

GUJARAT UNIVERSITY
NAVRANGPURA, AHMEDABAD-380009, GUJARAT
GENERAL INSTRUCTIONS

Rate Contract for the Purchase of

(A) Chemicals, cell culture media, biological specimen

(B) Glass wares, plastic wares, filters, gas cylinders and industrial gases of various grades

(C) Miscellaneous laboratory apparatus / small equipment / electronic accessories and peripherals

Offers in sealed cover(s) are invited by the Gujarat University from the reputed manufactures/authorized dealers for having Rate Contract for the purchase of (A) Chemicals, cell culture media, biological specimen (B) Glass wares, plastic wares, filters, gas cylinders and industrial gases of various grades (C) Miscellaneous laboratory apparatus / small equipment / electronic accessories and peripherals for the period from **1st April 2022** to **31st March 2025**. The delivery will be F.O.R, concerned Department of Gujarat University, Ahmedabad. Payment will be made within **45 days** of the inspection / date of delivery. The contract would be subject to the conditions that the bidders provide a certificate to the effect that the items have not been supplied to any other organization at a discount higher than that being offered to Gujarat University, Ahmedabad and further that the price list operative during the current financial year has also been offered to other organizations and no other organization has been offered the prices less than the prices being offered to Gujarat University Ahmedabad. The discount offered, overhead charges (taxation/duties etc.) if any, be clearly specified.

The interested parties may submit their most competitive offers with all necessary documents mentioned below for this rate contract. **The offers complete in all respects, along with Tender Fee of Rs. 5,000/- (non-refundable) in the form of bank Demand Draft (DD) and a refundable security (E.M.D.) of Rs. 25,000/- in the form bank DD, drawn in favour of the Registrar, Gujarat University, Ahmedabad, and Payable at Ahmedabad** be sent to the office of School of Sciences, Gujarat University on or before **15th February 2022** up to **4.00 PM**. The interest earned if any on security deposit (E.M.D.) will be retained by the Gujarat University. The vendors applying for rate contract should submit **four separate sealed covers (Cover No. 1 to Cover No. 4)** as mentioned here; **(Cover No. 1)** The non-refundable Tender Fee in the form of bank DD for Rs. 5,000/- in sealed cover with marked **“TENDER FEE”** on cover; **(Cover No. 2)** Refundable Security (E.M.D.) in the form of bank DD for Rs. 25,000/- separately for each head (A to C) in one sealed cover with marked **“REFUNDABLE SECURITY (E.M.D.)”** on cover; **(Cover No. 3)** Rate Contract Proforma [if apply for more than one head then sealed separate envelope must be require for each head mentioned above (A to C) and put all sealed envelope in one cover] with marked **“RATE CONTRACT PROFORMA FOR CATEGORY - A / B / C”** on cover;

(Cover No. 4) Declaration Letter in sealed cover with marked “**DECLARATION LETTER**” on cover. Along with covers mentioned above, total 10 copies of the latest price list with marked “**PRICE LIST**” and Company’s / Firm’s financial documents regarding the turnover of the company / firm for the last three years along with Income Tax returns for the same period with marked “**FINANCIAL DOCUMENTS**” also require. **The vendors applying for more than one firm (i.e. multiple firms) should submit only one sealed Tender Fee cover for all firm along with the E.M.D., Rate Contract Proforma and Declaration Letter separately for each firm in separate envelope failing which only one firm will be eligible for Rate Contract.** (Format of Rate Contract Proforma and Declaration Letter is available on University’s website: www.gujaratuniversity.ac.in). The offers complete in all respects (four sealed separate covers no. 1 to 4 as mentioned above along with 10 copies of latest price list and financial documents regarding the turnover of the firm for the last three years together with income tax returns for the same period) must be submitted in one envelope super scribed “**RATE CONTRACT FOR THE PERIOD OF 01-04-2022 TO 31-03-2025**”. The duly filled table of “General Information” given below, is also required on the letterhead of the Bidding Firm and submit it separately in a cover without seal.

GENERAL INFORMATION

1.	Name of the Bidding Firm i.e., Manufacturer/ Authorized dealer	
2.	Details of Contact Person (i) Contact Person Name:----- (ii) Contact Person Address:----- (iii) Contact Person Phone No.:----- (iv) Contact Person E-mail:-----	
3.	Details of Tender Fee of Rs. 5,000/- (i) Bank DD No. for Tender Fee:----- (ii) Bank DD Date for Tender Fee:----- (iii) Name of DD issuing Bank:-----	
4.	Check list [Please submit one sealed envelope super scribed “ <u>RATE CONTRACT FOR THE PERIOD OF 1ST APRIL 2022 TO 31ST MARCH 2025</u> ” for Sr. No. 4(i) to 4(vi)] (i) Sealed cover of Tender Fee:----- (ii) Sealed cover(s) of E.M.D.:----- (iii) Sealed cover(s) of Proforma:----- (iv) Sealed cover(s) of Declaration:----- (v) 10 copies of the latest price list:----- (vi) Financial Documents:-----	[Please write “ <u>INCLUDE</u> ” or “ <u>NOT INCLUDE</u> ” in front of each Sr. No. 4(i) to 4(iv) as mentioned here on left side]
5.	Place: _____ Date: _____	Signature of the Bidder (with seal)

The offers shall be opened by the Committee on **18th February 2022** at **12.00 PM** in the Seminar Hall, Opposite to the office of School of Sciences, Gujarat University in the presence of vendors / their authorized representatives, whosoever is present during tender opening time. Any or all the offers can be rejected by the competent authority without assigning any reason whatsoever. The successful bidders will be intimated and will be required to submit the signed **Rate Contract pronouncement on Rs. 300/- non-Judicial stamp paper**, (Format of pronouncement is available on University's website www.gujaratuniversity.ac.in)

PARTICULARS	DATE	TIME
Starting Date and Time for Tender Submission	03-02-2022	11.30 AM
Closing Date and Time for Tender Submission	15-02-2022	04.00 PM
Tender Opening Date and Time	18-02-2022	12.00 PM
Venue for Tender Opening	Seminar Hall, Opposite to the office of School of Sciences, Gujarat University.	

01-02-2022; Ahmedabad.

Registrar