

**Notice Inviting Tender for Entering in to Annual Rate Contract (Year-2020-21) for Supply of Chemicals, Reagents, Glassware, Plastic ware and Minor Equipments (costing less than Rs. 15,000/-)**

**At**

**RAJIV GANDHI UNIVERSITY, DOIMUKH/ITANAGAR ARUNACHAL  
PRADESH**

|   |   |
|---|---|
| <b>Annual Rate Contract(ARC)<br/>tender No.</b> | <b>No. RGU/UGC/ARC/377/2017</b>                     |
| <b>Tender Issue Date</b>                        | <b>12<sup>th</sup> November, 2020</b>               |
| <b>Last Date of Submission</b>                  | <b>18<sup>th</sup> December, 2020 till 04:00 pm</b> |
| <b>DATE OF OPENING</b>                          | <b>21<sup>st</sup> December, 2020 at 02:30 pm</b>   |



**RAJIV GANDHI UNIVERSITY**

**RONO HILLS, DOIMUKH-791112**

**ARUNACHAL PRADESH**

**Phone: 0360-2279027 Email:rgureg@gmail.com**

**Website: <http://www.rgu.ac.in>**

**Chapter I- Instruction to bidders****Notice Inviting Bids**

Subject: - **Procurement of Chemicals, Reagents, Glassware, Plastic ware, and minor Lab equipment (costing less than Rs. 15,000) for the financial year 2020-21.**

1. Rajiv Gandhi University, Rono Hills, Doimukh/ Itanagar, Arunachal Pradesh a central University by an Act of Parliament, invites sealed bids for purchase of Chemicals, Reagents, Glassware, Plastic ware & **minor Lab equipment (costing less than Rs. 15,000/-)** enlisted brands as mentioned in "**Chapter-V**" from manufacturer/authorized dealer, distributor/ stockiest for the financial year 2017-18. Interested parties may send their tender in sealed cover addressed to the Registrar, **Rajiv Gandhi University, Rono Hills, Doimukh** super scribed with the words "**Rate Contract for Supply of Chemicals, Reagents, Glassware, Plastic ware & Minor Lab equipments**" and complete in all respects should be dropped in the tender box kept in the office of the Assistant Registrar (UGC& Project cell), RGU Doimukh up to **25<sup>th</sup> September 2020 till 04:00 pm**. The Quotations will be opened on the **1<sup>st</sup> October,2020 at 02.30 PM** at the Chamber of the Deputy Registrar (Projects) Rajiv Gandhi University, Doimukh, Arunachal Pradesh. The tenders received after the scheduled date and time will be rejected out-rightly.
2. The tender is in **two - bid system** i.e. **Technical & Financial**. The technical bid should be submitted as per the details shown in "**Chapter -IV** along with tender fee and EMD. The financial/price bid should be submitted as per the format detailed in "**Chapter VI**". The technical bid will be opened on the designated date by the Purchase Committee. The financial bid containing the discount offered by the vendors for various items will be opened on a suitable date, to be intimate later by the Purchase Committee in respect of those who qualify the terms and conditions of the technical bid.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers super-scribed "**Technical bid for Supply of Chemicals, Reagents, Glassware, Plastic ware, minor equipment & other Laboratory Consumables**" and "**Financial/price Bid for supply of Chemicals, Reagents, Glassware, Plastic ware, minor equipment & other Laboratory Consumables**". Both Sealed Envelopes should be kept in a main/bigger envelope super-scribed as "**Rate Contract for Supply of Chemicals, Reagents, Glassware, Plastic ware, Minor equipment & other Laboratory Consumables**". The "Technical Bid" will be analyzed and 'Financial Bid' of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.

4. A Certificate is to be given by the bidder/ tenderer that the price list supplied is the only one in circulation.
5. Printed price list (Hard Copy) **2020-21** may be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
6. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
7. The Annual Turn Over of the firm during last 3 years may also please be furnished. (Enclosed document in support of the claim).
8. The competent authority reserves the right to accept or reject any or all tenders without assignment any reason.
9. The Rate Contracts concluded as a result of this Tender inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
10. Tenderers are requested to enclose a self attested copy of their valid certificate of GST Registration Number, PAN No.TAN No, and Service Tax No. with their tender. Further the University is having DSIR certificate where reduced rate of GST etc. is 5% which is applicable for good procured for research purpose. The firms may take into account this provision while submitting the quotations.
11. Tenders received without Tender Fee, Bid Security (EMD) by way of DD or Pay Order/Banker's Cheque / FDR in the name of Registrar, Rajiv Gandhi University, Doimukh/ Itanagar will not be considered at all.
12. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a holiday, the tender shall be opened on the next working day at the same timing.
13. Late/delayed tenders received due to any reason whatsoever will not be accepted under any circumstances.
14. The sealed tender should be dropped in the Tender Box kept in the office of Assistant Registrar (Projects) Rajiv Gandhi University, Rono Hills, Doimukh
15. Acceptance of the rate will be communicated by Speed post /E-mail/University Website or any other form of communication.
16. Each and every page of the tender documents must be signed by the bidder.

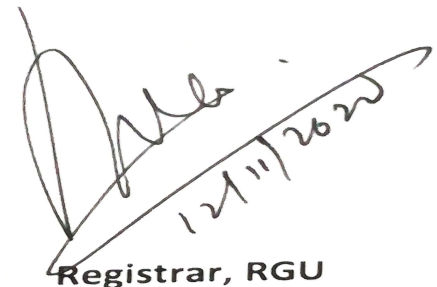
**Signature.....**

**Complete address of the firm with seal**

**Schedule of Tender**

1. Last date and time of receipt of tender: : 18th December, 2020 till 04:00 pm
2. Amount of tender fee : Rs. 1,000.00(non-refundable)
3. Amount of Earnest Money Deposit(EMD) : Rs. 20,000.00
4. Date of opening and time of opening :21<sup>st</sup> December, 2020 at 02.30 pm

4. Tender document may be downloaded from this University's official Website "<http://rgu.ac.in>".

A handwritten signature in black ink is written over a diagonal line. Below the signature, the date "12/11/2020" is written in black ink.

**Registrar, RGU**  
**Registrar**  
**Rajiv Gandhi University**  
**Rono Hills, Doimukh**

## Chapter-II- Conditions of Contract

### General Terms and Conditions

Subject: **-Notice Inviting Rate Contract for Procurement of Chemicals, Reagents, Glassware, Plastic ware, & Minor Lab Equipments** (Cost not exceeding Rs. 15,000/- per equipment.) **for financial year 2020-21** for Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh.

1. **Parties:** The parties to the contract are the contractor (the tenderer to whom the work has been awarded) and the RGU, Arunachal for and on behalf of the Registrar, RGU, Rono Hills, Doimukh.
2. **Earnest Money: Bid Security (Earnest Money):** Bid Security (Earnest Money) of **The EMD amounting to Rs. 20,000/-** should be Submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque from any of the commercial banks drawn in favour of "Registrar, Rajiv Gandhi University, Itanagar" along with the tender. (Other details as mentioned in the tender form). It is also clarified that the quotations received without earnest money will be summarily rejected. The DD may be prepared in the name of "Registrar, Rajiv Gandhi University" payable at Itanagar/Naharlagun.

a) Tender shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Rajiv Gandhi University.

b) The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful Bidders shall be retained by the Purchaser, up to a maximum period of 6 months from the date of opening of the Bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful tenderers on written request. No interest will be payable by the Rajiv Gandhi University authorities on the EMD.

c) In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.

### **3. Tender Fee:**

Tender fee (Processing Fee) will be Non-refundable amount of **(Rs.1000/-)** (Rupees One Thousand) only and the tenderer shall deposit a separate Bank Draft in favor of " Registrar, Rajiv Gandhi University, Rono Hills, Itanagar, Arunachal Pradesh " along-with tender Document (Technical Bid). The tenders submitted without tender cost shall liable to be rejected summarily.

4. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted, at any circumstances.

5. The Manufacturers (OEMs) / principals offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers / stockiest has been nominated by the principal; the bills raised by them against our purchase order will be accepted.
6. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
7. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the Website of Rajiv Gandhi University (<http://www.rgu.ac.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
8. Printed & bound price list/Catalogue for **2020-21** (Both hard copy and soft copy) duly signed & certified by authorized signatory must accompany the tender.
9. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
10. The percentage of discount quoted by each firm in tenders shall be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
11. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared / indicated in the tender.

#### **11. DOCUMENTS COMPRISING THE BID:**

The bids prepared by the bidder shall comprise of **(1) Technical Bid and (2) Financial Bid**

**Technical Bid:** - To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Valid registration certificate of the firm of the Govt. /State Govt.
- (b) **Duly filled format of Technical Bid as per Chapter – IV.**
- (c) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm agency etc.
- (d) Price list/catalogue of the items from the Principal
- (e) Manufacturer Authorization Certificate from the Principal must be attached by the Bidder.
- (f) PAN number with document (Attach a self attested Xerox copy)
- (g) GST/CST Registration with document (Attach a self attested Xerox copy)
- (h) The bidder shall be a Manufacturer / Distributors / Suppliers / Agents.
- (i) **Financial Status:** - The average annual turnover from similar jobs, of the quoting firm should not be less than **25 lakhs** in the last three consecutive years. Copies of profit & loss account and balance sheets duly authenticate by a Chartered Accountant for the last three years should be enclosed.
- (j) The technical bid should be accompanied by Demand draft of **Rs. 1000/- (non-refundable) against tender fee** and Demand Draft **amounting to Rs. 50,000/- for EMD(10,000 for each item e.g. if a firm is submitting quotation for chemical only then they have to submitted 10,000 EMD with procession fee)**
- (k) Copy of Income Tax Return Acknowledgement for last Three years.
- (l) Copy of **PAN Card / Service Tax Registration.**

(m) Copy of Sales tax / VAT/ **GST registration certificate.**

(n) Registration with Excise Department, Govt. of India. The industries situated in excise free zones will be exempted from registration provided they produce the copy of appropriate notification.

(o) Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.

(p) The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.

(q) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.

(r) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

**12. Financial Bid:** The financial bid shall contain:

(a) Price Bid Form [**As per Chapter - VI**] – Price must be quoted as per format specified, failing which tender shall be summarily rejected.

**13. Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he sign as:

(a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

(b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

14. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, Rajiv Gandhi University, Arunachal Pradesh may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

15. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITINGTENDER.**

**16. Right of acceptance**

The Rajiv Gandhi University, Arunachal Pradesh reserves the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The Rajiv Gandhi University, Doimukh Arunachal Pradesh reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

**17. Delivery:**

Delivery of goods shall be made by the supplier within 30 days of placing of purchase order however; in case of emergent requirement the firm has to supply the required quantity of goods

within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.

**18. Liquidated Damages**

Supply of material will have to be completed within 30 days or period mentioned in the purchase order. The liquidated damages charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

**19. Risk Purchase**

If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in our supply order, Rajiv Gandhi University, Arunachal Pradesh reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.

**20. The Payment clause:**

The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s) and tax components. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after supply of the material to the satisfaction of the Rajiv Gandhi University, Arunachal Pradesh, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected.

**21. Performance Security:**

The successful tenderer will be required to furnish a Performance Security Deposit for an amount **of Rs.50, 000/-** after receiving of award of contract in the form of **Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank** duly pledged in the name of the "**Registrar, Rajiv Gandhi University, Doimukh, Arunachal Pradesh** " which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. In the event of non-deposition of the same the earnest money will be forfeited. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract. Bank Guarantee format is given at Annexure-I & II below.

22. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

**23. Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by **Rajiv Gandhi University, Doimukh Arunachal Pradesh** "in that event the security deposit shall also stands forfeited.

**24. Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing from **Rajiv Gandhi University, Arunachal Pradesh** ", which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**25. Arbitration:** If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either



of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the **Registrar, Rajiv Gandhi University, Doimukh/Itanagar Arunachal Pradesh** ". Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

- 26. Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Doimukh, Arunachal Pradesh and all obligations hereunder shall be deemed to be located at Doimukh, Arunachal Pradesh and Court within Arunachal Pradesh will have Jurisdiction to the exclusion of other courts.
- 27. Periodicity/ Duration of Tender:** The tender is initially for the financial year 2020-21 and may be extended for further period of 1 (one) year.

**Chapter - III**

**Other terms & conditions of the Contract**

1. The successful firm will be required to do the work / job for financial year **2020-2021** from the date of award the contract. Rajiv Gandhi University, Doimukh/ Itanagar Arunachal Pradesh shall, however, reserve the right to terminate the contract at any time without assigning any reason.
2. The items will have to be supplied at Rajiv Gandhi University, Doimukh Arunachal Pradesh. No transportation / cartage charges will be provided for the same.
3. The firm may supply the required items as per the current price list of the manufacturer, showing clearly the discount offered.
4. The articles should be securely packed to avoid damages etc. in transit.
5. Rajiv Gandhi University, Arunachal Pradesh shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
6. In case a proposal is accepted the supplier/principal will have to sign an agreement deed with us on a non-judicial stamp of appropriate value while entering into rate contract.
7. The firm should have availability of a responsible person on call on all working days between 09:00 Hrs to 18.00 Hrs.
8. The material shall be delivered at the Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh with a remaining shelf-life of at least 75% of the stipulated total shelf-life from the date of manufacturing of that product.
9. Order shall be issued actual need basis. Bills in triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office/department and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by Rajiv Gandhi University, Arunachal Pradesh.
10. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to Rajiv Gandhi University, Doimukh Arunachal Pradesh.
11. In case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Purchase Committee/ the department concerned reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates

damages shall be charged.

12. Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
13. **Discount:** The Discount which will be offered by the manufacturer/authorized distributors on the manufacturer's price list for the year **2020-21** may be mentioned. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals etc.
14. **Sale Tax/VAT/ GST:** The rate of Sale Tax/VAT/GST should be mentioned clearly.
15. **Authorization Letter:** Authorization letter from the manufacturer for the current financial year should be submitted along-with quotation, failing which quotation will not be considered.
16. The Rajiv Gandhi University, Doimukh Arunachal Pradesh 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.

**Special Conditions:**

- (a) Freight, insurance charges, if any will be borne by the supplier, similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.
- (b) VAT and other Govt. levies will be paid extra as applicable.
- (c) Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway / road transport.
- (d) Payment of the bill will be made preferably after receipt of the goods in satisfactory condition.
- (e) No revision in rate (on higher side) will be accepted during contract period.
- (f) Order will be placed as per requirement, irrespective of value of the order.
- (g) Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier.
- (h) Supply should be made from the latest batch of production with maximum life period & original packing.
- (i) While submitting the tender document, the tenderer should sign on each page of the tender document.
- (j) The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

**Inspection:**

- (a) Rajiv Gandhi University, Arunachal Pradesh shall have the right to inspect and/or to test the goods to confirm their conformity to the **NIT Specifications** at no extra cost to the Rajiv Gandhi University, Arunachal Pradesh.
- (b) Rajiv Gandhi University, Arunachal Pradesh right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by RGU, Arunachal prior to the goods shipment.
- (c) The Registrar, Rajiv Gandhi University shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- (d) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

**Chapter - IV Contract Form****TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.**

(Tenderer may use separate sheet wherever required)

| SI No. | Details of the Firm / Bidder  | Page No. | Remarks |
|--------|---|----------|---------|
| 1.     | Name & Address of the Manufacturer/Authorized Distributor/ Dealer   |          |         |
| 2      | Whether the Firm is located in Arunachal Pradesh.<br>Yes/ No  |          |         |
| 3      | State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization |          |         |
| 4      | Details of the Earnest Money Deposit (EMD) (Yes/No)   |          |         |
|        | DD No: -  |          |         |
|        | Dated: -  |          |         |
|        | Drawn on Bank: -  |          |         |
|        | Amount: -   |          |         |
|        | Rupees.....only   |          |         |
| 5      | Details of the cost of Tender documents (Yes/No)  |          |         |
|        | DD No.:   |          |         |
|        | Dated: -  |          |         |
|        | Drawn on Bank: -  |          |         |
|        | Amount: -   |          |         |
|        | Rupees.....Only   |          |         |
| 6      | Copy of Registration of the firm  |          |         |
| 7      | Copy of VAT/CST/GST Registration  |          |         |
| 8      | Copy of PAN/ TAN card   |          |         |
| 9      | Authorization certificate from Manufacturer/ Principal  |          |         |
| 10     | Authorization certificate for Distributor/ dealer   |          |         |
| 11     | Certificate for No Deviation  |          |         |
| 12     | Certificate for Price Justification   |          |         |
| 13     | Non Blacklisting Certificate  |          |         |
| 14     | Copy of Income Tax Return for last 3 years  |          |         |
| 15     | Whether each page of NIT and its annexure have been signed and stamped  |          |         |
| 16     | List of Major Customers may be given on a separate sheet and proof of satisfactory supply, if any                                       |          |         |
| 17     | Drug License (If applicable on any item given in Technical Bid)   |          |         |
| 18     | Quality Assurance Certificate (Please specify)  |          |         |

|    |  |  |  |
|----|--|--|--|
| 19 | Have you previously supplied these items to any Government / private organization? If yes, attach the relevant proof.  |  |  |
| 20 | Proof of the last three year's turnover of the quoting firm Which should not be less than Rs. 25/-lakhs (twenty-five lakhs) only continuously for the preceding last three years |  |  |
| 21 | Sales Tax/ GST Registration Number   |  |  |
| 22 | TIN No. with Proof   |  |  |
| 23 | Whether copies of authenticated balance sheet for the past three years enclosed  |  |  |
| 24 | Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items   |  |  |
| 25 | Any other information important in the opinion of the tenderer   |  |  |

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy/copies of the document(s) are kept.
- In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

**Undertaking**

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the Rajiv Gandhi University, Doimukh Arunachal Pradesh.  
I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

**NON BLACKLISTING CERTIFICATE**

*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by Rajiv Gandhi University, Arunachal Pradesh and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Rajiv Gandhi University, Arunachal Pradesh may impose any action as per NIT rules.

Date:

Name:

Place:

Business Address:

Signature of Bidder:

Seal of the Bidder:

**CERTIFICATE OF PRICE JUSTIFICATION**

*[To be given on letter head]*

**NIT No.:**

I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

SIGNATURE AND STAMP OF THE BIDDER

---

**CERTIFICATE OF NO DEVIATION**

*[To be given on letter head]*

**NIT No.:**

I/We, M/s \_\_\_\_\_ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of Rajiv Gandhi University, Doimukh, Arunachal Pradesh tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in RGU, Arunachal Pradesh tender specification with associated amendments & clarification

*[Signatures of the Bidder with Name, Designation & Company's Seal]*



**FORMAT FOR MANUFACTURER'S AUTHORISATION**

Dated:

To,  
The Registrar,  
Rajiv Gandhi University,  
Rono Hills, Doimukh,  
Arunachal Pradesh.

Reference: No. RGU/UGC/ARC/377/2017 Dated: \_\_ /\_\_ /\_\_\_ for Rate Contract for Supply of Chemicals, Reagents, Glassware, Plastic ware and other Laboratory Consumables.

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref: - Your NIT No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (name and description of the Items offered in the Quotation) having factories at \_\_\_\_\_

hereby authorize Messrs. \_\_\_\_\_ (name and address of the agent) to submit a Quotation, process the same further and enter into a Rate 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 authorized to submit a tender, process the same further and enter into a Rate 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 authorized 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 authorization 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.

**FORMAT FOR DISTRIBUTOR'S AUTHORIZATION**

Dated:

To,  
The Registrar,  
Rajiv Gandhi University,  
Rono Hills, Doimukh,  
Arunachal Pradesh.

Reference: No. RGU/UGC/ARC/377/2017, Dated: \_\_ /\_ /\_\_\_ for Rate Contract for Supply of Chemicals, Reagents, Glassware, Plastic ware and other Laboratory Consumables.

**Subject: Distributor's Authorization Letter**

Dear Sir,

With reference to above mentioned Rate Contract, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/ marketed by [Name of Manufacturer] and collect the payments thereof on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No. :
5. Email ID :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

*[Signature with date, name and designation]*

For and on behalf of Messrs. \_\_\_\_\_

[Name and address of Manufacturer]

**Note: -**

1. This letter of authorization 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.

**Chapter - V****List of Companies for Laboratory Chemicals, Laboratory Reagents and other Laboratory Consumables:****List of Companies for Laboratory Chemicals**

| Sl.No. | Brand/Make                        | Sl.No. | Brand/Make                 |
|--------|-----------------------------------|--------|----------------------------|
| 1      | Merck                             | 32     | Avantor                    |
| 2      | SRL                               | 33     | Sigma-Aldrich              |
| 3      | Fermentas                         | 31     | Imperial Life Sciences     |
| 4      | Nucleopore                        | 33     | Qualigens                  |
| 5      | Amresco                           | 34     | Fisher Scientific          |
| 6      | Acros                             | 35     | Becton Dickinson (BD)      |
| 7      | Rankem                            | 36     | Addgene                    |
| 8      | Bengal Chemical                   | 37     | Agilent Technologies       |
| 9      | Santa cruz Biotech                | 38     | Atlas Antibodies           |
| 10     | Jackson ImmunoResearch            | 39     | Applied Biosystem          |
| 11     | Millipore                         | 40     | VWR                        |
| 12     | Bangalore Genei                   | 41     | DAKO                       |
| 13     | Thermo Scientific                 | 42     | GE Healthcare Lifesciences |
| 14     | Biogene USA                       | 43     | Genetix Biotech            |
| 15     | Loba Chemie                       | 44     | Invitrogen                 |
| 16     | Qualigen                          | 45     | Cole-Parmer                |
| 17     | Promega                           | 46     | Life Technologies          |
| 18     | Colbiochem                        | 47     | Takara                     |
| 19     | BIO-RAD                           | 48     | Thermo Fisher Scientific   |
| 20     | Alfa Aesar                        | 49     | Oxoid                      |
| 21     | Sisco Research Laboratory Pvt.ltd | 50     | DIFCO                      |
| 22     | Pectrochem Pvt.Ltd                | 51     | Hardy Diagnostics          |
| 23     | sd Fine-Chem Ltd                  | 52     | Whatman                    |
| 24     | Qualigens Fine Chemicals          | 53     | Micro Express              |
| 25     | Merck Biosciences                 | 54     | Denka Seiken Co. Ltd.      |
| 26     | Novagen                           | 55     | SSI Diagnostica            |
| 27     | Roche                             |        |                            |
| 28     | Hi-Media                          |        |                            |

**List of Companies for Laboratory Glassware**

| Sl.No. | Brand/Make | Sl.No. | Brand/Make        |
|--------|------------|--------|-------------------|
| 1      | Abdos      | 7      | JSGW              |
| 2      | Corning    | 8      | Schott Duran      |
| 3      | Eppendorf  | 9      | Zenith Glass ware |
| 4      | Borosil    | 10     | Duran             |
| 5      | Riviera    | 11     | Blue Star         |
| 6      | Vensil     |        |                   |

### List of Companies for Laboratory Plasticware

| Sl.No. | Brand/Make      | Sl.No. | Brand/Make            |
|--------|-----------------|--------|-----------------------|
| 1      | Tarsons         | 6      | Imperial Life Science |
| 2      | Genaxy          | 7      | Eppendorf             |
| 3      | Bangalore Genei | 8      | Abdos                 |
| 4      | Riviera         | 9      | Hi-Media              |
| 5      | BIORED          | 10     | Axiva/Axygen          |

### List of Companies for Minor Equipments

| Sl.No. | Brand/Make                    | Sl.No. | Brand/Make                  |
|--------|-------------------------------|--------|-----------------------------|
| 1      | JSGW                          | 14     | AXIA                        |
| 2      | Merck lab essentials          | 15     | AGILENT                     |
| 3      | Tarsons                       | 16     | BUCHI                       |
| 4      | Genaxy                        | 17     | Thermo Scientific           |
| 5      | Bangalore Genei               | 18     | Millipore                   |
| 6      | Eppendorf india Ltd           | 19     | SCHIMAZDU                   |
| 7      | Molbiogen                     | 20     | IKA                         |
| 8      | Bio-Rad                       | 21     | Lab India                   |
| 9      | Narang scientific works (NSW) | 22     | Remi Laboratory Instruments |
| 10     | SYSTRONICS                    | 23     | IKON Instruments            |
| 11     | PELICAN                       | 24     | Systronics                  |
| 12     | Sartorius                     | 25     | Fisher Scientific           |
| 13     | PHARMACEA                     | 26     | SCHOOT                      |

**Chapter - VI****Financial Bid**

To

**The Registrar,  
Rajiv Gandhi University,  
Rono Hills,Doimukh,  
Arunachal Pradesh.**

Sir,

I/We M/s.\_\_\_\_\_ wish to submit our Rate Contract for supply of Chemicals, Reagents, Glassware, Plastic ware, & other Laboratory Consumables at Rajiv Gandhi University on following rates/ discount.

**Chemicals, Reagents, Glassware, Plastic ware & Minor Lab Equipment (Cost not exceeding Rs. 15,000/- per equipment)**

| SL. No | Brand/Make | Percentage (%) of discount quoted by the firm on printed price List/Catalogue |          | %of Tax |
|--------|------------|---|----------|---------|
|        |            | In Figure   | In Words |         |
|        |            |   |          |         |
|        |            |   |          |         |

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the contract form.

We have carefully read the terms and conditions of the contract and are agreed to abide by these in letter and spirit.

Date:

Signature \_\_\_\_\_

Name &amp; Address of the Firm \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)**

Whereas ..... (hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of .....  
..... (hereinafter called the “tender”) against the Purchaser’s tender enquiry No. .... KNOW ALL MEN by these presents that WE..... of ..... having our registered office at..... are bound unto the Rajiv Gandhi University, Doimukh, Arunachal Pradesh (hereinafter called the “University”) in the sum of .....for which payment will and truly to be made to the said University, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the University during the Period of its validity: -
  - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

We undertake to pay the University up to the above amount upon receipt of its first written Demand, without the University having to substantiate its demand, provided that in its demand the University will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

(Signature of the authorized officer of the bank)  
(Name and designation of the officer)  
Seal, name and address of the Bank and address of the Branch.

**BANK GUARANTEE PROFORMA FOR FURNISHING PERFORMANCE SECURITY**

To

The Registrar,  
Rajiv Gandhi University, Rono Hills,  
Doimukh, Arunachal Pradesh.

Dear Sir,

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) (hereinafter called “the contractor”)

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 recognized by you for the sum specified therein as Performance Security for the compliance with its obligations in accordance with the contract

AND WHEREAS we..... (name of the Bank) 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 and we do hereby undertake to pay to the University an amount not exceeding Rs.....(Rupees.....(amount of the guarantee in words and figures),upon your first written demand declaring the supplier to be in default under the contract against any loss of damage caused to or suffered would be caused to or suffered by the Government by reasons of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the University stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the University by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceedingRs.....(Rupees..... (Amount of the guarantee in words and figures).

3. We undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.  
The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.



4. We..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till..... that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the..... guarantee thereafter.
5. We ..... further agree with University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance act or omission on the part of the University to the said contractor(s) or any indulgence by the University to the said Contractor(s) or by any such matter or this whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.
7. 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.
8. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs..... and shall remain in force until..... Unless a claim or suit under this guarantee is filed with us on or before .....
9. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).
8. We ..... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the University in writing.

Dated the .....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Code No.....

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

