

॥ अंतरी पेटवू ज्ञानज्योत ॥



Grade-A(3.11)
NAAC ACCREDITED IIIrd cycle

NORTH MAHARASHTRA UNIVERSITY, JALGAON

POST BOX NO.80, UMAVINAGAR,

JALGAON- 425 001

Tel. No. (0257) 2257236 & 237

Fax No. (0257) 2258406

E- TENDER DOCUMENTS FOR ANNUAL RATE CONTRACT FOR
SUPPLY OF CHEMICALS, GLASSWARES, PLASTICWARES ETC.

Ref.No. : NMU/8/ET/ ARC of chemical/ 513 /2018

FOR MORE DETAILS VISIT THE PORTAL OF

<https://mahatenders.gov.in> / www.nmu.ac.in

TOTAL PAGES 01 TO 15

INDEX

E-TENDER DOCUMENTS FOR ANNUAL RATE CONTRACT FOR SUPPLY OF CHEMICALS, GLASSWARES, PLASTICWARES ETC.

Sr.No.	Details of Contents	Pages No.	
01	Tender Schedule	03	
02	E-Tender Notice	04	
03	Instructions for Filling of Tender	05	06
04	General Terms and Conditions of the tender	07	08
05	Schedule of requirement / Stores to be covered under ARC	09	
06	Manufacturers Authorization form (Annexure—A)	10	
06	Information of the bidder (Annexure—B)	11	
07	Certificate of Annual Turn Over (Annexure—C)	12	
08	List of Clients with whom the bidder has ARC for the supply of chemicals Glassware etc. during the period of last three to five years. (Annexure—D)	13	
09	Declaration regarding blacklisting / debarring for taking Part in tender. (Annexure—E)	14	
10	Bidder's Declaration (Annexure—F)	15	
11	Schedule of requirement / stores to be covered under ARC (Annexure--G)	15	

TENDER SCHEDULE AND CONTACT DETAILS

Sr.No.	Key Days of the tender	Start date & time	End date and time
01	Tender Release	05/07/2018 10.00 hrs.	----
02	Tender documents downloading	06/07/2018 10.00 hrs.	26/07/2018 15.00 hrs.
03	Online submission	06/07/2018 10.00 hrs.	26/07/2018 15.00 hrs.
04	Technical Bid opening	30/07/2018 16.00 hrs.	----

Contact below if any query

- 1) Sumit Katkar. 7745827385
For any Information / difficulty 7843024910
Regarding online submission of tender
- 2) General query 0257-2257236
(Purchase Dept.)

॥ अंतरी पेटवू ज्ञानज्योत ॥



Grade-A(3.11)
NAAC ACCREDITED IIIrd cycle

NORTH MAHARASHTRA UNIVERSITY, JALGAON

E- TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR SUPPLY OF CHEMICALS, GLASSWARES, PLASTICWARES ETC.

North Maharashtra University, Jalgaon invites tender for Annual Rate contract for Supply of Chemicals, Glasswares, Plasticwares etc. from Manufacturers / Distributors / Authorized Dealers to participate in the competitive bidding process. For detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.nmu.ac.in

The filled in tender must be submitted online on or before **26/07/2018 up to 15.00 hrs.** Any extension of tender, corrigendum or change in schedule will not be published in News paper; it will be published only at above mentioned website only.

Ref.No. : **NMU/8/ET/ARC of chemicals/513/2018**

Date : 04/07/2018

(Dr.B.D.Karhad)
Finance and Accounts Officer

Instructions for filling of E-Tender

The Finance and Accounts Officers, North Maharashtra University, Jalgaon invites E-Tender for A Rate Contract for supply of Chemicals, Glasswares, Plasticwares etc. from Manufacturers, Distributors or Authorized Dealers of OEM. The details in this regard are given below.

1. Procedure to submit the tender: All eligible/ interested tenderer are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid. (BOQ)
2. Technical Bid : The technical bid shall contain the following documents. The Bidder must upload scanned documents online as a part of technical bid. All the documents must be valid and self attested / certified by bidder. Non-submission of following requested documents may lead to rejection of offers.

Sr. No.	Types of Document
2.1	Information of the bidder as per Annexure –A. (The same should be submitted on letter head of the bidder)
2.2	Certificate of Registration / Incorporation .
2.3	Copy of GST registration certificate
2.4	Copy of PAN card
2.5	Copies of Income tax return filed during last three financial years.
2.6	Copies of SSI / NSIC registration certificate if exemption is claimed for payment of earnest money deposit.
2.7	Proof of annual turnover for the last three financial years as per Annexure- B
2.8	List of Clients with whom the bidder has Annual Rate contract for Chemicals, Glasswares, Plasticwares during last 3-5 years as per Annexure –C also upload copies of ARC.
2.9	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- D
2.10	Bidder's Declaration on letter head as per Annexure –E
2.11	Receipts of payment of Cost of tender and earnest money deposit paid through Internet Banking
2.12	Audited balance sheet & profit & Loss account of the company / firm duly audited by Chartered Accountant for last three financial years.
2.13	Authorization letter from manufacture regarding authorization in the name bidder for submission of E-Tender for ARC. Annexure –F
2.14	Full set of tender documents signed with seal of the bidder on each page of tender documents.
2.15	Copies of price list of Chemicals, Glassware Plastic ware etc. for the items quoted.
2.16	Schedule of requirement / stores to be covered under ARC Annexure –G

2. Financial Bid : The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified. Financial bid should be submitted online by vendor in the form of BOQ excel sheet given over www.mahatender.gov.in, the supplier shall fill up the column of rate per unit offered by him.

4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
5. The details of stores to be covered under rate contract are provided in the tender documents.
(Annexure-G)
6. The Technical and Financial bid shall be submitted online as per the schedule.
7. University has the right to split and award the ARC to more than one vendor/firms on the basis of rate of discount on prices as per price list offered by bidder on respective items. Although before this, bidder may be invited for negotiations in University, if needed/required.
8. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the Stage as defined in the tender schedule. At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.
09. University reserves the right for change in the number of items to be maintained in Schedule.
10. Rates of discount on prices as per price list to be quoted should be mentioned at appropriate place in provided in Schedule (BOQ) by the bidder, more over the rate should not be quoted anywhere else in the tender booklet as well as in the blank pages.
11. The university reserves the right to decide whether to open or not open the commercial Bid of the supplier and no objection of any supplier shall be entertained on any ground what so ever it may be regarding this.
12. No Bid shall be accepted without payment by online earnest money deposit and cost of tender.
13. The rates of discount should be offered for only the item as mentioned in the Schedule.
14. The rates quoted for the items other than as specified in the tender form shall not be considered for comparison.
15. The University reserves the right to accept/cancel/reject any or all tenders without assigning any reason thereof.

Finance and Accounts officer

General Terms and Conditions of the tender

- 1) The online tender is called for Annual Rate contract for supply of Chemicals / Glass wares/ Plastic wares etc. from manufacturer, authorized distributor or dealer of OEM.
Tender will be accepted only from manufacturers for branded items. If they are not in a position to quote, they authorize agent (dealer / distributor) who may quote along with authorization. The authorization certificate format should be enclosed as per Annexure "F" failing which the tender will be summarily rejected.
- 2) **Earnest Money Deposit & Cost of Tender:** - Vendors are required to pay **Rs.3,000/-**(Rs. Three Thousand only) and **Rs.50,000/-** (Rs. Fifty Thousand only) towards Tender Fee and EMD respectively through Net banking .
- 3) **Security Deposit :** The successful bidder shall be required to deposit Rs.50,000/- as security deposit within 7 days from the date of receipt of letter for rate contract . The security deposit may be paid in the form of Bank Guarantee or the FDR for the period of Annual Rate Contract plus 60 days.
- 4) **Cancellation of Annual Rate Contract:** NMU reserves the right to cancel the annual rate contract in case bidder fails to supply the ordered material within the stipulated or extended time.

If due to the above mentioned reason annual rate contract is canceled, earnest money / security deposit shall be forfeited and also the tender may be allotted to the next lowest tender or the university reserves the right to take any other appropriate decision including legal action against the bidder to whom rate contract is awarded.
- 5) The Bid E.M.D. will be forfeited :
 - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
 - b) In case of successful bidder, if the bidder fails or refuses to accept the rate contract.
- 6) Conditional E-tender shall be out rightly rejected.
- 7) F.O.R : -The rates quoted should be F.O. R the University Campus (up to respective school store) .
- 8) **Payment :** 100% payment shall ordinarily be made within 30 days from the date of complete satisfactory supply as per purchase order issued under rate contract.
- 9) **Delivery Period:** - All items as per purchased order must be supplied within 1 to 2 weeks from the date of receipt of purchase order. If the bidder fails to deliver goods/material within the period prescribed for delivery the University will entitle to recover penalty as liquidated damages @ 0.5% of total value of invoice each week or parts thereof during which the delay of such stores delays subject to maximum in limit of 5%.
- 10) Only online tender submitted through Government of Maharashtra portal for e-procurement will be consider. (<https://mahatenders.gov.in>)
- 11) The firms should be registered with GST authorities.
- 12) The price list existed at the time of submission of E-Tender will be applicable / valid for whole period of ARC.

- 13) It will be the prerogative of the University to enter the rate contract or not for particular make of the items mentioned by tenderer in the tender.
- 14) If the ordered material is not supplied in the stipulated period then NMU reserves the right to cancel the order/not accepts the ordered materials
- 15) Termination of Rate Contract – The rate contract can be terminated at anytime without assigning any reasons thereof Conditional, Unsigned, tenders will not be considered.
- 16) 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 NMU Scientists/ Indenter. No Bill for part payment will normally be entertained.
- 17). No advance payment will be made for the supplies.
- 18) After awarding the contract, the party shall have to sign the agreement regarding acceptance of all terms and conditions mentioned in the tender document and in the rate contract letter issued to the party. The agreement should be on the stamp paper of Rs.200/-at the cost of the supplier and registered with notary.
- 19) Tender shall be duly properly and exhaustively filled in. All pages of the tender should be signed with stamp by the authorized signatory of the tenderer with company stamp on all the pages of the tender
- 20) **Guarantee / 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.
- 21) **Jurisdiction:** The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.
- 22) Only rates of items given in schedule of requirement and original (manufactured by original manufacturer) must be given.
- 23) The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
- 24) Offer should be complete in all respect. Incomplete offers would not be entertained.
- 25) The University reserves the right to delete/ increase/ decrease items from the schedule of requirement specified in the tender.

Finance and Accounts Officer

Information of the Bidder

Annexure –A

Sr. No.	Particular	
1	Name of the Firm / Company / organization	
2	Office Address, Telephone No., and E-mail ID	
3	Name & Designation of the person signing the bid	
4	Type of the Organization /(Proprietary / Partnership/ Pvt. Ltd./PSU/Govt./Public Ltd)	
5	Year of establishment and Experience in business (In number of years)	
6	Annual Turnover 2014-15 2015-16 2016-17	
7	GST Registration No.	
8	PAN Card No.	
9	<u>Bank Account Details :-</u> Account Name Account Number Name and address of Bank IFSC Code MICR Code	
10	Capacity in which bid is signed by the bidder (Proprietor/ Partner / Director)	

Signature & Seal of the Tenderer

Certificate of Annual Turn Over

Sr.No.	Financial year	Annual turnover (In Lacs)
1	2014-15	
2	2015-16	
3	2016-17	

Seal & Signature of the
Chartered Accountants

Seal & Signature of the
bidder authorized representative

Annexure-C

List of Clients with whom the bidder has ARC for the supply of Chemicals, Glasswares, Plasticwares Etc. during the period of last three financial years.

Sr. No.	Name, address of the dept. with telephone No.	ARC letter No. and date	Year

SIGNATURE WITH SEAL OF THE BIDDER

Place :

Date :

Annexure –D

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.20/- non judicial Stamp paper by the bidder)

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /reputed supplier of M/S. _____ hereby declare that the firm/company namely M/s. ----- has not been blacklisted or debarred in the past by Union / State Government or by any other organization from taking part in tenders in India.

Or

I / We _____ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. -----hereby declare that the Firm /company namely M/s.----- was blacklisted or debarred by Union / State Government or any Organization from taking part in tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above University will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name _____

Address _____

Attested:

(Public Notary / Executive Magistrate)

ANNEXURE “E”

MANUFACTURERS' AUTHORIZATION FORM

No. NMU/RC/2018-19

Dated : / /2018

**The Finance and Accounts Officer,
North Maharashtra University,
Jalgaon**

Dear Sir:

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 extend our full guarantee / warranty of the tender conditions for the goods and services offered by the above firm.

Yours faithfully,

(Name of manufacturers)

(Name)

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

Annexure-F

Bidder's Declaration

E- TENDER DOCUMENT FOR ANNUAL RATE CONTRACT FOR SUPPLY OF
CHEMICALS, GLASSWARES, PLASTICWARES ETC.

Ref.No. : NMU/8/ET/ ARC of chemical/513/2018

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/ commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature : -----

Name of signatory : -----

Seal of the bidder

ANNEXURE-G**Schedule of Requirement / Stores to be covered under ARC**

Sr. No.	Category	Make
01	Chemicals A) Lab Chemicals B) Culture Media C) Plant Tissue Culture of Microbiology D) Imported Chemicals	
02	Glass wares : Complete Range	
03	Plastic wares : Complete Range	
04	Metal ware : Complete Range	
05	Allied product : General Lab (requisite product)	
06	Acid for cleaning purpose : 33% purity A) 35 lit. pack Loose B) 05 lit. pack loose	
07	Finile for standard : A) 05 Lit. pack Loose B) 20 lit. pack loose	
08	Filter paper : A) Indian B) Imported	
09	Cotton : A) Absorbent B) Non Absorbent	

(Note : Makes to be specified by the bidder)