PURCHASE SECTION
NATIONAL DAIRY RESEARCH INSTITUTE
I.C.A.R. KARNAL


The In charge,
Computer Centre,
NDRI, Karnal

Please arrange to upload the minutes of the proceedings of the Pre-Bid Meeting held on 23-05-2016 at 11.00 AM at NDRI, Karnal and Format in Excel Sheet on the Institute’s Website and the Govt. of India Website i.e. Central Public Portable for information of the bidders.

**Minutes of the proceeding :-**

1. The bidder (the principal firm as well as their representative/authorized dealer) were appraised that the bid will be opened on 02-06-2016 at 11.00 AM and all the firms have been requested to quote maximum discount to the Institute being a National Institute for Chemical, Glassware, Plasticware, Liquid Handling Systems, Filter Papers and Sequencing etc. for the year 2016-17.

2. The participated bidders were also appraised that the principal firm should give an Undertaking that whatever discount they have offered to this Institute is not less than any discount offered to any other organizations either by the principal firm or by their authorized dealers any where in India.

3. It has been discussed in the conference and has been agreed to give the firms 30 days for supply of the goods from the date of issue of the purchase orders.

4. In case of violation of the terms of Sr. No.2, strict action will be taken against the firm.

5. Price List should also be submitted in soft copy in Excel Format: Deliberated discussion made between the Committee Members and Bidders at length on the issue. Lastly, the bidders agreed to submit the pdf copy in the CD of the price list along with the bid on the day of opening of tender i.e. 02-06-2016. **Soft copy by the Institute’s generated Excel Format be submitted within two months after opening of tender and printed copies of Price List within fifteen days after opening of tender with an Undertaking that there is no change in the prices of items mentioned in the pdf copy submitted with the tender. In case if it is found at any stage that there is a change/difference of prices in the items mentioned in the soft copy in the Excel Format & printed copy as comparison to pdf copy, the recovery of excess amount will be realized from the firm in addition to cancellation of Rate Contract immediately as well as to stop the future dealing with the firm.**

Encl: Format in Excel Sheet

Sr. Admin. Officer (P)
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Company Name</th>
<th>Dealer</th>
<th>Cat #</th>
<th>Item</th>
<th>Pack Size</th>
<th>Unit Price</th>
<th>Discount (%)</th>
<th>ST</th>
<th>CST</th>
<th>VAT</th>
<th>Service Tax</th>
<th>Spi</th>
<th>Discount</th>
</tr>
</thead>
</table>
