



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL (ODISHA) - 759 146**

(An Autonomous Institute of Govt. of Odisha)

(Refer to tender notice no IGIT/CHEM/02, Date:02/01/2024, which was published in newspaper and institute website)

1. Scope of Work:

The scope of work under this tender is as follows.

- i) Supply of Chemicals, Glassware and Laboratory safety gears at Chemical Engineering Department, IGIT Sarang as specified in the list placed at **Annexure- III and Annexure - IV**. IGIT can increase or decrease the quantity of supply, subject to actual requirement. In the case of unavoidable circumstances, the Institute can also place a repeat order to the successful bidder, at its discretion within 90 days from the date of original Purchase Order.
- ii) Supply of items: The supply of item shall be made to this Institute within / before 30 days from the issue of purchase order.**
- iii) The quantity may vary according to the requirement.
- iv) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG.
- v) The said tender will be awarded on the basis of overall lowest rate as per specification.

2. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i) The supplier **MUST** be an established and reputed Manufacturer / Distributor / Dealer / Vendor or authorized supplier to the Central and State Govt. Depts./ public sector undertaking on supply of Chemicals & glassware. Copies of proof may be attached.
- ii) The vendor **MUST** have good knowledge and experience of providing Chemicals & Glassware. Copy of work orders/client certificates required. **(Performance Report of last three years)**
- iii) The vendor **MUST** have provided during the last 3 years as on march-2023, predominantly Chemicals & Glassware with value as under:
 - a) **Similar works of Rs 20.00 Lakhs (2020-21), Rs 20.00 Lakhs (2021-22) and Rs 20.00 Lakhs (2022-23) or Rs. 50 Lakhs and above in three years.**Similar work means supplying Chemicals & Glassware to the Central and State Govt. Depts./Institute /Research Organization/ Public Sector undertaking only / Private educational Institutions. Work Order copies / client certificates required.
- iv) The total financial turnover during the last 3 years ended 31st March 2023, must be at least 100 Lakh or above.**
- v) The bidder **MUST** have GSTR Registration, valid PAN / valid TIN, with the clearance as applicable in their case and **MUST** submit a copy of each of these

documents along with acknowledgement copies of the IT Returns for the last 3 year.

vi) The manufacturer / supplier or their product should not be blacklisted by the government / any department / Authority / organization in India and abroad. An undertaking to be furnished with the tender document for the above.

vii) No subletting of work will be allowed at any stage.

3. Bidding Procedure (Two Bid System)

Bidding Application must be accompanied by the following:-

Technical Bid on the Tender document appearing at Annexure-I duly filled in & signed and stamped on every page along with following documents,

i) Tender Fees (non-refundable) and EMD (refundable) are payable only in the form of Bank Draft from any Nationalized bank, in favour of **Principal, IGIT , Sarang payable at SBI , IGIT Sarang.(IFSC CODE: SBIN0010246)**. Cheque / Bank Guarantee / Cash are not accepted, if so in the tenders will not be acceptable.

ii) Proof of Permanent address of the Firm/Agency/Person/ Vendor etc.

iii) A complete list of clients including clients (along with quantity and year of sale) from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order,

iv) Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address,

v) Copies of Income Tax Return of last 3 year,

vi) Details of GST/PAN/TAN/TIN/Service Tax, Registration number, EPF & ESI Registration, Contract Labour Registration, if any as applicable,

vii) An authorization letter from the firm in favour of the person signing the tender documents,

viii) An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency,

ix) Tender document with Annexure-I, Annexure-II and Annexure-III, Annexure-IV duly signed and stamped on each page as acceptance of the terms and condition laid down by IGIT authority.

x) Copies of Balance Sheet & P/L account for the last Three year,

xi) An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad,

xii) The EMD of successful bidder will be retained until the submission of Performance Security as security deposit.

xiii) The EMD of the unsuccessful bidder will be returned to them immediate after finalization of tender or latest on or before the 30 day after the award of the contract without interest,

xiv) The glassware should be of Borosil/Tarson/similar grade. Chemicals should be of Merk/similar grade.

xv) Separate sealed envelopes, containing Technical Bid, Financial Bids, EMD and Tender Fee super-scribed accordingly and these sealed envelopes be put in a bigger sealed envelope and duly super scribed in block letters as shown below: Technical and Financial Bids should be submitted separately.

