



INSTITUTE OF ADVANCED VIROLOGY (IAV)

An Autonomous Institution under Science and Technology Department, Government of Kerala

Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala - 695 317

E-mail: mail.iav@kerala.gov.in, Website: www.iav.kerala.gov.in, Contact No. 0471- 2996687

Notice No: 336/A1/2021/IAV

Date: 07.12.2021

NOTICE INVITING QUOTATIONS FOR RATE CONTRACT

Institute of Advanced Virology invites sealed competitive quotations via **Speed post/Registered post** only from manufacturers/ authorized dealers, suppliers for the supply of laboratory consumables like Chemicals, Reagents, Glass wares, Plastic wares, cell culture wares, PCR and ELISA reagents, Oligonucleotides primers and probes etc. under annual rate contract. All are requested quote their rates which should be valid for a period of one year.

The envelope containing the quotation should be superscribed as “ **Quotation for rate Contract of Laboratory Consumables/2021-2022**” and shall be addressed to “**The Director, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram-695317.**” The copies of PAN, GST registration number and relevant certificates of the firm should be attached to the quotation. Last date for the receipt of Quotation via Speed post/ Registered Post is **3.00 PM, 20.12.2021**. Quotations received By Hand/through couriers/any other means shall not be entertained. Quotation received in the Institute after the due date will not be accepted.

Terms & Conditions

1. The supplier should quote the price valid for a period of one year.
2. The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning, if not stated otherwise in tender specification.
3. Highest possible discount rates offered against the catalogue price (in Indian Rupee) for each brand of items should be quoted.

SL.No.	Items	Brand	Discount (%) offered against Catalogue Price	Delivery Schedule	Remarks, if any

4. The quotations are to be enclosed with recent price list with catalogue either in hard copy or the same should be hand over to the Institute in soft copy before the last date of quotation.

5.If the authorized distributor is supplying the items, an authorization letter from the manufacturer/Principal company has to be submitted alongwith the quotation. Offers will be accepted only from manufacturers or one authorized distributor who may quote along with the authorization valid as on date of submission of bids. Authorized Agent quoting for the supply should attach authorization from the manufacturers, failing which the quotation will be summarily rejected.

6.The firm should submit the list of Government Departments/Organisations/Institutions with whom they have rate contract of the above listed items during last five years.

7. The time required for the supply of items after the release of Purchase Order should also be mentioned in the proposal.

8. The rate quoted should be all inclusive, ie., inclusive of transportation costs, installation costs etc. except GST. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Government through notifications and regulations.

9. In case the vendor lowers the price or increase the discount to Institute or to any party, the beneficial rate would be applicable to IAV.

10.Earnest Money Deposit of Rs 1500/- shall be submitted by way of Demand Draft and should be submitted along with your quote as mentioned in Invitation for Tender. EMD should be in favor of IAV Thiruvananthapuram valid for 90 days.

11. Delivery of the consignment should be made at IAV stores, Thiruvananthapuram between 9.00 AM-5 PM on all working days.

12. The supplier/dealer should take all the necessary steps for the recommended prompt delivery of all the items.

13. If the consignment requires any site arrangement or modifications, the supplier /dealer should inform the Institute well in advance.

14. In case damaged or expired product supplied, the Institute reserves the right to dispose or return the items. Replacement should be done within one week in free of cost.

15. For all arbitration or legal issues arising out of this contract, jurisdiction for the same will be Thiruvananthapuram, Kerala only.

16. Replacements - Damages/Broken/Expired or any other reason which renders the goods to use to IAV Thiruvananthapuram will be replaced within a week time at no cost to IAV Thiruvananthapuram.

17. IAV Thiruvananthapuram also reserves right to test the chemicals and solvents of material for their quality if it so desires, if the items supplied is found to be of inferior quality and grade the same will have to be replaced by the supplier at their cost within the stipulated time period.

18. Payment Terms – Our payment terms are normally within 30 days of receipt and acceptance of goods at IAV Thiruvananthapuram. Payment will be made by NEFT/RTGS. No advance payment will be made under any circumstances.

19. IAV Thiruvananthapuram and/or the firm are entitled to withdraw/cancel the rate contract by serving one-month notice on each other. However, once a purchase order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity of the rate contract, that purchase order becomes a valid and binding contract.

20. IAV Thiruvananthapuram does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement of such items arises in the Institute.

21. IAV Thiruvananthapuram may have parallel rate contracts.

22. The awarded bidder may submit the hardcopy of price list/CD within one month of issue of Award of Contract.

23. Penalty Clause for the delay delivery: If the delivery is not effected on due date , The Director IAV will have the right to impose penalty at 0.5% per week subject to a maximum of 5 % of order value.

24. In case of emergency, the Institute reserves the right to purchase the same item through adhoc contract with a new supplier.

25. The inability to supply any item should be intimated within a week after the release of Purchase Order.

26. If the quote is not according to the above terms and conditions , the same will be summarily rejected.

27. The undersigned reserves the right to accept or reject any quotation with or without assigning any reason.

28. The Institute as well as vendor reserves the right to cancel the rate contract by serving a notice period of one month.

29. Tender due date would be auto-extended upon non-receipt of sufficient number of bids.

30. The Institute reserves the right to conclude more than one rate contract for the same item.

31. The Director, IAV Thiruvananthapuram does not bind to accept the lowest quotation and reserves the right to him, to reject or partly accept any or all the quotations received without assigning any reason.

Further details can be collected from IAV office between 10.00 AM- 5 PM in all the working days or may be mailed to mail.iav@kerala.gov.in.

Copy To: IAV website/Notice Board

**Sd/-
Director**