

Department of Physics, Indian Institute of Technology
IIT P.O. Madras-600 036

Form for Inviting Quotations

Reference No. PHY/2018/005/Stores

Date: 02-11-2018

Subject: Supply and installation of equipment for laboratory use by Indian Institute of Technology, Madras

Quotation DUE DATE & TIME: 22.11.2018, 5pm

Dear Sirs:

Quotations are invited for supply and installation of an equipment as per details in Annexure-I under the following terms and conditions.

A. Terms and Conditions (Foreign Vendors/Suppliers):

1.	The total amount indicated is Ex. Works / FOB / CIF. Madras Value.
2.	The consignment to be addressed to Dr. Dillip K. Satapathy, Department of Physics, Mechanical Science Block, IIT Madras, Chennai - 600 036, India.
3.	The consignment to be dispatched by surface / Air Post Parcel / Ocean Freight / Air Freight.
4.	Please send three advance copies of Invoice direct to us immediately after dispatch to avoid delay in clearance. DEMURRAGE CHARGES, IF ANY, PAYABLE ON ACCOUNT OF DELAY IN RECEIPT OF ADVANCE COPIES OF INVOICE WILL BE DEBITED TO YOUR ACCOUNT.
5.	The following set of documents is required in all cases: a. Complete set of Clean Bill of Lading / Airway Bill / Air or surface Parcel Receipt, showing that the goods have been shipped and freight prepaid. b. Insurance Policies / Certificates in duplicate covering Marine Insurance as per Institute Cargo Clauses (All risks) and perils as per Institute Strikes, Riots and Civil Commotion Clauses, War risks as per Institute, Clauses. Cover for CIF value plus 10 percent.

B. General Terms and Conditions:

1.	The vendors have to send sealed technical bid and price bid separately.
2.	The quotations duly sealed and superscribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
3.	The quotations should be valid for sixty days from the due date and the period delivery required should also be clearly indicated.
4.	If the item is under DGS &D RATE CONTRACT, RC No. and the price must be mentioned. It may be also please be indicated whether the supply can be made direct to us at the Rate Contract price. If so, please send copy of the RC (Please note that we are not Direct Demanding Officers)
5.	Relevant literature pertaining to the items quoted with full specifications (and

	drawing, if any) should be sent along with the Quotations, wherever applicable. Samples if called for, should be submitted free of charges, and collected back at the supplier's expenses.
6.	Local Firms: Quotations should be for free delivery to this Institute. If Quotations are for Ex-godown, delivery charges should be indicated separately.
7.	Firms outside Chennai: Quotations should be for F.O.R. Chennai. If F.O.R. consignor station, freight charges by passenger train/lorry transport must be indicated. If Exgodown, packing, forwarding and freight charges must be indicated.
8.	The rate of Sales/General Taxes and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done, no claim, for Sales/General taxes will be admitted at any stage and on any ground whatsoever. The taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non-Government Educational Institutions run with no profit motive for which a concession. Sales tax Certificate will be issued at the time of final settlement of the bill.
9.	Goods should be supplied carriage paid and insured.
10.	Goods shall not be supplied without an official supply order.
11.	Payment: Every attempt will be made to make payment within 30 days from the date of receipt of bill/acceptance of goods, whichever is later.
12.	Separately sealed technical and price bids are to be sent to the following address: Dr. Dillip K. Satapathy, (Principal Investigator) Department of Physics, IIT Madras, Chennai - 600036, Tamil Nadu, India.

The required technical specifications and terms & conditions are enclosed.

Yours Sincerely,

CO-ORDINATOR
[Dr. Dillip K. Satapathy]
[Dept of Physics, IIT Madras]

ANNEXURE-I

A. Equipment description: An equipment capable of measuring weight and other accessories herein after referred to as Weighing Balance, complying with the specifications listed below.

1.	Minimum weighing capacity/Readability must be 0.02mg.
2.	Maximum weighing capacity must be 100 g or more.
3.	Size of the weighing pan must be at least 75 mm in diameter or more.
4.	Weight stabilization time should not exceed 6 seconds.
5.	Materials used in weighing balance must be resistant to chemicals
6.	Material housing/Chamber must be transparent and resistant to chemicals.
7.	Height of material housing/Chamber should not be less than 200 mm.
8.	Provisions must be available to detach the weighing pan from the instrument and clean.
9.	Provisions must be available to interface with the computer/laptop and take readings
10.	Display language in English.
11.	Automatic adjustment with built in calibration.
12.	Continuous level monitoring/Guidance for level adjustment.
13.	Instrument must work with an electrical power supply of 230 V.
14.	Provisions must be available to switch for reading either 4 th decimal place (0.0000 g) or 5 th decimal place (0.00000 g).

B. Required documents along with technical specifications

1.	Vendor must submit the point-wise technical compliance statement supported with relevant technical literature along with the bid (use Annexure II).
2.	Vendor must submit the name(s) of the service engineer(s) employed by them who is/ are competent to service the equipment being quoted with their locations in India.

C. Other requirements

1.	On-site installations and testing at IIT Madras Lab, Chennai is required.
2.	CIF/ CIP price (Chennai) is only acceptable and to be quoted.
3.	Warranty should be 24 months from the acceptance of the equipment or 27 months from the delivery whichever is later.
4.	Cost of Annual Maintenance Contract (AMC) beyond the warranty period must be specified.
5.	Manufacturer should be in a position to supply the accessories on demand for the next five years after installation of the equipment.

ANNEXURE-II

Technical Compliance Statement

(tick at the appropriate box)

		Yes	No
1.	Minimum weighing capacity/Readability must be 0.02mg.		
2.	Maximum weighing capacity must be 100 g or more.		
3.	Size of the weighing pan must be at least 75 mm in diameter or more.		
4.	Weight stabilization time should not exceed 6 seconds.		
5.	Materials used in weighing balance must be resistant to chemicals		
6.	Material housing/Chamber must be transparent and resistant to chemicals.		
7.	Height of material housing/Chamber should not be less than 200 mm.		
8.	Provisions must be available to detach the weighing pan from the instrument and clean.		
9.	Provisions must be available to interface with the computer/laptop and take readings		
10.	Display language in English.		
11.	Automatic adjustment with built in calibration.		
12.	Continuous level monitoring/Guidance for level adjustment.		
13.	Instrument must work with an electrical power supply of 230 V.		
14.	Provisions must be available to switch for reading either 4 th decimal place (0.0000 g) or 5 th decimal place (0.00000 g).		