

Registration of Vendors and Rate contract for 'Chemicals/ Small Equipment/ Glassware/ Labwares/ Plasticwares/ Sequencing & Next Generation Sequencing and Miscellaneous Items'

Adv. No. - FS/ 1612

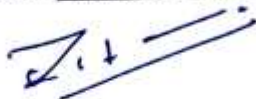
Date: 28-02-2025

The quotations are invited by e-tender through website [www.nprocure.com](http://www.nprocure.com)

Offer for the registration /empanelment of vendors, are invited from the interested firms, situated in India & abroad who are in the business of manufacturing, stocking or marketing of goods and operating of operator of services of specified categories as mentioned in the following detailed documents along with other terms & conditions. Proposals along with nonrefundable fee must reach the office of the **Dean, Faculty of Science, The Maharaja Sayajirao University of Baroda (MSU), Vadodara - 390002, Gujarat**. Separate application form & fee must be submitted for each category of item/ work. University reserves the right to accept /reject any or all applications without assigning any reason thereof.

The tender/quotations complete in all respects for laboratory chemicals / equipments/glasswares / labwares / plasticwares / miscellaneous items. The tender received late / without application fee or received through E-mail or Fax / 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.

The tender process shall be two-bid system where **Technical** should be submitted by hard copy and **Financial bid/ Price bid** should be submitted in hard copy and **must be uploaded on website** also. Interested parties may send their Tenders on the prescribed Tender Document format with a non-refundable tender fee of **Rs. 500/-** (account payee Bank Demand Draft/Cheque for each Category). '**Technical Bid**' complete in all respects must be submitted in sealed envelopes as mentioned in the detail procedure, and to be sent by courier or registered mail to the university at the address mentioned below so as to reach not later than **15.03.2025 by 4.00 p.m.** Financial bid should be uploaded in the Gujarat Government website [www.nprocure.com](http://www.nprocure.com)



(Prof. H.R. Kataria)  
Dean  
Faculty of Science

**Annual Rate contract for the year 2025-2026 regarding the purchase of:**

**(a) Chemicals**

1. Routine Chemicals,
2. High Purity Chemicals
3. Fine Chemicals
4. Special Biochemicals,
5. Culture, media and molecular Biochemicals
6. Research Chemicals
7. Radioactive chemicals
8. Assay Kits

**(b) Small Equipment/Accessories of Equipment**

**(c) Glasswares and Glass Apparatus**

**(d) Labwares and Plasticwares**

**(e) Sequencing and Next Generation Sequencing (NGS)**

**(f) Miscellaneous items**

- i. Filtration Systems
- ii. Sundry Articles
- iii. Laboratory animal feed/animal bedding

**IMPORTANT DATES**

Published Date and Time	<b>28.02.2025</b>
Commencement of Bid Document Download Date and Time	<b>28.02.2025</b>
Submission & End of Bid Document Download Date and Time	<b>15.03.2025 by 4.00 pm</b>
Technical Bid Opening Date and Time	<b>17.03.2025 by 12.00 Noon</b>
Financial Bid Opening Date and Time (online)	<b>19.03.2025 by 3.00 pm</b>

## Procedures:

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 2025-2026”** should contain following documents:
  - a. Covering letter
  - b. Individual application form (As per annexure-I) duly signed and stamped for each category i.e **Quotation for supply of /Chemicals /Small Equipment/Glasswares/ Labwares /Sequencing and Next Generation Sequencing (NGS)/ Miscellaneous items**
  - c. All undertakings and copies of certificates
  - d. **Application fee of Rs. 500/- in favour of ‘The DEAN, Faculty of Science’ in the form of DD/Cheque.**
  - e. Printed product catalogues and the All-India Price List
  - f. **Envelope No. 2** super-scribed as **“Financial Bid”** with the name and address of the bidder should contain -  
**‘Clear discount rate for each offered brand’**  
**Separate financial bid for each category should be submitted.**  
***(Financial bid should be uploaded on the website and will be opened online on 18.03.2025).***
2. The envelope No.-1 containing envelope -2 should be sent to the **DEAN, Faculty of Science, The Maharaja Sayajirao University of Baroda, Vadodara - 390 002, Gujarat** by Registered post or courier, super scribed **‘PROPOSAL FOR ANNUAL RATE CONTRACT 2025-26’** on or before **15.03.2025 by 4.00 pm** and Technical Bid (Envelope1) will be opened on **17.03.2025 at 12.00 Noon** at the **Dean’s Office, Faculty of Science, The Maharaja Sayajirao University of Baroda, Vadodara.** **The Financial bid will be opened online on 19.03.2025 at 3.00 pm.** The vendor or their authorized Representative may remain present at the time of technical bid opening on **15.03.2025** with the authority letter and their identification. Tenders received after the due date will not be considered.

## Terms and Conditions:

**The tender process shall be two-bid system where technical should be submitted by hard copy and financial bid/Price bid should be submitted in hard copy and also must be uploaded on website.**

1. Bids or sealed quotations are invited from Manufacturers / Authorized Dealers of Manufacturers/ Authorized suppliers /Authorized Reseller/ Sole Distributors and Sole Agents (Stockiest) for supply of chemicals/equipment etc.,
2. The bidder must submit the **Non-refundable** tender fees of **Rs. 500.00**
3. Separate quotations with separate application fee should be submitted for different categories viz. chemicals / equipment/ labwares / glasswares /plasticwares/ Sequencing and Next Generation Sequencing (NGC) or miscellaneous items.
4. 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.
5. **Manufactures must submit certificate of registration as manufacturer along with the quotation.**
6. **Authorized dealer / Authorized suppliers /Authorized Reseller/ Sole Distributors and Sole Agents (Stockiest) of a company has to submit a copy of their dealership/ distributorship certificate validated by the manufacturing company for the current year along with company's price list.**
7. 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.
8. 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. Suppliers will have to follow the required procedure for getting exemption of Custom / Excise duty. The demurrage charges will not be paid in any circumstances by the university.
9. Bids once quoted can't be change throughout the period of Rate Contract. The finalized price will be valid for the entire period of rate contract
10. The GST charges are applicable on the price after discount as per the Government rules. No other charges will be acceptable.
11. All details about institutional discount, bulk discount, special discount etc. has to be clearly mentioned along with the price-list.
12. All cuttings/over-writings must be initialed and stamped.
13. No interim inquiries will be entertained.
14. The manufacturers shall have to stick to their quality standards while supplying the goods. Goods supplied shall be rejected if found of inferior quality.
15. The supply must be within delivery period mentioned in the order; otherwise the consignment will be rejected.
16. Party qualified for MSU 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.
17. On scrutiny of quotation, documents any query raised by the committee has to be replied satisfactorily with all documentary proofs within 7 days.
18. Financial consequences arising because of printing error in the price-list (price, units, catalogue number etc.) has to be borne by the suppliers.
19. FOR destination delivery should be inclusive of Insurance charges. However central sales tax, GST, 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.

20. No advance payment shall be made of any kind by MSU. The final payment shall be made by respective offices after satisfaction of goods received and training of staff wherever applicable.
21. 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 MSU that the delay in shipment was due entirely to causes beyond the control of the foreign principal / manufacturer and the decision of the MSU in this behalf shall be final and binding.
22. Bidder may note that the quality will be one of the chief deciding factors in the matter of deciding quotations.
23. 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.
24. 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.
25. 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.
26. Entering into annual rate contract does not bind MSU to place any order on the agreed firms.
27. 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.
28. MSU 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.
29. 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.
30. If any of the required information is missing, the bid will be rejected straight away. If any kind of malpractice found regarding the details submitted by the bidder at any stage of procedure, then the bid will be immediately rejected and the party will be blacklisted for future endeavors.

**We agree to abide by all the terms and conditions of rate contract mentioned in this tender document.**

**Place:**

**Date:**

Signature of bidder  
**(With Stamp, Name & Designation)**

# **ANNEXURE-I**

## **APPLICATION FORM (TO BE FILLED COMPLETELY & PLACED IN FIRST ENVELOPE)**

### **1. NAME AND FULL ADDRESS OF THE HEAD OFFICE OF PROPOSING**

**FIRM:**

- a) Name-
- b) Address-
- c) Tel. No.-
- d) Fax -
- e) Email –
- f) Web site (If any)

### **2. NAME AND FULL ADDRESS OF LOCAL OFFICE OF PROPOSING FIRM**

**NEAREST TO VADODARA:**

- a) Name-
- b) Address-
- c) Registration No.
- d) Tel. No.-
- e) Fax -
- f) Email –
- g) Web site (If any)

### **3. NAME AND FULL ADDRESS OF MANUFACTURER:**

- a) Name-
- b) Address-
- c) Tel. No.-
- d) Fax -
- e) Email –
- f) Web site (If any)

### **4. BANK ACCOUNT NUMBER:**

### **5. PAN NUMBER:**

6. GST NO.

7. DD NO. & NAME OF THE BANK:

8. PROPOSALS OF RATES FOR CATEGORY(S) (Tick mark):

- a) Equipment
- b) Chemicals
- c) Labwares
- d) Glasswares
- e) Plasticwares
- f) Miscellaneous items listed

9. MANUFACTURING TYPE (Tick mark):

- a) Imported
- b) Indigenous
- c) Both

10. 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:

## **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:



### **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.

Signatures of Authorized Signatory

Designation

Seal

Place:

Date:

## **DECLARATION**

I/We solemnly declare that we have submitted 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 certificate / 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:**

**Place:**

**Date:**

Signature of bidder  
**With Stamp, Name & Designation**