



**इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय**  
**Indira Gandhi National Tribal University**  
**अमरकंटक (म.प्र.) | Amarkantak (M.P.)**

(भारतीय संसद में पारित अधिनियम द्वारा स्थापित केन्द्रीय विश्वविद्यालय)  
(A Central University Established by an Act of Parliament of India)



**EXPRESSION OF INTEREST INVITED**

**FOR**

**Annual Rate Contract of supply of  
Chemicals/ Glassware/Plastic wares/Minor Equipments  
2018-19**

**F. No. IGNTU/2018/P&S/ARC/**

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY,  
AMARAKANTAK**

**LALPUR, DISTT- ANUPPUR (M.P.) -484887**

**Telephone no. 07629269701 Telefax no. 07629269701**



F. No. IGNTU/2018/P&S/ARC/

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK  
LALPUR, DISTT- ANUPPUR (M.P.) -484887

Subject:- Expression of Interest invited for Annual Rate Contract for supply of Chemical, Glassware, Plastic ware and Minor Equipments (within the range of Rs.2000/- per item) for the year 2018-19

Cost of Tender Document: **Rs.1000/- (One thousand only)**

Earnest Money Deposit: **Rs.75000/- (Seventy Five thousand only)**

Name of the Firm :-----  
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Address of the Firm & Phone No.:- -----  
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**Schedule of Tender**

Date of issue of Tender Form:	05.10.2018
Last date & time for submission of Tender Document	30.10.2018
Date & time of opening of Technical Bid	31.10.2018

**Registrar**



## NOTICE INVITING TENDER

**Subject: Expression of Interest invited for Annual Rate Contract for supply of Chemical, Glassware, Plastic ware and Minor Equipments (within the range of Rs.2000/- per item) for the year 2018-19-reg**

The Indira Gandhi National Tribal University, Amarkantak (M.P.) (IGNTU) is inviting Expression of Interest for Annual Rate Contract for supply of Chemical, Glassware, Plastic ware and Minor Equipments (within the range of Rs.2000/- per item) from the reputed manufactures/firm/authorized distributors/dealers. Distributors/dealers who are authorized by the manufacturing firm in India must submit their proposal with proper authorization letter issued by the manufacturer along with their offer of discount on their price list valid through India failing which document of ARC will be rejected.

The Expression of Interest documents will be in Two-Bid Systems i.e. Technical Bid & Financial Bid. The Technical Bid will be opened on the designated date and the financial bid containing the rate of various items (s) will be opened on a suitable date to be intimated later in respect of those who qualify the terms and conditions of the technical bid.

The IGNTU, Amarkantak is registered with the Department of Science and Industrial Research (DSIR) for the purpose of availing Customs Duty exemption in term of Government Notification no. 51/96 Custom dated 23 July 1996 and Central Excise Duty Exemption in tem of Government Notification No. 10/97 Central Excise dated 01 March 1997. However, for availing the aforesaid Duty Exemption benefits, the Prices are required to be quoted by Manufacture /Supplier/Dealer essentially on Ex-works basis, without including any Excise/Custom Duty Component.

A certificate to this effect may also be submitted that the discount offered by them is not less than which is being offered to any other Govt. Organization / Institutions under the ARC. The sole authorized distributor should enclose their sole authorization letter/ certificate from the foreign principal for the period of contract. The manufacturer company should be ISO certified or equivalent.

Non-transferable Expression of Interest documents for Annual Rate Contract can be downloaded from the IGNTU website i.e. [www.igntu.ac.in](http://www.igntu.ac.in) / [www.igntu.nic.in](http://www.igntu.nic.in) on or before 30.10.2018 upto 05:00 PM on payment of Non-Refundable tender fee of Rs. 1000/- (one thousand only) and EMD of Rs.75000/- (Seventy Five thousand only) for each proposal may be remitted by demand draft drawn on Nationalized bank/Scheduled bank preferably State Bank of India/Central Bank of India/Canara Bank in favour of "Indira Gandhi National Tribal University, payable at Amarkantak. The sealed document must be reached through speed post/registered post/Courier only on or before last date and time as referred above. Without tender fee & EMD the tender will be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted. University is not responsible for any kind of the postal delay.

Registrar



F. No. IGNTU/2018/P&S/ARC/  
**General Terms & conditions of Rate Contract**

**Subject:- Expression of Interest invited for Annual Rate Contract for supply of Chemical, Glassware, Plastic ware and Minor equipments for the year 2018-19-reg**

1. The Expression of Interest documents is in Two-Bid System i.e. Technical Bid & Financial Bid. The technical bid will be opened on the designated date and the financial bid containing the rate of various item(s) will be opened on a suitable date, to be intimated later in respect of those who qualify the terms and conditions of the technical bid.
2. The technical bid and the financial bid should be sealed by the bidder in separate covers super scribed as technical bid/financial bid and also mentioned “Tender for supply of Chemical, Glassware, Plastic ware & Minor Equipments”. Both sealed Envelopes should be kept in a main/ bigger envelope super scribed as “Expression of Interest for Supply of Chemical, Glassware, Plastic ware & Minor Equipments”.
3. That the delivery/ supply will be made on F.O.R. basis to the Indira Gandhi National Tribal University, Amarkantak. M.P. rates should be quoted inclusive of packaging, forwarding postage and transportation charges etc.
4. That the freight, insurance charges, if any will not be borne by the IGNTU. Similarly shortage, pilferage in transit will be the sole responsibility of the supplier. The defective supply will have to be replaced by the supplier within 30 days without freight/ transport charge.
5. Taxes and other Govt. levies will be paid extra as applicable.
6. That the delivery of goods will be taken at the risk and cost of the supplier only.
7. Average annual turnover of the manufacturing firm/Supplier/Dealer (s) must be Rs 35 lac per annum over three years.
8. That the supply of material will have to complete within 60 days from date of issue of purchase order. The liquidated charges @2% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10 % of the total value of goods. Contract value.
9. The EMD of the successful bidder shall be retained by the university a performance security. However, the amount will be returned after completion of the rate contract and successful supply of materials without any interest. The security deposit can be forfeited by order of this University in the event of any breach or negligence or non-observance of any condition of contract of for unsatisfactory performance.
10. The firm must clearly mention that the billing for supply of material will be done by them directly, or by their authorized dealer (s).

11. The firm should submit at least 2 copies of printed price list with soft copy for the year 2018-19. Price list once submitted with the bid document will not be changed during the period of Rate Contract.
12. The contract shall be for one year and can be extended if it is agreed mutually by both parties' with your any changes in quoted and duly approved rate.
13. The firm should submit the list of minimum 03 Govt. Dep't/ Organizations. Institutions, with which they have Rate Contract/Supplied of required items during the last three years.
14. The firm will supply the material as per purchase order and short supply of material will not accepted in any circumstances.
15. That the order will be placed as per requirement irrespective of value of the order.
16. The firm may supply the required items as per unit price mentioned in the price list.
17. No payment will be made for unsatisfactory/ damaged supply of good.
18. The perishable item and the rejected material must be replaced free of cost by the supplier immediately.
19. Supply should be made from the latest batch of production with the maximum life period & original packing.
20. Guarantee/warranty period shall be applicable as per product. Manufacturer clause.
21. The firm shall not assign or sublet the work/job or any part of it to any other.
22. Incomplete proposal and tenders received after due date shall not be entertained.
23. A certificate to be given by the bidder that the price list supplied is the only one in circulation.
24. Trade discount along with certificate certifying that higher discount is not given to any other department than offered.
25. If the item (s) is under DGS & D rate contract, the quoted price should not be more than the DGS& D Rate Contract.
26. In case of discrepancy between unit price & total price, the unit price shall prevail as per discount applicable.
27. The quoted rate shall be valid for a minimum period of one year from the execution of the date of contract or till the date of next contract is made, whichever is later on.
28. Printed price list (Hard Copy) 2018-19 duly signed and sealed by the authorized official and may be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract. Photocopy of the price list in spiral binding will not be accepted.
29. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
30. The payment will be made after successful supply and installation of the ordered quantity and quality of the materials at our end in good condition subject to production of the Physical Verification Report of the User Department / nominated committee.
31. The bidders shall submit the copy of the Valid PAN No. & GST No along with the quotation
32. The bill(s) must be prepared/ raised in the name of the Registrar, IGNTU Amarkantak, M.P.
33. In case of breach of any of the conditions above, the decision of the Competent Authority Indira Gandhi National Tribal University will be final and binding.

34. All the pages of the Tender Document must be signed and sealed by the Bidder.
35. The IGNTU, Amarkantak reserves the right to cancel the rate contract without assigning any reason thereof. No further correspondence shall be entertained in this regard.
36. If any legal disputes arise in connection with the execution of the orders will be subject to the jurisdiction of the District Court Anuppur, M.P. only.

Registrar



F.No. IGNTU/2018/P&S/ARC/  
**TENDER FORM -1 – TECHNICAL BID**  
(Tenderer may use separate sheet wherever required)

**TECHNICAL BID**

**Sub: Expression of Interest invited for Annual Rate Contract for supply of chemical, Glassware, Plastic ware and Minor Equipments for the year 2018-19**

**-A-**

1	Tender Ref. No.	
2	Name & full address of the firm	
3	Item/materials for which rate contract desired/ applied for :-	
	a) Chemicals	
	b) Plastic wares	
	c) Glass wares	
	d) Minor Equipments (within the range of Rs.2000/- per item)	
4	If the Firm is under Rate contract: With other Govt. Depts. / Res. Instt. : Give details along with certified copies of rate contract: issued by institutes/ depts.	
5	Average annual turnover of the firm/ company/dealer/supplier: Last three financial year (Duly signed and sealed by CA)	
6	Whether the firm is registered: under company act 1985. If yes enclosed certified copies	
7	a. GST No	
8	a. Proof of three year income tax return duly signed and sealed.	
9	Whether product catalogue is in: circulation, if so please enclose on copy/ set	
10	State whether you have been currently banned blacklisted by any ministry/ dept. of Central Govt. or any State Govt. If so give details with reason.	

11	Details of the earnest money deposit (EMD) worth Rs. 75000/- if not applicable please specify	
12	Details of the cost of the Expression of Interest documents worth Rs. 1000/-.	
13	Name & address of the Local authorized dealer distributor (if any).	
14	Please indicate name & full address of your banker with Branch Code, IFS Code, MICR Code etc.	
15	Type of business: manufacturer/ authorized Agent/ Trader/ Other (specify)	
16	Year of Establishment	
17	License no. (where registered )	

### **Undertaking**

1. That I/we have carefully studied all the terms & conditions and shall abide by it.
2. That I/we shall supply the items of requisite quality.
3. That I/we undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

**(Seal & Signature of the Bidder)**

**Date:**

**Place:**





F. No. IGNTU/2018/P&S/ARC/  
**TENDER FORM -2- Financial Bid**  
(Tenderer may use separate wherever required)

**FINANCIAL BID**

**Sub: Expression of Interest invited for Annual Rate Contract for supply of Chemicals Glassware, Plastic ware & Minor Equipments for the year 2018-19**

1. The price for annual rate contract for supply of above referred materials may be **quoted below** please furnish details as given below:-

S. No.	Particular	Make/ Brand	Offered discount	Remarks, if any
<b>Add Extra Sheet , if required</b>				

2. Trade discount along with certificate of not giving higher discount to any other Department .....
3. Any other information vital for: Entering into rate contract .....

**Undertaking**

1. I/we have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same
2. No other charges would be payable by the IGNTU, Amarkantak
3. That I/we undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

(Seal & Signature of the Bidder)

Date:  
Place:

**PARTICULAR FOR REFUND OF EMD/ TO SUCCESSFUL/ UNSUCCESSFUL  
BIDDER/BILL PAYMENTS**

**RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form**

<b>S. No.</b>	<b>Particular</b>	<b>Details to be provided</b>
<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>PAN No.</b>	
<b>3</b>	<b>Particular of Bank A/c.</b>	
	Name of the Bank	
	Name of the Branch	
	Branch Code	
	Address	
	City name	
	Telephone No.	
	NEFT/IFS Code	
	RTGS Code	
	Type of account	
	Account no.	
	Contact no. with Email ID	

**4. List of attachment**

<b>S. No.</b>	<b>Details of the attached documents</b>

**(Seal & Signature of the Bidder)**

**Date:**

**Place:**