



ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

BHUBANESWAR-751003, ODISHA, INDIA

Email: registrar@ouat.ac.in ; Visit us at: www.ouat.ac.in

G.A No. 21740 /OUAT, Date: 06.12.23

TENDER NOTICE

Sealed tenders are invited from reputed manufacturers (OEM)/ Stockists in single bid system for empanelment of suppliers for supply of Chemicals, Reagents, Glassware, Plasticware, Filter Paper, Kits, gases & other Laboratory Consumables and Lab wares to different offices at Bhubaneswar and other locations of OUAT throughout Odisha. Firms having valid GST, PAN and supply network in India, preferably in Odisha may download the tender document from our official website [www.ouat.ac.in](http://www.ouat.ac.in) and submit their offer along with all required documents through Speed Post or Courier so as to reach the Registrar, Odisha University of Agriculture and Technology, Bhubaneswar by **28/12/2023 (up to 5.00 p.m.)**. For details of important information, terms and conditions, requirements, opening of bids, etc. please refer to the tender document available at [www://ouat.ac.in](http://www://ouat.ac.in).

*S. Mohanty*  
6.12.2023  
Registrar

O.U.A.T, Bhubaneswar- 751003

RATE CONTRACT  
FOR SUPPLY OF  
CHEMICALS, REAGENTS, GLASSWARE, PLASTICWARE, FILTER  
PAPER, KITS, LIQUID NITROGEN, GASES/GASES WITH  
CYLINDER- REGULATOR & OTHER LABORATORY  
CONSUMABLES



TO  
ODISHA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
BHUBANESWAR

Tender Notice No.	21740/UAT
Tender Fee (Rs.)	2360 (2000 + 360 GST @18%) for each Category (chemicals/reagents/glassware/ plasticware/ filter paper / kits/liquid nitrogen- gases and gases with cylinder-regulator & other laboratory consumables)
OUAT Issue date	08/12/2023
Last date of submission	28/12/2023 up to 5.00p.m.
Opening of bid	29/12/2023 at 3.00p.m.

IMPORTANT INFORMATION

- 1 Period during which tender document will be available on website [www.ouat.ac.in](http://www.ouat.ac.in) From 08/12/2023 to 28/12/2023
- 2 Place of submission of Tender Registrar  
Odisha University of Agriculture and Technology  
Bhubaneswar-751003
- 3 Mode of Submission of Bids By Indian Postal Speed Post and courier
- 4 Closing date & time for receipt of tender 28/12/2023 up to 5.00p.m.
- 5 Date & time of opening of Bid 29/12/2023 at 3.00p.m.
- 6 Place of opening of Bid Biju Pattanaik Hall  
OUAT, Bhubaneswar
- 7 Mode of communication to Qualified bidders By email/SMS/WhatsApp

SUBMISSION OF TENDER

The tenderer has to submit the tender in single bid system. They need to submit filled in and duly signed Tender Form along with all required documents and tender fee.

TENDER FORM

(Tenderer may use separate sheet wherever required)

Sl.No.	Details of the Firm/ Bidder	Page No.	Remarks
1	Name & Address of the Manufacturer		
2	Manufacturer certificate by OEM for the item for which bid submitted		
3	Name and address of the bidder(if the bidder is stockist)		
4	Authorized person signing the tender document Name: Email: Contact no:		
5	Details of the Tender Fee submitted DD No.: Dated: Drawn on Bank: Amount: (Rupees .....)		
6	Copy of Registration of firm		
7	Copy of GST Registration of Firm		
8	Copy of PAN/TAN Card of Firm		
9	Acceptance of all Terms and Conditions of Tender document (Submit tender document with Signature and rubber stamp on each page)		
10	Audited certificate of firm for last three years		
11	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
12	Quality Assurance Certificate (Please specify)		
13	Explosive license for explosive items like different gases		
14	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of		

	taking orders and making arrangement for supply of the desired items		
15	Self declaration certificate indicating that the firm/ bidder is not Blacklisted		
16	Amount of discount offered on catalogue price		
17	Undertaking certificate both by the firm and the bidder on their letter head with authorised signature and rubber stamp indicating that the item has not been sold to any other person/ firm/ office in India with more discount than that offered to OUAT.		
18	Any other information important in the opinion of the tenderer		

Page number / serial number to be given on each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (enc) of the document(s) are kept.

In case of non-fulfillment of any of the above information /document(s) ,the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/ we have carefully studied all the terms & conditions of OUAT and shall abide by it.
2. That I/ We shall supply the items of requisite quality.
3. That I/ We undertake that the information given in this tender are true and correct in all respect and I/ We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspection by OUAT.
5. I/ We shall be responsible for the cancellation of tender if samples are not upto mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

For gases and liquid nitrogen etc. stockist please submit the bid as per the table given below along with all documents as stated above.

Item No.	Item Description	Qty/Vol	Gas Purity %	Impurity details (PPM level)	Price
1	Argon UHP grade/ Regular grade				
2	Helium UHP grade / Regular grade				
3	Hydrogen UHP grade / Regular grade				
4	Oxygen UHP grade / Regular grade				
5	Nitrogen UHP grade / Regular grade				
6	Air UHP grade / Regular grade				
7	CO2 UHP grade / Regular grade				
8	Liquid nitrogen				
9	Nitrous oxide				
10	Acetylene				
11	Mixed gas				
12	New Cylinder Argon Helium Hydrogen Oxygen Nitrogen Air Carbon dioxide Acetylene Mixed gas				
13	Regulator for Argon cylinder Helium cylinder Hydrogen cylinder Oxygen cylinder Nitrogen cylinder Air cylinder Carbon dioxide cylinder Acetylene cylinder Mixed gas cylinder				

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### TERMS AND CONDITIONS

1. All communications should be in English only.
2. Bidders need to submit non-refundable tender fee of Rs.2360/- (Rupees two thousand three hundred sixty) only inclusive GST for each category separately in favour of the Comptroller, Odisha University of Agriculture and Technology, Bhubaneswar.
3. For chemicals, reagents, glassware, plasticware, filter paper, kits and other laboratory consumables bids has to be submitted by manufacturers (OEM) only, both by hard copy and soft copy.
4. For liquid nitrogen, gases/gases with cylinder- regulator stockist with valid license need to submit bid both by hard copy and soft copy.
5. All bids in hard copies needs to be submitted by OEM/stockist as the case may be, directly through Speed Post or Courier so as to reach the Registrar, OUAT, Bhubaneswar-751003 by 27/12/2023 upto 5.00pm.
6. Soft copy (scanned copy of hard copy) has to be submitted by the OEM/ stockist directly from their official e- mail id to [cpc2ouat2023@gmail.com](mailto:cpc2ouat2023@gmail.com) after the opening of the bid from 30/12/2023 to 31/12/2023 upto 5pm.
7. Without submission of soft copy by OEM/ stockist from their official e-mail id shall lead to rejection of bid.
8. The OEM/stockist needs to mention the name and address to whom orders has to be placed and name and address of supplier.
9. Firms submitting bids have to accept that the rates and the conditions of the offer will remain valid for at least one year from the date of rate contract or till the next rate contract is made, whichever is earlier.
10. Submission of more than one tender by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that this condition is violated, all the tenders submitted by such tenderers would be rejected or contract cancelled and may be blacklisted.
11. After submission of the tender bids, no change or alteration of the terms and conditions, quoted price will be acceptable on any account.
12. Tenders submitted with over writing or erased or illegible rate/ rates will be rejected.
13. Request from tenderers in respect of addition, alteration, modification, corrections, etc. of either terms or conditions or rate after opening of the tender may not be considered.
14. Tenderers shall carefully examine the terms and conditions of the tender documents and submit an undertaking with authorized signature indicating that they are submitting the bid(s) by accepting all terms and conditions laid down in this tender document.
15. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
16. While, tenders under consideration, tenderers and their representative or other interested parties are advised to refrain from contacting by any means to the

- purchaser's personnel or representatives on matter relating to the tenders under study.
17. Submission of sealed tender will carry with the implication that the tenderer agrees to abide by all the conditions laid down in this tender.
  18. The purchaser, if necessary will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.
  19. The undersigned reserves the right to reject any or all bids without assigning any reason thereof.
  20. Delivery must be made within stipulated period from the issue of the order either directly or through their dealer network unless otherwise specified.
  21. If the supplier fails to deliver the stores within the allotted delivery period as specified above, the purchaser may procure goods or services similar to those undelivered upon such terms and in such manner as it deems appropriate, from any other firm and the supplier will be liable to pay the purchaser for any excess cost.
  22. Submission of required document/ information after the due date will not be accepted.
  23. The Odisha University of Agriculture and Technology reserves the right to enter into parallel rate contract for similar items at any time during the period of rate contract with one or more parties.
  24. The rate contract can be terminated at any time by giving one month notice by OUAT.
  25. The items to be supplied will have to be of high quality and grade and in the event the supplied materials are found to be of inferior quality, the supplier is liable to be black listed.
  26. The firms must ensure the compliance of all the above mentioned terms and conditions and attach the requisite certificates/ documents/ declaration asked for the rate contract failing which the rate contract offer will be liable to be rejected as non-responsive.
  27. The acceptance of the rate contract will rest with the undersigned and reserves the right to reject/ accept partially or wholly the rate offers received, without assigning any reason.
  28. The supplies must be confirming to the specification of our supply order. If the same is found defective the same must be replaced immediately free of charge.
  29. The bill should be presented in triplicate.
  30. The empanelment can be terminated without any notice in case the performance of the party is found consistently unsatisfactory or due to the serious lapse on the part of the bidder.
  31. Submission of offer for rate contract indicates that the party shall abide by all terms and conditions spelt above.
  32. The firm who are not interested to abide by the above terms and conditions should not participate in rate contract.



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33. The Registrar, OUAT reserves the right to cancel any or all bids without assigning any reason thereof.
  34. Firms not providing with complete information/document shall not be considered for rate contract.

#### GST

1. Odisha University of Agriculture and Technology is a non-profit, non-commercial premier institute engaged in teaching, research at undergraduate, post graduate and PhD level and as such, we do not have any commercial license.
2. GST identification number of O.U.A.T. is **21AAAJ00Z50C1Z1**.

#### CUSTOMS DUTY EXEMPTION

1. Odisha University of Agriculture and Technology, Bhubaneswar is registered with the Department of Scientific and Industrial Research (No.TU/V/RG-CDE (421)/ 2021 Dated: 25-02-2023 valid upto 31<sup>st</sup> August 2025). Custom duty as applicable against DSIR certificate should be taken into consideration.
2. The applicable amount of custom duty/ GST for our University against DSIR certificate should be mentioned in the bid.

#### DISCOUNT

1. OUAT is a non-profit, non-commercial pioneer institution in the field of teaching, research and extension in agricultural and allied fields. As such the University avails price discount for purchase of chemicals, reagents, glassware, plasticware, filter paper, kits, liquid nitrogen, gases/gases with cylinder- regulator & other laboratory consumables, etc. The maximum rate of discount also be indicated in the tender specifically.
2. Both the manufacturer and bidder need to submit a self-declaration in their letter head with authorized signature and rubber stamp indicating that maximum discount has been offered to Odisha University of Agriculture and Technology and the manufacturer and bidder has not given more discount than the offered discount to Odisha University of Agriculture and Technology to any other firm/ organization/ office.

#### SUPPLY

1. The materials intended would be delivered by the supplier to such indenting Officers/ Departments/ Research Projects located at Bhubaneswar and at different establishment of OUAT in various parts of Odisha without any additional cost.
2. The items should confirm to the latest relevant, National/ International standards and shall be complete in all respect.

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**TAX DEDUCTION AT SOURCE**

If the supplier makes intra-state supply (i.e., charges under CGST and SGST in the invoice), TDS shall be made @1% under CGST and 1% under SGST, totaling to 2%. But if the supplier makes inter-state supply (i.e., charges tax under IGST in the invoice), TDS shall be made @2% under IGST. The deducted GST shall be deposited into their GST account by the comptroller, OUAT.

**PAYMENT**

Full payment of contract price/ billing price shall be paid on receipt of all materials at site in good condition as per the purchase order.

**SETTLEMENT OF DISPUTE**

Suits, if any arising out of the contract shall be filled by either party in a court of law to which the jurisdiction of the High Court of Odisha extends.

*Sohany*  
6.12.2023  
Registrar

Odisha University of Agriculture and Technology  
Bhubaneswar