

To

**LIMITED SEALED QUOTATION CALL NOTICE (No. IV-238-S&P/2016-17/ 2716/AH/LSQ /ILS, Dated 05.12.2016)**

Limited sealed quotations are invited for the following item(s) from registered firms/Stockiest/ DGS&D approved Firms/Authorized Dealers so as to reach the undersigned on or before **26.12.2016 (16.00 hrs.)**

**Please submit quotation for the following item(s) in your letter head/quotation pad**

Sl.No	Item Details	Qty. Required	Basic price in Rs.	Total Price in Rs.
1.	Corncob based rodent bedding material Specifications: ¼” size, Biodegradable, dust free, nontoxic, highly absorbent, autoclavable. Packaged in moisture proof, autoclave resistant HDPE bags ( <b>bag size should be of 20-25kg.</b> ). Certificate of analysis for harmful contaminants for every batch	2000kg ( to be supplied in 20-25 kg. capacity bags)		
Total: Add: CST/VAT @-----% Add: Packing & Forwarding Charges: Add: Delivery charges up to ILS, Bhubaneswar: Any other charges:				
<b>Total amount in words:</b>			<b>GRAND TOTAL: Rs.</b>	
<b>Important terms &amp; conditions to be mentioned in the quotations otherwise the same will not be considered:</b> <b>1. Validity of the Quotation:</b> Minimum up to 31.03.2018 (The above requirement is only for 3 months approximately. Our annual requirement is appx. 6000-8000kgs. So, your above price should be valid for at least 15 months for our procurement in regular interval of 3 months. The rate contract will be for a period of one year only but maybe extended beyond one year with mutual Consent on the same terms, conditions and rates. <b>2. Delivery:</b> Maximum within 30 days of the order at ILS, Bhubaneswar <b>3.Payment:</b> Only after receipt of the materials in good condition through A/C payee cheque/ DD/ RTGS/NEFT <b>4.Entry tax:</b> As per actual or @1% of the total value whichever is lower will be paid to the quotationer /supplier only after receipt of the entry tax receipt issued by the Odisha Sales Tax Authority in original.				

**Important Notes:** Please submit your price for the above items separately. One can participate for any or both items. L1 bidder will be decided from the bidders qualified in technical specification mentioned above on overall lowest quoted delivered cost basis for both items separately.

**The following terms/conditions should be strictly adhered to:**

1. Please send your **sealed** quotation(s) preferably by Registered / Speed Post or submit in the office of the undersigned on any working day between 10.00 hrs. to 13.30 hrs. against receipt / acknowledgement on or before the last date. Quotation(s) brought by post / courier after the closing date and time will not be entertained and ILS will not be responsible for refund of the same. **Quotation(s) through fax /e-mail will not be entertained.** The quoted rates should be valid up to **31.03.2018**. Quotation(s) may also be dropped in the quotation box kept with the store department of this Institute. However as no receipt / acknowledgement will be issued for quotation(s) to be dropped in the quotation box, no claim of such quotation(s) having been submitted will be entertained.
2. The envelope containing the quotation should be properly sealed (preferably wax/ cello tape seal) and super scribed as “sealed quotation against **Quotation Call Notice No. IV-238-S&P/2016-17/ 2716/AH/LSQ /ILS, Dated 05.12.2016** FOR “**Supply of corncob based rodent bedding material, Due on 26.12.2016 (16.00 hrs.)**”. If the envelope containing the quotation is not sealed and marked as above, the Purchaser will assume no responsibility for its misplacement or premature opening.
3. The above quotation(s) will be opened on **26.12.2016 at 16.30 hrs** in the Conference Hall of the Institute. The interested Vendor(s) or their authorized agents may remain present at the time of opening of quotation. Nobody will be allowed to participate in the opening of quotations without authorization.
4. If the above stated opening or closing date(s) happens to be Govt. holiday(s)/ BANDH, the submission/opening of the quotation will be on the next working day as per the time scheduled.

**Contd.....P/2 (back page)**

**# 2 #**

5. The number and quantity mentioned in the above Quotation Notice is the probable number and quantity required to be purchased. The same may be increased/decreased according to the requirement. The Director, ILS has the right to order or not to order any number and quantity of any such articles. The Director, ILS also has the right to divide/split the total order of an item among more than one party. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document. However, where the lowest acceptable bidder, against ad hoc requirement, is not in a position to supply the full quantity required, the remaining quantity as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder. Decision of the Director of this Institute will be final and binding on all Vendors/Bidders.
6. The total cost of the materials should be mentioned. Total cost should be calculated in the specified column of the above-mentioned format.
7. All items have to be delivered at this Institute without any extra cost than that mentioned above.
8. No advance payment can be made for supply of the above items. Payment will be made within fifteen days after receipt of all items in good condition.
9. Whether you have rate contract with the Director of Export Promotion and Marketing, Orissa or the Director General of Supplies and Disposals, Govt. of India? If you are quoting the price at EPM or DGS&D rate, please send a copy of that rate contract. Quotation of only registered Firms will be entertained. If you are quoting on behalf of any other company, then authorization Certificate of the Manufacturer/Company against your dealership and document supporting both past and present status of the Manufacturer /Company and Supplier should be enclosed in the quotation along with a valid price list of that Manufacturer/Company. If imported, the name, address, phone, fax and e-mail (if any) of the Beneficiary/Manufacturer and authorized Indian agent (if you are a sub-agent) should be mentioned.
10. **Please enclose your Income tax and sales Tax clearance certificates, TIN No. or non-assessment certificate with the quotation.** In case you are charging excise duty, please submit a copy of the excise license issued in your favour. It may please be noted that this Institute is exempted for paying of Customs Duty/Excise Duty(as per custom rule, only concessional custom duty will be charged) by DSIR, Govt. of India. So please send your quote without adding extra Customs Duty/Excise Duty. If selected, then the supplier has to submit every document needed by the Accounts Department of this Institute as per Govt. rule for payment.
11. Any freebies to be supplied should be clearly mentioned. If imported, the name, address, phone, fax and e-mail (if any) of the Beneficiary/Manufacturer and authorized Indian agent (if you are a sub-agent) should be mentioned.
12. Inspection methods and quality control standards.
13. If supply is not completed within the stipulated period and no extension at the period of supply is applied for and granted, this Institute reserves the right to make purchase from any other sources without sending any intimation of cancellation of the order placed with the quotationers. If the quotation(s) fail to execute the order(s) within the time period, as indicated in the quotation/order for supplies or as mutually agreed to, the order will be cancelled. They will also be liable for all damages sustained by the Institute for non supply including the liability to pay any difference between the prices accepted by him and those ultimately paid by the Institute for the articles otherwise the firm will be black-listed from ILS purchases. The Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751 023 will assess such damages and his decision in the matter will be final.
14. The contract for supply cannot be sublet without the permission of the Director of Institute of Life Sciences. The article supplied should strictly confirm to the specification, grades etc. quoted by the firm or to the samples supplied by the firm and accepted by ILS. If any of the articles supplied by the firm are found to be bad or unsound, unmerchantable, inferior in quality, or not in accordance with the description or otherwise faulty for unfit for use or unwholesome, the price or prices, of such article has already been made to the quotation, shall be refundable. If the payment has not been made, the quotation will not be entitled to any payment whatsoever for such article .Incomplete quotations/ quotations without required documents will be rejected. Quotations submitted after the closing date and time will not be entertained.
15. Award Criteria: **The Purchaser will award the contract or place the order to the successful vendor whose quotation has been determined to be substantially responsive and has been determined to be the lowest evaluated quotation, provided further that the vendor is determined to be qualified to perform the contract satisfactorily.** L1 will be decided on overall lowest quoted delivered cost basis.
16. The date of delivery mentioned in any ILS order should be strictly adhered to otherwise, the Director, ILS reserves the right not to accept the delivery in part or full and to claim the liquidated damages @ 1% per week or part thereof subject to a maximum of 10% of the total value of the supply order.
17. Any cheating or forgery found at any moment, the Director, ILS reserves the right to forfeit the EMD or Security money and empowered to take legal action as deemed fit.
18. Please note that the items should be supplied within **30** days from the date of order, failing which the supply order will be automatically stand as cancelled.
19. The Director, Institute of Life Sciences reserves the right to accept/reject any/all the quotations in part or in full without assigning any reason thereof.

**(LIMITED SEALED QUOTATION CALL NOTICE No. IV-238-S&P/2016-17/ 2716/AH/LSQ /ILS, Dated 05.12.2016)**

20. The court situated at Bhubaneswar shall have jurisdiction to decide any dispute or litigation if arises in future beyond the above mentioned rules and regulations. The resultant contract will be interpreted under Indian Laws.

**Vendors will be required to furnish the following documentary proof/ information along with their offers:**

Sl.	Documents	Details
01	Banker's information	Name & Address of your Bankers: Bank Branch Location/Tel No: Your Bank Account no: Type of Account: (mention Current Account/Savings Account) Bank MICR Code: Bank RTGS IFSC code: Your Bank NEFT IFSC Code:
02	Address of your organization	Address:  Pin: Fax: Contact person's name: Mobile No.: E-mail:

# 3 #

03	Statutory documents — VAT / TIN / EXCISE REGISTRATION / CST REGN / SERVICE TAX REGISTRATION etc. (copy to be furnished)	
04	NSIC/SSI Certificate (if applicable)	
05	MSME vendor certificate (if applicable).	
06	Agency agreement with manufacturer (if applicable)	

**N.B.: Please send self-attested copies of the above documents**

#### UNDERTAKING

I/We agree and accept that all payments that are payable as per the terms of the Purchase order or work order placed and that may be placed on me/us in future, be credited to my/our Bank Account, details of which are given above. I/We hereby declare that the particulars given above are correct and complete. If for any reason the payments are delayed or not effected, I/we shall not hold Institute of Life Sciences or the banks responsible for such delays. I/We here by authorize Institute of Life Sciences, Bhubaneswar to make all payments to me/us by credit to the above bank account. I/We also hereby undertake to abide by all the rules and regulations formulated by ILS and mentioned in Quotation Notice No. **IV-238-S&P/2016-17/ 2716/AH/LSQ /ILS, Dated 05.12.2016** of Institute of Life Sciences, Bhubaneswar and undertake to follow the final decision taken by the Director, ILS in case of any dispute in future.

Name of the Firm:

Tel. No.:

Fax No.:

Mobile:

E-mail:

Full Signature (Authorized signatory):

Seal of the Firm:

**(Stores & Purchase Officer)**

**N.B:** The bidders must send offers only in the above price format in their letter head duly accepting the term & conditions mentioned and should enclose this quotation notice duly signed in each page along with their quotation as a token of their acceptance of the terms & conditions of ILS otherwise the offer will be summarily rejected.

**Copy to:** 1) Mr. S.S.Mohanty, ILS, Bhubaneswar with a request to publish this Quotation Call Notice in ILS website [www.ils.res.in](http://www.ils.res.in), NIC website: [www.tenders.gov.in](http://www.tenders.gov.in), Central Public Procurement Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [cphp-nic@nic.in](mailto:cphp-nic@nic.in) and [cphp-doe@nic.in](mailto:cphp-doe@nic.in) on or before **06.12.2016** positively  
2) **Notice Board of ILS.**