

Jiwaji University, Gwalior

Tender Notice

No. JU/TEM/PHYS/02/2016

Dated: 01/03/2016

Sealed tenders are invited in prescribed form, from reputed manufacturers or their Authorized Indian Representatives, for the Supply and Installation of a CCD Camera for the existing JEOL 120 KV (Model JEM 1230) Transmission Electron Microscope. The tender document can be downloaded from the website <u>www.jiwaji.edu</u>. The completed Tenders should reach the office of the Registrar, Jiwaji University, Gwalior by 22 /03/2016.

P. Rajaram Profession School of Studies in Phys Jeval University, Gran

REGISTRAR Jiwat University Gwalior (M.P.)

TENDER

For the Supply and Installation of

CCD Camera for JEOL 120 KV TEM

AT

The School of Studies in Physics

JIWAJI UNIVERSITY, GWALIOR.

(Third Call)

REGISTRAR

JIWAJI UNIVERSITY

GWALIOR -474011 (M.P.)

Ref. No. JU/TEM/PHYS/02/2016

TENDER DETAILS

S.No.	Description			
1.	Department name	School of Studies in Physics		
		Jiwaji University		
		Gwalior -474011 (M.P.)		
2.	Tender Number	JU/TEM/PHYS/02/2016		
3.	Tender Subject	Supply, Installation & commissioning of CCD		
		Camera for JEOL 120 KV TEM		
4.	Tender type	Open		
5.	Tender category	Products (CCD camera for TEM along with		
		software)		
6.	EMD/Bid Security	Rs. 50,000 in the form of DD/Pay order/FDR, drawn		
	(Enclose in separate	in favour of the Registrar, Jiwaji University, Gwalior		
	cover)	474011, M.P. (EMD to be enclosed in a separate		
		cover).		
7.	Non-refundable	DD for Rs.1000/- should be drawn in favor of the		
	Tender fee	Registrar Jiwaji University, Gwalior.		
		Note : Please do not enclose the DD inside the bid.		
		It should be in a separate envelope along with the		
		EMD.		
8.	Downloading of	Tender documents may be downloaded from		
	Tender Documents	www.jiwaji.edu		
9.	Bid Submission	22/03/2016 time: 5 PM		
	Closing Date			
10.	Submission of Tender	Speed Post / Registered Post/ Drop box at University		
		Store section. (For postal delay, the University cannot be held responsible.		

11.	Technical Bid	23/03/2016 at 3 PM	
	Opening Date		
12.	Price Bid Opening	24/03/2016 at 3 PM	
12	Date	In the office of Desistron (meeting Hell of Live;	
13.	Place of Tender Opening	In the office of Registrar / meeting Hall of Jiwaji University. Gwalior	
14.	Officer Inviting	Registrar, Jiwaji University	
17.	Bids/Contact Person	Gwalior - 474 011, (M.P.)	
15.	Eligibility Criterion	As per the tender document (Annexure -01)	
16.	Procedure For Bid	• Tenders should be addressed to the Registrar,	
	Submission	Jiwaji University and submitted through Speed	
		post / Registered Post or else put in the Drop	
		box located at the University Store.	
		• The tender document should be downloaded	
		from the website.www.jiwaji.edu.	
		• The tenderers shall submit their technical bids	
		and price bids as per the standard formats:	
		> The technical bid, financial bid and the EMD	
		(plus tender fee) must each be enclosed in three	
		separate envelopes and marked and sealed. The	
		three envelopes should be enclosed in an outer	
		cover and sealed.	
		The sealed outer cover containing the tender should be addressed to the Registrar, jiwaji University, Gwalior 474011 and must be superscribed 'Tender No. JU/TEM/PHYS/02/2016 For the Supply and Installation of a CCD Camera for JEOL 120 KV TEM'	

• The Technical Bid should contain Annexure-8
duly filled and signed along with the following :
> All the supporting documents as mentioned in
the eligibility criteria.
> Annexures 1-5 (one to five) of tender
document duly signed with office seal as a
token of acceptance of our standard terms and
conditions.
Catalogues/Documents in support of Technical
Specifications along with make and model of
the CCD Camera being offered.
\succ List of customers, to whom the bidder has
supplied identical equipment in the past.
> Supporting documents of standard ISO
certifications.
• The Commercial Bid should contain Annexure-
10 duly filled and signed by tenderer
• The Registrar, Jiwaji University Gwalior will not
hold any risk and Responsibility for non-
visibility of the scanned document or the loss in
transit.

Contents of the Tender Document

1. Eligibility Criteria & Special terms and conditions	Annexure-01
2. List of Documents to be enclosed	Annexure-02
3. Technical Specifications	Annexure-03
4. Instructions to Bidders	Annexure-04
5. General Purchase Conditions	Annexure-05
6. Guidelines for Submission of Bank Guarantee	Annexure-06
7. Performa for Performance Bank Guarantee	Annexure-07
8. Technical Bid Form	Annexure-08
9. Commercial Bid form	Annexure-09

Annexure -01

ELIGIBILITY CRITERIA AND SPECIAL TERMS AND CONDITIONS A. ELIGIBILITY CRITERIA FOR TENDERERS:

- The tenderer should be the manufacturer or an authorized representative of the manufacturer of the CCD camera.
- The manufacturer of the CCD camera must be a reputed Company and must have been in existence for the past 10 years, or more.
- The Company or tenderer should have at least one service Centre in India.

B. SPECIAL TERMS AND CONDITIONS :

- **1. Price quote:** The price quoted for the CCD camera should be CIF / CIP Delhi/Gwalior. However, the insurance cover for the camera should be valid from *seller's warehouse* to *buyers warehouse* (Jiwaji university, Gwalior).
- **2. Delivery Period:** The delivery should be made within 60 days from the date of opening of LC.
- **3. Installation:** The installation of the CCD camera should be done on the existing 120 KV JEOL TEM (model JEM1230) situated in the School of Studies in Physics, Jiwaji University at no extra cost. *The tenderer must ensure that the installation of the CCD camera on the TEM does not affect the obligations of JEOL Ltd to provide maintainance support for the TEM.*
- 4. Warranty: All items supplied by the tenderer shall be guaranteed against any defect and the tenderer should provide time-to-time operational maintenance support for a period of at least 1 year (One year standard warranty) with an option for a 5 year Annual Maintenance Contract. The said warranty should cover all Hardware products & Software. The warranty and service shall be provided directly from the manufacturer/service centre in India. Necessary guarantee certificate should accompany the tender. The tenderer shall be liable to rectify any defects that may be found in the equipment supplied free of cost.

- **5. Response Time:** The response time of the tenderer to attend to any complaint upon receipt of the complaint/information from the user should not be more than 48 hours.
- 6. For imported equipment, Site draft option / Letter of Credit (LC) is acceptable.
- 7. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
- 8. Quotations for the essential accessories are to be considered together with the main equipment as one unit and thus total price shall be treated as your bid for the tender. Optional items may be quoted separately.
- **9.** Where the equipment offered is controlled by a preloaded 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 other accessory or subsystem.

TENDERER

SEAL

Annexure-2

Documents to be enclosed

The following documents should be submitted along with the bidding form otherwise the tenders are liable to be disqualified:

- 1) Registration / Incorporation Certificate in support of the existence of the manufacturer/ company for required number of years as per the tender schedule eligibility criteria.
- 2) Supporting Documents indicating that the tenderer is the Manufacturer or the Authorized representative of the equipment/instrument.
- 3) List mentioning the addresses and contact persons with phone numbers of the service centres present in India.
- 4) If the tenderer is an Indian company, IT returns for the last three years A.Y.2013-14 ,2014-15 ,2015-16.
- 5) Annexures 1 to 5 duly signed & office Seal affixed
- 6) Annexure 3 duly filled and signed clearly mentioning the make and model. along with documents/catalogues in support of Technical Specifications for the scientific equipment.
- 7) List of customers, to whom the bidder has supplied identical equipment in the past.
- 8) Annexures -08 duly filled.

Note:

- 1. The Registrar Jiwaji University, Gwalior will not hold any risk and responsibility for nonvisibility of scanned document or non receipt of hard copies or loss in transit.
- 2. Only documents that are received in time will be considered for Technical Bid Evaluation.
- 3. The tenderer will be disqualified at any stage of the tender process, if found to have mislead or furnished false information in the forms/Statements/Certificates submitted in this tender.
- 4. The Registrar, Jiwaji University, Gwalior does not bind himself to accept the lowest or any tender and he reserve the right to reject any offer without assigning any reason.

Annexure – <mark>03</mark>

Technical specifications

Model and Make of CCD cam offered : _____

The camera should be compatible with the JEOL 120 kV (Model JEM 1230) TEM. The specifications of the CCD Camera should be preferably as given below or better:

SI. No	Features	Min. Required specifications	Offered specifications
1	CCD format (pixels)	2048 x 2048 (4 M Pixels) or higher	
2	pixel size (µm)	7-4 µm or larger	
3	Coupling	Fiber optics coupling (1:1)	
4	CCD sensor	Progressive Interline CCD image	
5	Anti-blooming	100 x full well	
6	Scintillator	High resolution phosphor	
7	Camera Mount	On-axis TEM bottom port (retractable)	
8	Digitization	14 bits	
9	Frame rate	30 fps @ 4x binning	
10	Resolution (Nyquist scale)	> 0.4 @ 200 KV	
11	Dark current	0.5 count/sec/pix or Lower	
12	Readout noise	Less than 10 counts	
13	Full well	40,000 e- or greater	
14	Exposure	1 m sec to 100 sec	
15	Binning	2x , 4x and 8x	
16	Software <i>(list</i> <i>features)</i>	Required Software should be included in the price	

ANNEXURE – 04

'INSTRUCTIONS TO BIDDERS'

Downloading of Tender Documents	: From www.jiwaji.edu
Bid Submission Closing Date:	22 th March, 2016
Date of Opening of Technical Bids:	23 th march, 2016
Date of Opening of Price Bids :	24 th march, 2016

The Instructions given below must be read very carefully, as failure in compliance with any of these may render the offer liable for rejection.

Ernest money Deposit (EMD)

- 1/1. Offers must accompany EMD by way of Demand Draft/Pay order/FDR drawn-in favour of "Registrar Jiwaji University, Gwalior", and payable at any of the scheduled bank branches situated in Gwalior. Submission of EMD in any other form shall not be considered and will be treated as a disqualification. The EMD should be kept separately in a sealed cover duly superscribed 'EMD'.
- 1/2. The EMD shall be forfeited, if:
 - i) Bidder withdraws the bid before expiry of its validity.
 - ii) Successful bidder does not accept the order or fails to enter into a contract within validity period of offer.
 - iii) Successful bidder fails to furnish Security Deposit within one month of intimation/ date of issue of Purchase Order.
- 1/3. The EMD of unsuccessful bidders shall be returned as soon as the tenders are finalized.

2. Acceptance of University Payment Terms

LC will be opened in case of imported equipments if quoted in foreign exchange and after furnishing of Bank Guarantee / FDR for 10% of the contract covering the guarantee period.

3. Price Basis :

The prices quoted shall be CIF/CIP Gwalior or airport closest to Gwalior which is Delhi. In any case, the insurance for the consignment should be from the sellers warehouse to buyers warehouse (Jiwaji University).

5.0 **Delivery** :

Delivery Schedule :

The Supply, Installation, and Commissioning of the material: The bidder shall offer his best, realistic and firm delivery, which shall be specific and guaranteed. Delivery period shall be reckoned from the date of opening of LC. Final date of delivery shall be evidenced by date of dispatch of materials as per transporter's Lorry Receipt/Goods Receipt/RR/PWB/AWB. For delivery beyond contractual delivery period, provisions of 'General Purchase, conditions' shall apply.

- 6. It is not binding on University to accept the lowest or any bid. The University further reserves the right to accept or reject any/all bids without assigning any reason thereof. Final decision on bids also depends on the components/accessories/additional features offered.
- 8. Orders placed against this tender enquiry shall be subject to 'General Purchase Conditions of University, copy of which is enclosed. Bidders are requested to confirm acceptance of these conditions in their offer.
- 9. Make/Brand of items offered shall be specified failing which offers are liable to be rejected. It shall be appreciated if one copy of detailed descriptive literature/ pamphlets is enclosed along with the offer which may help in the technical evaluation. In case the material/equipment offered is ISO Certified, copies of relevant certificates shall be furnished along with the offer.

ANNEXURE -05

GENERAL PURCHASE CONDITIONS

SECTION -I GENERAL

1.1 The following terms and expressions used herein shall have the meaning as indicated therein Supplier / Vendors; shall mean the individual firm or company whether incorporated or otherwise in whose name the purchase order is addressed and shall include its permitted assignees and successors. Purchaser shall mean Registrar, Jiwaji University, Gwalior – 474011.

1.2 **<u>Reference</u>**:

The purchase order number must appear on all the correspondence, packing slips, invoices, drawing or any other document or paper connected with the purchase order:

1.3 **Waiver :**

Any waiver by the purchaser of the terms and conditions of the purchase order shall not constitute any right for subsequent waiver of any other terms or conditions.

1.4 **Sub-letting and Assignment :**

The supplier shall not, save with prior consent in writing of the University/ sublet, transfer or assign this order or any part thereof or interest therein or benefit or advantage, thereof in any manner, whatsoever provided nevertheless that any such consent shall not relieve the supplier from any obligation, duty or responsibilities under the contract.

1.9 Inspection/Checking/Testing :

If upon receipt at our Stores, the material/equipment does not meet the specifications, they shall be rejected and returned to the supplier for repair/modification etc. or for replacement. In such cases all expenses including to-and- fro freight, re-packing charges, transit insurance etc shall be to the account of supplier.

Inspection by the authorized representative of the University or failure of the University to inspect the material/equipment shall not relieve the supplier of any responsibility or liability under this purchase order in respect of such material/ equipment and it shall not be interpreted in any way to imply acceptance thereof by the University. Whenever specifically asked for by the University, the supplier shall arrange for inspection/ testing by Institutional Agencies such as Lloyds Register of Industrial Services, Boiler Inspectorate, RITES. In such cases supplier shall adhere to the inspection/ testing procedures laid down by such agencies. All expenses in this regard including inspection fees shall be to the suppliers account unless agreed to the contrary and specified in the purchase order.

1.10 **Packing and Marking** :

All materials/equipment shall be securely packed to the requirements of transportation by Air/Rail/Road/Sea. All exposed services/ connections/, protrusions shall be properly protected. All unexposed part shall be

packed with due care and the packages should bear the words 'handle with care'. The packing requirements of Air/Rail/Road transport shall be complied with so as to obtain clear Airway/Railway Receipt/Lorry Receipt i.e. without any qualifying remarks.

All packages and unpacked materials shall be marked with the name of Consignor, Consignee, purchase order No., gross and Net weight, sign of handling, if any, with indelible paint in English at least at two places. In case of bundles, metallic plates marked with the above details shall be tagged to such bundles.

1.11 **Dispatch of Materials**:

The supplier is responsible for the safe delivery of the goods in good condition at destination stores. The supplier should acquaint himself of the conditions relating to handling and transport of the goods to destination and shall include and provide for security and protective packing of the goods so as to avoid damage in transit.

1.12 **Validity of offers**:

The offers shall be valid for a period of **120** days (Depending on the type of equipment) from the date of opening of bids. The period of validity cannot be counted from any other date other than the date of opening the bids. During this period the tenderer shall not be permitted to withdraw or vary his offer made and if the tenderer does so, the EMD shall be forfeited.

1.13 **Jurisdiction**:

All and any disputes or difference arising out of or touching this order shall be decided only by the Courts or Tribunals situated in Gwalior.

- 1.14. The Registrar, Jiwaji University, Gwalior does not bind himself to accept the lowest or any tender and he reserves the right to reject any offer without assigning any reason.
- 1.15 The rates quoted should be CIF/ CIP Delhi or Gwalior. The insurance cover for the equipment must extend from the sellers warehouse to the buyers warehouse.
- 1.16. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.
- 1.17 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.
- 1.18. 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.
- 1.22. 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 dates.
- 1.23. The Sealed Tender envelope should contain three sealed envelopes.
- A. The "First" envelope 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 filled etc. <u>No price should be mentioned.</u>

- **B.** The 'Second' sealed envelope 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/-.

The above three sealed envelopes must be placed in one sealed envelope and should be superscribed "Tender No JU/TEM/PHYS/02/2016 for (name of item) Serial No to be opened on/2016". Only those tenders which fulfill the technical specifications shall be considered for opening of the commercial bid.

- 1.25. 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.
- 1.26. 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.
- 1.27. 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.
- .28. Performance reports and List of organizations in India (along with phone numbers of users) who have been supplied the same model of the equipment, should be provided.
- 1.29. Canvassing for support in any form for the acceptance of any tender is strictly prohibited.
- 1.30. 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

SECTION-II FINANCIAL

2.1 **<u>Prices</u>**:

Prices quoted shall be and firm till completion of the purchase process.

2.2 <u>Terms of payment</u>:

- 2.2.1. In case of imported equipments LC will be opened. Overseas Bank charges if any shall be borne by the supplier.
- 2.2.2 If the supplier has received any overpayments by mistake or if any amounts are due to the University from the supplier due to any other reasons and when it is not possible to recover such amount under the present purchase order, the University reserves the right to collect the same from any other amounts and/ or Bank Guarantee given by the supplier due to or with the University.

2.3 **Performance Bank Guarantee**:

The supplier shall ensure that all materials/equipment under this purchase order shall conform to University's requirements and specifications. An additional security in the form of Performance Bank Guarantee / FDR is essential for satisfactory performance of the equipment over a period of time. In view of this, the supplier shall be required to furnish a Bank Guarantee / FDR (for 10% of order value) as follows against any manufacturing defects/ poor workmanship/poor performance. In case any deficiencies are found during this period, the same shall be repaired/rectified/replaced free of cost. BG / FDR shall be from any Scheduled Bank or any other bank as approved by University from time to time in the prescribed performa.

a. Bank Guarantee / FDR for 10% of the order value with validity for the whole warranty period from the date of installation of equipment.

The University shall at its discretion have recourse to the said bank guarantee / FDR for recovery of any or all amount due from, the supplier in connection with the purchase order

including of guarantee obligations. Checking/approval of supplier's drawings, inspection and acceptance of materials/equipment furnishing to effect shipment and/or work done by erection, installation and commissioning of the equipment by University or any other agency on behalf of the University shall not in way relieve the supplier from the responsibility for proper performance during the guarantee period.

ANNEXURE -06

<u>Guide-lines for Submission of Bank Guarantee towards Performance</u> <u>Security</u>

The Bank Guarantee shall fulfill the following conditions failing which it shall not be considered valid:

- 1. Bank Guarantee shall be executed on non-judicial stamp paper of applicable value purchased in the name of bank.
- 2. Non-judicial stamp paper shall be used within 6 months from the date of purchase. Bank Guarantee executed on the stamp paper of more than 6 months old shall be treated as invalid.
- 3. The contents of the Bank Guarantee shall be as per our performa (Annexure 7)
- 4. The Bank Guarantee should be executed by a scheduled bank or banks
- 5. The executor of Bank Guarantee (Bank Authority) should mention the Power of Attorney No. and Date executed in his/her favour authorizing him/her to sign the document or produce the Photostat copy of Power of Attorney.
- 6. All conditions, corrections, deletion in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
- 7. Each page of Bank Guarantee shall bear signature and seal of the Bank.
- 8. Two persons should sign as witnesses mentioning their full name and address.

Registrar, Jiwaji University, Gwalior -474011 M.P.

ANNEXURE -7

BANK GUARANTEE ROFORMA FOR PERFORMANCE SECURITY

This agreement has to be executed on a Non-Judicial Stamped Paper worth Rs. 100/-(Rs. One Hundred) Whereas ______ here-in-after called (The Bidder) has submitted their bid dated ______ for the supply of ______ (Here-in-after called "the Bid")______ KNOW ALL MEN by these presents that we_______ (Hereinafter called the Bank") are bound unto Registrar, Jiwaji University, Gwalior, M.P. Hereinafter called "the purchaser") in the sum of _______ for which payment will and truly to be made to the said purchaser, the bank binds itself, its successors and assigns by these presents. Sealed with the common Seal of the said Bank this______ day of ______2016.

THE CONDITIONS OF THIS OBLIGATION ARE:

- 1. When the successful tenderer does not accept the order after issue of preliminary acceptance letter/letter of indent/purchase order/LC.
- 2. When the successful tenderer fails to furnish the security deposit within 30 days from the date of issue of preliminary acceptance letter or the letter of indent or purchase order

3. When tenderer is disqualified for reasons outlined in_____.

4. When tenderer alters his prices or withdraws his offer during the validity period. We undertake to pay to the purchaser the above amount within one week upon receipt of its first written demand without the purchaser having to substantiate his demand, without referring to the supplier and without questioning the right of University to make such demand or the propriety or legality of the demand provided that in its demand the purchaser will note that the amount claimed by it is due to it owing to any of the occurrence of the above mentioned conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained in the foregoing our liability under this guarantee is restricted to ______ (Rupees ______ only). Our guarantee shall remain in force until ______. Unless a claim within 3 months from that date, all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liability thereafter.

We_____Bank Limited lastly undertake not to revoke this guarantee during its currency except with the previous consent of University in writing.

Date the_____Day____200 for_____Bank Ltd.

Signature: Designation: Address: Seal:

ANNEXURE-8 TECHNICAL BID FORM

S.No	Documents	(Yes/No)	Page no s of supporting docs			
1	The tenderer should be the Manufacturer or the authorized representative of the CCD camera. Certificate submitted?					
2	The manufacturer of the CCD camera should have been in the business of making such cameras for electron microscopes during the last 10 years or more.					
3	Make and model of CCD camera clearly specified along with year of manufacture, and Technical Specifications submitted as per Annexure- 03, along with catalogues and other supporting documents.					
4	List mentioning the addresses and contact persons with phone numbers of the Service Centers in India - submitted?					
5	List of customers, to whom the bidder had supplied identical materials in the past- submitted?					

ANNEXURE- 9 COMMERCIAL BID FORM (Price may also be quoted on the Company' Letterhead)

Description of Work	Quantity (No.)	Price in Rs./Foreigr
(Equipment names)		Exchange
		Equiivalent
	I	