



राष्ट्रीय मिथुन अनुसंधान केंद्र  
भारतीय कृषि अनुसंधान परिषद  
National Research Centre on Mithun (NRC-M)  
Indian Council of Agricultural Research (ICAR)  
Jharnapani, Medziphema, Nagaland-797106 INDIA



F.No: NRCM(S)34/2015(Vol-IX)

Dated: 16.07.2015

**Notice for Annual Rate Contract of  
Chemicals/Glasswares/Plasticwares/Services etc.**

On behalf of the Secretary ICAR, The Director, ICAR : National Research Centre on Mithun(NRCM), Jharnapani, Nagaland invites sealed tenders from the manufacturer only for entering into **Annual rate Contract (2015-16) for the supply of chemicals, glasswares, plasticwares and services etc.** The manufacturer should submit their proposal in the prescribed form which can be downloaded from our institute website [www.nrcmithun.res.in](http://www.nrcmithun.res.in) or GoI's Central Public Procurement website [www.eprocure.gov.in](http://www.eprocure.gov.in) alongwith a non-refundable DD of Rs.1000/- as a tender fee to be drawn in favour of "DIRECTOR, NRCM" payable at SBI Medziphema Branch Code-06759 and other related documents. The proposal should reach this office only by Regd./ speed post by 25.08.2015.

Asstt. Administrative Officer  
For and on Behalf of Director

**NOTE:** Please Furnish the Required Information Completely as incomplete/false information may result in cancellation of Tender.

APPLICATION FORM FOR ENTERING INTO RATE CONTRACT (2014-15) 1<sup>st</sup> Sept'2015 to 31<sup>st</sup> Aug'2016 FOR CHEMICALS, GLASSWARES, PLASTICWARES AND SERVICES ETC. WITH NATIONAL RESEARCH CENTRE ON MITHUN, JHARNAPANI

1. Name & full address of the applicant: .....
2. Item/ materials for which Rate Contract desired / applied for .....
- (a) Chemicals
- (b) Plastic wares
- (c) Glass wares
- (d) Diagnostic Kits
- (e) Assay Kits
- (f) Sequencing/Services/Synthesis/Construction/Analysis/ Annotation including Bioinformatics.
3. If the Firm is under Rate Contract with ther Govt. Deptt./ Res. Instt. Give details along with Certified copies of rate contract. ....
4. Annual Turnover of the firm/ company During financial year 2014-15 (enclosed documents in support of claim) Rs. ....Lacs.
5. Annual business volume with ICAR Institute During 2014-15. Rs. ....Lacs.
6. Whether the firm is registered under company act 1956? If yes, enclose certified copies: ..... In case firm is registered with other Govt. Deptt./ Agency, the same may be stated with documentary evidence. ....
7. (a) Certified copies of state sales tax Regn. No. TIN No. with date of validity .....
- (b) Central sale Tax Regn. No. ....
- (c) Latest copy of Sales Tax Return (Please enclose copies relevant papers) .....
8. (a) Income Tax PAN No (in the name of firm/ Company & not individual) .....
- (b) Latest copy of Return filed with Income Tax Department: .....
9. Latest manufactures price list to be Enclosed (10 copies): .....
10. State whether your firm have been currently banned/ black listed by any Ministry/ Deptt. Of Central Govt. or any State Govt.

If so give details .....

11. Bank details for e-payment separately

(i) for Manufacturer/ stockiest :

(a) Bank A/c No. ....

(b) Bank Name .....

(c) Branch Name .....

(d) IFSC Code .....

(e) Other details .....

(ii) for authorized dealers :

(a) Bank A/c No. ....

(b) Bank Name .....

(c) Branch Name .....

(d) IFSC Code .....

(e) Other details .....

12. In case you wish to enter into rate contract for imported goods, please furnish details as given below along with original latest printed catalogue:

Name of the Principal firm	Brand/ Make of the goods	Date of acquiring dealership	Date of expiry of Dealership	Prices in foreign currency or in Indian Rupees. Please enclose Price List & Catalogue.	Whether certified copy Dealership enclosed (Say Yes/ No )

13. Details of the brand other than 12 above for which applied/desired for rate contract.

Sl.no	Name of authorized dealer	Brand name (indicate separately for each)	Rate of discount allowed as per sl.14 & sl. 15 below clearly.	Remarks, if any
1				
2				
3				
4 and so on....				

14. Discount rate along with certificate of not giving higher discount to any other Department in India .....

- 15. Rate of Discount Offer as in Special Cases  
for Bulk Purchase Where the total value  
of order exceed Rs. 2,00,000.00 .....
- 16. Any other information vital for entering  
into rate contract. ....

Signature with seal and date  
Name of manufacturers /the authorized Indian stockiest

(Please write in your letter Pad)

**UNDERTAKING**

We M/s .....i.e manufacturers / the authorized Indian stockiest of .....(Please Mention Name of Brand / Foreign Principal) are fully satisfied with all the terms and conditions as mentioned in Rate Contract Tender for entering into Annual Rate Contract for the Supply of Chemicals/Glassware's/Plasticwares and providing services with NRC on Mithun, Jharnapani for the Year 2015-2016(1<sup>st</sup> Sept'2015 to 31<sup>st</sup> Aug'2016).

We will offer Discount @.....on each unit of products which is Maximum as applicable to the Govt. Research Organizations and ICAR Institutes. Further, we will offer Discount @.....special case for bulk purchases, whenever the total value of order exceed Rs. 2,00,000.00 (Rupees Two lakhs thousand) only.

We are submitting Demand Draft of Rs. 5000.00 (Rupees Five Thousand) vide No.....dated .....towards Bid Security which may be converted into Performance Security, if Rate Contract is awarded to us. Price list submitted by us with the Tender Document is the only one in circulation which will remain valid upto Entire Rate contract Period. No addition/alteration in respect of Price List will be made by us.

We Authorized M/s.....,Address.....  
Telephone & Fax No..... Email id.....  
to obtain and execute order on our behalf for NRC on Mithun, ICAR, Jharnapani, Nagaland.  
(Authorization Letter is enclosed).

Further, we will supply the items within 45 days of the date of issue of supply order beyond which we will pay penalty @ 0.5% per week and part thereof subject to maximum 10% of the total value of consignment as per the terms and conditions of Rate Contract to the Director, NRC on Mithun, ICAR, Jharnapani, Nagaland.

Initial/Signature Name of Witness Designation: Address: Date:
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Initial/Signature Name : Designation: Address: Seal Date
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**PLEASE NOTE: (i) Tender fee, Bid Security and Undertaking should be submitted individually/ separately for each brand.  
(ii) This undertaking is to be furnished by the manufacturers and the authorized Indian stockiest only and not by authorized dealers.**

### **Terms & Conditions of Rate Contract**

1. No non-recurring items are covered under this contract.
2. ICAR : NRC on Mithun, Jharnapani, Nagaland is exempted from the payment of Excise duty/Customs duty vide GOVT NOTIFICATION NO.51/96-Customs dated 23.7.1996 AND CENTRAL EXCISE DUTY EXEMPTION IN TERMS OF GOVT NOTIFICATION NO.10/97-Central Excise dated. 01.03.1997. If required, necessary certificate in this regards will be provided by the institute.
3. **Tender fee of Rs.1000/-(Rupees one thousand) only and Bid Security of Rs. 5,000/-(Rupees five thousand) only may be submitted separately for each brand alongwith the proposal in the form of DD to be drawn in favour of "DIRECTOR, NRCM" payable at SBI Medziphema branch Code-06759.**
4. Freight, insurance charges, if any will not be borne by the purchaser. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/ transport charge.
5. That the delivery/ Supply will be made on F.O.R basis to this Institute.
6. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
7. That the delivery of goods will be taken at the risk and cost of the supplier.
8. That the supply of material will have to be completed 45 days from date of issue of purchase order. The liquidated charges @0.5% per week and part thereof be imposed if supply is made after expiry of delivery period subject to maximum 10% of the total value of goods/ contract value.
9. That the payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
10. No revision in rate (on higher side) will be accepted during contract period.
11. That the order will be placed as per requirement irrespective of value of the order.
12. The firm may supply the required items as per unit price mentioned in the price list/ tender.
13. The dispute arising between manufacturer/stockist and the purchaser will be referred to Arbitrator appointed by the Director, NRCM for which sole arbitration and decision there on will be binding upon the parties i.e. manufacturer/ supplier.
14. Supply should be made in full against the order.
15. Part Supply shall not be accepted until and unless it supported by convincing reasons and Approved by the Competent Authority of this Institute.
16. No payment will be made for unsatisfactory supply.
17. The articles should be securely packed to avoid damages etc. in transit.
18. Supply be made from the latest batch of production with the maximum life period & original packing.
19. Challan and the pre-receipted bills should be sent along with goods.
20. The bills should be raised in the name of the Director, National Research Centre on Mithun, ICAR, Jharnapani.
21. In case proposal is accepted, the manufacturers /the authorized Indian stockiest should enclose a signed copy of the terms & conditions for award of the contract, conveying his acceptance of the same.
22. While submitting the tender document, the Tenderer should specifically sign on each page of the tender document.
23. The Director, NRCM, ICAR, Jharnapani reserves the right to cancel the rate contract without assigning any reason.

24. The Rate Contract will be valid upto 31.08.2016 which may be extended by the Competent Authority of this Institute.
25. The selected party must submit the concern CST/VAT returns document filed during the contract period every quarterly for the payment received against the order made by this institute.
26. All Tender must be sent to DIRECTOR, NRCM, ICAR, JHARNAPANI, MEDZIPHEMA, DIMAPUR, NAGALAND - 797 106 through Speed post only. Tenders submitting "BY HAND" will not be accepted.
27. Late, delayed, unsealed, unsigned, overwriting, incomplete tenders, envelope containing more than one submission, without tender fee & EMD, will not be considered and summarily rejected.
28. Separate tender form, fees, bid security and undertaking will be required for each brand(s). Separate tender (sealed envelope) must be furnished for each item. Envelopes containing documents for multiple tenders will be summarily rejected.

Signature of Tenderer with seal

### **INSTRUCTION TO BIDDERS/ TENDERERS**

1. The Rate Contract will be valid for the period of 12 months from date of award of Rate Contract. The period may be extended, if required.
2. Incomplete proposals and tenders received after due date shall not be entertained.
3. In case of discrepancy between unit price & total price, the unit price shall prevail.
4. The Bid security (EMD) for Rate Contract worth Rs. 5,000.00 (Rupees Five thousand only) for each proposal is to be paid in the form of DD to be drawn in favour of Director, NRCM, ICAR, Jharnapani. This amount (Bid Security) will be converted into performance Security refundable on completion of the contract period, if rate contract is awarded.
5. Where contract (R/C) for supply of consumables etc imported (Subject to custom duty and foreign exchange fluctuations) and / or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
6. Five (05) Copies of Price list valid for The Rate Contract Period must be submitted mandatorily alongwith the soft copy of the price list (CD).
7. Authorization certificate in respect of manufacturer/Foreign Principals duly self attested and showing validity for the year 2015-2016 should be submitted.
8. Terms & Condition given in the institute format duly signed/ sealed should be submitted.
9. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
10. The Annual Turn Over of the firm during last 3 years with the ICAR Institute may also please be furnished.
11. Violation of the terms of rate contract for the supply shall result in unfair trade practice and the contract shall be terminated immediately.
12. The competent authority reserve the right to accept to reject any or all tenders without assigning any reason thereof.

Signature of Tenderer with seal  
and date