

GOA STATE POLLUTION CONTROL BOARD

गोंय राज्य प्रदूषण नियंत्रण मंडळ

(An ISO 9001-2015, ISO 14001:2015. OHSAS 18001:2007 Certified Board)

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Date: 11/03/2021

To,

Sub: Limited Tender Enquiry for Annual Rate Contract for GSPCB laboratory supplies.

Sir,

With reference to the above cited subject, the board intends to enter into an Annual Rate Contract for the laboratory supplies for a period of one year w.e.f. 01st April 2021. In view of the same, you are requested to kindly submit price list 2021-2022 along with discounted rates and list of stock lists/dealers for the same in the State of Goa as per the terms & conditions annexed.

Your are requested to submit your quotes in sealed envelopes superscribed with subject matter so as to reach the office of the Member Secretary, GSPCB latest by 3.00 p.m. on 30/03/2021 and the tenders will be opened on 31/03/2021 at 3.00 p.m. with request to remain present for the same..

Yours faithfully,

(Dr. Shamila Monteiro)
Member Secretary
Goa State Pollution Control Board

C.C to:

1. Assistant Accounts officer, GSPCB
2. Office Copy
3. Guard File

Dr. Shamila Monteiro
11/03/21
ISSUED

LIMITED TENDER ENQUIRY: LABORATORY SUPPLIES

The Member Secretary Goa State Pollution Control Board, Near Pilerne Industrial Estate, Opp. Salgao Seminary, Salgao, Bardez, Goa 403 511 Invites Sealed TENDERS/quotations, from well-established and reputed manufacturers for the "Supply of Laboratory chemicals, glass ware and related"- Refer Schedule:

1.0 STANDARD TERMINOLOGY:

- I. Tender, Bid, Quotation. (Meaning: offer received from a supplier)
- II. Tenderer, Bidder. (Meaning: an approved, authorized entity who seeks to supply goods by sending tender/bid)
- III. Tender Enquiry Document, Tender Document, Bidding Document. (Meaning: a detailed document issued by the purchaser specifying his needs and the requirements that a potential tenderer/bidder must meet).
- IV. Notice Inviting Tenders, Invitation for Bids (Meaning: advertisement containing brief details of the requirement).
- V. Earnest Money Deposit, Bid Security. (Meaning: monetary guarantee furnished by a tenderer along with its tender)
- VI. Security Deposit, Performance Security. (Meaning: monetary guarantee furnished by the successful tenderer for due performance of the contract concluded with it.)

2.0 TERMS AND CONDITIONS

- 2.1 TENDER PRE QUALIFICATION CRITERIA: This invitation for the Bid is open to any agency who is a reputed manufacturer or authorized representative of the manufacturer, who on his own or along with his associate supplier/partner meets the qualifying Requirements stipulated hereunder for participation in the tender. The Tenderer shall furnish satisfactory evidence to establish that Tenderer meets the following qualifying requirements:
 - 2.2 The Tenderer or his authorized representative should be a manufacturer who must have manufactured, supplied, directly or through authorized dealer for a minimum of 10 years.
 - 2.3 The dealer should be duly authorized by the manufacturers for the respective items as and submit a true copy of the same.
1. The last date and time for the acceptance of the tenders is 30th March 2021 up to 3:00 p.m.

Member Secretary

2. The tenderers shall submit the following documents along with their tenders in envelope No. 1 known as "Technical bid".
 - a. Income tax clearance certificate, from the Income Tax officer concerned, certifying that the tenderer has cleared all the Income Tax dues.
 - b. A copy of the Income Tax / Sales tax permanent Account number / Registration number, Service no. should be enclosed.
 - c. Suppliers should state whether they are a Propriety Firm, Partnership Firm or a Private/Public Limited Company and furnish a profile of the firm. They should also clearly mention whether they are manufacturers, authorized dealers or retail suppliers. They should submit the necessary certificates.
 - d. List of the names of other organizations to which similar supplies have been made.
 - e. Earnest Money Deposit (EMD) : Refer para (3)
 - f. Sales Tax Registration No.
 - g. Technical specifications offered by the Supplier, such as quality, grade, make etc.
 - h. If the supplier is unable to supply the said materials/articles before the date on which the supply is scheduled to have been completed he should indicate such on earlier date and also the date, by which he will be in a position to complete the supply. But at no point in time will the extension requested be more than 3 days.
 - h. The goods should be dispatched at the suppliers risk and shall preferably be insured in transit against all likely damages by the suppliers.
 - i. Conditional offers are liable to be summarily rejected.
 - j. The supplier should submit the offer of discount on current price list (2021-2022) in their tenders. Prices should be inclusive of all taxes i.e. no tax should be charged in the bill and other additional charges (e.g. transportation), if any clearly mentioned.
- 2.4 The Income tax / Sales Tax will be deducted at source as per standard practice. Income tax / Sales Tax liability if any arising in future on account of the said contract will be recovered from the Supplier or / Bidder.
- 2.5 The rates should be mentioned in the Schedule attached with the tender in a separate sealed envelope known as commercial bid. Each page of the tender shall be signed in full and stamped with the seal by supplier. The supplier must clearly state in what capacity he or she is signing the tender.
- 2.6 Details should be filled in Ink or typed. The rates filled in pencil shall not be considered. The bidder / agency shall sign the Quotation form at each page and at the end in token of acceptance of all the terms and conditions of the Quotation.
- 2.7 The rate shall be written in words and figures clearly. Corrections if any, should be duly attested by the bidder with date. Over writing is not permitted.

Member Secretary

- 2.8 The rates should be in Indian Rupees inclusive of all charges (transport, loading, unloading etc.)/taxes with F.O.R. destination to Goa State Pollution Control Board, Near Pilerne Industrial Estate, Opp. Saligao Seminary, Saligao, Bardez, Goa 403511.
- 2.9 The tenderers shall submit the tender in two envelopes.
- a. The first envelope duly inscribed "Technical Bid" shall contain all the documents referred to in Para 2 above and shall be sealed.
- b. The second envelope duly inscribed "Commercial Bid" shall contain the Schedule, in which the Manufacturer shall register the rates of supply. The second envelope shall also, likewise, be sealed.
- 2.10 Both the envelopes then should be put together and shall be sealed in an envelope, and shall be submitted to the GSPCB by 30th March 2021 by 15:00 hrs, duly superscribed "Rate Contract for _____" and will be accepted on behalf of the Member Secretary, Goa State Pollution Control Board.
- 2.11 The Technical Bid shall be opened first to ensure that the tenderers have submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the Commercial Bids in respect of such tenders shall not be opened.
- 3.0 Security:**
- 3.1 The amount of Earnest Money Deposit i.e. Rs. 25000/- should be in the form of Bank Draft drawn on a nationalized / scheduled bank (payable at Panaji, Goa) in favour of the Member Secretary, Goa State Pollution Control Board, Near Pilerne Industrial Estate, Opp. Saligao Seminary, Saligao, Bardez, Goa 403 511. Tenders not accompanied by the requisite amount of Earnest Money Deposit will be rejected.
- 3.2 The EMD of unsuccessful bidders will be returned / refunded within 30 days.
- 3.3 In case of successful tenderers the amount of Earnest Money Deposit shall be converted in Security Deposit / Performance Guarantee and refunded after the warranty period is over. The Security deposit / Performance Guarantee shall be paid in the form of a Bank Guarantee from a Nationalized/ Scheduled Bank.
- 3.4 The Security deposit / Performance Guarantee should be valid for 60 days beyond the date of completion of all the contractual obligations of the supplier including warranty.
- 4.0 Supplier should read carefully all the instructions and terms and conditions, etc., before registering rates in prescribed schedule of the tender.
- 5.0 The offers made by the suppliers shall be open for acceptance for 6 months after the last date of submission of tender and once accepted should be valid for a period of 1 year.

Member Secretary

- 6.0 The tenders (Technical Bids) will be opened by the Purchase Committee-GSPCB in GSPCB office , on a predesignated date with due intimation to the bidder.
- 7.0 The tenderers or their authorized representatives will be allowed to be present at the time of opening of the tenders.
- 8.0 The delivery time should be within 15 days of receipt of Purchase order and be clearly mentioned in the tender. No extension shall be granted to the suppliers for the period of delivery mentioned in the tender, under any circumstances., except at Chairman's discretion.
- 9.0 If the supplier fails to deliver the article as per the delivery schedule, the GSPCB shall be free to procure the balance / undelivered supply, at the risk and cost of the supplier, from such suppliers.
- 10.0 The validity of Shelf life of the supplied products has to be clearly specified at the time of delivery and should not exceed 5% of its expected shelf life on date of delivery.
- 11.0 MSDS (Material Safety Data sheets)/Certificates should be made available for all supplied Chemicals and related.
- 12.0 The goods./material supplied by the supplier shall be accepted after inspection by the concerned Board officer authorized by the competent authority. No goods/material which do not confirm to the specifications laid down in the terms and conditions or damaged in transit or otherwise, shall be accepted. Breakages/damaged goods /unsatisfactory service should be replaced by supplier free of cost
- 13.0 The bills of the suppliers shall be paid by the GSPCB after all the articles / material has been received, in satisfactory condition.
- 14.0 A non complying product/service should be replaced within 15 days for consumables, 30 days for equipment and 10 days for service or any such stipulated time frame, as per decision of the Board Authority.
- 15.0 In the event of any breach of the terms and conditions of the supply, the GSPCB may terminate the contract placed with the supplier and forfeit the Earnest money Deposit of the Supplier.

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- 16.0 The decision regarding acceptance or rejection of the tender will rest with the Chairman/Member secretary, Goa State Pollution Control Board, Near Pilerne Industrial Estate, Opp. Salgao Seminary, Salgao, Bardez, Goa 403511. who does not bind himself to accept the lowest quotation and reserves the right to himself, to reject or partly reject any or all the quotations received without assigning any reason.
- 17.0 Period of validity for the rate contract will be from 1st, April' 2021 to 31st March, 2022.
- 18.0 Full and final payment will be released within 30 days of receipt of the product/service in good, satisfactory condition and as per Board specifications.


Member Secretary

Office Stamp:

Date:

Place: Panaji, Goa

SCHEDULE TO TENDER

- a) Tenderers are advised to read carefully the Terms and Conditions of supply and the Instructions to the tenderers before recording the rates in this schedule.
2. No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and seal of the tenderers.
3. The Rates shall be for, at destinations /godowns/ places indicated in the GSPCB, Near Pilerne Industrial Estate, Opp. Saligao Seminary, Saligao, Bardez, Goa 403 511.
4. All chemicals including solvents for AAS, GCMS, HPLC etc. quoted should be AR, GR grade and of the following make:
 - a) SDFine Chem
 - b) Qualigens
 - c) Hi-Media
 - d) Merck
5. All glassware/porcelain, should be calibrated if applicable, certified and of the following make:
 - a) Borosil
 - b) JSIL
 - c) Qualigens
 - d) Merck
 - e) Riviera
 - f) Schott Duran
6. All plasticware, should be of the following make:
 - a) Tarsons
7. All filterpapers should be of the following make:
 - a) Whatman
 - b) Pall

Member Secretary

