



भा. कृ. अनु. प. - राष्ट्रीय मिथुन अनुसंधान केंद्र
ICAR – NATIONAL RESEARCH CENTRE ON MITHUN
मेड्जीफेमा, दीमापुर–797106, नागालैंड (भारत)
Medziphema, Dimapur-797106, Nagaland (India)



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

Dated: 16.09.2016

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

The Director, ICAR - National Research Centre on Mithun, Medziphema Nagaland invites sealed tenders from the manufacturer and authorized stockiest only for entering into **Annual rate Contract 2016-17 for the supply of chemicals, glasswares, plasticwares and services etc.** Offer must be submitted in the prescribed format which can be downloaded from our institute website www.nrcmithun.res.in or GoI's Central Public Procurement website 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 alongwith other related documents. The proposal should reach this office **only by Speed post on or before 31st October 2016.**

Administrative Officer
For and on Behalf of Director

**APPLICATION FORM FOR ENTERING INTO RATE CONTRACT FOR
CHEMICALS, GLASSWARE, PLASTICWARE, DIAGNOSTIC KITS, RUBBER ITEMS
AND DIGITAL PIPETTES WITH ICAR-NRC ON MITHUN, MEDZIPHEMA, DIST.
DIMAPUR, NAGALAND (2016-17)**

1. Name & full address of the applicant: _____

- 1 Items /materials for which rate contract desired/
applied for
(a) Chemicals _____
(b) Glassware _____
(c) Plasticware _____
(d) Diagnostic kits _____
(e) Rubber items etc. _____
(f) Digital pipettes _____

3. If the firm is under rate contract with other
Govt. Deptt./Research Institute. Give details
alongwith certified copies of rate contract and
service providing issued by Institutes/Deptts. _____

4. Annual turnover of the firm/company during Rs. _____ Lacs.(2013-14)
financial year 2013-14, 2014-15 & 2015-16 Rs. _____ Lacs.(2014-15)
(enclose self attested photocopy of audited Rs. _____ Lacs.(2015-16)
balance sheet by chartered accountant in
support of claim.)

5. Annual business volume with ICAR-NRCM & its Rs. _____ Lacs.
campuses/regional stations (if R/C exists)
during 2015-16.(Enclose the detailed sheet
having bill no., amount & date)

6. Annual business volume with other ICAR
Institute for the year 2015-16. (Enclose the
detailed sheet having bill no., amount & date) _____

7. 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. _____

8. (a) Self attested certified copies of state sales
tax registration No., TIN No. with date of _____

(b) Central Sales Tax Reg. No. _____

(c) Latest copy of sales tax return of the year
2015-16(Please enclose copy of form-24
alongwith duly attested challan form)

9. (a) Income Tax PAN No.(in the name of firm/company & not individual) _____
 (b) Latest copy of return filed with Income Tax Department: _____
10. Whether latest printed original price list & its soft copy by manufactures is enclosed with due page numbering mention the no. of pages printed in original price list: _____
11. State whether you have been currently banned/blacklisted by any _____
 (a) Ministry/Deptt. Of Central Govt. or any _____
 (b) State Govt. If so, give details _____
12. Bank details for e-payment:
 a. Bank A/c No. _____
 b. Bank Name _____
 c. Branch Name _____
 d. IFSC Code _____
 e. Other details _____

13. In case you wish to enter into rate contract for imported goods, please furnish details as given below alongwith 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 Indian Rupees	Whether certified copy Dealership enclosed (Say Yes/No)

14. Name & address of authorized/valid dealers _____

15. Discount alongwith certificate of not giving higher discount to any other Deptt. in India _____

16. Any other information vital for entering into rate contract. _____

17. Documents required placed at page in the tender documents submitted to Director, CAR-NRCM, Medziphema, Nagaland
1. Turnover (13-14,14-15 & 15-16) - Pg. No. _____
 2. Income Tax PAN No. - Pg. No. _____
 3. Sale Tax Return(Form-24) - Pg. No. _____
 4. Authorization Certificate - Pg. No. _____
 5. Hard copy of Price List - Pg. No. _____
 6. Discount offered by the firm - Pg. No. _____
 7. Return filed with Income Tax - Pg. No. _____

UNDERTAKING

We undertake that the information provided in the offer of annual rate contract are true and correct to the best of our knowledge and belief. In case any information is found incorrect and /or false at a later stage, purchaser can terminate the rate contract and also take legal action, if any, against our firm as per rules of the Institute.

Dated:

Signature

Name of Company/Firm with complete address

TERMS & CONDITIONS OF RATE CONTRACT

1. No equipment, apparatus, other than liquid handling system (micropipettes, multi channel pipettes), gel electrophoresis accessories (gel tray, combs, tank, spacers, gel casting tray, electrode, sponge pad etc.) are covered under this rate contract. Power supply units are not covered under rate contract. Electronic pipettes are not covered under rate contract.
2. That the freight, insurance charges, if any, will be borne by the supplier. 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 for resupply. The defective supply will have to be replaced by the supplier within 7 days without additional freight/transport charges.
3. That the delivery/supply will be made on F.O.R basis to this Institute and noted in the 'Tender Notice', by road or rail transport.
4. VAT and other Govt. levies will be paid extra as applicable.
5. That the delivery of goods will be taken at the risk and cost of the supplier from railway/road transport.
6. That the supply of material will have to be completed within 30 days or period mentioned in the purchase order. The liquidated damage charges @0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value.
7. That the payment of the bill will be made preferably within 30 days on receipt of the goods in satisfactory condition and receipt of the bill.
8. No revision in rate (on higher side) will be accepted during contract period. If the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sell similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.
9. That the order will be placed as per requirement, irrespective of value of the order.
10. Supply should be made from the latest batch of production in original packing with the maximum life period. The packing of the goods should be in good condition to prevent the material from damage or deterioration during transit to their final destination.
11. Pre- receipted bill alongwith delivery challan should be sent alongwith goods.
12. The bills and other related documents may be prepared in the name of Director, ICAR-NRC on Mithun, Medziphema, Dists. Dimapur, Nagaland
13. While submitting the tender document, the tenderer should sign on each page of the tender document. Complete tender documents should be page numbered.
14. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
15. The material if supplied from outside the state should accompany duly filled form-38 (Road Permit).
16. The Director, ICAR-NRC on Mithun, reserves the right to cancel the rate contract without assigning any reason, thereof.
17. Any dispute arising between manufacturer and the purchaser will be referred to Arbitrator appointed by the Director General, Indian Council of Agricultural Research, New Delhi for which sole arbitration and decision there on will be binding upon both the parties i.e. manufacturer/supplier and purchaser.
18. All schemes/offers regarding purchase of chemicals, glasswares, plasticwares, diagnostic kits, rubber items & digital pipettes offered by the firm generally, will also be covered in the rate contract.
19. All the self attested of the documents enclosed in the tender must have the legible name & designation in the firm/company, failing which tender will be rejected.
20. All the documents must have proper self attestation as per the requirement of tender.

Signature.....
Complete address of the firm

INSTRUCTIONS TO BIDDERS/TENDERS

1. The rate contract will be made with manufacturer/principal firm valid for the period of 12 months from date of award of rate contract. The period may be extended, if required. Further, no change of authorized dealer will be entertained during the rate contract. Any request for adding local dealer when a local dealer already exists and adding any product will not be considered during the rate contract.
2. Proposals and tenders received after due date shall not be considered.
3. The ICAR research institutes are exempted from excise and customs duties on research consumables in terms of 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 as amended from time to time. However, for availing the aforesaid duty exemption benefits, the prices are required to be quoted by manufacturers essentially on ex-works basis, without including any excise/customs duty component.
4. Original printed (not photocopy) & bounded price list for 2016-17 duly signed & certified by authorized signatory alongwith soft copy (in CD) must accompany the tender, in triplicate. A certificate is to be given by the tenderer that the price list submitted is the only one in circulation throughout the country. Price list once submitted with the tender will not be changed during the rate contract.
5. Discount alongwith certificate stating that higher discount is not being given to any other department.
6. In case of discrepancy between unit price & total price, the unit price shall prevail.
7. The firm must clearly mentioned that billing and supply will be done by them directly or their authorized dealer. The firm may authorize only one dealer for supply and billing and disclose in the bid itself.
8. In case of supply of goods made through valid authorized dealer, their name & mail address, phone Nos. may be declared /indicated in the tender.
9. The Performance Security for rate contract worth Rs.5000.00 (Rupees five thousand only) for each proposal is to be submitted in the form of BG/FDR in favour of ICAR-NRCM Unit having validity for a period of 18 months with the proposal of rate contract. Without performance security, the proposal will not be entertained. **The firm who are registered with CPO/NSIC or concern ministry or department may also submit performance security.** The same will be refunded if the rate contract may not be awarded to the firm. The performance security will be forfeited if the firm fails to honour the orders of the Institute.
10. The tender without latest three copies of the original printed & bounded price list as indicated at Sl.No.4 above will not be considered and no correspondence will be entertained in this regard.
11. Authorization certificate in respect of foreign firms duly self attested and showing validity for the period of rate contract may be submitted.
12. The firm should submit the list of Govt. Deptts/Organizations with whom they have rate contract for supply of chemicals, glassware/plasticware etc. and offered discount to them.
13. Acceptance of terms & conditions of tender documents should be submitted.
14. Proposal for the rate contract should be submitted in the prescribed format and all columns may be filled up.
15. The tender of the firms which have either been black-listed by any ICAR Institute will not be accepted. The firms found black listed in ICAR, between the contract period, the contract will be terminated immediately.

16. The following documents should be furnished with the tender:
- a) Turnover copy of last three years.
 - b) Three copies of original printed (not photocopy) & bounded price list/catalogue and soft copy (in CD). Simultaneously, copies of the printed catalogue/price list must be sent through e-mail at storeaao@gmail.com.
 - c) Certificate of registration of firm and ST/VAT certificate.
 - d) Certified copies of rate contract order(s) with other organization/institute for supply of laboratory chemicals/glassware/plasticware/diagnostic kits/rubber items/pipettes.
 - e) Certificate that the firm is not black-listed or stopped dealing by any Govt. organization/Institute.
 - f) Current authorization letters issued by the principals, in original.
 - g) Copy of Income Tax PAN No.
 - h) Copy of Return filed with Income Tax Department.
17. The Director, ICAR-NRCM reserves the right to accept or reject any or all tenders without assigning any reason thereof.
18. An authorized dealer shall be restricted up to five principal firms for the supply of goods to the Institute under rate contract.

Signatures of tenderer