

DEPARTMENT OF CHEMISTRY, KURUKSHETRA UNIVERSITY KURUKSHETRA

No. Chem./RC/15/ 1772-1779

Dated: 16.11.2015

NOTIFICATION

Please find enclosed herewith proceedings of the meeting of Rate-Contract Committee duly approved by the Vice-Chancellor for the purchase of Chemicals, Glassware, plastic ware/Apparatus, Minor Equipments and other Misc. Items for the year 2015-16 along with the name of firms as per annexure 'I' (page 1-8) i.e. 37 firms. The proceedings as well as the list of the said forms have been checked/cleared by the Audit and admitted on 14/10/2015 as per past practice to meet the Audit requirement, it must be ensured by the Chairpersons/Head of the Departments, concerned/PIs of the project(s) that while placing purchase orders, the firm(s)/Suppliers have to give the following certificate on their bill(s):

**"Certified that the rates charges in the bill
are exclusive of Excise/Custom duty"**

Since the University is exempted from paying excise duty, this fact be stated to them (Firms/Suppliers) clearly in the purchase order(s) itself by all the concerned. The Price list(s) of the approved firms for rate contract (on Tender Basis) may be collected from the office of the undersigned on any working day.

AA
Chairman, Chemistry Dept. &
(Convener, R/C Committee), KUK
C.P. 16/11/15

CC to: the following for information and necessary action please:-

1. Chairpersons/Heads of all concerned Science Depts., KUK
2. Directors, UIET, USIC/IIIE, KUK
3. Dean's Faculty of Science, Life Science, KUK
4. Dean's (Research and Development), KUK
5. Principals, University College, College of Education and University Sr. Sec. Model School, KUK
6. Finance Officer/Asstt. Registrar (Accounts, I/A), KUK
7. Joint Director (Audit), KUK
8. Office of the Department of Chemistry, KUK
(For posting the Rate-Contract on University Website)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Proceedings of the Rate Contract (on Tender basis) Committee for the year 2015-16.

Meeting of the Rate Contract Committee for the purchase of Chemicals, glassware, plastic wares/ apparatus and other miscellaneous items for the year 2015-16 was held on 28.08.2015 at 11:00 Am in the office of the Chairman, Chemistry Department, K.U. Kurukshetra

The following members were present:-

1. Dr. Shyam Kumar, Dean, Faculty of Science, KUK.
2. Ms. Chander Kala. (Asstt. Registrar), Accounts, KUK.
3. Dr. A. Pal, Chairman, Chemistry dept., KUK. (CONVENER)
4. Dr. R.K. Moudgil, Chairman's Nominee, Physics Dept., KUK.
5. Dr. Jitender Bhardwaj, Chairman's Nominee, Zoology Dept., KUK.
6. Dr. Narender Singh, Chairman, Botany Dept., KUK.
7. Dr. Anita Yadav, Chairman, Biotechnology Dept., KUK.
8. Dr. Neelam, Chairman, Microbiology Dept., KUK.
9. Dr. Ashok Aggarwal, Chairman, Biochemistry Dept., KUK.
10. Dr. Devender Kumar, Chairman's Nominee, Home Science Dept., KUK.
11. Dr. Sunil Kumar, Director's Nominee, Instt. Of Pharmacy, KUK.
12. Dr. Pawan K Diwan, Director's Nominee, UIET, KUK.
13. Dr. G.S. Gill, Director's Nominee, USIC, KUK.
14. Dr. G.P. Dubey, Convener, Budget Purchase & Issue Committee (Subcommittee of Chemistry Dept. KUK.)

In pursuance of the decision taken in the first meeting of the rate contract committee 2015-16 held on 07.07.2015, Offers/ quotations for the entering into rate contract on tender basis with the University for the Year 2015-16 (with the earnest money deposit of Rs. 25000/-) were invited. A total of 41 firms for the supply of the Chemicals, Whatman Filter papers, Glassware/apparatus, plastic wares, Minor equipments & Misc. items (Annexure-I) have applied against tender and send their offers by the due date i.e. 20.08.2015 and all these quotations/ offers were opened by the approved members of the quotation opening committee on 21.08.2015. Out of 41 firms, 37 have been found suitable for the purchase of Chemicals, glassware, plastic wares/ apparatus and other miscellaneous items. 4 have been rejected by the Rate-Contract committee as they did not attach the required Demand Draft with their tender forms.

All these received offers / quotations were examined/ scrutinized by the rate contract committee in its meeting held on 28.08.2015 with regard to their quality of products, terms and conditions and discount offered this year. Almost all reputed firms have sent the required documents and they were examined by the rate contract committee in the aforesaid meeting. It was observed that the firms have sent their offer / quotation on the same lines as in the past and the discount has been increased / decreased. Keeping in view the requirement of quality of Chemicals, glassware / plastic ware / filter papers etc. to be purchased for the

practical classes and research work in the various science Depts. of the University, both colleges on the campus, UIET, IIE / USIC, Sr. Sec. Model School and University Health Centre etc., the committee members, therefore, unanimously emphasized and recommended the followings :-

1. That the rate contract for the supply of Chemicals, Glassware/Apparatus, plastic ware, Whattman filter paper, Minor Equipments, and other Miscellaneous items for the year 2015-16 be made only with the manufacturers/its authorized Dealers as in the past (and with reputed dealers in case of foreign chemicals, glassware) and hence the firms as at Annexure-II (page 1-8) were recommended for having rate contract for the year 2015-16 as the products (Chemicals, Glassware, Plastic wares/Misc items etc.) of these firms meet the requirements of the users in the University.
2. That the rate contract with the above firms will be valid for a period of one year i.e. from 01-08-2015 to 31-07-2016 or up to 31-03-2016 in some cases as shown in Annexure-II (effective from the date of Notification). The chemicals, Whattman filter papers, Glassware, Plastic wares & Misc. items (Misc. items such as common and less expensive, Costing below Rs. 20000/- per item like iron stands, clamps, test tube stands, centrifuge machine, hand driven items, plastic wares & minor equipments etc.) will be purchased on the basis of the approved prices list supplied by firms 2015-16. However, quotation will be called for the Misc. items/equipments (Non-consumables) costing more than Rs. 20000/- per item as per University purchase procedure. Other terms & conditions including ST, VAT, CST, Octroi & Excise duty, Custom duty etc. will apply as shown in Annexure-II (page 1-8).
3. That all the firms recommended for the rate contract (Annexure-II, page 1-8) will have to give a certificate / undertaking as under along their acceptance letter of rate contract by the due date to be fixed by the convener of rate contract committee or otherwise rate contract will not be consider as final:
"That they have not offered more discounts to any Govt., Semi-govt., or institute as is being offered to this University. If such case is noticed, the University may take appropriate action as per its rules including blacklisting of the firms by way of penalty and the excess amount of the bill, if any, may also be recovered from the firm along with the interest @ 18.5%"
4. That in the event of decrease in the prices during the contract period, the benefit, thereof, shall go to University whereas, increase, if any, will not be acceptable.
5. That the HODs / Chairpersons of the Departments of the University, Principals of both colleges on the campus and Sr. Sec. Model School, PIs of the projects etc., will be free to purchase the items from any one of the firms with whom the University enters into the rate contract as per their requirements and past experience on quality basis. How where, they would ensure that the Chemicals, Glassware, Plastic wares / Misc. items etc. being purchased are of superior quality and when the items purchased and received, a

certificate to this effect is recorded on each bill of the firms by the recipient pertaining to the fact that the items purchased are on quality basis.

6. That normally the purchase from the firms on rate contract will be made given 45 days time in general and 2 weeks' time in case urgently needed items.
If the firms fail to effect the supply as per terms & conditions of the rate Contract and within the stipulated time, action will be taken against them as per University rules. Such cases are reported to the convener of the rate contract committee.
7. That where smaller or the larger packing of the chemicals are not available with the firms who have entered into Rate-Contract, the HODs/ Chairpersons/ Principals/PIs etc. will invite quotations for the purchase of these chemicals as per their requirements after following proper procedure as per University rules.
8. That all disputes, if any will be subject to the Kurukshetra Jurisdiction


(Dr. Shyam Kumar)


(Ms. Chander Kala)

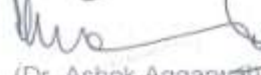

(Dr. R.K. Moudgil)


(Dr. Jitender Bhardwaj)


(Dr. Narendra Singh)

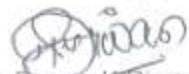

(Dr. Anila Yadav)


(Dr. Neelam)


(Dr. Ashok Aggarwal)


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(Dr. A. Pal)
Chairman, Chemistry Dept. &
Convener, R/C Committee.