Technical Bids should be duly sealed and super scribed "**Technical bid for the Supply of Lab Grade Chemicals, Glassware & Safety gears to Chemical Engineering Department, IGIT Sarang**".

Financial bid for the above should be duly sealed and super scribed with "**Financial Bid for the Supply of Lab Grade Chemicals, Glassware & Safety gears to Chemical Engineering Department, IGIT Sarang**".

Both technical and financial sealed envelopes should be kept in a big envelope super scribing "**TENDER FOR THE SUPPLY OF Lab Grade Chemicals, Glassware & Safety gears to Chemical Engineering Department, IGIT Sarang**", should be submitted.

The tender not submitted in the prescribed formats or incomplete in any respect is liable for rejection. IGIT is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

The tender should be addressed to "**The Director, (Attention to HOD, Chemical Engineering Department) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA**", and must reach on or before **30/01/2024**.

The authority is not responsible for non-receipt of tender on or before the schedule date due to the postal delay or any other reason. Tenders should be submitted through Registered / Speed post only.

xv) EMD/Tender Fee exemptions and price preference are applicable as per the authentic certificate holders. If the firm claiming EMD/Tender Fee exemptions, the firm should have to submit the supporting documents like NSIC registration certificate, MSE registration certificate, MSME registration certificate.... issued by competent Govt bodies to become eligible for the above exemption. Also the certificate (NSIC) / MSE / MSME /etc shall cover the items tendered to get EMD/Tender fee exemptions. NSIC / MSE / MSME / etc certificate shall be valid as on due date / extended due date of the tender. This is not applicable to non NSIC unit.

4. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Committee on the basis of documents submitted by the bidders with the Technical Bid. The Financial Bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay in the tender. The work will be awarded to the **lowest bidder**. In this regard the decision of authority shall be final for item mentioned in Annexure III and Annexure IV .

5. General Term & Conditions

- i)** In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website - www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.
- ii)** The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.
- iii)** Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- iv)** EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- v)** This tender is valid up to 180 days from the issue of tender notification.
- vi)** The rates quoted by the bidder shall be complete for supply of the Chemicals & Glassware as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation to IGIT, Sarang installation etc. and nothing extra / additional shall be payable on these rates,
- vii)** In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,
- viii)** Conditional Tender will not be accepted,
- ix)** The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.
- x)** All items should certify ISO standard or any other recommended standard.

6. Payment

i) The payment will be made on submission of bills after complete supply of Chemicals & Glassware and verification of items as per OGFR/ IGIT rule. No advance payment will be made against the supplies. Addition to this on complaint when ever reported it should be rectified within 3 days.

ii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

7. Penalty Clause

The Time schedule should be strictly followed by the agency. If the supply of items is not completed within stipulated schedule, penalty will be imposed as mentioned below:

i) The Agency will strict to the time schedule i.e. 30 days for completing the supply order,

ii) In case of any abnormal irregularity noticed the penalty will be levied by IGIT. The decision of authority will be final and binding,

iii) In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty as deemed fit including forfeiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,

Sd/-
Director, IGIT Sarang

Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head.)

To----- Ref:-

----- Dt-

Tender Notice No. and Date Name of Work: "

The date and time of opening of tender: at

Format for Qualifying Details of Technical Bid

A. General Details of the Bidder:			
Sl. No.	Particulars	Remarks/Documents to be attached	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details. -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2020-21 2021-22 2022-23	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2020-21 Financial Year- 2021-22 Financial Year- 2022-23	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	
09.	VAT Clearance Copy : -Service Tax Registration		

10.	Details of clients for who similar works are under taken, along with value of orders executed. (A)	Details of the work Client- <hr/> Name of Work: - <hr/> Work Order No. <hr/> Date of Work Order Stipulated Date of Completion as per contract <hr/> Actual Date of completion: <hr/> Completion Cost: C Client Address, e-mail & Contact Number	
12	Details of other information		

DECLARATION

I _____ hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the _____ can be taken against me. Also we hereby accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee / EMD demand draft bearing No _____ dated drawn on _____ is enclosed with Technical bid.

Signature.
Name
Address ..
Mobile:....

Date: -

Seal of firm.

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me / us are acceptable to me / us. Me / We confirm that we will abide by these terms & conditions.

Dated: -

Signature

(Name in Block letters) _____ Name of Tenderer _____

Address _____ Address with stamp

UNDERTAKING

To

The Director,
IGIT Sarang,
ODISHA

Sir,

1. I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.

2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE
TENDERER WITH SEAL

NAME OF THE
TENDERER WITH ADDRESS

FINANCIAL BID
(Should be submitted in a sealed envelope separately)

LIST OF CHEMICALS

Sl. No.	Chemicals Name	Pack Size	Quantity Required	Unit rate (inclusive of all taxes F.O.R. to IGIT Sarang) (Rs.)	Total Amount (Rs.)
1	Acetone, GR 99%	500ml	4		
2	Activated alumina	1Kg	1		
3	Agar Powder	500gm	2		
4	Alkyl Sulfonates	500ml	1		
5	Aluminum Chloride, GR 99%	500gm	1		
6	Aluminum Oxide	500gm	2		
7	Ammonia, GR 30%	500ml	4		
8	Ammonoacal Cuprous chloride(CuCl ₂)	200gm	1		
9	Ammonium Chloride, GR 99%	500ml	3		
10	Ammonium Sulphate, GR 99%	500gm	4		
11	Aniline, GR 99%	500ml	5		
12	Barium Chloride, extra pure, 99%	500gm	3		
13	Benzene, GR 99%	500ml	3		
14	Benzoic Acid, GR 99%	500gm	3		
15	Bushnell Haas broth	100gm	1		
16	Calcium Bentonite	250gm	2		
17	Calcium Chloride hydrate, 99.99%	10gm	1		
18	Calcium chloride dihydrate (CaCl ₂ .2H ₂ O)	500gm	2		
19	Calcium Oxide Powder	250gm	1		
20	Carbon dioxide Cylinder	3Kg	1		
21	Carbon tetrachloride, GR 99%	500ml	2		
22	Castor Oil	500ml	4		
23	Cetyltrimethylammonium bromide (CTAB)	500ml	1		
24	Chloroform, GR 99%	500ml	2		
25	Citric Acid, anhydrous, GR 99%	1Kg	1		
26	Conc. Sulfuric acid, 98%	500ml	6		
27	Copper nano particles	25gm	1		
28	Dichloromethane (Normal grade) (CH ₂ Cl ₂)	2.5L	1		
29	Diethanol amine, GR 99%	500ml	1		
30	Diethylene triamine	500ml	1		
31	Dipotassium phosphate	500gm	1		

	(K ₂ HPO ₄)				
32	Dithiophosphates	500ml	1		
33	di-Sodium hydrogen phosphate heptahydrate (Na ₂ HPO ₄ .7H ₂ O)	500gm	1		
34	Ethanol, GR 99%	500ml	6		
35	Ethyl Acetate, GR 99%	500ml	8		
36	Ethylene diamine, GR 99%	500ml	1		
37	Formaldehyde, GR 99%	500ml	2		
38	Ferric Chloride, anhydrous, GR 99%	500gm	3		
39	Ferric Hydroxide	100gm	2		
40	Magnesium oxide nanoparticle	1gm	1		
41	Methanol	500ml	4		
42	Muller Hinton broth	100gm	1		
43	n-heptane (C ₇ H ₁₆)	500ml	1		
44	Glacial Acetic acid	500ml	8		
45	Glutaraldehyde Solution (25%)	500ml	2		
46	Glycerol, GR 99%	500ml	2		
47	Graphene oxide powder	1gm	2		
48	Hexane (Normal grade)	2.5L	1		
49	Hydrochloric Acid (0.1N)	500ml	10		
50	Hydrochloric Acid (0.5N)	500ml	10		
51	Iron trichloride (FeCl ₃)	500gm	1		
52	Methanol, GR 99.9%	500ml	16		
53	Manganese Sulphate, GR 99%	500gm	2		
54	magnesium sulfate heptahydrate (MgSO ₄ .7H ₂ O)	500gm	1		
55	Methyl Isobutyl Carbinol (MIBC)	500ml	1		
56	Methyl orange indicator	125ml	2		
57	Methyl Diethanol Amine	500ml	1		
58	Mercury, GR 99%	100gm	1		
59	Monoethanol amine	500ml	1		
60	Multiwall carbon nanotubes	25gm	1		
61	Myristic Acid	500gm	2		
62	N-methyl-2-pyrrolidone	500 ml	4		
63	Nitric Acid	500ml	4		
64	Nitrogen gas	60L	1		
65	Nutrient Powder	500gm	1		
66	Oxalic acid, GR 99%	500gm	2		
67	Phenol, GR 99%	500gm	2		
68	Propanol	500ml	4		
69	Polyethylenimine	100ml	1		
70	Polyvinylpyrrolidone (PVP)	500ml	1		
71	Polyglycol Ether	500ml	1		
72	Polyvinyl Acetate	500gm	1		
73	Polyvinyl Alcohol	500gm	4		
74	Polylactic Acid	1gm	1		

75	Polystyrene	500gm	1		
76	Polysulfone	5gm	1		
77	Potassium bisulfate	500gm	2		
78	Potassium Dihydrogen Phosphate (KH ₂ PO ₄)	500gm	1		
79	Potassium Hydroxide	500gm	4		
80	Potassium Iodide	500gm	1		
81	Potassium Sulphate	500gm	2		
82	Phenolphthalein Indicator	125ml	6		
83	Phosphoric Acid	500ml	1		
84	Pyrogalllic acid solution(C ₆ H ₆ O ₃)	200gm	1		
85	Salicylic acid	500gm	2		
86	Spirit	2L	1		
87	Starch Corn	500gm	4		
88	Starch Potato	500gm	3		
89	Starch Soluble	500gm	1		
90	Sodium Aluminate	500gm	2		
91	Sodium Bicarbonate	500gm	2		
92	Sodium Carbonate	500gm	3		
93	Sodium Chloride	500 gm	4		
94	Sodium dodecyl sulfate	50gm	1		
95	Sodium Hydroxide Pellets	500gm	4		
96	Sodium Phosphate Dibasic Heptahydrate (Na ₂ HPO ₄ · 7H ₂ O)	500gm	1		
97	Sodium phosphate monobasic monohydrate (NaH ₂ PO ₄ · H ₂ O)	500gm	1		
98	Sodium thiosulfate	500gm	4		
99	Sodium Sulphate (Na ₂ SO ₄)	500gm	1		
100	Sorbitol	500ml	2		
101	Silica gel	500gm	4		
102	Silver metal Nano particles	25gm	1		
103	Teflon bottle	25ml	1		
104	Tetrabromoethane	500gm	1		
105	Tetraethyl orthosilicate (TEOS)	500ml	1		
106	Tetraethylene penta amine	500ml	1		
107	Titanium Oxide Nanopowder 99.9%, 10-30nm	50gm	1		
108	Toluene	500ml	4		
109	Xylene (C ₈ H ₁₀)	500ml	1		
110	Yttrium Oxide	25gm	1		
111	Zeolite	5Kg	1		
112	Zinc Oxide	500gm	2		
113	Zinc Chloride	500gm	2		

Signature of tenderer with date and seal

FINANCIAL BID FOR GLASSWARE & SAFETY GEARS

(Should be submitted in a sealed envelope separately)

Sl. No.	Glassware & Safety gears	Specification	Quantity Required	Unit rate (inclusive of all taxes F.O.R. to IGIT Sarang) (Rs.)	Total Amount (Rs.)
1	Apron lab coat		10		
2	Aluminum foil (heat resistance), 15 micron	4pkt	4		
3	Beaker	100 ml	30		
4	Beaker	500 ml	15		
5	Beaker	1000 ml	10		
6	Bunsen Burner		1		
7	Burette	50 ml	5		
8	Borosilicate glass Petridis, 100mm	100×20 mm	30		
9	Borosilicate glass Petridis	150×20 mm	4		
10	Chemical resistance Gloves		12pair		
11	Conical flask	250 ml	10		
12	Conical flask	500ml	8		
13	Conical flask	150ml	15		
14	Condenser, inner tube dia. 300 mm		6		
15	Cotton (Absorbance) (500g)	500gm	1		
16	Cotton (Non-absorbance) (500g)	500gm	1		
17	Crucible tongs		2		
18	Density meter	10 ml	10		
19	Digital Caliper		1		
20	Erlenmeyer Flask	250ml	10		
21	Face Mask		15		
22	Filtering Flask	250ml	5		
23	Flat bottomed test tube, stainless steel		5		
24	Glass Dropper, 8 inch		10		
25	Glass Funnel	75 ml	12		
26	Glass Funnel	100ml	10		
27	Glass stirring rod		10		
28	Heat resistance Safety gloves	5 pair			
29	Jar test apparatus	6 Jar	1		

		30-80°C			
30	Magnetic beads for mixing		5		
31	Measuring Cylinder	10 ml	10		
32	Measuring Cylinder	100 ml	10		
33	Measuring Cylinder	500 ml	10		
34	Measuring Cylinder	1000 ml	5		
35	Measuring Spoon		1set		
36	Micropipette (10, 100, 1000µl)	Set of Three	3		
37	Parafilm Tape (Tarson) (4"*125")		1		
38	pH paper	1 Pkt.	2		
39	Pipette	25 ml	10		
40	Reusable safety goggles face shield		2		
41	Round Bottom Flask	250ml	5		
42	Schlenk Flask (Distillation Flask)	250ml	2		
43	Screw cap bottle	250ml	10		
44	Separating Funnel	125ml	6		
45	Silica crucible with lid	50ml	3		
46	Silica crucible with lid	25ml	10		
47	Spatula		10		
48	Tarson storage vial 5 ml	1Pkt.	1		
49	Test tube (Borosil) (25*150) mm		40		
50	Test tube holder		5		
51	Tissue paper	10 Roll	10		
52	Watch glass	Dia:75mm	5		
53	Whatman Filter paper	Grade: 1,3 & 40	Grade 1: 6 Grade 3: 2 Grade 40: 2		
54	Wire mess for Bunsen Burner		2		

Signature of tenderer with date and seal

CHECK LIST

TENDER NO:

1. Tender Fee Demand Draft _____
2. EMD Demand Draft _____
3. Registration certificate of the firm _____
4. PAN No _____
5. Service Tax _____
6. Sales Tax/VAT/WCT/TIN _____
7. Experience Certificate (Last 3 years) _____
8. Turnover Certificate issued by CA (Last 3 years) _____
9. Income Tax Returns (Last 3 years) _____
10. Annexure _____
11. Undertaking _____

SIGNATURE OF THE TENDERER
WITH SEAL

