

Department of Chemistry
University of Delhi
Delhi-110 007

Ref. No. CHEM/R.C/2019/1

11/4/2019

M/s _____

Subject: Notice for quotation/Discount on price (Rate contract).

Dear Sir,

The Department of Chemistry requests you to offer the Maximum Discount on the prices list of manufacturer of **Chemicals/Glassware/Plastic ware/filter papers/ Lab. Instruments/Lab. Apparatus High purity gas, Gas Cylinders/Regulators** etc for the financial year 2019-20. The offer should be accompanied by the following documents:

1. Printed catalogue/price list for the financial year 2019-20 duly certified and stamped by the Principals with maximum discount valid up to 31-3-20.
2. Latest original authorization of Principals without which the rate list will not be considered.
3. Self-declaration certificate from the traders that the offered rates are the lowest rates for the institute and no supplies shall be made any where at lowers rates than this.
4. The competent authority reserves the right to cancel quotation in part or in full without assigning any reasons.
5. The firm must be registered with Sales Tax authority with valid GST number. The copy of the GST registration number must be attached.
6. In the event of non-execution of the order within the specified period, a penalty of 5% of the total cost shall be imposed on the suppliers.

Important dates –

Tender Reference No.	CHEM/R.C/2019/1
Date of Issue	16/04/2019
Date of commencement of e-tender document and availability on the website	16/04/2019
Last date and time for submission of bids online	9/05/2019
Date and time for opening bids	10/05/2019

If any change is/are made in the tender document, the same will be notified accordingly.

ANNEXURE-I

UNDERTAKING FORM

(To be submitted by vendor on his letterhead)

To
The Head
Department of Chemistry
University of Delhi
Delhi-110 007

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted our rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Head, Department of Chemistry, University of Delhi or officer acting on his/her behalf.

Date this _____ Day of _____

Signature of Contractor _____

Address _____

ANNEXURE II

Price quotation

Should be prepared in the following format.

S. No.	Description	Price	Currency
1	Description of the items Prices of all items in the quote should be mentioned separately		
2	Total price Ex-Department		
3	Educational Discount offered (%)		
4	Total price after discount		
5	Packing and Forwarding		
6	Freight and insurance		
7	Grand Total		

Payment terms and conditions, Validity of the price quote Delivery time, Name, address, and full details of the company on whom the order will be placed. Country of origin of the goods Bankers details Warranty

Professor Ramesh Chandra
Head of the Department