

RETENDER FORMAT

Tender No..... for Equipments, Physics department Union Christian College, Aluva-2	
Due date and time for receipt of tender	16-09-2015 3.00 pm
Date and time for opening of tender	17-09-2015 10.00 am
Date up to which the rates are to be firm	Up to three months
Price of tender form	Rs.420/(Inclusive of VAT)
Address of Officer from whom tender forms are to be obtained and to whom tenders are to be sent:	THE PRINCIPAL., UNION CHRISTIAN COLLEGE, ALUVA 2

Name of Office: Union Christian College (Name & designation of Purchasing Officer)
Station: Aluva. Dr. P. THOMAS MATHEW
Date: 4/09/2015 PRINCIPAL.,
UNION CHRISTIAN COLLEGE,
ALUVA- 2

SCHEDULE OF ITEMS

Sl. No	Item	Specifications(Model and Make)	Unit	Rate (Rs.Ps)	Remarks
1	2	3	4	5	6

Period within which items should be delivered: One week after the receipt of Order

Other special conditions: Price should be inclusive of taxes.

Place

Date

Name & Address of Tenderer:

Signature:

TERMS AND CONDITIONS

1. The latest model 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: 75% of the total value will be released on presentation of dispatch documents through bank. Balance 25% 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 will be deducted from the bill.
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 45 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. Training: In order to fully and optimally utilize the equipment, necessary on site training should be given to the Physics department staff free of cost
13. List of installations in Kerala over the past three years shall be provided.
14. Number of trained engineers available in Kerala and nearest service station shall be mentioned.
15. Wherever options are called for in respect of specifications, the tenderer should induct all such options.
16. We are exempted (regd. with DSIR) from payment of customs and excise duty for our procurement and hence prices quoted should be exclusive of these. Prices inclusive of ST and other taxes and installation charges, if any, may be indicated. We shall provide the necessary forms and certificates as required.
17. The exact specifications, details of make, model number, name of manufacturer etc., of the equipment offered must be clearly specified. Copies of detailed technical literature and illustrated brochures of the units quoted are to be included along with the offer. Offers without these are liable to be rejected. List of users giving the exact address of the contact persons and the model number of the units available at these locations have to be provided.
18. Instrument operating manuals have to be provided along with the supply.
19. Evidence of exclusive/authorized distributorship from foreign principals should be provided along with the offers for overseas products.

20. Period of firmness of the quoted prices should be clearly stated in the offer.
21. The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.
22. All the rules and regulation applicable to Government tenders will be applicable to this tender also.
- 23. The tenderer must give an agreement on a stamp paper worth Rs.100/ .**
- 24. The following declaration should be given by the tenderer while submitting the tender:**

Declaration

(a) 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 full earnest money deposit will be forfeited 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)