



# भा.कृ. अनु. प.- प्याज एवं लहसुन अनुसंधान निदेशालय

राजगुरुनगर, पुणे-४१०५०५ महाराष्ट्र

I.C.A.R.-DIRECTORATE OF ONION AND GARLIC RESEARCH

Rajgurunagar, Pune – 410 505, Maharashtra

Phone (02135) 222026, 222697, Fax (02135) 224056 Email:director@dogr.res.in



F.NO. : -15-338/SP/RV/15-16

DATE :-05.04.2016

## REGISTRATION / EMPANELMENT OF VENDORS

Proposals are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research by the Director, ICAR-DOGR for Registration of Vendors for procurement of various goods, works and services for DOGR, Rajgurunagar in the prescribed form alongwith tender documents which can be downloaded from website [www.dogr.res.in](http://www.dogr.res.in) or [eprocure.gov.in](http://eprocure.gov.in) Reputed Dealers/ manufacturers should send the registration proposals latest by 03.05.2016 upto 4.30 p.m. The incomplete and late proposal by any mode of dispatch will not be entertained at all.

Sd/-  
Senior Administrative Officer

## Registration/Empanelment of Vendors

The Director, Directorate of Onion & Garlic 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 DOGR,Rajgurunagar,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 firm will be exempted from payment of EMD for Limited Tender Enquiry.
3. **Empanelment / Registration Procedure:-** Procedure for empanelment of vendors with Directorate of Onion & Garlic Research, Rajgurunagar, 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 There is no registration fee for empanelment of various supply/Services

- 3.5 Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.6 The sealed envelope containing the registration form, documents & fee should be clearly superscribed on the top of the envelope as “APPLICATION FOR VENDOR REGISTRATION/EMPANELMENT FOR THE CATEGORY CODE.....
- 3.7 Vendors/Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCR), shall be considered for registration/empanelment at DOGR,Rajgurunagar, on the basis of registration certificate of such agencies along with other certified documents
- 3.8.1 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.
- 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.
- 3.8.9 Relevant ISO Certificate.
- 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 DOGR 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 DOGR procedure, for 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:
- (1) Registration No.
- (2) 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/Services

Code	Category	Particular/Name of Item
1.	Furniture	Office Furniture, Lecture Hall Furniture, Library furniture, Customized laboratory furniture, Computer Furniture. Hostel Furniture, Chest, Rack, etc.
2.	Refrigerators, A.C., and other Elec. Equip.	Split A.C., Window A.C., Water Cooler, Water Purifier, Refrigerators (For General and Laboratory purpose),etc.
3.	Projectors	LCD/LED Projector, DLP Projector, 3-D Projector, Mobile/Pocket Projector, Screen etc.
4.	Computer peripheral, Software	Desk Top/Lap Top/Palm Top Computer, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/Offline), Scanner, Software, antivirus, Peripherals, Accessories etc.
5.	Air Cooler	Desert/Room Cooler
6.	Stationery	Office Stationery ( like paper rims, pen, pencil, envelope, registers , files, file board etc ), Computer Stationery( Computer Toner, Mouse, Pen Drive, Keyboard etc.), and Photocopier Stationary ( like Photocopier Toner) etc.
7.	Boards	Sign Board, Notice Board, Green Board, White Board etc.
8.	Scientification Equipments	Laboratory Equipments and Sophisticated Research Equipments
9.	Electrical Installations & 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.
10.	Fax, EPABX,	Photocopier, EPABX, Telephone instruments, Fax machine etc.
11.	Fire Extinguisher	Dry Powder Type, Water Co2 Type, Mechanical Foam Type, Co2
12.	Sports Material	All Sports Material, Fitness Kit/Gymnasium
13.	Printing	Typing, Translation, Cover Design, Composing, Offset Printing Screen Printing, <b>Digital Printing, Letterpress printing</b> , 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 etc.
14.	Photocopy & Binding	Colour/BW Photocopy, Binding work, Lamination etc.

15.	Annual Maintenance	Computer and its peripherals, UPS , Web Site, Air Conditioners, EPABAX, Horticulture, Sanitations, Photocopier etc.,
16.	Travel/Transport	Providing Cars, Jeeps, Buses, Trucks etc. for local and Outstation travel/transport.
17.	Building Material Supplier and Petty Contractor	Supply of all types of building material and petty contractors for civil, electrical, Plumbing material, furnishing works etc.
18.	Advertising Agent.	For publication of advertisement in different news papers
19.	General order Supplier	Item required for field and farm i.e. irrigation pipe, plastic crates, fertilizer, pesticide, insecticide, Nylon netted cloth, FYM and cow dung , vermi compost, Neem cake, Gunny bag (Plastic sugar bag , Agri Leno bag etc) Polythene , HDPE, LDPE etc.) , Gunny thread, Labels and pegs, brown paper bags and butter paper bags, mulching paper, Musclin cloths,
20.	Agricultural Works	Operation and Labourers contract for Agriculture work/Horticulture/Sanitation
21.	Printer/Artist	Painting and writing of different sign board including supply of board.
22.	Civil Work	Repair and maintenance
23.	Water	Potable / drinking water

Note: DOGR 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:	<b>Terms &amp; Conditions for Vendor Registration/Empanelment as a Supplier</b>
5.0	<b>General clause</b>
5.1.1	The said registration, only qualifies a particular vendor for consideration for issue of tender papers 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 DOGR reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of DOGR , 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 DOGR.
5.1.3	Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of DOGR 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 DOGR and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/work orders placed by DOGR 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 DOGR 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 DOGR, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with the Institute of 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	<b>Any vendor can get registered and empanelled with this Institute upto 31.03.2017. All those firms which are registered and confirmed shall be entertained for various queries.</b>
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 DOGR, empanelled vendors are required to quote the Registration No.
5.1.11	The DOGR, 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.

- 5.2 **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 DOGR, the vendor must voluntarily pass on the price difference to DOGR, 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 DOGR,
  - 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 DOGR (or takes longer period in spite of what DOGR may authorize in writing), DOGR, may terminate the empanelment/purchase order in whole or in part.
- 5.4 All disputed in this connection shall be settled in Rajgurunagar,Pune (Maharashtra) jurisdiction only.

## APPLICATION FORMAT FOR VENDOR EMPANELMENT

**Code No. and items for which Registration is required**

**Code No.:** \_\_\_\_\_

**Item Name:** \_\_\_\_\_

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 as per Para 3.	

1. Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the document.
2. We have read, understood and accept all the terms and condition mentioned for Registration / Empanelment of Vendors.

**Signature of the Firm with Seal**



<b>CHECKLIST</b>			
Sl. No.	Description	Attached (Yes/No)	Page No.
1.	CST/VAT/TIN No.		
2.	Trade License : Factory License		
3.	Income Tax permanent Account No.		
4.	Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed , Registration Certificate issued by the Registrar of firms etc.		
5.	Registration Certificates with DGS&D/NCCF if any		
6.	Current Dealership agreement from Principal alongwith SSI/NSIC Certificate if any		
7.	Annual Turnover Certificate for last 3 years		
8.	Bank Details		
9.	Relevant ISO Certificate if any		
10.	A notarized certificate that the vendor has not been black listed by any institution of the Central/State government/any PSU, University Institute etc., in the past three years should be submitted.		
11.			
12.			
13.			
14.			