



**Ravenshaw University,
Cuttack -753003**

**INFORMATION BOOKLET ON
RATE CONTRACT PROPOSAL
FOR
THE YEAR-2026-27**

INDEX

| Sl. No. | Description | PageNo. |
|---------|---|---------|
| 1 | Rate Contract Proposal Notice | 02 |
| 2 | I: Instructions to Bidders | 03 |
| 3 | II: Conditions of the Rate Contract | 07 |
| 4 | III: Manufacturers/Brand of the items | 08 |
| 5 | IV: Price Schedule for Rate Contract (category wise) | 12 |
| 6 | V: Other Formats (Template of all Formats to be submitted with this Rate contract proposal) | 14 |



RAVENSHAW UNIVERSITY**Cuttack – 753003, Odisha****No: 178 /Date: 15.01.2026****Notice Inviting Rate Contract Proposal for supply of
Chemicals, Glasswares, 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. 25,000.00 per item); General lab consumables, and also availing Sequencing, OMICS 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 04th February 2026.** The undersigned reserves the right to cancel any category or the entire rate contract without assigning any reason thereof. The interested bidder/supplier/manufacture/authorized dealer/service provider should download the bid document from Ravenshaw University Website (URL: <https://www.ravenshawuniversity.ac.in>). Alternatively, bid document can also be obtained by sending email request to the Purchase Officer ID: css@ravenshawuniversity.ac.in on or before **25th January 2026.**

**Purchase officer**

I: Instructions to the Bidder

The Rate Contract proposal document may be obtained from the Ravenshaw University Website (URL: <https://www.ravenshawuniversity.ac.in>) or sending email request to the Purchase Officer ID: css@ravenshawuniversity.ac.in on or before 25th January 2026. The bidders have to submit the demand draft of Rs. 1000.00 (Rupees One Thousand) only in favour of the "RAVENSHAW UNIVERSITY", payable at "CUTTACK" towards the non-refundable fee for Rate Contract proposal document along with proposals or bids.

Eligibility of Bidder:

- a. The bidder must be the manufacturer/ company or the authorized agent/ dealer / representative of the manufacturer/company of Chemicals, Reagents and kits; Labwares and plasticwares; Glasswares and Glass apparatus; Minor equipments; General Lab consumables; and Sequencing, OMICS and Molecular Biological Services). In case of manufacturers they have to submit the manufacturing certificate alongwith 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, OMICS and molecular biology services, and Phytochemical analysis should submit their valid registration certificate and end users during last five years (2020 to 2025).
- 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 (2022-23, 2023-24 and 2024-25). 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.

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.25,000.00 per item;
 - Category-V:** General Labconsumables
 - Category-VI:** Sequencing, OMICS 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.25,000.00 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 (**categorywise and Brandwise**) 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. **Checklist 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/Distributor/Agent etc.), as the case may be.**
- vi. **Printed Technical Literature and Price List valid for the Financial Year 2026-27** 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 “Ravenshaw University” and Payable at Cuttack.**

Other Terms & Conditions:

- i. The **Rate Contract Proposal** shall be submitted separately for each category of items clearly superscribed 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 Registrar, Ravenshaw University, Cuttack-753003 on all working days up to 3.00 P.M., 04th January, 2026 by SPEEDPOST/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 Office of the Coordinator, Centre of Excellence for Environment and Public Health, Academic Block – I, Ravenshaw University, Cuttack – 753003, or Heads of the Departments of Zoology, Botany, Chemistry, Physics and Geology 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 Ravenshaw 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, Ravenshaw University and unpacked in the presence of the competent authority of Ravenshaw University and /or their representatives. The consignment will be accepted only after inspection.
- viii. **The Chemicals and kits should be manufactured at least during 2025** 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 Ravenshaw University, Cuttack, as the case may be.
- xii. The Coordinator, Centre of Excellence for Environment and Public Health or the HODs of Zoology, Botany, Chemistry and Physics 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 Ravenshaw 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 The Coordinator, Centre of Excellence for Environment and Public Health or the HODs of Zoology, Botany, Chemistry, Physics and Geology. 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 Ravenshaw 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 2026-27 to the following members/Dept./CoE for procurement:
 - All the R&D projects of the faculty members in the Department of Zoology, Botany, Chemistry, Physics and Geology.
 - Centre of Excellence for Environment and Public Health,
 - DBT-HRD grant for STAR-College Scheme.
 - Purchase by the Department of Zoology, Botany, Chemistry, Physics and Geology .
- xvii. Any dispute, if arises, are subject to jurisdiction as per norms of Ravenshaw University.



d. Important Dates and Time:

| SlNo. | Particulars | Date and Time |
|-------|--|--|
| 1. | Release of the notice for Rate Contract through Advertisement in One Odia and One English daily and uploading in the website (https://www.ravenshawuniversity.ac.in) | 10 th January, 2026 |
| 2. | Last date and Time for the submission of Bid/Tender/Quotation with all documents | 27 th January, 2026 |
| 3. | Opening of Ratecontract bid in presence of all the bidders | 28 th January, 2026 |
| 4. | Declaration successful bidder for the supply of consumables, chemicals, kits, Labwares and Glasswares, and sequencing, OMICS and molecular biological services, etc. (Brandwise and Category wise) | To be informed to the successful bidder through email. |

Note:

1. For model format for supply agreement you can refer the OGFR 2023, dated 13.09.2023 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 OGFR 2023, dated 13.09.2023 of Finance Department, Govt. of Odisha will be followed.



II: Condition(s) of the Contract (Supply of the Items and Services)

Timelimitsprescribed

| Sl. | Activity | TimeLimit |
|-----|---|--|
| 1 | Delivery Period | Maximum six weeks from the date of issuance of purchase order OR as stipulated in the PO. |
| 2 | Destination | The Coordinator, Centre of Excellence for Environment and Public Health or the HODs of Zoology, Botany, Chemistry, Physics and Geology 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 Ravenshaw 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/ replace of item | 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 |

Other Terms and conditions

- 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".
- The bidder shall examine all instructions, forms, terms and specifications in the Bid Document and verify that all the contents mentioned under various sections are contained in the 'BID' to be submitted.
- 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.
- Bidder should see the checklist (**Format-IV**) for details of documents to be submitted along with the bid.
- 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.
- 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.

III: Manufacturers/Brand of the items (Categorywise)

Category-I: Chemicals, Antibodies, Reagents and Kits

| SlNo. | Brand Name |
|------------------------------|------------------------------------|
| 1. | Abgenex |
| 2. | AbCam |
| 3. | Alomone Lab |
| 4. | Acros |
| 5. | Accustandard |
| 6. | Affymetrix |
| 7. | AMRESCO |
| 8. | American type cellculture ATCC |
| 9. | Bayer chemicals |
| 10. | BD Biosciences |
| 11. | BIOLABS |
| 12. | Biolinkk |
| 13. | Bioneer |
| 14. | Biorad |
| 15. | BR Biochem |
| 16. | Calbiochem |
| 17. | Caymen |
| 18. | CDH |
| 19. | Cell Signalling Technology |
| 20. | ChromusBiotech |
| 21. | Clontech |
| 22. | DUCHEFA |
| 23. | E-MERCK(India) |
| 24. | E-MERCK(Germanyandothers) |
| 25. | Fermentas |
| 26. | Finar |
| 27. | Fisher Chemical |
| 28. | Fisher Scientific |
| 29. | Fluka |
| 30. | Future Bioscience |
| 31. | G- Biosciences |
| 32. | GE-HEALTHCARE |
| 33. | Geneart |
| 34. | GeNei |
| 35. | Genescript |
| 36. | Genetix (AllGroups) |
| 37. | GCC Biotech |
| 38. | Himedia (AllGrades) |
| 39. | IBIDI |
| 40. | IDT |
| 41. | Invitrogen |
| 42. | Imperial Life Sciences (Allgroups) |
| 43. | Invivogen |
| 44. | J.T.Baker |
| 45. | Kemphasol |
| Any other equivalent company | |

| SlNo. | Brand Name |
|-------|------------------------|
| 46. | Lancaster-Alfa-Aesar |
| 47. | LifeTechnologies |
| 48. | LobaChemie |
| 49. | Loba(Imported) |
| 50. | Lonza |
| 51. | Machery-Nagel |
| 52. | Medox |
| 53. | Merck (India) |
| 54. | Merck (Germany) |
| 55. | Merck Biosciences |
| 56. | Merck Millipore |
| 57. | MOBIO |
| 58. | Molychem |
| 59. | MP-Biomedicals |
| 60. | MWG |
| 61. | NewEnglandBiolabs |
| 62. | OttoChemical |
| 63. | Pierce |
| 64. | PROMEGA |
| 65. | Promo cell |
| 66. | Qiagen |
| 67. | Qualigens |
| 68. | Rankem |
| 69. | Reidel |
| 70. | ReinstenanoVentares |
| 71. | ROCHE |
| 72. | SantaCruz |
| 73. | Scigndmlabspvt.Ltd |
| 74. | SDSFineChemicals |
| 75. | Sigma-Aldrich |
| 76. | Spectrochem |
| 77. | Spinco |
| 78. | SRL(Allcategories) |
| 79. | Takara |
| 80. | TCI |
| 81. | ThermoFisher |
| 82. | ThermofisherScientific |
| 83. | TitanBiotech |
| 84. | Tocris |
| 85. | Vtech |
| 86. | WackerChemie |
| 87. | Xcelaris |
| 88. | VWR |
| 89. | Immunotools |
| 90. | ProCytolab |
| | |

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

| SlNo. | BrandName |
|-------|-------------------|
| 1. | Borosil |
| 2. | Brand |
| 3. | Coleparmer |
| 4. | Corning |
| 5. | Duran |
| 6. | Fisher Scientific |
| 7. | Himedia |
| 8. | IKA |

| SlNo. | BrandName |
|-------|-------------------|
| 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. | BrandName | Sl No. | BrandName |
|--------|-------------------|--------|----------------------|
| 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. | Coleparmer | 29. | Polylab |
| 9. | Corning | 30. | Rankem |
| 10. | Eppendorf | 31. | Riviera |
| 11. | FisherScientific | 32. | Schott-Duran |
| 12. | FutureBioScience. | 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 | 42. | ProCytoLab |



Category-IV: Minor Equipment/Instruments less than Rs.25000.00 per item

| S.No. | Brand Name |
|-----------|--------------|
| 1. | Aczet |
| 2. | BioRad |
| 3. | BlueStar |
| 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 |
| Any other | |

| S.No. | Brand Name |
|-------|--------------------------|
| 18. | JSGW |
| 19. | JeioTech |
| 20. | Kern |
| 21. | MerckBiosciences |
| 22. | OmegaElectronic |
| 23. | Pelican |
| 24. | Perkinelmer |
| 25. | REMIgroups |
| 26. | RivieraGroups (Rivoteck) |
| 27. | Sartorius |
| 28. | Systronics |
| 29. | Tarsons |
| 30. | Tempo |
| 31. | ThermoScientific |
| 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, OMICS and other Molecular Biological Services

| Sl No. | Brand Name | Sl No. | Brand Name |
|--------|---------------------|--------|----------------------|
| 1. | IDT | 10. | NucleomeInformatics |
| 2. | Eurofin | 11. | BioNIVID |
| 3. | GenotypicTechnology | 12. | V-Proteomics |
| 4. | AgriGenome | 13. | Nucleome Informatics |
| 5. | BarcodelifeScience | 14. | Kalyani Labs |
| 6. | QTLomics | 15. | Genotypic Technology |
| 7. | Bangalore Genei | 16. | Clevergene |
| 8. | ArrayGen | 17. | Abgenex |
| 9. | Xceleris | | |

Metabolomics and Phytochemical analysis (All the registered service providers with high reput will be considered)

IV: Rate Contract Schedule

(FOR rate of Discount on catalogue price for FY 2025-26 and 2026-27)

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 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/OMICS and other Molecular Biological Services/ Phytochemical analysis)
2. Name and Address of the Supplier/Bidder/ Tenderer/Authorized Dealer/ Manufacturer/ Service Provider : _____

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/OMICS 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 Ravenshaw University, Cuttack-753003, 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 of the bidder/firm with seal and signature)**

Ref.No. _____

Date: _____

To
 The Registrar
 Ravenshaw University,
 Cuttack-753003, 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 Subgroupwise; Submit the relevant Price catalogue for the FY2025-26; GST rate should also be mentioned)

Yours Faithfully

Place:

Name: _____

Date:

For and on Behalf of M/s _____

(Name of the Bidder with Seal)



V: Other Formats

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

ANNUAL TURN OVER STATEMENT OF BIDDER

(To be submitted by the Bidder in their letterhead)

Ref.No. _____

Date: _____

To
The Registrar
Ravenshaw University,
Cuttack-753003, 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 | 2022-23 | | |
| 2 | 2023-24 | | |
| 3 | 2024-25 | | |
| TOTAL | | | |
| Average per Year | | | |

Yours Faithfully

Place:

Date:

Name: _____

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)

CHECKLIST

Should be submitted in the bids with Signature and Seal of th bidders; the documents have to be arranged as per the order mentioned in the check list for ease scrutiny.

Name of the Bidder: _____

Reference: Your Quotation Call notice no. _____

| Sl No. | Name of the Document(s) | Whether Submitted or not | Page no. | Office Use by RU |
|--------|---|--------------------------|----------|------------------|
| 1 | Check List (Format-IV) | | | |
| 2 | Cost of the Tender fee Rs.1000.00 | | | |
| 3 | Tender Booklet duly signed as a token of acceptance of all term and conditions | | | |
| 4 | Rate Contract Proposal Format-I | | | |
| 5 | Rate of Discount Format-II | | | |
| 6 | Printed Price list of the Manufacturer/ Brand for the FY 2025-26 | | | |
| 7 | Manufacturer Certificate (if applicable) | | | |
| 8 | Letter of Authorization (other than Manufacturer) | | | |
| 9 | Annual Turnover Statement For Three FYs (2022-23, 2023-24 and 2024-25) as Per the Format-III | | | |
| 10 | Self attested Up-to-date ITCC for FY 2023-24 and 2024-25 | | | |
| 11 | Self attested Up-to-date GST return filed for FY 2024-25 | | | |
| 12 | Self attested Copy of GST registration Certificate | | | |
| 13 | Self Attested Copy of PAN | | | |
| 14 | Undertaking form (Format-V) | | | |
| 15 | Others (if any) | | | |

Yours Faithfully

Place:

Date:

Name: _____

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 letterhead 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 on judicial stamp paper of hundred rupees only)

Ref.No. _____

Date: _____

To
The Registrar
Ravenshaw University,
Cuttack-753003, 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, OMICS and other Molecular Biological Services. The quoted rate of discount will remain valid for FY2025-26 and 2026-27 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 Ravenshaw University along with standard norms of Govt. of Odisha.

I/We do hereby declare I/we have not been de-recognized/blacklisted 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 Ravenshaw 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 abovesaid 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)

