



REGIONAL PLANT RESOURCE CENTRE
Nayapalli, Bhubaneswar-751015, Odisha
FOREST ENVIRONMENT & CLIMATE CONTROL DEPARTMENT,
GOVERNMENT OF ODISHA
Tel no.-0674-2557925, 2552002, Email:rprcbbsr@gmail.com
Website:www.rprcbbsr.in

No.1961/RPRC

Date:26.10.2021

Sealed Tender in the prescribed format are invited from reputed manufacturers for the Annual Rate Contract for supply of laboratory chemicals, plastic wares, glass wares, small equipments etc for the financial year 2021-22. The interested parties may download the prescribed format and Terms & Conditions from RPRC website www.rprcbbsr.in. The sealed quotation super-scribed "Tender for Annual Rate Contract for supply of Chemicals, consumables and small equipments" should reach to the undersigned on or before 12th November,2021 (5.30PM). The tender should be accompanied with a Bank Draft for Rs.2000/- towards cost of tender paper. The tender will be opened on 15th November,2021 at 11.30 AM.

Sd/-

Administrative Officer



Regional Plant Resource Centre

**Tender for Annual Rate Contract
for
Chemicals, Plastic Wares, Glass wares, Small
Equipments**

**Administrative Officer
Regional Plant Resource Centre
Bhubaneswar**

NOTE: Please Furnish the Required Information Completely as Incomplete/false information may result in Cancellation of Tender.

APPLICATION FORM FOR ENTERING INTO RATE CONTRACT FOR CHEMICALS, GLASSWARES, PLASTICWARES ETC. WITH REGIONAL PLANT RESOURCE CENTRE, NAYAPALLI, BHUBANESWAR.

1. Name & full address of the applicant
(along with email address & Phone number):

2. Item/ materials for which Rate Contract desired / applied for
 - (a) Chemicals
 - (b) Plastic wares
 - (c) Glass wares
 - (d) Diagnostic Kits
 - (e) Assay Kits
 - (f) Small equipment

3. Whether the firm is registered under company act 1956?

If yes, enclose certified copies:
In case firm is registered with other Govt. Deptt./ Agency,
the same may be stated with documentary evidence.

4.
 - (a) GST Number
 - (b) Latest copy of GST Return
(Please enclose copies of relevant documents)

5. (a) Income Tax PAN No.

(in the name of firm/ Company & not individual)

(b) Latest copy of Return filed with Income Tax Department:

6. Latest manufacturers price list to be enclosed:
(To be Signed & stamped on each page)

7. Rate of Discount offered on printed price list :

8. Rate of Discount Offered as in Special Cases for Bulk Purchase.
where the total value of order exceeds Rs. 75,000.00

9. State whether your firm have been currently banned/ black listed
by any Ministry/ Deptt. of Central Govt. or any
State Govt. If so give details there of.

10. Name & Address of authorized/valid dealer for RPRC,
(Minimum 2 dealers) for the Year 2021-2022

11. Any other information vital for entering into rate contract.

Signature
Name of Company/ Firm Complete address

Date:

Please write in your letter Pad

UNDERTAKING

We M/s will offer Discount on Company's printed price list @.....on each unit of products which is Maximum as applicable to the Govt. Research Organizations and ICAR Institutes. Further, we will offer Discount @.....as special case for bulk purchases, whenever the total value of order exceed Rs.75,000.00 (Rupees Seventy Five thousand).

Price list submitted by us with this Document is the only one in circulation which will remain valid upto Entire Rate contract Period. No addition/ alteration in respect of Price List will be made by us.

We Authorized M/s....., Address.....Telephone & Fax No.....Email id.....to obtain and execute order on our behalf for RPRC, Bhubaneswar. (Authorization Letter is enclosed).

Further, we will supply the items within 30 days of the date of issue of supply order beyond which we will pay penalty @ 0.5% per week subject to maximum 10% of the total value of consignment as per the terms and conditions of Rate Contract to the Chief Executive, RPRC, Bhubaneswar

Signature
Date:

Terms & Conditions of Rate Contract

1. Small equipment covered under Annual Rate Contract of the manufacturers will also be included in the contract.
2. **RPRC is exempted from the payment of Custom Duty & Central Excise Duty as per Govt. of India Notification vide No. TU/V/RG-CDE(1094)2012 dated 14.09.2012. Price excluding Custom Duty & Central Excise Duty should be submitted.**
3. Freight, insurance charges, if any, will not be borne by the purchaser. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier 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 7 days without freight/ transport charge.
4. That the delivery/ Supply will be made on F.O.R basis to this Institute.
5. GST and other Govt. levies will be paid extra as applicable.
6. That the supply of material will have to be completed within the stipulated time frame mentioned in the purchase order. The liquidated charges @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.
7. That the payment of the bill will be made within 30 days of receipt of the goods in satisfactory condition.
8. No revision in rate (on higher side) will be accepted during contract period.
9. The firm may supply the required items as per unit price mentioned in the price list.
10. Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute.
11. No payment will be made for unsatisfactory supply.
12. The articles should be securely packed to avoid damages etc. in transit.
13. Supply be made from the latest batch of production with the maximum life period & original packing.
14. Pre-receipted bills should be sent along with goods.
15. The Chief Executive, RPRC, Bhubaneswar reserves the right to cancel the rate contract without assigning any reason.
16. The Rate Contract will be valid upto 30.08.2022 which may be extended by the Competent Authority, if required.

INSTRUCTION TO TENDERERS

1. The Manufacturer has to pay a sum of Rs.2000/- in shape of Demand Draft payable in favour of Chief Executive, RPRC, Bhubaneswar towards the cost of Tender Paper. The Tender papers can be obtained from RPRC Office during working hours from 28th October,2021. The firm downloading Tender documents from RPRC website have to attach a DD of Rs.2000/- along with the Tenders. Tenders without cost of Tender paper shall be rejected outright.
2. Incomplete proposals and proposals received after due date shall not be entertained.
3. In case of discrepancy between unit price & total price, the unit price shall prevail.
4. Where contract (R/C) for supply of goods, etc. imported (Subject to custom duty and foreign exchange fluctuations) and / or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
5. Price list valid for The Rate Contract Period should be submitted to each Scientist.
6. Authorization certificate duly self attested and showing validity for the year 2021-22 should be submitted.
7. Terms & Condition (Undertaking) in the prescribed format duly signed/ sealed by the company's authorized representative should be submitted.
8. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
9. The price list which is in CD is to be downloaded and printed copy is to be supplied to this office duly signed and sealed by the authorized signatory.
10. The competent authority reserve the right to accept to reject any or all tenders without assignment any reason.

Signature of Tenderer

Date: