



Nālandā
UNIVERSITY

**NALANDA UNIVERSITY
RAJGIR, DIST-NALANDA
BIHAR-803116**

No. NU/NIT/C&CRCT/18-19

Date: 19.11.2018

Subject: TENDER FOR RATE CONTRACT FOR SUPPLY OF LAB CHEMICALS AND CONSUMABLES -Reg.

Sealed tenders on behalf of the Registrar, Nalanda University, Bihar are invited under **Double Bid System** i.e. Techno-Commercial Bid from reputed, experienced and financially sound Agency/Firm for supply of Chemicals and Consumables Items for Laboratory .

Tender Reference No.	NU/NIT/C&CRCT/18-19 dated 15.11.2018
Last Date and Time for receipt of Tender	12.12.2018 at 01.00PM
Time and Date for Opening of Technical Bid	12.12.2018 at 04.00PM
Venue for opening of the bid	Conference Room, Nalanda University , Rajgir, Bihar

The tender document with detailed terms and conditions can be downloaded from our website www.Nalandauniv.edu.in. The bid will be submitted/dropped in the Tender Box at Reception of the University by Hand or can be sent by Post to the Registrar, Nalanda University, Rajgir, Bihar-803116. The envelope containing the bid super scribing the following.

TENDER FOR SUPPLY OF CHEMICALS AND CONSUMABLES TO NALANDA UNIVERSITY

TENDER REF. NO: NU/NIT/C&CRCT/18-19, dated 19.11.2018

LAST DATE FOR SUBMISSION: 12.12.2018, 01.00 PM

The Registrar
Nalanda University
Rajgir , Bihar - 803116

From: M/s -----
Contact No: -----
E-mail ID: -----

The following undertaking for checklist duly signed with seal and required documents should be submitted along with offer:

UNDERTAKING FOR CHECK LIST

We hereby declare that the following requirements have been fulfilled by us –

- i. Printed copies of the Catalogue / Price List of the products.
- ii. Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
- ii. List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iii. The enclosed certificates and proforma duly filled in and signed.
- v. Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer and authorized dealer. A minimum average turnover for consumables & non-consumables of last three financial year (i.e F.Y-2016-17, 2015-16 and 2014-15) of Rs. 25, 00,000/- is essential for manufacturer and authorized dealer separately.
- vi. Tender document fee (Non-refundable) of Rs.1000/- (One thousand only) and EMD (refundable) for Rs. 50,000 /- (Fifty Thousand only) in the form of separate demand drafts in favour of "Nalanda University", payable at Rajgir should be submitted along with the Bid failing which bid shall be rejected.
- viii. Registration Certificate of G.S.T. and other Taxes of State Govts.
- ix. Copy of Income Tax Returns for 3 years of both the manufacturer and authorized dealer.
- x. Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
- xi. Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

Date:

Signature

NOTICE INVITING TENDER FOR RATE CONTRACT FOR SUPPLY OF CHEMICALS AND CONSUMABLES FOR LABORATORY USES.

Term and Conditions:-

1. RATES

Please quote your lowest rates F.O.R. Destination only otherwise your offer may not be considered. Please quote for those items/specifications only which have been asked for. The rates should include insurance coverage, if necessary for safe delivery. The University shall not pay separately for transit risk insurance. The firm shall be responsible until the stores arrive in good condition at the Destination and accepted by the University after physical verification.

Further, if there is any damage or loss to the stores in transit, the firm will get the stores replaced/repaired to the entire satisfaction of the consignee otherwise cost will be deducted for items found in broken/ unserviceable conditions or short in quantities.

2. DISCOUNT

Please indicate the maximum discount allowed on the printed price list for the purpose of rate contract. As the University is an educational institution therefore the **rate may be quoted with maximum educational discount and should be clearly mentioned in respect of minimum quantity.**

3. TAXES AND DUTIES

Please clearly specify the rates for the taxes, duties and other expenses applicable on the stores even if the rates are net. The rate of taxes as applicable should be clearly mentioned in the offer.

In case of sales made by local dealer, only GST can be charged. GST is also not payable to the second importers of the goods in the state.

4. VALIDITY OF THE OFFER

It is rate contract for one financial year from the date of issue of Purchase Order, it may be extended for another one or two years on satisfactory performance and with minor corrections if needed by mutual understanding.

5. FALL CLAUSE

- i. The prices charged for the stores supplied under the rate contract by the firm in no event should exceed the lowest price at which the firm sells the stores or offers to sell the stores of identical description to any individual / organization / body etc. during the currency of the rate contract.
- ii. If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any **person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government of any statutory undertaking of the Central or a State Government as the case may be, at a price** lower than the price chargeable under the contract, it shall forthwith inform such reduction or sale or offer to sale to the Registrar NU and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, **excess money so charged is liable to be deducted from E.M.D. Furthermore such firm is liable to be debarred from doing any business with the University in future.**

6. EXECUTION OF SUPPLIES AND BILLING

It is desired that the supplies be made by a manufacturer directly. However, if a manufacturer is not in a position to execute supplies directly and intends to make the same through authorized dealer(s) their name(s) and address(es) should be declared in advance at the time of submission of the offer.

It has been noted that on many occasions, only one dealer is authorized to execute the supplies. The University desires that in order to maintain smooth supplies to the University, **there should be more than one Local Dealer** for the purpose. Also, the manufacturer should clearly indicate whether the orders will be placed with it or its authorized dealer(s). In such cases, no extra charges by way of any local Taxes/Trade Tax in addition to Central Sales Tax be admissible in case of supplies received from local authorized dealer(s).

7. **Under GeM. RATE CONTRACT**

In case if the product(s) is registered under GeM Rate Contract, Rates and specifications of the product(s) must be enclosed with the tender documents, simultaneously if any changes (Rate / Specification etc) occur during the rate contract period of the Nalanda University be intimated immediately.

8. **PAYMENT TERMS**

Payments shall be made only after delivery of the items as per the specification and quantity as mentioned in the supply order and satisfaction to the University Authorities.

9. **REJECTION CLAUSE**

If the items received do not conform to the description (Make and Specification) and quality as contained in the catalogue or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the University will be entitled to reject the said items or such portion, thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be replaced by the firm at its cost, or deducted from the amount payable.

If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.

In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm and to delist / debar / black list from further supply and may take necessary action.

10. **WARRANTY/GUARANTEE TERMS**

Should be clearly stated for all items.

11. **THE UNIVERSITY RESERVES THE RIGHT TO**

- i. Enter into parallel rate contracts simultaneously with more than one firm for the purchases of the items.
- ii. Withdraw rate contract of any firm during the currency of rate contract without assigning any reason for reasons mentioned above.
- iii. Reject the quotation in absence of not furnishing the documentary evidence in respect of Goods and Service Tax Registration (GST.), and Income Tax together with the performance of supplies in various branches/institutions.
- iv. Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports/Performance report of the concerned Govt. Organization/Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at University level also for which charge will have to be borne by the suppliers.
- v. Reject the supplies already made, if not found up to the mark. Random checking may be adopted to test the correctness of the supply. In such an event further action may call to conform the supply or discard further business.
- vi. Cancel the order/reject the supplies of chemicals in case where more than one authorized dealers are there and order is placed to local dealer and not to the manufacturers / distributors.
- vii. To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the University for the purpose.
- viii. To reject any offer which is not supported / submitted along with the Pricelist / Catalogues / Leaflets / Brochures / Samples where ever applicable within the scheduled time.

ix. To reject any or all the offers without assigning any reasons thereof.

x. The decisions of the University in all respect shall be final and binding on all.

Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The University shall not be responsible for any postal delay/loss in transit etc.**

Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.

A checklist (list documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification, otherwise the proposal will not be entertained.

All disputes are subject to judicature at ***“Bihar Sharif jurisdiction” Only.***

Registrar

NOTE: 1- While arranging the Tender Documents, check list should be placed on TOP.

TO BE RETURNED
WITH QUOTATION

Bidder Information

Following proforma should be filled in and duly signed by the firm and sent along with the quotation/bid.

1	Tender Ref. and Date:-	
2	Name of the Firm :-	
3	Postal Address of the Office of the Firm (Attach Proof):-	
4	Details of Demand Draft for Application Fees of Rs. in favour of Nalanda University, Payable at Rajgir (Non- Refundable) 1. Demand Draft No. 2. Date of Issue 3. Issuing Bank	
5	Details of Demand Draft for EMD OF Rs. in favour of Nalanda University, Payable at Rajgir (Non- Refundable) 1. Demand Draft No. 2. Date of Issue 3. Issuing Bank	
6	<u>Contact Information:</u> 1. Name of the Contact Person : 2. Telephone Number: 3. Mobile No: 4. Fax No: 5. E-Mail: 6. Website address, if any :	
7	Name and Address of the Directors/Managing Directors/Proprietor/Partners	
8	Whether they are income tax payee? If yes, please submit a copy of income tax return filed for last three consecutive years.	
9	Your Permanent Account No.(PAN): (Copy Attached) Bank Details:	
10	a) Name of the Bank: b) Address: c) Bank Account No: d) Name of the Account holder: e) IFSC Code: f) MICR Code: g) Date of Opening of Account: h) Type of Account (Saving/Current) :	

11. Are you a distributor/dealer/stockiest/executive/preferred agent of the manufacturer? If so, please submit the most recent authority letters issued by the manufacturer.

12. Do you have direct import license. (If Yes, please attach a copy of the same)
13. Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS:
(a) 2016-17 :
(b) 2015-16
(c) 2014-15
14. Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant. Applicant Supplier must have a minimum average annual Turnover of Rs 25 Lakhs in last 3 consecutive Financial Years.

Have your firm ever been debarred / blacklisted for doing business from any Government Organization? If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).

Declarations:

1. I/We _____ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept you all terms & conditions.

Place :
Partner/Proprietor/Director

Signature of
(Seal of the Firm)

Date

IMPORTANT INSTRUCTIONS FOR ALL THE TENDERERS

Your sealed offer should reach the office of the undersigned by **Registered Post / Speed Post or by Hand**. Any offer received after the last date shall not be entertained. The following documents should also be submitted along with the offer: -

- i. Printed copies of the Catalogue/Price List (*a Soft Copy may also be provided*) of the products. For Chemical & Glassware category, in case of imported chemical (s), original catalogue may also be enclosed.
- ii. Attested photocopies of the following documents:
 - A. Manufacturing license issued by the competent authority for each items separately.
 - B. Registration Certificate of GST.
 - C. Drug Manufacturing License if needed for manufacturing (for Chemical & Glassware category).
 - D. Copy of Income Tax return for the last 3 year of manufacturer & Authorized dealer.
 - E. Copy of Sales Tax / GST Assessment for the last 3 year of manufacturer & Authorized dealer.
 - F. Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer and authorized dealer. A minimum average turnover for consumables & non-consumables of last three financial year (i.e F.Y-2015-16,2014-15 and 2013-14) of Rs. 25,00,000/- is essential for manufacturer and authorized dealer separately.
 - G. Undertaking for Quality Control System.
- iii. List of organizations, Research Laboratories & Educational Institutes where the firm is on rate contract or has been supplying the items, along with their performance certificates and attested photocopies of rate contracts.
- iv. The enclosed **certificates and proforma must be returned in original** duly filled in and signed (*Photocopy will not be accepted*) failing which quotation will not be considered for Rate Contract.
- v. The Bidders must agree for immediate free replacement in case any discrepancy is found with regard to quality/quantity of the material to be supplied by them under this Rate Contract.

In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to the bidders in this regard.

Annexure-1**Rates for Annual Rate Contract for Supply of Chemicals and Consumables to Nalanda University.**

S. No.	Name of the item	Preferred Make
1	Glass Beakers	Borosil
2	Glass Flasks	Borosil
3	Glass Measuring cylinders	Borosil
4	Glass Burette	Borosil
5	Glass Funnel	Borosil
6	Glass Petri dishes	Borosil
7	Glass reagent bottles	Borosil
8	Glass Pipettes	Borosil
9	Glass filtration assembly	Borosil
10	Glass sample containers	Borosil
11	Glass crucibles with lids	Borosil
12	Glass test tubes	Borosil
13	BOD bottle with stopper300ml	Borosil
14	Buchner funnel	Borosil
15	Evaporating dish(150X80)	Borosil
16	Glass rod	Borosil
17	COD digestion tubes250 ml	Borosil
18	COD air condensor	Borosil
19	All glass filter assembly	Borosil
20	Dessicator	Borosil
21	Standard Sintered glass discs, gooch types	Borosil
22	Glass amber bottles	Borosil
23	PlasticBeakers	Tarsons
24	PlasticFlasks	Tarsons
25	PlasticMeasuring cylinders	Tarsons
26	Plastic Burette	Tarsons
27	Plastic Funnel	Tarsons
28	Plastic Petri dishes	Tarsons
29	Plastic reagent bottles	Tarsons
30	Plastic Pipettes	Tarsons
31	Plastic filtration assembly	Tarsons
32	Nitrile Gloves (M)100	Tarsons
33	Nitrile Gloves (L)100	Tarsons
34	Kim wipes	Tarsons
35	Parafilm 20*50	Tarsons
36	Parafilm M 2*250	Tarsons
37	Parafilm M 4*125	Tarsons
38	Si Tygon tubing 4.8*6.4 mm (15m)	Tarsons
39	Pipette stand 5 places	Tarsons
40	Multitape dispenser	Tarsons
41	Wash bottle 1000ml	Tarsons
42	Polygrid test tube stand	Tarsons
43	Drying tray	Tarsons
44	Carboy with stop cock 20L	Tarsons
45	Micro tip 5ml	Tarsons
46	Micro tip box 5ml	Tarsons
47	Micro tip box 10ml	Tarsons
48	Micro tips 10uL	Tarsons

49	Micro tips200uL	Tarsons
50	Micro tips1000uL	Tarsons
51	Bitac bench protector 32*460 cm	Tarsons
52	Carboy with stop cock 10L	Tarsons
53	Pipette bulb upto 100ml	Tarsons
54	Handy pipette aid 10ml	Tarsons
55	Pipette stand 94 place	Tarsons
56	Ria vial 12-75mm	Tarsons
57	Measuring cyl class B 100ml	Tarsons
58	Apron	Tarsons
59	Al foil 72m	Tarsons
60	Mortar and pestle	Tarsons
61	Nylon nets	Millipore
62	Bottle top dispenser	Tarsons
63	Safety goggles	Tarsons
64	Brush for sieves	Tarsons
65	Whatman n membrnes	Whatmann
66	Whatman filter papers	Whatmann
67	Repl blade	Tarsons
68	Tubing PTFE	Tarsons
69	TBGB FEP/TYG nndehp1/16*1/8 50"	Tarsons
70	TBGB FEP/TYG nndehp1/8*1/4 50"	Tarsons
71	Fitting kit luer 477 pcs	Tarsons
72	Sample container 100 ml	Tarsons
73	Centrifuge bottle 500ml	Tarsons
74	Drying rack no.of pages-20	Tarsons
75	Plastic tub general	Tarsons
76	Plastic Sample containers	Tarsons
77	Test tube brush	Tarsons
78	Tissue roll	Tarsons
79	Plastic zip pouch	Tarsons
80	Sticker label	Tarsons
81	Multi purp labeling tape75cm*500	Tarsons
82	Test tube stand12/13 mm	Tarsons
83	Microtip box0.2 to 10 uL	Tarsons
84	Microtip box2 to 200 uL	Tarsons
85	Measuring beaker wth handl 500ml	Tarsons
86	Utility tray	Tarsons
87	Pipette rack horiz	Tarsons
88	Magnetic retriever 36cm long	Tarsons
89	Petridish 90*14mm	Tarsons
90	Plastic spatula	Tarsons
91	Spatula ssteel	Tarsons
92	Forcep	Tarsons
93	Slide grade 2f pack of 50	Tarsons
94	Mask pack of 50	Tarsons
95	Stop cock 3waymale lock10 pr pack	Tarsons
96	Tubing Tygon Si1/16*1/8 50"	Tarsons
97	Retort stand(30X20PPPE)	Tarsons
98	Eppendorf tube(0.5ml)pk of 1000	Tarsons
99	Eppendorf tube(2ml)pk of 500	Tarsons
100	Test tube racks 36placs	Tarsons

101	Test tube racks 40placs	Tarsons
102	Reusable bottle top filter	Tarsons
103	Octagon mag stirrer bar1pck	Tarsons
104	Cover slips(22X22) pck of 100	Tarsons
105	Crucible tongs(size 8)	Tarsons
106	Syringes with needles	Tarsons
107	Extension clamp	Tarsons
108	Standard Adapter	Tarsons
109	Burners	Tarsons
110	Heavy metal analyzer reagents (Cu, Co, As, Ag, Hg, Fe, Mn, Mg etc)	Merck
111	Hand sanitizer	Dettol
112	Silica gel	Merck
113	Brilliant blue	Merck
114	Potassium hydroxide pellets	Merck
115	Sodium chloride	Merck
116	Potassium chloride	Merck
117	Hydrogen peroxide	Merck
118	Hydrochloric acid	Merck
119	Sulfuric acid	Merck
120	Nitric acid	Merck
121	Buffer solution (pH 4)	Merck
122	Buffer solution (pH 7)	Merck
123	Buffer solution (pH 9)	Merck
124	Potassium dichromate	Merck
125	Ammonium iron sulfate	Merck
126	Ferroun indicator	Merck
127	Silver sulfate	Merck
128	Mercuric sulfate	Merck
129	Methyl orange indicator	Merck
130	Phenolphthalein indicator	Merck
131	Ethanol	Merck
132	EDTA	Merck
133	ammonium chloride	Merck
134	Magnesium sulfate	Merck
135	Ammonia solution	Merck
136	Erichrome black T	Merck
137	Manganese sulfate heptahydrate	Merck
138	Dipotassium hydrogen phosphate	Merck
139	Starch iodide paper	Merck
140	Sodium thiosulfate	Merck
141	Potassium iodide	Merck
142	Calcium chloride	Merck
143	Iron chloride	Merck
144	Potassium dihydrogen phosphate	Merck
145	Sodium hydroxide pellets	Merck
146	Sodium azide	Merck
147	Potassium chromate	Merck
148	Silver nitrate	Merck
149	SPADNS	Merck
150	Potassium nitrate	Merck
151	Sodium sulfate anhyd	Merck
152	Barium chloride dihydrate	Merck

153	Sodium arsenate	Merck
154	Arsenic trioxide	Merck
155	Lead acetate	Merck
156	Nitrate standard	Merck
157	Potassium standard	Merck
158	Sodium standard	Merck
159	Calcium standard	Merck
160	Fluoride standard	Merck
161	Lithium standard	Merck
162	Sodium acetate trihydrate	Merck
163	Ammonium acetate	Merck
164	Methyl red	Merck
165	Bromocresol green	Merck
166	Phenol	Merck
167	Sodium hypochlorite	Merck
168	Salicylic acid	Merck
169	Ammonium heptamolybdate	Merck
170	Ascorbic acid	Merck
171	Potassium antimony3oxidetartarate	Merck
172	Disodium hydrogen phosphate	Merck
173	Sodium fluoride	Merck
174	Zirconium oxychloride	Merck
175	Sodium nitroprusside	Merck
176	Zinc nitrate(gm)	Merck
177	Dipotassium hydrogen phosphate	Merck
178	Manganese(II)sulfate	Merck
179	Ammonium hydroxide	Merck
180	Silver sulfate	Merck
181	Magnesium sulfate	Merck
182	sodium sulfate anhydrous	Merck
183	Acetic acid	Merck
184	Magnesium chloride	Merck
185	Tin chloride	Merck
186	Gram's Safranine	Merck
187	Fast green	Merck
188	Aceto carmine	Merck
189	Paraffin liq.light	Merck
190	Boric acid powder	Merck
191	Diphenylamine	Merck
192	Orthophosphoric acid	Merck
193	Sodium bicarbonate	Merck
194	Sodium carbonate	Merck
195	Ammonium fluoride	Merck
196	Potassium permanganate	Merck
197	Paraffin liq.heavy	Merck
198	Charcoal activated	Merck
199	Triethanolamine	Merck
200	Pot. hydrogen phthalate	Merck
201	Hydrazine hydrate	Merck
202	Ortho phosphoric acid emplura	Merck
203	Sod. Phosphate monobasic	Merck
204	Sod. Phosphate dibasic	Merck

205	Calcium acetate monohydrate	Merck
206	Gum acacia powder	Merck
207	Polysorbate 80Agar	Merck
208	P-nitrophenol	Merck
209	DTPA	Merck
210	DL Lactic acid	Merck
211	Glycerol	Merck
212	Lactophenol cotton blue	Merck
213	Molybdate reagent	Merck
214	Copper sulfate pentahydrate	Merck
215	Ammonium sulfate	Merck
216	Potassium sulfate	Merck
217	Laboratory gas (Zero air, Carbon dioxide, Nitrogen,LPG)	Merck
218	Handy air sampler reagents(SO2, NO2)	Merck

The above mentioned items is tentative. If any other items is required which is not mentioned in above list then also bidders have to supply as per their quoted discount.

Stamp

Signature of Tenderer
With Seal and

Annexure- II

AFFIDAVIT

(To be submitted on non-judicial stamp paper of Rs. 100/- duly certified by notary public)

I,.....S/o.....Sh.....,aged.....
.....years, R/o....., do hereby solemnly affirm and declare as under:-

1. That I am the Proprietor / authorized signatory of M/shaving Head Office /Registered Office at.....
2. That the detailed information along with requisite documents has been submitted by M/s..... along with this tender for “..... (Please specify the Name of Work”) in NU Rajgir are genuine and true and nothing has been concealed.
3. I shall have no objection in case NU Rajgir verifies them from issuing authority (ies), I shall also have no objection in providing the original copy of the document(s), in case NU Rajgir demands it for verification.
4. I hereby confirm that in case, any document, information &/or certificate submitted by me is found to be incorrect/false/fabricated, NU Rajgir at its discretion may disqualify / reject my application for this tender out rightly and also debar me / M/s.....from participating in any future tenders.
5. I hereby confirm that there is no vigilance/CBI case pending against the firm/ supplier and the firm has not been blacklisted in the past in any institution of the country.

DEPONENT

I,, the proprietor/authorized signatory of M/sdo hereby confirm that the contents of the above. Affidavits are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthis.....day
of.....

DEPONENT
(Signature & Seal of Notary)

**PROFORMA FOR AUTHORITY FORM OEMs (Original Equipment
Manufacturers) (To be submitted by bidder if they are authorized
representative of an OEM)**

No.....
Dated.....

To,
Registrar
Nalanda University, Rajgir
Bihar

Sub: NU Tender No.....

We an established and reputable
manufacture of..... do
herby authorize M/S (Name
and address of Agents) to represent us, to bid negotiate and conclude the contract on our behalf with
you against Tender

No.....company/firm or individual other than

M/s..... are authorized to represent to this business
against this specific tender. Further, certified that the price catalogue submitted along with the bid is the
only one in circulation and discount offered to Nalanda University Rajgir is not lesser than that of offered
by any other Govt. department (R&D agency)/ Academic institute.

Your faithfully,

(Name)

For & on behalf of M/s

(Name of Manufactures)

**Note: this letter of authority should be on the Letter-Head of the manufacturing concern and should be
signed by a person competent and having the power of attorney to bind the manufacturer.**

Annexure-IV

Schedule of Offered Discount-

Sr.No	Particulars	<u>Manufacture's Name</u>	<u>Brands Name</u>	<u>Offer Discount on Price Catalogues</u>	<u>Remarks, If Any</u>
01	All kind of standard Chemicals				
02	All Kind of Glassware				
03	All Kind of Standard Plastic Ware				
04	All kind of Standard Filter Paper				
05	All kind of Micro Slides				

Signature of bidder with seal