

**DIRECTORATE OF RESEARCH  
ANAND AGRICULTURAL UNIVERSITY  
UNIVERSITY BHAVAN  
ANAND – 388 110**

**Rate Contract for the Purchase of Chemicals/Glass-  
wares/Plastic-wares/ Laboratory instruments /Other  
Equipments etc.**

Sealed tenders are invited from the standard manufacturers/ authorized distributors for the **annual rate-contract (for the period from 1/1/2016 to 31/12/2016)** for the purchase of **chemicals, glass-wares, plastic-wares, laboratory instruments/ other equipments etc.** The tender details are available on university website: [www.aau.in](http://www.aau.in). The last date for submission of tenders along with EMD is **23-10 -2015**.

**-sd-**

**Date : 30-09-2015  
Anand**

**DIRECTOR OF RESEARCH**

**DIRECTORATE OF RESEARCH  
ANAND AGRICULTURAL UNIVERSITY  
ANAND – 388 110**

**TENDER NOTICE**

Sealed tenders/quotations are invited by Anand Agricultural University, Anand from the standard manufacturers or their authorized distributors for items listed below as per terms and conditions mentioned, to finalize the Annual Rate Contract for the period from **01-01-2016 to 31-12-2016**. The tenders/quotations should reach to this office on or before **23-10-2015**.

**Groups of Items**

(A) Chemicals (B) Glass-wares (C) Plastic-wares (D) Laboratory instruments/equipments (E) Hydrological and Meteorological Instruments (F) Audio-Visual items and (G) Miscellaneous laboratory items (Indian or imported) **up to Rs. 5 lakhs) excluding furniture, computer, printer, their accessories, irrigation and their machinery, stationery items and electronics items like AC, Refrigerator, Television etc.**

**Terms & Conditions**

1. The rate contract period will be from **01-01-2016 to 31-12-2016**.
2. Manufacturers must submit the certificate of registration as manufacturer along with tender; otherwise **the tender will not be accepted**.
3. **Authorized distributors can quote their rates along with a valid certificate as "Authorized Distributor" issued from the Manufacturer/Principal Company/Firm.** In case of hierarchy of dealership (Area dealer-sub dealer-local dealer), all the relevant authorization certificates up to the end supplier has to be submitted along with their business registration details. In the absence of these documents, tender will be rejected. **Party has to submit their business link in prescribed Performa (Appendix-B) for each group of items/brands dully signed by manufacturer/principal.** In the absence of these documents, tender will be rejected. **In case of disqualification of dealer/distributor by the manufacturer/principal, the party will be automatically omitted from the rate-contract.**
4. **Party has to submit original price list printed by manufacturer/principal company along with catalogue if any.** Prices offered at the time of fixing of agency will be final and net, it should be F.O.R. store basis inclusive of all kinds of other charges. Warranty/guarantee period & Service after sales must be mentioned in the tender clearly.
5. **Any offer of special discount after finalization of rate contract shall disqualify the party for the supply of goods.**
6. The supply must be within the delivery period mentioned in the order, otherwise the consignment will be rejected.

7. The manufacturers shall have to stick to their specified/quality standards while supplying the goods. Goods supplied of inferior quality shall be rejected.
8. **For imported items, proper procedure has to be followed as per government rules.**
9. Party qualified for AAU rate contract is bound to supply item/ items given in the price list as per the terms & conditions. If rate-contracted party shows inability to supply item/items as per the terms and conditions and price after placement of the order, the party will be removed from the Rate Contract and the tender deposit will be forfeited.
10. One copy of price-list and relevant documents/certificates have to be sent with all the forms duly filled in prescribed proforma given by AAU. Tender without price-list shall not be considered.
11. All the parties qualified for AAU rate contract will have to supply **70 (Seventy) hard copies** of their price-list (and a soft copy, if available) within **30 days from the date of issue of University Order for Rate Contract party.**
12. On scrutiny of tender documents, any query raised by the concerned University committee has to be replied satisfactorily within 7 days with all documentary proofs.
13. Financial consequences arising because of printing error in the price-list (price, units, catalogue no, etc.) has to be borne by the suppliers.
14. Separate Demand Drafts for **Tender fee Rs. 2000/-** and **EMD Rs. 25,000/-** in the name of **"ANAND AGRICULTURAL UNIVERSITY Fund Account, Anand"** should be submitted along with quotations. **"Cheques are not accepted."** Quotations without Demand drafts will be rejected. **Tender fee is non-refundable** and EMD will be released on completion of the guarantee period. **Tender form without tender form fee or EMD will not be considered.** EMD cover should contain Tender Fee and EMD Demand Drafts separately.
15. **The Tender must be submitted with prescribed proforma of summary form (duly filled) (Appendix-A).** In the absence of duly filled summary form, **tender will be rejected.** **All the details about VAT, institutional discount, bulk discount, special discount etc. has to be clearly mentioned along with the price-list.** **Exact value of VAT must be mentioned and "VAT as applicable" shall not be considered.**
16. Anand Agricultural University Rate Contract approved party has to submit **security deposit @ 5% of total order value** in form of DD in favour of **"ANAND AGRICULTURAL UNIVERSITY Fund Account, Anand"** after receiving the **purchase order of Rs. 2.00 lakhs or more** and payment procedure will be followed only after that. The Security Deposit will be

forfeited if the supply of goods/materials is not within the stipulated time and is of inferior quality.

17. The sealed tenders superscribed with **“Tender for A.A.U. Rate contract for the year 2015-16”** should reach positively to **the office of the Director of Research, University Bhavan, Anand Agricultural University, Anand-388110 (Gujarat State) only by Registered Post/Speed Post** on or before **23-10-2015**. Tenders/ quotations received after this date will be rejected. **AAU will not be responsible for this.**
18. **The rate quoted should be valid up to 31.12.2016. However, AAU may extend the period, if required.**
19. **All rights are reserved with the University Authority to accept or to reject any or all the tenders received without assigning any reason thereof.**
20. F.O.R destination delivery should be **inclusive of Insurance charges**. However, Central Sales Tax, VAT, Excise duty & other taxes as per the government rules & regulations should be mentioned separately with prevailing rates on item quoted. **In case the Tenderer does not provide such separate details in its quotations, it will be considered as if the offer is inclusive of all the taxes.** VAT applicable against form 'P' is to be mentioned separately. If the Tenderer is exempted from payment of VAT, then it should be mentioned in the Commercial Bid clearly, 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.
21. **No advance payment shall be made against any order.** The final payment shall be made by respective offices after getting satisfied with goods received and training of staff wherever applicable.
22. **No variation in price shall be allowed in case the goods are offered ex-godown.**
23. The increase in price would also not be permissible where delivery period is within one month of the date of statutory increase.
24. No charges other than **custom duty** shall be affected by the change in the F.O.B. (Free On Board) 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 AAU that the delay in shipment was entirely due to causes beyond the control of the foreign principal manufacturer and the decision of the AAU in this behalf shall be final and party shall abide to this.
25. **Price list which is submitted along with tender copy will be considered final.**
26. The prices should not be negotiable. If needed, parties quoting lower may be invited for the negotiations/clarifications. The lowest price will be a

major but will not be the sole criteria for approval of the party in Rate Contract.

27. Prices or parties known for assured better quality and specifications of the material/good will also be considered for finalizing tender. The AAU has all the rights to reject any or all the offers and invite fresh quotations if the need arises.
28. **All parties have to further guarantee that "after-sale service" shall be made available as and when required and as applicable.**
29. If party fails to deliver the goods/items or any part thereof, within the contracted period of delivery or in case the goods/items are found not in accordance with the prescribed specifications, the decision of the AAU shall be final with regards to the acceptance/rejection of goods/items supplied by the party.
30. Tenderers should indicate whether the item is imported or indigenous in their offer against each item.
31. The terms and conditions in any form other than shown in the tender will not be considered.
32. Any question, dispute or difference in opinion, if any, arise under the provision of rate contract shall be subject to the jurisdiction of Anand Agricultural University, Anand (Gujarat) only. **In case of any dispute, final decision of the Vice-Chancellor, Anand Agricultural University, Anand 388120 will be binding upon all. In case of any dispute arises in respect of this contract; a suit in that behalf shall be subject to Anand Jurisdiction.**
33. **POR (Price on Request) will not be considered if it is mentioned in Price list.**
34. **All the interested parties have to provide last year's IT return file of VAT and SERVICE TAX along with the certificates of registration, otherwise tender will be treated as cancelled.**
35. **Tender must be submitted along with terms and conditions as well as declaration form attached herewith on ` 100 non-judicial stamp paper in original with signature and seal along with above documents, otherwise tender will be rejected.**

Date: - 30/09/2015

**DIRECTOR OF RESEARCH & DEAN  
FACULTY OF P.G. STUDIES**

## CHECK LIST FOR DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER

**The Following documents are attached with the tender:**

(1)	Please give the Page No. to entire set of tender and documents enclosed with. Confirm whether paging is done or not?	Yes / No	Page____to____
(2)	Please confirm D.D. for cost of Tender fee and EMD in the form of D.D are placed in separate cover	Yes / No	Page____to____
(3)	a) In case of a supplier, whether authority letter of the manufacturer is enclosed? b) In case of manufacturing unit, whether copy of SSI Registration/EM/ IML is attached?	Yes / No  Yes / No	Page____to____  Page____to____
(4)	Whether attested copy of VAT and Service Tax registration is attached?	Yes / No	Page_____
(5)	Whether literature/catalogues are attached? (only to be submitted if it is specifically asked in T/E)	Yes / No	Page____to____

**N.B.:-** All photocopied documents must be attested with Seal/Stamp.

### DECLARATION

I/We solemnly declare that I/we have attached all the documents mentioned above and as mentioned in the tender. I/We also understand that non-compliance of any documents will be treated as non-respective tender and I/we will loose our claim to participate in the Tender Enquiry automatically and our tender will be liable to be rejected. I/We also declare that we have read & understood all the Terms & Conditions of A.A.U. and I/we accept the same.

Signature of Authorized person \_\_\_\_\_

Name of Authorized person \_\_\_\_\_

Seal of the Company \_\_\_\_\_

**DIRECTORATE OF RESEARCH  
ANAND AGRICULTURAL UNIVERSITY  
ANAND – 388 110**

**TENDER FORM**

**For Purchasing**

**Chemicals, Glass-wares, Plastic-wares, Laboratory  
instruments/Equipments, Other Instruments/Equipments &  
Consumable items during the year 2015-16.**

(1)	Name of the Party/Company	:	
(2)	Registration No.	:	
(3)	Full Address of the Party /Company	:	
(4)	E-mail Address	:	
(5)	Phone No. <b>with STD code</b> <b>Mobile No.</b>	:	
(6)	Fax No.	:	
(7)	D.D. No. & Name of the Bank for <b>Tender Form Fee ` 2000/-</b> <b>(Non-Refundable)</b>	:	
(8)	D.D. No. & Name of the Bank for <b>E.M.D. Fee ` 25,000/-</b>	:	
(9)	Pan Card No.	:	

**Date:- 30-09-2015**

**Name of the Party** :

**Signature & Stamp of the** :  
**Party**

### APPENDIX – A

**Name of Party:**

**Address** :  
**Phone No.** :  
**with STD Code**  
**Mobile No.** :  
**FAX No.** :  
**E-mail** :

<b>Sr. No.</b>	<b>Group of Items</b>	<b>Name of the Manufacturer with brand name</b>	<b>Discount</b>	<b>F.O.R. Destination</b>	<b>VAT clarify (Included/ Excluded)</b>	<b>Other taxes/ Custom duty</b>	<b>Surcharge</b>	<b>Other Charges</b>	<b>Remarks</b>
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Signature of Party with Stamp

Name:



## **APPENDIX – B**

### **Authorized Certificate**

(To be issued by Manufacturer/Principal company)

This is to certify that M/s. \_\_\_\_\_ is our authorized distributor /dealer / sub dealer / corporate partner for our product \_\_\_\_\_ for the area of \_\_\_\_\_ for the year \_\_\_\_\_.

We authorize M/s. \_\_\_\_\_ to participate in rate-contract (2015-16) of Anand Agricultural University.

This certificate is valid up to \_\_\_\_\_.

Authorized Signatory  
With full contact details & stamp-seal.

*(To be printed on Rs. 100 stamp paper)*  
**DIRECTORATE OF RESEARCH**  
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### **Terms & Conditions**

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2. Manufacturers must submit the certificate of registration as manufacturer along with tender; otherwise **the tender will not be accepted.**
3. **Authorized distributors can quote their rates along with a valid certificate as "Authorized Distributor" issued from the Manufacturer/Principal Company/Firm.** In case of hierarchy of dealership (Area dealer-sub dealer-local dealer), all the relevant authorization certificates up to the end supplier has to be submitted along with their business registration details. In the absence of these documents, tender will be rejected. **Party has to submit their business link in prescribed Performa (Appendix-B) for each group of items/brands dully signed by manufacturer/principal.** In the absence of these documents, tender will be rejected. **In case of disqualification of dealer/distributor by the manufacturer/principal, the party will be automatically omitted from the rate-contract.**
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24. No charges other than **custom duty** shall be affected by the change in the F.O.B. (Free On Board) 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 AAU that the delay in shipment was entirely due to causes beyond the control of the foreign principal manufacturer and the decision of the AAU in this behalf shall be final and party shall abide to this.
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35. **Tender must be submitted along with terms and conditions as well as declaration form attached herewith on ` 100 non-judicial stamp paper in original with signature and seal along with above documents, otherwise tender will be rejected.**

#### **DECLARATION**

I/We solemnly declare that I/we have attached all the documents mentioned above and as mentioned in the tender. I/We also understand that non-compliance of any documents will be treated as non-respective tender and I/we will loose our claim to participate in the Tender Enquiry automatically and our tender will be liable to be rejected. I/We also declare that we have read & understood all the Terms & Conditions of A.A.U. and I/we accept the same.

Signature of Authorized person \_\_\_\_\_

Name of Authorized person \_\_\_\_\_

Seal of the Company \_\_\_\_\_