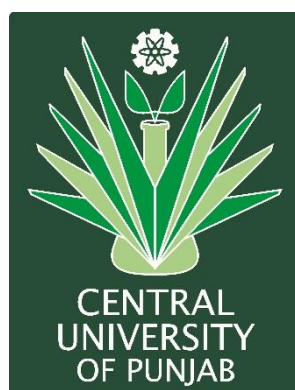


# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-19(2016-17)



Rate Contract for Chemicals /Glasswares /Plasticwares/ Lab  
equipment /Miscellaneous items.

Release Date : June 11, 2016

Last Date : July 4, 2016; 3:00P.M.

City Campus, Mansa Road, Bathinda- 151001,  
E-mail: registrar@cup.ac.in, Tel/Fax: 0164-2864106,

## Central University of Punjab, Bathinda

Rate Contract for Chemicals /Glasswares /Plasticwares/ Lab equipment /Miscellaneous items.

Tender No. P-19(2016-17)

Central University of Punjab, Bathinda (CUPB) invites sealed tenders from Quality Manufacturers/Principal Suppliers confirming highest quality standards for the supply chemicals, glassware, plasticwares, lab equipments & miscellaneous items on Annual Rate Contract basis, as per following details.

- The application form (Application Form-Annexure-I) should be downloaded from the University website [www.cup.ac.in](http://www.cup.ac.in) or [www.cup.edu.in](http://www.cup.edu.in).
- Non-refundable Tender fee Rs. 1000/- in the form of Demand Draft in favour of Central University of Punjab, Bathinda must be attached along with each application.
- EMD as per following details in the form of DD in favour of Central University of Punjab, Barhinda must be attached:

Sr. No.	Category	EMD (Rs.)
1	Chemicals (Laboratory reagents, Analytical reagents, HPLC grade chemicals, solvents, Molecular biology enzymes, reagents and kits etc)	10,000
2	Glassware (complete range)	10,000
3	Plasticware (Complete range)/General Labware/Pipette-Micropipette	10,000
4	Lab Equipment (Individual Indian equipment's costing upto Rs. 1,00,000/-)	20,000
5	Miscellaneous items (e.g. Filter Papers, cotton, Aluminium foil, tissue paper rolls etc.)	10,000

- For each category a separate application form needs to be submitted.  
**Note:** If one price list has more than one category of items, then additional amount corresponding to that many categories must be submitted. For example, if a price list has glassware, chemicals, plasticware, equipment(s) and Misc. items total EMD will be Rs. 60,000/- (Rs.20,000 for equipment(s), Rs.10,000 for glassware and Rs.10,000 for chemicals, Rs.10,000 for Plasticware, Rs.10,000 for Misc. items).
- The quotations complete in all respects should reach the below mentioned address not later than 3:00 P.M. on July 4, 2016.

**The Registrar**  
**Central University of Punjab,**  
**City Campus, Mansa Road, Bathinda- 155001**  
**(Kind Attn: Stores Purchase Section)**

- **The quotations received late/without earnest money/ through e-mail or Fax/by hand/ in improper format/without appropriate and supporting documents/conditional quotations will be summarily rejected.**
- Further, University reserves the right to accept or reject any or all quotations without assigning any reason. Any manufacturer/supplier with whom any dispute/issue is going on will not be considered till settlement of these issues.
- The finalized bidder will have to enter into a legal contract/agreement with the University before rendering its services.

**Procedures:** Quotations should be submitted in accordance with the procedure detailed herein. The documents should be enclosed in separate envelopes of appropriate size each of which should be labelled and sealed properly.

- 1 Envelope No.1 super-scribed as “**Proposal for Annual Rate Contract**” should contain following documents:
  - a. **Covering letter.**
  - b. **Tender form (as per Annexure-I) duly signed and stamped.**
  - c. **All undertakings and certificates.**
  - d. **Tender fee in the form of DD.**
  - e. **3 sets of Printed product catalogues and the All –India Price List.**
- 2 Envelope No.2 super-scribed as “**Second Envelope-EMD**” should contain DD of **EMD**.
- 3 Envelope No.3 super-scribed as “**Tender for supply of chemicals/glasswares /plasticwares/equipment/ misc items should contain Envelope 1 and 2**”.
- 4 Envelope No.3 containing Envelope 1 & 2 should be sent to the University at the above mentioned address by registered post. The inner envelopes should also indicate the name and address of the bidder. Please write name of the company and address on reverse of all DDs. **If the envelops are not sealed and marked as required, the University will assume no responsibility for the bids misplacement or premature opening.**

#### **GENERAL TERMS AND OTHER CONDITIONS**

1. Separate Quotations with separate Tender fee and requisite EMD should be submitted for each catalogue/price list. The proposals shall not be considered without earnest money.
2. Separate Quotations for each price list of the Manufacturer.
3. Manufacturers must submit certificate of registration as manufacturer along with the quotation.
4. Wherever applicable, the manufacturing company must have quality certificate for specified quality standards, issued by Competent Authority of Government of India (e.g ISI/ISO 9001: 2000/ Ministry of agriculture, Food and Drug Authority, DGS&D etc.) and the photocopies of these certificates must be submitted along with the quotation.
5. On acceptance of the quotations, the bidder shall deposit bank guarantee amounting to ***Rs.1.00Lac (Rupees One Lac only) to Central University of Punjab, Bathinda***. The bank guarantee must be deposited within 15 days of the award of the contract. The EMD will be forfeited if the bidder fails to deposit the Bank Guarantee within stipulated time.
6. In case of equipment supply, the supplier must provide minimum One year Guarantee/Warranty and 2 years CMC (Comprehensive Maintenance Contract). 5% of equipment cost will be retained as Performance Security till the Guarantee/ Warranty/CMC.
7. The manufacturers shall have to stick to their quality standards while supplying the goods. Goods supplied shall be rejected if found of inferior quality.
8. All details about VAT, institutional discount, bulk discount, special discount etc. has to be clearly mentioned along with the price-list. As the VAT is item specific “VAT as applicable’ shall not be considered.

9. **Penalty for non/late delivery of material:** The supply must be within delivery period mentioned in the order; otherwise the consignment will be rejected. In case of piecemeal supply, payment will be made only on completion of supply. The date of receipt of last item/supply will be considered as date of supply & penalty will be applicable as per date of supply of last item. If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 1% per week, not exceeding maximum limit of 10% of the cost of complete unit so delayed. In case of late delivery, University reserves the right to cancel the order and in such case, defaulter supplier will have to pay penalty @ 10% of the order value to the University. If, out of an order, some items cannot be supplied at all, the same must be brought to the notice within 3 working days of the receipt of order.
10. Party qualified for CUPB Rate contract is bound to supply any single item/all items given in the Price list as per the Terms & Conditions. Inability shown for the supply of goods by the party after placement of order will lead to forfeit of their Security deposit.
11. On scrutiny of quotation, documents any query raised by the committee has to be replied satisfactorily with all necessary documents within 7 days.
12. Financial consequences arising because of printing error in the price-list (price, units, catalogue number etc.) has to be borne by the suppliers.
13. **Delivery:** FOR destination delivery should be inclusive of Insurance charges. However, Central Sales Tax, VAT, Excise Duty & other prevailing taxes as per Government rules & regulations should be mentioned separately with prevailing rates on item quoted. In case the bidder fails to provide such separate details in its quotations, offers will be considered as inclusive of all taxes. If the bidder is exempted from payment of VAT, then it shall have to mention it, otherwise offer will be treated as inclusive of VAT and basic rate will be worked out by deducting the amount of VAT leviable under GST (VAT) Act.
14. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
15. No advance payment shall be made of any kind by Central University of Punjab. The final payment shall be made by respective offices after satisfaction of goods received and training of staff wherever applicable.
16. No charges other than custom duty shall be affected by the change in the F.O.B price. This clause shall remain in operation only upto the date of shipment corresponding to the delivery period specified in the schedule to the agreed terms and notwithstanding any extension of time if any, unless it proves to the satisfaction of the Central University of Punjab, that the delay in shipment was due entirely to causes beyond of control of the foreign principal/ manufacturer and the decision of the Central University of Punjab, in this behalf shall be final and binding.
17. The university will enter into the contract initially for a period of one year, extendable to a further period depending on the mutual agreement of the university and the agency with such modifications as may be felt necessary.
18. The university reserves the right to remove any such supplier from the empanelled list along with forfeiture of security deposit, if the service provided by the supplier is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
19. The prices quoted for the stores under the rate contract should in no case exceed the lowest price at which the identical stores are supplied to any other organization. The bidder should submit "No lesser price certificate" as per annexure-II.

