



Gautam Buddha University

Greater Noida – 201 310

Website : www.gbu.ac.in

BID FORM

FOR THE EMPANELMENT OF VENDORS TO SUPPLY
CHEMICALS / CONSUMABLES ETC. UNDER
CATALOGUE RATE CONTRACT

OF

SCHOOL OF BIOTECHNOLOGY

Gautam Buddha University

Greater Noida – 201 310

TENDER FOR EMPANELEMENT OF VENDORS TO SUPPLY CHEMICALS/CONSUMABLES ETC. UNDER CATALOGUE RATE CONTRACT OF SCHOOL OF BIOTECHNOLOGY

Tender	EMPANELMENT OF VENDORS TO SUPPLY CHEMICALS/CONSUMABLES ETC. UNDER CATALOGUE RATE CONTRACT
Opening Date	31 st May 2011
Closing Date	29 th June 2011 upto 3.00 p.m.
Last date of Bid Submission	29 th June 2011 upto 5.00 p.m.
Technical Bid Opening Date, Time & Place	30 th June 2011 at 3.00 p.m. Venue : Conference Room of the Registrar Office, 1 st Floor, Administrative Building, G.B.U., Gr. Noida.
Earnest Money Deposit	Rs.25,000/- (Rupees Twenty Five Thousand Only)
Completion Period	Within 3-4 weeks from the date of Purchase Order issued
Bid System	Two Tier : 1) Technical Bid 2) Financial Bid
Technical Bid Shall Contain	i. All documents in support of commercial terms & conditions and eligibility criteria. ii. Bidders Proforma iii. EMD & Tender Fee demand drafts / pay orders.
Financial Bid	The Financial Bid shall contain Catalogue discount offered.

“TECHNICAL BID (BIDDER’S PROFORMA)”
(To be submitted in separate envelope)

1. Name of the firm:
2. Date of incorporation.....
3. Name of the company – Government / Public Ltd. / Private Ltd. / Partnership /
Proprietorship :
4. Specify the number of years in this line of activity by the company:.....
5. Sales Tax/VAT registration No. (please attach certificate) :
6. Experience (in year) of supplying for similar chemicals/consumables to IITs, NIT’s or
Central Universities or any Academic Institute of National Repute (please attached
certificate/P.O.) :
7. Turnover in the last three financial years (Figures should be in Indian Rupees in
Lakhs; please attach the certified copies of balance sheet with trading, profit & loss
account) : (if the figures for 10-11 are not available then they may furnish balance
sheet of year 07-08)

2008-09	2009-10	2010-11

8. Provide the postal address, telephone & fax numbers, and email address of the
nearest service center :
.....
9. Mention delivery period from the date of the placement of an official purchase order :
.....
10. Enclose the list of customers to whom you have supplied /serviced during the last 3
years ending 31/03/2011 with full postal address and name of the contact person
with phone, FAX numbers, and E-mail-id, billing amount etc. Certificate regarding
satisfactory performance from the minimum three end users should be furnished.
11. Are you the manufacturer / authorized dealer / distributor/ reseller for the product
quoted (please attached relevant certificate):
12. Was there any lapse or delay in supplying the goods ordered or any service related
issue during the warranty period for the products supplied by your firm to different
Institutes/Universities during last three years? If yes, provide details.

DECLARATION

1. The discount offered (%) in financial bid are inclusive of all taxes, packing, handling and installation charges.
2. The information given in the financial bid by the undersigned is correct.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME :

ADDRESS :

:

:

Tel./Mobile No. :

Note: The financial bid is required to be submitted separately in a sealed cover superscribing as "Catalogue Rate Contract of School of Biotechnology".

Gautam Buddha University

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List of Recommended Brands for Chemicals / Consumables **under Catalogue Rate Contract**

- A. Chemicals** : Applied Biosystem, Amersham, Ambion, Aldrich, Amresco, AXIVA, Biochem, Bio-rad, Bangaloreenie, BDH, BD-Biosciences, Clontech, CDH, Duchefa, Fluka, GENEXY, Gibco, HPLC, ILS, Loba, Invitrogen, MBI, fermentas, Merck, New England Biolab, Organics, Operon, Promega, Qiagen, Qualigens, Roche, SDF, Sigma, Spectrochem, SRL, Strategene, TechnoPharma, Himedia.
- B. Glassware, Plasticware** : AXIVA, ASGI, Axygen, Bangaloreenie, Borosil, Corning, Cole Parmer, Duran, Genexy, Greiner, ILS, Imperial Bio-medic, Interlab, JSGW, Kasablanka, Laxbro, MGI, MSI, nunc, nalgene, polylab, Qualigens, Riviera, Tarson, Vensil, Vylene, Zorin
- C. Misc. Lab.**: Advance Micro Devices, Sartorius, Millipore, Filtech, Pal Gelmen, Whatman etc.
- D. Custom Synthesis: (Primers/siRNA/peptides/genes etc.)** : Bangaloreenie, Hysel India, Ocimum biosolutions, Sigma Microsynth.

TERMS AND CONDITIONS FOR ESTABLISHMENT OF CATALOGUE RATE CONTRACT (CRC)

1. Two bids system of tender will be adopted.
 - (i) The bid containing technical specifications (02 copies of bounded Catalogue and one soft copy preferably in MS-Excel format) and EMD.
 - (ii) Bid containing financial offer.

Technical and financial bids should be submitted in separate covers. The envelopes should be marked as technical bid and financial bid with reference numbers. These two envelopes shall be sealed in a common cover and addressed to **The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201310 (U.P.)** superscribing **"Tender against Notification Advt. GBU/S&P/04/2011, Name of supply: Catalogue Rate Contract of School of Biotechnology"** so as to reach us on or before last date of bid submission.

2. The Technical Bid and Financial Bid should be duly filled-up.
3. These bids will be opened in two stages. The bid containing technical specifications and EMD will be opened at first stage and if same is found according to required specifications, the bid containing financial offer shall be opened in second stage.
4. The **"Technical Bid"** shall contain all documents in support their specifications, commercial terms & conditions and eligibility criteria along with the page number for cited specifications in the company brochure for the particular item.
5. The **"Financial Bid"** shall contain price schedule only (discount offered in %).
6. **Eligibility Criteria:** All the participating suppliers/firms or principal manufacturer-should meet the following qualifying criteria. The firm should be a registered supplier for such supplies. Following documents are required to be submitted with Technical Bid, to qualify eligibility criteria:
 - (a) Sales Tax/VAT registration certificate.
 - (b) PAN and TIN number should be mentioned.
 - (c) The firm should have experience of supplying & installation for similar chemicals/consumables etc. to institute of National repute such as National Research Institute, Central/State Universities. The company should also furnish a list of clients of last 3 years.
 - (d) Certified copy of balance sheet with trading, profit & loss account for the last three financial years should be submitted.
 - (e) Name of branch offices & service centres after sales arrangements.
 - (f) Earnest Money Deposit (EMD) **Rs.25,000/- (Rupees Twenty Five Thousand Only)** is required to be submitted in the form of DD/Banker's Cheque only drawn in favour of "Finance Officer, Gautam Buddha University" payable at "Greater Noida" along with the Technical Bid. If supply is not made within the prescribed period EMD would be forfeited.
 - (g) Authorized signatory should sign on all pages. Bids without authorized signature will be rejected.
 - (h) Minimum turnover of the firm should be Rupees Fifty Lacs.
 - (i) The bidder must be either sole Manufacturer of the chemicals/consumables or the authorized agent/representative of the OEM. In the case of agent/representative, certified copy of the agency/authorization issued by the OEM should be enclosed with the tender.
7. Offer should be sent in a sealed envelope, submitted either in person or by post on which name and address of the supplier/firm shall be written. Tenders received through E-mails or FAX will not be considered.

8. The technical bids will be opened on scheduled date and time in the presence of the vendors present possessing authorization letter from the respective companies/firms. Suppliers intending to attend the tender opening should intimate in advance.
9. The discount offered (%) should be F.O.R. Gautam Buddha University (Gautam Budh Nagar, Greater Noida, UP) in rupees inclusive of all charges e.g. packing, forwarding local taxes, railway freight, transit insurance, for outside firms and free delivery at University stores in the case of local firms.
10. The chemicals/consumables should have USEPA/International/National validation certificates, wherever applicable.
11. The cost of the tender is Rs.1000/- (Rupees One Thousand Only) inclusive of taxes (Non-refundable) and it shall be paid separately in the form of DD/Banker's Cheque only drawn in favour of "Finance Officer, Gautam Buddha University" payable at "Greater Noida" and should be attached with technical bid envelope.
12. The EMD of the successful bidder shall remain deposit with the University and the same shall be refunded only after the completion/termination of empanelment after deducting necessary dues, if any. The EMD of the unsuccessful bidders will be returned to the concerned immediately after finalization of the tenders. No interest will be paid on EMD in any case.
13. The Rate Contract (RC) shall be in the nature of a standing offer for the specified range of products from the supplier for the contracted period. However, there shall be no guarantee of purchase of any item for a minimum or specified quantity during the contracted period.
14. Once a Purchase Order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity period of the RC that Purchase Order shall become a valid and binding contract between the supplier and GBU.
15. Detailed specifications with the mention of make and model/Version of each chemicals/consumables etc. should be clearly given supported by the illustrated Catalogue/pamphlets. Tenders without specified make and Model/Version and other particulars may be rejected. The payment will be made after the goods have been received, opened, checked, installed and found to be as per the specifications and requirements. The accessories included in the Equipments/Instruments should also be clearly mentioned.
16. Losses or damage in transit will be borne by the Supplier. The supplier may, if he so desires, get the goods insured and include such charges in the tendered rate.
17. Offered prices should be valid at least for one year from the last date of receipt of tenders.
18. (a) The chemicals/consumables etc. delivery time should be preferably within 3-4 weeks after the date of issuance of the purchase order. If the delivery time is quoted more than 3-4 weeks, GBU reserves all rights to permit the bidder to compete.

(b) The Penalty Clause is as under:-

Should the bidder fail to deliver the goods within stipulated period, the Competent Authority may, at his discretion, allow an extension in time subject to recovery from the bidder as agreed liquidated damages, and not by way of penalty, a sum equal to the percentage of the value of tender amount which the bidder has failed to supply for period of delay as stated below:-

i.Delay up to one week	1%
ii.Delay exceeding one week but not exceeding two weeks	2%
iii.Delay exceeding two weeks but not exceeding one month	5%

(c) In case of failure to supply the goods within stipulated delivery period and in accordance with the specifications given in the tender, the University shall be free to cancel the order.

19. Supply of the placed order in part will not be accepted.
20. The University's term for payment: 90% against delivery of items in good condition, installation and putting those in satisfactory working conditions; balanced 10% payment shall be released after 60 days of satisfactory working of the items. For balance 10% payment, the firm has to raise bill/letter for balance payment. No advance payment shall be released.
21. The price quoted should be in Indian Rupees.
22. No revision of price bid will be allowed once the price bids are opened.
23. No increase in price will be allowed after our purchase order(s) are placed.
24. Warranty certificate against all the chemicals/consumables etc. covering warranty period, which commences from the date of installation shall be given at the time of supply of the same.
25. During the warranty period whenever the firm is called upon to attend to the rectification of the defects/faults in the consignments, the firm shall attend to the replace/repair work within a period of a week. They should render timely back up service whenever called upon. A certificate to the effect should be attached to the tender.
26. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
27. Conditional tenders will not be accepted.
28. Any cutting and overwriting in the financial bid will not be accepted.
29. The University is 100% exempted from payment of excise duty. In case of custom duty we are entitled to pay a concessional custom duty on the given product as specified by the custom authorities from time to time.
30. **Validity:**
 - (i) The rate contract will generally be **valid for one year** which can be extended on mutual consent to a period as decided by the competent authority of GBU. However, the Rate Contract holder reserves the right to accept or not to accept the extension.
 - (ii) There will be no upward change in the price structure during the currency of contract except when statutory levies are made applicable by Govt through notifications/regulations. However, if there happens to be a downward revision in prices of the items concerned during the contract period, the benefit of the price reduction shall be passed on to the university. The University reserves the right to renegotiate the price with the RC holders.
 - (iii) Price charges for the stores supplied under rate contract should be under no event exceed the lowest price at which the party sells the items of identical description to any other Institute/organizations during the period of contract.
 - (iv) Manufacturer authorization for each brand in the price list having validity for financial year 2011-12 must be enclosed. The authorization should clearly mention whether it is exclusive or open in India.
 - (v) The University is entitled to place Purchase orders up to the last day of validity of the rate contract and, though supplies against such Purchase orders will be affected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of the rate contract.
 - (vi) The University reserves the right to enter into parallel Rate Contract for similar items any time during the period of rate contract with one or more companies

without assigning any reason (s) whatsoever.

(vii) The rate contract may be terminated at any time by giving 30 days notice by either side.

31. The contracted items so supplied will have to be of high quality and grade and in any event if chemicals/solvents or any other material are found to be inferior quality the supplier is liable to be blacklisted. The University reserves the right to test the chemicals & solvents and other materials for their quality if it so desires.
32. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
33. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Gautam Buddha Nagar and not elsewhere.

Registrar
Gautam Buddha University

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

SIGNATURE OF THE AUTHORISED SIGNATORY :

NAME OF THE SUPPLIER :

ADDRESS :

:

:

FINANCIAL BID
Empanelment of Vendors to Supply Chemicals/Consumables etc. under
Catalogue Rate Contract

Name of the School : School of Biotechnology

S.N.	Firm	Brand of Chemicals/ Consumables	Page No. of the brand in Catalogue	% of discount offered (in figure)	% of discount offered (in words)

DECLARATION

1. The information given in the financial bid by the undersigned is correct.

SIGNATURE OF THE AUTHORISED SIGNATORY: _____

NAME OF THE SUPPLIER : _____

ADDRESS : _____
