

No. Date

TENDER NOTICE

Sealed tenders are invited from the manufacturer / Authorised distributor / Dealer for supply of spectrophotometer.

Tender document containing terms, conditions & specifications of the items can be obtained from the Store, Jiwaji University, Gwalior – 474011 up to 5.00 PM of 27.02.2016 on payment of Rs. 1000/- through DD drawn in favour of Registrar, Jiwaji University, Gwalior.

Alternatively, the tender form may be downloaded from the website www.jiwaji.edu and a demand draft for Rs. 1000/- favouring The Registrar, Jiwaji University, Gwalior may be attached.

The last date for the submission of tenders in the University office is 27.02.2016 (up to 5.00PM) by speed post / registered post / drop box only.

REGISTRAR

क..... दिनांक

निविदा आमंत्रण

खुली निविदा के अंतर्गत स्पेक्ट्रोफोटोमीटर की आपूर्ति हेतु निर्माता/ अधिकृत डिस्ट्रिब्यूटर्स/ डीलर से निविदा आमंत्रित की जाती है।

निविदा दस्तावेज़ टर्म्स, कंडीशन्स एवं स्पेसिफिकेशंस से युक्त, स्टोर शाखा जीवाजी विश्वविद्यालय, ग्वालियर-474011 से दिनांक : 27.02.2016, सायंकाल 05:00 बजे तक से प्राप्त कर सकते है तथा कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर को देय रू 9000/- के डी.डी. (वापिसी योग्य नहीं) के साथ भेजा जा सकता है। या निविदा आवेदन पत्र विश्वविद्यालय की वेबसाइट www.jiwaji.edu से डाउनलोड कर कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर को देय रू 9000/- के डी.डी. (वापिसी योग्य नहीं) के साथ भी भेजा जा सकता है।

सभी निविदा आमंत्रण पत्र दिनांक :27.02.2016, सायंकाल 05:00 बजे तक स्पीड पोस्ट/ रजिस्टर्ड पोस्ट से प्राप्त हों या विश्वविद्यालय में निविदाओं के लिये निर्धारित ड्राप बाक्स में डालने से ही मान्य होंगे ।

कुलसचिव

Annexure-1 (To be enclosed with the Technical Bid)
MPCST sponsored project
School of Studies in Botany, Jiwaji University, Gwalior

Tender No. JU/IE/

Name of the party in whose : -----
favour the Tender form has -----
been issued -----

To
The Registrar
Jiwaji University
Gwalior 474 011, MP, India

Dear Sir,

- 1 I/We hereby submit our tender for the.....
- 2 I/WE now enclosing herewith the D.D. No..... dated..... For Rs.....drawn in favour of the "The Registrar, Jiwaji University, Gwalior" towards EMD, and D.D. No..... dated..... For Rs. 1000 towards tender fee for downloaded tenders. (TENDERS NOT ACCOMPANIED WITH EMD ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
- 3 I/We have gone through all terms and conditions of the tender documents before submitting the same.
- 4 I/We hereby agree to all the terms and conditions, stipulated by the Jiwaji University, in this connection including delivery, warranty, penalty, etc. Quotations for each item are being submitted under separate covers, and sheets and shall be considered on their face value.
- 5 I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed.
- 6 Tenders are duly signed (No thumb impression should be affixed).
- 7 I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at Jiwaji University, Gwalior.

NOTE: ALL TERMS & CONDITIONS SUCH AS TAXES ETC, HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE

INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS
PER YOUR REQUIREMENTS.

Yours faithfully,
Signature of Tender(s) with full Address.

Signature of the Bidder with seal

Annexure- 2
(To be enclosed with the Technical Bid)

CHECK LIST FOR TERMS AND CONDITIONS

Check list for Terms and Conditions (To be filled by the bidder and submitted along with the technical bid)

1. Whether rates quoted included all taxes, customs clearance, i.e., FOR Gwalior
2. Whether rates are quoted as per tender/s specifications _____
3. Authority letter from manufacturer/principal enclosed _____
4. Quotation being submitted directly by the manufacturer or authorized distributor
5. Proof of having filled IT Return for the assessment years 2013-14, 2014-15 & 2015-16 attached _____
6. EMD draft is enclosed _____
7. Tender fee for downloaded tenders enclosed _____
8. Comprehensive Guarantee/Warranty period for one year

(SIGNATURE OF THE BIDDER WITH NAME & SEAL)

Principal Investigator, MPCST Project
School of Studies in Botany, Jiwaji University, Gwalior

Tender Form No :

Name of Work : Supply of Spectrophotometer

Last Date for Purchase of Tender Document : 27-02-2016

Tender Opening Date : 01-03-2016

Office :

Tender Cost : Rs 1000/-

EMD Cost : Rs 3000/-

Terms and Conditions

Tenders will be considered subject to following terms and conditions.

- 1 All tenders must be carefully accompanied by a bank draft for the specified amount for the item drawn in favor of the Registrar, Jiwaji University, Gwalior as earnest money. Tenders received without earnest money will be liable to be rejected and may not be considered.
- 2 Tenderers can obtain tender documents against payment of Rs 1000.00 through demand draft drawn in favor of the Registrar, Jiwaji University, Gwalior, on or before **27.02.2016** up to 5.00 pm. on any working day. The document may be downloaded from our web site and a separate draft of Rs. 1000 in favour of the Registrar, Jiwaji University, Gwalior may be enclosed with the EMD draft.
- 3 The last date for submission of Tender is **27.02.2016** before 5.00 P.M. at the office of the Registrar, Jiwaji University, Gwalior.
- 4 Proof of having filed Income Tax return (Checklist point no. 5)
- 5 The rates should be FOR Gwalior and inclusive of all applicable charges/ duties/ taxes. The prices should be inclusive of sales tax and other charges. The exact details of taxes should be given separately. The total FOR price shall be considered as the price of the equipment.
- 6 This institution is exempted from payment of Central Excise duty in terms of Govt. Notification No. 1097-Central Excise dated 01.03.1997. Necessary copy to be provided by the University.
- 7 For imported equipments: The institution is registered with Department of Science and Industrial Research (DSIR) Govt. of India vide Government Notification No. TU/V/RG-CDE(56)/2009, dated 26.11.2009 is exempted from payment of custom duty. Necessary certificate copy shall be provided by the University. The bidder shall be responsible for getting the consignment cleared and deliver the goods. The expenses on it and concessional duties, if any should be included in the cost of the equipment.
- 8 The price should be FOR destination failing which the offer will be ignored.
- 9 The tenderer should quote their best willing price which should be firm from the period of 120 days from the due date of tender.
- 10 The minimum period of delivery of the material should be quoted.
- 11 The quantities of each item to be purchased may vary according to actual requirement at the time of placing order.
- 12 If there is any DGS&D rate contract of Government approved rates the same should be quoted enclosing the copy of the rate contract.
- 13 The tender should avoid the use of vague terms such as "extra as applicable". Such tenders will be rejected.
- 14 Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
- 15 Advance payment either direct or through bank will not be accepted in any case. As per rule, full payment will be made after receipt of material, inspection there of and after satisfactory installation and working of the entire equipment. LC is acceptable in imported equipments.
- 16 The successful tender, if so required by the University, shall furnish Bank Guarantee/FDR from the Nationalized Bank up to 10% of the total value of the order, which is refundable, after satisfactory execution of order within the stipulated delivery

- period. The penalty of half percent per week shall be imposed by the University, subject to a minimum of 10% for the delivery of the material. No interest shall be paid on the Security Deposit or Earnest Money. The EMD drafts shall be returned to the unsuccessful bidders immediately after the Purchase Committee of the University takes a decision on the purchase.
- 17 The Tenders should have no extra charges for installation, etc. of the equipment, if any.
- 18 Offers received not according to our terms and conditions within the time prescribed shall be rejected. Delay due to postal service of any kind will not be considered for acceptance of the order.
- 19 In all matters of dispute the decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderers.
- 20 In case of an authorized dealer, a copy of the current Certificate from Manufacturer must be attached as proof.
- 21 Date and time of opening is **01.03.2016** at 3.30 P.M. in the presence of intending Tenderers or their representatives who may like to be present in the University office, Jiwaji University, Gwalior.
- 22 If any of the dates of the receipt or opening the tender happen to be declared as holiday, the schedule will be shifted to the next working day automatically.
- 23 The Sealed Tender Envelope should contain three sealed envelopes.
- A. First superscribed as "Technical Bid for _____". This should contain the specifications of the equipment & terms and conditions of supply. No price should be mentioned.
- B. The second should be superscribed as "Commercial Bid for _____"
- C. The third should contain separate drafts for the Earnest money and tender fee of Rs. 1,000 in favour of the Registrar, Jiwaji University, Gwalior.
- 24 These three separately sealed envelopes should be placed in one sealed envelop and should be superscribed as "Tender Form No. _____ for _____ to be opened on _____ at 3:30 P.M." Only those who fulfill the technical specifications shall be considered for opening the commercial bid.
- 25 Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will render him liable to the penalties, which may include removing of his name from the register of approved suppliers.
- 26 All the accessories are to be treated as one unit and separate tenders are not required for each accessory.
- 27 Tender, duly sealed, should reach the Registrar, Jiwaji University, Gwalior by speed post, registered post or at the drop box of the Store of the University.
- 28 Any item or offer may increase in number or even might not be purchased without assigning any reason. Registrar, Jiwaji University, Gwalior reserves the right to accept or reject any or all tenders without assigning any reason there of.
- 29 The bidder shall forfeit the EMD if we find the bidder providing any false information and no further communication in this respect shall be entertained.

Registrar
Jiwaji University

I/We accept all the terms and conditions of the tender and understand that the decision of the University shall be final and acceptable to me/us.

Date

Signature and Seal of the Tenderer

Signature of the Bidder with seal

[Handwritten signature]

(To be enclosed with the Technical Bid)

QUESTIONNAIRE TO BE FILLED BY THE BIDDER AND SUBMITTED ALONG WITH THE TECHNICAL BID

01	Reputed manufactures of equipment (specified in the tender notice) or their authorized agents with well established sales and services facilities only need to respond to the tender notice.	Confirm / do not Confirm requirement
02	In case the bidder is an authorized agent, documentary proof to this effect must be enclosed with the quotation.	Enclosed / not Enclosed
03	The bidder must indicate whether he is willing to supply complete circuit diagram, wiring diagram component layout diagram, service manual and component identification catalogue along with the equipment free of charge in case an order is placed with him. The supply of this literature will be considered as part of supply of equipment offered.	Will be supplied/ Cannot supply
04	Quotation must be furnished in sealed envelopes particular should be clearly indicated in the top of the envelope.	Complied / not complied
05	Bidders are requested to carefully go through the specifications given in the tender and quote only when they are sure they have product specified to offer. In case of any doubt, the bidder can contact the Registrar, Jiwaji University, Gwalior on any working day with prior appointment.	Complied / not complied
06	Warranty details and terms and conditions of warranty must be given. If any component of the equipment quoted is not covered by the warranty the same must be specified	Complied / not complied
07	Where the equipment offered is controlled by a personal computer and it is possible to use an indigenous PC, the same should be quoted instead of an imported PC. The same would apply to a printer or any compiled other accessory or subsystem of good quality available in India.	Complied / not complied
08	Bidders must indicate whether he can arrange for comprehensive service training to staff of the instrumentation department on the model offered at his expense.	Yes / No
09	The bidder is agreeable to install and test the equipment and undertake after-sales-service only through a factory trained certified engineer	Yes / No
10	Agency commission (percentage) payable in Indian Rupees should be mentioned in the quotation i.e. in "Commercial Bid".	Complied / not complied/ not applicable
11	Security deposit: In case the Purchase Order is placed, 10% of the quipment value has to be submitted as performance bank guarantee / FDR.	Agreeable / Not Agreeable

Answer

Note: Unless the questionnaire is completely filled in and detailed information provided as required, your offer is liable to be rejected.

Signature of the Bidder with seal

L. J. Fawcett

List of item/s

S No	Item description	Quantity	EMD
01	Spectrophotometer	01	Rs 3000/-

Technical specifications

Single beam

Wavelength range : 200nm to 1000nm

Absorbance/ Percent transmittance/ concentration (Electronic digital display).

Accuracy : ± 1 nm

Sample holder : 10mm cuvettes

Power Requirement : 230V

Accessories : 4 matched 10mm path length quartz cuvette (cells)

Signature of the Bidder with seal

L. Anwar