

An Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India

STORES AND PURCHASE SECTION

E-mail	spm@niab.org.in		Address
Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals
Telefax	+91 40 2304 2740		Building, Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India – 500049

(BID DOCUMENT (RATE CONTRACT FOR 2018-19)

NOTICE INVITATING SEALED TENDERS FOR ARC (SINGLE BID)

Sealed Tenders/Bids are invited on behalf of Director NIAB, from reputed manufacturers / authorized distributors of Indian / Foreign Firms for entering in to Annual Rate Contract for supply of Laboratory Research Chemicals/ Glassware / Plastic ware / Consumables/ Others (PRODUCT CATEGORY AS PER CHAPTER NO-2 OF THIS BID DOCUMENT) on Catalogue / Price List basis with discount/fixed rate basis for period of one year.

SN	Name of item	Put this Ref. No. on the top of cover	Bid Type
1	Annual Rate Contract for supply of Laboratory Research Chemicals / Glassware / Plastic ware / Consumables/ Others (PRODUCT CATEGORY AS PER CHAPTER NO-2 OF THIS BID DOCUMENT)	NIAB/SP/2017-18/ARC/65	<u>SINGLE Bid</u>

RC REGISTRATION FEES (NON - REFUNDABLE) <u>(NOT EXEMPTED FOR ANY FIRM.)</u>	Fees is Rs 2000 per RC category. Please read chapter -2 , Fees for RC Application columns , Submit your total Fees as per No. of Category you want to participate. You can club all amount in One DD. But Separate Application ARC Form is required to be submitted for Each Product Category.	
MODE OF PAYMENT OF EMD/FEES	<u>Demand Draft</u> of any nationalized/commercial schedule bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft.	
DD TO BE ISSUED IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> , payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	19-02-2018 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	19-02-2018 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	
PRE-BID MEETING (IF ANY)	No Pre-Bid meeting. (Contact information given at the end of this document for queries (if any) about tender.	

The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBC participants should inform their intention to participate and send written queries at the email santosh@niab.org.in, spm@niab.org.in sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.

BID DOCUMENTS CHAPTERS

Chapter 1: INSTRUCTIONS TO BIDDERS/ TERMS & CONDITIONS

Chapter 2: CATEGORY LIST /CODE FOR RATE CONTRACT

Chapter 3: APPLICATION FORM FOR RATE CONTRACT (ARC)

Chapter 4: STANDARD FORMS, (TO BE SUBMITTED BY THE BIDDERS)

This Tender/Bid shall be submitted in Single Bid

Single bid means total offer/bid/Quotation with EMD / Tender Fees (if applicable), all terms and conditions, price quote & technical literature/details etc. required formats in and as one single document & in One Single Envelope.

Please Check and submit all forms and formats to be submitted with quotations as per chapter No 4. Offers/BID without this shall be summarily rejected.

Please refer to ARC FORM, PRODUCT CATEGORY LIST FOR RATE CONTRACT & important points / clauses / terms and conditions mentioned in this document as per above chapters.

Please read all points of BID Document very carefully before submission of your bid.

The competent authority in NIAB will have full right to reject any/all offer(s) without assigning any reason thereof and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender as per Policy/Committee recommendations of NIAB for which no claim from whomsoever will be entertained.

Sd /-
Manager (Stores & Purchase)
For Director , NIAB

CHAPTER – 1 : INSTRUCTIONS TO BIDDERS

SN	DETAILS
1	BIDDERS ELIGIBILITY / QUALIFICATION / REQUIREMENTS
	This Invitation for Bids is open to all Original Manufacturers/ their Authorized Dealers/ vendors / suppliers to quote on their behalf for this tender as per Manufacturer's Authorization Form and Indian Agents of Foreign Principals, if any who possess the qualifying requirements as specified in the Tender.
2	PERIOD OF VALIDITY OF BIDS
	Bids shall remain valid for 180 days after the date of bid opening prescribed by the Purchaser. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its bid. Bid evaluation will be based on the bid prices without taking into consideration the above corrections. For Rate contract, offer/discount will be valid for minimum 01 year.
3	WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS
	No withdrawal of Bids is permitted after the Deadline for submission. No suo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.
4	CONFIDENTIALITY
	Information relating to the examination, evaluation, comparison and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until placement of the Order.
5	CLARIFICATION OF BIDS
	To assist in the examination, evaluation, comparison and post qualification of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.
6	PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS
	The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders. <u>The Director, NIAB reserves the right to reject any/all the proposal/s without assigning any reason whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm. Please Offer uniform discount for the entire Catalogue prices. Chemicals having expiry of less than six months not to be supplied. No request for increase in prices will be entertained for one year from the date of entering into the rate contract. The prices should be inclusive of packing & forwarding. If ex-works / go down prices are quoted, then packing& forwarding documentation, freight and insurance charges must be specifically mentioned separately. Sale Tax / other Govt. levies will be paid at actual and prevailing rates of duty and tax etc. may be mentioned separately. No other charges other than those mentioned clearly in this form will be paid.</u> Mere submission of application/proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which our decision will be final.
7	FRAUD AND CORRUPTION
	The purchaser requires that the bidder's suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined: "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract. The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
8	APPLICABLE LAW
	The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction Hyderabad.

Please Read all following Terms /points before submitting application form.

- The Rate Contract awarded will be valid from **01/04/2018 to 31/03/2019** **This period may be extended up to 6-12 months, if required and agreed by both NIAB & FIRM.** Price list valid for The Rate Contract Period should be submitted to each Scientist. Successful applicants will be intimated to submit their Pricelist/Catalogue/Brochure/ Pamphlet only after enlistment. Around 20-30 copies of these books will require to be circulated among the various departments, labs, divisions and scientists. Prices of the products are also to be submitted in the form of CDs or Floppies. Authorization certificate in respect Principals duly signed and showing validity for the year 2018-19 should be submitted.
- National Institute of Animal Biotechnology, is an Autonomous Institute of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India and it is registered with the (DSIR) Department of Scientific & Industrial Research, Government of India as Public Funded Research Institute vide their Registration No. TUV/RG-CDE (1175)/2015 dated 19th Aug 2015. This (DSIR registration) of NIAB is valid up to 31.08.2020.NIAB, Hyderabad IEC No. 0100000011. Price List excluding Custom Duty & Central Excise Duty /CBW should be submitted (IF ANY). The Bidders are requested to quote Customs Bounded Ware House Prices, if applicable. Prices quoted should be up to NIAB, HYDERABAD. The Custom duty Rates /Exemption will be as applicable as per Govt. of India Rules as applicable & Registration with DSIR as per above details. The GST Rates / Exemption applicable will be as per GOI, MoF Notification No. 45/2017 & 47/2017 dt. 14/11/2017 & GOI - GST Law 2017 as applicable.
- Freight, insurance charges, if any will not be borne by the purchaser other than order in foreign currency. 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. That the delivery/ Supply will be made on F.O.R basis to this Institute, by road transport, train or flight. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable. The articles should be securely packed to avoid damages etc. in transit. Supply be made from the latest batch of production with the maximum life period & original packing.
- No revision in rate (on higher side) will be accepted during contract period. No upward revision in price will be accepted during currency of the rate contract under any circumstances. The bidder should provide an undertaking to this effect.
- Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the Competent Authority of this Institute. 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.
- Enlistment under Rate Contract with this institute does not ensure business of any minimum quantum, whatsoever. Enlistment can be cancelled at any time if the firm is found as "Habitual Defaulter" or supplying sub-standard material or for any other reason, based on the complaints received from the users.
- No payment will be made for unsatisfactory supply. Incomplete proposals and proposals received after due date shall not be entertained. Proposal for rate contract may be submitted in above prescribed format and all columns may be filled up. Proposal must be neat and clean and duly typed/ clean handwritten. Under a Product Category, the firm must fulfil all the mentioned requirements failing which its offer will be rejected as incomplete. Printed terms and conditions of the applicant on their Quotation Form/literature/letter etc. if any, will not be binding on us. 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.
- There should be one exclusive authorised dealer / stockist for each brand/ product. Any addition or deletion of dealership / distribution ship must be intimated immediately. Order can be made to local stockiest directly at R/C rate as per the same terms & conditions. The local stockiest may be asked to keep stock of essential R/C items for ready supply ex-stock and can offer extra discount more than RC as per contract based on quantity, offer by manufacturer , bulk order etc.
- The firm should submit one copy of latest printed price list without which the Rate Contract will not be awarded. If the rate contract is to be done on old price list of the year, the same will remain valid for this rate contract and the same be clearly indicated on the document. The price list submitted/ mentioned with this application form will be treated final for this rate contract.
- The item supplied should be certified by the supplier to be of genuine quality/make and procured from the authorized stockist /dealer/Manufacturer. The Supplies if rejected due to non-conformity with the specifications has to be removed and replaced within the stipulated period free of cost at the ultimate destination. In case of failure to do so the rejected supply shall be disposed of by NIAB at their own discretion and no claim shall be entertained

CATEGORY CODE FOR RATE CONTRACT**(A Separate Application Form is required for Each Product Category)**

Sr No	RC Category	RC CODE	Fees for RC Application
01	All Chemicals / Consumables useful for Lab. (including chemicals/solvents (LR/AR/HPLC grade), rare chemicals/fine chemicals, / biochemical / immune chemicals, general common chemicals required for lab, diagnostic kit, reagents including elisa/ pcr diagnostic kits, sensors, probes etc. for diagnosis of animal and poultry diseases, assay kits, molecular biology enzymes, reagents , culture media , culture reagents , antibodies ,readymade media and media components for microbiology/animal cell culture, filtration products ,filter paper, chromatography accessories (hplc/gc columns/columns fittings/tlc plates ,filter membrane , disposable filter units, cotton, tissue paper rolls/aluminium foil , surgical gloves/polyvinyl & nitrile gloves & safety wears for chemical & biological labs/workshops , disinfectants)	RC- A	Rs 2000
02	Glasswares (Complete range) useful for Scientific research.	RC-B	Rs 2000
03	Plastic wares (Complete range) useful for Scientific research.	RC-C	Rs 2000
04	Services – Peptides synthesis , Oligos, Primers synthesis, Sequencing, Gene Synthesis etc , (Rate Per sample / unit to be Quoted with price list)	RC-D	Rs 2000
05	Animals for lab experiment (mice /rabbit etc.)	RC-E	Rs 2000
06	Gases & Gas Cylinder (Supply & Refilling) All types of Gases & Cylinder requires for scientific labs.	RC-F	Rs 2000
07	Printer Cartridges Ink Toner/Cartridges for various Inkjet/Laser jet Printers, HP/Samsung/Canon (Quote for Brand/Model No/cat No – Company Price – discount)	RC-G	Rs 2000
08	News Paper Advertisement Publishing of News Advertisement at DAVP rate with discount. (Mention discount percentage on DAVP rate)	RC-H	Rs 2000
09	Providing Vehicles (Indica / Hatch Back Sedan, Innova, indigo) 4 HRS - 40 KM (AC / NON AC) with Rate for extra Km/hr 8 HRS – 80 KM (AC / NON AC) with Rate for extra Km/hr AIRPORT PICKUP AND DROP FROM NIAB OFFICE ,MIYAPUR Mention your quotation for above and any other offer(if any)	RC-I	Rs 2000

CHAPTER – 3 (ARC FORM)

APPLICATION FOR RATE CONTRACT (ARC FORM)

(A separate ARC form is required to be submitted for each RC category)

1	APPLICANT FIRM NAME submitting this ARC Form		
2	CORRESPONDENCE ADDRESS <i>(with telephone/mobile/fax no./e-mail address and also with official website, if any)</i>		
3	CONTACT DETAILS OF APPLICANT FIRM (please attach visiting card if any) Name of Person :- Designation :- Contact No :- E mail Id:-		
4	STATUS OF THE APPLICANT FIRM MARK ✓ IN SUITABLE ()	<u>() MANUFACTURER</u> OR <u>() DISTRIBUTOR/STOCKIST/RE-SELLER/OTHER</u>	
5	DO YOU HAVE /OFFER CUSTOM BONDED WAREHOUSE FACILITY /CBW PRICE LIST MARK ✓ IN SUITABLE ()	YES () If yes, pls. attached copies of relevant documents , attached CBW price list	NO ()
6	APPLICABLE TAX & RATE OF TAX FOR RC ITEMS. The GST Rates / Exemption applicable will be as per GOI, MoF Notification No. 45/2017 & 47/2017 dt. 14/11/2017 & GOI - GST Law 2017 as applicable.		
7	Provide following details (a) TIN No. with date of validity if any (b) GST Regn. No. (c) Income Tax PAN No. (in the name of firm/ Company & not individual) Latest copy of Return filed with Income Tax Department & Latest copy of Sale Tax Return. (Please enclose copies of relevant papers)	(Please enclose copies of relevant papers otherwise your application may be rejected) Tax Head Registration No _____ _____ _____ _____ _____	
8	Fees for RC Application-- DD DETAILS (DD No & date) (Rs 2000 /- per RC Category) ALL DD MUST BE PREPARED IN FAVOUR OF <u>National Institute of Animal Biotechnology</u> Payable at Hyderabad.	Total No of ARC form submitted /RC category applied = Total DD Amount = DD Details =	

9	<p>Are you having RC with any other DBT /CSIR /Govt. Deptt./Research Institute for the period in between 2013-2017</p> <p>MARK ✓ IN SUITABLE ()</p>	<p>YES ()</p> <p>If yes, pls. mention the details and attached copies of relevant documents</p>	<p>NO ()</p>
10	<p>In case Applicant firm is nominating any distributor then give details.</p> <p>If you are not nominating any distributor , Write “NA” - Not Applicable</p>	<p>Details of Distributor for NIAB</p> <p>Name of distributor:-</p> <p>Address :-</p> <p>Contact No :-</p> <p>E mail Id:-</p>	
11	<p>In case Applicant firm is <u>Not manufacturer</u> ,</p> <p><u>Certificate of authorisation as per format given in form No- 3 in Chapter No -4, on Manufactures letterhead in valid for category mentioned and current year is required without which your application may be rejected.</u></p>	<p>Proper Authorisation Certificate is Attached :- _____ write (YES / NO)</p> <p><u>(WITHOUT AUTHORISATION CERTIFICATE / FALSE CERTIFICATE , YOUR APPLICATION MAY BE REJECTED& FIRM CAN BE BLACKLISTED FOR FALSE INVALID CERTIFICATES)</u></p>	
12	<p>Price List / Catalogue details MARK ✓ IN SUITABLE ()</p>		
	<p>The Price list/ catalogue <u>is submitted</u> ()</p>	<p>Format – Printed book () CD ()</p> <p>Year of Price list/ catalogue _____</p>	
13	<p>If the current year, final Price list / catalogue is <u>Not Submitted</u> , write Reason:- for not submitting the latest Price list/ catalogue -</p>	<p>Reason :- () under printing / () not ready / () will not be printed / () Other reason</p> <p>Reason in detail :-</p>	
14	<p><u>If you are not submitting current valid Price List / Catalogue with your application and if reason for the same is not mentioned above, then your application will be rejected.</u> If the the new/ current Price list/ Catalogue is under printing , not ready , cannot be printed , then firms are informed to submit the last latest available Price list / catalogue along with ARC form with the following undertaking. Please give</p>		

Important Points to note/Comply

- ✓ **ONE RC CATEGORY = ONE ARC FORM**
- ✓ **IT IS MANDATORY TO SUBMIT PRICE LIST OR CATALOGUE ALONG WITH ARC. PLEASE READ POINT NO 12 TO 14 OF ARC FORM CAREFULLY.**
- ✓ **FIRM CAN MENTIONED ANY NUMBER OF BRANDS / MAKE UNDER ONE RC CATEGORY/CODE**
- ✓ **RC CODE & RC CATEGORY DETAILS HAS BEEN GIVEN IN CHAPTER NO – 2.**
- ✓ **FINAL RATE OF DISCOUNT OFFERED ON LIST PRICE -== DOUBLE DIGIT DISCOUNT WILL BE PREFERRED. PLEASE OFFER BEST POSSIBLE DISCOUNT CONSIDERING THE GOVT. RESEARCH INSTITUTE STATUS OF NIAB.**
- ✓ **FOR EACH RC CODE ARC FORM -- RS 2000 /- TENDER FEES IS APPLICABLE.**
- ✓ **YOU CAN CLUB THE DD AMOUNT IF YOU ARE APPLYING FOR MORE THAN ONE RC CODE CATEGORY.**
- ✓ **FOR CATEGORY No 5-9 FIRMS CAN SUBMIT THEIR OFFER OF AS PER OWN FORMAT GIVING ALL INFORMATION.**
- ✓ **NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY, IS AN AUTONOMOUS INSTITUTE OF THE DEPARTMENT OF BIOTECHNOLOGY, MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA AND IT IS REGISTERED WITH THE (DSIR) DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH, GOVERNMENT OF INDIA AS PUBLIC FUNDED RESEARCH INSTITUTE VIDE THEIR REGISTRATION NO. TUV/RG-CDE (1175)/2015 DATED 19TH AUG 2015. THIS (DSIR REGISTRATION) OF NIAB IS VALID UP TO 31.08.2020.NIAB, HYDERABAD IEC NO. 0100000011. THE GST RATES / EXEMPTION APPLICABLE WILL BE AS PER GOI, MOF NOTIFICATION NO. 45/2017 & 47/2017 DT. 14/11/2017 & GOI - GST LAW 2017 AS APPLICABLE.**
- ✓ **DO NOT WAIT FOR LAST DATE OF APPLICATION FOR SUBMITTING YOUR ARC FORM.**
- ✓ **READ THIS NIT CAREFULLY.**

✂ ✂ Cut &Stick following this on your Catalogue/CD ✂✂

Final Catalogue List submitted to NIAB for rate contract 2018-19

Name of Firm –

Name of Category –

Category Code –

Put your authorised sign seal and stamp of firm.

This catalogue /Price List submitted will be treated for rate contract.

(To be submitted by the bidders)

FORM -1

form must be submitted on firm letterhead and in original

BID COVERING LETTER

To,

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

I/We, the undersigned, declare that:

I/We have examined and have no reservations to the Bidding Documents, ARC FORM including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract, specified in the tender document.

TOTAL NO OF RC CATEGORY APPLIED =

RC CODE NO =

AMOUNT OF DD AND DETAILS OF DD =

I/We, the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

If our bid is accepted, we commit to provide a performance security/conversion of EMD into PS (if any) for due performance of the Contract as per NIAB policy and agrees as per contract. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation

FORM -2

form must be submitted on firm letterhead and in original

PRICE REASONABILITY CERTIFICATE

This is to certify that we have offered the maximum possible discount to your institute for this rate contract as per this Tender for ARC 2018-19. We also declare that we will not sell our products at a lesser price to other parties than those given to you on basis of quantity of order and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of the NIAB.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation

MANUFACTURERS' AUTHORIZATION

The Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th & 5th Floors,
Axis Clinicals Building, Opp. to Talkie Town,
Miyapur, Hyderabad, Telangana, India - 500 049

Sir,

We the manufacturers/owner/producer of the items quoted as per Price List / Catalogue submitted for this RC tender, do hereby authorize M/s. _____ (Name and address of Agent) on our behalf to submit a bid, negotiate and receive the order from you, supply the material, entering into Rate contract for the category quoted in his application against your RC tender 2018-19. We hereby extend our full support, guarantee and warranty for the goods and services offered by this firm as per the catalogue attached and RC category applied as per ARC form.

Competent Authority to sign:
Name, Designation :
Date with stamp & seal of organisation:

This form /letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. (Without valid authorisation, the application can be rejected.)

DISCOUNT OFFERED FOR RATE CONTRACT

NAME OF THE RC CATEGORY :-

RC CODE:-

Sr No	Make /Manufacture / Principals	Rate of Discount on List price /Catalogue

(For each Make /Manufacture / Principals, please mention each discount separately. You can enroll any brand/make in one RC category, if you have valid authorisation from company)

MOST IMPORTANT ----- MOST IMPORTANT

in case of other than manufacturer firm, if you are applying for this rate contract, Authorization certificate as per format given in form No -3 above from the Manufacture /Principals duly signed, stamped and showing validity for the year 2018-19 for the category quoted on his (Principal) letterhead with contact details must be submitted, without which Rate contract may not be given.

(A SEPARATE ARC FORM IS REQUIRED FOR EACH CATEGORY AS PER CHAPTER NO-2)

Appx 'A'

Checklist --To be printed, checked, marked & enclosed with quotation

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope Rate Contract / Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD if applicable is Enclosed	
3	Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. <u>Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.</u>	
4	Quotation has been duly signed and stamped by the Authorized & Competent person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
6	<p>Following form are attached herewith with quotation</p> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>FORM NO -1 FORM NO -2 FORM NO -3 FORM NO -4 ARC FORM APPX 'A'</p> </div> <div style="border: 1px solid black; padding: 10px; flex-grow: 1;"> <p style="text-align: center;">Make sure you have attached all the required forms as per Chapter No 4</p> <p>Non submission of form will result in Rejection of your quotation/Bid without giving any reason.</p> </div> </div>	
7	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document. All format mentioned in this document chapter No 5 are to be attached herewith.	
8	LIST/COPY of of Rate contracts in similar research institutes in India and address / e mail /contact no of the contact person where this installation is done.	
9	Catalogue /Price list / CD for the category quoted is attached. The firm must submit one copy of printed price list without which the Rate Contract will not be awarded. If the rate contract is to be done on old price list of the year, the same will remain valid for the year 2018-19 and the same be clearly indicated in this document. <u>The price list submitted with this application form will be treated final for this rate contract.</u>	

For any Technical Clarification / Query

Contact Details Of NIAB for this tender

Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)

Some of the provisions of this tender/Bid document which are applicable in case of supply, installation, and commissioning of equipment's **MAY NOT BE APPLICABLE** in the case of quoting for **Technical Services/RATE contracts / Software/ Specific Consumable material**). **All such information to be marked as Not Applicable /NA in your bid/Quotation.**

DECLARATION BY BID SUBMITTING FIRM

I/We _____ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

- We hereby declare that all the particulars given in this application are true, complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by the NIAB. In the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract, our contract may be cancelled and all our claims may be forfeited by the NIAB.
- We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of the NIAB.
- We also undertake that all the terms such as Product Range, Price, discount, Delivery/other charges, Terms of Payment and also the name/s of the Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our Distributor/Supplier if a request/complaint is received from your end with regard to this effect due to any reason.

The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organisation

Please take print of this full tender/BID Document and submit this duly signed each page & stamped with above declaration and sign wherever mentioned along with your quotation/bid Without which your bid will be rejected

✂ ✂ **Cut & Stick following this on your Catalogue/CD** ✂ ✂

Final Catalogue List submitted to NIAB for rate contract 2018-19

Name of Firm –

Name of Category –

Category Code –

Put your authorised sign seal and stamp of firm.
This catalogue /Price List submitted will be treated for rate contract.