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

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F No. 29-10/2016-DFR

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Registration/Empanelment of Vendors

The Director, Directorate of Floricultural Research, on behalf of Secretary, ICAR, Krishi Bhawan, New Delhi intends to register/empanel the firms/companies who are in the business of manufacturing, stockiest and/or marketing of goods of specified categories.

The main object of registration of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases.

1. Eligibility & categories for Registration/Empanelment.

All firms/agencies, who are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. The firms registered with DFR, Pune will enjoy the following benefits:-

- a) Tender enquiries against demands which are not advertised, are sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.
- c) The Registered firms will be exempted from submission of EMD for the Limited Tender for the items for which the firm is registered.

3. Empanelment / Registration Procedure.

Procedure for empanelment of vendors with Directorate of Floricultural Research, Pune:-

- 3.1. The applicant should clearly read all the pages of the document.
- 3.2. Correct/relevant information/data have to be furnished by the vendors.
- 3.3. The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria & experience for that category of work/item.
- 3.4. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

3.5. The sealed envelope containing the registration form and all the relevant documents should be clearly superscripted on the top of the envelope as “**APPLICATION FOR VENDOR REGISTRATION/EMPANELMENT FOR THE CATEGORY CODE.....**”

3.6. Vendors/Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCR), shall also be considered for registration/empanelment at DFR, Pune, on the basis of registration certificate of such agencies along with other certified documents.

3.7. The vendor are requested to furnish the following documents for the technical evaluation

3.8.1. Certified copies of CST/VAT/TIN No.

3.8.2. Trade License: Factory License.

3.8.3. Income tax Permanent Account No.

3.8.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of firms etc.

3.8.5. Registration Certificates with DGS&D/NSIC if applicable.

3.8.6. Current dealership agreement from Principal along with SSI/NSIC certificate.

3.8.7. Annual Turnover Certificate for last 3 years.

3.8.8. Bank Details like Bank Name, Branch A/C No., IFSC Code, etc.

3.8.9. Relevant ISO Certificate if applicable.

3.8.10. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/State government/any PSU, University Institute etc. in the past three years should be submitted.

3.9. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the DFR after scrutiny.

3.10. The firm will be considered for registration/Empanelment for an initial period of one year and their registration will be considered for renewal as per ICAR norms, for additional two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

3.11. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:

(i) Registration No.

(ii) Vendor Trade Group/Category No. along with description.

3.12. **Service Centres:** Service Centre in Pune as well as in major cities, operational for more than 3 years, may be given. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed. & the earnest money/Security deposit will be forfeited by the Institute.

4: Category- Wise List of Items/Work

| Code No. | Category | Particular/Name of Item |
|----------|---|---|
| A | Providing and supply of | |
| 1. | Scientific Equipments/instruments | Laboratory Equipments and Sophisticated Research Equipments for Agriculture and allied sciences, Along with Annual Maintenance Contract (AMC) |
| 2. | Input supply | |
| 2.1 | Agrochemicals | Supply of fertilizer, Water soluble fertilizers, Plant growth promoters, Plant growth regulators, Herbicides, Insecticides, Acaricides, Botanical pesticides, Biocontrol agents, Fungicides Bactericides |
| 2.2 | Bags | Markin cloth bag, Nylon Net bag, HDPE woven bag, jute canvas bag, seed pockets, water proof envelope, seed pouch, labels, selfing bags, etc. |
| 2.3 | Organic Inputs | FYM, Neem Khali/cake, Vermicompost and other organic material |
| 2.4 | Pots | Cemented pots, plastic pots, earthen pots, porcelain etc. |
| 2.5 | Plant protection | All types of sprayers, dusters, etc |
| 2.6 | Entomological items | Insect rearing cages (different types), custom made insect rearing cages, insect storage boxes, Insect setting showcases, showcase cabinets, Entomological pins (different sizes), insect setting blocks, insect spreading board, Insect collecting nets (with aluminum or wooden handle), spare net bags, insect light traps (different types), cabinet for glass specimen tube box, box for specimen tube (different sizes), aspirators, entomological pin storage block, field collection bag, collapsible insect cages, collapsible insect-proof nets, corrugated cardboards, Herbarium press, Mounting board |
| 2.7 | Pheromone and lures | Pheromone traps & lures, Yellow & Blue sticky traps, |
| 2.8 | Papers | blotting papers, filter papers, paper towel, waxed papers, butter papers, species & genus covers, botanical vasculum, |
| 2.9 | Other general use chemicals and laboratory reagents | Formalin, absolute ethanol, glacial acetic acid, Isopropyl alcohol etc., |

| | | |
|------|---|--|
| 2.10 | Media | Soil, sand, cocopeat, perlite, vermiculite, mica, etc |
| 2.11 | Plastics | Polyethylene bags, plastic mulches, poly tunnels, covering / cladding material, vermi bags, shed nets, pegs, plastic and paper tags etc., |
| 2.12 | Farm and garden implements/tools | Mowers, shovel, spades, khurpi, pickaxe, cutters, secateurs, scissors, sickles, hose pipe and rose can, watering cans, etc. |
| 3.0 | Stationery | Office Stationery (like paper reams, pen, pencil, envelope, registers, files, file board etc), Computer Stationery(Computer Toner, Mouse, Pen Drive, External Hard Disc, Keyboard etc.), and Photocopier Stationary (like Photocopier Toner, paper, colour cartridges, colour paper) etc. |
| 4.0 | White goods | Split A.C., Window A.C., Water Cooler, Water Purifier, Refrigerators (For General and Laboratory purpose), oven, home appliances, etc. |
| 5.0 | Electronic goods | LCD/LED Projector, DLP Projector, 3-D Projector, Mobile/Pocket Projector, Screen, LED TV, Audio, Video, Electronic Lectern etc. |
| 6.0 | Computer peripheral, Software's | Desk Top/Lap Top/Palm Top Computer, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/Offline), Scanner, Software, antivirus, Peripherals, Accessories etc. Networking peripherals (Router, cables & Wi-Fi devices) |
| 7.0 | Furniture | Office Furniture, Lecture Hall Furniture, Library furniture, Customized laboratory furniture, Computer Furniture. Hostel Furniture, Mess Furniture, Home Furniture, Chest, Rack, etc. Conference Hall furniture, Video conference room furniture etc. |
| 8.0 | Electrical Goods and Accessories | Fan (Ceiling/Table/Wall), Water Heater, Inverters, Generators, Lamps & lighting Fixture, Decorative Lamps, Voltage meter, Stabilizer, Distribution Board, LED Lights, Plug, Switch, Wire/Cable, Electric Fitting/Accessories etc. |
| 9.0 | Building Material Supplier and Petty Contractor | Supply of all types of building material and petty contractors for civil, electrical, furnishing works etc. |
| 10.0 | Air Cooler | Desert/Room Cooler, Accessories, repair & maintenance |
| 11.0 | Boards | Back lit, Front lit, Sign Board, LED display boards, Notice Board, Green Board, White Board, Name Plates etc. |

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|------|-------------------------|---|
| 12.0 | Fax, EPABX, Photocopier | Photocopier, EPABX, Telephone instruments, Fax machine etc. |
| 13.0 | Fire Extinguisher | Dry Powder Type, Water Co2 Type, Mechanical Foam Type, Co2 Type etc. |
| 14.0 | Sports Material | All Sports Material, Fitness Kit/Gymnasium development of sport courts (Badminton, table tennis, lawn tennis, etc.) |
| 15.0 | Water | Potable / drinking water |

| Code | Category | Particular/Name of Item |
|------|---|--|
| B | Providing the services for | |
| 1. | Printing | Typing, Translation, Cover Design, Composing, Offset Printing Screen Printing, Digital Printing, Letterpress printing , Security Printing of Annual report, Information Brochure, News Letter, Answer Books, Leaflets, Visiting Cards, I-Cards, Invitation Cards, Letter Heads, Degree, certificates, Coupons, Forms, Posters, Ledgers, Registers, bulk printing of various office forms etc. |
| 2. | Photocopy & Binding | Colour/BW Photocopy, Binding work, Lamination etc. |
| 3. | Annual Maintenance Contract for major and minor equipment | Computer and its peripherals, UPS, Website, Air Conditioners, EPABAX, Photocopier, water cooler etc., |
| 4. | Travel/Transport | For hiring Cars, Jeeps, Buses, Trucks etc. for local and outstation travel/transport. |
| 5. | Advertising Agent. | For publication of advertisement in different newspapers & notifications and other media requirements as and when required. |
| 6. | Painter/Artist | Painting and writing of different sign board including supply of board. |
| 7. | Repair and maintenance | Plumbing, electrical, drainage, carpentry, painting, petty works, welding and iron works |
| 8. | Repair & maintenance of farm Equipment | Tractor, farm machinery, sprayer, dusters, and other tools repair & maintenance. |
| 9. | Machine Fabrication | Supply of required fabrication materials and fabrication of machines and tools. |
| 10. | Glass House repair & maintenance | Supply of goods, parts required for repair of glass houses & their maintenance. |
| 11. | Garden & lawn maintenance | Supply of gardening materials & Equipments, maintenance of gardening Equipments, supply of plants, seeds & sowing materials etc. |
| 12. | House keeping | All services related to house keeping |

| | | |
|----|-------------------------------|--|
| 13 | Security services | Security services for institute and research farms |
| 14 | Tractor based farm operations | Services for the tractor operations like ploughing, harrowing, ridges and furrows making, levelling, rotavator, spraying with HTP, disking, transportation, bund and channel formation, etc. |
| 15 | JCB operations | JCB Services required for the cleaning, levelling making of channels, removal of boulders, digging of pits, digging for the laying out the electric wires and pipelines, etc. |

Note: DFR reserves all the right to modify or add any or all the categories as per the requirement of the Institute from time to time.

5: Terms & Conditions for Vendor Registration/Empanelment as a Supplier

5.0) General Clause

5.1.1. The said registration, only qualifies a particular vendor for consideration for issue of tender enquires in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work/purchase order.

5.1.2. Director ICAR-DFR reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of DFR, in respect of registrations of parties for various categories of work /items shall be final & binding on all concerned registered firms/vendors in the panel of DFR.

5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of DFR and keep the Institute informed of new products/developments/innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

5.1.4. Two-part tendering is done where technical screening/clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.

5.1.5. This document is treated as a valid contract between DFR and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/work orders placed by DFR from time to time during the registration period.

5.1.6. In case of empanelled vendor is found in breach of any terms & condition(s) of DFR or supply/work order, at any stage during the course of supply/installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/security Deposits shall be forfeited by DFR, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with the Institute/ICAR.

5.1.7. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.

5.1.8. Any vendor may submit their proposal fort registration/empanelment with this Institute upto 16.05.2016 till 1200 hrs. All those firms which are registered and confirmed shall be entertained for various queries.

5.1.9. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

5.1.10 In all future correspondence with DFR, empanelled vendors are required to quote the Registration No.

5.1.11 The DFR, has all the rights reserved to add/delete/alter any of the items and to amend/add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.1.12 For each category of item separate application must be submitted failing which the application will be rejected.

5.1.13 Furnish your credentials with relevant brochures/catalogue/ product/ price list, etc

5.2) Price Variation Clause

During the validity of the empanelment including the extended period, **if the vendor sells any empanelled items** to any other department/Organization at a price lower than the price fixed for DFR, the vendor must voluntarily pass on the price difference to DFR, with immediate effect.

5.3) Termination for default

a) Default is said to have occurred

i) If the vendor fails to deliver any or all of the service within the time period(s) specified in the purchase order or any extension thereof granted by DFR,

ii) If the vendor fails to perform any other obligation(s) under empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from DFR (or takes longer period in spite of what DFR may authorize in writing), DFR, may terminate the empanelment/purchase order in whole or in part.

5.4) All disputes in this connection shall be settled in Pune (Maharashtra) jurisdiction only.



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**APPLICATION FORMAT FOR VENDOR
EMPANELMENT**

| | |
|---|--|
| Name of the Company/Agency/Contractor | |
| Head Office/Registered Office | |
| Telephone Number | |
| Fax Number | |
| Email | |
| Web site (if any) | |
| Date of Establishment | |
| Branch Officer in Pune, if any | |
| Telephone Number | |
| Fax Number | |
| Name & address of Principle firm (if any) | |
| Type of Organization: | |
| Documents enclosed: | |

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the document.

Signature of the Firm with Seal

CERTIFICATE TO BE SIGNED BY THE VENDORS

CERTIFICATE

Certified that I have read and understood and complied with all instructions as contained in terms & conditions of this registration/empanelment of vendor 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

| Sl No | Description | Attached (Yes/No) | Page No. |
|-------|--|-------------------|----------|
| 1 | Application Format Attached | | |
| 2 | CST/VAT/TIN No. | | |
| 3 | Trade License: Factory License | | |
| 4 | Income tax Permanent Account No. | | |
| 5 | Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of firms etc. | | |
| 6 | Registration Certificates with DGS&D if any | | |
| 7 | Current dealership agreement from Principal along with SSI/NSIC certificate if any | | |
| 8 | Annual Turnover Certificate for last 3 years | | |
| 9 | Bank Details | | |
| 10 | Relevant ISO Certificate if any | | |
| 11 | A notarized certificate that the vendor hasn't been black listed by any institution of the Central/State government/any PSU, University Institute etc. in the past three years should be submitted | | |
| 12 | Duly filled certificate to be signed by the tenderer | | |

(Signature of applicant with seal of the agency/firm)