

**TENDER DOCUMENT FOR THE  
RATE CONTRACT OF REFERENCE  
STANDARDS, CHEMICALS,  
GLASSWARES, PLASTICWARES,  
LABWARES**



**FOOD AND DRUG TESTING LABORATORY  
(FOOD & DRUG ADMINISTRATION, Govt. of Punjab)  
Near Civil Hospital, Kharar,  
District SAS Nagar Mohali - 140301, India  
Tel: 91-(0)1602280454  
Email: [publicanalystpunjab@gmail.com](mailto:publicanalystpunjab@gmail.com)**

**FOOD AND DRUG TESTING LABORATORY**  
**(FOOD & DRUG ADMINISTRATION, Govt. of Punjab)**  
Near Civil Hospital, Kharar,  
District SAS Nagar Mohali - 140301, India  
Tel: 91-(0)1602280454  
Email: publicanalystpunjab@gmail.com

**Tender Ref. No: PUR/RC/2020-21**

**Tender for Rate Contract for Reference Standards, Chemicals, Glasswares, Plasticwares,  
Labwares**

1.	REFERENCE STANDARDS, CHEMICALS, GLASSWARES AND LABWARES FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF RATE CONTRACT	
2.	General Terms and Conditions	As per Annexure I
3.	Tender Documents (By Post)	Tender documents can be downloaded by tenderer from <a href="http://www.pbhealth.gov.in">www.pbhealth.gov.in</a> website. In case a tenderer is using the documents and forms downloaded from the website.
4.	Date for issue of tender documents	5-3-2020
5.	Last Date and time for submission of sealed quotations	16-3-2020 12:00 HRS
6.	Date and time of tender opening	16-3-2020 14:00 HRS

Sealed tenders are invited on behalf of Commissioner, FDA from the reputed manufacturers/authorized distributors/dealers for entering into Annual Rate Contract for the supply of items grouped as under:

Tender Document No.	<b><u>PUR/RC/2020-21</u></b>
Sr. No.	Particulars
1.	<b><u>Chemicals</u></b> <b><i>(Including Chemicals/Solvents (LR/AR/HPLC/MS/LC/GC Grade), Rare Chemicals/Fine Chemicals, Reagents, Sample preparation Kits)</i></b>
2	<b><i>Reference Standards for High End Equipments i.e. Pesticide Residue Analysis, Heavy Metal Analysis, Fatty Acid Profiling, Aflatoxins Standards (M1, M2, G1, G2, B2) , Antibiotic Residue Analysis, Reference Standards for All Food Additives, Customized Standards</i></b>
3.	<u>Glasswares (Complete range)</u>
4.	<u>Plasticwares (Complete range)</u> <u>(Including liquid handling products Pipettes, Micropipettes, etc.)</u>
5.	<u>Labwares &amp; Lab Essentials</u> (Chromatography Accessories (HPLC Columns, GC Columns, Columns fittings, TLC plates, Filter Papers and Disposable Filter Units, Disposable Readymade Garments, Polyvinyl & Nitrile Gloves & Safety wears for Chemical & Microbiological labs, Cotton/Tissue Rolls/Aluminum Foil etc.)
6.	<u>Lab Consumable (Complete Range)</u>
7.	Small Lab Equipments for Wet Chemistry <u>(Food Testing)</u>

## **Terms and conditions for the submission of Quotation**

### **(to be returned by Tenderer along with the tender duly signed)**

1. Quotation will be accepted only from manufacturers of branded items. If they are not in a position to quote, they authorize only one exclusive agent who may quote along with authorization. **The authorization certificate format should be enclosed as per Annexure "A" failing which the quotation will be summarily rejected.**

The quotation should be submitted in sealed covers, super scribing **supply of reference standards, chemicals, plasticwares, Glasswares, Labwares etc under rate contract**, Tender No. **PUR/RC/2020-21**, due date and sealed and addressed to the **Commissioner, Food & Drug Administration, Near Civil Hospital, Kharar, District SAS Nagar Mohali - 140301, Offers sent through E-mail will not be accepted.**

