



CENTRAL UNIVERSITY OF HIMACHAL PRADESH

(Established under Central Universities Act, 2009)

Tender No. 02/2014/CUHP/NIT

Dated: 03.03.2014

NOTICE INVITING TENDER

Sealed Tenders are hereby invited for entering into an Annual Rate Contract for supply of Laboratory Chemicals, Laboratory Glass-Wares, Laboratory Plastic-Wares and Filter Papers (Approx. Cost Rs. 15,00 lacs).

Tender form along with Terms & Conditions, etc. to be downloaded from the website:

www.cuhimachal.ac.in

Interested / eligible parties may submit their tenders/proposals in the prescribed format along with Demand Draft amounting to Rs.500/- as processing fee and EMD (as mentioned in the Tender Document) to the Finance Officer, Central University of Himachal Pradesh, Dharamshala by **26.03.2014 (3.00PM)**. The tenders / proposals shall be opened on the date mentioned in the Tender Document.

FINANCE OFFICER

**Post Box – 21, Dharamshala, District Kangra, Himachal Pradesh – 176215,
e-mail : brdhiman1955@gmail.com, Phone No. 01892-229330, 229573, Fax No. 01892-229331**

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH – 176215

PHONE No.01892-229330, 229573, FAX No.01892-229331

Website: www.cuhimachal.ac.in

Notice Inviting Tenders
FOR
ENTERING INTO ANNUAL RATE CONTRACT
FOR THE SUPPLY OF LABORATORY CHEMICALS, LABORATORY GLASS-WARES,
LABORATORY PLASTIC-WARES AND FILTER PAPERS



Tender No: 02/2014/CUHP/ NIT

Tender date: 03.03.2014

Last Date of Submission: 26.03.2014 (3.00 PM)

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Notice inviting Tender
Sealed Tenders are invited for
ENTERING INTO ANNUAL RATE CONTRACT
FOR THE SUPPLY OF LABORATORY CHEMICALS, LABORATORY GLASS-WARES,
LABORATORY PLASTIC-WARES AND FILTER PAPERS



REFERENCE NO.	: 02/2014/CUHP/NIT
DATE OF ISSUE OF TENDER	: 03.03.2014
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	: 26.03.2014 (3.00 PM)
TIME AND DATE FOR OPENING OF THE TENDER [<u>TECHNICAL BID</u>]	: 26.03.2014 (4.00 PM)

<i>PLACE OF OPENING OF THE TENDER:</i>	<i>Central University of Himachal Pradesh, Camp Office, Dharamshala, Kangra District, Himachal Pradesh-176215.</i>
<i>ADDRESS FOR COMMUNICATION:</i>	<i>The Finance Officer, Central University of Himachal Pradesh Camp Office, Dharamshala, Kangra District, Himachal Pradesh-176215.</i>

Signature of Quotee

With Seal

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Tender Notice

**NOTICE INVITING TENDER FOR ENTERING INTO
ANNUAL RATE CONTRACT FOR THE SUPPLY OF THE
LABORATORY CHEMICALS, LABORATORY
GLASSWARES, LABORATORY PLASTIC-WARES AND
FILTER PAPERS**

The sealed tenders / proposals are hereby invited from the manufactures or authorized dealers/suppliers/stockiest for entering into **Annual Rate Contract** for supply of the following categories Items to the Central University of Himachal Pradesh, District Kangra (HP):

Sr. No.	Description	Earnest Money Deposit (EMD) (Rs.)
1.	Laboratory Chemicals	Rs. 10,000/- in each case
2.	Laboratory Glass Wares	
3.	Laboratory Plastic-Wares and Filter Papers	

Note: The EMD amounting to **Rs.10,000/-** in each case and **Rs.30,000/-** if the tenderer quotes for all the three categories of items. Parties may quote for one or all the three categories of items.

The interested parties may send their Tenders/proposals on the prescribed Tender Document with a non-refundable processing fee of **Rs. 500/-** (Bank Demand Draft) and Earnest Money of **Rs.10,000/-** for **each case** in the shape of Account Payee Bank Draft payable at Dharamshala, District Kangra (HP) or F.D. R. duly pledged in the name of **Finance Officer, Central University of Himachal Pradesh, Dharamshala** or a Bank Guarantee (Annexure-II), for equal amount furnished on prescribed Proforma, from any nationalized bank. The tenders received without **Processing fee** and **EMD** will be rejected straight way. The last date for the receipt of Tenders is 26.03.2014 (3.00 PM). The University in no case will be held responsible for late delivery or loss of the documents. The tender bids will be opened on **26.03.2014 (4.00 PM)**.

The tender received without processing fee and EMD will be rejected straight way.

Note: The Processing fees and EMD should not be mixed i. e. two separate Demand Drafts may be made in this regard.

The Tenders complete in all respects must be submitted in sealed envelopes which must be either delivered by hand or sent by registered mail, speed post or courier to the Finance Officer on the below given address, super-scribing on the envelop **“Tender for Rate Contract of Lab Items”** so as to reach not later than **3:00 P. M. on 26.03.2014**. The University in no case will be held responsible for late delivery or loss of the documents so mailed. All the documents received after this specified date and time shall not be considered. The postal address is:

**The Finance Officer,
Central University of Himachal Pradesh
Camp Office, Dharamshala,
Kangra District, Himachal Pradesh-176215.**

1. Submission of Bids:

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- a) **ENVELOPE NO. 1:** Should contain (i) covering letter (ii) Technical Bid (Annexure - I) duly signed and stamped and (iii) Requisite Fee (Processing fee and Earnest Money).
- b) **ENVELOPE NO. 2:** Should contain the Price lists alongwith quantum of discount on each item duly signed, stamped and super- scribed as “Financial Bid (Annexure-II).
- c) **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

The inner and outer envelopes should be addressed to the Finance Officer, Central University of Himachal Pradesh, PO Box 21, Dharamshala, District – Kangra, H.P – 176 215 and should clearly mention “Tender for **Entering into Annual Rate Contract for supply of the Laboratory Chemicals, Laboratory Glass-Wares, Laboratory Plastic-Wares and Filter Paper to the Central University of Himachal Pradesh, District Kangra (HP)**”.The inner envelopes should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required, the University will bear no responsibility for the bids misplaced or premature opening. All Tenders/proposals should be made in English and the rates should be written in both figures and words. Tender documents can be downloaded from the website (<http://www.cuhimachal.ac.in>) of the University.

The Tender documents must be submitted in an organized and structured manner. No brochures /leaflets etc. should be submitted in loose form. Please indicate page nos. on your tender, e.g. if the tender is containing 20 Pages, please indicate as 1/20, 2/20, 3/20-----20/20.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

The Central University of Himachal Pradesh, reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason.

The Technical Bids will be opened in the office of The Finance Officer, Central University of Himachal Pradesh Camp Office, Dharamshala, District Kangra, Himachal Pradesh-176215. on **26.03.2014 at 4.00 PM**, in the presence of all the tenderers' or their authorized representatives. The bidders or their authorized representative may also be present during the opening of the Technical Bid, if they desire so, at their own expenses.

The **Financial bid** of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. **Date and time of opening of financial bids will be decided after technical bids have been evaluated by the committee.** Information in this regard will be posted on University website/ Notice board. In exceptional situation, an authorized committee may negotiate price with the qualified bidder before awarding the contract.

2. Clarification:

In case the bidders require any clarification in regarding the tender document, they may contact **The Finance Officer, Central University of Himachal Pradesh, PO Box-21, Camp Office at Dharamshala, District Kangra (HP)-176215. Phone No. 01892-229573(Office), Mobile No. 9418030724, Email: brdhiman1955@gmail.com.**

3. Rate contract Means:

Rate contract for the supply of laboratory chemicals, glassware, minor equipments and accessories etc. with following terms and conditions:

- i. Manufacturers and authorized dealers of manufacturers only shall participate in the Tender Process.
- ii. Each manufacturer will provide name of two authorized dealers in and around Himachal Pradesh. This is **mandatory** for each manufacturer if they want to supply through their authorized dealers.

4. Price/Rates:

- (i) Printed Price Lists along with **quantum/ percentage of discount which will be offered on each item** complete in all respects should be submitted with proper seal and signatures of authorized person. Tender with any condition shall be rejected forthwith.
- (ii) The rates of Laboratory Chemicals, Glass wares and Plastic wares etc. (Purchase of Rs. 15.00 Lakhs approximately for one year) shall be considered on the basis of maximum discount on price lists is given and rates after allowing discount on items should remain firm during the period of the Rate Contract. Any increase in statutory levies during the period of contract shall be paid extra against documentary proof, if legally leviable and should be intimated within two weeks from the receipt of supply order.
- (iii) The bidder will not supply the items under Rate Contract, on a rate lesser than this Contract prices, to any other Govt. institution. If it is found to be so then proportionate recoveries will be made from the bidder.
- (iv) Two original printed copies of price list along with discount which will be allowed on each item & two soft copies of price list in the form of CD/DVD be provided. (Hard copy of the price list and list after allowing discount on items proposed to be purchased along with stamp and sign is compulsory for placing order).

DETAILED TERMS AND CONDITIONS:

1. All rates quoted should be F.O.R destination i.e. Temporary Academic Block, Central University of Himachal Pradesh, Shahpur, District Kangra (HP) and should be net i.e. including packing weighing, insurance and forwarding charges. The sales tax/VAT will however be extra in case quoted by the supplier.
2. Sample wherever required shall be submitted by the Firms duly signed/stamped/tagged indicating specifications, make/brand to reach this office by the date and time fixed for opening of tender. Samples should be sent against pre- paid RRs/G.T.R.S. 'To-pay consignments' will not be entertained and sample will remain undelivered with railway authorities and transport companies at the risk of the firm.
3. In case where full specifications are not incorporated or where specifications are such that the supplier cannot quote for, the supplier's own specifications should be stated in full for the articles quoted for. Any illustrative literature available, duly stamped and signed, should also accompany.
4. In all cases the country of manufacturers/particulars of manufacturer and unit of measurement etc., must prominently be stated. The unit should usually be the one stated in the inquiry.
5. All containers, packing cases, bags etc. will be deemed non-returnable unless specifically stated otherwise in the tender.
6. The area of supply is throughout Himachal Pradesh where the activities of the University are located and the suppliers shall have to execute each order placed by any of indenting officers of the University individually, irrespective of its quantity/numbers.
7. All supplies should be made within a fortnight of supply order or **by the date stated in the order whichever is earlier**. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period, a penalty @ 0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill and the tender will be **cancelled and Performance Security will be forfeited**. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
8. No price increase will be allowed during the currency of the contract and rates approved shall remain in force during the currency of the rate contract.
9. The quantity/value of supply can be increased or decreased at the discretion of the University.
- 10 (i) The authorized dealers/suppliers once notified by the manufacturer/proprietors shall not be allowed to be changed in between the period of contract.
- 10 (ii) Sufficient number of samples according to the approved pattern for supply to each of the INDENTING OFFICER and two spares will have to be supplied and got approved if considered necessary by this office.

- 10(iii) The inspection of goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party at its own cost within 10 days of dispatch of advice from the indenting office failing which the goods will be at supplier's risk which may be disposed off by the University by public auction, if so considered.
- 11(i) The rejected goods will have to be replaced within 15 days of the dispatch by the Indenting Officer's registered notice intimating that the goods have been rejected, failing which the Indenting Officer will be entitled to make purchases at the risk and cost of the Contractor/Firms without any further reference to them.
- 11(ii) If the supplier claims that the goods supplied by him/them are strictly according to the approved samples/specifications, he may file an appeal to the Vice-Chancellor of the University within five days of the receipt of the Registered Notice from the Indenting Officer/Consignee. Where such appeal has been filed, the Indenting Officer /Consignee will hold the goods with him till the final decision of the Vice-Chancellor.
12. **All quotations/Tenders should be accompanied with an earnest money deposit amounting to Rs. 10,000/- (Rupees Ten thousand) in each case and Rs.30,000/- (Rupees Thirty thousand) if the tenderer quotes for all the three categories of items in the shape of Account Payee Bank Draft or F.D.R duly pledged in the name of Central University of Himachal Pradesh, Dharamshala or a Bank Guarantee for equal amount furnished on prescribed Proforma, from any commercial bank. The EMD shall be returned in case the offer of bid is not accepted by the University.**
13. The supply must be completed satisfactorily within the stipulated period failing which the Indenting Officer concerned will have the right to purchase or allow to purchase the goods at supplier's risk, provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the Indenting Officer decides to retain the inferior goods, the supplier will be entitled to receive payment not at the contract rate but at the rate fixed by the University with due regard to the quality of the material supplied.
14. The quotations may be accepted in part or whole.
15. **The University reserves the right to enter into parallel contract with two or more firms and to enter into negotiation with the concerned firm and to accept or reject any tender without assigning any reason, if so required.**
16. The rates and units shall not be over written, amount shall be both in figures and words. The words '**NO QUOTATIONS**' should be written cross all the items in the annexure for which a Firm does not wish to tender. All corrections must be signed in full by the Firm.
17. In case of goods controlled by the Government, the quotations must be sent subject to the control rates and the other conditions and supplier will be paid at the controlled rate or on the rate offered by the supplier whichever is lower.
18. Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of Central University of Himachal Pradesh at Dharamshala.

19. The University reserves the right to accept or reject any/all the tender without assigning any reason.
20. The signature on the tender/quotations etc. sent therewith will be deemed to be the authorized signature of the Firm.
21. The tenders received **after due date or without the earnest money and processing fees or without samples wherever required shall stand cancelled.**
22. In case it is agreed by the University and is incorporated as a condition of the contract, to accept supply through bank, the bank charges accruing thereon, shall be borne by the supplier. No request and or payment above 75% through bank shall normally be accepted. However, in special circumstances depending upon the merit of the case and or credibility of the tenderer, the payment up to 90% through bank will be considered at the time of purchase of the material.
23. **Any term/condition given by the supplier/firm, in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.**
24. In the event of tender, being accepted, the quotations will be converted into a contract, which will be governed by these terms and conditions.
25. The above conditions will be enforced unless written order of the Controlling Officer/Competent authority is obtained relaxing any specific condition in any particular instance.
26. The tender not strictly in accordance with the above conditions are liable to be rejected.
27. The tender shall be on the prescribed tender Form (Annexure-). The rates should be quoted against each item in the tender form. The special terms, if any, should be added on a separate sheet with tender.
28. The successful Firms will have to execute an agreement on the non-judicial paper of the value of Rs. 100.00 (specimen enclosed for ready reference) duly signed and stamped.
29. On acceptance of the tender, the Contractor shall furnish **Performance Security** amounting to Rs. 25,000/-(Rs. Twenty thousands) in respect of each category and Rs.75,000/-(Sixty thousands), if the tender is approved for all the three categories in the shape of Account Payee Bank Draft or Fixed Deposit Receipt (FDR) duly pledged in the name of the University or Bank Guarantee for equal amount on the prescribed proforma, to Central University of Himachal Pradesh. This performance security must be deposited within 5 days of the award of the contract and the same shall be in addition to the BD/EMD already deposited. No interest will be paid on the performance security amount.
30. TDS and other taxes as applicable will be deducted from contractor's bill as per Govt. Instructions from time to time.

31. Tenderer's right to question:

- (i) A tenderer shall have the right to be heard in case it is felt that proper procurement process is not being followed and/or his tender has been rejected wrongly.
- (ii) The tenderer may send written representation, which may be examined by the Finance Officer or an officer to be designated by the Vice-Chancellor.
- (iii) The tenderer could make such a representation within one month from the date of placement of contract and the said representation shall be decided/replied to within one month from the date of its receipt.

**Finance Officer,
Central University of Himachal Pradesh**

READ AND ACCEPTED

**Signature of Quotee(s)
with seal and Date**

DECLARATION BY THE TENDERER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that I/We/our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Designation:

On behalf of Firm/Tenderer

(with seal)

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Technical Bid

**FORMAT FOR TECHNICAL BID FOR ENTERING INTO ANNUAL RATE CONTRACT
 FOR THE SUPPLY OF LABORATORY CHEMICALS, LABORATORY GLASS-WARES,
 LABORATORY PLASTIC-WARES AND FILTER PAPERS.**

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm /Agency : _____
2. Registered Address : _____
3. Telephone No. (Landline) : _____
4. Fax No. : _____
5. Mobile No. : _____
6. Email Address : _____
7. Name & Address of Branch, if any : _____
8. Type of Organisation (Whether sole Proprietorship/Partnership
 _____ Private Ltd. Etc)
9. Name of Proprietor/Partners/Directors
 of the Organization/Firm : _____

Sr. No.	Documentary Proof of	Attached (Yes/No)	Page Appendix No (If attached)
i.	Incorporation/inception the Agency		
ii.	Dealership/ Distributor/ Supplier/ Indian Agent/ Foreign Associates Authorised Certificate for the Supply of.....		
iii.	Name of the Foreign/Indigenous/Principal of the manufacture ofmachine/plant/equipment from where these are to be imported/procured for supply		
iv.	Name and Address of the Principal/Manufacture		

v.	Whether on rate contract with the DG&SD		
vi.	PAN Number		
vii.	CST/ST No.		
viii.	Service Tax Registration Proof		
ix.	VAT No.		
x.	Satisfactory Performance of supply of.....for last 3 year from at least three organization/Institution of repute.		
xi.	Any other relevant information (Specify)		
xii.	Technical Specifications on the attached proforma 1, 2, and 3		
xiii	Detail of Bid Security /Earnest Money (EMD)	DD/FDR No. _____ Dated _____	Name of the issuing Bank _____
xiv	Processing Fee Rs.500/- (Non-refundable)	DD No. _____ dated _____	Name of the issuing Bank _____

Place:

Name and signature_____

of the authorized person

Dated:

of the firm /tenderer along with seal

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 LABORATORY PLASTIC-WARES AND FILTER PAPERS.**

Sr. No.	Description of items	Price list w.e.f. _____ to _____ (Period)	Quantum of Discount offered on each items
1.	Laboratory Chemicals		
2.	Laboratory Glass Wares		
3.	Plastic Wares and Filter Papers		

Place:

Name and signature _____

of the authorized person

Dated:

of the firm/tenderer along with seal

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.....ofhaving our registered office at..... are bound unto the Central University of Himachal Pradesh (herein after called the “University”) in the sum offor 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 of20.....

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.

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CHECK LIST

(Please mark which is applicable)

1.	EMD attached	Yes/ No
2.	Processing fees attached	Yes/ No
3.	Pan No. with ownership proof attached	Yes/ No
4.	VAT return attached (Latest)	Yes/ No
5.	TIN No. attached	Yes/ No
6.	LST/CST No. attached	Yes/ No
7.	Declaration certificate by the tenderer attached	Yes/ No
8.	Technical bid in the prescribed format attached	Yes/ No
9.	Financial bid in the prescribed format attached	Yes/ No
10.	Details of reputed Organizations where the tenderer has executed/running similar type of rate contract	Yes/ No

Note: Submission of bid is as per terms & conditions as stated above.

Place:

Name and signature_____

of the authorized person

Dated:

of the firm/tenderer along with seal