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सीएसआईआर – उत्तर-पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान  
पूर्व क्षेत्रीय अनुसंधान प्रयोगशाला  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
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स्पीड पोस्ट द्वारा / By SPEED POST

संख्या: No. 13(PZ)/03/RC-CHEM/17 – 18/PUR.

दिनांक: Date: 21.07.2017

To,

विषय / Subject: Rate Contract for Chemicals, Glassware, Plasticware, Filter Papers & HPLC/TLC Columns for the year 2017-18 up to July 2018.

प्रिय सर / मैडम,

Dear Sir / Madam,

With reference to the above subject, CSIR-NEIST, Jorhat is interested to have Rate Contract for Chemicals, Glassware, Plasticware etc. for a period of one year i.e. up to 31<sup>st</sup> July 2018 with applicable price list for the year 2017-18.

It is stated that CSIR-NEIST, Jorhat being R & D Institution is registered with Department of Scientific & Industrial Research (DSIR) for availing custom and excise duty exemption.

It is therefore requested to submit your offer for the Rate Contract with applicable price list (GST compliant) extending the maximum benefit to this institute in terms of maximum discount, providing custom bonded warehouse/ custom and excise exempted rates, etc. as applicable to other R & D organizations.

Please furnish your offer with current details in the enclosed FORMAT (Application Form) as per enclosed Terms & Conditions latest by **9<sup>th</sup> August 2017 up to 2.30 PM** through letter/fax/mail followed by original copy alongwith applicable GST compliant price list.

आपको धन्यवाद, / Thanking you,

भवदीय, / Sincerely,

भंडार एवं क्रय अधिकारी

Stores & Purchase Officer

Tel: 91 – 0376 – 2372710, Fax: 91 – 0376 – 2372921,

E-mail: [spo@neist.res.in](mailto:spo@neist.res.in)



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उज्ज्वल भविष्य के लिए विज्ञान एवं प्रौद्योगिकी का समन्वय

हम हिन्दी में किये गये पत्राचार का स्वागत करते हैं ।

No. 13 (PZ)/03/RC-CHEM/17-18/PUR

**Rate Contract (R/C) of Chemicals, Plasticware, Glassware, Filterpapers  
and HPLC / TLC Columns for the year 2017 – 18.**

**Terms and Conditions**

1. **Rates:** Rates as given in your price list valid for the period of R/C shall be applicable.  
Prices must be GST compliant. No old Price List will be acceptable.  
**No upward revision in price will be accepted during currency of the rate contract under any circumstances. The bidder should provide an undertaking to this effect.**
2. **Discount:** R/C discount as offered by you shall be deducted from Catalogue Price.
3. **Fall Clause:** The price charges for the items supplied under the Rate Contract shall in no event exceed the lowest price at which the party sells the items of same description to any other institute /person during the period of contract.
4. **Delivery & Deliver Schedule:** All supplies must be on the basis of Door Delivery.  
We have three establishment at three different locations at present and firms may give different dealers for
  - I. Central Stores, CSIR - NEIST, Jorhat,  
and its Branch Laboratories at:
  - II. Itanagar (Arunachal Pradesh) &
  - III. Imphal, Manipur(Please note there will not be allowed any transportation, Dry ice etc charges additionally over and above the price given in Price List). Delivery must be made Within 6 – 8 weeks of issue of the order unless otherwise specified. Supplies must normally not be made for the total order. Part supplies shall normally not be accepted. Part billing is not acceptable except in exceptional cases.
5. **Payment:** All payment shall be made on bill basis normally within 30 days after the delivery is made and accepted by Central Stores, CSIR – NEIST, Jorhat and on receipt of bill in order. Supplies should be made promptly within delivery schedule and must conform to our specifications. Bill must also be raised promptly after supply is executed. CSIR – NEIST will not be held responsible for delayed payment if the bill is not in order or delayed rising of bills. Part billing is prohibited except when it is for final supply or in exceptional cases.
6. **Loss, Damage & Shortage:** The firm shall be responsible for any loss, damage & shortage during transit. Payment shall be made for materials received in good conditions only. Any damage or shortage noticed on delivery, the same must be replaced within 3-4 weeks after intimation.
7. **Taxes & Duties:** The Taxes (GST) as applicable will be paid as per rule. Your Price List must be GST compliant. Further :-



- I. CSIR – NEIST, Jorhat is exempted from payment of **Custom Duty** under Govt. Notification No.51/96-Customs dated 23.07.1996 and from **Excise Duty** under Govt. Notification No.10/97-Central Excise dated 01.03.1997. Therefore any benefit towards this must be extended to this Institute.
  - II. Way Bill/Road Permit/GST Inward Permit: We issue a Certificate of Declaration In lieu of Way Bill / Road Permit/ GST Inward Permit.
8. **Local Dealer / Stockiest:**
- I. **There should be one exclusive authorised dealer / stockist for each brand/ product.**
  - II. Any addition or deletion of dealership / distribution ship must be intimated immediately.
  - III. Order can be made to local stockiest directly at R/C rate as per the same terms & conditions. The local stockiest may be asked to keep stock of essential R/C items for ready supply ex-stock.
9. **Validity of R/C:** R/C will be valid up to 31.07.2018 unless cancelled by Director, CSIR – NEIST, Jorhat. R/C may also be extended beyond 31.07.2018 at the discretion of Director, CSIR – NEIST, subject to acceptance by the firm.
10. **Force Majeure:** Force Majeure is acceptable.
11. **Authorization:** Authorization letter should be provided in case a product is quoted by any Indian distributor other than its original manufacturer.
12. **Order Value:** The orders will be placed irrespective of value as per our requirement.
13. **Price List/ Catalogue:** **Two** copies of printed Pricelist & one number of Pricelist in CD should be provided.
14. **Parallel Rate Contract:** CSIR – NEIST reserves the right to enter into more than one rate contract with the different suppliers for the same item on different rates.
15. Director, CSIR – NEIST, Jorhat reserves the right to place orders with you or any other firm or cancel the rate contract without assigning any reason thereof.
16. All disputes under the rate contract will be settled by the Director, CSIR – NEIST, Jorhat and will be binding on you subject to jurisdiction of Guwahati High Court only.
- N.B:**
- a) **Earnest money deposit (EMD) is NOT required to be submitted by the prospective bidders.**
  - b) **The Rate Contract is to be done only for the Consumables items**
  - c) **Please attach dully filled in Application Form as per the attached format.**

## No. 13 (PZ)/03/RC-CHEM/17-18/PUR

### Application Form

(For entering into rate contract for chemicals, glassware, Plasticwares, pipettes & micropipettes, Filter Paper, Filtration Kits and HPLC/TLC Columns for the year 2017-18)

Sl. No.	Particulars	Fill by typing
1.	Name & full address of the applicant (Manufacturer/Authorised Distributor of foreign manufacturer )	
2.	Item/materials for which rate contract desired/applied for (1) Chemicals(It includes chemicals, rare chemicals, solvents, synthesis services) (2) Glass Ware (3) Plastic Wares, pipettes & micropipettes (4) Filter Papers, Filtration Kits (5) HPLC/TLC Columns	
3.	Name of brand of product(s)	
4.	If the Firm is under Rate Contract with other Govt. Deptt. /Inst. Details along with certified copy of rate contract issued by Institutes/Deptts. Should be provided.	Yes/No (if yes please attach Order copies)
5.	Certified copies of relevant Tax Registration No. with date of validity. (Please enclose copies of relevant papers)	
6.	Income Tax PAN No. (in the name of the firm/company & not individual)	
7.	Whether product catalogue is in circulation, if so, please enclose two copies of printed Pricelist & one number of Pricelist in CD.	
8.	Please indicate name & full address of your banker along with bank account details.(if to be supplied and billed directly)	
9.	If not to be supplied & billed Directly, Please give Name & address with bank details <b>of only one</b> exclusive authorized / valid dealer / distributor (For Three locations different dealers may be given) (Please note there will not be allowed any transportation, Dry ice etc charges additionally over and above the MRP given in Price List )	
10.	Trade Discount (in %) on catalogue price along with <b>certificate/declaration</b> of not giving higher discount to any other department.	

Signature

Name of company/firm with complete address & seal