

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND  
RESEARCH THIRUVANANTHAPURAM (IISERTVM)  
(Govt. of India, Ministry of H.R.D)**

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CET CAMPUS, KULATHUR, ENGINEERING COLLEGE.P.O  
THIRUVANANTHAPURAM 695016,  
KERALA, INDIA.

Date: 03<sup>rd</sup> October 2016

**INVITATION TO TENDER**

No: IISER/PUR/8360/VK/SP/16

Due Date: 18<sup>th</sup> October 2016 [4PM]

Date of opening: 19<sup>th</sup> October 2016 [3 PM]

Dear Sirs,

**SUB: Supply of UHV Kelvin Probe System.**

We invite Sealed Tenders for the following items:

Sl #:	Item/ Description	Qty
1.	UHV Kelvin Probe System Specifications as per Annexure I	1 No.

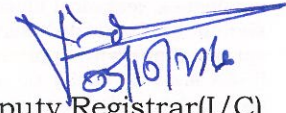
Please quote your lowest rate and shortest delivery period as per the following terms. Your offer in sealed cover **SUPERSCRIBING TENDER NUMBER AND DUE DATE** shall reach us on or before the due date and time. Please follow "Instruction to Tenderers" attached.

- Payment** : Within 30 days after supply and installation/Net 30 days /LC.  
**No advance payment will be made by IISERTVM.**
- Delivery** : To be delivered at our stores (Free delivery). If import, mention Ex-works/FCA/CIP terms with clear breakup charges.
- Taxes & Duties** : Indicate taxes and duties. We are exempted for customs duty under 51/96 notification and Excise duty under 10/97 notifications.
- Discount** : Indicate, if any.
- Delivery Schedule** : Required Immediately. Indicate your schedule
- Validity of quote** : 60 days

Thanking you

Yours Faithfully

**Please see the rear side for other Terms & Conditions**

  
Deputy Registrar(I/C)  
Purchase & Stores

**P.S. (1) CATALOGUE/LEAFLET FEATURING ALL TECHNICAL SPECS/INFORMATION OF THE PRODUCT QUOTED SHALL ACCOMPANY THE OFFER.**

**(2) OUR PREVIOUS TENDER OF EVEN NO. DATED 10<sup>TH</sup> AUGUST 2016 (DUE DT 01<sup>ST</sup> SEPTEMBER 2016) STANDS CANCELLED AND THIS IS A RETENDER.**

# IISER-TVM

## **INSTRUCTION TO TENDERERS [IMPORTS]:**

1. **PRICE:** The price quoted shall be firm. The terms of FOB/EXW/FCA/CIF/CIP etc shall be clearly mentioned.
2. **AGENT & AGENCY COMMISSION:** In case Tenderer is represented by any agent in India, their name and address shall be furnished. The amount of commission included in the price shall be clearly shown in the offer; which will be paid directly to the Indian Agents by purchaser in equivalent Indian Rupees. In case Indian agents existing and their agency commission is not shown in the Tender, reasons for the same shall be clearly mentioned in Tender. Details of Indian agent's statutory registration shall be stated. If Agency Commission is paid by Principals in foreign currency, the reasons for the same and exemption from Enforcement Directorate in India shall also be provided.
3. **LEAFLET/CATALOGUE:** Tenderer should furnish all necessary leaflet/catalogue etc., of the stores offered by him to enable the Purchaser to evaluate his offer correctly.
4. **MODE OF DESPATCH:** Tenderer shall indicate the mode of dispatch (*i.e.*, Sea/Air-freight/Parcel Post, etc.) depending upon the normal mode of dispatch adopted by him for the type of stores offered for consideration of the Purchaser.
5. **COUNTRY OF ORIGIN:** Tenderer shall indicate in his offer the country of origin of goods offered and the name and address of the manufacture.
6. **INSURANCE:** If insurance of the goods is felt necessary, the same shall be advised by the Tenderer in the offer.
7. **DELIVERY/SHIPMENT:** The time for and date of delivery quoted shall be reasonable/realistic and shall strictly be adhered to in case of placing order on the Tenderer.
8. **MODE AND TERMS OF PAYMENT:** Payment in full (excluding the amount of Agency Commission included in the price payable directly by the Purchaser to the Indian Agents in Indian Rupees) will be made immediately on presentation of the prescribed documents against SIGHT DRAFT or LETTER OF CREDIT or WIRE TRANSFER against shipping documents. **OURS BEING A GOVT OF INDIA EDUCATIONAL INSTITUTE WE ARE UNABLE TO MAKE ANY ADVANCE PAYMENT**
9. **WARRANTY:** Period of warranty and conditions shall be clearly mentioned in the Tender.
10. **GENERAL:** The Tenderer shall also be complied with the following:
  - a. Mention your Banker's name and address.
  - b. Show approximate net and gross weight and dimensions of packages/ cases. If dimensional details are available the same should also be indicated in your offer.
  - c. Furnish list of recommended spares for satisfactory operation for a minimum period of one year if the quote is for Plant & Machinery, Equipments etc.
  - d. Details of any technical service, if required for erection assembly, commissioning and demonstration.
  - e. Conform that the prices quoted are inclusive of all taxes, levies, duties arising in the tenderer's country.
  - f. Samples, if called for, will be sent free of all charges.
  - g. Late tenders and Delayed will not be considered.
  - h. Offers made by Indian Agents on behalf of their Principals, should be supported by the Proforma Invoice of their Principals.
  - i. The authority of person signing the tender, if called for, shall be produced.
  - j. The purchaser reserves the right to accept or reject the lowest or any other offer in whole or in part without assessing any reason.
11. **Tender Opening:** All tenders will be opened at **Pratheeksha Building**. Authorized representatives with **authorization letters** of the bidders may attend the Tender Opening.

