



Jiwaji University, Gwalior

**Tender Notice No. JU/CHEM/01/2016**

**Dated: 15/01/2016**

Scaled tenders are invited in prescribed form, from manufacturers or their Authorized Representatives, for the supply of the following items: (1) Digital Electronic Micro Balance and (2) Magnetic susceptibility Balance. The tender document can be downloaded from the website [www.jiwaji.edu](http://www.jiwaji.edu). The completed Tenders should reach the office of the Registrar, Jiwaji University, Gwalior by 08/02/2016

  
REGISTRAR



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REGISTRAR

## **Tender Form for (1) Digital Electronic Micro Balance and (2) Magnetic susceptibility Balance**

School of Studies in Chemistry, Jiwaji University, Gwalior 474 011

Tender Form No. JU/CHEM/01/2016

*Name of work: Supply of (1) Digital Electronic Micro Balance and (2) Magnetic susceptibility Balance (select the appropriate equipment)*

*Last date for receiving completed Tenders : 08-02-2016 up to 5.00 p.m.*

*Tender Opening Date : 12-02-2016 at 3.30 pm in the University Office*

*Tender Cost : Rs 1000/- per equipment.*

*Earnest Money Deposit (EMD) :Rs. 25,000 for item 1 & Rs. 15,000 for item 2*

Sealed Tenders are invited from Reputed Manufacturers or their Authorized Representatives for the supply of a Digital Electronic Micro Balance / Magnetic susceptibility Balance (strike out one) with specifications as mentioned in the enclosed list. Tenders will be considered subject to the following terms and conditions.

- 1) All tenders must be accompanied by a Bank draft for EMD (as applicable) drawn in favour of Registrar, Jiwaji University, Gwalior for an amount mentioned above. Tenders received without earnest money are liable to be rejected and may not be considered.
- 2) The tender document must be downloaded from the website [www.jiwaji.edu](http://www.jiwaji.edu) and, as tender fee, a demand draft for Rs. 1000/- drawn in favour of the Registrar, Jiwaji University, Gwalior, must be enclosed along with the EMD draft.
- 3) The last date for receiving the completed Tender (by Speed Post / Registered Post / drop box kept in the office of the Registrar (Store section), Jiwaji University, Gwalior) is 08-02-2016 by 5 p.m.
- 4) The bidder should agree to furnish a Bank Guarantee from a Nationalized Bank for up to 10% of the cost of the equipment, and should have validity for the entire Warranty Period.
- 5) The bidder should agree to execute an agreement for proper supply, installation and satisfactory working of the equipment exactly to the specifications mentioned.
- 6) The rates quoted should be FOR Gwalior. The prices should be **exclusive** of (without including) CST/ VAT and other charges. However, the exact details of taxes should be given separately.

## Signature of the Bidder with seal

- 7) Being an Educational Institution, the University is entitled to issue concessional Sales Tax Certificate. No other sales tax form is issued. If concessional sales tax certificate is not acceptable to the supplier, the actual rate of sales tax to be charged must be clearly mentioned.
- 8) This institution is exempted from payment of Central Excise duty in terms of Govt. Notification No. 1097 – Central Excise Dated 01/03/1997 and modifications thereafter. Copy of necessary certificate will be provided by the University.
- 9) The transportation up to Jiwaji University should be undertaken by the supplier and prices should be included in the bid. All relevant documents shall be provided by the University.
- 10) The manufacturer's name, their trademark and brand should invariably be mentioned in the tender and illustrated leaflets giving technical particulars/ details etc. should be attached with the quotation to facilitate consideration of the offer.
- 11) The Bidder should quote their best willing price which should be valid for the period of 120 days from the due date of tender.
- 12) The period of delivery of the equipment should be quoted.
- 13) The tender should avoid the use of vague terms such as 'extra as applicable'.
- 14) Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
- 15) Quotations for each item (as per serial number in the specification sheet) along with terms and conditions must be submitted separately in a separate cover so that for individual items separate comparative statements could be prepared.
- 16) Advance payment either direct or through bank will not be accepted under any circumstances. As per rule, full payment will be made after receipt of material, inspection thereof and after satisfactory installation and working of the entire equipment.
- 17) The tenderer should clearly state regarding charges for maintenance, etc. of the equipment, if any. Installation should be done free of cost.
- 18) Offers received not according to our terms and conditions and within the time prescribed shall be rejected. Delay due to postal services of any kind will not be considered for acceptance of the tender.
- 19) In all matters of dispute, the decision of the Registrar, Jiwaji University, Gwalior shall be final & binding on the Bidders.
- 20) The address of Customer Care Centre for maintenance along with the list of well- reputed organizations that have purchased the same equipment or similar equipment should be provided.

Signature of the Bidder with seal

- 21) The test reports of the equipment quoted from reputed government organizations/academic institutions must be submitted along with the offer.
- 22) In case of an authorized dealer, a copy of the current Certificate from Manufacture must be attached as proof.
- 23) The date and time of opening of envelopes is **12-02-2016 at 3.30 pm** in the presence of intending Bidders or their representative who may like to be present in the office of the Registrar, Jiwaji University, Gwalior.
- 24) If any of the dates of receipt/opening of Tender happen to be declared as holiday, the schedule will be shifted to the next working day automatically. The University reserves the right to change the date.
- 25) The Sealed Tender envelope should contain three sealed envelopes.
  - A. The “**First**” **envelop** should be Superscribed ‘Technical Bid for ----- (Name of the item, Ad No. and date)’. This should contain the specifications of the equipment and terms & conditions of supply, and the questionnaires for terms of supply and the specification sheets (supplied by the University along with Tender document) duly checked yes/no etc. No price should be mentioned.
  - B. The ‘**Second**’ **sealed envelop** should be Superscribed ‘Commercial Bid for ----- (Name of the item, Ad No. and date)’. This should contain the competitive price of the equipment.
  - C. The ‘**Third**’ **sealed envelop** should be superscribed ‘EMD for ----- (Names of the item) and should contain the Ernest money Demand Draft in original and the tender fee DD for Rs. 1000/- for each item.

The above three sealed envelopes must be placed in one sealed envelop and should be superscribed “Tender No JU/CHEM/01/2016 for (name of item) Serial No ..... to be opened on **12-02-2016**”. Only those tenders which fulfill the technical specifications shall be considered for opening of the commercial bid.
- 26) Separate tenders are to be submitted for each item.
- 26) Tenders, duly sealed, should reach the Registrar, Jiwaji University, Gwalior 474011 on or before 08-02-2016, by 5 p.m. by Speed Post / Registered Post/ drop box kept in the office of the Registrar (Store section), Jiwaji University, Gwalior.
- 27) The prices charged for the items supplied by successful Tenderer shall in no event exceed the lowest price at which the successful Tenderer sells the same items to any other persons during the period of supply to the University.
- 28) If any time, during the period of supply, the tenderer reduces the sales price chargeable for any item, he shall forthwith notify such reduction to the Registrar, Jiwaji University, Gwalior, and the price payable for the items supplied after the date of coming into force of such reduction or sale shall stand corresponding reduced.

Signature of the Bidder with seal

- 29 All the accessories are to be treated as one unit and separate tenders are not required for each accessory. The cost of *Essential Accessories* will have to be included in the total cost of the equipment.
- 30 Performance reports and List of organizations in India (along with phone numbers of users) who have been supplied the same (or similar) model of the equipment, should be provided.
- 31 Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will tender himself liable to penalties which may include removing of his name from the register of approved Suppliers.
- 32 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.

Signature and Seal of the Tenderer with  
Date

Jiwaji University, Gwalior  
School of Studies in Chemistry

**Annexure-1**  
(To be enclosed with the Technical Bid)

**Tender for items (1) Digital Electronic Micro Balance and (2) Magnetic susceptibility Balance**

Tender Form No. JU /CHEM/01/2016

Name of the party submitting the Tender \_\_\_\_\_  
\_\_\_\_\_

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

Dear Sir,

1. I/We hereby submit our tender for :-----
2. I/WE am/are enclosing herewith 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 ALONG WITH 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 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 earnest money deposited may be forfeited and our/my name may be removed from the list of suppliers at Jiwaji University, Gwalior.

Yours faithfully,  
Signature of Tenderer(s) with full Address

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). Supporting documents must be numbered serially and the same must be indicated here on this page. These documents should be placed inside the envelope containing technical bid

1. Certificate of Manufacturer/ Indian Subsidiary of the Manufacturer/ Authorized Representative in India, enclosed.
2. List of organizations supplied with the same equipment or similar equipment (at least 03 in India) \_\_\_\_\_
3. Whether the quoted price is - FOR Gwalior :
4. Whether rates are quoted as per tender's specifications \_\_\_\_\_
5. Quotation being submitted directly by the manufacturer or authorized representative \_\_\_\_\_.
6. Quality assurance certificate like ISI, ISO 9002, IP/BP or any other, please specify \_\_\_\_\_.
7. Proof of tendering firm having filled IT Return for the assessment years 2013-14, 2014-15 and 2015-16 attached \_\_\_\_\_
8. EMD draft is enclosed \_\_\_\_\_
9. Tender fee for downloaded tenders enclosed \_\_\_\_\_
10. Literature of original catalogue of the product and accessories are attached for reference \_\_\_\_\_
11. Comprehensive Guarantee/Warranty for a period not less than one year : YES/NO.

(SIGNATURE OF THE BIDDER WITH NAME & SEAL)



Annexure 3  
To be enclosed with the Technical Bid

1.	Reputed manufacturers 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.	Conform/ do not conform to requirement
2.	Separate quotation must be submitted for each item specified in the tender notice. Taxes, duties, packing & forwarding charges, transport and insurance charges may be separately indicated where applicable	Complied/ Not complied
3.	The make, model no. detailed specifications, illustrative pamphlets must accompany the quotation without which the quotation are liable to be rejected.	Complied /Not complied
4.	In case the bidder is an authorized agent, documentary proof to this effect must be enclosed with the quotation.	Enclosed/ not enclosed
5.	Bidders detailed company profile, information on after sales/ service and test facilities available along with address and telephone no. of sales office and service centre catering to Gwalior must be given along with the quotation. Details of product & application support available may also be indicated.	Information enclosed /not enclosed.
6.	The Bidder must indicate whether he is willing to supply complete circuit diagram, wiring diagrams, component layout diagrams, service manuals 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 the supply of equipment offered.	Will be supplied/cannot supply
7.	The bidder must furnish a list of customers to whom the equipment quoted has been supplied preferably in Central/Northern India. Name and contact telephone no. of the customers may be furnished.	Enclosed /not enclosed
8.	Quotation must be furnished in sealed envelopes separately for each item quoted under the tender. The name of the item quoted and tender notice particulars should be clearly indicated on the top of the envelope.	Complied/ not complied
9.	Bidders are requested to carefully go through the specifications given in the tender and quote only when they are sure they have the product specified to offer.	Complied/ not Complied
10	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
11.	The bidder will furnish a test certificate along with complete test result and the test conditions for the equipment specifications offered in case an order is placed.	Agreeable / Not agreeable
12	(a) If an order is placed with the bidder, the bidder will install and test the equipment to its specifications at site of installation free of charge.  b) If it is not possible to test some specifications, the same may be indicated.	Agreeable / Not agreeable  Agreeable / Not agreeable

13	Performance guarantee: In case the Purchase Order is placed, 10% of the equipment value has to be submitted as performance security deposit in the form of bank Guarantee till the completion of warranty period.	Agreeable / Not agreeable
14	The bidder(s) must carry validation test at the site of installation at their own cost.	Yes / No

**Note:** 1) Unless the questionnaire is completely filled in and detailed information provided as required, your offer is liable to be rejected.

2) Complete questionnaire should be signed by the bidder and sent along with the quotation in the Technical Bid and a copy in the Price Bid.

**Further Instructions**

1. The Technical bid and Price bid should be enclosed separately in sealed covers and both the envelopes must be placed together (along with the EMD cover) in another outer cover which should be sealed. This is to ensure that if the technical bid qualifies with the laid down specifications and configurations, only then the price bid will be opened. Otherwise the price bid will automatically get rejected along with the technical bid not fulfilling the specifications/configurations. The envelopes should be carefully superscribed as has been mentioned earlier.

**2. EMD: EMD and Tender Fee should be kept (together) in a Separate Sealed Cover (EMD cover)**

3. The technical bid must have the following enclosures:

- a. True copy of the commercial bid but with the prices omitted. All items quoted must be clearly indicated.
- b. Detailed literature, illustrative pamphlets, company profile, customers list & questionnaire duly filled and tender form along with Annexures 1-3 duly signed.

4. The three sealed envelopes (i. Technical bid, ii. Commercial bid and iii. EMD) should be kept in the outer sealed cover.

5. Latest income tax certificates must accompany the technical bid.

6. Authorized dealers should submit a copy of valid dealership certificate along with quotation.

**7. The last date for the receipt (by speed Post/ Registered Post / drop box kept in the office of the Registrar (Store section), Jiwaji University, Gwalior) of the sealed quotation is 08-02-2016 by 5.00 P.M.**

8. Late/ delayed offers will not be accepted.

9. In event of any date indicated above is a declared holiday the next working day shall become operative for the respective purpose mentioned therein.

- 10. The technical bids will be opened in the presence of the bidders or their authorized representatives on 12-02-2016 at 3.30 pm, in the University Office, Jiwaji University, Gwalior. It is the responsibility of the bidders to present themselves at the time of opening of the technical bids.**
11. The Registrar of Jiwaji University reserves the right to accept or reject any offer in part or whole without assigning any reasons whatsoever.
12. The tender document can be downloaded from the website of the university. The downloaded tenders should be accompanied by a draft of Rs 1000/- for each item towards the tender fee.

**Signature of the Bidder**

## Desired Specifications of the Equipment

### 1. Digital Electronic Micro balance

- Max. Capacity = 10 or Less than 10 gms
- Minimum readability=0.001 mg
- Repeatability :  $\pm 0.001$  mg or better
- Linearity :  $\pm 0.004$  mg or better
- Sensitivity temperature drift (10-30°C) : 1 ppm/ °C or better.

### 2. Magnetic susceptibility Balance

- Measurement ranges :  $\chi_v$  and  $\chi_g$  in 4 ranges from 0 to  $\pm 1.999 \times 10^{-7}$ ,  $\times 10^{-6}$ ,  $\times 10^{-5}$ ,  $\times 10^{-4}$  cgs units
- Sample volume required: 10-200  $\mu\text{l}$
- Magnetic field strength: 4.5 k Gauss
- Analogue output: Voltage proportional to display value via BNC connector
- Display: Digital display