20. Entering into Annual Rate Contract does not bind Central University of Punjab, to place any order on the agreed firms.
21. The firm has to supply the material against any order in good condition. If it is received in damaged condition or found to be defective at the time of use, the firm will be responsible and such items are to be replaced at firm's risk and cost.
22. Central University of Punjab, Bathinda reserves the right to enter into parallel contract for similar items any time during the period of rate contract with one or more parties.
23. Supply & guaranty period etc. of the items should be clearly mentioned. The bidder should give an undertaking (as per annexure-III) that they will, after the expiry of guarantee period, if required, be responsible for annual maintenance of the supplied item/equipment throughout its life span with reasonable charges and in any case they will not demand AMC charges at the higher rate than what they have been charging to their customers whether govt. /semi-Govt. or private institutions/organizations. They should also give an undertaking as per annexure-III that they will arrange for all spare parts of the quoted model during the period of its annual maintenance and the rate of such spare parts shall not be higher than their published price list.
24. **Custom Duty & Excise Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is requested to get the consignments cleared on behalf of the University. The admissible Custom Duty will be reimbursed to the Supplier on production of documentary evidence of payment of Custom Duty and also satisfactory installation report from the Indenter. The equipment should not be taken to warehouse/ Go-down and should come straight from the nearest Airport to the University. In case of inspection by the Custom, legible seal of Custom Officials should be present along the tearing of consignment.
25. Offers must be clearly written or typed without any cutting or over writing.
26. All cuttings/over-writings must be initialled and stamped.
27. No interim inquires will be entertained.
28. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
29. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

**Special Note: All parties/suppliers/manufacturers applying for this rate contract has to submit a copy of this tender notice, each page signed by auth. Signatory & duly stamped along with remarks that they have read all the terms and conditions of ARC and hereby give their consent to comply with the same.**

**APPLICATION FORM  
(TO BE FILLED COMPLETELY AND PLACED IN FIRST ENVELOPE)**

1. Contact details of the head office of proposing firm:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of local office of proposing firm nearest to Bathinda:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
4. Name of advising bank and account number:
  
5. SWIFT Code:
  
6. PAN and TAN Number:
  
7. DD No. & Name of The Bank: 1) Tender Fee:  
2) EMD.
  
8. Proposals of Rates for Category(s) (Tick mark):
  - Equipments
  - Chemicals
  - Glasswares
  - Plasticwares
  - Miscellaneous items
  
9. Manufacturing Type (Tick Mark):
  - Imported
  - Indigenous
  - Both
  
10. Any other relevant information:

It is certified that I/We have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with this quotation are truthful and binding on the firm.

Signatures of Authorized Signatory Designation Seal

Place:

Date:

**Annexure-II**

**NO LESSER PRICE CERTIFICATE**

I ..... (Name) ..... (Designation), for and on behalf of M/s ..... (Name of Firm), hereby, certify that the firm mentioned above will not charge or quote lesser price than the price list submitted as Annexure....., including discount submitted as Annexure....., if any, to any other purchaser or agency of Institute of India and that the prices offered are the lowest of those by us in the country. If later on, it is found to be contrary, we \_\_\_\_\_(Name of firm) will be liable to refund the excess payment with 18% interest from the date of payment and shall also be liable for being blacklisted and forfeiture of performance bank guarantee.

**Signatures of Authorized Signatory**

**Designation**

**Seal**

**Place:**

**Date:**

**Annexure-III**

**Undertaking**

I/We, ..... (Name), ..... (Designation), for and on behalf of M/s ..... (name of the firms), hereby, solemnly affirm to give undertaking that I/We will, after the expiry of guarantee period, if required, be responsible for Annual/Comprehensive Maintenance of the supplied item/ equipment throughout its life span with reasonable charges and in any case, will not demand AMC/CMC Charges at the higher than what we would be charging to our customers whether govt./ Semi Govt. or private institutions/organizations. We also give an undertaking that we will arrange for all spare parts of the quoted model during the period of its annual maintenance and the rate of such spare parts shall not be higher than our published price list.

**Signatures of Authorized Signatory**

**Designation**

**Seal**

**Place:**

**Date:**



**Annexure-IV****CHECK LIST**

(TO BE FILLED COMPLETELY &amp; PLACED IN ENVELOPE-1)

Sr. No.	Points to be verified	Yes/ No
1	EMD	
2	Tender Fee	
3	Photocopy of PAN and TAN card	
4	User list and certificates issued by clients	
5	Copy of income tax return certificate	
6	All other certificates as asked for in tender document: a) Certificate indicating country of manufacture. b) Sales tax registration certificate. c) Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page.	

**Place:****Signature of Authorized Person****Date:****Designation****Seal**