

# RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY JAIS

[Institute of National Importance Established under the Act of Parliament]

Mubarakpur Mukhetya, Harbanshganj, Tiloi, Amethi,

Uttar Pradesh, INDIA - 229304

Website: [www.rgipt.ac.in](http://www.rgipt.ac.in)



## NOTICE INVITING e-TENDER

*For*

*Annual Rate contract for procurement of laboratory  
CHEMICALS, CONSUMABLES, GLASSWARE & PLASTICWARES ETC.*

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY  
JAIS, AMETHI, UTTAR PRADESH - 229304**

REF. NO.: RGIPT/JAIS/RC/2026/01

DATED: 26.02.2026

\*\*\*\*\*

**E-Tender helpdesk contact No.:** +91 0120-4711508, 4200462, 4001002, 4001005

**Tender document related queries:** 0535 - 270 - 4813

No.	Description	Details
1	<b>Name of Supply</b>	Annual rate contract for procurement of laboratory chemicals, consumables glassware & plasticware etc.
2	<b>Tender No.</b>	RGIPT/JAIS/RC/2026/01
3	<b>Tender Mode &amp; Type</b>	Two-Part Bids (Technical & Commercial)
4	<b>Date of Issue/publication of Tender Notice</b>	26.02.2026, 1800 HRS
5	<b>Bid Document Download Date &amp; Time</b>	26.02.2026, 1800 HRS
6	<b>Pre-Bid Meeting Date, Time &amp; Venue (Allqueries shall be discussed in the Pre- Bid Meeting.)</b>	09.03.2026 at 1500 HRS RGIPT, Administrative Block, 3 <sup>rd</sup> Floor, Conference Room, Jais, Amethi- 229 304
7	<b>Bid Submission Start Date &amp; Time</b>	26.02.2026, 1800 HRS
8	<b>Last Date and time of submission of Bids</b>	18.03.2026, at 1600 HRS
9	<b>Date and time of opening of Bids</b>	18.03.2026 at 1630 HRS
10	<b>Earnest Money Deposit</b>	Rs. 1.00 Lakh (Rs. One Lakh Only) exemption as per MSEs as per GFR- 2017
12	<b>Bid Address to the</b>	Registrar Office Administrative Block, 2 <sup>nd</sup> Floor Rajiv Gandhi Institute of Petroleum Technology, Bahadurpur, Jais, Amethi-229304
13	<b>Contact person &amp; address for communication</b>	Purchase Officer, RGIPT Jais Contact No.: 0535-270-4813 E-mail: psrawat@rgipt.ac.in

1. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and **CPP Portal**.
2. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. AnyAddendum/Corrigendum will be displayed on the aforesaid websites only.
3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of

the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

5. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Earnest Money Deposit (EMD) of **Rs.1,00,000/-** (Rupees One Lakh Only)
7. in the form of NEFT/Demand Draft /Fixed Deposit Receipt issued by any Nationalized Bank in favour of **“Rajiv Gandhi Institute of Petroleum Technology, payable at Jais”**. (Exemption as per MSEs as per GFR- 2017)

**Bank Account Details of the Institute:**

**Name: Rajiv Gandhi Institute of Petroleum Technology**  
**Bank: Bank of Baroda**  
**Address: RGIPT Campus, Bahadurpur Jais, Amethi.**  
**Account No. 59480100000001**  
**IFSC Code: BARBOJAICAM (5<sup>th</sup> Character is ZERO)**

**ADDRESS OF THE INSTITUTE:**

**Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia More, Bahadurpur,**  
**Post: Harbanshganj, Jais, Amethi, Uttar Pradesh 229304, Website:**[\*\*www.rgipt.ac.in\*\*](http://www.rgipt.ac.in)

## INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology Jais invites online tender bids under two-part bid system (Technical and Financial/Price bids) from PSUs/PSEs/Autonomous bodies under Centre/State Governments or reputed, experienced and financially sound manpower companies/firms/agencies for providing housekeeping and sanitation services at Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi as per following details:

