



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान
Central Marine Fisheries Research Institute



(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)
(Department of Agricultural Research and Education, Ministry of Agriculture and Farmers' Welfare, Govt. of India)

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Celebrating 75 Glorious Years of Marine Fisheries & Mariculture Research

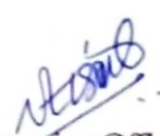
F.No.13(1)/2022-P

Dated: 17.09.2022

ENLISTMENT NOTICE

Central Marine Fisheries Research Institute (CMFRI), Kochi - a constituent unit of Indian Council Agricultural Research (ICAR), New Delhi invites application from the bonafide Indian Companies/Indian Agents of Foreign Principals/Suppliers/Manufactures/ Firm/Service Providers etc. for enlistment/registration in CMFRI **for a period of three years** for the supply of Chemicals/Glassware's/ Lab ware's.

Interested parties may please submit application in the proforma enclosed (Annexure-I) for the enlistment alongwith all supporting documents **on or before 31.10.2022.**


Assistant Administrative Officer
(Purchase)

Form of Application for Enlistment /Registration of Indian Companies/Indian Agents of Foreign Principals

(OEM)/Suppliers/Manufacturers/Firms/Service Providers in CMFRI, Kochi as approved Vendors.

(To be submitted to **the Director, CMFRI, P.B. No.1603, Ernakulam North P.O., Kochi-682 018** on Applicant's own Letter Head **on or before 31.10.2022.**

Application for the Supply of Chemicals/Glasswares/Labwares

Note :1. All documents must be self attested by the authorized signatory along with Company seal.

2. General instructions to Vendors - Annexure - II

1.	Name of the Firm/ Company	
2.	Registered Address of Office with Telephone No. Mobile Fax E-Mail	
3.	Name of the contact person/CEO/Proprietor with Telephone No. Mobile Fax E-mail	
4.	Registration Category (Please tick)	1. Chemical 2. Glasswares 3. Labwares
5.	Year of Establishment and Organizational Structure of organization of Firm/Company (To be attached)	
6.	Whether manufacturing Firm/Dealer/Authorized Importer	
7.	If you are manufacturer (owning a factory) please indicate location of your plant and also attach list of machinery/equipment/ installed in your workshop/ factory indicating type of machinery their capacities.	

8.	If not a manufacturer, please indicate the name and address of manufacturing unit and nature of association with manufacturing firm with documentary evidence.	
9.	List of major products you intend to offer please enclose your company's product catalogue with detailed specification of the products	
10.	List of services you intend to offer	
11.	Inspection/testing facilities available at the factory	
12.	In case of authorized Dealer/Agent/Distributor, original Authorization Certificate mentioning our Tender number to be enclosed	
13.	In case of firms who are accredited agents of any manufacturer (OEM): (Please enclose an attested copy of Agency Agreement between the OEM and the Indian Agent showing details of Agency Commission and confirmation of acceptance of payment in Indian Rupees.	
14.	Classes of articles imported by the firm and Classes of imported articles normally stocked by the firm.	
15.	List of major clients/customers (Please enclose a copy of PO/invoice)	
16.	Details of Quality certification of products/company ISI/BIS ISO Any other (please specify)	
17.	Copy of your organization's profile	
18.	Certificate for performance/quality from the reputed customers, if any (copies enclosed)	
19.	Copy of GST Registration	
20.	Sales Tax Registration	
21.	Central Excise Registration	

22.	Income Tax Registration details. PAN No. TAN No. Income Tax return for last 3 years should be furnished with audited balance sheets for last 3 years ending March, 2022	
23.	Bank account details A/C No, IFSC, Branch etc.	
24.	The Rate/percentage of Discount to be stated.	
25.	GeM Registration if any, documents to be attached	

Certified that all the details furnished above and documents attached are true to the best of my knowledge. It is also certified that we are not blacklisted by any PSU/Government Organization during the last 5 years.

Signature of the Authorized Signatory

Seal:

Date:

GENERAL INSTRUCTION TO VENDORS.

1.	Application should be submitted through offline alongwith duly attested copies of relevant documents.
2.	All columns in the Registration Form are to be filled up. If any column is not applicable "Nil" may be indicated. If any column is not relevant, "Not Applicable" may be indicated.
3.	Separate sheet may please be attached if the space provided is insufficient. All sheets of the Registration Form and documents enclosed may please be signed by the authorized signatory.
4.	Duly filled in and the signed declaration of the Registration Form along with duly attested copies of the documents in an envelope super scribed " Application for Registration of Approved Vendor for the item " may please be sent to the Director, Central Marine Fisheries Research Institute, P.B. No.1603, Ernakulam North P.O., Kochi - 682 018. Registration Form should be received this office on or before 31.10.2022.
5.	Performance and conduct of every registered supplier is to be watched by CMFRI. The Registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration 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 the Government, is not in public interest
6.	CMFRI reserves the right to accept/reject any application received at its absolute discretion
7.	If the applicant requires enlistment for more than one item, separate application shall be submitted for each item along with necessary documents.
8.	After completion of evaluation and approval, the list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and CMFRI Website. Selected vendors will be shortlisted into vendor lists for each item.
10.	As per Govt. of India order No.P-45021/2/2017-PP (BE-II) dated 28.05.2018 preference shall be made to Make in India products.
11.	Please ensure the supply of the items on due date mentioned in the supply order. If any inconvenience, for the supply of the items on due date, it should be informed to this office well in advance (minimum 3 days before). Supply of the items/request for extension of delivery date etc. will not be entertained after the due date. Your pre-receipted stamped bill in triplicate drawn in favour of the Director, CMFRI, Kochi may be sent to this office for arranging payment. <u>All Payment to be made through E-Payment i.e. by direct credit to Bank account through ECS/NEFT/RTGS etc. The Name of the Bank, Name of the Branch, Address of the Branch, Account Number, IFSC Code, MICR Code may be mentioned in your bill.</u> Items received in proper condition only will be accepted for payment
12.	The enlistment period will be three years. If any variation in discount, the same may be communicated to this Institute.