



**SCHOOL OF PURE & APPLIED PHYSICS**  
**MAHATMA GANDHI UNIVERSITY**  
**PRIYADARSHINI HILLS P O**  
Kottayam – 686 560  
PHONE: 0481-2731043  
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No. SPAP/3049/2018-19/Td2R

21-01-2019

**TENDER NOTICE- RETENDER**

**Tender Notice** No.SPAP/3049/2018-19/Td2R dated 21-01-2019

Sealed tenders super scribed "Tender for the supply of **Table Top Spin Coating Unit**" for the use at School of Pure & Applied Physics, Mahatma Gandhi University", for the supply and installation of essential items mentioned below for the use of said purpose are invited so as to reach the office of the undersigned not later than 4 PM, **5-02-2019**

SI NO	ITEM	SPECIFICATIONS	QUANTITY
1	Table Top Spin Coating Unit	As attached	1

For ensuring the guarantee relating to the quality of the articles supplied, a written agreement must be submitted by the firm. The tender notice and the details are available at the University; official website. Blank Tender Forms for the above items along with specifications can be downloaded from [www.mgu.ac.in](http://www.mgu.ac.in). Completed tenders along with **Tender fee as mentioned below and EMD (@1% of the Purchase Assessment Cost (PAC)** for which tender is submitted) **by way of Demand draft in favor of Director School of Pure & Applied Physics, S.B A/c No: 37011203937 payable at SBI M. G University campus Branch, Kottayam** should be submitted to the Director, School of Pure & Applied Physics, Mahatma Gandhi University Priyadarshini Hills P.O, Kottayam-686560, Kerala. A qualified bidder should submit 5% of PAC as Security Deposit. The undersigned reserves the right to reject any tender without assigning any reason

Last date for submission of completed Tenders: **Till 5.00 P.M on 05-02-2019**

Date of opening of Technical & Financial Bid: **06-02-2019 at 11.00 A.M** at School of Pure & Applied Physics

**-sd-**  
**Director**  
**School of Pure & Applied Physics**

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**ANNEXURE I: ELIGIBILITY CRITERIA GENERAL TERMS & CONDITIONS:**

Sealed tenders super scribed “**Tender for the supply Table Top Spin Coating Unit**” for the use at School of Pure & Applied Physics, Mahatma Gandhi University”, P D Hills P O Kottayam

Sl No	Name of Equipment	Quantity	Tender cost Rs	EMD
1	<b>Table Top Spin Coating Unit</b>	1	600/- + GST@ 12%	Rs 3000/-

**GENERAL TERMS & CONDITIONS:**

- i. Tender documents along with Tender cost, EMD and documents describing specifications/catalogues should be submitted for the instrument. The envelope should be super scribed: **Tender for Table Top Spin Coating Unit**” Last date of submission Till **5.00 P.M on 05-02-2019 and the date of opening of Financial Bid: 06-02-2019at 11.00 A.M** at School of Pure & Applied Physics
- ii. For those bidders submitting tenders for more than one instrument, separate applications for each instrument (Tender Bid and Financial Bid) must be placed in individual sealed envelopes and these envelopes must be placed inside a bigger envelope.
- iii. The nonrefundable application fee with the challan of GST (12% of the tender fee) paid must be accompanied with tender.
- iv. Tenders must accompany a copy of the “Eligibility Criteria and General Terms and Conditions” section of this document, signed and stamped on each page indicating that they agree to these.
- v. Last date of submission of tender along with requisite fee, EMD and all documents is **05-02-2019**
- vi. The DD for application fee, EMD or any other must be drawn in of favor of **Director School of Pure & Applied Physics, S.B A/c No: 37011203937 payable at SBI M. G University campus Branch, Kottayam**
- vii. The date of tender opening will be on: **06-02-2019at 11.00 A.M** at School of Pure & Applied Physics
- viii. Electronic submission of documents (by facsimile, email and so on) is not acceptable.
- ix. If the last date of submission is declared holiday in Mahatma Gandhi University, Kottayam (in exceptional cases), the date of submission and tender opening will be next working days, respectively.
- x. **Validity of tenders shall be 6 months** from the last date of submission of the tenders Place of delivery of the completed tender is the office of the School of Pure & Applied Physics and is the sole liability of the supplier only.
- xi. The Project Implementation group of the School of Pure & Applied Physics reserves the right to accept/reject any or all the tenders at any time without assigning any reason.
- xii. The tenders received late, without tender fee, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected.
- xiii. Other terms & conditions specific for different instruments must be complied with tender form.
- xiv. Financial bid and compliance sheet for each instrument should be strictly as per tender format, and signed on each page.  
**Bidder’s name, signature and seal:**

- xv. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
- xvi. Availability of Spares: The tenderer must give certificate duly signed and stamped by manufacturer for the availability of spares and servicing of instrument for at least 10 years. Supplier should give an undertaking that spares/parts will be supplied within the specified periods as and when ordered.
- xvii. If the instrument should be imported one, Certificate indicating country of manufacture should be attached
- xviii. Apart from all these terms and conditions, specific terms as specified for the instrument must also be complied.

## **2. PREPARATION OF TENDER:**

- i. The tender no. and due date should invariably be super-scribed on the envelop cover.
- ii. The tender no. and due date, “**Tender for Table Top Spin Coating Unit**” should invariably be super-scribed on the envelop cover.
- iii. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.
- iv. The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified tenderers.
- v. The printed literature and catalogue/brochure giving full technical details should be included with the Tender to verify the specifications quoted in the tender

## **3. DELIVERY OF TENDER**

- i. All tender documents should be addressed to Director, School of Pure & Applied Physics, Mahatma Gandhi University Priyadarshini Hills P.O, Kottayam-686560, Kerala .
- ii. Tenders duly sealed and sent only by registered post/courier will be considered No tender delivered by hand/electronically will be accepted.
- iii. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.

## **4. OPENING OF TENDERS**

- i. Unless otherwise preponed, or postponed with advance intimation to the tenderers, tender will be opened at the Office of the School of Pure & Applied Physics, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India on the date and time indicated in first page of the instruction sheet of this tender document.
- ii. Unless otherwise preponed, or postponed with advance intimation to the tenderers, tender will be opened at the Office of the School of Pure & Applied Physics, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India on the date and time indicated in first page of the instruction sheet of this tender document.
- iii. The tenderers who wish to participate in the opening of the tenders may depute their representatives to the office of the School of Pure & Applied Physics, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India on the respective due date, time and venue as indicated in the instruction sheet of this tender

**Bidder’s name, signature and seal:**

document with an authority letter addressed to The Director, School of Pure & Applied Physics, Mahatma Gandhi University, Priyadarshini Hills P.O, Kottayam – 686 560, Kerala, India which should be produced to the officers who are opening the tenders, on demand, to prove the bonafides of the representative who participates in the opening of the tender. In case the representative of the tenderer fails to produce such an authority letter on behalf of the tenderer, he will be debarred from participating in the opening of the tenders.

- iv. The tenderer's representative, who reaches the venue of the tender opening late, i.e. after the starting time specified for opening of the tenders, may not be allowed to take part in the tender opening. It should be noted that only one representative of each tenderer will be permitted to participate in the tender opening.

## **5. EVALUATION OF BIDS RECEIVED:**

- i. The Purchase committee has the full right to evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract. Any decision by the purchase committee in this regard will be final.
- ii. No legally enforceable right vested in the quoted party merely because it was ostensibly the lowest bidder.

## **6. BID SECURITY**

- i. Earnest money as shown above will be taken from the prospective bidders in the form of Account payee Demand Draft, Bankers cheque drawn in favour of, Director **School of Pure & Applied Physics, Mahatma Gandhi University Priyadarshini Hills P.O, Kottayam-686560, Kerala** or a Bank Guarantee from a commercial bank. Suppliers registered with Director General of Supplies & Disposals (DGS&D), Govt. approved sources are exempted. Tender without EMD will be considered unresponsive and rejected.

## **7. PERFORMANCE SECURITY**

- i. A performance security of **5 percent** of the value of contract to be obtained from the successful bidder awarded the contract in the form of Account payee Demand Draft or Bank guarantee from a commercial bank, which should be valid for a period of 60 days beyond the completion of all contractual obligations of the supplier including warranty. Performance security will be forfeited and credited to the Institute in the event of breach of contractual obligation by the supplier, in terms of relevant contract
- ii. Bid Security will be refunded to the successful bidder on receipt of performance security. The purchaser will pay no interest for the deposit.

## **8. DELIVERY, INSTALLATION AND WORK COMPLETION**

- i. The delivery of the material will be made within stipulated time period as given in the supply/work award letter otherwise will attract penalty. In case of imported item, the supplier/their Indian Agent will be responsible for delivery of the material from the place of discharge of material to final point (Mahatma Gandhi University).

## **9. PRICE AND DELIVERY**

- i. The prices quoted must be net per unit, inclusive of accessories, cables and installation charges should be clearly mentioned otherwise it will be presumed that the rates quoted are inclusive of all these charges and will not be paid

**Bidder's name, signature and seal:**

- ii. The prices quoted must be FIRM and preference will be given to such tenders. In exceptional cases (e.g. items involving substantial use of raw materials susceptible to sharp fluctuation in prices) if prices are quoted subject to variation it shall be on the basis of a standard Price Variation Formula. The basis for calculation shall be very clearly stated. Here again preference will be given to the tenders with a specific ceiling on escalation.
- iii. All other charges including GST, Excise Duty and other levies payable by C.I.P should be clearly indicated **otherwise it will be presumed that the rates quoted are inclusive of all these charges and will not be paid.**
- iv. The Excise Duty component (with percentage) should be indicated, as the **University is exempted from the payment of Custom/Excise Duty. Exemption will be availed by providing Custom/Excise Duty Exemption Certificate with order.**
- v. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the tender. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.
- vi. The manufacturers' printed literature/catalogue/drawing/user's list in respect of range of product being quoted should also be submitted with the offer.
- vii. **In case the rates are being offered by the dealer/stockiest, a certificate from the manufacturer in original about the authorization of dealership/stockiest-ship and to quote rates on their behalf be furnished with the offer along with a certificate from the manufacturer that for the material supplied through the authorized dealer/stockiest, they will be responsible for its quality and guarantee/warranty.**
- viii. The supply of items of approved specifications shall have to be made strictly as per given delivery schedule on placement of order, failing which the material may be rejected and returned at the expenses of the supplier.
- ix. The firms shall be required to arrange demonstration of the offered item if required by the Purchase committee.

## 10. PAYMENT

Proforma Invoice of the manufacturer should be enclosed along with complete terms & conditions. The terms of payment will be **Letter of Credit (L.C.) for imported items and after successful supply and installation for Local supply: L.C.** will be opened for 100% amount and shall be bifurcated in the following manner:

- a. L.C. for 90% of the cost of material, which shall be released by the bank on proof of dispatch of goods in good condition
- b. The 10% amount against L.C. of the cost of material shall be released by bank on satisfactory installation, commissioning of the instrument, deposition of performance warranty and/or security -if any- and all required documents on subsequent intimation by the office to the bank to this effect

## 11. WARRANTY

- i. **A 3 year warranty** has to be provided for items supplied. Any defective goods should be replaced or repaired by the supplier free of charge. Delivery of goods and its installation at Mahatma Gandhi University, Kottayam during part repair/replacement should be free of charge. **A warranty certificate declaring these points must be supplied with the Tender document bid** (failure to provide this will result in rejection of the tender bid even if they are the lowest bid).

**Bidder’s name, signature and seal:**

**12. MAINTENANCE CONTRACT**

- i. The instrument or machinery is maintained free of charge by the supplier during warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier’s control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of the delayed goods or services.

**13. SALES TAX REGISTRATION CERTIFICATE**

- i. Tender applications must be accompanied by duly attested Photostat copy of the sales tax declaration to the effect that the firm is registered under the Sales Tax Department.

**14. CUSTOM DUTY & EXCISE DUTY EXEMPTION**

- i. Our Institute is registered with the Department of Scientific & Industrial Research (DSIR) for purposes of availing customs duty exemption. The certificates will be made available.

**15. INSURANCE**

- i. The goods supplied shall be fully insured in Indian rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be valid for a period of not less than 3 months after installation and commissioning. Documents to this effect to be submitted with the tender

**16. CERTIFICATE FROM THE MANUFACTURER/DEALER THAT THEY HAVE NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANISATION TO BE PROVIDED BY THE TENDERER (see annexure V)**

**ANNEXURE II: FINANCIAL BID OF TENDER No. SPAP/3049/2018-19/Td2R dated 21-01-2019**

From,

M/s. ....  
.....  
.....

To,

The Director,  
School of Pure & Applied Physics,  
Mahatma Gandhi University  
Priyadarshini Hills P.O,  
Kottayam-686560, Kerala  
India

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in our tender are indicated in the format at annexure “A” to this tender. We hereby agree to keep the price valid for your acceptance for a period of 90 days from the date of actual opening of FINANCIAL BID of the tender.

Stamp and Signature of the Tenderer  
**Bidder’s name, signature and seal:**

**ANNEXURE III: SPECIFICATION FOR Table top Spin Coating Unit**

No.	Description	Quantity
	<p><b>Table top Spin Coating Unit</b> – A microprocessor-controlled programmable system, for thin film deposition on various substrates. The system has an electronic display unit with a large 8” Teflon (PTFE)coated SS substrate bowl for chemical compatibility. It has built- in multi program methods. It has a PMMa transparent lid for bowl. Provided with an oil free vacuum pump-1/4 Hp RPM, single phase 220 v; 50/60Hz Starter kit consists of rubber tubing 2 mtr; vacuum pump silencer, fuses &amp; operation manual</p> <p><b>SPECIFICATIONS:</b>            Actuator PID based speed Controlled Dc motor;            Spinning speed :max up to 10,000 RMP Multistep RPM/time Programming            RAM Programmable- 200-10,000 RPS, steps of 10 Rpm.            Save programs: Can save an 8 step per prog. of 8 preset programs can be saved in the system memory            Speed accuracy- 0.1 %            Time Prog. : 10- 1200 secs            Display - LCD digital display            Spinning disk size – 50 mm            Suitable for substrates sizes :0.5” 1” to 2 “ (50mm)            Spill drainage; With Oil free vac. pump            Gas purging facility available as standard.            Safety interlock for Vacuum pump</p>	01

**ANNEXURE IV: CERTIFICATE FROM THE VENDOR STATING THAT THE COMPANY HAS NOT BEEN BLACKLISTED BY ANY GOVERNMENT ORGANISATION**

To,  
 Director  
 School of Pure & Applied Physics,  
 Mahatma Gandhi University  
 Priyadarshini Hills P.O,  
 Kottayam-686560, Kerala, India

Dear Sir,

This is to certify that M/s\_\_\_\_\_ has not been blacklisted by any Government Organization at the time of submission of the tender document or before.

Yours faithfully,

Authorized Signatories  
 (Name & Designation)

Date:

For and on behalf of M/s\_\_\_\_\_

(Note: This letter of authority should be on the Letter-Head of the manufacturing Concern and should be signed by a competent person of the manufacturer.)

Bidder's name, signature and seal:



**ANNEXURE V: MANUFACTURER'S AUTHORIZATION FORM (MAF)**

To,

Director  
 School of Pure & Applied Physics,  
 Mahatma Gandhi University  
 Priyadarshini Hills P.O,  
 Kottayam-686560, Kerala  
 India

Dear Sir,

Tender Reference \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable  
 manufacturers of \_\_\_\_\_ do hereby authorize M/s

\_\_\_\_\_ (Name and address of Agent/Dealer) to offer their quotation,  
 negotiate and conclude the contract with you against the above invitation for tender offer. We  
 hereby extend our full guarantee and warranty as per terms and conditions of the tender and  
 the contract for the equipment and services offered against this invitation for tender offer by  
 the above firm.

Yours faithfully,

Authorized Signatories

(Name &amp; Designation)

Date:

For and on behalf of M/s \_\_\_\_\_

(Name of manufactures)

(Note: This letter of authority should be on the Letter-Head of the manufacturing concern and  
 should be signed by a competent person of the manufacturer)

**ANNEXURE VI: EARNEST MONEY DEPOSIT BANK GUARANTEE**

To,

Director  
 School of Pure & Applied Physics,  
 Mahatma Gandhi University,  
 Priyadarshini Hills P.O  
 Kottayam- 686 560  
 Kerala, India

Dear Sir,

**Supply & Installation of “ \_\_\_\_\_ ”**

WHEREAS Director School of Pure & Applied Physics, Mahatma Gandhi University  
 (hereinafter called the Purchaser) has invited tenders for the Supply & Installation of

\_\_\_\_\_ under Director, School of Pure & Applied Physics, Mahatma Gandhi University  
 Priyadarshini Hills P.O, Kottayam-686560, Kerala on the terms and conditions mentioned in  
 the tender document.

1. It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank  
 Guarantee as detailed in the tender document Clause 6 as Earnest Money Deposit.

2. M/s \_\_\_\_\_, (hereinafter called as Tenderer), who are our constituents intend to submit their tender for the said equipments and have requested us to furnish guarantee to the 'Director,' in respect of the said sum of Rs. ----- / (Rupees----- only)

**NOW THIS GUARANTEE WITNESSETH**

1. We \_\_\_\_\_ (NAME OF THE BANK) do hereby agree with and undertake to the Director, School of Pure & Applied Physics, their Successors, Assigns that in the event of Director, School of Pure & Applied Physics, coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer, we shall on demand by the Director, School of Pure & Applied Physics, pay without demur to the Director, School of Pure & Applied Physics a sum of Rs. -----/(Rupees ----- only) or any lower amount that may be demanded by Director

School of Pure & Applied Physics. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. -----/(Rupees ----- only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. ----- / (Rupees -----only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the Director, School of Pure & Applied Physics on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from Director, School of Pure & Applied Physics shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever.

**Bidder's name, signature and seal:**

**We undertake to pay the amount claimed by the Director, School of Pure & Applied Physics, within a period of one week from the date of receipt of the notice as aforesaid.**

3. We confirm that our obligation to the Director, School of Pure & Applied Physics, under this guarantee shall be independent of the agreement or agreements or other understandings between the Director, School of Pure & Applied Physics, and the Tenderer.

**This guarantee shall not be revoked by us without prior consent in writing of the Director, School of Pure & Applied Physics,.**

**We hereby further agree that**

- Any forbearance or commission on the part of the Director, School of Pure & Applied Physics, in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by Director, School of Pure & Applied Physics, to the Tenderer or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. ----- (Rupees -----only) • Our liability under these presents shall not exceed the sum of Rs. ----- (Rupees -----only) • Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

- This guarantee shall remain in force upto .....provided that if so desired by the Director, School of Pure & Applied Physics, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

**Bidder's name, signature and seal:**

• Our liability under this presents will terminate unless these presents are renewed as provided hereinabove on the .....or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Director, School of Pure & Applied Physics, alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of the Director, School of Pure & Applied Physics, against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours' faithfully,

For and on behalf of \_\_\_\_\_ Bank

Authorized official

(Note: This guarantee will require stamp duty as applicable and shall be signed by the official whose signature and authority shall be verified).

### General conditions :-

1. The high quality imported products must be matched by high quality local support. The Indian agent must have a team of Service Engineers, trained by foreign manufacturer, detailed service manuals and a stock of commonly required spares, consumables and small accessories.
2. For application support a local lab should be available for periodic training, solving analysis problems, library of books and references. Periodic training is an essential requirement and Indian agent must arrange training in their own lab and in customer's lab.
3. Training at the time of installation should be given by Application Chemist. Indian agent staff must be qualified for IQ-OQ certification and quote for local installation requirements such as N<sub>2</sub> cylinder with regulator, UPS / V. stabilizer, PC & printer etc.
4. The party must have installed 5 such instruments in the reputed academic and research institutes in India (at national level university/academic institutes) during the last 3 years. User list for this period and certificates of successful completion issued by the clients must be enclosed

### Annexure VII Checklist

Sl No	Point to be verified	Yes/No
1.	Tender fee with VAT	
2.	EMD	
3.	Photocopy of PAN and TAN card	
4.	Brochure	
5.	User list and certificates issued by clients	
6.	All other certificates as asked in tender document	

**Bidder's name, signature and seal:**