

**REGIONAL PLANT RESOURCE CENTRE  
BHUBANESWAR**

No.1092/RPRC

Date: 31.5.17

Sealed quotation in the prescribed format are invited from reputed manufacturer for the Annual Rate Contract for supply of laboratory chemicals, plasticwares, glasswares, small equipments etc for the financial year 2017-18. The interested parties may download the prescribed format form RPRC website [www.rprcbbsr.com](http://www.rprcbbsr.com) . The sealed quotation super scribed **“Quotation for Annual Rate Contract for supply of Chemicals, consumables and small equipments”** should reach to the undersigned on or before 17<sup>th</sup> June,2017 ( 4PM before )

-Sd-

**Administrative Officer**

**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  
CHAMICALS, 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) Glass wares
  - (d) Diagnostic Kits
  - (e) Assay Kits
  
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) State sales tax Regn. No.,  
TIN No. with date of validity
  - (b) Central sale Tax Regn. No.
  - (c) Latest copy of Sale Tax Return  
(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. Whether latest manufactures price list is enclosed:
  
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 there of.

8. Name & Address of authorized/valid dealer for RPRC,  
(Minimum 2 dealer) for the Year 2017-2018
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

**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 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 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 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, by road transport, train or flight.
5. Sales Tax (Trade Tax) 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 31.03.2018 which may be extended by the Competent Authority, if required.

## **INSTRUCTION TO TENDERERS**

1. The Rate Contract will be valid till 31<sup>st</sup> March,2018. The period may be extended upto 6 months, if required.
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 in respect of Foreign Principals duly self attested and showing validity for the year 2017-18 should be submitted.
7. Terms & Condition in the prescribed format duly signed/ sealed by the company's authorized representative should be submitted.
9. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
10. 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.
11. The competent authority reserve the right to accept to reject any or all tenders without assignment any reason.

**Signature of Tenderer**