



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in

Ref. No.: GUG/P&S/2025/31

Dated: 04/04/2025

Notice Inviting Quotations

Sealed quotations are invited from reputed Suppliers/Vendors/Manufacturer for the supply of **Plasticware/Miscellaneous items for Laboratory use in the Bioscience Department** as per specifications mentioned at Annexure-II. Interested bidders are requested to submit their quotations, duly specifying the rates for each item as per the prescribed format as mentioned in Annexure-II. Retailers possessing the documents as specified in the Annexure-I are eligible to participate in this NIQ.

The Sealed quotation should be addressed to the Purchase & Store Branch, Gurugram University, Gurugram, Sector 51, Gurugram and must reach the office no later than 15/04/2025 upto 4:00 PM duly subscribing on the envelop about **QUOTATION FOR PLASTICWARE/MISCELLANEOUS ITEMS.**

Terms & Conditions;

- General Terms & Conditions** :The following charges and terms may be spelt out in your offer clearly:
 - F.O.R
 - Rates of GST/VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'.
 - Payment terms.
 - Delivery period.
 - Guarantee/ Warranty period.
 - Installation charges, if any.
 - Validity period of the quotation.
 - Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.
- The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against vague statement such as "**packing, forwarding, freight and insurance charges etc, extra**",
- Charges not mentioned in the quotation shall not be paid.
- Payment will be made to the firm through NEFT/RTGS/DD/Cheque, after the satisfactory report from the department.

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5. FOR shall be office Gurugram University, Gurugram, Haryana or Offices situated at Outstations as the case may be. The rates quoted Ex- Godown/at any place beyond Gurugram University premises can be rejected.
6. The offer must be valid for a period of at-least three months from the date of opening of quotation/tender.
7. Quantity may increase or decrease without any notice.
8. **Suppliers/Vendors/Manufacturer has to deposit an EMD of Rs. 6000/- in favor of Registrar, Gurugram University, Gurugram** The EMD must be submitted along with the bid.
9. The intending bidder has to submit photocopy of the following credentials alongwith quotation document:
 - a. Permanent Account Number (PAN)
 - b. Goods and Services Tax (GST) Status of bidder
10. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.
11. The University is situated at Gurugram. In case, the material is supplied through a transport company by road, the transport company charges, labor charges and octroi charges are to borne by the supplier.
12. The goods shall be supplied by the Supplier within 15 days from the date of receipt of Purchase order. In case, the material is not supplied within the delivery period, the order can be cancelled by the University and liable action may be initiated against firm. Appeal against these orders shall, however, lie with the Vice-Chancellor, **Gurugram University, Gurugram (Haryana)** whose decision shall be final.
13. In case, the supplier / contractor fails to execute the supply order / contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as **blacklisting, debarring from having any business with this University, forfeiture of earnest money/security**, besides any other action as may be deemed proper by the University.
14. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
15. The acceptance of the quotation /tender shall rest with the University who **reserves** the right to reject any or all quotation/tender without assigning any reason thereof. The University has also reserved the right to accept quotation / tender in part or place the purchase order to one, two or more firms on the basis of various reasons as deemed fit by the Committee / University.
16. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/ State Govt. Dept./University/PSU etc. If so,

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- particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
17. The dispute, if any, shall be subject to the jurisdiction of Courts at Gurugram. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/ distributors/ dealers/ suppliers etc. shall be invalid and shall have no legal sanctity.
 18. Terms and conditions printed on Quotation/ Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
 19. The material should be of good quality and environment friendly. Moreover, supplied Goods should be unused and new.
 20. Corrigendum, if any would be published online on the University website.
 21. The committee may negotiate the rates with Suppliers/Vendors/Manufacturer. If the agency/supplier, after submission of quotation and the acceptance of the same, fails to abide by the Terms and Conditions of the NIQ or fails to complete the work within the specified time or at any time repudiates the contract, the authority will have the right to forfeit the EMD, if any. The authority shall also debar it from participation in further tenders, can initiate action to recover the liquidated damage and consider black-listing of firm. For all purposes, the work order accepted by the bidder and issued by the authority will be considered as the formal contract.
 22. In order to adoption of the digitalization process in the University, the Successful firm / bidder has to supply the details i.e. Bank Account No., IFSC code, Name of the Bank, PAN/ TAN/ GST Number so that the payment may be credited in the bank account mentioned by the firm.


**Deputy Registrar
Purchase & Store**





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Annexure-I

Check List

Sr.No	Description	Remarks
1.	Name of the Firm	
2.	Address with Contact number, Email of the firm	
3.	PAN Number., GST Details Attach copy of Pan card & GST Certificate	
4.	EMD Submission Details	

I/We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

Signature
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Annexure-II

Plasticware / Miscellaneous items for Bio-Science Department of GUG

S.No	Item Name	Quantity	Unit Rate with GST	Amount with GST
1	Wash Bottle 250ml Plastic	20 Piece		
2	Wash Bottle 500ml Plastic	20 Piece		
3	Wide Mouth Bottle 250ml Plastic	20 Piece		
4	Wide Mouth Bottle 500ml Plastic	20 Piece		
5	Carboy with Stopcock	1 Piece		
6	Beaker 250ml Plastic	20 Piece		
7	Beaker 500ml Plastic	20 Piece		
8	Pasteur Pipette Plastic	100 Piece		
9	Handypette Pipette 2ml	4 Piece		
10	Pipette Stand Vertical	2 Piece		
11	Micro Pipette Stand	1 Piece		
12	Micro pipette 0.5-10uL	1 Piece		
13	Micro pipette 20-200uL	1 Piece		
14	Micro pipette 100-1000uL	1 Piece		
15	Micro pipette 1000-5000 uL	1 Piece		
16	MICRO Tip Box (0.2-10uL)	pack of 10		
17	MICRO Tip Box (2-200uL)	pack of 10		
18	MICRO Tip Box (200-1000uL)	pack of 10		
19	Micro Tip 10UL	2 pack		
20	Micro Tip 200 UL	2 pack		
21	Micro Tip 1000 UL	2 pack		
22	Micro Centrifuge tube 0.5ml	2 Pack		
23	Micro Centrifuge tube 1.5ml	2 Pack		
24	Micro Centrifuge tube 2.0 ml	2 Pack		
25	Reversible Rack for Microtube	Pack of 4 pc		

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26	Aluminium Foil	1 Kg x 5		
27	Tissue Roll	100 Piece		
28	Scissor	5 Piece		
29	Forcep	10 Piece		
30	Labelling Tape	5 Roll		
31	Marker	Pack of 4 pc		
32	Cryo Babies	2 Pack		
33	Tough Tags	2 Pack		
34	Petri Seal	1 Roll		
35	Parafilm	2 Roll		
36	Parafilm Dispenser	1 Piece		
37	Centrifuge tube Sterile 15ml	1 Box		
38	Centrifuge tube Sterile 50 ml	1 box		
39	Kim wipes	5 Pack		
40	Nitrile Gloves Medium Size	10 Packets		
41	Silicon Hand Protector	1 Piece		
42	Sample Container 100ml	1 Pack		
43	Centrifuge tube Box 15ml	1 pack of 4 pc		
44	Centrifuge tube Box 50ml	1 pack of 4 pc		
45	Test Tube Stand (20 place x 20mm dia)	1 pack of 4 pc		
46	Test Tube Basket with Cover	1 Pack of 4 Pc		
47	Utility Tray	pack of 6 pc		
48	Desiccator Vacuum 250mm	2 Piece		
49	Draining Tray	1 Pack of 6 pc		
50	Retort Stand PP Base	2 Piece		
51	Burette Clamp	1 Pack of 6 pc		
52	Ice Bucket with Lid	1 Piece		
53	Autoclavable Bag (12" x 24")	2 Packet		
54	UV Safety Google	1 Piece		
55	Magnetic Stirring Bar (8 x50mm)	2 Pack		
56	Petri dish (90 x14mm)	1 Box		

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57	Filter paper Grade 1	1 packet		
58	Filter paper Grade 42	1 Packet		
59	Thermometer	2 Piece		
60	Burette Stand Iron	5 Piece		
61	Burette Clamp Iron	5 Piece		
62	Tong 8"	10 Piece		
63	Burner Bunsen	2 Piece		
64	Tripod Stand	2 Piece		
65	Silica Crucibles 25ml	5 Piece		
66	Spatula 8"	10 Piece		
67	Test Tube Holder	10 Piece		
68	Pipette Bulb	10 Piece		
69	Bottle Top Dispensern (1-10ml)	1 Piece		
70	Cleaning Brush	10 Piece		
71	Micro Slide (76 x 26 x 1)	1 Pack		
72	Cover Slip (22 x 22mm)	1 Pack		
73	Pestle & Mortar	10 Pices		
74	Wire Gauge with Frame	10 Piece		
75	Porcelain Buchner Funnel 100mm dia	5 Piece		
76	Maximum and Minimum Thermometer	1 Piece		
77	Syringe Filter Nylon, 25mm dia, 0.45uM	1 Box		
78	Cellulose Thimbles (33 x100 mm)	1 Box		
79	MEMBRANE FILTERS - C. N, 47mm dia, 0.45um	1250 Box		
80	DISPOSABLE Head CAP	1900 Box		
81	SHOE COVER	50 Pair		
82	Quartz Cuvette	2 Pair		
83	Glass Cuvette	2 Pair		
	TOTAL			

Signature of Quotationer/Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Date

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[Handwritten signature]