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UNIVERSITY OF HYDERABAD

School: *Department / Centre:*
Telephone: *Email:*

Date:

In-principle approval for procurement of Goods / Services from the Competent Financial Authority

Sir,

The details of the Goods / Services, proposed to be procured along with justification for the procurement, proposed budget head, etc., are given below for perusal of the Competent Financial Authority (Head / Director / Dean / Vice-Chancellor):

S. No.	Particulars	Remarks
1	Name of the Proposer/PI and ID No.	
2	Designation Department / School / Section	
3	Name and nomenclature of the Goods/ Services proposed to be procured	
4	Estimated cost Rs.	
5	Present status of the previous procurement of the same item, if any	
6	Justification for present procurement / requirement	
7	Identified / proposed Budget Head for procurement (Maintenance / Project)	
8	Status of Grants / Budget availability	

In-principle approval may be accorded to procure the above mentioned goods / services duly following the University of Hyderabad Policy for Procurement of Goods and Services (UHPP) from the Budget Head / Grants mentioned above.

Signature of the Proposer

Recommendations of the Head / Director / Coordinator / In-charge:

Signature of the Head / Director / Coordinator / In-charge

Recommendations of the Dean:

Signature of the Dean

Vice-Chancellor



UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament, 1974)

Prof. C. R. Rao Road, P.O. Central University Campus, Gachibowli,
Hyderabad - 500 046, Telangana, INDIA website: www.uohyd.ac.in

School: Department / Centre :

Telephone: Email:

Notice Inviting Tender No. date:

Sealed tenders are invited for supply of the following items under **single / two bid system** from the reputed manufacturers or their authorized dealers to the University of Hyderabad, Hyderabad.

Sealed bids should reach the office of the, University of Hyderabad, Hyderabad on or before (date) (time).

The details of items, expected quantity and their technical specifications are given below:

S.NO	Description of item and Specifications	Quantity (Unit)
1	<p>Description</p> <hr/> <p>Detailed Specifications</p> <p><i>(Note: the specifications should be broad based and shall not be restrictive in nature and it would ensure to generate adequate competition and resultant competitive prices)</i></p>	(The Quantity mentioned may be increased or decreased depending upon the actual requirement of the University and the decision of the University is final in this regard)

Terms & conditions

S. No.	Clause	Description
1	Reference Number	The Reference No. of the Notice Inviting Tender dated should be clearly mentioned on all envelopes and any correspondence including e-mails with the University.
2	Mode of submission	Hand-written (manuscript) bids and bids submitted through e-mail shall not be accepted. All pages of the tender document must be signed by the authorised representatives of bidder, in token of having accepted the terms and conditions incorporated in the tender notice.

3	<p>Two Bid System (This clause is applicable only when NIT is invited involving two bid system)</p>	<p>As the purchase is a high value plant, machinery, etc., of a complex and technical nature, bids are required to be submitted in two parts as under: (i) Technical bid consisting of all technical details along with commercial terms and conditions; and (ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.</p> <p>The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and super-scribed. The technical bids are to be opened by the Purchasing Department / Centre at the first instance and evaluated by a duly constituted Purchase Committee. After such evaluation of technical bids, financial bids of only those firms/suppliers which are found technically suitable will be opened, for determining the lowest bid.</p>
4	<p>Certificate from original manufacturers</p>	<p>If the bid is not from the original equipment manufacturer, the suppliers/dealers should submit an 'authorized agency certificate' from the manufacturer. Tenders received without Authorization Certificate from the original manufacturer will summarily be rejected.</p> <p>Imported purchases should normally be made directly from the foreign principal manufacturers. In the event of purchase made through an Indian agent of the foreign company, authorisation letter issued by the foreign company / manufacturer should be submitted along with technical bid. No commission shall be payable to Indian Agent.</p>
5	<p>Make and Model</p>	<p>The Vendor/Supplier is required to clearly mention the make, model, size and other specifications along with the unit price. Items with better specifications may also be offered / quoted and the decision of the University in this regard is final. Appropriate brochures / pamphlets / literature (original and not photo copies) for each item providing full technical details must be attached to enable their verification.</p>
6	<p>Bidder Details</p>	<p>The bidder's complete correspondence address, phone numbers and e-mail ids, and website details (if any), must be clearly mentioned in the technical bid documents. (Pamphlet / Brochure depicting the profile and organisation structure may be enclosed.) The details of PAN, GSTIN, EPF, ESIC, Registered License Certificate, Labour License etc., may be mentioned and supporting documents shall be enclosed along with the technical bid.</p>
7	<p>Validity of bids</p>	<p>Prices quoted in the bid (financial bid) shall be valid for a minimum period of 90 days from the date of opening of the financial bids. No upward revision of the prices will be permitted during the said validity period.</p>

8	Basic Price	<p>The bidder should clearly indicate price per unit on FOR, UoH, Hyderabad basis.</p> <p>In respect of imported items, the prices should be quoted on the basis of CIP / CIF Hyderabad. <i>If the bidder quotes nil charges / consideration in respect of service contracts, the bid shall be treated as unresponsive and will not be considered.</i></p>
9	Taxes: GST& Customs Duty	<p>The bidder should clearly indicate all applicable taxes separately for each item along with HSN Code and then arrive at a total price of all the items indicated in the Notice Inviting Tender.</p> <p>GST is applicable for all indigenous items. However, the University is entitled for concessional rate of GST @ 5% on all items mentioned vide GoI Notifications No. 45/2017-Central Tax (Rate) and 47/2017-Integrated Tax (Rate) dated 14.11.2017 read with GoI Notification No.09/2018 - Central Tax (Rate) dated 25.01.2018 as amended from time to time.</p> <p>Customs Duty is applicable for all imported items. However, the University is entitled for exemption / concessional rate (at 5.5% of the total value) of Customs Duty on all imported items mentioned vide GoI Notification No. 51/96- Customs dated: 23.07.1996, No. 28/2003 - Customs dated: 01.03.2003, No.43/2017 - Customs dated: 30.06.2017 and DSIR Certificate No. TU/V/RG-CDE (58)/2016 dated: 20.02.2018, as amended from time to time.</p>
10	Other costs / charges	<p>The bidder should clearly indicate all applicable other charges, if any, separately viz., transportation, packing, loading, unloading, insurance, installation, commissioning, testing, training, etc.,</p>
11	Earnest Money Deposit (EMD) / Bid Security	<p>The bidders should furnish bid security for Rs. _____/- (Rupees only) along with their technical bid in the form of Account Payee Demand Draft / Banker's Cheque from any of the Commercial Banks in an acceptable form, drawn in favour of Finance Officer, University of Hyderabad, payable at Hyderabad.</p> <p>If the bidder furnishes a Fixed Deposit Receipt / Bank Guarantee, the instrument shall be issued in favour of Finance Officer, University of Hyderabad, payable at Hyderabad and shall be valid for a period of 135 days from the date of opening technical bids.</p> <p>The MSE units registered with MSME and certificates obtained from NSIC under the Single Point Registration Scheme (SPRS) shall be exempted from payment of Earnest Money Deposit (EMD) on production of requisite proof in respect of valid certification from NSIC.</p>

		<i>(This clause shall be incorporated in all the NIT, where the estimated cost of purchase exceeds Rs. 2.5 lakh.)</i>
12	Warranty	The bidders should offer a minimum period of 3 years warranty for all the quoted items from the date of successful installation of the equipment/item. The quoted price shall be inclusive of warranty costs. AMC/FMC charges for fourth and fifth year shall be quoted separately, if applicable.
13	Comprehensive Annual Maintenance Contract (CAMC)	Bidders shall quote Comprehensive Annual Maintenance (CAMC) charges for a period of 2 years after expiry of the initial warranty period of 3 year. In all other cases, rate for at least three years' CAMC be quoted.
14	Agreement	<p>An Agreement in the format prescribed by the University of Hyderabad is required to be entered into by the Suppliers or their authorised Representative with the University in respect of purchase of Goods / Services valuing Rs. 10 lakh and above, within a period of 15 days from the date of issue of Purchase Order / Work Order.</p> <p>In cases of CAMC, agreements are to be entered into on case to case basis duly customizing the format of agreement.</p> <p>In cases of works awarded by University Works Department, template of agreement finalised by Internal Audit Office, UoH is to be adopted.</p>
15	Performance Security / Performance Bank Guarantee	<p>Successful bidder should submit a Performance Security (in all cases of purchases valuing above Rs. 10 lakh in the form of Performance Bank Guarantee for an amount equivalent to 7.5% of the total basic price of the Goods / Services (exclusive of taxes and duties) within a period of 15 days from the date of issue of Purchase Order/ Work Order.</p> <p>Performance Security should remain valid for the entire warranty period plus additional (grace) period of 60 days, from the date of successful installation of the equipment/item.</p> <p>Performance Security shall be submitted in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the Commercial Banks in an acceptable form, drawn in favour of Finance Officer, University of Hyderabad, payable at Hyderabad.</p>
16	Payment	92.5 % of the total cost will be released after delivery, satisfactory installation, commissioning, testing and training (if any), against submission of valid TAX Invoice (with HSN code) with GSTIN number of the supplier. The remaining 7.5 % will be released on submission of a Performance Bank Guarantee (PBG) for an equivalent amount.

		In case of purchases from foreign manufacturers/suppliers, Letter of Credit (LC) will be opened for 100% of the purchase value and 92.5 % shall be released after signing the Agreement and shipment / submission of documents. As regards balance payment, it will be released on submission of PBG for equivalent amount (in Indian currency) or completion of the warranty period as per the terms included in the NIT and Purchase Order.
17	Delivery Location	The items shall be delivered to: Department / Centre: School: University of Hyderabad, Gachibowli, Hyderabad - 500 046, India
18	Delivery Period	The supplier should be able to deliver the items within days (<i>mention the required delivery period by the proposer</i>) from the date of issue of the purchase order.
19	Liquidated damages for late Delivery	In the event of delay in delivery beyond stipulated period indicated in the Purchase Order, liquidated damages @ 1% per each week of delay subject to a maximum of 5% of the cost of the order will be levied and collected by the University, by way of deduction from the payments due to the vendor/supplier.
20	Risk Purchase Clause	If the Supplier fails to deliver the ordered materials within the stipulated delivery period specified in the Purchase Order, the University may resort to procure such items and in such a manner as deemed appropriate, goods or services similar to those undelivered, and the Supplier will be liable to reimburse the University for any excess costs for such similar goods or services.
21	Right to reject	The University reserves the right to reject any or all the bids or accept a part of the quotation without assigning any reasons therefor. The decision of the University in this regard is final and binding on all the suppliers.
22	Resolution of Disputes	Any disputes arising out of this contract shall be referred to the University, and if any of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of the Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
23	Jurisdiction of Courts	Disputes, if any, arising during course of execution of the order are to be settled within the jurisdiction of Hyderabad / Ranga Reddy District Courts only.

24	Opening of tenders / bids	<p>The bids will be opened in the office of, University of Hyderabad, Hyderabad on (date) at (time) in the presence of bidders or their authorised representatives.</p> <p>The authorised representative shall bring the authorisation letter and submit the same to the University before opening of bids. On failure to do so, the Representative loses the right to participate in the bid opening process.</p>
25	Delay in submission	<p>The University will not in any way be responsible for any postal / courier delay. Bids received beyond the stipulated date and time of submission are summarily rejected. Tenders incomplete in any respect will be summarily rejected.</p>
26	Due date of submission of bids	<p>Sealed Bids should be submitted to the office of, University of Hyderabad, Gachibowli, Hyderabad - 500 046 on or before (date) (time). Bids received thereafter shall not be considered.</p> <p><i>(Minimum time to be allowed for submission of bids should be three weeks for procurement of indigenous items and four weeks in case of imported items from the date of publication of the Notice Inviting Tender in CPP Portal and University of Hyderabad Website)</i></p>

Signature of Dean/Head/Director/PI/Faculty In-charge

Name:

Department / Centre:

School:.....

Phone No.

E-mail ID:

Note: In terms of GFR-2017, all NITs for purchases costing Rs.2.5 lakh and above, shall invariably be uploaded in the CPP Portal (<http://eprocure.gov.in>) and e-Tendering / e-Wizard System solution through ITI Limited (as directed by MHRD) by the Dean/Head/Director/PI/Faculty In-charge themselves, by having a separate User ID and Password. In case of any doubt, clarification, users may contact the Nodal Officer viz., Director, Computer Centre and CNF, for the e-procurement. For the purpose of hosting the NIT in the University Website (<https://www.uohyd.ac.in>), the NIT shall be sent to Webmaster (webmaster@uohyd.ac.in).

This clause is to be incorporated only when NIT specifically contains the pre-defined eligibility criteria for bidders:

S. No .	Eligibility criteria for bidders	Only those Bidders / Agencies meeting the following eligibility conditions and qualifications (minimum) criteria as on the date of issue of NIT/uploading in the CPP Portal/UoH Website, are eligible to submit their bids. Bids submitted by those Bidders/Agencies who did not meet the eligibility criteria will not be considered for evaluation. Eligibility criteria and required supporting documents thereof, to be enclosed with bid document, are as under:		
		S. No.	Eligibility	Supporting document required
		1	Bidder should be a registered agency/firm in the field of supply of goods / services mentioned in the NIT	A copy of Registration Certificate in the name of bidder issued by the competent authority.
		2	Bidder should have full-fledged office / service center at Hyderabad.	A copy of latest Landline phone bill / Electricity bill/ Registered rent or lease agreement in the name of bidder.
		3	Bidder should have statutory registration(s) with Tax and other compliance authority	A copy of PAN, GSTIN, EPF, ESIC, Registered Licence Certificate, Labour License etc., (whichever applicable) in the name of bidder .
		4	Bidder should _____ years of industry experience in the field	Photocopy of the experience certificates from the relevant authorities.
		5	Net worth of the bidder should be positive for last three years [each year] or year(s) of existence in case of agencies less than 3 years in operations.	1) A copy of bidder's audited balance sheets for a period of three years ended/ending 31 March (of the previous financial year) ; and 2) Certificate of Chartered Accountant.
		6	Income from Operations of the bidder should not be less than Rs. _____ per annum for three financial years ending March (of the preceding financial year)	1) A copy of bidder's audited Income and Expenditure Account for a period of three years ended/ending 31 March (of the previous financial year) ; <u>plus</u> 2) Certificate of Chartered Accountant; and 3) Income Tax Returns for the preceding three financial years corresponding to assessment years.
		7	Agency should not have been blacklisted/debarred by CBI/any PSU or any organisation of a Central/State Government or University of Hyderabad, from participation in tenders and / or from performing its stated objectives/purposes	Notarized Affidavit, in the prescribed format, from the participating bidders.
8	Bidder should be experienced in carrying out the works of similar kind as mentioned in the NIT (i) One similar work of value not less than 80% of the estimated cost or (ii) Two similar works, each of value not less than 60% of the estimated cost or (iii) Three similar works, each of value not less than 40% of the estimated cost	Relevant documentary evidence / proof should be enclosed along with technical bid.		

This clause is to be incorporated only when procurement is made on the basis of proprietary Article from a single source:

S. No.	<i>Purchases on proprietary Article basis</i>	<p>The bidders should furnish Proprietary Article Certificate (PAC) along with their technical bid in the following format:</p> <p style="text-align: center;">Proprietary Article Certificate (PAC) from the firm</p> <p><i>This is to certify that the equipment / items : quoted by us vide quotation No. dated is an article of proprietary nature, and we are only manufactures of the said item.</i></p> <p><i>2. These items are sorely manufactured by us and not by anyone else in the Country / entire World.</i></p> <p><i>3. The Proprietary items exclusively manufactured / assembled by us (vide Licence No. valid up to) and no other manufacturer in the Country / World.</i></p> <p style="text-align: right;"><i>For M/s.</i></p> <p>Date: <i>Authorised Signatory & Company Seal</i></p>
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Procurement on the basis of proprietary Article basic (from single source) may be resorted to in the following circumstances:

- (i) *It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.*
- (ii) *In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.*
- (iii) *For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.*

Note : Proprietary Article Certificate in the following form is to be provided by the Department before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) of GFR 2017 as applicable.

Proprietary Article Certificate by Indenter / Proposer

Name of the equipment / item:.....

- (i) *The indented goods are manufactured by M/s.....*
- (ii) *No other make or model is acceptable for the following reasons :*
- (iii) *Concurrence of finance / IAO wing to the proposal vide:*
- (iv) *Approval of the competent authority vide:*

Date: *(Signature with date and designation of the indenting officer)*

DECLARATION

(Declaration should be provided on printed letter head of the Tenderers Firm / Agency)

Date:

To

.....
University of Hyderabad, Hyderabad - 500 046

Ref: NIT No. : Dated:

Sir,

1. We have examined the details of NIT document referred above.
2. We hereby submit the prequalification documents and other relevant information.
3. We, the undersigned, are submitting our Bid for supply of with reference to the above mentioned NIT.
4. We hereby certify that all the statements made and information supplied in the statements are true and correct to the best of our knowledge and belief.
5. We understand that if any information is found incorrect at a later date, the application is liable to be cancelled.
6. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
7. We certify that our firm is not blacklisted / banned from business by any organization viz. Central Bureau of Investigation/Department of Central Government or any State Government/ University. We hereby accept the rules and procedures of the University for pre-qualification of contractor and agree that the University has the right to accept or reject any application without assigning a reason thereto.
8. We have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, we shall lose our right to be pre-qualified and we understand that our tender will be summarily rejected and we are liable to be banned from doing business with the University of Hyderabad and /or prosecuted.

(Signature of authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

Place: _____

Date: _____

Seal of the Agency/Firm

UNIVERSITY OF HYDERABAD

School: *Department / Centre :*
Telephone: *Email:*

Minutes of the Technical Bids Opening Committee

Date:

Tender Id / Reference No.:
Procurement of Goods / Services:

In response to the above referred NIT that was published on the e-tender portal (CPPP) on _____ and University website on _____ , a total _____ (No. of Technical Bids) have been received.

The following bids have been accepted:

S. No.	Bid Id	Bidder Name and Address	Remarks, if any
1			
2			
3			

The following bids are rejected:

S. No.	Bid Id	Bidder Name and Address	Reasons for rejections

Signatures of the Members of the Technical Bid Opening Committee:

UNIVERSITY OF HYDERABAD

School: *Department / Centre :*

Telephone: *Email:*

Evaluation of Technical Bid by Technical Evaluation Committee

Date:

Tender Id / Reference No.:

Procurement of Goods / Services:

The Technical Evaluation Committee has evaluated the Technical Bids, which are accepted by the Technical Bid Opening Committee:

Total No. of Technical Bids accepted: _____

Evaluation of Technical Specification:

S. No.	Specifications and other eligibility conditions mentioned in the NIT	Name of the bidder of accepted technical bids (Complied / Not Complied)					Remarks
		Bidder 1 Name	Bidder 2 Name	Bidder 3 Name	Bidder 4 Name	Bidder 5 Name	
1	Specification 1						
2	Specification 2						
3	Specification 3						
4	Specification 4						
5	Specification 5						
6	Specification 6						
7	Specification 7						
8	Specification 8						

Evaluation of Other Terms and Conditions:

S. No.	Specifications and other eligibility conditions mentioned in the NIT	Name of the bidder of accepted technical bids (Complied / Not Complied)					Remarks
		Bidder 1 Name	Bidder 2 Name	Bidder 3 Name	Bidder 4 Name	Bidder 5 Name	
1	EMD						
2	Pre-qualification criteria for bidders						
3	Submission of required documents						
4	Delivery period, Validity of Bids & Warranty						
5	Acceptance of Agreement condition						
6	Acceptance of Security Deposit (PBG) condition						
7	Payment Conditions						
8	Other terms & conditions, if any						

Recommendations of the Technical Evaluation Committee:

- 1.
- 2.
- 3.

Signatures of the members of the Technical Evaluation Committee:

UNIVERSITY OF HYDERABAD

School: Department / Centre:

Telephone: Email:

Minutes of the Financial Bids Opening Committee and Evaluation of Financial Bid

Date:

Tender Id / Reference No.:

Procurement of Goods / Service:

In response to the above referred NIT that was published on the e-tender portal (CPPP) on _____ and University website on _____, a total _____ (No. of Technical Bids) have been received. Out of which _____ (No. of bids) are found technically suitable and the Committee has decided to open their Price Bids for preparation of price comparison statement and to find out the lowest bidder (L-I).

Total No. of Technical Bids accepted: _____

Total No. of Price Bids opened: _____

Evaluation of Financial Bid:

S. No.	Comparison particulars	Name of the Bidder					Remarks
		Bidder 1 Name	Bidder 2 Name	Bidder 3 Name	Bidder 4 Name	Bidder 5 Name	
1	Basic Price in INR.						
2	Total other charges, if any						
3	Applicable percentage of Taxes (as per HSN Code)						
4	Taxes in Rs. (GST / Customs Duty)						
5	Grand Total in Rs.						
6	Position (L1, L2, L3,)						
7	Justification / remarks, if any.						

Recommendations Local Purchase / Purchase Committee:

- 1.
- 2.
- 3.

Signatures of the members of the Local Purchase / Purchase Committee

UNIVERSITY OF HYDERABAD

Purchase Proposal Format

School: Department / Centre:
 Telephone: Email:

Purchase Proposal for

S. No.	Particulars	Remarks	Documentary Proof attached (Page Nos.)
1	Name of the Proposer and ID No.		
2	Designation and Department / Section		
3	Is In-principle approval from the Competent Financial Authority is obtained:	Approved by the on (date)	Page No.
Details of the Proposed Goods / Services and Firm / Supplier			
4	Name of the Goods (Equipment) / Services with quantity		
5	Details of Model No. and brief specifications		
6	Name and Address of the Manufacturer of the Proposed Goods		
7	Name of the Supplier and Address to whom the Purchase Order to be placed		
8	Wherever an agent / dealer is quoting on behalf of the Principal, whether authorization letter has been obtained from the Principal?		
9	Justification for procurement		
10	Objective, Primary Use and Benefits for Procurement:		
11	If the proposed items have been procured earlier: Procured date: Present Status of the item:		
Details of the Budget Head:			
12	Name of the Major Budget Head (Maintenance / Plan / Project / Special Purpose Fund, etc.,)		
13	Minor Budget Head: (Equipment/Consumables/Infrastructure/ Renovation, etc.,)		
14	Status of Grant / Budget availability		Page No.

Details of Purchase Process / Procedures				
15	Type of the Tender	Advertised Tender Enquiry / Limited Tender Enquiry / Single Tender Enquiry with Proprietary Article Certificate		
16	Type of Bid System	Single Bid system / Two Bid system		
17	Is Notice Inviting Tender (Tender Enquiry) issued	Yes		Page No.
18	In case of Limited Tender Number, No. of firms / suppliers the NIT has been sent			Page No.
19	Proprietary Article Certificate in case of Single Tender Enquiry	Yes / No / NA		Page No.
20	Is NIT / Tender Enquiry published in the CPPP along with University website (For the items costing Rs. 2.5 lakh and more - a Copy / proof should be attached)	Yes / No / NA		Page No.
21	Number of Bids received (enclose all the bids or their scanned copies)			Page No.
22	Number of Bids accepted			Page No.
23	Total EMD received / credited in the University Account			Page No.
24	Number of Bids technically qualified			Page No.
25	Minutes of the Tender Opening Committee enclosed?	Yes		Page No.
26	Minutes of the Technical Bid Evaluation Committee enclosed?	Yes		Page No.
27	Minutes of the Financial Bid Evaluation Committee enclosed?	Yes		Page No.
Cost Details				
28	Imported (@ 1 = Rs.)		Indigenous (in Rs.)	
29	Basic Cost (CIP / CIF Hyderabad)	Foreign Currency: INR:	Basic Cost in Rs.	
30	Customs Duty @ 5.5% or % (in Rs.)		Other Costs if any, (viz., packaging, insurance, transport, etc.,)	
31	Other estimated charges in Rs. (bank charges, clearing charges, etc.,)		Taxes - GST @ _____%	
32	Total Cost		Total Cost in Rs.	
(Rupees only)				

Other Terms & Conditions		
33	Taxes	<i>Included as above</i>
34	Delivery Location	<i>The items shall be delivered to: Department / Centre: School: University of Hyderabad, Gachibowli, Hyderabad - 500 046, India</i>
35	Delivery Period	<i>The supplier should deliver the items within days (mention the required delivery period by the proposer) from the date of issue of the purchase order.</i>
36	Liquidated damages / Late Delivery	<i>In the event of delay in delivery beyond stipulated period indicated in the Purchase Order, liquidated damages @ 1% per each week of delay subject to a maximum of 5% of the cost of the order will be levied and collected by the University, by way of deduction from the payments due to the vendor/supplier.</i>
37	Warranty Period	<i>Warranty should be for period of 3 years for all the quoted items from the date of successful installation of the equipment/item.</i>
38	Annual Maintenance Contract (AMC)	<i>Comprehensive Annual Maintenance for a period ofyears after expiry of the initial warranty period of year.</i>
39	Payment	<i>92.5% of the total cost will be released after delivery, satisfactory installation, commissioning, testing and training, against submission of valid TAX Invoice (with HSN code) with GSTIN number of the Supplier. The remaining 7.5% will be released on submission of a Performance Bank Guarantee (PBG) for an equivalent amount or completion of the warranty period plus grace period of 60 days, whichever is earlier. <i>In case of purchases from foreign manufacturers/suppliers, Letter of Credit (LC) will be opened for 100% of the purchase value and 92.5% shall be released after delivery and signing the Agreement; balance 7.5% will be released on submission of PBG or completion of the warranty period plus grace period of 60 days, whichever is earlier.</i></i>
0	Agreement	<i>An Agreement in the format prescribed by the University shall be entered into by the Supplier / Representative in respect of purchase of Goods / Services valuing Rs. 10 lakh and above, within a period of 15 days from the date of issue of Purchase Order / Work Order.</i>
41	Performance Security	<i>Supplier should submit a Performance Security (in all cases of purchases valuing Rs. 10 lakh and above) for an amount equivalent to 7.5% of the total basic price of the Goods / Services (exclusive of taxes and duties) within a period of 15 days from the date of issue of Purchase Order / Work Order. <i>Performance Security should remain valid for the entire warranty period plus additional (grace) period of 60 days, from the date of successful installation of the equipment/item. Performance Security shall be submitted in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the Commercial Banks in an acceptable form, drawn in favour of Finance Officer, University of Hyderabad, payable at Hyderabad.</i></i>
Additional Terms & Conditions / Remarks, if any:		

Signature of the Proposer

Recommendations and signatures of the Local Purchase / Purchase Committee:

“Certified that we, members of the Purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods, in question, and it is not debarred by Department of Commerce or MHRD or University.”

Sign:	Sign:
Name:	Name:
Sign:	Sign:
Name:	Name:
Sign:	Sign:
Name:	Name:

Approval of the Dean
(If the total cost is less than Rs. 2.5 lakh)

To
The Internal Audit officer, UoH - for pre-check
(If the total cost is more than financial limits of the CFA)

Pre-check by IAO:

Internal Audit Officer

Approval of the Dean
(If the total value is more than Rs. 2.5 lakh to Rs. 10 lakh)

(Note: Financial Concurrence by F&A and approval of the Vice-Chancellor, is required for all the Purchase Proposals costing above Rs. 10 lakh)

To
Finance Officer



UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament, 1974)

Prof. C. R. Rao Road, P.O. Central University Campus, Gachibowli,
Hyderabad - 500 046, Telangana, INDIA website: www.uohyd.ac.in

School: Department / Centre :
Telephone: Email:

Purchase / Work Order No. date:

To

Sub: Supply of - Reg.

Ref: Your Bid No. dated

Please supply the following items with reference to your bid referred to above and as per descriptions / specifications and terms & condition given below:

The Details of items, quantity and their technical specifications are given below:

S. No.	Description of item and Specifications	Basic Price Rs.	Quantity (Unit)	Percentage of Taxes / GST	Taxes / GSTRs.	Total Rs.
1	Description:					
	Detailed Specifications:					

Terms & conditions:

S. No.	Clause Name	Description
1	Taxes: GST & Customs Duty	Included as above
2	Other Costs / Charges	The bidder should clearly indicate all applicable other charges, if any, separately viz., transportation, packing, loading, unloading, insurance, installation, commissioning, testing, training, etc.,

3	Warranty	The bidders should offer a minimum period of 3 years warranty for all the quoted items from the date of successful installation of the equipment/item. The quoted price shall be inclusive of warranty costs. AMC/FMC charges for fourth and fifth year shall be quoted separately, if applicable.
4	Comprehensive Annual Maintenance Contract (CAMC)	Bidders shall quote Comprehensive Annual Maintenance charges for a period of 2 years after expiry of the initial warranty period of 1 year. In all other cases, quote for at least two years' CAMC be quoted.
5	Agreement	<p>An Agreement in the format prescribed by the University of Hyderabad is required to be entered into by the Supplier / Representative with the University in respect of purchase of Goods / Services valuing Rs. 10 lakh and above, within a period of 15 days from the date of issue of Purchase Order / Work Order.</p> <p>In cases of CAMC, agreements are to be entered into on case to case basis duly customizing the format of agreement.</p> <p>In cases of works awarded by University Works Department, template of agreement finalised by Internal Audit Office, UoH is to be adopted.</p>
6	Performance Security	Successful bidder should submit a Performance Security (in all cases of purchases valuing above Rs. 10 lakh for an amount equivalent to 7.5% of the total basic price of the Goods / Services (exclusive of taxes and duties) within a period of 15 days from the date of issue of Purchase Order / Work Order. Performance Security should remain valid for the entire warranty period plus additional (grace) period of 60 days, from the date of successful installation of the equipment/item. Performance Security shall be submitted in the form of Account Payee Demand Draft/ Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the Commercial Banks in an acceptable form, drawn in favour of Finance Officer, University of Hyderabad, payable at Hyderabad.
7	Payment	<p>92.5% of the total cost will be released after delivery, satisfactory installation, commissioning, testing and training (if any), against submission of valid TAX Invoice (with HSN code) with GSTIN number of the supplier. The remaining 7.5% will be released on submission of a Performance Bank Guarantee (PBG) for an equivalent amount.</p> <p>In case of purchases from foreign manufacturers/suppliers, Letter of Credit (LC) will be opened for 100% of the purchase value and 92.5% shall be released after signing the Agreement. As regards balance 7.5 % payment, the same will be released on submission of equivalent amount of PBG. If PBG is not submitted, 7.5% of the amount will be retained till the completion of the entire warranty period.</p>

8	Delivery Location	The items shall be delivered to: Department / Centre: School: University of Hyderabad, Gachibowli, Hyderabad - 500 046, India
9	Delivery Period	The supplier should be able to deliver the items within days (mention the required delivery period by the proposer) from the date of issue of the purchase order.
10	Liquidated damages / Late Delivery	In the event of delay in delivery beyond stipulated period indicated in the Purchase Order, liquidated damages @ 1% per each week of delay subject to a maximum of 5% of the cost of the order will be levied and collected by the University, by way of deduction from the payments due to the vendor/supplier.
11	Risk Purchase Clause	If the Supplier fails to deliver the ordered materials within the stipulated delivery period specified in the purchase order, the University may resort to procure such items and in such a manner as deemed appropriate, goods or services similar to those undelivered, and the supplier will be liable to reimburse the University for any excess costs for such similar goods or services.

Please acknowledge the receipt of this Work Order / Purchase Order and convey your acceptance for the terms and conditions incorporated herein.

Signature of Dean/Head/Director/PI/Faculty In-charge
Name:
Department / Centre:
School:.....
Phone No.
E-mail ID:

Note: A copy of the Purchase Order shall be sent to Finance & Accounts for making a note in the concerned Budget Control Register of the Grant.

Agreement with Manufacturer / Supplier

An Agreement made on this _____ day of _____ (Month) _____ (Year)

Between

the University of Hyderabad, Gachibowli, Hyderabad – 500 046, represented by its REGISTRAR (hereinafter called “the University”) which expression shall include the representatives, executives, administrators, successors or assigns on ONE part

and

M/s. _____ [*Name and Address of the Supplier*], (hereinafter called “the Supplier”), which expression shall include the representatives, executives, administrators, successors or assigns on the OTHER part.

WHEREAS the University is desirous to enter into an Agreement with the Supplier for supply and installation of _____ [*Name of the Equipment / item*] at its premises as per the technical specifications and terms and conditions mentioned in the NIT No. _____ Dated _____ and Purchase Order No. _____ Dated _____ for the total value of Rs. _____ subject to the conditions herein set forth.

NOW THIS DEED OF AGREEMENT WITNESSES THE TERMS AND CONDITIONS AS FOLLOWS:

1. That the Agreement shall come into force immediately and shall remain valid until the final completion of the Contract or cancelled by the University, whichever is earlier.
2. That the supply would be made against a consideration of the sum of _____ to be paid by the University to the Supplier, as per the terms agreed to in the NIT and Purchase Order. The Supplier shall execute and complete the Purchase Order in a thorough and workmanlike manner.
3. That the Supplier agreed to offer a warranty period of _____ years for all the items mentioned in the Purchase Order from the date of successful installation of the equipment/item. The total value of the purchase / supply shall be inclusive of warranty costs.
4. That the Supplier agreed to offer Comprehensive Annual Maintenance for the all the items mentioned in the Purchase Order for a period of 2 years after expiry of the initial warranty period.
5. That 92.5% of the total Purchase Order value will be released after delivery, satisfactory installation, commissioning, testing and training (if any), against submission of valid TAX Invoice (with HSN code) with GSTIN number of the supplier. The remaining value of 7.5% will be released on submission of a Performance Bank Guarantee (PBG) for an equivalent amount, drawn in favour of Finance Officer, University of Hyderabad, payable at Hyderabad, for the entire warranty period plus grace period of 60 days. If the Supplier does not provide a Bank Guarantee, 7.5% of FOB value would be retained by the University till the completion of the entire warranty period.

6. That the Supplier agreed to arrange to deliver whole of the machinery / equipment / parts / items as specified in the specifications, Bid and Purchase Order at the location specified in the Purchase Order before the stipulated delivery period.
7. That in the event of delay in delivery beyond stipulated period indicated in the Purchase Order, liquidated damages @ 1% per each week of delay subject to a maximum of 5% of the cost of the equipment, etc. ordered will be levied and collected from the Supplier by the University, by way of deduction from the payments due to the Vendor/Supplier.
8. That in case the Supplier fails to deliver the ordered materials within the stipulated delivery period specified in the Purchase Order, the University may resort to procure such items and in such a manner as deemed appropriate, goods or services similar to those undelivered, and the Supplier would be liable to reimburse the University for any excess costs for such similar goods or services.
9. That the University reserves the right to change their specified delivery site for any reasonable ground or grounds and the Representative shall be responsible to deliver the materials at the new site. The transportation cost for delivery at the new site will be decided by both the parties.
10. That the University reserves the right to increase or decrease the quantity of items, if the University feels it necessary to do so during the validity of this Agreement.
11. That the University shall obtain pre-installation requirement from the Supplier and complete all necessary requirements at its own cost before commencement of the installation by the Supplier.
12. That the Supplier shall send a factory-trained Engineer to install the equipment free of charge at a mutually convenient time after confirmation of safe arrival of the equipment at the University premises. The Supplier shall bear the travel, living and other costs of the Engineers / Labourers.
13. That on installation, the Supplier shall arrange with the University to have test run of the machinery / equipment / part as per the specifications given in the published catalogue / data sheet / bid.
14. That the Supplier shall be responsible for the adequacy, strength and accuracy of all the Systems (machinery, equipment, parts, appliances and things) supplied by the Supplier for the purpose of the contract, as per the specifications claimed by the Supplier in their published catalogues / bid.
15. That after the installation and satisfactory testing of the System (machinery, equipment, parts, etc.) the University, if satisfied with the performance of the system as expected from the specifications, shall grant and deliver a Certificate in duplicate that the equipment is in working order to the satisfaction and that the same is in conformity with the specifications. One of the duplicate certificate shall be given to the Supplier. Such delivery and handing over shall amount to and be considered as handing over and the very to the University within the meaning of this contract.
16. That during warranty period, if there shall be found any defect in the system either due to faulty workmanship or due to bad materials, the same shall be rectified or replaced by the Supplier at their own cost.
17. That the Supplier shall be responsible for and shall pay all expenses of every kind of injury etc., caused by any accident to all persons employed by him or on his behalf during the course of installation and commissioning of the system supplied by the Supplier.

