



PONDICHERRY UNIVERSITY
DEPARTMENT OF CHEMISTRY
R. V. Nagar, Puducherry– 605 014, India

Dr. M. BAKTHADOSS
Professor

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Ref: PU/CH/MB/DST/Electronic Balance/2019/

11-11-2019

Tender Notification

Sub.: Supply and installation of a **Electronic Balance (01 no)** under DST SERB sponsored project,
Principal Investigator -Dr. M. Bakthadoss, Professor, Department of Chemistry, Pondicherry University, Pondicherry - Sealed Quotations Called For-Reg.

Sealed quotations are invited from reputed manufacturers / authorized dealers of reputed manufacturers for Supply & Installation of following equipment's as per following specifications.

Technical Specifications – Electronic Balance

S. No.	Electronic Balance Specifications
1.	Weighing Balance Maximum Capacity 120g or more with 0.1 mg Balance Type 5 digits Platter Type Stainless steel weighing plate Weighing Pan Diameter 90 mm or Higher Display Backlit/color LCD Redability Ranges 0.1 mg or better Linearity 0.2 mg or better Housing Die-cast aluminum, plastic Repeatability 0.1 mg or lower Electrical details Volts 12 V DC/220V, 50-60 Hz Stabilization Time (Sec) 2 or better Balance Case Suitable case should be provided (Preferably Polypropylene material) Sensitivity temperature drift 2.0 ppm/°C
2.	Warranty: 3 years warranty against all manufacturing defects from the date of installation.
3.	Delivery: Should be delivered to Pondicherry University, Department of Chemistry within 6 weeks from the receipt of supply order.

SCHEDULE OF TERMS & CONDITIONS

1. **Last date and time for submission of tender: 28th November 2019 at 3.00 P.M.**
2. **Date & time of opening of tenders: 28th November 2019 at 3.30 P.M.**
3. Quotation/Tender Document Fee: Rs. 500/-.
4. EMD Rates: 2.5% of the Quoted price.
5. Tender document/quotation must be submitted in sealed cover super-scribing thereon bidder's name, Tender No., and name of the Item. The tenders should be addressed to **Dr. M. Bakthadoss, Principal Investigator and Professor, Department of Chemistry, Pondicherry University, R V Nagar, Kalapet, Puducherry – 605 014, India** positively before the tender bid closing time.
6. The examples for super-scribing the envelopes of the different categories of tenders are given below:

Tender submitted under two bid system for the Department of Chemistry, Pondicherry University.

Name of the Equipment: _____

To

Prof. M. Bakthadoss
Principal Investigator (DST-SERB),
Department of Chemistry, Pondicherry University,
Pondicherry University, R.V. Nagar,
Kalapet, Puducherry – 605014.

From

Supplier's Address

7. The Quotation/Tender Document fee and EMD should be submitted along with your quotations.
8. Only original manufacturers are permitted to quote against the requirement. Original manufactures may, if they so desire, route their tenders/quotations through an authorized Indian agent. In the latter case, the tender must be on the Manufacturer's letter head and duly signed by authorized personnel (with name and designation) of the original company (Not by the agent).
9. **Tender is not transferable.**
10. The tender must be submitted along with the stipulated EMD fee in the sealed cover, superscribing "**Name of the Equipment**" and "**Equipment code**". If the equipment is

imported, it should be mentioned in the sealed cover. The name and address of the bidder should be mentioned at the “From address” space.

11. Complete technical specifications and literature, including process flow, to be included with the quotation. Manufacturers of various major parts/equipment must be mentioned explicitly.
12. The firm must have the requisite domain expertise with regard to supply, installation and post-sale service of the items they are quoting.
13. The firm should have been in existence for at least fifteen years as on the date of this document and must have executed at least three orders for this kind of equipment during the last five years.
14. The offer must be in English. The rates should be indicated both in figures and words against item specified in the given Annexure. It is preferable that the price be quoted in Rupees.
15. The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid and **under no circumstances** these components shall be added to the basic price and shown as single price. All the components of taxes, if applicable, should be shown explicitly and separately. In special cases duty exemption certificate may be given.
16. The total cost should be quoted for FOB as well as CIF – Pondicherry University with breakup.
17. However, the price quoted under FOB should also include the following cost if they are required during the initial stage:
 - a) Local freight / insurance for Chennai airport to University laboratory.
 - b) Cost of consumables which are required for the equipment for initial operation upto a reasonable time.
18. The prices quoted shall remain firm until equipment/accessories are supplied to the Pondicherry University.
19. **The validity of each quotation should be at least 90 days from closing date of the bid.**
20. The offers will not be considered if received after the bid closing date and time.
21. **The offers received through telex / telefax / e-mail will not be accepted by the university under any circumstances.**

22. The university shall not be responsible for delay / loss or non-receipt of tenders by post courier service.
23. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full cooperation.
24. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force.
25. Infra-structural, power and any other requirement for satisfactory installation and commissioning of the whole system, including room preparation, must be provided, at least 30 days in advance of the installation to be commenced. All drawing for electrical connections, electrical safety items piping work etc. must be provided in detail.
26. A clear statement regarding availability of after-sales service and availability of spare-parts for next 10 years should be included.
27. Please give a recent customer list specially IISc, IITs, IISERs, central Universities and other central and state Institutes (within last five years) with contact details including email address.
28. If you have an authorized representative in India, you are requested to inform his technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified.
29. The bidder from abroad shall obtain, if required, export permission from the appropriate authorities in his country or the country of origin for items to be shipped to India in case of items to be imported. The University shall provide necessary information if required for this purpose.
30. The bidder from within India shall obtain the requisite approval for Imports etc., if required.
31. **The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No. 10/97 Dt. 01-03-1997. Customs duties at Indian port, if any, will be to the account of the University.**

32. The bidder should not be involved in any Bankruptcy filing for protection from it.
33. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
34. The specifications claimed above must be available on the website of the manufacturer and official specification sheet of the principal company.
35. **Quoting merely the lowest price does not confer any right to any bidder for award of supply order.** *Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.*
36. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
37. No agency commission will be paid to any authorized agent in India.
38. Any offer containing incorrect and incomplete information shall be liable for rejection.
- (i) Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. However, deficiencies on any one or more of the following crucial criteria will be a material factor, for consideration other than the Lowest Quotation:-
 - (ii) Total Number of installations of the similar Equipment in the premier Research Institutes in India (IISc, IITs, IISERs and other Central and State Institutions) (Users list of the Quoted Weighing balance with Phone no, Email id should also be enclosed.
 - (iii) Availability of Service Network in India, especially in Chennai or Bengaluru.
 - (iv) Valuable feedback from the present users about the performance, service support, accuracy or result, etc. (minimum 5 no's of Performance Certificates of quoted Electronic Balance from IITs, IISERs, State/Central Universities, CSIR Labs and ICMR Institutions etc. only need to be enclosed)
 - (v) Any other techno commercial information which is deemed fit to be important in the opinion of the University.
39. Warranty: The material covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a

period of *at least 3 years from the date of putting the system into operation* at the Pondicherry University. *If any item covered under warranty fails, the same shall be replaced with free of cost including all the applicable charges including shipping cost both ways.*

- a) The training should be provided by the supplying companies for a minimum period of two days from the date of installation with an expert team.
- b) Complete technical specifications to be included in the Technical bid.
- c) The necessary service support should be provided by Bidder during the agreement period.
- d) Technical post sale support by email and telephone should be provided during the period.
- e) Operating Manual should be provided in English.

40. Liquidated damages: Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

41. The engineer should install the equipment free of cost at the site. However, utilities like power, water, air etc. will be provided.

42. Normally a payment 90% will be released after the installation and training. However, 100% payment will be released **if the supplier provides Bank Guarantee** towards performance security for the 10% of the total cost of the equipment to cover the warranty period. Bank charges in India shall be borne by the purchaser and outside India shall be borne by contractor / supplier.

43. For any clarification with respect to technical specifications, please contact the Principal Investigator as per the details given below:

Dr. M. Bakthadoss,

Professor, Department of Chemistry,

Pondicherry University, R. V. Nagar, Kalapet, Puducherry – 605 014.

Contact No. 0413-2654830; Email: bhakthadoss@yahoo.com