



Regional Plant Resource Centre

Tender for Annual Rate Contract

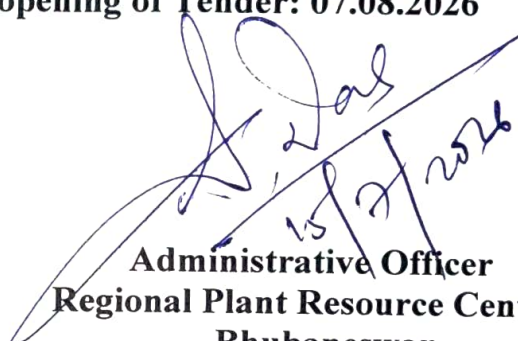
For

Chemicals, Glass wares, Plastic wares, Diagnostic Kits, Assay Kits, Office Stationaries & Animal Feeders/ Surgical Materials & Small/ Minor Laboratory Equipment

Date of publication of Tender: 16.07.2026

Last date for submission of Tender: 05.08.2025

Date and time of opening of Tender: 07.08.2026


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:
2. Item/materials for which Rate Contract desired /applied for:
 - (a) Chemicals
 - (b) Plastic wares
 - (c) Glassware
 - (d) Diagnostic Kits
 - (e) Assay Kits
 - (f) Office Stationaries and Animal Feeders/ Surgical Materials
 - (g) Small/ minor Laboratory 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. GST No.
(Please enclose copies of relevant papers)
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 manufactures price list to be enclosed:
(To be signed & stamped on each page)
7. 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 thereof.
8. Name & Address of authorized/ valid dealer for RPRC,

if any for the Year 2026 – 2027
9. Rate of Discount Offered :
10. Rate of Discount Offered as in Special Cases for Bulk Purchase,

where the total value of order exceed Rs. 75,000.00 :

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 each unit of products which is Maximum as applicable to the Govt. Research Organizations. Further, we will offer Discount @ as special case for bulk purchases, whenever the total value of order exceed Rs. _____ (Rupees _____).

Price list submitted by us with this Document is the only one in circulation which will remain valid up to 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 45 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

Terms & Conditions of Rate Contract

1. Small equipment covered under Annual Rate Contract of the manufacture will also be included in the contract.
2. 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 charges.
3. That the delivery/ supply will be made on F.O.R basis to this Institute, by road transport, train or flight.
4. Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
5. 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/contact value.
6. That the payment of the bill will be made within 30 days (as per as possible) of receipt of the goods in satisfactory condition.
7. No revision in date (on higher side) will be accepted during contract period.
8. The firm may supply the required items as per unit price mentioned in the price list.
9. Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute.
10. No payment will be made for unsatisfactory supply.
11. The articles should be securely packed to avoid damages etc. in transit.
12. Supply be made from the latest batch of production with the maximum life period & original packing.
13. Pre-receipted bills should be sent along with goods.
14. The Chief Executive, RPRC, Bhubaneswar reserves the right to cancel the rate contract without assigning any reason.
15. The Rate Contract will be valid up to 31.03.2027 which may be extended by the Competent Authority, if required.

INSTRUCTION TO TENDERS

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 17th July, 2026. This 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. The rate contract will be valid till 31th March,2027. The period may be extended up to 6 months or more, if required.
3. Incomplete proposals and proposals received after due date shall not be entertained.
4. In case of discrepancy between unit price & total price, the unit price shall prevail.
5. Price list valid for The Rate Contract period should be submitted to each Scientist.
6. Authorization certificate in respect of foreign principals duly self-attested showing validity for the year 2026-27 should be submitted.
7. Terms & Condition in the prescribed format duly signed/sealed by the Company's authorized representative should be submitted.
8. Proposal for rate constant may be submitted in the prescribed format and all columns may be filled up.
9. The price list which is in CD may be downloaded and copy may be supplied to this office duly signed and sealed by the authorized signatory.
- 10 The competent authority reserves the light to accept to reject any or all tenders without assignment any reason.

Signature of Tenderer

Date: