



National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI

Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

Phone No. 0130-2281057 Website: www.niftem.ac.in

EXPRESSION OF INTEREST (EOI)

Tender No. PD-31011/2/2025-E1/504/03

Dated: 30.04.2026

Expression of Interest (EOI) for Empanelment of Manufacturers/ Authorised Distributors/Dealers for entering into Annual Rate Contract for Supply of Laboratory related items including Chemicals, CRMs, Glass-wares, Plastic-wares, HPLC/GC Columns and their Accessories, small equipments and its accessories, Laboratory Furniture, Lab Waste Disposal Management, Laboratory Equipment Maintenance/ Repairing etc. of M/s Hi-Media Laboratories Pvt. Ltd. and M/s Thermo Fisher in NIFTEM Campus, Kundli, Sonapat, Haryana.

For and on behalf of NIFTEM online Tenders (Two bid system) are invited on CPPP eProcurement website <https://eprocure.gov.in/eprocure/app> from eligible Agencies/Firms to enter into Annual Rate contract to supply laboratory related items & services as listed under Annexure-III at NIFTEM Campus, Kundli, Distt.- Sonapat, Haryana.

Important Dates & Time

S. N.	Particulars	Date	Time	Tender Processing Fees	EMD
1.	Issue of EOI Document	30.04.2026	05.00 PM	₹ 1,000/- + GST @18% = ₹ 1,180/-	₹ 50,000/-
2.	Date of Pre-bid Meeting	07.05.2026	03.00 PM		
3.	Bid Submission Start Date	12.05.2026	04.00 PM		
4.	Last Date & Time for Submission of Tender	20.05.2026	03.00 PM		
5.	Date & Time of Opening of Technical Bids	21.05.2026	04.00 PM		
6.	Date & time of Opening of Financial Bids	Date & Time will be intimated via CPP Portal who qualified in the technical bid			

1. About NIFTEM

National Institute of Food technology entrepreneurship and management (NIFTEM) was conceptualized by the Government of India on persistent demand of the food industry to have an apex organization as a '**One-Stop Solution Provider**' for various problems of the food sector. The Institute is an autonomous body under the Ministry of Food Processing Industries, Government of India and recently it has been declared as **National Institute of Importance (INI)** by the Govt. of India. The Institute is spreading over of 100 acres at a prime location in close proximity of North Delhi, Kundli at Delhi-Haryana border. The Institute aims to become an International Centre of Excellence which integrates technological, managerial and behavioral aspects of the Indian Food Processing Industry with a clear objective of catapulting the sector to the Numero Uno position in the world. NIFTEM strives to cater to the needs of various stakeholders such as entrepreneurs, industries,

exporters, policy makers, government and other existing institutions. Primarily, it aims to produce world-class business leaders, develop competitive processes and technologies recognized globally, and initiate best practices in the area of food technology, entrepreneurship and management. The Institute has also been declared as National Institute of Importance by the Govt. of India.

2. Scope of Work:

The detailed scope of work for entering into Annual Rate Contract for the supply of laboratory related items including chemicals, CRMs, glass-wares, plastic-wares, HPLC/GS columns and accessories, small equipments and it's accessories, etc. from the reputed manufacturers/ principal companies/ authorized distributors/ dealers/ suppliers of M/s Hi-Media Laboratories Pvt. Ltd. and M/s Thermo Fisher to supply items or to provide services as listed in **Annexure-II&III** of this document.

Tenders must be submitted by reputed Indian/International manufacturers/principal companies/authorized distributors/ dealers/ suppliers.

3. Eligibility Criteria

The tenders must fulfil the following efficiency criteria:

- i. The bidder should be either a reputed Indian/International manufacture/ principal companies/ OEM/ OEM Partner or Authorized Distributor/ Dealer/ Wholesale Distributors/ Supplier/ Vendor of reputed companies.
- ii. The agencies should have experience to supply chemicals, glass-wares, plastic-wares, CRM, etc. with recognized Educational & Research Institutes/ PSUs/ Govt. Dept/ Ministries/ IIT/ NIT/ CSIR/ ICAR laboratories/ renowned Private institutions for related services for a minimum period of 03 years. Copies of Agreement/ARC letter/certificates may be enclosed.
- iii. The bidder must have Annual Rate Contract (ARC) with at least 03 Govt. educational/research institutes. Copies of the rate contract letters must be enclosed with the bid.
- iv. The bidder should furnish an undertaking to the effect that the firm has not been blacklisted in India or abroad.
- v. The average annual turnover of the agency should not be less than Rs. 50.00 Lakh during the last 03 financial years 2022-23, 2023-24 & 2024-25. Balance sheet and P&L account to be enclosed along with application.
- vi. The bidder should have PAN, GST Registration and should submit a copy of each of the documents along with Acknowledgement copies of their IT Returns for the previous years (2021-22, 2022-23 & 2023-24)
- vii. The Hard Copy of original instruments in respect of cost of tender document, earnest money must be reached at this addressed to the "Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)" on or before bid opening date and time as mentioned in critical date sheet.

Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be summarily rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-X**.

Note: Only one bid will be accepted either the Principal/Manufacturer or authorised distributor. In case, bids found of both, only local distributor will be consider. In case principal supplier, it is also to be clearly mentioned that supplies will be made by them or their distributor. In case of distributor, they have to duly authorize the name of distributor to submit quotation, bills and payments, etc. on behalf of principal.

5. Bidding Procedure

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor is advised to follow the instructions “Instructions to Bidder for Online Bid Submission”.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding Application must be accompanied by the following:-

Technical Bid (Attached signed and stamped copy of each document)

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (T.Fee)/ Earnest Money Deposit** and permanent address of the Firm/Agency/Person.
- ii. A complete list of clients including clients from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order.
- iii. Copies of Annual Rate Contract letters from 03 Govt. Educational/Research Institutions.
- iv. Copies of supply order, completion certificate, as per eligibility criteria.
- v. Details of Bank Account of Bidder, PAN, GST Registration number.
- vi. Copies of Income Tax Return of previous years (2022-23, 2023-24 & 2024-25).
- vii. Copies of audited balance sheet for last 03 financial years (2022-23, 2023-24 & 2024-25).
- viii. An authorisation letter from the firm in favour of the person signing the tender documents.
- ix. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency.

- x. An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad (Annexure-IX).
- xi. The bidder will be required to give an undertaking on Non-judicial Stamp Paper (Rs 100/-) that he will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the substandard/deviation from the specifications/ design/ quality has been made by him, he is liable for penalty and legal action.
- xii. Complete Tender documents including all Annexure duly signed and stamped on each page as acceptance of the terms and condition laid down by NIFTEM authority and Annexure – XI, if required, duly signed and stamped on each page.
- xiii. Printed price catalogue of the agency.

6. Financial Bid

Price bid format in the form of BOQ_XXXXX.xls.

Opening of tenders (Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the **"Meeting Hall, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (Haryana)"** in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of tender opening Firms/Tenderers have to come with bid acknowledgement slip, that is generated by the system after successfully bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the firms/Tenderers in this regard.

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of tender within the specified date and time due to any reasons.

7. Evaluation Procedure

The eligibility of bidders and their technical bids will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be opened of those bidders who have been found technically eligible. In this regard the decision of Institute shall be final. The agency must filled Annexure-I.

8. Award of Work

Only those agencies will be impaneled or awarded the Annual Rate Contract (ARC) for the supply of Lab Consumables, who have quoted a minimum 7% or above discount on a particular category or for all the categories (Annexure-IV & V). Such agencies will be awarded ARC initially for one year from the date of award of ARC on the existing price list. Existing Price list means the Printed Price List of the Agency or available on the Agency's official website. The award will be on a discount structure as quoted by the agency. During the entire period of the contract, including extension, the said discount structure will not be reduced in any manner. However, any increase in the discount structure by the agency, will be considered and welcomed. Besides, such agencies are required to submit an Undertaking that they have not offered a discount more than as quoted against the present tender and the price list are same for all the organizations. In case, it is found or reported that the agency has made a deviation/difference in the rates or price list or discount structure, the ARC will be forfeited as well agency will be blacklisted for 03 years. The ARC will also be discontinued, if agencies show

reluctance in supply on more than 3 occasions in the period of 02 months. The agency which cannot provide validity of rates for less than one year from the date of award of ARC, may not apply.

Extension: In case of extension beyond the initial period of one year, the ARC can be extended further by mutual concern and further acceptance on the prescribed discount structure and price list of the next financial year, as issued/uploaded by the agency at their official website. Besides, such agencies are required to submit an Undertaking that they have not offered a discount more than as quoted against the present tender and price list are same for all the organizations.

The order will be placed by the Departments as per their requirement to the ARC agencies directly on Roaster basis in particular category, irrespective of the discount granted by the agency.

If it is found that agency has charged higher rates than the price list or discount not offered, such agencies will be discontinued on such occasions.

