



## INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

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

Knowledge City, Sector 81, Mohali – 140306, PUNJAB

Phone No: 0172 – 2297000

Website: [www.inst.ac.in](http://www.inst.ac.in)

INST/12(106)/2014-Pur

Dated: 30/09/2021

### **NOTICE INVITING E-TENDER**

Online tenders are invited on behalf of Director, INST Mohali in **TWO BID SYSTEM** for the **Annual Rate Contract for Refilling of various Analytical Gases** as per technical specification and details given below and BOQ list from the original manufacturer/supplier at CPPP i. e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app>& Institute website [www.inst.ac.in](http://www.inst.ac.in).

Sd/-

Chief Finance and Administrative Officer

## E-TENDER NOTICE

Tender Ref.- INST/12(106)/2014-Pur	Dated :- 30/09/2021
Tender Fee	Rs. 590/- (Non-refundable)
EMD	Bidder should submit "BID security declaration" as per annexure VI

### Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	30/09/2021	6:00pm
2.	Tender Document download start Date & Time	30/09/2021	6:00pm
3.	Bid Submission start Date & Time	30/09/2021	6:00pm
4.	Bid Submission End date and Time	25/10/2021	2:00 pm
5.	Tender opening Date and Time	26/10/2021	3:00 pm

1. Online tenders are invited on behalf of Director, INST Mohali in **TWO BID SYSTEM** {Technical and commercial separately} for the following item(s) from the original manufacturer/supplier at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.INST.ac.in](http://www.INST.ac.in). Tender fee/EMD is to be obtained from the bidders except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The tenderer should submit Tender Fee/EMD amount as per tender ref. no. through NEFT/RTGS in INST Account. Account Details are as follows:
- a. Name of Beneficiary: Institute of Nano Science and Technology (INST)
  - b. Account No. **2452201001102**
  - c. Name of Bank: **Canara Bank, Sector 34, Chandigarh**
  - d. IFS Code: **CNRB0002452**
  - e. MICR Code: **160015003**
  - f. Swift Code: **CNRBINBBFFC**

**Non-receipt of EMD " Bid Security Declaration" as per annexure attached and Tender Fee will lead to rejection of tender.**

**Item Details: -**

Sr.	Description	Qty. (in units)
1.	<b>Annual Rate Contract for Refiling of various Analytical Gases</b> <b>List of Gases with technical details –As per <u>ANNEXURE-I</u></b>	---
	<p><b>A. <u>ELIGIBILITY CRITERIA</u></b></p> <p>1. The Bidder should have existence of the firm for a minimum period of <b>3 years (Certificate of Incorporation/Registration Certificate of the firm). Bidders information-(ANNEXURE-II)</b></p> <p>2. The Bidder should accept all the Terms &amp; Conditions of E-Tender.</p> <p>3. Conditional Bids shall not be accepted.</p> <p>4. The Bidder should have Annual Business Turnover of minimum <b>10 lakh</b> for the last two financial years i.e. 2018-19 &amp; 2019-20. (Copy of Audited Annual Accounts for the last two years to be submitted) (<b>Annexure –III</b>)</p> <p>5. <b>Client Details</b> – The bidders submitting their offer must have received and having executed in order from any of IITs/NITs/INSTs./Universities or Govt. organizations for the similar items in last 2-3 years. Copies of such order must be enclosed with the offer. (<b>Annexure -IV</b>)</p> <p>6. The Bidder should have submitted filed ITR for last two years i.e. A. Y. 2019-20 &amp; A.Y 2020-21. (Copy of filed Acknowledgments to be submitted.)</p> <p>7. The Bidder must <b>not be blacklisted/Suspended/Debarred</b> or any service related dispute with any organization/Govt. Organizations/ Bank in India or outside India or any litigation pending. To provide an undertaking on above clause (<b>Annexure-V</b>)</p> <p>8. <b>Valid Explosive Licenses</b> for all Industrial Gases on Rate contract for manufacturing and storing till safe delivery of industrial gases, in case of manufacturer.</p> <p>9. <b>DELIVERY SCHEDULE</b> 24 Hours up to 15 days (depending on the requirement of the Institute) from the date of issue of Purchase order. Non availability of the stock should be informed in writing immediately. No part supply shall be allowed. Defective items or items not as per order, if any supplied must be taken back and be replaced with no additional cost.</p>	

10. **PENALTY** Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 1 % 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. The Institute reserves the right to cancel the order, if there is a delay in supply.

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

**B. OTHER TERMS AND CONDITIONS:**

1. The Bidder must supply all the offered gases in the Rate contract.
2. The vendors will collect the empty cylinders from Institute user's department and deliver the refilled cylinders to the concerned departments without any extra charges.
3. Institute shall not deposit/furnish any security deposit for cylinders provided for rent free/non-rent free period.
4. In the event of any dispute over this contract, decision of INST Mohali shall be final and binding.

## **C. INSTRUCTIONS TO BIDDERS SUBMISSION OF OFFER**

### **AWARD OF CONTRACT:**

1. The Selected bidder will be abide by all the Terms & Conditions of the Tender Document.
2. Only Technically complying and L-1 (Lowest) Bidders will be selected for rate contract offer.
3. The Performance of the selected suppliers 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.
4. 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 for one year, if their performance found satisfactory.
5. The tendering firms must confirm in their bid 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 Mohali entire operation of the rate contract.
6. Manufacturers Test/Analysis Certificate to be submitted along with every supply.
7. Transit Insurance Clause: The Institute 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/Supplier by getting the stores duly insured, if he so desired. The contractor/supplier in his own name and not in the name of consignee shall obtain the insurance cover.
8. INST Mohali reserves the right to enter into parallel Rate contract with more than one supplier for any location.
9. Cylinders to be supplies in emergency by the suppliers, as per intimation from the Institute.
10. Performance Bank Guarantee: Performance Bank Guarantee for Rs. 25,000/- shall be provided by the selected suppliers 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.

### **NB:-**

- I. **The Online bids should be submitted directly by the original manufacturer/supplier, if quotation is submitted/filled by any representative/agent/dealer then they must upload a authority certificate from the principal company.**

### **SUBMISSION OF TENDER**

- I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. **<https://eprocure.gov.in/eprocure/app>** only and in the designated cover/part on the website against tender ID. Tenders/ bids shall be accepted only through

online mode and no manual submission of the same shall be entertained except tender fee and EMD. Late tenders will not be accepted.

- II. The online bids shall be opened at the office of the Chief Finance and Administrative Officer, INST Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. INST Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- III. The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.
- IV. The bidder shall upload scanned copy of the PAN Card, GST number duly signed and stamped. **Also bidders applying against ‘MSME/NSIC Certificate’ issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for “supply & installation of Desktop” the certificate should be issued for activity/area of “Computer supply and services activities etc” otherwise bid will be REJECTED without notice.**
- V. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

## **INSTRUCTIONS**

1. The Online bids should be submitted directly by the original manufacturer/supplier, If quotation is submitted/filled by any representative/agent/dealer then they must upload a authority certificate from the principal company for quoting the price otherwise such quotation will be rejected.
2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the online bid, INST Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID.
3. The rates offered should be FOR Chandigarh/Mohali in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Supplier from outside India should mention the Ex-works/FOB/FCA/CIF/CIP price clearly. Conditional tenders will be summarily rejected.
4. In case of Ex-godown terms the amount of packaging forwarding freight etc. should clearly be indicated by percentage or lump sum amount. Institute has policy not to make any advance payments towards any purchase, Letter of credit can be opened if required.
5. THE INSTITUTE IS EXEMPTED FROM EXCISE AND CUSTOM DUTY under notification no- TU/V/RG/-CDE(1062)/201 CUSTOM DT.30.08.2016.

6. Tax: This Institute is not exempted from the payment of GST. The current rate (i.e. percentage of GST should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card, GST number duly self-attested.
7. Concessional GST is applicable for all the items purchased for Research labs vide Ministry of Finance, notification no. 45/22017 dated 14.11.2017 and 47/2017 dated 14.11.2017.
8. Bidder/s quoting in currency other than **Indian Rupee (INR)** should explicitly mention the currency in which tender quoted wherever applicable in Technical Bid along the tender documents.
9. The delivery period should be specifically stated. Earlier delivery will be preferred.
10. The firms are requested to provide/upload detailed description and specifications together with the detailed drawings, printed leaflets and literature of the article quoted. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars, the quotation is liable for rejection.
11. Validity of offer: 90 days.
12. The right to reject all or any of the quotation and to split up the requirements for itemized L-1 or relax any or all the above conditions without assigning any reason is reserved by the INST Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.INST.ac.in>
13. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

Chief Finance and Administrative Officer

**ANNEXURE-I**

<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	99.99%, 99.999% and 99.9999% (Quote for each purity gases separately)	
3	NH3 (Ammonia)	Per Kg	99.999%	
4	Helium	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
5	Hydrogen	Per CuM	99.999%	
6	Nitrogen	Per CuM	99.999% and 99.9999% (Quote for both purity gases separately)	
7	Oxygen	Per CuM	99.99%, 99.999% and 99.9999% (Quote for each 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%	
10.	(Argon 90% + Hydrogen10 %)	Per CuM	99.999%	
11.	(Argon 95% + Hydrogen 05 %)	Per CuM	99.999%	
12.	(Ammonia 10% + Helium 90 %)	Per CuM	99.999%	



13.	Ethane	Per CuM	99.999%	
14.	(Argon 80% + Hydrogen 20 %)	Per CuM	99.999%	
15.	Carbon Monoxide	Per CuM	99.97% purity gases	
16.	Flue Gas (12% CO2 + 7% O2 + 1500PPM SO2 + 470 PPM NOx + balance N2)	Per CuM	As mentioned	

Place:

Date:

GST Registration..... PAN No.....  
M/s.....Address.....  
Signature with Stamp/Office Seal

**ANNEXURE-II**

**(BIDDER'S INFORMATION)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled by the Bidder</b>
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the firm (Public Ltd/Pvt Ltd/ Proprietorship/Partnership)	
4.	Details of incorporation of Firm	
5.	Valid GST No.	
6.	PAN	
7.	Name and Designation of Contact Person to whom all references shall be made regarding this tender	
8.	Telephone No. with STD Code	
9.	Email address of Contact Person	
10.	Fax No. with STD Code	
11.	Website	

Place:

Date

GST Registration.....  
PAN No.....  
M/s.....  
Address.....  
.....  
.....  
Signature with Stamp/Office Seal

**ANNEXURE-III**

**DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**

(On Company / firm's Letterhead)

Date:

To  
The Director  
INST Mohali  
Sector-81, Knowledge city  
SAS Nagar Mohali-140306, Punjab

Sir,

**Sub: Ref: INST/12(106)/2014-Pur 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. 10 lakh for both (FY-2018-19 & 2019-20), and I/we have also supported an Audited Accounts for your references :

F. Y. 2018-19	F. Y. 2019-20	Remarks

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

Place:      Date:

GST Registration.....  
PAN    No.....  
M/s.....  
Address.....  
.....  
.....  
Signature with Stamp/Office Seal

**ANNEXURE-IV**

(On Company / firm's Letterhead)

Date:

**To**  
**The Director**  
**INST Mohali**  
**Sector-81, Knowledge city**  
**SAS Nagar Mohali-140306, Punjab**

Sir,

**Sub: Ref: INST/12(106)/2014-Pur 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:

S. No	Name of Client	Purchase Order no.	Amount of Order	Items supplied	Remarks

Place:

Date:

GST Registration.....

PAN No.....

M/s.....

Address.....

.....

.....

Signature with Stamp/Office Seal

**ANNEXURE V**

**DECLARATION REGARDING CLEAN TRACK BY BIDDER**

(On Company / firm's Letterhead)

**To**  
**The Director**  
**INST Mohali**  
**Sector-81, Knowledge city**  
**SAS Nagar Mohali-140306, Punjab**

Sir,  
Sub: Ref: INST/12(106)/2014-Pur for “Annual Rate Contract for Re-filling of various Analytical Gases”

I/we carefully gone through the Terms & Conditions contained in the above referred E-Tender. 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

Sr. 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)

Place:

Date:

GST Registration.....

PAN No.....

M/s.....

Address.....

.....

.....

Signature with Stamp/Office Seal

**ANNEXURE VI**

**BID SECURITY DECLARATION**

To  
The Director,  
INST Mohali

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the INST for the period of time of 3 years, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the INST during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with tender terms and condition.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

For: Name of Company

Authorised Signatory

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]