Annexure-III)			
	Relevant Quality Assurance/ISO certificates (Attach copy of attested document)			
	Drug License in specified form issued by Competent Drug control authority (Attach copy of attested document)			
10	Annual Turnover/IT Returns for last 03 Financial Years Annual Turnover should not be less than ₹ 10 Lakh in anyone of last 3 Financial Years. (Attach copy of attested document)	FY		
		FY		
		FY		
11	Bank Account Name			
	Bank Account Number			

	Name of the Bank		
	Name of the Branch with Address		
	IFSC Code		
	MICR Code		
	RTGS Details		
12	If manufacturer:- Name & address of your authorized dealers/distributors (Attach List)		
	If an authorized dealer/stockiest:- Details of authorization to be indicated (Attach photocopy of Authorization Certificates in the prescribed format attached with this Tender Document)		
13	Attested Xerox copies of Purchase Orders for last three financial years received from Govt. Institutions/PSUs/Reputed organization etc. for supply of similar goods/items/services for which the firm/company.ditributor wants to be registered)		
14	You are capable of executing supply order to NIIRNCD, New Delhi	Upto Rs. 10 Lakh	
		Rs. 10 Lakh to Ts. 30 Lakh	
		Rs. 30 Lakh to Rs. 50 Lakh	
		Above Rs. 50 Lakh	
15	Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients and proof of satisfactory supply, if any. (Attach all documents as required vide Para-4.22 of the Tender Document)		
16	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.		
17	Any other information important in the opinion of the tenderer		
18	Whether each page of NIT and its annexure have been signed and stamped		



Declaration:-

- i. This registration shall not bind NIIRNCD, Jodhpur to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
- ii. I/ We declare that the information furnished above is true to the best of my / our knowledge.
- iii. I/We agree to deposit EMD and Perfomance Security/PBG as mentioned in Para - 3.4 and 3.5.
- iv. This registration shall be used for Limited Tender Enquiry by NIIRNCD, Jodhpur.
- v. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of NIIRNCD, Jodhpur are acceptable to me / us.
- vi. I/We agree that the payment will be made after satisfactory delivery of goods/items and completion of services etc. as the case may be.

Place_____

(Signature of Competent Authority)

Date_____

Name_____

Designation_____

(OFFICE SEAL)

FORMAT FOR MANUFACTURER'S AUTHORISATION

Dated: _____

To,
The Director,
National Institute for Implementation Research on Non Communicable Diseases,
New Pali Road, Jodhpur - 342005

Subject: Manufacturer's Authorization Letter

Dear Sir,

With reference to your NIT No _____, dated
_____ I/We, _____
who are proven and reputable manufacturers of _____
(Description of the categories – A/B/C/D/E as offered in the NIT) having factories at
_____, hereby authorize
M/s _____ (name and address of the
agent/firm/agency/company) to submit a quotation, process the same further and supply the items/provide
the services to you against your requirement as contained in the above referred NIT for the goods/items
manufactured by us and services provided by us under categories _____ (A/B/C/D/E).

I/We further confirm that no supplier or firm or individual other than M/s.
_____ (name and address of the
agent/firm/agency/company)) is authorized for the same as referred above.

I/We also hereby confirm that I/We would be responsible for the satisfactory execution of supply of
goods/items/services etc placed on the authorized agent.

Yours faithfully,

[Signature with date, name and designation]
For and on behalf of Messrs. _____
[Name & address of the manufacturers]

Note:- 1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.



Annexure-III

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead of the firm/company]

I/We _____ [Name of the Authorized Person]
do hereby certify that our _____ firm/company
(Name of the
firm/company) has never been blacklisted/debarred by any Central / State Government / Public
Undertaking / Institute etc. on any account.

I will not have any objection if, in case, it is found to be incorrect at any stage of registration or after
registration, the registration shall be cancelled without any notice and amount of EMD/Performance
Security shall be forfeited.

Place _____

(Signature of Competent Authority)

Date _____

Name _____

Designation _____

(OFFICE SEAL)