



TENDER DOCUMENT

FOR

EMPANELMENT AND ANNUAL RATE CONTRACT OF SUPPLIES FOR CHEMICALS, GLASSWARE, PLASTICWARE, MISCELLANEOUS ITEMS & REFILLING OF GASES AND MINOR LABORATORY EQUIPMENTS/INSTRUMENTS (COSTING NOT MORE THAN RS. 2.5 LAKHS) AND OTHER SMALL LAB WARE.

AT

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

[A state University under the Govt. of NCT of Delhi]

Sector 16 C, Dwarka, New Delhi- 110 078

Registrar

GGSSIP University, Sector 16C, Dwarka,
New Delhi-110078

Mailing Address:

Room No. 203, 2nd Floor, B Block, GGSIP
University, Sector 16C, Dwarka, New Delhi 110078

Contact Nos.011-253023402

E-mail: dean.usbas@ipu.ac.in

SUMMARY SHEET

Tender Enquiry No. : GGSIPU/RC/NIT/2019-20/01

Dated : 15 .10.2019

EMD/ Security Deposit to be submitted : Rs. 20,000/- (FDR)

Last Date of submission of Tender : 14.11 .2019 up to 01.00 p.m.

Date of Opening of Tender : 14.11.2019 at 03.00 p.m.

Venue for submission and
Opening of Tender : Dean's Office, University School of
Basic & Applied Sciences, (BFR-205),
GGSSIP University Sector 16-C, Dwarka,
New Delhi-110078

Website: - www.ipu.ac.in



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110078
Website: <http://www.ipu.ac.in>

Dear Sir/Madam,

Sealed quotations/proposal/offer under two bid system from **manufacturer/Distributors/ authorized dealer only (Technical bid and Financial bid in separate covers and both sealed in a third envelopes)** are invited for procurement of the items on **rate contract for three years** i.e. 2019-20, 2020-21 & 2021-22 period from the date of award of contract. However, the **catalog rate for the corresponding year shall be applicable** as detailed below and as per the terms and conditions given in the tender document.

The quotations/proposals/offers for the supply of items mentioned below to the various University schools and centers such as University School of Biotechnology, University School of Chemical Technology, University School of Basic & Applied Sciences and University School of Environment Management, and CEPS should be submitted to the Dean, USBAS, Room No 203, Second Floor, B Block, GGSIPU, Sector 16C, Dwarka New Delhi-110078 latest by **14.11.2019 up to 01.00 P.M.**

The tenders will be opened on the same date (i.e. **14.11.2019**) at **3.00 P.M** in the presence of the bidders who wish to be present at the time of opening of bids. Download the tender documents from the website of the GGSIPU i.e. <http://www.ipu.ac.in> and deposit EMD amount of Rs.20,000/- in the form of the FDR (**valid for 03 years**) drawn in f/o **Registrar, GGSIP University, Delhi, A/c** along with the technical bid.

EMD amount is Rs. 20,000/- (Rupees Twenty Thousand only) **per firm**. The participating firm may offer their items of all brands they represent and then percentage discounts on catalog prices in the following categories:

S. No.	Particulars Name
1	Supply of Laboratory items i.e, Lab consumables including chemicals (Local & Imported), glassware, plastic ware, miscellaneous items & refilling of gases, and minor equipments/instruments, apparatus, and other small lab ware) on rate contract basis date of award .

Section	Particulars Technical specifications/brands name of lab consumables, and lab ware	Prices
A	Chemicals (Local and imported) including Sigma Aldrich, Himedia, Qualigens, E-Merch, Fisher, B D Biosciences, SRL, Invitrogen, S D Fine Chemicals, CDH, Spectrochem, HPLC, Titan, Cell Sciences, ABI, Fluka, Alpha eser, Abchem, Rankem, Loba, Cell Signalling Technologies, Qualikem, Agilent, Illumina, BioRad etc.	To be quoted on the basis of maximum discount on printed price list/catalogs
B	Glass Wares: All borosilicate and other heat resistant glassware including Borosil, Dewsil, Riviera, Duran, JSWG, E-Merck, Infusil, Corning Life Sciences, Glassco etc.	To be quoted on the basis of maximum discount on printed price list/catalogs
C	Plastic Ware including micropipettes, and gel apparatus, All laboratory grade plastic ware including Tarson, Sigma, Merck, Poly lab, Eppendorf, Corning life Sciences, Axiva, Genaxy, etc	To be quoted on the basis of maximum discount on printed price list/catalogs
D	Misc. Items including : Autoclave tape, Butter paper, Cotton roll, Enamel trays, Lab coat, Para film roll, pH paper, Syringe, Surgical Gloves, Ice bucket, Pipette pump, Tissue Papers, Aluminum foil, Filter Paper, etc.	To be quoted on the basis of lowest price.
E	Refilling of Gases: Zero Air 99.999%, Acetylene 99.9%, Nitrous Oxide 99.9% 18m ³ , Helium 99.999% 7m ³ , Nitrogen 99.995%, Oxygen 99.999%, Hydrogen 99.999%, Argon 99.995%, Dry air 99.995%, Oxygen Ultra pure, Carbon Dioxide (Instrument Grade), Nitrogen (99.999%), Hydrogen Grade-I, Liquid Nitrogen (Instrument Grade), Helium 99.995% 7m ³ , Nitrogen 99.999%	To be quoted on the basis of lowest price.
F	Small Equipments/Instruments/apparatus including: Line care Bios stem lab ware, Genetix, Waiometra lab equipment, Metrex, NAP, Remi, Sartorius, Tarson, Jaisbro, Khera, Biolink, Biochem, Medox, Bangalore- Genei., etc., & other lab ware, upto value of Rs. 2,50,000/- (Rs. two lakhs fifty thousand only)	To be quoted on the basis of maximum discount on printed price list/catalogs

General Instructions

1. The rates quoted should be inclusive of all charges except GST should be indicated separately.
2. The materials are to be delivered to the various schools namely University School of Biotechnology, University School of Chemical Technology, University School of Basic & Applied Sciences and University School of Environment Management and Centres of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi within 15 days (for stock items) and 30 days (for all other items) from the date of issue of supply orders, through the Dean/Director/ Incharge of the respective Schools/Centres who will certify the quality, quantity, condition and brand of the materials. Items that were not supplied in good condition including packing , storage, cold chain, handling, shelf life, expiry date etc. are liable to be returned and no payments will be made on such deliveries. However, in exceptional circumstance and, on written request, from the supplier/tenderer, extension of date for supply of the material may be considered. Extension in supply period is at the sole discretion of the University.
3. The University reserves the right to accept or reject any proposals/offers/quotations without assigning any reasons thereof and no representations will be entertained.
4. Please note that the dealer's discount will be over and above the manufacturer's discount. Discount should be specifically mentioned and included as a certificate. **Dealers discount may also be incorporated in the Tender as a Certificate.**
5. Since time is the essence of any contract, a delivery time of 15 days would be accorded for stock items and 30 days for all other item. **Partial supplies are discouraged and partial payments may not be made.**
6. The last date for receipt of Tender is 14.11.2019 at 01.00 p.m. The proposals/offers /quotations would be opened on the same day at 14.11.2019 at 03.00 p.m. in the office of the Dean, USBAS (BFR-205) in the presence of the Tenderers or their authorized representatives.
7. Kindly indicate standards nationally or internationally to which your brand adheres and certificates for the same should be attached with the offers/quotations.
8. **Prices:** The bidders are to quote in Indian Rupees only and Catalog rate for the corresponding year shall be applicable.
9. Taxes, Duties, Levies, etc, payable should be clearly indicated in the Tender mentioning the rate and amount. Those not indicated shall not be payable.
10. Applications from manufacturers/authorized distributors/ dealers only would be entertained. Proof of being a manufacturer or authorized distributor/dealer should be submitted along with the proposal. **Authorization should be in favour of GGSIPU, Dwarka, New- Delhi, for this tender.**
11. **Delivery Schedule :** If the supplier fails to deliver the goods within the delivery period, a sum equivalent to 1% (one) per cent of the value of supply order for each week of delay or part thereof until actual delivery, will be deducted from the value of supply order as liquidated damages, subject to a maximum deduction of 10% . Once the maximum is reached, termination of the contract may be considered by us.

12. Risk purchase clause: If the supplier fails to deliver the goods within the maximum delivery period specified in the contract, the purchaser may procure, upon such terms and in such a manner as it deems appropriate, goods or services similar to those undelivered and the supplier would be liable to the purchaser for any excess cost for similar goods or services.
13. Warranty : Warranty for any manufacturing defects and satisfactory performance may be specifically indicated.
14. Fall Clause : The prices charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
15. Conditional offers will not be considered.
16. The offers/quotations are liable to be rejected if the above conditions are not complied with. GGSIP University will not be responsible for any postal or courier delays or for non receipt of tenders in time.
17. Late Tenders, Delayed Tenders or Tenders not signed or incomplete in any respect shall be summarily rejected.
18. Kindly ensure that all over-writings and corrections in the offer/quotation are properly attested.
19. The university shall obtain the catalogues/price lists from all the OEMs by July/Aug. every year during the rate contract. The university may determine a common date from which all the price lists of a given year shall be applicable/implemented.

TERMS AND CONDITIONS

A. Technical Bid must contain the following Documents:-

1. **EARNEST MONEY:** Each tender must be accompanied by required earnest money of Rs.20,000/- in form of FDR only.(Duly pledged to Registrar, GGSIPU) valid for three years of a nationalized bank. This amount shall be refunded in the event of rejection of the tender or alternatively adjusted with security deposits of the same amount. **If the tenderer after acceptance of the tender refuses to take up the purchase order, this security deposits will be forfeited.**
2. Photo Copy of Pan Card of the firm.
3. Photo Copy of GST Registration Certificate.
4. Photo Copy of latest GST return.
5. Declaration certificate by the agency / supplier as per *Annexure-I(i to vi)* attached.
6. An undertaking to the effect that the firm has not been black listed by any of the government department during last 03years i.e. financial years 2016-17, 2017-18 & 2018-19 and also during 2019-20.
7. In case of authorized dealer, Original Copy of authorization certificate from manufacturer/ OEM must be attached with validity of 03 years.
8. Photo Copy of Certificate of Enlistment of Indian Agent with the DGS&D (Required by Indian Agents to quote and provide service support on behalf of his foreign Principals.)
9. The Bidders should have submitted filed ITR for last two years i.e. A.Y. 2017-18 & A.Y. 2018-19 as per Annexure-III (copy of acknowledgments to be submitted).

The firm may submit its bid in a sealed envelope to the Dean, USBAS, Room No 203, Second Floor, B Block, GGSIPU, Sector 16C, Dwarka New Delhi-110078. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

The EMD worth of Rs. 20,000/- (Rupees Twenty Thousand only) shall be deposited in the form of fixed deposit receipt (FDR) of a Scheduled Bank issued in favour of “ The Registrar, GGSIP University”. Only National Small Industries Corporation (NSIC) & Central Purchase Organization (CPO) registered firms are exempted from submission of EMD. They are required to submit a copy of valid registration certificate in place of EMD as per Rule170 (i) of GFR-2017.

In case, any of the above said documents are found missing in the sealed envelope, the tender of such agency shall be summarily rejected.

B. Financial Bid:-

1. The Financial Bid (*BOQ*) shall also be submitted on separate envelope.
2. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

Price schedule complete in all respects should be submitted with proper seal and signature of authorized person. Printed price list of each manufacturer should remain firm during the period of rate contract. Bidder will not supply the items under rate contract, on a rate, lesser than our contract prices to any other Govt. institution. If the same is found, then proportionate recoveries will be made from the concerned firm.

Two original printed copies of price list & soft copy in the form of CD/DVD should be provided.

The firms shall submit their prices item wise for products listed in the Section D & E.

CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID.

Compulsory documents

S. No	Particulars of documents	No. of pages
1.	Covering letter, as per Annexure 1(i) of Tender Document, duly signed.	
2.	UNDERTAKING/ Application Form, as per Annexure 1(ii) of Tender Document, duly signed.	
3.	Proof of EMD (mention amount with instrument number and date)	
4.	Proof of PAN No. (mention no.)	
5.	Printed copy of current Catalogues along-with soft copies.	
6.	The bidders has to submit an undertaking in firms letter pad that it has not been blacklisted by any Govt. deptt./ Govt. Autonomous body. As per Annexure 1(iii)	
7.	a. Proof GST Registration. (mention no.) b. GST/ VAT Return copy of fourth quarter for last three financial years from date of opening of tender bid.	
8.	Proof of Government organization/ department where the bidder has executed similar supplies worth Rs. 20,000/- or above for at least 3 financial years as per Annexure 1(iv)	
9.	Declaration/ Undertaking by the O.E.M. on company letter pad/ head, as per Annexure 1(v)	
10.	Authorization Certificate from Original Equipment Manufacturer (OEM) or their Distributor to quote/ sell the product, in case the Bidder is not the OEM. Annexure 1(vi)	

Note: All copies of above documents should be paginated/duly signed and stamped by the tenderer/bidders before submission.

