



**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: 07th November 2016

INVITATION TO TENDER

No: IISER/PUR/8734/KSA/SP/16

Due Date: 22nd November 2016 [4PM]

Date of Opening: 23rd November 2016 [3PM]

Dear Sirs,

SUB: Supply of Translation stages and Lab jacks.

We invite Sealed Tenders for the following items:

Sl #:	Item/ Description
1.	Translation stages and lab jacks [Specification as per Annexure I]

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.

- EMD** : Rs. 15,000/- in the form of DD or B.G. to be submitted along with the quote. Quote received without EMD will be summarily rejected. [Tender No. and Company name should be scribbled on the back side of DD/BG].
- 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

Asst. Registrar
Genl. Admn

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

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 23rd 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.
12. Earnest Money Deposit/ Bid Security should be submitted along with your quote as mentioned in Invitation for Tender. EMD should be in favour of Indian Institute of Science Education and Research Thiruvananthapuram valid for 90 days.

Translation stages and Lab jacks

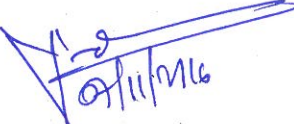
Sl. No	Item Name	Description	Required Quantity
1	XYZ Translational stage with standard micrometers (metric)	Resolution: 500 um translation per revolution or better for every translation stage Travel for each stage: 25 mm Engraving: every 10 um Taps: M6 Bearing Type: Ball bearing mechanism Finish: Black anodized Each stage contains minimum of sixteen 1/4"-20 (M6) tapped mounting holes. Option of disassembling each stage whenever required to use them as individual stage. Option of upgradation to motorized actuators.	2
2	XYZ Translational stage (metric)	Resolution: Coarse: 0.055" per Revolution or better Fine: 0.010" per Revolution or better Travel for each stage: 50 mm Taps: M6 Load capacity: Horizontal: 30 kg or more Vertical: 18 kg or more Angular deviation: <3 mrad Finish: Black anodized Each stage contains 1/4"-20 (M6) tapped mounting holes. It should have the option of disassembling each stage whenever required to use them as individual stage. Option of locking travel using a locking plate. Option of upgradation to motorized actuators.	2
3	Lab Jacks (180 mm x 102 mm), metric	Load: 34 kg or more Finish: Black anodized Height adjustment range: 56 mm or more Mounting surface area: 180 mm x 102 mm (minimum) Mounting surface contains minimum of 1/4"-20 (M6) tapped mounting holes on 25 mm centers. Mounting slots should be provided on the top and bottom of plates.	2
4	Lab Jacks (76 mm x 102 mm), metric	Load: 22 kg or more Finish: Black anodized Height adjustment range: 26 mm (minimum) Mounting surface area: 76 mm x 102 mm (minimum) Mounting surface contains minimum of 1/4"-20 (M6) tapped mounting holes on 25 mm centers.	2

For [Signature]

5	Compact Lab Jack, metric	Load: >80 kg Height adjustment range: 25 mm (minimum) Finish: Black anodized Minimum vertical translation platform height: 2 inch (when it is not extended) Minimum height increment for the actuator: 10um or less Mounting surface contains 1/4"-20 (M6) tapped mounting holes. Top platform should have the option of rotation at an angle span of 360°.	2
6	Motorized Linear Translation stage, stepper motor, metric	Travel distance: 150 mm Load: 20 kg or more Backlash: <3 um or better Finish: Black anodized Maximum velocity: 30 mm/s Velocity Stability: ≤0.1mm/s Maximum acceleration: 30mm/s ² Minimum achievable incremental movement: 0.1 um or less Pitch: <0.01° Typical on axis accuracy: ≤5 um A moving platform with 1/4"-20 (M6) tapped mounting holes which are spaced 1 inch apart. It should come with a cable that interfaces with the computer and also compatible with the Labview interfacing.	1

Other Terms and Conditions:

1. The supplier or their local representative should be a reputed company with supplies of similar products to IITs, IISERs and other Govt. of India organizations. Please attach a reference list of supplies in last 5 years with contact details.
2. The company should be an original equipment manufacturer of the products, please attach authorization certificate with quote.

Handwritten signature and date:

 09/11/16