



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



Tel. No. 03862-247340

F.No: NRCM(S)34/2017(Vol-XI)

Dated: 29.01.2018

**E-TENDER BIDDING DOCUMENT**

**Critical Date Sheet**

Tender No.	F. No.NRCM(S)34/2015(Vol-IX)
Date of release of Tender through e-procurement	30.01.2018 at 10:30 AM
Bid Submission start date & time	30.01.2018 at 10:30 A.M.
Last date of query/clarification by the bidder	26.02.2018 at 2:00 P.M.
Last date & time for submission of bid	26.02.2018 at 2:30 PM.
Date & time for opening of technical bid	27.02.2017 at 3:00 PM.
Address for Communication	Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland – 797 106



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**NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from interested manufacturers and authorized dealers/stockiest for entering into **Annual Rate Contract for the supply of Chemicals, Glasswares, Plasticwares & Service etc.** at ICAR-NRC on Mithun, Medziphema, Nagaland.

The **CRITICAL DATE SHEET** of the e-tender is given below:

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1. The Tender form/bidding documents may be downloaded free of cost from the Institute website [www.nrcmithun.res.in](http://www.nrcmithun.res.in) and <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through **Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>)** is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The interested bidders are required to compulsorily deposit the Earnest Money Deposit (EMD) of Rs.5000/- (refundable) for each brand in any of the following ways:

- a) Demand Draft/FDR-TDR/BG from any of the Commercial bank in favour of **DIRECTOR - NRCM payable at SBI, Medziphema Branch, (Code – 06759)**. The Demand Draft/FDR-TDR/BG may be sent by speed post/Regd. Post or submit in person to the Admin. Officer, ICAR-NRC on Mithun on or before the bid opening date & time as mentioned in the Critical Date Sheet. EMD submitted through Courier Services will not be accepted.
  - b) Bank Transfer/Deposit in the Institute Bank A/c **No.11667721897, SBI, Medziphema Branch, IFSC –SBIN0006759**.
  - c) The EMD may also be deposited through the POS Machine available with the Cashier of the Institute.
5. The payment of EMD by any of the above modes has to be invariably made on or before the bid opening date & time as mentioned in the Critical Date Sheet.
  6. Bidders need not come at the time of Technical as well as Financial Bid opening at ICAR-NRCM. They can view live bid opening after logging in on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at ICAR-NRCM then they have to come with bid acknowledgment slip that is generated after successfully submission of online bid.

Asstt. Administrative Officer (S)  
For and on Behalf of Director

## **PREPARATION OF BID**

### **1. Document Comprising the Bid (The firms are required to upload scanned copies of the following documents):-**

1. Scanned copy of Earnest Money Deposit (EMD)/its exemption certificate, if any.
2. Scanned copy of Firm registration.
3. Scanned copy of Manufacturers/authorization certificates.
4. Scanned copy of PAN Card.
5. Scanned copy of GST allotted to the firm.
6. Scanned copy of Annual Turnover of the firm/company during financial year 2016-17.
7. Scanned copy of duly filled and signed application form Annexure I
8. Scanned copy of duly filled and signed undertaking Annexure II
9. Soft copies of latest manufacturer printed original price list.
10. Scanned copy of User List (if any)/Purchase Orders.
11. Non black listed certificate of the firm.

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

1. This contract will not covered non-recurring items such as equipments.
2. ICAR-NRC on Mithun, ICAR, Medziphema, Nagaland is exempted from 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. Price list of the products should be exclusive of Central Excise Duty/Custom Duty and may be shown separately, if applicable, to avail exemption concession against DSIR Certificate.
3. 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 goods the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/ transport charge.
4. The delivery/supply will be made on F.O.R. destination basis to this Institute.
5. GST/Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
6. The delivery of goods will be taken at the risk and cost of the supplier.
7. 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.
8. The payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.

9. No revision in rate (on higher side) will be accepted during contract period.
10. The order will be placed as per requirement irrespective of value of the order.
11. The firm may supply the required items as per unit price mentioned in the price list/ tender.
12. The dispute arising between manufacturer and the purchaser will be referred to Arbitrator appointed by the Director, ICAR- NRCM for which sole arbitration and decision thereon will be binding upon the parties i.e. manufacturer/supplier.
13. Supply should be made in full against the purchase order.
14. Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute.
15. No payment will be made for unsatisfactory supply, i.e., defective, broken or not as per the requirement.
16. The articles should be securely packed to avoid damages etc. in transit.
17. Supply should be made from the latest batch of production with the maximum life period & original packing.
18. Challan and the pre-receipted bills should be sent along with goods.
19. The bills should be raised in the name of the Director, ICAR-National Research Centre on Mithun, Medziphema, Dimapur, Nagaland - 797106.
20. In case proposal is accepted, the manufacturers/authorized stockiest should enclose a signed copy of the terms & conditions for award of the contract, conveying their acceptance of the same.
21. While submitting the tender document, the Tenderer should specifically sign on each page of the tender document.
22. The Director, ICAR-NRCM, Medziphema reserves the right to cancel the rate contract without assigning any reason.
23. The Rate Contract will be for a period of one year, which may be extended by the Competent Authority of this Institute.
24. The selected party must submit the concerned GST/VAT returns document filed during the contract period every quarterly for the payment received against the order made by this institute.
25. Incomplete tenders and without EMD will not be considered and summarily rejected.
26. **Separate tender form, fee, bid security and undertaking will be required for each brand (s).**

**Signature of Tenderer with seal**

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

**APPLICATION FORM FOR ENTERING INTO RATE FOR CHAMICALS, GLASSWARES, PLASTICWARES AND SERVICES ETC. WITH ICAR-NATIONAL RESEARCH CENTRE ON MITHUN, MEDZIPHEMA**

1.	Name & full address of the applicant	
2.	Items/materials for which rate contract desired/ applied for	
	(a) Chemicals	
	(b) Plastic wares	
	(c) Glasswares	
	(d) Diagnostic Kits	
	(e) Assay Kits	
	(f) Sequencing/Services/Synthesis/Construction/ Analysis/Annotation including Bioinformatics.	
3.	If the Firm is under Rate Contract with other Govt. Deptt./Research Institute, give details along with Certified copies of rate contract	
4.	Annual Turnover of the firm/ company during financial year 2016-17 (enclosed documents in support of claim)	
5.	Annual business volume with ICAR Institute during 2016-17.	
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 GST registration & TIN No. with date of validity	
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 printed original price list to be enclosed:	
10.	State whether your firm have been currently banned/ black listed by any Ministry/ Deptt. Of Central Govt/State Govt. or any ICAR Institute, any other research Institutes. If so give details	

11.	Bank details for e-payment separately:					
	(i)	For Manufacturer/Stockist:				
	(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				
	(ii)	For Authorized Dealers:				
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 manufacturer's 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.					
	Name of Authorized Dealer	Brand name (indicate separately for each)		Rate of discount allowed as per SI.14 & 15 below clearly.	Remarks, if any	
	1.					
	2.					
	3.					
	4. and so on					
14.	Discount rate along with certificate stating that it is not lower than the discount allowed to any other Govt. 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 India Stockiest.

(Please write in your letter Pad)

**UNDERTAKING**

We M/s .....i.e. manufacturers/the authorized India 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 ICAR-NRC on Mithun, Medziphema for one year w.e.f. the date of award of the contract.

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) only vide .....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 authorize M/s.....,Address ..... Telephone & Fax No..... Email id..... to obtain and execute order on our behalf for ICAR-NRC on Mithun, ICAR, Medziphema, 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 subject to maximum 10% of the total value of consignment as per the terms and conditions of Rate Contract to the Director, ICAR-NRC on Mithun, ICAR, Medziphema, 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) 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 India stockiest only and not by authorized dealers.**