



भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय  
राजगुरुनगर, पुणे-४१०५०५ महाराष्ट्र  
ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH  
Rajgurunagar, Pune – 410 505, Maharashtra  
Phone (02135) 222026, 222697, Fax (02135) 224056 Email:director.dogr@icar.gov.in



## BID DOCUMENT





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**F.No. : 15-13/SP/CG/RC/18-19**

**Date : 25.06.2018**

**TENDER NOTICE**

The Director, ICAR-DOGR,Rajgurunagar invites Quotation in Single Bid System from the Manufacturer/Authorised dealers/reputed firms for enter into Rate Contract for the supply of Laboratory Chemical, Glassware, Plasticware, Consumables, DNA Sequencing & Primer Synthesis, Custom Genomics, Proteomics services. The Further details visit our website [www.dogr.res.in](http://www.dogr.res.in).

**Administrative Officer**



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### **TENDER NOTICE**

Sealed tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research by the Director, ICAR-Directorate of Onion and Garlic Research, Rajgurunagar, Pune for entering into **Annual Rate Contract (2018-2019) for supply of Laboratory Chemical, Glassware, Plasticware, consumables and DNA Sequencing and Primer synthesis, Custom Genomics, Proteomics services** in the prescribed form which can be downloaded from tender link [www.dogr.res.in](http://www.dogr.res.in) and eprocure.gov.in from the Original **manufacturers having ISO Certification/Foreign Principal of said items and from the authorized Indian stockiest of foreign manufacturers having custom based warehouse in India, if any, as the Directorate is exempted from the payment of Custom/Excise duty, for the purpose of Annual Rate contract of these item** latest by **17.07.2018 upto 4.30 P.M.** The firms applying for rate contract must attach their latest price list, catalogue and should clearly mention the percentage of discount they wish to offer on their products alongwith a certificate that the discount offered is the maximum which is being given by the company to any organization whether Government or Private. All the Manufacturers are requested to send their proposals alongwith their TIN/CST/MST/VAT/GST etc. alongwith **DD worth Rs.1000/- (Rupees One thousand only) as processing charges (Non-refundable) and Rs. 5000/- EMD (Refundable) in the name of ICAR Unit-DOGR payable at Rajgurunagar. Bank Draft payable at outside Rajgurunagar will not be considered; without Registration Fee/EMD or proposals/tenders received after due date will not be considered.** The bids in sealed covers superscribed bid for Annual Rate Contract for Laboratory Chemical,Plasticware,Consumable, DNA Sequencing and Primer synthesis, Custom Genomics Proteomics services, due on **17.07.2018** and addressed to the Director, ICAR-Directorate of Onion & Garlic Research, Rajgurunagar, Pune – 410 505 by Register post/speed post/by hand on the same address on their own risk and cost. The incomplete and late tender by any mode of dispatch will not be entertained at all. The Institute will not be responsible for any postal delay in receipt of the bids.

The Competent Authority has full right to accept or reject any Rate contract proposal without assigning any reason.

**Administrative Officer**

**DOGR website : [www.dogr.res.in](http://www.dogr.res.in)**

**IMPORTANT INSTRUCTIONS**

- A. The bidders are advised to read all the instructions contained in the tender document carefully.
- B. All the documents required as per terms and conditions of the bid document should be properly page numbered and duly signed with seal of the Authorized Signatory. A certificate to this effect must be filled up and signed with seal as enclosed with the tender document.
- C. Overwriting and correction (s) should be attested properly. Incomplete and unsigned bids will not be considered.
- D. The bids received after the due date and time will be rejected outrightly.

