



NOTICE INVITING TENDERS

**FOR THE RATE CONTRACT OF
CHEMICALS, GLASSWARE,
PLASTICWARE, LABWARE, GASES,
ELECTRONIC COMPONENTS,
VACUUM CONSUMABLES & OPTICS**

NIT No.: 127/2026

NIT issue date: 13/07/2026

Last Date & Time of Submission of Bid: 27/07/2026, 05:00 PM



Rabindranath Thakur Vishwavidyalaya

(A State University established Vide ASSAM ACT NO. XXXIV of 2017)

PO & District: Hojai. PIN 782435, Assam.



RABINDRANATH TAGORE UNIVERSITY
(A State University established Vide ASSAM ACT NO. XXXIV of 2017)
Website: <https://rtuassm.ac.in>

NOTICE INVITING TENDERS

NIT No: 127/2026

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Rate Contract (RC) is invited from the Manufacturers, authorized distributors/suppliers for supplying Chemicals, Glassware, Plasticware, Labware, Gases Electronic Components, Vacuum Consumables & Optics for the Department of Botany, Chemistry, Physics and Zoology on behalf of Rabindranath Thakur Vishwavidyalaya, Hojai, Assam. Interested Manufacturers, authorized distributors/suppliers/dealers may submit quotations in two bids systems (separate **Technical bid** and **Commercial bid**), in the prescribed proforma to the office of the Registrar, Rabindranath Thakur Vishwavidyalaya, Hojai – 782435, Assam. All offers should be made in English and should be written in both figures and words. The Registrar, Rabindranath Thakur Vishwavidyalaya reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected. For detail, please visit the official website of the Rabindranath Thakur Vishwavidyalaya, <https://rtuassam.ac.in>.

Category	Particulars
1	Chemicals Including Chemicals/Solvents (LR/AR/HPLC Grade), Rare Chemicals/Fine Chemicals, Molecular Biology Enzymes, Reagents & Kits / Biochemicals / Immunochemicals, Readymade media
2	Glassware (Complete range)
3	Plasticware (Complete range, Including liquid handling product)
4	Labwares & Lab Essentials (Chromatography Accessories (HPLC/ GC Columns / Columns fittings / TLC plates, Filter Papers and Disposable Filter Units, Disposable Readymade Garments, Animal Feed, Surgical Gloves/Polyvinyl & Nitrile Gloves & Safety wears for Chemical & Biological labs/Workshops, Cotton/Tissue Rolls/Aluminium Foil, any other labware, etc.)
5.	Gases Nitrogen, Oxygen, Helium, Argon, Hydrogen, Carbon dioxide
6.	Electronic Components, Vacuum consumables, Optics



IMPORTANT INSTRUCTION TO BIDDERS

1. Last date & time of submission of two bids (Technical bid & Commercial bid) in hard copy with Printed Product Catalogue (in original) and also soft copy in CD: **27/07/2026, 5:00 PM.**
2. The tender cover should be superscribed as “**TENDER FOR THE SUPPLY OF RECURRING LABORATORY CONSUMABLES**” with Notice Inviting Tender (NIT) number and date.
3. All bidders are requested to send their **tender fee** and other relevant documents to the following office address before closing date.
The Registrar, Rabindranath Tagore University, P.O. & District: Hojai. PIN 782435. Assam
4. Delayed/Late Bids will not be accepted at any circumstances.
5. Tender Fee: **Rs. 500/- (Rupees One Five Hundred only)** in the form of Demand Draft in favour of The Registrar, Rabindranath Tagore University to be submitted along with the bid documents.
6. Date & time of opening of **Technical bid: 30/07/2026, 2:30 PM.**
7. The **Financial bid**, containing the discount percentage will be opened on a suitable date, will be intimated later by the Registrar, Rabindranath Thakur Vishwavidyalaya in respect of those who qualify the terms and conditions of the technical bid.
8. Qualified firms will receive rate contracts for a **one-year period**, which can be extended based on satisfactory performance and submission of a prevailing price list at the time of extension. For the extension of rate contract, all terms and conditions must be as per the original tender document. However, the University reserves the right to terminate any or all the contracts at any point of time.
9. The following documents to be submitted to participate in the bid:
 - a. **TENDER ACCEPTANCE UNDERTAKING.**
 - b. Demand Draft of Rs.500/- (Rupees Five Hundred only) as Tender fee.
 - c. Tender document (**all annexures**) with all pages duly signed and embossed with official seal.
 - d. Self-attested copy of Work Experience Certificate along with work order and completion certificate.



- e. Self-attested copy of Certificate of Incorporation/Registration
 - f. Self-attested copy of PAN Card.
 - g. Self-attested copy of proof of registration for GSTIN.
 - h. Price list/Catalogue (with soft copies in two CDs)
 - i. Any other documents the bidder feels necessary and appropriate
(Details to be mentioned)
10. The University reserves the right to reject any, in part or all tender without assigning any reasons thereof.
11. All terms and conditions will be as per Rabindranath Thakur Vishwavidyalaya rules, regulations and decisions.
12. The bidder shall be required to sign all the hardcopy of the bid documents with full signature with date & stamp. The bid should be accompanied by copy of bidders PAN card/Driving License/Equivalent document issued by Govt. for signature verification.
13. **Bid Validity:** The bid remains valid for **30 days** from the date of floating of tender.
14. **Contract Period:** The Rate Contract will be valid for a minimum period of **one year** from the date of finalization of the contract.
15. **Fraud Warning Disclaimer:** Please be aware that certain individuals might approach bidders, by falsely presenting themselves as university employees, affiliates agents or representatives. Under this false pretence, they might try to gain access to your personal information or to acquire money or other valuables from you by offering fictitious opportunities related to the bid or by claiming that they are contacting on behalf of university authority. These claims and offers are fraudulent and invalid and bidders are strongly advised to exercise great caution when they receive such an offer related to bid or notice. Be very mindful of such scams as university shall not be responsible for, and expressly disclaims all liabilities for damages of any kind arising out of the use of, NIT reference, bid details or any information contained on the University website. For any clarification related to published bids on RTV website bidders are advised to contact the Registrar of the University.


Registrar i/c

Rabindranath Thakur Vishwavidyalaya

Registrar i/c
Rabindranath Thakur Vishwavidyalaya
Hojai (Assam)



CONDITIONS OF CONTRACT

General Terms and Conditions

1. The quoting firm should submit the bid submission format as per Annexure-II along with the quotation for technical qualification. In case the firm wishes to quote for more than one category of item, the firm should submit separate bid submission format (Annexure-II) for each category along with the respective supporting documents/price list, in two bid system.
2. The bid should be complete in all respects and should be **duly signed at every page**. Overwriting and corrections in the bid documents are not encouraged and, if any, should be attested properly. Incomplete and unsigned bids will not be considered.
3. In case, the certificate/information provided by the quoting firm is found false at any stage of the tender process or after the rate contract, the University will reject the bid or cancel the rate contract without any further intimation.
4. There will be no change in price structure during the currency of contract except of the taxes imposed by the government which are made applicable by the government through notifications / regulations change.
5. Prices charged for the items supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization / Private Organizations during the period of contract. In case it is found that the price charged by the firm is more, the same will be recovered from the subsequent/unpaid bill of the supplier.
6. The ordered items shall be supplied within a period of 45 days either directly or through dealer. Earlier delivery by the supplier is preferred.
7. Rabindranath Thakur Vishwavidyalaya reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
8. **Termination of Rate Contract:** The rate contract can be terminated at any time without assigning any reasons by giving two months' notice by either party.
9. Conditional, Unsigned, Late & Delayed tenders will not be accepted.
10. If the supplier fails to deliver the material within the delivery period as specified, purchaser may procure such items as deemed appropriate for.
11. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
12. The tenderer shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the



- time of use, the supplier will provide free replacement or refund the amount charged for that item(s).
13. The University reserves the right to test the chemicals and solvents/other consumables for their quality if it so desires. 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 are to be replaced by supplier at their cost within the stipulated period, failing which the rate contract of the firm may be cancelled. Delayed supply/non-compliance of complete order may also lead to cancellation of the rate contract.
 14. Bidders are requested to provide complete Bank details (as per **Annexure IV**) with branch code, Account No., IFSC so that payment can be sent electronically.
 15. No advance payment will be made for the supplies.
 16. Discount, taxes and other levies if any are to be specified clearly in the bid.
 17. The order for the rate contract shall be given to the qualified firms initially for the period of one years and the same may be extended to further period subject to the satisfactory performance of the qualified firm and the submission of prevailing price list at the time of extension of rate contract for the subsequent year/period. For the extension of rate contract, all terms and conditions should be as per the original tender document.
 18. It is mandatory for all the bidding firms/manufacturers that are having online catalogue with dynamic pricing that, the price of an item obtained from their online portal on a date shall remain valid for a minimum period of two year.
 19. In case of any modification in specifications / terms and conditions / any clarification to the bid document, it will be hosted in the university official website (<http://rtuassam.ac.in>) only and the bidders are requested to visit to Rabindranath Thakur Vishwavidyalaya website from time to time and no separate notification/corrigendum will be issued in this regard.
 20. All disputes will be subject to Hojai jurisdiction (Assam) only.
 21. Rabindranath Thakur Vishwavidyalaya reserves the right to reject any or all the tenders or to accept them in part or full.
 22. The tenders are also liable to be rejected if the above conditions are not complied with.



Annexure - I

TENDER ACCEPTANCE UNDERTAKING (In the letterhead of the Bidder)

To,
The Registrar,
Rabindranath Thakur Vishwavidyalaya,
Hojai - 782435, Assam

NIT No: 127/2026, Dated: 27/07/2026

Dear Sir,

I/we, the undersigned, hereby propose to submit the quotation in accordance with the terms and conditions specified in the tender document after reviewing the tender document for the Rate Contract of Chemicals, Glassware, Plasticware, Labware, Gases Electronic Components, Vacuum Consumables & Optics . A Demand draft of **Rs. 500/-** (No....., Dt.....) is enclosed herewith towards tender fee.

We further certify that,

i I/ we have gone through and understood the requirements given in the Rabindranath Thakur Vishwavidyalaya NIT no. 127/2026, Dt. 27/07/2027 and price list along with the discount have been quoted accordingly. The terms and conditions given in the tender notice are acceptable to me/us.

ii The price list/catalogue that is included with the rate contract tender is a standardized pricing list that is used across India. If prices decline during that time, we guarantee to transfer the benefit to Rabindranath Thakur Vishwavidyalaya.

iii I/we have offered the maximum possible discount to you in this Quotation No. _____ dated _____.

iv The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU's/Autonomous bodies/Pvt. Organizations during the period of contract. In case, if the price charged by our firm is more, Rabindranath Thakur Vishwavidyalaya will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

v The supplier/Manufacturer has not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

Date:

(Signature of Bidder)

Name:

Designation:

Seal:

(To be signed by a person competent and having the power of attorney to bind the same)



Annexure – II

Bid Submission Format

NIT No.: 127/ 2026, Dated: 27/07/2026

Sl. No.	Components	Bidder's Response	Remarks
1.	Name of supplier		
2.	PAN No.		
3.	GSTIN		
4.	Category for which Rate Contract is applied		
5.	Principal Manufacturer/Brand Name		
6.	Whether current price list is enclosed. (The firms are encouraged to provide the soft copy of the price list along with the hard copy)		
7.	Whether necessary supporting document has been enclosed	No Deviation allowed	
8.	Whether all the authorization for all the manufacturers is enclosed		
9.	Discount offered on the printed price by manufacturer (Yes/No)		
10.	Total Discount offered	To be mentioned in the financial bid only	
11.	The items should be supplied within 45 days from the next day of purchase order. Earlier delivery will be preferred	No Deviation allowed	
12.	Mention whether firm is currently under Black listing / suspension by any Govt. funded organization/universities.(Yes/No)		
13.	Whether you have read and understood all the tender terms and conditions and whether you accept it unconditionally.		

Date:.....

Signature of the competent authority with seal



Annexure – III

MANUFACTURERS' AUTHORIZATION FORM

Date:.....

Dear Sir,

I/We who are established and reputable manufacturers of do hereby authorize M/S (*Name and address of the Agent*) to submit a bid, negotiate and receive the order from you against your tender for the Rate Contract.

I/We hereby inform you that I/we or our firm have not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

I/We hereby extend our full guarantee and warranty for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of the manufacturers) (Seal)

Note: *This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer.*



Annexure – IV

BANK DETAILS REGARDING THE TRANSFER OF PAYMENT THROUGH NEFT/RTGS

Date: _____

To
The Registrar
Rabindranath Thakur Vishwavidyalaya
Hojai – 782435. Assam.

NIT No: 127/2026, Dated: 27/07/2026.

Dear Sir,

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to Rabindranath Thakur Vishwavidyalaya, Hojai – 782435, Assam are as follows:

1.	Name of the firm	
2.	Contact person	
3.	Contact No. of firm	
4.	Email ID	
5.	Name of Bank	
6.	Name of Bank Branch	
7.	Bank Address	
8.	Bank Branch Telephone No	
9.	9 Digit Code Number of the Bank and Branch IFSC of the Bank Branch	
10.	Bank account number (please attach a cancelled cheque)	
11.	Type of Bank account	

Signature of the competent authority with seal

Note: These above details should be on the **letterhead of the supplier** and should be signed by a person competent and having the power of attorney to bind the same.



CHECK LIST

- Tender Acceptance Undertaking (Annexure – I).
- Demand Draft of Rs. 500/- (Rupees Five Hundred) only towards Tender Fee.
- Tender documents (all annexures – I to IV) with all pages duly signed and embossed with official seal (Technical Bid).
- Financial Bid (Annexure – V) should be in a separate cover.
- Copy of Certificate of Incorporation/Registration
- Copy of PAN Card.
- Proof of registration for GSTIN.
- Work Experience Certificate along with Work Order & Completion Certificate.
- Price list/Catalogue (with two soft copies in CD)
- Any other documents the bidder feels necessary and appropriate
(Details to be mentioned)



Annexure – V

FINNANCIAL BID FORMAT

(to be submitted in a separate sealed cover inside the outer cover)

To

The Registrar

Rabindranath Thakur Vishwavidyalaya

Hojai – 782435. Assam.

Sir,

I/We M/s_____ wish to submit our Rate Contract for supply of recurring laboratory consumables against NIT No.127/2026, Dated: 27/07/2026 of Rabindranath Tagore University in following rates:

S.No.	Name of Lab. Consumables	Brand Name	% of discount quoted by the firm on their printed price list	
			LR-Grade	AR-Grade
1	Chemicals	HIMEDIA		
		RANKEM		
		E-MERCK (India)		
		GLASSCO		
		SIGMA ALDRICH		
		FISCHER		
		SRL-India		
		PALLAV		
		RANCHEM		
		SD Fine		
		CDH Fine Chemical		
		Molychem		

S.No.	Name of Lab. Consumables	Brand Name	% of discount quoted by the firm on their printed price list
2	Glassware	Borosil	
		JSGW	
		Eppendorf	
		Jain Scientific Glass Works	



S.No.	Name of Lab. Consumables	Brand Name	% of discount quoted by the firm on their printed price list
3	Plasticware	Polylab	
		Tarson	
		Atico India	

S.No.	Name of Lab. Consumables	Brand Name	% of discount quoted by the firm on their printed price list
4	Lab wares & Lab Essentials	Sigma	
		Himedia	
		Tarsons	
		Praveen	
		Sarawagi India	
		Axiva	
		Whatman	
		Agilent	
		Thermo	
		JSGW	

S.No.	Name of Lab. Consumables	Brand Name	% of discount quoted by the firm on their printed price list
5	Gases	Sigma Gases	
		Indian Oxygen Co Ltd	
		Linde India	
		Inox Air Products Pvt Ltd	

S.No.	Name of Lab. Consumables	Brand Name	% of discount quoted by the firm on their printed price list
6	Electronic Components, Vacuum consumables, Optics	Shimadzu	
		Leica	
		Agilent	
		Any other brand	



We have carefully read the terms and conditions of the contract and are agreed to abide by these in letter and spirit.

Date: _____

Signature

Name and address of the Firm _____

Mobile No _____

E-mail: _____