JIWAJI UNIVERSITY, GWALIOR

TENDER NOTICE

Tender No./Stores/2013/120  Dated :- 29.05.13

Sealed tenders are invited from reputed companies for the supply and installation of Single Pan Balances of different ranges (Electronic Weighing Balance) in Jiwaji University, Gwalior.

Tender form along with terms & conditions may be obtained on payment of Rs. 1000/- from Stores department of Jiwaji University, Gwalior, during office hours. It can also be downloaded through our website www.jiwaji.edu and in such case a bank draft of Rs.1000 in favour of the Registrar, Jiwaji University, Gwalior as tender form cost must be attached along with tender form. The last date for receiving the sealed tender is 14.06.13 till 05:30 p.m. Either personally or by speed post.

Registrar
TERMS AND CONDITIONS FOR SUPPLY OF SINGLE PAN BALANCE OF DIFFERENT RANGES (MECHANICAL & ANALYTICAL)  
IN JIWAJI UNIVERSITY, GVALIOR

Sealed tenders are invited for the supply of Single Pan Balances (Mechanical & Analytical) in Jiwaji University, Gwalior, whose specifications are as follows:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Readability (mg)</th>
<th>Capacity (g)</th>
<th>Repeatability (Std. Dev.)(mg)</th>
<th>Linearity (mg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0.01</td>
<td>30-120</td>
<td>0.015 - 0.05</td>
<td>± 0.1 – 0.2</td>
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<tr>
<td>2.</td>
<td>0.1</td>
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Tenders will be considered subject to the following terms and conditions.

1. All tenders must be accompanied by a Bank draft drawn in favour of Registrar, Jiwaji University, Gwalior for an amount which is equivalent to the 3% of the approx. total cost of the balance as earnest money. Tender received without earnest money will be liable to be rejected.

2. Tenderers can obtain tender documents against payment of Rs. 1000/- by Demand Draft in favour of Registrar, Jiwaji University, Gwalior on or before 14.06.13 on any working day between 11 a.m. to 5 p.m.

3. The last date for submitting the tender is 14.06.13 before 5.30 PM at office of the Registrar, Jiwaji University, Gwalior.

4. The tenderers should agree to execute an agreement for proper supply, installation and satisfactory working of the balance exactly to the specification mentioned.

5. The rates should be quoted in the units given in the enquiry and should be for supply for F.O.R. Gwalior. The prices should be inclusive of sales tax, installation and other charges as applicable. The exact details of taxes should be given separately.

6. Being an educational institute, it 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 rates of sales tax to be charged must be clearly mentioned.

7. This institute is exempted from payment of Central Excise duty vide Govt. Notification. Necessary certificate copy to be provided by the university.

8. For imported balance the price should be without any custom duty. The institution is registered with Department of Science & Industrial Research (DSIR) Govt. of India vide Government notification No. 51/96 custom duty, necessary certificate copy to be provided by the university.
9. Manufacture 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 in the offer.

10. In some cases if an Indian subsidiary/representative of the manufacturer have themselves quoted in response to the tender call as also their authorized dealer in india., the committee is of the opinion that in such situations only the bid direct from the manufacturers/their indian subsidiary/sole representative in india (or for this region in India) all be considered.

11. The tenderer should quote their best willing price which should be valid for the period of one year from the due date of tender.

12. The minimum period of delivery of the balance should be quoted. Ready stock offer will get preference.

13. The quantities of each balance to be purchased may vary according to actual requirement at the time of placing order.

14. If there is any DGS & D rate contract of Government approved rates the same should be quoted by enclosing the copy of Rate Contract, which will get preference.

15. The tender should avoid the use of vague terms such as ‘extra applicable.’

16. Quotation for each balance (as per serial number in the specification sheet) along with terms and condition must be submitted separately in separate cover so that for individual balance separate comparative statements may be prepared. This is very important.

17. 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 balance, inspection thereof and after satisfactory working of the balance.

18. Offers received not according to our terms & 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 Registrar, Jiwaji university, Gwalior shall be final and binding on the tenderers.

20. The address of local office at Gwalior for maintenance along with the list of well-reputed organization who have purchased the same balance should be provided.

21. List of spare parts must be supplied.

22. The test reports of the balance quoted from reputed government organization/academic institution must be submitted along with the offer.

23. In case of an authorized dealer, certificate from manufacture must be attached as proof.
24. Date and time of opening of envelope is 18.06.13 at 3:00 PM in the presence of intending tenderers or their representatives who may like to present in the office of the Registrar, Jiwaji university, Gwalior.

25. If any of dates of receipt/opening of tender happen to be declared as holiday, the schedule will be shifted to the next working days automatically.

26. The tender envelop should contain three envelopes. “First” envelope contains demand draft of 3 % of the approx. total cost of the balance as earnest money. An additional draft of Rs. 1000/- should be enclosed if the tender form is downloaded from the website.

“Second” envelope should be superscribed as Technical Bid for the balances. This should contain the specification of the balance and terms & conditions.

The “Third” envelope should be superscribed as Commercial Bid for the balances. The above three envelops should be placed in one envelop and should be superscribed as “Tender for Single Pan Balance (mechanical & analytical)”.

27. The Technical Bid envelope II should have the following documents.
   a. The terms and conditions of the tender format page no. 1 to 4 should be duly signed and sealed. The completely filled form part A should also be duly signed and sealed properly.
   b. A copy of the Registration letter of the Firm.
   d. A copy of PAN card.

28. The Commercial Bid Envelope III should have the detailed specifications of the Single Pan Balance (Mechanical & analytical) along with the transportation charges, transit insurance charges, transit octry charges and others if any. (Excluding MPST/CST/VAT). Tenderer should mention the quoted price of the different range of balances in words & figures separately.

29. 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.

30. Telegraphic, Fax and conditional tenders shall not be accepted.

31. Any item or offer may increase in number or even might not be purchased without assigning any reason. The Registrar, Jiwaji University, Gwalior, reserves the right to accept or reject any or all tenders without assigning any reason thereof.
JIWAJI UNIVERSITY, GWALIOR

Part-A

Technical bid for the Purchase of Single Pan Balance of different ranges (mechanical & analytical)

1. Name of the Firm : ..............................................................

2. Name of the Proprietor : .......................................................

3. Address of the Firm : ............................................................

4. Registration No. of the Firm
   (Enclose attachments) : .......................................................

5. Tax MPST/CST/VAT No.
   (Enclose attachments) : .......................................................

6. PAN card No. of the Firm
   (Enclose attachments) : .......................................................

   (Yes/No) : .................................................................

8. Is the firm agree to accept the rules and regulation of the tender
   (Yes/No) : .................................................................

9. Firm’s Office Phone and Fax no. : ........................................

10. Firm’s full e-mail ID : ......................................................

Signature of the Tenderer
Name :
Seal:
JIWAJI UNIVERSITY, GWALIOR

Part-B

Commercial bid for the Purchase of Single Pan Balance of different ranges (mechanical & analytical)

1. Name of the firm: .................................................................

2. Address of the Firm: ................................................................

3. Phone no.: ..............................................................................

Read carefully the general terms and conditions of the tender. In the following you should include the charges of transportation, transit insurance, transit charge, octry, levies and duties (excluding MPCST/CST/VAT) and others (if any, please specify).

Specifications of the Single Pan Balance of the different ranges are as follows

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Signature of the Tenderer
Name: 
Seal: