

Tender No: SES/MGU/T/E-MB/2026/01

Dated: 22/08/2026

SHORT TENDER NOTICE

Director, School of Environmental Sciences, Mahatma Gandhi University invites sealed tenders in original including all taxes for the supply and installation of scientific equipment.

1	Name of the scientific equipment	Microbalance (Detailed specifications given in Annexure-1)
2	Earnest money deposit (EMD)	1 % of the Estimated Value
3	Tender submission fee	0.2 % of the cost of tender rounded to the nearest multiple of 100, subject to a maximum of 25,000/- + VAT as applicable
4	Period of supply and installation	Within 30 days
5	Address	Director, School of Environmental Sciences, Mahatma Gandhi University, PD Hills PO, Koattayam -686560m
6	Last date and Time of submission of tender	02/09/2026; 1 PM,

Duly filled up and signed tender schedule along with relevant documents should be sent to **Director, School of Environmental Sciences, Mahatma Gandhi University, PD Hills PO, Koattayam -686560** by speed post so as to reach before the date and time specified. The cover containing the document should be super scribed the **name of the scientific equipment, tender number and last date of submission** of the tender.

ELIGIBILITY CRIETERIA

1	Bidder should be, a company registered in India or Registered Partnership /proprietary firms	Copy of valid registration certificate/Copy of Certificates of incorporation
2	Should not have been blacklisted by any of the Government entities under state / central government.	Self-Certificate
3	The bidder should have a registered number of (i) GST where his business is located)ii) Income Tax / PAN number.	Copies of relevant certificates of registration

Further details can be had from the office of Director, School of Environmental Sciences, Mahatma Gandhi University, **Email: ses@mggu.ac.in** on all working days during working hours. If relevant documents through speed post are not submitted with in time, the tenders will not be considered. The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

Director

Please see the Annexures

ANNEXURE-1

SPECIFICATIONS

Microbalance	<u>Specifications for Microbalance with Internal calibration</u> • A built-in fanless ionizer that allows for instant removal of destabilizing static electricity from the sample and container • Includes four 0.001 mg readability models to be selected for different purposes • Comes equipped with the tabletop breeze break (medium) as standard Anti-static glass breeze break with a transparent evaporated metal coating • Adjustable (manual or automatic) response characteristics to help cope with the effect of drafts and vibrations • Automatic self calibration to maintain accuracy under temperature changes Automatic repeatability test function using the internal calibration weight for simple precision checks at the location • Embedded temperature, humidity and atmospheric pressure sensors • Interlockable sliding doors that allow for efficient operation with both hands • Multiple weighing units: g, mg, oz, ozt, ct, mom, dwt, grain, specific gravity (either tael or tola can be added upon request) • Comes standard with the handy weighing data logger, tweezers for calibration weight, and the dust cover for storage • Clearly visible, reverse-backlit LCD • GLP/GMP/GCP/ISO compliant output • Clock and calendar function • Data memory function • RS-232C and Quick USB interfaces as standard • Counting mode with the Automatic Counting Accuracy Improvement (ACAI) function • Percent mode function • Comparator function with buzzer • Auto power on function • Underhook function • Special pans/holder • Density determination function and an optional density determination kit • Optional pipette accuracy testing kit • Windows Communication Tools software (WinCT) • Capacity : 2.1 g / 5.2 g*i
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	• Readability : 0.001 mg / 0.01 mg • Repeatability (standard deviation) : 0.004 mg (for 1 g)/ 0.01 mg • Minimum weight*ii (typical) : 5.0 mg • Linearity : ± 0.010 mg / ± 0.02 mg • Stabilization time (typical when set to FAST) : Approx. 10 secs / 8 secs • Sensitivity drift : ± 2 ppm/$^{\circ}$C (10 to 30 $^{\circ}$C/50 to 86 $^{\circ}$F, when automatic self calibration is OFF) • Operating environment : 5 to 40 $^{\circ}$C (41 to 104 $^{\circ}$F), 85%RH or less (no condensation) • Display refresh rate : 5 times/sec or 10 times/sec Units of measure*iii : mg (milligram), g (gram), oz (ounce), ozt (troy ounce), ct (metric carat), mom (momme), dwt (pennyweight), gr (grain), pcs (counting mode), % (percent mode), and SG (density mode) • Counting mode : Minimum unit mass : 0.1 mg ▪ Number of samples : 10, 25, 50 or 100 pieces • Percent mode : Minimum 100% reference mass : 10.0 mg ▪ % readability : 0.01%, 0.1%, 1% (depends on the reference mass stored) • Communication interface : RS-232C and Quick USB • Applicable calibration weight value : 5G, 2G, 1 G(Weights should be ordered separately) • Weighing pan size : $\varnothing 25$ mm • External dimensions : 259 (W) $\times$ 466 (D) $\times$ 326 (H) mm • Net weight : Approx. 10 kg • Power supply / consumption : AC adapter / approx. 30 VA • Standard accessories : tabletop breeze break (medium) $\times$ 1*iv, Special pans ($\varnothing 50$ mm and $\varnothing 95$ mm) for weighing PM filters $\times$ 1 each, Three sizes of aluminum analytical pans $\times$ 10 each, microtube holder $\times$ 1, weighing data logger $\times$ 1, tweezers for calibration weight $\times$ 1, dust cover for storage should be included. • Manufacturer should have a service facility with Kerala • System should have 1 year warranty
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ANNEXURE II

Terms and Conditions

1. Last date of submission of tender along with requisite fee, EMD and all documents is 02.09.2026.
2. The technical bid will be opened on 02.09.2026 at 3pm.
3. Tenders must accompany a copy of the “Annexure II and Annexure III” section of this document, signed and stamped on each page indicating that they agree to these.
4. The non-refundable application fee of 0.2% of cost with the chalan of 5% of it as VAT must be accompanied with tender for each instrument. The application fee must be as **D.D.** drawn in favour of **Finance officer, M.G. University.**
5. The DD/Cheque for EMD or any other must be drawn in of favour of **Director, School of Environmental Sciences (SES), Mahatma Gandhi University, PD Hills PO, Koattayam -686560m**, payable at **SBI Mahatma Gandhi University Campus Branch.**
6. Instrument should have a warrantee of at least one year and should have at least one service engineer and one application scientist based in India with onsite training facility on the same quoted instrument. Training should include operation, software applications, analysis, handling and maintenance of system.
7. A good record in supply and service to other research institutes will be considered as a positive point for a particular company. User list of similar equipment supplied recently in India should be provided.
8. Laboratory floor space, electrical power requirements, earthing, room temperature/humidity requirements etc. should be mentioned appropriately.
9. All necessary accessories should be supplied with the instrument, as per standard package offered, including complete set of service and operation manuals for diagnosis, trouble shooting, maintenance and electronic circuitry (hard and soft copies).
10. 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.
11. The price of the equipment should be quoted in Indian rupee. The total price of the equipment quoted should be inclusive of GST & other taxes if any; material cost; transportation cost; loading and unloading cost; installation cost; labour charges and all other expenses in whatsoever means.
12. Payment process will be initiated only after supply of items as per tender specifications and satisfactory installation of the items.
13. It will be the responsibility of the supplier to deliver the ordered materials at SES, Mahatma Gandhi University, Kottayam. All required materials for satisfactory installation are to be provided by the supplier at their own cost.

ANNEXURE III:

TENDER FORM PART-I (TECHNICAL BID)

Date:

From,

M/s.
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To,

Director
School of Environmental Sciences,
Mahatma Gandhi University,
Priyadarshini Hills P.O, Kottayam- 686 560,
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 II 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 II 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. Deviations to Technical specifications contained in ANNEXURE I of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE II are detailed in Annexure-B to this tender. Price applicable for the stores are indicated separately in a sealed envelope marked as 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)

Date:

From,

M/s.
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To,

Director,
School of Environmental Sciences
Mahatma Gandhi University,
Priyadarshini Hills P.O, Kottayam- 686 560,
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-III (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