## **INSTRUCTION TO TENDERERS [INDIGENOUS]**

1. Tenders should be sent in sealed envelopes superscribing the relevant tender no. and the due date of opening. Only one tender should be sent in each envelope.
2. Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
3. (a). Your quotation should be valid for a minimum period of 90 days from the date of opening of the Tender. Quotation with firm prices will be preferred.  
(b). Prices are required to be quoted according to the units indicated in the Invitation to Tender. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
4. **(a) Preference will be given to those tenders offering supplies from ready stocks. The basis of delivery is at IISER site free of cost.**  
**(b) Our payment terms are within 30 days of receipt and acceptance of the item at our site.**
5. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.  
**Specifications:** Stores offered should strictly conform to our specifications. Deviations, if any should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary along with the quotations. Test Certificates wherever necessary should be forwarded along with supplies. Whenever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate reasons for the same.
6. IISER shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted.
7. Corrections, if any, in the Quotation 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. Quotation must have price for each line item and totaling of the price including taxes and duties should be clearly mentioned.
8. The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.
9. The authority of the person signing the tender, if called for, should be produced.
10. IISER being a Govt of India Educational and Research Institute, is exempted from payment of Excise Duty under Notification No. 10/97 and Customs Duty under Notification No. 51/96- Customs dated 23<sup>rd</sup> July 2009. Also, we can issue Form 16 as per VAT Rules.
11. The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.

Annexure I to Enquiry No.  
 USER/PUR/8360/VK/SPL16  
 dt. 3<sup>rd</sup> October 2016

UHV Kelvin probe system

Specifications

Tip Material	Stainless steel
Diameter	Min 4 mm to max 10 mm (user defined) 4-10 mm
Work Function Resolution	1-3 meV
Translator size	100 mm manual translator
Height Control (Auto)	1-5 mm DC offset (motorized)
Visualisation	Single point work function and contact potential difference scans
Oscilloscope	Digital TFT Oscilloscope for real time signal
Control Supplied	USB Control or PC Control with Dedicated Software
Detection System	Off-null with parasitic capacitance rejection
Mounting Geometry	90° to sample surface
Mounting Port	DN40 or CF70 (2.75 inch) OD
Vacuum Compatibility	$2 \times 10^{-11}$ mbBar
Flange to Sample Distance	User defined
Control electronics	All necessary electronics for operation Tip amplifier, Data acquisition system, System software on CD, Digital electronic modules, Manuals and cables, Digital oscilloscope
Required control software features	Software package allowing digital control of probe amplitude, probe frequency, mean spacing, tip potential.  Automatic measurement of Kelvin Probe signal, work function and work function averaging, automatic control of tip to sample mean spacing. Ability to record work function against substrate temperature or pressure using additional input channel. Export of data to excel compatible spreadsheets.
Warranty	Three years

Optional items to be quoted

- Heater stage and sample translation
- XYZ translational stage for scanning
- Test sample
- Corner cube UHV Cell 2.75" 6 Port Cell
- Additional SS tip (4-10 mm)
- Flange Adapter

*[Handwritten signature]*  
 05/10/16