



भा.वा.अ.शि.प.- वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान  
**ICFRE-INSTITUTE OF FOREST GENETICS & TREE BREEDING**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

स्वायत्त निकाय/ An Autonomous Body of

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार

Ministry of Environment, Forest and Climate Change, Govt. of India

फॉरेस्ट केम्पस, काउली ब्राउन रोड, आर.एस.पुरम, कोयम्बतूर - 641002 (T.N)

Forest Campus, Cowly Brown Road, R.S. Puram, Coimbatore - 641002 (T.N)

PH: 0422-2484100, FAX: 2430549, [www.ifgtb.icfre.gov.in](http://www.ifgtb.icfre.gov.in)



No: 6-99/20232-24/IFGTB/Registration of Suppliers

Date: 23.05.2023

17.5.2023

**NOTICE INVITING APPLICATION FOR REGISTRATION OF SUPPLIERS**

The Institute requires various items and services for its academic, administrative and residential needs as per the following details:

Sl. No	Category Of Registration	Particular/Name Of Item	Manufacturer(M) Authorized Agent(A) Retail Supplier(R) Service Provider(S)
1.	<b>Scientific Chemicals and Consumables</b>	Standard Consumables Chemicals, Glassware, Plastic ware etc related to R & D.	
2.	<b>Scientific Instruments/Items/Equipment</b>	All maintenance of Equipment and Calibration related to R & D.	
3.	<b>Civil Items</b>	P-sand, M-sand, Jally stone, Hollow block, Lime stone etc.	
4.	<b>Electrical Accessories</b>	UPS, Air Conditioners, Fan, RO Purifiers, Vacuum Cleaner, Lamps, Meter, LED Lights, Plug, Switch, Wire/Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater etc.	
5.	<b>Computer and Peripherals</b>	Computers, All-In-One Computers, Workstations, Servers, Databank, Laptop, Peripherals such as UPS, Accessories, Card Reader, Biometric equipment etc with all accessories and fixtures etc.	
6.	<b>Output Devices</b>	Printer, Fax machine, Copier, Scanner, etc.	

7.	<b>Furniture</b>	Wooden, Steel Glass, Plastic, Moulded Furniture Services.	
8.	<b>Printing Services</b>	<u>Printing materials:</u> Book, Brochure, Poster, Standy, Journal, Pamphlet, Notepad, News Letter etc.	
9.	<b>Supply of Hycopot Trays</b>	<u>Hycopots Tray Equipments:</u> <ul style="list-style-type: none"> <li>➤ Hycopots Tray 90CC 40 Cavities</li> <li>➤ Hycopots Tray 60CC 60 Cavities</li> <li>➤ Hycopots Tray 60CC 40 Cavities</li> </ul>	
10.	<b>Supply of Polythene Sheet &amp; Polythene Bag</b>	Polythene bags 400 guage-Black(with two holes at the bottom) <ul style="list-style-type: none"> <li>➤ 08cm x 15cm</li> <li>➤ 10cm x 15cm</li> <li>➤ 10cm x 20cm</li> <li>➤ 13cm x 25cm</li> <li>➤ 20cm x 30cm</li> </ul>	
11.	<b>Supply of Nursery Materials</b>	<ul style="list-style-type: none"> <li>➤ River Sand,</li> <li>➤ Pallam Sand(Ordinary)</li> <li>➤ Pallam Sand(Superior)</li> <li>➤ Red Earth</li> <li>➤ Coir pith(Not Decomposed)</li> <li>➤ Farmyard Manure- well decomposed and dried without any plastic/municipal waste</li> <li>➤ Vermicompost.</li> </ul>	
12.	<b>Supply of Vermiculite</b>	<ul style="list-style-type: none"> <li>➤ Vermiculite Grade-3</li> <li>➤ Vermiculite Grade-4</li> </ul>	
13.	<b>Supply of Primers, Bases, Custom Synthesis of Oligos</b>	<b>In Tubes:</b> <ul style="list-style-type: none"> <li>➤ <u>Scale:</u> 0.01µmol, 0.025 µmol, 0.05 µmol, 0.2 µmol</li> <li>➤ <u>Purification:</u>Desalted, HPSF, Cartridge, RP-HPLC</li> <li>➤ <u>Sequence Length:</u> 10-60 bases</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ <u>Supply Format:</u> In solution/dry</li> <li>➤ <u>Modifications:</u> None/FAM/HEX</li> <li>➤ Standard Procedures for sequence verification and quality control.</li> </ul> <p><b>In Plates:</b></p> <ul style="list-style-type: none"> <li>➤ Single oligos/ 2 premixed oligos per well</li> <li>➤ <u>Scale:</u> 500 pico mole and 25 nano mole</li> <li>➤ <u>Supply Format:</u> In solution/dry</li> <li>➤ <u>Purification:</u> Standard procedures</li> <li>➤ Standard procedure for sequence verification and quality control.</li> </ul>	
14.	<b>Other Category Service</b>	Any other Category of Items and Service left including miscellaneous Goods and Services.	

