

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES
SIRSA ROAD, HISAR (HARYANA)

F.No. 1-259/CPS/2016-17/

Dated the 23rd May, 2016

NOTICE INVITING APPLICATIONS FOR EMPANELMENT

Applications, in prescribed format, in sealed envelop are invited upto 13.06.2016, till 3.00 p.m. for empanelment of suppliers/contractors/service providers for the purpose of inviting Limited Tenders from them for purchase of material/services such as Stationery, Computer, Electric and Electronic, Furniture, Binding etc. Application Forms alongwith terms and conditions can be obtained from Purchase Section of this office during office hours upto 10.06.2016 till 3.00 p.m. on cash payment of Rs.200/- (Rs. Two hundred only) being the cost of application form. In case, the downloaded application form is used, a pay order/D.D. of Rs.200/- (Rs. Two hundred only) in favour of Director, CIRB may please be attached. The same can also be downloaded from the Website: www.cirb.res.in. The empanelled firms will not be exempted from submission of security.

Administrative Officer

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Terms and conditions of Empanelment

1. The vendor must be registered under Indian Companies Act, 1956/Indian Partnership Act, 1932/The Indian Factories Act 1948 or a sole Proprietorship firm. Details of the same should be submitted with the application.
2. The vendor must not be blacklisted/suspended/debarred by any of the Govt. Department or Organization. A certificate to this regard is to be submitted by the owner/directors/partners of the firm.
3. Vendors must have valid Sales Tax Registration No., VAT Registration No. (TIN) and PAN Card. Self attested copies of the relevant certificates is to be provided alongwith the application.
4. Details of the empanelment with any other Govt. Organization, if any, may be provided alongwith the application with documentary proof.
5. The financial position of the vendor must be sound. In this regard, following documents should be submitted with the application:
 - (A) Details of the Annual Turnover of last three years i.e. 2012-13, 2013-14 and 2014-15 duly certified by Chartered Accountant.
 - (B) Self attested copies of Income Tax Return of last three years i.e. 2012-13, 2013-14 and 2014-15.
6. Vendors applying through website should be registered with CIRB, Hisar.
7. An amount of Rs. 5000/- (Rs. Five thousand only) should be submitted with application (refundable) in the form of DD/Pay Order in favour of Director, CIRB, Hisar and no EMD is required to be submitted with the quotation.
8. Successful empanelment is no guarantee of any future award of work. The firm has to qualify in the competitive bidding process.
9. Vendor who fulfil our requirements shall select the materials/services listed in Annexure-A for which they intend to register alongwith the description and category, the same to be indicated in the appropriate place provided in the application form.

10. The office reserves the exclusive right to reject any or all of the applications without assigning any reasons whatsoever. Further, this office also reserves the absolute right to reject any or all applicants and/or delete or add the name of any contractor from the list of registered contractors, solely based on the past unsatisfactory performance by the applicants in this office. The opinion/decision of this office regarding same being final and conclusive
11. The applications of only those vendors will be considered / entertained for Empanelment who are authorized dealers/ stockists of the manufacturers in the respective field. A certificate to this effect from the manufacturer must be enclosed with the application form.
12. The successful firms will be empanelled for a period of **three years** from the date of intimation.
13. Performance and conduct of every empanelled vendor will be watched during the validity of the panel. The empanelled vendors are liable to be removed from the panel if they fail to abide by the terms and conditions of the empanelment or fail to supply the goods on time or supply substandard goods or make any false declaration to any government agency or for any ground which, in the opinion of this office, is not in public interest.
14. This invitation for empanelment shall remain open till, 13.06.2016 3.00 p.m. Any application received thereafter shall not be entertained.
15. Application in prescribed format alongwith supportive documents in a sealed envelop duly super scribed as "Application for Empanelment to be opened on 13.06.2016 at 3.30 p.m. and addressed to Director, CIRB, Hisar should be dropped in the Tender Box kept at Purchase Section, CIRB, Hisar or sent by registered post so as to reach to the undersigned on or before the last date and time of submission. In case the said date happens to be holiday or declared subsequently a holiday, the sealed applications will be received up to the next working day of this office upto the schedule time.

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Administrative Officer

List of Items

1. Animal Feed items, including minerals
2. Electric and Electronic Items
3. Stationary Items.
4. Building Material (Cement, Sand, Bazri etc.)
5. White Washing/Paint items /Building hardware /Sanitary items etc.
6. Batteries
7. Spare Parts for Tractors/Agri. Implements etc./vehicles
8. Veterinary Medicines. vaccines etc.
9. Printing of various Reports/ Documents.
10. Outsourcing /hiring of services/manpower
11. Livery Items
12. Scientific instruments/ equipment repair
13. LN₂ & Lab gas supplies
14. Computer items
15. Sundry, Toiletry and Miscellaneous & general supplies

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Dated the 23rd May, 2016

Form No.....

Dated:

Administrative Officer
CIRB, Hisar

Application for Empanelment

Dear Sirs,

I/We _____ (name(s) of the authorized person) hereby apply for empanelment of my/our firm _____ for supply of items as indicated at Sl. No. 8 below. In this connection, I/We an/are submitting following information for your kind consideration:

1. Name of Applicant Firm
2. Address of Regd Office
3. Constitution of Firm
4. Name & Address of Proprietor/
Partners/Directors of the applicant firm
5. Telephone Nos.
 - (a) Office
 - (b) Residence
 - (C) Mobile
 - (d) FAX No.
6. Turn over for the last three years(attached Documentary proof duly certified by CA)
 - (a) 2012-13
 - (b) 2013-14
 - (c) 2014-15
7. List of regular clients (Govt. Depft. Only) with the Name of the contact person and Tel. No.

(Attach copy of supply orders of Rs.25,000/- or more of previous three year alongwith the certificate of satisfactory completion)
8. Items for which empanelment is required (Indicate the name of the items against each)
 1. Animal Feed items including minerals
 2. Electric and Electronic Items
 3. Stationary Items.
 4. Building Material (Cement, Sand, Bazri etc.)

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5. White Washing/Paint items /Building hardware /Sanitary items etc.
 6. Batteries
 7. Spare Parts for Tractors/Agril. Implements etc./vehicles
 8. Veterinary Medicines, vaccines etc.
 9. Printing of various Reports/ Documents.
 10. Outsourcing /hiring of services/manpower
 11. Livery Items
 12. Repair of Scientific instruments/ equipment
 13. LN₂ & Lab gas supplies
 14. Computer items
 15. Sundry, Toiletry and Miscellaneous/general supplies
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9. Permanent Account Number (PAN) and Traders Identification Number (TIN) allotted to the firm (attached photocopy of the certificate)
 10. Registration No. for CST/VAT (Attach photocopy)
 11. Banker Details:
 - (a) Name of the Bank
 - (b) Address of the Branch
 - (c) Account No. of the Firm/ Proprietor
 12. Income Tax Return for the last three years
 13. Details of the registration status with other Govt. Department, if any
 14. Details of the authorization from the manufacturing Firm (s)(copy of valid Authorization letter of the OEM Firm is to be submitted if available)
 - (a)
 - (b)
 15. Any other information:

Signature _____
(Authorized Signatory)

Name _____
Designation _____
Stamp of the Applicant/Firm

List of attached Documents

- 1.
- 2.
- 3.
- 4.