



TENDER DOCUMENT FOR SUPPLY OF ROUND ADHESIVE STICKERS (60MM dia) ON RATE CONTRACT BASIS

TENDER NO.: CIPET/CSTS/VJA/ADH.STI/2021-22

LAST DATE& TIME FOR SUBMISSION OF TENDERS: 09.08.2021 & 03:00 PM

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY

केंद्रीय पेट्रोकेमिकल्स इंजीनियरिंग एवं तकनीकी संस्थान

CIPET : CSTS, Vijayawada / सिपेट: सि यस टि यस, विजयवाड़ा

Department of Chemicals & Petrochemicals /

रसायन और पेट्रोसायन विभाग

Ministry of Chemicals & Fertilizers / रसायन और उर्वरक मंत्रालय/

Govt. of India / भारत सरकार

Suramapalli (V), Gannavaram (M), Krishna Dist., Vijayawada – 521 212,

Andhra Pradesh

E-mail: cipetvijayawada@gmail.com

Website: www.cipet.gov.in

CIPET: CSTS , VIJAYAWADA

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology, (CIPET: CSTS , Vijayawada) is a Govt. of India Institute under Department of Chemicals & Petrochemicals, Ministry of Chemical & Fertilizers, Govt. of India engaged in Training and Research in the field of Plastics with Head Quarters and Head Office at Chennai. The Centre at Vijayawada (CIPET : CSTS, Vijayawada), invites tenders in 2 bid system (Technical and Financial Bid) for the rate contract (Valid for 06 months) for the "Supply of Round Adhesive Stickers (60mm dia) to CIPET : CSTS, Vijayawada".

TECHNICAL SPECIFICATION

Round Adhesive stickers of 60mm dia as per the sample available at CIPET:CSTS, Vijayawada

TOTAL ESTIMATED QUANTITY

Total Estimated quantity : 10,00,000 No. of Adhesive stickers. The quantity mentioned is only indicative which may increase or decrease as per the requirement of the center.

TERMS AND CONDITIONS / INSTRUCTIONS TO BIDDER

(To be signed and enclosed along with the Technical bid)

1. The Tenderer should submit his application in two bid system i.e. TECHNICAL BID and FINANCIAL BID. Both the bids should be kept in separate envelopes and the enveloped should be superscripted with the details of the bid.
2. The tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required for the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in rejection of the Tender.
3. The purchaser shall not be liable for any expenses whatsoever incurred by the Tenderer in the preparation of the tender whether his tender is accepted or not even if the purchaser opts for complete withdrawal of invitation of Tender.
4. Supply must be taken at CIPET:CSTS, Vijayawada premises as per the details provided by CIPET Authority at the expense of the bidder. CIPET will not be liable for any additional expenses incurred in this regard.
5. Any Tender received after the last date for submission prescribed in the tender, will be rejected. Conditional tender will be summarily rejected without prejudice so bidders are advised to quote the price as per N.I.T. conditions only.
6. The rate contract quoted by the L1 bidder shall be valid for 06 months from the date of issue of Purchase order. However, if CIPET: CSTS, Vijayawada is willing to terminate the rate contract, can terminate the same with intimation to the L1 bidder without assigning any reasons immediately. If the L1 bidder wants to terminate the rate contract with in applicability period, the performance security of the L1 bidder shall be forfeited.
- 7. The Qty of adhesive stickers to be supplied to the institute and the delivery Schedule of material should be as per the Purchase Order issued from this office from time-to-time.**
8. The cost of tender document is Rs. 500/- Plus GST @ 18%(Non Refundable)
9. TDS (Tax Deducted at Source), GST (TDS) and other applicable taxes will be deducted as per prevailing rules and regulations of the Government, as applicable.
10. Bank details of CIPET : CSTS, Vijayawada for NEFT/RTGS purpose:
 - a. Name of the Account : CIPET VTC VIJAYAWADA
 - b. Bank Name : SBI
 - c. Account No : 34977031901
 - d. IFSC Code : SBIN0005947
 - e. Address :SBI SME BRANCH, NEAR SAI HOTEL CENTRE, AUTONAGAR, VIJAYAWADA, ANDHRA PRADESH



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11. The Tenderer shall pay Earnest Money Deposit of Rs.10,000/- (TEN THOUSAND RUPEES ONLY) in the form D.D in favour of "CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (**CIPET VTC - VIJAYAWADA**), payable at **Vijayawada**" or may be through **NEFT/RTGS as per the bank account details mentioned in S.No. (10) above** and should keep the DD/transaction slips in the TECHNICAL BID document. The Earnest Money of the unsuccessful Tenderers will be refunded without any interest after 15 days time from the completion of tender process.
12. CIPET will notify the successful Tenderer in writing by registered letter / fax / e -mail to be confirmed that his tender has been accepted. Offer of acceptance shall be issued to the L1 bidder for which the bidder shall accept the same in 03 days and have to submit performance security of Rs. 25,000.00 (TWENTY FIVE THOUSAND RUPEES ONLY) in the form D.D in favour of "CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY (**CIPET VTC - VIJAYAWADA**), payable at **Vijayawada**" or may be through **NEFT/RTGS as per the bank account details mentioned in S.No. (10) above**.
13. Relaxation in the norms for Startup and Micro & Small Enterprises in Public Procurement shall be provided on the payment of EMD amount. The appropriate MSME/NSIC/any other relevant certificate should be submitted along with the other tender documents in the Technical bid envelope.
14. The performance security amount without any interest shall be returned to the successful bidder after the completion of the rate contract period.
15. Payment Terms: Payment will be released on monthly/ fortnightly basis as per the actual quantity of supply up on submission of original invoice.
16. The suppliers shall be solely responsible for supply of requested material at CIPET: CSTS, Vijayawada with in time period.
17. The Joint Director & Head, CIPET : CSTS, Vijayawada reserves the right to accept or reject any or all tenders at any point of time prior to issue of Purchase Order without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.
18. In the case of a dispute or differences arising between the Purchaser and Supplier relating to any matter arising out or connected with this Tender, such dispute or differences shall be referred within the Jurisdiction of the Court, Vijayawada.

Place:

Signature of Bidder /Tenderer with Seal

Date:

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TECHNICAL BID

Sl.No	Particulars To Be filled up by the Tenderer / Bidder	
1	Name of the Tenderer / Supplier	
2	Postal address	
3	Telephone No. with STD code	
4	Name of Contact person/Designation	
5	Mobile No.	
6	E-Mail ID	
Following Documents To Be submitted in the Technical bid:		
7	The firm should have valid registration certificate in support of establishment of the firm/GST Registration certificate	YES/NO
8	PAN (Permanent Account Number) (Enclose copy)	
9	Certificates of Registration for GST (Enclose copy)	
10	Bank Account Details	
11	Details of purchase of Tender application: Rs.500.00 Plus GST@ 18%	
12	Details of payment of EMD amount i.e. 10,000.00	
12	Signed Terms and Conditions enclosed as Annexure – I in the tender document	

I, Mr./Ms./Mrs. _____, Designation _____ hereby declare that above furnished details and true to the best of my knowledge and in case of any discrepancy, I will bound to the decision of the competent authority of CIPET: CSTS, Vijayawada.

Place:

Signature of Bidder /Tenderer with Seal

Date:

FINANCIAL BID

For the Supply of Adhesive Stickers (60mm dia) to CIPET: CSTS, Vijayawada on Rate Contract basis, We hereby quote our rate as under:

S.No	Name of the item	Rate per Unit. (in Rs/-)	Rate per Unit. (in Words)
01.	Round Adhesive Stickers (60mm dia)		
02.	SGST @_____ %		
03.	CGST @_____ %		
04.	TOTAL AMOUNT PER Unit in Rs/-		

Terms & conditions:

1. Payment Terms :
2. Delivery period :
3. Transportation charges :
4. Validity of above offer :

Place:

Signature of Bidder /Tenderer with Seal

Date: