



गुरु घासीदास विश्वविद्यालय

GURU GHASIDAS VISHWAVIDYALAYA

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

KONI, BILASPUR-495 009 (C.G.) INDIA, कौनी बिलासपुर 495 009 (छठगढ) भारत

Tel. - +91-7752- 260342, 260381 Fax - +91-7752- 260154, 260148, website - www.ggu.ac.in

Ref. No. 114 /Store/RC/2013

Bilaspur, Date- 29.04.2013

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, classroom, library & laboratory (c) Sports Items (d) Electrical Accessories 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 and should reach on or before 1500 hrs, 24.05.2013 through Speed post/Registered post/Courier service. Received bids will be opened on 24.05.2013, 1600 hrs at the above address in the presence of bidders or their representative.

1. For application form, vender registration, EOI documents and more details please visit university website www.ggu.ac.in. 2. Those who are already registered /having valid RC with the University should apply again without any fee.

Registrar (Acting)



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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.) may be submitted to Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) by Speed post/Registered post/Courier by 24.05.2013 (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 our Website 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 24.05.2013 (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 fee but they must submit the tender documents. For further extension of their Rate Contract new applications against this EOI is required.

University reserves the right to reject any or all the tenders 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 in prescribed format (see schedule-I)

- a) **Chemicals, Glasswares & Plasticwares (complete laboratory range)**
 - b) **Furniture for Office, classroom, library & laboratory (Storewel, Rack, Table, Chair, Customized laboratory furniture etc.)**
 - c) **Sports Items/Equipments (Kits, Bat, Ball etc.)**
 - d) **Electrical Accessories (Bulb, Fan, Tube light, Switchgear, Circuit protection Devices luminaries, cables etc.)**
2. Vendors are requested to offer their products range with company price list, duly authenticated by respective manufacturer.
 3. Price schedule complete in all respects should be submitted with proper seal and signature of authorized person. Bids with any condition shall be rejected forthwith. Two original printed copies of price list & two soft copies 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).
 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 has 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 and 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 will 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 changed 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. Credential and documentary evidences should be submitted.
15. The items shall be supplied within a period of 60 days 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 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 24 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 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 two years, Performance Guarantee will be released free of any interest on demand.

Registrar (Acting)

EOI-Annual Rate Contract application format

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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Annual Turnover of last three years: (Attach certificate issued by CA)

Financial Years	Annual Turnover

Seal & Signature of Authorized Signatory

DECLARATION

1. I, ----- Son /Daughter of Shri -----
----- Proprietor/ Partner/ Director/ Authorised 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 any Criminal Case is registered against the firm or its owner or partners or directors anywhere in India.

Date : ----- Place : -----	Signature of the Authorised Person Full Name : ----- Company Seal : ----- Mobile No.- -----
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Note : 1. The above declaration, duly signed and sealed by the authorised 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)

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|---|---------|
| 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).....