

**Department of Physics,  
University of Mumbai,  
(UDPMU),**



Department of Physics, Tilak Bhavan, 3<sup>rd</sup> floor, University of Mumbai, Vidyanagari,  
Santacruz (E), Mumbai 400 098, India.  
Tel: (022) 2652 6250, Fax (022) 2652 8835 Email: kothari@physics.mu.ac.in

Tender Document for

**Microbalance**

No: UDPMU/Tender/08/2012-2013

Date: 12<sup>th</sup> January, 2013

Part A - Terms and Conditions

Part B – Specifications

Price: Rs. 1000/- (non refundable)

Important Dates:

Period of Sale of Tender Document	12 <sup>th</sup> January, 2013 to 1 <sup>st</sup> February, 2013 between 10:30 am to 5:30 pm
Last Date of Receiving sealed Bids/Tenders:	2 <sup>nd</sup> February, 2013. at 4.00 pm

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**Part A - Terms and Conditions**

## Tender Notice

Department of Physics, Tilak Bhavan,  
3<sup>rd</sup> floor, University of Mumbai,  
Vidyanagari, Santacruz (E),  
Mumbai 400 098, India.  
Tel: (022) 2652 6250,  
Fax (022) 2652 8835

UDPMU/08/ of 2012  
Date: 12<sup>th</sup> January, 2013

Sealed Tenders bids for the purchase of **Microbalance**, for Department of Physics, University of Mumbai are invited for and on behalf of University of Mumbai by the Head, UDPMU.

Tender Document containing terms and conditions and technical specifications of the equipment are available in the Office of The Head, Department of Physics University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400 098, on all working days between 11.00 a.m. to 5.30 p.m. from 12<sup>th</sup> January, 2013 to 1<sup>st</sup> February, 2013. by paying Rs.1000/- (Rs. One hundred only) in cash /Demand Draft from any Scheduled Bank/Nationalized bank, drawn in favour of **“Finance and Accounts officer, University of Mumbai”**. Terms & conditions and technical specifications can also be downloaded. In case, the tender document is downloaded from the website, the Tender Document fee of Rs. 1000/- should be enclosed in the Technical Bid Envelope, in the form of a Demand Draft from any nationalized bank, drawn in favour of **“Finance and Accounts officer, University of Mumbai”**. The tenders bids duly complete in all respects, along with the necessary documents and EMD of Rs 10,000/- (Rs. Ten thousand only) should be submitted to **The Head, Department of Physics University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400 098 on 2<sup>nd</sup> February, 2013. at 4.00 pm..**

The tenders bids so received shall be opened on a schedule and venue to be arranged later in the presence of the representatives of the suppliers. The names of shortlisted tenderness shall be announced on the website after scrutinizing the Technical bids and evaluating their suitability to meet the University requirements.

Right to reject any or all tenders without assigning any reason there for is reserved by the University of Mumbai.

Sd/-

The Head,  
Department of Physics  
University of Mumbai,

## Terms and Conditions of Supply:

The tender document along with terms & conditions are available for sale from 12<sup>th</sup> January, 2013 to 1<sup>st</sup> February, 2013 in the office of the The Head, Department of Physics University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400 098 Vidyanagari, Santacruz-(E), Mumbai during office hours from 11.00.am To 5.30.pm by paying tender fee of Rs 1000/- in cash or a Demand Draft by any Scheduled Bank / Nationalized bank drawn in favour of **“Finance and Accounts officer, University of Mumbai”**. **The tender fee is not refundable.** The completed sealed Tender/Bid in all respect will be accepted up to 2<sup>nd</sup> February, 2013. at 4.00 pm pm in the office of The Head, Department of Physics, Tilak Bhavan, 3<sup>rd</sup> floor, University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400 098, India.

1. Tenderer /Bidders shall submit the following documents along with their tender and **be placed in the Technical Bid Envelope i.e . Envelope No. 1).**
  - (a) Income-Tax clearance certificate from the Income-Tax Officer concerned, certifying that the tenderer has cleared all the Income-Tax dues.
  - (b) Tenderers should be either manufacturer or authorized dealer of the said equipment and should submit the proof for the same. Also, the Tenderers should state whether they are a Proprietary Firm, Partnership Firm or a Private/Public Limited Company and furnish the proof of the same. If the tenderer is a partnership firm, the necessary partnership deed, disclosing the names of all partners and their interest in the firm shall be enclosed.
  - (c) Tenderer should enclose the list of names of the organizations and laboratories to which similar equipment have supplied and a certificate to the effect that the performance of the supplied equipment was satisfactory.
  - (d) The tender document must be accompanied by Earnest Money Deposit shall be EMD of Rs 10,000/-(Rs. Ten thousand only). Earnest Money Deposit in the form of a Demand Draft drawn in favour of **“Finance and Accounts officer, University of Mumbai”** on any Scheduled/ Nationalized Bank, payable at Mumbai.
  - (e) In case, the tender document is downloaded from the website, the Tender Document fee of Rs. 1000/-(Rs One thousand) should be enclosed in the form of a Demand Draft from any Scheduled / Nationalized Bank drawn in favour of **“Finance and Accounts officer, University of Mumbai”**
  - (f) VAT Registration No.
  - (g) Technical specifications offered by the Supplier.
  - (h) Technical compliance table
  - (i) Proprietary certificate
  - (j) The authority to sign to tender document shall be submitted invariably by the tenderer.
2. The rates should be mentioned in the **Schedule** attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the Tenderer.

The Tenderer must clearly state in what capacity he or she is signing the tender

**(Which should be placed in the Financial Bid Envelope i.e. Envelope No.2)**

3. The Tenderer shall submit the tender in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **para One above** and sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the Tenderer shall register the rates of equipment. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and shall be sealed in an envelope, and shall prescribe time and date. The Technical Bid shall be opened first to ensure that Tenderer have submitted all the requisite documents. If the Technical Bids are found not in order or are deficient in some respect, the commercial bids in respect of such tenders shall not be opened. The date and time of opening the financial bids shall be announced immediately after opening all the Technical bids.
4. Tender bids not accompanied by the requisite amount of Earnest Money Deposit are liable to be rejected.
5. The Earnest Money Deposit paid by the supplier shall be forfeited, if the supplier fails to pay the necessary security deposit in the event of his tender being accepted.
- 6 . Bidder should read carefully all the instructions and terms and conditions, etc before registering rates in the prescribed schedule of the tender. Price registering in the schedule of price to tender should be inclusive of all taxes and duties. The rate /price quoted shall be C.I.P/C.I.F Mumbai and to reach to the office of UDPMU or as directed in the order.
7. The offers made by the Tenderers shall be valid for 120 days after the last date of submission of tender.
8. **The Technical Documents shall be opened** on a schedule and venue to be arranged later, for those bids for which minimum three Bidders have participated. The tenderers or their authorized representatives shall be allowed to be present at the time of opening of the tenders. Financial bids of only qualified tenderers shall be opened. The date and time of opening the financial bids shall be announced after opening and evaluating all the Technical bids.
9. In case of imported items/equipments, the rates should be quoted in the light of exemptions enjoyed by educational institutions. University is exempted from the payment of Octroi and the necessary certificate/form can be issued by the University.
10. Technical specifications of the instruments/equipments/articles are given in **Annexure** to these papers i.e. Part B.
11. The delivery, installation & operational training of the instruments/equipment should be completed within 3 months from placing of the order, in case of the imported equipment and

within 15 days if the instrument/equipment is made in India. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.

12. If the supplier fails to deliver the article as per the delivery schedule, the University of Mumbai shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers
13. The goods, articles, materials equipment supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit accepted.
14. The bills of the suppliers shall be paid by the University after all the materials /articles/equipments have been received inspected and found in good condition as mentioned above.
15. Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document part B. The Vendor also must supply a soft copy of the Table only Microsoft in word format.
16. If the equipment is imported and requires PC, printer other peripherals, they can be bought from India and should be of International brand such as HP. The monitor should be LCD/TFT screen. The printer should be LaserJet printer. The processor should be Intel latest processor. The amount quoted for the items bought in India, installation; servicing etc. can be in Indian Rupees and the imported items can be quoted in foreign currency.
17. As the suppliers shall be responsible for the supply and installation (wherever necessary) of equipment at Mumbai, the cost towards insurance until destination in the University, shall be borne by suppliers.
18. In the event of any breach of the terms and conditions of the supply, the University of Mumbai may terminate the contract placed with the supplier, forfeit the security deposit of the supplier and make alternative arrangements for procurement of supplies at the risk and cost of supplier.
19. **Proprietary certificate**, if any, should be included in the Technical bid.
20. The Conditional offers are liable to be summarily rejected.
21. Right to reject any or all tenders without assigning any reason there for are reserved by the University of Mumbai.
22. The payment shall be made after successful installation within a reasonable period as per the University of Mumbai rules and procedures.

**Envelope No.1**

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**Part B – Specifications**

**Envelope No.2**  
(Financial/Price Bid)

**SCHEDULE TO TENDER**

Note:

1. Tenderers are advised to read carefully the Terms and Conditions of supply and the Instructions to the Tenderers" before recording the rates in this schedule.
2. No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
3. The Rates shall be FOR/CIF, at destinations/godowns/places indicated in the supply order.

Item no	Description of goods with details of specifications	Number/ quantity	Price/ Rate per Unit	Taxes	Duties	etc	Total

Total price .....

In words .....only

**Date**

**Place**

**Signature of the Tenderer**  
**Name of the signatory on tender**  
**Seal of the Firm/Co./**



# Specifications

## Micro Balance

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### Specifications:

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Capacity:	50 - 80 g
Readability:	0.01mg
Std. deviation:	~ 0.01 mg
Linearity:	+/- 0.03 mg
Response time:	3 – 5 sec
Pan Size:	80mm dia approx.
Self Calibration function	
RS-232 I/ F	