



NATIONAL INSTITUTE OF TECHNOLOGY
WARANGAL – 506004, TELANGANA – INDIA

**TENDER NOTICE FOR RATE CONTRACT FOR SUPPLY OF CHEMICALS,
SOLVENTS & GLASSWARES.**

NITW/CS-3/2018-19/

DT: 07.09.2018

Sealed offers are invited on behalf of **Director, National Institute of Technology, Warangal** from reputed manufacturers who have all India network of sales either directly or through their authorized dealers/distributors for supply of following items on **Annual Rate Contract basis**.

SI. No.	Categories	EMD for Rs.	Tender fee/Cost for Rs.
1.	Laboratory Chemicals/Solvents	10,000.00	1,000.00 + GST @ 18% = 1,180/-
2.	Laboratory Glassware	10,000.00	1,000.00 + GST @ 18% = 1,180/-

The bids will be opened in the presence of the bidders or their authorized representatives who choose to attend as per the terms and conditions mentioned below. No bid will be accepted after the due date and time. Even if accepted will be returned unopened.

Interested eligible bidders may download the set of bidding documents and formats for all the necessary documents (given as Annexures) etc. from our website: www.nitw.ac.in. The payment towards the cost of the tender documents and EMD shall be made in the form of Demand Draft obtained from any **Nationalized Bank** in favor of "**Director, NIT Warangal**" or **by way of Bank Guarantee (BG)**. **The format of B.G is enclosed**. The offer without tender fee / cost of documents will be rejected summarily.

Important Note:

1. Separate tender form should be submitted in separate envelopes, in case you are willing to quote for more than one category among the 3 listed above.
2. Minimum ordered amount is Rs. 15.0 lakhs for each Category for the financial year 2018-2019 (Tender Document Fee Rs. 1,000/- + 18% = 1,180/- and EMD Rs. 10,000 for each Category)
3. **Important Dates:**
 - a. Pre-bid Meeting held on **14-09-2018 at 11.30 am**
 - b. For tender submission on or before **27-09-2018 at 11.00 am**
 - c. Opening of Tenders on **27-09-2018 at 11.30 am**
4. Tender forms are **not being sold separately** and the same can be downloaded from the website www.nitw.ac.in
5. The bids are to be sent in a sealed envelope superscribing the **Reference No. & Name of the item clearly on the envelope** addressed to
**TENDER BOX,
C/O DIRECTOR,
NATIONAL INSTITUTE OF TECHNOLOGY,
WARANGAL-506 004 (TELANGANA STATE)**
6. Tender submitted through E-Mail or Fax will not be considered.

DIRECTOR
NIT, Warangal.

THE ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE BIDDING PROCESS FOR THE SUPPLY OF CHEMICALS / GLASSWARE ARE AS UNDER:-

1. Each Prospective bidder should require the original manufacturer to fill in the enclosed **Manufacturers Authorization Form (MAF)** in case the bidder is not a manufacturer and submit in original on the letter head of the manufacturer (Exclusively addressed to Director, **NIT, Warangal**).
2. This MAF valid for the **Financial year 2018-2019** must be submitted along with the offer, failing which the offer will be summarily rejected.
3. Only one bidder is permitted to be authorized by the original manufacturer to quote on their behalf. In case of multiple authorizations, the bids submitted would be summarily ignored. However, one Indian agent/representative may be authorized by more than one Foreign/Indian manufacturer.
4. Each bid should contain MAF as per annexure "A" and soft copy of the price list as per format enclosed at annexure 'B' separately **for each category and brand**, with all details filled in.
5. The bidder is also requested to submit the hard copy of their price list along with their offer

The following would be the terms and conditions governing the Rate Contract.

1. The original manufacturer shall be solely and fully responsible in case of discrepancy with regard to quality, quantity, packages or defects found at the time of supply / usage. Under such circumstances, the manufacturer is expected to provide free replacement immediately.
2. The items must be delivered in the Central Stores, NIT, Warangal during any working day between 10.00 AM to 12.30 PM and 2.00 PM to 4.30 PM. Supplies shall not be accepted during Saturdays, Sundays and other public holidays excepting under exceptional circumstances.
3. Purchase Order (P.O) may be placed up to the last day of currency of R/C and the Rate Contract shall be in force for the purpose of delivery for all the items ordered during the currency of Rate Contract.
4. All payments due shall be made within 30 days from the date of supply subject to inspection and acceptance against the submission pre-receipted bill in triplicate duly stamped, sealed & signed on all the copies of the invoice.. The firm is expected to furnish the details of their bank account, IFSC code TIN & PAN Nos., etc. in order to enable NIT, Warangal to make payments through NEFT / RTGS.
5. Full applicable Sales Tax needs to be levied since we do not issue any Form 'D' or Form 'C'.

6. The R/C holder on receipt of P.O. shall check for its correctness as per the terms and conditions of R/C and take up the matter with NIT, Warangal for corrections / amendments if any, in order to avoid any dispute at a later stage. In case, higher rates have been inadvertently mentioned for any particular item, the R/C holder must inform NIT, Warangal about the same and proceed with the supply as per the R/C approved rates only.
7. The rate and terms of the Rate Contract would also be applicable for the purchases made by the Faculties / Students of NIT, WARANGAL on cash purchase basis and hence, the firms or their agents are not allowed to charge higher prices than those approved under the R/C.
8. The Bidders are requested to submit their offer in their own letter head neatly typewritten without any cutting or over writing.
9. The Bidders shall have to **indicate clearly the brand of the product** for which they have submitted the rate contract offer.
10. The Bidders should submit **valid documentary proof of Sales Tax / VAT** registration number and the details of **Income Tax registration (PAN)**.
11. Your offer should be sent in a sealed cover with indication on envelope
“Tender for **CHEMICALS / GLASSWARE** for supply against annual rate contract for the **Financial year 2018-2019** and Due on **27th September, 2018 at 11.00 a.m.** and addressed to

**Tender Box,
C/o Director,
National Institute of Technology,
Warangal- 506 004**

and indicate our reference No. NITW/CS-3/2018-19, dated 07-09-2018 on envelope”.
NIT, Warangal is not responsible for any postal/courier delay.

12. Tenders will be opened on **27th September, 2019 at 11.30 a.m.** in presence of the Bidders who wish to be present.
13. Please do submit the **list of your customers** (Government/Private Research Laboratories/Institutes of repute including Institutes/CSIR laboratories where Rate Contract for these categories have been finalized with your firm). In the customer list the name of contact person, designation, telephone, fax and e-mail numbers must be given.
14. Please do submit the **photocopies of rate contract for the categories listed in 1.0 you had during the last three years** with your customers as mentioned at Sl. No. 13, for our reference.
15. We will prefer to enter into rate contract with the manufacturers who can supply the materials directly to us from their depot or warehouse at Warangal or else supply the material through their dealer based at Warangal or Hyderabad within the delivery schedule as per NIT, Warangal requirement.

You are also requested to nominate your local Dealer/Stockiest for supply of Rate Contract (RC) items.

16. The details of price list and catalogue may be furnished in the attached

EXCEL SHEET FORMAT IN A CD.

Guidelines for Rate Contract Sheet (MS excel).

- **All Columns except S. no, Discount, Tax1 and Tax2 should be in text Format.**
- **Columns Header Name should be exactly similar to the ones specified in the standard sheet and it should not be changed.**
- **Data should be inserted from first row itself.**
- **Excel sheet should be saved in .xls only.**
- **Fields marked in Red are mandatory i.e. S.No, Item Category, Item Sub Category, Catalogue No, Item Description, Item Type, Item Unit, Rate.**
- **Discount, Tax1, Tax2 should contain integer or decimal data only. It should not contain any text or special character (Example “Vat@Tax 12.3”).**
- **Always remember to verify sheet data before clicking “Save Quotation”.**

NIT, Warangal has implemented an ERP solution and the Excel sheet attached is part of the RATE CONTRACT upload requirements of the One NIT, Warangal ERP. All bidders are advised to submit the price list in the **11 column excel sheet** enclosed.

17. Please **quote the maximum discount** on your list price as applicable to Government/Public Funded Research Institutes. Discount must be indicated in words as well as in figures. Current price list (**WITH EXCELSHEET – COPY**) is to be valid for the **financial year 2018-2019** and **must be sent along with your offer otherwise your offer will not be considered. Price list must be stamped and signed with date by the bidder.**
18. Your offer should be based on **free delivery at NIT, Warangal**, otherwise your offer will not be considered.
19. The Bidder **must agree for free replacement in case any discrepancy** is found with regard to quality/quantity of the material supplied by them under this Rate contract.
20. NIT, Warangal is exempted from payment of Central Excise Duty under **Government Notification No. 10/97-Central Excise dated 01st March, 1997** and exempted from **payment of Customs Duty under Government Notification No. 51/96-Customs dated 23rd July, 1996**. The Bidders are advised to go through these Notifications thoroughly and mention clearly regarding the Excise Duty/Custom Duty in their offer.
21. There will be **no separate packing and forwarding charges payable** for supply against this Rate contract.
22. **Fall Clause:**

The price to be quoted (Price as indicated in the price list less discount plus taxes and duty if applicable) by the **Bidder under the rate contract should in no event exceed the lowest price at which the Bidder sells the stores of identical description to any other organization during the currency of rate contract**. If R/C holder reduces its price or sells or even offers to sell the same item/s during the currency of the rate contract, price will be automatically reduced with effect from that date for all the subsequent supplies under the R/C.

An undertaking is required to be given by all the manufacturers that the rates offered by them are not more than the rate offered to any other Government agencies/Institution and the discount offered is not less than the discount offered to any other Government agencies/Institutions. In case any such discrepancy is noticed they shall refund the amount to NIT, Warangal and also Rate Contract is liable to be cancelled.
23. During the rate contract period, special offer introduced by manufacturer/supplier must be offered to NIT, Warangal and should be intimated in advance. However, Director, NIT, Warangal will retain the Right to avail the offer.
24. Bidder will have to supply the ordered material under this rate contract **within 21 days** of placement of Purchase Order in full quantity. In exceptional case, **part supplies will be accepted maximum in two consignments, however payment will be made only after full supply of ordered items.**
25. Late, delayed or unsigned offers will not be considered at all.
26. Compliance with National/International standards if any should be specified.
27. Director, NIT, Warangal reserves the right to terminate the R.C without any notice, in case the performance of the Bidder is found consistently unsatisfactory or due to the serious lapse on the part of the Bidder.

28. All disputes subject to Warangal jurisdiction only.

Keeping in line the aforesaid eligibility criteria and terms and conditions, you are therefore, requested to kindly submit your detailed proposal along with the MAF as per annexure “A” and soft copy of the price list as per annexure “B”.

(Separately for each category and brand). Failure to do so shall result in summarily rejection of the bid submitted. It may kindly be noted that in case of items of other than Indian Origin, it should be clearly indicated whether the prices offered are in Indian Rupees (excluding customs duty) (i.e. through Customs bonded warehouse) or in Foreign Exchange or in Indian Rupees (including customs duty). The hard copy of the current Price List valid for the year 2018-19 indicating the **percentage of discounts offered** by you on the R/C prices and additional discount if any, offered by your nominated distributor(s) / agent(s) through whom you propose to arrange the supplies giving their address, name of the contact person, phone and fax number and email id etc. should also be submitted.

It may kindly be noted that:

- (a) NIT, WARANGAL reserves the right to reject any proposal or to conclude more than one R/C for the same item and has the option to re-negotiate the prices with R/C holders.
- (b) In case of emergency, NIT, WARANGAL may purchase the same items through adhoc contract from any other supplier.

The Bidders will have to confirm in writing in their offer that all the terms and conditions mentioned above are acceptable to them.

CHECK LIST

Before submitting your quotations please confirm the followings:

DO'S	DON'TS
<p>Super scribe in the outer cover 'TENDER FOR.....' and Tender Enquiry No.....due on September 27, 2018.at 11:00 a.m.</p> <ol style="list-style-type: none">1. Separate Tender for each category.2. Price list should be enclosed along with the offer.3. Enclose list of already supplied organization.4. Enclosed latest authorization letter5. Endorse your signature in the Tender6. Submit CD with Price list in 11 column MS excel sheet(NIT, Warangal)	<ol style="list-style-type: none">1. Over write or correction.2. Fax, Telex or E-mail quotes.3. Submit Quotations after September 27, 2018.at 11:00 a.m.

Chemicals/Solvents

S. No.	Brand Name	Discount offered on the catalog price of 2018-19	Tax 1	Tax 2
1.	Merck millipore			
2.	Sisco Research Laboratories Pvt.Ltd			
3.	S.D.Fine Chem Limited			
4.	Finar Limited.			

Glassware

S. No.	Brand Name	Discount offered on the catalog Price 2018-19	Tax 1	Tax 2
1.	Borosil Glass works Ltd.			
2.	Vensil Glassworks limited.			
3.	Corning Technologies India Pvt. Ltd.			

Note:

1. There should no blank rows at all.
2. All 5 fields must be intact. Where value is "NIL" indicate (Zero) nil.
3. The appropriate catalogue/Price list should be enclosed.

Important L the Price list has to be submitted separately for each category and brand and the CD should be labeled accordingly with the Name of the principle (Manufacturer) on the label.

-----SAMPLE-----

Annexure A

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: *[insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of
_____, _____ *[insert date
of signing]*

Important: The price list has to be submitted separately for each category and brand and the CD should be labeled accordingly with Name of the Principal (Manufacturer) on the label.

Bank details of the Tenderer for Refund of EMD & for making payment in case L-1

Name of the Beneficiary (fill in Capital Letter) As per Bank account															
Bank Account No. (Beneficiary)															
Name of the Bank:															
Name of the Branch:															
IFSC Code of the Branch															
Swift Code/BIC Code (if needed)															
PAN No.															
Mobile No.															
Email ID:															

Date & Seal

Name and Signature of the competent authority of
the firm

FORMAT FOR EMD BANK GUARANTEE

(To be submitted on non-judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

1. Whereas
(hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of (hereinafter called the “tender”) against the Purchaser’s tender enquiry No.

2. KNOW ALL MEN by these presents that WE..... of having our registered office at are bound unto (hereinafter called the “Purchaser”) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

3. CONDITIONS OF THIS OBLIGATION ARE:

- (i) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (ii) If the tenderer having been notified of the acceptance of his tender by the Purchaser 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.

4. WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

5. This guarantee will remain in force up to and including 45 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 of the officer
.....
Designation of the officer
.....
Seal, name & address of the Bank and address of the Branch