

**SCHOOL OF ENVIRONMENTAL SCIENCES  
MAHATMA GANDHI UNIVERSITY**

**SHORT TENDER NOTICE FOR THE PURCHASE OF ANALYTICAL BALANCE**

*TENDER NOTICE No: SPARC/MGU/SES/01*

*Date: 04/11/2020*

Competitive tender in sealed cover for the supply and installation of **Analytical Balance** is invited from reputed firms and authorized dealers so as to reach the office of the undersigned not later than 12.00 pm on 19/11/2020. Technical bid of the tenders will be opened on 19/11/2020 at 2.30 pm in the presence of authorized representatives of tendered firms. The financial bid of the Tender will be opened on 19/11/2020 at 3:30 pm

| Sl no | Scheduled Item     | Specification  | Qty | E.M.D (Rs.)      | Tender Fees (Rs.) |
|-------|--------------------|--|-----|------------------|-------------------|
| 1     | Analytical Balance | <b>Maximum Capacity:</b> 220g<br><b>Minimum weight (U=1%, K=2):</b> 16mg<br><b>Readability:</b> 0.1mg<br><b>Adjustment:</b> Internal<br><b>Weighing Pan Diameter:</b> 90mm<br><b>Display:</b> Backlit LED<br><b>Settling time:</b> 2 seconds<br><b>Repeatability:</b> 0.08mg<br><b>Interfaces:</b> RS232 | 2   | 2.5% of the item | 1000+GST          |

Sd/-

**The Principal Investigator  
SPARC Project  
School of Environmental Sciences  
M. G. University, Kottayam-686560**

**NOTE:**

(1) PLEASE SEE THE ANNEXURES I, ANNEXURE II, ANNEXURE III and ANNEXURE IV ATTACHED BELOW

(2) ALL THE DOCUMENTS RELATED TO THE TENDER CAN BE DOWNLOADED FROM THE UNIVERSITY WEBSITE- [www.mgu.ac.in](http://www.mgu.ac.in), in the section "Quotation/tender".

## ANNEXURE I

### General Terms and Conditions

- The main envelop should be super scribed: **Tender for Analytical Balance**
- The non refundable application fee of accompanied with tender for each item. The application fee must be as D.D. drawn in favour of Finance officer, M.G. University.
- Tenders must accompany a copy of the “General Terms and Conditions, Annexure I and Annexure II and III” section of this document, signed and stamped on each page indicating that they agree to these.
- Last date of submission of tender along with requisite fee, EMD and all documents is on 19/11/2020 (not later than 12.00 pm). The DD for EMD or any other accepted document must be drawn in of favour of Principal Investigator, SPARC Project, School of Environmental Sciences, M. G. University, Kottayam, Kerala payable at SBI Mahatma Gandhi University Campus Branch.
- All other charges including GST/CST, 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.
- 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.
- The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the technical bid. 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.
- The manufacturers’ printed literature/catalogue/drawing/user’s list in respect of range of product being quoted should also be submitted with the offer.
- Our Institute is registered with the Department of Scientific & Industrial Research (DSIR), so Excise duty exemption will be provided.

### Other requirements for delivery and complete installation

- Delivery at Mahatma Gandhi University, Kottayam
- All other requirements for satisfactory installation of Software.
- It will be the responsibility of the supplier to deliver the ordered materials at the respective laboratory of Mahatma Gandhi University, Kottayam.
- All required materials for satisfactory installation are to be provided by the supplier at their own cost.

**ANNEXURE II:**

**TENDER FORM PART-I (TECHNICAL BID)**

PART-I (TECHNICAL BID) OF TENDER NO:

Last date for receipt:

Due date for opening Part –I (TECHNICAL BID):

Tenderer's Offer No:

Date:

From,

M/s. ....

.....

To,

The Principal Investigator,  
SPARC Project,  
School of Environmental Sciences  
M. G. University,  
Kottayam, Kerala, India

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Terms and Conditions of Contract and other requirement for delivery and complete Installation and Special Conditions of Contract contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE I of the tender document and also agree to abide by your General Conditions of all Contracts and Special Conditions of Contract contained in the ANNEXURE I of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract. I/We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of opening of Part-II (Financial bid) of the tender

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Yours faithfully

Stamp and Signature of the Tenderer

**ANNEXURE III**

**TENDER FORM PART-II (FINANCIAL BID)**

PART-II (FINANCIAL BID) OF TENDER NO:

Last date for receipt:

Due date for opening Part –II (FINANCIAL BID):

Tenderer’s Offer No:

Date:

From,

M/s.

.....  
.....  
.....

To,

The Principal Investigator,  
SPARC Project,  
School of Environmental Sciences  
M. G. University,  
Kottayam, 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 ANNEXURE-I (TECHNICAL BID) of 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 30 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Yours faithfully,

Stamp and Signature of the Tenderer

## ANNEXURE IV

### Analytical Balance Specifications:

- **Maximum Capacity:** 220g
- **Minimum weight (U=1%, K=2):** 16mg
- **Readability:** 0.1 mg
- **Adjustment:** Internal
- **Weighing Pan Diameter:** 90mm
- **Display:** Backlit LED
- **Settling time:** 2 seconds
- **Repeatability:** 0.08mg
- **Interfaces:** RS232

\*\*\*\*\*