

**CENTRAL POLLUTION CONTROL BOARD**

**REGIONAL DIRECTORATE (WEST),  
NR. VMC WARD OFFICE NO-10, SUBHANPURA,  
VADODARA-390023, GUJARAT**



**COMPETITIVE BIDDING**

**FOR**

**Empanelment of Authorised manufacturers/  
suppliers/dealers for Rate Contract of Various Laboratory  
Consumables for 2 financial years i.e. 2020- 2021 and 2021-  
2022 for Regional Directorate, CPCB, Vadodara**

**E-BIDDING DOCUMENT**

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**CENTRAL POLLUTION CONTROL BOARD**

(Ministry of Environment, Forests & Climate Change, Government of India)  
Parivesh Bhawan , Regional Directorate (West), Near VMC Ward Office No. 10,  
Subhanpura, Vadodara-390023, Gujarat.  
Tel.: 0265-2392831-33, 2392985-86 Fax: 0265-2392987

**Notice of Inviting Tender**

**Tender Enquiry No. RDW/LAB.217/ARC/2020-2021/**

**Date: 17.11.2020**

Regional Director (W), Central Pollution Control Board, Regional Directorate (West), Vadodara invites online e-tender under two bid system namely Technical Bid and Financial Bid from eligible and qualified firms (registered manufacturers and authorized dealers of the goods/brands specified in this tender) to register/ empanel them for Rate Contract (RC) of various laboratory consumable items like Chemicals, Glassware, Plastic wares, Filter Papers, etc. for 2 financial years i.e. 2020- 21 and 2021-22. Tender can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & from CPCB website (<http://www.cpcb.nic.in>). The bids are required to be submitted on CPP Portal only. Manual bid/s shall not be accepted.

<b>Name of Contract/Item</b>	Empanelment of suppliers/dealers for rate contract (RC) of Various Lab Consumables (Chemicals, Glassware, Plastic wares, Filter Papers etc.) for the financial years 2020-21 and 2021-22.
Earnest Money Deposit (EMD)	Rs.5000/-
Date of Tender Publication	18.11.2020
Clarification Start date	19.11.2020
Clarification End date	30.11.2020
Date of Start of Submission of bids	20.11.2020
Last date and time for online submission	21.12.2020 at 18:00 hours.
Date and time for opening of Technical bids	22.12.2020 at 16:00 hours.
Opening of Financial bids	After complete evaluation of technical bid and selection of technically qualified bidders.
Place of Bid Opening	<b>Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Shahdara, Delhi-110032.</b> <b>Or</b> <b>Central Pollution Control Board, Regional Directorate (West), Parivesh Bhawan, Near VMC Ward Office No. 10, Subhanpura, Vadodara-390023, Gujarat.</b>

  
(PRASOON GARGAVA)  
Regional Director

## **TERMS AND CONDITIONS**

### **A. Technical bid**

1. **Documents required:** Signed and scanned copy of following documents must be uploaded on CPP portal (<http://eprocure.gov.in/eprocure/app>) along with technical bid.
  - a. Proof of EMD of Rs.5,000/- (Rupees five thousands only) deposited through Pay Order/ Demand Draft in favour of CPCB, Vadodara or proof of EMD exemption as mentioned in General Terms and condition of this tender. The scanned copy of EMD or EMD exemption (as the case may be) should be uploaded on CPP portal along with technical bid.
  - b. Scanned copy of PAN Card of the firm (not in individual name).
  - c. Scanned copy of GSTIN Registration Certificate / number.
  - d. Scanned copy of latest GST Return.
  - e. In case of authorized dealer, scanned copy of authorization certificate from principal manufacturer (with period of validity) as per **Annexure-I** to be uploaded. The same may be verified by CPCB from the Principal manufacturer, if required.
  - f. A self-undertaking to the effect that the firm has not been black listed by any of the government department / agency during last 03 financial years.
  - g. Filled in Tender Form as per **Annexure-II** alongwith documents mentioned therein.
  - h. Literature/ work orders of other organizations, etc., to demonstrate quality, competitiveness and experience.
  - i. Supplier performance certificate by any Government organizations where the firm has supplied materials in past, if available, to strengthen their competitiveness.
2. In case, any of the above said documents are found missing on CPP portal of any bidder, their bid will be treated as incomplete and shall be rejected without assigning any reason.
3. The prospective bidders may seek clarifications regarding the tender document or terms and conditions on or before clarification end date on the email id: [westzonepcb@yahoo.com](mailto:westzonepcb@yahoo.com). Any corrigendum/ amendment related to this tender from CPCB side may be uploaded on CPCB website.
4. The DD/ Pay Order for EMD or EMD exemption certificate must be deposited in hard copy on or before last date of bid submission to Regional Directorate (West), Central Pollution Control Board, Parivesh Bhawan, Near VMC ward office No-10, Subhanpura, Vadodara-390023, Gujarat.

