

TAMIL NADU AGRICULTURAL UNIVERSITY
COIMBATORE – 641 003

RATE CONTRACT NOTIFICATION – 2020-21

On behalf of Tamil Nadu Agricultural University, sealed tenders are invited for the supply of Chemicals, Glassware, Laboratory apparatus, Scientific Equipments, Fragile and Non-Fragile items etc., for the constituent Colleges and Research Stations of the University during the financial year 2020-2021. The firms should have three years experience as on 01.01.2020 as **“MANUFACTURER”** of the said items, they intend to supply and hold a valid **“Manufacturer’s License”** for such of those items which are marketed under their own approved or patented brand names or trade marks. The term **“Manufacturer”** also include manufacturers or their sole agents or their dealer whom they authorize to participate in the tender. The manufacturer should authorize only one dealer/ distributor for participating in the tender. The tender documents can be obtained from the office of the Comptroller, Tamil Nadu Agricultural University, Coimbatore – 641003 on payment of Cost of Rs.1680/- (Rs.1500 + GST 12%) through a demand draft drawn in favour of the **COMPTROLLER, TAMIL NADU AGRICULTURAL UNIVERSITY, COIMBATORE** payable at State Bank of India, Tamil Nadu Agricultural University Branch, Coimbatore 3, subsequent to the date of publication of this notification. The last date for the issue of tender documents is **17.7.2020 upto 11.00 am**. The last date for receipt of filled tenders is upto **1.00 pm. on 17.7.2020**.

The tenders will be opened at **2.00 pm. on 17.7.2020**. If the tender opening date happens to be a holiday, the tenders will be opened on next working day.

COMPTROLLER

TAMIL NADU AGRICULTURAL UNIVERSITY

No.F1/P /RC/2020-2021/2020

Office of the Comptroller, TNAU,
Coimbatore – 641 003.
Dated: 29.06.2020

TENDER NOTICE

Sealed Tenders are invited for entering into Rate Contract with Tamil Nadu Agricultural University (TNAU) for 2020-2021 for the supply of indigenous Chemicals, Glasswares, Laboratory apparatus, scientific equipments, Fragile and non fragile and Miscellaneous items to the various Colleges, Departments and Research Stations / KVKs / Centres situated all over Tamil Nadu coming under the control of the Tamil Nadu Agricultural University.

TERMS AND CONDITIONS

I. Manufacturer:

The firm should be the manufacturer or their sole agents or their dealer whom they authorize to participate in the tender. The manufacturer should authorize only one dealer / distributor for participating in the tender.

The firms being a manufacturer for not less than a period of three full years as on 01.01.2020 with a valid Permanent Manufacturer's license / Registration as on 01.01.2020 for the items marketed under their own approved or patented brand name can participate. Firms with provisional manufacturing licenses will not be permitted. Copy of the Permanent Manufacturers' license / Registration Certificate duly attested should be enclosed alongwith the tender. This should indicate the list of items permitted to be manufactured. Tax Registration certificate must also be enclosed.

The attested copy of renewal of the license/registration should also be enclosed alongwith the main manufacturing license. Tender received without the attested copies will be summarily rejected. (In case of manufacturing license given in languages other than English, **copies translated in English** and duly attested by a Gazetted Officer or by a Notary Public (with seal) should be enclosed).

Authorized dealer / distributor can also bid with authorization from the Manufacturer (Documentary evidence to be furnished). The manufacturer should authorize only one dealer / distributor for participating in the tender. Firms quoting for Commercial Grade Chemicals must have manufacturing licence for the production of 100 tons of chemicals per year.

II. Earnest Money Deposit:

1. The firm should be a registered manufacturer or their sole agent or their authorised dealer holding a License / Registration with reference to state authorities or Government of India.
2. Firms registered with Tamil Nadu Small Industries Development Corporation or with the National Small Industries Corporation.
3. Each tender should accompany by an Earnest Money Deposit of Rs.10000/- (Rupees Ten thousand only) paid through Demand Draft in favour of "Comptroller, Tamil Nadu Agricultural University, Coimbatore - 3."
4. **Tenders received without the Demand Draft for Rs.10000/- as EMD in the case of registered firm, will be summarily rejected.**

5. Bank guarantees cannot be accepted in lieu of the Demand Draft. EMD remitted by the firms to this University on any previous occasions, which is pending refund **will not be adjusted** towards the EMD payable for the year 2020-2021. The EMD will bear no interest.
6. In respect of tenderers whose tenders are not accepted, the EMD will be refunded immediately after the Rate Contract is finalised.
7. In respect of tenderers whose tenders are accepted the EMD will be refunded after the completion of **Six months** from the date of completion of the rate contract period and after ascertaining their proper supply from the respective intended officers of the TNAU.
8. Tenderers who do not claim their EMD, by proper request letter and advanced stamped receipt, within 2 years from the date of deposit will not get refund of their EMD.
9. In respect of tenderers whose tenders are accepted and who fail to effect the supply as per the terms and conditions properly, the EMD will be liable for forfeiture as deemed fit based on the lapses.

III. Quoting of rates in the TNAU Tender Forms:

1. Items costing more than Rs.50,000/- (Rupees fifty Thousand only) need not be quoted.
2. Rate once quoted is final. Any request for the change of rate after acceptance of Tender will not be considered.
3. The rates quoted should be on F.O.R destination to any of the research station or college or centre, under the jurisdiction of TNAU and should be constant throughout the year 2020-2021. (i.e. upto 31.03.2021)
4. **The rates quoted should be Including all Taxes, packing, forwarding and delivery charges and other charges F.O.R destination**
5. The Rates must be quoted only in the TNAU RC computer software (provided in CD) supplied by this office. After installing the software in computer, rates must be correctly typed against the Item Code No. and name of Item, **after thoroughly reading the full specifications and quantity**. In the RC software on top of rate quoting page, full specifications are displayed in text box when each item is clicked and selected.
6. After filling the rates in the RC software, the same rate may be legibly written manually in the Tender Schedule purchased from the Office of the Comptroller and keep it for reference.
7. Submission of tender documents must accompany electronic copy of the closed and zipped RC software file (in CD) and the hard copy of the tender schedule printed out by the software after completing filling of rates. This print out must be certified (signed with seal) by the authorized signatory of the firm in all pages and submitted is final.
8. The rate indicated in tender schedule print out is final. After printing out any correction / overwriting using fluid ink are not acceptable. Rate should be furnished in the tender schedule as per the items specified and quantity specified therein. Tender forms with additional details /rates/ specifications will not be considered.

9. The firms claiming proprietorship for specific items should produce documentary evidence for their claim.
10. In the case of Chemicals, price should be quoted for AR, LR, CG and PG grades. The abbreviations AR denotes "Analytical Reagent"; LR denotes "Laboratory Reagent"; CG denotes "Commercial Grade" and PG denotes "Pharmaceutical Reagent", and HPLC grade denotes high purity for "High Performance Liquid Chromatography" and not of any other description. **The list of chemicals coming under Food grade and Fertilizer grade shall be given in full form and not in abbreviations.** Imported grades are not required. Prices shall be given for grade indicated in the tender form.
11. The **firms not dealing with particular grade need not quote the rate** for such item. For example, if a particular grade like AR or HPLC is not in the list of manufactured items of a firm the same need not be quoted. Quoting the price for a particular grade and coming out with explanation at a later date for some other grade in lieu of the grade quoted will not be entertained.
12. Rate submitted in common Printed lists/ catalogues for chemicals, lab wares, equipments etc. will not be considered.
13. Firms **quoting rates for equipment / machinery / lab ware must specify the Brand Name and Model.** The rate quoted by firms without indicating the Brand Name and Model will be rejected. Necessary Brochure / photograph/ design diagram must be enclosed particularly for equipment / machinery/ electronic items, otherwise the quoted rate will not be considered. The equipment quoted in the Rate Contract must be given three years warranty or more, as specified by the manufacturing firm, whichever is high.
14. The University has got right to **accept/reject** any rate offered by any firm/company **based on quality requirements.**

IV. Other conditions

- 1) Firms should give an **undertaking in their letter head paper** and under their seal that they would abide by all the terms and conditions stipulated now and subsequently stipulated for Rate Contract by the Tamil Nadu Agricultural University.
- 2) **If any contradictory terms and conditions are furnished while sending the tender, the tender will be summarily rejected.**
- 3) An agreement has to be executed by the firm **whose tender is accepted** in a stamped bond paper in the form prescribed by the Tamil Nadu Agricultural University. The specimen form for the agreement is supplied by the University alongwith Tender notice. The agreement should be executed on a non-judicial stamp paper worth not less than Rs.10/-. The stamp paper should **bear a date after 1.4.2020.** Stamp paper belonging to any state in India may also be used for this purpose. The stamp paper should contain the signature of the vender with date. The stamped agreement should be correctly filled up and signed on all pages. The name of the manufacturer should be written clearly wherever required. The names and full addresses of the witnesses should be clearly noted in the agreement. The vendor's seal should be affixed at the appropriate place in the agreement. No addition or alteration should be made in the agreement form.

The above agreement need to be signed and given, only by the firm whose tender has been accepted. Separate intimation will be given about acceptance to them. The approved list of accepted items will be given to them after the agreement is signed.

- 4) Packing, forwarding, insurance and other incidental charges etc. are to be borne by the supplying firm. Mention may be made regarding the mode of delivery. The goods should be delivered at the door step of indenter free of charge.
- 5) Breakages and leakages will not be accepted and deductions will be made before payment.
- 6) Supplies should be made according to approved Grades, specifications and substandard articles will not be accepted. Assay and purity of the chemicals should be well indicated in the label since they are required for use in analytical/pharmaceutical purposes and in food preparations. The goods should be supplied under the manufacturer's own label / make. Other label / make will not be accepted. The labels and make should be according to approved or patented trade marks or brands.
- 7) **Payment for the supplies will be made only on receipt of the goods by the respective officers who have ordered.** Orders, for the articles of stores will be placed by the Head of Departments / Research Stations / KVK Centres and hence the bills for settlement should also be sent to the same Head of the Departments / Research Stations / KVK Centres who have placed the orders.
- 8) Printed details/ brochures/ instructional manuals / leaflets for the lab wares and equipment quoted must be sent along with tender as additional document. Guarantee certificates for the equipments should be given at the time of supply, and supply shall be effected to reach the intended officer within fifteen days from the date of supply order.
- 9) Supplies should be made in standard packing and metric units only. Supplies should not be denied to any unit of Tamil Nadu Agricultural University even if the ordered quantity is small. Firms who do not supply the requirements as per terms of the Rate Contract will not be entertained in the list of suppliers during the next year.
- 10) Supplies should be made as per the specifications given in the purchase order directly or through authorised stockiest or their sole agents or dealer. Orders will, however, be placed only with the manufactures/ tenderers.
- 11) Selected items will be communicated to the concerned firms after finalization. This list needs to be acknowledged by the concerned firms. They should also furnish the following certificate.

“CERTIFIED that the specifications and prices of the items approved are as per the tender forms submitted by us and no request will be made for modifications in future”.

Only when the firms furnish the certificate, the approved list will be communicated to the Purchasing Officers. If the certificate is not received within 7 days after the despatch of the list, it will be presumed that the firms agree for the list and no request for corrections / modifications will be entertained in future. Request for modification will be entertained only as per rates quoted in tender.

- 12) Firms which have not adhered to the terms and conditions of the Rate Contract of current year and have failed to supply the requirement of the University as per agreement will not be entertained during next year.

V. Mode of Sending the Tender

- 1) The tender attached along with all the enclosures and CD should be sent in a sealed registered cover duly superscribed as “**Rate Contract for 2020-21**” due on **17.7.2020** addressed to “**The Comptroller, Tamil Nadu Agricultural University, Coimbatore – 3**” must be sent on or before the due date and time. The name of the Firm sending the tender must be indicated on the envelope.
- 2) The CD containing closed and zipped RC Rate Quoted software should be enclosed without fail.
- 3) The Tender should be sent to reach the Comptroller before **1.00 pm**, on **17.7.2020**. The tenders received after the due date and time will not be accepted. Postal delay in this regard will also not be accepted.
- 4) The sealed tenders will be opened in the presence of the representatives who wish to be present at **2.00 pm 17.7.2020** at this office.

VI. Enclosures to be attached.

1. Permanent manufacturer certificate obtained from the Director of Industries and Commerce (Attested copy)/Dealership certificate issued by the manufacturer in case of sole agent/ Authorization letter issued by the manufacturer to participate in the tender.
2. Demand Draft for Rs.10000/- (Rupees Ten Thousand only) towards EMD drawn in favour of the **Comptroller, TNAU**, Coimbatore -3
3. Registration Certificate obtained from the Tamil Nadu Small Industries Development Corporation / National Small Industries Corporation / Department of Industries and Commerce, and Tax Registration Certificates (not the SSI Certificate) *
4. Print out of Tender Schedule as in software which is signed with seal on all pages
5. Undertaking as in item IV (1) above
6. Soft copy of the TNAU Rate Contract software after quoting the rates, as zipped file in CD.

COMPTROLLER

To

All Tenderers concerned
Spare

Note:

The tender will be rejected if the above first (3) conditions of VI are not satisfied. Any document sent after opening the tender will not be accepted.

* The SSI Certificate issued by the Director of Industries and Commerce and Enrolment/Certificate with Tamil Nadu Small Industries Development Corporations Limited are different. Hence this may be clearly noted.