

I am to request you kindly to submit your offer of discount over the catalogue pricelist of different make of apparatus, chemicals and polytheneware. Your offer addressed to the Registrar, Andhra University, Visakhapatnam should reach this office on or before 25-06-2025 in a closed cover and super-scribed as the offer of discount for the year 2025-26. Postal delays are not entertained.

The firms which offer highest percentage of discount for individual product will be given the opportunity to supply the material to the needy departments of the University during the entire financial year and the dealers thus come out successful offering the highest discount shall be required to supply at least 2 copies of catalogue / pricelist of that particular product for the year 2025-26 for this office use.

In this context you are also required to state the names of Principal Company of the product in India and abroad and also enclose a copy of the certificate issued by an appropriate authority indicating your dealership/distribution-ship.



**ANDHRA UNIVERSITY**  
VISAKHAPATNAM, ANDHRA PRADESH, INDIA

NAAC – Accredited “A<sup>++</sup>” Grade with a CGPA of 3.74 out of four point scale  
“ISO 9001 : 2015 Certified”

1.	For Supplying:	
2.	Name of the Firm:	
3.	Place of Registration:	
4.	GST No : (Pls attach copy of the same)	
5.	PAN No : (Pls attach copy of the same)	
6.	e-mail:	
7.	Tel. Nos. of the Vendor/Contact Person Land Line/Mobile	
8.	<b><u>Bank Details</u></b>	
	a) Name of the Bank	
	b) Name of the Account Holder	
	c) Bank Account No (Pls attach copy of cancelled cheque)	
	d) Branch Name & Address	
	e) Bank Key (MICR)	
	f) IFSC Code	

**TERMS & CONDITIONS FOR ANNUAL RATE CONTRACT:**

1. If the tenderer is an authorized dealer, Authorization Certificate is to be provided.
2. Tenderer should submit Authorised Dealership Agreement (proof to be enclosed).
3. Tenderer should have valid permissions and licenses viz., GST (proof to be enclosed).
4. Tenderer should submit GST returns for the last one year i.e.2024-25.
5. Tenderer should submit GST 9C of last three years i.e. 2022-23, 2023-24 & 2024-25.
6. Income Tax Registration Certificate along with Income-Tax Returns, Profit and Loss Account, Balance Sheet, Audited Statements of the Accounts duly signed by the auditor for the last 3 years i.e., 2022-23, 2023-24 and 2024-25 should be enclosed.
7. Tenderer should not have been black-listed by any Government Department/ Organization/ Quasi-Government Organizations such as supplier firms or any other Manufacturer/Supplier /Service Providers in the same field, etc. (proof to be enclosed).
8. The tenderer must have a local office and storage (godown) facility within Visakhapatnam City and the tenderer should be available for all contingencies.
9. Tenderer should have packing machinery on their own firm's name (proof to be enclosed).
10. All disputes are subject to Visakhapatnam jurisdiction only.
11. The University reserves all rights to accept or reject any or all the tenders without assigning any reasons.
12. The bidder should enclose the signed and stamped copy of the tender document on each page towards acceptance to all the terms and conditions.
13. All the firms participating in the tender must submit a list of their partners etc. along with their communication details.
14. Incomplete quotation schedule in any form will be rejected.
15. Number of corrections and or alterations, if any in the tender must be specifically mentioned. All the corrections and alterations made in the tender must be duly countersigned by the authorized signatory, without which tender will not be considered.
16. Submission of Tender Offers: Tenders can be submitted either through Post or through Courier or by hand. In the event of tender received after due date and time due to any type of delay including postal delay, Andhra University will not be responsible for such delay and such tenders will not be considered.

17. In Case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Deposit or from pending bills of defaulting firm. The office may take necessary action for blacklisting such firm, if required.
18. No taxes shall be payable by us unless payment of the same is specifically mentioned by the supplier in the quotation and the same is legally leviable.
19. Tenders in the above Proforma with documents shall be submitted at the Office of the Registrar, Andhra University, Visakhapatnam up to 04.00 p.m. on 25-06-2025 in sealed covers with "Tenders for supply of chemicals, glassware and polytheneware to Andhra University" super scribed on the covers and will be opened by the Registrar, Andhra University, Visakhapatnam.