



# SRI PRATAP COLLEGE

NAAC RE-ACCREDITED GRADE A+  
Cluster University Srinagar  
M.A. Road Srinagar

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## Tender Notice e-NIT NO: 10 of 2025

Online e-Tenders are invited from reputed Manufacturers/OEMs or their Authorized Distributors/Dealers for the supply of Chemicals, Laboratory Ware, Glassware, and Plastic Ware Items to Sri Pratap College, Srinagar, under a Rate Contract.

The e-tender will follow the schedule outlined below:

Name of the Tender		Annual Rate Contract for Supply of Lab Consumables: Chemicals, Glassware /Lab. ware/ Plastic ware items	
Sr. No.	Description	Date	Time
1	Tender Publication Date	13/09/2025	4:00 PM
3	Bid submission start date and time	13/09/2025	4:00 PM
4	Bid submission end date and time	22/09/2025	6:00 PM
5	Technical Bid opening date and time	23/09/2025	10: AM
SUBMISSION OF BIDS ONLINE IN TWO BID SYSTEM AT <a href="https://jktenders.gov.in/nicgep/app">https://jktenders.gov.in/nicgep/app</a>			

Interested bidders can access the tender document for comprehensive guidance, available for download from either [www.jktenders.gov.in](http://www.jktenders.gov.in) or the College website [www.spcollege.edu.in](http://www.spcollege.edu.in). Bidders interested in submitting bids are urged to thoroughly review the contents of the tender document and ensure that their bids are submitted online on or before the specified due date and time, as outlined above. It is imperative that bids adhere strictly to the technical specifications and terms and conditions provided in the tender document.

PRINCIPAL

Copy to:

1. Convener Purchase Committee
2. Joint Director Information Department for publication of this tender notice in two daily newspapers
3. Office file

## **Tender Document**

The process for submission of the e-tender “**Annual Rate Contract for the Supply of Lab Consumables: Chemicals, Glassware, Laboratory Ware, and Plastic Ware Items**” along with the governing terms and conditions are outlined below:

### **GENERAL TERMS AND CONDITIONS**

1. **Bidder:** Tenders are invited only from OEM or their Authorised Distributors/ Dealers/Firms etc., Vendors are requested to attach valid proof to show that they are the Authorised Dealers of the brand that they are quoting for the manufacturers of the product.
2. **Tender Type: Two- Bid through Online Mode.**
  - (a) Technical Bid (COVER- 1): Technical bid will be opened on the due date for technical evaluation of bids.
  - (b) Financial Bid (COVER- 2): The financial bids of technically qualified responsive bidders only will be opened.
3. **Rate Contract (RC) period: The rate contract shall be valid for a period of one year, commencing from the effective date of the contract, unless terminated earlier as per the terms and conditions outlined herein.**
4. **Bid Security (EMD):**
  - I. Bidder may submit Earnest Money Deposit (EMD) in the form of Demand Draft for the value of Rs 10000/= (Ten Thousand) in favour of “**PRINCIPAL SRI PRATAP COLLEGE**” Payable at **SRINAGAR, J&K.**
  - II. EMD should reach physically to the College by or before the last date of the submission of the e-tender, containing in an envelope, super scribed with subject, tender reference number addressing to the Principal, S.P. College.
  - III. The Earnest Money Deposit (EMD) will be forfeited if the bidder withdraws, amends, impairs, or derogates from the tender in any respect during the validity period of the bid.
  - IV. EMD shall be refunded to the unsuccessful bidder without any interest.
  - V. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply all the items.
5. Contract will be awarded to the technically suitable bidder quoting the **highest total discount** on the Price-list/ catalogue price for the Brand/Make.
6. No discount less than 10% on the catalogue price shall be accepted.
7. All the bids where the maximum discount is offered shall be processed for finalization of the rate contract.
8. The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract.
9. **Place of Delivery & Schedule:** Sri Pratap College during office hours on working days.

### **SPECIAL TERMS AND CONDITIONS**

1. The bidder must undertake that the prices mentioned in their price-list/ catalogue price are valid till the end of the Rate Contract (RC) period without any hike. However, in the event of any decrease in the prices the same should be notified to us.
2. Price lists must be provided as along the bid.
3. Sri Pratap College does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement for such items arise in the College.
4. **Discount:** Prices must be quoted on the basis of Discount on Catalogue Price for each category (Chemicals, Glassware/ Lab. Ware items) of items in terms of Percentage (%) discount.
5. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.
6. **Product Quality:** The manufacturer/bidder should give an undertaking stating that the products they are offering are new, unused, and genuine.

### **LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID**

The following must be upload in the technical bid :

S. NO.	Documents
1	Bidder Information Form (Company name, GST Registration number, Contact Number, E-mail I D etc)
2	Copy of OEM Authorization certificate/Registration Certificate
3	Copy of Tender Acceptance Letter as per <b>Annexure-1</b>
4	Scan copy of DD of EMD.
5	Latest published catalogue (e-copy) cum price list of the manufacture along with the technical bid.
6	Copy of Annual turnover for last 3 years as per <b>Annexure- 2</b>
7	Quality Assurance Certificate
8	Details of the brand for which rates/discount percentage are being quoted

Note: Among the documents listed above, only the hard copy of the EMD must be submitted by or before the last date for bid submission.

### **FINANCIAL BID**

1. Bidders are advised to download the BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid.
2. The bidders supplying the consumables from the brands not mentioned in the BOQ must submit their discount percentage against “Any Other Brand ” category and must also submit the brand details along with other necessary documents.
3. Any element of cost, taxes, duties levies, etc. not specifically indicated in the BOQ, shall not be paid by the purchaser.

**Technical evaluation:** The technical evaluation of bidders shall be done on the basis of the documents submitted by the bidder. The bidders who submit the documents from S.No 1-8 as specified in the tender document under the heading "list of documents to be uploaded with technical bid" shall be declared qualified in the technical evaluation.

The bidders who fail to submit all/any of the requisite documents shall be deemed to have been disqualified in the technical evaluation and shall not be considered for the financial evaluation stage.

**Financial Evaluation:**

The Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at highest discount on the MRP (Catalog prices and all other taxes/charges) worked out separately for each make (Brand) and category of the item (Chemical/glassware/plasticware).

ANNEXURE-1  
**Tender Acceptance Letter**  
(To be given on Company Letter Head)

To,  
The Principal,  
S.P. College, Srinagar,  
UT of Jammu & Kashmir

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.:**

**Name of Tender:**

Dear Sir,

1. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your College /Department too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/ Public Sector Undertaking.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including forfeiture of the full said EMD absolutely.

**Yours Faithfully,**  
**(Signature of the Bidder, with**  
**Official Seal)**

**ANNEXURE-3**  
**FINANCIAL TURNOVER**

To,  
The Principal,  
S.P. College, Srinagar,  
UT of Jammu & Kashmir

**Tender Reference No.:**  
**Name of Tender:**

Dear Sir,

I/We hereby declare that our firm's Annual Turnover as follows, and I/We have also supported an Audited Accounts for your references:

<b>F.Y. 2022-23</b>	<b>F.Y. 2023-24</b>	<b>F.Y. 2024-25</b>

And,

I/We hereby declare that, our firm had filled Income Tax Returns for last years i.e. F.Y. 2022-23, 2023-24 & F.Y. 2024-25. Supported by copy of ITR of three years.

**Yours Faithfully,**  
**(Signature of the Bidder, with Official Seal)**