

भा.कृ.अनु.प. –भारतीय कृषि अनुसंधानसंस्थान, नईदिल्ली–११००१२  
ICAR-Indian Agricultural Research Institute, New Delhi - 110 012

*Store Section, Directorate*

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No.5-1/19-20/ST

Dated: 20/04/2019

**TENDER NOTICE**

**RATE CONTRACT FOR CHEMICAL/ GLASSWARE / PLASTICWARE /  
LABORATORY CONSUMABLES.**

Tenders for entering into Rate Contract for supply of indigenous/imported laboratory chemicals/glasswares/plasticwares/consumablesrequired for ICAR - Indian Agricultural Research Institute (ICAR-IARI) & its Regional Stations/Centers as well as all Delhi based ICAR Institutes and their Regional Stations/Centers located across India are invited by Director, ICAR-IARI, New Delhi on behalf of Secretary, Indian Council of Agricultural Research.

Manufacturers of indigenous/foreign of the aforesaid items and authorized distributors of the foreign manufacturers shall only be eligible to participate in the tender. Bids from authorized distributors of indigenous manufacturers shall not be accepted.

Indigenous manufacturers must submit valid manufacturing license issued by state/central government agencies along with their bids. In the absence of the same, manufacturers can alternatively submit a copy of their Udyog Adhaar Memorandum (UAM). In case UAM is submitted, the same shall be accompanied by an undertaking as per Annexure - A on a non-judicial stamp paper of Rs. 100 (Rupees One Hundred Only) which must be notarized. Bids with UAM and without notarized undertaking in the prescribed non-judicial stamp paper shall be treated as non-responsive.

Bids submitted by authorized distributors of foreign manufacturers must be accompanied by ink signed case specific authorization from each of the manufacturers they represent separately as per Annexure - B failing which the bid shall be treated as non-responsive. Additionally, authorized distributors are compulsorily required to submit a consolidated undertaking as per Annexure - C.

The rate contract shall be entered into for a period of one calendar year from the date of issue of the notification for the same with a provision for extension for a maximum period of upto six months subject to performance review of the firm/supplier on the existing terms & conditions. Extension of the rate contract shall remain the exclusive right of Director, ICAR-IARI.

All bidders are required to submit all requisite documents (other than for the price catalogue) online. Additionally, the original documents along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), Room No. 44, Directorate, ICAR-IARI, Pusa Campus, New Delhi - 110 012 before the closing date of the tender. Authorized distributors of foreign manufacturers are advised to submit price

**catalogues of the manufacturer in Indian Rupees. In case price catalogue of the manufacturer is not available and the authorized distributors submit their own printed catalogue, the same must compulsorily bear the manufacturers catalogue number and the prices mentioned thereof in Indian Rupees must be authorized by the manufacturer in the format provided as Annexure B.**

All bidders submitting documents by hand/physically are compulsorily required to collect an acknowledgement of the receipt of the documents from the office of the Assistant Administrative Officer (Stores). No claims for submission of documents shall be entertained at a later date without the possession of the acknowledgement. Bids even if received physically before the closing date shall be outrightly rejected if requisite documents for the same is not uploaded online before the due date. **Submission of bids both online as well as offline are mandatory, both should be similar, any discrepancy will lead to disqualification.** Bidders sending hard copies of the documents through registered post/speed post/courier shall do it at their own risk and responsibility. ICAR-IARI shall not be liable for any delay in the receipt of the hard copy of the documents beyond the prescribed closing date and time for the receipt of the same.

**IT IS THE SOLE RESPONSIBILITY OF THE BIDDER TO ENSURE SUBMISSION OF ALL REQUISITE DOCUMENTATION ALONG WITH THE BID. NO QUERIES/CLARIFICATIONS WITH REGARDS TO THE SAME SHALL EITHER BE SOUGHT NOR ENTERTAINED AFTER THE DUE DATE OF SUBMISSION OF THE BIDS.**

