

**INFORMATION BOOKLET  
ON  
RATE CONTRACT PROPOSAL NOTICE  
(Ref: KUB/PGCO/2019/031, Dated. 18.01.2019)**



**KHALLIKOTE UNIVERSITY  
BERHAMPUR-760001  
Dist-Ganjam, Odisha**

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# **KHALLIKOTE UNIVERSITY**

## **Berhampur-760001, Odisha**

Ref: KUB/PGCO/2019/031

Dated. 18.01.2019

### **Notice Inviting Rate Contract Proposals**

Bids for rate contract (RC) proposals are invited for the purchase of Chemicals and kits; Labwares and plastic wares; Glasswares and Glass Apparatus; Minor equipments (less than Rs. 15,000.0 per item); General lab consumables from original manufacturers, distributors or authorized dealers for the brand names mentioned in the bid document (category-I to V) along with price list and maximum discount (percentage) offered to the undersigned on 'FOR' destination basis. **The last date of submission of Rate Contract Proposal is 3.00 PM, 7<sup>th</sup> February 2019.** The undersigned reserves the right to cancel any category or the entire rate contract without assigning any reason thereof. The interested bidder/ supplier/ manufacturer/authorised dealer should download the bid document from the Website **[www.khallikoteuniversity.ac.in](http://www.khallikoteuniversity.ac.in)**. Alternatively they can also obtain the bid document by sending email request to the Chairman, PG Council, Khallikote University through email ID "pgco.ku@gmail.com" on or before 5<sup>th</sup> February 2019.

**Chairman, PG Council**

## Chapter-I: Instructions to the Bidder

The Rate contract proposal document may be obtained from the website “khallikoteuniversity.ac.in” or by sending email request to the Chairman, PG Council, Khallikote University through email ID “pgco.ku@gmail.com” on or before the 5<sup>th</sup> February 2019. The bidders have to submit the demand draft of Rs. 1050.00 (Rupees One Thousand and Fifty) only in favour of the “COMPTROLLER OF FINANCE, KHALLIKOTE UNIVERSITY”, payable at “BERHAMPUR” towards the non-refundable fee for Rate contract proposal document along with proposals or bids.

### I.1 Eligibility of Bidder:

- a. The suppliers must be either the manufacturer/ company or the authorized agent/ dealer / representative of the manufacturer/ company of Chemicals and kits; Labwares and plastic wares; Glasswares and Glass apparatus; Minor equipments; General Lab consumables). In case of manufacturers they have to submit their manufacturing certificate along with Rate Contract Proposal. In the case of dealer/ distributor/ agent/ representative, **certified valid copy of the authorization** issued by the manufacturer/ company should be enclosed with the Rate Contract proposal.
- b. The firm must have valid GST Registration certificate and Up-to-date Income Tax Clearance Certificate/ GST Return.
- c. The firm must have average annual turnover of Rs. 30 Lakhs or more for last three years (2015-16, 2016-17 & 2017-18). A declaration in this regard should be submitted as per the **Format-III** along with supporting documents (copy of Profit Loss Account duly signed by Chartered Accountant)
- d. The firm must have valid PAN and GSTIN number registration.

### I.2 Submission of Rate Contract Proposal

- a. **RATE CONTRACT PROPOSAL SHOULD BE SUBMITTED SEPARATELY FOR EACH CATEGORY OF ITEMS as mentioned below:**
  - Category-I:** Chemicals and kits;
  - Category-II:** Labwares and plastic wares;
  - Category-III:** Glasswares and Glass Apparatus;
  - Category-IV:** Minor equipments less than Rs. 15,000.0 per item;
  - Category-V:** General Lab consumables
- b. **The Rate Contract Proposal** for each category shall be submitted in a separate sealed envelope and shall be clearly mentioned on the top of the envelope as “Rate Contract Proposal for (Category-I/II/III/IV/V)”. All the bids will be covered in a big envelope writing on the top of that envelope **“Rate Contract proposal For Chemicals and kits; Labwares and plastic wares; Glasswares and Glass Apparatus; Minor equipments less than Rs. 15,000.0 per item; General Lab consumables.”** [Mention for which Category(ies) submitted with].
- c. **The Rate Contract proposal for each category** should contain
  - i. Rate Contract Proposal form (**Format-I**) duly filled in.

- ii.** The name of the manufacturer/ brand/ company and the detailed specification of the item (e.g. General Grade/ Analytical grade/ HPLC grade/Mol Biol grade/ Media/ PTC grade or kit etc.) quoted along with price list and maximum discount (percentage) offered (**category wise and Brand wise**) as per the form enclosed at **Format-II**.
- iii.** Annual Turnover Certificate from the bidder (**Format-III**) along with the summary statement of profit-loss account duly signed by the Chartered Accountant.
- iv.** **Check list of documents** enclosed along with the **Rate Contract proposal** as per the **Format-IV**.
- v.** **Copy of the Manufacturer Certificate or the Authorization Certificate (in case of dealer/ Distributer/ Agent etc.), as the case may be.**
- vi.** **Printed Technical Literature and Price List valid for the Financial Year 2018-19** in support of the each category and brand of items from the manufacturers/ Company.
- vii.** Other documents such as self attested copy of upto date ITCC and GST return, copy of GST registration certificate, copy of PAN/TAN/TIN and other documents in conformity with their eligibility such as authorization for supply,
- viii.** **Earnest money deposit (EMD)** as demand draft in favour of “COMPTROLLER OF FINANCE, KHALLIKOTE UNIVERSITY”, payable at BERHAMPUR” with six month validity and **the EMD cost** should be submitted **for each category of items** as mentioned in **Chapter-III: Schedule of Requirements**.
- ix.** **Non refundable fee of Rs. 1050.00 (Rupees One Thousand and Fifty only) for Rate Contract Proposal in the form of demand draft** in favour of “The Comptroller of Finance, Khallikote University” and Payable at Berhampur.

**c. Other Terms & Conditions:**

- i.** The **Rate Contract Proposal** shall be submitted separately for each category of items clearly superscribing on the envelope the Category of items. **Submission of proposals/bids without cost of rate contract proposal and EMD will be summarily rejected.**
- ii.** The quotations will be received at the **Office of the Chairman, PG Council, Khallikote University, Berhampur** on all working days up to **3.00 P.M., 7<sup>th</sup> February 2019 by SPEED POST and/or REGISTERED POST only.**
- iii.** The supplier must be either the manufacturer of the items /minor equipments or the authorized agent/ dealer/ representative of the manufacturer.
- iv.** **The price shall be inclusive of all taxes, transportation cost and cost of installation/commissioning, trial operation, comprehensive training and clearance charges.** Necessary documents for clearing the consignment through customs authorities will be provided by us and the suppliers or agents of manufacturer arrange the clearance of the consignment on payment basis.
- v.** Delivery shall be at **Chairman, PG Council, Khallikote University, Berhampur-760001** unless otherwise specified.
- vi.** The successful bidder should supply the items within a period of 4-6 weeks from the issuing date of purchase order by the competent authority of Khallikote University in each instances during the entire period of rate contract.

- vii. The EMD of the successful bidders will be refunded after completion of the supply to the satisfaction of the competent authority of Khallikote University, Berhampur.
- viii. The EMD of the unsuccessful bidders will be returned to the concerned party immediately after finalization of the Rate contract proposal.
- ix. Documents such as instrument operation, calibration, maintenance, drawing, descriptive literature, safety guidelines, storage etc., if any, along with original instruction and data analysis manual should be supplied by the successful bidder along with the items/ minor equipments.
- x. All the category of items including minor equipments should be unpacked in the presence of the competent authority of Khallikote University and /or their representatives. The consignment will be accepted only after inspection.
- xi. **The Chemicals and kits should be manufactured atleast during 2018-19 and shall have at least one complete year period before their expiry. A warranty certificate in this regard shall be submitted.**
- xii. In case of minor equipments a warranty certificate **covering a period of two year** from the date of installation shall be provided.
- xiii. During the warranty period or later whenever the firm is called upon to attend to the rectification of the defects/faults in the consignments, the firm shall attend to the repair of instrument within 48-96 hours. They should render timely back up service whenever called upon. **A certificate to the effect should be attached along with the invoice or delivery chalan.**
- xiv. **The invoices should be submitted in triplicate** in the name of “**The Registrar, Khallikote University, Berhampur**” for pass and payment. The payments will be made only after successful supply or installation at Khallikote University, Berhampur, as the case may be..
- xv. The Chairman, PG Council reserves the right to refuse payment in the event of unsuccessful supply, installation and the non-submission of the certificates/undertaking/ affidavit at the time of supply.
- xvi. The Khallikote University reserves the right to accept/reject any tender without assigning any reason thereof.
- xvii. **Once the rate is approved by purchase committee/ competent authority and supply order is placed to the successful bidder and in the event of failure on the part of the bidder for supply of the chemicals, kits, consumables, labwares, glasswares and minor equipments on any account, the committee reserves the right to forfeit the EMD.**
- xviii. **A PERFORMANCE SECURITY for an amount of Five Percent of the value of the order excluding Taxes should be furnished in the form of** a A/c Payee Demand Draft or fixed deposit receipt from a commercial bank (in Favour of “Comptroller of Finance, Khallikote University”) or Bank guarantee from a commercial bank in the acceptable form as recommended by Govt. of Odisha. The model Bank Guarantee format for performance security is at **Format-V.**
- xix. The decision of the Purchase committee in all matters shall be final and binding on bidders.
- xx. Any dispute, if arises, are subject to jurisdiction of Odisha High court only.

**e. Important Dates and Time:**

<b>Sl.</b>	<b>Particulars</b>	<b>Date and Time</b>
<b>1</b>	<b>Release of the notice for Rate Contract through Advertisement in One Odia and One English daily and uploading in the website 'www.khallikoteuniversity.ac.in'.</b>	<b>18<sup>th</sup> January 2019</b>
<b>2.</b>	<b>Last date and Time for the submission of Bid/Tender/Quotation with all documents (Two bid system)</b>	<b>3.00 PM, 7<sup>th</sup> February 2019</b>
<b>3.</b>	<b>Opening of Rate contract bid in presence of all the bidders</b>	<b>3.00 PM, 8<sup>th</sup> February 2019</b>
<b>4.</b>	<b>Declaration successful bidder for the supply of consumables, chemicals, kits, Labwares and Galasswares etc. (Brand wise and Category wise)</b>	<b>To be informed to the successful bidder through email.</b>

**Note:**

- 1. For model format for supply agreement you can refer the Office Memorandum no. 4939/F./Codes-27/2011, Dated. 13.02.2012 of Finance Department, Govt. of Odisha.**
- 2. If any of the clause(s) is (are) missed in this bid document the guidelines of procurement of goods vide Memorandum no. 4939/F./Codes-27/2011, Dated. 13.02.2012 of Finance Department, Govt. of Odisha will be followed.**

## Chapter-II: Condition(s) of the Contract (Supply of the Items)

### II.1 Time limits prescribed

Sl.	Activity	Time Limit
1	Delivery Period	Maximum six weeks from the date of issuance of purchase order OR as stipulated in the PO.
2	Destination	The Chairman, PG Council, Khallikote University on FOR basis
3	Comprehensive warranty period	Atleast One year from the date of supply for chemicals and kits and Two years for the minor equipments
4	AMC period	Minimum Three years after completion of the warranty (in case of minor equipments)
5	Preventive maintenance visit during warranty and AMC for minor equipments	One visit at least in every six months (minimum Two visits per year) for periodic/ preventive maintenance and anytime for attending repairs/ break down calls
6	Submission of Performance security and entering into the contract	Within the time limit mentioned in the purchase order or before the supply and installation of the item/equipment.
7	Time for making payment by Khallikote University	Within 30 days of successful supply, installation and submission of proper documents along with invoice.
8	Frequency of payment of AMC charges for minor equipments	Every six months
9	Maximum time to attend in any repair call	Within 96 hours
10	Validity of the Bid/Quotes	180 days from the last date of bid submission

### II.2 Other Terms and conditions

- a. The detailed technical specifications, terms and conditions governing the supply, installation, commissioning and the after sales service of the equipments/ items bided are contained in this "Bid Document".
- b. The bidder shall examine all instructions, forms, terms and specifications in the Bid Document and verify that all the contents mentioned under various chapters are contained in the 'BID' to be submitted.
- c. Failure to furnish any information required by the bid documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.
- d. Bidder should see the check list (**Format-IV**) for details of documents to be submitted along with the bid.
- e. Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above, is exempted from submission of EMD.
- f. The bidder can modify or withdraw bids submitted before the last date & time for its submission. The modification proposal (if any) can be submitted before the last date in addition to sealed tender/bid submitted earlier.



### Chapter-III: Schedule of Requirements

Category	Name of the Item	EMD amount (INR)
I	Chemicals and Kits (All grades)	20000.00
II	Labwares and Plastic wares	10000.00
III	Glasswares and Glass Apparatus	10000.00
IV	Minor Lab Equipments (Less Than Rs. 15000.00)	10000.00
V	General Lab Consumables	5000.00

**The bidders have to submit the demand draft of above said amount only in favour of the “COMPTROLLER OF FINANCE, KHALLIKOTE UNIVERSITY”, payable at “BERHAMPUR” towards the EMD along with the Rate contract proposals or bids.**

## Chapter-IV: Specifications and Allied Technical details (Manufacturers/Brand of the items Category wise)

### Category I: Chemicals and Kits

Sl No.	Brand Name	Sl No.	Brand Name
1.	Acros	42.	Kemphasol
2.	Accustandard	43.	Lancaster-Alfa-Aesar
3.	Affymetrix	44.	Life Technologies
4.	AMRESKO	45.	Loba Chemie
5.	American type cell culture ATCC	46.	Loba(Imported)
6.	Bayer chemicals	47.	Lonza
7.	BD Biosciences	48.	Machery-Nagel
8.	BIOLABS	49.	Medox
9.	Biolinkk	50.	Merck (India and Germany)
10.	Bioneer	51.	Merck Biosciences
11.	Biorad	52.	Merck Millipore
12.	BR Biochem	53.	MO BIO
13.	Calbiochem	54.	Molychem
14.	Caymen	55.	MP-Biomedicals
15.	CDH	56.	MWG
16.	Cell Signalling technology	57.	New England Biolabs
17.	Chromus Biotech	58.	Otto Chemical
18.	Clontech	59.	Pierce
19.	DUCHEFA	60.	PROMEGA
20.	E-MERCK (India)	61.	Promo cell
21.	E-MERCK (Germany and others)	62.	Qiagen
22.	Fermentas	63.	Qualigens
23.	Finar	64.	Rankem
24.	Fisher Chemical	65.	Reidel
25.	Fisher Scientific	66.	ReinstenanoVentares
26.	Fluka	67.	ROCHE
27.	Future Bioscience	68.	Santa Cruz
28.	G- Biosciences	69.	Scigndm labs pvt. Ltd
29.	GE- HEALTHCARE	71.	SDS Fine Chemicals
30.	Geneart	72.	Sigma-Aldrich
31.	GeNei	73.	Spectrochem
32.	Genescript	74.	Spinco
33.	Genetix (All Groups)	75.	SRL (All categories)
34.	GCC Biotech	76.	Takara
35.	Himedia (All Grades )	77.	TCI
36.	IBIDI	78.	Thermo Fisher
37.	IDT	79.	Thermo fisher Scientific
38.	Invitrogen	80.	Titan Biotech
39.	Imperial Life Sciences (All groups)	81.	Tocris
40.	Invivogen	82.	Vtech
41.	J. T. Baker	83.	Wacker Chemie
		84.	Xceleris

**Category II: Glasswares and Glass Apparatus (Special Rates for bulk packing be also quoted)**

SI No.	Brand Name	SI No.	Brand Name
1.	Borosil	9.	Infusil
2.	Brand	10.	JSGW
3.	Cole parmer	11.	Merck (All group)
4.	Corning	12.	Qualigen
5.	Duran	13.	Reviera
6.	Fisher Scientific	14.	Schott-Duran
7.	Himedia	15.	Sigma-Aldrich
8.	IKA	16.	Spectrochem

**Category III. Labwares, Plasticwares and Filters and Filter papers etc. Special Rates for bulk packing be also quoted.**

S.No.	Brand Name	S.No.	Brand Name
1.	ABDOS	21.	Merck
2.	Axiva	22.	MicroSeparations
3.	Axygen	23.	MILLIPORE
4.	Biorad	24.	Moxcare
5.	Borosil	25.	MP Biomedicals
6.	Brand	26.	Nalgene
7.	BR Biochem	27.	PALL
8.	Cole parmer	28.	Plastx
9.	Corning	29.	Polylab
10.	Eppendorf	30.	Rankem
11.	Fisher Scientific	31.	Riviera
12.	Future Bio Science.	32.	Schott-Duran
13.	Genaxy	33.	SPECTROCHEM
14.	GENETIX	34.	Tarson
15.	Himedia	35.	Thermo fisher
16.	IKA	36.	Thermo Life Sciences
17.	Infusil	37.	TOP-TECH
18.	JSGW	38.	TPP
19.	LABWARE	39.	Waters
20.	Machery-Nagel	40.	Whatmann

**Category IV: Minor Equipment/ Instruments Less Than Rs. 15000.00 per item**

<b>S.No.</b>	<b>Brand Name</b>		<b>S.No.</b>	<b>Brand Name</b>
1.	Aczet		17.	IKA
2.	BioRad		18.	JSGW
3.	Blue Star		19.	JeioTech
4.	Borosil		20.	Kern
5.	Brand		21.	Merck Biosciences
6.	Censico		22.	Omega Electronic
7.	Citizen		23.	Pelican
8.	Elico		24.	Perkin elmer
9.	Eppendorf		25.	REMI groups
10.	Equitron		26.	Riviera Groups (Rivoteck)
11.	Eutech		27.	Sartorius
12.	G-Bioscience		28.	Systronics
13.	Genaxy		29.	Tarsons
14.	Genetix		30.	Tempo
15.	Gilson		31.	Thermo Scientific
16.	Himedia		32.	Toshiba

**Category V: General Lab items (All Brands will be considered)**

Special Rates for bulk packing be also quoted.

## Chapter-V: Rate Contract Schedule

### (FOR rate of Discount on catalogue price for FY 2018-19)

The rate contract proposal should be submitted in a sealed envelope mentioning **the category of item (I to V), the Brand and the rate of discount (%) on catalogue price** as per the following format. **For each category of item the rate contract proposal should be sealed separately.** It should be accompanied with Authorization letter from the manufacturer or brand or equivalent.

#### **Format-I; RATE CONTRACT PROPOSAL FORM** (To be submitted in the letter head or pad of the bidder)

1. **Proposal form submitted** : \_\_\_\_\_  
for **(Name of category item : Glasswares/ Labwares and Plastic wares/ Chemicals and kits/ minor equipments/ instruments less than 15,000.00/ General Lab consumables)**
2. **Name and Address of the Supplier/ Bidder/ Tenderer/ Authorized Dealer/ Manufacturer** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Details of Tender Fee** : Rs. 1050.00 (One Thousand and Fifty Only)  
Demand Draft No. \_\_\_\_\_, Date: \_\_\_\_\_  
Bank and Branch : \_\_\_\_\_
3. **Details of EMD** : Rs. \_\_\_\_\_ ( \_\_\_\_\_ Only)  
Demand Draft No. \_\_\_\_\_, Date: \_\_\_\_\_  
Bank and Branch : \_\_\_\_\_

1. We are accepting all the terms and conditions as mentioned in Tender documents and we have signed with our full satisfaction.
2. The quoted rate list of .....(Glasswares/ Labwares and Plastic wares /Chemicals and Kits/ Minor Equipments or Instruments/ General lab Items etc.) in duplicate duly signed and sealed is enclosed.
3. The supplies as per orders will be made within a maximum period of 30 days.
4. **The discounts given in tender are valid up to \_\_\_\_\_ from the date of your approval letter and the period can be extended by the acceptance of both.**
5. We are enclosing herewith the following documents as desired by you (a) Copy of PAN, (b) GST registration certificate, (c) Manufacturing license/ Authorized distributor/dealer certificate on the original letter head of manufacturer, addressed to the Chairman, PG Council, Khallikote University, Berhampur-760001. Dist-Ganjam, Odisha, without which the proposal will not be considered under any circumstances.

Yours Faithfully

**Place:**  
**Date:**

**Name:** \_\_\_\_\_  
**For and on Behalf of M/s** \_\_\_\_\_  
(Name of the Bidder with Seal)

**FORMAT-II: RATE OF DISCOUNT OFFERED**

**(Should be submitted in the letter head/pad of the bidder/firm with seal and signature)**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The Registrar, Khallikote University  
Berhampur-760001

Sub: Rate Contract Bid for \_\_\_\_\_ (category of Items)

Reference: Your Quotation Call notice no. \_\_\_\_\_

Sir,

In response to above quotation, please find attached here with the best rate of discount (%) against the catalogue price for the Category: \_\_\_\_\_ (I or II or III or IV or V) of items submitted here with for consideration.

Sl. No.	Name of the Brand	Group and Sub group (if any)	Rate of discount (%) against the Catalogue price	Rate of discount (%) against the Catalogue price (in case of Bulk supply)	Remarks (if any)

**(Follow the instructions carefully while filling the rate of discount group and Sub group wise; Submit the relevant Price catalogue for the FY 2018-19; GST rate should also be mentioned)**

Yours Faithfully

Place:

Name: \_\_\_\_\_

Date:

For and on Behalf of M/s \_\_\_\_\_

(Name of the Bidder with Seal)

## Chapter-VI: Other Formats

### FORMAT-III (To be submitted with Rate Contract Proposal)

#### ANNUAL TURNOVER STATEMENT OF BIDDER

(To be submitted by the Bidder in their letterhead)

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The Registrar, Khallikote University  
Berhampur-760001

**Sub: Annual Turnover for last three financial years**

**Reference: Your Quotation Call notice no. \_\_\_\_\_, dated \_\_\_\_\_.**

Dear Sir/ Madam,

We would like to affirm you that the Annual Turnover for the last three financial years of M/S \_\_\_\_\_ who is manufacturer/ dealer/ distributor/importer/supplier of the laboratory equipments/ office equipment/ items are given below and certified the annual turnover statement is true and correct. We are also enclosing the supporting document with respect to our claims.

Sl. No.	Financial Year	Annual Turnover in INR (Both in Words and Figures)	Supporting Documents
1	2015-16		
2	2016-17		
3	2017-18		
<b>TOTAL</b>			
<b>Average per Year</b>			

Yours Faithfully

**Place:**

**Name:** \_\_\_\_\_

**Date:**

**For and on Behalf of M/s** \_\_\_\_\_  
(Name of the Bidder with Seal)

*Note: The consolidated audited account statement preferably by a Chartered Accountant/ Auditor should be submitted as supporting documents.*

**FORMAT-IV (To be submitted with Rate Contract proposal)****CHECK LIST**

Should be submitted in the bidders with Signature and Seal; The documents has to be arranged as per the order mentioned in the checklist for ease scrutiny.

Name of The Bidder: \_\_\_\_\_

Reference: Your Quotation Call notice no. \_\_\_\_\_

Sl.	Name of the Document(s)	Whether Submitted or not	Page no.	Office Use by KUB
1	Check List ( <b>Format-IV</b> )			
2	Cost of the Tender fee Rs. 1050.00			
3	Cost of EMD for an amount (as per Chapter-II/IV) of _____; DD No. _____, date: _____; Bank details: _____			
4	Rate Contract Proposal <b>Format-I</b>			
5	Rate of Discount <b>Format-II</b>			
6	Printed Price list of the Manufacturer/ Brand for the FY 2018-19			
7	Manufacturer Certificate (if applicable)			
8	Letter of Authorization (other than Manufacturer)			
9	Annual Turnover Statement For Three FYs (2015-16, 2016-17, 2017-18) as Per the <b>Format-III</b>			
10	Summary of Profit Loss Account for FY(2015-16, 2016-17, 2017-18)			
11	Self attested Up-to-date ITCC for FY 2016-17 and 2017-18			
12	Self attested Up-to-date GST return filed for FY 2017-18			
13	Self attested Copy of GST registration Certificate			
14	Self Attested Copy of PAN			
15	Undertaking form ( <b>Format-V</b> )			
16	Model Bank Guarantee Format For Performance Security ( <b>Format-VI</b> )			
	Others (if any)			

Yours Faithfully

Place:

Name: \_\_\_\_\_

Date:

For and on Behalf of M/s \_\_\_\_\_

(Name of the Bidder with Seal)



**FORMAT-V (To be submitted with Rate Contract proposal)****UNDERTAKING/ DECLARATION FORM**

**(Should be submitted in the letter head of the manufacturer/bidder/firm with seal and signature during submission of proposal;If selected for supply the same should be submitted as affidavit before a notary public in non judicial stamp paper of hundred rupees only)**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To  
The Registrar, Khallikote University  
Berhampur-760001

**Sub: UNDERTAKING/ DECLARATION****Reference: Your Quotation Call notice no.** \_\_\_\_\_**Categories of Items(s) quoted:** \_\_\_\_\_ (I/ II/III/IV/V)

I/We \_\_\_\_\_ having my/ our office at \_\_\_\_\_ do declare that I/ we have carefully and meticulously read all the terms and conditions of this bid of Khallikote University, Berhampur for the supply of Chemicals, kits, Glasswares, Labwares, lab consumables and minor equipments. The quoted rate of discount will remain valid for FY 2018-19 and 19-20 against the printed price list of the company or manufacturer. I will abide all the terms and conditions set forth in the bid document Reference No. \_\_\_\_\_, date. \_\_\_\_\_ of Khallikote University along with standard norms of Govt. of Odisha.

I/We do hereby declare I/we have not been de-recognized/ black listed by any State Govt./ Union Territory/ Govt. of India/ Govt. organization for supply of non-standard quality item(s) as mentioned above or non supply after obtaining the purchase order.

I/We agree that the Competent Authority of Khallikote University can forfeit the EMD and performance security deposit and black list me/us for a period of three years, if any information furnished by us proved to be false at the time of screening/ verification/inspection and not complying with the term and conditions of the bid.

I/We \_\_\_\_\_ do hereby declare that I/ We will supply the item(s) as mentioned above, if recommended by the purchase committee, as per the terms and conditions of the bid document. The supplied equipment(s) will be/is installed and made fully operational, and no additional accessories or spares are required to make the equipment run.

I/We further declare that I/We have required authorization for the supply of above said items in Odisha/ Eastern India and also have the service centre (Head quarter: \_\_\_\_\_) with qualified service engineers to carry out the maintenance of the minor equipment(s) or item(s) offered within 48-96 hours.

**Place:****Name:** \_\_\_\_\_**Date:****For and on Behalf of M/s** \_\_\_\_\_**Full Address:** \_\_\_\_\_**(Name of the Bidder with Seal)**

**Format-VI (To be submitted along with Invoice)**

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To  
**The Governor of Odisha.**

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to supply ..... (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

Our.....\* (Name & Address of the .....\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

*\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.*