



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

(A Central University established by an act of Parliament)
AMARKANTAK, MADHYA PRADESH-484887 INDIA

Tel: 07629-280801, 280802 ♦ Fax: 07629-269432 ♦ website: www.igntu.ac.in

**TENDER DOCUMENT
FOR
THE SUPPLY, INSTALLATION AND SERVICE OF SCIENTIFIC
INSTRUMENTS
IN
THE DEPARTMENT OF CHEMISTRY**

Tender number: Chem/MPCST/2018/01

This tender document contains 14 pages

Tender Fees : Rs. 500/-

Last date & time of Submission of Bid : 06th September'2018; 5:00PM

Date & time of Opening of Bid : 11th September'2018; 4:00PM

For details visit: www.igntu.ac.in

Contact address:

REGISTRAR

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANTAK, DISTRICT-ANUPPUR, MADHYA PRADESH-484887
Tel: 07629-280801, 280802 ♦ Fax: 07629-269432 ♦ website: www.igntu.ac.in**

Signature

**Dr. Subrata Jana
Associate Professor
Department of Chemistry
IGNTU Amarkantak (M.P.)**

1

Signature
MM

29/08/2018
**अधिष्ठाता/Dean
विज्ञान संकाय/Faculty of Science
इ.ग.रा. राष्ट्रीय जनजाति विश्वविद्यालय
अमरकंटक (म.प्र.) 484887
Indira Gandhi National Tribal University
Amarkantak (M.P.) 484887**

STEPS OF TENDER APPLICATION:

Step1:

Enclose Receipt of Tender Application, Applicable EMD, Tender Document (filled in) and Technical Bid in sealed Envelope Number 1 with all relevant documents (**Super Scribed as ‘Technical Bid for Scientific Instruments (PI: Dr. S. Jana, Department of Chemistry, Envelop No.1)’**).

Step2:

Enclose Financial Bid (filled in) Sealed Envelope Number 2 (**Super Scribed as Financial Bid for Scientific Instruments (PI: Dr. S. Jana, Department of Chemistry, Envelop No. 2)**).

Step3:

Put above Two Envelopes in a Sealed Envelope no. 3 (**Super Scribed as ‘Tender Application For Scientific instruments (PI: Dr. S. Jana, Department of Chemistry, Envelop No.3)**).

Step4:

The Tender Application complete in all respects should be sent to the **Dr. Subrata Jana, Department of Chemistry, Indira Gandhi National tribal University, Lalpur, Amarkantak, Distt. Anuppur-484887 latest by 31st July, 2018.**

TERMS & CONDITIONS AND INSTRUCTIONS

1. The validity of the tender should be 180 days.
2. Who can bid?
 - i. The tenderer should be dealing with the supply of similar equipment at least FIVE years as on date of issue of this tender.
 - ii. The tenderer should have an annual turnover of Rs. One Crore or more during the last five financial years.
 - iii. The tenderer should undertake to provide comprehensive onsite maintenance during the warranty and AMC for a minimum period of Three Years after warranty.
 - iv. The tenderer should be either an original manufacturer or the authorized dealer having been established in the field for minimum period of FIVE years as on date of issue of this tender.

- v. The firm should have registered with GST/PAN etc.
- vi. 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), Govt. of India in respect of:
 - a. Scientific and technical instruments, apparatus, equipment including computers.
 - b. Accessories and spare parts of goods specified in above and consumables.
 - c. Computer software, compact disks, CD ROM, Recording magnetic tapes, microfilms, micro-chips etc.
 - d. Prototypes

Hence, the bidders should take into consideration about this facility of the University while quoting for the advertised Minor equipment.

3. Tenderers having quoted for ISI/ISO certified equipment/services shall be given preference.
4. The Bidder should also be Authorized Service Provider of the Original equipment Manufacturer. Copy of proof to be submitted.
5. The estimated net value of the tender is about Rs 6,40,000/- (Rs Six lakh, forty thousand only) inclusive GST/taxes. The firms should submit Earnest Money Deposit (Bid security) of Rs. 32,000/- (Rs. Thirty two thousand only) with the tender failing which tender will not be considered.
6. The Earnest Money (Bid Security) will be accepted in Indian Rupees in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment through online in favour of "Indira Gandhi National Tribal University, payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695). The Earnest Money should remain valid for a period of 45 days beyond the final Bid validation period.
7. The Earnest Money (Bid Security) of unsuccessful bidders will be returned at the earliest after expiry of the final bid validity and latest on or before of the 30th day after the award of the contract **on the written request of the bidder**. No interest will be paid on EMD.
8. Successful Bidder will have to submit 5 (five) percent Performance Security of the total cost of the equipment in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or payment thought online in favour of "Indira Gandhi National Tribal University, payable at Central Bank of India, Amarkantak (A/C No. 3262189064, IFSC: CBIN0284695). The Performance Security should remain valid for a period of sixty days beyond the warranty/guarantee period of the equipment.
9. The bidder should have an average annual financial turnover of Rs. One Crore or more during the last five financial year (Attach audited profit & loss Accounts and balance

sheet for the last financial year duly audited by CA and particulars of turnover in the preceding years).

10. The prices applicable for the items in response to the tender shall come into this part in the prescribed format only. Bid will be rejected if rates are not quoted in the prescribed format and should quote their offer/rates in clear terms without ambiguity. The rates should be quoted both in figures and words and legibly written without any overwritings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid. In case of any discrepancy between the rates in figures and that in words, **the rate in words will be accepted as correct.**

11. Quotation should be in clear headings: Price, Discount, additional service, post installation service, terms and conditions.

12. Lowest bid (L1) will be decided by the price of the equipments quoted should be FOR IGNTU, Lalpur, Amarkantak inclusive of all taxes (GST & Custom Duty, etc), charges for inland transportation, installation, commissioning, training charges, insurance and other local services required if any for delivering the equipments at the desired destination as specified in the price schedule format.

13. The warranty period should be minimum 1 year with spares or as mentioned in technical specifications (whichever is higher) from the date of installation with satisfactory performance as per specifications. For standard items which carry warranty of more than one year, standard warranty shall be applicable

14. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.

15. Incomplete tender(s) and tender(s) received after the due date and time will not be accepted. Tender sent by hand or registered post or ordinary post will not be entertained. **The tender should be sent by Speed Post only.**

16. University will not be responsible for any postal delay.

17. Tenderer has to adhere to rules, regulations, and timings of IGNTU, Lalpur, Amarkantak.

18. Any dispute arising out of or relating to this tender inquiry shall be deemed to have arisen in Lalpur, Amarkantak, Dist – Anuppur, MP and is subject to jurisdiction the district court Anuppur MP/Honb'le High Court, Jabalpur only.

19. Competent Authority of Indira Gandhi National Tribal University reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of Contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

20. The freight, insurance charges, if any, will not be borne by the IGNTU. Similarly, shortage, pilferage in transit will be the sole responsibility of the supplier. The defective supply will have to be replaced by the supplier within 14 days without freight/transport or any other charge failing which EMD/Performance Security will be forfeited and other lawful action may be taken.

21. The tenderers should make sure that the delivery of the instrument must be at the Department of Chemistry, IGNTU without any additional delivery charges. It will be at the risk and cost of the supplier only.

22. The tenderers shall ensure that their tenders should be duly sealed and signed (with date) on each page, complete in all respects as per instructions contained in the Tender Documents and send the same in a sealed envelope to the **Dr. Subrata Jana, Department of Chemistry, Indira Gandhi National Tribal University, Amarkantk-484887, Madhya Pradesh, India on or before 31st July up to 5:00 p.m by speed post only.**

23. Tenderers must state that firm(s) has not been currently banned, blacklisted and debarred by any ministry/department of Central or State Governments. **Please submit an affidavit to this effect on a non-judicial stamp paper.**

24. The supply of Equipments will have to be completed within **45 days** from date of issue of the Work Order/Supply Order. The liquidated charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 5% of the total value of equipments/contract value. EMD will be forfeited in the said case.

25. The firm will have to supply the Equipments as per specification mentioned in supply/work order/in this tender document. **Short supply of material and deviation in specification will not be accepted in any circumstances.**

26. If after delivery, acceptance, installation and within the guarantee and warranty period, the operation or use of the equipments proves to be unsatisfactory, the IGNTU shall have the right to continue to operate or use such equipments until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the IGNTU's operation.

27. If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the Tender Document specification or otherwise faulty, the IGNTU will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Tenderer with 18% interest if such payments for such equipment have already been made to him and the Performance Guarantee will be forfeited.

28. All damaged or unapproved equipments shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be

replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other related charges.

29. The damaged or defected part / equipments must be replaced free of cost by the supplier immediately.

30. No payment will be made for unsatisfactory/damaged supply of equipments and advance payment will not be made.

31. No revision in rate (on higher side) will be accepted at any stage.

32. The firm shall not assign or sublet the work/job/supply order any part of it to any other firm.

33. The quoted rate shall be valid for a period of six months from the execution of the date of award of work.

34. The payment will be released after successful supply of the ordered quantity and quality of the equipments at our end in good condition subject to production of the physical verification & Installation Report of the user department/nominated committee.

35. That bidder has to offer the AMC (Annual Maintenance Contract) for the three years after the warranty/Guarantee period and should quote the rate accordingly. In AMC, the bidder have to provide free of cost visit/servicing and replacement of non-consumable items.

36. The bidders shall submit the copy of valid PAN number and registration of firm along with the quotation.

37. The bills must be prepared/ raised in the name of the Registrar, IGNTU, Amarkantak, MP and should be mentioned - for Department of Biotechnology.

38. The request to extend the last date of the tender submission will be considered.

39. The bids shall be opened on date and time as mentioned above. The bidders may send their authorized representatives to attend the bid opening, if they so desire.

40. Pre-bid meeting may be held on **28th August'2018** at **4:00PM** at Department of Chemistry, IGNTU, Amarkantak, MP.

42. Corrigendum, if issued any for the tender, shall form part of the Tender Document. Corrigendum will be posted IGNTU website. Bidders/Tenderers are requested to visit University website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly. IGNTU, Lalpur, Amarkantak will not be responsible for ignorance of corrigendum.

43. In case of breach of any of the conditions above, the decision of the competent authority, IGNTU will final and binding.

44. IGNTU, Amarkantak reserves the right to cancel the rate/contract without assigning any reason thereof and no further correspondence shall be entertained in this regards

Tender Form: Open Tender Enquiry
(Separate sheet may be used)
Technical Bid

Subject:

1	Tender Ref No	
2	Name of the Firm	
3	Type of the firm: (Proprietorship, Pvt Ltd, Public Ltd, Partenship etc.)	
4	Year of Establishment	
5	Contact details Phone, Email, Fax	
6	Name of the authorized signatory	
7	Details of the tender fee (Rs. 500/-)	
8	EMD detail :	
9	Annual Turnover of the firm/company: Last five financial years (enclose documents in support of the claim)	
10	Registration no. of the Firm	
11	Authorization certificate of dealership:	
12	Certified copies of income tax	
13	GST No.	
14	PAN No.	
15	State whether you have been currently banned/black listed by any Govt agency. Submit an affidavit	
16	Proof of registration with any central govt. organization	
17	Copy of the Purchase orders issued by any State/Central govt organization for the same specification as mentioned in this tender document	
18	Copy of the Purchase orders issued by any State/Central Govt organization for the lower or higher specification mentioned in this tender document	
19	List of the State/Central Govt Organization where AMC has been performed	
20	Copies of the AMC Orders (if any)	
21	Any other information	
22	Equipments: Details of the specification, features, etc with literature must be enclosed	

Undertaking:

1. I/We have gone through the tender enquiry document and confirm to accept to all points and abide with the same.
2. No other charges would be payable by the IGNTU, Amarkantak.
3. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. Quoted price are final and no other payment will be claimed.

Seal & Signature of the bidder

Date:

Place:

List of the attached documents:

- 1.
- 2.
- 3.

Technical Compliance of the bidder with reference to the ‘Specification of Equipment:

Name and model no. of offered goods/equipment:

Name of the equipment	Technical specification from IGNTU	Features available in the equipment Yes or No	Any deviation from specification, if any	Corresponding part number/ datasheet /page no in broacher in support of specification	Comment of Technical Committee, IGNTU with date

A soft copy (in CD/Pen drive) of the technical specification of the quoted equipment may be provided with the technical bid of this tender document.

Signature of the Bidder with seal and date

Price Schedule form
Price Schedule for Equipments Being Offered from India/Abroad in INR
(Separate form to be used for each item offered)

Tender No.:

Name of the Bidder/Tenderer:

Name & Model No. of offered Equipment:

S. No.	Details	Price per Unit in INR
1	Ex-works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	
2	GST payable, if contract is awarded (.....%) C.G.S.T.(.....%) S.G.S.T. (.....%) I.G.S.T. (.....%)	
3	Packing & forwarding up to station of dispatch, if any	
4	Charges for inland transportation, insurance to ultimate destination i.e. IGNTU, Lalpur, Amarkantak, MP if any	
5	Installation, Commissioning and training Charges, If any	
6	Any other charges (Please specify)	
7	Warranty/Guarantee Period (Wherever applicable)	
	Total Price for equipment : (FOR IGNTU)	
	Price in figures Rs	
8	AMC charges for three years after warranty/Guarantee period (wherever applicable)	
	Charges in figures Rs	

** IGNTU has custom/excise exemption certificate.

Total Bid price in Indian currency (In words):

Name

Business Address

Note:

- (a) The cost of optional items shall be indicated separately.
 (b) Quoted rates will be final and no extra payment will be made.

Signature of Bidder with seal and date

(Plz sign each and every page with seal and date of this tender)

Instrument Specification

Item No.	Equipment/Instrument	Quantity	Specifications
1.	Rotaevaporator with recirculating chiller and vacuum pump	01 (One)	<p>Rotavapor:</p> <ul style="list-style-type: none"> • Vertical condenser with normal glass. • Condenser is made of Schott borosilicate 3.3 glass. • Should be able to easily distill high boiling pointy solvents like DMSO/DMF. • Cooling surface area – 1400 cm². • Manual jack. • Seal made of PTFE composite material, one-piece vapor duct. • Speed range: 20-280 rpm, Combi clip for easy fixing and removal of evaporating flask & vapor duct release. • Evaporation flask from 50-4000 ml., • Max. Flask holding capacity: 3 kgs can be used without any additional adapter. • Complete with 1 liter receiving and 1liter evaporation flask (STJ 29/32), CE approval. • Heating bath: Control Temp. range: 20-95 °C • Display of temperature with heating on-off. Bath capacity: 4 liters. Max. Flask Size: 4000 ml. Operated on 220-240 V, 50/60 Hz. CE approval. <p>Vacuum Pump:</p> <ul style="list-style-type: none"> • Suction Capacity – 1.5m³/hr • Final Vacuum- 10mbar (+/- 2 mbar) • Should have a communication cable with controller and should be able to be controlled through vacuum controller. • Number of steps (Head) – 2 • Electrical requirements – 100-240V, 50/60 Hz • Materials in contact – PTFE, FEP, FFKM, PPS. <p>Vacuum Controller – Interface:</p> <ul style="list-style-type: none"> • Pressure settings and aeration is managed via buttons • Should Adjusts and keeps pressure stable within hysteresis • Should stop the process after pre-set time • Set and actual value of pressure are shown simultaneously on display.

			<ul style="list-style-type: none"> • Automatic On/Off-function for Operation of Vacuum Pump and Recirculating Chiller. • Display: Digital, monochrome, 4.0 in • Temp Compensation: 0.07 mbar/K • Measuring Range: 1400- 1 mbar • Control Range: 1100- 1 mbar • CE approval <p>Recirculating Chiller: 230V 50/60Hz</p> <ul style="list-style-type: none"> • Temperature range: Fix at 10°C • Coolant: R134a • Cooling capacity: 300W at 10°C • Dimensions: 28x40x50 • Ambient temperature: 5°C to 35°C • Flow Rate: 2.5 L/min <p>Following Additional Spare parts and accessories to be supplied with the instruments:</p> <ol style="list-style-type: none"> 1. Rotary Evaporator Splash Head Adapter STJ29 to STJ24 - Qty: 02 No 2. Adaptor Rotary Evaporator Splash Head Adapter STJ29 to STJ14 - Qty: 02 No 3. Receiving flux 1 liter- Qty: 01 No 4. Evaporation flux 1 liter- Qty: 01 No 5. Metal clamp for Receiving flux- Qty: 01 No 6. Good quality clamp for Evaporation flux – 7. Vacuum Seal for Rotavapors- Qty: 01 No <p>Demo of the complete above solution to be performed by the bidders for Qualifying in the tender.</p>
2.	Hot air oven with temperature controller	01 (One)	<ul style="list-style-type: none"> • Triple walled in construction inner chamber made of st. steel and exterior made of M.S. sheets powder coated. • The gap between the two walls filled with glass wool insulation of 4”. • Heating elements fitted on the two sides of the oven. • A forced air circulating system with fan for better uniformity of temperature. • Temperature controlled by electronics digital temperature controller. • Temp.Range: +5 °C to 250 °C. • Accuracy ±2°C • Capacity Liter : Between 220 to 250 liter • Minimum Chamber size: 60.5cm X 45.5 cm X 91cm (L X B X H) • Door : Single Door • Shelves : 3 strong stainless steel wire shelves • Power Supply : Indian standard
3.	High vacuum pump with pressure controlling attachment and supporting accessories.	01 (One)	<ul style="list-style-type: none"> • Robust and compact Two stage Oil Sealed, Rotary Vane Vacuum Pump with Single Phase Motor. • Should be supplied with Moisture Trap Assembly with Silica Gel. • Should be supplied with Vacuum Gauge Regulator. • Forced oil lubrication system with built-in oil vane pump enabling high performance down to 10-3 mbar. • Performance testing in accordance with Pneurop 6602. • Normal Pumping Speed @ 50Hzs – 6.2 m3/hr with 103 L/min. • Ultimate pressure –

			<ul style="list-style-type: none"> • Gas Ballast Closed - mbar (Torr) - 2×10^{-3} (1.5×10^{-3}) • Gas Ballast Open - mbar (Torr) - 5×10^{-2} (3.75×10^{-2}) • Pump Rotational Speed at No-Load @ 50 Hz - 1440 • Max. Nominal Power Rating @ 50 Hz - 0.37 (0.5) kw (HP) at 1 & 3 phase. • Power Supply - 230V \pm 10%; 50Hz \pm 5% Single Phase • Oil Capacity – 0.7-1.0 Litres
4.	Micropipette [0-10 μ L-One; 10-100 μ L-One; 100-1000 μ L-One]	01 (One) Set (Set of three)	<p>General specification for adjustable micropipette</p> <ul style="list-style-type: none"> • Micropipette should be adjustable with ultra- light weight and fully autoclavable. • Piston System: Ultra-light system made of fortan. • It should be highly resistant to heat, acids and alkalies, mildew, bleaches, aging, sunlight and abrasion • It should have Button to control very low operating force, Color indicates pipette volume, Positioned for perfect Ergonomics • Volume Display: Four digit display and 2 Button operations • Volume adjustment: Only few turn to reach from maximum to minimum volume • Spring loaded tip cone enable to improved ergonomics to reduce stress without sacrificing tightness. • Ejector: Very low ejection force and positioned for perfect ergonomics. • Quick connection clip: Remove lower part easily. • Viable calibration seal to indicate factory calibration not changed · Vendor should have NABL calibration facility, The proof for the same has to be enclosed along with the Tender, • Each micropipette should be supplied with factory calibration certificate. • Each Micropipette upto 1 ml volume should have autoclavable tip box with 96 tips • 1000nos suitable tips should be provided with pipettes. • Tips should be optimised wetting properties, high transparency, and highest accuracy. <p>Technical Data:</p> <ol style="list-style-type: none"> 1) 1–10 μL adjustable micropipette with suitable 1000nos tips Qty: 01 No Volume range: 1–10 μL Volume 1 μL: Systematic error:\pm0.05 μL, Random error:\pm0.015 μL Volume 5 μL: Systematic error:\pm0.125 μL, Random error:\pm0.06 μL Volume 10 μL: Systematic error: \pm0.12 μL, Random error:\pm0.08 μL 2) 10–100 μL adjustable micropipette with suitable 1000nos tips Qty: 01 No Volume range: 10–100 μL Volume 10 μL: Systematic error:\pm0.12 μL, Random error:\pm0.08 μL Volume 50 μL: Systematic error:\pm0.5 μL, Random error:\pm0.2 μL Volume 100 μL: Systematic error: \pm0.8 μL, Random error:\pm0.3 μL 3) 0.1–1 mL adjustable micropipette with suitable 1000nos tips Qty: 01 No Volume range: 100–1000 μL Volume 100 μL: Systematic error:\pm3 μL, Random error:\pm0.6 μL Volume 500 μL: Systematic error:\pm5 μL, Random error:\pm1 μL Volume 1000 μL: Systematic error: \pm6 μL, Random error:\pm2 μL
5.	Electronic Analytical Balance	01 (One)	<ul style="list-style-type: none"> • Precision Balance with Capacity of 300gm • Should have low battery indication • Auto calibration with external weight • Multifunctional weighing units • Auto Zero tracking

			<ul style="list-style-type: none"> • Overload Protection Design • SS Weighing Pan, Level Indicator, Adjustable Fit • High Resolution, Quick weighing, Accurate Result • Inbuild Rechargeable battery for continuous use. • Readability - 0.001 g (1 mg) • Repeatability (±) 0.001 g • Linearity (±) 0.002 g • Pan Size – 90 mm • Response Time – 3 to 4 Secs • LCD Display with Backlight • Full Tare Range • Operating Temp – 10 Deg to 40 Deg • AC 220V/ 50-60 Hzs • Weight – Should not be more than 3.5 kgs
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