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Tender Document for the supply and installation of Weighing Balance (1 No) at AcREM-Stem, Department of Zoology, University of Kerala, Kariavattom Campus, Thiruvananthapuram

Tenderer Details

Registered Name and Address of Tenderer	
Address for communication	
Telephone Office : Mobile : Email : Fax :	
Signature	

FORM OF TENDER

From

To

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the University of Kerala, Thiruvananthapuram at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

*I/We/am/are remitting/have separately remitted the required amount of
₹.....(Rupees.....only)

as earnest money.

Yours faithfully

Signature.....

Address.....

Date

*(To be scored in cases where no earnest money deposit is furnished)

Important: This tender form may be printed on A4 size paper. Editing of the pre-printed text in the tender form in any way other than as indicated (like ticking, filling in with ink/typing, scoring off inapplicable material etc.) will render the tender form invalid and liable for rejection.

GENERAL CONDITIONS

Sealed tenders are invited for the supply of the materials as specified in schedule attached below.

1. The tenders should be addressed to **The Honorable Director, AcREM-Stem, Department of Zoology, University of Kerala, Kariavattom Campus, Thiruvananthapuram- 695 581**, in a secured cover with the tender number and name - Tender for the supply of **Weighing Balance (1 No)** duly superscripted on the cover.
 2. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected.
 3. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.
 4. Intending tenderers should send their tenders so as to reach the officer mentioned in the tender notification, on or before the due date and time noted therein. No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned therein. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
5. (a) Every tenderer who has not registered his name with the state Government (stores Purchase Department), should send along with his tender, an earnest money of **₹ 1,197/-**. The amount may be paid by remitting as Demand Draft (DD) drawn in favour of "**The Honorable Director, AcREM-Stem, Department of Zoology, University of Kerala, Kariavattom Campus, Thiruvananthapuram- 695 581**", as described in the tender notification. Cheques will not be accepted. The earnest money of unsuccessful tenderers will be returned as soon as possible after the tenders are settled.
- (b) Tenderers whose names are registered with Government (Stores Purchase Department) are generally exempted from furnishing earnest money for such articles for which they have registered their names. If they tender for stores other than those for which they have registered their names, they will have to furnish earnest money as in the case of unregistered firms. Registered firms will have to quote invariably in every tender they submit, the registration number assigned to them by the Stores Purchase Department. Attested copy of registration certificate may be enclosed with the tender for reference.
- (c) Micro, Small & Medium Enterprises and Cottage Industries and Industrial co- operatives within the State which are certified as such by the Director of Industries and commerce or by the Regional Joint Directors of Industries and Commerce will be exempted from furnishing earnest money deposits in support of tenders submitted by them. The Khadi and village Industries Co-operative Societies and the institutions registered under the Literary, Scientific and Charitable Societies Act and financed by the Kerala Khadi and Village Industries Board within that State which are certified as such by the Secretary, Kerala Khadi Village Industries Board will be exempted from furnishing earnest money deposits in support of tenders submitted by them.
- (d) In the matter of purchase of stores by the State Government Departments, Small Scale Industrial Units sponsored by the National Small Scale Industries Corporation Limited, New Delhi and in respect of which

competency certificates are issued by the Corporation will be exempted from payment of Earnest Money Deposits. Attested copy of the same may be enclosed with the tender for the exemption of earnest money.

6. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any deposited by him will be forfeited to University of Kerala or such action taken against him as the University think fit.

7. Tenderers shall invariably specify in their tenders the delivery date and the time for the supply of tendered articles, as per the tender notification.

8. The final acceptance of the tenders rest entirely with the University who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tender as may be allotted to them.

9. In the case of materials of technical nature the successful tenderer should be prepared to guarantee satisfactory performance for warranty period.

10. The successful tenderer should produce a performance security, which should be equivalent to 5% of the total value of the contract rounded to nearest rupee. The security may be submitted as Demand Draft from Nationalized banks.

11. In cases where a successful tenderer, after having made partial supplies, fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the Registrar, be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby, together with such sums as may be fixed by the University towards damages, be recovered from the defaulting tenderer.

12. Payments will be made only after the supplies are actually verified and taken to stock. The firms will have to produce stamped pre-receipt for releasing the payment, after the satisfactory supply/installation of the items at our site.

13. The contractor shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the Registrar who shall have absolute power to refuse such consent or to rescind such content (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the sub-contractor upon such recession. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

14. The tenderer shall undertake to supply materials according to the standard sample and/or specifications mentioned in the Tender Document.

15. No representation for enhancement of rates once accepted will be considered.

16. Any attempt on the part of the tenderers or their agents to influence the University in their favour by personal canvassing with the officers concerned will disqualify the tenderers.

17. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of earnest money in the even of default in supplies or failure to supply within the stipulated period.

SCHEDULE OF MATERIALS

Sl. No	Item Name	Quantity (Nos)	Rate (₹)	Total Rate (Qty x Rate) (₹)	GST Rate (%)	GST Amount	Total Amount (Total Rate +GST Amount (incl GST))	Remarks
1.	Weighing Balance	1						

Rate quoted should be inclusive of all charges such as packing, forwarding, freight, loading/unloading/handling or installation charges and Government duties leviable, if any.

Rate quoted should be inclusive of GST, transportation charges, installation charges and any other charges.

Period within which goods should be delivered: deliver the items within 15 days of placing the Supply Order.

Other special conditions: Defective items, if any, supplied should be rectified/ replaced to the satisfaction of the University by the suppliers at their own cost.

General Tender Terms & Conditions for technical verification

1. Tenderers who are black listed by State/Central Government departments and organizations are not eligible to participate in this tender and such tender will be summarily rejected.

2. The Tenderer should have registered office/own service centre in Kerala preferably in Thiruvananthapuram.

3. **Compliance statement should be submitted separately that includes all parameters including Make and Model of the quoted item, as in specification.**

4. Detailed equipment data sheet should be submitted.

5. The items must have a warranty period, as mentioned in the specification.

Technical Specification and compliance statement

1. Weighing Balance (1No)

Sl. No.	Specification	Description	Compliance (Yes/No)	Remarks
1	Capacity (g)	200 to 250		
2	Readability (mg)	0.01		
3	Repeatability (mg)	0.02		
4	Linearity (mg)	Nearly 0.065		
5	Calibration Type	External auto adjustment		
6	Unit	Gram, milligram, cent		
7	Pan size	90 mm		
8	Draft Shield Type	Should have Draft Shield with acrylic glass. Automatic draft shield with integrated ionizer and learning capability.		
9	Display	LCD/LED		
10	Sensitivity drift between +10 °C and +30 °C	1 ppm/K		
11	Output	RS232, USB		
12	Battery	Lithium battery		
13	Electrical Requirements	100/240V 50/60 Hz		
14	Leveling	Level indicator, adjustable leveling feet		
15	Certification	ISO, CE certification		
16	Accessories	Standard accessories		
17	Warranty	Warranty 3 years from the date of installation		

Terms and conditions

1. The Tenderer shall quote price in clear terms. The rates quoted must be inclusive of all taxes (unit rate and GST should be mentioned separately), cost of supply at site, warranty and installation charges etc...
2. The price should be quoted only in Indian rupees. The tender shall be typed and signed by the Tenderer.
3. All the documents mentioned shall be submitted without fail.
4. All the documents must be typed and clear.
5. Detailed specifications of the items together with quantity required are available within the schedule of Materials/Compliance appended to the tender notification/tender document.
6. Validity:-The tender will be valid for 180 days from its date of opening. Further extension can be done by mutual consent.
7. Delivery:-The item should be delivered at AcREM-Stem, Department of Zoology, University of Kerala, Kariavattom Campus, Thiruvananthapuram- 695 581
8. Installation: - The items shall be installed at AcREM-Stem, Department of Zoology, University of Kerala, Kariavattom Campus, Thiruvananthapuram- 695 581
9. Period of Completion:-The supply and installation shall be completed within a period 15 days from date of placing the Supply Order.
10. Payment: - The Full payment will be made only after successful completion of the supply and the installation of items and advance payment will not be allowed under any circumstances. No part payments shall be made.
11. Complaints if any with the items supplied should be rectified/replaced to the satisfaction of the University by the suppliers at their own cost.
12. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.
13. General rules relating to purchase of materials/equipment will also applicable to this tender.
14. The successful tenderer should produce a performance security, which should be equivalent to 5% of the total value of the contract rounded to nearest rupee. The security may be submitted as Demand Draft from Nationalized banks.

List of Documents to be submitted

1. Duly filled signed and sealed Tender form
2. Separate DD towards EMD and Tender fee
3. Duly filled signed and sealed compliance sheet
4. Detailed Technical Brochure/specifications/Data sheet
5. Detailed financial bid



Dr.Sreejith.P
Honorary Director
AcREM-Stem



Dr. Sreejith Parameswara Panicker
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