

**INFORMATION BOOKLET  
ON  
RATE CONTRACT PROPOSAL FOR THE YEAR 2022-23  
(Ref. No.:BU/BT/2022/296, Dated.01.08.2022)**

CoE BESO & PG Department of Biotechnology  
**BERHAMPUR UNIVERSITY**  
Bhanja Bihar, Berhampur – 760007  
Dist - Ganjam, Odisha

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# BERHAMPUR UNIVERSITY

Bhanja Bihar, Berhampur – 760007

Dist - Ganjam, Odisha

Ref: BU/BT/2022/296

Date: 01.08.2022

## **Notice Inviting Rate Contract Proposal for supply of Chemicals, Glass wares, Labwares etc.**

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. 15,000.00 per item); General lab consumables, and also availing Sequencing and other Molecular Biology services and Phytochemical analysis from original manufacturers, distributors, authorized dealers or registered service providers for the brand names mentioned in the bid document (category-I to VI) 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 20<sup>th</sup> August 2022.** 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/service provider should download the bid document from the Website [www.buodisha.edu.in](http://www.buodisha.edu.in). Alternatively, bid document can also obtain by sending email request to the Head, PG Department of Biotechnology, Berhampur University through email ID "jp.bt@buodisha.edu.in" on or before 17<sup>th</sup> August 2022.

**Coordinator CoE BESO & Head  
PG Department of Biotechnology**

## Chapter-I: Instructions to the Bidder

The Rate contract proposal document may be obtained from the website “[www.buodisha.edu.in](http://www.buodisha.edu.in).” or by sending email request to the Head, PG Department of Biotechnology, Berhampur University through email ID “[jp.bt@buodisha.edu.in](mailto:jp.bt@buodisha.edu.in)” on or before the 17<sup>th</sup> August 2022. **The bidders have to submit the demand draft of Rs. 1000.00 (Rupees One Thousand) only in favour of the “COMPTROLLER OF FINANCE, BERHAMPUR 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 bidder must be the manufacturer/ company or the authorized agent/ dealer / representative of the manufacturer/ company of Chemicals and kits; Labwares and plastic wares; Glasswares and lass apparatus; Minor equipments; General Lab consumables; and Sequencing and Molecular Biological Services). 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 registered service providing firm for sequencing and molecular biology services, and Phytochemical analysis should submit their valid registration certificate and end users during last five years (2017 to 2022).
- c. The firm must have valid GST Registration certificate and Up-to-date Income Tax Clearance Certificate and GST Return.
- d. The firm must have average annual turnover of Rs. 50 Lakhs or more for last three years (2019-20, 2020-21 & 2021-22). A declaration in this regard should be submitted as per the **Format-III** along with supporting documents (Audit report).
- e. 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 plasticwares;

**Category-III:** Glasswares and Glass Apparatus;

**Category-IV:** Minor equipments less than Rs. 15,000.00 per item;

**Category-V:** General Lab consumables

**Category-VI:** Sequencing and other Molecular Biology Services, and  
Phytochemical analysis

- 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/VI)”. 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 plasticwares; Glasswares and Glass**

**Apparatus; Minor equipments less than Rs. 15,000.00 per item; General Lab consumables, and Sequencing and other Molecular Biological Services and Phytochemical analysis.” [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/ Laboratory 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 2022-23** in support of the each category and brand of items from the manufacturers/ Company.
- vii. Other documents such as self attested copy of up to 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. **Non refundable fee of Rs. 1000.00 (Rupees One Thousand only) for Rate Contract Proposal in the form of demand draft in favour of “The Comptroller of Finance, Berhampur 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 rate contract proposals/bids without cost and discount percentage/price will be summarily rejected.**
- ii. **The quotations will be received at the Office of the Head, PG Department of Biotechnology (old Zoology Department) Berhampur University, Berhampur** on all working days **up to 3.00 P.M., 20<sup>th</sup> August 2022** by SPEED POST/ REGISTERED POST/ COURIER SERVICES only (No Hand Receipt entertained).
- iii. **The price shall be inclusive of all taxes, transportation cost and cost of installation/commissioning, trial operation, comprehensive analysis, training and others as required in a case dependent manner.** 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.
- iv. Delivery shall be at **Head, PG Dept. of Biotechnology or Coordinator, CoE BESO or Course Coordinator, DBT Supported M.Sc. Biotechnology or Principal Investigators of various R & D Projects under PG Dept. of Biotechnology, Berhampur University, Bhanja Bihar, PIN-760007, Dist- Ganjam, Odisha** unless otherwise specified.

- v. 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 Berhampur University in each instance during the entire period of rate contract. For sequencing and other services the timeline will be defined in the purchase order.
- vi. Documents such as minor instrument operation, calibration, maintenance, drawing, descriptive literature for the chemicals/Kits etc, 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.
- vii. All the minor equipments and items of Non-recurring in nature should be supplied through OIC, Central Store, Berhampur University and unpacked in the presence of the competent authority of Berhampur University and /or their representatives. The consignment will be accepted only after inspection.
- viii. **The Chemicals and kits should be manufactured at least during 2022-23** and shall have at least one complete year period before their expiry. A **warranty certificate in this regard** shall be submitted.
- ix. In case of minor equipments a warranty certificate **covering a period of at least two years** from the date of installation shall be provided.
- x. 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.
- xi. **The invoices should be submitted in triplicate** in the name as specified in the purchase order for pass and payment. The payments will be made only after successful supply or installation at Berhampur University, Berhampur, as the case may be.
- xii. The Head, PG Dept. of Biotechnology or Coordinator, CoE BESO or the PIs or the Course Coordinator (DBT Supported M.Sc. Biotechnology) reserve 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.
- xiii. The Berhampur University reserves the right to accept/reject whole or part of rate Contract without assigning any reason thereof.
- xiv. **Once the rate is approved by purchase committee/ competent authority and supply order is placed to the successful bidder(s) by Head, PG Dept. of Biotechnology or Coordinator, CoE BESO or the PIs or the Course Coordinator (DBT Supported M.Sc. Biotechnology) 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 supplier shall be debarred for subsequent Rate Contract of Berhampur University.**
- xv. The decision of the Purchase committee in all matters shall be final and binding on bidders.
- xvi. The Rate contract will be applicable and valid for the year 2022-23 to following members/Dept./CoE for procurement:
  - All the R&D projects of the faculty members in the P.G. Department of Biotechnology.
  - Centre of Excellence on Bioprospecting of Ethno-pharmaceuticals of Southern Odisha to explore their potential against cancer, infectious and autoimmune diseases (CoE BESO)",
  - DBT-HRD grant for DBT-supported M.Sc. Biotechnology program and
  - Purchase by the P.G. Department of Biotechnology.
- xvii. Any dispute, if arises, are subject to jurisdiction as per norms Berhampur University.

**e. Important Dates and Time:**

<b>Sl No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1.	<b>Release of the notice for Rate Contract</b> through Advertisement in One Odia and One English daily and uploading in the website 'www.buodisha.edu.in'	<b>1<sup>st</sup> August 2022</b>
2.	<b>Last date and Time for the submission of Bid/Tender/ Quotation with all documents</b>	<b>20<sup>th</sup> August 2022</b>
3.	<b>Opening of Rate contract bid in presence of all the bidders</b>	<b>22<sup>th</sup> August 2022 (3 PM)</b>
4.	<b>Declaration successful bidder for the supply of consumables, chemicals, kits, Labwares and Glasswares, and sequencing and molecular biological services, 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 and Services)

### 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	Head, PG Dept. of Biotechnology or Coordinator, CoE BESO or the PIs or the Course Coordinator (DBT Supported M.Sc. Biotechnology) on FOR basis
3	Comprehensive warranty period	At least 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 for periodic/preventive maintenance and anytime for attending repairs/ break down calls for minor equipments
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 as per Govt. of Odisha Guidelines.
7	Time for making payment by Berhampur 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
11	Validity of the Rate Contract	One year (2022-23)

### 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: Manufacturers/Brand of the items (Category wise)

### Category I: Chemicals and Kits

Sl No.	Brand Name	Sl No.	Brand Name
1.	Acros	44.	Life Technologies
2.	Accustandard	45.	Loba Chemie
3.	Affymetrix	46.	Loba (Imported)
4.	AMRESKO	47.	Lonza
5.	American type cell culture ATCC	48.	Machery-Nagel
6.	Bayer chemicals	49.	Medox
7.	BD Biosciences	50.	Merck (India)
8.	BIOLABS	51.	Merck (Germany)
9.	Biolinkk	52.	Merck Biosciences
10.	Bioneer	53.	Merck Millipore
11.	Biorad	54.	MO BIO
12.	BR Biochem	55.	Molychem
13.	Calbiochem	56.	MP-Biomedicals
14.	Caymen	57.	MWG
15.	CDH	58.	New England Biolabs
16.	Cell Signalling technology	59.	Otto Chemical
17.	Chromus Biotech	60.	Pierce
18.	Clontech	61.	PROMEGA
19.	DUCHEFA	62.	Promo cell
20.	E-MERCK (India)	63.	Qiagen
21.	E-MERCK (Germany and others)	64.	Qualigens
22.	Fermentas	65.	Rankem
23.	Finar	66.	Reidel
24.	Fisher Chemical	67.	ReinstenanoVentares
25.	Fisher Scientific	68.	ROCHE
26.	Fluka	69.	Santa Cruz
27.	Future Bioscience	70.	Scigndm labs pvt. Ltd
28.	G- Biosciences	71.	SDS Fine Chemicals
29.	GE- HEALTHCARE	72.	Sigma-Aldrich
30.	Geneart	73.	Spectrochem
31.	GeNei	74.	Spinco
32.	Genescript	75.	SRL (All categories)
33.	Genetix (All Groups)	76.	Takara
34.	GCC Biotech	77.	TCI
35.	Himedia (All Grades )	78.	Thermo Fisher
36.	IBIDI	79.	Thermo fisher Scientific
37.	IDT	80.	Titan Biotech
38.	Invitrogen	81.	Tocris
39.	Imperial Life Sciences (All groups)	82.	Vtech
40.	Invivogen	83.	Wacker Chemie
41.	J. T. Baker	84.	Xcelaris
42.	Kemphasol	85.	VWR
43.	Lancaster-Alfa-Aesar	86.	Immunotools

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

Sl No.	Brand Name
1.	Borosil
2.	Brand
3.	Cole parmer
4.	Corning
5.	Duran
6.	Fisher Scientific
7.	Himedia
8.	IKA

Sl No.	Brand Name
9.	Infusil
10.	JSGW
11.	Merck (All group)
12.	Qualigen
13.	Reviera
14.	Schott-Duran
15.	Sigma-Aldrich
16.	Spectrochem

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

Sl No.	Brand Name	Sl No.	Brand Name
1.	ABDOS	22.	MicroSeparations
2.	Axiva	23.	MILLIPORE
3.	Axygen	24.	Moxcare
4.	Biorad	25.	MP Biomedicals
5.	Borosil	26.	Nalgene
6.	Brand	27.	PALL
7.	BR Biochem	28.	Plastx
8.	Cole parmer	29.	Polylab
9.	Corning	30.	Rankem
10.	Eppendorf	31.	Riviera
11.	Fisher Scientific	32.	Schott-Duran
12.	Future Bio Science.	33.	SPECTROCHEM
13.	Genaxy	34.	Tarson
14.	GENETIX	35.	Thermo fisher
15.	Himedia	36.	Thermo Life Sciences
16.	IKA	37.	TOP-TECH
17.	Infusil	38.	TPP
18.	JSGW	39.	Waters
19.	LABWARE	40.	Whatmann
20.	Machery-Nagel	41.	VWR
21.	Merck	---	---

**Category IV: Minor Equipment/ Instruments less than Rs. 15000.00 per item**

S.No.	Brand Name
1.	Aczet
2.	BioRad
3.	Blue Star
4.	Borosil
5.	Brand
6.	Censico
7.	Citizen
8.	Elico
9.	Eppendorf
10.	Equitron
11.	Eutech
12.	G-Bioscience
13.	Genaxy
14.	Genetix
15.	Gilson
16.	Himedia
17.	IKA

S.No.	Brand Name
18.	JSGW
19.	JeioTech
20.	Kern
21.	Merck Biosciences
22.	Omega Electronic
23.	Pelican
24.	Perkin elmer
25.	REMI groups
26.	Riviera Groups (Rivoteck)
27.	Sartorius
28.	Systronics
29.	Tarsons
30.	Tempo
31.	Thermo Scientific
32.	Toshiba
33.	Geosyndicate
34.	VWR

**Category V: General Lab Items (All brands will be considered)**

Special Rates for bulk packing be also quoted.

**Category VI: Sequencing Services and other Molecular Biological Services**

SI No.	Brand Name
1.	IDT
2.	Eurofin
3.	Genotypic Technology
4.	AgriGenome

SI No.	Brand Name
5.	Bangalore Genei
6.	Xceleris
7.	Nucleome Informatics
8.	BioNIVID

**Phytochemical analysis (All the registered service providers with high repute will be considered)**

## Chapter-IV: Rate Contract Schedule

### (FOR rate of Discount on catalogue price for FY 2022-23)

The rate contract proposal should be submitted in a sealed envelope mentioning the category of item (I to VI), 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/ Sequencing and other Molecular Biological Services/ Phytochemical analysis)**
  
2. **Name and Address of the Supplier/ Bidder/ Tenderer/ Authorized Dealer/ Manufacturer/ Service Prvider** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. **Details of Tender Fee** : Rs. 1000.00 (One Thousand Only)  
 Demand Draft No. \_\_\_\_\_, Date: \_\_\_\_\_  
 Bank and Branch : \_\_\_\_\_
  
- a. We are accepting all the terms and conditions as mentioned in Tender documents and we have signed with our full satisfaction.
- b. The quoted rate list of ..... (Glasswares/ Labwares and Plastic wares /Chemicals and Kits/ Minor Equipments or Instruments/ General lab Items/ Sequencing and other Molecular Biological Services, etc.) in duplicate duly signed and sealed is enclosed.
- c. The supplies as per orders will be made within a maximum period of 30 days.
- d. **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.**
- e. 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 Registrar Berhampur University Bhanja Bihar, Berahampur-760007, Dist- Ganjam, Odisha without which the proposal will not be considered under any circumstances.

Yours Faithfully

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

**Date:** \_\_\_\_\_ **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**  
**Berhampur University Bhanja Bihar,**  
**Berhampur-760007, Dist-Ganjam, Odisha**

**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 or VI) 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)	GST Rate (___%)

**(Follow the instructions carefully while filling the rate of discount group and Sub group wise; Submit the relevant Price catalogue for the FY 2022-23; 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-V: 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**  
**Berhampur University Bhanja Bihar,**  
**Berhampur-760007, Dist-Ganjam, Odisha**

**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	2019-20		
2	2020-21		
3	2021-22		
<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 have to be arranged as per the order mentioned in the checklist for ease scrutiny.**

**Name of the Bidder:** \_\_\_\_\_

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

<b>Sl No.</b>	<b>Name of the Document(s)</b>	<b>Whether Submitted or not</b>	<b>Page no.</b>	<b>Office Use by BU</b>
1	Check List ( <b>Format-IV</b> )			
2	Cost of the Tender fee Rs. 1000.00			
3	Tender Booklet duly signed as atoken of acceptance of all term and conditions			
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 2022-23			
7	Manufacturer Certificate (if applicable)			
8	Letter of Authorization (other than Manufacturer)			
9	Annual Turnover Statement For Three FYs (2019-20, 2020-21 & 2022-23) as Per the <b>Format-III</b>			
10	Self attested Up-to-date ITCC for FY 2020-21 and 2021-22			
11	Self attested Up-to-date GST return filed for FY 2021-22			
12	Self attested Copy of GST registration Certificate			
13	Self Attested Copy of PAN			
14	Undertaking form ( <b>Format-V</b> )			
15	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,  
Berhampur University Bhanja Bihar,  
Berhampur-760007, Dist-Ganjam, Odisha

**Sub: UNDERTAKING/ DECLARATION**

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

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 Berhampur University, Berhampur for the supply of Chemicals, kits, Glasswares, Labwares, lab consumables, minor equipments, and Sequencing and other Molecular Biological Services. The quoted rate of discount will remain valid for FY 2022-23 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 Berhampur 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 Berhampur 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, Address with Seal)**