

Enclosure II
Assam down town University, Panikhaiti, Guwahati, Assam

Terms and Conditions for the Annual Rate Contracts for supply of Chemicals, Glass ware, Plastic ware, laboratory consumables etc. to Assam down town University for the year 2025-26 as approved by the competent authority of the Assam down town University, Panikhaiti, Guwahati, Assam.

The following terms and conditions must be adhered to and complied by the approved firm/suppliers:

1. Discounts are on manufacturer's price list of the year (2025-26).
2. Rates are to be in conformity with the verified/accompanied authenticated manufacturer's price list.
3. F.O.R. Assam down town University, Panikhaiti, Guwahati, Assam.
4. Rates of GST/Excise Duty etc. are as per Govt. rule.
5. Payment terms as per the university norms as followed.
6. Delivery period as specified in the Purchase order/university norms.
7. Guarantee/Warranty period as per the manufacturer's provision.
8. Misc. charges such as Packing and Forwarding charges, Insurance charges, etc., if any are included in the approved rates.
9. The offer must be valid for a period of one year i.e., from the date of issuance of Rate Contract Letter to 31.03.2026.
10. That in case, the rates are reduced/or more discount including any special incentive for sales promotion is offered by the manufacturer/supplier during the currency of rate contract, the University shall be informed promptly and shall be entitled for that benefit/incentive.
11. In case a firm/supplier does not stick to the terms of the rate contract, the University will take necessary action based on the report(s) from the Dean/Principal Investigator.
12. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security besides any other action as may be deemed proper by the University.
13. Terms and conditions printed on Offer/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order.
14. The acceptance of the purchase order by the supplier shall be construed as the supplier's agreement to all the terms and conditions contained in the order and the Annual Rate Contract, 2025-26.

Purchase Officer, AdtU, Panikhaiti, Guwahati