Name of work	Annual rate contract for procurement of lab. Chemicals, consumables. Glassware and plasticware etc.
Tender Ref. No.	RGIPT/JAIS/RC/2026/01, 26.02.2026
Date of issue of Tender	26.02.2026, 1800 HRS
Pre-Bid Meeting	09.03.2026, 1500 HRS
Last date and time for online bid submission	18.03.2026, 1600 Hrs.
Earnest Money Deposit (EMD)	<p>Rs. 1,00,000/- (Rs. One lakh only) exemption as per MSEs as per GFR- 2017, through online payment to the following account:</p> <p>Account No.: 59480100000001,  Account Name: Rajiv Gandhi Institute of Petroleum Technology,  Bank Name: Bank of Baroda,  Branch Name: RGIPT Jais Campus Branch,  IFSC Code: BARB0JAICAM (Fifth character is Zero),  MICR Code: 227012204</p> <p>The bidder shall be required to upload the scanned copy/deposit receipt for transaction of payment of EMD (clearly indicating UTR No. &amp; Tender Reference i.e., Tender Ref. No. must be entered in the remark at the time of online transaction of payment, failing of which, the payment may not be considered) at the time of online bid submission on e-tendering website.</p>
Contract period	The period of the contract will be 02 years. The contract may be extended by further 01 year on the basis of satisfactory performance subject to the approval of the competent authority of RGIPT Jais. Amethi, Uttar Pradesh- 229 304
Issue of tender	The tender document can be downloaded from the Institute's website <a href="http://www.rgipt.ac.in">www.rgipt.ac.in</a> and <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . <b>Please keep visiting the Institute's website for any corrigendum/amendments and submit the bids accordingly.</b>
Opening of tender bids	<p><b>Part A: Technical bid:</b> The technical bid will be opened on 18.03.2026, 16:30 HRS</p> <p><b>Part B: Financial bid:</b> Financial bid will be opened for technically qualified bidders.</p>
For any clarification, please contact	Purchase Officer, RGIPT Jais Contact No.: 0535-270-4813 E-mail: <a href="mailto:psrawat@rgipt.ac.in">psrawat@rgipt.ac.in</a>

## 1.1 About Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

The Ministry of Petroleum and Natural Gas (MoPNG), Government of India, set up the Rajiv Gandhi Institute of Petroleum Technology at Jais, Amethi, Uttar Pradesh, by the Act of the Parliament. The Institute has been accorded the eminence of being an Institution of National Importance along the lines of the Indian Institutes of Technology (IITs). The Institute is empowered to award degrees. The Institute is co-promoted as an energy domain specific institute by six leading oil public sector units (Oil and Natural Gas Corporation Limited, Indian Oil Corporation Limited, Oil India Limited, Gail (India) Limited, Bharat Petroleum Corporation Limited, and Hindustan Petroleum Corporation Limited) in association with the Oil Industry Development Board. The Institute is associated with leading International Universities/Institutions specializing in the domain of Petroleum Technology and Energy.

The prime objective of the Institute is to provide excellent education, training, and research to roll out efficient human resources, and to meet the growing requirements of the Petroleum and Energy sector. The Institute has an ambitious plan to offer a number of bachelor's and master's degree programs, Postgraduate diploma courses and Doctoral programs in Science, Engineering and Management.

## 1.2 Definitions

In this request for Notice Inviting Tender, the following terms shall be interpreted as indicated below:

1. **"RGIPT"** or **"Institute"** means "Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi".
2. **"Bidder"** or **"Tenderer"** means any firm taking the full responsibility of managing the contract as required in this NIT. The word "Bidder" when used in the pre-award period shall be synonymous with **"Supplier"** which shall be used after award of the contract.
3. **"Supplier"** means the successful bidder to whom the rate contract has been awarded for supplying of chemicals, consumables glassware and plasticware etc. at RGIPT Jais, Amethi, Bangalore and Assam Branch of the Institute.
4. **"Contract"** means terms and conditions given by the institute and accepted by the bidder in lines with supplying of chemicals, consumables glassware and plasticware etc at RGIPT Jais, Amethi, Bangalore and Assam Branch of the Institute.
5. **"EMD"** means Earnest Money Deposit.
6. **"Supply"** means for supplying of chemicals, consumables glassware and plasticware etc at RGIPT Jais, Amethi, Bangalore and Assam Branch of the Institute. .
7. **"Performance Security deposit"** means the amount of EMD of Rs 1.00 Lakhs interest free will be retained by the institute till the valid rate contract for satisfactory performance.
8. Attested copies of document mean self-attested copy of documents by the bidder/authorized person (duly signed and stamped of the firm on the document).

## 1.3 Abbreviation

1. **RGIPT** -Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi.
2. **PSU** - Public Sector Undertaking
3. **PSE** - Public Sector Enterprise
4. **EMD** - Earnest Money Deposit
5. **PAN** - Permanent Account Number
6. **GST** - Goods & Service Tax

## 1.4 Confidentiality

The tender document is confidential and is not to be disclosed, reproduced, transmitted, or made available by the recipient to any other person. RGIPT may update or revise the document or any part of it and would

subsequently be made available on CPP Portal as well as on RGIPT's website. The recipient acknowledges that any such revised or amended document is deemed to be received through portal, subject to the same confidentiality. The recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, agent, or any other person associated or affiliated in any way with RGIPT or any of its customers or suppliers without the prior written consent of RGIPT.

### **1.5 Notice Inviting Tender (NIT) Disclaimer**

Annual rate contract for procurement of laboratory chemicals, consumables glassware & plasticware etc.

Tender containing Annexures (Herein after called as NIT) has been prepared solely for the purpose of enabling RGIPT to enter rate contract for supply of lab. /Chemicals, consumables, glassware and plasticwares. per terms and conditions and scope defined in this NIT.

### **1.6 Costs to be borne by the bidder:**

All costs and expenses incurred by bidders in any way associated with the preparation and submission of their responses to the NIT, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc. and providing any additional information required by RGIPT, will be borne entirely and exclusively by the bidder and RGIPT shall not be liable for any costs and/or expenses in relation to responses to the NIT and/or shall not entertain any requests / representations regarding bearing/sharing of costs and /or expenses.

### **1.7 Disqualification**

Any form of canvassing/ lobbying/ influence/ cartelization, etc. by the bidder may result in disqualification of such bidder.

### **1.8 Clarification regarding tender document:**

Bidders can take any clarification regarding error, omission or discrepancy found in this tender document in the pre-bid meeting. Afterwards, no request will be entertained for any type of clarification related to the tender document. The request for clarification shall be in writing or by email, but no change in the price of the tendering shall be sought, offered, or permitted.

### **1.9 Acceptance of Terms**

The purpose of the NIT is to provide necessary information to the potential Bidders, who qualify and intend to submit their response to the NIT. **RGIPT makes no representation or warranty and shall incur no liability, whatsoever, under any law, statute, rules or regulations on any claim the potential bidder may make in case of failure to understand the requirement and respond to the NIT. A bidder will, by responding to RGIPT's NIT document, be deemed to have fully read, understood, and accepted all the terms and**

**conditions as stated in this NIT document. It is the sole responsibility of the bidder to satisfy himself as to the completeness, correctness, and sufficiency of its response.**

## **2. IMPORTANT INSTRUCTIONS**

1. Read the tender document carefully before filling the tender bids and processing for online bid submission.
2. Digitally sign each page via using digital signature.
3. The technical bid should contain:
  - a. All relevant documents as mentioned in the eligibility criteria of the tender document.
  - b. Proof of payment of EMD of Rs. Rs. 1,00,000/- (Rs. One Lakh only) through online payment transfer in the bank account mentioned above. Application without EMD will not be considered. (exemption as per MSEs as per GFR- 2017)
4. The prices list must be signed and stamped by the authorized signatory of OEM/ Manufacturer with a minimum discount of 30% on MRP should be quoted in financial bid only and should be in stipulated format and without any condition. The supplier will have an option to submit the fresh OEM/ manufacturer approved duly signed and stamped price list in the 2<sup>nd</sup> year of rate contract, provided the rate of discount will remain same as quoted in the main tender. The supplier can offer higher rate of discount.
5. Tender form can be downloaded from the Institute's website [www.rgipt.ac.in](http://www.rgipt.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app>.
6. Please keep visiting Institute's website for any corrigendum/amendments and submit the bids accordingly.
7. The technical bid will be opened online on 18.03.2026, 16.30 Hrs. in the presence of authorized representatives of intending bidders if, they wish to be present at that time.
8. The financial bid of only those tenderers will be opened who will be declared technically qualified by Tender Evaluation Committee. The date and time of opening of the same will be intimated in advance through e-mail and/or telephone.
9. The offer of the tenderer will be valid for 06 (Six) months from the last date of submission of the tender document.
10. Hypothetical/conditional, incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
11. The period of contract would be for 02 (Two) years from the date of award of the contract and it may be further extended for another one year based on satisfactory performance of the supplier.
12. RGIPT, Jais reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.
13. If the last date of opening of the tenders coincides with a holiday, then the next working day shall be the

opening date.

### 3. INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

**Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

1. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
2. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
3. Upon enrolment, **the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / TCS / nCode / eMudhra etc.) with their profile.**
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
5. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

#### 3.1 Searching for Tender Documents:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This

would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### **3.3 Preparation of Bids:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and the content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of the bids, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

### **3.4 Submission of Bids:**

1. The bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed,

the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **3.5 Assistance to Bidders:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority to the address provided in Critical Data Sheet for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4001062 / 0120-4001002 / 0120-4001005 / 0120-6277787.

### **3.6 General Instructions to the Bidders:**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the eligibility criteria documents in .pdf format.
2. Possession of a Valid Class III Digital Signature Certificate (DSC) in the form of smart card/etoken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

3. Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

### **3.7 Tender evaluation**

The tender will be evaluated as per eligibility criteria given on annexure -1.

The price list must be signed and stamped by the OEM.

The bidders will be empaneled for 2 years which can be extended for one more year.

### **3.8 Placement of order**

The empaneled vendors will be given order as per the indenter requirement and place of delivery with Delivery schedule as mentioned on the purchase order. Delivery at RGIPT Jais Campus, Bengaluru Campus and Assam Campus.

## ELIGIBILITY CRITERIA FOR EVALUATION OF TECHNICAL BID

### Annexure 1

1. The bidder must be a manufacturer or authorized distributor/dealer with valid authorization. Please Submit the priced list duly signed and stamped by OEM.
2. Have executed at least 3 similar rate contracts with GOVT/PSU/IIT/NIT/IISER/ National labs during of the last seven years
3. Be financially sound and not blacklisted by any Govt. organization.
4. Comply with DPIIT land border norms and make -in -India procurement orders wherever applicable. Incomplete or non- compliance bids shall be rejected without further correspondence. Should have at least Rs. 30.00 Lakhs or more value sales for the requisite products in last 5 Years. Annual average turnover of the organization in last 5 years should be or greater than Rs. 50.00 Lakhs.

#### **Laboratory specific quality requirements**

The following quality conditions are mandatory:

Certificate of analysis (COA) for all laboratory chemicals.

Minimum 90% residual shelf life at the time of delivery

Batch to batch consistency for critical research chemicals.

Replacement or refund in case of quality- related experimental failure attributable to supplied material.

#### **1. Earnest Money Deposit (EMD):**

Proof of payment of EMD for an amount of Rs.1, 00,000/- (Rs. One Lakh Only) through online payment transfer in the bank account of RGIPT. (Exemption as per MSEs as per GFR- 2017).

#### **2. Requisite Documents:** The following documents must be submitted along with the tender document:

- a) Registration certificate of **Goods and Service Tax (GST)**.
- b) Copy of **PAN Card**
- c) **Audited Balance Sheet** of last 03 preceding financial years with statement of Income and Expenditure Receipt/Profit & Loss Account certified by Chartered Accountant i.e. F.Y. 2022-23, 2023-24 & 2024-25.
- d) Copy of **Income Tax Returns** of last 03 preceding financial years i.e. F.Y. 2022-23, 2023-24 & 2024-25.
- e) Any other registration/license which are mandatory for such agencies stipulated by concerned authorities from time to time such as storage of Hazardous Chemicals, etc.

#### **3. Solvency Certificate:**

4. Solvency Certificate of Rs. 50.00 Lac to be submitted on Bank's letterhead as per attached **Annexure -II** and should be enclosed with technical bid.

#### **5. Non-Blacklisting Certificate:**

Non-blacklisting certificate on firm's letter head as per **Annexure - III**.

#### **6. Declaration for Acceptance of Terms and Conditions:**

##### **7. Check list as per annexure IV**

8. Declaration as per attached **Annexure- IV**

##### **9. Tender Document:**

Scanned copy of signed tender document as a token of acceptance of terms and conditions of the annual rate contract.

#### **10. Supply and delivery of goods**

Standard delivery period 4 weeks from the date of order. (As per order condition i.e. Jais, Bengaluru and Assam Centre)

Emergency research requirement: 48-72 hours subject to availability.

Repeated delays may result in performance review or de- empanelment.

#### **11. Liquidated damages:**

Liquidated damages @0.5% per week subject to maximum of 10% of order value. RGIPT reserves the right to invoke cost and risk purchase in case of failure of supply.

## FINANCIAL BID

Financial bid of only technically qualified bidders will be opened. The discount comparison shall be manufacturer /brand wise. The prices of items should be quoted in financial bid (prescribed format) only.

The bidders shall submit the principal price list/catalogue along with maximum discount (%) offered. The tenderer should quote maximum rate of discount as per rate contract for 2 years. The minimum discount of 30% on price list on MRP.

The price shall remain firm and fixed during the rate contract year wise. The rates should be quoted in INR clearly indicating GST applicability as per HSN code.

**No rate(s) of any item to be mentioned in technical bid documents.**

## GENERAL INSTRUCTIONS TO TENDERERS

1. The closing date and time for online tender submission is 1600 Hrs. on 18.03.2026.
2. The technical bid of the tender will be opened online at 1630 Hrs. on 18.03.2026 in presence of the authorized representatives of the tenderers, who wish to be present at that time.
3. A Pre-Bid meeting shall be held on 09.03.2026, 1500 Hrs.
4. Financial bid will be opened only for technically qualified bidders and shall be intimated later by email and/or telephone.
  - The technical bid should be submitted online and should contain all the papers to fulfill all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking etc. **“Technical Bid and Financial Bid for rate contract along with the of EMD submission should be uploaded online through website <http://eprocure.gov.in/eprocure/app>.”**
  - **In the absence of EMD, the tender will be summarily rejected.**
  - **Micro or small Enterprises registered with National Small Industries Corporation, or any other body specified by the ministry of Micro, Small & Medium Enterprises are entitled to exemption from submitting EMD, subject to submission of valid certificate of registration in similar category.**
5. The Earnest Money Deposit will be refunded to the unsuccessful bidders only after finalization of the contract. In case of the successful bidder EMD will be converted in security deposit till the existence of rate contract interest free.
6. The bid shall be valid for 06 months from the last date of submission of tender document/date of opening of tender.
7. No bidder will be allowed to withdraw his tender after submission during the bid validity period (06 months). In case the bidder does not honor his bid, the EMD submitted by the tendering firm would stand forfeited.
8. All entries in the tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable must be signed by the authorized signatory.
9. The award of letter will be issued to successful bidders
10. After successful completion of the contract, the security deposit will be refunded to contractor after adjustment of dues, if any, to institute by the contract. **No interest will be paid on the Security deposit amount.**