*Kul*  
17/05/2023.

**डॉ.सि.कुञ्जिकणन/Dr.C.Kunhikannan**  
निदेशक/Director

भा.वा.अ.शि.प - वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान

**ICFRE - Institute of Forest Genetics & Tree Breeding**

कोयम्बतूर/Coimbatore

**Note:** Interested suppliers may submit their application form in the Proforma attached at **Annexure-I**, along with a copy of supporting documents mentioned in the Serial No. 08 of **Annexure -I** in an envelope super scribed "**Registration of Suppliers**".

For application form and more details please visit our website <https://ifgtb.icfre.gov.in/> .The duly filled application form with all required enclosures must be submitted to the Institute on the address mentioned below:

**The Director**

**Institute of Forest Genetics and Tree Breeding**

**(Indian Council of Forestry Research and Education)**

**P.B. No. 1061, R.S. Puram P.O., Coimbatore-641002, INDIA**

**Phone: +91 422 2484100, 2484101**

**Fax: +91 4222430549**

1. Interested suppliers with sound techno-commercial know how of the relevant field may apply on the prescribed application form. Original Demand Draft of ₹ 590/- with one set of duly self-attested and stamped documents should be sent to The Director, Institute of Forest Genetics and Tree Breeding, Coimbatore. In case relevant documents as mentioned in the application form are not enclosed/made available, application form is liable to be rejected.
2. The Registration shall be valid for 03 financial year subject to extension on completion of each financial year and on discretion of competent authority.
3. Registered suppliers shall be contacted for Limited Tender Enquiry by Notice or through CPP Portal only as per GFR. IFGTB, Coimbatore reserves the right to advertise Open Tender Inviting Bids as and when desired for procurement of materials. In such case IFGTB, Coimbatore may send copy of invitation to the enlisted suppliers. Registration as approved suppliers does not confer any rights on suppliers to secure orders for items registered and IFGTB, Coimbatore is not obliged to contact empanelled suppliers for all of the requirements for the items for which suppliers have been registered. However the registration may be liable for cancellation:
  - (a) If any of the submitted documents or statements found to be false later.
  - (b) Any other grounds, which in the opinion of IFGTB, Coimbatore, consider retention of the approved suppliers is undesirable in the interest of the Institute.
4. Firm willing to register as Manufacturer should possess its own in-house manufacturing & testing facilities while not mandatory for MSE.
5. **Registration Fee: After the application has been examined and approved for registration with IFGTB, the firm will receive an acknowledgement for registration. Those selected firms are qualified to register with IFGTB. The registration fee for consumable suppliers and other service providers is Rs. 1500/-, which is not refundable.**
6. **Once the firm is registered with IFGTB, the vendorship needs to be renewed every year at the cost of Rs. 100/-**
7. IFGTB, Coimbatore reserves the rights to accept or reject any or all the applications without assigning any reason there of.
8. Appellate Authority – The Director, IFGTB, Coimbatore.

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**Registration of Suppliers**

**GENERAL INSTRUCTIONS WITH TERMS & CONDITIONS TOSUPPLIERS**

1. One Single application form can be used for multiple items. Relevant documents for all categories sought for registration should be provided.
2. The suppliers must have Goods and Service Tax Registration No./ Permanent Account No. / whichever is applicable (**Applicable for Indian suppliers Only**)
3. **The suppliers must be registered in CPPP (Central Public Procurement Portal) and provide user id of Central Public Procurement Portal (CPPP).**
4. Suppliers are required to complete all parts of the form and provide exhaustive information requested to IFGTB, Coimbatore. Wherever the answer is a statement of fact, it must be accurate and supported by documentary evidence as required. Wherever it is a statement of opinion, it must be both true and reasonable. It is supplier's responsibility to answer the question with sufficient clarity that will ensure IFGTB, Coimbatore does not misinterpret any of the responses.
5. The registration process will consist of a multiphase evaluation with the possibility of supplier's presentation, Factory / Site visit for inspection, verification of documents / information, assessment of turnover, past performance, infrastructure. After completion of document review and other assessment, as applicable, the case shall be taken up for Approval of competent authority and issue of registration letters will be obtained/ issued.
6. **Successful registration by IFGTB, Coimbatore is no guarantee of any future award of order for purchase/service/work or inclusion on a particular tender list.**
7. Any inaccuracy in any response given in the form, or failure to substantiate any response as required by IFGTB, Coimbatore may result in the failure to qualify as registered suppliers. Whenever any such information comes to notice at a later date, the suppliers may be removed from the list of registered suppliers.
8. In Master Data Base, suppliers will be registered in particular category only.
9. Any suppliers providing false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration for this or any other future notifications for a minimum period of three years. Again, if such information comes to light after successful qualification and registration, IFGTB, Coimbatore reserves the right to remove the Suppliers from the list of registered suppliers.
10. It will be the responsibility of the suppliers to submit / update IFGTB, Coimbatore with latest audited Profit & Loss Account with Balance Sheet and also to keep IFGTB, Coimbatore informed of any such matter that may affect the suppliers' continued qualification and status. If the supplier's future circumstances change so that they no

longer meet the registration qualification criteria for that particular category / item / group / area, then the suppliers should promptly inform IFGTB, Coimbatore and IFGTB, Coimbatore reserves the right to remove the suppliers from the list of registered suppliers.

11. Throughout the period of suppliers' registration validity, the suppliers shall voluntarily update IFGTB, Coimbatore with any time-sensitive data supplied at the time of original application for registration without any obligation on part of IFGTB, Coimbatore to seek such information for continuance of the registration.
12. IFGTB, Coimbatore reserves the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.
13. Retention of suppliers in the list of registered suppliers shall be subject to satisfactory performance on execution of orders and evaluation of performance by IFGTB, Coimbatore.
14. Registration shall be accorded for a period of one year and IFGTB, Coimbatore reserves the right to renew the registration on the same terms and conditions for additional periods of one or more years with mutual consent.
15. Application should be submitted along with a application fee of ₹ 590/- in the form of a DD drawn in the favor of **The Director IFGTB, Coimbatore** payable at Coimbatore.
16. Filled in applications with enclosures should be sent to **The Director, Institute of Forest Genetics and Tree Breeding (Indian Council of Forestry Research and Education), P.B. No. 1061, R.S. Puram P.O., Coimbatore-641002** super-scribing in the envelope "Registration of Suppliers".
17. The suppliers must provide an affidavit duly notarized, stating that the suppliers has not been blacklisted by any Institute/ Organization
18. The suppliers will abide by the terms and conditions of a contract/ purchase order.
19. **Removal of Firms from the list of Registered Suppliers**

In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. Registration of suppliers is liable to be removed from the list of approved Registered Suppliers, when,

- a) If fails to abide by the terms and conditions under which the registration has been given.
- b) Any false declaration to the Institute.
- c) Supplies goods of inferior quality /uninspected goods/fails to supply in stipulated time.
- d) Renders services (including after sales services and maintenance services) of inferior quality to the contracted ones.
- e) Fails to execute a contract or fails to execute it satisfactorily.
- f) The required technical / Operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.
- g) Is declared bankrupt or insolvent.
- h) Fails to submit the required documents/information for review of registration, where required.
- i) Adopts unethical business practices, not acceptable to the government, and
- j) Failure to respond to tender enquiry for more than three consecutive occasions will render the registration null and void.**
- k) Any other ground which, in the opinion of the registering authority, is not in public interest.

- l) If the registered suppliers fails to maintain the equipment during the warranty or fails to maintain or repair on payment basis within 5 year from the supply of order, the Suppliersregistration shall be cancelled and the suppliers will not be registered by the Institute in future.
- m) In all cases provisions of GFR and Procurement Manual of the Institute will apply.

***I/We have read the above Instructions and conditions of Suppliers Registration and accept them.***

\_\_\_\_\_

(Signature of the Authorized Person (Suppliers) with Seal and Date)

Name (In Capital) \_\_\_\_\_

Place: \_\_\_\_\_

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

***All the pages of the document must be duly signed by the Suppliers.***



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Manufacturer

Authorized Dealer/Agent

Retailer

Service Provider

**Form for Registration of Consumable Suppliers and Other Service Providers for IFGTB, Coimbatore**

1. Name of the Company/Firm/Agency/Individual: \_\_\_\_\_

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

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

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

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

b) Branch Office in IFGTB, Coimbatore (if any) : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

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

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email : \_\_\_\_\_

4. Name & Designation of contact person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_



Email : \_\_\_\_\_

**5. Contact Details for correspondence regarding enquiries /Purchase order /Purchase Follow-Ups from Institute:**

Name & Designation of contact person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email : \_\_\_\_\_

6. Central Public Procurement Portal ID \_\_\_\_\_

7. Other Details (Please Specify) \_\_\_\_\_

**8. Documents need to be provided.**

Serial No.	Documents	Yes / No	Number (i.e. GST No. /PAN CardNo. etc.)
1.	Copy of GST Registration Certificate.		
2.	Copy of PAN card.		
3.	Current dealership agreement from Principal/Manufacturer along with MSME/NSIC certificate <b>(If Applicable)</b> .		
4.	Audited Statement of Accounts and Income Tax Return for the last three financial years.		
5.	Affidavit/ undertaking of not being blacklisted by any Govt. Agency/ department.		
6.	List of clients presently being served (Govt. Autonomous Institutes / Educational Institutes/Public sector/University/others separately in the last three years) with Contact name & address with mobile no.		
7.	Bank Details on letter head		
8.	Application fee in the form of DD of ₹590/- (non-refundable) in favour of "The Director, IFGTB, Coimbatore" payable at Coimbatore.		

## **DECLARATION BY SUPPLIERS**

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I confirm that

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

Place: \_\_\_\_\_ Date: \_\_\_\_\_  
Seal and Date)

\_\_\_\_\_  
(Signature of the Authorized Person (Suppliers) with

Name (In Capital) \_\_\_\_\_