



## भाकृ अनुप-केन्द्रीय कंद फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद, कृषि और किसान कल्याण मंत्रालय, भारत सरकार)  
श्रीकार्यम, तिरुवनन्तपुरम - 695 017, केरल, भारत

### ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research, Ministry of Agriculture and Farmers Welfare, Govt. of India)  
Sreekariyam, Thiruvananthapuram-695 017, Kerala, India



F.No. 3-2/ 2018/RC/Stores

Date 17.04. 2018

### TENDER NOTICE

The Director, ICAR-Central Tuber Crops Research Institute, Sreekariyam, Thiruvanthapuram on behalf of the Secretary, ICAR, New Delhi invites **online** tenders from the original Manufacturers of Laboratory Chemicals/Glassware(s)/ Plasticware(s)/Laboratory consumables for entering in to Annual Rate Contract during the year 2018-2019. The tender form and other details along with terms & conditions are available on website [www.ctcri.org](http://www.ctcri.org) & [eprocure.gov.in](http://eprocure.gov.in). The tenders will be opened on **17-05-2018 at 11:30 AM**. Tender Form can be downloaded from above Website. The incomplete and late tender by any mode of dispatch will not be entertained at all.

Sd/ x x x  
Senior Administrative Officer

Phone : +91-471-2598551 to 2598554  
Director (Per.) : +91-471-2598431  
(Res.) : +91-471-2597211  
Sr. Admn. Officer : +91-471-2598193



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## भा कृ अनु प-केन्द्रीय कंद फसल अनुसंधान संस्थान

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ISO 9001:2008

F.No.3-2/ RC/2018/Stores

Date 17.04.2018

### **TENDER NOTICE FOR THE ANNUAL RATE CONTRACT FOR LABORATORY CHEMICALS/LABORATORY GLASSWARES/LABORATORY PLASTICWARES/LABORATORY CONSUMABLES**

Online Tenders for entering into Annual Rate Contract for supply of indigenous/imported Laboratory Chemicals/Glasswares/Plasticwares for ICAR-CTCRI & its Regional Centre, Bhubaneswar are invited on behalf of the Secretary, Indian Council of Agricultural Research by the Director ICAR- Central Tuber Crops Research Institute, Sreekariyam, Thiruvananthapuram from the original Manufacturers/Foreign Principal of said items. Authorised Indian dealers of foreign manufacturers can also participate with proper authorization and ISO of foreign manufacturers. Only those manufacturer firm who have registered with the concerned/appropriate statutory authority having valid license as on closing date will be considered for Rate Contract.

The firms applying for Rate Contract must submit scan copy of all required documents and **also submit offline all required documents with price list catalogue to the Senior Administrative Officer, ICAR-CTCRI, Sreekariyam, Thiruvananthapura-17** or can be sent by Regd. Post on the same address on their own risk & cost. Percentage of discount (in word and figure) which they wish to offer on their products. Scan copy of a certificate that the discount offered is the maximum which is being given by the company to Govt. Organization and ICAR Institutes.

**Earnest Money Deposit Rs 5000/- (Rupees five thousand only) in the shape of Demand Draft from any commercial bank in favour of 'ICAR-Unit CTCRI' payable at Thiruvananthapuram. Scanned copy of EMD must be attached. The Earnest Money Deposit of unsuccessful bidder would be refunded on finalization of the contract.** The Institute will not be responsible for any postal delay in receipt of the bids. The bid received after due date & time will be rejected out rightly.

The Director, ICAR-CTCRI reserves the right to accept or reject any Rate Contract proposal without assigning any reason.

### **IMPORTANT DATES**

- 1. Last date & time for submission of sealed bids : 16.05.2018 at 11.00 A.M.**
- 2. Due date & time of opening bids : 17.05.2018 at 11.30 A.M**

Sd/ x x x x  
Senior Administrative Officer

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(Res.) : +91-471-2597211  
Sr. Admn. Officer : +91-471-2598193



Fax : +91-471-2590063  
E-Mail : director.ctcri@icar.gov.in  
ctcritvm@gmail.com  
Web : http://www.ctcri.org

The following information is required for entering into Annual Rate Contract  
for the supply of LABORATORY CHEMICALS/GLASSWARES/  
PLASTICWARES/CONSUMABLES

1. Name & Full address of the applicant: \_\_\_\_\_  
(in block letters) \_\_\_\_\_
2. Item/material for which rate contract needed:
  - (a) Chemicals : \_\_\_\_\_
  - (b) Glasswares : \_\_\_\_\_
  - (c) Plasticwares : \_\_\_\_\_
  - (d) Consumables: \_\_\_\_\_
3. Annual Turnover of the firm/company for the : \_\_\_\_\_  
Previous 01(One) financial year(it should be  
Minimum Rs 25.00 lakh(Rupees twenty five lakh only)  
(Enclose documents in support of claim duly  
Certified by a Chartered Accountant)
4. (a) Certified copies of GST Registration No : \_\_\_\_\_  
(b) Latest copy of GST 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.  
In case the firm is registered with other Govt. Deptt./  
Agency, the same may be stated with documentary evidence:
7. (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)
8. (a)The firm/Supplier 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 firm/supplier is distributor of the Manufacturer(s)/Foreign  
Principal(s), their authorization/distribution certificate  
Together with ISO for Quality Assurance with validity of  
the original Manufacturer(s)/Foreign Principal(s) must be attached: \_\_\_\_\_
9. 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:
10. Please indicate name & full address of your Banker : \_\_\_\_\_

11. In case you 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)

12. Name & address for Headquarters and Research :  
Station, as indicated in terms & conditions.

13. Discount along with certificate for not giving higher :  
Discount to any other Departments.

14. If the firm 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).

15. **EMD Rs 5000/- (Rupees five thousand only) in the  
Shape of demand draft from any commercial bank  
in favour of ICAR Unit- CTCRI, payable at Thiruvananthapuram.**

Signature of the Applicant

## **TERMS & CONDITIONS OF THE RATE CONTRACT**

1. The ICAR-CTCRI is a Research institute under the control of ICAR, New Delhi (Ministry of Agriculture and Farmers Welfare, Govt. of India) is exempted from Excise and Customs Duties on Research Consumables, vide Notification No.51/96-Customs dated 23.07.1996 and Central Excise Duty exemption in terms of Govt. Notification No. 10/97 respectively.
2. However, for availing the aforesaid Duty Exemption benefits, the Prices are to be quoted by Manufacturers essentially on Ex-Works basis, without including any Excise/Customs Duty component. Freights required to be quoted extra, for transportation from Ex-Works to Destination.
3. No equipment or apparatus of permanent nature etc. are covered under the Rate Contract irrespective of its value.
4. Destination(s) for supply of Material on F.O.R. Basis (Ex-Works Price plus Freight) will be the ICAR-CTCRI, Sreekariyam, Thiruvananthapuram as per details in respective Purchase Order(s).
5. The Institute will not issue any "C" & "D" form. However, GST and any other Govt. Levies, if applicable, will be paid extra. The Institute will issue Concession Certificate.
6. The firm must clearly mention that the billing for supply of material will be done by them directly, with/without the 'liaisoning support by their authorized dealers). The Manufacturer may appoint only one Authorized dealer at one location for liaisoning, if any, without any Billing role, for supply of above-mentioned item(s) at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram. The same must be pre-disclosed in the Rate Contract offer.
7. The Manufacturing firm has to submit the Earnest Money of Rs.5000/- (Rupees five thousand only) in the shape of Demand Draft drawn in favour of "ICAR Unit, CTCRI" Payable at Thiruvananthapuram".
8. The Quotation without Earnest Money and Latest Printed Price list will not be entertained in any condition and no correspondence in this regard will be entertained by the Institute.
9. In the event of Quotation being accepted for Award of Rate contract, the EMD will be refunded to the Manufacturing Company only after complete supply of the material & completion of Rate Contract obligations satisfactory.
10. The quotation of the firms, which have either been black- listed or which have stopped dealing with the CTCRI/ICAR, will not be accepted.
11. The firm should submit at least three copies of printed price list for the year 2018-19, which shall be applicable only after actual date of offer of R/C, without which the Rate Contract will not be awarded. Price list once submitted with the quotation will not be changed during the period of R/C and appropriate discount on the price list in the catalogue may be given/ shown in the quotation.
12. The firm should submit the list of Govt. Deptt./Organizations/ Institutions of ICAR Institutes with whom they have Rate Contract of above- listed item during last five years.
13. The firm will supply the material as per Purchase Order and short supply of material will not be accepted in any circumstances.
14. The supply of perishable store and the rejected material must be replaced free of cost by the Manufacturer firm to the purchaser. The packing of the goods should be as is required to prevent the material from damage or deterioration during transit to their final destination.

15. The supplier shall deliver the goods within the delivery period (45 days) mentioned in the P.O in case of any delay in executing the contract, the supplier shall promptly inform the purchaser, in writing, the fact of delay & duration of supply will before the expiry of delivery period. **Otherwise penalty @ 0.5% per week of the cost of purchase order will be deducted subject to a maximum of 10% of the ordered value.**
16. No payment will be made in advance. The payment will be released within 30 days through the mode of e-payment only after receiving goods in full and in satisfactory conditions at destination. Triplicate pre-receipted bills affixing a revenue stamp, where required should be sent to the concerned Division/Regional Centre for payment. No interest will however, be payable in case of delayed payments.
17. This Rate Contract will be made only in Indian Rupees.
18. **Prices charges 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 tenderer that the lowest prices have been offered to ICAR-CTCRI. 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.
19. 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 for 12 months subject to performance review of the firm/supplier on the existing terms & conditions.
20. **A certificate is to be given by the applicant that the price list supplied is the only one in circulation.**
21. Discount, if any, on the price list may be mentioned clearly with certification that higher discount is not offered to any other Department/Organization.
22. In case of supply of goods through dealers, their name and mail address must be declared in the bidding document, which will be valid during RC and no change will be allowed except in complaining circumstances failure to execute order in time etc.
23. **Indicate the all authorised dealer in original proposal, no addition and deletion of authorised dealer will be entertained after finalization of R/C.**
24. In case any Chemical/Glassware/Plasticware and other consumable items are available on GEM, the same will be procured as per rule in force.
25. The firm should submit the Tender Acceptance Letter as per Annexure-I.
26. The Director, ICAR-CTCRI, Sreekariyam, Thiruvananthapuram reserves the right to cancel the rate contract anytime without assigning any reason.
27. Any dispute arising between the manufacturer and the purchased will be referred to the 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 Thiruvananthapuram jurisdiction.

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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

Sub: Acceptance of terms and conditions of tender.

Tender Reference No :

Name of tender/work \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned Tender/work from the web site(s) namely:

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

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We read the entire terms and conditions of the tender documents from Page No \_\_\_\_ to \_\_\_\_\_ (including all documents like Annexure(s), Schedules(s) etc..) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from the time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

6. I/We certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

## CHECK LIST

**A scan copy of following documents as required with tender document must be submitted online: Bid will not be considered in absence of these documents.**

S.No	Details of documents	Page No	Whether attached or not (Yes/No)
1.	Scan copy of turnover duly certified by a Chartered Accountant		
2.	Scan copies of GST Registration No.		
3.	Scan copy of latest GST Return filed with the concerned Department		
4.	Scan copy of Income Tax PAN		
5.	Scan copy of ISO for Quality Assurance from original firm/manufacturer		
6.	Scan copy of Certificate of authorization/ distributorship of the Manufacturer(s) with ISO for Quality Assurance(with validity) of the original Manufacturer(s) /Principal(s).		
7.	Scan copy of Certificate regarding business dealing with the firm currently not banned by any Ministry/Deptt. Of Central Govt. Or any State Govt.		
8.	Certificate for not giving higher discount to any other Departments		
9.	Scan copies of the Rate Contract issued by other Department/Institute (not more than five)		
10.	Scan copy FALL CLAUSE Certificate		
11.	Scan copy of Certificate by the bidder that the Price List supplied to this Institute is only one in circulation		
12.	Scan copy of registration alongwith license must be attached by manufacturing firm(valid as on closing date)		
13.	Scan copy of Tender Acceptance letter to be given on Company Letter Head.		
14.	Scan copy of Earnest Money Deposit Rs 5,000/- in the shape of Demand Draft from any commercial bank in favour of ICAR Unit-CTCRI payable at Thiruvananthapuram		

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

**Seal and Signature of the tenderer**



## INSTRUCTIONS TO BIDDERS

1	Instructions	All bidders submit the proposal online through e-procurement, CPP Portal with following required documents and submit also offline mode with all required documents and current price list (2018) in Administrative Section, ICAR-CTCRI.
2.		Scan copy of following documents should be attached with the bid online & offline mode, failing which bid will not be considered.
3.	Earnest Money Deposit	Rs 5,000/- in the shape of demand draft from any commercial bank in favour of ICAR Unit-CTCRI, payable at Thiruvananthapuram.
4.	Eligibility for Responding	<p>(i) Only those firm/Supplier who have ISO for Quality Assurance.</p> <p>(ii) In case the firm/supplier is distributor of the Manufacture(s)/ Foreign Principal(s), firm have their authorization/distributorship certificate together with ISO for Quality Assurance with validity of the original Manufacturer(s)/Foreign Principal(s).</p> <p>(iii) Only those manufacturer Agency who have registered with the concerned/appropriate statutory authority and have valid license for Laboratory Chemical/Glasswares/Plasticwares and consumables are eligible.</p> <p>(iv) Bidders have GST Registration.</p> <p>(v) Bidders have latest copy of VAT/Sales Tax filed with concerned Deptt.</p> <p>(vi) Business dealing of the firm currently not banned by any Ministry/ Deptt. Of Central Govt. Or any State Govt.</p> <p>(vii) PAN No.</p> <p>(viii) Annual Turnover of the firm/company for the previous 01(one) financial year(it should be minimum Rs 50.00 lakh).</p> <p>(ix) Certificate for not giving higher discount to any other Govt. Deptt.</p> <p>(x) Certificate that price list supplied is only one in circulation.</p> <p>(xi) Fall Clause. A Certificate may be provided by the firm that lowest prices have been offered to ICAR-CTCRI. 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.</p> <p>(xii) Copies of the rate contract issued by other Department/Institute (not more than five).</p> <p>(xiii) Tender acceptance letter (to be given on company letter head).</p> <p>(xiv) No addition and deletion of authorised dealer will be entrained after RC</p>
		Superscribed as such on the application whether indigenous or imported as the case me.