



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

Shahbad Daultapur, Bawana Road, Delhi – 110042



F.No.211/01-32/21-22/SP

Dated:07.06.2025

## NOTICE INVITING TENDER

E-tender under two bids system (technical bid and financial bid) from manufacturers or authorized dealers of OEM only are invited for empanelment of suppliers for supply of Chemicals, Glassware, Plastic Wares, and Crucible/Boatson an **Annual Rate Contract** basis for one year from the date of award of contract and extendable by up to three years as detailed below and as per terms and conditions are given in the tender document.

### **Bid Schedule**

Date of start and downloading tender	07/06/2025 at 05:00 PM
Last date and submission of tender	30/06/2025 at 02:30 PM
EMD	Rs.10,000/-
Date and Time of Opening Bid	30/06/2025 at 03:00 PM
Designation of the Authorized Officer and Address of Communication	OFFICER IN-CHARGE (Purchase) Delhi Technological University Shahbad Daultapur, Bawana Road, New Delhi- 110042

The E-tender should be uploaded latest by at 30/06/2025 at 02:30 PM The tender (opening of Technical bids) will be opened on the same date at 3:00 PM. by the Tender Opening Committee in the presence of the bidders who wish to be present at the time of opening of bids. Interested firms may download the documents from the website of Govt. of NCT Delhi. EMD amount of **Rs. 10,000 /- in form of the FDR/DD drawn in favor of Registrar, Delhi Technological University, Delhi**. EMD may be submitted in the tender box placed in the Office of OFFICER IN-CHARGE (Purchase Section), Delhi Technological University, Delhi on or before the last date and time of submitting the e-tender. **After closing the e-tender no EMD would be accepted.**

**Note:- Technical Bids with incomplete documentation & details, and Manual/hard copy bids shall be rejected summarily.**

**Officer In-charge (Purchase)  
Delhi Technological University**



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## Eligibility Criteria

1. The bid will be accepted only by **manufacturers (OEM)** of branded items. If they are not in a position to quote, they authorize exclusive agent who may quote along with authorization. Failing which the bid will be summarily rejected.
2. The Bidder must not be blacklisted/suspended or any service-related dispute with any organization/ Govt. Organization in India or outside.
3. The Bidder should have 2 or more Rate Contracts with the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs/NIT Labs / Central Universities / DRDO /CFTI/ Govt. Organization in the past three years for similar items. Copies of such rate contracts must be enclosed with the Offer.
4. The Bidder should have an annual business turnover of Rupees 10 Lakhs or more for the last **3 financial years** (2022-23, 2023-24 & 2024-25), and shall enclose the audited CA certificate for proof of the same.
5. Copy of the PAN card / GST of the firm.
6. GST Return copy of fourth quarter for last three financial years from the date of opening of the tender bid.
7. The bidders should have to give an undertaking regarding the fall clause to the Registrar, Delhi Technological University, Delhi.
8. All Annexure duly filled & signed by vendor/ OEM.



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The details of the tender, items, and their technical specification are as under:-

Category	OEM
Laboratory Chemicals	Sigma Aldrich, Thermo Fisher, Bio-Rad, B.D. Biosciences, Loba, CDH, SRL, Alpha-Aesar, S.D. Fine, Bangalore Genei, Medox, Genex, Across organic, Avra Synthesis, Chemscene, Chemsworth, Thoms Baker, TCI, Himedia, Rankem, VWR
Glasswares and Misc.	Borosil, Corning, Dewsil, Perfit, Abdos, VWR, Jaisbo, Thermo Fisher
Plasticware	Tarson, Polylab, Thermo Fisher
Crucibles/Boat (Silica, Alumina, Quartz)	Ant-Ceramics

**Note:- The firms mentioned in the list are advised to quote the percentage discount on their prevailing list price/catalog price for various items in Financial Bid Envelopes.**

**1. Bid Submission:-**

“Technical Bid” shall be submitted as per Annex-I (i-vi)

**2. OPENING OF FINANCIAL BID AND EVALUATION:-** Financial bids of the eligible bidder will be opened. The lowest financial bid with respect to each item will be considered for the award of work.