2. **Mention the name of Category and Brand name/Principal Company name on the envelope failing which the offer will be summarily rejected without opening the same.**
3. Overwriting and corrections should be attested properly. The bid should be complete with all respects and should be duly signed. Incomplete and unsigned bids will not be considered.
4. **The quoting firm should submit the bid submission format along with the quotation. (As per Annexure-B). In case the firm will quote for more than one category, the firm should submit the separate bid submission format for each category along with the supporting documents/price list and enclosed with the bid in the single sealed envelope.**
5. The quoting firm should enclose the certificate for the non-blacklisting of firm as per the **Annexure "C"**. In case, FDA finds the certificate provided by the quoting firm is found false at any time of the tender process or after the rate contract, FDA will reject the bid or cancel the rate contract without any further intimation.
6. The companies which cannot provide validity of rates for one year need not apply.
7. The firms should be registered with sales tax authorities.
8. The rate contract will be generally valid for a minimum period of one year, however rates for more than one year will also be considered.
9. There will be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications / regulations change.
10. **For Imported items the firms should give their quote in Foreign Currency. In addition, they can quote in Indian Currency which should have endorsement of the principal company. Any firm having Custom Bonded Warehouse shall be preferred, in such cases the modalities of supply and exemption shall be mentioned clearly.**
11. Price should be for delivery at FDA, Kharar and no freight or other handling charges will be paid.
12. Prices charged for the stokes supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Government funded Autonomous bodies during the period of contract failing which the "FALL CLAUSE" will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to FDA. In case it is found that the price changed by the firm is more, the same will e recovered from the subsequent/unpaid bill of the supplier. (Format as per Annexure "D")
13. **The stokes shall be supplied within a period of 45 days either directly or through dealer. (No deviation in this regard). Earlier delivery by the supplier is preferred.**

14. **Liquidated damages:** If the firm fails to execute the supply as per purchase order in full or part as per the terms and conditions stipulated therein, the institute can recover liquidated damages from the firm @ 1% per week of the value of undelivered stores (except discontinued items), subject to a maximum of 10%. It will also be open to this institute to procure the required items from any other source at the risk and expense of the firm. For any discontinued items, the party should inform to FDA within the delivery period mentioned in the clause ref. no: 16.
15. FDA, Kharar reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
16. **Termination of Rate Contract** – The rate contract can be terminated at any time without assigning any reasons by giving one month notice by either party. **Conditional, Unsigned, Late & Delayed tenders will not be considered.**
17. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deemed appropriate for.
18. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
19. FDA, Kharar also reserves the right to test the chemicals and solvents/other consumables for their quality if it so desires.
20. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
21. **Bidders are requested to provide complete Bank Address with code & Account No. so that payment can be sent electronically. Payment through cheque may not be made in the coming future as per the policy of FDA. (as per Annexure- "E")**
22. **The payment for the supply of items will be given to the firm within one month of the arrival of materials subject to the inspection of materials by the FDA Scientists/Indenter. No Bill for part payment will normally be entertained**
23. **No advance payment will be made for the supplies.**
24. Discount, taxes and other levies if any are to be specified clearly in the bid.
25. The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee and the Commissioner, FDA reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
26. **Warranty** – The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item
27. **If any addition/deletion of the items in the period of Rate Contract, the party should inform to FDA accordingly for the addition of items in the RC.**
28. The order for the rate contract shall be given to the qualified firms initially for the period of one year and the same may be extended to further period subject to the satisfactory performance of the qualified firm and the submission of prevailing price list at the time of extension of rate contract for the subsequent year/period. For the extension of rate contract, all terms and conditions should be as per the original tender document.
29. All disputes will be subject to the Mohali/Chandigarh jurisdiction.
30. The tenders are also liable to be rejected if the above conditions are not complied with.
31. FDA, Kharar reserves the right to reject any or all the tenders without assigning any reason or to accept them in part or full.

O/o Commissionerate, FDA, Kharar.

**ANNEXURE "A"**

**AUTHORIZATION FORM**

Dated \_\_\_\_\_

**The Commissioner,  
Food & Drug Administration,  
Near Civil Hospital, Kharar,  
District SAS Nagar Mohali - 140301**

Tender Ref. No: **PUR/RC/2020-21**

Dear Sir:

We \_\_\_\_\_ who are established and reputable vendor to submit a bid, negotiate and receive the order from you against your tender for the Rate Contract.

We hereby inform you that we have not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

We hereby extend our full guarantee and warranty as per Clause 20 & 26 of the tender conditions for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

**Note:** This letter of authority should be on the **letter head of the Vendor** and should be signed by a person competent or having the power of attorney to bind the manufacturer.

## **ANNEXURE "B"**

### **Bid Submission Format\***

<b>Sr No</b>	<b>(Please submit your bid in the given format) Tender Ref. No. PUR/RC/2020-21)</b>	<b>Yes / No (Wherever required)</b>	<b>Page No</b>
1	<b>Name of supplier</b>		
2	<b>Category for which Rate Contract is applied</b>		
3	<b>Princippal Manufacturer/Brand Name</b>		
4	<b>Whether Price list for 2019-20/current price list is enclosed. The firms are encouraged to provide the soft copy of the price list along with the hard copy (preferably PDF)</b>		
5	<b>Is there any open authorization in India if yes please mention</b>		
6	<b>In case of imported items whether price list in foreign currency is attached.</b>		
7	<b>Discount offered on the printed price by manufacturer</b>		
8	<b>Addl. Discount offered by the Distributor/Dealer</b>		
9	<b>GST @ applicable</b>		
10	<b>Total Discount</b>		
11	<b>The items should be supplied to FDA within 45 days from the next day of purchase order. Earlier delivery will be preferred.</b>	<b>No Deviation allowed</b>	
12	<b>Mention whether firm is currently under Black listing / suspension by ICAR/IARI/CSIR/ICMR DBT/Govt. Funded Organisation/universities. (Whether necessary certificate in your letter head enclosed as per Annexure "C")</b>		
13	<b>Whether you have read and understood all the tender terms and conditions and whether you accept it unconditionally.</b>		

**\*In case the firm will quote for more than one category, the firm should submit the separate bid submission format for each category along with the supporting documents/price list and enclosed with the bid in the single sealed envelope**

Date: \_\_\_\_\_

Seal and Signature of Authorized signatory

**CERTIFICATE**

**Tender Ref No: PUR/RC/2020-21**

- i) That I/ we have gone through and understood the requirements given in the FDA, Punjab Tender Notice no. PUR/RC/2020-21 and price list along with the discount have been quoted accordingly.
- ii) That the terms and conditions given in the tender notice are acceptable to me/us.
- iii) That the information furnished by me /us is true and correct.
- iv) That the supplier/Manufacturer has not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

**Seal and the Authorized Signature of the tenderer**

Note: The certificate should be given by the bidder in their letter head.



**ANNEXURE “D”**

**FALL CLAUSE NOTICE CERTIFICATE**

**Tender Ref. No: PUR/RC/2020-21**

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Government funded Autonomous bodies during the period of contract failing which the “FALL CLAUSE” will be applicable.

In case, if the price charged by our firm is more, FDA will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the tenderer

**Note:** This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

## ANNEXURE "E"

### BANK DETAILS REGARDING THE TRANSFER OF PAYMENT THROUGH NEFT/RTGS

Dated \_\_\_\_\_

**The Commissioner,  
Food & Drug Administration,  
Near Civil Hospital, Kharar,  
District SAS Nagar Mohali - 140301**

Tender Ref. No: **PUR/RC/2020-21**

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to FDA, Kharar are as follows:

1.	Name of the firm	
2.	Contact person	
	Contact No. of firm	
	Email ID of Concerned person	
3.	Particulars of Bank Account of Firm	
a	Name of Bank	
b	Name of Bank Branch	
c	Bank Address	
d	Bank Branch Telephone No.	
e	9 Digit Code Number of the Bank and Branch	
f	IFSC Code of the Bank Branch (application for the bank branches participating RTGS system of RBI for fund transfer)	
g	Type of Bank Account (Saving Bank, Current Account or Cash Credit Account)	
h	Account Number (as appearing on the cheque book please ensure to mention the complete account No. as allotted by the bank)	

**Signature of the competent**

**authority with seal Note:** This above details should be on the **letterhead of**

**the supplier** and should be signed

by a person competent and having the power of attorney to bind the same.

To

Director, Public Relations  
Punjab Civil Secretariat,  
Sector-1, Chandigarh.

Subject: Request for advertising a tender document for the Rate  
Contract of Reference Standards, Chemicals,  
Glasswares, Plasticwares, Labwares for FDA, Punjab.

Sir,

This is in reference to aforementioned subject, it is  
requested to publish tender notice in two newspaper as attached  
herewith, one in leading National Newspapaer and another in State  
Vernacular Newspaper. The bill of the tender may be sent to the  
undersigned.

Commissioner,  
Food & Drug Administration, Punjab

**PUNJAB STATE FOOD AND DRUG LABORATORY**  
**(FOOD & DRUG ADMINISTRATION, Govt. of Punjab)**  
**Near Civil Hospital, Kharar,**  
**District SAS Nagar Mohali - 140301, India**  
**Tel: 91-(0)160 2280454**  
**Email: publicanalystpunjab@gmail.com**

**TENDER NOTICE**

Sealed tenders are invited for Rate Contract of Reference Standards, Chemicals, Glasswares, Plasticwares, Labwares for Food & Drug Lab, Kharar. The details of Tender may be seen on our website [www.pbhealth.gov.in](http://www.pbhealth.gov.in). The tender may apply on or before 16-3-2020 (12:00 HRS).

Commissioner,  
Food & Drug Administration, Punjab