



Tender Document

RATE CONTRACT, 2015-16

For

Glass wares, Plastic wares,
Laboratory Chemicals, Filter papers and other Laboratory
Consumables

**Directorate of Research
Navsari Agricultural University,
Navsari-396450, Gujarat**

From:

To,
The Director of Research
Navsari Agricultural University,
Navsari 396 450, Gujarat

Subject: Submission of tender for the Rate Contract, 2015-16

Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement/tender notice for **Rate Contract, 2015-16** in accordance with the terms and conditions of such supply and declare as under:-

I/We hereby offer to supply to Navsari Agricultural University, Navsari in accordance with the terms and conditions, hereto annexed.

I/We enclose herewith Tender Fee and EMD in favor of “Navsari Agricultural University Fund Account” drawn on State Bank of India, Navsari [Branch Code No. 3889.] with following details.

Category	Particulars	Amount	Amount in Words	DD No. and Date
	Tender Fee	1000/-	Rs. One Thousand only	
	EMD	25000/-	Rs. Twenty Five Thousand only	

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document hereto annexed and the description of the items.

I/We agree to hold this **offer open till 31st December, 2016**

I/We agree that in case of dispute, if any, the decision of **The Executive Engineer**, Navsari Agricultural University, Navsari - 396 450 shall be final and binding upon me/us.

Signature of bidder
(with Stamp, Name and Designation)

COMPANY DETAIL

1.	Name of the Party/Company	:	
2.	Registration No. (Company/Industry/Shop act)	:	
3.	Address of the Party/Company (Enclose the authentic document for address proof like electricity bill, telephone bill, corporation tax etc.)	:	
4.	Phone No. Mobile No. Working email address	:	
5.	Fax No.	:	
6.	Pan Card No. (Photo copy must be attached)	:	
7.	Sales Tax No. (Photo copy of cert. must be attached)	:	

Date: _____

Signature of bidder
(With Stamp, Name & Designation)

Terms and Conditions of the Tender for rate contract, 2015-16

1. Tender form has to be submitted online. Separate tender forms are to be submitted for each of the following category (A to D) with separate tender fees (Rs. 1000/- per category, Non-refundable) and earnest money deposit (Rs. 25,000/- per category, Refundable).

Category	Items
A	Glass wares for laboratory
B	Plastic wares for laboratory
C	Laboratory chemicals
D	Filter papers and other laboratory consumables

2. The finalized price will be valid for the entire period of rate contract i.e. up to **31-12-2016** and **F.O.R.** at Navsari and sub centers (**Appendix-A**) of Navsari Agricultural University.
3. The offer will be accepted from the **manufacturer / authorized** dealer only. In case of authorized dealers, application will be considered when they provide a letter of **original authorization** (not photocopy) from the manufacturer issued after the date of publication of the advertisement **in favour of The Director of Research, Navsari Agricultural University, Navsari**. The offer will be considered valid only when the dealer submit **manufacturer's original** (not photocopy / computer printed copy) **price list**. Price once submitted, can't be changed throughout the period of RC. Sub-dealer is not valid.
4. The tender form must be submitted online on or before **25.12.2015, 17.00 hrs.** A hard copy of company detail with proper seal and signature of authorized person along with three years of Income tax return (2012-13, 2013-14 and 2014-15), **authentic document** for address proof (like electricity bill, telephone bill, corporation tax etc), **authorization letter** and **copy of manufacturers' original pricelist for each item / brand name** (online submission of pricelist will be invalid) must be send in such a way that it must reach to Office of Director of Research and Dean, P. G. Studies, Navsari Agricultural University, Eru Char Rasta, Navsari – 396 450 on or before **28.12.2015, 17.00 hrs.** **Date must be clearly mentioned on fresh authorization letter. Hard copy of tender must reach to this office latest by 28.12.2015, 17.00 hrs. Hard copy must be page numbered properly for easy and convenient screening of tender document.** The envelope must be marked as “Rate Contract, 2015-16”
5. The above hard copy must be accompanied with **Valid Registration Certificate** of bidder's firm. (Shop Act Registration/Partnership deed /Memorandum of article/Registration of firm/Small scale Industry registration only) and **Affidavit** from the bidder that the **business entity is not black listed (notarized on Rs. 100 stamp paper)**. **Photocopy of the stamp paper will not be considered.**
6. Brand-wise discount offered over manufacturer's price, if any, should be mentioned in column No. 5 of Appendix-A to D.
7. Government taxes *viz*; VAT, CST, GST etc. applicable on the price after discount as per the Government rules should be mentioned in column No. 6 and 7 of Appendix A to D (Changes in taxes are liable as per government rules). Packaging and forwarding charges, if any, should be clearly mentioned in column No. 8.
8. The supply must be within the delivery period mentioned in the purchase order; otherwise the consignment will be rejected.

9. The advance payment will not be made under any circumstances.
10. After finalization of rate contract, party is bound to supply any single item or all items given in the price list. Inability for the supply of goods within the stipulated period and as per the specification by the party after placement of an order will lead to forfeiture of tender deposit.
11. The approved parties will have to supply **60 (sixty)** hard copies of their price-list within **15 days** from the date of issue of university order.
12. Penalty or penal interest will not be paid due to delay in payment on account of unavoidable reasons.
13. The right to accept or partially accept or to reject the offer is reserved, and cannot be challenged. **Once offer rejected, there will not be any kind of reconsideration for inclusion in the rate contract.**
14. All necessary documents will be provided for exemption of Custom / Excise duty. Suppliers will have to follow the required procedure for getting exemption of Custom / Excise duty. Suppose supplier fails to get required benefit due to his mistake/insufficiency then reimbursement of such duty will not be made. First the supplier has to pay the custom duty then the reimbursement will be made. The demurrage will not be paid in any circumstances by the university.
15. In case of dispute, decision of **The Executive Engineer, Navsari Agricultural University, Navsari** will be final.
16. The jurisdiction for any legal dispute shall be Navsari District court only.
17. Before submitting the application, manufacturer/distributor/dealer has to solve the territory problems. After submission of the application, such problem will not be entertained by NAU.
18. If any of the required information is missing, the application will be rejected straight away. If any kind of malpractice is found regarding the details submitted by the bidder is observed at any stage of procedure then the application for the rate contract will be immediately rejected and the party will be blacklisted for future endeavors.
19. **Bidder has to keep themselves aware or updated about the changes made during the tender procedure. The changes or instructions will be available on university website (www.nau.in).**
20. **Bidder has to submit individual entry brand-wise for online submission of appendix A to D. Separate entry must be made for individual brand. If bidder use multiple brands while entering appendix details, all offers would be rejected automatically.**

We agree to abide by all the terms and conditions of rate contract mentioned in this tender document.

Signature of bidder
(With Stamp, Name & Designation)

Appendix-A
NAVSARI AGRICULTURAL UNIVERSITY
ERU CHAR RASTA, ERU A.C. (NAVSARI-396 450)

Category : A

Name of the item: Glass wares for laboratory

(Fill the details in below given format otherwise tender will be rejected)

Sr. No.	Brand name	Name and address of manufacturer with telephone Nos.	Name and address of bidder with telephone Nos. and email id.	Discount Offered on listed price (In Per Cent)	Rates of Central and State Taxes		Packaging, forwarding & other charges, if any
					VAT	CST, GST etc.	
1	2	3	4	5	6	7	8
1.							

* - While online submission or entry, add details in separate row for each brand for easy and convenient screening
 / Use only one row for one brand

Appendix-C
NAVSARI AGRICULTURAL UNIVERSITY
ERU CHAR RASTA, ERU A.C. (NAVSARI-396 450)

Category: C

Name of the item: Laboratory chemicals

(Fill the details in below given format otherwise tender will be rejected)

Sr. No.	Brand name	Name and address of manufacturer with telephone Nos.	Name and address of bidder with telephone Nos. and email id.	Discount Offered on listed price (In Per Cent)	Rates of Central and State Taxes		Packaging, forwarding & other charges, if any
					VAT	CST, GST etc.	
1	2	3	4	5	6	7	8
1.							

* - While online submission or entry, add details in separate row for each brand for easy and convenient screening
 / Use only one row for one brand

Appendix-D
NAVSARI AGRICULTURAL UNIVERSITY
ERU CHAR RASTA, ERU A.C. (NAVSARI-396 450)

Category: D

Name of the item: Filter papers and other laboratory Consumables

(Fill the details in below given format otherwise tender will be rejected)

Sr. No.	Brand name	Name and address of manufacturer with telephone Nos.	Name and address of bidder with telephone Nos. and email id.	Discount Offered on listed price (In Per Cent)	Rates of Central and State Taxes		Packaging, forwarding & other charges, if any
					VAT	CST, GST etc.	
1	2	3	4	5	6	7	8
1.							

*** - While online submission or entry, add details in separate row for each brand for easy and convenient screening
/ Use only one row for one brand**

Checklist

Sr. No.	Document / Certificate	Attached Yes /No	Page No. on Hard copy
1	Tender Fee: Demand draft of Rs. 1000/- (Non-Refundable).		
2	EMD: Demand draft of Rs. 25000/- (Refundable).		
3	Company details (only in tender format given)		
4	Sales Tax certificate		
5	Photocopy of PAN card		
6	Recent authentic document for address proof like electricity bill/ telephone bill/ corporation tax etc.		
7	Valid Registration Certificate of bidder's firm. (Shop Act Registration/ Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration only).		
8	Original affidavit from the bidder that business entity is not black listed (notarized on Rs. 100 stamp paper).		
9	Terms and conditions duly signed on each page		
10	Hard copy of Appendix-A to D (whichever is applicable). Duly signed on each page.		
11	Manufacturer certificate / Fresh Authorization Certificate (Brand-wise) in Favor of Director of Research, NAU.		
12	Original Manufacture Price list / Price catalogue - Hard copy only		

Note:

1. All photocopied documents must be attested with seal and signature. While for item nos. 1, 2, 8, 11 and 12, original documents are to be submitted.
2. All the above documents are mandatory; missing of any is subjected to rejection for the Rate Contract, 2015-16.

DECLARATION

I/We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates / permissions/ documents are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

Name of the Firm:

Signature of bidder

(With Stamp, Name & Designation)

Place:

Date:

Appendix-A
List of Sub center of Navsari Agricultural University, NAVSARI

Sr. No.	Name of Sub center
1.	College of Agriculture, NAU, Waghai
2.	College of Agriculture, NAU, Bharuch
3.	Gujarat Agriculture Biotechnology Institute (GABI), NAU, Surat
4.	College of Agriculture Engineering , NAU , Dediapada
5.	Polytechnic in Agriculture, NAU, Bharuch
6.	Polytechnic in Agriculture, NAU, Vyara
7.	Polytechnic in Agriculture Engineering, NAU, Dediapada Narmada
8.	Polytechnic in Agriculture, Waghai
9.	Polytechnic in Horticulture, NAU, Paria
10.	Agriculture Experimental Station (AES), NAU, Paria
11.	Wheat Research Station, NAU, Bardoli
12.	Cotton Wilt Breeding Station, NAU, Hansot
13.	Regional Rice Research Station, NAU, Vyara
14.	Fruit Research Station, NAU, Gandevi
15.	Main Cotton Research Station, NAU, Surat
16.	Hill Millet Research Station, NAU, Waghai
17.	National Agriculture Research Project(NARP) Bharuch
18.	Agriculture Research Station NAU, Tanchha
19.	Cotton Research Station, NAU, Bharuch
20.	Main Sorghum Research Station, NAU, Surat
21.	Cotton Research Sub-Centre, NAU, Achhaliya
22.	Agriculture Research Station, NAU, Mangrol
23.	Niger Research Station, NAU, Vanarasi
24.	Krusha Vigyan Kendra, NAU, Vyara
25.	Krusha Vigyan Kendra, NAU, Surat
26.	Krusha Vigyan Kendra, NAU, Waghai
27.	Krusha Vigyan Kendra, NAU, Dediapada