



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Tender document**  
**for**  
**Supply of Chemicals and Glass ware for DST-SERB Project, School of Agriculture, IGNOU,**  
**Maidan Garhi, New Delhi 110068**

**Last Date for submission of Tender :** 06.05.2014 at 11.00 AM

**Date & Time for opening of Tender :** 06.05.2014 at 11.30 AM

**Registrar (Administration)**  
**(Central Purchase Unit)**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi – 110068**  
**Phone: 011-29533767, 29571408**

**Website : [www.ignou.ac.in](http://www.ignou.ac.in)**

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi New Delhi – 110 068

CENTRAL PURCHASE UNIT

F.No. IG/CPU/SOA/Chemical/DST-SERB/2014

Date: 11.04.2014

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Tender document for Supply of Chemicals and Glass ware for DST-SERB Project, School of Agriculture, IGNOU, Maidan Garhi, New Delhi 110068.

The University wishes to procure the Chemicals and Glass ware for DST-SERB Project, School of Agriculture having the following specification from renowned/branded products from the Original Equipment Manufacturer (OEM) or their authorized firm/partner only with due certification :

**DETAILS OF ITEMS**

**(A) Chemicals**

S. NO	NAME (Specification)	Required Quantity
1.	3-acetyl-5-hydroxy methyl-7-hydroxy Coumarin(Sigma.aldrich)	25g
2.	Salicylaldehyde(S.ald)	1kg
3.	O-Vaniline (2-hydroxy-3-methoxy, benzaldehyde)(S.ald)	100g
4.	2-hydroxy-1-naphthaldehyde(S.ald)	25g
5.	Pyridine-2-carboxaldehyde(S.ald)	25g
6.	4-methylthiophene-2-carboxaldehyde(S.ald)	5g
7.	3-Formyl chromone (4H-1-Benzopyran)(S.ald)	5g
8.	3-chloro-4-fluoro propeophenone (S.ald)	25g
9.	Sodium borohydride	100g
10.	Benzaldehyde	100ml
11.	4-Nitro acetophenone(S.ald)	100g
12.	S-(+)-2-amino-1-butanol(S.ald)	10ml
13.	4-chloro acetophenone (S.ald)	100g
14.	Cyclohexanone	1kg
15.	4-methyl pentanone(S.ald)	1kg
16.	Pentanone	1L
17.	Cinnamaldehyde	100g
18.	4-N,N-dimethyl amino benzaldehyde (S.ald)	25g
19.	p-methyl benzaldehyde(S.ald)	1kg
20.	4-fluorobenzaldehyde	50g
21.	Boc-L-Phenyl alanine( <i>N</i> -( <i>tert</i> Butoxycarbonyl) <b>-L-phenylalanine</b> )(S.ald)	10g
22.	L-Z-Leucine(S.ald)	10g
23.	L-Z-isoLeucine(S.ald)	25g
24.	Benzoic acid	100g
25.	Propiolic acid(S.ald)	25g
26.	4,7-dichloro quinoline(S.ald)	100g
27.	1,3-di amino propane (S.ald)	25g
28.	Aniline	100ml

29.	p-chloro aniline(S.ald)	500g
30.	2-amino pyridine (S.ald)	100g
31.	n-octyl amine(1-amino octane)	500g
32.	Cyclohexylamine	1L
33.	4-nitro aniline(ald)(S.ald)	500g
34.	Benzylamine	500g
35.	o-toluidine	500g
36.	p-anisidine (4-amino anisole)(S.ald)	250g
37.	4-(aminomethyl)piperidine(S.ald)	10g
38.	1-(2-aminoethyl) piperidine	10g
39.	Morpholine(tetrahydro-1,4-oxazine)	500ml
40.	4-(2-amino ethyl) morpholine (ald)	100g
41.	Isopropylamine(S.ald)	250 ml
42.	Cyclohexylisocyanide	5g
43.	Benzyl isocyanide	10g
44.	diethyl ether (AR)	1L
45.	Dichloromethane(AR)	1L
46.	Ethanol (AR)	2L
47.	Petroleum ether(AR)	2L
48.	Chloroform(alcohol free)	500ml
49.	Ethyl acetate	1L
50.	acetic acid	500ml
51.	Acetone	2L
52.	Methanol(AR)	1L
53.	DMSO(AR)	100 ml
54.	Isopropanol	1L
55.	Bromine	4 ampoules
56.	HCL (AR)	1L
57.	Conc.H2SO4(AR)	1L
58.	Toluene	1L
59.	Sodium sulphate	500g
60.	Thiourea	50g
61.	gold(III)chloride(S.ald)	500mg
62.	Platinum (II)chloride(S.ald)	1g
63.	Aceto nitrile	100ml
64.	p-toluenesulfonic acid mono hydrate (S.ald)	100g
65.	Distilled water	20 L
66.	Liquid Paraffin	2.5L
67.	Silica gel	5kg
68.	2,4-dihydroxy benzaldehyde(s.ald)	100g
69.	2,4,6-trihydroxy benzaldehyde(s.ald)-	25g

70.	(2R,3S)-3-(tertiary butoxycarbonyl) amino,1,2 epoxy-4-phenyl butane(S.ald)	50g
71.	Iodine (s.ald)	100g
72.	Lithium hydroxide(s.ald)	100g
73.	EDCI(1-ethyl-3-(dimethylaminopropyl) carbodiimide hydrochloride(S.ald)	5g
74.	TEA(Triethylamine)(S.ald)	500ml
75.	HOBT(Hydroxy benzotriazole.hydrate)	100ml
76.	Ethyl isonipecotate(S.ald)	25g
77.	Ethyl nipecotate(S.ald)	25g

**(B) Glass ware**

S.No.	Item	Required Quantity
1.	Round bottom flask (Borosil) 14ml 25ml 50ml 100ml 250ml 500ml 1000ml	10 Each
2.	Water condenser (simple) Neck Size B-14 B-19 B-24	5 Each
3.	Adapters and receiver head (Borosil) B-19 B-24	5 Each
4.	Glass stoppers B-14 B-19 B-24	10 Each
5.	Glass Droppers 25 ml	10 Pieces
6.	Glass Measuring cylinders (Borosil) 10 ml 25 ml 100 ml	2 Each
7.	Drying (CaCl <sub>2</sub> ) Guard tubes for water condenser Neck Size B-14 B-19 B-24	2 Each
8.	Glass rods	10
9.	Glass beakers (Borosil) 25ml 50ml	10 Each

	100ml 250ml 500ml	
10.	Conical flask(Borosil) 100ml 250ml 500ml	10 Each
11.	TLC plate (Merc)	5 Packets
12.	Glass syringe 1ml 2ml 5ml 10 ml	5 Each
13.	Glass vials	5 Packets
14.	Mercury cap for distillation head B -14	2 Pieces
15.	Petry dish	5 Pieces
16.	Magnetic beads 10 mm	4
17.	Graduated pipets 5 ml (Subdivision .05) 10 ml (Subdivision 0.1) 25 ml (Subdivision 0.2)	1 Each
18.	Separating funnel 100 ml (Stopper size 19/20 mm)	2 pieces
19.	Test tubes with rim 10 ml	200 pieces
20.	Reagent bottles 25 ml	100 pieces
21.	Column 1ft length, 10 mm width	1 pieces

### Terms and Conditions

#### 1. General :

a) **The Tender Document can be purchased on payment of Rs. 500/- (Rupees Five Hundred only) in the form of DD only in favour of IGNOU, New Delhi from the office of Central Purchase Unit (CPU), Room No. 8, Block 4, IGNOU, Maidan Garhi, New Delhi 110068. This can also be downloaded from IGNOU's Website i.e. [www.ignou.ac.in](http://www.ignou.ac.in) but in that case the same may be submitted with the requisite Tender fee along with the EMD. The Tender submitted without the Tender Fee and the EMD will summarily be rejected.**

b) **The Tender Submitted without the Earnest Money Deposit (EMD) will summarily be rejected.**

c) **Before submission of bid the firm(s) may like to visit the IGNOU campus at Maidan Garhi, New Delhi-110068 for ground evaluation. The bidder has to bid for all items available completely. No part quoting will be accepted. In this regard an undertaking in token of personal visit and other conditions is also required to be furnished alongwith other requirement on an affidavit of Rupees 50/- essentially as per the format at Annexure-I. The bids submitted in a casual manner and without the relevant supporting documents will summarily be rejected**

d) The Tenderer(s) are requested to go through the instructions, terms and conditions and nature of items given in the tender document. Failure to furnish all required information duly indexed and page numbered will be at the tenderer's risk and may result in the rejection of the tender.

- e) The University, may at its discretion, extend the deadline for submission of tender.
- f) The University reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor/ firm.
- g) In case of any dispute, the decision of the University shall be final and binding upon the firm.
- h) Conditional tenders are liable to be summarily rejected.
- i) The University shall be at liberty to check the material being used.

**2. Eligibility Criteria:**

- a) The Original Manufacturer should be ISO 9001:2000, ISO 14001:2004, OHSAS 18001:2007. Certified copy of the same is to be attached with the bid. The manufacturer/firm(s) which is/are in the process of getting the Certificate and not able to provide till the last date & time of submission of Tender the same shall render the Tenderer invalid automatically.
- b) In case the bid is submitted by the authorized dealer/firm of OEM, an authorized dealership certification from the OEM along with the Memorandum of Understanding (MOU) with the manufacturer to be furnished stating that the required items under this Tender shall be provided by them to the Tenderer till the finalization of contractual obligation with the IGNOU. However, such MOU is not required in case the original manufacturer is directly participating in the Tender.
- c) The firm/OEM should have complied with all the legal provisions pertaining to their line of business and should not be a black listed firm. An Undertaking on an Affidavit on Rs. 50/- (**non-judicial stamp paper**) as per **annexure -I** needs to be enclosed.
- d) The original manufacturer should be registered with Excise Department of Government of India (Copy of such certificate to be attached).
- e) The OEM should have a reputed client list including government organization where such type of their product have been supplied/installed earlier or under process. The relevant copy of PO/ award letter/ Certificate to be enclosed in support of credibility.
- f) The Tender Opening and Evaluation Committee, IGNOU reserves the right to visit the plant manufacturing unit so as to ensure that all the items covered under the tender are manufactured by them.
- g) The firm should have preferably Service Center in Delhi/NCR for after sales support.
- h) Brochure/product catalogue in respect of above items quoted by the firm should be attached.
- i) The IGNOU reserves the right to ask the Tenderer to display samples of their product in the area/room allotted to them on the basis of the documents submitted by them. The date for displaying the product(s) shall be intimated accordingly. In no case the sample shall be brought by the tenderer on the day of opening of the Technical Bid unless the tenderer is asked to do so.
- j) The bidder should enclose a copy of VAT, Sales Tax, Service Tax Registration, PAN Nos., registration certificate with excise department Annual Return of preceding three financial years (i.e. 2010-11, 2011-12, 2012-13) duly self attested with Seal of the firm to substantiate their eligibility against the technical as well as financial evaluation of the bid.
- k) The Tender form must be clearly filled in legible ink or typed. The tenderer should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there is a

difference of amount of words and in figures, amount mentioned in words shall be treated correct and final. Alterations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the Tenderer himself, or his authorized signatory.

l) The tender submitted without the Tender Fee, EMD and other requisite relevant documents/ literature of the product proposed to be supplied will summarily be rejected.

m) The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award letter or to provide the services as had already accepted while furnishing the tender, the EMD submitted by him shall be forfeited and the firm may also likely to be black listed at the sole discretion of IGNOU.

n) Tenderer (s) not confirming to above requirement shall be rejected at the discretion of IGNOU and no correspondence thereof from the OEM or their Channel partner shall be entertained in whatsoever manner.

o) The contract/ award of work shall be valid initially period of one year which can further be extended for another period as deemed fit by mutual discussion in the interest of IGNOU.

p) The vendors should quote their rates for all items in **Financial bid** otherwise their tender shall be cancelled.

q) The firm should be registered with relevant authorities viz. Income tax/ service tax authority etc. (Attested copies of Registrations to be enclosed).

r) Every page of the tender Document and the enclosures should be signed by the Tenderer with seal of Agency/Firm.

s) The tender submitted without the, EMD and other requisite relevant documents will summarily be rejected.

t) Tender must be unconditional. Any alteration or changes in rates in tender document shall be considered as invalid and liable to be rejected.

u) The University reserves the right to accept/cancel/reject the tender in the interest of the University.

v) Any act on the part of the tender to influence anybody in the University related to this Tender is liable for rejection of his tender.

### **3. Compliance with the technical specification**

Chemical/ Equipment offered shall be in accordance with the stipulated technical specifications as provided above. However, higher version/deviations from the specification, if any, shall be clearly indicated along with explanations. The OEM or their authorized channel partner (with supporting documents) are only eligible to apply. All the supporting documents must be signed & sealed by the Tenderer. Non-compliance may lead to cancellation of the bid. **(Format for submission of Technical bid enclosed Annexure - II).**



#### 4. Earnest Money Deposit

Earnest Money deposit (EMD) amount for Rs. 6,000/- (Rupees Six Thousand only) shall be submitted along with the quotation in the form of a Bank Guarantee/ Demand Draft/ Banker's Cheque/ FDR from any commercial Bank drawn in favour of IGNOU payable at NEW DELHI. The EMD amount will be refunded to unsuccessful bidder(s) only after finalization of the tender. However, in case of successful bidder it will be refunded only after receipt of Performance Security. (*Format of Submission of EMD Annexure - IV*)

#### 5. Performance Security Deposit

The successful tenderer shall, before executing the order, within 10 working days of dispatch/issue of letter intimating acceptance of the offer in terms of Letter of Intent deposit an amount of Rupees equivalent to 10% of the value of the contract as security deposit for due performance of the contract. The security deposit may be furnished in the form of a Bank Guarantee/ Demand Draft/FDR drawn in favour of IGNOU or a bank guarantee from a commercial bank duly countersigned by the bankers (format of **Bank Guarantee Annexure – V**). The validity of Bank Guarantee/Security Deposit shall be for the entire period of warranty plus Two months. Failure to furnish Security Deposit/Bank Guarantee shall be treated as breach of contract and entail cancellation of the contract, forfeiture of EMD. If the tenderer is not able to supply the ordered items completely within the specified period to the complete satisfaction of the IGNOU, the Bank Guarantee/Security Deposit shall be invoked/ forfeited as the case may be. Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

#### 6. Submission of Offer

a. All prices and other information like discounts etc. having a bearing on the price shall be written both in figures and words in the prescribed form. Where there is a difference between amounts quoted in words and figures, the amounts quoted in words shall prevail.

b. The Excise Duty, Sales Tax/VAT etc., as applicable should be quoted separately in the absence of which it will be presumed that they are included in the rates and IGNOU shall have no liability to pay these charges.

The offers in the prescribed format should be addressed to the REGISTRAR (Admn.) under sealed cover. This is a two-bid system. The first sealed cover shall be superscribed "**Tender for Technical Bid with Commercial Terms and Conditions**". The second sealed cover shall be super scribed "**Financial Bid**". Both these Envelopes, after being sealed properly, shall be put into a third cover super scribing "**Tender document for Supply of Chemicals and Glass ware for DST-SERB Project, School of Agriculture, IGNOU, Maidan Garhi, New Delhi 110068.**" which should be properly sealed and to be addressed to the Registrar (Admn), CPU, Room No 08, Block 04, IGNOU, Maidan Garhi, New Delhi, 110068.

c. The first cover shall contain all details about manufacturing/supply capability, experience, number of qualified service engineers, service centers with technical resources available for the support services, ITCC, STC and other information. The tender fee and earnest money deposit shall be kept in this envelope. The tenders not submitted in prescribed manner shall be summarily rejected and their Financial Bids shall not be opened. The IGNOU reserves the right to accept or reject any tender without assigning any reason.

d. The "**Technical Bids with Commercial Terms and Conditions**" shall be opened in the first instance in the presence of the duly constituted Committee and the representative(s) of the

firm(s)/tenderer(s) who may wish to be present. The financial bid will be opened in respect of only those firms which are found technically qualified.

e. The “Financial Bid” must be submitted in the prescribed form (Annexure- III), which will be opened in respect of technically qualified bidders in the presence of the representative of the firm(s) who may wish to be present.

## **7. Evaluation**

a) The Tenders will be evaluated on the basis of techno-commercial parameters. If considered necessary, the Committee may decide to visit and inspect manufacturing and testing facilities, other related sites, as it may find worth in order to gather further information leading to evaluation of bids. Tenderer will be bound to provide all necessary information as desired by the Committee at such sites. The short-listed tenderer(s) may be, if required, called for detailed discussions at a specified date, time and venue including demonstration of their products, if need be. Evaluation will be item wise, however the Committee may consider overall lowest bidder for the benefit of IGNOU.

b) If the Purchaser considers necessary, it may ask for revised financial bids from the short listed tenderers which should be submitted within three days of intimation of this effect in sealed envelopes on specified date and time. The revised bids shall not be for amounts more than one quoted earlier for an item, unless the specification is of higher configuration than the earlier ones, by the respective tenderer. Any tenderer quoting higher rates for the same item with same configuration quoted earlier in their revised financial bid shall be disqualified for further consideration and EMD submitted may be forfeited.

c) The IGNOU reserves the right to select the tenderer on the basis of best possible features quoted. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for IGNOU tenders in future for a period of three years and EMD submitted may be forfeited.

d) The IGNOU reserves the right to award the contract to any of the bidders irrespective of not being lowest and in this respect, the decision of the University shall be final.

e) The IGNOU reserves the right to reject the Tender in respect of firm(s) which at any stage found to be no sound track record in any organization in supplying the goods in time and timely execution of work or found faulty due to breach of Contract etc.

## **8. Effect and Validity of Offer**

(a) The offer shall be kept valid for acceptance and award the contract to the successful tenderer for a minimum period of 90 (Ninety) Calendar days from the date of opening of Financial Bid or the finalization of tender/ placement of supply order whichever is earlier.

(b) Order shall be placed as per IGNOU’s requirements by the authorized Officer. The successful tenderer will supply complete Chemical/ equipment within the prescribed period of from the date of placing the Purchase Order.

(c) The contract shall be valid for a period of one year from the date of award of contract.

(d) All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable.

(e) The Registration number of the firm along with CST number allotted by the Sales Tax authorities shall invariably be given in the tender. Excise clearance for Custom duty if any for relevant year may be submitted.

(f) During the validity of the contract including the extended period, if any, if the tenderer sells any system or sub-system of the same or equivalent configuration to any other Department/Organization in India at a price lower than the price fixed for the Purchaser, the tenderer shall automatically pass on the benefits to the Purchaser.

(g) In case the Purchaser finds that the market rates have come down from the time when rates were finalized in the rate contract/order or there is a need for selection of new configuration based on market trends, the Purchaser, may ask the technically short listed tenderers to re-quote the prices and the tenderer shall be selected on the basis of procedure given earlier. The time difference between such re-quoted shall be minimum three months except in case of the Union Government budget.

(h) IGNOU reserves the right to place the order on the successful tenderer for additional quantity up to 25 percent of the quantity specified in the tender at the final approved rates. The Tenderer is bound to accept the orders for additional quantity during the period upto 12 months from the date of purchase order to the supplier at the approved rates or prevailing market rate whichever is less.

## **9. Delivery**

The contractor/Tenderer shall deliver the store in accordance with the terms and conditions of the Contract at the time/place and in the manner specified in the contract. However, the contractor /supplier/firm is required to deliver the goods within Three weeks positively from the date of issue Purchase/Supply Order. Any delay in the supply within the time fixed or in the event of repudiation of the contract, the (IGNOU) purchaser reserves the right to recover damage for Breach of Contract as indicated below:

a) To recover from the contractor liquidated damages including administration expenses a sum equivalent to 0.5% of the price of stores which the contractor has failed to deliver within the period fixed for delivery/commissioning for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price.

## **10. Payment Terms**

For bids offered in Indian Rupees

(i) 100 % payment shall be made within 30 days of submission of bills duly supported by the consignee's receipt with satisfactory performance report and as governed by the following:

No part of the contract price shall become due or payable until the tenderer has delivered the items to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.

(ii) A pre-receipted bill shall be submitted in duplicate in the name of IGNOU. It shall be done soon after the delivery of the items along with a copy of the duly receipted delivery challan of the consignee certifying satisfactory commissioning.

## **11. Penalty for Delay in attending Fault Reports during the Warranty**

- i. During the Warranty period, if the performance (Fault Reports) are not attended rectified within a period of 24 hours from the reporting time reported verbally or through phone/fax /letter to the contractor or his field nominee, the same shall render the contractor liable for liquidated damages at the rate of 1% (One per cent) of the total value of the faulty items per week subject to maximum of Five weeks and thereafter the IGNOU holds the option for purchasing a new items from other Vendor and may invoke the Bank guarantee of the supplier depending upon the severity of the problem with the system supplied by the supplier.
- ii. The decision of the authority placing the order in this regard will be final. If the tenderer does not feel satisfied with the decision, he will be at liberty to approach Vice-Chancellor, IGNOU. His decision in this regard will be full and final and no appeal will lie against his decision.

## **12. Dispute Settlement**

If the dispute cannot be settled by mutual discussion the courts at Delhi/New Delhi, India only will have the jurisdiction to adjudicate upon the matter.

The Tenderer is/are requested to quote their most competitive rate and submit bids complete in all respect in a sealed envelope superscribing "**Tender document for Supply of Chemicals and Glass ware for DST-SERB Project, School of Agriculture, IGNOU, Maidan Garhi, New Delhi 110068.**" The bid be submitted in the Tender box kept in CPU, Block No 04, Room No 08, IGNOU, Maidan Garhi, New Delhi - 110068 latest by 11.00 A.M on **06.05.2014** which will be opened on the same day i.e. **06.05.2014** at 11.30 A.M.

(Manjula Malik)  
Assistant Registrar (CPU)

**AFFIDAVIT**

**(To be submitted on non-judicial stamp paper of Rs. 50/- 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/s ..... having Head office/ Registered office at.....
2. That the information / documents/ experience certificates submitted by M/s..... along with this tender for “.....(please specify the Name of work)” in IGNOU are genuine and true and nothing has been concealed.
3. I shall have no objection in case IGNOU verifies them from issuing authority (ies), I shall also have no objection in providing the original copy of the document(s), in case IGNOU 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, IGNOU 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/ Criminal case pending against the firm/ supplier and the firm has not been blacklisted in the past in any institution of the country.
6. I/we do hereby undertake that before submission of bid I/We have visited/inspected the site and determined the requirement to the best of my/our knowledge. Accordingly, the requirement and the rates have been quoted.
7. I/We agree to abide by all terms and condition laid down in tender document.
8. I/We give the assurance to execute the tendered work as per\ terms and conditions and in exact configuration of the sample submitted on award of work.
9. I/ We financially solvent and sound to execute the tendered work.
10. I/We have sufficient experience to perform the contract to the satisfaction of IGNOU.

Deponent

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

Verified at.....this day of .....

Deponent

(Signature & Seal of Notary)

(To be filled and sent in sealed envelope no. (1))

**FORMAT OF QUOTATION FOR TECHNICAL BID**  
**(Information pertaining to deviation and compliance statement)**

**(A) Chemicals**

S. NO	NAME (Specification)	Required Quantity	Basic minimum technical specification yes or not	Specification/ make/ model, if any offered	Deviation, if any
1	3-acetyl-5-hydroxy methyl-7-hydroxy Coumarin(Sigma.aldrich)	25g			
2	Salicylaldehyde(S.ald)	1kg			
3	O-Vaniline (2-hydroxy-3-methoxy, benzaldehyde)(S.ald)	100g			
4	2-hydroxy-1-naphthaldehyde(S.ald)	25g			
5	Pyridine-2-carboxaldehyde(S.ald)	25g			
6	4-methylthiophene-2-carboxaldehyde(S.ald)	5g			
7	3-Formyl chromone (4H-1-Benzopyran)(S.ald)	5g			
8	3-chloro-4-fluoro propeophenone (S.ald)	25g			
9	Sodium borohydride	100g			
10	Benzaldehyde	100ml			
11	4-Nitro acetophenone(S.ald)	100g			
12	S-(+)-2-amino-1-butanol(S.ald)	10ml			
13	4-chloro acetophenone (S.ald)	100g			
14	Cyclohexanone	1kg			
15	4-methyl pentanone(S.ald)	1kg			
16	Pentanone	1L			
17	Cinnamaldehyde	100g			
18	4-N,N-dimethyl amino benzaldehyde (S.ald)	25g			
19	p-methyl benzaldehyde(S.ald)	1kg			
20	4-fluorobenzaldehyde	50g			
21	Boc-L-Phenyl alanine( <i>N</i> -( <i>tert</i> Butoxycarbonyl) -L-phenylalanine)(S.ald)	10g			
22	L-Z-Leucine(S.ald)	10g			
23	L-Z-isoLeucine(S.ald)	25g			
24	Benzoic acid	100g			
25	Propiolic acid(S.ald)	25g			
26	4,7-dichloro quinoline(S.ald)	100g			
27	1,3-di amino propane (S.ald)	25g			
28	Aniline	100ml			
29	p-chloro aniline(S.ald)	500g			
30	2-amino pyridine (S.ald)	100g			

31	n-octyl amine(1-amino octane)	500g			
32	Cyclohexylamine	1L			
33	4-nitro aniline(ald)(S.ald)	500g			
34	Benzylamine	500g			
35	o-toluidine	500g			
36	p-anisidine (4-amino anisole)(S.ald)	250g			
37	4-(aminomethyl)piperidine(S.ald)	10g			
38	1-(2-aminoethyl) piperidine	10g			
39	Morpholine(tetrahydro-1,4-oxazine)	500ml			
40	4-(2-amino ethyl) morpholine (ald)	100g			
41	Isopropylamine(S.ald)	250 ml			
42	Cyclohexylisocyanide	5g			
43	Benzyl isocyanide	10g			
44	diethyl ether (AR)	1L			
45	Dichloromethane(AR)	1L			
46	Ethanol (AR)	2L			
47	Petroleum ether(AR)	2L			
48	Chloroform(alcohol free)	500ml			
49	Ethyl acetate	1L			
50	acetic acid	500ml			
51	Acetone	2 L			
52	Methanol(AR)	1L			
53	DMSO(AR)	100 ml			
54	Isopropanol	1L			
55	Bromine	4 ampoules			
56	HCL (AR)	1L			
57	Conc.H2SO4(AR)	1L			
58	Toluene	1L			
59	Sodium sulphate	500g			
60	Thiourea	50g			
61	gold(III)chloride(S.ald)	500mg			
62	Platinum (II)chloride(S.ald)	1g			
63	Aceto nitrile	100ml			
64	p-toluenesulfonic acid mono hydrate (S.ald)	100g			
65	Distilled water	20 L			
66	Liquid Paraffin	2.5L			
67	Silica gel	5kg			
68	2,4-dihydroxy benzaldehyde(s.ald)	100g			
69	2,4,6-trihydroxy benzaldehyde(s.ald)-	25g			
70	(2R,3S)-3-(tertiary butoxycarbonyl) amino,1,2 epoxy-4-phenyl butane(S.ald)	50g			
71	Iodine (s.ald)	100g			

72	Lithium hydroxide(s.ald)	100g			
73	EDCI(1-ethyl-3-(dimethylaminopropyl) carbodiimide hydrochloride(S.ald)	5g			
74	TEA(Triethylamine)(S.ald)	500ml			
75	HOBT(Hydroxy benzotriazole.hydrate)	100ml			
76	Ethyl isonipecotate(S.ald)	25g			
77	Ethyl nipecotate(S.ald)	25g			

**(B) Glassware**

Glass Ware List					
S.No.	Item	Quantity	Basic minimum technical specification yes or not	Specification/ make/ model, if any offered	Deviation, if any
1.	Round bottom flask (Borosil) 14ml 25ml 50ml 100ml 250ml 500ml 1000ml	10 Each			
2.	Water condenser (simple) Neck Size B-14 B-19 B-24	5 Each			
3.	Adapters and receiver head (Borosil) B-19 B-24	5 Each			
4.	Glass stoppers B-14 B-19 B-24	10 Each			
5.	Glass Droppers 25 ml	10 Pieces			
6.	Glass Measuring cylinders (Borosil) 10 ml 25 ml 100 ml	2 Each			
7.	Drying (CaCl <sub>2</sub> ) Guard tubes for water condenser Neck Size B-14 B-19 B-24	2 Each			
8.	Glass rods	10			
9.	Glass beakers (Borosil) 25ml 50ml	10 Each			



	100ml 250ml 500ml				
10.	Conical flask(Borosil) 100ml 250ml 500ml	10 Each			
11.	TLC plate (Merc)	5 Packets			
12.	Glass syringe 1ml 2ml 5ml 10 ml	5 Each			
13.	Glass vials	5 Packets			
14.	Mercury cap for distillation head B -14	2 Pieces			
15.	Petry dish	5 Pieces			
16.	Magnetic beads 10 mm	4			
17.	Graduated pipets 5 ml (Subdivision .05) 10 ml (Subdivision 0.1) 25 ml (Subdivision 0.2)	1 Each			
18.	Separating funnel 100 ml (Stopper size 19/20 mm)	2 pieces			
19.	Test tubes with rim 10 ml	200 pieces			
20.	Reagent bottles 25 ml	100 pieces			
21.	Column 1ft length, 10 mm width	1 pieces			

Please give brief description on the technical superiority/inferiority/deviation, if any, of the item to be supplied by tenderer. The specification must be given in clear terms supported by the related documents/literature, if any, duly signed with seal of the firm.

#### **OTHER DETAILS/ DOCUMENTS**

1. Name of the Firm:
2. Address:
3. Workshop/Site Description:
4. Whether the firms ownership is Sole Proprietorship or partnership:
5. Registered Agreement if the firm is Joint Venture/Consortium, as the case may be (to be attached) :
6. Annual turnover :
7. Clientele:
8. PAN/TAN No. (to be attached):
9. Landline/Mobile No.:
10. Authorized Signatory:
11. Copy of ITCC/STC etc (To be attached):
12. An affidavit as per format given at Annexure-I

**Price Schedule (Financial Bid)**

(To be duly filled in and sent in sealed envelope no. (2) - each page must be signed with SEAL of the Tenderer )

**FORMAT OF QUOTATION FOR FINANCIAL BID****(A) Chemicals**

S. NO	NAME (Specification)	CAS NO.	Required Quantity	Rs. Per Unit (in INR)	Tax, if any	Rs. Per Unit (inclusive tax)	Institutional Discount	Net Price
1	3-acetyl-5-hydroxy methyl-7-hydroxy Coumarin(Sigma.aldrich)		25g					
2	Salicylaldehyde(S.ald)		1kg					
3	O-Vaniline (2-hydroxy-3-methoxy, benzaldehyde)(S.ald)		100g					
4	2-hydroxy-1-naphthaldehyde(S.ald)		25g					
5	Pyridine-2-carboxaldehyde(S.ald)		25g					
6	4-methylthiophene-2-carboxaldehyde(S.ald)		5g					
7	3-Formyl chromone (4H-1-Benzopyran)(S.ald)		5g					
8	3-chloro-4-fluoro propephenone (S.ald)		25g					
9	Sodium borohydride		100g					
10	Benzaldehyde		100ml					
11	4-Nitro acetophenone(S.ald)		100g					
12	S-(+)-2-amino-1-butanol(S.ald)		10ml					
13	4-chloro acetophenone (S.ald)		100g					
14	Cyclohexanone		1kg					
15	4-methyl pentanone(S.ald)		1kg					
16	Pentanone		1L					
17	Cinnamaldehyde		100g					
18	4-N,N-dimethyl amino benzaldehyde (S.ald)		25g					
19	p-methyl benzaldehyde(S.ald)		1kg					
20	4-fluorobenzaldehyde		50g					
21	Boc-L-Phenyl alanine( <i>N</i> -( <i>tert</i> Butoxycarbonyl) -L-phenylalanine)(S.ald)		10g					
22	L-Z-Leucine(S.ald)		10g					
23	L-Z-isoLeucine(S.ald)		25g					
24	Benzoic acid		100g					
25	Propiolic acid(S.ald)		25g					
26	4,7-dichloro quinoline(S.ald)		100g					

27	1,3-di amino propane (S.ald)		25g					
28	Aniline		100ml					
29	p-chloro aniline(S.ald)		500g					
30	2-amino pyridine (S.ald)		100g					
31	n-octyl amine(1-amino octane)		500g					
32	Cyclohexylamine		1L					
33	4-nitro aniline(ald)(S.ald)		500g					
34	Benzylamine		500g					
35	o-toluidine		500g					
36	p-anisidine (4-amino anisole)(S.ald)		250g					
37	4-(aminomethyl)piperidine(S.ald)		10g					
38	1-(2-aminoethyl) piperidine		10g					
39	Morpholine(tetrahydro-1,4-oxazine)		500ml					
40	4-(2-amino ethyl) morpholine (ald)		100g					
41	Isopropylamine(S.ald)		250 ml					
42	Cyclohexylisocyanide		5g					
43	Benzyl isocyanide		10g					
44	diethyl ether (AR)		1L					
45	Dichloromethane(AR)		1L					
46	Ethanol (AR)		2L					
47	Petroleum ether(AR)		2L					
48	Chloroform(alcohol free)		500ml					
49	Ethyl acetate		1L					
50	acetic acid		500ml					
51	Acetone		2L					
52	Methanol(AR)		1L					
53	DMSO(AR)		100 ml					
54	Isopropanol		1L					
55	Bromine		4 ampoules					
56	HCL (AR)		1L					
57	Conc.H2SO4(AR)		1L					
58	Toluene		1L					
59	Sodium sulphate		500g					
60	Thiourea		50g					
61	gold(III)chloride(S.ald)		500mg					
62	Platinum (II)chloride(S.ald)		1g					
63	Aceto nitrile		100ml					
64	p-toluenesulfonic acid mono hydrate (S.ald)		100g					
65	Distilled water		20 L					

66	Liquid Paraffin		2.5L				
67	Silica gel		5kg				
68	2,4-dihydroxy benzaldehyde(s.ald)		100g				
69	2,4,6-trihydroxy benzaldehyde(s.ald)-		25g				
70	(2R,3S)-3-(tertiary butoxycarbonyl) amino,1,2 epoxy-4-phenyl butane(S.ald)		50g				
71	Iodine (s.ald)		100g				
72	Lithium hydroxide(s.ald)		100g				
73	EDCI(1-ethyl-3-(dimethylaminopropyl) carbodiimide hydrochloride(S.ald)		5g				
74	TEA(Triethylamine)(S.ald)		500ml				
75	HOBT(Hydroxy benzotriazole.hydrate)		100ml				
76	Ethyl isonipecotate(S.ald)		25g				
77	Ethyl nipecotate(S.ald)		25g				