Signature of tender :

Name :

Name of firm :

Telephone No.....

ANNEXURE 1(i)

To,

The REGISTRAR,
GGSIP UNIVERSITY,
Dwarka,
Delhi-110078

We, the undersigned (herein after called as manufacturer/authorized dealer) hereby offer to execute supply of items as per specification given against which we have quoted rates and for which this tender may be accepted at the rates stated therein and subject to the terms & conditions set forth for such items as may be ordered by the REGISTRAR, GGSIP UNIVERSITY or officer acting on his behalf.

Date this _____ Day of _____

Signature of bidders _____

Address _____

APPLICATION FORM/ UNDERTAKING
(To be submitted along with technical bid)

TENDER FORM NO:- _____

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, NEW DELHI-110078
(GOVT. OF NCT OF DELHI)

1. File Reference Number : _____
2. Name of the Items : _____

3. Name of the OEM : _____

4. Address of the OEM : _____
- Telephone Numbers : Office: - _____
Resi:- _____
6. Name (s) of the Bidder : _____
Address _____
Telephone _____
7. Whether GST No.
is taken (please attached copy) _____
8. PAN of Dealer _____
9. Details of EMD (to be deposited in the
form of FDR) : _____
Bank details: _____

Undertaking by the Bidder:

I / we undertake to abide the terms and conditions provided with the tender documents.

SIGNATURE _____

NAME IN BLOCK LETTERS _____

Dated: _____

Stamp of the firm

Undertaking (on Letter Head)

I/ We hereby undertake that my/ our firm has not been black listed by any Government department/ Government Autonomous body.

Signature of Authorize Signatory.....

Date.....

Address

Declaration from OEM on Company Letter Head/ Pad

- We hereby declare that all the particulars given in this application are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by GGSIPU, New Delhi. We understand that information provided by us will serve as Pre-qualification Criteria for enlistment on ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract, our contract may be cancelled and all our claims may be forfeited by GGSIPU, New Delhi. We have read and understood all the terms and conditions of ANNUAL RATE CONTRACT and we fully agree to it.
- We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of GGSSIPU, New Delhi.
- We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/ other charges, Terms of Payment and also the name(s) of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor/ supplier if a request/ complaint is received from your end with regard to this effect due to any reason.
- We also undertake that the price list / Catalogue supplied to GGSIPU is the only one in circulation.

Signature of Bidder

Name: _____

Designation: _____

Seal of the firm: _____

Date:

Place:

ANNEXURE 1(vi)

Authorization letter from OEM to Dealer for bidding.

ANNEXURE -II

Performa for Financial Bid

Particular of Vendor/ OEM.....

S. No.	List of Chemicals Brands	Discount offered on current Catalogue price %	GST %
S. No.	List of Glassware Brands	Discount offered on current Catalogue price %	GST %
S. No.	List of Lab wares Brands	Discount offered on current Catalogue price %	GST %

- You can quote for all or any one from the above.
- It is mandatory to submit latest (please mention year of Catalogue) printed Catalogue (Hard Copy) of the manufacture along with the technical bid.

Place:

GST Registration No:

Date:

Signature:

Name:

Office Address:

Seal of the firm

DECLARATION OF INCOME TAX RETURN

(On company / firm letterhead)

Date:

To,
The Registrar
Guru Gobind Singh Indraprastha University
Sector- 16 C, Dwarka, New Delhi-110078

Sir,

**Ref: TENDER NO. GGSIPU/RC/NIT/2019-20/01 DATED.....FOR
“EMPANELMENT AND ANNUAL RATE CONTRACT OF SUPPLIES FOR
CHEMICALS, GLASSWARE, PLASTICWARE, MISCELLANEOUS
ITEMS & REFILLING OF GASES AND MINOR LABORATORY
EQUIPMENTS/INSTRUMENTS (COSTING NOT MORE THAN RS. 2.5
LAKHS) AND OTHER SMALL LAB WARE.**

1) I/we hereby declare that, our firm’s Annual Turnover and I/ we have also supported an Audited Accounts for your references:

F.Y. 2017-18	F.Y. 2018-19

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. A.Y. 2018-19 & 2019-20. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder)
Company/ firm Name
Designation
Seal

Date:
Business Address: