

**Instructions and sequence
for submission of offers for Annual Rate Contract 2020-21**

1. For firms already registered under annual rate contract 2019-20:-

- (a) Acceptance to extend the validity of its rate contract on firm's letter pad.
- (b) Duly signed and stamped all pages of Annexure – A for compliance of terms & conditions.
- (c) Original Letter for extension of validity of existing Bank Guarantee along with two sets of its photo copy.
- (d) A certificate from the manufacturer on their letter head addressed to Accounts Officer (Purchase Cell), O/o Comptroller, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana is mandatory to be furnished as per sr. no. 17 of Annexure – A.
- (e) In case of new price lists, ten authenticated copies of manufacturer's printed and properly bounded price list OR Price List on CD (created through software which cannot be changeable) must be supplied with the offer.
- (f) Three self-addressed Envelopes of size 11X5 inch with Firm's address and Postage Stamps.

2. For new firms and the firms already registered under rate contract 2019-20, which are interested to change any of their brand/manufacturer firm:-

- (a) Prescribed Performa is mandatory to be printed on letter pad of the firm.
- (b) Duly signed and stamped all pages of Annexure – A for compliance of terms & conditions.
- (c) Original Bank Guarantee along with two sets of its photo copy.
- (d) An agreement cum undertaking on non-judicial stamp paper worth Rs. 100/- from Applying firm (or more/as per Govt. rules) dully attested by Notary Public.
- (e) A certificate from the manufacturer on their letter head addressed to Accounts Officer (Purchase Cell), O/o Comptroller, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana is mandatory to be furnished as per sr. no. 17 of Annexure – A.
- (f) An agreement cum undertaking (Annexure – B) on non-judicial stamp paper worth Rs. 100/- from Applying firm (or more/as per Govt. rules) dully attested by Notary Public.
- (g) Ten authenticated copies of manufacturer's printed and properly bounded price list OR Price List on CD (created through software which cannot be changeable) must be supplied with the offer. (For old firms need to submit ten copies of price lists of newly added/changed firms).
- (h) Must attach 3 to 5 copies of different letter are having Rate Contact with others Govt. Departments/Govt. Undertakings/Institutions/Universities.
- (i) The firms/dealers/distributors/stockiest supplying the imported scientific items must attach the authorization certificate issued by the manufacturing firm.
- (j) The firm must submit its Registration Certificate, GST Registration Details, firm's PAN No. and Bank details for e-payment i.e. Name of the bank with full address, Branch Code, Account No. and type of account, IFSC Code (India Finance Code).
- (k) Three self-addressed Envelopes of size 11X5 inch with Firm's address and Postage Stamps.