

# **JIWAJI UNIVERSITY, GWALIOR**

No.F/Store/11/338

Date:25/4/2011

## **SHORT TENDER NOTICE**

Sealed tenders are invited from the manufacturers for supply of laboratory consumables such as chemicals, glasswares, plasticawares on rate contract basis for the year 2011-12. Tenders from only manufacturers (or authorized dealers in case of imported consumables) will be considered for rate contract. Tender document containing terms and conditions can be obtained w.e.f 26//04/2011 from the office of the Registrar, Jiwaji University, Gwalior – 474011 upto 11/05/2011 on payment of Rs. 500/- Tender form can also be downloaded from website [www.jiwaji.edu](http://www.jiwaji.edu) and may be submitted along with a bank draft of Rs. 500/- The last date for submitting tender is ----- 12/05/2011 by 5:00 PM

**Registrar**

## **CHECK LIST OF ENCLOSURES**

Please arrange documents as per enclosure number given below

(Please write enclosure no. on the cover page of each document with ink)

- |  |             |   |   |
|--|-------------|---|---|
| 1.   | Enclosure 1 | - | cash receipt of Rs. 500/- issued by university for cost of Tender form, if tender form is purchased from the university office. |
| Or   |             |   |   |
| Bank draft of Rs. 500/- in favour of Registrar, Jiwaji University, Gwalior for cost of tender form, if downloaded from the website |             |   |   |
| 2.   | Enclosure 2 | - | Terms and conditions & tender form signed by tenderer with seal and signature on each page.                                     |
| 3.   | Enclosure 3 | - | Authorised dealership certificate issued by the each manufacturer firm.   |
| 4.   | Enclosure 4 | - | Certificate MPST/CST/TIN Number of the tenderer/authorized dealer.  |
| 5.   | Enclosure 5 | - | Copy of latest price list along with catalogue and illustrated leaflets giving technical particulars and details.               |
| 6.   | Enclosure 6 | - | Copy of supply orders from well reputed organisations that have purchased the laboratory consumables from the tenderer.         |

**Signature of Tenderer with Seal**

## **JIWAJI UNIVERSITY, GWALIOR**

### **Terms and conditions for the supply of laboratory consumables such as chemicals, glasswares, plastic wares, labwares etc. on rate contract basis for the year 2011-12**

Sealed tenders are invited from the manufacturers for the supply of laboratory consumables such as chemicals, glasswares, plastic wares, labwares, etc. on rate contract basis for the year 2011-12. Tenders will be considered subject to the following terms and conditions.

1. Tenderers can obtain tender document against payment of Rs. 500/- by cash or by demand draft in favour of the Registrar, Jiwaji University, Gwalior on or before ----- on any working day between 11 AM to 5 PM. It can also be downloaded through website [www.jiwaji.edu](http://www.jiwaji.edu) and may be submitted along with a bank draft of Rs. 500/- drawn in favour of the Registrar, Jiwaji University, Gwalior as tender form cost.
2. The last date for submitting the tender is ----- before 5:00 PM at the office of the Registrar, Jiwaji University, Gwalior.
3. The rates should be quoted in the units and should be for supply for F.O.R. Gwalior. Prices should be exclusive of tax and other charges. However, the exact details of taxes should be given separately.
4. This institution is exempted from payment of central excise duty in terms of Govt. notification No. 10/97- Central Excise dated 01/03/1997. Necessary certificate copy to be provided by the University. Above facility is valid upto 31.08.2013.
5. For imported items the price should be without any custom duty. The institution is registered with Department of Science and Industrial Research (DSIR), Govt. of India vide Government Notification No. 51/96 Customs dated 23-07-96 and is exempted from payment of Custom duty. Necessary certificate copy to be provided by the University. (Reg. No.: TU/v/RG-CDE (56)/2009 Dated 26.11.2009).
6. Manufacturer name, their trademark and brand should invariably be mentioned in the tender and illustrated leaflets giving technical particulars/ details etc. should be attached with the quotation.
7. The tenderer should quote their maximum discount on the rates quoted in the catalogue.
8. The maximum period of delivery of the material should be quoted. However, ready stock offers will get preference.
9. The tenderer should avoid the use of vague terms such as 'extra as applicable.'

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10. Printed conditions on the back of the offers submitted will not be binding unless separately mentioned.
11. Condition of advance payment, either direct or through bank will not not be accepted in any case. As per rule, full payment will be made after receipt of material, inspection thereof and after satisfactory working of the material.
12. Offers received not according to our terms and conditions and not received within the time prescribed, shall be rejected. Delay due to postal services of any kind will not be considered for acceptance of the tender.
13. The tenderer must enclose the test reports of the material quoted from the reputed Government Organizations/Laboratory/Academic Institutions with the tender.
14. If the tenderer is an authorized dealer for the product of other countries then certificate of authorised dealership from the manufacturer must be enclosed with the tender.
15. If there is any authorized dealer of the tenderer firm at Gwalior, then a copy of authorized dealership issued by the tenderer firm must be enclosed with the tender.
16. After opening of the tender no claim will be accepted to include any authorized dealer from manufacturer company in the rate contract list.
17. The list of well reputed Organisations that have purchased the laboratory consumables from the tenderer must be provided along with purchase orders.
18. Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will render him liable to penalties, which may include removing of his name from the register of approved suppliers.
19. In all matters of dispute, the decision of the registrar, Jiwaji University, Gwalior shall be final and binding on the tenderers.

**Registrar**

**Signature of Tenderer with Seal**

## Jiwaji University, Gwalior

### TENDER FORM FOR SUPPLY OF CONSUMABLES ON RATE CONTRACT BASIS FOR THE YEAR 2011-12

|    |  |  |
|----|--|--|
| 1. | Name of the manufacturer or name of Indian representative  |  |
| 2. | If the firm is authorized dealer for the products of other countries, please mention the name of the firms or brands.<br>(please enclose authorized dealership certificate issued by the each manufacturer firms). | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8. |
| 3. | Complete address of the firm   |  |
| 4. | Telephone No. and E-mail. ID of the firm   |  |
| 5. | MPST/CST/TIN Number of the firm  |  |

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|     |   |    |
|-----|---|----|
| 6.  | Details of the issuing of the tender form:  |    |
|     | Amount Deposited  |    |
|     | Bank draft No., date and name of the bank.<br><br>(If the form is downloaded through the website.)  |    |
|     | Challan receipt No. and date<br><br>(If the tender form is obtained by cash payment.)   |    |
| 7.  | Whether the copy of latest price list along with catalogue and illustrated leaflets giving technical particulars and details enclosed. (please mention yes or No.)                                      |    |
| 8.  | Maximum discount offered on the price list (please mention in percentage %)   |    |
| 9.  | Maximum duration required for the delivery of the material  |    |
| 10. | Name and address of the authorized dealers of the firms in Gwalior, if any to whom supply orders can be placed. (please enclose authorized dealer certificate)  | 1. |
|     |   | 2. |
|     |   | 3. |
| 11. | If there is no authorized dealer of the firm in Gwalior, then please mention the name and address of the firm to whom the supply order should be placed. (please enclose authorized dealer certificate) |    |

**Signature of Tenderer with Seal**

## **Declaration**

We accept all the terms and conditions given in the tender document and agree to establish a rate contract with Jiwaji University for the year 2011-12 Our rates are inclusive of charges for F.O.R. Gwalior. the University shall have the right to withdraw the contract without assigning reason thereof.

**Signature of Tenderer with Seal**