



**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR,
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA, PUNJAB- 144603**

BID DOCUMENT

NATIONAL COMPETITIVE BIDDING

FOR

**RATE CONTRACT OF CHEMICALS, GLASSWARE, PLASTICWARE AND
OTHER CONSUMABLE ITEMS FOR**

FOR

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY MAIN CAMPUS,
KAPURTHALA, PUNJAB**

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR,
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA, PUNJAB

NOTICE INVITING TENDER

(e-Tendering mode)

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e-tender for the empanelment of the firms under rate contract of following item(s), as per the details given below:

Name of work	Category	Description
	A	Chemicals, Solvents (LR/AR/HPLC grade), Fine Chemicals (Complete range).
	B	Glasswares, Plasticwares, General labwares (Complete range).
	C	Biochemicals, reagents & Kits.
	D	Chromatographic accessories (TLC plates etc.), Filter aids (Filter papers etc.)
The Currency in which payment shall be made	Indian Rupees (INR)	
Date of Publishing	20/11/2019	
Document Download Start Date	21/11/2019 (4.00 pm)	
Pre Bid Meeting Date	29/11/2019 (11.00 am) Venue: HOD Office, Department of Chemical Sciences, Ground Floor, CB-III, IKGPTU Main Campus, Kapurthala	
Start Date for uploading of Bids	06/12/2019 (4.00 pm)	
Last Date for uploading of Bids	28/12/2019 (5.00 pm)	
Date of Opening of Bids	02/01/2020 (12.00 noon)	
Processing Fee	Processing Fees (as mentioned on the web portal) shall be paid through online mode only.	
Bid document Fee	1000/- + GST @ 18% Mode of payment: online (https://eproc.punjab.gov.in)	

Earnest Money Deposit	As mentioned in Section / Mode of payment: online (https://eproc.punjab.gov.in)
Bid Validity days	120 days
Period of contract	One year
Purchaser	I.K. Gujral Punjab Technical University (IKGPTU) Jalandhar- Kapurthala Highway, Kapurthala, Punjab-144603
Place of delivery	I.K. Gujral Punjab Technical University (IKGPTU) Main Campus, Jalandhar-Kapurthala Highway, Kapurthala, Punjab-144603
Email Address	registrar@ptu.ac.in Cc to: gauravorganic@gmail.com

1. For participating in the above e-tendering process, the bidder shall have to get them registered in **<https://eproc.punjab.gov.in>** and get User ID and Password. Class 3 digital signature is mandatory to participate in the e-tendering process. For any clarification difficulty regarding e-tendering process, please contact **Help Desk Number** 0172-2791326, 0172-2791226 (on Government working days from 09.00 AM to 05.00 PM) or call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005,0120-6277787. International Bidders are requested to prefix 91 as country code. The blank tender documents can be obtained from Punjab Government e-procurement website:- <https://eproc.punjab.gov.in>
2. All bids should be uploaded in the **E- procurement portal (<https://eproc.punjab.gov.in>)**. No manual bids will be accepted.
3. Bidders are advised to visit the I.K. Gujral Punjab Technical University Web site for getting themselves updated for information on this tender. Corrigendum and addendum (if any) will be uploaded on IKGPTU website **only (www.ptu.ac.in/Tender.aspx) and/or E-procurement portal (<https://eproc.punjab.gov.in>)**. Bidders are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and Bidders are supposed to upload the same, duly signed as per the guidelines given in the tender document.

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Registrar
IKGPTU, Kapurthala

IKG Punjab Technical University, Kapurthala

TENDER NOTICE

Sealed tenders are invited on the behalf of the Registrar, I.K. Gujral Punjab Technical University, Kapurthala for entering into the Annual Rate Contract for the supply of following items from the reputed manufacturers / Authorized distributors and dealers (Who have the current authorization from the principal company):

Category	Description
A	Chemicals, Solvents (LR/AR/HPLC grade), Fine Chemicals (Complete range).
B	Glasswares, Plasticwares, General labwares (Complete range).
C	Biochemicals, reagents & Kits.
D	Chromatographic accessories (TLC plates etc.), Filter aids (Filter papers etc.)

