

PRESIDENCY UNIVERSITY
86/1 College Street, Kolkatta – 700 073

Enquiry Notice No. : PU / Rt Cont. / Lab. Consmb. /2014-15 / 01

Date : 19-12-2014

Enquiry Notice for Rate Contract regarding Supply of Chemicals and Other Laboratory Consumables

Sealed Offers are invited from the Original Manufacturers and their Authorized Dealers (evidenced by the valid certificate from the Original Manufacturer) for entering into rate contract with the Presidency University in respect of supply of laboratory chemicals, glass ware, plastic ware, and other laboratory consumables of the following Brand / Make to various Science Departments of the University for a period of one year commencing from the date of execution of the contract:

BIO-RAD
INVITROGEN
QIAGEN
PROMEGA
SIGMA
AbCam
Santacruz
GE Healthcare

Hampton Research
Molecular Dimensions
Clonetech
Himedia
Tarson
Borosil
Schott Duran
Grant
SRL
Atto
Hoeffler
Mo-Bio
Axygen
merk calbiochem
R & D Systems
Biolegends
millipore
eBioscience
Upstate Chemicals
Duchefa Biochemie
Takara
Eyela
Roche
Genaxy
E. MERCK (India)

SPECTROCHEM
NICE
LOBA
RANBAXY
RANKEM
VETEC (India)
CDH
FISCHER
HIMEDIA
Sigma-Aldrich (India)
Alpha Aeser
Lancaster
E. Merck (Germany)
Scott Durant
Vensil
Riviera

Certain Important Points to be Noted:

- (i) A main sealed cover addressed to the Finance Officer, Presidency University, 86/1 College Street, Kolkata – 700 073 and duly superscripted with the present Enquiry Notice No. and Date and the caption “Offer for Rate Contract for Laboratory Chemicals / Glass Ware/ Plastic Ware / Other Laboratory Consumables (as the case may be)” should consist of two separate sealed covers: (i) Cover – I containing Technical Bid in the Form under Annexure-B and signed Declaration in the Form under Annexure – C, and (ii) Cover - II containing the item-wise offered rate (price or discount; in the case of discount rate, appropriate evidence of the basic price to which the discount rate is applicable) and the main cover should be dropped in the Tender Box kept at the Purchase Cell of the University at Main Building (1st Floor).
- (ii) **Last date of submission is 31-01-2015 within 4-00 P.M.** Date of opening of the offers would be intimated through website notification subsequently. Cover – II of those parties would be opened whose Cover – I documents are found to be in order.
- (iii) **The tender fees of Rs.1,000/- (Rupees One thousand) and interest free EMD of Rs.10,000/- (Rupees Ten thousand) in the form of two separate Demand Draft in favour of “Presidency University” payable at Kolkata** should be put in Cover – I. The EMD will be refunded if the rate contract is not entered into due to non-fulfillment of any of the terms and conditions in this Enquiry Notice or after the expiry of the rate contract period, as the case may be.
- (iv) **If the Offer for rate contract is placed by the Original Manufacturer, the self-attested Proprietary Certificate and Original Manufacturer Certificate are to be provided in Cover - I.**
- (v) **If the Offer for rate contract is placed by an authorized dealer, valid authorized dealership certificate in favour of the applicant (in original) issued by the Original Manufacturer is to be provided in Cover – I. In this case, the price / rate of discount may be certified by the Original Manufacturer or the authorized dealership certificate issued by the Original Manufacturer should specifically mention that the dealer is authorized to quote the rate, enter into rate contract on its behalf for sale of its products and provide after-sale service.**
- (vi) The University reserves the right to accept or reject any quotation in part or full

- without assigning any reason.
- (vii) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.

Sd/-
Finance Officer
Presidency University

ANNEXURE – A
GENERAL TERMS AND CONDITIONS

- i. **Payment Terms:** Payment will be made within 30 days from after satisfactory delivery of the items to the University as per the Purchase Order and after submission of the duly certified Bill / Tax Invoice along with receipted copy of the Challan to the Finance Department. No advance payment will be made.
- ii. **Delivery Time:** The items to be supplied as per the Purchase Order within the period as stipulated in the Purchase Order.
- iii. **Price:** (a) The price shall be **quoted in Indian Rupees only**, on free delivery at site basis. Price shall be all inclusive including delivery charges. However, VAT / Sales Tax is chargeable as extra at the applicable rate to be specified. Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only to the selected bidder as may be mentioned in the Purchase Order.
(b) If the offer is made in terms of discount rate, the price to which such discount rate is applicable should be intimated with appropriate document of the Original Manufacturer.
(c) The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to PRESIDENCY UNIVERSITY, Kolkata by the OEM/vendor during the contract period.
- iv. Conditional offer will not be accepted.
- v. Past Performance of the Vendors will be judged at the time of Technical evaluation.
- vi. The University does not bind itself to offer any explanation to those applicants whose technical bids have not been found acceptable.
- vii. The Offerer should enclose the following documents in Cover - I:
 - a. Attested copy of the Certificate of Registration / Trade License
 - b. Attested copy of PAN card, Service Tax, CST/VAT registration papers
 - c. Audited statement of accounts and IT returns / clearance (Latest).
 - d. Original Manufacturer & Proprietary Certificate / Authorized Dealership Certificate issued by the Original Manufacturer, as mentioned earlier.
 - e. Name and address of minimum three customers (preferably State Universities, Central Universities or Educational Institutions) to whom such items/stores have been supplied should be mentioned in the technical bid (along with documentary evidences).
 - f. Copy of product literature, for which the prices have been quoted.
- viii. **The person/officer signing** the documents in both Covers – I & II should be delegated with an appropriate authority through an authorisation letter by the Chief Executive Officer/Managing Director / Partner of the offering

Company / Firm to sign such documents.

- ix. Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
- x. An Offer submitted with false information will not only be rejected but also the OEM/dealer will be debarred from participation in future tendering process.

ANNEXURE – B
TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS / INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING OFFER FOR RATE CONTRACT FOR SUPPLY OF LABORATORY CHEMICALS, GLASS WARE, PLASTIC WARE & OTHER CONSUMABLES FOR PRESIDENCY UNIVERSITY, KOLKATA

1. Name of the Offering Company / Firm :
2. Status of the Company /
Firm :
(attach documents, if
registered
company/partnership/proprietorship)
3. Address (Head Office /
Registered Office) :
4. Name of the Contact Person
with Phone No. / Mobile
No. and e-mail id
(mandatory):
5. Whether OEM/representing foreign principle /
authorised dealer
(attach certificate as per terms and conditions)
6. Name of Proprietor / Managing partner/
Managing Director / authorised signatory :
(attach details)
7. Details of tie-ups for supply/services, if any :
(attach details, agreements, etc.)
8. Income Tax return /
Clearance Certificate

(latest) (attach self-attested copy)

9. Annual Turnover of Bidder for last three Years (to be certified by Audited Annual Accounts)

10. Name and address of at least three largest Customers with value of purchase order : (attach copies of documentary evidences)

11. Income Tax Permanent A/c No. (attach copy)

12. VAT / CST Registration No. : (attach copy of the certificate)

13. Trade Licence / ROC Certificate No. : (attach copy of the certificates)

12. Details of EMD and Tender Fees Bank Draft No., issuing branch and date:

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the authorised signatory of the Tenderer

Annexure – C
DECLARATION

1. I, ----- Son /Daughter of Shri ---

-----,
Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of
M/s. ----- am competent to
sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of
the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above
application are true and authentic to the best of my knowledge and
belief.

4. I/ we am / are well aware of the fact that furnishing of any
false information/ fabricated document would lead to rejection
of my tender at any stage besides liabilities towards prosecution
under appropriate law.

5. Each page of the tender document and papers submitted by
my Company is authenticated, sealed and signed, and I take
full responsibility for the entire documents submitted.

6. I/ our firm / company am / is not currently debarred or blacklisted
in PRESIDENCY UNIVERSITY, Kolkata or in any national
organization or educational institute/university for any supplies,
products or services,.

Signature of the Authorized Person

Date:

Full Name

Place : -----

Designation with Seal

(i)