

**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON GOATS,  
MAKHDOOM, P.O. FARAH-281122, MATHURA (U.P.)  
Phone No.0565 276 3380 Fax No.0565 276 3246**

F. No.5-6(2)/CP&C/2015

Dated 14<sup>th</sup> July, 2015

**NOTICE INVITING BIDS FOR ANNUAL RATE CONTRACT**

1. Sealed bids/ proposals for annual rate contract are invited on behalf of the Director, CIRG, Makhdoom from the manufacturers/suppliers for the supply of Chemicals, Kits, Glassware, Plastic-ware, Filter Paper, Xerox Paper, A.I. Peripherals, Minor Accessories, Computer Peripherals, Batteries, UPS and Cartridge of Printers for next one year.
2. Detailed terms & Conditions and instruction to Bidders are available on Institute website [www.cirg.res.in](http://www.cirg.res.in) and CPP (Central Procurement Portal).
3. Intending firms may download application form & other details from the Institute website, CPP (Central Procurement Portal) and submit their proposals along-with fee of Rs.500/- in shape of DD drawn in favour of ICAR unit CIRG and payable at any commercial Bank at Farah / Mathura failing which bids/proposals shall be rejected.

Last date for submission of sealed tenders / bids for annual rate contract	5.8.2015 upto 4.30 P.M.
Date of opening of Tenders / bids/Rate contract proposal	6.8.2015 at 11.00 A.M.

**ASSTT. ADMN. OFFICER  
ON BEHALF OF THE DIRECTOR**

APPLICATION FORM FOR ENTERING INTO ANNUAL RATE CONTRACT FOR CHEMICALS, LABORATORY KITS, GLASS-WARES, PLASTIC-WARES, FILTER PAPERS, XEROX PAPER, A.I. PERIPHERALS, MINOR ACCESSORIES, COMPUTER PERIPHERALS, BATTERIES, UPS AND CARTRIDGE OF PRINTERS WITH CIRG, MAKHDOOM FOR THE NEXT ONE YEAR

1.	Name & full address of the applicant Phone No. / email id	
2.	Item / material for which rate desired / applied	
(a)	Chemicals	
(b)	Diagnostics & Hormones Kits	
©	Plastic-wares	
(d)	Glass wares	
(e)	Filter papers	
(f)	Other (Specify) 1. Xerox paper, 75 GSM 2. Artificial Insemination Peripherals: Liners, sheath, straws, cones, cups etc. 3. Minor accessories like heaters, soxlet, crucibles, Clinical Max-Min thermometer. 4. Computer peripherals: Mouse, key boards, Hard disk, SMPS, DVD Drive, Monitor etc, 5. Battery for UPS 7.2 AH 6. UPS – 1 kva, 0.5 kva 7. Cartridges for Laser printer : HP, Canon, Lexmark, Ricoh – Aficio 8. Phenyl 9. Tissue paper / aluminum foil	
3.	If the Firm is under Rate Contract with other Govt. Deptt. / Res. Instt. Give details along with Certified copies of rate contract issued by Institutes / Deptt.	
4.	Annual turnover of the firm/company during financial year 2014-15 (enclosed documents in support of claim)	
5.	Annual business volume with CIRG, during 2014-15	
6.	Whether the firm is registered under company Act 1956, If yes, enclose certified copy & supporting documents	
7.(a)	certified copies of state sales tax registration No./Tin No. with date of validity	
(b)	Central Sale Tax Return(Please enclose copies of relevant papers.	
©	Latest copy of Sales Tax Return (Please enclose copies of relevant papers)	
8.(a)	Income Tax /PAN No.	
(b)	Name of firm/company & not individual)	
©	Latest copy of Return filed with Income Tax Deptt.:	
9.	Whether product catalogue is in circulation, If so, please enclose copy (Printed & bounded ) 2 copy	
10.	State whether you have been currently banned / Blacklisted	

	by any Ministry / Deptt. Of Central Govt. or any State Govt. If so give details				
11.	Please indicate name & full address of your Banker				
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	Whether certified copy of Dealership enclosed (Say Yes/No)
13	Name & address, Phone No. / email id of authorized/valid dealers for CIRG, if any for the year 2015-16				
14	Trade discount along with certificate for not giving higher discount to any department as quoted herein.				
15.	Any other information vital for entering into rate contract				

Signature  
Name of Company/Firm Complete address

**TREMS & CONDITIONS OF THE ANNUAL RATE CONTRACT**

1. That the freight, insurance charges, if any will not be borne by the purchaser. Similarly shortage, pilferage in transit will be the sole responsibility of the supplier and the same will be intimated to the supplier within 10 days on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 15 days at his / her own cost.
2. That the delivery/supply will be made on F.O.R. basis to this Institute.
3. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
4. That the delivery of goods will be taken at the risk and cost of the supplier from railway/transport.
5. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidate damage charge @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.
6. That the payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
7. No revision in rate (on higher side) will be accepted during the annual contract period.
8. That the order will be placed as per requirement irrespective of value of the order.
9. The firm may supply the required items as per unit price mentioned in the price list.
10. the dispute arising between manufacturer and the purchaser will be referred to Arbitrator appointed by the D.G. ICAR, New Delhi for sole arbitration and decision there on will be binding upon both the parties i. e. manufacturer/supplier and purchaser .
11. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
12. Supply order shall be placed to the manufacturer / R.C. holder with a copy to respective authorized dealer.
13. Authorized dealer /manufacturer may raise the bill for payment, but dealer must incorporate advise note of the manufacturer /R.C. Holder. The effective price list during the currently of this rate contract shall be the same as enclosed with rate contract offer.
14. No payment will be made for unsatisfactory supply.
15. The articles should be securely packed to avoid damages etc. in transit.
16. Supply be made from the latest batch of production with the maximum life period & original packing.
17. Pre-receipted bills in triplicate should be sent along with the goods.
18. The bills may be prepared in the name of the Director, CIRG, Makhdoom.
19. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.
20. While submitting the tender document, the tenderer should specifically sign on each page of the tender document.
21. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
22. The Director, CIRG, Makhdoom reserves the right to cancel the rate contract without assigning any reason. No enquiry after submission of the proposal will be entertained.
23. The Rate Contract can be extended for a period of three to six months on existing terms & conditions.

Signature  
Complete address of the firm

## **INSTRUCTIONS TO BIDDERS/TENDERERS FOR ANNUAL RATE CONTRACT**

1. The Annual Rate Contract will be valid upto 31.07.2016.
2. Incomplete proposals and tenders received after due date shall not be entertained.
3. A certificate is to be given by the tenderer that the price list supplied is the only one in circulation.
4. Printed & bounded price list of 2015-16 duly signed & certified by authorized signatory must accompany the tender in duplicate.
5. Trade discount along with certificate certifying that higher discount is not given to any other department than offered to this our Institute.
6. In case of discrepancy between unit price & total price, the unit price shall prevail.
7. In case of supply of goods made through valid authorized dealer, their name & mail address for CIRG, Makhdoom may be declared/indicated in the tender.
8. The Bid security (EMD) worth Rs.10,000/- (Rupees Ten thousand only) for each proposal is to be paid in the shape of DD/FDR in favour of ICAR Unit CIRG and payable at Farah/Mathura. This amount (Bid Security) will be retained as performance Security Money, if rate contract is awarded.
9. Printed price list (Hard copy) 2015-16 may be furnished in bound form. An undertaking may also be given that the price list being furnished with the proposal will remain valid for the current rate contract period.
10. Terms & conditions given in the Institute format duly signed/sealed may be submitted.
11. Photocopy of the price list and price list in spiral binding will not be accepted.
12. Proposal for rate contract may be submitted in the prescribed format and all columns must be filled up properly.
13. In case the price list for the previous year 2014-15 is still valid for the entire period of rate contract, a certificate to this effect may please be furnished duly signed by the authorized signatory.
14. The Annual Turn Over of the firm during last 03 year with the CIRG, Institute may also please be furnished (enclose document in support of the claim).
15. Authorization Certificate from Principals is mandatory containing currency period of the dealership. Self attested copies should be enclosed otherwise proposals will be rejected.
16. The Competent authority reserves the right to accept or reject any or all the proposals of annual rate contract without assignment any reason.
17. It may be insured by the manufacture and their authorized dealer that discount passed to this institute is the maximum and no other organization is being given discount more then / passed on to us.

Subject : Annual Rate Contract for the purchase of Chemicals, Kits, Glass-wares, Plastic-wares, Filter Papers etc.

A DFA along-with terms & conditions for ARC of Chemicals, Kits, Glass-wares, Plastic-wares, Filter Papers etc. is placed on the file for kind consideration and approval please.

If approved by the Competent Authority, Bid Notice may be send for publication in the following news papers including Institute Website and CPP.

1. Times of India
2. Amar Ujala
3. Indian Trade Journal

Submitted for approval please.

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F. No. 5-6(2)/CP&C/2015

Dated: 14<sup>th</sup> July, 2015

To

M/s Unicom Advertising,  
289-290, Divile Nagar,  
Krishna Nagar Chowk, Mathura.

**Subject:** Publication of Notice Inviting Bids / Proposals for Annual Rate Contract of CHEMICALS, KITS, GLASSWARE, PLASTIC-WARE, FILTER PAPER, XEROX PAPER, A.I. PERIPHERALS, MINOR ACCESSORIES, COMPUTER PERIPHERALS, BATTERIES, UPS AND CARTRIDGE OF PRINTERS – **reg.**

**Sir,**

Enclosed please find herewith a Notice Inviting Bids / Proposals for Annual Rate Contract of CHEMICALS, KITS, GLASSWARE, PLASTIC-WARE, FILTER PAPER, XEROX PAPER, A.I. PERIPHERALS, MINOR ACCESSORIES, COMPUTER PERIPHERALS, BATTERIES, UPS AND CARTRIDGE OF PRINTERS for insertion in the following daily newspapers, immediately. The insertion may be done in such a way that the space used for the purpose should be minimum and rates to be charged should be according to the rates applicable to Govt. Office.

1. Times of India (Delhi edition)
2. Hindustan Hindi (Mathura / Agra edition)

Kindly send the cutting of the advertisement along with the bill duly pre-receipted to this office under registered post, so that payment can be arranged at the earliest.

Thanking you & hoping for early favourable consideration, please.

Yours faithfully,

Encls: As above.

ASSTT. ADMN. OFFICER

Distribution:

1. F&AO, CIRG, Makhdoom.
2. D.D.O., CIRG, Makhdoom.
3. I/c, Central Store, CIRG, Makhdoom.
4. Guard file.

**REGISTERED POST**

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**Dated: 14<sup>th</sup> July, 2015**

**M/s Indian Trade Journal,  
565, Anadapur, Ward No.108,  
Plot No.22, Sector-1,  
Kolkatta-700 107**

**Subject:** Publication of Notice Inviting Bids / Proposals for Annual Rate Contract of CHEMICALS, KITS, GLASSWARE, PLASTIC-WARE, FILTER PAPER, XEROX PAPER, A.I. PERIPHERALS, MINOR ACCESSORIES, COMPUTER PERIPHERALS, BATTERIES, UPS AND CARTRIDGE OF PRINTERS – reg.

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Kindly send the cutting of the advertisement along with the bill duly pre-receipted, Bank A/C No. of the firm, Name & Place of the Bank, IFS Code No. of the Bank to this office under registered post, so that payment can be arranged at the earliest.

Thanking you & hoping for early favourable consideration, please.

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Dated: 14<sup>th</sup> July, 2015

To

The Incharge AKM Unit,  
CIRG, Makhdoom.

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**Yours faithfully,**

Encls: As above.

**ASSTT. ADMN. OFFICER**

