



icmr | **NIMR**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF
MALARIA RESEARCH

आई.सी.एम.आर.-राष्ट्रीय मलेरिया अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग,
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR-National Institute of Malaria Research
Department of Health Research
Ministry of Health and Family Welfare, Government of India

TENDER DOCUMENT

EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SEQUENCING SERVICES

हमारे संस्थान में आपके हिन्दी पत्रों का स्वागत है।

सेक्टर -8 द्वारका
नई दिल्ली - 110077, भारत
Dwarka, Sector - 8
New Delhi – 110077, India

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INSTRUCTION TO BIDDERS FOR SUBMISSION OF TENDER FOR RATE CONTRACT

1. The Tenders superscribed 'Tender for EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR CHEMICALS/CONSUMABLES/SEQUENCING SERVICES for NIMR due on 30.12.2020 should be submitted with a forwarding letter along with a soft copy and CD of the total document submitted.
2. Document fee, Rs. 500/- (non-refundable), and the "Earnest Money" Rs. 10,000/- (refundable) 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.

Opening and closing dates and time of issue of tender documents	Date of Opening : 09/12/2020 04:00 PM Date of Closing : 29/12/2020 04:00 PM
Last Date and time of submission of Tender document	30/12/2020 10:30 AM
Address for submission of Tender document	Room No-405 (Stores Section) ICMR-National Institute of Malaria Research Sector-8, Dwarka, New Delhi-110077
Fee for tender document (non-refundable) If downloaded from our website the tender fee of Rs. 500/- by Bank draft must be enclosed with the tender.	Rs. 500/- by Bank draft in the name of Director, National Institute of Malaria Research, payable at Delhi
Tender documents are also available at website	http://www.nimr.icmr.org.in and central procurement portal http://eprocure.gov.in/cppp
Earnest Money (refundable)	Rs. 10,000/- by Bank draft in the name of Director, National Institute of Malaria Research, payable at Delhi
Date and venue of opening of bid	ICMR-National Institute of Malaria Research, Sector-8, Dwarka, New Delhi.

Director
ICMR-National Institute of Malaria Research

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PROCEDURE FOR VENDOR EMPANELMENT

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

ICMR-National Institute of Malaria Research was established in 1977 as 'Malaria Research Centre', which was renamed as 'National Institute of Malaria Research' in November 2005. ICMR-NIMR is one of the institutes of the Indian Council of Medical Research (an autonomous body under Department of Health Research, Ministry of Health & Family Welfare, Govt. of India).

ICMR-National Institute of Malaria Research, Sector-8, Dwarka, New Delhi- 110077 intends to register/ empanelment of suppliers/ vendors/ service providers by which Institute can have a broad panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed. Although the Institute would prefer enquiries with the empanelled vendors, the Institute reserves the right to opt for other mean, like advertisement in case of it desires so.

2. Empanelment / Registration Procedure.

- 2.1. The applicant should clearly read all the pages of the document.
- 2.2. Correct / relevant information / data have to be furnished by the vendors.
- 2.3. The applicant should make sure before applying for a particular type of category, that the vendor / firm has the required eligibility criteria & experience for the that category of work / item.
- 2.4. Service providers / suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "Director, National Institute of Malaria Research" payable at Delhi.

The cost of application forms and processing fees to be remitted along with the forms shall be as ₹500/- (non-refundable) and Registration deposit (refundable) ₹10,000/- for each **Category** NB:- NSIC/SSI firms are exempted to deposit processing fee/registration fee.

- 2.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to "Section Officer (Stores), Room No-405, ICMR- National Institute of Malaria Research, Sector-8, Dwarka, New Delhi-110077
- 2.6. Applications incomplete in any respect, viz non-submission of any required document of हमारे संस्थान मे आपके हिन्दी पत्रों का स्वागत है।



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information, or processing fee of ₹500/- will be rejected.

- 2.7. The sealed envelope containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as “APPLICATION FOR VENDOR REGISTRATION / EMAPANELMENT FOR THE CATEGORIES_____”
- 2.8. Vendors / firms registered with DGS&D/NSIC/MSME/Start Up India may submit their registration certificate along with other certified documents.
- 2.9. The following essential documents (whichever is applicable) should accompany with the registration form:
 - 2.9.1. CST / VAT / TIN No./GST
 - 2.9.2. Trade License / Factory License.
 - 2.9.3. Income Tax / Permanent Account No.
 - 2.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 2.9.5. Registration Certificates with DGS&D (if available).
 - 2.9.6. Current dealership agreement if any (if available).
 - 2.9.7. SSI / NSIC certificate.
 - 2.9.8. Annual Turnover should not be less than ₹10 lakh in anyone of last 3 Financial Years. Copy of audited accounts should be submitted.
 - 2.9.9 IT Returns for last 03 years- relevant documents to be submitted.
 - 2.9.10. Bank Details.
 - 2.9.11. Relevant ISO certificates.
 - 2.9.12. A notarized affidavit that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years.
 - 2.9.13. On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.
 - 2.9.14. The firm will be considered for registration / empanelment for an initial period of one year and their registration will be considered for renewal as per NIMR, New Delhi procedure, for two year or so, at a time subject to satisfactory performance of the firm during initial registration period.

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- 2.9.15 Empanelment offer duration will be of 3 years however, review will be done every year for evaluation of new agency and deletion of old agency who's performance is not satisfactory.
- 2.9.16 The firm should have an office in Delhi NCR and with state-of-art infrastructure and manpower / creative personnel / department (enclose organizational structure).
- 2.9.17 Attested copy of Drug license in specified form issued by Competent Drug control authority.
- 2.10. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
- (a) Registration No.
- (b) Category No. along with description

3. Category – Wise List of Items /Work

Code No.	Category	Particular / Name of Item
1.	Molecular Biology Chemicals/Routine Chemicals & Reagents	All Brands
2.	Glasswares & Plasticwares	All Brands
3.	Kits/ Columns/Pipettes	All Brands
4.	Primers	All Brands
5.	Laboratory Consumables items	Syringes Needles, Gloves, Gowns, 3 Ply Face Mask, N-95 Face Mask, PPE Kits, Bio-Hazard Bags, Autoclavable Disposable Bags, Microslides, Stain, Sanitizer etc
6.	Sequencing services & Expression services OMICS services	All Brands

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**ICMR-NIMR, New Delhi SUPPLIERS/ VENDORS/ SERVICE PROVIDERS
REGISTRATION FORM**

Name of firm/ company (whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.,)		
Mailing address of Registered Office: Website address:		
Telephone no., fax no.		
Mailing address of local shop/ branch office (if any)		
Contact person Name & designation		
Telephone no., fax no.,		
E-mail		
Category of vendor (Please tick whichever is applicable)	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized stockiest
	<input type="checkbox"/> Converters/ assemblers	<input type="checkbox"/> Supplier/distributor
	<input type="checkbox"/> Dealer	<input type="checkbox"/> Service Provider
Details of item category for which registration is sought	Category code:	
Whether your firm is registered under (Please tick whichever is applicable and attach the photo copies of current registration certificate and other documents)	1. SSI/NSIC/DGTD/DGS&D/KendriyaBhandar/BIS. 2. District IndustriesCenter 3. PartnershipAct 4. Indian Company Act1956 5. With any Govt. undertaking/Deptt.	
CST / VAT No. / TIN (attach attested copies)		

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Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		
Annual turnover/ IT Returns for last 03 years (attach attested photocopies) Annual Turnover should not be less than ₹10 Lakh in anyone of last 3 Financial Years.	FY_____	
	FY_____	
	FY_____	
Name & address of banker/s		
Bank A/c No. & RTGS Details		
If manufacturer:- Name & address of your authorized dealer / distributors		
If an authorized dealer /stockiest: Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of purchase orders received from Govt. Institutions/ PSU / Reputed organization, for supply of similar materials (for which the firms wants to be registered), to be submitted	Submitted / Not Submitted	
You are capable of executing supply order to NIMR, New Delhi	<input type="checkbox"/> I : upto 10Lakh <input type="checkbox"/> II : upto 25Lakh <input type="checkbox"/> III : upto 50 lakh <input type="checkbox"/> IV : above 50 lakh	

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Whether your firm/ company has been blacklisted by any of the Central/ State Govt. PSU, University, Institute, any other organization. (attach a notarized certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate enclosed <input type="checkbox"/> Yes <input type="checkbox"/> No
Application form (Non-refundable)	Amount: ₹500/-	D.D.No. _ Date:_____ BankName_____
Registration fees (refundable)	Amount: ₹10,000/-	D.D.No. _____ Date:_____ BankName_____

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Declaration

- i. This registration shall not bind NIMR, Delhi 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/ S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by NIMR, Delhi from time to time.
- iv. This registration shall be used for Limited Tender Enquiry & Rate Contracting the firms by NIMR, Delhi.
- 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 NIMR, Delhi are acceptable to me / us.
- vi. I/We agree that the payment will be made after delivery, acceptance and installation is acceptable.

Signature with Seal

Name _____

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4. Terms & conditions for Vendor Registration / Empanelment as a Supplier / Service provider

- i. 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.
- ii. NIMR, Delhi reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIMR, Delhi, 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 NIMR, Delhi.
- iii. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIMR, Delhi and keep the Institute informed of new products/ developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.
- iv. Two-part tendering is 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.
- v. This document is treated as a valid contract between NIMR, Delhi and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders /work orders placed by NIMR, Delhi from time to time during the registration period.
- vi. In case of empanelled vendor is found in breach of any terms & conditions of NIMR, Delhi 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 NIMR, Delhi, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with NIMR, Delhi.
- vii. 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.
- viii. All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a registered supplier.

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- ix. In all future correspondence with NIMR, Delhi, empanelled vendors are required to quote the RegistrationNo.
- x. The NIMR, Delhi has all the rights to add / delete / alter any of the items and to amend / add 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.
- xi. The NIMR, Delhi has all the powers to blacklist a firm after giving reasonable opportunity for defence.

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5. Indemnity

The selected vendor shall indemnify the NIMR, Delhi and user departments against all thirty 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. NIMR, Delhi / 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.

6. Termination of Default

6.1. Default is said to have occurred; a) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIMR, Delhi. 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 NIMR, Delhi (or take longer period in spite of what NIMR may authorize in writing), NIMR, Delhi may terminate the empanelment / purchase order in whole or in part.

7. All disputes in this connection shall be settled in Delhi jurisdiction only.

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