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**I.C.A.R. - Directorate of Floricultural Research**

College of Agriculture Campus, Shivaji Nagar, Pune-411005

Ph 020-25537024 Email: [aodfr@yahoo.com](mailto:aodfr@yahoo.com) [ao.dfr@icar.gov.in](mailto:ao.dfr@icar.gov.in)

F No. 29-9/2016-DFR

Dated : 27.04.2016

**TENDER NOTICE**

Sealed tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research by the Director, ICAR- DFR for entering into Annual Rate Contract for supply of Laboratory Chemicals, Glasswares, Plasticwares and Consumables for DFR in the prescribed form which can be downloaded from tender link [www.dfr.res.in](http://www.dfr.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) from the manufacturers latest by 16/5/2016 upto 12.00 P.M. and Bids will be opened on 16/05/2016 at 2:30 P.M. The incomplete and late tender by any mode of dispatch will not be entertained.

**Sr. Admn. Officer**



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The Competent Authority has full right to accept or reject any Rate Contract proposal without assigning any reason.

**Senior Administrative Officer**

## **IMPORTANT INSTRUCTIONS**

1. The bidders are advised to read all the instructions contained in the tender document carefully.
2. All the documents required as per terms & conditions of the bid document should be properly page numbered and duly signed with seal by the Authorized Signatory. A certificate to this effect must be filled up and signed with seal as enclosed with the tender document.
3. Overwriting & correction(s) should be attested properly.
4. Incomplete & unsigned bids will not be considered.
5. The bids received after the due date & time will be rejected outrightly.

## TERMS & CONDITIONS FOR RATE CONTRACT

1. No equipment or apparatus of permanent nature etc. are covered under the rate Contract.
2. The packing, freight, forwarding, insurance charges, if any, will not be borne by the Institute. Similarly any loss, damage, pilferage etc. of the material on transit will be sole responsibility of the supplier. The defective supply, breakage(s), if any, is to be replaced by the supplier within 7 (Seven) days without freight/transport charges.
3. The delivery/supply will be made on F.O.R. basis to this Institute
4. The Institutes will not issue any "C" & "D" form. However, Sales Tax/VAT and other Govt. levies will be paid extra as applicable under Rule. Therefore, the firm may clearly indicate the rate of ST/CST/VAT, otherwise it will be treated as the rates are inclusive of all taxes. The Institute is exempted from the payment of Custom duty in terms of Govt. Notification No.51/96-Customs dated 23.7.1996 and Excise duty in terms of Notification No.10/97-Central Excise dated 1.3.1997 as amended from time to time for the purpose of Annual Rate Contract of these items.
5. The supplier shall deliver the goods within the delivery period mentioned in the purchase order. In case of any delay in executing the contract, the supplier shall promptly inform the purchaser in writing, the fact of delay and duration of supply before the expiry of the delivery period. Otherwise liquidated damage @0.5% per week of the cost of purchase order will be deducted subject to a maximum of 10%.
6. No payment will be made in advance. But the payment will be released within 30 days through the mode of e-payment only after receiving goods in full in satisfactory conditions. Triplicate pre-receipted bills on a revenue stamp, where required should be sent to the concerned Division/ Regional Station/Unit/Centre for payment. No interest will however, be payable in case of delayed payments.
7. The Rate Contract will be made only in Indian Rupees.
8. Price charged for the stores supplied under Rate Contract should in no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. Organization/Private Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable. A Certificate to this effect may be provided by the firm that the lowest prices have been offered to DFR. In case it is found that the price charged by the firm are more, the same will be recovered from the subsequent/unpaid bill of the supplier.
9. Any dispute arising between the manufacturer and the purchaser will be referred to Secretary, ICAR, Krishi Bhawan, New Delhi for which sole arbitration and decision thereof shall be final and binding upon the parties i.e. manufacturer/supplier and purchaser. Further, any conflict arising in relation to Rate Contract shall be subject to Pune jurisdiction.

10. Supply should be made in full against the order and part supply will not be accepted.
11. The articles should be securely packed to avoid damages etc. in transit.
12. Supply to be made from the latest batch of production with maximum shelf life in original packing to ensure appropriate intended utilization.
13. The Director, DFR reserves the right to cancel the rate contract at any time without assigning any reason.
14. The rate contract will be valid for a period of 12 months (twelve) from the date of award of Rate Contract. The Rate Contract can be extended further subject to performance review of the firm/supplier on the existing terms & conditions.
15. A certificate is to be given by the applicant that the price list supplied is the only one in circulation throughout India.
16. Printed and bound current effective price list duly signed & certified by the authorized signatory must be sent which will be applicable during the period of rate contract.
17. Discount if any, on the price list may be mentioned clearly with certification that higher discount is not offered to any other Department/ Organization.
18. In case of supply of goods through dealer, their name and mail address must be declared in the bidding document.
19. The Director, DFR reserves the right to accept or reject any or all the bids without assigning any reason.

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**Application for entering into Annual Rate Contract for  
the supply of LABORATORY CHEMICALS/ GLASSWARES / PLASTICWARES/  
CONSUMABLES.**

1. Name & full address of the applicant (in Block Letter)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Item/material for which rate contract needed:

a. Laboratory Chemicals : \_\_\_\_\_

(\* All Laboratory Chemicals including oligos, Primers antibodies and other analytical, microbiological, molecular biological and Tissue Culture chemicals, reagents and enzymes)

b. Glasswares: \_\_\_\_\_

(\* All glasswares of tissue culture, analytical, microbiological, molecular biological grades, storage vials containers etc.)

c. Plasticwares : \_\_\_\_\_

(\*Bottles wash bottles, vials, Buerettes, boxes, carboys, centrifuge wares, tissue culture wares, cryolab wares, Tags, Tips, Tubes, petriplates etc. )

d. Consumables: \_\_\_\_\_

(\* Filters, sieves, filter papers, blotting papers, membranes, pipettes, autoclaving strips, sterilants, gloves etc)

3. Annual Turnover of the firm/company for the : Rs. \_\_\_\_\_

Previous 01 (One) financial year (It should be minimum Rs 50.00 Lakh (Rupees fifty lakh only) (Enclose documents in support of claim duly Certified by a Chartered Accountant)

4. (a) Certified copies of TIN/VAT/CST Registration No.: \_\_\_\_\_

(b) Latest copy of VAT/Sales Tax Return filed with : \_\_\_\_\_  
the concerned Department.

5. Income Tax PAN No : \_\_\_\_\_

(In the name of firm/Company/ individual (in case : \_\_\_\_\_ of  
Proprietorship (copy to be enclosed)

6. Whether the firm is registered under Company Act 1956? \_\_\_\_\_

If yes, enclosed copy thereof.

7. In case the firm is registered with other Govt. Deptt./  
Agency, the same may be stated with documentary evidence: \_\_\_\_\_

8. a) Maximum discount offered on manufacturers price list : \_\_\_\_\_  
 b) Effective date of price list (The current price list as : \_\_\_\_\_  
 effective will be accepted (validity must be indicated)

9. (a) The firm/Manufacturer should have ISO for Quality Assurance  
 (copy of the ISO for Quality Assurance  
 of the original firm/manufacturer to be attached). \_\_\_\_\_

- (b) In case the foreign Manufacturer(s) who wish to  
 participate directly in the bid alongwith the price list excluding  
 custom duty together with ISO for Quality Assurance with validity of  
 the original Manufacturer(s)/Foreign Principal(s) must be attached. \_\_\_\_\_

10. State whether business dealing with the firm have been currently:  
 banned by any Ministry/Dept. of Central Govt.  
 or any State Govt. If so, give details: \_\_\_\_\_

11. Please indicate name & full address of your Banker with A/c  
 No. and IFSC code for payment through NEFT.

12. In case sole authorised dealer in India wish to enter into rate contract for these  
 imported items, please furnish details as given below:

Name of the Principal firm	Brand / Make of the goods	Date of acquiring Dealership	Date of expiry of Dealership	Price in Indian Rupees	Whether certified copy of Dealership enclosed (say Yes/No)

13. Name & address of dealers as indicated in the terms and conditions as per para (18):- \_\_\_\_\_

14. Discount along with certificate for not giving higher : \_\_\_\_\_  
 discount to any other Departments.

15. If the manufacturing firm/ sole authorised dealer in India for foreign  
 brands of chemicals is under Rate Contract with other Govt.  
 department/Research Institute, give details along with Certified copies of the  
 rate contract issued by the Department/Institute (not more than five) : \_\_\_\_\_

**Signature of the Applicant**

**CERTIFICATE TO BE SIGNED BY THE TENDERER**

**CERTIFICATE**

Certified that I have read and understood and complied with all instructions as contained in terms & conditions of this tender document. All pages submitted with this tender document from page \_\_\_\_\_ to \_\_\_\_\_ have been filled properly and signed with seal of the firm/company.

**Authorized signature of Tenderer with office seal**

**1. Telephone No.** \_\_\_\_\_

**2. Mobile No.** \_\_\_\_\_

**3. Fax No.** \_\_\_\_\_

**4. Email:** \_\_\_\_\_

**5. Website :** \_\_\_\_\_



## **CHECKLIST**

**Following documents as required with tender document must be submitted:**

S.N.	Details of documents	S.N. of format/terms & conditions of tender document	Page No.	Whether attached or not (Yes/No)
1.	Documents of turnover duly certified by a Chartered Accountant	3 of application form		
2.	Certified copies of TIN/ VAT/CST Registration No.	4 (a) of application form		
3	Latest copy of VAT/Sales Tax Return filed with the concerned Department	4(b) of application form		
4	Copy of Income Tax PAN	5 of application form		
5	ISO for Quality Assurance from original firm/manufacturer	9(a) of application form		
6	Certificate of authorization/distributorship of the Manufacturer(s) with ISO for Quality Assurance (with validity) of the original Manufacturer(s)/ Principal(s),	9(b) of application form		
7	Certificate regarding business dealing with the firm currently banned by any Ministry/Deptt. Of Central Govt. or any State Govt.	10 of application form		
8	Certificate for not giving higher discount to any Organisation under Institutional Rate Contract.	17 of terms & conditions		
9	Certified copies of the rate contract issued by Other Department/Institute (not more than five)	15 of application form		
10	FALL CLAUSE Certificate	8 of terms & conditions		
11	Certificate by the bidder that the Price List supplied to this Institute is only one in circulation throughout India.	15 of terms & conditions		

**Note: It should be ensured that all pages of the tender document must be numbered**

**Seal and Signature of the tenderer**