TENDER DOCUMENT

DUE DATE- 20/03/2016

Contents:
1. Instruction of Bidders
2. Terms and Conditions
3. Brands for Chemicals, Glass & Plastic Ware, and etc.
   - Annexure-A
4. Check List

Cost Rs.1000.00
INSTRUCTION TO BIDDERS FOR SUBMISSION OF TENDER FOR RATE CONTRACT

1. The Tenders superscribed ‘Tender for Rate Contract of Chemicals/glassware etc. due on 20/03/2016 should be submitted with a forwarding letter along with a soft copy in CD and hard copy of the total document submitted. Tender covers must be sent by Indian Post/couriers only.

2. Tender fee Rs.1,000/- and the “Earnest Money” Rs. 50,000/- through only Bank Draft (Only CTS) in the name of Registrar, Saurashtra University payable at Rajkot should be enclosed.

3. All the applicants have to submit separate EMD and tender fees of every company for which they are submitting their offers.

4. EMD and DD of tender fees together must be sent in a separate cover.

5. Back side of the EMD and tender fee DD must be subscribed with the name of the party.

6. The bidders must indicate their full name and address and ensure that the tenders are delivered in sealed conditions. The tenders received beyond the time limit specified will not be entertained.

<table>
<thead>
<tr>
<th>Last Date of submission of Tender document</th>
<th>20/03/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for submission of Tender document</td>
<td>Head Department Of Pharmaceutical Sciences, Saurashtra University, Rajkot-360005, Gujarat, India</td>
</tr>
<tr>
<td>Earnest Money for one or all items (interest free refundable)</td>
<td>Rs.50,000/- by Bank Draft (Only CTS) in the name of Registrar, Saurashtra University, payable at Rajkot.</td>
</tr>
</tbody>
</table>

7. The rate contract along with rate list, particulars of make, quality specifications/guarantee/test certificate literature/leaflets, discount offered etc for the items listed Annexure – ‘A’.

8. Give this list of their authorized dealer/stockiest/distributors/agents for Rajkot region.

9. Discount offered should be clearly mentioned separately and a certificate that discount offered is the maximum which is being given by the company to any organization whether Government or Private.

10. Kindly fill up Checklist self assessment and submit with Tender.

Head
Department Of Pharmaceutical Sciences,
Saurashtra University, Rajkot-360005,
Gujarat, India.

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TERMS AND CONDITIONS FOR RATE CONTRACT OF CHEMICALS, PLASTICWARES AND CONSUMABLES Etc.

1. Sealed Tenders/Quotations are invited from manufacturers and only from authorized dealers who produced a written authorization or certificate from the manufacturers.
2. Party has to send separate EMD/EMDs for each company/companies for which they are applying in rate contract
3. The quotations along with one set of price list/leaflets catalogues should be submitted.
4. The material being offered should indicate clearly whether Indigenous manufactured by local registered firm or whether material manufactured by cottage and small scale industries/large scale industries or Articles wholly or partially manufactured in India from imported materials. Any offer to supply on forward delivery basis under supplier’s own quota/license will also be considered.
5. The price quoted should be as F.O.R. free delivery at Saurashtra University, Rajkot-360005, Gujarat, India.
6. The rates of sales tax/VAT should be clearly indicated whenever chargeable.
8. The Earnest money will be returned to the unsuccessful bidders, within a reasonable period. However, the earnest money in respect of the successful bidders would be returnable only after satisfactory completion of the contracting period.
9. Specific mention should be made of whether the delivery will be ex-stock or will have to be imported and how much time will be required for delivery after placing of the order.
10. Rate quoted should be valid at least for a maximum period of one year.
11. If the ordered items are not provided within stipulated time limits (Maximum 3 weeks), deduction @ 1% of the total cost order value per week for extra time taken will be done from the bill.
12. The product of brand specifications given in Annexure – A only should be quoted.
13. Conditions of the bidders shall not be binding unless confirmed in the supply order.
14. In the event of non-supply or incomplete/unsatisfactory supplies by the bidders within four weeks on receipt of the order, the offer could be sent to the next bidders at the cost & expenses of the previous bidders.
15. Payment will be made by crossed cheque only after receipt of the stores in good condition and satisfactory report of the user’s/Scientist concerned.
16. Discount on rates, if any to be offered must be clearly mentioned.
17. Payment will be made by crossed cheque only after receipt of the supplies in good condition. The Goods should be insured against theft. Loss or breakage during transit and insurance charges should not exceed 3% of the cost of material supplied.
18. Any breakage/loss in the goods during transportation or delivery or deterioration etc will be compensated by the party itself.
19. The partial supply of goods for the given PO will not be entertained. The supply of goods will be as per the PO with regards to its quality, quantity and branding.
20. Price Reasonable certificate: Please quote best minimum price. A certificate regarding the quoted rates must be given by the bidders to this effect that they have neither quoted nor sold/supplied the same item to any other customer on lesser rates than those offered to Registrar, Saurashtra University.
21. The decision on acceptance or otherwise of the quotations will rest with the Registrar, Saurashtra University who does not bind to accept the lowest quotation and reserves the right to reject or accept in full or in part or partially accept any or all the quotations received without assigning any reasons.
22. The bidder who are supplying the imported materials must be registered with Ministry of Finance.
23. Arbitration if any, shall be in Court of Law, Rajkot.

Head
Department Of Pharmaceutical Sciences,
Saurashtra University, Rajkot-360005,
Gujarat, India.
## Check List

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Document</th>
<th>Remarks (NA etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender fee paid *</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2</td>
<td>Earnest Money paid</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3</td>
<td>Income Tax Certificate</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4</td>
<td>Sales Tax Clearance Certificates/ or PAN number</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5</td>
<td>Authorization Certificate</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6</td>
<td>Validity Period specified</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7</td>
<td>Guarantee Period specified</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8</td>
<td>Price reasonable Certificate</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9</td>
<td>Soft Copy in CD &amp; Hard Copy of Document enclosed</td>
<td>Yes/No</td>
</tr>
<tr>
<td>10</td>
<td>Regd. Certificate of Imported Items registered with Finance Ministry</td>
<td>Yes/No</td>
</tr>
<tr>
<td>11</td>
<td>ISO Certification</td>
<td>Yes/No</td>
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</table>

*Note: * Every Each Company
ANNEXURE-A

LIST OF CHEMICALS/ GLASSWARES/ PLASTICWARES/ FILTER PAPER/ KITS/INSTRUMENT/SERVICES

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>NAME OF THE ITEM</th>
<th>BRANDS / SPECIFICATION</th>
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</thead>
</table>