



हर कदम, हर रंग  
किसानों का हमसफर  
मानव कृषि अन्वेषण संस्थान

*Agrésearch with a human touch*

भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर  
ICAR RESEARCH COMPLEX FOR EASTERN REGION  
(भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

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ICAR Parisar, P.O. - Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA

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F.No. IRCER/P&S-105/2024-25/Books/Comp. No. 330498

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### NOTICE

ICAR- Research Complex for Eastern Region, Patna, a constituent unit of Indian Council of Agricultural Research, Department of Agricultural Research & Education (DARE), Ministry of Agriculture and Farmers' Welfare, Government Of India, having its permanent office at ICAR Parisar, P.O.-B.V. College, Pin- 800014, Patna, invites offers from the interested firms/companies, which are in the business of sale/stocking or marketing of educational books of specified categories as mentioned in the registration document.

Registration Form containing terms and conditions can be downloaded from the Institute's web-site <https://icarrcer.icar.gov.in> Hard copy of the Registration Form along with non-refundable fee must reach the office of Assistant Administrative Officer (Purchase & Stores), ICAR-RCER, Patna by registered post / speed post only.

The last date for submission of application is **16.01.2025**. Application (s) received after last date of submission will not be considered.

## TERMS AND CONDITIONS

### 1. Eligibility & Categories for Registration/Empanelment

All firms / agencies, which are in the business of sale/stocking or marketing of educational books of specified categories as mentioned in the registration document.

### 2. Benefits of Registration

The firms registered with ICAR-RCER, Patna, will enjoy the following benefit:

Tender enquiries against demands which are not advertised will be sent to the registered firms for cases falling under the Limited Tender Enquiry (LTE).

### 3. Empanelment/Registration Procedure

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct / relevant information / data have to be furnished by the vendors.
- 3.3. The applicant should make sure before applying that it has the required eligibility criteria & experience for this registration.
- 3.4. The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs.1, 000/- (Rupees One Thousand only).
- 3.5. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.6. The following self-certified essential documents (as applicable) should accompany the Registration Form:
  - 3.6.1. CST / VAT / TIN No.
  - 3.6.2. Trade License.
  - 3.6.3. Income tax Permanent Account No.
  - 3.6.4. Annual Turnover CA certified Certificate for last 3 years.
  - 3.6.5. Bank Details.
  - 3.6.6. Good office committee certificate (GOC).
  - 3.6.7. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government/any PSU, University, and Institute etc. in the past three years.
- 3.7. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the ICAR-RCER, Patna
- 3.8. The firm will be considered for registration/Empanelment for an initial period of two years and will be considered for renewal for another two years, one year at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.

- 3.9. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier.
- 3.10. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed & the EMD / SD will be forfeited by the Institute.
- 3.11. The vendors must attach a list of Government Institutions to which they have supplied books in the last three years along with proof.

#### 4. CATEGORY/LIST OF ITEMS

Educational book related to Agriculture and its allied sciences including engineering & scientific books.

#### 5. Terms & Conditions for Vendor Registration / Empanelment as a Supplier

##### 5.1 General Clause

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders (LTE). However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. The Director, ICAR-RCER, Patna, reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the Director in respect of registration of parties shall be final & binding on all concerned registered firms / vendors in the panel of ICAR-RCER, Patna.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of this institute and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. This document will be treated as a valid contract between this Institute and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by this office from time to time during the registration period.
- 5.1.5. In case of empanelled vendor is found in breach of any terms & condition(s) of this Office or supply/work order, at any stage during the course of supply or warranty / guarantee period, appropriate legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited besides debarring and blacklisting the vendor concerned for at least three years for further dealings with ICAR-RCER (including its Research Station, Ranchi/KVKs).

- 5.1.6. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
- 5.1.7. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with this Office, empaneled vendors are required to quote the Registration No.
- 5.1.8. The Director, ICAR-RCER, Patna has all the rights reserved to add/delete /alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.
- 5.1.9. Any vendor found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR- RCER, Patna may deem fit.
- 5.1.10. No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
- 5.1.11. The firm/ agency/ vendor quoting highest discount not below 10% as a whole quantum of the purchase order for supply of Agriculture and its allied science including engineering & scientific books will be declared successful and awarded work order.

## 5.2 Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for ICAR-RCER, Patna, the vendor must voluntarily pass on the price difference to this Institute with immediate effect.

## 5.3 Indemnity

The selected vendor shall indemnify ICAR-RCER, Patna (it's Regional Station and KVVs) against all third party claims of infringement of patent or trademark/copyright arising from the use of the supplied items and related services or any part thereof. This Institute will stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

## 5.4 Termination for Default

- a) Default is said to have occurred i) if the vendor fails to deliver any or all of the goods within the time period(s) specified in the purchase order or any extension thereof granted by ICAR-RCER, Patna ii) If the vendor fails

- to perform any other obligation(s) under the empanelment.
- b)
  - c) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from this office (or takes longer period in spite of what this office may authorize in writing), this Office may terminate the empanelment/Purchase Order in whole or in part.

6. All disputes in this connection shall be settled in Patna. Jurisdiction only.

**Application Format for Vendor Registration**

1. Name of the Company \_\_\_\_\_

2. a) Head Office / Registered Office \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

No Fax No. \_\_\_\_\_  
Email \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment \_\_\_\_\_

b) Branch Office in Delhi, if any \_\_\_\_\_

Telephone \_\_\_\_\_

No. Fax No. \_\_\_\_\_

3. Name of Chief Executive / Proprietor / Partners \_\_\_\_\_

Telephone \_\_\_\_\_

No. Fax \_\_\_\_\_

No. \_\_\_\_\_

Email \_\_\_\_\_

4. Name of Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

No. Fax No. \_\_\_\_\_

Email \_\_\_\_\_

5. Type of Organization

- a) Proprietary
- b) Partnership
- c) Private Limited Company
- d) Public Limited Company
- e) Public Sector

Documents to be enclosed

- Trade License
- Partnership Deed, Trade License
- Memorandum of Article
- Certificate of Registration
- Trade License

**6. Nature of Business**

Manufacturing  Service  Dealership   
Stockiest  Indian Agent  Indian Branch   
Office Others

**7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated :**

Scientific Equipment  Electronics  Lab.   
Instruments Electrical Items  Computer peripherals   
Computers   
Office automation products  Electrical Works  Sports   
Material Water coolers  Air Conditioner  AV   
Equipment Boards   
Others (Please Specify) \_\_\_\_\_  
\_\_\_\_\_

**8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification)**

a) 2021-22 \_\_\_\_\_  
b) 2022-23 \_\_\_\_\_  
c) 2023-24 \_\_\_\_\_

**9. Commercial Information Registration (Enclose Attested Copy wherever Applicable)**

a) CST / VAT Regn. No. \_\_\_\_\_  
b) State ST Regn. No \_\_\_\_\_  
c) TIN No. \_\_\_\_\_  
d) Excise Center No. \_\_\_\_\_  
e) Trade / Factory License No. \_\_\_\_\_  
f) Service Tax Regn.No. \_\_\_\_\_  
g) PAN \_\_\_\_\_  
h) Registration Certificate with DGS&D/NCCF  
i) Current dealership agreement with Principal along with SSI/NSIC Certificate  
j) Relevant Good Office Committee Certificate (GOC),

**10. Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered:

S. No.	Name of the Institution	Empanelled for	Contact Name	Contact Number

**11. Details of Registration fee (Rs.1,000/-)**

D.D. No. : \_\_\_\_\_

Date: \_\_\_\_\_ Bank: \_\_\_\_\_

**DECLARATION BY VENDOR**

I confirm that

- 1). No employee or direct relation of any employee of IIITD is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2). The information furnished is correct to the best of my knowledge and belief.

.....  
(Signature of Proprietor/Partner/Chief Executive)

Name .....  
(In Capital Letter)

(Seal of vendor)

Place: .....

Date: .....