



## **Tender Document**

**RATE CONTRACT, 2017-18**  
(NAU/DR/Rate Contract/GW/2017-18)

**For**

**Glass wares**

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

From:

To,  
The Principal and Chairman RC committee,  
N.M. College of Agriculture,  
Navsari Agricultural University,  
Navsari 396 450, Gujarat

**Subject:** Submission of tender for the Rate Contract, 2017-18 (NAU/DR/Rate Contract/GW/2017-18)

Sir,

I/We hereby submit the offer (duly filled) in response to the advertisement/tender notice for **Rate Contract, 2017-18** (NAU/DR/Rate Contract/GW/2017-18) 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, attached herewith.

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.

<b>Particulars</b>	<b>Amount</b>	<b>Amount in Words</b>	<b>DD No. and Date</b>
Tender Fee	1500/-	Rs. Fifteen Hundred only	
EMD/Security Deposit	25,000/-	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 31<sup>st</sup> December, 2018**

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

Signature of bidder  
(with Stamp, Name and Designation)

## Chapter 1: Tender Notice - NAU/DR/Rate Contract/GW/2017-18

---

### RATE CONTRACT, 2017-18 for purchase of Glass wares

The Bids from manufacturer/authorized dealers are invited for the purchase of Glass wares for Navsari Agricultural University. The list of brand names for items to be purchased under this tender is given in tender document. The bids are invited by e-tender through website [www.nprocure.com](http://www.nprocure.com) or [au.nprocure.com](http://au.nprocure.com).

Tender Fee	Rs. 1500
Earnest Money Deposit (EMD)	Rs. 25000
Period for Bid Document Downloading & Uploading	09/10/2017 to 18.00 hrs of 09/11/2017
The Last date for online tender submission	09/11/2017 up to 18:00 Hrs
Last date for physical submission of tender fee, EMD and other documents by RPAD / Courier / Speed post	17/11/2017 up to 17:00 Hrs
Bid Validity Period	Up to 31 <sup>st</sup> December, 2018
Technical documents available on	<a href="http://www.nprocure.com">www.nprocure.com</a> / <a href="http://au.nprocure.com">au.nprocure.com</a>

## Chapter 2: Instructions to bidders for Online Tender Participation

---

1. All tender documents can be downloaded free from the website **<http://au.nprocure.com>** or **<http://www.nprocure.com>**
2. All bids should be submitted online on the website **<http://au.nprocure.com>** or **<http://www.nprocure.com>**
3. All bids should be digitally signed. For the details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n)Code Solutions  
A division of GNFC  
301, GNFC Infotower, Bodakdev,  
Ahmedabad 380054 (India)  
Tel. : +91 79 26857316 / 17 / 18  
Fax : +91 79 26857321  
Toll Free Number : 1-800-233-1010  
[www.ncodesolutions.com](http://www.ncodesolutions.com)

4. The user can get a copy of instructions to online participation from the website **<http://au.nprocure.com>** or **<http://www.nprocure.com>**
5. The service provider should register on the website through the “New User” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
6. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
7. For all queries regarding use of digital signature certificate should be addressed to personnel in M/s. (n) Code Solutions.
8. For all queries regarding tender (except item specification) should be addressed to the office address provided below during office hours only.

The Principal,  
N. M. College of Agriculture  
Navsari Agricultural University,  
Eru Char Rasta, Navsari – 396 450 (Gujarat)  
E-mail: [dean\\_agri@nau.in](mailto:dean_agri@nau.in)  
Phone: 02637-282766  
Fax : 02637 282766

### Chapter 3: List of brands

<b>Sr. No.</b>	<b>Brand name</b>
1.	ACTIRA
2.	Agilent
3.	ASGI
4.	AXIVA
5.	BISIL
6.	BOROSIL
7.	CORNING
8.	DSS TAKARA
9.	DURASIL
10.	EPPENDORF
11.	Fisher scientific
12.	GALLEN
13.	Genaxy
14.	GENETIX
15.	Glassco
16.	Hamilton
17.	Himedia
18.	INFUSIL
19.	Jay Shree Khodiyar
20.	JJ Labwares
21.	JSGW
22.	J-Sil
23.	LAB-SIL
24.	LABSOLV
25.	Merck
26.	MP Biomedical
27.	OMSONS
28.	Qiagen
29.	RELIGLASS
30.	RESTEK
31.	RIVIERA
32.	ROCH
33.	SCHOTT-DURAN-EMTECHCOLOR
34.	Sigma-aldrich
35.	SUN
36.	Sunbeam
37.	TOUFF
38.	VWR
39.	Waters

## Terms and Conditions of the Tender for rate contract, 2017-18

01.	Bids are invited from the <b>manufacturer/authorized</b> dealers only in terms of discount on original price of various brands of <b>Glass wares</b> (as per Chapter 3: List of brands) along with duly furnished information, tender fee and EMD/security deposit.
02.	The bidder must submit the <b>Non-refundable</b> tender fees of <b>Rs. 1500</b> and <b>refundable</b> earnest money deposit/Security deposit of <b>Rs. 25,000</b> . Tender Fee and EMD must be in favour of <b>“Navsari Agricultural University Fund Account”</b> drawn on <b>State Bank of India, Navsari</b> [Branch Code No. 3889].
03.	Bids once quoted can't be change throughout the period of Rate Contract. The finalized price will be valid for the entire period of rate contract <i>i.e.</i> up to <b>31-12-2018</b> and <b>F.O.R.</b> at Navsari and sub centers (Appendix-IV) of Navsari Agricultural University.
04.	In case of authorized dealers, bids will be considered when they provide a letter of <b>original authorization</b> (not photocopy) from the manufacturer issued after the date of publication of this advertisement in favour of <b>“The Principal and Chairman RC Committee, N.M. College of Agriculture, Navsari Agricultural University, Navsari”</b> . Also, authorized dealer (bidder) must have to provide company details as per <b>Appendix-II</b> .
05.	The bids quoted by <b>Sub-dealer will not be considered in any circumstances</b> .
06.	Bidder has to submit the tender documents online as well as in hard copy as per the checklist ( <b>Appendix-I</b> ).
07.	Upload the original price list of <b>glass wares</b> provided by the manufacturer and duly certified by the bidder for its authenticity ( <b>As per Appendix-III</b> ). Price list for respective brands along with GST rate will be preferred.
08.	The bidder should ensure that duly furnished hard copy as per checklist (Appendix I) must reach to the office of <b>The Principal and Chairman RC Committee, N.M. College of Agriculture, Navsari Agricultural University, Navsari – 396 450 (Gujarat) on or before 17/11/2017, 17.00 hrs</b> . Envelop should be marked as <b>“Rate Contract, NAU/ DR/ Rate Contract/GW/2017-18 for Glass wares”</b> .
09.	While uploading the tender document particularly pricelist, if the file size is more than admissible size ( <i>i.e.</i> < 3 MB). Bidder must fragment the file with appropriate freeware software and then upload. If fragmented files were not reassembled in original format, bidder will be responsible for the same. It is advisable to test multiple time fragmentation and reassessment process at bidders end. Bidder has to provide the software detail and downloading path in separate text file while processing fragmentation.
10.	The GST charges are applicable on the price after discount as per the Government rules. No other charges will be acceptable.
11.	The supply must be within the delivery period mentioned in the purchase order; otherwise the order will be automatically cancelled. If any technical reason for delay, consent of orderer is required.
12.	The advance payment will not be made under any circumstances. Further, the payment of the supplies will be made after execution of the complete order.
13.	TDS on bill amount will be deducted as per government rules.
14.	There should be no discrepancy in price quoted under current Rate Contract for the similar supplies at all the SAUs of Gujarat.
15.	The approved suppliers are responsible for the quality of the supplies, any deviation in quality of supplies such as short expiry, purity <i>etc.</i> liable to cancel the order.

16.	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.
17.	Penalty or penal interest will not be paid due to delay in payment on account of unavoidable circumstances.
18.	The right to accept or partially accept or to reject the offer is reserved, and cannot be challenged. <b>Once offer rejected, there will not be any kind of reconsideration for inclusion in the rate contract.</b>
19.	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. The demurrage charges will not be paid in any circumstances by the university.
20.	In case of any dispute, decision of <b>The Purchase committee, Navsari Agricultural University, Navsari</b> shall stand final.
21.	The jurisdiction for any legal dispute shall be Navsari District court only.
22.	Before submitting the application, manufacturer/authorized dealer has to solve the territory problems. After submission of the application, such problem will not be entertained by NAU.
23.	If any of the required information is missing, the bid will be rejected straight away. If any kind of malpractice found regarding the details submitted by the bidder at any stage of procedure, then the bid will be immediately rejected and the party will be blacklisted for future endeavours.
24.	Amendment of bidding documents (corrigendum), at any time prior to the deadline for submission of bids, NAU may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents. The corrigendum will be published only on following on website <b><a href="http://www.nau.in">http://www.nau.in</a></b> and <b><a href="http://www.nprocure.com">www.nprocure.com</a></b> only. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids, at its discretion, NAU may extend the deadline for the submission of bids.
25.	University reserves all rights to cancel the part or whole rate contract without giving any reason

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

**Place:**

**Date:**

Signature of bidder  
(With Stamp, Name & Designation)

**APPENDIX-I  
CHECKLIST**

Sr. No.	Document / Certificate	Way of submission
1	Tender Fee: Demand draft of Rs. 1500/- (Non-Refundable).	Online and hard copy
2	EMD: Demand draft of Rs. 25000/- (Refundable).	Online and hard copy
3	Terms and conditions duly signed on each page	Online and hard copy
4	Original affidavit from the bidder that business entity is not black listed (notarized on Rs. 100 stamp paper).	Online and hard copy
5	Appendix-I (Checklist and declaration)	Online only
6	Appendix-II (Bidder's details)	Online only
7	Appendix-III (Certificate)	Online only
8	PAN card	Online only
9	Adhar card	Online only
10	GST certificate	Online only
11	Address proof the Party/Company (electricity or telephone bill not older than 3 months or recent municipal tax receipt, any one)	Online only
12	Valid Registration Certificate of bidder's firm. (Shop Act Registration/ Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration, any one).	Online only
13	Income tax return (A.Y. 2015-16 2016-17 and 2017-18)	Online only
14	Manufacturer certificate / Fresh Authorization Certificate (Brand-wise) in favor of "The Principal and Chairman RC Committee, N.M. College of Agriculture, NAU, Navsari"	Online only
15	Manufacturer's original Price list of <b>glass wares</b>	Online only

**Note:** All the above documents are mandatory; missing of any is subjected to rejection for the Rate Contract, 2017-18.

**DECLARATION**

I/We solemnly declare that we have submitted 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:**

**Place:**

**Date:**

Signature of bidder  
(With Stamp, Name & Designation)



**APPENDIX-II**  
**BIDDER'S DETAIL**

1.	Name of the Party/Company	:	
2.	Registration No. (Company/Industry/Shop act)	:	
3.	Address of the Party/Company (electricity or telephone bill, not older than 3 months or recent municipal tax receipt)	:	
4.	Phone No. Mobile No. Working email address	:	
5.	Fax No.	:	
6.	PAN Card No.	:	
7.	Adhar Card No.	:	
8.	GST No.	:	

**Place:**

**Date:**

Signature of bidder  
(With Stamp, Name & Designation)

**APPENDIX-III**

**CERTIFICATE**

This is to certify that the price of **following brands** of **Glass wares** which are quoted by me/us in tender No. NAU/ DR/ Rate Contract/GW/2017-18 is original price provided by manufacturer and duly authenticated by me/us.

<b>Sr. No.</b>	<b>Brand</b>	<b>Manufacturer</b>

**Place:**

**Date:**

Signature of bidder  
(With Stamp, Name & Designation)

**APPENDIX-IV****LIST OF SUB CENTER OF NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI**

<b>Sr. No.</b>	<b>Name of Sub center</b>
1.	College of Agriculture, NAU, Waghai
2.	College of Agriculture, NAU, Bharuch
3.	ASPEE Sakilam Agriculture Biotechnology Institute (ASABI), 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.	Krushvi Vigyan Kendra, NAU, Vyara
25.	Krushvi Vigyan Kendra, NAU, Surat
26.	Krushvi Vigyan Kendra, NAU, Waghai
27.	Krushvi Vigyan Kendra, NAU, Dediapada