**TERMS AND CONDITIONS FOR RATE CONTRACT:-**

1. No equipment or apparatus of permanent nature etc. are covered under the Rate Contract
2. Telex or Facsimile quotations are not acceptable.
3. Cutting/overwriting should be duly signed and attested by the appropriate authority of the firm.
4. Rate must be quoted FOR destination at ICAR-DOGR, Rajgurunagar, Pune-410 505, and Maharashtra.
5. **Cost of Tender fee Rs.1000/-(Non Refundable) and EMD for Rs.5000/-(Rupees Five thousand only) (Refundable)** in form of Demand Draft/Banker's Cheque/Pay order issued from Nationalized Bank and payable to "Director- ICAR UNIT-DOGR,Rajgurunagar along with Tender/quotation must be submitted failing which their offer will not be considered. The EMD of the unsuccessful bidder shall be refunded without any interest after award of the contract.
6. **The bidders should submit separate Envelops for each items mentioned above (Viz chemical,Glassware,Plasticware,consumables item and DNA Sequencing & Primer synthesis, Custom Genomics, Proteomics Services etc.) clearly indicating the name of item written on the envelopes, failing which the bids will not be considered. It is also to mentioned that each bid must accompany EMDs mentioned at Sr. No. 5 above, failing which the bid sill be considered as non-responsive.**
7. Quotations/Bids should be valid for 90 days. Validity with less than 90 days shall not be accepted and shall be treated as Non-responsive.
8. The packing, freight, forwarding, insurance charges, if any, will not be borne by the Institute. Similarly any loss, damage, pilferage etc. of the material on transit will be sole responsibility of the supplier. The defective supply, breakage(s), if any, is to be replaced by the supplier within 7 (Seven) days without freight/transport charges.
9. The institutes will not issue any "C" & "D"form. However, sales Tax/VAT and any other Govt. levies will be paid extra as applicable under Rule. Therefore, the firm may clearly indicate the rate of GST/ST/CST/VAT, otherwise it will be treated as the rates are inclusive of all taxes. The Institute is exempted from the payment of custom duty in terms of Govt. Notification No. 51/96-Customs dated 23.07.1996 and Excise duty in terms of Notification No. 10/97-Central Excise dated 01.03.1997 as amended from time to time for the purpose of Annual rate contract of these items.
10. The supplier shall deliver the goods/services within the delivery period mentioned in the purchase order. In case of any delay in executing the contract, the supplier shall promptly inform the purchaser in writing, the fact of delay and duration of supply before the expiry of the delivery period. Otherwise liquidated damage @ 0.5% per week of the cost purchase order will be deducted subject to a maximum of 10%.
11. No payment will be made in advance. But the payment will be released within 30 days through the mode of e-payment only after receiving goods in full in satisfactory conditions. Duplicate pre-receipted bills on a revenue stamp, where required should be sent to the ICAR-DOGR, Rajgurunagar for payment. No interest will however, be payable in case of delayed payments.
12. The Rate contract will be made only in Indian Rupees.
13. **Price charged for the stores/services 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 Organization during the period of contract failing which the "FALL CLAUSE" will be applicable.** A certificate to this effect may be provided by the firm that the lowest prices have been offered to DOGR, Rajgurunagar. In case it is found that price charges by the firm are more, the same will be recovered from the subsequent/unpaid bill of the supplier.

14. Any dispute arising between the manufacturer and the purchaser will be referred to 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 Pune jurisdiction
15. Supply should be made in full against the order and part supply will not be accepted.
16. The articles should be securely packed to avoid damages etc. in transit
17. Supply to be made from the latest batch of production with maximum shelf life in original packing to ensure appropriate intended utilization.
18. The Director, ICAR DOGR, Rajgurunagar reserves the right to cancel the rate contract at any time without assigning any reason.
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 subject to performance review of the firm/supplier on the existing terms and conditions.
20. Printed and bounded price list for 2018-2019 duly signed and certified by the authorized signatory must be sent.
21. **A Certificate is to be given by the applicant that the price list supplied is the only one in circulation.**
22. Printed and bound current effective price list duly signed and certified by the authorized signatory must be sent which will be applicable during the period of rate contract.
23. **Discount if any, on the price list may be mentioned clearly with certification that higher discount is not offered to any other Department/Organization.**
24. **In case of discrepancy between unit price and total price, the unit price shall prevail.**
25. In case of supply of goods through dealer, their name and mail address must be declared in the bidding document.
26. The Director, ICAR-DOGR, Rajgurunagar reserves the right to accept or reject any or all the bids without assigning any reason.
27. Annual Rate Contract should be submitted by Indian Manufacturer or Sole Authorize dealer in India for Chemical, Glassware, Plasticware, consumables & DNA sequencing and Primer synthesis, Custom Genomics, Proteomics services, terms and conditions and undertaking in the enclosed PRO-FORMA should reach this office on or before 17.07.2018 till 4.30 p.m, Any delay as a result of natural calamity or postal lapses shall not be considered. The tender document is available in the Institute website [www.dogr.res.in](http://www.dogr.res.in)

**Sd/-  
Administrative Officer**

**The following information is required for entering into Annual Rate Contract for the supply of CHEMICAL, GLASSWARE, PLASTICWARE, CONSUMABLES ITEM, DNA SEQUENCING & PRIMER SYNTHESIS, CUSTOM GENOMICS, PROTEOMICS SERVICES FROM INDIAN MANUFACTURER/SOLE AUTHORISED DEALER IN INDIA OF FOREIGN BRAND FOR THE YEAR 2018-2019 WITH ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH, RAJGURUNAGAR-410505**

1.	Name and full address of the applicant (in block letters)	:	
2.	Item/material with Brand name for which rate contract needed	:	
	a) Chemical	:	
	b) Glassware	:	
	c) Plasticware	:	
	d) Consumables	:	
	e) DNA Sequencing	:	
	f) Primer synthesis	:	
	g) Custom Genomics/Proteomics services	:	
3.	Annual Turnover of the Firm/Company for the Previous 01 (One) financial year (It should be minimum Rs. 50.00 Lakh (Rupees fifty lakh only) [Enclose documents in support of claim duly certified by a Chartered Accountant]	:	
4.	a) Certified copies of TIN/VAT/CST/GST Registration No.	:	
	b) Latest copy of VAT/Sales Tax/GST Return filed with the concerned Department	:	
5.	Income Tax Pan No In the name of manufacturing firm/company/ individual (in case of proprietorship) ( copy to be enclosed)	:	
6.	Whether the manufacturing 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.	<b>Certified copies of</b>	:	
	a) GST Registration Number	:	
	b) Latest copy of GST Returns(Please enclose copies of relevant papers)	:	

8.	Effective date of price list (The current price list as effective will be accepted (Validity must be indicated)	:				
9.	Maximum discount offered on manufacturers price bid duly signed by responsible authority.	:				
10.	a) The manufacturing firm 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 foreign Manufacturer(s) who wish to participate directly the bid alongwith the price list excluding custom duty together with ISO for Quality Assurance with validity of the original Manufacturer(s) Foreign Principal(s) must be attached	:				
11.	State Whether business dealing with the firm have been currently banned by any Ministry/Dept. of Central Govt, or any State Government if so, give details					
12.	<b>Bank details for e-payment :</b>					
	a) Bank Account No.	:				
	b) Bank Name	:				
	c) Branch Name	:				
	d) IFSC Code	:				
	f) Other details	:				
13.	In case sole authorized dealer in India wish to enter into rate contract for these imported items, please furnish details as given below alongwith sole authorize dealership from their Foreign Principal/s					
	<b>Name of the Principal Firm</b>	<b>Brand / Make of the Goods</b>	<b>Date of acquiring Dealership</b>	<b>Date of Expiry of Dealership</b>	<b>Price List in Indian Rupees (Yes/No)</b>	<b>Whether certified copy of Sole Dealership enclosed (say yes/No)</b>
14.	Name and address of dealers as indicated in terms and conditions	:				
15.	Discount alongwith certificate for not giving higher discount to any other Departments	:				



16.	If the manufacturing firm/ sole authorized dealer in India for foreign brands of chemicals is under Rate Contract with other Govt. Department/Research Institute, give details alongwith certified copies of the rate contract issued by the Department/institute (not more than five)	:	
17.	Non-refundable fee DD for Rs. 1000/- drawn in favour of "ICAR Unit DOGR", Rajgurunagar	:	D.D.No.: Date : Drawee Bank and Branch :
18	Refundable Fee details : The applicant must enclose EMD fee for Rs. 5000/- (Rupees five thousand only) drawn in favour of "ICAR Unit, DOGR" Rajgurunagar which will be refunded after satisfactory supply of items and completion of Rate contract period. The EMD shall not carry any interest.	:	D.D.No.: Date : Drawee Bank and Branch :

We have carefully read the terms and conditions of the Tender and are agreeing to abide by these in letter and spirit.

**Signature of the Applicant/Authorized signatory**

**Date :**

**Address :**

**Phone No.:**

**E.Mail ID :**

**Fax No. :**

**PROFORMA**

**Proforma for acceptance of Terms and Conditions for Rate Contract**

This is to declare that we

\_\_\_\_\_ name of the  
(Manufacturers/Authorised Dealer/Stockists/recognized Service provider) that the terms and conditions as provided in the bid documents for rate Contract Notification No. 15-13/SP/CG/RC/18-19/ dated\_\_\_\_\_are agreeable to us. It is also to undertake that this Agency has never been blacklisted by any State/Central Government Department.

**Signature:**

**Name :**

**Address :**

**Office Seal :**

**Dated :**