**3. Hon’ble Vice-Chancellor** reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/ paid by the university to the bidder(s).

**4.** The tenders received after the due date and time shall be summarily rejected. Similarly, if the bid proposes any alternation in or additions to the prescribed form of tender or declines to carry out any work of the tender document or any conditions mentioned etc., his/her tender is liable to be rejected.

**5. AMENDMENT OF TENDER DOCUMENT:-** Before the deadline for submission of tender, the University may modify the tender document by issuing an



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addendum/corrigendum.

6. Any addendum/ corrigendum thus issued shall be a part of the tender document and shall be uploaded on the DTU website and NCT portal <https://eprocure.delhi.gov.in>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.
7. **ARBITRATION AND SETTLEMENT OF DISPUTES:-** In the event of any question, dispute, or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to a sole arbitrator of the University or any other person as approved by Hon'ble Vice-Chancellor, DTU. There will be no objection to any such appointment on the ground that the arbitrator is an employee of the University that he/ she has to deal with the matter to which the agreement relates or that in the course of his/ her duties as the University Employee, he/ she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. The arbitrator may from time to time with the consent of the parties change the time for making and publishing the award. Subject to the India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration.



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## TERMS AND CONDITIONS

1. Bids will be accepted only from manufacturers or they may authorize any reseller/distributor against said tender, who may quote along with authorization valid as on the date of submission of bids. Authorized resellers/distributors quoting for the supply should attach authorization from the manufacturers, failing which the quotation will be summarily rejected.
2. The Rate Contract will be valid for a minimum period of one year. The Prices offered shall be valid for one year from the date of award of the Contract, and the agency/firm has to supply the chemicals with the same discount rate throughout the contract period irrespective of changes in price schedules. There will be no additional charges for Delivery. The Delivery will be FOR on Free of Cost basis. **The companies which cannot provide validity of rates for One Year and price list need not apply.**
3. The period of the rate contract will be for one year. However, in special cases, the Hon'ble Vice-Chancellor reserves the right to extend or curtail the period of the Rate Contract. The Rate Contract may be further extended for a period of up to three years on the same terms and conditions subject to satisfactory performance and mutual agreement for the same.
  - a. In case of extension, the rate contract will be extended at the prevailing price list/catalog of the OEM for that financial year.
  - b. The university shall obtain the catalogs/price lists from all the OEMs by every year during the rate contract. The university may determine a common date from which all the price lists of a given year shall be applicable/implemented.
4. The Bids should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered.
5. There shall be no change in price structure during the currency of the contract except the statutory levies which are made applicable by the Govt. through notifications and regulations. However, the Bidder will pass on the advantage in case of downward price movement during the Contract period.
6. Prices charged for the stores supplied under Rate Contract should under no event be higher than the lowest prices at which the party sells the items to any other organization during the



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period of contract.

7. The rate contract will be guided by the “**Fall Clause**”.  
“if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from the date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.”
8. Delivery with in 25 days for **Indigenous Product** and 30-45 days for **Imported Product** of receipt of the Purchase Order either directly or through the dealer. (**No deviation will be accepted in this regard**). Earlier delivery by the supplier is preferred. If the ordered material is not supplied in the above-mentioned period, then the Delhi Technological University reserves the right to cancel the order/not accepts the ordered materials.
9. If the supplier fails to deliver the material within the delivery period as specified, Delhi Technological University may procure goods or services similar to those undelivered upon such terms and in such manner, as it deems appropriate from any other firm and the supplier will be liable to the purchase for any excess cost. The supplier will be liable to Delhi Technological University for any excess costs incurred for the procurement of goods or services not delivered in time.
10. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same is to be replaced by the supplier at their cost within the stipulated period, failing which the Rate Contract of the firm may be canceled. Delayed supply/non- compliance of complete order may also lead to cancellation of Contract.
11. **LIQUIDATED DAMAGES:** The date of delivery should be strictly adhered to; otherwise the Delhi Technological University reserves the right not to accept the delivery in part or full. The liquidated damages **@0.5% per week subject to a maximum of 5% of the value of the order can be imposed.**
12. **Warranty –** The Tenderer shall be fully responsible for the manufacturer warranty in respect of the quality and workmanship of the materials covered in the Rate Contract. In case of any



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- defects found at the time of use, the supplier will provide a free replacement or refund the amount charged for that item.
13. Relevant Certificates for purpose of availing Custom Duty and GST exemption in terms of DSIR notification TU/V/RG-CDE(1222)/2018 dated 14.09.2018, as amended from time to time may be applicable.
  14. Delhi Technological University is entitled to place orders up to the last day of the validity of the rate contract and, though supplies against such purchase orders will be affected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
  15. Rates must be quoted in Indian Rupee only and no revision of rates is allowed after the tenders have been opened.
  16. The Firm is required to link Delhi Technological University specifications with catalogs & leaflets / literature for each item. Details features, for compliance of specification, should be provided on specification sheet & appropriate reference i.e. page no. & Para of literature, leaflets wherefrom the relevant information has been checked, should be indicated.
  17. **EARNEST MONEY:** - Each tender must be accompanied by the required earnest money of Rs. 10,000 /- in the form of FDR/DD only. (duly pledged to REGISTRAR, Delhi Technological University, Delhi} valid for six month of a nationalized bank. This amount shall be refunded in the event of rejection of the tender. If the Tenderer after acceptance of the tender refuses to take up the Purchase Order, this Earnest Money will be forfeited. Any tender received without/ less Earnest Money deposit shall be summarily rejected. EMD should be attached with the technical bid.
  18. **Payment of Performance Guarantee:-** The successful Tenderer shall furnish a bank guarantee/FDR of the Rs. 50,000 /-for a period of 14 months from a nationalized bank to ensure the satisfactory performance of the services. The performance guarantee is to be submitted at the time of supply of chemicals, glassware, plastic wares, and crucible/boats. In case the performance of the supplied items is not found satisfactory, the amount of the bank guarantee will be forfeited & credited to the university account.
  19. **Notices:-** For all notices and any clarification about the technical aspect of the proposal, the following shall be the address of the Officer In-Charge (Purchase), Delhi Technological



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University, Bawana Road, Shahbad Daulatpur Delhi- 110042.

20. DTU is exempted from paying customs duty under notification No.5 1 / 96 and a necessary "Custom Duty Exemption Certificate" can be issued after providing the following information and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, (no certificate will be issued to the third party): The procured product should be used for teaching, scientific and research work only.
  - a. Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists).
  - b. Forwarder details i.e. Name, Contact No., etc.
21. Vice-Chancellor, DTU, Delhi reserves the right to enter into parallel Rate Contract for similar items any time during the period of Rate Contract with one or more parties.
22. The Rate Contract can be terminated at any time by giving one month's notice by either party.
23. Enlistment under Rate Contract with this Institute does not ensure the business of any quantum, whatsoever.
24. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

**Officer In-charge (Purchase)**  
**Delhi Technological University**



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## Annexure-I

### Technical Bid

1. Name of the company:-
2. Address:-
3. Mobile /Tele no./Fax No.:-
4. E-mail:-
5. Contact person Name and Mobile Number:-
6. The number of years of experience in the supply of Chemical for educational/research institutions:-
7. Total value per year of Business during the last three years:-

(Please attach GST for the fourth quarter of the last three years from the date of opening of tender bid).

8. Technical details as per given under specification: Technical Specifications for supply of Laboratory Chemicals.

Sl. No.	Name of the Item	Specification	Remarks

9. Warranty or Guarantee Period:-



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## CHECKLIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID.

### Compulsory documents

Sl. No.	Particulars of documents	Remarks
1.	Covering letter, as per Annexure 1 (i) of Tender Document, duly signed.	
2.	UNDERTAKING / Application Form, as per annexure I(ii) of Tender Document, duly signed.	
3.	Proof of EMD/ (mention amount with instrument number and date)	
4.	Proof of PAN Card .	
5.	A printed copy of the current Catalogue.	
6.	The bidders must submit an undertaking on the firm's letterhead confirming that they have not been blacklisted by any government department or government autonomous body, as stated in Annexure 1(iii).	
7.	Proof GST registration and GST copy of fourth quarter for last three financial years from the date of opening of the tender bid.	
8.	Proof of Government organization/ department where the bidder has executed similar supplies, as per annexure 1(iv)	
9.	Declaration / Undertaking by the O.E.M on company letter pad/ head, as per annexure 1(v)	
10	Authorization Certificate from Original Equipment Manufacturer (OEM) or their Distributor to quote/ sell the product, in case the Bidder is not the OEM. Annexure 1(vi)	

**Note:- All copies of the above documents should be paginated/ duly signed, and stamped by the Tenderer / bidders before submission.**

Signature of Tenderer:

Name:

Name of firm:

Telephone No:



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## Annexure 1 (i)

### Covering Letter

To,

The Registrar,  
Delhi Technological University  
Bawana Road, Delhi-110042.

We, the undersigned (hereinafter called as manufacturer/ authorized dealer) hereby offer to execute the supply of items as per the specification given against which we have quoted rates and for which this tender may be accepted at the rates stated therein and subject to the terms and conditions set forth for such items as may be ordered by the REGISTRAR, DELHI TECHNOLOGICAL UNIVERSITY or officer acting on his behalf

Date this \_\_\_\_\_ Day of \_\_\_\_\_  
Signature of bidders \_\_\_\_\_  
Address \_\_\_\_\_



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## Annexure 1(ii)

### APPLICATION FORM / UNDERTAKING

{To be submitted along with technical bid}

TENDER No.:- \_\_\_\_\_

1. File Reference Number:-
2. Particulars of the Items:-  
(Laboratory Chemicals/Glasswares/Plasticwares/Miscellaneous)
3. Name of the OEM:-
4. Address of OEM:-  
  
Telephone Numbers Office:-
5. Name (s) of the Bidder:-  
Telephone  
Address
6. GST No. is taken (Please attached copy)
7. PAN of Dealer:-
8. Details of EMD:-  
(to be deposited in the form of DD/PBG/FDR):-  
  
Bank details:-

Undertaking by the Bidder:-

I/we undertake to abide by the terms and conditions provided with the tender documents.

Signature

( )

NAME IN BLOCKLETTERS

Dated:-

Stamp of the firm

\_\_\_\_\_



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## Annexure 1(iii)

### Undertaking (on Letter Head)

I/we here by undertake that my/our firm has not been blacklisted by any Government Department /Government Autonomous body.

Signature of Authorized Signatory

Date \_\_\_\_\_

Address \_\_\_\_\_



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**Annexure 1(iv)**

**List of Govt. Organization/ Dept.**

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)*			
Name of the organization	Particulars of PO / Work Order (Laboratory Chemicals/Glassware /Plasticwares/Miscellaneous) *	Name of Contact Person	Contact No.

**\*Copies of POs / Work Orders to be enclosed.**

Signature of Bidder

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_



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## Annexure-1(V)

### Declaration from OEM Company Letter/Pad

- We hereby declare that all the particulars given in this application are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked for by DTU, Delhi. We understand that information provided by us will serve as Pre- Qualification Criteria for enlistment on ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract, our contract may be canceled and all our claims may be forfeited by DTU, Delhi. We have read and understood all the terms and conditions of the ANNUAL RATE CONTRACT and we fully agree to it.
- We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of the happening of such a situation, we will be bound to refund the difference and our enlistment may be canceled at the discretion of DTU, Delhi
- We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/ other charges, Terms of Payment, and also the name/s of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor/supplier if a request/ complaint is received from your end with regard to this effect due to any reason.
- We also undertake that the price list/ Catalogue supplied to DTU are the only one in circulation.

Date: Place

Signature: Name: Designation:

Seal of the firm



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**Annexure 1(vi)**

**Authorization letter from OEM to Dealer for bidding**



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## Preforma for Financial bid( To be filled online)

Tender Inviting Authority Name of

Work: \_\_\_\_\_

Contract No. Tender

Id: \_\_\_\_\_

Particulars of vendor / OEM :

\_\_\_\_\_

(To be submitted on letter head)

Percentage of discount offered on Catalogue Prices (Both in figure and words)		
S. No	Brand	% discount

Add tab

Signature of the Bidder

(Name & Address with Stamp)