

कोटा विश्वविद्यालय, कोटा

महाराव भीमसिंह मार्ग, कबीर सर्किल के पास, कोटा

निविदा संख्या –कैमेस्ट्री विभाग में केमिकल्स , ग्लासवेयर्स , लेब वेयर्स, प्लास्टिक वेयर्स एवं
जनरल आईटम की आपूर्ति हेतु वार्षिक दर अनुबन्ध हेतु निविदा प्रपत्र

निविदा सूचना संख्या-एफ-4 ()/सा.प्र./निविदा/कोविको/2015/1981 दिनांक: 06/10/15

कार्य का नाम : कैमेस्ट्री विभाग में केमिकल्स , ग्लासवेयर्स , लेब वेयर्स एवं
जनरल

आईटम की आपूर्ति हेतु वार्षिक दर अनुबन्ध

निविदा शुल्क : रू. 500/- नकद एवं रू. 550/- बैंक ड्राफ्ट (डाक) द्वारा
धरोहर राशि : अनुमानित लागत की 02 प्रतिशत
निविदा विक्रय की तिथि : दिनांक: 06/10/15 1.00 बजे से 23/10/15 सायं 5.00 बजे तक
निविदा जमा करने की अन्तिम तिथि : दिनांक: 23/10/15 समय सायं 5.00 बजे
निविदा खोलने की तिथि : दिनांक: 26/10/15 समय सायं 1.00 बजे

नोट:-कृपया उक्त निविदा में वर्णित आईटम में से जिन आईटम की दरे कोटेड की जा रही है,
उनकी लागत की 2 प्रतिशत बतौर धरोहर राशि का डी.डी. निविदा के साथ संलग्न करना
होगा।

कुलसचिव
कोटा

विश्वविद्यालय, कोटा

निविदा प्रपत्र
(निविदाकार द्वारा भरकर लिफाफे में सीलबंद कर रखने हेतु)

1. निविदा प्रस्तुत करने वाली फर्म का नाम
एवं पता
दूरभाष नम्बर
2. संदर्भ निविदा सूचना क्रमांक
.....
3. निविदा प्रपत्र शुल्क की राशि रु. नकद जरिये रसीद संख्या एवं
दिनांक: द्वारा अथवा रेखांकित बैंक ड्राफ्ट संख्या दिनांक: के द्वारा
जमा करा दी गई हैं।
4. हम कोटा विश्वविद्यालय द्वारा जारी की गई निविदा सूचना संख्या दिनांक: में
वर्णित सभी शर्तों से तथा संलग्न शीट में दी गई उक्त निविदा सूचना की अतिरिक्त शर्तों से बाध्य
होना स्वीकार करते हैं। इनके सभी पृष्ठों पर उनमें उल्लेखित शर्तों को हमारे द्वारा स्वीकार किए
जाने के प्रमाण में हमने हस्ताक्षर कर दिए हैं।
5. फर्म द्वारा आदेश प्राप्त करने के दिनांक से 07 (सात) दिवस की अवधि के भीतर कार्यादेश में वर्णित
दरों एवं शर्तों के अनुसार कार्य प्रारम्भ किया जावेगा।
6. उद्धृत की गयी दरें दिनांक: से तक एक वर्ष की अवधि के लिये विधि
मान्य है। इस अवधि को पारस्परिक सहमति के आधार पर बढ़ाया भी जा सकता है।
- 7- धरोहर राशि रु. का बैंक ड्राफ्ट/बैंकर्स चैक संख्या दिनांक:.....
संलग्न किया जा रहा है।

निविदादाता के हस्ताक्षर मय मोहर

करार पत्र

- (1) यह करार आज दिनांकमाहसन् को एक पक्ष के (जिसे इसमें आगे 'अनुमोदित सप्लायर' कहा गया है तथा इस अभिव्यक्ति में, जहाँ संदर्भ द्वारा ऐसा स्वीकार किया जाएगा, उसके उत्तराधिकारियों, निष्पादकों एवं प्रशासकों को शामिल किया हुआ समझा जाएगा) तथा विश्वविद्यालय, (जिसे इसमें आगे कोटा विश्वविद्यालय, कोटा कहा गया है तथा इस अभिव्यक्ति में, जहाँ संदर्भ द्वारा ऐसा स्वीकार किया जाएगा, उसके पद के उत्तराधिकारियों एवं समनुदेशितियों को शामिल किया हुआ समझा जाएगा) द्वितीय पक्ष के बीच सम्पन्न किया गया है।
- (2) चूँकि अनुमोदित सप्लायर कोटा विश्वविद्यालय, कोटा को उनके मुख्यालय पर तथा कार्यालयों /अनुभागों को भी, इससे संलग्न की अनुसूची में दी गयी सभी वस्तुओं को निविदा एवं संविदा की शर्तों में दिये गये तरीके से तथा उक्त अनुसूची के कालम में दी गयी दरों पर सप्लाई करने के लिए कोटा विश्वविद्यालय, कोटा से सहमत हो गया है।
- (3) एवं चूँकि अनुमोदित सप्लायर ने रूपये की राशि निम्न प्रकार से जमा करायी है:-
- (i) नकद/बैंक ड्राफ्ट/चालान संख्या/बैंकर्स चैक संख्या दिनांक द्वारा
- (ii) विभागीय प्राधिकारियों के पास विधिवत् रेहन रखकर डाकघर बचत बैंक पास बंक के रूप में,
- (iii) अल्प बचतों को प्रोत्साहन देने हेतु राष्ट्रीय बचत प्रमाण पत्रों/डिफेंस सेविंग्स सर्टिफिकेट्स /किसान विकास पत्रों या किन्ही अन्य स्क्रिप्ट/इन्स्ट्रुमेंट्स के रूप में, यदि इन्हे सम्बन्धित नियमों के अधीन (प्रमाणपत्र उनके समर्पण मूल्य पर स्वीकार किय जायेंगे) उक्त करार के निष्पादन के लिए प्रतिभूति के रूप में गिरवी रखा जा सकता हो तथा उसे विभागीय प्राधिकारियों को औपचारिक रूप से हस्तान्तरित कर दिया गया है।
- (4) अतः अब यह विलेख निम्नलिखित का साक्षी है :-
1. इसमें संलग्न अनुसूची में दी गयी दरों पर के मार्फत विश्वविद्यालय द्वारा किए जाने भुगतान के प्रतिफल में अनुमोदित सप्लायर में तथा निविदा एवं संविदा की शर्तों में दिये गये तरीके से उक्त वस्तुओं की विधिवत् सप्लाई करेगा।
 2. निविदा सूचना संख्या दिनांक से संलग्न खुली निविदा हेतु निविदा एवं संविदा की शर्तों को तथा ये इस करार पत्र के भाग के

रूप में लिये हुआ समझा जाएगा तथा ये इस करार पत्र को निष्पादित करने वाले पक्षकों के लिए मान्य होंगी।

3. निविदादाता से प्राप्त पत्र में संख्यायें तथा विश्वविद्यालय द्वारा जारी किए पत्र संख्यायें भी जो इस करार पत्र के साथ संलग्न किए गए हैं, इस करार पत्र के भाग के रूप में होंगे।

4. (क) विश्वविद्यालय एतद् द्वारा स्वीकार करता है कि यदि अनुमोदित सप्लायर उक्त वस्तुओं/वाहनों की उपयुक्त तरीके से विधिवत् सप्लाई करेगा, उक्त शर्तों का पालन करेगा तथा उन्हें बनाए रखेगा, तो विश्वविद्यालय के माध्यम से अनुमोदित सप्लायर को उक्त शर्तों में दिय गए समय पर तथा तरीके से, प्रत्येक माल प्रेषण के लिए देय राशि का भुगतान करेगी या भुगतान करवाएगी।

(ख) भुगतान की विधि नीचे वर्णन किए गए अनुसार होगी:-

(i) (ii) (iii)

(5) माल /वाहनों की सुपुर्दगी सप्लाई हेतु आदेश देने की तारीख से नीचे अंकित अवधि के भीतर प्रारम्भ की जाकर पूर्ण की जाएगी: क्रम संख्या मर्दों की मात्रा सुपुर्दगी अवधि

(6) यदि परिनिर्धारित क्षति के साथ सुपुर्दगी की अवधि में वृद्धि की गई हो तो सप्लाई न किए गए सामानों के लिए निम्नलिखित प्रतिशत के आधार पर वसूली की जाएगी:-

(क) विहित सुपुर्दगी अवधि की एक चौथाई अवधि तक के विलम्ब के लिए – 2.5%

(ख) एक चौथाई अवधि से अधिक किन्तु आधी से अधिक के लिए – 5%

(ग) आधी अवधि से अधिक किन्तु तीन चौथाई अवधि से अनधिक के लिए – 7.5%

(घ) विहित सुपुर्दगी अवधि की तीन चौथाई अवधि से अधिक के विलम्ब के लिए- 10%

टिप्पणी:

(1) (i) विलम्ब की अवधि में आधे दिन से कम को छोड़ दिया जाएगा।

(ii) स्वीकार की गयी परिनिर्धारित क्षति की अधिकतम राशि 10% होगी।

(iii) यदि सप्लायर किसी प्रकार की बाधा के घटित हो जाने के कारण संविदान्तर्गत सप्लाई को पूरा करने के लिए समय में वृद्धि करने के लिए कहता है तो वह लिखित में उस प्राधिकारी को आवेदन करेगा जिसने वह सप्लाई आदेश दिया था। किन्तु यह आवेदन बाधा के घटित होने पर तत्काल उसी समय दिया जाएगा न कि सप्लाई को पूर्ण करने की निर्धारित तारीख के बाद दिया जाएगा।

(2) यदि माल की सप्लाई में विलम्ब ऐसे विध्न के कारण हुआ हो जो निविदाता के नियंत्रण के परे हो तो सुपुर्दगी की अवधि में वृद्धि परिनिर्धारित क्षति के साथ या उसके बिना कर दी जाएगी।

(7) करार से उत्पन्न होने वाले समस्त विवाद तथा करार पत्र के निर्वाचन या व्याख्या से सम्बन्धित सभी प्रश्न विश्वविद्यालय द्वारा विनिश्चित किए जायेगे तथा विश्वविद्यालय का निर्णय अन्तिम होगा।

इसकी साक्षी में इनके पक्षकारों ने आज दिनांकमाह सन्
..... को अपने हस्ताक्षर किये हैं।

विश्वविद्यालय के लिये तथा की ओर से
हस्ताक्षर

अनुमोदित सप्लायर के

तारीख

तारीख

साक्षी संख्या (1)
.....

साक्षी संख्या (2)
.....

साक्षी संख्या (1)
.....

साक्षी संख्या (2)
.....



University of Kota
MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005, INDIA

Tender Ref. No.: UOK/Chem. Deptt./2015/1981

Date:06 / 10 /2015

Tender Notice

Rate Contracts for Supply of Consumables & General Items for the Department of Pure & Applied Chemistry, University of Kota, Kota

Sealed tenders are invited under **TWO BID SYSTEM** (Part-I: TECHNICAL BID & Part-II: FINACIAL BID) from reputed manufacturers and their accredited distributors / selling agents for **RATE CONTRACTS** for supply of Chemicals, Glassware, Plasticwares, miscellaneous Lab. Wares & General Items for Chemical Laboratories for the year 2015-2016 with estimated cost of **Rs. 10.00 Lacs**.

Chemicals : GR / LR / AR / ACS / Excelsior / Extra pure grades of chemicals / solvents / solvents for spectroscopy / chromatography of different makes including Merck, Sigma-Aldrich, Alfa Aesar, Loba, SRL, Spectrochem, SD Fine, Thomas Baker, Glaxo, Qualigens, Ranchem, Siscochem, Hi-Media, CDH, Molychem, Finar, Fisher, Lancaster, Fluka or any other make with complete specifications.

Glassware : All types and grades of glassware of different makes including Borosil, Infusil, J-sil / Agarwal, Teflon, Qualigens, Merck, Axiva, ASGI or any other make with complete specifications.

Plasticware: All types and grades of plasticware of different makes including Tarsons, Polylab or any other make with complete specifications.

Miscellaneous Lab. Wares & General Items: All types and grades of general items gloves, masks, safety goggles, wire gauze, utility clamps, laboratory jacks, Buchner funnels, mortars & pestles (agate), spatula's (SS, Teflon) & stirring rods, Whatmann filter paper, butter paper, aluminium foil, non-adsorbent cotton, septum B-7 to B-24 (rubber, silicon), tapes (Teflon, kapton tape), conductivity & pH meter electrodes, Working electrode (Glassy carbon electrode, Au electrode etc.), Reference electrode (Pt & Ag/AgCl electrode etc.), molecular sieve, Ge pellets for probe methods, Crucibles (Alumina, Silica, Porcelian) or any other makes with complete specifications. (as and when required)

The tender document can be downloaded either from the University website www.uok.ac.in or www.sppp.rajasthan.gov.in or can also be obtained from the Office of the Registrar on payment of **Indian Rupees 500/-** in form of DD drawn in favour of "**Registrar, University of Kota**" payable at Kota. In case of downloading of tender document, tender document purchase fee be deposited separately by tenderer. Earnest Money Deposit (EMD) will be 2% of quoted amount of the item. Tenders not submitted as per the terms & conditions mentioned in tender document will not be accepted. The technical bids will be opened in the Office of the Registrar, University of Kota.

Last date of submission filled tenders is **Oct.23, 2015 up to 5:00 pm**. The date of opening of Technical Bid is

Oct.26, 2015 at 1:00 pm. Tenders not submitted as per the terms & conditions mentioned in tender document will not be accepted.

Registrar

University of Kota

MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005, INDIA

Tender Ref. No.: UOK/Chem. Deptt./2015/1981

Date: 06 / 10 /2015

All Bidders,

Subject: To issue of tender document for the Rate Contracts for supply of consumables including Chemicals, Glasswares, Plasticwares and miscellaneous Lab Wares & General Items required in Chemical Laboratories for the year 2015-2016 for the Department of Pure & Applied Chemistry, University of Kota, Kota.

Dear Sir/Madam,

Kindly find enclosed herewith the tender document papers for subject tender enquiry due for opening on **October 26, 2015 at 1:00 pm** sealed tenders are invited under **TWO BID SYSTEM (Part-I: Technical Bid & Part-II: Financial Bid)** for the following items:

S. No.	Name of Laboratory Items	Approx. Cost (in INR)	Earnest Money 2%(in INR)
1.	Chemicals	5,00,000/-	10,000/-
2.	Glassware	2,00,000/-	4,000/-
3.	Plasticware	1,00,000/-	2,000/-
4.	Miscellaneous Lab. Wares & General Items for Chemistry Laboratory	2,00,000/-	4,000/-

Duly signed tenders consisting of EMD envelope, techno-commercial bid envelope and financial bid envelope shall be received on or before **Oct.23, 2015 up to 5:00 pm**. The EMD, techno-commercial bid shall be opened on **Oct.26, 2015 at 1:00 pm**. Financial Bid shall be opened at a later date, only for bidders who satisfy the qualifying requirements. The date for opening of price part or financial bid shall be intimated separately. University takes no responsibility for delay, loss or non-receipt of tender documents sent by post and reserves the right to reject tender without assigning any reason thereof.

It is requested to kindly note the following point before submission of your offer.

- The details of Tender Terms & Conditions are mentioned in Tender Document.
- The bidder should indicate name and designation of the authorized person to be contacted / requested for any clarification regarding their offer along with his/her cell number for quick reference, when required.
- Note that in case documents are requested to be sent by post, the responsibility for receipt does not lie with the University.
- The University reserves the right to reject any or all tenders without assigning any reasons whatsoever.
- The tenderers shall submit the tender with signature in three envelopes. The first envelope shall contain amount of EMD in form of DD, the second envelope shall contain all the documents required for technical bid and shall be sealed. The third envelope shall contain all necessary items in which the supplier shall register the rates of supply for financial bid. The all envelope shall also, likewise, be sealed and the envelopes then should be put together and shall be sealed in an envelope, and shall be submitted to the Registrar, University of Kota by the prescribed time and date.
- The Technical Bid shall be opened first to ensure that the tenderers have submitted all the requisite documents and EMD. If the Technical Bids are not in order or are deficient in all respect including specifications required, the Financial Bids in respect of such tenders shall not be opened.

Registrar,
University of Kota
Kota (Rajasthan)-324 005

NOTE: For more details and tender document may visit the university website: **www.uok.ac.in** and may contact to the office .

University of Kota

MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005, INDIA

TENDER DOCUMENT

of

**Rate Contracts for supply of
Consumables, Labwares & General Items**

for

Department of Pure & Applied Chemistry

Schedule of Tender:

- | | |
|---------------------------------------|-----------------------------------|
| 1. Issue of tender document | : Oct.06, 2015 from 1:00 pm |
| 2. Tender fee | : Indian Rupees 500/- |
| 3. Earnest Money | : 2 % of quoted value of the item |
| 4. Last date of submission quotations | : Oct.23, 2015 up to 5:00 pm |
| 5. Date of opening of technical bid | : Oct.26, 2015 at 1:00 pm |
| 6. Venue of the tender opening | : Office of the Registrar |

University of Kota

MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005, INDIA

TENDER PROFORMA

1. Tender for:
.....(Name of the article for which the tender is submitted).
2. Name and Postal Address of the firm submitting the tender
.....
.....
.....
.....
3. Reference: Tender Notice No.
.....
.....
4. The tender form fee Rs..... has been deposited vide cash receipt NoDated.....Vide crossed PO / DD / BC No.....Dated
5. We agree to abide by all the conditions in tender notice No dated issued by the department and also agree to further terms and conditions of the said tender notice given, in attached sheets (all the pages of which has been signed with Stamp by us in token of our acceptance of the terms mentioned therein.)
6. Goods will be delivered in stipulated delivery period as per purchase order.
7. The rates quoted are valid up to from the date of opening of tender. The period can be extended with mutual consent.
8. Bank Draft / Bankers Cheque No dated drawn by (..... / cash receipt No dated for Rsto cover Earnest Money in the favour of **Registrar, University of Kota** is enclosed.
9. Sales Tax Registration & Latest Sales Tax Clearance Certificate is submitted herewith.
10. Declaration of manufacturer / Authorized Distributor / Authorized Dealer is also enclosed.

Signature of Tenderer with Rubber Stamp

University of Kota

MBS Marg, Near Kabir Circle, KOTA (Rajasthan)-324 005, INDIA

General Terms and Conditions

1. The tenderers shall submit the following documents along with their tenders in the technical bid envelope:
 - (a). Address of Registered Office or Branch Office and availability of a responsible person on call on all working days between 10:30 am to 05.30 pm.
 - (b). The names of the organizations and the offices to which similar supplies have been made.
 - (c). The tenderer should have its own Bank Account, PAN, TAN, TIN, VAT and Service Tax Number.
 - (d). Sales Tax Registration No. & Sale Tax clearance certificate, from the Income Tax officer concerned, certifying that the tenderer has cleared all the Income Tax dues.
 - (e). Suppliers should state whether they are a Propriety Firm, Partnership Firm or a Private / Public Limited Company and furnish a profile of the firm. They should also clearly mention whether they are manufacturers, authorized dealers or retail suppliers. They should submit the necessary certificates including Authorization Letter.
 - (f). The tenderer should be a reputed supplier having at least three years dealing experience with the Government Departments. Certificate in token of proof of experience of the concerned Department should be enclosed for ready reference
 - (g). Technical specifications offered by the Supplier such as quality, grade, make, *etc.*
 - (h). If the supplier is unable to supply the said materials/articles before the date on which the supply is scheduled to have been completed he/she should indicate such on earlier date and also the date, by which he/she will be in a position to complete the supply.
 - (i). The goods should be despatched at the suppliers' risk and shall preferably be insured in transit against all likely damages. As the suppliers shall be responsible for the supplies at University of Kota campus, the cost towards insurance *etc.* should be borne by the suppliers.
 - (j). The supplier should submit the offer of discount on current price list in their tenders. Prices should be inclusive of all taxes i.e. no tax should be charged in the bill.
2. The tender documents should be sealed and clearly super scribed with the words "Tender for Rate Contract to Supply of Laboratory Chemicals, Glassware, Plastic ware, Lab ware & General Items to the Department of Pure & Applied Chemistry, University of Kota".
3. The rates should be mentioned in the tender document attached with the tender in a separate sealed envelope known as financial bid. Each page of the tender shall be signed in full and stamped with the seal by supplier. The supplier must clearly state in what capacity he/she is signing the tender. The rates should be inclusive of all charges/taxes with F.O.R. destination to the Department of Pure & Applied Chemistry, University of Kota.

Signature of Tenderer with Rubber Stamp

4. The tenderers shall submit the tender in three envelopes. The first envelope shall contain amount of EMD in form of DD, the second envelope shall contain all the documents required for technical bid and shall be sealed. The third envelope shall contain all necessary items in which the supplier shall register the rates of supply for financial bid. The all envelope shall also, likewise, be sealed and the envelopes then should be put together and shall be sealed in an envelope, and shall be submitted to the Registrar, University of Kota by the prescribed time and date. The Technical Bid shall be opened first to ensure that the tenderers have submitted all the requisite documents. If the

Technical Bids are not in order or are deficient in some respect, the Financial Bids in respect of such tenders shall not be opened.

5. The amount of Earnest Money Deposit should be in the form of Bank Draft drawn on a nationalized / scheduled bank in favour of the “Registrar, University of Kota payable at Kota.
6. Tenders not accompanied by the requisite amount of Earnest Money Deposit are liable to be rejected.
7. In case of successful tenderers, the EMD shall be converted into security Deposit/performance Guarantee, if applicable, and shall be refunded after the expiry of the contract period.
8. Supplier should read carefully all the instructions and terms and conditions, *etc.* before registering rates in prescribed schedule of the tender.
9. The Technical Bid of the tenders shall be opened in the office of the Registrar on the date mentioned in the schedule. The tenderers or their authorized representatives shall be allowed to be present at the time of opening of the tenders.
10. In case of imported items, the rates should be quoted in light of the exemptions enjoyed by educational institutions. The University is exempted from payment of Excise, Sales tax, Octroi, *etc.* and the necessary certificates / forms can be issued by the University.
11. The delivery time should be clearly mentioned in the tender. No extension shall be granted to the suppliers for the period of delivery mentioned in the tender, under any circumstances.
12. If the supplier fails to deliver the article as per the delivery schedule, the University of Kota shall be free to procure the balance / undelivered supply, at the risk and cost of the supplier, from such suppliers.
13. The goods, article, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. Article / material which do not conform to the specifications laid down in the terms and conditions or damaged in transit or otherwise, shall not be accepted.
14. Conditional offers are liable to be summarily rejected.
15. The bills of the suppliers shall be paid by the University after all the article / material / has been received, inspected as above.
16. In the event of any breach of the terms and conditions of the supply, the University of Kota may terminate the contract placed with the supplier and forfeit the Earnest money Deposit of the supplier
17. The tender & rate contracts shall be valid for a period of one year from the date of issuing the letter to supplier. Validity period of rate contract may be increased after mutual discussion between supplier and the University.
18. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) per day, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the University for the desired laboratory chemicals / glass or plastic ware items, shall be deducted from the firm’s pending bills or Performance Security, as the case may be.

19. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the University while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and the money deposited shall be stand forfeited.
20. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the University shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
21. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the University. If it is found that the firm has given sub-contract for supply of laboratory chemicals, glassware, plasticware items on the basis of procurement / supply order, the contract shall stand cancelled & the money deposited shall stand forfeited.
22. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
23. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
24. The University of Kota shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for Laboratory Chemicals / Glass / Plastic ware items.
25. The Competent Authority of the University reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the University of Kota.
26. The University of Kota shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
27. The contract will be valid from the date when it is awarded/formalities completed. The University will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to terminate the contract by giving one month's notices at any point of time.
28. The attested copy of valid drug license (if applicable for any item given in requirement list) / import license from the State/Central Drug Controller for the manufacture/Import of the Items quoted. If revalidation of drug license has been applied, copy of application to State Drug / Licensing authority may be attached. The application for renewal was made within time frame as per Drug and Cosmetic Act, 1940 as amended up to date and that has not been deleted by licensing authority.

29. Valid WHO-GMP Certificate, clearly indicating the products (Items) issued by Centre/ State Drug Controller and should not have been issued more than five years ago (if applicable).
30. In case of imported Items (i.e. not manufactured in India), import license and copy of the import registration of that particular molecule quoted in the tender indicating the list of products should be submitted and '3 years' marketing experience certificate issued by the State/Central Drug Controller may be enclosed. Public Sector Undertakings with at least 3 years market standing having manufacturing license issued by Centre/ State Drug Controller (if applicable).
31. If a firm is the sole manufacturer of any of the product mentioned in the requirement list, the same can be treated as a Proprietary item or newly introduced (Patent) item, the manufacturer can be found eligible, provided the firm submits a certificate from the Centre/State Drug Controller / appropriate Licensing Authority in this regard. Proof of duration of 'Patent' for the items should also be enclosed (if applicable).
32. The rate quoted by the participating Firm/Agency/Company should not be higher than the rates at which the Chemicals/Glass ware/Plastic ware items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied such Chemical/Glass ware/Plastic ware items at higher rates to the University, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 500/- (Five Hundred) on firm on such occasion and shall be doubled on subsequent occasions.
33. In case any of Tenderer found that he/her has charged the higher rates for any of item(s) more than the prevailing MRP rates, the appropriate strict action like forfeitures of EMD and other charges may be filed against the supplier.
34. Performance Security Deposit/Termination of Supply Contract shall be taken by the Competent Authority of the University (if applicable).
35. Any complementary scheme offered by the manufacturer through the authorized Dealer/Distributor (Manufacturer Authorization Certificate should be provided in case of authorized Dealer/Distributor in the prescribed format) shall be provided to the University with no additional cost.

TECHNICAL BID

For the Supply of Laboratory Chemicals, Glass Ware, Plastic Ware, Lab Ware & General Items to the University of Kota

1. Name of Laboratory Chemical / Glass / Plastic ware / Lab Ware / General Item Supplier Company / Firm / Agency & its Registration No.:

.....

2. Name of proprietor / Director of the Company / Firm / Agency :

3. Full Address of Reg. Office (A copy of Company / Firm / Agency registration must be enclosed):
 Telephone No :
 Fax No :
 Mobile No :
 E-mail ID :
4. Details of Banker of the Firm with full address
 Telephone No :
 Fax No :
 Mobile No :
 E-mail ID :
5. Bank Ac/s No. of Firm for ECS payments:
6. PAN, TIN, TAN, VAT, Service Tax Registration No of the Firm:
 (Enclose a copy of the same)
7. Details of Cost of Tender:
8. Details of EMD :
9. Un-priced duly signed stamped List of Items (for minimum 50% items or for all the items mentioned in Financial Bid
10. Financial turnover of the tendering Company / Firm Agency for the last three financial years (Attach separate sheet if space provided insufficient):
11. Attach the Copies of Audited Annual Accounts for last Three Financial Years:
12. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose the self-attested copies): (if the space provided is insufficient, a separate sheet may be attached):
13. If the participating firm is Authorized Dealer/Distributor, in this case, please accompany the certificate from Manufacturer on his letter head as per prescribed format given in sub head **FORMAT FOR MANUFACTURER'S AUTHORISATION.**

(Signature of authorized person)

Date: _____

Place: _____

Full Name: _____

Seal: _____

CERTIFICATE

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/authorized signatory of the agency / Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. I, do hereby certified that the representative of our firm shall be place the samples of Laboratory Chemicals / Glass Ware / Plastic Ware / Lab Ware / General Items quoted by our firm (without indicating price, clear marking of firm / agency name in each of item) for the Department of Pure & Applied Chemistry, University of Kota on the receiving of official intimation from competent Authority of the University regarding the “Technical Responsiveness of our firm for this Tender”.
4. The rates of each Laboratory Chemical / Glass ware / Plastic ware / Lab Ware / General items, those samples kept at University have already been quoted in the Financial Bid accordingly, and sealed, signed, Financial Bid kept in Financial Bid envelope.
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I, do hereby, declare that the our firm has neither been blacklisted / nor criminal case is pending against our firm (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-) stating that no criminal / Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for Supply of Laboratory Chemicals, Glass Ware, Plastic Ware Items *etc.* during the last Three years nor has been penalized by such Offices/organizations for supply of poor/spurious Laboratory Chemicals, Glass Ware, Plastic Ware Items *etc.*

(Signature of authorized person)

Date: _____
 Place: _____
 Full Name: _____
 Seal : _____

**CHECK LIST OF DOCUMENTS
 TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID**

DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:

1. **The Cost of Tender Document** enclosed in the form of **Demand Draft of Indian Rupees 500/- (Non-Refundable)** from any Nationalized Bank in favour of “**Registrar, University of Kota**” payable at Kota if the tender document downloaded from the website.

2. **EMD** in the form of **Demand Draft** from any Nationalized Bank in favour of “**Registrar, University of Kota**” payable at Kota and must accompanied with Technical bid.
3. Technical bid Form duly Filled, Signed & Stamped.
4. Un-priced duly signed stamped List of Items, under this tender must be accompanied with Technical Bid without indicating price, is must be kept in Technical Bid envelope.
5. Tender document each page duly Signed, Stamped and page numbering done.
6. Proof of Company/Agency/Firm Registration with complete Office Address.
7. Proof of Bank account Number.
8. Attested Copy of PAN, TAN, TIN VAT, Service Tax Registration Number *etc.*;
9. Self-attested copies of the IT returns and Audited Annual Accounts for last 3 Year’s;
10. Valid WHO-GMP Certificate, clearly indicating the products (Items) issued by Centre / State Drug Controller and should not have been issued more than five years ago.
11. Manufactures Authorization certificate in the prescribed format.
12. The rates for quoted items shall have quoted in the Format given in Financial Bid and sealed, signed Financial Bid kept in Financial Bid Envelope separately.
13. Attested copy of Three years experience certificate obtained from Govt. Deptt./PSU.
14. An Affidavit duly Notarized on Stamp Paper worth of Rs. 50/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organisation with whom, it had dealing for supply of similar items during last Three years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelope.

DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID

15. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 50% Items and specification laid down in Financial Bid, failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelope “Financial Bid for Supply of Laboratory Chemicals, Glass Ware, Plastic Ware & General Items”.

The tender should be submitted under **Two Bid System**. The Interested firms/agencies are advised to submit two separate envelopes super-scribing “Technical Bid for Supply of Laboratory Chemicals / Glass Ware / Plastic Ware / General Items’ and “Financial Bid for Supply of Laboratory Chemicals / Glass Ware / Plastic Ware / General Items’. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words “Tender for Supply of Laboratory Chemicals / Glass Ware / Plastic Ware / General Items”.

CONTRACT FORM

(To be made on Rs 100.00 Non Judicial Stamp / E-Stamp Paper)

AGREEMENT FORMAT

First Part

This agreement is made at Kota on the _____ day of _____ Two Thousand Fifteen between _____ acting through Shri _____,

_____, **University of Kota, Kota (Rajasthan)** (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

Second Part

M/s _____, having its registered office at _____ (hereinafter called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part**.

WHEREAS the '**Client**' is desirous to engage the '**Agency**' for providing Laboratory Chemicals (all Grades), Glass Ware, Plastic Ware, General Items, *etc.* for the University of Kota, Kota as per the terms and conditions stated below:

1. Tenderer should give the documentary proof of its Registered / Branch Office and should possess required valid Licences, Registration No. *etc.* issued by Competent Authority as per law.
2. The selected Agency services would be required to supply the Laboratory Chemicals, Glass Ware, Plastic Ware, General Items, *etc.* on regular basis to the University of Kota, Kota (Rajasthan) on all working days between 10:30 am to 05:30 pm. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality *etc.*, the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the Laboratory Chemicals, Glass Ware, Plastic Ware, General Items or replace the defected / spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Rupees Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the University of Kota, for the desired Laboratory Chemicals (all Grades) / Glass ware / Plastic ware / General items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.
5. The Agency shall be bound by the details furnished by him / her to the University of Kota while submitting the tender or at subsequent stage. Upon selection of the Agency, if at any stage, the documents furnished by him / her is found to be false or the quality of the articles or rates are found of poor quality / different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
6. The rate quoted by the selected Agency, and as approved by the University, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
7. The selected Agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the University of Kota. If it is found that the firm has given sub-contract for Supply of Laboratory Chemicals, Glass Ware, Plastic Ware, General Items, *etc.* on the

basis of procurement / supply order, the contract shall stand cancelled & the performance security shall stand forfeited.

8. The University of Kota shall not be responsible for any financial loss or other damaged or injury to any item or person deployed / supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order / supply order for Laboratory Chemicals / Glass ware / Plastic ware / General items.
9. The Competent Authority of the University of Kota reserves the right to relax / withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the University of Kota.
10. The rate submitted by the Agency should not be higher than the rates at which the Laboratory Chemicals, Glass Ware, Plastic Ware, General Items are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied Laboratory Chemicals, Glass Ware, Plastic Ware, General Items at higher rates to the University, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/- on firm on such occasion and shall be doubled on subsequent occasions.
11. Any complementary scheme offered by the manufacturer shall be provided to the University of Kota with no additional cost.
12. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 3 years, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful Laboratory Chemical/Glass ware/Plastic ware/ General Items supplier Agency and the University of Kota.
13. The University of Kota reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation i.e. auxiliary/ancillary/incidental to items concerned.

THIS AGREEMENT will take effect from _____ day of _____ Two Thousand Fifteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Kota in the presence of the witness:

<p>For and on behalf of the ‘Agency’</p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the ‘Agency’</p> <p>By the Said _____ Name</p> <p>on behalf of the ‘Agency’</p>	<p>For and on behalf of the “University of Kota”</p> <p>Signature of the authorized Officer</p> <p>Name of the Officer</p> <p>Stamp / Seal of the ‘Client’</p> <p>By the said _____ Name</p>
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in presence of Witness: _____ Name : _____ Address: _____	on behalf of the “ University of Kota ” in presence of Witness: _____ Name: _____ Address: _____
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FORMAT OF PERFORMANCE BANK GUARANTEE
(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)
(if required)

To,
The Registrar
University of Kota
Kota (Rajasthan)-324 005

WHEREAS _____ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called “the Supplier”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 15 (Fifteen) months from the date of issue (indicate date) valid up to

.....
(Signature with date of the authorised officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

FORMAT FOR MANUFACTURER/DITRIBUTOR’S AUTHORISATION

**To,
The Registrar
University of Kota
Kota (Rajasthan)-324 005**

Dear Sirs,

Ref. Your NIQ No _____, dated _____

We, _____
who are proven and reputable manufacturers of _____
(name and description of the Items offered in the Quotation) having factories at _____
hereby authorise Messrs _____ (name and address of the agent) to
submit a Quotation, process the same further and enter into a supply contract with you against
your requirement as contained in the above referred Quotation Form for the above items
manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.
_____ (name and address of the above agent) is
authorised to submit a tender, process the same further and enter into a supply contract with you
against your requirement as contained in the above referred Quotation Form for the above items
manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of supply
contract placed on the authorised agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would
have quoted directly.

Yours faithfully,

[Signature with date, name and designation]

for and on behalf of Messrs _____

[Name & address of the manufacturers]

Note:-

1. This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

SPECIFICATIONS

Note:

1. Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this schedule.
2. No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and seal of the tenderer.
3. The Rates shall be FOR, at destinations / places indicated in the delivery.

Financial Bid Format

(1) Chemicals:

S. No.	Goods with details of specifications	Make / Company	Discount

(2) Glassware:

S. No.	Goods with details of specifications	Make / Company	Discount

(3) Plasticware:

S. No.	Goods with details of specifications	Make / Company	Discount

(4) Miscellaneous Lab. Wares

S. No.	Goods with details of specifications	Make / Company	Discount

(5) General Items:

S. No.	Goods with details of specifications	Make / Company	Discount

Signature of the tenderer with seal