## **GENERAL CONDITIONS OF THE CONTRACT**

### **1. PERIOD OF THE CONTRACT:**

The period of contract will be 02 years, which can be extended further for a period of 01 year on the basis of the satisfactory performance which will be reviewed at the end of each year by the In-charge. The extension will be provided with the approval of the competent authority of RGIPT.

### **2. REQUEST FOR ADVANCE:**

Any requests for advance of any type during the contract period by the contractor will not be accepted.

### **3. EARNEST MONEY DEPOSIT**

- a) The bidder must pay Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One lakh Only), (Exemption as per MSEs as per GFR- 2017) through online payment transfer in the bank account of RGIPT. The Bank details are as under:

Account No.: 59480100000001,  
Account Name: Rajiv Gandhi Institute of Petroleum Technology,  
Bank Name: Bank of Baroda,  
Branch Name: RGIPT Jais Campus Branch,  
IFSC Code: BARB0JAICAM (Fifth character is Zero)  
MICR Code: 227012204

- b) EMD /PBG will not carry any interest under any circumstance.
- c) Offers made without the Earnest Money Deposit will be rejected.
- d) The amount of Earnest Money Deposit would be forfeited in the following scenarios:
- i. In case the bidder withdraws the bid prior to validity period of the bid and after last date of submission of the bid for any reason whatsoever.
  - ii. In case the successful bidder refuses to accept the contract/ work order within 01 month of issuance of contract/work order for any reason whatsoever.
- e) The EMD of unsuccessful bidders shall be returned after completing due procedures of award of contract.
- f) Earnest Money Deposit would be converted to security deposit interest free.

In the event of non-performance of obligation or failure to meet the terms of this NIT, RGIPT shall be entitled to invoke the Performance Security without notice or right of demur to the contractor. Any amount pending for payment due to non- achieving of milestone(s) set under the contract or any other reason solely attributable to the contractor should be deducted from the remaining amount of Performance Security.

### **4. PAYMENT TERMS**

1. Payment will be made within 30- days from the date of submission of the original bill to the concern In-charge. Payment of the bill will be based on standardized proforma, duly approved by RGIPT Jais,
- a) Charge/officer as well as Accounts Department of RGIPT Jais.
  - b) The TDS shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided by RGIPT to the contractor.

### **5. TERMINATION OF CONTRACT**

1. RGIPT Jais reserves the right to terminate the annual rate contract by serving 01-month notice.

## 6. FORCE MAJEURE

- a) The supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- b) For purposes of this clause, "Force Majeure" means an event explicitly beyond the reasonable control of the supplier and not involving the suppliers' fault or negligence and not foreseeable. Such events may be due to or as a result of or caused by act of God, wars, insurrections, riots, earth quake and fire, revolutions, civil commotion, floods, epidemics, quarantine restrictions, trade embargos, declared general strikes in relevant industries, satellite failure, act of Govt. of India, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation. In the event of any such intervening Force Majeure, either party shall notify the other in writing of such circumstances or the cause thereof immediately within Seven (07) calendar days.
- c) Unless otherwise directed by RGIPT in writing, the contractor shall continue to perform its obligations under the annual rate contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, RGIPT and the supplier shall hold consultations in an endeavor to find a solution to the problem.
- e) Notwithstanding above, the decision of RGIPT shall be final and binding to the supplier.

## 7. CORRUPT AND FRAUDULENT PRACTICE

1. As per Central Vigilance Commission (CVC) directives, it is required that contractor observe the highest standard of ethics during the execution of rate contract in pursuance of this policy. "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in contract execution.
2. "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of contract to the detriment of RGIPT and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive RGIPT of the benefits of free and open competition.
3. RGIPT reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
4. RGIPT reserves the right to declare a bidder ineligible, either indefinitely or for a stated period, or to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

## **8. INSURANCE**

- a) It is the sole responsibility of the vendor to get insured his materials, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's Compensation Act. The work be carried out in a protected area and all the rules and regulations of the RGIPT in the area of project which are in force from time to time will have to be followed by the contractor.
- b) If due to negligence and or non-observation of safety and other precautions by the supplier, any accident/injury occurs to the property/manpower belonging to the RGIPT/third party, the supplier shall have to pay necessary compensation and other expenses, if so by the appropriate authorities. RGIPT will not be responsible for any injury/death caused to the employees provided by contractor at RGIPT. It will be the responsibility of contractor to abide with all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by RGIPT in this regard.

## **9. RISK CLAUSE:**

- a. The supplier shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangement. RGIPT Jais reserve the right for termination of the contract, at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered from the supplier Security Deposit or pending bills or by raising a separate recovery claim as the case may be.

## **10 GOVERNING LAW AND JURISDICTION**

This Notice Inviting e-Tender and subsequent contract with the selected bidder shall be governed and construed in accordance with the laws of India and courts in Amethi will have the exclusive jurisdiction to determine the issues arising out of this contract.

## **11 DISPUTE SETTLEMENT**

It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the Sole Arbitrator appointed by the Director, RGIPT Jais, whose decision shall be final and binding on both the parties.

## **12 ARBITRATION**

If any dispute or difference arises between the parties hereto as to the interpretation, effect and

implication of any provision of this contract, including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to negotiations for a period of 30 days after which parties can submit the dispute to arbitration in accordance with the Arbitration and Conciliation Act 1996 and the rules framed there under for the time being in force. The award made in pursuance thereof shall be binding on the parties.

1. The sole arbitrator shall be appointed by The Director, RGIPT Jais.
2. The venue and seat of the Arbitration shall be at Amethi, Uttar Pradesh.
3. The language of arbitration proceedings will be English only.
4. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.
5. The provisions of this clause shall not be frustrated, abrogated or become inoperative, notwithstanding this tender/contract expires or ceases to exist or is terminated or revoked or declared unlawful.

The Courts at Amethi shall have exclusive jurisdiction in all matters, concerning this contract/ tender including any matter related to or arising out of the arbitration proceedings.

**TECHNICAL BID****(To be filled by the bidder)****A. Detail of Tenderer**

1	Name of Company / Firm / Proprietorship / Partnership, etc.	
2	Name of Proprietor/Director/Partner	
3	<b>FULL PARTICULARS OF OFFICE</b>	
a.	Address	
b.	Telephone/Mobile No.	
c.	E-mail ID	
4	<b>REGISTRATION DETAILS</b>	
a.	Goods and Service Tax Registration No. (GSTIN)	
b.	PAN No.	
f.	Any other registration which is mandatory for such agencies stipulated by concerned authorities.	
5	<b>DETAILS OF EARNEST MONEY DEPOSIT</b>	
a.	Amount (Rs.)	
b.	Transaction Reference No.	
c.	Transaction Date	
6	<b>TOTAL TURN OVER OF 03 PRECEDING FINANCIAL YEARS</b>	
a.	F.Y. - 2022-23	
b.	F.Y. - 2023-24	
c.	F.Y. - 2024-25	
d.	Product to be quoted brand/manufacturer	
<b>Average Annual Turn Over</b>		

**SOLVENCY CERTIFICATE**

**(For Rs. 50.00 Lac)**

(On Bank's letterhead)

Tender Ref. No.: .....

Date: .....

**TO WHOMSOEVER IT MAY CONCERNED**

This is to certify that to the best of our knowledge and information, M/s -----  
----- (Bidder name with complete address),  
a customer of our bank, is respectable and is capable of executing orders to the extent of Rs. -----  
----- (Rupees -----) as disclosed by the  
information and records which are available with us.

M/s ----- have been our customer since ----- to date and  
has been granted the following limits, at present, against various facilities granted by the Bank: -----  
-----.

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its  
officials. This certificate is issued at the specific request of the customer for the purpose of participating  
in RGIPT Tender Ref. No- RGIPT/JAIS/RC/2026/01 dated: 26.02.2026

Signature of Authorized Person

Name: -----

Designation: -----

Date: -----

Bank's Seal:

**Declaration regarding Blacklist / Debar / Integrity**

**(To be executed by bidder on Rs.10/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)**

This is to certify that \_\_\_\_\_ (Name of the organization), having registered office at

\_\_\_\_\_  
(Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department /Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signature  
Name of Contractor/Officer/Authorized person  
to sign the contract documents on behalf of Contractor  
(Company stamp)

Date: .....

Place: .....

**DECLARATION**

**(To be executed by bidder on Rs. 100/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)**

1. I/we, ..... Son/Daughter of Shri.....Proprietor/Partner/Director/Authorized Signatory of M/s.....is/am competent to sign this declaration and execute this tender document.
2. I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

I/we hereby agree to the forfeit of the Earnest Money Deposit and Performance Security by me/us in connection with this e-tender, if fail to comply with any of the terms and conditions mentioned in e-tender document.

Signature of Authorized Person

Full Name

Date:

Place:

**Note:** The above declaration, duly signed and stamped by the authorized signatory of the company and should be enclosed with the Technical Bid.

## Annexure - V

### CHECK LIST OF THE DOCUMENTS ATTACHED WITH THE TECHNICAL BID

Please confirm the enclosure of below listed documents without which tenderer may not be eligible to participate in the tender:

Sl. No.	Particular	Attached (Yes/No)
1	Proof of payment of EMD for an amount of Rs. 1,00,000/- (Exemption as per MSEs as per GFR- 2017)	
2	Documentation support of contracts fulfilled in last 05 years along with their values in support of experience and financial credibility.	
3	Copy of Goods & Service Tax Registration Certificate	
4	Copy of PAN Card	
5	Audited Balance Sheet of last 03 years with Statement of Income & Expenditure Receipt/Profit & Loss account, etc. (F.Y. -2022-23, 2023-24 & 2024-25)	
6	Copy of Income Tax Returns (ITR) of last 03 years (F.Y. -2022-23, 2023-24 & 2024-25)	
7	Any other registration/license which are mandatory for such agencies	
8	Solvency Certification as per Annexure-II	
9	Non-blacklisting certificate as per Annexure - III	
10	Declaration as per Annexure-IV.	
11	Signed tender document (Scanned copy)	

**FINANCIAL BID – Annual Rate Contract for Procurement of Laboratory  
Import Chemical, Consumables, Glassware & Plasticware ”  
(To be filled in BoQ Format on CPP Portal)**

**Financial Bid in Indian Currency:**

- I. Name of the Bidder/Tenderer: Name of Make and Brand:  
Tender No.: RGIPT/JAIS/RC/2026/01, 26.02.2026**

<b>Sl. No.</b>	<b>Brand/ Manufacture Product to be quoted</b>	<b>Discount Rate in Percentage (%)</b>
1	Annual Rate Contract for Procurement of Laboratory Import Chemical	
2	Annual Rate Contract for Procurement of Laboratory Consumables	
3	Annual Rate Contract for Procurement of Laboratory Glassware	
4	Annual Rate Contract for Procurement of Laboratory Plasticware	

Signature of Authorized Person with seal

Full Name

Date:

Place: