



**NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(BALLABGARH UNIT)**

34 Km Stone, Delhi-Mathura Road (NH-2), Ballabgarh – 121004, Haryana, India
Telephone: 0129-4192324, 4192222 Email: mmspg@ncbindia.com, mmsb@ncbindia.com

Enquiry Ref No. : NCB/MMS/RC/2018-19/01

Date: 12-07-2018

Address

**Sub: Rate contract for Laboratory Chemicals / Filters Papers / Glass ware /
Plastic ware and other scientific instruments for the year 2018-19**

Dear Sir,

Quotations / Tenders are invited in the prescribed form for the supply of under mentioned stores as per schedule. You are requested to submit your lowest quotation / tender *in sealed cover by returning this tender notice* duly filled in columns **1 to 4** and signed at the appropriate place. See back page for instructions to tenders & terms of supply desired.

Your quotation / tender should reach this office on or before **31/07/2018** in sealed cover superscripted with **Enquiry No. Date & Due date**.

Sl. No.	SCHEDULE	QUOTATION			
	Description	Discount Offered			
1	Rate Contract for Lab Chemical / Instrument / Glassware for the period of one year from the date of issuing the purchase order (2018-19)	Indigenous	Imported	Delivery period	Special terms
		1	2	3	4
	Chemical				
	a) Merck (All products)				
	b) Thermo Fisher Scientific				
	c) Sigma-Aldrich				
	Glassware				
a) Borosil Brand					
b) Vensil Brand					
c) Riviera					

	<u>Filter Papers & Membranes</u>				
	a) Whatman Brand				
	<u>Lab Plastic ware</u>				
	a) Tarson Brand				
	b) Abdos				
	c) Polylab				
2	Regular order will be placed as per our requirements from time to time to Principals or Authorised Distributor / Dealer nominated by the Principals.				
3	Provide applicable price list for the financial year 2018-19.				
NOTE: 1. All quotations / tenders shall be for material strictly, where alternate quality is offered specific mention of the same should be made in Column 4. 2. Tax shall be paid full and the applicable percentage may be indicated. 3. Please note that our organization, NCB being a R&D Institute is registered under DSIR and eligible for concessional GST rate of 5% as per Govt. Notification No. 45/2017 Central Tax (Rate) date 14.11.2017.					

EXTRAS TO UNIT RATE	Rate (%) Amount	GENERAL TERMS	
1. GST	A. Payment Terms
2. Packing & Forwarding Charges	B. Delivery Period
3. Freight/Cartage Charges	C. Validity of Qtn
4. Insurance Charges	D. Warranty / Guarantee Period
5. Octroi Charges, if any		
6. Installation Charges, if any		

Note: Please refer to annexure while filling the format.

for National Council for Cement and Building Materials

H K Kukreja
Service Incharge (Materials)
National Council for Cement and Building Materials
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh – 121004 (Haryana) INDIA
Tel: 0129-4192-317, Email: mmsb@ncbindia.com, mmspg@ncbindia.com

Note (if any):

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Name & Address with signature and
Office stamp of the tenderer.

Annexure

Terms & Conditions

- 1) All quotations / tenders shall be on the basis of FOR Ballabgarh or free delivery at site in case of suppliers. All offers will be deemed to be as above unless otherwise specifically stated. Quotation tenders containing incomplete information in this regard are liable to be rejected.
- 2) The delivery period quoted shall be strictly adhered to by the suppliers. Orders not executed within validity period are liable to be cancelled automatically without reference to the suppliers
- 3) The Director General, National Council for Cement and Building Materials (NCB) Ballabgarh reserves the right to liquidated damages on the suppliers to compensate for the consequential loss the Council may be paid on account of delayed supply at stores. Such levy will amount to 0.5% of the Order value per weeks or thereof in excess of 10 days from the date of expiry of the due date of supply.
- 4) Inspection of material will be carried at our Stores (unless otherwise specifically stated in the Order). The material found to be not in conformity with the specifications / quality ordered for the rejected consequently shall be returned to the suppliers at their own cost and risk and penalty imposed as Clause 3 above.
- 5) Payment of supplier's bill will be effected only after satisfactory completion of supplies and inspection will normally be made within 30 days from the date of acceptance of materials. All payments will be made through NEFT / RTGS.
- 6) Terms & conditions of the suppliers will not be binding on the Council.
- 7) The Director General, National Council for Cement and Building Materials reserves the right to reject all the tenders without assigning any reason thereof.
- 8) The dispute arising between manufacturer and the purchaser will be referred to Arbitrator appointed by the Director General, NCB Ballabgarh for sole arbitration and decision there on will be binding upon both the parties i.e. manufacturer/supplier and purchaser.
- 9) No revision in rate (on higher side) will be accepted during the annual contract period.
- 10) The order will be placed as per indents raised by the indenting group irrespective of the value of the order and catalogue number of the item mentioned by the indenter.
- 11) The Rate Contract will be valid till 31 March 2019 and no revision in rate (on higher side) will be accepted during the contract period.
- 12) The Rate Contract can be extended for a period of three to six months on existing terms & conditions.
- 13) The firm may supply the required items as per unit price mentioned in the price list.
- 14) No payment will be made for unsatisfactory supply.
- 15) The articles should be securely packed to avoid damages etc. in transit.
- 16) Supply should be made from the latest batch of production with the maximum life period & original packing.

INSTRUCTION FOR TENDERERS

- 1) Submit quotations / tenders in the prescribed Form only. Affix signatures & Office stamp at the place indicated.
- 2) Prices quoted shall be-for FOR Ballabgarh or free delivery at site (in case of local firms only). Mention specifically details in column 4 if any other charges are applicable. In the absence of any specific information your quotation will be deemed to be inclusive of all charges.
- 3) Add additional sheets where necessary giving suitable cross reference.
- 4) Address all quotations to Service Incharge (Materials), NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS, 34 Km Stone, Delhi-Mathura Road (NH-2), Ballabgarh - 121004, Haryana, India, Tel: 0129-4192317.
- 5) Please read carefully the conditions of contract on which purchase shall be made if your quotation / tender is accepted.
- 6) Incomplete proposals and tenders received after due date shall not be entertained.
- 7) Price list for FY 2018-19 must accompany the tender, in duplicate. The price list should be duly signed & Certified.
- 8) The tenderer should ensure that higher discount is not given to any other Govt Department than offered.
- 9) Tenderers are requested to enclose a copy of their valid certificate of PAN No, GST, Service Tax No, Bank details with their tender.

Note:- Authorised dealership certificate to be provided by the Principals.