



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106
(Deemed to be University under MoE)

Ref. No.: SLIET/PUR/07/17/1239-1251

Date: 25/01/2021

(e-mail/ institute's web-site/Registered post)

M/s _____

Sub: Notice inviting quotation for rate contract of chemicals & glassware/plastic ware/filter papers for 3 years.

This Institute intends to enter into rate contract for purchase of chemicals & glassware/plastic ware/filter papers as detailed on **Annexure-X** for a period of 03 years. Please send quotation to the undersigned in a sealed cover duly super scribed on envelop "**Quotation for rate contract of chemicals & glassware**" so as to reach latest by closing date i.e. 10.02.2021.

The Terms & Conditions for submitting quotation are as under:-

- 1) It may be noted that quotation received only through registered/speed post shall be considered. The institute is located in a remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.
- 2) Rate of GST/IGST, if extra must be mentioned clearly along with GST number.
- 3) The other terms & conditions for submitting the quotation are given in the **format attached and Annexure - A, B, C, D & E** which must be read carefully before submitting the quotation.
- 4) Rate of discount to be provided against price list of chemicals/glasswares must be mentioned clearly in the quotation.
- 5) Quotations received later than due date are liable to be rejected and returned as it is.
- 6) Quotation must be sent on the letter head of the party duly addressed to Asstt. Registrar (Store & Purchase) along with a certificate that the firm/company is not blacklisted by any govt. organization/dept.
- 7) All bidders are to sign "Bid Security Declaration" in the format enclosed at "**Annexure-Y**".
- 8) As per instructions if purpose of quotation is not super scribed and quotation is opened by mistake then it may be rejected.

Hanyuk Singh
Asstt. Registrar
(Store & Purchase)

Annexure-X

PUR/ 07/17	Name of firm/agency				
S. No.	Description of item	Brand	Brand	Discount in %age on list price	GST %age
1.	Chemicals, glassware, plastic	Hi-media			
2.	ware & filter papers	Sigma Aldrich (Chemicals/reagents/kits/consumables)			
3.		Glassco Laboratory equipment Pvt. Ltd.			
4.		Kasablanka (Plastic ware)			
5.		TITUS (Glassware, plastic ware & filtration products)			
6.		MP Bio USA			
7.		Microlit (Plastic ware, Micropipettes, Bottle top dispenser)			
8.		Thermo Scientific Legacy Pierce, Legacy Abgene, Legacy Finnzymes			
9.		Thermo Fisher Scientific Labserv product range			
10.		Goldie Fluka			
11.		Alphachem			
12.		Across			
13.		DIFCO			
14.		BR Biochem			
15.		Quasmo			

Annexure-Y

Declaration for bid security (EMD)

I (Sh./Ms.) _____ on behalf of M/s _____
_____ declare that

- 1) I/We will not withdraw or modify the bid during the period of validity.
- 2) I/we shall fulfil all the terms & conditions of the contract, if awarded.
- 3) In case of my/our failure to fulfil all the terms & conditions of the contract, my candidature to submit the quotation in SLIET would be suspended for a period of one year.

Signature with seal



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लौगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

Sant Longowal Institute of Engineering and Technology

Longowal, Dist. Sangrur, Punjab - 148106

(Deemed to be University under MoE)

Ref. No.: SLIET/PUR/07/17/

Date:

TERMS & CONDITIONS:

Annual Rate contract for supply of Chemicals/Solvents (LR/AR/HPLC Grade), Rare Chemicals/ Fine Chemicals, Molecular Biology Enzymes, Reagents & Kits/Biochemical/Readymade media, Glassware (Complete range), Plastic Wares (complete range), Lab wares & Lab Essentials (Chromatography Accessories (HPLC/GC Column/Column fittings/TLC Plates, Filter papers and Disposable filter units etc.

NIQ is invited to enter into rate contract for purchase of Chemicals, Glassware, Plastic ware & Filter Paper and other Lab. Consumables, this rate contract will be executed with the Director, SLIET by manufacture/ authorized dealer on the following terms & conditions:-

1. Bids will be accepted only from manufacturer of branded items. If, they are not in a position to bid, they may authorize their exclusive agents/dealers who may quote along with authorization certificate clearly mentioning the product profile for which authorization has been granted. The authorization certificate should be attached with the bids failing which the quotation will be summarily rejected. The authorization certificate should be on the letterhead of the manufacturer and signed by a person competent and having the power of attorney to bind the manufacturer.
2. In case Rate Contract is to be executed by dealer, a certificate of current date being authorized dealer of Principals/ Manufacture must be supported with the offer.
3. **Validity:** This contract will remain valid for a period of three years from the date of issue of award and the period may be extended by 90 days on mutual consent.
4. **Performance Security:** Security of Rs. 25000/- (Rupees twenty five thousand only) Quotation must accompany with performance security amount to be paid through Bank guarantee/DD/FDR in favour of Director, SLIET which shall be refunded after completion of contract period if satisfactory and complete supply orders are executed by the successful bidder/supplier.
5. **Bid security declaration:** All bidders are to sign "Bid Security Declaration" in the format enclosed at "Annexure-Y".
6. **Rate :** The price charged for the stores supplied under the contract by the supplier on behalf of their authorized dealer(s) shall be as per manufacturers price list applicable during the each financial year of the contract and shall remain valid for the currency of contract and inclusive of expenses connected with delivery etc.

Handwritten signature/initials


7. **Discount:** The OEM or their authorized dealer(s) shall allow discount on the price list as applicable from year to year basis. Advalorem %age of discount be intimated.
8. **Taxes:** All taxes as may be applicable will be borne by institute. Further, any increase in Govt. levy which is legally levied during the period of rate contract shall be paid extra on production of documentary proof within 15 days from the date of receipt of order. The rate of GST applicable should clearly be specified by supplier taking into account the entitlement to avail concessional rate of sales taxes admissible to educational institute.
9. **Exemptions:** GST and Customs duty is exempted to Institute. The Institute is registered with DSIR in order to claim concession/exemption on GST/Custom Duty.
10. **Delivery:** Manufacturer(s) or authorized dealer(s) will strictly supply full quantity of Chemical/Glassware as per period of delivery mentioned in the supply order (FOR SLIET).
11. Part supply is prohibited, however, if material is not readily available and items are in large number, part dispatch/supply up to four lots will be allowed but that too within 8 weeks. The Institute reserves the right not to accept the delivery in parts.
12. Non-availability/inability to supply a particular item(s) is required to be intimated within 20 days of issue of order for amendment in the supply order. Failing which, it will be assumed that the supplier is ready to supply the complete ordered quantity and payment shall be released only after receipt of 100% supply. Delay in payment due to violation of this clause shall be the sole responsibility of the defaulter/supplier.
13. The time and the date of delivery of stores stipulated shall be deemed to be the essence of the contract and delivery must be completed within the specified date.
14. In case the supplier fails to deliver any consignment within the period prescribed for such delivery or dispatch, stipulated in the supply order, the delayed consignment will be subject to liquidated damages equivalent to 0.5% (Half) per cent of the prices of any portion of stores delivered late, for each week of part thereof delay. The total damages will be up to 10% (Ten) per cent of the value of delayed goods. No recovery of penalty will be made if the delayed supplies are accepted by extending the delivery period by the competent authority.
15. The supplier may apply in writing for extension before last date of delivery period with full justification but the purchaser will be at liberty to accept or reject the request. Request for extension after last date of delivery period shall be entertained with penalty clause as per 14 above. Such extension issued without any prejudice to entity's rights and remedies under the terms and conditions of subject contract and without any commitment of obligation under GFR rules 2017.
16. **Mode of delivery:** Supply order will be placed direct to you with a copy to your authorized dealer nominated by you at the time of commencement of the contract who will be responsible for prompt execution of the supply order and delivery of material FOR Longowal basis. Name of your authorized dealer(s) who will executed the order in your behalf be intimated. No parcel of chemical/Glassware etc. will be acceptable by post.

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17. **Inspection and approval of material:** All the items supplied by manufacture or their authorized dealer shall be of latest packing date and will be subject to the usual inspection and approval of inspection committee. The batch No./date of manufacturing must be mentioned on the materials. All rejected items/breakage and shortage shall be replaced and completed by authorized dealer(s) free of any extra cost.
18. **Submission of bill and payment thereof:** The manufacture or authorized dealer will submit the bill in triplicate for supplies made against each supply order/indented separately, **clearly indicating the batch No., date of manufacturing, expiry date, order No., date in respect of chemicals. Institute's GST no. 03AAAAL6685R1ZZ must be mentioned on the tax invoice and e-way bill.** Payment shall be made within 45 days after receipt of complete supply and acceptance thereof as per supply order.
19. **Liabilities due to exigencies/calamities:** The manufacturer/ authorized dealer(s) will be free from liability to execute the supply order in the event of supply production has stopped due to reason beyond the control of the manufacturer/ authorized dealer such as riots, strikes, civil commotion, natural calamities, Govt. Restrictions etc.
20. 07 hard copies duly verified/attested of the current price list will be supplied by your firm to **Asstt. Registrar (Store & Purchase)** of Institute immediately after commencement of the new financial year. In case new price list is not supplied timely, the Institute will be at liberty to place the order/release the payment on the basis of previous price list or new price list whichever is lowest.
21. No insurance charges will be paid by institute. The damage & shortage occurred in the transit shall be replaced by the supplier free of cost.
22. Non compliance of R.C. conditions by any bidder, the bidder will be debarred for consideration of R.C. by the Institute in future and security deposit shall be forfeited.
23. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods not delivered in time.
24. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled.
25. No advance payment will be made for the supplies.
26. **Warranty:** The bidder shall be fully responsible for the manufacturer warranty in respect of the quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.
27. Bidders are requested to provide complete bank details for RTGS.
28. A certificate on the letterhead that the firm/company is not blacklisted or debarred by any Government Organization/Department.

29. Authorized dealers/suppliers are required to submit a copy of authorization certificate at the time of commencement of contract and at the time of renewal of certificate during currency of rate contract.
30. **Director's right:** Director, SLIET reserves the right to terminate the contract & forfeit security without assigning any reason whatsoever. In case of any dispute, the decision of Director, SLIET shall be final & binding on both the parties. Otherwise all the disputes will be settled within the jurisdiction of Headquarter of Director, SLIET.

A Certificate to the effect that price list on which the rate contract offer is based is the only countrywide price list applicable to all the same as are being quoted to other Govt. Depts./Institutes/Private Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to SLIET. In case it is found that the price charged by the firm is more, the same will be recovered from the subsequent/unpaid bills/security amount of the supplier. It may also be certified that during the currency of rate contract you will not offer more discount to any other Central/ Store Govt. Depts./University than offered to our institute. (A copy of rate contracts entered into with any Govt. Department/Institute during the last 03 years must be attached and uploaded with the bid as supporting documents).


Assistant Registrar
(Store & Purchase)

Terms & Conditions read and accepted.

Signature with Seal of bidder

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Bidder may use separate sheet wherever required)

S. No.	Details of the Firm / Bidder	Page No.	Remarks
1.	Name & Address of the Manufacturer / Authorized Distributor		
2.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
3.	Details of the performance security submitted (Yes/No) Bank guarantee/DD/FDR no. etc. Amount: (Rupees.....) Dated:		
4.	Copy of Registration of firm		
5.	Copy of GST Registration		
6.	Copy of PAN/TAN Card		
7.	Authorization certificate from the manufacturer / principal (Annexure 'A')		
8.	Certificate for No Deviation (Annexure 'B')		
9.	Certificate for Price Justification (Annexure 'C')		
10.	Non Blacklisting Certificate (Annexure 'D')		
11.	Fall clause notice certificate (Annexure 'E')		
12.	Drug License (If applicable on any item given in the bid)		
13.	Quality Assurance Certificate (Please specify)		
14.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		
15.	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.		
16.	Any other information important in the opinion of the bidder		

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(ies) of the document(s) are attached.

In case of non-fulfillment of any of the above information/ document(s), the quotation will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

FOR MANUFACTURER'S AUTHORISATION

(Certificate clearly mentioning the product profile for which authorization has been granted)

Dated:

To,
The Director,
SLIET, Longowal (Pb.)

Reference: PUR/07/17/ _____ Dated: _____ for Rate Contract for Supply of Chemicals, Reagents, Glassware, Plasticware, Vacuum Tubes, Filter Paper and other Laboratory Consumables.

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref. Your PUR/07/17/ _____, dated _____ who are proven and reputable manufacturers of _____ (name and description of the Items / category offered in the Quotation) having factories at _____

hereby authorize M/s. _____ (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 tender document/Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than M/s. _____ (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 NIQ 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 hereby inform you that we have not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

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.

CERTIFICATE OF NO DEVIATION

[To be given on letter head]

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 SLIET, Longowal tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in SLIET, Longowal tender specification with associated amendments & clarification

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

(Annexure 'C')

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

Reference: /e-tender/ PUR /07/17/ dated _____

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

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that M/s. _____ (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 supply the item as per the specification given by SLIET, Longowal 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/rejected at any stage, the firm will be blacklisted and SLIET, Longowal may impose any action as per rules.

Date :	Name :
Place :	Business Address :
	Signature of Bidder :
	Seal of the Bidder :

FALL CLAUSE NOTICE CERTIFICATE

[To be given on letter head]

This is to certify that we have offered the maximum possible discount to you in our PUR/07/17/_____ dated _____

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Autonomous Bodies/Pvt. Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, Sant Longowal Institute of Engg. & Technology, Longowal will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Date: Seal and Signatures of Authorized Signatory

Place:
Date:

List of quoted Company(ies) and Category(ies)

<u>S.No.</u>	Company(ies)	Category(ies) i.e. Chemicals, Glassware, Plastic ware, Filter Paper etc.
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Note:

1. Authorization(s) for quoted company(ies) must be attached by the distributor with the technical bid.
2. Category(ies) are required to mentioned on Authorizations for which a distributor is authorized to supply.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

UNDERTAKING

1. That I/we have carefully studied all the terms & conditions of NIQ document of SLIET 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 quotation is true and correct in all respect and I/We hold the responsibility for the same.

(Dated Signature of the bidder with stamp of firm)

Dated:

Place: