

Punjab Institute of Technology (PTU-Main Campus) Kapurthala**Rate contract for equipment/chemicals/plasticwares/miscellaneous items**Adv. No.. P.T.V. Advt. No 2013/17

Punjab Institute of Technology, Kapurthala(PITK) invites sealed quotations from ISO 9001 and 9002 certified manufacturers/authorized dealers/stockists/registered firms for the supply of equipment/chemicals/glasswares/plasticwares/miscellaneous items on annual rate contract basis, as per following details:-

- The application form (Annexure-I) should be downloaded from the university website www.ptu.ac.in.
- Non-refundable application fee of Rs 1000/- in the form of Demand Draft in favour of Registrar, PTU must be attached along with the application.
- EMD as per following details in the form of DD in favor of Registrar,PTU must be attached:

Sr. No.	Category	EMD (Rs.)
1	Equipment (individual equipment costing up to Rs. 2,00,000)	4,000/-
2	Chemicals (Laboratory reagents, Analytical reagents, HPLC grade chemicals, solvents, Molecular biology enzymes, reagents and kits)	4,000/-
3	Glasswares (Complete range)	4,000/-
4	Plasticwares (Complete range)/General labware/ Pipettemicropipette	
5	Miscellaneous items (e.g. Filter papers, cotton, Aluminium foil, tissue paper rolls, knife, peeler, gloves etc.)	

Note: If one price list has more than one category of items, then additional amount corresponding to that many categories must be submitted. For example, if a price list has equipments, glassware, chemicals, total EMD will be Rs. 35,000/- (25,000 for equipments, 5,000/- for glassware and 5,000/- for chemicals)

The quotations complete in all respects should reach the below mentioned address not later than... 02/07/2013

Address: Director, Punjab Institute of Technology, **PTU-Main Campus, Jalandhar-Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala-144601 Punjab.**

- The quotations received late/without earnest money/through E-mail or Fax/by hand/in improper format/without appropriate and supporting documents/conditional quotations will be summarily rejected.
- Further, university reserves the right to accept or reject any or all quotations without assigning any reason.
- The finalized bidder will have to enter into a legal contract/agreement with the university before rendering its services.

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Procedure: Quotations should be submitted in accordance with the procedure detailed herein. The documents should be enclosed in separate envelopes of appropriate size each of which should be labeled and sealed properly.

1. Envelope No. 1 super-scribed as "PROPOSAL FOR ANNUAL RATE CONTRACT" should contain following documents:

- a. Covering letter
- b. Application form (As per annexure-I) duly signed and stamped
- c. All undertakings and certificates
- d. Application fee of Rs. 1000/- in the form of DD
- e. Printed product catalogues and the All-India Price List

2. Envelope No. 2, super-scribed as "SECOND ENVELOPE – EMD" should contain DD of EMD.

3. Envelope No. 3 super-scribed as "Quotation for supply of equipment / chemicals / glasswares / plasticwares / miscellaneous items should contain Envelopes 1 and 2.

The envelope No.-3 containing envelope -1 & 2 should be sent to the university at the above mentioned address by registered post. The inner envelopes should also indicate the name and address of the bidder. Please write name of company and address on reverse of all demand draft. If the envelopes are not sealed and marked as required, the university will assume no responsibility for the bid's misplacement or premature opening.

Terms and Conditions:

1. Separate quotations with separate application fee and requisite EMD should be submitted for each catalog/price list. The proposals shall not be considered without earnest money.
2. Separate quotation for each price list of the all reputed chemical manufacturer e.g. Any dealer quoting for Merck, Sigma Aldrich, Hi-Media would submit three quotations along with requisite application fee and EMD.
3. Each quotation should be supplied with sole authorization certificate (one manufacturer to one of its dealers) for the supply of each category of items to the Punjab Institute of Technology, Kapurthala.
4. Manufacturers must submit certificate of registration as manufacturer along with the quotation.
5. Wherever applicable, the manufacturing company must have quality certificate for specified quality standards, issued by competent authority of Government of India (e.g. ISI / ISO 9001:2000/Ministry of Agriculture, Food and Drug Authority, DGS & D etc.) and the photocopies of these certificates must be submitted along with the quotation.
6. On acceptance of the quotation, the bidder shall deposit Bank Guarantee amounting to Rs.50, 000/- (Rupees Fifty Thousand only) to Punjab Technical University, Kapurthala.

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This Bank Guarantee must be deposited within 15 days of the award of the contract and the same shall be in addition to EMD amount which will be converted into security deposit on award of the contract. The security deposit will be forfeited if the bidder fails to deposit the Bank Guarantee.

7. The manufacturers shall have to stick to their quality standards while supplying the goods. Goods supplied shall be rejected if found of inferior quality.
8. All details about VAT, institutional discount, bulk discount, special discount etc. has to be clearly mentioned along with the price-list. As the VAT is item specific "VAT as applicable" shall not be considered.
9. The supply must be within delivery period mentioned in the order; otherwise the consignment will be rejected.
10. Party qualified for PTU rate contract is bound to supply any single item/all items given in the price list as per the terms & conditions. Inability shown for the supply of goods by the party after placement of order will lead to forfeit of their security deposit.
11. On scrutiny of quotations, documents any query raised by the committee has to be replied satisfactorily with all documentary proofs within 7 days.
12. Financial consequences arising because of printing error in the price-list (price, units, catalogue number etc.) has to be borne by the suppliers.
13. FOR destination delivery should be inclusive of Insurance charges. However central sales tax, VAT, excise duty & other prevailing taxes as per Government rules & regulations should be mentioned separately with prevailing rates on item quoted. In case the bidder fails to provide such separate details in its quotations, offers will be considered as inclusive of all taxes. If the bidder is exempted from payment of VAT, then it shall have to mention it, otherwise offer will be treated as inclusive of VAT and basic rate will be worked out by deducting the amount of VAT leviable under GST (VAT) Act.
14. No advance payment shall be made of any kind by PITK. The final payment shall be made by respective offices after satisfaction of goods received and training of staff wherever applicable.
15. No charges other than custom duty shall be affected by the change in the F.O.B. price. This clause shall remain in operation only up to the date of shipment corresponding to the delivery period specified in the schedule to the agreed terms and notwithstanding any extension of time if any, unless it proves to the satisfaction of the Punjab Technical University that the delay in shipment was due entirely to causes beyond the control of the foreign principal / manufacturer and the decision of the PTU in this behalf shall be final and binding.
16. Bidder may note that the quality will be one of the chief deciding factors in the matter of deciding quotations.

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17. The university will enter into the contract initially for a period of one year, extendable to a further period depending on the mutual agreement of the university and the agency with such modifications as may be felt necessary.
18. The university reserves the right to remove any such supplier from the empanelled list along with forfeiture of security deposit, if the service provided by the supplier is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
19. The prices quoted for the stores under the rate contract should in no case exceed the lowest price at which the identical stores are supplied to any other organization. The bidder should submit "No lesser price certificate" as per annexure-II.
20. Entering into annual rate contract does not bind PITK to place any order on the agreed firms.
21. The firm has to supply the material against any order in good condition. If it is received in damaged condition or found to be defective at the time of use, the firm will be responsible and such items are to be replaced at firm's risk and cost.
22. PTU reserves the right to enter into parallel rate contract for similar items any time during the period of rate contract with one or more parties.
23. Supply & guaranty period etc. of the items should be clearly mentioned. The bidder should give an undertaking (as per annexure-III) that they will, after the expiry of guarantee period, if required, be responsible for annual maintenance of the supplied item/equipment throughout its life span with reasonable charges and in any case they will not demand AMC charges at the higher rate than what they have been charging to their customers whether govt. /semi-Govt. or private institutions/organizations. They should also give an undertaking as per annexure- III that they will arrange for all spare parts of the quoted model during the period of its annual maintenance and the rate of such spare parts shall not be higher than their published price list.
24. The university is authorized for availing custom/excise duty exemption as per govt. of India (GOI) rules on scientific equipment/chemicals etc and hence, the rates should be submitted indicating custom/excise duty separately.
25. Offers must be clearly written or typed without any cutting or over writing.
26. All cuttings/over-writings must be initialed and stamped.
27. No interim inquiries will be entertained.
28. Bidders or their representatives may be present at the time of opening of the quotations, if they so desire.

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ANNEXURE-I

APPLICATION FORM

(TO BE FILLED COMPLETELY & PLACED IN FIRST ENVELOPE)

1. Name and full address of the head office of proposing firm:

- Name-
- Address-
- Tel.No.-
- Fax -
- Email –
- Web site (If any)

2. Name and full address of local office of proposing firm nearest to Kapurthala:

- Name-
- Address-
- Tel.No.-
- Fax -
- Email –
- Web site (If any)

3. Name and full address of manufacturer:

- Name-
- Address-
- Tel.No.-
- Fax -
- Email –
- Web site (If any)

4. Bank account number:

5. Pan card number:

6. Dd no. & name of the bank:

- i) Application fee:
- ii) EMD

7. Proposals of rates for category(s) (Tick mark):

- Equipments
- Chemicals
- Glasswares
- Plasticwares
- Miscellaneous items

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8. Manufacturing type (tick mark):

- Imported
- Indigenous
- Both

9. Any other relevant information:

It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with this quotation are truthful and binding on the firm.

Signatures of Authorized Signatory

Designation Seal

Place:

Date:

Signature *07/02/13*

ANNEXURE-II**No lesser price certificate**

I,.....(name),.....
.....(designation), for and on behalf of
M/S.....(name of the firm), hereby, certify that the
firm mentioned above will not charge or quote lesser price than the price list submitted as
Annexure -----, including discount submitted as Annexure -----, if any, to any other
purchaser or agency or institute in India and that the prices offered are the lowest of those
offered by us in the country.

Signatures of Authorized Signatory

Designation Seal

Place:

Date:

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ANNEXURE-III
Undertaking

I/We,.....(name),.....
....(designation), for and on behalf of
M/S.....(name of the firm), hereby, solemnly
affirm to give undertaking that I/we will, after the expiry of guarantee period, if required, be
responsible for annual maintenance of the supplied item/equipment throughout its life span with
reasonable charges and in any case, will not demand AMC charges at the higher than what we
would be charging to our customers whether govt./semi-govt. or private
institutions/organizations. We also give an undertaking that we will arrange for all spare parts of
the quoted model during the period of its annual maintenance and the rate of such spare parts
shall not be higher than our published price list.

Signature of Authorized Signatory

Designation Seal

Place:

Date:

Signature
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