

ICMR-NATIONAL INSTITUTE OF VIROLOGY
Department of Health Research, Ministry of Health & Family Welfare,
20-A, Dr. Ambedkar Road, Camp, Pune 411 001
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**NOTICE INVITING TENDER
FOR SUPPLY OF ANIMAL FOOD AND HOUSEKEEPING PRODUCTS**

Sealed Tenders in the prescribed form are invited up to 03-11-2020 for supply of Animal Foods like, Bengal Gram, Wheat Bran, Lucerne Grass, Green Vegetables, Fruits, Poultry Feed, etc. and housekeeping/cleaning products etc. on rate contract basis for One year i.e. from 01/12/2020 to 30/11/2021. For further details & Tender Document, please visit our Websites <http://www.niv.co.in> & eprocure.gov.in

DIRECTOR

ICMR-NATIONAL INSTITUTE OF VIROLOGY
20-A, Dr. Ambedkar Road, Camp, Pune 411 001
Ph:+91-020-26006290 Fax: 26126643/26122669

TENDER FORM FOR ANIMAL FOOD AND HOUSEKEEPING PRODUCTS
Contents: (1) Part-I: Terms & Conditions and (2) Part-II: List of items on Contract.

Part-I: Terms & Conditions:

1. Tenders should be submitted in the enclosed prescribed form (Part-II) only.
2. **Submission and Opening of Tenders:**
 - (a) Place for submission of Tender: Inward Section, NIV, Camp, Pune - 411001.
 - (b) Contact Person for submission of Tender. Mrs. S.S. Pathak, Section Officer (Purchase)
 - (c) Last date and Time for **submission of Tender: 03.12.2020 before 17.00 hrs.**
 - (d) Date and Time for **Opening of Tender: 04.12.2020 at 14.30 hrs.**
 - (e) The envelope should be superscribed "**Tender for Animal Food & Housekeeping Products; due on (Due Date)**" and to be submitted to the address given below so as to reach before due date & time.
The Director
ICMR-National Institute of Virology,
20-A, Dr. Ambedkar Road, Camp,
Pune 411001 (India)
Attn: Mrs. S. H. Khamkar, Administrative Officer
Tenderer's full address should also be indicated on the envelope.
 - (f) Samples of each item quoted in the tender must be submitted to Stock Room, NIV, Pune of this Institute.
Tenders submitted without sample will not be considered.
 - (g) NIV will not be responsible:
 1. For delayed/late tenders submitted/sent by post/courier etc.
 2. For non receipt of tenders at proper place of this Institute.
 3. Any tender inadvertently received by NIV after the due date & time will not be accepted/considered under any circumstances.
 - (h) **Opening of tenders:** The tender opening officer/committee of this institute will open the tenders in presence of the tenderers on the specified date & time. Bidders who have responded to the tender only be allowed to be present (only one person of each bidder will be permissible). No camera mobiles/mobiles are allowed during tender opening.
3. The tenders must be written clearly without any cancellations / corrections or overwriting. If there exist a difference in the amount quoted in words and numeric the lowest of them will be taken as the tender amount.
4. We have two campuses in Pune, one at 20-A, Dr. Ambedkar Road, Camp and the other at Sus Road, Pashan. The goods will have to be supplied at both of these campuses as per our instructions without any extra cost.
5. Rates quoted in the tender should be inclusive of all taxes, GST, delivery charges up to our Store Room of our two campuses (Camp & Sus Road, Pashan, Pune) etc. and should be valid till expiry of the contract.
6. Only one rate should be quoted for each item of standard and superior quality.
7. No change in Price structure will be allowed during currency of the contract except/otherwise, if statutory tax/levies are changed by the Central/State Government through notifications/regulations.

8. The quantities mentioned in the enclosed list are only approximate and they may vary from time to time and the purchase of any or all articles may be totally stopped at any time without assigning any reason. Orders will be placed from time to time based on quantities required by us. We are not bound to purchase these items only from the supplier/s accepted under this contract and free to purchase these items from any other sources as per our convenience. Also we can stop ordering at any time without assigning any reason.
9. **Selection Criteria:** Following factors will be considered for selection of supplier: Rates, Quality of samples provided with the quotation, Past Experience, Credibility of the supplier etc. Lowest rate is not the only criteria for selection. Decision of Director, NIV will be final and uncontroversial.
10. Parallel contracts for similar items can be placed with one or more parties.
11. Only reliable reputed firms having GST No. or individuals who can assure of regular supply will be considered for making the supplies against this tender. Suppliers who have failed to fulfill their commitments previously will not be considered. Also, those who were not prompt and regular in supplying the articles earlier may not be considered.
12. Goods should be promptly delivered to our Store Room at NIV Pune two campuses at Camp & Sus Road Pashan, as and when ordered by us. Delivery should be made according to the quantities ordered by this Institute strictly between 09.30 hrs and 1400 hrs on working week days from Monday to Friday.
13. Immediate free replacement must be given in case of any discrepancy found with regard to quality/quantity of the goods supplied by the supplier under this contract.
14. Fruits, Lucerne Grass, Vegetables and other perishable goods should be delivered daily in the morning strictly before 10.00 hrs. More than one day's quota will not be accepted in the case of perishable goods unless otherwise ordered by us.
15. The Director, NIV reserves all the rights to accept/reject any/all tender and to split the order to suit the convenience of the Institute.
16. Goods to be supplied should be of the best quality, otherwise the supplies, which may not meet with our requirements will summarily be rejected. There will not be any compromise on quality and quantity. Decision of the Director will be final in this respect.
17. **SECURITY DEPOSIT:** Successful tenderers will have to furnish Security Deposit equivalent to 5% of the total value of the products likely to be supplied by them during the contract period, subject to a minimum of Rs.2,000/-. To calculate the amount of Security Deposit, the rates quoted by the firm in the Tender Form and the approximate quantities indicated in the Tender Form multiplied by twelve will be the base. Security Deposit must be submitted in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee valid till fourteen months from the date of award of the contract from a Scheduled/Nationalized Bank drawn in favour of the Director, ICMR-National Institute of Virology, Pune within fifteen days of placement of the order. If the firm fails to furnish the Security Deposit within time, the contract shall be deemed as terminated automatically without any further correspondence on the subject. The security deposit can be forfeited for non-execution of our Orders within the delivery period or due to unsatisfactory services during the currency of Contract.
18. No interest will be paid on Security Deposit. It will be returned only to those who submit their claim for refund of their deposit, after completion of contract, along with a pre-receipt duly signed by authorized signatory. Security Deposits that remains unclaimed for consequent three financial years will be forfeited and credited to the Govt. treasury.
19. In the event of Non-acceptance of the offer by any of the Tenderers, it will be offered to the other Tenderers on the waiting list.

20. If the supply of the goods either in promptness or in quality is not satisfactory, the Security Deposit paid by the tenderer concerned will be forfeited in full. At the discretion of the Director, ICMR-NIV, Pune the goods which the dealers fail to supply are liable to be purchased from open market at the current market rates and the extra cost if any incurred will be recovered from the party either from the deposit or from the pending bills.
21. Pre-receipted bills in respect of the supplies made during the month should be submitted latest by the 5th of next month.
22. If this Institute would require any information after receipt of the tender, the tenderer should furnish the same immediately whenever we ask for.
23. One copy of these terms and conditions should be signed and returned to us along with the tender in token of acceptance of these terms and conditions.
24. Decision of the Director, ICMR-NIV is final in all the cases including on the points not covered above.
25. All disputes subject to Pune jurisdiction only.

DIRECTOR
ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE

I/We agree to abide by all the TERMS AND CONDITIONS mentioned above.

SIGNATURE OF THE TENDERER

Date:

NAME AND ADDRESS OF THE FIRM WITH SEAL:

(Phone/Fax No./e-mail address may also be mentioned for easy communication)

NATIONAL INSTITUTE OF VIROLOGY, PUNE
TENDER FORM FOR ANIMAL FOOD AND HOUSEKEEPING PRODUCTS
 Contents: (1) Part-I: Terms & Conditions and (2) Part-II: List of items on Contract.

Part-II: List of items on Contract:

S.N.	Name of Articles	Rate per kg/unit	Quantity to be supplied per month (approx)
1	Bengal Gram Cleaned superior quality, free from impurities and insects (Attach sample of 50 grams)		150 KG Camp 60+Pashan 90
2	Wheat Bran "Chetak" brand (Attach sample of 100 grams)		16 KG Camp 0+Pashan 16
3	Carrots/Beetroot, Medium size, fresh		277 KG Camp 112+Pashan 165
4	Tomatoes, ripe, fresh		80 KG Camp 30+Pashan 50
5	Lucerne Grass, fresh, green		110 KG Camp 25+Pashan 85
6	Banana		135 KG Camp 60+Pashan 75
7	Ground Nut (without shell)		31 KG Camp 15+Pashan 16
8	Green Vegetables, Fresh (Mixed - Lady finger, Cucumber & Brinjal, Sweet Potato etc.) Different vegetable to be supplied on every alternate day		270 KG Camp 120+Pashan 150
9	Poultry Feed (Mash)		130 KG Camp 50+Pashan 80
10	Corn cob, fresh soft, dust free, non toxic, uniform granules of white colour (Attach sample) 4mm to 6mm size.		1000 KG Camp 800+Pashan 200
11	Lyzol Disinfectant Solution		30 Liters, Camp & Pashan
12	Brown paper sheets		40 Dozen, Camp & Pashan
13	Brown paper bags, folded type 10kgs capacity, superior quality (sample must be sent with the tender) size:10"x21"		50 KG, Camp & Pashan
14	Plastic bags size: 14" x 9"/14" x 10" 150 gauge, superior quality (Attach sample)		20 KG, Camp & Pashan
15	Floor Duster (swab) size: 22"x22" superior quality, thick weight of each swab:100gms approx (Send sample)		500 Nos., Camp & Pashan
16	"Monkey Brand" Broom soft (Fulzadu) weight of each broom 310 grams (Send sample)		50 Nos., Camp & Pashan
17	Hard Broom-Polished, large more than 3 feet long, each broom 500 grams approx (Send sample)		50 Nos., Camp & Pashan

S.N.	Name of Articles	Rate per kg/unit	Quantity to be supplied per month (approx)
18	"Hindalco Make" Aluminum Foil 18x300x11 – 18 meter (Attach sample)		150 Nos., Camp & Pashan
19	Johnson Plast Adhesive Tape USP size: 2.5cm x 10m - Packet containing 12 Rolls (Attach sample)		70 Rolls, Camp & Pashan
20	Toilet paper roll, 2 ply white deluxe, Atlas or Sun Brand or any other good quality, soft absorbent size:10cms width 1800cms length (10cm x 50gms) net (Brand/make should be mentioned and sample must be sent)		504 Rolls, Camp & Pashan
21	Surf Excel Powder (1 KG Packet)		50 Packets, Camp & Pashan
22	Soap cake "Lifebuoy" 75 grams / 125 grams		150 Nos., Camp & Pashan
23	VIM Powder Hindustan Lever (Bag of 1 KG)		50 Packets, Camp & Pashan
24	Steel wool, grade 'O' in 250 grams Packet (sample must be sent)		10 Packets, Camp & Pashan
25	Cell for Transistors/calculators No.1015 "Eveready" or "Duracell"		50 Nos., Camp & Pashan
26	Cell for Torches No.950 "Eveready" or "Duracell"		50 Nos., Camp & Pashan
27	Towel white size:26" X 30" made of toweling cloth all four sides should be stitched properly (sample must be sent)		30 Nos., Camp & Pashan
28	Bib cock 1/2" Brass Heavy Duty "KK Brand" (sample must be sent)		10 Nos., Camp & Pashan

Above rates are inclusive of all taxes and delivery charges up to Store Room of ICMR-NIV Camp & Pashan, Pune and valid till the end of the contract.

Composition of Animal food may be indicated. Sample of each item quoted in the above tender must be submitted to Stock Room of NIV, before due date and time, failing which the tender will not be considered.

I/We agree to abide by all the TERMS AND CONDITIONS mentioned in the tender document.

Signature of Tenderer with seal/rubber stamp of the firm

Date:

Name & Address of the Firm with seal
(Phone/Fax No. email id may also be mentioned for easy communication)