- |   |   |
|---|---|
| <b>Submission of bid documents (both online as well as offline)</b> | Upto <b>11.30 a.m.</b><br>Online at <b>20/5/2019</b><br>Original Documents : Room No. 44, Directorate, ICAR-IARI, Pusa Campus, New Delhi - 110 012  |
| <b>Opening of bid</b>   | <b>21/5/2019 , 11.30 a.m.</b> onwards at _____.   |
| <b>Earnest Money Deposit (EMD)</b>                                  | <b>Rs. 1,50,000/-</b> (Rupees One Lakh and Fifty Thousand Only) in the form of FDR/Unconditional Bank Guarantee (BG)[as per prescribed format given at Annexure F (Pages 17 & 18) of this tender document]from any Commercial Bank in favour of Director, ICAR-IARI payable at New Delhi. Validity of the FDR/BG must be 365 days. No interest will be paid by IARI on EMD/Security Deposit. EMD of unsuccessful bidders would be refunded on finalization of the contract. EMD of successful bidders shall be refunded after the receipt of security deposit. If for any reason the successful bidder fails to submit the security deposit within the prescribed time limit, EMD of the firm/ bidder shall stand forfeited. <ul style="list-style-type: none"><li>• <b><u>Exemption of EMD shall be extended to only those indigenous manufacturers who have a valid registration certificate from MSME/NSIC only.</u></b></li><li>• <b><u>The certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should specifically cover the items proposed to be supplied to get EMD fee exemption.</u></b></li></ul> |

Director, ICAR-IARI reserves the right to accept or reject any bid/proposal without assigning any reason whatsoever for the same.

**Asstt. Admn. Officer (ST)**

**FORMAT FOR**  
**SUBMISSION OF INFORMATION**

(To be typewritten and submitted separately for Chemical/Glassware/Plasticware/Consumables)

Strike whatever is not applicable to avoid confusion

1. Name & complete postal address of :  
the manufacturer/ authorized  
distributor
2. Item/material proposed to be : Chemical/Glassware/Plasticware/Consumables  
supplied (Tick any one and strike all others)
3. Name of the manufacturer & brand :  
of items proposed to be supplied •  
  
(Manufacturers must enclose ISO for quality assurance and a valid manufacturing license issued by the State /Central Government organization. Alternatively, manufacturers can submit their UdyogAdhaar Memorandum certificate along with undertaking given in Annexure A on a non-judicial stamp paper of Rs. 100 duly notarized) •  
  
(Authorized distributors of foreign manufacturers must submit ISO for quality assurance of foreign principal and case specific authorization certificates from each principal separately in the format given in Annexure B. Additionally, a consolidated undertaking in the format provided in Annexure C must be submitted on a non-judicial stamp paper of Rs. 100 duly notarized) •
4. Manufacturers' price catalogue/s :  
(in Indian Rupees) is enclosed for Yes/No  
each of the manufacturer & brands (Tick whichever applicable and strike out the other)  
intended to be supplied  
  
If No, ensure that the rates provided in the submitted catalogue been authorized by each of the manufacturer represented thereof. A certificate stating that the submitted catalogue is the only one in circulation must also be submitted along with the bid.
- (In case of non-availability of INR price catalogue/s of the manufacturer, authorization of the prices must be provided from each of the principals along with case specific authorization certificate given in Annexure B. **The submitted catalogue must have exactly the same catalogue numbers as given in manufacturers' original price catalogue in foreign currency.**)
5. EMD details :  
(Mention FDR/BG No., Date & Issuing Bank Details. In case EMD exemption is sought mention details of relevant document submitted for the same)
6. Turn over certificate for the last :  
three years i.e. 2015-2016, 2016-2017 Yes/No  
& 2017-2018 duly certified by the (Tick whichever applicable and strike out the other)  
Chartered Accountant

(Minimum required turnover for eligibility to bid in each of the three financial years mentioned above Rs. 1.5 Crores)

7. Copy of the certified GST Registration Certificate. :  
(The certificate must clearly mentioning the registration number & date of registration)
8. Copy of PAN Card :  
(PAN card of individual in case of proprietorship firm/ PAN card of the firm in case of partnership firm must be enclosed) Self/Firm  
(Tick whichever applicable and strike out the other)
9. Discount offered :  
(Must be written clearly both in numbers as well as words. A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization must also be additionally given on official letterhead of the bidder) \_\_\_\_\_ % (percent)
10. ISO Certificate :  
(Valid ISO certificate must be enclosed. ISO certificate of the firm in case of manufacturers/ ISO certificate of each of the manufacturers in case of authorized distributors must essentially be enclosed) Self/Manufacturer(s)  
(Tick whichever applicable and strike out the other)
11. Whether the firm/distributor has been currently or in the past banned/blacklisted from doing business with any public funded organization :  
Yes/No  
(Tick whichever applicable and strike out the other)  
If Yes, submit details separately stating the period and the reasons thereof
12. Does the bidder currently have any rate contract for the items for which this bid has been submitted with any other public funded organization? :  
Yes/No  
(Tick whichever applicable and strike out the other)  
If Yes, submit self attested copies of the same
13. Whether the bidder intends to supply the goods directly or through its distributors? :  
Self/Distributor(s)  
(Tick whichever applicable and strike out the other)  
If through distributors, a separate list of the same for the headquarters as well as the stated research stations must be enclosed separately
14. Code of Integrity duly signed and stamped on bidder's letterhead as per Annexure D :  
Yes/No  
(Tick whichever applicable and strike out the other)
15. Insolvency Certificate from the Bank as per Annexure E :  
Yes/No  
(Tick whichever applicable and strike out the other)
16. Bank details of the bidder :

**(Signature of the bidder/bidder's representative)**

## TERMS & CONDITIONS FOR RATE CONTRACT

- 1 No equipment or apparatus of permanent nature etc. shall be covered under the rate contract irrespective of its value.
- 2 Packing, freight, forwarding, insurance charges, if any, shall be borne by the supplier. Under no circumstances whatsoever shall the same be borne by the Institute. Similarly any loss, damage, pilferage etc. of the material during transit shall be sole responsibility of the supplier. Defective supply, breakage(s), if any, needs to be replaced by the supplier within 10 (Ten) days completely at the cost of the supplier.
- 3 The delivery/supply shall be made on F.O.R. basis to this Institute and its Regional Stations/Centers/Units and as well as all Delhi based ICAR Institutes and their Regional Centers/Stations located in different parts of India i.e.ICAR-IARI, New Delhi & its regional stations/centers located at Shimla &Katrain(HP), Karnal (Haryana), Pune (Maharashtra), Kalimpong (WB), Samastipur (Bihar), Dharwad (Karnataka) Indore (MP) and Wellington (TN), Aduthurai (TN),KVK Shikohpur (Haryana); ICAR-IIMR, Ludhiana (Punjab) and its regional stations/centers located at New Delhi, Begusarai (Bihar), Hyderabad (Andhra Pradesh); ICAR-NBPGR, New Delhi and its regional stations/centers located at Akola (Maharashtra), Bhowali (Uttarakhand), Cuttack (Odisha), Jodhpur (Rajasthan), Shillong (Meghalaya), Ranchi (Jharkhand), Thrissur (Kerala) and Sri Nagar (J&K); and ICAR-NSS&LUP, Nagpur and its regional station/centers located at Bangalore (Karnataka), Kolkata (WB), Udaipur (Rajasthan) and Jorhat (Assam).
- 4 The Institutes will not issue any "C" & "D" form. However, GST and other Govt. levies will be paid extra as applicable shall be payable. The Institute is exempted from the payment of Custom duty in terms of Govt. Notification No.51/96-Customs dated 23.7.1996 and Excise duty
- 5 in terms of Notification No.10/97-Central Excise dated 1.3.1997 as amended from time to time for the purpose of Annual Rate Contract of these items.
- 6 The supplier shall deliver the goods within the delivery period mentioned in the purchase order. Otherwise penalty in the form of liquidated damages @0.5% per week of the cost of purchase order shall be deducted subject to a maximum of 10%.**The purchaser shall have the right to cancel the order without any notice to the supplier if the delay is beyond 6 weeks from the last date of delivery stated in the supply order.**
- 7 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 the purchasers place. Triplicate pre-receipted bills affixing a revenue stamp, where required should be sent to the concerned Division/Regional Station/Unit/Centre for payment. No interest will however, be payable in case of delayed payments.
- 8 **The Rate Contract will be made only in Indian Rupees.**

- 9 **Price charged for the stores supplied under Rate Contract should in no event be higher than lowest prices at which the party sells the same items of identical description to any other public funded organization 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 IARI. 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 and necessary punitive action as deemed fit shall be initiated against the supplier.
- 10 Supply should be made in full against a single order and part supply will not be accepted. Each supply bill should be supplemented with delivery challan.
- 11 The articles should be securely packed to avoid damages etc in transit .
- 12 Supply to be made from the latest batch of production with maximum shelf life in original packing to ensure appropriate intended utilization.
- 13 **A certificate is to be given by the applicant that the price list supplied is the only one in circulation and also the latest.**
- 14 Manufacturers' price catalogue/s (in Indian Rupees) is enclosed for each of the manufacturer & brands intended to be supplied. In case of non-availability of INR price catalogue/s of the manufacturer, authorization of the prices must be provided from each of the principals along with case specific authorization certificate given in Annexure B. **The submitted catalogue must have exactly the same catalogue numbers as given in manufacturers' original price catalogue in foreign currency.** Additionally, a consolidated undertaking in the format provided in Annexure D must be submitted on a non-judicial stamp paper of Rs. 100 duly notarized).
- 15 Discount offered must be written clearly both in numbers as well as words. A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization must also be additionally given on official letterhead of the bidder.
- 16 Bidders must clearly state whether they intend to supply the goods themselves or through their distributor network. In case they intend to do it through distributors separate list containing the name, address and contact details of the distributors for the headquarters as well as the stated regional stations/centers must be enclosed separately in the bidding document, which will be valid during RC.No change will be allowed except in complaining circumstances failure to execute order in time etc.
- 17 Indigenous manufacturers must submit valid manufacturing license issued by state/central government agencies along with their bids. In the absence of the same manufacturers can alternatively submit a copy of their UdyogAdhaar Memorandum (UAM). In case UAM is submitted, the same shall be accompanied by an undertaking as per Annexure - A on a non-judicial stamp paper of Rs. 100 (Rupees One Hundred Only) which must be notarized. **Bids with UAM and without notarized undertaking in the prescribed non-judicial stamp paper shall be treated as non-responsive.**

Bids submitted by authorized distributors of foreign manufacturers must be accompanied by ink signed case specific authorization from each of the manufacturers they represent separately as per Annexure - B failing which the bid shall be treated as non-responsive. Additionally, authorized distributors are compulsorily required to submit a consolidated undertaking as per Annexure - C.

- 18 All bidders must submit Earnest Money Deposit (EMD) of Rs. 1,50,000 (Rupees One Lakh and Fifty Thousand Only) in the form of FDR/Unconditional Bank Guarantee (BG) as per prescribed format given at Annexure F (Pages 17 & 18) of this tender document]from any Commercial Bank in favour of Director, ICAR-IARI payable at New Delhi. Validity of the FDR/BG must be 365 days. No interest will be paid by IARI on EMD. EMD of unsuccessful bidders would be refunded on finalization of the contract. EMD of successful bidders shall be refunded after the receipt of security deposit. If for any reason the successful bidder fails to submit the security deposit within the prescribed time limit, EMD of the firm/ bidder shall stand forfeited.

Exemption of EMD shall be extended to only those manufacturers who have a valid registration certificate from MSME/NSI Only.

The certificate shall clearly indicate the monetary limit and shall be valid as on due date/ extended due date of the tender. Also it should specifically cover the items proposed to be supplied to get EMD fee exemption.

- 19 All successful bidders have to submit a FDR/Unconditional Bank Guarantee (BG) [as per prescribed format given at Annexure F (Pages 17 & 18) of this tender document] of Rs.3.00 lakh(Rs. Three lakhs only) as Security Deposit.The same shall only be refunded/returned after successful completion of contract.No interest will be paid by ICAR-IARI on the Security Deposit.
- 20 Director, ICAR-IARI reserves the right to cancel the rate contract at any time without assigning any reason; accept or reject any bid/proposal without assigning any reason whatsoever for the same.
- 21 Any dispute arising between the bidder and the purchaser will be referred to Secretary, ICAR, KrishiBhawan, 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 Delhi jurisdiction only.

## CHECK LIST

All bidders are required to essentially submit scanned copies of the following documents (other than for the price catalogue) online. Additionally, the original documents along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), Room No. 44, Directorate, ICAR-IARI, Pusa Campus, New Delhi - 110 012 before the closing date of the tender.

All bidders submitting documents by hand/physically are compulsorily required to collect an acknowledgement of the receipt of the documents from the office of the Assistant Administrative Officer (Stores). No claims for submission of documents shall be entertained at a later date without the possession of the acknowledgement. Bids even if received physically before the closing date shall be outrightly rejected if requisite documents for the same is not uploaded online before the due date. **Submission of bids both online as well as offline are mandatory.** Bidders sending hard copies of the documents through registered post/speed post/courier shall do it at their own risk and responsibility. ICAR-IARI shall not be liable for any delay in the receipt of the hard copy of the documents beyond the prescribed closing date and time for the receipt of the same.

Sl.No.	Details of documents	Page No.	Whether attached or not (Yes/No)
1.	EMD of Rs. 1,50,000 (Rupees One Lakh and Fifty Thousand Only) in the form of FDR/Unconditional Bank Guarantee (BG) as per prescribed format given at Annexure F (Pages 17 & 18) of this tender document]from any Commercial Bank in favour of Director, ICAR-IARI payable at New Delhi.  <b>Validity of the FDR/BG must be 365 days.</b>  If exemption of EMD sought, then enclose valid registration certificate from MSME/NSIC.		
2.	<b>For indigenous manufacturers</b>  Valid manufacturing license issued by state/central government agencies.  or  copy of their UdyogAdhaar Memorandum (UAM) along with notarized undertaking as per <b>Annexure - A</b> on a non-judicial stamp paper of Rs. 100 (Rupees One Hundred Only).  <b>For authorized distributors of foreign manufacturers</b>  Ink signed case specific authorization from each of the represented manufacturers separately as per <b>Annexure - B</b>  and  A consolidated undertaking as per <b>Annexure - C</b> .		
3.	Manufacturers' price catalogue/s (in Indian Rupees)  or  Bidders own printed price catalogue in INR along with authorization of the prices from each of the principals as per format in Annexure B. <b>The submitted catalogue must essentially have exactly the same catalogue numbers as given in manufacturers' original price catalogue in foreign currency.</b>		
4.	Turn over certificate for the last three years i.e. 2015-2016, 2016-2017 & 2017-2018 duly certified by the Chartered Accountant (Minimum required turnover for eligibility to bid in each of the three financial years mentioned above Rs. 1.5 Crores)		
5.	Copy of the certified GST Registration Certificate. (The certificate must clearly mentioning the registration number & date of registration)		
6.	Copy of GST return filed with concerned Department		
7.	Copy of PAN Card (PAN card of individual in case of proprietorship firm/ PAN card of the firm in case of partnership firm must be enclosed)		
8.	Fall Clause Certificate		



	(A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization on official letterhead of the bidder)		
10.	ISO Certificate (Valid ISO certificate must be enclosed. ISO certificate of the firm in case of manufacturers/ ISO certificate of each of the foreign manufacturers in case of authorized distributors must essentially be enclosed)		
11.	Certificate as to whether the firm/distributor has been currently/blacklisted in the past banned from doing business with any public funded organization		
12.	Similar ongoing rate contracts with other public funded organizations/GovtDeptt.(not more than five)		
13.	List of distributors along with their name, address, contact details and domain of supply		
14.	Certificate by the bidder that the Price List supplied to this Institute is only one in circulation		
15.	Copy of certificate not providing higher discount to any other Deptt/Organization		
16.	Code of Integrity duly signed and stamped on bidder's letterhead as per Annexure D		
17.	Insolvency Certificate (not older than three month) of Rs. 20.00 lakhs (Rs. Twenty lakh) from the Bank as per Annexure E		

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

**Seal and Signature of the tenderer**

## Instructions to Bidders

<b>1.</b>	<b>Instructions</b>	
	<p>All bidders are required to submit all requisite documents (other than for the price catalogue) online. Additionally, the original documents along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), Room No. 44, Directorate, ICAR-IARI, Pusa Campus, New Delhi - 110 012 before the closing date of the tender. <b><u>Authorized distributors of foreign manufacturers are advised to submit price catalogues of the manufacturer in Indian Rupees. In case price catalogue of the manufacturer is not available and the authorized distributors submits their own printed catalogue, the same must compulsorily bear the manufacturers catalogue number and the prices mentioned thereof in Indian Rupees must be authorized by the manufacturer in the format provided as Annexure B.</u></b></p> <p>All bidders submitting documents by hand/physically are compulsorily required to collect an acknowledgement of the receipt of the documents from the office of the Assistant Administrative Officer (Stores). No claims for submission of documents shall be entertained at a later date without the possession of the acknowledgement. Bids even if received physically before the closing date shall be outrightly rejected if requisite documents for the same is not uploaded online before the due date. <b><u>Submission of bids both online as well as offline are mandatory.</u></b> Bidders sending hard copies of the documents through registered post/speed post/courier shall do it at their own risk and responsibility. ICAR-IARI shall not be liable for any delay in the receipt of the hard copy of the documents beyond the prescribed closing date and time for the receipt of the same.</p>	
<b>2.</b>	<p>All bidders are required to essentially submit scanned copies of the following documents (other than for the price catalogue) online. Additionally, the original documents along with relevant price catalogue/s will have to be physically submitted by hand/registered post/speed post/courier to the office of the Assistant Administrative Officer (Stores), Room No. 44, Directorate, ICAR-IARI, Pusa Campus, New Delhi - 110 012 before the closing date of the tender.</p>	
(a)	Ernest Money Deposit	<p>EMD of <u>Rs. 1,50,000</u> (Rupees One Lakh and Fifty Thousand Only) in the form of FDR/Unconditional Bank Guarantee (BG) as per prescribed format given at Annexure F (Pages 17 &amp; 18) of this tender document]from any Commercial Bank in favourof Director, ICAR-IARI payable at New Delhi.</p> <p style="text-align: center; background-color: yellow;"><b>Validity of the FDR/BG must be 365 days.</b></p> <p style="text-align: center;">If exemption of EMD sought, then enclose valid registration certificate from MSME/NSIC.</p>
(b)	Eligibility for Responding	<p style="text-align: center; background-color: yellow;"><b>For indigenous manufacturers</b></p> <p>Valid manufacturing license issued by state/central government agencies. or copy of their UdyogAdhaar Memorandum (UAM) along with notarized undertaking as per <b><u>Annexure - A</u></b> on a non-judicial stamp paper of Rs. 100 (Rupees One Hundred Only).</p> <p style="text-align: center; background-color: yellow;"><b>For authorized distributors of foreign manufacturers</b></p> <p>Ink signed case specific authorization from each of the represented manufacturers separately as per <b><u>Annexure - B</u></b> and A consolidated undertaking as per <b><u>Annexure - C</u></b> .</p>
(c)	Other required documents	<p>Manufacturers' price catalogue/s (in Indian Rupees)</p> <p style="text-align: center;">Or</p> <p>Bidders own printed price catalogue in INR along with authorization of the prices from each of the principals as per format in Annexure B. <b>The submitted catalogue must essentially have exactly the same catalogue numbers as given</b></p>

		<b>in manufacturers' original price catalogue in foreign currency.</b>
		Superscribed as such on the application whether indigenous or imported as the case may be
		Turn over certificate for the last three years i.e. 2015-2016, 2016-2017 & 2017-2018 duly certified by the Chartered Accountant (Minimum required turnover for eligibility to bid in each of the three financial years mentioned above Rs. 1.5 Crores)
		Copy of the certified GST Registration Certificate. (The certificate must clearly mentioning the registration number & date of registration)
		Copy of GST return filed with concerned Deptt.
		Copy of PAN Card (PAN card of individual in case of proprietorship firm/ PAN card of the firm in case of partnership firm must be enclosed)
		Fall Clause Certificate (A certificate clearly stating that the firm has not offered a discount higher than what has been offered in this bid to any other public funded organization on official letterhead of the bidder)
		ISO Certificate (Valid ISO certificate must be enclosed. ISO certificate of the firm in case of manufacturers/ ISO certificate of each of the foreign principal manufacturers in case of authorized distributors must essentially be enclosed)
		Certificate as to whether the firm/distributor has been currently or in the past banned/blacklisted from doing business with any public funded organization/Govt. Deptt
		Similar ongoing rate contracts with other public funded organizations/Govt Organization
		List of distributors along with their name, address, contact details and domain of supply
		Certificate by the bidder that the Price List supplied to this Institute is only one in circulation
		Copy of certificate for not providing higher discount to any other Deptt/Organization
		Duly filled code of integrity on bidders letter head as per format given in Annexure D
		Insolvency certificate from the bank as per format given in Annexure E