The Decision arrived at for short listing the tenderers by the Committee and the Competent Authority shall be final and binding upon all the tenderers.

9. 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 appended on the NIFTEM website- www.niftem.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. Earnest Money Deposit amounting to Rs. 50,000/- (Rupees Fifty Thousand only) and Application Processing Fee Rs. 1,180/- (Rupees one thousand one hundred eighty only) (Inclusive GST) in the form of Demand Drafts, drawn separately in favour of NIFTEM payable at Delhi from SBI are to be enclosed with the Technical Bid, failing which the tender will be summarily rejected. The Application Processing Fee is not refundable.
- iii. Acceptance of tender/application will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- iv. The **EMD will be retained as Performance Security** to successful/ empanelled ARC vendors and will be retained till the end of the contract period without Interest. EMD of successful bidder may be forfeited, if the bidder withdraws their offer during the period of contract validity or amends or derogates from the tender in any respect.
- v. The EMD of unsuccessful bidders will be release without any interest after technical evaluation.
- vi. The Agency has to deliver the material within the delivery period as specified by NIFTEM at National Institute of Food Technology Entrepreneurship and Management, Plot No.97, Sector-56, HSIIDC Industrial Estate, Kundli, Sonapat, Haryana-131028.
- vii. No delivery charges will be given for supply of any item at NIFTEM Campus, Kundli and NIFTEM, New Delhi.

- viii. The agency shall not assign the contract or any part thereof to any other agency without the prior written consent /approval of the Institute.
- ix. The agency shall also not subcontract the work or part of the work except with the written consent of the Institute and such consent even if provided shall not relieve the agent from any liability or any obligation under the contract.
- x. **01 copies of latest price Lists should be enclosed with the Bid without which tenders for ARC will not be considered. Submit separate R/C offers for Indian rupees & foreign currency, if applicable. In case of imported material: indicate the percentage of Indian Agency Commission, which shall be payable in Indian Rupees directly by us to authorized Indian Agent. In case the quotation is submitted by Indian Agent, the same must be accompanied by valid authorization letter from principals. The offer should accompany with registration letter with DGS&D, indicating % age of Indian Agency Commission.**

10. Payment

- i. The payment will be made on submission of bill after completion of supply order and received & verified by NIFTEM representative in satisfactory condition and after submission of bill to the concerned personnel of the Institute.
- ii. Substandard quality will not be accepted and returned to supplier along with delivery challan.
- iii. No advance will be given for supplies. Bill(s) for part payment will not be entertained.
- iv. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

11. Penalty Clause

- i) The Time schedule should be strictly followed by the agency. If work is not made on stipulated dates, penalty will be applied as mentioned below.
 - a) In case of any abnormal irregularity noticed the penalty will be levied by a Committee constituted by NIFTEM. The decision of NIFTEM will be final and binding.
 - b) Earnest Money Deposit / security deposit will be liable to be forfeited/ revoked as the case may be, if the tenderer fails to supply on reasonable time/complete the work satisfactorily.
 - c) NIFTEM reserves the right to terminate the contract at any time without prior notice.
- ii. 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 by the Competent Authority shall be imposed on the tenderer who fails to supply execute the work order.

- iii. The Agency will be liable for any excess costs incurred for procurement of items or services or items not delivered in time.
- iv. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason (s), whatsoever. Tenders not on the prescribed Performa (attached), without requisite details, without EMD & Processing Fee and received after the closing date/ time of tenders and tenders accompanied by any condition will summarily be rejected.
- v. The contract shall be terminated if the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
- vi. In case the agency fails to execute the job/supplied goods as per the terms and condition of the agreement, the balance / total work will be got executed through other agencies at the agent's risk and cost.
- vii. In case the agency fails to carry out work or refused to work more than 03 occasions, the agency will not be given further work until satisfactory reply. In such cases, ARC can also be discontinued.
- viii. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
- ix. The losses to the Institute which are directly attributable to the agency shall be deducted from the bills or adjusted from the EMD. The supplier/vendor is directly responsible or accountable towards the act of agency and NIFTEM is not directly or indirectly linked with the agency.
- x. False claim of the mentioned category should be deal seriously.
- xi. In additions to clauses above, other terms & conditions given below will also be applicable.

12. Arbitration Clause

That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, NIFTEM. The award of the said arbitrator shall be binding on both parties. The seat of the arbitration shall be at Delhi/Sonepat.

13. Other Terms & Conditions

- i. The work has to be started immediately on receipt of instruction/work-order from NIFTEM and to be completed in a stipulated time as directed by NIFTEM from time to time. Time schedule is to be strictly adhered to by the agencies.
- ii. At present, the Institute is exempted from the Custom Duty on the basis of Non-Industrial-Teaching & Research Institute upon submission of the exemption certificate to concerned authorities.

- iii. 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 notification/regulations change. Hence, the firms who can give valid price for one year need only apply.
- iv. While submitting Price list in foreign currency, the supplier must submit the price list of Principle Company or the price list submitted by supplier must have the endorsement of the Principle Company.
- v. Prices charged for the stores supplied under Rate Contract should under no circumstances be higher than lowest prices at which the party sells the items of identical description to any other organization during the period of contract. A certificate of Declaration is to be provided confirming same on the company letter head.
- vi. NIFTEM reserves right to test the quality of material if it so desired. The items, so supplied will have to be of high quality and grade and if during the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the Rate Contract of the firm may be cancelled. Agency should have provision of Buy Back facility/Replacement for the items supplied to NIFTEM, on the rate at which he has earlier supplied the items to NIFTEM. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
- vii. Conditional EOI's of any kind are liable to be rejected.
- viii. In case of indigenous supplies, the goods should be insured against theft, loss or breakage during transit and insurance charges should not exceed 1% of the cost of the material supplied.
- ix. Offers must be clearly written or typed without any cutting or over-writing.
- x. All cutting/over-writing must be initialled and stamped.
- xi. The terms, conditions of supply, taxes, discount, excise/custom duty and other levies (if any) and delivery period, should be clearly indicated.
- xii. Separate rates of Custom Bonded warehouse items can be quoted.
- xiii. Price list and details on CD should accompany the Hard copies.
- xiv. The price list enclosed with the bid will be valid for entire period of ARC contract.
- xv. If the prices of any item enhances in the market at any stage, the supply will have to be made on price Lists rates already submitted to NIFTEM, unless and until this is due to the reasons of imposing of the Govt. levies/taxes submitted with proof of document. However, if rates of any items fall down due to any reason, the benefit has to be passed on to NIFTEM.
- xvi. All correspondence in this regard must bear our reference number, failing which queries cannot be answered to.

- xvii. The agency has to provide a certificate of Declaration of use/presence of any RADIOACTIVE substance in product supply or service provided.
- xviii. In case of equipment supplier, the agency has to supply and install equipment with all accessories and software without hidden cost. Fault replacement & complaint redressal has to be done in stipulated time.
- xix. Bidder/Authorized signatory of the agency should put his/her signature on each page of the EOI document as acceptance of the terms and conditions contained in the EOI document.
- xx. Bidders may visit the campus on any working day during working hours with prior appointment for assessment of work. The contact details of NIFTEM representative for coordination of inspection is.

13. Right to Variation Clause

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

14. Modification and withdrawal of bids

The bidders may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to the deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but is to be followed by a signed conformation copy by post not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of specified bid validity. Withdrawal and modification of bid during this period will result in forfeiture of Bidder's Bid Security.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 10) The validity of tender document 180 days.
- 11) The certificate for rate discount as PAN India basis may also be obtained from the bidder.

15. Assistance to Bidders

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.



- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
16. **Clarification on Bid Documents:** - Bidder requiring any clarification to this EOI shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders. The address and contact number for seeking clarification regarding this RFP are given below:-

Queries to be addressed to:

Name of the person dealing the tender:

Purchase Section

NIFTEM, Kundli, Sonapat (Hr.) 131028

Phone No.- 0130 -2281057

E-mail ID- purchase.niftem@gmail.com

Registrar, NIFTEM

Tender form (Technical Bid)/Checklist

(To be submitted by the tenderer on their letter head. All Columns should be filled. Documents in support should be enclosed)

S. No.	Description	Information to be furnished in this column	Document attached (Yes/No)	Page No.
1	Name and Permanent Address of the agency			
2	Tender Fees (Rs. 1,180/-) details			
3	EMD (Rs. 50,000/-) details			
4	Copies of NSIC/MSME Exemption Registration			
5	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.			
6	Length of relevant experience in years			
7	Balance Sheet & P&L Account for last 3 Financial years (2022-23, 2023-24 & 2024-25)			
10	Annual Turnover of the company in Lakhs. a) 2022-23 b) 2023-24 c) 2024-25			
11	IT Return for previous 3 years (2022-23, 2023-24 & 2024-25)			
12	PAN Card No. (enclosed copy)			
13	GST Registration (enclosed copy)			
14	A complete list of clients including Govt./Semi Govt./Autonomous/PSU/Private institution			
15	Copies of Annual Rate Contract letters from 03 Govt. Educational/Research Institutions.			
16	Copies of work order/supply order of clients for last three years			
17	Details of bank account, IFSC code, name, address of bank			
18	Proof of Dealership/Distributor/OEM			
19	Undertaking in respect of that firm has not been black listed as per Annexure- VI			
20	Filled, signed & Stamped Annexure-I to VII			
21	Annexure-VII, if required.			
22	Printed price catalogue of the agency			

Note: The bidder has to paginate each page.

Signature.....
Name
Address
Date: - Seal of firm.

PRODUCT & SERVICE CATEGORIES

S.No.	Category for Tender	Category Code
1.	Chemicals/Solvents (LR, AR, HPLC, GC, EMSURE, EMPARTA, EMPULRA/ACS, ISO, USP Reag. Ph. Eur, SQ, ER, EL, Food grade chemicals and additives, Microbiology grade, Biochemistry and Microscopy grade, extrapure grade) (Manufactured by CDC Fine Chemical, Loba Chemie, Aventor (VWR/JT baker/ Rankem Chemicals, Qualigens Fine Chemicals, Fisher Scientific, Merck Millipore, Sigma Aldrich/Fluka, Honeywell, SRL Chemicals, Hi-Media, Titan Biotech Lt, TCI Chemicals SD Fine Chemicals, Finar, Spectrochem's Amresco, BDH, etc.	A
2	High Purity references standards (Traceability by ISO: 17034/NIST) with certificate of analysis for HPLC, GC, GCMS, LCMS, AAA, ICP-OES and Food Analysis. Note:- Category of reference standards A) Amino acids, Peptides & its derivatives B) Antibiotics C) Carbohydrates & its derivatives D) Enzymes E) Lipids, Fatty acids & Essential Oils F) Nucleic acids G) Protein & Vitamins H) Pesticides I) Organic chemicals J) Minerals K) Bio-Active Phytoconstituents L) Colorants & Additives M) Antioxidants N) Aflatoxins & other mycotoxins O) Antibiotic and Veterinary Drugs P) Environmental Chemicals (PAH, PCBs, Dioxins, etc.) Q) Additives	B
3.	A. Glass wares (Complete range) B. Plastic wares (Complete range) C. Lab wares (Complete range) B. Fine Chemicals (Complete range)	C
4.	A. Separation (Filter Paper, Syringe Filters, Membrane Filters & Disposable Filter units) B. Needles, Pipettes, Micropipette C. Other Lab Consumables (Aluminium foil, Gloves, Coat, Mask, Shoe cover, Hairnet, safety Shoe, safety goggles, lab slipper etc.)	D
5.	Chromatography Accessories (HPLC/GLC Columns with certificate of performance and application support, Colum Fittings, TLC Plates and other related accessory/ items.	E

6.	Molecular Biology Reagents, Chemicals, Diagnostic Kits, Biological Media, Certified Reference Media & standards.	F
7.	Testing requirement of Microbiology Reference Cultures (Traceability ATCC) Antiserum for serology testing	G
8.	Small Laboratory equipments and accessories (cost upto Rs. 25,000/- without Tax). Note: a. Spare parts eg. Heating coils/ rods, heaters, electric moter, PLC controller, Switch, wire, power socket, power boards (single and three phase) etc. related to different individual equipment should be quoted along with main equipment. b. Maximum limit of purchasing Small equipment under ARC is upto Rs. 25,000/- excluding GST subject to Non-Availability on GeM Portal.	H
9.	Laboratory Biological & Hazardous Waste Disposal management Agency	I
10.	Laboratory Furniture- Modular type laboratory furniture, Granite Top Table, SS Table, Stools, Chairs, Shelf for keeping students belongings, Chemical Racks, Locker, equipments cover/box, Storage Cupboards, Cross Over Bench, Table Top Chemical Rack, Fume Hoods, Over Head Fume Hood, SS Trolley, etc.	J
13.	Cleaning (Soap/Detergent) and Sanitizing (IPA, Hypochlorite etc.) Chemicals and Aids- Dusters, Tissue Papers, aluminium foils, etc.	K
14.	Laboratory Pest Control including Fumigation (Does not requires as maintenance is taking care of this)	L
15.	Maintenance and repairing of basic and small Laboratory equipments	M

National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)

EOI FOR EMPANELMENT OF SUPPLIER/VENDORS FOR ENTERING INTO ANNUAL RATE CONTRACT TO SUPPLY LABORATORY RELATED ITEMS & SERVICES AT NIFTEM, KUNDLI, SONEPAT, HARYANA

1. Name of Category (under which Rate Contract is to be entered)	Name : Code :
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COMPANY/FIRM PROFILE	
1. Name Complete Postal Address of the Bidder/Agency (as per registration certificate), Phone no., Fax No., E-Mail Address	
1 (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) 1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
2. Name of the Contact Person Designation Tel. No. (s) Fax No(s) E-mail address	
3. Name of Principal Company (if applicable)	
4. Supplies to be arranged by (Manufacturers/Distributors/Agents) (Name/Address with Telephone No./Mobile No./E-mail ID) (if applicable)	
5. Self Manufactured (Yes/No)	

List of present and past clients (Please use separate sheet for each) as per the following format.

The information provided will facilitate evaluation of your Technical Bid:

(Details to be provided strictly in the table below, use separate sheet if required)

S.No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No (s)	Date from & to for which the contract was awarded	No. of persons deployed by your firm for the work	Nature of work

Place:

Signature

Date:

Stamp

National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

FINANCIAL BID

(MINIMUM 7% DISCOUNT)

S.No.	Category for Tender	Category Code
1.	Chemicals/Solvents (LR, AR, HPLC, GC, EMSURE, EMPARTA, EMPULRA/ACS, ISO, USP Reag. Ph. Eur, SQ, ER, EL, Food grade chemicals and additives, Microbiology grade, Biochemistry and Microscopy grade, extrapure grade) (Manufactured by CDC Fine Chemical, Loba Chemie, Aventor (VWR/JT baker/ Rankem Chemicals, Qualigens Fine Chemicals, Fisher Scientific, Merck Millipore, Sigma Aldrich/Fluka, Honeywell, SRL Chemicals, Hi-Media, Titan Biotech Lt, TCI Chemicals SD Fine Chemicals, Finar, Spectrochem's Amresco, BDH, etc.	A
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3.	A. Glass wares (Complete range) B. Plastic wares (Complete range) C. Lab wares (Complete range) B. Fine Chemicals (Complete range)	C
4.	A. Separation (Filter Paper, Syringe Filters, Membrane Filters & Disposable Filter units) B. Needles, Pipettes, Micropipette C. Other Lab Consumables (Aluminium foil, Gloves, Coat, Mask, Shoe)	D

	cover, Hairnet, safety Shoe, safety goggles, lab slipper etc.)	
5.	Chromatography Accessories (HPLC/GLC Columns with certificate of performance and application support, Colum Fittings, TLC Plates and other related accessory/ items.	E
6.	Molecular Biology Reagents, Chemicals, Diagnostic Kits, Biological Media, Certified Reference Media & standards.	F
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14.	Laboratory Pest Control including Fumigation (Does not requires as maintenance is taking care of this)	L
15.	Maintenance and repairing of basic and small Laboratory equipments	M

GST (if any)in %age

Excise duty (if any)in %age

**TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,
Registrar,
NIFTEM,
HSIIDC Ind. Area, Kundli,
Sonapat, Haryana

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work: - **Expression of Interest (EOI) for Empanelment of Manufacturers/ Authorised Distributors/Dealers for entering into Annual Rate Contract for Supply of Laboratory related items including Chemicals, CRMs, Glass-wares, Plastic-wares, HPLC/GC Columns and their Accessories, small equipments and its accessories, Laboratory Furniture, Lab Waste Disposal Management, Laboratory Equipment Maintenance/ Repairing etc. of M/s Hi-Media Laboratories Pvt. Ltd. and M/s Thermo Fisher in NIFTEM Campus, Kundli, Sonapat, Haryana.**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above-mentioned Tender/ Work from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 29 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC industrial estate,
Kundli-131008,
District-Sonepat (Haryana)

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.
3. We will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub-standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only)

Dated:

Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up

(to be submitted on Company Letter head with stamp)

I am (.....) is Owner/Director of M/s..... registered with MSME/NSIC/Start Up Unit under.....category.

- 1) Firm Name :
- 2) Udyam No. :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

1. Exemption in Tender Fee :
2. Exemption in EMD :
3. Relaxation in Turnover : How much Relaxation required (please specify)
4. Relaxation in Experience : How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory
Name:
Designation:
Stamp:

(Note: Certificate must be submitted on company's letterhead duly signed and stamped)