

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

STORES AND PURCHASE SECTION

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Address
 Address :- Survey No 37/4, Gopanpally Village ,
 Gowalidoodi Area , Serilingampalli Mandal beside
 Yellamma Temple , Near petrol Pump , RR District,

Hyderabad 500032.

BID DOCUMENT (RATE CONTRACT FOR 2022-23)

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 with discount for period of one year 01/04/2022 to 31/03/2023 and can be extended further up to 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 / Plasticware / Consumables/ Others (PRODUCT CATEGORY AS PER CHAPTER NO-2 OF THIS BID DOCUMENT)	NIAB/SP/2021 -22/ ARC/20	SINGLE Bid

RC EMPANELMENT FEES (NON - REFUNDABLE) (NOT EXEMPTED FOR ANY FIRM.)	<u>Fees Rs 1500 per category</u> --- mentioned in chapter -2 for 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 OR ONLINE PAYMENT.	
MODE OF PAYMENT OF EMD/FEES	Demand Draft of any nationalized/commercial schedule bank. must be enclosed along with the BID. DD TO BE ISSUED IN FAVOUR OF National Institute of Animal Biotechnology, payable at Hyderabad. Please mention firm name & category , contact no, tender ref no backside of demand draft. Alternatively, Tender fee, can be paid through online mode via https://epayments.in.worldline.com/niab or Visit NIAB WEB SITE http://niab.org.in/ AND CLICK ON Online Payment Link to make payment online. After payment, please submit the transaction details along with BID document . Also please send the transaction details to NIAB- on E mail Id ---- purchase1@niab.org.in/ stores1@niab.org.in - for ready information. Bids received without submission of this Fees are liable for rejection.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager ,National Institute of Animal Biotechnology (NIAB) as per Address mentioned on the TOP .	
LAST DATE & TIME FOR SUBMISSION	31-01-2022 (2.00 PM)	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	31-01-2022 (2.30 PM)	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	

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
	For Rate contract, offer/discount % will be valid for minimum 01year.
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
	<p>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.</p> <p><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></p> <p>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.</p>
7	FRAUD AND CORRUPTION
	<p>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:</p> <p>“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.</p>
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 **01/04/2022 to 31/03/2023** **This period may be extended up to 12 months, if required and agreed by both NIAB & FIRM.** Pricelist 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 2022-23 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. No. TUV/RG-CDE (1175)/2020 dated 28th Aug 2020. This (DSIR registration) of NIAB is valid up to 31/08/2025. ,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 /imported items (case to case basis).** 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 rates (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 authorized dealer / stockiest 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 RC rate as per the same terms & conditions. The local stockiest may be asked to keep stock of essential RC 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 item supplied should be certified by the supplier to be of genuine quality/make and procured from the authorized stockiest /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 RC empanelment Fees is required for Each RC Category)**

Sr No	RC Category	RC Category Description	RC CODE	RC empanelment Fees
01	All Chemicals / Consumables useful for RESEARCH 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 1500
02	Glassware	Complete range of Glassware useful for RESEARCH LAB	RC-B	Rs 1500
03	Plastic wares	Complete range of Plastic wares useful for RESEARCH LAB.	RC-C	Rs 1500
04	Services (Scientific)	Peptides synthesis, Oligos, Primers synthesis, Gene Synthesis , other Scientific/ Sequencing, Services useful for RESEARCH LAB (Rate Per sample / unit to be Quoted with price list)	RC-D	Rs 1500
05	Animals for lab experiment /Animal House requirement	Animals for lab experiment (mice /rabbit etc.) Item of Animal House, Animal Feed, All type of Animal feed, Animal bedding material (corncob) and animal facility routine consumables and small accessories. useful for RESEARCH LAB.	RC-E	Rs 1500
06	Gases & Gas Cylinder	(Supply & Refilling) High Grade All types of Gases & Cylinder requires for scientific labs Mixed Gases (LNN2,H2 ,Argon,Co2,O2 etc with different % etc all types required for research) ,	RC-F	Rs 1500
07	News Paper Advertisement	Publishing of News Advertisement at DAVP rate with discount. (Mention discount percentage on DAVP rate)	RC-H	Rs 1500

PRICE LIST LATEST OR OLD PRICELIST (HARD COPY OR CD)MUST BE PROVIDED FOR EACH RC CATEGORY APPLIED FAILING WHICH YOUR BID WILL BE REJECTED.

Important conditions about Price List/Catalogue/Discount /CBW Prices

1	The applicant firm must supply/mentioned <u>price list latest or old pricelist hard</u> copy /CD with application form otherwise the ARC form can be rejected. Without submission of Price List RC application ARC form will be rejected.
2	If you are Submitting <u>Latest Price List Hard copy / CD</u> which will be valid for NIAB RC 2022-23 along with RC Application Form MARK ✓(Yes) in Row No 12 of Application form and year 2022-23. (No change of catalogue will be allowed once this is submitted)
3	<p>If the <u>Latest Price list is Not ready /Not printed etc</u> , then Firms must submit available old price list with RC application. Once the latest Price List is ready, then Firm can submit the same which will be valid for 2022-23.If you are <u>NOT</u> Submitting Latest Price List Hard copy / CD which will be valid for NIAB RC 2022-23 along with RC Application Form MARK ✓(NO) in Row No 12 of Application form and submit the available Old Price list / catalogue along with ARC form with the following undertaking. Change of catalogue will be allowed once in RC period validity once new price list is submitted.</p> <p style="text-align: center;"><u>UNDERTAKING TO BE GIVEN BY FIRM IF LATEST PRICE LIST IS NOT SUBMITTED AND WILL BE SUBMITTED WITHIN 6 MONTHS OF ISSUE OF ARC.</u></p> <p>My firm cannot submit <u>latest price</u> list along with ARC form as the latest price list is not ready / under printing /will not be printed/Updated /Any other reason _____</p> <p>I am submitting available Old Price List/ Catalogue with ARC application form for NIAB 2022-23RC. This old price list will be valid till 6 Months from issue of RC OR till submission of my New / Latest Price list / Catalogue/CD valid for 2022-23 whichever is <u>earlier</u>. If I fail to submit the New / Latest Price list/ Catalogue/ CD within 6 Months from the issue date of RC, then Old Price List / Catalogue submitted along with this ARC application may please be treated as valid / in force till the end of RC contract period of 2022-23.</p>
4	If any discrepancy is noticed in price list submitted then decision of NIAB competent authorities will be final.
5	RC discount and Price Catalogue once approved cannot be changed during RC contract period.
6	This RC can be further extended maximum up to 01 year after completion of RC contract. . In second year / extended period also firm needs to keep the same price list & discount. If in extension period, new catalogue is introduced by manufacture then new price list will be considered only one time during Extension period. The discount rate will not be changed lower side during contract period / Extension.
7	Discount cannot be Zero -- IN SUCH CASE RC cannot be awarded.
8	Custom bonded warehouse - CBW price must be offered if available with firm. In case CBW and NON CBW prices it should be clearly mentioned which prices is offered with Discount.
9	For any Queries , the prospective participants should send their Queries at the email santosh@niab.org.in / purchase1@niab.org.in / stores1@niab.org.in at least 5 days prior to bid opening date. The Queries will be replied by Email. The changes made to the bidding document subsequent to the pre Bid Queries shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.

Important Points –Bidders to note/Comply

- ✓ **IT IS MANDATORY TO SUBMIT PRICE LIST OR CATALOGUE ALONG WITH ARC. PLEASE READ ALL POINT OF ARC FORM CAREFULLY.**
- ✓ **FIRM CAN MENTIONED ANY NUMBER OF BRANDS / MAKE UNDER ONE RC CATEGORY/CODE.**
- ✓ **RC CATEGORY & RC CODE 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 RC CATEGORY -- RS 1500 /- FEES IS APPLICABLE.**
- ✓ **YOU CAN CLUB THE DD AMOUNT IF YOU ARE APPLYING FOR MORE THAN ONE RC CODE CATEGORY.**
- ✓ **FOR EACH RC CATEGORY RS 1500 /- RC EMPANELMENT FEES IS APPLICABLE**
- ✓ **RC EMPANELMENT FEES IS APPLICABLE BASED ON NUMBER OF RC CATEGORY APPLIED AND NOT ON THE NUMBER OF NAME OF MANUFACTURER / BRAND / MAKE /MFG. YOU CAN GIVE ANY NUMBER OF MAKE /MANUFACTURE /PRINCIPALS UNDER EACH RC CATEGORY IF YOU HAVE VALID AUTHORIZATION.**
- ✓ **YOU CAN CLUB THE DD AMOUNT IF YOU ARE APPLYING FOR MORE THAN ONE RC CATEGORY. For e.g. if you are applying for two RC category Let's say RC category Glassware & plastic ware , then you can make DD of Rs 3000 (Rs 1500 x 2 RC Categories) . In that you can quote for any number of Manufacturer / Brand / make /mfg. for which you have authorization.**
- ✓ **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.**

CHAPTER – 3

(APPLICATION FORM)

APPLICATION FOR RATE CONTRACT (ARC FORM)

BIDDER MUST SUBMIT THIS APPLICATION FORM FAILING WHICH YOUR BID WILL BE REJECTED

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 ()	() MANUFACTURER OR () DISTRIBUTOR/STOCKIST/RE-SELLER/OTHER		
5	In case Applicant firm is Manufacture or nominating any other firm as distributor /supplier to NIAB then give details. If you are not nominating any distributor, Write “NA” - Not Applicable	Details of Distributor for NIAB Name of distributor:- Address :- Contact No :- E mail Id:-		
6	In case Applicant firm is Not manufacturer then must submit valid authorization certificate Certificate of authorization as per format given in in Chapter No -4, on Manufactures letterhead in valid for category mentioned is required without which your application may be rejected.	Proper Authorization Certificate is Attached: - write (YES / N O)		
7	DO YOU HAVE /OFFER CUSTOM BONDED WAREHOUSE FACILITY /CBW PRICE LIST MARK ✓ IN SUITABLE ()	<table border="1"> <tr> <td> YES () If yes, pls. attached copies of relevant documents, attached CBW price list </td> <td> NO () </td> </tr> </table>	YES () If yes, pls. attached copies of relevant documents, attached CBW price list	NO ()
YES () If yes, pls. attached copies of relevant documents, attached CBW price list	NO ()			

9	Provide following details (a) GST Regn. No. (b) PAN No used for Tax return. (Please enclose supporting documents)	(Please enclose copies of relevant papers otherwise your application may be rejected) <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Tax Head</td> <td style="width: 50%;">Registration No</td> </tr> <tr> <td>PAN</td> <td></td> </tr> <tr> <td>GST</td> <td></td> </tr> </table>		Tax Head	Registration No	PAN		GST	
Tax Head	Registration No								
PAN									
GST									
10	Fees for RC Application– DD DETAILS (DD No & date) (Rs 1500/- per RC Category) or online payment ALL DD MUST BE PREPARED IN FAVOUR OF <u>National Institute of Animal</u> <u>Biotechnology</u> Payable at	Total No of RC category applied = Total DD Amount/ online amount paid = DD /online payment Details =							
11	Are you having RC with any other DBT /CSIR /Govt. Research Institute for the period in between 2016-2020 MARK ✓ IN SUITABLE ()	YES () If yes, pls. mention the details and attached copies of relevant documents	NO ()						
12	Are you Submitting <u>Latest Price List</u> hard copy for NIAB RC 2022-23. This Price list will be valid from April 2022 to March 2023 for NIAB Rate Contract. MARK ✓ IN SUITABLE ()	YES () Format of Price List Submitted Printed Catalogue () CD () Price List will not be changed during RC period as latest price list has been submitted.	NO () IF YOU ARE MARKING ✓ NO THEN YOU MUST SUBMIT FOLLOWING UNDERTAKING AND AVAILABLE PRICE LIST AS PER POINT NO 13 BELOW						
13	<p style="text-align: center;"><u>UNDERTAKING TO BE GIVEN BY FIRM</u></p> <p><u>IF LATEST PRICE LIST IS NOT SUBMITTED AND SAME WILL BE SUBMITTED WITHIN 6 MONTHS OF ISSUE OF RC.</u></p> <p>I/We the undersigned rep. of firm cannot submit <u>latest price</u> list along with ARC form as of now as the latest price list is not ready / underprinting /will not be printed/Updated /Any other reason _____</p> <p>I am submitting my Old Price List/ Catalogue printed in year _____ with ARC application form for NIAB 2022-23 RC. This old price list will be valid till 6 Months from issue of RC OR till submission of my New / Latest Price list / Catalogue/CD valid for 2022-23 whichever <u>is earlier.</u></p> <p>If I fails to submit the New / Latest Price list/ Catalogue/ CD within 6 Months from the issue date of RC , then Old Price List / Catalogue submitted along with this ARC application nOW may please be treated as valid / in force till the end of RC contract period of 2022-23.</p> <p style="text-align: right;">Competent Authority to sign: Name, Designation: Date with stamp & seal of organization</p>								

RC DISCOUNT OFFERED DETAILS

SN	RC CATEGORY	RC CODE	Name of Manufacturer / Brand / make /mfg. (if any) (Attached Authorization certificate for each brand/make)	Manufacturer Discount %	Dealer Discount (if any) %	Final Total Discount % on price list submitted	PRICE LIST CATALOGUE/ CD Submitted (Yes /No)

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

We are aware that if we Don't Submit CD/Catalogue /Price List along with Bid Documents, then Bid will be rejected.

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

***** **END OF ARC FORM** *****

Please Note following Points

- FOR EACH RC CATEGORY -- RS 1500/- RC EMPANELMENT FEES IS APPLICABLE**
- RC EMPANELMENT FEES IS APPLICABLE BASED ON NUMBER OF RC CATEGORY APPLIED AND NOT ON THE NUMBER OF NAME OF MANUFACTURER / BRAND / MAKE /MFG. YOU CAN GIVE ANY NUMBER OF MAKE /MANUFACTURE / PRINCIPALS UNDER EACH RC CATEGORY IF YOU HAVE VALID AUTHORIZATION.**
- IF FIRM DON'T SUBMIT CD/CATALOGUE /PRICE LIST ALONG WITH BID DOCUMENTS, THEN BID WILL BE REJECTED**
- YOU CAN CLUB THE DD AMOUNT IF YOU ARE APPLYING FOR MORE THAN ONE RC CATEGORY. FOR E.G. IF YOU ARE APPLYING FOR TWO RC CATEGORY LET'S SAY RC CATEGORY GLASSWARE & PLASTIC WARE , THEN YOU CAN MAKE DD OF RS 3000 (RS 1500 X 2 RC CATEGORIES). IN THAT YOU CAN QUOTE FOR ANY NUMBER OF MANUFACTURER / BRAND / MAKE /MFG. FOR WHICH YOU HAVE AUTHORIZATION.**

CHAPTER – 4

READ THE FOLLOWING AND SUBMIT THIS FORM ALONG WITH THIS APPLICATION.

(To be submitted by the bidders)

FORM -1

form must be submitted on firm letterhead

BID COVERING LETTER

To,

The Director,
National Institute of Animal Biotechnology (NIAB),
Survey No 37/4, Gopanpally Village ,
Gowalidoodi Area , Serilingampalli
Mandal beside Yellamma Temple , Near
petrol Pump , RR District, Hyderabad -
500032

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 =

TOTAL 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.

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 2020-21. 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.

This is to inform that if in case we have not given you latest price applicable for this 2022-23 RC then we have submitted our old price list for this RC. If I/WE fails to submit the New / Latest Price list/ Catalogue/ CD within 6 Months from the issue date of RC, then Old Price List / Catalogue submitted now along with this ARC application may please be treated as valid / in force till the end of RC contract period of 2022-23.

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

MANUFACTURERS' AUTHORIZATION

The Director,
National Institute of Animal Biotechnology (NIAB),
Survey No 37/4, Gopanpally Village , Gowalidoodi Area , Serilingampalli
Mandal beside Yellamma Temple , Near petrol Pump , RR District,
Hyderabad - 500032

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 in to Rate contract for the category quoted in his application against your RC tender 2022-23. We hereby extend our full support, guarantee and warranty) for the goods and services offered by the 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 authorization, the application can be rejected.)

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

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

Sr No	Point	Compliance (Yes/No)
1	Following things are mentioned on the main (outer) envelope Rate Contract Reference No. & RC category Applied For	
2	TENDER FEES / EMD /Any other Fees if applicable is Submitted. Demand draft is/are in favor of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs. in case of online transfer , the details of online transfer to be submitted.	
3	All forms required as per NIT are submitted duly signed and stamped by the Authorized & Competent person.	
4	Catalogue /Price list / CD for the category quoted is attached. The firm must submit one copy of printed price list /CD without which the Rate Contract will not be awarded. (latest price list or any suitable price list must be submitted (hardcopy or CD)	

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

Final Catalogue List submitted to NIAB for rate contract 2022-23

Name of Firm –

Name of RC Category –

RC Code –

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

Put your authorized sign / office stamp of firm.