***TENDER FORM***

*Sir,*

*I, …………………………........................ of M/s………................................................. …………*

*………………………………………………… hereby agree to supply to the Department of Physics, Union Christian College Aluva, in accordance with the terms and conditions stipulated in the tender form, the equipment hereunder named of the quality or sort and at the rate or price hereunder specified, on the acceptance on this tender (Ref.No..................................................................................... ) by you.*

*Delivery:*

*We confirm that the quoted prices are firm and inclusive of all taxes and duties (including entry tax), freight and insurance for supply and installation at Union Christian College Campus. There would not be any price escalation during the supply period. We also confirm that we will abide by all the terms and conditions and we do not have any counter conditions.*

*Yours faithfully,*

*Signature of the Tenderer…………….................. (Seal)*

*Place……………………*

*Date………………………………*

**TERMS AND CONDITIONS**

1. The latest model with specifications shall be quoted and certified.
2. The quoted price should include cost of the instrument, freight, insurance, customs duty, clearance charges, entry tax (if applicable at the time of installation), installation and commissioning.
3. Payment terms: 100 % after successful commissioning and acceptance by the end user.
4. Customs duty percentage and the CIF price on which it is based should be clearly specified in the tender and if the customs duty exemption certificate is secured the corresponding amount or the actual duty paid whichever is higher will be deducted from the bill. If the bill is actually paid, the tenderer should refund the amount to THE PRINCIPAL
5. The tenderers should verify and make sure that the claims made by them against items towards Sales tax, customs duty, excise duty etc., are not more than those permissible under the provisions of the laws in force, and that they will refund any excess claims admitted in this respect
6. The offers should be kept open for a period of three months from the date of opening tenders. Acceptance of the offers will be intimated to the successful tenderers within that period. Tenderers will however, be given the option to keep their offers open for a further agreed period if there be any delay in intimating the acceptance
7. The installation should be done by the supplier free of cost .
8. Delivery period: The equipment and its accessories should be completely supplied, installed and commissioned to the satisfaction of the Department of Physics within 30 days from the date of supply order or date of L/C whichever is later.
9. Warranty: The entire equipment and its accessories should have comprehensive warranty of two years from the date of acceptance by the end user. If any spares are to be imported during warranty period, the cost, insurance, freight, customs duty and clearance charges should be given by the vendor
10. The rates of terms of AMC (both comprehensive and labour) for a minimum period of three years after the warranty period shall be clearly specified. Both comprehensive and labour AMC amounts will be taken into consideration for final selection.
11. During warranty and AMC period, the vendor shall give an uptime guarantee of 95% or more.
12. List of installations in Kerala over the past three years shall be provided.
13. Trained engineers/technicians available in nearest service centre shall be mentioned
14. Wherever options are called for in respect of specifications, the tenderer should induct all such options
15. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper in the model form given in prescribed format as per Store Purchase Manual within fifteen days from the date of acceptance of the tender. The expenses incidental to the executing of agreement shall be borne by the successful tenderer.
16. AMC prices and accessories prices should be quoted separately for the items, *if any*.
17. All procedure, Terms and Conditions as per Store Purchase Rules, Kerala Govt.

For all clarifications and doubts regarding tender procedure please refer Store Purchase Manual -2013, Government of Kerala.

.

**INSTRUCTIONS TO TENDERERS REGARDING TENDER FORMS**

**DOWNLOADED FROM INTERNET**

1. Tender file is to be downloaded from the internet and printout is to be taken on A4 size paper and details are to be entered by the tenderer at the various locations in the document.
2. This tender document (in full) downloaded along with the various documents required to be submitted as per the tender conditions in a sealed cover duly super scribing with the name of the equipment, tender notice no. and date, should be submitted in the office as mentioned in the tender notice before the date and time stipulated in the tender document.
3. The cost of tender document as indicated in the tender document will have to be deposited by the tenderer in the form of bank draft payable in favour of Principal, Union Christian College Aluva along with the tender document. Tender not accompanied with the demand draft towards the cost of the tender document will be summarily rejected
4. Tenderers are advised to download tender documents well in advance and submit the tender before the stipulated time. It is the responsibility of the Tenderer to check any correction or any modifications published subsequently in Website and the same shall be taken into account while submitting the tender. Tenderer shall download corrigendum (if any), print it out, sign and attach it with the main tender document. Tender document not accompanied by published corrigendum/s is liable to be rejected. The institution will not be responsible for any postal delays / delay in downloading of tender document from the internet.
5. The tenderer may please note that the rate for items should be written in figures and in words. Each page of tender document should be signed by the tenderer.
6. Tenderers are free to download tender document at their own risk and cost, for the purpose of perusal as well as for using the same as tender document for submitting the offer. Master copy of the tender document is available in the Department of Physics as mentioned in the tender document
7. After award of tender an agreement will be prepared based on the master copy of tender document available in the above mentioned department. In case, any discrepancy between the tender document downloaded from the internet and the master copy, latter shall prevail and will be binding on the tenderers. No claim on this account will be entertained.
8. . If any change/addition/deletion is made by the Tenderer, the tender will be summarily rejected.
9. The following declaration should be given by the tenderer while submitting the tender:

**Declaration**

1. I/we have downloaded the tender form from the internet site www.uccollege.edu.in and I/ we have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered / modified I/we understand that my/our tender will be summarily rejected and the contract will be terminated at my/ our risk and cost. (b) I/we am/are submitting a demand draft no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Rs. \_\_\_\_\_\_\_\_\_\_ towards the cost of tender form.

Signature of Tenderer:

Date:

Address:

(Seal)