(B) Glassware

Glass Ware List							
S.No.	Item	Quantity	Rs. Per Unit (in INR)	Tax, if any	Rs. Per Unit (inclusive tax)	Institutional Discount	Net Price
1.	Round bottom flask (Borosil) 14ml 25ml 50ml 100ml 250ml 500ml 1000ml	10 Each					
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3.	Adapters and receiver head (Borosil) B-19 B-24	5 Each					
4.	Glass stoppers B-14 B-19 B-24	10 Each					
5.	Glass Droppers 25 ml	10 Pieces					
6.	Glass Measuring cylinders (Borosil) 10 ml	2 Each					

	25 ml 100 ml						
7.	Drying (CaCl <sub>2</sub> ) Guard tubes for water condenser Neck Size B-14 B-19 B-24	2 Each					
8.	Glass rods	10					
9.	Glass beakers (Borosil) 25ml 50ml 100ml 250ml 500ml	10 Each					
10.	Conical flask(Borosil) 100ml 250ml 500ml	10 Each					
11.	TLC plate (Merc)	5 Packets					
12.	Glass syringe 1ml 2ml 5ml 10 ml	5 Each					
13.	Glass vials	5 Packets					
14.	Mercury cap for distillation head B -14	2 Pieces					
15.	Petry dish	5 Pieces					
16.	Magnetic beads 10 mm	4					
17.	Graduated pipets 5 ml (Subdivision .05) 10 ml (Subdivision 0.1) 25 ml (Subdivision 0.2)	1 Each					
18.	Separating funnel 100 ml (Stopper size 19/20 mm)	2 pieces					
19.	Test tubes with rim 10 ml	200 pieces					
20.	Reagent bottles 25 ml	100 pieces					
21.	Column 1ft length, 10 mm width	1 pieces					

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures) – within the period specified in the Invitation for Quotations/ bid document on terms and conditions agreed to therein.

**Other Forms and Formats for submission**

(To be duly filled in and sent in sealed envelope no. (1) –Technical Bid)

**EARNEST MONEY DEPOSIT AND TENDER FEE DETAILS**

Name of the Company\_\_\_\_\_

Tender Fee Amount: Rs.\_\_\_\_\_ (in figures)

(Rupees \_\_\_\_\_ in words)

Total EMD Amount: Rs.\_\_\_\_\_ (in figures)

(Rupees \_\_\_\_\_ in words)

Details of each Demand Draft:

Description	Amount	Name of the Bank	DD No.	Date
Tender Fee				
EMD				

**BANK GUARANTEE PROFORMA**

1. In consideration for the Vice-chancellor, Indira Gandhi National Open University (hereinafter called the IGNOU) having agreed to exempt ..... (hereinafter called “ the said contractor(s)” from the demand, under the terms and conditions of an Agreement dated ..... made between..... and ..... of **EMD/Performance Security** for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. .... (Rupees.....) (indicated the name of the bank) at the request of ..... contractor(s) do hereby undertake to pay to the IGNOU an amount not exceeding Rs. .... Against any loss or damage caused to or suffered would be caused to or suffered by the IGNOU by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said agreement.

2. **We ..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely or a demand from the IGNOU stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IGNOU by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement.. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs.....**

3. We undertake to pay the IGNOU any money so demanded not withstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal.

4. The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

5. We, ..... Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement/ validity of the offer and that it shall continue to be enforceable till all the dues of the IGNOU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ..... that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the ..... Guarantee thereafter.

6. We ..... further agree with the IGNOU that the IGNOU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IGNOU against the said contractor(s) and the forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of the IGNOU or any indulgence by the IGNOU to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs. .... And shall remain in force until ..... Unless acclaim or suit under this

guarantee is filled with us on before..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.

8. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

9. We ..... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IGNOU in writing.

Dated the ..... date of .....2014

For .....  
(indicate the name of bank)

Signature .....

Name of the Officer .....  
(in block capitals)

Designation of .....

Code no. ....

Name of the Bank & Branch.....

[To be counter signed by the branch bank of the indenter]



**CHECK – LIST**

1. Please check that you have submitted the Tender Fee and Earnest Money as per the schedule and enclosed them in Envelope ‘A’ of the tender.
2. Please check whether you have studied the detailed conditions regarding the submission of Performance Security Deposit.
3. Please check that the tender and tender documents have been signed by appropriate authority.
4. Please check that you have super subscribed the envelope as per Terms and Conditions of tender indicating the correct address of the addressee.
5. Please check that you have enclosed the performance statement regarding similar work undertaken in the past.
6. Please check that your tender is valid for the period as asked for.
7. Please check that you have furnished statement of Deviation, if any.
8. Please check the delivery Period correctly and precisely.
9. Please check the eligibility criteria for the Tender.

\* \* \* \* \*