18. That if the Supplier shall in any manner neglect or fail to carry on the work or performance of the terms of the Agreement with due diligence or violates any of the terms of this Agreement, the University shall be entitled to cancel the Agreement and demand damages.
19. That any disputes arising out of this Contract shall be referred to the University, and if any of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of the Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
20. That all disputes, if any, arising during course of execution of the order are to be settled within the jurisdiction of Hyderabad Courts only.

In witness whereof the parties have hereto set their hands day, month and year above written.

In the presence of

1.

Supplier/Authorised Representative
(Signed on behalf of the Supplier)

2.

In the presence of

1.

Registrar
(Signed on behalf of the University)

2.

Agreement with the Indian Representative

An agreement made on this _____ day of _____ (Month) _____ (Year)

Between

the University of Hyderabad, Gachibowli, Hyderabad – 500 046, represented by its REGISTRAR (hereinafter called “the University”) which expression shall include the representatives, executives, administrators, successors or assigns on ONE part.

and

M/s _____ [Name and Address of the Indian Representative] (hereinafter called “the Representative”), representing their principals M/s. _____ [Name and Address of the Foreign Manufacturer], (hereinafter called “the Supplier”), which expression shall include the representatives, executives, administrators, successors or assigns on the OTHER part.

WHEREAS the University is desirous to enter into an Agreement with the Indian Representative for supply and installation of _____ [Name of the Equipment / item] at its premises, as per the technical specifications and terms and conditions mentioned in the NIT No. _____ Dated _____ and Purchase Order No. _____, Dated _____ for the total value of _____ (FOB, Hyderabad price) subject to the conditions herein set forth.

NOW THIS DEED OF AGREEMENT WITNESSES THE TERMS AND CONDITIONS AS FOLLOWS:

1. That the Agreement shall come into force immediately and shall remain valid until the final completion of the Contract or cancelled by the University, whichever is earlier.
2. That the supply would be made against a consideration of the sum of _____ to be paid by the University to the Supplier, as per the terms agreed in the NIT and Purchase Order. The Representative shall execute and complete the Purchase Order in a thorough and workmanlike manner.
3. That the Representative agreed to offer a warranty period of _____ years for all the items mentioned in the Purchase Order, from the date of successful installation of the equipment/item. The total value of the purchase / supply shall be inclusive of warranty costs.
4. That the Representative agreed to offer Comprehensive Annual Maintenance for the all the items mentioned in the Purchase Order for a period of 2 years after expiry of the initial warranty period.
5. That 92.5% of the total Purchase Order value will be released after delivery, satisfactory installation, commissioning, testing and training (if any), against the submission of a valid Invoice. The remaining 7.5% value will be released on submission of a Performance Bank Guarantee (PBG) for an equivalent amount, drawn in favour of Finance Officer, University of Hyderabad, payable at Hyderabad, for the entire warranty period plus grace period of 60 days. If the Representative does not provide a Bank Guarantee, 7.5% of FOB value would be retained by the University till the completion of the entire warranty period.

6. That the Representative agreed to arrange to deliver whole of the machinery / equipment / parts / items as specified in the specifications, Bid and Purchase Order to the nearest airport (Hyderabad) before stipulated delivery period and the University shall make arrangements for taking Customs clearance, delivery, transport and placing of all the equipment so received at the site of installation.
7. That in the event of delay in delivery beyond stipulated period indicated in the Purchase Order, liquidated damages @ 1% per each week of delay subject to a maximum of 5% of the cost of the order will be levied and collected from the Representative by the University, by way of deduction from the payments due to the Vendor/Supplier.
8. That in case the Representative fails to deliver the ordered materials within the stipulated delivery period specified in the Purchase Order, the University may resort to procure such items and in such a manner as deemed appropriate, goods or services similar to those undelivered, and the Representative will be liable to reimburse the University for any excess costs for such similar goods or services.
9. That the University reserves the right to change their specified delivery site for any reasonable ground or grounds and the Representative shall be responsible to deliver the materials at the new site. The transportation cost for delivery at the new site will be decided by both the parties.
10. That the University reserves the right to increase or decrease the quantity of items, if the University feels it necessary to do so during the validity of this Agreement.
11. The University shall obtain pre-installation requirement from the Supplier / Representative and complete all necessary requirements at its own cost before commencement of the installer by the supplier.
12. That the Representative shall send a factory-trained Engineer to install the equipment free of charge at a mutually convenient time after confirmation of safe arrival of the equipment at the University premises. The Representative shall bear the travel, living and other cost of the Engineers / Labourers.
13. That on installation, the Representative shall arrange with the University to have test run of the machinery / equipment /part as per the specifications given in the published catalogue / data sheet / quotation.
14. That the Representative shall be responsible for the adequacy, strength and accuracy of all the Systems (machinery, equipment, parts, appliances and things) supplied by the Supplier for the purpose of the contract, as per the specifications claimed by the Supplier in their published catalogue/ bid.
15. That after the installation and satisfactory testing of the System (machinery, equipment, parts etc.) the University, if satisfied with the performance of the system as expected from the specifications, shall grant and deliver a certificate in duplicate that the equipment is in working order to the satisfaction and that the same is in conformity with the specifications. One of the duplicate certificate shall be given to the Representative. Such delivery and handing over shall amount to and be considered as handing over and the very to the University within the meaning of this contract.
16. That during warranty period, if there shall be found any defect in the system either due to faulty workmanship or due to bad materials, the same shall be rectified or replaced by the Supplier through their Representatives at their own cost.

17. That the Representative shall be responsible for and shall pay all expenses of every kind of injury etc., caused by any accident to all persons employed by him or on his behalf during the course of installation and commissioning of the system supplied by the Supplier.
18. That if the Representative shall in any manner neglect or fail to carry on the work or performance of the terms of the Agreement with due diligence or violates any of the terms of this Agreement, the University shall be entitled to cancel the Agreement and demand damages.
19. That any disputes arising out of this Contract shall be referred to the University, and if any of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of the Arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such Arbitrator shall be final and binding on both the parties.
20. All disputes, if any, arising during course of execution of the Purchase Order are to be settled within the jurisdiction of Hyderabad/ Ranga Reddy District Courts only.

In witness whereof the parties have hereto set their hands day, month and year above written.

In the presence of

1.

Authorised Representative

2.

(Signed on behalf of the Indian Representative)

In the presence of

1.

Registrar

2.

(Signed on behalf of the University)

FORMAT FOR PERFORMANCE BANK GUARANTEE

From

Bank:

.....

To

The Finance Officer, University of Hyderabad, Hyderabad - 500 046

Dear Sir,

1. Whereas you (the "PURCHASER") have entered into a Contract / issued Purchase Order No. _____ dated _____ (hereinafter referred to as the "said Contract") with M/s _____ (hereinafter referred to as the "SELLER") for supply of goods as defined in the said Contract / Purchase Order and whereas the SELLER has undertaken to produce a bank guarantee for 7.5% of total contract value amounting to Rs. _____ (Indian Rupees _____) to secure its obligations to the PURCHASER in accordance with the said Contract.
2. We _____ (the Bank) hereby expressly, irrevocably and unreservedly undertake and guarantee as principal guarantor on behalf of the SELLER that, we will pay you on your demand declaring the SELLER to be in default under the said Contract, without demur or contest, all and any sum up to a maximum of Rs. _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said Contract.
3. We undertake to effect payment upon receipt of such written demand, notwithstanding any dispute or disputes raised by the SELLER in any suit pending before any Court, Tribunal, Arbitrator or any other authority, our liability under this present being absolute and unequivocal.
4. We shall not be discharged or released from this undertaking and guarantee by any arrangements or variations made between you and the SELLER, indulgence to the SELLER by you or by any alterations in the obligation of the SELLER or by any forbearance whether as to payment, time, performance or otherwise.
5. In no case shall the amount of this guarantee be increased.
6. This guarantee shall remain in full force and effect until 60 days beyond the warranty period as specified in the contract i.e. up to _____ (expiry date). In case of delay in fulfillment of obligations by the SELLER, the expiry date shall be extended by us as per intimation from the SELLER.

7. Unless a demand or claim under this guarantee is made to us in writing on or before the aforesaid expiry date or extended expiry date, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.
8. This guarantee shall be continuing guarantee and shall not be discharged by any change in the constitution of the Bank or in the constitution of the SELLER.
9. We lastly undertake not to revoke this guarantee during its currency except with the previous consent of the PURCHASER in writing.

Yours faithfully,

for _____ Bank
(Authorised Signatory)
Seal of the Bank

Place : _____

Date : _____

CUSTOMS DUTY EXEMPTION CERTIFICATE

To
The Assistant Commissioner
Customs Division

This is to certify that University of Hyderabad, Hyderabad is registered with the Department of Scientific & Industrial Research (DSIR) for purposes of availing Customs Duty Exemption in terms of Government Notification No. 51/96 - Customs dated 23rd July, 1996, Notification No. 47/2017-Integrated Tax (Rate), dated 14th November 2017, Notification No. 45/2017-Central Tax (Rate), dated 14th November 2017 and Notification No. 45/2017-Union Territory Tax (Rate), dated 14th November 2017, as amended from time to time. The Registration is valid up to 31-08-2021.

1.	Name of the Institution (Issuing Organization)	University of Hyderabad, Prof. C.R. Rao Road, P.O. Central University, Hyderabad - 500 046
2.	Recognition with Department of Scientific and Industrial Research	TU/V/RG-CDE(58)/2016, Dated 20-02-2018, valid up to 31-08-2021
3.	Department and Faculty concerned	
4.	Source of Fund	
5.	Description of goods	
6.	PKG/Weight	
7.	Name of the Manufacturer	
8.	Quotation No. of the Manufacturer	
9.	UH Purchase Order No. and Date	
10.	Airway Bill No. & Date	
11.	Value of the Item (CIP/CIF/FOB)	
12.	Customs Duty @ 5.50 %	
13.	Additional Duty (CVD) @ 12.5 %	
14.	Duty Foregone amount	

Certified that the purchase of the above mentioned goods for which Customs Duty exemption is claimed are required for research purpose only by this University and is not engaged in any commercial activity. It is also certified that, University of Hyderabad is registered with Department of Scientific and Industrial Research, New Delhi.

HEAD OF THE INSTITUTION

Ref No.

Date:

GOODS AND SERVICES TAX CONCESSION CERTIFICATE IN TERMS OF NOTIFICATION No. 45/2017 & 47/2017, DATED 14th NOVEMBER 2017 AND 9/2018 DATED 25th JANUARY 2018 ISSUED BY THE MINISTRY OF FINANCE, DEPARTMENT OF REVENUE OF GOVERNMENT OF INDIA

1.	Name of the Institution (Issuing Organization)	University of Hyderabad, Prof. C.R. Rao Road, P.O. Central University, Hyderabad - 500 046
2.	Recognition with Department of Scientific and Industrial Research	TU/V/RG-CDE(58)/2016, Dated 20-02-2018, valid up to 31-08-2021
3.	Name of the Department	
4.	Description of goods	
5.	Name of the R&D Unit for whom the item is meant	
6.	Name and Address of the Manufacturer / Supplier	
7.	UH Purchase / Work Order No. and Date	
8.	Basic Cost of the item	
9.	HSN Code of the item	
9.	Other Cost if any	
10.	Rate (%) and Amount of GST	
11.	The purpose for which required	Research & Development

Certified that the above mentioned Institution is a Public Funded Research Institution under the Ministry of Human Resource Development (MHRD), Government of India and the goods claiming concessional rate of IGST/CGST/SGST under this Notification are required for the Research Purpose only.

HEAD OF THE INSTITUTION