ANNUAL RATE CONTRACT (ARC) FOR SUPPLY OF CHEMICALS, REAGENTS, GLASSWARES, PLASTICWARES, LABWARES, TECHWARE, AND KITS

Veer Narmad South Gujarat University (VNSGU), Surat

Udhna Magdalla Road Surat, Gujarat 395007, www.vnsgu.ac.in

VEER NARMAD SOUTH GUJARAT UNIVERSITY
UDHNA - MAGDALLA ROAD, SURAT.
E-TENDER NOTICE

Tenders are invited for the following items through online process on www.tender.nprocure.com

No.	Tender item	Tender fee + GST & EMD (Separate Two DD)
	Annual Rate Contract (ARC) for Supply of Chemicals, Reagents, Glasswares, Plasticwares, Labwares, Techware, and Kits etc.	**Tender fee :** Rs.1770/- include GST **EMD :** Rs.30,000/-

Tender documents are available on www.tender.nprocure.com

Tender Schedule:

1	**Date & Time of downloading of tender documents**	**Dt.02-11-2026 to Dt.18-11-2026 up to 18.00 hrs**
2	**Last Date & Time of online submission of offer form / price bid**	**Dt.18-11-2026 up to 18.00 hrs.**
3	**Physical submission of Tender Fee with GST (Non refundable), EMD & Other required documents etc. (In hard copy) by personal, courier and any kind of post only at Purchase and Store Cell, Veer Narmad South Gujarat University, U. M. Road, Surat-395 007.**	**On or Before Dt.25-11-2026 on working days.**
4	**Opening of Technical Bid (online) & physical verification of submitted documents**	**Dt.26-11-2026, 12.00 hrs. onwards if possible.**
5	**Opening of Technically qualified tender Price Bid (online)**	**Dt.27-11-2026, 12.00 hrs. onwards if possible.**

Note : 1. A corrigendum, if any, will be published on university website www.vnsgu.ac.in only so refer the said website regularly for update.

2. Tender fee + (GST) & Earnest Money Deposit shall be accepted in DD only. (Separate DD Two for Tender fee (GST) and Earnest Money Deposit).

The Veer Narmad South Gujarat University reserves the right to reject any or all tenders or part of it which in the opinion of Veer Narmad South Gujarat University does not appear to be in its best interest and the tenderers shall have no cause of action or claim against the Veer Narmad South Gujarat university or its officers, employees, successors or assignees for rejection of his tender.

No.: Purchase/Chemical/2026
Dt:30/10/2026

REGISTRAR

Tender Summary Sheet

Name of Work:

Annual Rate Contract (ARC) for Supply of Chemicals, Reagents, Glasswares, Plasticwares, Labwares, Techware, and Kits for Veer Narmad South Gujarat University (VNSGU), Surat.

Tender Fee / EMD

- Tender Fee + GST (Non-Refundable): ₹ 1770/-
- EMD: ₹ 30,000/-
- Exemption: MSMEs / Startups registered with NSIC/DPIIT/Udyam as per GFR 2017 & GPP 2024

Bid Validity: 365 days from date of Technical Bid opening
Contract Period: One (01) year, extendable up to one more years on satisfactory performance

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Submission Details:

- Bids must be submitted online only through the **nProcure e-Procurement Portal** using a valid Class-III Digital Signature Certificate (DSC).
- Physical submissions will not be accepted, except where specifically requested.

Contact for Clarifications:

Purchase Cell

Veer Narmad South Gujarat University

Udhna-Magdalla Road, Surat – 395007, Gujarat

Email: purchase@vnsgu.ac.in | Phone: 0261-22030421

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SECTION 1 – INVITATION FOR BIDS

Tender No.: _____
Advt. No.: _____
Name of Work:
Annual Rate Contract (ARC) for Supply of Chemicals, Reagents, Glasswares, Plasticwares, Labwares, Kits and Minor Consumables/Techware for Veer Narmad South Gujarat University (VNSGU), Surat.

Procurement Platform:
The bidding will be conducted through the **nProcure e-Procurement Portal** in accordance with the provisions of the **Gujarat Procurement Policy (GPP) 2024**, the **General Financial Rules (GFR) 2017**, and other applicable Government of India guidelines.

Mode of Bidding:
The tender will follow a **Two-Bid System**:

1. **Technical Bid** – comprising eligibility documents, catalogues, certifications, and declarations.
2. **Financial Bid** – comprising discount (%) offered on the OEM catalogue/price list, in the prescribed BOQ format.

Tender Fee / EMD:
Details are specified in the tender summary sheet. Exemptions for MSMEs and other eligible categories shall be applicable as per prevailing Government rules.

Validity of Bids:
Bids shall remain valid for **365 days** from the date of opening.

Important Dates:

- Date of Publication: _____
- Start Date of Online Submission: _____
- Last Date & Time for Online Submission: _____
- Opening of Technical Bids: _____
- Opening of Financial Bids: To be notified after technical evaluation.

Address for Communication:
The Purchase Cell
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007, Gujarat
Email: purchase@vnsgu.ac.in | Phone: 0261-2203042

SECTION 2 – SCOPE OF ARC

1. **Coverage of Items**
   This Annual Rate Contract (ARC) shall cover the supply of the following categories of laboratory and research requirements:
   - Chemicals and Reagents (analytical grade, molecular biology grade, HPLC grade, solvents, indicators, buffers, standards, etc.)
   - Glasswares (volumetric flasks, beakers, pipettes, burettes, conical flasks, etc.)
   - Plasticwares and Labwares (petri dishes, centrifuge tubes, storage bottles, cryovials, tips, etc.)
   - Kits and Minor Laboratory Consumables/Techware used in teaching and research laboratories.
2. **Alignment with GPP 2024 and GeM**
   - In line with the **Gujarat Procurement Policy (GPP) 2024** and **General Financial Rules (GFR) 2017**, all common-use items that are **adequately available on the Government e-Marketplace (GeM)** shall be procured through GeM.
   - This ARC is specifically intended for:
     - Specialized chemicals, reagents, and consumables **not listed on GeM**,
     - Research-grade and brand-specific items where the GeM catalogue coverage is inadequate,
     - Items requiring **continuous and timely supply** throughout the academic and research year, where exclusive dependence on GeM may cause delays.
3. **Period of Contract**
   - The ARC shall remain valid for a period of **one (01) year** from the date of award.
   - The University reserves the right to extend the contract as per need, subject to satisfactory performance, price reasonableness, and mutual consent.
4. **Parallel Rate Contracts**
   - The University reserves the right to operate **parallel Rate Contracts** with multiple suppliers for the same category/brand to ensure competitive pricing, continuous supply, and uninterrupted research/academic activities.
5. **Exclusions**
   - This ARC shall not cover items **readily available and adequately listed on GeM**.

SECTION 3 – ELIGIBILITY CRITERIA

1. Manufacturer / Dealer Eligibility

- The bidder must be either:
  (a) The Original Manufacturer, or
  (b) A Dealer/Distributor/Stockist quoting strictly on the basis of the latest OEM catalogue/price list.
- **OEM Authorization Letter** is desirable but **not mandatory**.
- Self-styled traders, brokers, and repackers are **not eligible**.

2. Statutory Registrations

- Valid **GST Registration** and **PAN**.
- Valid firm registration (Company/Partnership/Proprietorship).

3. Experience

- The bidder must have at least **three (03) years of experience** in supply of chemicals, glasswares, plasticwares, labwares, or similar consumables.
- MSMEs and Startups registered under Udyam/NSIC/CSPO/DPIIT are exempted for the experience as per the GPP 2024

4. Financial Standing

- The bidder should have an **average annual turnover of at least ₹10 lakh** in each of the last two financial years.
- Supporting documents: Audited Balance Sheet / CA-certified turnover certificate along with ITR copies.

5. Tender Fee, EMD & Security Deposit

In line with **GPP 2024** and **GFR 2017 provisions**:

5.1 Tender Fee

- A **non-refundable Tender Fee of ₹1,500/- (Rupees One Thousand Five Hundred only) plus 18% GST (₹270)**, totaling **₹1,770/-**, shall be submitted along with the Technical Bid.
- Bids without Tender Fee shall be rejected.

- **Exemption**: MSMEs and Startups registered under Udyam/NSIC/CSPO/DPIIT are exempt from payment of Tender Fee, provided that their registration **covers the quoted products/services** (e.g., chemicals, consumables, plasticware, glassware, kits, diagnostics). Trading firms/distributors without such coverage shall not be eligible for exemption.

5.2 Earnest Money Deposit (EMD)

- Bidders shall submit an **Earnest Money Deposit (EMD) of ₹30,000/- (Rupees Thirty Thousand only)** for an estimated tender value of ₹10 lakh, calculated as **3% of estimated value** as per GPP 2024.
- EMD shall be submitted in the form of **Demand Draft/Banker's Cheque/Fixed Deposit Receipt** pledged in favour of *"The Registrar, Veer Narmad South Gujarat University"*, payable at Surat. (Bank list: Finance Department, GR. No.: FD/NISM/e-file/4/2025/2712/D.M.O. Date: 01/04/2026
- No interest shall be payable on EMD.
- EMD of unsuccessful bidders shall be refunded within **60 days of award of contract**.

5.3 Exemptions for MSME/Startup Bidders

- MSMEs/Startups (with valid Udyam/NSIC/Startup recognition) shall be **exempt from submission of EMD**, provided their registration certificate explicitly covers the **quoted items**.
- However, if such exempted bidder is declared **successful**, they must submit a **Security Deposit equivalent to the EMD amount (₹30,000/-)** within **15 days of award of contract**, failing which the University may cancel the award.

5.4 Security Deposit (For Successful Bidders)

- For successful non-exempt bidders, the EMD shall be **converted into Security Deposit** and retained by the University till completion/termination of the ARC.
- For MSME/Startup bidders exempted at bidding stage, Security Deposit shall be submitted post-award as stated above.
- The Security Deposit shall be refunded after expiry/termination of the ARC, subject to satisfactory performance and fulfilment of all contractual obligations.

5.5 Forfeiture of EMD/Security Deposit

The EMD/Security Deposit shall be liable for forfeiture if:

1. The bidder withdraws, amends, or derogates from the bid during its validity period.
2. The successful bidder fails to sign the ARC agreement or furnish the Security Deposit within the specified period.
3. The bidder defaults in performance of contract obligations, supplies substandard/repacked items, or is blacklisted by the University.

6. Blacklisting / Debarment

- The bidder must not have been blacklisted or debarred by any Central/State Government, PSU, University, or Autonomous Body.
- A Notarized self-declaration to this effect must be furnished (Annexure–viii).

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7. Special Licences (If Applicable)

- For items covered under the **Drugs & Cosmetics Act**, the bidder must hold a valid **Drug Licence (Form 20B/21B)**.
- For food-grade chemicals, a valid **FSSAI licence** is required.
- Copies of such licences must be enclosed where applicable.

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8. OEM Quality Certification

- The OEM/manufacturer must hold valid **ISO 9001 / GMP / equivalent quality certification**.
- Documentary proof must be uploaded.

SECTION 4 – SERVICE LEVEL CONDITIONS

1. **Delivery**
    - All supplies must be made on a **door-delivery basis** to the respective departments of VNSGU.
    - Standard delivery period shall be **within 04 weeks** from the date of issue of Purchase Order.
    - Urgent consumables, if specifically demanded, must be delivered **within 48 hours**.
    - In case of delay exceeding **Eight (08) weeks**, the University reserves the right to procure the items from alternate sources at the **risk and cost of the defaulting supplier**.

2. **Replacement & Warranty**
    - Any items found **defective, damaged, substandard, expired, or not conforming to OEM specifications** shall be replaced by the supplier within **seven (07) days** of intimation.
    - The supplier shall collect rejected goods at their own cost.
    - Failure to replace within stipulated time may lead to recovery of cost, cancellation of contract, or blacklisting.

3. **Shelf Life**
    - **Expired or near-expired goods shall not be supplied under any circumstances.**

4. **Batch Traceability & Documentation**
    - Each supply must clearly mention: **Manufacturer's Name, Batch/Lot Number, Date of Manufacture, and Date of Expiry**.
    - On request by the University:
        - A **Certificate of Analysis (COA)** for the supplied batch must be provided, if issued by the OEM, or
        - An **OEM Product Specification/Technical Data Sheet** where COA is not applicable (e.g., glassware, plasticware, bulk commodities).

5. **Continuity of Supply & Catalogue Revision**
    - The supplier must ensure **uninterrupted supply** of contracted items throughout the validity of the ARC.
    - In case of any **OEM catalogue revision**, such change shall be considered **only once during the entire ARC period**, and shall be applicable **only with prior written approval of the University**.

- The revised catalogue must be **validated and certified by the OEM** before submission for approval.
- The **discount percentage finalized under this tender shall remain unchanged**; only the base OEM catalogue price list will be revised.
- Once approved, the revised catalogue shall be applicable **only for purchase orders generated after the date of University approval**.
- Until such approval is formally granted, all supplies shall continue strictly as per the **previously approved catalogue and price list**.

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6. **Service Support**
   - The supplier must designate a **single point of contact (SPOC)** for order execution, delivery coordination, and complaint handling.
   - Any complaint regarding delivery, quality, or service must be resolved within **72 hours** of intimation.

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7. **Risk Purchase & Penalty**

(a) Penalty for Delay (Liquidated Damages)

- Timely delivery is essential for smooth functioning of teaching and research work.
- In case of delay in supply beyond the stipulated delivery period, a penalty in the form of **Liquidated Damages (LD)** shall be levied.
- The penalty shall be calculated at **0.5% of the order value per week of delay or part thereof**, subject to a **maximum ceiling of 10% of the total order value**.
- The penalty amount shall be deducted directly from the supplier's pending bills or from the Performance Security, if necessary.
- Imposition of LD does not absolve the supplier of its responsibility to complete the supply.

Example:

- Order value = ₹1,00,000
- Delay = 2 weeks
- Penalty = 0.5% × 2 weeks × ₹1,00,000 = ₹1,000
- If delay continues beyond 20 weeks, max penalty = 10% of ₹1,00,000 = ₹10,000 (cap).

(b) Persistent Failure / Repeated Defaults

- If the supplier repeatedly defaults in making timely deliveries or supplying material of acceptable quality, the University reserves the right to take the following actions, without prejudice to other legal remedies:
  - **Terminate the ARC** with immediate effect,
  - **Blacklist the supplier** from participating in future tenders of the University for a specified period,

- **Forfeit the supplier's EMD / Performance Security** as compensation for non-performance.

- Such action will be taken in addition to any penalties already imposed for delay.

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8. **Verification of Authenticity**
   - The University reserves the right to **verify the authenticity of catalogues, discounts, COAs, and other quality documents directly with the OEM**.
   - Any falsification or submission of manipulated documents will lead to immediate termination of the ARC, forfeiture of EMD/Performance Security, and blacklisting.

SECTION 5 – PAYMENT TERMS

1. **Mode of Payment**
    - All payments shall be made by the University through **electronic transfer (NEFT/RTGS)** or any other approved mode of e-payment.
    - No payment shall be made by cash or cheque.

2. **No Advance Payment**
    - The University shall not make any **advance payment** under this ARC.
    - Payments shall be released only after successful delivery, inspection, and acceptance of the goods by the end-user department.

3. **Payment Schedule**
    - Bills must be raised by the supplier in duplicate, clearly mentioning the **Purchase Order (PO) number, invoice number, date, GST details, HSN code, and batch details** of supplied items.
    - Payment shall be released **after successful delivery, inspection, and acceptance of the goods by the end-user department**, subject to **verification and availability of funds with the University**.
    - No claim shall lie against the University for delayed payment due to administrative or procedural reasons.
    - In case of any dispute regarding quantity/quality, the payment shall be released only after resolution of the dispute to the satisfaction of the University.

4. **Deductions from Payment**
    - The University reserves the right to **deduct Liquidated Damages (LD), penalties, or other recoverable amounts** from the supplier's bills, in case of:
        - Delay in delivery,
        - Supply of substandard or defective material,
        - Any recoverable charges under Risk Purchase.
    - Applicable statutory deductions (TDS, GST TDS, etc.) shall be made as per prevailing rules.

5. **Performance Security (if applicable)**
    - The University may, at its discretion, require successful bidders to furnish a **Performance Security** of up to **3% of the estimated order value**, in the form of a Bank Guarantee / Fixed Deposit Receipt pledged to VNSGU.
    - The Performance Security shall remain valid for a period of **60 days beyond the validity of the ARC**.
    - No interest shall be payable on Performance Security.

- In case of breach of contract, non-performance, or blacklisting, the Performance Security shall be forfeited.

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6. **Price Basis & Validity**
   - Payment shall be made strictly on the basis of the **discounted OEM catalogue price** finalized under this ARC.
   - The discount percentage offered by the bidder shall remain **firm and unchanged** during the entire validity of the contract.
   - Only one-time catalogue revision shall be permitted as per conditions specified in **Section 4 – Service Level Conditions**.

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7. **Rejection of Goods**
   - Payment shall not be released for items rejected due to **damage, expiry, near-expiry, repacking, or non-conformity with OEM specifications**.
   - If any payment has already been made for such items, the same shall be recovered from future bills or the Performance Security.

SECTION 6 – BID SUBMISSION GUIDELINES

1. **Mode of Submission**

   - Bids must be submitted **online only** through the **nProcure e-Procurement Portal** using a valid **Digital Signature Certificate (DSC)** of Class-III.
   - No physical/hard copy of the bid shall be accepted, except documents specifically requested for verification by the University.

2. **Two-Bid System**
   The tender shall follow a **Two-Bid System**:

(a) Technical Bid

   - The Technical Bid shall include the following documents (scanned and uploaded in PDF format) Covering letter on bidder's letterhead :

Sr. No.	Document Description	Submitted (Yes/No)	Page No.
1	Valid copies of GST Registration, PAN, and firm registration.		
2	Copies of work orders / supply orders for proof of experience.		
3	Valid MSME / Startup registration certificate (if applicable) for exemptions.		
4	OEM Quality Certifications (ISO/GMP/equivalent).		
6	Special licences (Drug Licence, FSSAI), if applicable.		
7	OEM Authorization Letter, if available.		
8	Copy of OEM catalogues/price lists (latest edition).		
9	Filled-in Bidder Information Form (Annexure-I).		
10	Audited Balance Sheets / CA-certified turnover certificates / ITRs. (Annexure-II)		
11	Past Performance Statement (Annexure-III)		
12	EMD / Tender Fee Declaration (with MSME / Startup Exeption) (Annexure-IV)		
13	Declaration of Acceptance of Scope of Work & SLA (with Technical Compliance) (Annexure-V).		
14	Self-Declaration regarding no repacking & COA / Specification compliance (Annexure-VI)		
15	GFR Rule 144(xi) Declaration (Annexure-VII).		
16	Notarized Declaration of Non-Blacklisting (Annexure-VIII).		
17	Price Reasonability Certificate (Annexure-IX)		
18	Code of Integrity & Conflict of Interest Declaration (Annexure-X)		

(b) Financial Bid

- The Financial Bid shall be submitted in the prescribed **BOQ format (Excel file)** available on the nProcure portal.
- The bidder must quote a **uniform percentage discount** on the OEM catalogue/price list for each brand.
- GST shall be quoted separately, as applicable.
- Bids without Financial BOQ submission shall be treated as incomplete and rejected.

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3. **Bid Validity**
   - All bids must remain valid for a period of **365 (three hundred sixty-five) days** from the date of opening of the Technical Bid.
   - A bid valid for a shorter period shall be treated as non-responsive.

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4. **Language of Bid**
   - The bid, all documents, and correspondence shall be submitted in **English only**.
   - In case any document is in another language, a certified English translation must be submitted along with the original.

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5. **Submission Deadline**
   - The complete bid must be submitted online before the date and time specified in the **Tender Summary Sheet**.
   - Bids submitted after the deadline shall not be considered.

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6. **Withdrawal & Resubmission**
   - A bidder may withdraw or resubmit their bid on the portal before the submission deadline.
   - No withdrawal or modification shall be permitted after the deadline.

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7. **Opening of Bids**
   - Technical Bids will be opened on the specified date and time in the presence of authorized representatives of the bidders who wish to attend.
   - Financial Bids of only technically qualified bidders shall be opened at a later date, notified separately.

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8. **Rejection of Bids**

- The University reserves the right to reject any bid which is:
  - Incomplete, conditional, or not in the prescribed format,
  - Not accompanied by required documents,
  - Submitted without tender fee/EMD (unless exempted),
  - Based on dealer-typed/self-made price lists instead of OEM catalogues.

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9. **Right of University**

- VNSGU reserves the right to accept or reject any or all bids without assigning any reason.
- The University may seek clarification or additional documents during evaluation; failure to respond may lead to rejection.

SECTION 7 – FINANCIAL BID FORMAT

1. Basis of Quotation

- The Financial Bid shall be submitted **only in the prescribed BOQ (Excel) format available on the nProcure portal**.
- The bidder must quote a **uniform percentage discount** on the latest OEM catalogue/price list for each brand quoted.
- GST and other applicable statutory taxes shall be quoted separately.

2. Mandatory Minimum Discount for Indian OEMs

- For all **India-based manufacturers/brands**, bidders must offer a **minimum discount of 15%** on the OEM catalogue price list.
- Any bid quoting less than **15% discount** for Indian OEMs shall be treated as **non-responsive and liable for rejection**.
- The University reserves the right to seek justification or further negotiation with L1 if discounts are found **non-competitive**.

3. Exemption for International Premium Brands

- For **international premium brands** (such as Merck, Sigma-Aldrich, Thermo Fisher, etc.), the minimum discount requirement shall **not apply**.
- Discounts for these brands may be quoted as per prevailing market conditions, but bidders are encouraged to offer the **maximum possible discount**.

4. Firmness of Discounts

- The discount percentage quoted shall remain **firm and unchanged** throughout the validity of the ARC.
- Only **one-time OEM catalogue revision** shall be permitted during the contract period, subject to the conditions specified in **Section 4 – Service Level Conditions**.
- In case of such revision, the **discount percentage will remain the same**; only the **base catalogue price list** will be updated with University approval.

5. Submission of Financial Bid

- The bidder shall **fill in the prescribed BOQ (Excel) format** and **submit it online through the nProcure portal** only.
- **No physical submission** of financial bids shall be accepted.

SECTION 8 – GENERAL TERMS & CONDITIONS

1. **Award of Contract**
   - The University may empanel multiple suppliers for different brands/ manufacturers under this ARC to ensure competitive pricing and continuity of supply.
   - The decision of the University regarding empanelment/ARC shall be final and binding on all bidders.

2. **Pricing & Discounts**
   - The bidder must quote a **uniform percentage discount** on the latest OEM catalogue/price list.
   - For **India-based manufacturers/brands**, a **minimum discount of 15%** is mandatory.
   - For **international premium brands** (e.g., Merck, Sigma-Aldrich, Thermo Fisher), the minimum discount condition shall not apply.
   - Discounts shall remain **firm and unchanged** for the entire validity of the ARC.

3. **Catalogue Validity**
   - Only one-time OEM catalogue revision shall be permitted during the validity of the ARC.
   - Such revision shall be allowed **only with prior written approval of the University** and must be **validated and certified by the OEM**.
   - The discount percentage shall remain the same; only the base price list may be revised.
   - The revised catalogue shall apply **only to purchase orders generated after University approval**; until then, supplies shall be made as per the old catalogue.

4. **Special Offers**
   - Any **special institutional offers or academic discounts** provided by the OEM during the ARC period shall be automatically extended to the University in addition to the quoted discount.

5. **Performance Security**
   - The University may, at its discretion, require successful bidders to furnish a **Performance Security** up to **3–5% of the estimated order value**.
   - The Performance Security shall be in the form of a Bank Guarantee/ Fixed Deposit Receipt pledged to VNSGU and valid for **60 days beyond the validity of the ARC**.
   - No interest shall be payable on Performance Security.

- In case of breach of contract, non-performance, or blacklisting, the Performance Security shall be forfeited.

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6. **Force Majeure**
    - No party shall be held responsible for delay or failure in performance due to circumstances beyond their control, such as natural calamities, acts of God, strikes, lockouts, war, or Government restrictions.
    - In such cases, the delivery period may be extended without penalty, at the discretion of the University.

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7. **Negotiation Clause**
    - As per Government of India procurement guidelines, **post-tender negotiations are generally not permitted**.
    - In **exceptional circumstances**, where the price/discount quoted by the **lowest eligible bidder (L1)** is found to be **unreasonably high compared to prevailing market rates**, or where the University has valid reasons to believe that better rates can be achieved in the interest of the institution, the University reserves the right to negotiate **only with the L1 bidder**.
    - Negotiations shall not be conducted with bidders ranked other than L1 under any circumstances.
    - If L1 refuses to honor the negotiated terms, the University may cancel the tender/ARC and take appropriate action including **forfeiture of EMD/Performance Security and blacklisting**.
    - All negotiations carried out shall be properly **recorded in writing with justification** and shall form part of the contract records.

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8. **Risk Purchase & Blacklisting**
    - In case of failure to supply the contracted items, the University reserves the right to procure the same from alternate sources at the **risk and cost of the defaulting supplier**.
    - The extra cost incurred shall be recovered from the supplier's pending bills or Performance Security.
    - Repeated defaults may result in **termination of the ARC and blacklisting** of the supplier.

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9. **Single Bid / Single Brand Bid**
    - In case of receipt of only a single valid bid/quote, the University reserves the right to **accept or reject the same**, subject to assessment of reasonableness of price/discount and approval of the competent authority. Mere submission of a single bid shall not automatically confer any right for award of contract.
    - Further, where multiple bidders participate in the tender but for a **particular brand only one valid bid/quote is received**, the University reserves the right **to reject the single bid for that brand** if considered non-competitive, without affecting the evaluation of other brands.

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10. **Fall Clause**

- If the supplier, during the currency of this ARC, supplies identical goods to any other Government department, PSU, University, or Research Institute at a price lower or with a higher discount than that offered to VNSGU, the same benefit shall automatically be passed on to the University with effect from the date of such supply.

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11. **Termination for Convenience**

- The University reserves the right to terminate the contract at any time, in whole or in part, by giving **one month's written notice** to the supplier, without assigning any reason.
- In such case, the supplier shall not be entitled to claim any compensation.

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12. **Confidentiality**

- The supplier shall not, without prior written consent of the University, disclose any proprietary or confidential information related to this contract, including purchase orders, pricing, and research requirements, to any third party.

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13. **Right of Inspection & Verification**

- The University reserves the right to inspect the premises, stock, and records of the supplier or to seek direct verification from the OEM at any time during the validity of the ARC, in order to confirm authenticity of supplies and compliance with tender conditions.

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14. **Compliance with Law**

- The supplier shall comply with all relevant laws, regulations, and government guidelines applicable to the supply of chemicals, reagents, glassware, plasticware, and lab consumables in India, including statutory taxes, labour laws, safety norms, and environmental regulations.

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15. **Dispute Resolution**

- Any disputes arising out of this tender shall be resolved through mutual discussion, failing which the matter shall be referred to arbitration under the provisions of the **Arbitration and Conciliation Act, 1996**.
- The place of arbitration shall be **Surat, Gujarat**.
- Jurisdiction for all legal proceedings shall lie with the **courts of Surat only**.

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16. **Integrity & Conflict of Interest**

- Bidders shall comply with the provisions of the **Code of Integrity** as per GFR 2017 and GPP 2024.
- Bidders must submit the **Declaration on Conflict of Interest & Code of Integrity (Annexure-X)**.
- Any violation may lead to termination of the contract, forfeiture of Performance Security, and blacklisting.

SECTION 9 – Annexure List

Sr. No.	Category	Manufacturer / Brand	Discount on OEM Catalogue (%) (excluding GST)
1	Chemicals & Reagents (> 15% discount) from Indian Origin	Himedia	
2	Chemicals & Reagents (> 15% discount) from Indian Origin	SRL	
3	Chemicals & Reagents (> 15% discount) from Indian Origin	Loba	
4	Chemicals & Reagents (> 15% discount) from Indian Origin	Sisco	
5	Chemicals & Reagents (> 15% discount) from Indian Origin	CDH	
6	Chemicals & Reagents (> 15% discount) from Indian Origin	Spectrochem	
7	Chemicals & Reagents (> 15% discount) from Indian Origin	Finar	
8	Chemicals & Reagents (> 15% discount) from Indian Origin	Rankem	
9	Chemicals & Reagents (> 15% discount) from Indian Origin	Oxford	
10	Chemicals & Reagents (> 15% discount) from Indian Origin	CHEMCO	
11	Chemicals & Reagents (> 15% discount) from Indian Origin	BLD pharma	
12	Chemicals & Reagents (> 15% discount) from Indian Origin	Titan Biotech	
13	Chemicals & Reagents (> 15% discount) from Indian Origin	other equivalent brand	
14	Chemicals & Reagents (> 15% discount) from Indian Origin	SD FINE CHEM	
15	Chemicals & Reagents from International reputed brands	BioRad	
16	Chemicals & Reagents from International reputed brands	Merck	
17	Chemicals & Reagents from International reputed brands	Thermo Fisher	
18	Chemicals & Reagents from International reputed brands	Sigma-Aldrich	
19	Chemicals & Reagents from International reputed brands	TCI	
20	Chemicals & Reagents from International reputed brands	Qiagen	
21	Chemicals & Reagents from International reputed brands	New England Biolabs	

Sr. No.	Category	Manufacturer / Brand	Discount on OEM Catalogue (%) (excluding GST)
22	Chemicals & Reagents from International reputed brands	Promega	
23	Chemicals & Reagents from International reputed brands	other equivalent brand	
24	Glassware (> 15% discount) from Indian Origin	Borosil	
25	Glassware (> 15% discount) from Indian Origin	DURAN	
26	Glassware (> 15% discount) from Indian Origin	JSGW	
27	Glassware (> 15% discount) from Indian Origin	Jsil	
28	Glassware (> 15% discount) from Indian Origin	Asgi	
29	Glassware (> 15% discount) from Indian Origin	Durga Scientific	
30	Glassware (> 15% discount) from Indian Origin	other equivalent brand	
31	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	Tarsons	
32	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	Himedia	
33	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	PolyLab (Mumbai)	
34	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	Abdos Labtech	
35	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	geneilab	
36	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	Genaxy Scientific	
37	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	Himedia Laboratories	
38	Plasticware/ Labware /Techware (> 15% discount) from Indian Origin	other equivalent brand	
39	Plasticware/ Labware /Techware from International reputed brands	Thermo Fisher	
40	Plasticware/ Labware /Techware from International reputed brands	BioRad	
41	Plasticware/ Labware /Techware from International reputed brands	eppendorf	
42	Plasticware/ Labware /Techware from International reputed brands	other equivalent brand	
43	Kits (> 15% discount) from Indian Origin	Erba/ Transasia	
44	Kits (> 15% discount) from Indian Origin	Beacon Diagnostics	
45	Kits (> 15% discount) from Indian Origin	jmitra	

Sr. No.	Category	Manufacturer / Brand	Discount on OEM Catalogue (%) (excluding GST)
46	Kits (> 15% discount) from Indian Origin	arkray healthcare	
47	Kits (> 15% discount) from Indian Origin	geneilab	
48	Kits (> 15% discount) from Indian Origin	other equivalent brand	
49	Kit from International reputed brands	Merck	
50	Kit from International reputed brands	Thermo Fisher	
51	Kit from International reputed brands	Sigma-Aldrich	
52	Kit from International reputed brands	Qiagen	
53	Kit from International reputed brands	New England Biolabs	
54	Kit from International reputed brands	Promega	
55	Kit from International reputed brands	Biorad	
56	Kit from International reputed brands	other equivalent brand	
57	Samples/Specimens / Teaching & Lab Aids (> 15% discount) from Indian Origin	Biocraft Scientific Systems	
58	Samples/Specimens / Teaching & Lab Aids (> 15% discount) from Indian Origin	eiscolabs	
59	Samples/Specimens / Teaching & Lab Aids (> 15% discount) from Indian Origin	other equivalent brand	

Annexure I: Bidder Information Form

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder General Information

Sr. No.	Details	Bidder's Response
1	Name of Firm / Company	
2	Type of Entity (Proprietorship / Partnership / LLP / Pvt Ltd / Public Ltd)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different)	
6	Authorized Signatory Name & Designation	
7	Contact No. (Mobile / Landline)	
8	Email ID	
9	Website (if available)	
10	No. of Years in Business	
11	Brands Represented in Chemicals	
12	Brands Represented Plasticware	
13	Brands Represented Glassware	
14	Brands Represented Kits	
15	Brands Represented for samples and Specimen	
16	Brands Represented for Labware/ Minor equipment	

2. Statutory & Compliance Information

Sr. No.	Details	Bidder's Response
1	GST Registration No.	
2	PAN Number	
3	Udyam / MSME Registration No. (if applicable)	
4	Startup India / DPIIT Registration No. (if applicable)	
5	Class of Supplier under Make in India (Class-I / Class-II / Non-Local)	
6	Any other relevant statutory registration	

3. Bank Details for Payment (NEFT/RTGS)

Sr. No.	Details	Bidder's Response
1	Bank Name	
2	Branch Address	
3	Account Holder's Name	
4	Account Number	
5	IFSC Code	
6	MICR Code (if available)	

4. Escalation Matrix (for Supply/Service Issues)

Level	Name of Contact Person	Designation	Email ID	Mobile Number	Response Time (Hours)
Level 1 (Primary Contact)					____ Hrs
Level 2 (Manager/Supervisor)					____ Hrs
Level 3 (Senior Management / Director)					____ Hrs

5. Additional Declarations

We hereby confirm that:

- All the information provided above is **true and correct** to the best of our knowledge and belief.
- We agree to provide updated contact details promptly in case of any changes.
- We understand that providing false or misleading information may lead to **disqualification of our bid** or termination of contract.
- We are compliant with all applicable laws, rules, and regulations required for participation in this bid.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure II : Annual Turnover Declaration (with MSME/Startup Exemption)

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____
- PAN No.: _____

2. Declaration of Annual Turnover

We hereby declare our **annual turnover** for the last three financial years as follows:

Financial Year	**Annual Turnover (₹ in Lakhs)**	**CA / Auditor Certification Reference No.**
2024–25		
2023–24		
2022–23		

(Attach CA-certified statement / audited balance sheet in support.)

3. MSME / Startup Exemption (if applicable)

☐ We are registered as an **MSME** (Udyam No. _____) and hence claim exemption from the turnover criteria as per **GFR 173(i) and GPP 2024**.

☐ We are registered as a **Startup (DPIIT Registration No. _____)** and hence claim exemption from the turnover criteria as per **GFR 173(i) and GPP 2024**.

☐ Not applicable (we are neither MSME nor Startup).

4. Declaration

I/We certify that the above information is true and correct to the best of my/our knowledge. I/We understand that:

1. Misrepresentation of turnover or exemption eligibility may result in rejection of bid and/or blacklisting.
2. MSME/Startup exemptions shall be applicable only on submission of valid registration certificates.
3. The University reserves the right to verify turnover details with CA/Auditor and relevant authorities.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure III: Past Experience Declaration (with MSME/Startup Exemption)

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____ PAN No.: _____

2. Details of Past Experience

We hereby declare that we have successfully executed the following supply orders for Chemicals, Glassware, Plasticware, Labware, or related items during the last **three financial years**:

Sr. No.	Name of Client	Description of Items Supplied	PO/WO No. & Date	Value (₹ in Lakhs)	Completion Status (Completed / Ongoing)
1					
2					
3					

(Attach copies of Work Orders / Completion Certificates in support.)

3. MSME / Startup Exemption (if applicable)

☐ We are registered as an **MSME** (Udyam No. _____) and hence claim exemption from the experience criteria as per **GFR 173(i) and GPP 2024**.

☐ We are registered as a **Startup (DPIIT Registration No. _____)** and hence claim exemption from the experience criteria as per **GFR 173(i) and GPP 2024**.

☐ Not applicable (we are neither MSME nor Startup).

4. Declaration

I/We certify that the above information is true and correct to the best of my/our knowledge. I/We understand that:

1. Misrepresentation of experience or exemption eligibility may result in rejection of bid and/or blacklisting.
2. MSME/Startup exemptions shall be applicable only on submission of valid registration certificates.
3. The University reserves the right to verify the details of past experience with the clients mentioned above.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure IV: EMD / Tender Fee Declaration (with MSME/Startup Exemption)

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____ PAN No.: _____

2. EMD / Tender Fee Submission

We hereby declare that we have submitted the **Tender Fee** and **Earnest Money Deposit (EMD)** as per the tender requirements:

☐ Tender Fee paid via DD/NEFT/RTGS: Amount ₹ _____, Reference No. _____, Date: _____

☐ EMD paid via DD/NEFT/RTGS: Amount ₹ _____, Reference No. _____, Date: _____

(Attach payment proof / scanned copy of instrument.)

3. MSME / Startup Exemption (if applicable)

☐ We are registered as an **MSME** (Udyam No. _____) and hence claim exemption from Tender Fee and EMD as per **GFR 2017 & GPP 2024**.

☐ We are registered as a **Startup (DPIIT Registration No. _____)** and hence claim exemption from Tender Fee and EMD as per **GFR 2017 & GPP 2024**.

☐ Not applicable (we are neither MSME nor Startup).

(Attach valid MSME / Startup registration certificate, if exemption is claimed.)

4. Declaration

I/We certify that the above information is true and correct to the best of my/our knowledge. I/We understand that:

1. Misrepresentation of exemption eligibility may result in rejection of bid and/or blacklisting.
2. MSME/Startup exemptions shall be applicable only on submission of valid certificates.
3. In case of exemption claim found invalid, our bid may be rejected and no further correspondence shall be entertained.

4. Escalation Matrix (for supply/service issues)

Level	Name	Designation	Email	Mobile No.	Response Time (Hrs)
Level 1					
Level 2					
Level 3					

5. Declarations by Bidder

We hereby declare that:

1. All information furnished above is true and correct.
2. We shall promptly notify the University of any changes.
3. We comply with all applicable laws, tax regulations, GFR 2017, and GPP 2024.
4. We understand that providing false or misleading information may result in rejection/termination of contract.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure V: Declaration of Acceptance of Scope of Work & SLA (with Technical Compliance)

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____ PAN No.: _____

2. Declaration of Acceptance

I/We hereby declare that:

1. I/We have carefully read and understood the tender document, including:
    - **Section 2 – Scope of ARC**
    - **Section 4 – Service Level Conditions**
    - **Section 5 – Payment Terms**
    - **Section 8 – General Terms & Conditions**
2. I/We confirm full and unconditional acceptance of the above sections and undertake to comply with all terms and responsibilities, without deviation.
3. I/We agree that any failure to comply with these conditions may result in rejection of bid, termination of contract, forfeiture of Performance Security, or blacklisting.

3. Technical Compliance Sheet

Sr. No.	Requirement as per Tender	Bidder Compliance (Yes/No)	Remarks / Reference (Catalogue / Document Attached)
1	Supply shall be strictly as per OEM catalogue	☐ Yes ☐ No	
2	Supplies in **original OEM-sealed packing** only (no repacking/refilling)	☐ Yes ☐ No	
3	Each batch shall have valid shelf life; expired/near-expired goods shall not be supplied	☐ Yes ☐ No	
4	COA / OEM Specification sheet to be provided on request	☐ Yes ☐ No	
5	Minimum discount of **15% on Indian OEMs** to be ensured	☐ Yes ☐ No	
6	Only one-time OEM catalogue revision allowed during ARC, with University approval	☐ Yes ☐ No	
7	Delivery timelines and replacement obligations will be honoured as per SLA	☐ Yes ☐ No	
8	Risk Purchase, Blacklisting & Penalty clauses accepted	☐ Yes ☐ No	
9	Price Reasonableness and Fall Clause compliance accepted	☐ Yes ☐ No	
10	Compliance with GFR 2017 & GPP 2024	☐ Yes ☐ No	

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4. Declaration of Truthfulness

I/We certify that the above compliance is true and correct. Any misrepresentation may lead to rejection of our bid, termination of contract, forfeiture of Performance Security, or blacklisting.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure VI: Self-Declaration – OEM Packing & COA/Specification Compliance

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____
- PAN No.: _____

2. Declaration

I/We hereby declare that for all supplies made under the Annual Rate Contract (ARC) for Chemicals, Glassware, Plasticware, Labware, Kits, Diagnostic Items, and Consumables:

1. All items supplied shall be in **original OEM-sealed packing** only.
    - No repacking, relabelling, or tampering shall be done.
    - Secondary or third-party repacked items will **not** be supplied.
2. For each supply, the following shall be ensured:
    - **Original label** with OEM name, batch number, manufacturing/expiry date.
    - Packaging intact and unaltered, as per OEM standards.
3. **Certificate of Analysis (COA) / OEM Specification Sheet** shall be:
    - Provided by OEM along with the supply wherever available, OR
    - Submitted on demand by the University for verification.
4. No expired, near-expired, or counterfeit products shall be supplied.
5. The University reserves the right to **verify authenticity with OEMs directly** or reject supplies if packing/COA/specification compliance is found deficient.

3. Declaration of Truthfulness

I/We certify that the above undertaking is true and correct. I/We understand that:

- Any violation of this declaration may result in rejection of supplies, termination of ARC, forfeiture of Performance Security, and blacklisting.
- The University may also initiate risk purchase from alternate sources at our cost, as per tender conditions.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure VII: GFR Rule 144(xi) Declaration (Border Compliance)

(To be submitted on Bidder's Letterhead, signed & sealed by Authorized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____ PAN No.: _____

2. Declaration under Rule 144(xi) of GFR 2017

In accordance with the Government of India, Ministry of Finance, Department of Expenditure, Public Procurement Division, Order F. No. 6/18/2019-PPD dated **23rd July 2020** (and subsequent amendments):

1. I/We hereby declare that our firm/company is **not from such a country** which shares a land border with India and has been restricted to bid in this tender.

OR

2. If from such a country, I/We have been registered with the **Competent Authority (Government of India)** as required under the above order.
    - A valid registration certificate issued by the Competent Authority is enclosed.

3. Compliance Statement

I/We hereby certify that:

- All rules, guidelines, and restrictions under **GFR Rule 144(xi)** are fully complied with.
- Any misrepresentation or concealment of facts shall lead to **rejection of bid, termination of contract, forfeiture of Performance Security, and blacklisting**, in addition to any other legal action applicable under Indian law.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure VIII : Notarized Declaration of Non-Blacklisting

(To be submitted on, signed & sealed by Notarized Signatory)

1. Bidder Details

- Name of Firm / Company: _____
- Registered Address: _____
- GST No.: _____ PAN No.: _____

2. Declaration

I/We hereby certify that our firm/company/organization:

1. Has **not been blacklisted, banned, debarred, or suspended** by any Central Government/State Government/PSU/Autonomous Body/University/Research Institute in India during the last **five (05) years**.
2. Has **not been involved in any fraudulent practices**, cartel formation, unethical business conduct, or indulged in supply of counterfeit/repacked/expired products in any government or institutional contract.
3. Has **not been declared insolvent or bankrupt** by any competent court of law.
4. Will immediately inform the University if any such blacklisting/debarment occurs during the period of validity of this tender/ARC.

3. Undertaking

I/We understand that if the above declaration is found to be false or incorrect at any stage:

- Our bid shall be rejected,
- The contract/ARC (if awarded) may be terminated,
- Performance Security may be forfeited, and
- The firm may be blacklisted for future tenders.

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure IX: Price Reasonability Certificate

(To be submitted on the bidder's letterhead, duly signed and sealed)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Price Reasonability Certificate for [Name of Product/Item Category] under Bid No. _____

Dear Sir/Madam,

We hereby certify that:

1. The rates/discounts quoted in our bid are **reasonable and justified**, based on prevailing market rates, OEM catalogue pricing, and associated services offered.
2. The offered prices/discounts:
    - Are **comparable** to those offered to other Government organizations, PSUs, Universities, Research Institutes, or reputed private institutions.
    - Have **not been inflated** for the current tender and are **consistent with discounts/prices offered in other recent contracts or supply orders**.
3. We also confirm that **no lower price or higher discount** has been quoted for the same product(s) to any Central/State Government, PSU, Autonomous Institution, University, or on **GeM portal** during the last **six months** for comparable quantity and terms.
4. In the event of discovery of any lower quoted price or higher discount for the same specification elsewhere under similar conditions, we agree that the University may take appropriate action, including:
    - Application of the lower discovered price/discount,
    - Recovery of excess payment made, or
    - Disqualification/termination of our contract.
5. We assure full cooperation and submission of supporting documents, invoices, or client Purchase Orders if required by the University or audit authorities.

Sincerely,

Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____

Annexure X: Integrity & Conflict of Interest Declaration

(To be submitted on the bidder's letterhead, duly signed and sealed)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Declaration under Rule 175 of GFR 2017

I/We hereby declare that, in accordance with **Rule 175 of the General Financial Rules (GFR) 2017** and the **Code of Integrity for Public Procurement**:

1. I/We shall maintain **integrity, transparency, and fairness** in this procurement process and during the execution of the Annual Rate Contract (ARC).
2. I/We confirm that:
    - We have **not engaged in any corrupt, fraudulent, collusive, coercive, or obstructive practice** in connection with this tender.
    - We have **not formed a cartel or entered into anti-competitive agreements** with other bidders to influence the tender outcome.
    - No University employee or their relative has any direct or indirect interest in our bid or company.
3. I/We agree to:
    - Disclose any conflict of interest that may arise during bidding or execution of the contract.
    - Promptly notify the University of any Change in ownership, management, or conflict of interest situation.
4. I/We understand that violation of this declaration may lead to:
    - **Rejection of bid**,
    - **Termination of contract**,
    - **Forfeiture of Performance Security**,
    - **Blacklisting/debarment** from future tenders, and
    - Any other action as per law.

Confirmation

I/We certify that the above declaration is true and correct to the best of our knowledge.
Sincerely,
Authorized Signatory: _____
Name & Designation: _____
Seal & Date: _____