

DIRECTORATE OF RESEARCH (VETERINARY)
ASSAM AGRICULTURAL UNIVERSITY
Khanapara, Guwahati-781022

NOTICE INVITING TENDER

Sealed tenders in prescribed format are invited from the interested manufacturers/ authorized dealers/ stockist for entering into Rate Contract for supply of Veterinary Medicines/Vaccines/Mineral Mixtures etc. at the AAU, Khanapara Campus and other campuses/ research stations under the Directorate of Research (Veterinary), AAU. Last date for submission of tender is 21/02/2026 upto 2.30 P.M.

The tender form/bidding documents may be downloaded from the institute website www.avfu.ac.in.



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29.01.26

(Probodh Borah)
Director of Research (Veterinary)
AAU, Khanapara, Guwahati-22

Memo No. 99/DRV/Rate Contract/2025-26/ 9036-41

Dtd. 29.01.2026

Copy forwarded for information and necessary action to :-

1. The Secretary to the Vice Chancellor, AVFU, Khanapara, Guwahati.
2. The Registrar, AVFU, Khanapara, Guwahati.
3. The Financial Officer, AVFU, Khanapara, Guwahati.
4. The In-charge, AKMIT Cell, CVSc, AAU, Khanapara with a request to post the detail advertisement in the website www.avfu.ac.in.
5. Axel Computer, Six Mile, Guwahati. He is requested to publish the NIQ in one issue of Assam Tribune and Dainik Asom and submit the bills in triplicate along with the paper cuts to the office of the undersigned for payment
6. Office copy.



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(Probodh Borah)
Director of Research (Veterinary)
AAU, Khanapara, Guwahati

Tender document for Annual Rate Contract for Veterinary Medicines/Vacciness/Mineral Mixture etc.

Sealed tenders in prescribed format are invited from interested manufacturers/ authorized dealers/ stockist for entering into Rate Contract for supply of Veterinary Medicines/Vaccines/Mineral Mixtures etc. at the AAU, Khanapara campus, Guwahati-22 and other campuses/ research stations under the Directorate of Research (Veterinary), AAU.

Important dates:

Date from which the tender documents will be available in the website (www.avfu.ac.in) : **29/01/2026**

Last date and time for submission of tender : **21/02/2026 upto 2.30 P.M.**

Date and time of opening of tender : **23/02/2026 at 2.30 P.M.**

Address for communication: Director of Research (Veterinary), AAU, Khanapara.

1. Tender form/bidding documents may be downloaded free of cost; however, tenderers/bidders must submit both hard and soft copies of the documents along with a Tender Fee of Rs. 300.00 and EMD of Rs. 20,000.00 in the form of Demand Draft drawn in favour of the Director of Research (Veterinary) payable at SBI, Khanapara on or before **21/02/2026 (2.30 P.M.)**, failing which their tenders/bids will not be considered.
2. Tenderers/Bidders are advised to visit the above website regularly. Any changes/ modifications in the tender documents will be intimated by corrigendum through this website only.
3. In case any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The institute reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
4. The successful bidders to whom the Rate Contract will be assigned shall be informed along with their rate of discount in due course.


 Director of Research (Veterinary)
AAU, Khanapara, Guwahati

No

INSTRUCTION TO BIDDERS/ TENDERERS

1. Quotations should mention in the cover of the envelope distinctly the name of the Item, NIT Ref. No., Bidder's Name & Address, Contact No. etc. as shown below:-

QUOTATION FOR SUPPLY OF (Name of item) FOR CVSc., AAU, KHANAPARA,
GUWAHATI

NIT REF NO. DATED

To,
The Director of Research (Veterinary)
Assam Agricultural University
Khanapara, Guwahati- 781022
Assam, India

From:

M/S

Address:

Contact No.:

Email ID:.....

2. Authorized dealers that are interested to participate in the Rate Contract with different Brands/ Manufacturers/ Principals/ Company are required to submit the following documents separately/ individually for each Vendor/ Brand/ Manufacturer/ Company/ Principal:
 - a) Tender Fees of Rs. 300.00 and Earnest Money Deposit of Rs. 20,000.00 in the form of Demand Draft in favour of the Director of Research (Veterinary) payable at SBI, Khanapara Branch.
 - b) Copy of price list and copy of Catalogue (both hard and soft copies) which shall be valid throughout the Rate Contract period.
 - c) Certificate of registration of the firm.
 - d) Valid Authorization Certificate(s) for dealership/ partnership/distributorship.
 - e) Valid trade license.
 - f) Copy of PAN/ TAN Card.
 - g) Copy of GST Certificate.
 - h) Copies of Rate Contract with other Govt. Departments/Research Institute (if any).
 - i) Certificate of Annual Turnover of the firm during 2022-23, 2023-24 and 2024-25.
 - j) Copy of Income Tax return of last three financial years.
 - k) Filled in Application form as per Annexure-A.
 - l) Filled in undertaking as Annexure-B.
 - m) Bid specification authorization from the Manufacturer in their letterhead as Annexure-C.
3. Incomplete proposals and tenders received after due date shall not be entertained.
4. In case of discrepancy between unit price and total price, the unit price shall prevail.
5. The amount of EMD/ Bid security will be converted into performance Security money, if rate contract is awarded to a firm.

6. **Proposal for rate contract should be submitted in the prescribed format and no relevant columns should be left empty.**
7. The competent authority reserves the right to accept or reject any or all tenders without assigning any cause thereof.

25.01.26

Director of Research (Veterinary)
AAU, Khanapara, Guwahati

PLEASE NOTE : BID Security, undertaking, Application Form, EMD, Authorization letter and other required documents should be submitted individually / separately for each Vendor/ Brand/ Manufacturer/ Company.

Terms & Conditions of Rate Contract

1. No equipments or consumables are covered under this contract except veterinary medicines, vaccines and mineral mixtures.
2. Freight, Insurance charges, if any will not be borne by the purchaser. Similarly, shortage, pilferage in transit will be the sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/ transport charges.
3. The delivery/ supply will be made on F.O.R. destination basis i.e. upto College of Veterinary Science, AAU, Khanapara, Guwahati-781022 / nearby colleges/ research stations under AAU.
4. **GST will be paid extra as applicable to the Research Institutes as per rules/ notifications of Govt. of India.**
5. Delivery of goods will be taken at the risk and cost of the supplier.
6. The supply of materials will have to be completed within 21 days from the date of issue of purchase order or as indicated in the supply order. The liquidated charges @ 0.5% per week shall be imposed if supply is made after expiry of delivery period subject to maximum 10% of the total value of goods/ contract value.
7. No revision in rate (on higher side) will be accepted during the contract period.
8. Order will be placed as per requirement.
9. Discount offered in the listed price should be mentioned clearly by the bidders.
10. The firm may supply the required items as per unit price mentioned in the price list/ catalogue of the original manufacturer of the product with the applicable discount as per Rate Contract.
11. Bid specification authorization from the Manufacturer in their letterhead.
12. Any dispute arising between manufacturer/ supplier and the purchaser will be referred to Arbitrator appointed by AAU, Jorhat for which sole arbitration and decision thereon will be binding upon both the parties i.e. manufacturer/ supplier and purchaser.
13. Supply should be made in full against the orders.
14. Part supply shall not be accepted until and unless it is supported by convincing reasons and approved by the competent authority of this institute.
15. No payment will be made for unsatisfactory supply.
16. The articles should be securely packed to avoid damages etc. in transit.
17. Supply has to be made from the latest batch of production with the maximum life period and original packing.
18. Pre-receipted bills should be sent along with the goods.
19. While submitting the tender document, the tender should be specifically signed on each page.
20. The tender should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
21. The undersigned reserves the right to cancel the rate contract without assigning any reason thereof.
22. The rate contract will be valid for a period upto max. 2 years from the date of award of the contract which may further be extended by the competent authority of this institute.

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29.01.26*

Director of Research (Veterinary)
Assam Agricultural University
Khanapara, Guwahati-22

Annexure-A

NOTE: Please furnish the required information completely as incomplete/ false information may result in cancellation of tender.

APPLICATION FORM FOR ENTERING INTO RATE CONTRACT FOR VETERINARY MEDICINES/VACCINES/MINERAL MIXTURES WITH DIRECTORATE OF RESEARCH (VETERINARY), AAU, KHANAPARA.

1. Name & full address of the applicant
.....
.....
2. Name of the Manufacturer//dealer with full address
.....
.....
3. Authorized dealer/ Manufacturer/ Brand (Dealership certificate /proprietary certificate must be enclosed)
.....
4. The authorized Dealer/ Distributor interested to enter Rate Contract with the institute with different Brand/ Principals/ Manufacturer/ Company are required to submit Rate Contract for each Brand/ Principal separately (both hard copy and soft copy) along with dealership certificate of each Brand, price list, EMD and other required documents as per the time schedule mentioned in the tender. Please confirm whether the condition complied (Yes/ No)
5. Item / materials for which Rate Contract desired/ applied for

Particulars	Name of the Brand	Dealership certificate furnished/ not furnished/ manufacturer
(a) Veterinary Medicine
(b) Vaccine

<p>(c) Mineral Mixture</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>6. If the firm is under Rate Contract with other Govt. Dept./ Research Institute, give details along with certified copies of rate contract</p> <p>.....</p> <p>.....</p>	
<p>7. Was the firm under Rate Contract with AAU earlier? If yes, furnish certified copies thereof.</p>	
<p>8. Annual Turnover of the firm/ company during financial year 2022-23, 2023-24 & 2024-25 (enclose documents in support of claim):</p>	
<p>Rs..... Lacs</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>9. Whether the firm is registered under company act 1956? If yes, enclose certified copies. In case firm is registered with other Govt. Dept./Agency, the same may be stated with documentary evidence</p>	
<p>.....</p> <p>.....</p>	
<p>10. (a) Certified copies of GST/ State Sales Tax Regn. No. TIN No. with date of validity</p>	
<p>(b) Central Sales Tax Regn. No.</p>	
<p>(c) Latest copy of GST Return (Please enclose copies of relevant papers)</p>	
<p>.....</p> <p>.....</p>	
<p>11. (a) Income Tax PAN No. (in the name of firm/ company & not individual)</p>	
<p>(b) Copy of Return filed with Income Tax Department for last three financial year.</p>	
<p>.....</p> <p>.....</p>	
<p>12. Whether latest manufactures price list is enclosed.</p>	
<p>.....</p>	
<p>13. State whether your firm has been currently banned/ black listed by any Ministry/ Dept. of Central Govt. or any State Govt. If so, give details</p>	
<p>.....</p> <p>.....</p> <p>.....</p>	
<p>14. Bank Details for e-payment:</p>	
<p>(a) Bank A/C No.</p>	
<p>(b) Bank Name</p>	
<p>(c) Branch Name</p>	
<p>.....</p> <p>.....</p> <p>.....</p>	

(d) IFSC Code
(e) Other details

15. Discount (%) offered on Catalogue/
Price list rate (Separate sheet may be
enclosed)

16. Discount offered (%) as in Special
Cases for Bulk purchase where the total
value of order exceeds Rs. 1,00,000.00
(Separate sheet may be enclosed)

17. Period for completion of supplying the
items

18. Any other information vital for entering
into rate contract.

Signature of the bidder
Name & Address of Company/
Distributor/Authorized Dealer

Date.....

Seal

Annexure-B

Please write in your letter Pad

UNDER TAKING

We M/S.....

..... (Name and Address) are fully satisfied with all the terms and conditions as mentioned vide Rate Contract Tender No. AAU/AAU/CVSc/Rate Contract/2025-26/..... dtd. towards entering with Rate Contract for supply of Veterinary Medicines/Vaccines/Mineral Mixtures etc with AAU, Khanapara, Guwahati-22 and nearby colleges/ research stations under AAU as per terms and conditions.

We will offer Discount @ on each unit of products of (Brand name) which is Maximum as applicable to Govt. Research Organization. Further as special case for bulk purchases whenever the total value of order exceeds Rs. 1,00,000.00 (Rupees one lakh) we will offer Discount @ on each unit of products of (Brand name).

We are submitting Demand Draft of Rs. 20,000.00 (Rupees twenty thousand) vide No. dated Towards Bid Security/ EMD which may be converted into Performance Security, if Rate Contract is awarded to us.

Signature of the bidder
Name & Address of Company/
Distributor/Authorized Dealer
Date.....
Seal

Annexure-C

Manufacturer Letter Head

To,

**The Director of Research (Veterinary)
Assam Agricultural University
Khanapara, Guwahati**

Sub : BID SPECIFIC AUTHORIZATION

Ref : 99/DRV/Rate Contract/2025-26/ Dtd. :

Sir,

We are the original manufacturer of having our registered office do hereby authorize to submit a bid/tender against the NIT mentioned above.

No firms or individuals other than are authorized to participate in the NIT.

Authorized Signatory