

# CENTRAL UNIVERSITY OF KARNATAKA

(Established by an Act of Parliament of India, 2009)  
Aland Road, Kadaganchi, Kalaburagi-585 367, Karnataka.  
Phone No. (08477)-226722, FAX No. (08477)-226703  
Website: [www.cuk.ac.in](http://www.cuk.ac.in)

## Notice Inviting Tenders for

ANNUAL RATE CONTRACT  
FOR THE SUPPLY OF LABORATORY CHEMICALS, LABORATORY GLASS-  
WARES, PLASTIC-WARES, FILTER PAPERS, LABORATORY ELECTRONIC &  
ELECTRICAL SPARES AND GASES



CENTRAL UNIVERSITY OF KARNATAKA

Tender No: 2560/PUR/CUK/2017-18/10  
Tender date: 09.02.2018

Last Date of Submission: 20.02.2018 (12.00 Noon)

**(Extension)**

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TENDER NO. : 2560/PUR/CUK/2017-18/10  
DATE OF ISSUE OF TENDER : 09.02.2018  
LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 20.02.2018 (12.00 Noon)  
TIME AND DATE FOR OPENING OF THE TENDER  
[**TECHNICAL BID**] : 20.02.2018 (3.00 PM)

<i>PLACE OF OPENING OF THE TENDER:</i>	<i>Conference Room, Central University of Karnataka, Aland Road, Kadaganchi, Kalaburagi-585367.</i>
<i>ADDRESS FOR COMMUNICATION:</i>	<i>The Registrar, Central University of Karnataka, Aland Road, Kadaganchi, Kalaburagi-585367.</i>

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## Tender Notice

### NOTICE INVITING TENDER FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF THE LABORATORY CHEMICALS, LABORATORY GLASSWARES, PLASTIC-WARES, FILTER PAPERS, LABORATORY ELECTRONIC & ELECTRICAL SPARES AND #GASES

The sealed tenders under two bids system are hereby invited from the manufactures or authorized dealers /distributors /stockiest for entering into **Annual Rate Contract** for supply of the following four categories Items to the Central University of Karnataka, Kadaganchi, Kalaburagi (Karnataka):

Sr. No.	Description	Earnest Money Deposit (EMD)
1.	Laboratory Chemicals	Rs. 10,000/- in each category
2.	Laboratory Glass Wares, Plastic-Wares, Filter papers	
3.	#Laboratory Gases (like Argon, Nitrogen, Helium, Hydrogen, Oxygen with % purities in standard cylinder size 50 Kg, 25 Kg, 10 Kg)	
4.	Laboratory Electronic & Electrical spares	

**Note:** The EMD amount is **Rs. 10,000/-** for each category and **Rs. 40,000/-** if the tenderer quotes for all the four categories of items.

The interested parties may send their Tenders in the prescribed Tender Document with a non-refundable processing fee of **Rs. 500/-** (Bank Demand Draft) in each category and Earnest Money of **Rs. 10,000/-** for **each category** in the form of Account Payee Bank Draft payable at Kadaganchi, Kalaburagi (Karnataka) or F.D.R. duly pledged in the name of **Registrar, Central University of Karnataka, Kadaganchi, Kalaburagi** or a Bank Guarantee (Annexure-II), for an equal amount furnished in prescribed proforma, from any nationalized bank. The tenders received without **Processing fee** and **EMD** will be rejected straight way. The last date for the receipt of Tenders is 20.02.2018 (12.00 Noon). The University in no case will be held responsible for late delivery or loss of the documents. The tenders will be opened on **20.02.2018 (3.00 PM)**.

**The tender received without processing fee and EMD will be rejected straight way.**

**Note:** The Processing fees and EMD should not be mixed, separate Demand Drafts is required to be made in this regard.

The Tenders complete in all respects must be submitted in sealed envelopes which must be either delivered by hand or sent by registered post, speed post or courier to the Registrar on the below given address, super-scribing on the envelop “**Tender for Rate Contract of Lab Items**” so as to reach not later than **12:00 Noon. on 20.02.2018**. The University in no case will be held responsible for late delivery or loss of the documents so mailed. The tenders received after this specified date and time shall not be considered. The postal address is:

**The Registrar,  
Central University of Karnataka  
Aland Road, Kadaganchi,  
Kalaburagi-585367 (Kalaburagi)**

### **1. Submission of Bids:**

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- a) **ENVELOPE NO. 1: [Technical bid]** Should contain (i) covering letter (ii) Technical Bid (Annexure - I) duly signed and stamped and (iii) Requisite Fee (Processing fee and Earnest Money).
- b) **ENVELOPE NO. 2: [Price bid]** Should contain the Price lists along with quantum of discount on each item duly signed, stamped and super- scribed as “Financial Bid (Annexure-II).
- c) **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

The inner and outer envelopes should be addressed to the Registrar, Central University of Karnataka, Aland Road, Kadaganchi, Kalaburagi -585367 (Karnataka) and should clearly mention “**Tender for Entering into Annual Rate Contract for supply of the Laboratory Chemicals, Laboratory Glass-Wares, Plastic-Wares, Filter Paper, Laboratory Electronic & Electrical spares and Gases to the Central University of Karnataka, Kadaganchi, Kalaburagi**”. The inner envelopes should also indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, the University will bear no responsibility for the bids misplaced or premature opening. All Tenders/proposals should be made in English and the rates should be written in figures with discounts offered, if any. Tender documents can be downloaded from the website ([www.cuk.ac.in](http://www.cuk.ac.in)) of the University.

The Tender documents must be submitted in an organized and structured manner. No brochures /leaflets etc. should be submitted in loose form. Please indicate page nos. on your tender, e.g. if the tender is containing 20 Pages, please indicate as 1/20, 2/20, 3/20 -----20/20.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

The Central University of Karnataka, reserves the right to select the item (in single or multiple units) or to reject any tenderers wholly or partly without assigning any reason.

The Technical Bids will be opened in the Conference room, Central University of Karnataka, Aland Road, Kadaganchi, Kalaburagi-585367 (Karnataka) on **20.02.2018 at 3.00 PM**, in the presence of all the tenderers’ or their authorized representatives if any. The bidders or their authorized representative may also be present during the opening of the Financial Bid, if they desire so, at their own expenses.

The *Financial bid* of only those bidders will be opened whose technical bids the committee appointed for the purpose finds suitable. **Date and time of opening of financial bids will be decided after the committee has evaluated technical bids.** Information in this regard will be posted on University website/ Notice board. Corrigendum if any will also be posted on University website only.

## **2. Clarification:**

In case the bidders require any clarification in regarding the tender document, they may contact **The Registrar, Central University of Karnataka, Aland Road, Kadaganchi, Kalaburagi-585367 (Karnataka). Phone No. (08477)-226 708, Email: [registrar@cuk.ac.in](mailto:registrar@cuk.ac.in).**

## **3. Rate contract Means:**

**Rate contract for the supply of laboratory chemicals, glassware, plastic wares, filter papers, laboratory electronic & electrical spares and gases etc. with following terms and conditions:**

- i. Manufacturers and authorized dealers of manufacturers, distributors, stockist only shall participate in the Tender Process.
- ii. Each manufacturer will provide maximum name of two authorized dealers/ distributors/ stockist in and around Karnataka or Telangana or Andhra Pradesh or Maharashtra. This is **mandatory** for each manufacturer if they want to supply through their authorized dealers.
- iii. The bidder will not supply the items under Rate Contract, on a rate lesser than this Contract prices, to any other Govt. institution. If it is found to be so then proportionate recoveries will be made from the bidder.
- iv. Two original printed copies of price list/ catalogue etc. along with discount, which will be allowed on each item & two soft copies of price list in the form of CD/DVD be provided. (Hard copy of the price list and list after allowing discount on items proposed to be purchased along with stamp and sign is to be provided for placing order).

**DETAILED TERMS AND CONDITIONS:**

1. All rates quoted should be F.O.R destination i.e. Central University of Karnataka, Aland Road, Kadaganchi, Kalaburagi-585367 (Karnataka) and including delivery charges at the university department premises should be net i.e. including packing weighing, insurance and forwarding charges. The GST will however be extra in case quoted by the supplier.
2. In all cases the country of manufacturers/particulars of manufacturer and unit of measurement etc., must prominently be stated.
3. All containers, packing cases, bags etc. will be deemed non-returnable unless specifically stated otherwise in the tender.
4. All supplies should be made within a fortnight of supply order or by the date stated in the order whichever is earlier. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period, a penalty @ 0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill and the tender will be cancelled and Performance Security will be forfeited in case of inordinate delay or non- supply. The University shall be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
5. No price increase will be allowed during the currency of the contract and rates approved shall remain in force during the currency of the rate contract.
6. The University will purchase the items according to its requirement.
7. The authorized dealers / distributors / stockists once notified by the manufacturer/proprietors shall not be allowed to be changed in between the period of contract.
8. Sufficient number of samples according to the approved pattern for supply to each of the INDENTING OFFICER and two spares will have to be supplied and got approved if considered necessary by this office.
9. The inspection of goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party at its own cost within 10 days of dispatch of advice from the indenting office failing which the goods will be at supplier's risk which may be disposed of by the University by public auction, if so considered.
10. The rejected goods will have to be replaced within 15 days of the dispatch by the Indenting Officer's registered notice intimating that the goods have been rejected, failing which the Indenting Officer will be entitled to make purchases at the risk and cost of the Contractor/Firms without any further reference to them.
11. If the supplier claims that the goods supplied by him/them are strictly according to the approved samples/specifications, he may file an appeal to the Vice-Chancellor of the University within five days of the receipt of the Registered Notice from the Indenting Officer/Consignee. Where such appeal has been filed, the Indenting Officer /Consignee will hold the goods with him till the final decision of the Vice-Chancellor.
12. **All quotations/Tenders should be accompanied with an earnest money deposit amounting to Rs.10,000/-(Rupees Ten thousand) in each category and Rs.40,000/-(Rupees Forty thousand) if the tenderer quotes for all the four categories of items in the form of Account Payee Bank Draft or F.D.R duly pledged in the name of Central University of Karnataka, Kadaganchi, Kalaburagi or a Bank Guarantee for equal amount furnished on prescribed Performa, from any commercial bank.** The EMD shall be returned in case the offer of bid is not accepted by the University after the finalization of the rate contract to the unsuccessful tenderer.
13. The supply must be completed satisfactorily within the stipulated period failing which the Indenting Officer concerned will have the right to purchase or allow to purchase the goods at supplier's risk, provided that where goods are not supplied according to the specifications

- and on account of urgency of the demand, the Indenting Officer decides to retain the inferior goods, the supplier will be entitled to receive payment not at the contract rate but at the rate fixed by the University with due regard to the quality of the material supplied.
14. The quotations may be accepted in part or whole.
  15. **The University reserves the right to enter into parallel contract with two or more firms and to accept or reject any tender without assigning any reason, if so required.**
  16. The rates and units shall not be over written, amount shall be both in figures and words. The words '**NO QUOTATIONS**' should be written cross all the items in the annexure for which a Firm does not wish to tender. All corrections must be signed in full by the Firm.
  17. In case of goods controlled by the Government, the quotations must be sent subject to the control rates and the other conditions and supplier will be paid at the controlled rate or on the rate offered by the supplier whichever is lower.
  18. Any dispute arising out of the deal shall be subject to the decision of the Vice- Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of Central University of Karnataka at Kalaburagi.
  19. The University reserves the right to accept or reject any/all the tender without assigning any reason.
  20. The tenders received **after due date or without the earnest money and processing fees shall stand cancelled/rejected.**
  21. In case it is agreed by the University and is incorporated as a condition of the contract, to accept supply through bank, the bank charges accruing thereon, shall be borne by the supplier. No request and or payment above 75% through bank shall normally be accepted. However, in special circumstances depending upon the merit of the case and or credibility of the tenderer, the payment up to 90% through bank will be considered at the time of purchase of the material.
  22. **Any term/condition given by the supplier/firm, in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.**
  23. In the event of tender, being accepted, the tenders will be converted into a contract, which will be governed by these terms and conditions.
  24. The above conditions will be enforced unless written order of the Controlling Officer/Competent authority is obtained relaxing any specific condition in any particular instance.
  25. The tender not strictly in accordance with the above conditions are liable to be rejected.
  26. The tender shall be on the prescribed Tender Form (**Annexure-**). The special terms, if any, should be added on a separate sheet with tender.
  27. The successful Firms will have to execute an agreement on the non-judicial paper of the value of Rs. 100/- duly signed and stamped.
  28. On acceptance of the tender, the Contractor shall furnish **Performance Security** amounting to Rs.25,000/- (Rs. Twenty-five thousands) in respect of each category and Rs.1,00,000/- (One Lakh Rupees), if the tender is approved for all the four categories in the form of Account Payee Bank Draft or Fixed Deposit Receipt (FDR) duly pledged in the name of the **Central University of Karnataka, Kadaganchi, Kalaburagi** or Bank Guarantee for equal amount on the prescribed Performa, to Central University of Karnataka. This performance security must be deposited within 20 days of the award of the contract and the EMD will be returned on receipt of the performance security. No interest will be paid on the performance security amount and EMD.
  29. TDS and other taxes as applicable will be deducted from contractor's bill as per Govt. Instructions from time to time.

30. Tenderer's are required to provide satisfactory supply of items in the categories for the last 3 years for the minimum two Government organizations/Institutions.
31. Annual rate contract will be for the period one year from the date of rate contract declaration by university and can be extended to one more year or the time period for which CUK, Kalaburagi will decide, if it is agreed mutually subject to agreed terms and conditions and the satisfaction of CUK, Kalaburagi.

**Registrar,  
Central University of Karnataka**

**READ AND ACCEPTED**

**Signature of Bidder with seal and Date**



## **DECLARATION BY THE TENDERER**

It is hereby declared that I/We \_\_\_\_\_ the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Designation:

On behalf of Firm/Tenderer

(with seal)

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### Technical Bid

#### FORMAT FOR TECHNICAL BID FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF LABORATORY CHEMICALS, LABORATORY GLASS-WARES, PLASTIC-WARES, FILTER PAPERS, LABORATORY ELECTRONIC & ELECTRICAL SPARES AND GASES

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm /Agency : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_
3. Telephone No. (Landline) : \_\_\_\_\_
4. Fax No. : \_\_\_\_\_
5. Mobile No. : \_\_\_\_\_
6. Email Address : \_\_\_\_\_
7. Name & Address of Branch, if any : \_\_\_\_\_
8. Type of Organisation (Whether sole Proprietorship/Partnership Private Ltd. Etc) : \_\_\_\_\_
9. Name of Proprietor/ Partners/ Directors of the Organization/Firm : \_\_\_\_\_
10. If not manufacturer, certificate from the manufacturers as Dealer/ Distributor/ Stockist: \_\_\_\_\_
11. Proof of Registration of the firm: \_\_\_\_\_

(Documents required to be provided with Technical bids see on next page)

**Documents required for Technical bid:**

<b>Sr. No.</b>	<b>Documentary Proof of</b>	<b>Attached (Yes/No)</b>	<b>Page Appendix No (If attached)</b>
i	Incorporation/inception the Agency		
ii	Dealership/ Distributor/ Supplier/ Indian Agent/ Foreign Associates Authorised Certificate for the Supply of.....		
iii	Name of the Foreign/Indigenous/Principal of the manufacture of ..... machine/plant/equipment from where these are to be imported/procured for supply		
iv	Name and Address of the Principal/Manufacture		
v	PAN Number		
vi	GST No.		
vii	Satisfactory Performance of supply of.....for last 3 year from at least two Govt. organization/Institution		
Viii	Any other relevant information (Specify)		
ix	Technical Specifications on the attached proformas		
x	Copy of certificate of Income Tax Return for last 3 years from 2014-15, 15-16 & 16-17		
xi	Turnover for last 3 years from 2014-15, 15-16 & 16-17		
xii	<b>Detail of Bid Security /Earnest Money (EMD)</b>	<b>DD/FDR No. _____ Dated_____</b> Name of the issuing Bank_____	
xiii	<b>Processing Fee Rs.500/- (Non-refundable )</b>	DD No. _____ dated_____	
		<b>Name of the issuing Bank _____</b>	

Place:

\_\_\_\_\_  
Name and signature of the authorized person of the firm / tenderer along with seal

Dated:

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### Financial Bid

**FORMAT FOR FINANCIAL BID FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF LABORATORY CHEMICALS, LABORATORY GLASS-WARES, PLASTIC-WARES, FILTER PAPERS, LABORATORY ELECTRONIC & ELECTRICAL SPARES AND GASES**

Sr. No.	Description of items	Price list w. e. f. _____ to _____ (Period)	Quantum of Discount offered on each items
1.	Laboratory Chemicals		
2.	Laboratory Glass Wares, Plastic Wares, Filter Papers		
3.	Laboratory Gases (like Argon, Nitrogen, Helium, Hydrogen, Oxygen with % purities in standard cylinder size 50 Kg, 25 Kg, 10 Kg)		
4.	Laboratory Electronic & Electrical spares		

Place:

\_\_\_\_\_  
 Name and signature of the authorized person of the  
 firm / tenderer along with seal

Dated:

**Annexure-III**

**MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)**

Whereas ..... (herein after called the “tenderer”) has submitted their offer dated.....for the supply of ..... (herein after called the “tender”) against the Purchaser’s tender enquiry No. ....  
..... KNOW ALL MEN by these presents that WE ..... of ..... having our registered office at..... are bound unto the Central University of Karnataka, Kalaburagi (herein after called the “University”) in the sum of .....for which payment will and truly to be made to the said University, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the University during the Period of its validity: -
  - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

We undertake to pay the University up to the above amount upon receipt of its first written Demand, without the University having to substantiate its demand, provided that in its demand the University will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 90 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

(Signature of the authorized officer of the bank)

.....

(Name and designation of the officer)

.....

Seal, name and address of the Bank and address of the Branch.

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### CHECK LIST

(Please mark which is applicable)

1.	EMD attached	Yes/ No
2.	Processing fees attached	Yes/ No
3.	Pan No. with ownership proof attached	Yes/ No
4.	GST No. attached	Yes/ No
5.	If not Manufacturer necessary Dealer/ Distributor/ Stockist certificate or Authorisation Letter	Yes/ No
6.	Declaration certificate by the tenderer attached	Yes/ No
7.	Technical bid in the prescribed format attached	Yes/ No
8.	Financial bid in the prescribed format attached	Yes/ No
9.	Details of reputed Organizations where the tenderer has executed/running similar type of rate contract	Yes/ No

**Note:** Submission of bid is as per terms & conditions as stated above.

Place:

\_\_\_\_\_  
Name and signature of the authorized person of the firm / tenderer along with seal

Dated: