

**TENDER ENQUIRY FOR ANNUAL RATE CONTRACT FOR SUPPLY OF  
LABORATORY CHEMICALS, LABWARE, GLASSWARE, PLASTICWARE, LAB  
CONSUMABLES AND GASES AT CENTRAL UNIVERSITY OF TAMIL NADU,  
THIRUVARUR**

**Tender No.43/2016-17**

**Date of Issue: 20.02.2017**

**Date of closing: 20.03.2017**



**Central University of Tamil Nadu  
Neelakudi Campus  
Thiruvavur-610 005**

## NOTICE INVITING TENDER

Central University of Tamil Nadu (CUTN) invites sealed tenders (single bid system) for the supply of Laboratory Chemicals, Labware, Glassware, Plasticware, Lab Consumables and Gases of enlisted brands (in case of gases, only its names are mentioned) only as mentioned in **Annexure-A**, from its manufacturers or from its authorized dealers who will produce a written authorization or certificate from the manufacturers, for entering into **Annual Rate Contract (ARC)** for one year which can be extended for six months, if required subject to satisfactory performance of the supplier. In this connection, you are requested to submit the best competitive offer for the items as mentioned above and strictly as per the instruction and terms & conditions mentioned in the tender document.

### **Instructions to Bidders:**

1. Bids may be submitted for any or all categories of items.
2. The bidder shall send the sealed quotation by filling up the Annual Rate Contract Application Form & Commercial Bid (attached as **Annexure B & C**) superscribing the tender number and due date and must be addressed to The Assistant Registrar (Purchase), Central University of Tamil Nadu, Neelakudi, Thiruvavur 610 005. The sealed quotations should reach the University, latest by **20<sup>th</sup> March 2017 by 15:00 hours** and it will be opened on same day at **16:00 hours** in the Room No.F1-02, Conference Hall, Administrative Block, CUTN in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. The bidder shall be required to submit a non-refundable tender fee of **Rs.500/-** (Rupees Five Hundred only) by way of demand draft only. The demand drafts shall be drawn in favor of "Central University of Tamil Nadu" payable at Thiruvavur. Bid(s) received without demand drafts of tender fees shall be rejected. In case the tenderer withdraws, modifies or change, the offer during the contract period, bid is liable to be rejected. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender. Firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the tender fee, but these firms have to submit Performance Security for an amount of **Rs.25,000/-** (Rupees Twenty Five Thousand only), if rate contract is awarded.
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 University shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the University which does not fulfil the desired terms and conditions will be rejected and no communication in this regard will be sent. Delayed/ Late Bids will not be accepted, under any circumstances.
5. The Manufacturers (OEMs) /principals offering for the ARC may furnish the name and address of their local distributor /dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers/ stockist has been nominated by the principal, the bills raised by them against our purchase order will be accepted.

6. Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately on authorization of a new party.
7. Printed & bound price list (latest) duly signed & certified by authorized signatory must accompany the tender. Photocopy of the price list and price list in spiral binding will not be accepted. 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.
8. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
9. Prices charged for the stores supplied under Rate Contract should under no circumstance be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization / 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 CUTN. In case it is found that the price charged by the firm is higher than the one in RC, the same will be recovered from the subsequent/unpaid bill of the supplier. (Format as per **Annexure-D**).
10. In case of supply of goods through valid authorized dealer, their name & mailing address shall be declared /indicated in the tender.
11. Authorization certificate in respect of foreign firms duly self-attested and showing the validity period may be submitted.
12. The Annual Turn Over of the firm during last 3 years may also be furnished (enclose document in support of the claim).
13. The University reserves the right to accept or reject any or all tenders and to cancel the rate contract without assigning any reason.
14. Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on us.
15. Enlistment under Rate Contract with this University does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification of the firm.
16. The following documents are required to be enclosed under a letter with appropriate index, along with the tenders documents, failing which tender papers may not be considered:
  - a) Registration certificate of the firm of the Govt. /State Govt.
  - b) Trade license in the relevant field of tender
  - c) Experience of the firm in the field of such Annual Rate Contract jobs in Central Govt. Establishments/autonomous bodies of Govt. of India/reputed public or private organization for last 3 years. The details shall be provided in enclosed Annexure-B, duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
  - d) Annual turnover should be a minimum of Rs.10.00 Lakh (per year) during last three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same
  - e) Price list of the items from the principal
  - f) PAN Number with document
  - g) VAT/CST with document
  - h) Authorization certificate from the principal
  - i) For e-payment of bill, Bank Account Number, Name and address of the Bank, and IFSC code number of bank.

17. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
18. The bidders should not be blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. An undertaking to this effect to be enclosed (Format as per **Annexure-E**).
19. The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder (Format as per **Annexure-F**).
20. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.

#### **Terms and Conditions of Rate Contract:**

1. **Discount:** Discount on the submitted Catalogue Price for the supply of Rate Contract Items should be indicated clearly by the bidders. For Gases, mention per unit price of respective gas instead of discount (commercial bid, **Annexure-C**).
2. Supply should be made from the latest batch of production with the manufacturing and expiring date (maximum life period) on original packing. The stores so supplied will have to be of high quality & grade and in the event if chemicals are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in CUTN and other Govt. organizations. Details of quality control procedures / certification from Government labs should also be submitted along with offer.
3. **Delivery Schedule:** Materials should be door delivered at Central University of Tamil Nadu, Thiruvavur. Delivery must be made within a period of 10-15 days from the issue of the order either directly or through their dealer network unless otherwise specified. The liquidated charges @1% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of the ordered value. No extensions of the scheduled delivery or completion dates of supply will be granted except where events constituting force majeure have occurred. Part Supply is normally not acceptable, but may be allowed on genuine cases, on prior written request only.
4. The freight, insurance charges, if any, will not be borne by the University. 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 University to make good the loss caused on this account. The firm has to supply the material against any placed order in good condition. If it is received in damaged condition, the firm will be responsible and such items are to be replaced on their cost and risk. CUTN will not be responsible for any loss, damages and shortage during transit. Payment shall be made for materials received in good conditions only.
5. **Taxes & Duties:** Central University of Tamil Nadu is registered with Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India for exemption of Customs (Notification No.51/ 96-Customs, dt.23.07.1996) & Excise Duty (Notification No.10/97-Central Excise, dt. 01.03.1997), however Excise Duty Exemption Certificate will be issued only on demand. CST/VAT will be charged as applicable. Any statutory variation will be paid to supplier on documentary evidence. Kindly clearly indicate the percentage of CST/VAT applicable.
6. Delivery should be done as per the ordered specifications. Payment of those items will be released, which are accepted by the University, unaccepted items shall be replaced within a week from the date of rejection / information.

7. Entering into Annual Rate Contract does not bind CUTN to place any order on the agreed firms.
8. Advance payments and cash payments are not acceptable.
9. Price should be for delivery at Central University of Tamil Nadu, Thiruvavur.
10. In case of imported goods, mention the price of the goods in FOB value as well as CIF (upto CUTN, Thiruvavur) value and stating/ packing/forwarding/ documentation charges etc. (each one separately, if applicable). Where there is no mention of packing/forwarding, freight, insurance charges, such offer shall be rejected as incomplete. Clearly state payment terms for imported material. In case the quotation is submitted by Indian Agent, the same must be accompanied by valid authorization letter from principals. Submit separate RC offers for Indian Rupees and Foreign Currency, if applicable.
11. Pre- receipted bills should be sent along with goods. The payment of the bill will be made on receipt of the goods in satisfactory condition and after recommendation of indenter in writing that the item has been received in good condition.
12. No revision in rate (on higher side) will be accepted during contract period.
13. The order will be placed as per requirement irrespective of value of the order.
14. The firm may supply the required items as per unit price mentioned in the price list.
15. No payment will be made for unsatisfactory supply.
16. The articles should be securely packed to avoid damages etc. in transit.
17. Force Majeure will be accepted on adequate proof thereof.
18. Legal Matter: All Domestic and International disputes are subject to Thiruvavur Jurisdiction Only.

**Annexure-A**

**List of required brands for laboratory Chemicals / Labware / Glassware / Plasticware / Lab Consumables / Gases:**

AB Applied Biosystems	Bio-Rad Laboratories	Hi-Media Laboratories
Abcam	Biovova Supplies	Hyrel
AbdosLabtech	Blue Str,	Hysel
Abnova Corporation	Borosil	Hysel India Pvt. Ltd.
Acros	BR Biochem	Imperial Biomedics,
Addgene	Cell Clone	Imperial Life Sciences
Addgene USA	Cell signalling	Imperial,
Affimatrix	Central Drug House	Infusil
Agilent Technologies	Chemtron	Ingenex
Agrigenome Labs Pvt. Ltd.	Chloroform	International Trade Links Instruments
Agrisera	Chrono-log Chemical	Invitrogen
Alba Aesan-Chennai	Clone Tech	Invitrogen USA
Alfa Aesar	Cole palmer	IWAKI
Alumina	Cole-Parmer	Jain Biological
Alumina Labwares	Coring	Jain Scientific Glass
Ambion	Corning	J-Sil
Amersham (USA),	DAKO	JSW
Amnion Bio Sciences Pvt. Ltd.	Eppendorf	Jt Bakerr,
Ants ceramics	Euetch	Kasblanka,
Applied Biosystem (USA)	Euro Fines India	Kavin Scientific Products,
Agate mortar and pestle	Everflow Scientific Instruments	Kodak
Atlas Antibodies	Exiqon Chemicals	Lab Need
Avantar Performance Material	Finar Ltd.,	Lab work Scientific (USA)
Avra Synthesis	Finecare Corporation,	Labmate (Asia) Pvt. Ltd.
Axiva Biotech	Fisher Scientific	Labtech Medico
Axygen	Future Bio Science	Lark Innovation Fine technology - Chennai
Bangalore Genei,	G Biosciences	Leads India
BD Bioscience	GCC biotech	Life Technologies
BD Difco and BLL	GE Healthcare Life Science	Lingam Microbiological Laboratory
Beckman Coulter	GEM	Loba chem.,
Benthyl laboratory	Genaxy	MDI Microsynth (Germany)
Bio Chem Life Sciences	Gene India Biosciences	Medox Biotech India
Bio merieux	Genei Laboratory – Bangalore	Merck
Bio Park	Genetix	Microexpresss,
Bio-business,	Genetix Biotech	Millipore
BioData corporation chemical	Genomic solutions	Molychem
Biogene Life Science	Genotypic.co.in	MP Biomedicals
Biogeneux	Gilson	Nalgene
Biologen	Glassco	New England biolab
Biologend Chemicals	Glaxo	Nice Chemicals
Biolinkk	Grainer	Nice Glassware
Biomate	Hach	Novus Biologicals
Bio-Media,	HANNA	Nunc
Bio-Rad (USA),	Helena laboratory chemicals	

Orbitek Range of Bio equipment	Technico Laboratory Glassworks
Oxford Chemicals	The National Products
Pall Corporation	Thermo Fisher Scientific
Pall Life Sciences	Thermoscientific
Perkin Elmer	Thomas Backer, Bangalore
Pinnacle Scientific Industries Glassware	Titon Biotech,
Polar Industrial Corporation	Upstate
Polylab,	USB
Premas Biotech	Vector Lab
Priya Biosciences	Vector Lab USA
Promega	Vensil Glassworks
Promega(USA),	VWR
Qiagen	Whatman
Qualigen	Xcelaris Genomics
Quartz	Zymo Research
Quartz Labware	<b>Bulk Solvents</b>
R & D system	Acetone
Ranbaxy	Acetonitrile
Rankem	Carbon Tetrachloride
Reachem Laboratory Chemicals	Chloroform
Riviera	Dichloromethane
Roche	Diethyl ether
S.D. Fine-Chem	Ethyl acetate
SabariApplied Biosciences	Hexanes
Sabri Scientific Glass Equipment,	Iso-Propanol
Sachdev Scientific Equipment	Methanol
Sai Scientific Surgical	Tetrahydrofuran
Santa Cruz Biotechnology	Toluene
Santa curze	<b>For Gases (Purity 99.9%):</b>
Santoriums	Acetylene
Schott Duran	Argon
Scigenics biotech pvt ltd	Carbon-dioxide
SD Fine	Ethylene
Sigma-Aldrich	Forming Gas with Ratio: 90% N2: 10%H2
Sisco (SRL)	Forming Gas with Ratio: 95%N2: 5%H2
SISCO Research Laboratories	Helium
Spectrochem	Hydrogen
Sterm	Liquid Nitrogen
Takana	Methane
Takara	Neon
Tarsons	Nitrogen
TCI	Oxygen
TCI - Jappane	Xenon
TCI Japan	Zero Air

**APPLICATION FORM FOR ANNUAL RATE CONTRACT**

Sl. No.	Vendor Details	
1.	NAME & ADDRESS OF THE MFTR./FIRM/VENDOR	
	1.1 Phone	
	1.2 Fax	
	1.3 E-mail	
	1.4 Contact Person	
	1.5 Mobile No.	
2.	NAME & ADDRESS OF THE LOCAL AUTHORISED DEALER/DISTRIBUTORS, if applicable	
	2.1 Phone	
	2.2 Fax	
	2.3 E-mail	
	2.4 Contact Person	
	2.5 Mobile No.	
3.	Service Tax Registration Number (copy to be enclosed)	
4.	PAN/TAN Number (copy to be enclosed)	
5.	Details of Application Fee (Rs.500/-)	
	6.1 Amount	
	6.2 Draft No.	
	6.3 Date	
	6.4 Issuing Bank	
6.	Length of experience in the field	
7.	List of other clients (please attach)	
8.	Name of the Universities / Govt. Institutes having similar ARC / Orders (attach copies)	
9.	Please indicate name & full address of your Banker with branch code, IFS Code, MICR code etc.	

**Authorized Signatory**  
**Name of the Organization**  
**Seal of the Organization**



**CHECK LIST**

<b>Sl. No</b>	<b>Documents to be submitted</b>	<b>Whether enclosed (Yes / No)</b>
1.	Copy of Registration of firms	
2.	Copy of Income Tax Return for last 3 years	
3.	Copy of Service Tax Registration	
4.	Copy of ISO Certificate	
5.	Copy of PAN/TAN Card	
6.	List of clients with address indicating quantum of work executed with them (May be enclosed in a separate sheet)	
7.	Proof of experience	
8.	Application Fee for Rs.500/-	
9.	Documentary Proof of Sales Tax/VAT	
10.	Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organisation / Agencies	
11.	Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same	
12.	Letter of authorization / dealership from the Manufacturer / parent company (In case of authorized dealer)	

**Authorized Signatory  
Name of the Organization  
Seal of the Organization**

**COMMERCIAL BID**

**(A) For laboratory Chemicals / Labware / Glassware / Plasticware / Lab Consumables**  
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Sl. No.	Particulars	
1.	Name of the Items	
2.	Brand if any	
3.	Catalogue Price (2017-18)	
4.	Percentage of Discount offered on Catalogue Prices for the year 2017-18 (Both in figure and words)	
5.	CST/VAT Charged on the Price. To be mentioned whether inclusive or extra (Form C & D will not be issued by the University)	
6.	Total Price (Inclusive of all)	
7.	Delivery period	10 – 15 Days
8.	Delivery of Materials	Door delivery at CUTN, Thiruvarur

**(B) For Gases (mention per unit price, not discount):**

Sl. No.	Particulars	
1.	Acetylene	
	Argon	
	Carbon-dioxide	
	Ethylene	
	Forming Gas	
	Helium	
	Hydrogen	
	Liquid Nitrogen	
	Methane	
	Neon	
	Nitrogen	
	Oxygen	
	Xenon	
	Zero Air	
2.	CST/VAT Charged on the Price. To be mentioned whether inclusive or extra (Form C & D will not be issued by the University)	
3.	Total Price (Inclusive of all)	
4.	Delivery period	10 – 15 Days
5.	Delivery of Materials	Door delivery at CUTN, Thiruvarur

**Authorized Signatory**  
**Name of the Organization**  
**Seal of the Organization**

**FALL CLAUSE NOTICE CERTIFICATE**

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ 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. organisation/PSU's/Autonomous Bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, Central University of Tamil Nadu will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Place:

Date:

Seal and Signatures of Authorized Signatory

**Note:** This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

(Declaration – On Rs.50/- Stamp Paper)

I \_\_\_\_\_ do hereby declare that our firm is not black listed and no inquires/cases are pending against us by Govt. of India/Govt. of Tamil Nadu or any Universities/Institutions, since inception of the firm/ Company.

I further undertake that if above declaration proves to be wrong/incorrect of misleading our tender/contract stands to be cancelled/terminated.

Place:

Date:

Signatures of Authorized Signatory

Designation

Seal

**DECLARATION**

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents. (Please number all the pages including blank page, if any).

We have submitted our principal's exclusive authorization letter which is specific for this tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Place:

Date:

Signatures of Authorized Signatory

Designation

Seal