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STATE POLLUTION CONTROL BOARD, ODISHA

[DEPARTMENT OF FOREST & ENVIRONMENT, GOVERNMENT OF ODISHA]

Paribesh Bhawan, A/118, Nilakantha Nagar, Unit - VIII
Bhubaneswar - 751 012, INDIA

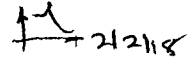
No. 1551 / VISC (LEM) Purch-231/17-18

Dt. 08-02-18

TENDER CALL NOTICE

State Pollution Control Board, Odisha, Bhubaneswar (SPCB) invites sealed Tenders from the manufactures or their authorized dealers/distributors for supply of different categories of laboratory items i.e. chemicals, Glasswares, plasticwares & filtration product (filter paper and thimbles) for its laboratory on annual rate contract basis for the FY-2017-18.

Bidders are requested to visit Board's website www.ospcboard.org and download the details of Tender documents and terms & conditions of the bidding process. The Tender alongwith requisites as per instruction shall be submitted preferably by post in a sealed envelope superscribing quotation for supply of chemicals, Glasswares, plasticwares & filtration product etc. and advertisement reference no. as indicted in the bid document. The tender should reach the undersigned within 21 days from the date of advertisement of the tender call notice



Member Secretary

Memo No. 1552 Dt. 08-02-18

Copy forwarded to the Estt. Section for information and requested to publish the Advertisement in one Oriya Daily & English Daily (All Edition) for wide circulation.



Administrative Officer

Memo No. 1553 Dt. 08-02-18

Copy forwarded to the system administrator for information and requested to upload the Tender Call Notice and bid document in the Board's website with immediate effect.



Administrative Officer



**STATE POLLUTION CONTROL BOARD, ODISHA
BHUBANESWAR**

BID DOCUMENT

**[SUPPLY OF CHEMICALS/GLASS WARES/PLASTIC WARES/FILTRATION PRODUCTS
(FILTER PAPERS & THIMBLES) ON ANNUAL RATE CONTRACT BASIS FOR THE
FINANCIAL YEAR-2017-18]**

**(Terms and Conditions, Tender acceptance undertaking, Technical Bid,
Financial Bid, Manufacturer's Authorisation Form, List of Customers)**

Total No. of pages-08 (Eight)

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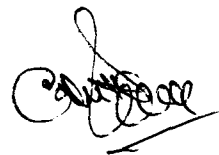
Terms & Conditions

1. The State Pollution Control Board (SPCB) Odisha is interested to enter into Rate Contract with only reputed Manufacturers or their authorized distributors for the supply of different categories of laboratory items i.e. Chemicals, Glass wares, Plastic wares and Filtration Products (Filter papers and Thimbles) for the Laboratories of the Board on Annual Rate Contract basis for the Financial Year, 2017-18.
2. **Consignee** :Member Secretary, SPCB Odisha, Paribesh Bhawan, A/118 Nilakantha Nagar, Unit-VIII, Bhubaneswar-751012 (Odisha)
3. The Bidders are requested to submit their offers in their own Letter Head neatly typewritten and without any correction or over writing as per (**Annexures, I - V**) of the Bid Document.
4. The offer shall be submitted preferably by Post in a sealed envelope super scribed, "Quotation for Annual Rate Contract for the supply of Chemicals /Plastic wares / Glass wares / Filtration Products for 2017-18", Advertisement Reference No., category of the item for which the offer is submitted and addressed to the Member Secretary, SPCB Odisha, Paribesh Bhawan, A/118 Nilakantha Nagar, Unit-VIII, Bhubaneswar-751012 (Odisha). The consignee will not be held responsible for postal delay if any.
5. **Offers submitted through E-mail or Facsimile will not be considered.**
6. In case the Bidders are willing to quote for more than one category of items as mentioned in the Quotation Call Notice, **individual offers complete in all respects and sealed in separate envelopes shall be submitted.** Category of the item shall be mentioned on these envelopes and the envelopes shall be superscribed, "Quotation for Annual Rate Contract for the supply of **Chemicals / Plastic wares / Glass wares / Filtration Products for 2017-18**".
Combined offers are liable to be summarily rejected.
7. **Last date of Submission:** Within **21 days** from the date of advertisement of the Quotation Call Notice.
8. Offers received after due date or offers without complete documents shall not be entertained.
9. The offers will be opened by the Technical Committee of the State Pollution Control Board, Odisha on the last day of submission of the Tenders at 5 pm (or any other working day, convenient to the members of the Committee) in presence of the Bidders or their representatives who wish to remain present at the time of opening of the offer. The representatives shall be required to produce the letter of authorization issued by the Bidder.

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The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'S. Mohan', followed by another signature, then a signature that looks like 'S. Mohan' again, and finally a signature that looks like 'S. Mohan' with a large 'X' next to it. To the right of these signatures, the word 'Contd..' is written, followed by a small signature or mark.

10. The Bidders (as Distributor) shall have to indicate clearly the name of the Manufacturer/ Principal of the product for which they have submitted the Rate Contract Offer.
11. The Bidders (as Distributor) are required to attach the latest valid authorization letter from the respective Principal / Manufacturer with their offer as per Annexure-II to prove their credentials or bona fides with regard to the products of the Principal / Manufacturer for supply to the consignee under the Rate Contract.
12. It is to be noted that the authorization letter issued by the Principal / Manufacturer should exclusively addressed to the **Member Secretary, SPC Board, Odisha** indicating their authorization to quote / sell their products.
13. ***Bids of the Distributors without authorization document from respective Manufacturer shall be rejected.***
14. The Bids shall include valid documents of GST Registration Number and the details of Income Tax Registration (PAN) & latest Income Tax Return of the Bidder.
15. List of the customers (Government / Private research laboratories / institutes of repute including CSIR laboratories / institutes where Rate Contract for the mentioned category of items has been finalized with the firm) with other details is required to be submitted as per ***Annexure -V.***
16. The Bidder is required to submit an EMD of amounting **Rs. 10,000/- (Ten Thousand)** only for each of the bids in the shape of **Demand Draft** drawn in favour of Member Secretary, State Pollution Control Board, Odisha on any Nationalized Bank. The EMD will be retained till the execution of the supply of the items as per the Terms & Conditions of the Rate Contract of the successful Bidder. The same will be returned immediately to the unsuccessful Bidder. No interest will be paid on the EMD amount under any circumstance.
17. **Maximum discount i.e. discount on the price list and special discount, if any, is to be mentioned in the offer. The discount must be indicated in words as well as in figures.**
18. The current Price List, either in hard copy or in soft copy valid up to 31.03.2018, is to be submitted.
19. **The period of validity of the offer may be extended at least up to six months beyond the stipulated date, if required.**
20. Increase in any price during execution as well as in the extended period of the Rate Contract shall not be entertained.
21. The price to be quoted (Price as indicated in the price list less discount plus taxes and duties, if applicable) by the Bidder under the rate contract should in no event exceed the lowest price at which the Bidder sells the stores of identical description to any other organization during the period of rate contract. If Rate Contract holder reduces its price or sells or even offers to sell the same items during the period of the rate contract, price will be automatically reduced with effect from that date for all the subsequent supplies under the Rate Contract.



Contd..



22. **There will be no separate packing and forwarding charges payable by the consignee for the supply against the Rate Contract.**
23. For imported items, Custom clearance charges shall have to be borne by the supplier including freight to consignee's destination. Supplies shall be covered by insurance and other taxes, as applicable to the destination. **The Board is exempted from Customs and Central Excise duties vide DSIR Regd. No.- TU/ V/RG-CDE (217)/2016, dt.19.09.2016, which is valid up to 31.08.2019.**
24. If it is found that rates quoted are not reasonable, SPCB Odisha reserves the right to go for negotiation / retender.
25. On placement of the Purchase Order by the Board, the Bidder will be required to submit the letter of acknowledgement **within 10 days** from date of issue of the order as a token of acceptance.
26. Bidder will have to **supply all of the ordered item(s) including indigenous as well as imported items, in full quantity, as reflected in the concerned price list of the manufacturer under this Rate Contract within 60 days of placement of the Purchase Order by the consignee.** The item(s) may include small equipments / Instruments / Lab. Accessories as contained in the Price List of the Bidder.
27. **Part supplies are discouraged.**
28. Items are to be delivered to the Central Laboratory, State Pollution Control Board, Plot No-59/2&59/3, Chandaka Industrial Estate, Patia, Bhubaneswar-751024 at the cost of the Bidder.
29. The Bidder shall take immediate steps for the free replacement in case any discrepancy is found with regard to quality / quantity of any item to be supplied by the Bidder under this Rate Contract.
30. **Penalty** - In case the firm fails to supply the items as per the specifications of the supply order, the **EMD will be forfeited.**
31. Payment – Payment will be made within 45 (Forty five) days only after the receipt and acceptance of material in good condition in accordance with the supply order.
32. Member Secretary, SPC Board, Odisha reserves the right to cancel any or all of the rate contract offer(s) without assigning any reason thereof.
33. **In case of any alteration / modification in any of the conditions of the Tender arises, the same will be uploaded as CORRIGENDUM NOTICE in the website of the Board without any further advertisement.**



Annexure-I**Tender acceptance undertaking**

To

The Member Secretary,
State Pollution Control Board, Odisha, Bhubaneswar

Having examined the Tender document for the supply of **Chemicals/Glass wares/ Palstic wares/Filtration products (Filter papers & Thimbles)** under Rate Contract, we the undersigned, hereby offer to supply the Chemicals, Glass wares, Plastic wares & Filtration products as per the Terms & Conditions of the Tender document. In case of any downward price movements during the period, we promise to pass on the said advantage to SPC Board, Odisha.

Certified that the Price List / Price Catalogue for _____ (category of the item) submitted with the Rate Contract Tender for the year, 2017-18 is uniform throughout the territory of India.

We have enclosed all the relevant documents as per the Tender.

Date:

(Signature of the Bidder)

Name:

Designation:

Seal



The image shows five handwritten signatures or marks in black ink. From left to right: 1. A signature that appears to be 'D. Das'. 2. A signature that appears to be 'M. Mohapatra'. 3. A signature that appears to be 'C. S. Sahoo'. 4. A checkmark symbol. 5. A signature that appears to be 'S. S. Sahoo'.

TECHNICAL BID

(To be submitted by the Tenderer along with the Tender, duly signed)

1.	NAME & ADDRESS OF THE TENDERER :	
2.	TELEPHONE No :	
3.	FAX No. :	
4.	MOBILE No. :	
5.	E-MAIL :	
6.	NATURE OF THE TENDERER :	MANUFACTURER / AUTHORISED DISRIBUTOR (TICK WHICHEVER IS APPLICABLE)
7.	PRODUCT(S) OFFERED :	
8.	DISCOUNT OFFERED (IN %) :	
9.	SPECIAL DISCOUNT, IF ANY (IN %) :	
10.	TOTAL DISCOUNT OFFERED (8+9, IN %) :	
11.	WHETHER THE DOCUMENTS AS MENTIONED AT SI. No. 3 & 16 IN THE TERMS & CONDITIONS ATTACHED ?	YES / NO
12.	DETAILS OF THE EMD :	No. OF THE DD: _____ DATE: _____ AMOUNT (IN INR): _____ NAME OF THE ISSUING BANK: _____ DRAWN IN FAVOUR OF : _____
13.	TO BE DELIVERED BY :	MANUFACTURER / AUTHORISED DISRIBUTOR (TICK WHICHEVER IS APPLICABLE)

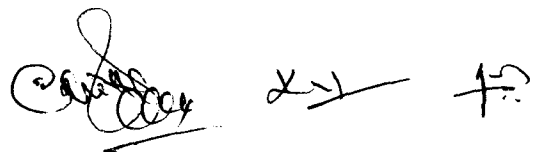

Date:

(Signature of the Bidder)

Name:

Designation:

Seal



FINANCIAL BID

[Tenders for providing Chemicals / Glass wares / Plastic wares / Filtration products (Filter papers & Thimbles) on Rate Contract basis for the year 2017-18]

To
The Member Secretary,
State Pollution Control Board, Odisha, Bhubaneswar

Sir,

I / we wish to submit our Tender for the Rate Contract for the supply of Chemicals / Glass wares / Plastic wares / Filtration products at Bhubaneswar as per the following rates.

Laboratory Chemicals:

Sl. No.	Name of the Manufacturer	Total % (Percentage) of Discount to be offered (inclusive of special discount)
1.		
2.		
3.		

Laboratory Glass wares:

Sl. No.	Name of the Manufacturer	Total % (Percentage) of Discount to be offered (inclusive of special discount)
1.		
2.		
3.		

Laboratory Plastic wares:

Sl. No.	Name of the Manufacturer	Total % (Percentage) of Discount to be offered (inclusive of special discount)
1.		
2.		
3.		

Filtration products (Filter papers & Thimbles):

Sl. No.	Name of the Manufacturer	Total % (Percentage) of Discount to be offered (inclusive of special discount)
1.		
2.		
3.		

Date:

Seal

(Signature of the Bidder)

Name:

Designation

MANUFACTURER'S AUTHORIZATION FORM

INSTRUCTION

[The Bidder (The Distributor) shall require the **Manufacturer** to fill in this Form in accordance with the instructions indicated. This Letter of Authorization should be on the Letter Head of the Manufacturer and should be signed by the authorized signatory of the Manufacturer that are binding on the Manufacturer].

1. Date : _____ [Insert date as day, month and year of Bid submission]
2. Tender No. : _____ [Insert the Advisement Ref. No.]
3. To _____ [Insert complete Name and Address of the Consignee]

4. WHEREAS

We, _____ [Insert complete name of Manufacturer], who are official manufacturers of _____ [Insert type of goods, manufactured], having factories at _____ [insert full address of Manufacture's factories], do hereby authorize _____ [insert complete name of Bidder] to submit a bid for the purpose of supplying the, _____ [insert name and / or brief description of the Goods] manufactured by us and to subsequently negotiate and sign the Contract.

We, hereby extend our full guarantee and warranty with respect to the Goods, offered by the above firm.

Signed: _____ [Signature (s) of the authorized signatory of the Manufacturer]

Name (s): _____ [insert complete Name (s) of Authorized Signatory of the Manufacturer]

Designation (s): _____ [insert the Designation(s) of the Authorized Signatory of the Manufacturer]

The following Bidder is duly authorized to sign this Authorization on behalf of us:

_____ [insert complete Name of Bidder]

Dated the _____ day of _____ of _____ [insert the date of Signing]

The image shows several handwritten signatures in black ink. On the left, there are two signatures, one appearing to be 'J. Ram' and another 'M. Singh'. To the right, there are three more signatures, including a large, stylized one and two smaller ones.

Annexure-V**LIST OF THE CUSTOMERS**

Sl. No.	Name of the Consignee / Customer	Nature of the Organisation / Institution (Government / Private research laboratories / Institutes of repute including CSIR laboratories / institutes)	Details of Contact Person			
			Name of the contact person	Designation	Contacting Details	
1.					Telephone No. (with STD Code)	
					Cell Phone No.	
					Fax No.	
					e-mail	
2.					Telephone No. (with STD Code)	
					Cell Phone No.	
					Fax No.	
					e-mail	
					Cell Phone No.	
					Fax No.	
e-mail						

Date

(Signature of the Bidder)

Name:

Designation:

Seal