**Format of  
Undertaking to be submitted along with UdyogAdhaar Memorandum**

(To be submitted on a Rs. 100 Non-Judicial Stamp Paper duly notarized)

I/We proprietor/partners of \_\_\_\_\_ (name of the firm) having  
registered office at \_\_\_\_\_ (address) do here by declare

that my/our manufacturing unit for

\_\_\_\_\_ (chemicals/glassware/plasticware/others) is located at

\_\_\_\_\_ (address where actual manufacturing of the goods) quoted for in our bid vide  
\_\_\_\_\_ (detailed bid reference) against tender no.

\_\_\_\_\_ (mention the details of the tender floated by

ICAR-IARI). ICAR-Indian Agricultural Research Institute (ICAR-IARI shall have the  
right to inspect our manufacturing facility on any working day without any prior  
notice to me/us. If the above details are found to be wrong/misrepresented at any  
point during the period of the rate contract, ICAR-IARI shall have the sole discretion  
of initiating any action as deemed fit against me/us.

Signature with designation and seal of proprietor/all the partners

**Format of  
Case Specific Certificate of Authorization for Supply as well as Price  
List from the Manufacturer**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include an original ink signed copy of the same in its bid]*

Dated :*[insert date (as day, month and year) of Bid Submission]*

To,  
Director,  
ICAR-IARI, New Delhi - 110 012

Subject : Authorisation towards tender no. \_\_\_\_\_ for supply of chemicals/glassware/ plasticware/consumables *[tick whichever applicable and strike out whichever is not applicable]*.

Sir,

We *[insert complete name and address of Manufacturer]*, who are the official manufacturers of *[insert type and brand of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the aforementioned materials manufactured by us, and to subsequently negotiate and sign the Contract on our behalf.

The aforementioned materials shall be supplied under the rate contract if approved at a discount of \_\_\_\_\_ % *[insert the value both in figures and words clearly. In case of ambiguity in the same the bid shall be rejected outrightly]* of the rates (in Indian Rupees) mentioned against each of the items in our printed catalogue submitted along with the bid submitted by our authorized bidder. It is also certified that the discount offered by us is the maximum that we offer to any public funded organization. In case it is found to be otherwise we shall be solely responsible for the same.

or

The aforementioned materials shall be supplied under the rate contract if approved at a discount of \_\_\_\_\_ % *[insert the value both in figures and words clearly. In case of ambiguity in the same the bid shall be rejected outrightly]* of the rates (in Indian Rupees) mentioned against each of the items mentioned between page nos. \_\_\_\_ & \_\_\_\_ *[insert the page numbers of the catalogue submitted by your authorized distributors]* which are duly verified and authorized by us. It shall be the sole responsibility of the manufacturer to ascertain that the authorized catalogue bears the exact manufacturers' catalogue numbers. It is also certified that the discount offered by us is the maximum that we offer to any public funded organization. In case it is found to be otherwise we shall be solely responsible for the same.

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Mobile No. & Email ID

**NOTE**

**EMAIL ID & MOBILE NUMBER OF THE SIGNATORY IS A MANDATORY REQUIREMENT TO ASCERTAIN THE AUTHENTICITY OF THE CERTIFICATE IF SO REQUIRED.**

**ANY BID CONTAINING THIS CERTIFICATE WITHOUT THE MENTION OF A VALID EMAIL ID & MOBILE NUMBER SHALL BE SUMMARARILY TREATED AS NON-RESPONSIVE**

**Format of  
Undertaking to be submitted for authenticity of the manufacturers  
authorization certificate(s)**

(To be submitted on a Rs. 100 Non-Judicial Stamp Paper duly notarized)

I/We the proprietor/partners of \_\_\_\_\_ (name of the firm) having registered office at \_\_\_\_\_ (address) do here by declare that the manufacturer's authorization certificates submitted by me/us along with our bid for the supply of chemicals/glassware/plasticware/others (strike off whichever is not applicable) vide \_\_\_\_\_ (detailed bid reference) against tender no. \_\_\_\_\_ (mention the details of the tender floated by IARI) is authentic and has been obtained from the manufacturer's directly. ICAR-Indian Agricultural Research Institute (ICAR-IARI) shall have the right to verify the same through any means that it feels suitable at any point of time. In case any document is found to be forged/misrepresented at any point during the period of the rate contract, ICAR-IARI shall have the sole discretion of cancelling the contract and initiating any action as deemed fit against me/us.

Signature with designation and seal of proprietor/all the partners

**Format of  
Code of Integrity**

To,  
The Director  
ICAR-Indian Agricultural Research Institute  
New Delhi-12

We M/s \_\_\_\_\_ hereby undertaken that we shall not act in contravention of the codes which includes provision of

- i) Prohibition of
  - a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process
  - b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided
  - c) Collusion, bid rigging or anticompetitive behavior that may impair the transparency.
  - d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - e) Any financial at business transaction between the bidder and any official of the procuring entity related to tender or execution process of control; which can affect the decision of the procuring entity directly or indirectly.
  - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - g) Obstruction of any investigation or auditing of procurement process.
  - h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
- ii) Disclosure of conflict of interest
- iii) Disclosure by the bidder of any previous transgressions made in respect of the provision of sub-clause
  - (i) With any entity in any country during that last three years or of being debarred by any other procuring entity

**Place :**  
**Date :**

**Bidder signature**

**Stamp**

**Format of  
Solvency Certificate**

(TO BE GIVEN BY THE BANK ON ITS LETTER HEAD)

We the bank (name of bank) do hereby certify that \_\_\_\_\_ have been maintaining a current bank account with our bank since \_\_\_\_\_ year. From their bank transactions with us we have found them as follows.

To the best of our bank's record and information belief, we certify that they (M/s \_\_\_\_\_) are solvent to the extent of Rs. \_\_\_\_\_ (in words \_\_\_\_\_). This Solvency Certificate is being issued on the request of M/s \_\_\_\_\_ without any risk and responsibility on the part of the bank or any of its officer(s)

**Place :**  
**Manager**  
**Date :**

**Signature of Bank**

Seal of bank



**Format Bank Guarantee for EMD & Performance Security**

**Beneficiary** : **Director, ICAR-IARI**(*hereinafter referred to as Beneficiary /Government*)

**Date** : .....[*Insert date of issue of BG*]

**PERFORMANCE BANK GUARANTEE No.** : .....[*Insert guarantee number*]

**PERFORMANCE BANK GUARANTEE Amount** : .....[*Insert guarantee amount*]

**Applicant / Seller** : ..... [*Insert Seller Name and Address*]

**Guarantor** : .....[*Insert name and address of the issuing Bank*]

1. The Applicant/Seller named above has entered into a above referred contract with the Beneficiary, for the supply of Goods and / or Services as defined in the said contract. According to the conditions of the Contract, a performance security is required to be furnished by the Seller to the Beneficiary for due performance of the contract.
2. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [insert amount in figures] ( [insert amount in words] ), upon receipt by us of the Beneficiary's demand stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for our demand or the sums specified therein.
3. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Beneficiary / Government. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_
4. We undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by Seller(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.
5. The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the Seller (s) shall have no claim against us for making such payment.
6. We further agree that the Guarantee here in contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract including Guarantee/Warranty period and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged.
7. We further agree with Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and condition of the said Contract or to extend time of performance by the said Seller (s) from time to time or to postpone any time or from time to time powers exercisable by the Government against the said Seller (s) and to forbear or enforce any of the terms and condition relating to the said Contract and we shall not be

relieved from our liability by reason of any such variation, or only extension being granted to the said Seller (s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Seller (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

8. Notwithstanding anything contained herein above our liability under the Guarantee is restricted to Rs \_\_\_\_\_ and shall remain in force until \_\_\_\_\_ [Should be for a period of 12 months from the date of issue in case EMD & 18 months from the date of issue in case of Performance security]
9. This Guarantee will not be discharged due to be change in the constitution of the Bank or the Seller(s).
10. We lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.

Dated \_\_\_\_\_ For \_\_\_\_\_

(Indicate the name of the Bank) Signature \_\_\_\_\_

Name of the Officer \_\_\_\_\_

Designation of the officer \_\_\_\_\_ Codeno \_\_\_\_\_

Name of the Bank and Branch \_\_\_\_\_