



सीएसआईआरविज्ञान संस्थान-जीनोमिकी और समवेत जीव-  
**CSIR- INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY**  
जुबली हाल के नजदीक, मॉल रोड, दिल्ली(भारत) 110007-  
**Jubilee Hall, Mall Road, Delhi – 110007 (INDIA)**

**TENDER NO: IGIB/5/2018-19/115**

**Date: 04/09/2018**

**TENDER DOCUMENT FOR**  
**GENE SYNTHESIS AND CLONING SERVICE**

**Tel: +91 11 27667765, 27662099**

**EPABX: 27662133, 27666156-57, Extn: 211 & 216**

**Email: [spo@igib.res.in](mailto:spo@igib.res.in), [purchase@igib.res.in](mailto:purchase@igib.res.in)**

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**NOTICE INVITING TENDER (NIT)**

Director, CSIR-Institute of Genomics & Integrative Biology (IGIB), Delhi, invites sealed bids of the following item from the reputed Gene synthesis co, or their authorized dealers.

Sr. No.	Particulars	Qty.
1.	<b>GENE SYNTHESIS AND CLONING SERVICE AS PER ANNEXURE)</b>  (Detailed required are marked at Annexure 'A')	23

Interested Bidders are requested to submit their quotation along with the valid authorization certificate. through online Central Public Procurement Portal <https://etenders.gov.in> as per schedule date and time mentioned in the tender document. The bidders should submit their bids as per instructions for online bid submission mentioned in the tender document.

Complete set of bidding document may be downloaded from CPPP <https://etenders.gov.in> free of cost. In case of any queries, bidders are requested to kindly submit their request, through mail to [spo@igib.res.in](mailto:spo@igib.res.in) and [purchase@igib.res.in](mailto:purchase@igib.res.in) latest by 14<sup>th</sup> September 2018. **The last date for submission of bids shall be 17th September 2018 and the bids shall be opened on 18<sup>th</sup> September 2018.**

The Director, CSIR-IGIB reserves the right to accept or reject any bids or accept all tenders either in parts or in full without assigning any reason. Terms and conditions on which the order will be placed are mentioned on the overleaf.

  
Stores and Purchase officer

## TERMS AND CONDITIONS

1. The bids should be submitted only through Central Public Procurement Portal (CPPP) <https://etenders.gov.in> accepted. Manual bids shall not be considered, only the documents required to be submitted manually in original as a part of the bid shall be considered.
2. Bidder may quote for the product either of indigenous manufacturer or foreign make, available from ready stock.
3. Quoted rates should include packing and forwarding charges. The goods should be insured against theft, loss or breakage and all other transit losses during insurance charges should not exceed 2% of the cost of material.
4. Price quoted should be for free delivery at IGIB, Delhi.
5. **PAYMENT TERMS:-**
  - a) **FOR INDIGENIOUS PURCHASES:** - 100% Payment shall be released through RTGS after satisfactory completion of the work against the pre-receipted bill in triplicate in favour of Director, CSIR-IGIB, Mall Road, Delhi.  
**No advance payment request will be considered**
6. CSIR-IGIB are having GST No. 07AAATC2716R4ZE, PAN No. AAATC2716R.
7. GST Notification No. 45/2017- Central Tax (Rates) and Notification No. 47 in respect of Concessional GST Rates for Research Institutions are applicable on CSIR-IGIB. GST No. of CSIR-IGIB is 07AAATC2716R4ZE which should be mentioned in the invoice at the time of supply. Similarly, CSIR-IGIB being a Public Funded Research Institution is also exempted from excise duty wherever applicable vide notification No. 10/97 dated 01.03.1997 and customs duty vide notification No. 51/96 dt. 23.07.1996.
8. Kindly indicate clearly about the chargeable percentage of GST, packing, forwarding, freight transportation, insurance and installation and commissioning charges, etc up to the FOR destination (CSIR-IGIB, Mall Road/Mathura Road, Delhi as per the PO) and their financial impact separately from the basic price, otherwise, it will be presumed that taxes/charges are inclusive in the basic cost and CSIR-IGIB will not be liable to pay any taxes/charges separate from the quoted rates.
9. Kindly mention the rates in the quotation both in figures and words. If any discrepancies found in figure and word, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error.
10. Bidders are requested to kindly mention the delivery schedule clearly in the quotation.
11. The offer shall be valid for ninety days from the date of opening of the quotations. No revision in price will be allowed after opening the quotation.
12. Conditional tenders shall not be considered.

13. Complete specification with manufacture's name and address should be mentioned in the quotation. Technical Literature / Pamphlets should also be enclosed.
14. Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity, discount, if any should also be indicated.
15. We do not negotiate in normal circumstances. The bidder may, therefore, quote its least possible rates.
16. Please furnish a list of Indian clients with their satisfactory performance certificates, if any, along with the contact details.
17. **CSIR-IGIB being a Public Funded Research Institution is exempted from excise duty vide notification no. 10/97 dated 01.03.1997 and partial customs duty vide notification no. 51/96 dt. 23.07.1996.**
18. The mode of dispatch of the items must be mentioned clearly in the quotation.
19. The date of delivery should be strictly adhered to otherwise the Director reserves the right not to accept delivery in part or full and to levy a penalty 1% per week subject to maximum of 10% of the total value of supply order for delay in supply or installation.
20. **TDS shall be recovered as per rules in case of Fabrication / Servicing / Maintenance jobs / Installation charges etc.**
21. Kindly furnish your GST No. along with HSN code in your quotation/Invoice.
22. All disputes arising out of this transactions shall be referred to the sole arbitrator appointed by Director General, Council of Scientific & Industrial Research, New Delhi. All suits shall be in the courts of Delhi jurisdiction only.
23. The acceptance of the quotation will rest with the Director, CSIR-IGIB, Delhi, who reserves the right to reject, or partially accept any or all the quotations received without assigning any reasons.
24. All the above instructions and terms & conditions must be complied failing which the offer may be liable for rejection.

  
Stores & Purchase Officer



