

# **JIWAJI UNIVERSITY, GWALIOR**

NO.F/\_\_\_\_\_

DATED:

## **SHORT TENDER NOTICE**

*Sealed Tenders are invited from the manufactures for supply of laboratory consumables such as chemicals, glasswares, plasticwares on rate contract basis. Tenders from only manufactures (or authorized dealers in case of imported consumables) will be considered for rate contract. Tender documents containing terms/conditions can be obtained w.e.f 07-06-2010 from the office of the Registrar, Jiwaji University, Gwalior-474011 upto 21-06-2010 on payment of Rs. 500/- drawn in favour of Registrar, Jiwaji University, Gwalior. **The last date for submitting tender is 5:00 PM on 22-06-2010***

*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 purchase froms the university office.  

Or

Bank Draft of Rs. 500/- in favour of Registrar, Jiwaji University, Gwalior for cost of Tender form, if downloaded for 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 of MPST/ CST/ TIN Number of the tenderer/ authorised 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 consumable 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 2010-11.**

Sealed Tenders are invited for **Rate Contract** for the supply of laboratory consumables such as chemicals, glasswares, plastic wares, labwares, etc. for the year 2010-11. Tenders will be considered subject to the following terms and conditions.

- 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 04-06-2010 on any working day between 11AM 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/- in favour of the Registrar, Jiwaji University, Gwalior as tender form cost.
- The last date for submitting the Tender is 22-06-2010 before 5:00 pm at the office of the **Registrar, Jiwaji University, Gwalior.**
- The rates should be quoted in the units and should be for supply for F.O.R. Gwalior. The prices should be exclusive of tax and other charges. However, the exact details of taxes should be given separately.
- 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.
- 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 23-7-96 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 26.11.2010).
- 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.
- The tenderer should quote their maximum discount on the rates quoted in the catalogue.
- The maximum period of delivery of the material should be quoted. However, ready stock offers will get preference.
- The tender **should avoid the use** of vague terms such as 'extra as applicable'.

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**Signature of Tenderer with Seal**

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- Printed conditions on the back of the offers submitted will not be binding unless separately mentioned.

- Condition of advance payment, either direct or through bank will 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.
- 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.
- The tenderer must enclose the test reports of the material quoted from the reputed Government Organizations/ Laboratory/ Academic Institutions with the tender.
- If the tenderer is an authorised dealer for the products of other countries then certificate of authorised dealership from the manufacturer must be enclosed with the tender.
- If there is any authorised dealer of the tenderer firm at Gwalior, then a copy of authorised dealership issued by the tenderer firm must be enclosed with the tender.
- The list of well reputed organisations that have purchased the laboratory consumables from the tenderer must be provided along with purchase orders.
- 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.
- 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**

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**Jiwaji University, Gwalior**

**TENDER FORM FOR SUPPLY OF CONSUMABLES ON RATE CONTRACT BASIS FOR THE YEAR  
2010-11**

1.	Name of the manufacturer or Name of Indian representative	
2.	If the firm is authorised dealer for the products of other countries, please mention the name of the firms or brands.	1.

	(Please enclose authorised dealership certificate issued by the each manufacturer firms).	2.  3.  4.  5.  6.  7.  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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**Signature of Tenderer with Seal**

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6.	Details of the issuing of the tender form:	
	Amount Deposited	
	Bank draft No. and date and name of the bank.  (If the form is downloaded through the website.)	

	Cash receipt No. and Date  (If the tender form is obtained by cash payment.)	
7.	Weather 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)	

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**Signature of Tenderer with Seal**

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**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 2010-11. Our rates are inclusive of

charges for F.O.R. Gwalior. The University shall have the right to withdraw the contract without assigning any reason thereof.

**Signature of Tenderer with Seal**