



भाकृ.अनुप.-राष्ट्रीय ऑर्किड अनुसंधान केंद्र
ICAR-National Research Centre for Orchids
पाक्योंग 737106, सिक्किम, भारत
Pakyong - 737 106, Sikkim, India



दूरभाष सं. 91-03592-267030 (निदेशक) टेलीफैक्स 03592-267032 (AO)
वेबसाइट: www.nrcorchids.nic.in ई-मेल: ई-मेल: director.nrc@icar.gov.in

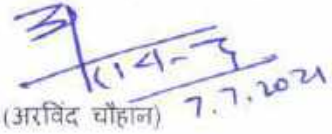
F: No. NRCO/S/10/2021-22/21

Date: 07.07.2021

निवीदा सूचना (सी.पी.पी पोर्टल)

निदेशक, भाकृ.अनुप.-राष्ट्रीय ऑर्किड अनुसंधान केंद्र, पाक्योंग, सिक्किम, भारत द्वारा प्रयोगशाला उपभोग्य सामग्रियों लिए (रसायन, अभिकर्मकों, कांच एवं प्लास्टिक के बने समान एवं अन्य प्रयोगशाला उपभोग्य सामग्रियों) की आपूर्ति हेतु टू बिड प्रणालि (तकनीकी और वित्तीय) के तहत ऑनलाइन सीपीपीपी पर यूआरएल: <http://eprocure.gov.in/eprocure/app> के माध्यम से निवीदा आवेदन आमंत्रित किया गया है। ऑनलाइन बिड जमा करने की अंतिम तिथि 19.08.2021 है। अधिक जानकारी URL: <http://eprocure.gov.in/eprocure/app> या <https://nrcorchid.nic.in> पर देखें।

निवीदा आई.डी : 2021_DARE_637512_1


(अरविंद चौहान) 7.7.2021

प्रशासनिक अधिकारी (प्र.)

प्रतिलिपि :

1. निदेशक के निजी सहायक, अन.आर.सि.ओ, पाक्योंग, सिक्किम
2. टी.ए.सी (अध्यक्ष), अन.आर.सि.ओ, पाक्योंग, सिक्किम
3. ARIS Cell प्रभारी, अन.आर.सि.ओ, पाक्योंग, सिक्किम (संस्थान की वेबसाइट पर अपलोड करने हेतु अनुरोध)
4. सहायक वित्त एवं लेखा अधिकारी, अन.आर.सि.ओ, पाक्योंग, सिक्किम



भाकृ.अनुप.-राष्ट्रीयआर्किड्सअनुसंधानकेंद्र

ICAR-National Research Centre for Orchids

पाक्योङ 737106, सिक्किम, भारत

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वेबसाइट: www.nrcorchids.nic.in ई-मेल: director.nrc@icar.gov.in



F.No: NRCO/S/10/2021-22/21

Date: 07.07.2021

NOTICE FOR INVITING E-TENDER THROUGH E-PROCUREMENT

Director, ICAR-NRC for Orchids, Pakyong, Sikkim invites online tender in Two Bids System for Rate Contract For Supply of Chemicals, Reagents, Glassware, Plasticware & Other Laboratory Consumables at ICAR NRC for Orchids, Pakyong, Sikkim and Darjeeling Campus, West Bengal for the year 2021-22

TENDER NO: NRCO/S/10/21-22/ 21					
Critical Dates:					
Published Date	09.07.2021	9:00 A.M	Bid Opening Date	20.08.2021	11:00 AM
Document Download/ Sale Start date	09.07.2021	9:30 A.M	Document Download/ Sale End date	19.08.2021	9:00 AM
Bid Submission Start Date	09.07.2021	10:00 A.M	Bid Submission End Date	19.08.2021	10:00 AM

Tender ID: 2021_DARE_637512_1

Tender documents may be downloaded from institute's web site <https://nrcorchids.nic.in/index.php/en/> and CPPP site <https://eprocure.gov.in/eprocure/app>

Tender Document contains:

- | | |
|--|---------------|
| 1) Instruction to bidders - | Annexure-I |
| 2) General Terms and Conditions - | Annexure-II |
| 3) Other terms & conditions of the Contract- | Annexure-III |
| 4) Contract Form - | Annexure - IV |
| 5) List of quoted Company(ies) and Category(ies) | Annexure - V |
| 6) Financial Bid - | Annexure - VI |

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07.07.2021
(Arvind Chauhaan)
Administrative Officer (I/C)

Instruction to bidders

1. **Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**
2. The complete bidding process is online. Bidders should possess of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website (CPPP) mentioned above.
3. **Tenderer/Contractor/Bidders are advised to follow the instructions provided in the Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.**
4. **Tender Cost:**

Applicant contractor must submit the demand draft for Rs 500/- (Rupees Five Hundred only) in favour of Director, NRCO, Pakyong obtained from any Nationalized/ scheduled Bank valid for three months as tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable. **The demand drafts for tender fees must deliver to Director, ICAR-NRC for Orchids, Pakyong, Sikkim - 737106 on or before last date/time of Bid Submission.**
5. **EMD Payment:**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 20,000/- (Rupees Twenty Thousand Only)** by way of demand drafts. The demand shall be drawn in favour of "**Director, ICAR-NRC for Orchids, Pakyong**".

The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee / Security Deposit and for unsuccessful bidder(s) it would be returned without any interest after award of the contract. **The demand drafts for EMD must deliver to Director, ICAR-NRC for Orchids, Pakyong, Sikkim, on or before last date / time of Bid Submission.**

 - a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the institute in respect of any previous work will be entertained.
 - b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - c) The Tenders without Earnest Money will be summarily rejected.
 - d) The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid)
 - e) No Claim shall lie against the ICAR-NRCO in respect of erosion in the value or interest on the amount of EMD.
 - f) The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful Bidders, shall be retained by the Purchaser, up-to a maximum period of 6 months from the date of opening of the Bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful tenderers on written request. No interest will be payable by the ICAR-NRCO authorities on the EMD.
6. **The original DD in respect of cost of tender document, earnest money deposit etc. must be delivered to the ICAR-NRCO, Pakyong on or before last date/time of Bid Submission through speed/ Registered post, as mentioned above. The bid without tender fee and EMD will be summarily rejected. Envelope containing DD should be superscribed "TENDER FEE AND EMD INSIDE" in bold letter.**

7. **Submission of Tender:** The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

8. **The bids submitted through offline mode by Telegram / Fax /Email/Speed post shall not be considered. No correspondence will be entertained in this matter.**

9. **Technical Bid**

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document: (Annexure-IV & V)

- i) Signed and scanned copy of appropriate bidder valid registration certificate experience certificate as per the tender notice, PAN, VAT, GST registration certificate and Tender Acceptance Letter.
- ii) Signed and Scanned copy of documents like Tender Cost (Tender Fees/ Earnest Money Deposit).
- iii) Duly Filled, Signed and Scanned copy of Technical Bid/Technical Information and Undertaking as per Annexure- IV.
- iv) Duly Filled, Signed and Scanned Copy of Technical Bid/ Quoted Companies and Categories as per Annexure V.
- v) Soft copy of price list from the principle for the year 2021-22 must accompany the tender.

10. **Financial Bid**

Financial Bid to be furnished by the bidder as per format provided in Annexure-VI



Conditions of Contract**General Terms and Conditions**

Subject: - Notice inviting bids for Annual Rate Contract for supply of Chemicals, Reagents, Glassware, Plasticware and other Laboratory Consumables for ICAR – NRCO, Pakyong, Sikkim and Darjeeling Campus, West Bengal for the period of one year.

1. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the EMD/Tender Fee . Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent.
2. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
3. The Manufacturers (OEMs) / principals offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers / stockiest has been nominated by the principal, the bills raised by them against this office purchase order will be accepted.
4. Any addition or deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
5. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of NRCO, Pakyong (<https://nrcorchids.nic.in/index.php/en/>) and CPPP. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
6. Printed & bound price list/catalogues for 2021-22 (Both hard copy and soft copy) duly signed & certified by authorized signatory must accompany the tender. Soft copy required to be uploaded with technical bid. While hardcopy/ price list which is in CD may be downloaded and a print out copy may be supplied to this office duly signed and **sealed** by authorized signatory. Tender Number, Last date and contents of envelope should be clearly super scribed on envelope. Photocopy of the price list and price list in spiral binding will not be accepted. Offline bids shall be rejected.
7. **The bidders are required to mention tax rate applicable (if any) on each category otherwise rates will be treated as inclusive of all taxes.**
8. **An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.**
9. Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than offered should be enclosed with Financial Bid.
10. The prices / rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount / rates shall be considered as valid.
11. The percentage of discount quoted by each firm in tenders be given both in words and figures. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.

12. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared / indicated in the tender.
13. Enlistment under Rate Contract with this Institute does not ensure business of any quantum, whatsoever and entering in rate contract doesn't bound this centre to place supply order. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

14. DOCUMENTS COMPRISING THE BID:

The bids prepared by the bidder shall comprise of (i) Technical Bid and (ii) Financial Bid:

(i) Technical Bid: - To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Valid registration certificate of the firm of the Govt. / State Govt.
- (b) Duly filled format of Technical Bid as per Annexure – IV.
- (c) Price list of the items from the Principal.
- (d) Manufacturer Authorization Certificate from the principal must be attached by Local Authorized Dealer.
- (e) PAN number with document
- (f) VAT/CST with document/GST
- (g) The bidder shall be a Manufacturer / Distributors / Suppliers / Agents.
- (h) The technical bid should be accompanied by Demand draft of **Rs. 500/- (non-refundable) against tender fee** and Demand Draft of **Rs. 20,000/- (Rupees twenty Thousand only) for EMD.**
- (i) Copy of Income Tax Return Acknowledgement for last Three years.
- (j) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- (k) The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
- (l) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.
- (m) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

(ii) Financial Bid: The financial bid shall contain:

- (a) Price Bid Form [As per Annexure - VI] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

15. Signing of Tender :

Individual signing the tender or other documents connected with contract must specify whether he sign as:

- a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

16. 1) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
- a) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.
- b) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.
- 2) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
17. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so NRCO, Pakyong may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
18. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**
19. **Opening of Tender:**
The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification.
20. **Right of acceptance:**
Director, ICAR-NRCO reserve the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The Director, ICAR-NRCO reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
21. **Delivery:**
Delivery of goods shall be made by the supplier within 60 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of goods within one weeks of placing of order also.
22. **Liquidated Damages:**
Supply of material will have to be completed within 60 days or period mentioned in the purchased order. The liquidated damages charges @ 0.5% per week of the value of that part of the goods that, as a consequence of the delay, shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

23. Risk Purchase

If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in our Tender Document; Director, NRCO, Pakyong reserves the right procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.

24. The Payment clause:

The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s). Payment will be made only after satisfactory certificate of indenter regarding quality and quantity of ordered item.

No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. No payment will be made against supply of partial order. The firm shall submit the bill only after supply of the material to the satisfaction of the NRCO, Pakyong on receipt of a pre-receipted bill invoice from the firm the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected.

25. Performance Security:

The successful tenderer will be required to furnish **Rs. 20,000/- (Rupees Twenty Thousand only)** as Performance Security Deposit in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the **"Director, ICAR-NRC for Orchids, Pakyong"**, which shall be kept for a period of 60 days beyond completion of all the contractual obligations.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract.

26. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

27. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by **ICAR-NRC for Orchids, Pakyong** in that event the security deposit shall also stands forfeited.

28. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Pakyong, Sikkim and all obligations hereunder shall be deemed to be located at Pakyong, Sikkim and Court within Gangtok, Sikkim will have Jurisdiction to the exclusion of other courts.

29. Periodicity/ Duration of Tender:

Periodicity / Duration of Tender will be initially for a period of one year from date of finalization which can be further extended for a period of one year on same terms and conditions if the performance is found satisfactory.

The contract can be terminated at any moment of contract period/ any time by giving two months prior notice by either party in writing on account of any of the following reasons.

- i) On account of unsatisfactory performance**
- ii) Breach of contract clauses (s)/ terms and conditions**

30. The ICAR Research Institutes are exempted from Excise and Customs Duties on research consumable in terms of Govt. Notification No. 51/96-Customs Dated 23.07.1996 and Central Excise Duty Exemption in terms of Govt. notification No. 10/97-Central Excise dated amended from time to time and accordingly the prices are required to be quoted by Manufactures on Ex-works basis without including any Excise / Customs Duty Component.
31. No equipment, apparatus, Gel electrophoresis apparatus, Outsourcing of services etc. are covered under this rate contract.
32. Financial Bids will be open for only those bidders who qualify Technical bids.



Other terms & conditions of the Contract

1. The successful firm will enter into rate contract initially for one year from the date of award the contract which can be extended for another one year on satisfactory completion of work. ICAR-NRCO, Pakyong shall, however, reserve the right to terminate the contract at any time without assigning any reason.
2. The items will have to be supplied at ICAR-NRCO, Pakyong, Sikkim and ICAR-NRCO Darjeeling Campus, Darjeeling, West Bengal. No transportation/ cartage charges will be provided for the same.
3. The articles should be securely packed to avoid damages etc. in transit. ICAR-NRCO will not bear cost of damage of goods during transit.
4. ICAR – NRCO, Pakyong, Sikkim shall be the sole authority to cancel or amend the order, as per requirement.
5. Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office/indenter and accepted. If any item delivered /supplied is found to be defective/adulterated/tempered/expired, or not of the desired quality/quantity, this may cause of termination of contract and forfeiture of Performance security amount.
6. In case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay, for which no extra payment shall be made by ICAR-NRCO, Pakyong. The Director, ICAR-NRCO, Pakyong, Sikkim reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
9. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
10. **Discount:** The Discount which will be offered by the manufacturer/authorized distributors on the manufacturer's price list for the year 2021-22 may be mentioned. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals etc.
11. **Sale Tax/VAT/GST No:** The rate of Sale Tax/VAT/GST Number should be mentioned clearly.
12. **Authorization Letter:** Authorization letter from the manufacturer for the contract period should be submitted along-with quotation, failing which quotation will not be considered.
13. The ICAR-NRCO, Pakyong reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

Special Conditions:

- a) 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 30 days without additional freight / transport charge.

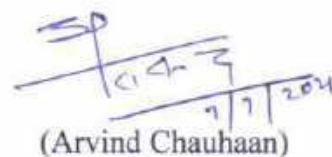
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- b) VAT/GST and other Govt. levies will be paid extra as applicable by the supplier.
- c) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute.
- d) Payment of the bill will be made after receipt of the goods in satisfactory condition only.
- e) No revision in rate (on higher side) will be accepted during contract period.
- f) Order will be placed as per requirement, irrespective of value of the order.
- g) Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier.
- h) Supply should be made from the latest batch of production with maximum life period & original packing.
- i) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

14. Inspection:

- a) The Director, ICAR-NRCO, Pakyong shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- b) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice. Supply of defective or non satisfactory items may cause the forfeiture of Performance security or termination of Rate contract.


(Arvind Chauhaan)

Administrative Officer (I/c)

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm / Bidder	Page No.	Remarks
1.	Name & Address of the Manufacturer / Authorized Distributor		
2.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization.		
3.	Item /materials for which rate contract desired /applied for: (a) Chemicals (b) Plasticwares (c) Glasswares (d) Filter Papers (e) Any other Lab. item		
4.	Whether the firm is registered under company Act 1956? If yes, enclose certified copies: In case firm is registered with other Govt. Deptt./ Agency/State or Central Govt, the same may be stated with documentary evidence		
5.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
6.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
7.	Copy of Registration of firm		
8.	Copy of VAT/CST/ST/GST Registration		
9.	Copy of PAN/TAN Card		
10.	Authorization certificate from the manufacturer / principal		
11.	Certificate for No Deviation		
12.	Certificate for Price Justification		
13.	Non Blacklisting Certificate		
14.	Income Tax PAN No. (in the name of firm/company & not individual) Copy of Income Tax Return for last 3 years		
15.	Whether each page of Tender Document and its annexure have been signed and stamped		
16.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
17.	Quality Assurance Certificate (Please specify)		

18.	List of quoted companies and category as Annexure - V		
19.	Have you previously supplied these items to any Central or State Govt Dept/PSU/Autonomous Body, relevant proof should be attached. (Also provide an Undertaking that you have not quoted the price higher than previously supplied any government institute)		
20.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items.		
21.	Please indicate name & full address of your Banker		
22.	Name & Address of authorized/valid dealers (With Mobile No.) if any for the year 2021-22		
23.	Any other information important in the opinion of the tenderer		

Page number / serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.

In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of Tender Document and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by ICAR-NRCO, Pakyong, Sikkim and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and ICAR-NRCO , Pakyong, Sikkim may imposed any action as per Tender rules.

Date :
Place :

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

Tender No.:

I/We, M/s. _____ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year. Price list being furnished with the proposal will remain valid for the current rate contract irrespective of price list validity period. The price list supplied is only one in circulation.

SIGNATURE AND STAMP OF
THE BIDDER

Date:

Place:

FORMAT FOR MANUFACTURER'S AUTHORISATION

Dated:

To,
The Director,
ICAR-NRC for Orchids
Pakyong, Sikkim-737106

Reference: _____

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref. Your Tender No. _____, dated _____
We, _____

_____ who are
proven and reputable manufacturers of _____ (name
and

description of the Items/category offered in the Quotation) having factories at _____, hereby

authorize Messrs. _____ (name and address of the agent) to submit a
Quotation, process the same further and enter into a Rate Contract with you against your
requirement as contained in the above referred Quotation Form for the above items manufactured
by us.

We further confirm that no supplier or firm or individual other than Messrs. _____ (name and address of the
above agent) is authorized to submit a tender, process the same further and enter into a Rate
Contract with you against your requirement as contained in the above referred Quotation Form for
the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply
contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we
would have quoted directly.

Yours faithfully,

[Signature with date, name and designation]

For and on behalf of
Messrs. _____

[Name & address of the manufacturers]

Note:-

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

List of quoted Company(ies) and Category(ies)

S. No.	Company(ies)	Category(ies) i.e. Cultural Media, Chemicals, Glassware, Plastic ware, Filter Paper etc.
1.		

Note:

1. Authorization(s) for quoted company(ies) must be attached by the distributor with the technical bid.
2. Category(ies) are required to mentioned on Authorizations for which a distributor is authorized to supply.

Stamp and Signature _____
Name & Address of the Firm _____
Telephone No. _____
Mobile No. _____

Date:

Place:

Financial Bid

To

The Director,
ICAR-NRC for Orchids,
Pakyong, Sikkim-737106

Sir,

I/We M/s. _____ wish to submit our Rate Contract for supply of Chemicals, Reagents, Glassware, Plasticware & other Laboratory Consumables at ICAR-NRCO, Pakyong, Sikkim and ICAR-NRCO, Darjeeling Campus, Darjeeling, West Bengal on following rates.

Laboratory Chemicals, Laboratory Reagents and other Laboratory Consumables:

S. No.	Brand / Make	% of discount quoted by the firm on their printed price list	
		In Figures	In Words

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in later and spirit.

Stamp & Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____

Date:

Place: