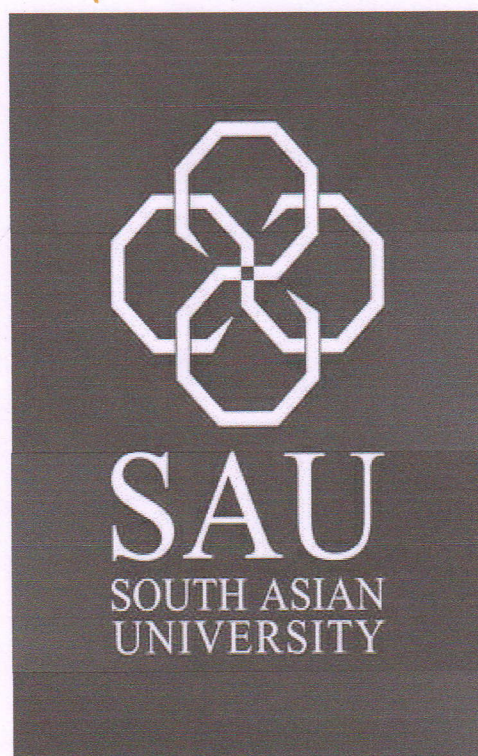


**BID DOCUMENT FOR THE
RATE CONTRACT OF CHEMICALS,
GLASSWARE, PLASTICWARE
LABWARE & MISCELLANEOUS ITEMS
2024-2025**



SOUTH ASIAN UNIVERSITY

RajpurRaod, MaidanGarhi, New Delhi-110068, India

Phones: +91-1 1 -20862652

Fax: +91-11-20862806

Website: www.sau.int



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Website: www. sau.int

Tender Ref. No: SAU/EP/FLSB/Consumable/2024/01

Tender for Rate Contract for Chemicals, Glassware, Plasticware, Lab wares, Animal feed, Soil&miscellaneous items 2024-2025

1.	Period of Rate Contract for Chemicals,Glassware,Plasticware, Lab ware,Animal feed , Soil &miscellaneous items,1 Year from the date of award of Rate contract	
2.	General Terms and Conditions	As per Annexure I
3.	Tender Fee	Rs. 1,000.00 (Non-refundable)
4.	EMD	Rs. 10,000.00 (Refundable after contract period)
5.	EMD for existing empaneled vendor	N/A
6.	Tender Documents	<p>Tender documents can be downloaded by tenderer from SAU website. The Fee shall be sent in the form Crossed Demand Draft/Cheque Only drawn in favor of "South Asian University, New Delhi.</p> <p>The EMD shall be sent in the form of crossed Demand Draft/FDR payable at New Delhi drawn in favor of "South Asian University", in a separate envelope along with the tender.</p>
7.	Last Date and time for submission of sealed quotations	18.03.2024 till 3:00PM
8.	Date and time of tender opening	18.03.2024 till 3:30PM

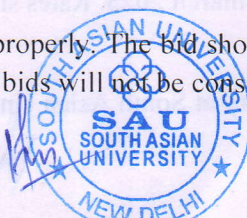


Terms and conditions for the submission of Quotation
(to be returned by Tenderer along with the tender duly signed)

Sealed tenders are invited on behalf President of South Asian University (SAU), New Delhi from the reputed manufacturers/authorized distributors/dealers (who have the current authorization from the principal company) for entering into Annual Rate Contract for the supply of items grouped as under.

Tender Document No.	SAU/FLSB/Consumable/2024/01	
S. No.	Category	Expected minimum Discount on listed price
1.	Chemicals (Including Chemicals/ Solvents (LR/AR/HPLC Grade), Rare Chemicals/Fine Chemicals, Molecular Biology Enzymes, Reagents & Kits/ Biochemical/ Immunochemical , Antibodies ,Readymade media etc.)	5%
2.	Glassware (Complete range)	7%
3.	Plasticware (Complete range, Including liquid handling product)	5%
4.	<u>Labware & Lab Essentials</u> (Chromatography Accessories (HPLC/GC Columns fitting/TLC plates, Filter Papers Disposable Filter Units, Disposable Readymade Garments, Animals feed, Surgical Gloves/Polyvinyl & Nitrile Gloves & Safety wears for Chemicals & Biological labs/ Cotton/Tissue Rolls/Aluminum Foil)	5%
5.	Oligo & Sequencing Services	5%

- Quotation will be accepted only from manufacturer for branded items. If they are not in a position to quote, they can authorize only one exclusive agent who may quote along with authorization. **The authorization certificate format should be enclosed as per Annexure 'A' Failing which the quotation will be summarily rejected.**
- The quotation should be submitted in sealed covers, superscribing **supply of chemicals, plasticware, Glassware, Labware, Animal feed & Miscellaneous under rate contract**, Tender No., due date & sealed, and addressed to the Assistant Registrar (E&P), Room No. ES 203, LSES Building, South Asian University, Rajpur Raod, Maidan Garhi, New Delhi-110068
- Overwriting and corrections should be attested properly. The bid should be complete with all respects and should be duly signed. Incomplete and unsigned bids will not be considered.



4. The bidder should submit the bid submission format along with the quotation, (As per Annexure-B)
5. The companies which cannot provide validity of rates for one year need not apply.
6. The firms should be registered with GST/sales tax authorities etc.
7. The rate contract will be generally valid for a minimum period of one year, however rates for more than one year will also be considered.
8. There will be no change in price structure during currency of contract except of the statutory levies which are made applicable by the Govt. through notifications/ regulations change.
9. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: 0717UNO00175UNQ

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
 - Name, address and GSTIN of the supplier;
 - Invoice Number;
 - Date of issue
 - Name, address UIN of the recipient;
 - HSN code of goods or Accounting Code of services (SAC);
 - Description of goods or services;
 - Quantity in case of goods and unit or Unique Quantity Code thereof;
 - Total value of supply of goods or services or both;
 - Taxable value of supply of goods or services or both considering discount or abatement, if any;
 - Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - Address of delivery where the same is different from the place of supply;
 - Signature or digital signature of the supplier or his authorized representative.
10. **For imported items the firms should give their quote in Foreign Currency. In addition, they can quote in Indian Currency which should have endorsement of the principal company. Any firm having Customs Bonded Warehouse shall be preferred, in such cases the modalities of supply and exemption shall be mentioned clearly. Where necessary, exemption certificates will be issued by SAU.**
 11. The vendor has to provide the soft copy of the price list 2024-25 along with the hard copy. The price list should be valid up to 31st march 2025. Rates shall remain fixed during the period of contract.
 12. Price should be for delivery at South Asian University, Rajpur Raod, Maidan Garhi, New Delhi-110068



13. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization during the period of contract failing which the "FALL CLAUSE" will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to this effect may be provided by the firm the lowest price have been same will be recovered from the subsequent/unpaid bill of the supplier.
(Format as per Annexure "c")
14. The manufacturer should have 3 or more rate Contract/ supplies with any of the CSIR Labs/ ICMR Labs/ ICAR Labs/ IIT Labs/ Central Universities/State Universities /DRDO/Govt.Organization in the past three years. The Firm should enclose the proof of supporting documents along with the quotations.
15. The stores shall be supplied within a period of 60 days either directly or through dealer. (No deviation in this regard). Earlier delivery by the supplier is preferred.
16. SAU, New Delhi reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
17. **Termination of Rate Contract** – The rate contract can be terminated at any time without assigning any reasons by giving one month notice by either side. Conditional, Unsigned, Late & Delayed tenders will not be considered.
18. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deems appropriate for.
19. If the ordered material is not supplied in the above mentioned period then SAU reserves the right to cancel the order/not accepts the ordered materials.
20. Liquidated damages: The date of delivery should be strictly adhered to; otherwise the institute reserves the right not to accept the delivery in part or full. The liquidated damages @ 1% per week subject to a maximum of 10% of the value of the order can be imposed.
21. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
22. SAU, New Delhi also reserves the right to test the chemicals and solvents/other consumables for their quality if it so desires.
23. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.

Bidders are requested to provide complete Bank Address with code & Account No. so that Payment can be sent electronically. Payment through cheque may not be made in the coming future as per the policy of SAU. (As per Annexure- "D")

24. The payment for the supply of items will be given to the firm within one month of the arrival of materials subject to the Inspection of materials by the SAU Scientists/Indenter. No Bill for part Payment will normally be entertained

24. No advance payment will be made for the supplies.



25. Percentage of Discount should not be less than other any Govt. Institute/University/Lab.
26. Discount, taxes and other levies if any are to be specified clearly in the bid.
27. The final acceptance/decision on the rate contract will be taken after screening the offers by a duly constituted committee and the President of SAU reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.
28. **Warranty** – The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.
29. All disputes will be subject to New Delhi jurisdiction.
30. The tenders are also liable to be rejected if the above conditions are not complied with.
31. **NSIC & other exemption certificate will not be accepted as EMD. Bids will be summarily rejected if not accompanied with the required EMD.**
32. EMD amount shall not be treated as an adjustment towards the Consumable value but would stand converted into a 'Security Deposit' for performance of the bidders towards completion of the annual rate contract



Assistant Registrar (E&P)

Estate & Procurement Division



ANNEXURE

“A”

MANUFACTURERS' AUTHORIZATION FORM

Dated _____

The Assistant Registrar (E&P)
South Asian University
Rajpur Road, MaidanGarhi
New Delhi-110068

Dear Sir:

Tender Ref. No. No. SAU/EP/FLSB/Consumable/2024/01

We _____ who are established and reputable manufacturers
of _____ having factories at _____ (address of
factory) do hereby authorize

M/s. _____ (Name and
address of Agent) to submit a bid, negotiate and receive the order from you against your tender for the Rate
Contract.

No company or firm or individual other than M/s. _____ is authorized
to bid, and conclude the Rate Contract in regard to this business.

We hereby inform you that we have not been blacklisted by any Government organization/department/Central
Government/State Government funded autonomous bodies.

We hereby extend our full guarantee and warranty as per Clause 23 & 30 of the tender conditions for the goods and
services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed
by a person competent and having the power of attorney to bind the manufacturer.



Bid Submission Format (Please submit your bid in the given format)

Sr No	Tender Ref. No. SAU/EP/FLSB/2024/01	Yes / No (Where ever required)	Page No
1	Name of supplier		
2	Category for which Rate Contract is applied		
3	Principal Manufacturer/Brand Name		
4	Whether Price list for 2024-25 current price list is enclosed. The firms are encouraged to provide the soft copy of the price list along with the hard copy (preferably PDF).		
5	The manufacturer/supplier should have 3 or more Rate Contract for each category (separately) with any of the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs / Central Universities / DRDO/ Govt. Organization in the past three years. The firm should enclose the proof of supporting documents along with the quotation. (As per Clause No: 14)		
6	Whether necessary supporting document has been enclosed for the point Sr. No: 5		
7	In case of imported items, mention the name of manufacturer in the price list for which rate contract is applied.		
8	Whether all the authorization for all the manufacturers is enclosed. (Authorization Certificate Format enclosed as per the format)		
9	Is there any open authorization in India if yes please mention		
10	In case of imported items whether price list in foreign currency is attached.		
11	<u>Discount offered on the printed price by manufacturer/Supplier minimum discount as given below. The vendor may offer higher discount should be quoted here.</u>		
	Discount	Standard Discount	Offer Discount
a)	Chemicals	5%	
b)	Glass wares (Complete range)	7%	
c)	Plastic wares (Complete range) Including liquid handling product)	5%	
d)	Lab wares & Lab Essentials	5%	
e)	Oligo & Sequencing Services	5%	
f)	Animal feed , soil and miscellaneous item	5%	
12	Addl. Discount offered by the Distributor/Dealer		
13	GST /Duties etc.		
14	Total Discount		
15	The items should be supplied to SAU within 60 days from the day of purchase order. Earlier delivery will be preferred.	No Deviation allowed	
16	Mention whether firm is currently under Black listing / suspension by ICAR/IARI/CSIR/ICMR DBT/Govt. Funded Organisation/universities. (Whether necessary certificate in your letter head enclosed as per Annexure "C")		
17	Whether you have read and understood the entire tender terms and conditions and whether you accept it unconditionally.		

Date: _____



Seal and Signature of Authorized signatory

ANNEXURE "C"

TENDER NO. SAU/EP/FLSB/2024/01

FALL CLAUSE NOTICE CERTIFICATE

(On Company / firm's Letterhead)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Autonomous bodies/Pvt. organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, South Asian University will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.



ANNEXURE "D"

BANK DETAILS REGARDING THE TRANSFER OF PAYMENT THROUGH NEFT/RTGS

No. _____

Dated _____

To,
The Registrar,
South Asian University
Rajpur Road, Maidan Garhi
New Delhi-110068

Tender Ref. No. SAU/EP/FLSB/Consumable/2024/01

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 are as follows:

1.	Name of the firm	
2.	Contact person	
	Contact No. of firm	
	Email ID of Concerned person	
3.	Particulars of Bank Account of Firm	
a	Name of Bank	
b	Name of Bank Branch	
c	Bank Address	
d	Bank Branch Telephone No.	
e	9 Digit Code Number of the Bank and Branch	
f	IFSC Code of the Bank Branch (application for the bank branches participating RTGS system of RBI for fund transfer)	
g	Type of Bank Account (Saving Bank, Current Account or Cash Credit Account)	
h	Account Number (as appearing on the cheque book please ensure to mention the complete account No. as allotted by the bank)	

Signature of the competent authority with seal

Note: This above details should be on the **letterhead of the supplier** and should be signed by a person competent and having the power of attorney to bind the same.

