



सेन्टर फॉर मेटिरियल्स फॉर इलेक्ट्रॉनिक्स टेक्नोलॉजी (सी-मेट)
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
 (Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)
 IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051
 Phone: +91-40-27265587, 27267006 Fax: +91-40-27261658 Web: www.cmet.gov.in

ENQUIRY LETTER

ENQ. NO. HD/PUR/CC-ADM/RC-P&G/136/2019-20/11573 Date: 30.01.2020

Subject: Rate Contract (RC) for supply Plastic & Glassware for the year 2020-21 – Regarding.

Due date for receipt of the quotations	24	02	2020	TIME BY:15.30 Hrs.
Date of Opening of tenders	25	02	2020	TIME BY:11:00 Hrs.

Sir,

C-MET invites limited sealed tenders from Authorized Stockiest / Distributors or reputed Dealers for procurement of Plastic / Glassware under Rate Running Contract (RRC). The list of Plastic / Glassware brands / makes used in C-MET is enclosed as 'Annexure – I'. The period of contract will be one year or any specified period.

2. The terms and conditions of the RRC shall be as follows:

- The RC shall be initially for a period of one year and shall be extendable on year to year basis for a maximum period of 3 years (1+2) on the recommendations of the internal committee.
- Discount shall be as per listed price of the manufacturer issued and applicable to Rate Running Contracts for the concerned year. The firm shall deliver a copy of catalogue either by post or by hand or by e-mail as and when their principle manufacturer issues.
- GST: Extra as prevailing on the date of procurement / invoicing.
- Delivery of the Plastic/Glassware will be made within **10** days from the date of Purchase Order. It will be free charge at C-MET, Hyderabad.
- Payment of bill shall be made within **30** days of receipt of materials of the required specifications, quality & quantity and invoice in duplicate.
- Other terms and conditions – see 'Annexure – II'.

3. Firms interested to supply PP / Glass wares under RRC are requested to send their quotations offering **maximum discount** along with (a) Authorization letter from their manufacturer's / principal's (b) list of customers for the current financial year.

4. The envelope, superscribed as under, be sent to the undersigned:-

QUOTATION NO.	
DUE DATE	
ITEM	

Thanking you,

Yours faithfully,

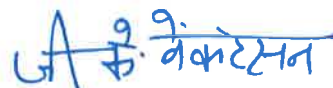
(G. K. Venkatesan)
 Administrative Officer
 venkatesan@cmet.gov.in

To

Specific terms and conditions to the tender:-

1. Please submit the Technical Details/Catalogue/Data Sheets.
 2. The offer should be valid for a period of 90 days from the date of opening of Tender.
 3. Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by Hand/speed post/courier so as to reach us on or before the due date & time. C-MET will not be responsible for any postal delays.
 4. **E-Mail/fax quotations 'WILL NOT BE ACCEPTED'.**
 5. **All Tax invoices shall invariably bear your GST Registration No. (GSTIN) and the applicable GST rates. In the absence of which, the invoice(s) shall not be processed for payment.**
 6. Our standard delivery term is FOR, C-MET. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lumpsum amount.
 7. **PAYMENT OF GST/IGST:** C-MET is registered under Department of Scientific and Industrial Research (DSIR) and eligible for concessional GST rates @ 5% for Research Institutions as per Notification No. 45/2017- Central Tax (Rate) AND 47/2017 - IT(Rate) both dated 14.11.2017. The requisite certificate for availing concessional IGST/GST Rate along with documents will be provided. **PAYMENT OF CUSTOM DUTY:** We are ELIGIBLE for concessional custom duty @ 5.15% as per DSIR issued certificate in terms of **Notification No. No. 51/96-Customs dated 23.07.1996** and necessary exemption certificate shall be issued upon request.
 8. Our standard payment term is 100% within 30 days for indigenous orders and sight draft for foreign orders. Firm should provide Bank details for RTGS remittance.
 9. **Liquidated Damages:** – The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire stores is supplied, installed and accepted.
 10. **Security Deposit:-** Wherever the offer value is Rs. 5.00 lakhs or above, the successful tenderer should submit Security Deposit@10% of the order value by way of Bank Guarantee /FC Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs. 200/- Non Judicial Stamp paper and should be valid beyond 2 months from the completion of all contractual obligations.
- Note: Clause NO. 9 & 10 are mandatory and offers of the vendors who have not agreed for the above conditions will be excluded from the procurement process. Micro and Small Vendors are not exempted from the submission of Security Deposit.**
11. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre/ Udyog Adhar / NSIC Registration Certification along with your offer.
 12. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
 13. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.
 14. **Price Reasonability Certificate:** Prescribed form enclosed.
 15. **Detailed information regarding previous supply of similar item:** Prescribed form enclosed
 16. **Manufacturer's authorization letter:** A copy of **manufacturer's authorization letter** for participating in the bid should be attached. BID WILL BE REJECTED IF IT IS NOT ATTACHED WITH TECHNICAL BID.

NOTE: Bidder should sign on each of the page as read and accepted thereof with signature and official stamp of the firm.



Administrative Officer
C-MET, Hyderabad



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ANNEXURE – I

LIST OF PLASTIC & GLASSWARE BRAND / MAKE USED IN C-MET

1. TARSON
2. POLYLAB
3. BOROSIL
4. DURAN
5. RANKEM
6. VENSIL
7. RIVIERA
8. WHATMAN FILTER PAPER
9. Infusil make - Silica & Quartz Wares, Plastic ware, Glass ware & Teflon ware
10. GLASSCO Laboratory Glassware
11. TENSIL Lab glass Technologies Pvt. Ltd.



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ANNEXURE – II

OTHER TERMS & CONDITIONS FOR RATE RUNNING CONTRACT – PLASTIC / GLASS WARE

1. The price(s) charged for the stores supplied under the contract by the supplier should in no event exceed the lowest price at which the contractor sell the stores of identical description to any other person during the period of the contract.
2. C-MET reserves the right:
 - To enter into parallel Rate Contracts simultaneously or at any time during the period of the Rate contract with one or more tenders.
 - To place ad-hoc contract or contracts simultaneously or at any time during the period the Rate Contract with one or more tenders.
 - To terminate the contract by giving one month's time.
3. The supplier shall maintain stocks at the station and shall make deliveries against purchase orders from such stocks as and when required.
4. Against ex-stock deliveries, the stores shall normally be supplied within a fortnight of the date of receipt of the order. Upon receipt of the order, the contractor shall within seven days intimate the quantity, which can be supplied from stores within the periods stipulated therein and the time required to supply the balance quantity. If the contractor fails to give such intimation within the time aforesaid, he shall be deemed to have agreed to supply the stores within the delivery date stipulated in the purchase Order. If the Contractor is unable to supply the stores or any part thereof within the time specified in the purchase order and intimate the time within which the supply will be made by him, the member placing the purchase order will notify his acceptance of delivery time offered by the Contractor or negotiate until an agreement is reached. In all cases, the delivery time as deemed to be accepted by the Contractor or agreed upon as aforesaid between him and the member placing the Supply Order shall be deemed to be the essence of the contract and delivery must be completed not later than such date. If in any case no agreement with respect to the delivery time is reached between the contractor and the purchaser, it shall be lawful for the latter to withdraw the Purchase Order and the contractor shall have no claim in respect of such withdrawals.
5. TDS under GST Act will be deducted @ 2%, if the total supplies value is more than ₹2.50 lakhs in a financial year.