



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi - 110078

Website: <http://ipu.ac.in>

TENDER DOCUMENT FOR RATE CONTRACT

-:ITEMS:-

Lab consumables (Chemicals/Biochemical (Local & Imported), glassware, plastic ware, miscellaneous items & gases) and minor equipments/instruments, apparatus, gel electrophoresis & micropipettes up to value of Rs. 15,000/- (Rupees fifteen thousand only)

The Deputy Registrar (Purchase)
Purchase Section, Library Building
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, Delhi-110078
Website: <http://ipu.ac.in>

SUMMARY SHEET

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| Date of issue of Tender | : 21 .05.2014 |
| Cost of Tender Documents | : Rs. 1,000/- (Non-refundable) |
| EMD to be submitted along with tender documents: | Rs. 5,000/- |
| Last Date of issue of Tender Document | : 10.06.2014 up to 12.00 Noon |
| Last Date of submission of Tender | : 20.06.2014 up to 01.00 p.m. |
| Date of Opening of Tender | : 20.06.2014 at 03.00 p.m. |
| Venue of Opening of Tender | : Dean's Office, University School of Environment Management, (AFR-105), GGSIP University Sector 16 C, Dwarka, New Delhi- 110078 |

Website:- www.ipu.ac.in

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector 16-C, Dwarka, New Delhi-110 078

F. No. GGSIPU/NIT/Rate-Contract/2014-15

Dated: 21 / 05 /2014

NOTICE INVITING TENDER

Sealed proposals subscript in the sealed cover super scribed as "Quotation/offer for rate-contract of Lab Consumables and Minor equipments /instruments etc." are invited from bona fide dealers or manufactures and their authorized agents, for supply of Laboratory equipments, chemicals, glassware, plastic ware & misc. items and high purity gases (Zero Air 99.999%, Acetylene 99.9%, Nitrous Oxide 99.9% 18m³ , Helium 99.999% 7m3, Nitrogen 99.995%, Oxygen 99.999%, Hydrogen 99.999%, Argon 99.995%, Compressed Air 99.9995%, Dry air 99.995%, Oxygen Ultra pure, Carbon Dioxide (Instrument Grade), Nitrogen (99.999%), Hydrogen Grade-I, Liquid Nitrogen (Instrument Grade), Helium 99.9995% 7m3, Nitrogen 99.9995%) to various University schools namely University School of Biotechnology, University School of Chemical Technology, University School of Basic & Applied Sciences and University School of Environment Management of Guru Gobind Singh Indraprastha University , Dwarka, New Delhi Interested parties may submit their Rate - contract offer to the office of the Deputy Registrar, (Purchase), Library Building, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 on or before 20.06.2014 up to 01.00 p.m. during office working hours. Beyond this date, no tender will be accepted. The following conditions should be taken into consideration while submitting the offer/ quotations.

1. The rates once accepted will be valid for a minimum of 12 months further extendable with mutual consent.
2. The rates quoted should be inclusive of all charges except taxes and other Govt. levies. Applicable rates of taxes and levies should be indicated separately. VAT will be deducted at source.
3. 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 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 of the respective Schools who will certify the quality, quantity and brand of materials.
4. The University reserves the right to accept or reject any proposal/offer/quotation without assigning any reasons thereof and no representations will be entertained.
5. Tender documents can be obtained on payment of Rs.1,000/- in the form of DD/Pay order drawn in favour of 'Registrar, GGSIP University, New Delhi' from the office of the Deputy Registrar, (Purchase), Library Building, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 during working hours up to 03.00 p.m. till 10.06.2014. Tender documents can also be downloaded from the University web site i.e. www.ipu.ac.in. Downloaded tenders can be submitted along with pay order of Rs.1,000/- in a separate envelop superscribed "TENDER COST".

INSTRUCTIONS TO BIDDERS

1. Bids should only be submitted by the manufacturers/authorized suppliers/authorized agents in respect to this particular proposal/offer along with EMD of Rs.5,000/- for each item in favour of Registrar, GGSIP University, New Delhi. This will be returned only after completion of the Rate-contract period.
2. In case the tender documents are downloaded from website of this university their additional cost of Rs.1,000/- towards tender cost may also be made in form of DD/Pay order in favour of Registrar, GGSIPU. New Delhi.
3. Manufacturer's discount structure should be submitted by way of a certificate and should be included in the bid.
4. A certificate regarding the distributor/dealer/authorized agents who would supply against order the material with their name, address, fax, phone and email address should be submitted with bid and it may clearly understood that supply order will be accepted only from the successful bidder and accordingly payment will be released in his favour. No payment will be released in any case to his authorized firms or dealer or supplier.
5. A certificate as to the dealer's discount is also to be submitted along with the bid on their letter head.
6. Conditional prices based on buying or assuming certain volumes should not be quoted.
7. The price quoted should be exclusive of sales tax and other govt. levies.
8. Bidder should quote in Indian Rupees only.
9. GGSIP University reserves the right to seek samples as and when deemed necessary in the process of evaluation.
10. Please indicate the standards nationally or internationally to which your brand adhere.
11. Selection criteria : The firm will be selected on the basis of their meeting the pre-qualification requirements as indicated below :-
 - a. Five concluded Rate-contract with any other Central/State Govt. organizations/Universities for the period 2012-13 and 2013-14
 - b. Submission of CD catalogue and a printed catalogue.
12. Since the usage of a particular brand may have led to standardization of experiments and its results may have led to certain publication and patents, GGSIP University reserves the right to select a firm for R/C based on its continuous usage and uniform results and therefore reserves the right not to go only by the price criteria of a particular item.

13. The bidders must ensure that the offer/quotations is either neatly typed or generated on computer.
14. The bid should be put in a envelope and the envelope should be super scribed as “Tender for rate contract” and should be dropped in the Tender Box office of the Deputy Registrar, (Purchase), Library Building, GGSIPU, Sector 16-C, Dwarka, New Delhi,
15. Please note that the dealer’s discount will be over and above the manufacturer’s discount.
16. The successful bidder is required to submit a unconditional bank guarantee for the validity of one year in favour of Registrar, GGSIPU, Dwarka, New Delhi.
17. 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.
18. The last date for receipt of Tender is 20.06.2014 at 01.00 p.m. The proposal/offer/quotation would be opened on the same day at 20.06.2014 at 03.00 p.m. in the office of Dean, USEM (AFR-105) in the presence of the Tenderers or their authorized representatives.
19. The following checklist may please be seen checked and attached for submission of Documents :-
 - (i) Copies of 5 concluded R/c with any Central/State govt. organizations/Universities 2013-14.
 - (ii) Copies of 3 purchase orders received valuing more than 20,000/- in each case from any Central govt. organizations/Universities
20. Copy of the audited balance sheet of the vender for the year 2012-13 and 2013-14.
 - (i) A CD catalogue.
 - (ii) A printed catalogue.
 - (iii) Discount certificate from manufacturer.
 - (iv) Discount certificate from Dealer.
 - (v) Certificate of authorization to dealer for supply to any other Central/State govt. organizations/ Universities.
21. Registrar, GGSIP University – reserves the right to enter in to parallel Contract, since some of the item may have been used over a period of time by Dean of the Respective Schools of the GGSIP University and would have been standardized for their research work and also for catering to bulk requirements.
22. Only minor equipments/instruments, apparatus, gel electrophoresis apparatus and micropipettes up to value of Rs, 15,000/- are covered under the rate-contract.

TERMS AND CONDITIONS

1. The detailed specifications of the material offered along with relevant technical literature and descriptive catalogue should be attached with the offer.
2. The companies which apply for Rate Contract with GGSIP University should submit a copy of current catalog effective from 1st April, 2014 in the form of a CD in addition to the hard copy of all the catalogs. The Rate contract would only be finalized with those firms which submit a copy of the Catalog in the form of CD. Payment will be made according to the latest price list 2014-15 and no price revision in rate (on higher side) will be accepted during the period of R/C.
3. GGSIP University reserves the right to seek samples for all other material as and when deemed necessary in the process of evaluation.
4. Kindly indicate standards nationally or internationally to which your brand adheres and certificates for the same should be attached with the offer/quotation.
5. Prices: The bidders are to quote in Indian Rupees only.
6. Taxes, Duties, Levies, etc, payable should be clearly indicated in the Tender mentioning the rate and amount. Those not indicated shall not be payable.
7. Applications from manufacturers/authorized dealers only would be entertained. Proof of being a manufacturer should be submitted along with the proposal.
8. Discount should be specifically mentioned and included as a certificate. Dealers discount may also be incorporated in the Tender as a Certificate.
9. 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.
10. 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.
11. Warranty : Warranty for any manufacturing defects and satisfactory performance may be specifically indicated.
12. 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.

Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties by GGSIP University.

The rate contract can be terminated at any time by giving one month's notice.

The stores shall be supplied within a period of fortnight for supplies against ex-stock deliveries. In case the firm does not supply the items within the stipulated time schedule. Liquidated damages clause as mentioned in Terms & Conditions would apply.

13. Validity Period: Your offer should be valid for a period of one year from the date of issue of Rate Contract letter.
14. Performance Certificate : Please indicate in your offer/quotation, names and address of labs of any other Central/State govt. organizations/Universities along with the contact persons, their telephone numbers, fax numbers etc., to whom you have supplied similar type of items. Please invariably include a copy of the performance certificate obtained by you.
15. The submission of the proposal/offer/quotation shall be deemed to be an admission on the part of the Tenderer, that the Tenderer has fully acquainted himself with the specifications, applications etc., and no claim other than what is stated in the Tender shall be payable in the event of the award of contract.
16. In the case of manufacturers kindly earmark at least one local distributor for supply of material and to whom we can place orders as and when required in cases of emergency.
17. Purchase Orders would be released as and when required by the institute against the rates approved for the period thereof. The acceptance of the offer/quotation will rest with the Registrar, GGSIP Universities who does not bind himself to accept the lowest offer/quotation and reserves the right himself to accept or reject partially or wholly the offer/quotations received without assigning any reason whatsoever.
18. Conditional offers will not be considered.
19. The offer/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.
20. Late Tenders, Delayed Tenders or Tenders not signed or incomplete in any respect shall be summarily rejected.
21. Kindly ensure that all over-writings and corrections in the offer/quotation are properly attested.
22. Submission of offers: The offers/quotations should be sealed and addressed to The Registrar, GGSIP University. The envelop should be super scribed as "TENDER FOR RATE CONTRACT" The offer/quotations which are being delivered personally should be put in the Tender Box in the office of the Deputy Registrar, (Purchase), Library Building, GGSIP University sent through Fax/e-mail will not be accepted. Failure to superscribe on the main envelope may lead to cancellation of your offer/quotation.

23. The Tenderers must enclose along with offer/quotation the following apart form documents as asked for in tender notice and instructions to bidders.
- a. Past experience in supply of the material (certificates to be enclosed, proof of manufacturing Unit/Dealership letter and general order supplier.
 - b. List of the Govt. Departments, public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a certificate regarding the satisfactory performance of the contract.
 - c. Copy of the audited balance sheet of the vendor for the year 2011-12/ 2012-2013 indicating the turnover in supply of the material.
 - d. Details of Permanent Account Number and latest income tax clearance certificate.
 - e. Details of S.T No. along with a copy of certificate to be attached.
 - f. Willingness to execute all orders which are placed to meet emergency requirement on priority basis.
 - g. The bidder should have a valid registration with DVAT dept. of Govt. of Delhi.
24. Kindly indicate the Annual Turnover of your company and the proof of the same may be attached with the offer/quotation.
25. If a firm after being selected for a Rate Contract fails to execute the Rate Contract and terminates it in between, then the Registrar reserves the right to circulate the name of the said firm to all sister laboratories of GGSIP University, Defence Establishment, Railways asking them to refrain from having business with the said firm. The EMD submitted by the said co./firm will be forfeited .
26. As part of pre-qualification, bidders are required to submit proof of purchase orders wherein they have been awarded three purchase orders for more than Rs. 20,000/-from any other Central/State Govt. organizations/Universities within last two years.
27. Deputy Registrar, GGSIP University will not be responsible for any postal/communication delays.

ITEMS PROPOSED TO BE PUT ON RATE CONTRACT.

- Consumables including Local and Imported Chemicals/Biochemical, Plastic ware, Glassware, Filters & Membranes, Oligos/Primers, Enzymes & other misc. items
- Minor equipments/instruments, Micro pipettes, Apparatus, Gel electrophoresis, Spares of apparatus and other lab ware
- HIGH PURITY GASES
 1. Zero Air 99.999%
 2. Acetylene 99.9%
 3. Nitrous Oxide 99.9% 18m³
 4. Helium 99.999% 7m³
 5. Nitrogen 99.995%
 6. Oxygen 99.999%
 7. Hydrogen 99.999%
 8. Argon 99.995%
 9. Compressed Air 99.9995%
 10. Dry air 99.995%
 11. Oxygen Ultra pure
 12. Carbon Dioxide (Instrument Grade)
 13. Nitrogen (99.999%)
 14. Hydrogen Grade-I
 15. Liquid Nitrogen (Instrument Grade)
 16. Helium 99.9995% 7m³
 17. Nitrogen 99.9995%