



# University of Kalyani

Kalyani, Nadia-741 235, West Bengal

## NOTICE INVITING QUOTATIONS FOR RATE CONTRACT FOR THE PURCHASE CHEMICALS, GLASSWARES, PLASTICWARES, LABWARES & MINOR EQUIPMENTS

**NIT No.: KU/NIT/ARC/2025-26 /01**

**Dated : 26.06.2025**

University of Kalyani invited sealed offers from the **MANUFACTURERS / AUTHORIZED DISTRIBUTORS /DEALERS /STOCKIST** in terms of the discounts for supply of various types of **Chemicals, Glass wares, Plastic wares, Lab wares & Minor equipment** to the University, under the Rate Contract System (w.e.f.01.09.2025) for one year. **The last date of submission offer is 22.07.2025.** Tender documents are to be submitted to the Office of the Development Officer, Administrative Building, University of Kalyani, Kalyani, Nadia-741 235 on all working days (except Saturday, Sunday and University Holidays) from 26.06.2025 between 11 a.m. to 4 p.m., **along with a UTR /Bank Advice Number for Rs. 1490/- (Rupees Nine Hundred eighty Only) as Non-refundable Convenience fee (Mandatory Submission) to be deposited as per the following account details:**

Name of the Beneficiary	UNIVERSITY OF KALYANI
Account Name	UNIVERSITY OF KALYANI GEN FUND-II
Bank Account Number	4121102100000001
Name of the Bank	BANK OF INDIA
Name of Bank Branch	KALYANI UNIVERSITY BRANCH, KALYANI UNIVERSITY , KALYANI, NADIA PIN-741235, WEST BENGAL Phone : 033-2582 9480
EMAIL	kalyaniuniversity.bardhaman@bankofindia.co.in
IFSC Code	BKID0004121
Mode of Electronic transfer available in the Bank	RTGS/NEFT

### Terms & Conditions:

1. Bidder must have to deposit the **Non-refundable Convenience Fees of Rs.980/- and enclose the copy of the Fees Receipt with the Tender Submission** to avoid cancellation of their tender.
2. Bidder must have to submit Application Form duly filled-up as per **Annexure- A**
3. Bidder must mention 'Bulk Discount Rate' manufacturer-wise for their quoted items of different types as per the prescribed format shown under **Annexure- B.**
4. Bidder must be an established bonafied **MANUFACTURERS / AUTHORIZED DISTRIBUTORS/DEALERS/STOCKIST** to quote their highest possible discount rate for supplying of Chemicals, Glass wares, Plastic wares, Lab wares & Minor equipment of the University.

5. If the bidder is Manufacturer, adequate documents in favour of manufacturing items need to be produced with the tender for Annual Rate Contract (ARC). Quality conformance Certificate like ISO and Trade mark must be submitted.
6. If the bidder is not the manufacturer but an authorized agent/dealer/stockiest, the said authorization certificate must be submitted. **Authorization may be Tender Specific or General, but the validity of such authorization must be continuing for the financial year 2025-26.** If the validity for any such authorization ends up before March 2026, the concerned bidder must submit the Revised Authorization Certificate for the expired period within 1 month from the date of the expiry of the previous authorization.
7. Quotation must be made in the original letter-head clearly indicating the offer discount on the publication catalogue price on the each categories of items:  
**i) Chemicals, ii) Glass wares, iii) Plastic wares, iv) Lab wares, v) Minor equipment**
8. Discount rate on different category of items must be mentioned in Bulk Form against each manufacturer. Such Discount Rate should be calculated on Catalogue Price before charging GST and under no circumstances the discount rate on supplied items should be lower than such quoted discount rate. **Users of the university are authorized to enhance the bulk discount rate, if possible, without compromising the quality of the items.**
9. Validity of the quotation will be upto **31.08.2026** which may be extended based upon past service credential at the discretion of the University authority.
10. **MANUFACTURERS** / Authorized Dealer/Distributor must arrange to supply the materials within the stipulated time mentioned in the purchase order and failure to the supply within the specified time without any satisfactory reason may lead to cancellation of the ARC.
11. **If any Vender supplies materials of any manufacturers not covered under ARC, the bill submitted by the said vender will attract penalty of 30% on the bill value after allowing nominal discount but before GST. This will be over and above the highest discounted offered by the manufacturer/dealer covered under ARC with the University for the same Category.**  
**If such supplier not covered under ARC with the University allows discount more than the nominal discount as per ARC, the discount allowed by the supplier will be consider as nominal discount. Bill value after such discount and before GST will be eligible for calculation of penalty @30%. If such discount is less than the discount as per ARC, then ARC discount will be considered as nominal discount.**
12. Since University makes ARC directly with the vender and not with the users as of the University, vender will be the sole responsible / liable for the breach of contract due to supply of materials of manufacturers not covered under ARC with that particular vender. In this case, concerned Teacher /Scholar/Student/Employee whoever be received the items on behalf of the university as users should be excluded from such dispute.

13. Such ARC is being made for the convenience of the teachers/ scholars/ students/employees to ensure smooth and hassle free purchase of the chemicals and other allied lab items upto Rs. 1lakh and upto Rs. 50,0000/- for minor equipment directly.
14. The sealed quotations are to be submitted along with valid Trade License, Income Tax return for 2023-24 (A / Y), PAN, GST, P.Tax enrollment certificate and credentials for supplying similar type of items.
15. The Sealed Tender should be addressed to: **The Development Officer, University of Kalyani, Kalyani, Nadia-741 235, and West Bengal.**
16. The University of Kalyani reserves the right to amend or include terms and conditions at the time of issuing Letter for ARC to the selected suppliers.
17. Bidder must have Average Annual Turnover not less than Rs.30 lakh with positive Net Worth during the Financial years 2022-23 , 2023-24 and 2024-25.
18. **The last date of submission of the offer letter is 22.07.2025.**

19. University reserves the right for selection of suitable vendors.

20. DELIVERY SCHEDULE:

- i) The items shall be supplied within a maximum period of 20 days of receipt of the Purchase Order to the end-user. If the supplier expresses their inability to deliver the items within the above stipulated period, supplier must inform the University for the same with proper reasons/justifications therefore. If the reason does not seem to be satisfactory to the University authority, then University reserves the right to cancel the order/not accepts the ordered materials. Earlier delivery by the supplier is preferred.
- ii) 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 Annual Rate Contract of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.

21. TERMINATION OF RATE CONTRACT

The Rate Contract can be terminated at any time without assigning any reasons by giving one month notice by either party. **Conditional, Unsigned, Late & Delayed tenders will not be considered.**

22.GENERAL INSTRUCTION:

- i) Mere submission of proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which the decision of K.U. shall be final and binding on all parties.
- ii) Empanelment under rate contract with this University does not ensure business of any quantum whatsoever. Any deviation from the terms & conditions mentioned above will imply disqualification for the term.
- iii) The K.U. also reserves the right to test the chemicals and solvents/other consumables for their quality if it so desires.
- iv) Statutory deduction for GST and other Government taxes will be made as per the law in force.

### 23.PAYMENT TERMS:

The payment for the supply of items will be made to the firm within one month of the receipt of materials subject to the inspection of materials by the Indenter from K.U. **No advance payment will be made for the supplies.** No Bill for part payment will normally be entertained. No payment will be made for unsatisfactory supply. The bills should be submitted to the concerned person, University of Kalyani, Kalyani, Nadia.

### 24.WARRANTY

The bidder shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.

### 25. Discretion of the University

- i) University may take decision about non-purchase of the items even after selection of vendor due to its fund constraints or for other valid reasons.
- ii) For Official convenience and also for timely and prompt delivery to the end user, University may select a panel of manufacturers / authorized distributors for similar items. If the lowest bidder could not supply the items within the desired period, the other bidders of L<sub>2</sub> and L<sub>3</sub> position may automatically be issued purchase order without any intimation to the L<sub>1</sub> bidder.
- iii) University may seek documents from the bidder in addition to the submitted documents sent by them at the time of submission of tender for verification and evaluation of tender.
- iv) University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

### 26. LEGAL MATTER:

The dispute(s) if any, arising in relation to the Rate Contract, shall be subject to jurisdiction of the University only.

sd/-  
Development Officer

**Annexure - A**

**APPLICATION FORMAT FOR SUBMISSION OF TENDER FOR RATE CONTRACT**

(To Be Submitted In Official Letterhead)

**NIT No.: KU/NIT/ARC/2025-26 /01    Dated : 26.06.2025**

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1. Manufacturer/Distributor name:
2. Name of proprietor:
3. Address:
4. Mobile & e-mail id:
5. Places of businesses:
6. Trade License of 2024-25/2025-26 (A copy of TL is to enclose):
7. PAN
8. Income in IT Return for 2024-25 (A/Y):  
[Copy of IT return is to enclose]
9. Certified copy of GST registration No.
10. IEC copy (if any):
11. Whether submitted Manufacturing Documents, if Manufacturer(Yes/No):
12. Whether submitted Authorization Certificate, if not Manufacturer (Yes/No) :
12. Whether submitted Credential documents for supplying similar items(Yes/No):
13. Mandatory Convenience Fess(Non-refundable) details (Copy of the Receipt must be enclosed):
14. Average Annual Turnover as per Audited Annual Accounts/Audited Turnover Certificate:  
(Rupees in Lakh):  

2022-23

2023-24

2024-25

15. Website address of the manufacturer/dealer(if any) to show the catalogue price of the lab items:

I declare that the information furnished hereinabove are true. For any wrong statement and non-compliance order will lead to cancellation of the order.

I also declare that my organization has not been blacklisted by any Government/Government Aided Organizations, nor my organization is convicted with any legal proceedings within and/or outside India.

Date:

Signature of the Authorized Representative

Company Seal:

Designation:

**Annexure - B**

Format for Submission of Quotations  
(To be submitted in Letter Head of the Bidder)

Sl. No.	Name of the Manufacturer	BDR* on Chemicals	BDR* on Glass ware	BDR* on Plastic ware	BDR* on Lab. Ware	BDR* on Minor equipment	Remarks (if any)
1							
2							
3							
4							
5							
6							
7							
8							
9							

\*BDR stands for Bulk Discount Rate.

**Date:**

**Signature of the Authorized Signatories with Seal**