MAHATMA GANDHI UNIVERSITY
NALGONDA

(Website- www.mguniversity.ac.in)

Ten.No.03/MGU/NLG/2018-19 Date :30.01.2019

e-TENDER NOTICE

e-tenders are invited from reputed manufacturers/authorized distributors for entering into Annual Rate Contract for the financial year 2018-19 & 2019-20 for the supply of (1) Laboratory Chemicals (2) Laboratory Glassware (3) Laboratory Plastic wares and Kits etc. The tender document is available on the University website i.e www.mguniversity.ac.in

Sd/-

REGISTRAR

MAHATMA GANDHI UNIVERSITY
NALGONDA

(Website- www.mguniversity.ac.in)

Ten.No.03/MGU/NLG/2018-19 Date : 30.01.2019

TENDER FORM FOR ENTERING INTO RATE CONTRACT FOR CHEMICALS/ GLASSWARE/ PLASTICWRE. ETC. WITH MAHATMA GANDHI UNIVERSITY FOR FINANCIAL YEAR 2018-19 & 2019-20

1. Name & full address of the applicant:

2. Item/ materials for which rate contract desired/ applied for
   a) Chemicals
   b) Glassware
   c) Plastic ware
   d) Kits

3. If the Firm is under Rate Contract with Other Govt. Dept. Res.Inst.Give details along with Certified copies of rate contract issued by Institutes/ Dept.s

4. Annual Turnover of the firm/ company During financial year 2017-18 (enclose documents in support of claim) Rs…….

5. Whether the firm is registered under company Act: Yes/No
   If yes, enclose certified copies: ……
   In case firm is registered with other Govt. Dept./Agency.. ……
   The same may be stated with documentary evidence. …….

6. a). Certified copies of state sales tax Regn. No. GST with date of validity
   b) Central Sale Tax Regn.No.
   c) Latest copy of Sales Tax Return
   (Please enclose copies of relevant papers)

7. a). PAN No.
   (in the name of firm/ company, not individual) ……

   b) Latest copy of IT Return filed with Income Tax Dept., ……..

8. Whether product catalogue is in circulation, if so, please enclose one copy/ set: …….

9. State whether you have been currently banned/ blacklisted by any Organization for supply Ministry/ Dept., of Central Govt., of State Govt. if so give details ……..

10. i). Please indicate name & full address of your Banker ……
    ii). Bank A/c No. ……..
    iii). IFSC Code: ……

11. In case you wish to enter into rate contract for imported goods, please furnish details as given below:

Name of the Principal fir	**Brand/ Make of the goods**	**Date of acquiring Dealership**	**Date of expiry of Dealership**	**Prices in foreign currency or in Indian Rupees**	**Certified copy Dealership Enclosed (Yes/No)**

12. Name & Address of authorized / valid dealers for Hqr. & Campuses, if any for the year 2017-18 ……

13. Certificate of not giving higher discount to any other Department to be enclosed ……

14. Any other information vital for entering into rate contract ……

Signature

Name of Company/ Firm Complete address:

PROCEDURE FOR SUBMISSION OF BIDS

a). Bidders may to contact the Registrar, Mahatma Gandhi University, Nalgonda for further information on e- procurement.

b). Bidders need to register on the electronic procurement market place of Government of unified Andhra Pradesh/ Telangana i.e.' www. eprocurement.gov.in'' on registration on the e- procurement market place they will be provided with a user ID and password by the system using which they can submit their bids online.

c). While registering on the e-procurement market place, bidders need to scan and upload the required documents as per the tender requirements on to their profile.

d). i). The technical bid evaluation of the tenderers will be done on the certificates/ documents uploaded through online only towards qualification criteria furnished by the tenderers.

ii). The tenderer shall invariably furnish the original DDs to the Registrar, Mahatma Gandhi University, Nalgonda before opening the price bids either personally or through courier or by post and the receipt of the same within the stipulated time shall be the responsibility of the bidder. Department will not take any responsibility for any delay or non- receipt.

iii). The successful (L1) tenderer shall furnish the original hard copies of all the documents/ certificates/ statements uploaded by him before concluding the agreement.

iv). The tenderers shall be required to furnish a declaration in online stating that the soft copies uploaded by them are genuine. Any incorrectness/ deviation noticed will be viewed seriously apart from canceling the work duly forfeiting the EMD. Criminal action will be initiated including suspension of business.

e). Steps for registration and submission of bids are described in detail in the Bidders Training Booklet available with the department as well as at the above website.

ELIGIBILITY CRETERION

1. Qualification requirements: To Qualify for consideration of award of the contract, each bidder should fulfil the following criteria:

   i) Tender Processing Fee:- Payment of Rs.2000/-(Rupees two thousand only) in the form of Demand Draft on any Nationalized Bank drawn in favour of the Registrar, Mahatma Gandhi University, Nalgonda payable at Nalgonda and handed over it on or before closing date of technical bid in the office of the Registrar, Mahatma Gandhi University, Nalgonda.

   ii) Payment of EMD: The EMD has to be paid for Rs. 30,000/-(on 2 % of Rs.15.00 lakhs). The EMD shall be paid in online mode to Registrar, Fund Account No.62032609529, Branch: SBI Anneparthy, Nalgonda District, IFSC Code:SBIN0021270.

   iii) The tenderer shall submit online the copies of documents of (i) Registration (ii) Processing Fee (iii) PAN card and copy of latest IT returns submitted along with proof (iv) EMD and (v) Transaction fee at 0.03% of ECV+ 14% service tax on 0.03% of ECV to be paid by way of Electronic Payment Gateway.

   iv) The transaction fee is not refundable.

   v) The bidder is subjected to be black listed and his EMD is to be forfeited if he is found to have furnished false information in the forms/ statements / certificates submitted in proof of qualification requirement or record of performance such as abandoning of supply not properly completed in earlier contracts, inordinate delays in supply of requirement, litigation history, financial failures or participated in the previous tendering for the same supply and had quoted unreasonable high bid prices.

   vi) Even while execution of the contract, if found that the produce false/ fake certificates of experience he will be black listed and the contract will be terminated.

Terms & Conditions of Rate Contract

1. No equipment, apparatus, liquid handing system Gel electrophoresis apparatus, single channel and multi-channel micropipettes etc., are covered under this rate contract.
2. That the freight, insurance charges, if any will not be borne by the purchaser, similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/ transport charge.
3. The delivery of goods will be taken at the risk and cost of the supplier from railway/ transport.
4. The supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated charges @0.5% per week shall be imposed if supply made after stipulated delivery period subject to maximum 10% of the total value of goods/ contract value.
5. The payment of the bill will be made within 30 days on receipt of the goods in satisfactory condition.
6. No revision in rate (on higher side) will be accepted during contract period.
7. The order will be placed as per requirement irrespective of value of the order.
8. The firm has to supply the required items as per unit price mentioned in the price list.
9. The dispute arising between manufacturer and the purchaser will be referred to Arbitrator.
10. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
11. No. Payment will be made for unsatisfactory items supply.
12. The articles should be securely packed to avoid damages etc. In transit.
13. Supply should be made from the latest batch of production with the maximum life period & original packing.
14. Advance stamp receipted bills should be sent along with goods.

15. The bills may be prepared in the name of the officer.
16. In case a proposal is accepted by the University the firm shall sign an agreement with the University while entering into rate contract.
17. The Registrar, Mahatma Gandhi University, reserves the right to cancel the rate contract without assigning any reason.
18. Discount: The Discount which will be offered by the manufacturers / authorized distributors on the manufacturer's price list for the years 2018-19 may be mentioned. Firms must offer a flat discount rate on all items instead of item wise discount on different items like culture media, chemicals, etc.
19. Validity: The Annual Rate Contract is valid for the financial year 2018-19 and may be extendable for another year on mutual consent.
20. Delivery: The Delivery should be given at Mahatma Gandhi University, Anneparthy Yellareddigudem, Nalgonda. No delivery and packing charges will be paid by the University.
21. Sale Tax/GST: The rate of sale Tax/ GST should be mentioned clearly.
22. Authorization Letter: Authorization letter from the manufacturer should be submitted along with quotation, failing which quotation will not be considered.

Note: ***Each page of the Tender document and annexure if any, should be signed by the tenderers failing which tender will not be considered.***

Signature.....

. Complete address of the firm

INSTRUCTIONS TO BIDDERS/ TENDERERS

1. Incomplete proposals and tenders received after due date shall not be entertained.
2. A Certificate to be given by the tenderer that the price list supplied is the only one in circulation.
3. Printed & Bounded price list for 2018-19 duly signed & Certified by authorized signatory must accompany the tender, in duplicate.
4. The tenderer should certify that higher discount is not given to any other Department then offered.
5. In case of discrepancy between unit price & total price, the unit price shall prevail.
6. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared / indicated in the tender.
7. Where contract (R/C) for supply of equipments, goods etc., imported (Subject to custom duty and foreign exchange fluctuations) and / or locally manufactured (Subject to excise duty and other duties & taxes,) the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
8. Printed price list (Hard copy) 2018-19 may be furnished in bond form, An undertaking may be given that the price list been furnished with the proposal will remain valid for the current rate contract.
9. Authorization certificate in respect of foreign firms duly self attested and showing validity for the year 2018-19 may be submitted.
10. Terms & Conditions given in the University format duly signed/ sealed may be submitted.
11. Photocopy of the price list and price list in spiral binding will not be accepted.
12. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.

13. In case the price list for the previous year 2017-18 is still valid for the entire period of rate contract for the year 2018-19 & 2019-20 certificate to this effect may please be furnished duly signed by the authorized signatory.
14. The price list which is in website may be download and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
15. The Annual Turnover of the firm during last 3 years with the Institutes may also please be furnished. (Enclosed document in support of the claim)
16. The competent authority reserve the right to accept or reject any or all tenders without assignment any reason.
17. Supplier will have to sign an agreement deed on a non – judicial stamp of appropriate value.
18. The Rate contracts concluded as a result of this Tender Inquiry shall be governed by the Terms & Conditions and other relevant instructions as contained in this Tender Document.
19. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
20. Quotations/ Tender qualified by such vague and indefinite expressions such as " Subject to prior confirmation" Subject to immediate acceptance" etc. Will be treated as vague offers and rejected accordingly.
21. Tenderers are requested to enclose a copy of their valid certificate of PAN No., GST, Service Tax No. With their tender.
22. tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday on subsequent day tenders will be opened.
23. Each and every page of the tender documents must be signed by bidder.

Signature.....

Complete address of the firm

FINANCIAL BID
SCHEDLE OF ITEMS

The details of (1.) Laboratory Chemicals, (2.) Laboratory Glassware,(3.) Laboratory Plastic wares and kits, etc. Which are to be supplied at Mahatma Gandhi University, Nalgonda under Annual Rate Contract for the following make / brand.

Laboratory Chemicals:

Sl. No.	**Item**	**% of discount quoted by the firm**
1	Merck	
2	Hi- Media	
3	S.D.' S. (S.d. Fine)	
4	SRL (Sisco)	
5	Alfa - Aesar	
6	Sigma – Aldrich	
7	CDH	
8	Rankem	
9	Merck (Bio Sci.)	
10	Qualigens	
11	Banglore Genei/ Marck India	
12	Genetix	
13	Xcleris	
14	Imperial Life Science	
15	Thermo Fisher	
16	Fisher Scientific	
17	Promega	
18	Qiagen	
19	Fermentas	
20	Life technologies	
21	Eppendorf	
22	Dow corning	
23	MP Biomedicals	
24	Finar	

Laboratory Glassware:

Sl. No.	Item	% of discount quoted by the firm
1	Borosil	
2	Riviera	
3	Vensil	
4	JSGW	
5	Corning	
6	Eppendorf	
7	Genaxy	
8	Lakshmi Glassworls	
9	Scigenics	

Laboratory Plastic ware:

Sl. No.	Item	% of discount quoted by the firm
1	Tarsons	
2	Thermo Fisher	
3	Hi – Media	
4	Axiva / Axygen	
5	Genexy	
6	Grenier	
7	Corning	
8	Eppendorf	

Laboratory Filter Papers, etc:

Sl. No.	Item	% of discount quoted by the firm
1	Whatman	
2	Sartorius	
3	Axiva	
4	SD- Fine	
5	Millipore	

Kits (Including all Mol. Biology & Biochemical etc):

Sl. No.	Item	% of discount quoted by the firm
1	Himedia	
2	Merck (Biosci.)	
3	Bangalore Genei/ Marck	
4	Genetix	
5	Xcleris	
6	Imperial Life Sciences	
7	Epicenter Biotechnologies	
8	Qiagen	
9	Promega	
10	Fermentas	
11	Eppendorf	
12	Life Technologies	
13	Dow Coring	
14	3B Biotools	
15	Span diagnostics	
16	VIBGYOR	
17	Scigenics	

Signature.....
Complete address of the firm