## **B . Financial Bid**

1. The Financial Bid shall be submitted on CPP Portal (<http://eprocure.gov.in/eprocure/app>) only in format provided in **Annexure-III**.

## **C. General Terms & Conditions:-**

1. Materials/goods should be of strictly as per make & brand mentioned in **Annexure-IV** of this tender document.
2. **Earnest Money Deposit (EMD):** The bidder must submit EMD of Rs.5,000/- (Rs. Five thousand only) in the form of DD/ Pay Order in favour of Central Pollution Control Board, Regional Directorate (West), Vadodara. EMD Exemption will be granted as per government policies to eligible bidders.
  - a. Micro and small Enterprises if registered with any government bodies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate duly issued by GOI are exempted from submitting the earnest money deposit (EMD). It will be applicable for those bidders who shall produce their own goods or provide their own services, and **not applicable for trading purpose**. No entrepreneur or memorandum of application form is acceptable. Firms, registered with MSME / NSIC (National Small Industries Corporation) with valid certificate duly issued by GOI are also exempted for submitting EMD. No other type of certificate is acceptable. The exemption and relaxation in EMD is subject to the validity & acceptance of their registration certificate on the date of opening of tender.
  - b. The bid is liable to be rejected and EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender terms and conditions in any respect within the period of validity of the tender.
  - c. The EMD of all unsuccessful bidders shall be returned after finalization of contract. No interest will be payable by RD (W), CPCB, Vadodara on the EMD returned to the unsuccessful bidder(s).
  - d. The EMD of the bidder (s) whose offer is/are accepted, will be retained as Security Deposit and will be returned after completion of contract period. However, no interest on EMD shall be payable to the bidders.
3. The detailed specifications of material/goods (catalogue) offered along with relevant technical literature and descriptive catalogue should be uploaded with the technical bid.

4. **Performance Certificate:** To strengthen the competitiveness, please indicate in your bid, names and address of some of the Government organizations along with the contact persons, their telephone numbers, fax numbers etc., to whom you have supplied similar type of items.
5. The authorized distributes /dealers/ suppliers based in Gujarat, Maharashtra, Daman, Diu & DNH can only apply. In case of manufacturers bidding directly, please earmark at least one or more local /dealers/distributors /suppliers in Vadodara (Gujarat) for supply of material as and when required even on short notice for procurement.
6. The bidders should submit a copy of current catalogue in digital form in CPP portal (preferably in Excel) in addition to the hard copy of all the catalogues to Central Pollution Control Board, Regional Directorate (West), Vadodara by post. Offers not supported by digital / soft copy of catalogues are liable to be rejected.
7. **Opening of bids:** The Technical Bids will be opened first as per the critical dates and the Financial Bids will be opened later only for technically qualified tenderers.
8. **Destination/delivery of material:** The ordered material shall be delivered to the laboratory of Regional Directorate (West), Central Pollution Control Board, Parivesh Bhawan, Opposite VMC ward No10, Subhanpura, Vadodarai-390023, Gujarat as per the specifications mentioned in the purchase orders as and when placed to successful registered/empaneled firm after bidding.
9. **Terms of Delivery:** - Materials shall be delivered within the stipulated time given in purchase order failing which Liquidity Damages/Risk Purchase Clause shall apply. The ordered material as per purchase order has to be supplied in single lot & part supply will not be accepted. However, supplier may make request for extension of validity of purchase order/ part supply in special cases well in advance for which Regional Director (W), CPCB, Vadodara may or may not concur depending on need of materials.
10. **Release of payment:** The payment shall be made through account payee cheque only within one month from the date of delivery of material in good, sealed & satisfactory conditions and production of proper bills/invoices. The material with broken, teared, damaged packs will be rejected. A duly signed and stamped delivery challan to be provided with each lot of material as per purchase order. The material will not be accepted without delivery challan.



11. **Consignee:** In charge of the laboratory or the officer designated by Regional Director (W).CPCB, Vadodara, Gujarat.
12. Any damage to the material during transportation shall be the responsibility of the supplier and the same have to be replaced without any additional levies of charges on CPCB, failing which the empanelment will be cancelled.
13. The purchaser Regional Director (W), CPCB reserves the right to accept or reject any or all bids without assigning any reason.
14. In case of any disputes, the decision of the Chairman, CPCB shall be final and binding on all parties.
15. The details of the rates shall be provided with full breakup e.g. cost of material and taxes (GST) etc., no other charges will be paid.
16. **For order of the goods:** Regional Director (W), CPCB, Vadodara, Gujarat will place the purchase orders to the empaneled manufacturers/suppliers/dealers as and when required with respect to quantity and make, anytime during the contract period.
17. **Obtaining Bid Documents** - The bid documents shall be available for downloading on CPP Portal (<http://eprocure.gov.in/eprocure/app>) & CPCB's website <http://www.cpcb.nic.in>. However bids shall be submitted only on CPP Portal (<http://eprocure.gov.in/eprocure/app>)
18. The offered discount shall be valid for the period of 02 financial years i.e. financial year 2020-2021 & 2021-2022 from the date of empanelment/contract. However, the catalogue price/rate of the running year shall be applicable for the purpose of offered percentage of discount and the discount percentage will remain same. The bidder shall promptly inform the buyer if higher discount has been offered by him to any other government organization and supplier is liable to offer same higher rate of discount to CPCB also.
19. **Evaluation:** The Technical Bids shall only be opened for evaluation for all the bidders. Based on the evaluation of the technical bids, financial bid of only technically qualified bidders shall be opened. After evaluation of financial bids, the bidders quoting high quality with lowest price/offering maximum cumulative discount (manufacturer's discount plus dealer's discount) would be shortlisted for the purpose of empanelment.
20. In public interest and in order to ensure timely supply of the required material, other bidders offering comparatively higher prices will be given opportunity to match the lowest

- bid. And if they agree, they will also be included in the empanelment of rate contracted supplier.
21. **Liquidity Damage Clause:** The date of delivery of material should be strictly adhered to, otherwise, RD (W), CPCB, Vadodara reserves the right to accept the material in part or full in such cases or rejected whole consignment.
  22. The Liquidity Damage @0.5% per week subject to maximum @10% of value of order can be imposed in case of default on date of delivery, if extension in delivery date is not granted by the competent authority of CPCB.
  23. In any unusual circumstances like natural calamities, catastrophe etc, the vendor may request for extension of delivery dates for goods/materials. The competent authority may or may not grant the extension based on the prevailing situation at that time.
  24. **Validity of Tenders:** The validity of the tender should be atleast a period of 90 days from the date of opening of the Technical Bid.
  25. **Terms of Contract:** Bidder shall strictly abide by all the terms & conditions of tender document.
  26. The ordered material should be supplied in properly sealed and packaged condition to protect the material from damage and degradation during transport, storage and should be delivered without any damage to the laboratory of Regional Directorate (W). CPCB, Vadodara, Gujarat.
  27. Defective and sub-standard quality of material supplied will not be accepted. Suppliers shall have to take back and replace the rejected materials at their own cost within 15 days of the rejection, failing which action as deemed fit may be taken. RD (W), CPCB, Vadodara shall not be responsible for the safe custody of the rejected materials. If quality of any material found inferior, the concerned supplier may also be blacklisted.
  28. Regional Director (W), CPCB, Vadodara reserves the right to seek samples of material as and when deemed necessary for the purpose of evaluation.
  29. **Certificates to be provided with the materials:** The suppliers have to provide quality certificate w.r.t. CRMs, SRMs, other standard chemicals and A, B grade glass wares, Filter paper alongwith the supplied materials.



30. The rate contract can be terminated at any time by giving one month's notice by either side [RD (W), CPCB, Vadodara or empaneled supplier]. If the contract is terminated by empaneled/registered manufacturer/ supplier/dealer, the security amount deposited with CPCB will be forfeited. In case of any fraud or indulgence in any illegal or unethical practices, contract shall be terminated immediately at any time and no further correspondence will be made. In such case, retained security deposit amount by RD (W), CPCB, Vadodara will be forfeited.
31. The performance of the empaneled vendors will be assessed time to time, if found not up to the satisfaction of the Competent Authority of CPCB, the empanelment will liable to be cancelled and the security amount will also be forfeited.
32. It is not essential for a bidder to quote rates for all items. The interested bidder can quote rates selectively for the items for which their firm is manufacturer/authorized dealer/authorized supplier. Accordingly, Rate Contract can be awarded for different items only to manufacturers/ authorized dealers/suppliers etc., who offered highest discount. If the contract is with the manufacturers of a particular brand, the contract can be awarded in the name of the manufacturer only for a particular brand of products. In such case, it will be the responsibility of manufacturer for proper and safe supply of materials within stipulated time.
33. CPCB is registered with DST/DSR for Custom Duty Exemption and Concessional GST Rates. GST Concession Certificate alongwith a copy of DST Certificate will be given with the purchase order for GST purpose.
34. Conditional offers will not be considered and the same will be summarly rejected without giving any reason.
35. **Correspondence:** All correspondences to be made to the Regional Director, Regional Directorate (West), Central Pollution Control Board, "Parivesh Bhawan", Near VMC Ward Office No.10, Subhanpura, Vadodara, Gujarat-390023.

  
(PRASOON GARGAVA)  
Regional Director

**Annexure-I**

**Authorization Certificate to be given by the Manufacturer**  
*(on letter head)*

*Certified that we M/s ..... is the sole manufacturer of the items quoted in this tender.*

*We further authorize M/s. .... For supply & billing against rate contract through this tender for our manufactured items.*

*Certified that the price catalogue submitted along with the bid is the latest and one in circulation.*

**Authorized signatory / Signature of the Manufacturer**  
**Name of the Firm & Seal.**

**Annexure-II**

**TENDER FORM - TECHNICAL INFORMATION AND UNDERTAKING.**

**(Tenderer may use separate sheet wherever required)**

<b>S.No.</b>	<b>Details of the Firm / Bidder</b>	<b>Page No.</b>	<b>Remarks</b>
1.	Name & Address of the Manufacturer/Authorized Distributor		
2.	Whether the Firm/Dealer is located in Gujarat / Maharashtra (Yes / No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a manufacturing company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No)		
5.	Copy of Registration of firm		
6.	Copy of GST Registration		
7.	Copy of PAN/TAN Card		
8.	Authorization certificate from the manufacturer/principal		
9.	Authorization certificate for Distributors/Dealer/supplier		
10.	Certificate for No Deviation from Make/Quality		
11.	Certificate for Price Justification/reasonability		
12.	Non-Blacklisting self-disclosure certificate – Yes/No		

<b>13.</b>	Copy of Income Tax Return for last 3 years		
<b>14.</b>	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
<b>15.</b>	Drug License (If applicable on any offered item)		
<b>16.</b>	Quality Assurance Certificate (Please specify)		
<b>17.</b>	Have you previously supplied these items to any Government organization? If yes, attach the relevant proof (POs/Rate Contract/Performance Certificates etc.).		
<b>18.</b>	Name and Mobile Number of Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.		
<b>19.</b>	Any other information important in the opinion of the tenderer.		
<b>20.</b>	Whether you accept all the T&C of the Tender (Yes/No)		

Page number/serial number may be given to each and every page of bid Photocopies of the relevant documents attached. Mention Page number, wherever the copy (ies) of the document(s) are kept. In case of non-availability of adequate information specified in this bid document, the Tender be summarily rejected without giving any notice.

(Signature of the Tenderer with stamp of firm)

Date:

Place:

**Annexure-II contd.**

**Undertaking**

1. That I/we have carefully studied all the terms & conditions of the tender and shall abide by it.
  2. That I/We shall supply the items of requisite quality on time.
  3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same in letter and spirit.
  4. That I/We undertake that sample of items will be kept ready for inspections by the CPCB Officials, Vadodara whenever required by CPCB.
- I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Signature with date of the Tenderer with stamp of firm)

Date:

Place:

**ANNEXURE-III**

**FINANCIAL BID FORM**

**Details showing the discount Offered on the Catalogue of price list  
(To be filled by the bidder (manufacturer/Supplier/Dealer/distributor) and must  
be uploaded on CPP Portal)**

Sr. No.	Name of the Item	Offered Discount on Catalogue Price (in Rs.)	% of Tax	Remarks if any
1.0	Laboratory Chemicals (AR)			
2.0	Laboratory Chemicals (GR)			
3.0	Laboratory Chemicals (LR)			
4.0	CRMs/SRMs			
5.0	Glassware			
6.0	Filter papers			
7.0	Liquid handling systems			
8.0	Plastic ware			
9.0	Lab. ware			

*AR-Analytical Reagent, GR- Guaranteed Reagent, LR-Laboratory Reagent, CRM- Certified Reference Material, SRM- Standard Reference Material*

**NOTE:-** *If this sheet is not sufficient to accommodate the details, the additional sheets containing the same Proforma may be attached.*

(Signature with date of the Tenderer with stamp of firm)

Date:

Place:



**Annexure-IV**

**Name of the brands of Chemicals/CRMs, SRMs, Pesticide Standards, Media /Glassware/Lab ware/Plastic wares/Filter Paper, Liquid handling Systems and Misc. Items.**

**I. Laboratory Chemicals, CRMs, SRMs, Pesticide Standards, Media etc.:**

1. **Name of the make:** Merck Life Sciences (Indigenous/Imported)  
**Items to be procured:** Laboratory Chemicals, Certified Reference Materials-CRMs/Standard Reference Materials-SRMs, Acids Solvents, Indicators and liquid handling systems.
2. **Name of the make:** Sigma Aldrich (Indigenous/Imported)  
**Items to be procured :** Pesticide Standards, laboratory chemicals, CRMS/SRMs, Acids, Solvents, Indicators and liquid handling systems.
3. **Name of the make:** Thermo Fisher Scientific (Qualigens) (Indigenous and Imported):  
**Items to be procured:** Laboratory chemicals, Acids, Solvents, Indicators, and liquid handling systems.
4. **Name of the make:** HiMedia:  
**Items to be procured:** Microbiological media, Broth, liquid handling systems.
5. **Name of the make:** S D Fine Chemicals:  
**Items to be procured:** Laboratory chemicals, Acids, Solvents, Indicators.
6. **Name of the make:** Rankem J T Becker  
**Items to be procured:** Laboratory chemicals, Acids, Solvents, Indicators.
7. **Name of the make:** Loba chemie  
**Items to be procured:** Laboratory chemicals, Acids, Solvents, Indicators.
8. **Name of the make:** Fluka  
**Items to be procured:** Laboratory chemicals, Acids, Solvents, Indicators.

**II. Laboratory Borosilicate glass ware, laboratory ware, Plastic ware, Misc. items:**

1. **Name of the make:** Borosil, Durasil, Duran, Tarson, Carning INC (USA make), Riviera:  
**Items to be procured:** Laboratory Borosilicate glass ware (A grade, B-grade) and liquid handling systems, Laboratory ware, Plastic ware, Misc. items.
2. **Name of the make:** Brand Scientific, Eppendorf, Thermo fisher:  
**Items to be procured:** Liquid handling systems.

### **III. Filter Papers/Thimbles:**

1. **Name of the make:** Whatman

**Items to be procured:** Filter papers (GF/Cellulose/EPM 2000 quartz) Thimbles (Cellulose/GF)

*Note : RD(W) CPCB, Vadodara may or may not consider the Rate Contract proposal of any Manufacturer/ brand not listed above even subject to fulfilling of all other terms and conditions of this tender and subject to evaluation and recommendation of the Local Purchase Committee of RD (W).CPCB, Vadodara.*

- *The quantity of items to be procured will be finalized based on the requirement in the laboratory and accordingly the purchase order will be placed to the rate contract holders as recommended by LPC and approved by the Regional Director based on the discount offered on the catalogue price.*
- *It is clarified that entering into rate contract with RD (W), CPCB, Vadodara will not entail/claim any manufacturer/distributor/dealer/supplier for placing the purchase order. It is the sole discretion of the Regional Director RD (W), CPCB, Vadodara to select an empaneled/registered supplier based on the discounts offered on the catalogue price, quality of goods/materials and requirements.*

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