



KERALA AGRICULTURAL UNIVERSITY

College of Agriculture, Padannakkad P.O., Kasargod Dist.

Pin: 671314, Kerala, India.

Phone: Direct: 91 467 2282699, Office: 91 467 2280616,

E-mail: coapad@kau.in

No.COAPAD/509/2025-C1

Dated: 17-05-2025

From

Dean

To

The Firm/ Suppliers

Sir,

Sub:- College of Agriculture, Padannakkad - Purchase of lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment... etc under rate contract for the year 2025-26 - regarding

Ref:- Arising rate contract proposal for the year 2025-26.

The terms and conditions for entering into Rate contract for the supply of lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc under rate contract for the year 2025-26 subject to the store purchase rules in existence are detailed below.

1. **Price:** As quoted in the Rate Contract Price List for the year 2025-26.
2. **Price Variation Rule:** The prices charged for the supplies under the rate contract by the contractor shall in no event exceed the price at which the contractor sells the lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc., to any other departments/persons during the period of the contract. If at any time during the said period, the contractor reduces the sale price of such lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc., or sells these items to any other department/person at a price lower than the price chargeable under this contract, the firm shall forthwith intimate such reduction of sale price to the Dean,

College of Agriculture, Padannakkad and the price applicable for the supplies made as per rate contract after the date of coming into force of such reduction of sale price shall also be correspondingly reduced.

3. **Period of Contract:** The contract shall remain in force from the date of acceptance of Agreement, Security Deposit etc., in this office and up to 31st March 2026 or one year from the date of acceptance, if agreeable to the firm.
4. **Quality:** The lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc., supplied should be of good quality and must comply with the specifications as given in the Rate Contract Price List.
5. **Delivery:** Supplies of lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc in response to this contract are to be delivered to the concerned Offices / Departments of College of Agriculture, Padannakkad on receipt of formal supply orders. Supply orders received are to be treated as firm orders and the receipt thereof should be acknowledged within a week. The probable date of supply should be indicated in the order acknowledgement. Supply of lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc., should be made within the dates specified in the supply order.
6. **Quantity of Lab Chemicals, Glass wares, Plastic wares, Filter paper, Other lab consumables , Mini equipment etc. purchased:** No guarantee can be given about the quantity of lab chemicals, glassware, plasticware, filter paper, other lab consumables, mini equipment etc., that will be purchased during the contract period. The Contractor has to supply all the items in accordance with the supply orders received, in correct quantity during the period of contract.
7. **Submission of Invoice/Credit bills and other documents regarding supplies:** Invoice/Credit bills (in triplicate) for the supplies made against this contract are to be drawn in favour of the Dean and forwarded with reference to the supply orders, for arranging payment. Payment on account of supplies against this order will be effected only after satisfactory supply of all the items/ articles.
8. **Stamp Paper Agreement:** An official order will be issued and communicated following the approval of your submitted proposals. According to Annexure 32 of the Government of Kerala's Stores Purchase Manual, an agreement must then be signed in the prescribed form on Kerala Stamp paper for a total of Rs. 200 (Rupees 200 only) in order for the contract to be fulfilled. (The website www.kau.in/tenders offers the format for download).

9. **Security Deposit:** A security deposit of Rs. 1000 (Rupees One Thousand Only) must be paid at the time of executing your agreement via demand draft made payable to the Dean of the College of Agriculture, Padannakkad at the State Bank of India, Nileshtar/or by cash. We won't accept checks, money orders, term deposit receipts... etc.
10. **Special Conditions:** If not specifically agreed upon, any special terms that may have been mentioned in your rate contract proposal or included with it will not apply to this agreement. When making payments, the reduction permitted in the rate contract price lists or on your correspondence will be taken into consideration.
11. **Submission of proposals :** The Rate Contract proposals(*along with the detailed proposal including rates, rates of discount, taxes, Validity of discount rates., Delivery time, Terms & Conditions (if any), Catalog, Authorization Letters containing the name, address and telephone number of your authorized local dealers*) should reach this office **on or before 27.05.2025 (Tuesday) at 11.30 AM**. Late and incomplete proposals will not be considered. You are also requested to forward **10 copies and soft copy** of your price list for 2025-26 for distribution among the Heads of Departments of this college, who will purchase the Laboratory Chemicals, Filter papers, Glass wares, Plasticwares etc., from you/your authorized stock list.

Yours faithfully,

DEAN

Copy To: 1. Dr. Mini P K, Professor & Chairperson, Purchase Committee
2. Purchase Committee members
3. Heads of Departments, CoA Padannakkad.