I.K. Gujral Punjab Technical University, Kapurthala intends to enter into rate contract with the reputed manufacturers and / or their authorized local distributors and dealers of high quality chemicals, Biochemicals, Glassware, Plasticware etc.

Interested parties with annual turnover 20 lac may submit their proposals along with pricelist indicating the discount, taxes, delivery period, F.O.R. etc. as per the given format.

S. No	Tender Number	Name of the Item	EMD in Rupees	Tender Fees in Rupees	Remarks
1.		Annual Rate Contract for consumable laboratory items (Chemicals, Solvents, Fine Chemicals, Biochemicals, Reagents, Kits, Glasswares, Plasticwares, General labwares etc.)	50,000/-	Rs.1000/- + GST @ 18%	

IMPORTANT:

- All information about "Price Catalog" is required to be provided as per appendices attached.
- Quotations received after due date will not be considered at all.
- We do not accept the advance payment term or payment through bank against documents
- Kindly furnish your GST no. in your quotation.

The Terms and Conditions as mentioned below would be binding to all parties:

Terms & Conditions

General

1. I.K. Gujral Punjab Technical University, Kapurthala is interested to enter into annual rate contract with registered, and/or reputed Indian manufacturers or authorized distributors of foreign manufacturers with an annual turnover of Rs. 20 lac and who are authorized for supplying the stores. You are requested to attach the Permanent Account Number, GST number, latest copies of Income Tax Return for the last three years, registration/authorized/distributor certificate along with your quotation.
2. For imported items details of Agency Certificate's, IC Number and import export code number must be provided in offer.
3. It should be noted that individual offer should be submitted for respective items/ products i.e. envelop should be marked as ARC-2019-2020 along with name of the product as- ARC-2019-2020-Chemicals/Fine chemicals/Glassware/ Plastic ware and so on.
4. This is an empanelment of the firms under rate contract to supply the mentioned items. IKGPTU Kapurthala has sole discretion to purchase or to not purchase the required item from any of the empanelled firm.
5. A firm can participate for one or more brands / category. Relevant forms to bid are given as Appendix-A to D. More than one brands pertaining to single category can be mentioned in a single but relevant appendix form. While, separate appendix forms are to be submitted for brands pertaining to different categories.

Duration of the Tender

6. The rate contract must be valid for a period of ONE year from the date of issue of order. However, it can be renewed for a maximum period of one year, subject to the satisfactory performance of the party.

Price, Discount offered and Supply of items

7. The tender should be submitted along with required Tender Fee and EMD through online mode
8. The quoted price by the bidder must be valid for the contract period from the opening date of this tender.

9. Submit the details of supply you have made in Punjab/Northern India to Govt./Semi Govt. organizations during past two years.
10. You are requested to submit your price list along with offer. The discount on the price list and a certificate that you will not offer lower than this discount to any other organization.
11. The material will not be supplied by you less than the Rate Contract priced to any other Govt. institution. If the same is found the proportionate recovery will be made immediately.
12. Any parallel rate contract for similar items can be placed at any time during the period of rate contract with one or more firms/manufacturers by the Registrar, I.K. Gujral Punjab Technical University, Kapurthala.
13. Only printed price list submitted along with offer will be acceptable to us. No upward change will be acceptable under any circumstances. If the price gone down wards during the currency of the Rate contract, the reduced price will be charged.
14. Party has to supply the requisite manuals, catalogs, protocol cards.
15. The offer/ prices:
 - a. should be free delivery at IKGPTU Kapurthala
 - b. should be only in Indian Rupees.
 - c. should be inclusive of packing charges
 - d. Should include taxes & other charges like freight, forwarding, and transit insurance, etc. Packing conditions for low temperature (4°C, -20°C, -40°C) should be with dry ice or any other specific packing which meets the conditions should be provided
16. The prices should be F.O.R. IKGPTU Kapurthala. For any Damages/Shortage during transit, you/ your authorized dealer/agent will be responsible & the same must be replaced within maximum 7 working days.
17. Since the time is the spirit of the rate contract, the purchase order should be executed within a short period/fortnight or within delivery period mentioned in our purchase order/rate contract. In case, the firm fails to supply the stores within stipulated period, IKGPTU Kapurthala, reserves the right to not accept the supply, in part or full and to claim liquidated damages @ 0.25% per week subject to a maximum of 10% of the total value of stores ordered.
18. The material must be supplied in one lot. Part supplies generally will not be acceptable.
19. The orders will be place irrespective of value as per our requirement.
20. Kindly issue a certificate stating that maximum discount is being given and no other Govt. organization is being benefited more than this discount.
21. The supplies must be confirmed to the specification of our supply order. If the same is found defective the same must be replaced immediately free of charge at IKGPTU Kapurthala

Payment

22. Payment will be made within 30 days after the successfully delivery of materials and found in order in quality and quantity.
23. Force majeure clause is acceptable to us as defined under sales of Goods & Contract Act.
24. The supplies must be confirmed to the specification of our supply order. If the same is found defective the same must be replaced immediately free of charge at I.K. Gujral Punjab Technical University, Kapurthala.
25. The bill should be presented in triplicate in the name of Registrar, I.K. Gujral Punjab Technical University, Kapurthala.

Others

26. The empanelment can be terminated without any notice in case the performance of the party is found consistently unsatisfactory or due to the serious lapse on the part of the bidder. Where lapses are of serious nature in addition to termination of contract IKGPTU Kapurthala, will forfeit their EMD.
27. On scrutiny of tender documents any query raised by the committee has to be replied satisfactorily within 7 days with all documentary proofs.
28. Registrar, IKGPTU Kapurthala, reserves all the rights to accept or reject any offer in part or in full without assigning any reasons/thereof.
29. Registrar, IKGPTU Kapurthala, reserves the right to give rate contract with you or any other firm or to cancel the rate contract without assigning any reason. The rate contract can be terminated at any time by giving one month notice by either sides.
30. If any of the required information is found missing, the application will be rejected straight away. If any kind of malpractice is found regarding the details submitted by the bidder is observed at any stage of procedure then the application for the rate contract will be immediately rejected and the party will be blacklisted for future endeavors.
31. All the disputes under the rate contract will be settled by the Registrar, IKGPTU Kapurthala and will be binding on you & subject to jurisdiction of Kapurthala only.
32. We are exempted from custom duty payment against duty exemption certificate.
33. IKGPTU Kapurthala reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar IKGPTU Kapurthala in this regard shall be final.

34. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar I.K. Gujral Punjab Technical University, Kapurthala.

Important dates

35. The bid document completed in all respect should be submitted on or before due date.

36. Tender received after due date will not be accepted under any circumstances. Tender would not be accepted by fax/E-mail.

37. Bids will be opened in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

From:

To,
The Registrar
IKG Punjab Technical University, Kapurthala-144603
Punjab, India

Subject: **Submission of tender for the Rate Contract, 2019-2020.**

Madam/Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement/tender notice for Rate Contract, 2019-20 in accordance with the terms and conditions of such supply and declare as under:-

I/We hereby offer to supply to I.K. Gujral Punjab Technical University, Kapurthala in accordance with the terms and conditions, hereto annexed.

I/We have paid the required amount towards Tender Fee and EMD as per following details:

	Amount in Rs.	Amount in Words	DD No. and Date
Tender Fee	1000/-	Rupees One Thousand only	
EMD			

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document hereto annexed and the description of the items.

I/We agree to hold this offer open till the completion of one year rate contract duration from the issuance of the rate contract order.

I/We agree that in case of dispute, if any, the decision of The Registrar, IKGPTU, Kapurthala shall be final and binding upon me/us.

Signature of bidder
(with Stamp, Name and Designation)

COMPANY DETAILS

1	Name of the Party / Company:	
2	Registration No.:	
3	Address of the Party/Company (Enclose the authentic document for address proof)	
4	Phone No. Mobile No. Email:	
5	Fax No.:	
6	GST No.	
7	PAN No.	

Date:

Signature of bidder
(with Stamp, Name and Designation)

Appendix-A

IKG Punjab Technical University, Kapurthala

(Fill the details in below given format otherwise tender will be rejected)

Separate form is to be submitted for each category

Category: **A**

Name of the item (s): **Chemicals, Solvents (LR/AR/HPLC grade), Fine Chemicals (Complete range)**

S.No.	Brand name of the manufacturer under which marketing is done	Name and address of the manufacturer with telephone nos. and email id.	Name and address of the bidder with telephone nos. and email id.	Discount offered on the listed price (In percent)	Rate of GST	Packaging and forwarding charges, if Any

Add details in separate row for each brand for easy and convenient screening. Use only one row for one brand, if required extra sheets may be attached.

Signature of bidder
(With Stamp, Name and Designation)

Appendix-B

IKG Punjab Technical University, Kapurthala

(Fill the details in below given format otherwise tender will be rejected)

Separate form is to be submitted for each category

Category: **B**

Name of the item (s): **Glasswares, Plasticwares, General labwares (Complete range)**

S.No.	Brand name of the manufacturer under which marketing is done	Name and address of the manufacturer with telephone nos. and email id.	Name and address of the bidder with telephone nos. and email id.	Discount offered on the listed price (In percent)	Rate of GST	Packaging and forwarding charges, if Any

Add details in separate row for each brand for easy and convenient screening. Use only one row for one brand, if required extra sheets may be attached.

Signature of bidder
(with Stamp, Name and Designation)

Appendix-C

IKG Punjab Technical University, Kapurthala

(Fill the details in below given format otherwise tender will be rejected)

Separate form is to be submitted for each category

Category: **C**

Name of the item (s): **Biochemicals, reagents & Kits**

S.No.	Brand name of the manufacturer under which marketing is done	Name and address of the manufacturer with telephone nos. and email id.	Name and address of the bidder with telephone nos. and email id.	Discount offered on the listed price (In percent)	Rate of GST	Packaging and forwarding charges, if Any

Add details in separate row for each brand for easy and convenient screening. Use only one row for one brand, if required extra sheets may be attached.

Signature of bidder
(with Stamp, Name and Designation)

Appendix-D

IKG Punjab Technical University, Kapurthala

(Fill the details in below given format otherwise tender will be rejected)

Separate form is to be submitted for each category

Category: **D**

Name of the item (s): **Chromatographic accessories (TLC plates etc.), Filter aids (Filter papers etc.)**

S.No.	Brand name of the manufacturer under which marketing is done	Name and address of the manufacturer with telephone nos. and email id.	Name and address of the bidder with telephone nos. and email id.	Discount offered on the listed price (In percent)	Rate of GST	Packaging and forwarding charges, if Any

Add details in separate row for each brand for easy and convenient screening. Use only one row for one brand, if required extra sheets may be attached.

Signature of bidder
(with Stamp, Name and Designation)

Checklist

S.No.	Document/Certificate	Attached (Y/N)	Page no.
1.	Tender Fee: Rs. 1000/- (Non-Refundable).		
2.	EMD: Rs. 50000/- (Refundable).		
3.	Company details.		
4.	Authentic document for address proof.		
5.	Valid Registration certificate of bidder's firm (Shop Act Registration / Partnership deed / Memorandum of articles / Registration of firms).		
6.	Income tax return of last three years.		
7.	Terms and conditions duly signed on each page.		
8.	Appendices (Whichever is applicable). Duly signed on each page.		
9.	Manufacturer certificate / Fresh Authorization certificate (Brand-wise) in favor of Registrar, IKG PTU Kapurthala.		
10.	Original Manufacture Price list / Price catalogue		

Note:

1. All documents must be attested with seal and signature except item no. 1, 2 and 10.
2. All the above documents are mandatory, missing of any is subjected to rejection for the rate contract, 2019-20.

DECLARATION

I/We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates / permissions / documents are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.

I/We further undertake to produce on demand the original / permission / document for verification at any stage during the processing of the tender.

I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

Name of the Firm:

Signature of bidder
(with Stamp, Name and Designation)