

फोन/Phone:044-26214823

फेक्स/Fax:044-26207566

E-mail: csmcari@ccras.nic.in

csmdria@gmail.com



कैप्टन श्रीनिवासमूर्ति केन्द्रीय आयुर्वेदअनुसंधान संस्थान
CAPTAIN SRINIVASAMURTHY CENTRAL AYURVEDA RESEARCH INSTITUTE
केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधानपरिषद्
CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES
आयुष मंत्रालय, भारत सरकार
MINISTRY OF AYUSH, GOVERNMENT OF INDIA
ए. सरकारी अस्पताल परिसर, अरुम्बाक्कम, चेन्नै-600 106
A.A GOVERNMENT HOSPITAL CAMPUS, ARUMBAKKAM, CHENNAI: 600 106

फा.सं/ F.No. 3-1/Chemicals/G.W/CSMCARI/24-25/Accts 1280 दिनांक / Date 06-01-2025

Subject: Invitation to submit quotations for an Annual Rate Contract for the supply of Chemicals, Solvents, Glassware, Markers, and Miscellaneous Items for the **Captain Srinivasa Murthy Central Ayurveda Research Institute (CSMCARI), Chennai.**

NOTICE INVITING TENDER for Annual Rate Contract

Tender No.	CSMCARI/2024-25/001
Last Date & Time for Submission of Tenders	31-01-2025 & 5.00 PM
Date of Opening of Tender:	03-02-2025 & 11.00 AM
Earnest Money Deposit (EMD) Amount	Rs. 25,000
Cost of Tender Document	Rs. 1000

Scope of Work:

This tender seeks quotations from reputed and financially sound Manufacturers/Distributors/Suppliers to provide various research materials, including but not limited to chemicals, solvents, glassware, markers, and other essential items for research activities. Suppliers must ensure adherence to the quality standards prescribed and timely delivery. The items should be supplied as per requirement placed by the institute from time to time during the entire contract period.

Instructions for Submission

- a. **Two-Bid System:** Tenders must be submitted in two parts:
 - i. **Technical Bid:** Details such as compliance with technical specifications, quality certifications, and company experience, as specified in Annexure 8.
 - ii. **Financial Bid:** Price quotations for each item, as per the format in Annexure 9.
- b. **Packaging and Marking:** Each bid (technical and financial) should be sealed in separate envelopes, marked respectively as "Technical Bid" and "Financial Bid." Both these sealed envelopes should then be enclosed in a larger envelope labelled as "Tender for Annual Rate Contract - _____" and submitted to the Institute.
- c. **Submission Deadline:** Completed tenders duly signed and sealed in all pages, along with all necessary documents, must be addressed to: **Assistant Director In-charge, Captain Srinivasa Murthy Central Ayurveda Research Institute, Chennai - 600106, Tamil Nadu.** Tenders must be submitted on or before the specified date and time. Late submissions will not be considered.
- d. **Rate contract tender can be rejected/cancelled by the undersigned at any time without assigning any reasons thereof.**

Terms and Conditions

- a. Validity of Quoted Rates:** The rates quoted shall remain firm and unchanged for a period of one year from the contract award date. This stability in pricing is required to ensure budget compliance over the fiscal period.
- b. Earnest Money Deposit (EMD):** All bidders must submit an EMD amounting to Rs.25,000, payable through a multi-city cheque or Demand Draft in favour of "Captain Srinivasa Murthy Central Ayurveda Research Institute, Chennai." The EMD will be returned to all unsuccessful bidders following the finalization of tender. Failure to comply with any contractual obligation may result in the forfeiture of the EMD.
- c. Exemptions for MSEs and Recognized Startups:** Bidders who qualify under the Ministry of MSME's MSE Procurement Policy, or are recognized as startups by the Department for Promotion of Industry and Internal Trade (DPIIT), are exempted from the EMD requirement. Proof of eligibility must accompany the tender submission.
- d. Performance Security:** Upon contract award, the successful bidder may request that the EMD be adjusted towards their Performance Security. Any additional performance security will be required within seven days upon notification. Non-compliance will lead to EMD forfeiture.
- e. Payment Terms:** Payments to suppliers will be processed within **30 to 45 days** following receipt, inspection, and stock verification of items. The Institute adheres to strict quality checks in line with internal and/or API standards. Advance payments are not entertained; final payments will be released only after thorough verification.
- f. Delivery Timeline and Penalties for Delays:**
- i. Standard items must be delivered within **15 working days** of receiving the purchase order.
 - ii. Larger quantities may be delivered in staggered batches, up to a maximum of four weeks, subject to prior approval from the Assistant Director In-charge.
 - iii. Any anticipated delay must be reported within **10 days of order receipt**, citing justifiable reasons. Failure to adhere to these timelines may result in penalties, including contract cancellation or forfeiture of Performance Security.
- g. Contract Period and Extension:** The annual rate contract shall remain valid for **one year from the date of award**, with the possibility of extension based on the supplier's performance. Decisions regarding extensions will rest solely with the Assistant Director In-charge.
- h. Default and Blacklisting:** In case of non-compliance or inability to meet contract terms at any stage, CSMCARI reserves the right to cancel the contract and blacklist the supplier for future tenders. Forfeiture of EMD may also be applicable.
- j. Quality Assurance:** All supplied materials must meet prescribed pharmacopoeial standards (IP/USP/BP/NIST). A Certificate of Analysis (CoA) for applicable items should accompany each delivery, ensuring compliance with quality norms.
- k. Jurisdiction:** Any disputes arising out of this contract shall be governed by the jurisdiction of Chennai courts.
- l. Additional Terms:**
- i. **Invoice Requirements:** Single invoices must be submitted for each work/supply order. If multiple supply orders are issued, corresponding invoices must be submitted separately for timely payment processing. Piece meal supply for a single supply order will not be accepted.
 - ii. **Transfer of Responsibility:** The awarded contract is non-transferable. Suppliers may not delegate responsibilities to other firms or subsidiaries.
 - iii. **All-Inclusive Rates:** Prices quoted must cover transportation, all applicable taxes, packaging, and incidental delivery charges.

m. Bidder Qualifications:

- i. Bidders must provide a list of existing clients within the government or semi-government sectors, complete with contact details for reference verification.
 - ii. Self-attested copies of GST and PAN numbers are mandatory for all participants.
 - iii. Bidders should submit a signed declaration stating they have not been blacklisted by any government body.
- n. The entire procurement procedure and rate contract comes under the purview of the 4.4 of the manual of procurement of goods II edition 2024**

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06/01/2025

(डॉ. एस. चित्रा /Dr. S.Chitra)

प्रभारी सहायक निदेशक

Assistant Director-in-charge

Enclosures :

1. **Annexure 1-7** – List of Required Items and Specifications
2. **Annexure 8** – Technical Bid Format
3. **Annexure 9** – Financial Bid Format

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