



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)  
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Phone 07752-260209, 260381, Web site [www.ggu.ac.in](http://www.ggu.ac.in)

क. 131/भंडार/2016

बिलासपुर, दिनांक 24.06.2016

**वार्षिक दर अनुबंध (RC) हेतु रूचि की अभिव्यक्ति**

गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.) प्रतिष्ठित निर्माताओं/अधिकृत वितरकों/विक्रेताओं (जो वर्तमान में प्रमुख/निर्माता कम्पनियों से प्राधिकृत हो) से (ए) केमिकल ग्लासवेयर, प्लास्टिक वेयर एवं प्रयोगशाला के सामान (बी) कार्यालय, कैंटीन/कैफेटेरिया, कक्षा, पुस्तकालय एवं प्रयोगशाला के लिए फर्नीचर (सी) बिजली के सामान (डी) सैनीटरी व जलापूर्ति, जल निकासी वाहिनी के सामान (ई) स्टेशनरी सामान (एफ) कम्प्यूटर से संबंधित सहायक उपकरण (जी) सफाई सामग्री की आपूर्ति के लिए वार्षिक दर-अनुबंध हेतु रूचि की अभिव्यक्ति आमंत्रित करता है। निर्धारित प्रपत्र के साथ लिफाफा, सहायक कुलसचिव (भंडार) गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.) को दिनांक 24.07.2016 अपराह्न 3.00 बजे तक स्पीड पोस्ट/पंजीकृत डाक/कूरियर सेवा के माध्यम से पहुँचना आवश्यक है। प्राप्त बोली (भाव पत्र) निविदाकर्ताओं या उनके प्रतिनिधियों की उपस्थिति में दिनांक 24.07.2016 को सायं 4.00 बजे उक्त पते पर खोले जाएंगे। अधिक जानकारी के लिए कृपया वि.वि. की वेबसाइट [www.ggu.ac.in](http://www.ggu.ac.in) का अवलोकन करें।

कुलसचिव



गुरु घासीदास विश्वविद्यालय, बिलासपुर(छ0ग0)  
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Phone 07752-260209, 260381, Web site [www.ggu.ac.in](http://www.ggu.ac.in)

No 131 / Store/ RC/ EoI /2016

Bilaspur, Date:24.06.2016

**Expression of Interest For Annual Rate Contract**

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) invites Expression of Interest from reputed manufacturers/authorized dealers (who have the current authorization from the principal company) for supply of (a) chemicals, glassware, plastic ware & lab wares (b) Furniture for office, Canteen/Cafeteria, classroom, library & Laboratory (c) Electrical Accessories (d) Sanitary & water supply, drainage line materials (e) stationery material (f) Computer Accessories (g) Cleaning items are to be entered into Annual Rate Contract for the Supply of these items. Envelopes accompanied with prescribed form should be addressed to the Assistant Registrar (Store) Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) and should reach on or before 3.00 PM, 24 July 2016, through speed post/Registered post/Courier service only. Received bids will be opened on 4.00 PM, 24 July 2016, at the above address in the presence of bidders or their representatives. For more details, please visit our website: [www.ggu.ac.in](http://www.ggu.ac.in)

Registrar



# गुरु घासीदास विश्वविद्यालय बिलासपुर (छ.ग.) GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

KONI, BILASPUR-495 009 (C.G.) INDIA,

Tel. - +91-7752- 260381 Fax - +91-7752- 260154, 260148, website - [www.ggu.ac.in](http://www.ggu.ac.in)

Ref. No. 131 /Store/RC/2016

Bilaspur, Date- 24.06.2016

## EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) invites Expression of Interest from reputed manufacturers/authorized distributors/dealers (who have the current authorization from the principal company) for supply of (a) Chemicals, glassware, plastic ware & lab wares (b) Furniture for office, Cafeteria, classroom, library & laboratory (c) Electrical Accessories (d) Sanitary & water supply, drainage line materials and to enter into Annual Rate Contract for the supply of these items. Envelopes accompanied with prescribed form should be addressed to the Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Bilaspur (CG) and should reach on or before 24.07.2016 at 3.00 PM through Speed post/Registered post/Courier service. Received bids will be opened on 24.07.2016, 4.00 PM, at the above address in the presence of bidders or their representatives.

1. For application form, vender registration, EOI documents and more details please visit university website [www.ggu.ac.in](http://www.ggu.ac.in)
2. **Those who are already registered /having valid RC with the University should not apply again for registration. They can submit Eoi for rate contract only.**

The duly filled Vendor registration form along with required documents and registration fees of Rs. 1100/- in the form of DD in favour of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) payable at Bilaspur (C.G.) may be submitted to the Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) by Speed post/Registered post/Courier by 24.07.2016 (3:00 p.m.) superscribed the envelope

“REGISTRATION OF VENDOR”. Registration is must for Rate Contract.

The EOI-Annual Rate Contract document can be downloaded from University Website [www.ggu.ac.in](http://www.ggu.ac.in) (free of cost) and can be submitted along with authorization of manufacturer as above submitted to Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) by Speed post/Registered post/Courier by 24.07.2016 (3:00 p.m.) superscribed the envelope “EOI-Annual Rate Contract for supply of .....”.

Those vendors who are already having valid Rate Contract with the University need not to submit tender again.

University reserves the right to reject any or all the bids without assigning any reason or to accept them in part or full.

### TERMS & CONDITIONS AND OTHER POINTS FOR CONSIDERATION FOR ANNUAL RATE CONTRACT

1. Expression of Interest for entering into Annual Rate Contract is invited for supply of the following **items/categories** in prescribed format (see schedule-I)
  - a) **Chemicals, Glassware's & Plastic wares (complete laboratory range)**
  - b) **Furniture for Office, Canteen, cafeteria, classroom, library & laboratory (Stowel, Rack, Table, Chair, Customized laboratory furniture etc.)**
  - c) **Electrical Accessories (Bulb, Fan, Tube light, Switchgear, Circuit protection Devices luminaries, cables etc.)**

- d) Sanitary & water supply, drainage line materials (Socket, nipple, Pump, GI Pipe, PVC pipe, T, Water tank, coupling, connection, Pump, motor, Plumbing Accessories etc., All related materials)
- e) Stationary Materials – Pin, Stapler, Photo Copy Paper, tag, Chock(Dust less), Duster, Gum, Stapler pin (big, small), flag, scale (steel 12 inch), green board of different size, white board of different size, tape roll (1 inch, 2 inch), paper weight, Poker Steel, rubber band, chapada, water spung etc.
- f) Computer Accessories- Printer cartridge (HP & Samsung), Blank CD rewriteable, mouse pad, Blank DVD rewriteable, Pen drive (4 GB, 8 GB, 16 GB, 32 GB) etc.
- g) Cleaning items- Broom, Sweeping cloth, Acid, finayal, Toilet cleaner ( Harpic or equivalent), washing power (Nirma/ Ghadi), room freshener, toilet freshener, toilet brush, bucket, plastic mug, colin, dust bin, naphthalene tablet etc.

## 2. Price

- a) Price schedule complete in all respects should be submitted with proper seal and signature of authorized person. Tender with any condition shall be rejected forthwith.
    - i) Printed Price List of each manufacturer should remain firm during the period of the Rate Contract. In case any manufacturer revises his price during the period of contract, he should inform in writing along with copies of printed price list. Date of receipt of such price list with covering letter having signature of authorized person of the company will be treated as effective date of price change. Any increase in statutory levies during the period of Rate Contract shall be paid extra against documentary proof, if legally leviable and should be intimated within 3 weeks from the receipt of supply order.
    - ii) Bidder/Supplier will not supply the items under R/C, on a rate, lesser than our Contract prices to any other Govt. institution. If the same is found, then proportionate recoveries will be made from bidder/supplier authorized dealer.
  - b) **Two original printed copies of price list & two soft copies (MS Word/Excel) of price list in the form of CD/DVD should be provided.(Hard copy of the price list along with stamp and sign is compulsory for placing order)**  
**NOTE: Those who fail to submit the original printed price list in two copies; their bid will not be considered and summarily rejected.**
3. Vendors are requested to offer their products range with company price list, duly authenticated by respective manufacturer.
  4. For furniture items, vendors are required to display their products (office, classroom & laboratory furniture) with price tag at the University campus on a specific date fixed by the University.
  5. The vendors/firms should be registered with Sales Tax Authorities.
  6. Separate quotations with separate registration fee should be submitted for different categories.
  7. Manufactures must submit certificate of registration as manufacturer along with the quotation.
  8. Authorized dealer / distributor of a company have to submit a copy of their dealership/ distributorship certificate validated by the company for the current year along with company's price-list.

9. **The Rate Contract will generally be valid for a period of one year and can be extended/ renewed up to third year with mutual consent on satisfactory performance of the firm.**
10. The Authorization/Dealership letter of principal company issued after the date of publication of this EOI is to be attached in original.
11. Price should be valid for one year for delivery at Guru Ghasidas Vishwavidyalaya Campus, Bilaspur.
12. The award of the contract will be decided on the basis of evaluation of rates, experiences & past performance. The decision of the University in this regard shall be final and binding on the bidders.
13. Prices charged for the items supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization during the period of contract failing which the "FALL CLAUSE" will be applicable. A certificate to this effect may be provided by the firm that the lowest prices have been offered to Guru Ghasidas Vishwavidyalaya. In case it is found that the price charged by the firm are more, the same will be recovered from the subsequent/unpaid bill of the supplier.
14. The manufacturer should have similar Rate Contract with the Government academic / research institutions/Organization. Credential and documentary evidences should be submitted.
15. The items shall be supplied within a period of 30 days or as specified in the purchase order either directly or through dealer.
16. The vendor should adhere with all seriousness to the time schedule provided by the University. The Liquidated Damage will be applicable at the rate of **0.5%** per week. The purchaser has the right to cancel the purchase order when LD accumulates to 10 %.
17. University reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
18. The rate contract can be terminated at any time without assigning any reasons by giving one month notice.
19. Conditional, unsigned, late & delayed applications will not be considered.
20. University also reserves the right to test the chemicals and other consumables for their quality if it so desires.
21. The items, so supplied will have to be of high quality and grade and in the inspection/test if these items are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the RC of the firm may be cancelled. Delayed supply / non-compliance of complete order may also lead to cancellation of Contract.

22. Discount, taxes and other levies if any are to be specified clearly in the RC application.
23. The items must be insured and delivered without any extra cost at the Institute and will also have to be installed free of cost. Any form of expenses to be incurred due to transport, packing, forwarding, loading-unloading etc. should be borne by the vendor.
24. Payment shall be made after satisfactory installation, commissioning and acceptance of the item. No advance payment to be made in any occasion.
25. Warranty: Comprehensive on-site warranty shall be applicable to the supplied goods generally for a period of 12 months for all manufacturing defects from the date of satisfactory installation, commissioning and acceptance.
26. Concession, if any: Special concession/discount applicable for Educational Institutions, if any, must be clearly mentioned at the RC application.
27. Performance Guarantee (applicable for furniture items only): The Performance Guarantee @ 5% of the ordered value, on the furniture/electrical/sanitary items shall be submitted, before the release of payment by DD or BG from any Nationalized Bank, Otherwise, the same amount will be deducted from the billed amount. On satisfactory completion of the warranty period of one year, Performance Guarantee will be released free of any interest on demand.
28. Please feel free to contact Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) for any clarification or any other information.
29. Any addition/deletion/modification of this EoI made before the due date of the tender will be displayed in university website only.

Registrar (Acting)

Category for which Rate Contract is applied	
Name & address of the vendor/supplier	
Phone- Fax- Mobile- Email-	
Firm's Bank Details Name of Bank Account No. IFS Code	
Is the firm a Manufacturer / Dealer / Distributor	
Whether duly certified current price list is submitted	
Discount offered on the current price list	
VAT/Taxes etc. if any	
Name & addressed of the authorized dealer/distributor through whom the supply will be made.	
Name of the government institutions where the vendor is having similar rate contract (submit few copies)	
Whether the Authorization/ Dealership letter of principal company issued after the date of publication of this EOI is submitted in original.	
Whether the vendor have read and understood the terms and conditions mentioned above and	

Whether, he accepts it unconditionally.	
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**Financial Information Summary**

S. NO	Name of the Bidder	Turn Over ( Rs. Corers) Total of 3 Financial Years			Average Turn Over for three years
		2013-14	2014-15	2015-16	

**Note: Please enclose certificate, issued by CA in this regard.**

Seal & Signature of Bidder

Date

Place

# DECLARATION

1. I, ----- Son /Daughter of Shri -----

----- Proprietor/ Partner/ Director/ Authorized Signatory of M/s. -----

----- am competent to sign this declaration and execute this EOI document.

2. I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

5. Our firm is neither blacklisted by any Government Department nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.

Date: -----

Place: -----

Signature of the Authorized Person

Full Name: -----

Company Seal: -----

Mobile No.- -----

Note : 1. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the EOI document.

**Note: - Certificate as per above must be submitted only on non-judicial stamp paper of suitable amount.**



# Check List

(Please \_ mark which is applicable)

- |   |         |
|---|---------|
| 1. Vender Registration Form   | Yes/ No |
| 2. Registration Fee attached  | Yes/ No |
| 3. Pan No. with ownership proof attached  | Yes/ No |
| 4. VAT return attached (Latest)   | Yes/ No |
| 5. TIN No. attached   | Yes/ No |
| 6. CST No. attached   | Yes/ No |
| 7. Declaration certificate by the bidder attached   | Yes/ No |
| 8. Commercial bid attached with company price list duly signed by Authorized person                     | Yes/ No |
| 9. Details of reputed Organizations where the vendor has executed/running similar type of rate contract | Yes/ No |
| 10. Authorization Letter, if any  | Yes/No  |

Dated: .....

Signature of agent/ supplier.....  
Name.....  
Designation.....  
(Agent/ Supplier's seal).....