

राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केंद्र  
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार)

NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH

(Ministry of Earth Sciences, Govt. Of India)

Headland Sada, Vasco-da-Gama, Goa -403 804, INDIA.

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TENDER NO.: NCPOR/PS/RC/2026-27

TENDER FOR RATE CONTRACT FOR CHEMICALS, GLASSWARES &  
LABWARES FOR THE YEAR 2026-27

**SECTION I - Notice Inviting Tender (NIT)/Tender summary**

1	Tender ref No.	NCPOR/PS/RC/2026-27	
2	Item Description	Supply of items under the Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27	
3	Instructions to the Bidders (ITB)	As per Section II	
4	General Terms and Conditions (GCC)	As per Section IV	
5	Special Conditions of Contract (SCC)	As per Section V	
6	Schedule of Requirements	As per Section VI	
7	Qualification & Evaluation Criteria	As per Section VII	
8	Financial Bid or Price Schedule/Offer	As per Annexure I	
9	OEM/ OCM Self Declaration and Authorization form	As per Annexure II	
10	Authorization For Attending Pre-Bid Meeting.	As per Annexure III	
11	Bidder Registration Form	As per Annexure IV	
12	Fall Clause Declaration	As per Annexure V	
13	Bidder Undertaking/Self Declaration on Non-Blacklisting/Non-Debarment	As per Annexure VI	
14	Bidder Compliance on all Tender Terms & Conditions	As per Annexure VII	
	Pre-bid meeting (attendance/queries)	To be communicated with tender reference number to the below email id only: <a href="mailto:PROCUREMENT@NCPOR.RES.IN">PROCUREMENT@NCPOR.RES.IN</a>	
	Critical Dates as follows:	Date (DD/MM/YYYY)	Time IST (Hrs.Mins)
	Tender Publishing date	09.03.2026	16.00
	Document download start date	09.03.2026	16.00
	Document download end date	08.04.2026	17.00
	Seek clarification end date	16.03.2026	16.00
	Pre-Bid Meeting date	18.03.2026	11.00
	Bid submission start date	09.03.2026	16.00
	Bid submission end date	08.04.2026	17.00
	Bid opening date	09.04.2026	10.30

**SECTION II - Instructions to Bidders (ITB)**

**1)** The National Centre for Polar and Ocean Research (NCPOR) invites sealed tenders in **ONE SINGLE sealed cover (Techno-commercial)** from eligible well-established bidders for supply of Chemicals, Glasswares and Labwares under Rate Contract for the year 2026-27.

**2)** The sealed Techno-commercial bid with details such as Tender number, date should be addressed to the Director, NCPOR and should clearly indicate the Bidder company name.

**3)** All Original Chemical Manufacturers (OCMs), Original Equipment Manufacturers (OEMs), original brand owners, OR their direct authorized Dealers/Distributor/Agents are eligible to submit bids for this tender.

**4)** Only direct dealers/distributors/agents authorized by the concerned OCMs/OEMs are eligible to participate in the tender. Sub-dealer, sub-distributor, sub-agent, or third-party authorizations shall not be considered.

**5)** Dealers/Distributors/Agents authorized by the concerned OCMs/OEMs may submit offers for multiple brands subject to submission of an original authorization letter for each brand individually. Bidders quoting for multiple brands shall submit separate bids in separately sealed covers for each brand.

**6)** The OCM/OEM authorization letter (as per Annexure-II) must be submitted in original, duly ink-signed and stamped by the authorized signatory, clearly indicating the discount applicable on the submitted price list. The authorization must be tender-specific. Any incomplete authorization shall not be accepted, and the bid may be liable for rejection.

**7) Clarifications:** Bidders may seek clarification on the Tender Document by email only. The email must correctly reflect/contain the tender number with bidder queries, on or before the clarification end date as mentioned in Notice Inviting Tender (NIT)/Tender summary. The Procuring Entity shall review & respond the clarifications in the Pre-bid meeting and publish corrigendum as applicable. Any clarifications sought by bidder beyond the clarification end dates will not be considered.

**8) Pre bid meeting:** A pre-bid meeting shall be organized at NCPOR as mentioned in Notice Inviting Tender (NIT)/Tender summary, with the representatives of the interested OEM/OCM/Bidders. All prospective bidders are hereby informed that, their attendance at the pre-bid meeting is mandatory for participation in this tender process. The pre-bid meeting is an essential part of the tender procedure, as it provides important clarifications regarding the scope of work, technical requirements, contractual terms, and other critical aspects of the project. It also offers an opportunity for bidders to raise queries and seek necessary explanations before submission of their bids. Only those bidders who attend the pre-bid meeting and record their presence as required shall be considered eligible to participate in the tender. All interested parties are therefore advised to ensure their authorized representatives attend the meeting. The representatives to submit authorization letter for attending Pre-Bid Meeting (as per Annexure-III)

**9)** The bid documents completed in all respect should reach NCPOR on or before the bid submission end date as mentioned in Notice Inviting Tender (NIT)/Tender summary which be either:

a. Dropped in the Tender box kept in Procurement & Stores Division, NCPOR-Goa.

b. If the bid documents are sent through courier or post the document should be marked to The Procurement Division, National Centre for Polar & Ocean Research (NCPOR), Headland Sada, Vasco Da Gama, South Goa 403-804. The NCPOR will not be responsible for any postal delays.

**10)** Bid document (Techno-commercial) will be accepted only in the Manual/Physical form. Any Offer sent through email will be rejected outright.

**11)** Any bid submitted after the bid submission end date and time, will be treated as late bids and will not be considered.

**12) Validity of Bids:** The submitted bids shall remain valid for a period not less than 90 days from the bid submission end date as mentioned in Notice Inviting Tender (NIT)/Tender summary. A bid valid for a shorter period shall be rejected as non-responsive.

**13)** The tender is published for the requirement to enter into the Rate contract for year 2026-27 with the supplier for the listed brands & required category stipulated in the tender document.

**14)** The Rate Contract is a need-based requirement; the Award of Contract (detailed in GCC) does not guarantee purchase of any fixed number of quantities during the contract period by the Procuring Entity. Supply orders will be issued as per the Procuring Entity requirement during the period specified under the Award of contract.

**15) Corrigendum / Addendum to the tender Document:** Before the end date as mentioned in Notice Inviting Tender (NIT)/Tender summary, the Procuring Entity may update, amend, modify, or supplement the information, assessment or assumptions contained in the Tender Document by issuing Corrigendum / Addendum. The Corrigendum / Addendum shall be published in the same manner as the original Tender Document. However, the bidders' responsibility is to check the Procuring Entity website(s) for any Corrigendum / Addendum. Any corrigendum or addendum thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigendum/ addendum into account in preparing their bids, the Procuring Entity may suitably extend the end date for the bid submission, as necessary. After the procuring entity makes such modifications, any Bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extended time of submission.

**16) Bidder to quote strictly as per the Price Schedule/Offer (as per Annexure –I) and the bidders offering highest rate of discount for the specified Brand & individual category will be considered for Award of contract, subject to qualification on the evaluation criteria. The bidder should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule/offer. Any conditional offer/discount will not be considered and offer may lead to rejection.**

**17) The Price Schedule/Offer should be preferably typed/ printed. Any form of ambiguity/Incomplete and unsigned offer may lead to rejection of the bid. Re-writing, over-writing, use of correction fluid (whitener) is not allowed in the tender.**

**18) The bid is liable for disqualification/rejection, if it is found that the bidder has misled or provided false information in the forms, statements, or certificates submitted as proof of qualification requirements, performance record, litigation history, financial status/statements, or if there is any suppression of material facts or information required under the tender terms and conditions.**

**19) Tender Opening:** Tender will be opened on the scheduled date & time indicated in Notice Inviting Tender (NIT)/Tender summary. An authorized representative of the bidding firm/company can attend the bid opening (only one person from one firm/company is allowed). The representative should produce his/her authorization letter to attend the meeting and produce any original government photo ID to the NCPOR Tender Opening Committee. The committee constituted by the Director, NCPOR for this purpose reserves right to open the bids in accordance with the terms and conditions of the tender.

**20)** Clarifications from Procuring Entity to Bidders: To facilitate the examination, evaluation, and comparison of bids, the Procuring Entity may request clarifications from all bidders or any individual bidder. All such requests and responses must be in writing. However, no changes to the bid price/discount or its substance will be allowed or entertained, except to confirm the correction of arithmetic errors identified by the NCPOR Tender Evaluation Committee in the course of scrutiny.

**21)** Competitive and Independent Prices/Discount: The prices/discount should be arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:

- i) those prices/discount; or
- ii) the intention to submit an offer; or
- iii) the methods or factors used to calculate the prices/discount offered.

**22)** The prices/discount should not be disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening or Award of contract (whichever earlier).

**23)** Bidders are strictly advised against pursuing or canvassing the tender matter, directly or indirectly, with any associate/officer of NCPOR, as such actions will result in disqualification.

**24)** Disclaimers and Rights of Procuring Entity: Director, NCPOR reserves the right to accept or reject any or all bids in full or part whatsoever. In case of any dispute, decision of Director, NCPOR shall be final.

**25)** The publication of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and NCPOR reserves the right without assigning any reason to

- a) Reject any or all of the Bids, or
- b) Cancel the tender process; or
- c) Abandon the procurement of the Goods; or
- d) Issue another tender for identical or similar Goods.

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## SECTION IV - GENERAL CONDITIONS OF CONTRACT (GCC)

**1) Procuring Entity:** Means the Director, National Centre for Polar & Ocean Research (NCPOR) who may designate, as required, Inspection Agency/ Officer and interim/ ultimate Consignee(s) and Paying authority who shall discharge designated functions during contract execution.

**2) Contractor/Supplier:** An individual or company hired under a contract agreement to perform specific services, supply goods, or complete projects for a client within a set timeframe and agreed discounts/price.

**3) Award of Contract's:** The bidder offering highest rate of discount for the specified Brand & individual category will be considered for Award of contract, subject to qualification on the eligibility & evaluation criteria. The successful bidder whose bid has been accepted (at the discretion of Procuring Entity), shall be notified of the Award of contract for the specified Brand & Category.

**4)** The successful bidders shall submit their acknowledgment and enter into a formal contract (on the non-judicial Stamp Paper of Rs 1000/- purchased by the individual successful bidder's) with NCPOR within 07 days from the date of receipt of intimation of their selection.

**5)** The successful bidders shall submit Performance Security (PS) /Security Deposit (SD) amount for sum of Rupees 25,000/- (Twenty-Five Thousand only) towards the award of contract, which will be returned after completion of the contract obligations. No interest shall be payable by NCPOR on the PS/SD amount.

**6)** The Performance Security (PS) /Security Deposit (SD) amount can be submitted in either of the below form:

a) Online Transfer:

Name of the Beneficiary: NCPOR

Bank Name: State Bank of India, (Branch Code: 04116)

NCPOR Bank Account Number: 10153336180

IFS Code: SBIN0004116

Account Type: Saving

Address: Commercial Branch Shree Vidyadiraj Bhavan,

Francisco Luis Gomes Road, Vasco-Da-Gama Goa – 403 802, India

b) Account Payee Demand Draft OR Bank Demand Draft in favor of Director, National Centre for Polar and Ocean Research (NCPOR) payable at Vasco-da-Gama, Goa from any Commercial Bank. The DD in original must be submitted to Procurement Department, NCPOR.

**7)** The Award of Contract shall state Rate contracts Brand & its category, Discount %, Terms & conditions of Supply & Delivery schedules etc.

**8)** Only on receipt of Performance Security amount from the successful bidder & Formal contract agreement between NCPOR & the respective bidder, the supply orders will be initiated as per the buyer requirements.

**9) Supply Order:** Supply orders will be issued as per the Procuring Entity requirement stating items, Quantity, Rates, Discount & Delivery period etc. The Rate Contract is a need-based requirement; the Award of Contract does not guarantee purchase of any number of quantities during the contract period by the Procuring Entity.

**10) Supply Order Acknowledgment:** Acknowledgment/confirmation of every supply order is mandatory. The supplier must acknowledge receipt of the supply order via email within three (03) days from the receipt of order. Any discrepancies such as unavailability of items, or inability to deliver for any reason must be clearly justified and communicated. If any discrepancies are not reported by the supplier within three (03) days from the receipt of supply order, the order shall be deemed confirmed and accepted as per the agreed terms and conditions of the contract.

**11) Contract Validity:** Supply orders may be issued under the contract up to its final date of validity. Any order placed on or before the contract end date shall be duly executed in accordance with the terms and conditions of the contract, even if the contract period has expired by the date of actual supply.

**12) Delivery:** The delivery of the order in full shall be made to the Stores Department of NCPOR within the stipulated delivery period and during office working hours. Deliveries are required to be made in original packing of OEM/OCM with clear visibility of all the product details such as name of the item, name of OEM/OCM, part/batch number, date of manufacture & expiry date etc. All goods supplied under this contract shall be free from any damage, defects, or faults at the time of delivery.

**13)** In cases where the supplier does not delivery the material as per the order terms & condition or with prior communication to the Procuring Entity on any discrepancies, unavailability of items, or inability to deliver for any reason with clear justification and obtain an extension on the Delivery date (as applicable), the order will be liable for Liquidated Damages (LD) as per contract terms.

**14)** In cases where the supplier submits written communication to the Procuring Entity on any unavailability of items and request for extension on delivery dates with clear justification, on consideration and subject to approvals from the competent authority the extension on the Delivery date (as applicable) will be issued to the supplier. Only Single/**One** extension on the delivery date will be permitted. No further extension shall be granted under any circumstances and for the delay (if any) the order will be liable for Liquidated Damages (LD) as per contract terms.

**15) Rejection of Goods:** Upon the Goods being rejected by the Inspecting Officer of NCPOR, the goods shall be removed by the contractor at his cost within 07 days from the date of intimation of such rejections. The Inspecting Officer may call upon the contractor to remove dangerous, infected, or perishable items within 48 hours, such communication and the decision of the Inspecting Officer in this regard shall be final in all respects.

**16) Payment Terms:** Payment will be made within 30 days upon submission of original bills (only after delivery of material in full). No part/advance payment will be made. As per the Govt. of India norms, payment to the suppliers is to be made online through Public Financial Management System (PFMS). The bidder should submit their company information and bank details for registration and payment process (as per Annexure-IV)

**17) Competitive and Independent Prices/Discount:**

a) The prices/discount should be arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:

- i) those prices/discount; or
- ii) the intention to submit an offer; or
- iii) the methods or factors used to calculate the prices/discount offered.

b) The prices/discount should not be disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening or Award of contract (whichever earlier).

**18)** Bidders are strictly advised against pursuing or canvassing the tender matter, directly or indirectly, with any associate/officer of NCPOR, as such actions will result in disqualification.

**19) Goods and Services Tax (GST)**

GST Registration Status:

- a) All the bidders/ Bidders should ensure that they are GST compliant and their quoted tax structure/ rates as per GST Act/ Rules. Bidder should be registered under GST and furnish GSTIN number and GST Registration Certificate in their offer unless they are specifically exempted from registration under specific notification/ circular/ section/ rule issued by statutory authorities. Bidder should submit copy of GST registration and copy of the last GST return filed.
- b) GST Registration Number (15-digit GSTIN). If the bidder has multiple business verticals in a state and has separate registration for each vertical, the GSTIN of each vertical is concerned with the supply and service involved, as per the scope of Schedule of Requirements and Price Schedule quoted. If the supply/ service provided are from multiple states, the bidder should mention GST registration numbers for each state separately.
- c) Composition scheme: If the Bidder has opted for a composition levy under Section 10 of CGST, he should declare the fact while bidding along with GSTIN and GST registration certificate.

**20) HSN Code and GST Rate:**

HSN (Harmonized System of Nomenclature) code for the goods provided in this Tender Document is only indicative. It shall be the responsibility of Bidder to ensure that they quote the exact HSN Code and corresponding GST rate for the goods being offered by them.

As per the GST Act, the bid and contract must show the GST Tax Rates (and GST Cess if applicable) and GST Amount explicitly and separate from the bid/ contract price (exclusive of GST). If the price is stated to be inclusive of GST, the current rate included in the price must be declared by the bidder.

If a Bidder asks for GST (and GST Cess if applicable) to be paid extra, the rate and nature of such taxes applicable should be shown separately. Bidders should quote 'GST' if payable extra on the total basic rate of each cost element and quote GST in '%' inclusive of cess.

If GST, other taxes, duties are not specified, or column is left blank in the price schedule, it shall be presumed that no such tax/ levy is applicable or payable by the Procuring Entity.

Applicability to Imported Goods/ Services: Following the implementation of GST, the import of commodities shall not be subject to such erstwhile applicable duties like safeguard duty, education cess, basic customs duty, anti-dumping duty, etc. All these supplementary custom duties are subsumed under GST. The supply of commodities or services or both, if imported into India, shall be considered as supply under inter-state commerce/ trade and shall attract integrated tax (IGST). The IGST rate and GST cess shall be applicable on the 'Custom Assessable Value' plus the 'Basic Customs duty applicable thereon'.

## **21) STATUTORY VARIATION:**

Any increase in statutory taxes and duties (as indicated in the price bid) occurring after the submission of the bidder's offer and during the contract period must be formally communicated by the supplier to the Procuring Entity, along with proper justification and supporting documentation. Upon approval, such additional amounts will be borne by NCPOR and shall be paid to the Contractor upon submission of valid documentary evidence and invoice.

Conversely, if there is any decrease in applicable taxes and duties, the supplier must promptly inform the Procuring Entity, and the corresponding benefit shall be passed on to NCPOR.

## **22) Liquidated Damages (LD), PENALTY, TERMINATION AND DEBARMENT:**

Time is the essence of the contract. The supply order should be completed within the stipulated time, otherwise amount equitant to 0.5% of the total supply order value will be deducted from the bill payment for a delay of each week as a penalty, subject to maximum of 10% of total order value. If penalty amount exceeds 10% then the contract may be terminated without any liability and security deposit may be forfeited. Also, in case, the supplied material is found not in accordance with the ordered specification and/or the approved sample or workmanship is not up to the mark or in case of any misbehavior of the Contractor then the contract will be terminated without any liability & SD will be forfeited.

The bidder will be debarred if found guilty under Prevention of Corruption Act 1988 &/or any other act as specified in the GFR of Govt. of India. Contractor shall face debarment from NCPOR/Ministry in case of supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, breach of code of integrity etc.

## **23) Code of Integrity in Public Procurement; Misdemeanor and Penalties:**

Code of Integrity: Procuring Entity as well as bidders, suppliers, contractors, and consultants - should observe the highest standard of ethics and should not indulge in following prohibited practices, either directly or indirectly, at any stage during the Tender Process or during the execution of resultant contracts:

- I. “Corrupt practice” - making offer, solicitation or acceptance of a bribe, reward or gift or any material benefit, in exchange for an unfair advantage in the Tender Process or to otherwise influence the Tender Process;
- II. “Fraudulent practice” - any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. Such practices include a false declaration or false information for participation in a tender process or to secure a contract or in the execution of the contract;
- III. “Anti-competitive practice” - any collusion, bid-rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Procuring Entity, that may impair the transparency, fairness, and the progress of the Tender Process or to establish bid prices at artificial, non-competitive levels;
- IV. “Coercive practice” - harming or threatening to harm persons or their property to influence their participation in the Tender Process or affect the execution of a contract;
- V. “Conflict of interest” –participation by a bidding firm or any of its affiliates who are either involved in the Consultancy Contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if their personnel have a relationship or financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the Procuring Entity with an intent to gain unfair advantage in the Tender Process or for personal gain;
- VI. “Obstructive practice” - materially impede procuring entity’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/ or by coercive practices mentioned above, to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Procuring Entity’s rights of audit or access to information;
- VII. **Obligations for Proactive Disclosures:**
  - a) Procuring authorities, bidders, suppliers, contractors, and consultants are obliged under this Code of Integrity to *suo-moto* proactively declare any conflict of interest (coming under the definition mentioned above - pre-existing or as and as soon as these arise at any stage) in any Tender Process or execution of the contract. Failure to do so shall amount to a violation of this code of integrity.

- b) Any bidder must declare, whether asked or not in a bid-document, any previous transgressions of such code of integrity during the last three years or of being under any category of debarment by the Central Government or by the Ministry/ Department of the NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH(NCPOR) from participation in Tender Processes. Failure to do so shall amount to a violation of this code of integrity.

**24) Force Majeure :** If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to “eventuality”), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an “eventuality” be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such “eventuality” has come to an end or ceased to exist. In case of any dispute, the decision of Director, NCPOR, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract.

**25) Jurisdiction:** All questions, disputes or differences arising under out of or in connection with the Tender / Contract shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender/work order/acceptance of tender is issued/is situated i.e. Goa.

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**SECTION V - SPECIAL CONDITIONS OF CONTRACT (SCC)**

- 1)** The bidder shall furnish all details strictly in the prescribed Price schedule/offer format (as per annexure-I), and the format shall not be altered or substituted.
- 2)** The bidder forms/declarations must be submitted on the bidder's official letterhead, duly ink-signed by the authorized signatory and affixed with the company seal.
- 3)** The bidder shall quote the highest discount in percentage (both in figures and words) on the Unit Price applicable to the submitted OEM/OCM price list for all items to be supplied under the Contract.
- 4)** The bidder shall mandatorily submit the price list of the offered brand along with its respective category for the purpose of applying the quoted discount percentage. Bids submitted without the price list may be treated as incomplete and liable for rejection.
- 5)** The bidder offering highest rate of discount for the specified Brand & individual category will be considered for Award of contract, subject to qualification on the eligibility & evaluation criteria. The successful bidder whose bid has been accepted (at the discretion of Procuring Entity), shall be notified of the Award of contract for the specified Brand & Category.
- 6)** The bidder should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule/offer. Any form of conditional offer/discount will not be considered and offer may lead to rejection.
- 7)** Validity of Bids: The submitted bids shall remain valid for a period not less than 90 days from the bid submission end date as mentioned in Notice Inviting Tender (NIT)/Tender summary. A bid valid for a shorter period shall be rejected as non-responsive.
- 8)** Scope of Supply: Supply of Goods on FOR basis up to National Centre for Polar & Ocean Research (NCPOR), Goa – Store Department.
- 9)** Supply Order: Supply orders will be issued as per the Procuring Entity requirement stating items, Quantity, Rates, Discount & Delivery period etc. The Rate Contract is a need-based requirement; the Award of Contract does not guarantee purchase of any number of quantities during the contract period by the Procuring Entity.

**10) Supply Order Acknowledgment:** Acknowledgment/confirmation of every supply order is mandatory. The supplier must acknowledge receipt of the supply order via email within three (03) days from the receipt of order. Any discrepancies such as unavailability of items, or inability to deliver for any reason must be clearly justified and communicated. If any discrepancies are not reported by the supplier within three (03) days from the receipt of supply order, the order shall be deemed confirmed and accepted as per the agreed terms and conditions of the contract.

**11) Contract Validity:** Supply orders may be issued under the contract up to its final date of validity. Any order placed on or before the contract end date shall be duly executed in accordance with the terms and conditions of the contract, even if the contract period has expired by the date of actual supply.

**12) Delivery:** The delivery of the order in full shall be made to the Stores Department of NCPOR within the stipulated delivery period and during office working hours. Deliveries are required to be made in original packing of OEM/OCM with clear visibility of all the product details such as name of the item, name of OEM/OCM, part/batch number, date of manufacture & expiry date etc. All goods supplied under this contract shall be free from any damage, defects, or faults at the time of delivery.

**13)** In cases where the supplier does not delivery the material as per the order terms & condition or with prior communication to the Procuring Entity on any discrepancies, unavailability of items, or inability to deliver for any reason with clear justification and obtain an extension on the Delivery date (as applicable), the order will be liable for Liquidated Damages (LD) as per contract terms.

**14)** In cases where the supplier submits written communicates to the Procuring Entity on any unavailability of items and request for extension on delivery dates with clear justification, on consideration and subject to approvals from the competent authority the extension on the Delivery date (as applicable) will be issued to the supplier. Only Single/**One** extension on the delivery date will be permitted. No further extension shall be granted under any circumstances and for the delay (if any) the order will be liable for Liquidated Damages (LD) as per contract terms.

**15) Rejection of Goods:** Upon the Goods being rejected by the Inspecting Officer of NCPOR, the goods shall be removed by the contractor at his cost within 07 days from the date of intimation of such rejections. The Inspecting Officer may call upon the contractor to remove dangerous, infected, or perishable items within 48 hours, such communication and the decision of the Inspecting Officer in this regard shall be final in all respects.

**16) Payment Terms:** Payment will be made within 30 days upon submission of original bills (only after delivery of material in full). No part/advance payment will be made. As per the Govt. of India norms, payment to the suppliers is to be made online through Public Financial Management System (PFMS). The bidder should submit their company information and bank details for registration and payment process (as per Annexure-IV)

**17)** The Supplier/Contractor may, at any time during the Rate Contract period, offer an additional discount on supply orders placed under the contract, over and above the discount originally quoted at the commencement of the contract.

**18) FALL CLAUSE:** Fall clause in Government of India procurement contracts is a price-protection provision. It stipulates that if the supplier reduces the price of the contracted goods/services to any other Ministry/Department, PSU, or Government organization during the tenure of the contract, the same reduced/lower price shall automatically apply to the existing contract.

The discount offered on the prices list submitted under this tender shall remain valid during the rate contract period. The supplier/contractor shall not exceed the highest discount offered or reduce the price for the identical items to any other government institution during the validity of the Rate Contract with the Procuring Entity.

- a) If, at any time during the contract period, the supplier/contractor wish to offer prices lower than those in the rate contract or extend a higher discount to any other government institution, the advantage of the same should also be passed on to the Procuring Entity.
- b) If, at any time during the contract period, the Procuring Entity find the supplier/contractor has supplied the identical items to any other government institution at lower prices or higher discount on and above the rate contract, the Procuring Entity shall notify the supplier/contractor of the same and the Rate Contract price or discount shall automatically apply on the current rate contract. The revised rate/discount shall be applicable to all future supplies made under the Rate Contract. Also, at the discrete decision of the Procuring Entity the recovery of excess payment may be processed from supplier pending/outstanding bills or the submitted performance security/security deposit for the rate contract.

Non-compliance with the Fall Clause will be treated as a serious contractual breach, because it results in financial loss to the Government and the Procuring Entity (as deemed fit) may either:

- a) Termination of Contract or
- b) Forfeiture of Performance Security/security deposit (partially or fully) or
- c) Debarment / Blacklisting for a period of 3years or
- d) All of the above.

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**SECTION VI – Schedule of Requirements****List of Brands (category wise) for Rate Contract Tender 2026-27****A) CHEMICALS:**

1)Merck	2) Fisher	3) Himedia	4)Sigma Aldrich
5) Puresynth	6) Qualigens	7) Takara	8) Invitrogen
9) Promega	10) Honeywell	11)Inorganic Ventures	12) Finar
13) Zymo Research	14) Oxford Nanopore	15)MP Biomedicals	16)Thermo Ion Torrent
17) Qiagen	18) Bio-rad	19) New England Biolabs	20)Abdos Life Science
21) Axygen	22)Barcode Biosciences	23)Spincotect Private Limited for PacBio Sequencing Consumables	24)Beckmann Coulter Life Sciences
25) Loba Chemie	26)Suplco	27) Rankem	28)BD(Bioscience)
29) Spectrochem	30)MP Chemicals		

**B) GLASSWARES:**

1)Borosil	2) Corning	3) BRAND	4) Jain Scientific
5) Agilent	6) Riviera	7) Schott Duran	

**C) LABWARES:**

1) BRAND	2) Tarsons	3) Corning	4) Sainest
5) Genaxy	6) Himedia	7) Cole Parmer	8)Whatman (Cytiva)
9) Pall Life Science	10) Nunc Nalgene	11) Fisherbrand	12) Savillex
13) Bio-rad	14) Covaris	15) Accumax Lab Devices	16) Sigma
17) Merck	18) Thermo fisher Vials and Columns	19) Agilent	20)Polyscience
21) Eppendorf	22) Abdos	23) Pall Corporation	24) Avantor
25)Thermo Fisher			

## **SECTION VII - QUALIFICATION AND EVALUATION CRITERIA**

- 1)** The tender is published for the requirement to enter into the Rate contract for year 2026-27 with the listed brands & required category stipulated in the tender document only.
- 2)** Pre bid meeting: A pre-bid meeting shall be organized at NCPOR as mentioned in Notice Inviting Tender (NIT)/Tender summary, with the representatives of the interested OEM/OCM/Bidders. All prospective bidders are hereby informed that, their attendance at the pre-bid meeting is mandatory for participation in this tender process.
- 3)** The OCM/OEM authorization letter on manufacturer letterhead (as per Annexure-II) must be submitted in original, duly ink-signed and stamped by the authorized signatory, clearly indicating the discount percentage applicable on the submitted price list. The authorization must be tender-specific. Any incomplete authorization shall not be accepted, and the bid may be liable for rejection.
- 4)** The Price schedule/offer form must be submitted in original on the Bidder's company/firm Letter Head, duly ink-signed and stamped by the authorized signatory, clearly indicating the discount percentage applicable on the submitted OEM/OCM price list.
- 5)** The bidder should mandatorily submit the OEM/OCM price list of the offered Brand items to affect the discount percentage. Bid without price list may be considered as incomplete and may lead to rejection.
- 6)** Bidders offering highest rate of discount percentage for the specified Brand & individual category, will be considered for Award of Contract, subject to qualification on the evaluation criteria.
- 7)** The following Forms/ annexure, as per the tender document format are to be filled and mandatorily be submitted in bid document, on the bidder's company/firm letter head:
  - a) Price Schedule/Offer
  - b) Fall Clause Declaration
  - c) Bidder Registration Form
  - d) Bidder Undertaking/Self Declaration on Non-Blacklisting/Non-Debarment
  - e) Bidder Compliance on all Tender Terms & Conditions.
- 8)** The bidders should submit the copy of GST registration certificate
- 9)** The bidders should submit the copy of PAN

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## ANNEXURE- I

**PRICE SCHEDULE/OFFER**  
(On Bidder Company Letter Head only)

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

Name of the Bidder Company	<i>(Please specify)</i>
Bidder Address	<i>(Please specify)</i>
We are OCM/OEM of <b>OR</b> Authorized Dealer/Distributor/Agent of OCM/OEM	<i>(Please specify)</i>
BRAND OFFERED	<i>(Please specify)</i>
CATEGORY <i>(Chemicals/ Glasswares/ Labwares):</i>	<i>(Please specify)</i>
Discount Offered (in % only) on the OEM/OCM price list.	..... % (In Figure)
[Add extra column, as per the brand category]	..... (In words) .....
Current applicable GST %	<i>(Please specify)</i>
Delivery Schedule Period <i>(expected 03-04 weeks–please specify):</i>	<i>(Please specify)</i>

I/We have read all the terms & conditions of the tender and offer the above discount.

*Signature of Authorized personnel & company seal*  
*[Name & address of Bidder and seal of company]*

Date :

**Pl. note the following points while submitting the above:**

1. Kindly fill all the detail as per the format only.
2. The form must be submitted in original on the Bidder's company/firm Letter Head, duly ink-signed and stamped by the authorized signatory, clearly indicating the discount (in terms of percentage) applicable on the submitted OEM/OCM price list.
3. The bidder should mandatorily submit the OEM/OCM price list of the offered Brand & its respective Category to affect the discount percentage. Bid without price list may be considered as incomplete and may lead to rejection.
4. Bidders offering highest rate of discount for the specified Brand & individual category will be considered for Award of Contract, subject to qualification on the evaluation criteria

**ANNEXURE- II**

**OEM/ OCM Self Declaration and Authorization form**  
(On OEM or OCM company Letter Head only)

Reference No. \_\_\_\_\_ Date \_\_\_\_\_

The Director,  
National Centre for Polar & Ocean Research  
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

1. We, \_\_\_\_\_ are proven and reputable manufacturers of the brand \_\_\_\_\_. We hereby authorize M/s \_\_\_\_\_ (name and address of the authorized dealer/distributor/agent) to submit a bid/proposal, negotiate, enter into a contract and receive order for the supply of above Goods on our behalf.

2. As principals, we commit ourselves that all the goods supplied under this contract shall be free from any damage, defects, or faults at the time of delivery, as per the Tender conditions and shall be abided by M/s \_\_\_\_\_ (name and address of the authorized dealer/distributor/agent) during the supply of goods.

3. As the principals, we hereby propose the following discount applicable to our price list submitted by our authorized dealer/distributor/agent in this tender:

Discount offered (in % only)	..... % (In Figure)
(as per the submitted price list)	..... (In words)

4. As principals, we hereby agree that, at any time during the contract period (2026-27), should we offer prices lower than those in the rate contract or extend a higher discount, we shall notify the Procuring Entity of such changes, and the Procuring Entity shall receive the advantage of the same under the price-protection provision.

Yours faithfully,

*Signature of Authorized personnel & company seal*

**Pl. Note the following while submitting the above:**

1. The form must be submitted in original on the OEM or OCM Letter Head, duly ink-signed and stamped by the authorized signatory, clearly indicating the discount percentage applicable on the submitted price list.
2. The authorization must be tender-specific and complete in all respect along with authorized personnel signatures & seal of OEM/OCM.
3. Incomplete authorization will not be accepted and bid may lead to rejection.
4. The OEM/OCM price list of the offered Brand & its respective Category is to be mandatorily submitted to affect the discount percentage. Bid without price list may be considered as incomplete and may lead to rejection.

**ANNEXURE- III****AUTHORIZATION FOR ATTENDING PRE-BID MEETING.**

(On Bidder Company / firm's Letter head)

Bidder's Reference No. \_\_\_\_\_ Date \_\_\_\_\_

To,  
 The Director,  
 National Centre for Polar & Ocean Research  
 Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

Subject: Authorization for attending Pre-bid Meeting.

Following person is hereby authorized to attend the Pre-bid Meeting discussion with NCPOR for the tender mentioned above on our behalf:

Name as per ID	Reference number of any Government Photo ID

*Signature of Authorized personel & company seal*

**Pl. Note the following while submitting the above:**

- 1. The authorization letter to attend pre-bid meeting in original has to be carried by the authorized person to attend on the pre-bid meeting schedule date.*
- 2. Only one representative (carrying valid Government photo IDs) shall be permitted to attend the Pre-bid Meeting.*
- 3. The authorization letter to attend pre-bid meeting (hybrid mode) has to be submitted only on email: [PROCUREMENT@NCPOR.RES.IN](mailto:PROCUREMENT@NCPOR.RES.IN) to attend on the pre-bid meeting as per the schedule date.*
- 4. Permission to attend the pre-bid meeting may be refused, if authorization letter is not submitted as prescribed above or with authorized personnel signatures & seal of bidder firm/company.*

**ANNEXURE- IV**

**BIDDER REGISTRATION FORM**  
(On Bidder Company Letter Head only)

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

<b>A</b>	<b>Company Information:</b>	
<b>1</b>	<b>Company Name (as per document):</b>	
<b>2</b>	<b>Address in full (as per document):</b>	
<b>3</b>	<b>Contact Name, Landline no.&amp; Mobile no.):</b> 1) Primary 2) Secondary	
<b>4</b>	<b>Email id:</b> 1) Primary 2) Secondary	
<b>5</b>	<b>GST No.</b>	
<b>B</b>	<b>Bank Information of Payment:</b>	
<b>1</b>	<b>Bank Account Number:</b>	
<b>2</b>	<b>Bank Account Type:</b> Savings/Current Account.	
<b>3</b>	<b>Name of the Beneficiary Bank</b>	
<b>4</b>	<b>Bank name in full:</b>	
<b>5</b>	<b>Bank Branch&amp; Address:</b>	
<b>6</b>	<b>IFSC Code:</b>	

*Signature of Authorized personnel & company seal  
[Name & address of Bidder and seal of company]*

**Pl. Note the following while submitting the above:**

1. Kindly fill all the detail as per the format only.
2. The form must be submitted in original on the Bidder's company/firm Letter Head, duly ink-signed and stamped by the authorized signatory, Bidder shall enclose documentary proof/ evidence as applicable.

**ANNEXURE- V**

**Fall Clause Declaration**

(On Bidder Company / firm's Letter head)

To,

The Director,  
National Centre for Polar & Ocean Research  
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

I/We certify that the prices provided under this Rate Contract will be the lowest and under no event be higher than the prices at which I/We sells the items of identical description to any other government institution during the period of contract, failing which the "FALL CLAUSE" will be applicable and will lead to Debarment / Blacklisting by the Procuring Entity.

The Procuring Entity at the discrete decision can recovery of excess payment from our pending/outstanding bills or the submitted Performance Security (PS)/Security Deposit (SD) towards the rate contract or take necessary action as per the Fall clause terms & conditions mentioned in the tender document.

*Signature of Authorized personnel & company seal*

**Pl. Note the following while submitting the above:**

1. Kindly fill & submit as per the format and the format must not be modified / replaced.
2. The Form should be submitted in original ink-signed and stamped by the authorized signatory with name & all the details.

**ANNEXURE- VI**

***Undertaking/Self Declaration***  
(On Bidder Company / firm's Letterhead)

To,

The Director,  
National Centre for Polar & Ocean Research  
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

We hereby confirm and declare that We \_\_\_\_\_ (name of the bidder company/firm) \_\_\_\_\_ are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency during the last 5 years.

*Signature of Authorized personnel & company seal*  
*[Name & address of Bidder and seal of company]*

**Pl. Note the following while submitting the above:**

1. Kindly fill & submit as per the format and the format must not be modified / replaced.
2. The Form should be submitted in original ink-signed and stamped by the authorized signatory with name & all the details.

**ANNEXURE- VII**

**COMPLIANCE ON THE TENDER TERMS AND CONDITIONS**  
(On Bidder Company / firm's Letterhead)

To,

The Director,  
National Centre for Polar & Ocean Research  
Headland Sada, Vasco-da-Gama, GOA 403 804, INDIA

Tender Ref. no.: NCPOR/PS/RC/2026-27 for Rate Contract for the category of Chemicals, Glasswares & Labwares for the year 2026-27.

I/ We have read all the instructions, terms and conditions of the tender documents. I/We shall comply with, abide by, and accept without variation/deviation on all the instruction along with terms & conditions of the Tender Document listed under \_\_\_\_\_.

If any variation/deviation mentioned elsewhere in our bid, contrary terms and conditions shall not be recognized and shall be null and void.

*Signature of Authorized personnel & company seal*

**Pl. Note the following while submitting the above:**

1. Kindly fill & submit as per the format and the format must not be modified / replaced.
2. The Form should be submitted in original ink-signed and stamped by the authorized signatory with name & all the details.