



CENTRE FOR NANO AND SOFT MATTER SCIENCES

Prof. U.R. Rao Road, Jalahalli, BENGALURU 560 013.

Autonomous Institution under the Dept. of Science & Technology, Govt. of India

INVITATION TO TENDER

No.CeNS/2018-19/PKS/LP181

10 August 2018

To

The Centre invites sealed tender/bid from your firm for supply, installation and commissioning of the following scientific equipment

EQE and IQE measurement system

The Tender Form in Annexure I to V may be submitted along with relevant Fees and Earnest Money Deposit (EMD). The terms and conditions may clearly be noted before submission of the tender.

The form in Annexure II may duly be completed and submitted in a **sealed outer cover**, containing two **separate sealed envelopes**, clearly marked as **“Techno-Commercial Bid (Annexure III)”** and **“Price Bid (Annexure IV)”**, for identification.

The tender shall be addressed to **The Administrative Officer, Centre for Nano and Soft Matter Sciences, P.B.No. 1329, Prof. U.R.Rao Road, Jalahalli, Bengaluru – 560 013** marked with our tender reference number, due date and due time with stamp. The completed tender bids must reach this office in the combined sealed cover on or before **15.30 Hrs. of 21 August 2018**, through Speed Post / Courier / Registered Post/hand delivery.

Yours faithfully,

Sd/

Encl: as above.

Administrative Officer

GENERAL INSTRUCTIONS**1. Definitions :**

- a. The terms 'Purchaser' shall mean the Administrative Officer, Centre for Nano and Soft Matter Sciences, Bengaluru-560 013.
- b. The term 'Supplier' shall mean the person, firm or company with whom or with which the order for the supply of Items/Equipment is placed.
- c. The terms 'Purchase Order' shall mean the communication signed on behalf of the Purchaser by an officer duly authorized intimating the acceptance on behalf the Purchaser on the terms and conditions mentioned or referred to in the said communications accepting the tender or offer of the supplier for supply of Items/Equipment.

2. **Delivery of tender:** The offer in response to the tender invitation shall be made in two separate envelopes, the first envelope containing Annexure III along with Compliance Statement. The second envelope shall contain only Annexure IV. The two envelopes shall be superscribed with "**Techno-Commercial Bid**" and "**Price Bid**" respectively. The two envelopes may be put in one outer cover, sealed and addressed to **The Administrative Officer, Centre for Nano and Soft Matter Sciences, P.B.No.1329, Prof. U.R.Rao Road, Jalahalli, Bengaluru – 560 013**. The tender reference number, due date and due time should be clearly mentioned on the outer cover.

The tender should be accompanied by Tender Application Fee of Rs.2,000/- and Earnest Money Deposit (EMD) equivalent to ₹ 1,20,000/- (Rupees One Lakh Twenty Thousand Only). The application fee and EMD should be submitted separately by Demand Draft drawn in favor of "Centre for Nano and Soft Matter Sciences", payable at Bengaluru **in a sealed envelope**. Those firms which are eligible for claiming exemption in payment of EMD should furnish proper certificate in support of the exemption having current validity.

3. **Receipt of tender:** The tender must reach this office by 15.30 hours on the due date. Late and delayed Tenders will be liable to be rejected.
4. **Validity of the offer:** (a) The quotation should be valid for a minimum period of 120 days from the date of opening of tender. If the day up to which the offer is to remain open is declared a closed holiday, the offer shall remain open for acceptance till the next working day.

- (b) Quotations qualified by vague and indefinite expressions such as 'Subject to immediate acceptance', 'subject to prior sale' or any other riders will not be considered.
5. **Opening of tenders:** The firm shall be at liberty to authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on behalf of the firm should be indicated in the tender or a proper letter of authority be produced before the meeting.
6. **Right of acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. In case any MOQ (Minimum Order Quantity or MOU (Minimum Order Unit) is applicable, the same should be mentioned specifically.
- (a) No correspondence /discussions /visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
- (b) The Purchaser reserves the right to call for techno-commercial/price negotiations. The firm should depute competent representative for such discussion / negotiations whenever called for and he shall be competent to take on the spot decisions.
- (c) The firm may give any of their commercial terms, if required in their techno-commercial offer only, and price quotation should contain only price.
- (d) Office stamps of tenderers must be affixed below their signatures.
- (e) Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
- (f) The firm shall provide Banking information for payment or any other purpose
7. **Delayed supplies:** In case of delayed supplies, liquidated damages at the rate of 0.5 percent per week or part thereof of delay with a maximum of 5 percent of the value of supply order/contract will be levied.
8. **Extension of delivery time:** As soon as it is apparent that supply dates cannot be adhered to, an application shall be sent by the Supplier to the Purchaser. If failure, on the part of the Supplier to deliver the Items/Equipment in proper time shall have arisen from any cause which the Purchaser may admit as reasonable ground for an extension of the time (and his decision shall be final he may allow

such additional time as he considers it to be justified by the circumstances of the case). In case of Letter of Credit the banking charges for the LC amendment will be on suppliers account.

9. **Guarantee and replacement:** The Supplier shall guarantee that the Items/Equipment supplied shall comply fully with the specifications laid down, for material workmanship and performance. The Guarantee should be as mentioned in the specification.

10. **Acceptance of items/equipment:**

a) Items supplied are subject to inspection and acceptance and the supplier should collect/replace the rejected items at his cost and risk.

b) The Items/Equipment shall be tendered by the Supplier for inspection at such places as may be specified by the purchaser at the Suppliers own risk, expenses and cost.

c) It is expressly agreed that the acceptance of Items/Equipment is subject to final approval by the Purchaser, whose decision shall be final.

11. **Banking charges:** All banking charges applicable outside India will be on suppliers account.

12. Please note that faxed/email quotations shall not be accepted under any circumstances.