Dr Y S Parmar University of Horticulture & Forestry, Nauni, Solan-173230 (HP)
"Office of the Comptroller"

Ph.01792-252336

email:comptrolleruhf@gmail.com

TENDER NOTICE

Sealed tenders on the www.uhfac.in/tender prescribed form to be downloaded from the university website [illegible] superscribed as **"Tender for Chemicals, Glassware, Plasticware, Miscellaneous Lab & Field Items (except Equipment & Instruments) for the 2026-27 valid up to 31.07.2027"** on the cover along with a **tender fee of Rs. 5,000/-** in the shape of a demand draft in the name of the undersigned drawn on the State Bank of India, UH&F, Nauni (IFSC code: SBIN0050279) or UCO Bank, Nauni (IFSC Code: UCBA0000969) and **earnest money of Rs. 25,000/-** in the shape of an FDR pledged in favour of the undersigned, are invited for the supply of Laboratory Chemicals, Glassware, Plasticware & Miscellaneous Lab & Field items (except Equipment & Instruments) for a period of one year on a rate contract basis as per the schedule given hereunder:

- **Last date for receipt of sealed tenders:** Upto 04.00 PM on 10.08.2026
- **Date of opening of tenders:** 11.30 AM on 12.08.2026

The tenders will be opened in the presence of representatives of the firms who may choose to be present.

Comptroller

Comptroller
Dr Y S Parmar University of Horticulture and Forestry,
Nauni (Solan)

ANNEXURE-A:

1. Technical Bid Envelope

The Technical Bid envelope must contain the following documents failing which the bid will be summarily rejected:

1. **Tender Conditions:** Annexure-"B" duly signed and stamped by the authorized signatory of the firm/party on every page as a token of acceptance.
2. **Statutory Registrations:** Valid GST Registration Certificate and PAN Card copy.
3. **Tender Fees & EMD:** Demand Draft for the Tender Fee (Rs. 5,000/-) and FDR for the Earnest Money Deposit (Rs. 25,000/-) as prescribed.
4. **.Manufacturer Authorization:** Specific authorization letter from the manufacturer (for authorized dealers/stockists) addressed to the Comptroller, Dr Y S Parmar UH&F, Nauni, Solan (HP).
5. **Certificates:**
    - Self-attested undertaking regarding identical/lowest rates across State Govt./Govt. Institutions.
    - Non-Blacklisting Certificate on the firm's letterhead

2. Financial Bid Envelope:

- Audited **Balance Sheets** for the previous 3 financial years (FY 2023-24, 2024-25, and 2025-26).
- Audited **Profit & Loss (P&L) Accounts** for the previous 3 financial years, explicitly reflecting the annual financial turnover of the firm.
- Copies of **Income Tax Returns (ITR)** filed for the last 3 financial years.

ANNEXURE-B:

Terms & Conditions

1. **Validity:** The approved rates will be converted into a rate contract valid upto 31.07.2027. No price increase will be allowed during the currency of the rate contract.
2. **Separate Applications:** Tenderers are required to use separate tender forms for quoting rates for Chemicals, Glassware, Plasticware, and Miscellaneous Lab & Field Items, as the case may be.
3. **Fees & Deposits:** Each tender must be accompanied by a non-refundable Bank Draft of Rs. 5,000/- as a tender fee in the name of Comptroller, UH&F, Nauni, Solan (HP).
4. **Earnest Money:** An Earnest Money Deposit (EMD) of Rs. 25,000/- shall be furnished alongwith the tender in the form of an **Account Payee Demand Draft, a duly Fixed** Deposit Receipt (FDR from a scheduled commercial bank in the name of Comptroller, UH&F, Nauni, Solan (HP). The EMD of unsuccessful tenderer(s) shall be returned to them at the earliest after the expiry of final validity period of the tender as stipulated in the tender documents and the earnest money of successful, tenderer shall remain in the custody of Procuring Department till the entire supply of goods has been made by the contractor/firm to the best of satisfaction of Procuring Department, provided that the Procuring Department may retain the EMD of the contractor/firm supplying goods till further period depending upon the nature of contract.
5. **Price Lists:** Firms must supply a sealed and signed copy of the official price list for which they have quoted discounts. Tenders received without the requisite price list(s) will not be considered. Successful tenderers will provide thirty (30) signed copies of the price list to this office for distribution to Indenting Offices.
6. **Authorization:** Authorized dealers/stockists must submit a manufacturer-specific authorization certificate addressed to the Comptroller, UH&F, Nauni, Solan (HP) authorizing them to supply to the university.
7. **Rate Reasonability Clause:** The tender must include a self-attested undertaking stating that the rates/discounts quoted are identical to or better than those offered to any other State Government/Govt. Institution in the country. If higher discounts are found to be given to others, it will constitute a breach of contract. The University reserves the right to levy a penalty and blacklist the firm for a period of not less than three years.
8. **Financial Turn-Over Criteria (New):** The bidding firm/manufacturer must possess a sound financial standing. Submission of audited Balance Sheets and Profit & Loss accounts for the last 3 consecutive financial years is mandatory to evaluate the commercial viability of the vendor.
9. **Delivery Terms:** Supplies must be delivered **FOR Destination** at the main campus (Nauni) as well as various Research Stations & KVKs located across all districts of Himachal Pradesh.
10. **Delivery Timeline:** Supplies must be completed within **one month (30 days)** from the date of issuance of the supply order by individual Indenting Officers. For urgent requirements, the firm must endeavor to fulfill demands strictly on time.
11. **Payment Terms:** No advance payment will be allowed. Payments will be released within one month from the date of receipt of satisfactory supplies duly verified and certified by the departmental committee.

12. **Completeness of Tender:** No tender will be considered unless all documents are properly signed and stamped.
13. **Default & Distress Purchase:** In case of failure to execute ordered items or violation of terms, the University is at liberty to cancel the order and make a **distress purchase** from alternative sources at the risk and cost of the rate contract firm. The University also reserves the right to forfeit the Earnest Money Deposit (EMD).
14. **Release of EMD:** The EMD of the successful firm will be released three months after the expiry of the contract, subject to satisfactory completion of the rate contract and receipt of no-dues/satisfactory performance certificates from university departments/outstations.
15. **Holidays:** In case the date of receipt/opening of tenders is declared a public holiday, the tenders will be received/opened on the next working day at the same time.
16. **Rejection & Annulment:** The University reserves the right to reject any or all tenders due to discrepancies. The University is at liberty to annul the rate contract of one or all firms at any time without assigning any reason. The decision of the Hon'ble Vice-Chancellor of the University shall be final and binding.
17. **Taxes:** All taxes/GST will be paid extra as applicable per Government rules and norms.
18. **Jurisdiction:** All disputes concerning this tender shall be subject to the exclusive jurisdiction of courts in **Solan, Himachal Pradesh** only.
19. **Product Quality & Shelf Life (New):** All laboratory chemicals and items supplied must be of genuine make, fresh batch, and possess maximum remaining shelf life at the time of delivery. Substandard or expired items will be rejected at the supplier's expense.

Read and Accepted

(Authorized Signature with Seal of the Firm)

Name of the Tenderer: ______________________

Contact No: ______________________________

Email Address: ___________________________