



**INSTITUTE OF NANO SCIENCE AND TECHNOLOGY,  
MOHALI**

(An autonomous Research Institute of Department of Science and  
Technology, Government of India)

**Habitat Centre, Sec-64, Phase X, Mohali – 160062, PUNJAB**  
**Phone No: 0172 – 2210056/57/73/75. Fax No: 0172 – 2211074**

INST/12(106)/2014 – PUR

01<sup>st</sup> May 2019

To

**NOTICE INVITING TENDERS**

Dear Sir,

Sealed tenders are invited on behalf of Director, INST Mohali for the **Annual Rate Contract for re-filling of various analytical gases** so as to reach latest by 06<sup>th</sup> June 2019 on or before 2.00 pm. The tenders will be opened on the same day at 3 pm in the presence of tenderers, if any:

**Before quoting, please read the instructions carefully mentioned overleaf and NIT Terms and Conditions.**

**Note:** Please attach the copies of previous supply order to any Government Institutes/ autonomous bodies/ PSU, if any, with the Tenders and provide the contact person and his contact Nos.

NIT is also available on INST website i.e. [www.inst.ac.in](http://www.inst.ac.in), & CPPP website i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in)

Yours faithfully

Sd/-  
Chief Finance and Finance Officer



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**Phone No: 0172 – 2210056/57/73/75. Fax No: 0172 – 2211074**

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**INSTRUCTIONS**

- Inquiry, if any, may be sent by Courier or Speed Post. INST will not be liable for any kind of postal delay.
- The Quotation Should be addressed to the Director INST, Mohali invariably giving on the envelop Quotation for \_\_\_\_\_, Reference No. With date and due date with time.
- The Quantity mentioned in this inquiry shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- The quotation should be enclosed in a sealed envelope.
- Firms will quote separately for each article.
- The rates offered should be FOR Mohali in case of firms situated outside Chandigarh and free delivery at the Institute premises in case of local firms.
- GST: The Institute is not exempted from the payment of GST. The rate (i.e., percentage of taxes applicable should be clearly indicated, wherever chargeable.
- In case of Ex-godown terms the amount of packaging forwarding freight etc. should clearly be indicated by percentage or lump sum amount. Current rate of GST must be mentioned. The institute is exempted from Customs and Excise Duty.
- The delivery period should be specifically stated. Ex-Stock and earlier delivery may be preferred.
- The firms are requested to give detailed description and specifications together with the detailed drawings, printed leaflets and literature of the Article quoted.
- The name of the manufacturers and country of manufacture should also invariably be stated. In the absence of these particulars the quotation is liable for rejection.
- Quotation should have minimum validity of 120 days from the date of opening.
- The rates quoted should be for each item separately otherwise your quotation is liable to be ignored.
- Late or delayed quotation will not be accepted.
- Director has the right to reject to the quotations and to split up the requirements or change any or all the above conditions without assigning any reason.



INST/12(106)/2014 – PUR

01<sup>st</sup> May 2019

**NOTICE INVITING TENDER**

Sealed Quotations are invited on behalf of Director, INST Mohali for the **Annual Rate Contract for re-filling of various analytical gases**” so as to reach latest by 06<sup>th</sup> June 2019 on or before 2.00 pm. The technical bids will be opened on the same day at 3 pm in the presence of tenderers or their representatives (if any):

**Before quoting, please read the instructions carefully mentioned under Section 3.**

**SECTION 1 – BID SCHEDULE**

Ref. No.	INST/12(106)/2014 – PUR
Item Description	<b>Annual Rate Contract for re-filling of various analytical gases</b>
Tender Type	<b>Two Bid System:</b> Tender should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes <b>Technical Bid and Price Bid</b> superscribing on both the envelopes the tender no. , due date & time and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our <b>Tender No., Due Date and Time</b>
Last date & time of submission of Tender :	06 <sup>th</sup> June 2019 upto 2.00 p.m.
Place of tender Submission and opening of tender	Institute of Nano Science and Technology, Habitat Centre, Phase 10, SAS Nagar, Sector- 64, Mohali - 160062
Opening Date & Time of tender	06 <sup>th</sup> June 2019 upto 03.00 p.m.
Tender Fees & Earnest Money Deposit	Tender Fee of Rs. 590/- (Rs. Five Hundred Ninety Only) inclusive of GST and EMD of Rs. 10000/- (Rs. Ten Thousand Only) to be deposited online in INST Account & to be mentioned in <b>Technical Bid Envelop A</b> . Details of INST Account are follows:- <b>a.</b> Name of Beneficiary: Institute of Nano Science and Technology (INST) <b>b.</b> Account No. <b><u>2452201001102</u></b> <b>c.</b> Name of Bank: <b><u>Canara Bank, Sector 34, Chandigarh</u></b> <b>d.</b> IFS Code: <b><u>CNRB0002452</u></b> <b>e.</b> MICR Code: <b><u>160015003</u></b> <b>f.</b> Swift Code: <b><u>CNRBINBBFFC</u></b>



### **SECTION 2 – ELIGIBILITY CRITERIA**

1. The Bidder should have existence of the firm for a minimum period of **3 years (Certificate of Incorporation/Registration Certificate of the firm)**
2. Copy of the **PAN CARD** of the firm.
3. The Bidder must **not be blacklisted/Suspended** or any service related dispute with any organisation/Govt. Organisations/ Bank in India or outside India or any litigation pending. **Annexure A-1.**
4. The Bidder should accept NIT Terms & Conditions- **Annexure A-2.**
5. **Client Details** – The bidders submitting their offer must have received and executed in order from any of IITs or Govt. organisations for the similar items. Copies of such order must be enclosed with the offer. (Only 5 purchase orders of large amount).- **Annexure A-3.**
6. The Bidder should have Annual Business Turnover of minimum **1 crore** for the last two financial years i.e. 2017-18 & 2018-19. **Annexure A-4.** (Copy of Audited Annual Accounts for the last two years to be submitted).
7. The Bidder should have submitted filed ITR for last two years i.e. A. Y. 2018-19 & A. Y. 2019-20. **Annexure A-4.** (Copy of filed Acknowledgments to be submitted.)
8. **Valid Explosive Licenses** for all Industrial Gases on Rate contract for manufacturing and storing till safe delivery of industrial gases.

Non submission of this credentials shall lead to rejection of the offer.

### **SECTION 3 – INSTRUCTIONS TO BIDDERS SUBMISSION OF OFFER:**

1. Tender should be put in a Tender Box kept at Foyer area of INST, Mohali. No tender is to be handed over to our staff personally.
2. Tender must be submitted in two bid system. **Envelop A** containing Technical bid and **Envelop B** contains Price bid.
3. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender ref. number / due date and time. Tender should reach at INST, Mohali on or before due date & time mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
5. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
6. **Quoting of Price (s):** Price quoted should be in Indian Rupees, free pick up & delivery at INST, Mohali at site.



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7. Price must be inclusive of GST, Freight and Octroi etc.
8. If Price bid is not quoted in PRICE BID FORMAT as provided in Tender document then, INST Mohali will Reject Bid along with forfeiting Earnest Money Deposit without any correspondence.
9. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
10. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current E-mail address.

**CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Purchaser / INST, Mohali in his sole discretion, unconditionally and without having to assign any reasons, reserves the rights:
  - a) To accept OR reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not confirming to the tenders terms.
  - d) To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

**VALIDITY OF THE OFFER:** 180 Days from the date of opening of bids.

**TRANSFER AND SUBLETTING:** The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the INST, Mohali.

**EVALUATION OF OFFER:**

1. INST, Mohali evaluate technical and Price acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
  - a) Non- submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax.
  - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, INST, Mohali shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.



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**SECTION 4 – TERMS AND CONDITIONS**

**AWARD OF CONTRACT:**

1. Only one bidder will be selected for supplying all gases under rate contract to INST, Mohali.
2. The Selected supplier will be abide by all the Terms & Conditions of the Tender Document.
3. Only Technically complying and L1 (Lowest) vendor will be selected for rate contract offer.
4. The Performance of the selected supplier will be reviewed by committee during contract period and INST, Mohali reserve right to add or delete suppliers in rate contract based on performance if necessary without intimation.
5. Initially the contract will be awarded for one year from the date of award of rate contract offer, thereafter, the contract may be extended on annual basis, if their performance found satisfactory.
6. The tendering firms must confirm in their tender that it will be their responsibility to possess valid Explosive Licenses for all Industrial Gases on Rate contract for manufacturing and storing till safe delivery of industrial gases to the INST's entire operation of the rate contract.
7. Manufacturers Test/Analysis Certificate to be submitted along with every supply.
8. Transit Insurance Clause: The purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at destination. The transit risk in this respect may be covered by the Contractor by getting the stores duly insured, if he so desired. The contractor in his own name and not in the name of consignee shall obtain the insurance cover.
9. INST, Mohali reserves the right to enter into parallel Rate contract with more than one supplier for any location.
10. Cylinders to be supplies in emergency by the suppliers.
11. Security Deposit: Performance Bank Guarantee for Rs. 1, 00, 000/- shall be provided by the selected firm within a week after the award of rate contract which shall be valid for a period of 14 Months from the date of award of rate contract.

**EARNEST MONEY DEPOSIT:**

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) to be submitted online in INST account and details of tranasation shall have to furnished by the bidder in their bid document separately. Failing which, submitted bid will be rejected without any correspondence.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, **EMD will be temporarily converted to security Deposit and will be retained with INST, Mohali till the submission of performance bank guarantee of Rs. 1, 00, 000/- valid for 14 Months from the date of the award of rate contract.**
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful



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tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

5. In case there is loss or damage to the material or unsatisfactory services provided to INST, Mohali by the bidder then such losses will be adjusted from the Security deposit.
6. If the quality of product and service provided is not found satisfactory, INST, Mohali reserves the right to cancel or amend the contract.

**PAYMENT TERMS:**

100% Payment will be made within 30 days from the date of submission of bill and acceptance from concerned department. Payment will be made by Cheque.

**DELIVERY SCHEDULE:**

Free delivery at INST, Mohali. Delivery should be within 15 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per order, if any supplied must be taken back and be replaced with no additional cost.

**PENALTY:**

Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.

**FORCE MAJEURE:** Force Majeure will be accepted on adequate proof thereof.

**OTHER TERMS AND CONDITIONS:**

1. The Bidder must supply all the items listed in the Rate contract.
2. The vendors will collect the empty cylinders from our user's department of INST, Mohali and deliver the refilled cylinders to the concerned departments without any extra charges.

In the event of any dispute over this contract, INST, Mohali's decision shall be final and binding.



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**SECTION 5 – BIDDER'S INFORMATION**

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4.	Details of the Incorporation of the Company	
5.	Valid GST Registration No.	
6.	Permanent Account No. (PAN)	
7.	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8.	Telephone No. (with STD Code)	
9.	Email Address of the contact person	
10.	Fax No. (with STD Code)	
11.	Website	





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**SECTION 6 – TECHNICAL BID**

**A)**

<b>Item Code No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Gas Purity %</b>	<b>Impurity details (PPM level)</b>
1	Argon	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
2	Carbon Dioxide per kg	Per Kg	99.999% and 99.9999% (Quote for both purity gases separately)	
3	NH3 (Ammonia)	Per Kg	99.999% and 99.9999% (Quote for both purity gases separately)	
4	Helium	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
5	Hydrogen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
6	Nitrogen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
7	Oxygen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
8.	Zero Air	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
9.	CH4 (Methane) 99.999%	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
10.	(Argon 90% + Hydrogen 10 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
11.	(Argon 95% + Hydrogen 05 %)	Per CuM	99.999% and 99.9999%	



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			(Quote for both purity gases separately)	
12.	(Ammonia 10% + Helium 90 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
13.	Ethane	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
14.	(Argon 80% + Hydrogen 20 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
15.	Carbon Monoxide	Per CuM	99.97% purity gases	
16.	Flue Gas (12% CO <sub>2</sub> + 7% O <sub>2</sub> + 1500PPM SO <sub>2</sub> + 470 PPM NO <sub>x</sub> + balance N <sub>2</sub> )	Per CuM	As mentioned	

**Important Note: Quantity may change as per user's requirement.**

Place:

Date:

GST Registration No:

TIN Registration No:

Signature:

Name:

Office Address:

Affix Rubber Stamp:



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**SECTION 7 – PRICE BID**

**(Quote in Separate Envelope B superscribing Price Bid and to be sealed)**

**B)**

<b>Item Code No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Gas Purity %</b>	<b>Amount (In. Rs.)</b>
1	Argon	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
2	Carbon Dioxide per kg	Per Kg	99.999% and 99.9999% (Quote for both purity gases separately)	
3	NH3 (Ammonia)	Per Kg	99.999% and 99.9999% (Quote for both purity gases separately)	
4	Helium	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
5	Hydrogen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
6	Nitrogen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
7	Oxygen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
8.	Zero Air	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
9.	CH4 (Methane) 99.999%	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
10.	(Argon 90% + Hydrogen10 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	



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11.	(Argon 95% + Hydrogen 05 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
12.	(Ammonia 10% + Helium 90 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
13.	Ethane	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
14.	(Argon 80% + Hydrogen 20 %)	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
15.	Carbon Monoxide	Per CuM	99.97% purity gases	
16.	Flue Gas (12% CO <sub>2</sub> + 7% O <sub>2</sub> + 1500PPM SO <sub>2</sub> + 470 PPM NO <sub>x</sub> + balance N <sub>2</sub> )	Per CuM	As mentioned	

Place:

Date:

GST Registration No:

TIN Registration No:

Signature:

Name:

Office Address:

Affix Rubber Stamp:



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**SECTION 8 – ANNEXURES**

**ANNEXURE A-1 – DECLARATION REGARDING CLEAN TRACK BY  
BIDDER**

(On Company / firm's Letterhead)

To  
The Director  
Institute of Nano Science and Technology  
Habitat Centre, Phase 10  
SAS Nagar, Sector- 64  
Mohali – 160062

Date:

Sir,

**Sub: Ref No. INST/12(106)/2014 – PUR dated 01<sup>st</sup> May 2019 for “Annual Rate contract for supplying & refilling various Gases”**

I/we carefully gone through the Terms & Conditions contained in the above referred NIT. I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same) Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal



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**ANNEXURE A2: DECLARATION FOR ACCEPTANCE OF NIT TERMS AND  
CONDITIONS**

(On Company / firm's Letterhead)

Date:

To  
The Director  
Institute of Nano Science and Technology  
Habitat Centre, Phase 10  
SAS Nagar, Sector- 64  
Mohali - 160062

Sir,

**Sub: Ref No. INST/12(106)/2014 – PUR dated 01<sup>st</sup> May 2019 for “Annual Rate  
Contract for re-filling of various analytical gases”**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred  
NIT document. I/we declare that all the provisions of this NIT are acceptable to my  
company. I /we further certify that I'm an authorized signatory of my company and am,  
therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:



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**ANNEXURE A3: CLIENT DETAILS**

(On Company / firm's Letterhead)

Date:

To  
The Director  
Institute of Nano Science and Technology  
Habitat Centre, Phase 10  
SAS Nagar, Sector- 64  
Mohali - 160062

Sir,

**Sub: Ref No. INST/12(106)/2014 – PUR dated 01<sup>st</sup> May 2019 for “Annual Rate Contract for re-filling of various analytical gases”**

I/we hereby mention following list of our clients where our firm had provided our materials timely and in good condition. (Supported by copy of Purchase orders/work orders for your reference:

Sr. No.	Name of Client	Purchase Order No. & Date	Amount of P. O.	Short Description of Items supplied	Contact Person & Telephone No.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl.: As above



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**ANNEXURE A4: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX  
RETURN**

(On Company / firm's Letterhead)

Date:

To  
The Director  
Institute of Nano Science and Technology  
Habitat Centre, Phase 10  
SAS Nagar, Sector- 64  
Mohali - 160062

Sir,

**Sub: Ref No. INST/12(106)/2014 – PUR dated 01<sup>st</sup> May 2019 for “Annual Rate Contract for re-filling of various analytical gases”**

1) I/we hereby declare that, our firm's Annual Turnover is more than Rs. 1 crore , and I/we have also supported an Audited Accounts for your references :

F. Y. 2017-18	F. Y. 2018-19

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. A.Y. 2018-19 & 2019-2020. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Encl.: As above





## SECTION 9 - CHECKLIST

**The following items must be checked before the Bid is submitted:**

1. Envelope “A”
  - a) Demand Draft for Rs. 590/- (Rs. Five Hundred Ninety Only) towards cost of Bid document
  - b) Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.
  - c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
  - d) Copy of this NIT document duly sealed and signed by the authorized signatory on every pages.
  - e) Annexure A-1 – Declaration Regarding Clean Track By Bidder Annexure A-2 : Declaration For Acceptance Of Ref. Terms And Conditions  
Annexure A-3: Client's Details  
Annexure A-4: Declaration of Annual Turnover and Income Tax Return
  
2. Envelope “B”
  - a) Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope A) and Price Bid (Envelope B)** superscribing on both the envelopes the Tender no. and the due date & time and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**