JIWAJI UNIVERSITY, GVALIOR

No. EEP/2013/418

Dated: 18.2.2013

'TENDER NOTICE

Sealed Tenders are invited for supply of Instruments. For details please visit our website www.jiwaji.edu. Tender document containing terms, conditions, specifications of the equipment, etc can be obtained from the Store, Jiwaji University, Gwalior - 474011 up to 3.00 PM on 02/3/2013 on payment of Rs.1,000/- . Alternatively, the tender form may be downloaded from the website (www.jiwaji.edu). The cost of the tender document Rs 1000/- should be paid through demand draft favouring the Registrar, Jiwaji University, Gwalior.

The last date for receipt of tenders is 02/3/2013 (5.00 PM).

REGISTRAR
TENDER NOTICE

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REGISTRAR
Tender:

Annexure-1 (To be enclosed with the Technical Bid) Jiwaji University, Gwalior.

Tender Form No.

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_ As per your list.
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 earnest money deposited may be forfeited and our/my name may be removed from the list of suppliers at Jiwaji University, Gwalior.

NOTE: The price quoted should be gross, inclusive of all taxes, payable by us. Vague terms, such as “extras as applicable”, are not acceptable.

Yours faithfully,

Signature of Tender(s) with full Address.

Signature of the Bidder with seal
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 for Manufacturer/ Indian Subsidiary of the Manufacturer/ Sole representative in India enclosed.

2. Performance report/List of organization supplied with the same specification of the equipment ______________________

3. Whether rates quoted included all taxes, customs clearance, i.e., FOR Gwalior

4. Whether rates are quoted as per tender’s specifications ______________________

5. Authorized dealership Certificate _____________________

6. Quotation being submitted directly by the manufacturer or authorized distributor

7. Quality assurance certificate like ISI, ISO9002, IP/BP or any other, (if applicable) please specify.

8. Proof of having filled IT Return for the assessment years 2010-11, 2011-12 and 2012-13 attached ________________________________________________________________

9. EMD draft is enclosed_______________________________

10. Tender fee for downloaded tenders enclosed _________________

11. Comprehensive Guarantee/Warranty period for one year and thereafter, comprehensive AMC for 2 years to be quoted separately and not as a part of the price: YES/NO.

12. Compliance Statement with relation to specification _________________

(SIGNATURE OF THE BIDDER WITH NAME & SEAL)

Signature of the Bidder with seal
JIWAJI UNIVERSITY, GWALIOR 474 011

Tender Form No.

Name of work : Supply of Laboratory Instruments

Last Date for purchase of Tender Document : 02.3.2013 up to 3:00 p.m.

Last date for submission of Tender Form : 02.3.2013 up to 5:00 p.m.

Tender Opening Date : 05.03.2013 at 3:00 p.m. in the University office

Tender Cost : Rs. 1,000/- per equipment

EMD : Approximately 3% of the quoted price/-

TERMS AND CONDITIONS OF JIWAJI UNIVERSITY, GWALIOR

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 up 02.03.2013 to 3.00 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 02-03-2013 before 5.00 P.M. at the office of the Registrar, Jiwaji University, Gwalior.

Signature of the Bidder with seal
4. The Tenderer should agree to execute an agreement for proper supply, installation and satisfactory working of the equipment exactly to the satisfaction mentioned.

5. The rates should be for FOR Gwalior failing which the offer shall be ignored 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. 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.

7. 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.

8. For imported equipments: The institution is registered with Department of Science and Industrial Research (DSIR) Govt. of India vide Government Notification No. TU/V/RGCDE(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.

9. Manufacturer 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.

10. The tenderer should quote their best willing price which should be firm for a period of 40 days from the due date of tender.

11. The maximum period of delivery of the material should be quoted and in no case should be delivered beyond March 30,2013.

12. The quantities of each item to be purchased, may vary according to actual requirement at the time of placing order.

13. If there is any DGS&D rate contract of Government approved rates the same should be quoted enclosing the copy of the rate contract.

14. The tender should avoid the use of vague terms such as “extra as applicable”. Such tenders will be rejected.

   Signature of the Bidder with seal
15. Printed conditions on the back of the offer submitted will not be binding unless separately mentioned.

16. Quotations shall be inclusive of accessories to be considered together as single unit and thus total price shall be treated as your bid for the tender. Optional items may be quoted separately. 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 compiled other accessory or subsystem of good quality (Dell/HP/Lenovo) available in India.

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 material, inspection there of and after satisfactory installation and working of the entire equipment. **Site draft option is acceptable.**

18. The successful tenderer, if so required by the University, shall furnish Bank Guarantee from a 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 demand drafts shall be returned to the unsuccessful bidders immediately after the Purchase Committee of the University takes a decision on the purchase.

19. The Tenderer should have no extra charges for installation, etc. of the equipment, if any.

20. 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.

21. In all matters of dispute the decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderers.

22. In case of an authorized dealer, a copy of the current Certificate from Manufacturer must be attached as proof.

23. Date and time of opening is 05.3.13 at 3.00 P.M. in the presence of intending Tenderers or their representatives who may like to be present in the University office, Jiwaji University, Gwalior.

24. 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.

Signature of the Bidder with seal
25. The Sealed Tender Envelope should contain three sealed envelopes.

A. First superscribed as “Technical Bid for instruments”. 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 instruments.

C. The third should contain separate demand drafts for Ernest money draft and tender fee of Rs. 1,000 in favour of the Registrar, Jiwaji University, Gwalior.

These three separately sealed envelopes should be placed in one sealed envelope and should be superscribed as “Tender Form No. Tender Form No. for instruments to be opened on at 3:00 P.M.” Only those who fulfill the technical specifications shall be considered for opening the commercial bid.

26. 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.

27. All the accessories are to be treated as one unit and separate tenders are not required for each accessory.

28. Tender, duly sealed, should reach the Registrar, Jiwaji University, Gwalior by speed post, or at the ‘drop box’ meant specifically for ‘Tenders’ at the store of Jiwaji University, Gwalior, on any working day.

29. 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.

30. 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. 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 same 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
31. 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.

32. In case any legal dispute arises, the jurisdiction shall be Gwalior Court.

33. If the equipment supplied is not as per specifications or not as performing as claimed or not supplied within time, the University shall impose penalty as per decision of Registrar.

34. In all matters of dispute the decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderers.

35. The Jiwaji University requires the bidder to strictly observe the law against fraud and corruption enforce in India namely Prevention of Corruption Act 1998.

Registrar
Jiwaji University, Gwalior

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

Date:

Signature of the Bidder with seal
Annexure-4 (To be enclosed with the Technical Bid)

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

<table>
<thead>
<tr>
<th>1</th>
<th>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.</th>
<th>Confirm / do not confirm to requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Separate quotations must be submitted for each item specified in the tender notice. Taxes, duties, packing &amp; forwarding charge, transport and insurance charge may be separately indicated where applicable.</td>
<td>Complied / Not complied</td>
</tr>
<tr>
<td>3</td>
<td>The make, model no., detailed specifications, illustrative pamphlets must accompany the quotations without which the quotations are liable to be rejected. This applies for the accessories as well.</td>
<td>Complied / Not complied</td>
</tr>
<tr>
<td>4</td>
<td>In case the bidder is an authorized agent, documentary proof to this effect must be enclosed with the quotation.</td>
<td>Enclosed / Not Enclosed</td>
</tr>
<tr>
<td>5</td>
<td>Bidder detailed company profile, information on after sale / service and test facilities available along with address and telephone no. of sale office and service centre catering to Gwalior must be given along with the quotation. Details of product &amp; applications support available may also be indicated.</td>
<td>Information enclosed / Not Enclosed</td>
</tr>
<tr>
<td>6</td>
<td>The bidder must furnish a list of customers to whom the same specification of the equipment quoted has been supplied preferably in Central or Northern India.</td>
<td>Enclosed / Not Enclosed</td>
</tr>
<tr>
<td>7</td>
<td>Quotation must be furnished in sealed envelopes separately for each item quoted under the tender. The name of the item quoted and tender notice particular should be clearly indicated in the top of the envelope.</td>
<td>Complied / Not complied</td>
</tr>
<tr>
<td>8</td>
<td>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.</td>
<td>Complied / Not complied</td>
</tr>
<tr>
<td>9</td>
<td>Warranty details and terms and conditions of warranty must be given. If any component of the equipment quoted is not covered by</td>
<td>Complied / Not complied</td>
</tr>
</tbody>
</table>
the warranty, the same must be specified. Comprehensive Guarantee/Warranty period shall be for one to two year and thereafter comprehensive AMC for 2 years to be quoted separately.

| 10  | Bidder must indicate the year in which the model quoted by him was introduced in the market. Bidder must indicate whether he is willing to give an undertaking that all spare parts of the equipment quoted will be supplied as and when ordered for at least a period of 10 years from the date of supply and inability of supply the spares due to the obsolescence of the equipment will not be pleaded. | Complied / Not complied |
| 11  | 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 |
| 12  | Where the equipment offered is modular, the price break-up of individual modules/accessories/parts must be given. The bidder may not be given a chance to indicate the price backup at a later date. However the total price shall be considered. | Complied / Not complied |
| 13  | 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 |
| 14  | 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 |
| 15  | 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 |
| 16  | The bidder is agreeable to install and test the equipment and undertake after-sales-service only through a factory trained certified engineer. Evidence to availability of trained personal may be enclosed. | Yes/No |
| 17  | Bidder will carry out validation of the instrument offered at the time of installation at his cost. | Yes/No |
|   | 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. a) On behalf of our Principal, we will submit the Bank Guarantee from the date of installation.  
   | b) Our Principals will submit Bank Guarantee (an undertaking should be submitted along with quotation from your Principal). | Agreeable/Not agreeable |
|---|---|---|
| 19 | The bidders must ensure that GLP principles are complied with. He must ensure that qualified and well-trained personnel are available to install the equipment and test the functions. The bidders must ensure that GLP compliance programmes are built into the system and all these tests are carried out at the site of installation. Wherever required, the standards required to carry out such tests, must be provided by bidder with all the particulars of the standards like composition, weight, particulars and operating conditions etc. specified. | Specified/Not Specified |
| 20 | The bidder(s) must carry validation test at the site of installation at their own cost. | Yes/ No |
| 21 | The bidders must also mention the frequency at which the validation test are to be carried out and if so that cost of such analyses. | Information provided/Not provided/Not applicable |

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 Technical Bid and a copy in Price Bid.
All India Co-ordinated Project on *Sacred Groves Ecosystem services and Assessment of Madhya Pradesh* Supported By Ministry of Environment and Forests, New Delhi.

**School of Studies in Botany, Jiwaji University, Gwalior (MP)**

**LIST OF EQUIPMENTS**

The following equipments are required to be purchased in the Ministry of Environment and Forest Project (Sacred groves) at School of Studies in Botany, Jiwaji University, Gwalior (MP).

1. Kejel Plus Nitrogen Analyzer
2. G.P.S
3. Flame Photometer
4. pH meter (Table top)
5. Lux meter
6. Water Sampling units
7. Digital balance
TECHNICAL SPECIFICATIONS

1. KEJEL PLUS NITROGEN ANALYZER

   A) Microprocessor based programmable 12 place macro block digestion system.
      - PC compatible with inbuilt software program suitable for micronutrient, macro
        nutrient and trace element.
      - Casted Aluminium alloy heaters for uniform heating.
      - Auto alarm for user’s attention.
      - Auto power off mode on completion of digestion.
      - Direct USB port for PC / Laptop compatibility.

   B) Automatic microprocessor based acid neutralization scrubber
      - Digital display with inbuilt pump for water recirculation.
      - Auto waste disposal and auto drain of tank water after pre programmable
        consecutive operations.
      - Incorporating indication of drain cycles, low level indication and high level
        indication.
      - Inbuilt auto error diagnostic and safety features.

   C) Distillation System
      - Autosequencing Microprocessor based PC Compatible System with inbuilt
        software with at least 50 Predefinable User Storage Auto sequence Programmes
        Auto start and stop mechanism.
      - Automatic Dilution, dilution delay.
      - Automatic Alkali Addition.
      - Automatic Reaction Delay time for Neutralization.
      - Automatic Steam injection.
      - Automatic Residue removal.
- Automatic online Titration Connectivity feature for future upgradation, process over indication with alarm.
- Microbilliant distillate control.
- Auto door open warning indication.
- Auto tube insert error indication.
- Auto deactivation of System on error diagnosis.
- Automatic reagent level sensor with alarm.
- Adjustable steam power.
- Auto online water saving mechanism.
- Distillation Capacity: at least 15-20 Samples / hr.
- Nitrogen Recovery ≥ 99.5%.
- Stainless steel non-corrosive steam Generator.
- Fully automatic water level monitoring with centrifugal refilling pump and Perilstatic pump for reagents addition.

D) Titration System

- Compact Titration System.
- Accurate 2\textsuperscript{nd} decimal digital display at equivalence point.
- Volume ml- 50 ml, subdivision ml – 0.02.
- Accuracy - + 0.2%.
- Easy grip hand wheel action and smooth precision gears for fast or dropwise titration make handling extremely simple and reliable.
- Built in timer for Auto Power off Programming.
2. **GLOBAL POSITIONING SYSTEM**
   - 65K colours.
   - Memory 1.7 GB.
   - With automatic routing.
   - Electronic compass.
   - Barometric altimeter.

3. **FLAME PHOTOMETER**
   - Digital with Na, K and Ca filters and compressor.
   - Sensitivity – Na < 0.5 ppm, K < 0.5 ppm, Ca – 5 ppm.
   - Specificity – For Na, K, interference is less than 0.5 % of the concentration of Na, K, Ca equal to the concentration under analysis.
   - Linearity – Better than 2 % midrange with Na = 3 ppm, K = 3 ppm.

4. **pH METER**
   - With glass electrode. (combined)
   - Table top.

5. **LUX METER**
   - Digital, 0-100000 lux.
   - Operating Temperature 0 – 40°C, ≤ 80% RH.
   - Low Battery indicator.
6 **WATER SAMPLING UNITS**

- Suitable to collect sample from different depths of water 5,10,15,20 ft depth.

7 **DIGITAL BALANCE**

- Table top (100 gm to 0.0001 gm).
- Calibration simple.
- Ultra fast response time.
- Piece Counting.
- Multiple Weigh Units.