

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM

(भारत सरकार, मानव संसाधन विकास मंत्रालय/ Govt. of India, Ministry of H.R.D)
मरुतामला. पी.ओ/ MARUTHAMALA.P.O, वितुरा/ VITHURA / तिरुवनंतपुरम/ THIRUVANANTHAPURAM - 695 551 केरला/
KERALA, भारत/ INDIA / फोन/ Phone: 0471-2778019 फैक्स// ईमेल/ email: purchasestores@iisertvm.ac.in

तारीख/ Date: 27.02.2020

निविदा के लिए आमंत्रण / INVITATION TO TENDER

No: IISER/PUR/1482/RP-P/SP/19-20 नियत तारीख/Due Date: 12.03.2020 [3PM]
खोलने की तारीख/Date of Opening: 13.03.2020 [3.30PM]

प्रिय महोदय/Dear Sirs,

विषय / SUB: **Supply of XYZ translation stages and accessories - reg**

1. The Institute invite Sealed Tenders for the following items:

Ser	Description of Goods	Unit	Qty
1.	Supply of XYZ translation stages and accessories with specifications as given at Annexure 3	Nos	1

2. 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 at the following address:-

Deputy Registrar (Purchase & Stores)
Ground Floor, Shopping Complex Building
Indian Institute of Science Education and Research Thiruvananthapuram
Maruthamala PO, Vithura, Thiruvananthapuram
Kerala, India - 695 551

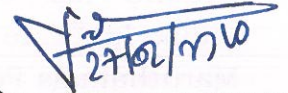
3. **ईएमडी/EMD: Rs.7200/-** स्टेट बैंक संग्रह द्वारा भुगतान करना चाहिए - निविदा संख्या और कंपनी का नाम उल्लेख किया जाना चाहिए। उद्धरण के साथ लेनदेन पर्ची / प्रिंट आउट या ईएमडी मूल्य के बराबर 90 दिनों की वैधता में बैंक गारंटी या बोलीदाता के उपक्रम जमा करना चाहिए।/ should be paid through State Bank Collect- (State Bank Collect-Accept-Terms and Conditions-Proceed-Select State **Kerala**-Select type of Institution-**Educational Institution**-Select-**IISER Thiruvananthapuram**-Select payment category-**Stores and Purchase**) Tender No & Company Name must be mentioned in the Remarks column. Quotes should accompany a copy of Transaction slip /Print out **OR** Bank guarantee equivalent to the EMD value with validity 90 days (should reach before tender due dates) **OR Bidders should submit an undertaking in their letter head as per clause 12 of Instructions to Tenders (Imports).**

4. भुगतान/ **PAYMENT:** आपूर्ति और स्थापना के बाद 30 दिनों के अंदर/ कुल 30 दिन/ एलसी आईआईएसईआरटीवीएम द्वारा कोई अग्रिम भुगतान नहीं किया जाएगा।/ Within 30 days after supply and installation/Net 30 days /LC . **Advance payment will not be made by IISERTVM.**

5. **वितरण/ Delivery:** विथुरा कैंपस में वितरित करना है(मुफ्त वितरण)। अगर आयात करें तो स्पष्ट रूप से ब्रेकअप शुल्क के साथ पूर्व-कार्य / एफसीए / सीआईपी शर्तों का उल्लेख करें।/ To be delivered at **Vithura Campus** (Free delivery including unloading charges). If import, mention Ex-works/FCA/CIP terms with clear breakup charges.
6. **कर एवं कर्तव्य/ TAXES & DUTIES:** कर एवं कर्तव्य का उल्लेख करें। हमको सीमा शुल्क अधिसूचना 51/96 और जीएसटी (5%) अधिसूचना 45/2017 और 47/2017 दिनांकित 14/11/2017 से छूट दी गई है।/ Indicate taxes and duties. We are partially exempted for customs duty under 51/96 notification and GST (5%) under 45/2017 & 47/2017, dated 14/11/2017 notifications.
7. **छूट/ Discount:** अगर कोई है तो सूचित करें।/ Indicate, if any.
8. **वितरण अनुसूची/Delivery Schedule:** अति आवश्यक है। अपना अनुसूची उल्लिखित करें।/ Required Immediately. Indicate your schedule
9. **उद्धरण की विधिमान्यता Validity of quote:** 90 दिन/90 days
10. **Details: Annexure 1: Instruction to Tenderers [IMPORTS], Annexure 2: Instruction to Tenderers [INDIGENOUS]. Annexure 3 - Specifications**

Thanking You,

भवदीय/ Yours Faithfully



उप कुलसचिव/ DEPUTY REGISTRAR
क्रय एवं भंडार/ PURCHASE & STORES

Please see the rear side for other Terms & Conditions.

Please visit the following websites for more information

1. www.iisertvm.ac.in
2. <https://www.eprocure.gov.in/epublish>

ANNEXURE: 1

निविदाकारों के लिए निर्देश (आयात) / 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 despatch (i.e., Sea/Air-freight/Parcel Post, etc.) depending upon the normal mode of despatch 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.
12. **As per GFR 2017 clause 170 (III) Bidders who fail to pay the Earnest money deposit has to mandatorily sign a bid securing undertaking that if the bidder withdraw or modify the Bids during the period of validity, or if the bidder is awarded with the contract and they fail to sign the contract, or to submit a Performance security before the deadline defined in the request for bids document, they will be suspended for the period of time decided by the institute.**

13. **Tender Opening:** All tenders will be opened at **Purchase & Stores Section, Ground Floor -Shopping Complex Building, IISER Tvm, Maruthamala PO, Vithura, Thiruvananthapuram – 695 551.** Authorized representatives with authorization letters of the bidders may attend the Tender Opening.

ANNEXURE 2

निविदाकारों के लिए निर्देश (स्वदेशी)/ INSTRUCTION TO TENDERER [INDIGENOUS]

1. कर/ अन्य कर्तव्य/ अधिभार निविदा में अलग से दिखाया जाना चाहिए// Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
2. (a) आपका उद्धरण निविदा खोलने की तारीख से 90 दिनों के लिए मान्य होता है। निश्चित कीमत के साथ के संविदा दर को प्राथमिकता दी जाएगी// 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) निविदा के आमंत्रण में संकेतित इकाइयों के अनुसार कीमत उद्धृत करना है। जब निविदा फॉर्म में उल्लिखित इकाइयों के अलावा संविदा दर दिए जाने पर दो इकाइयों के बीच के संबंध प्रस्तुत किया जाना चाहिए// 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.
3. (a) तैयार माल से आपूर्ति करने वाले निविदाओं को वरीयता दी जाएगी। वितरण का आधार आईआईएसईआर के साइट पर मुफ्त में है।/ Preference will be given to those tenders offering supplies from ready stocks. The basis of delivery is at IISER site free of cost.
(b) हमारी भुगतान की शर्तें माल की प्राप्ति और स्वीकृति के 30 दिनों के भीतर होगा// our payment terms are within 30 days of receipt and acceptance of the item at our site.
4. (a) वस्तुओं के सभी उपलब्ध तकनीकी साहित्य, सूचीपत्र और अन्य आंकड़े प्रस्ताव के साथ प्रस्तुत किया जाना चाहिए//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.
विशेष विवरण/ Specifications: प्रस्तावित भंडार हमारे विवरण के अनुरूप होना चाहिए। अगर विचलन है तो निविदाकार अपने उद्धरण में संकेत दिया जाना चाहिए। निविदाकार भंडार के प्रारूप सूचित करना चाहिए और आवश्यक होने पर संविदा दर के साथ सूचीपत्र, तकनीकी साहित्य और नमूने प्रदान करना चाहिए। आवश्यक होने पर परीक्षण प्रमाण पत्र आपूर्ति के साथ अग्रेषित किया जाना चाहिए। निविदाकार को उपयुक्त कारणों के साथ विनिर्देशों में परिवर्तन का सुझाव दे सकता है// 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.
5. आईआईएसईआर को निम्नतम या किसी भी निविदा को स्वीकार करने के लिए कोई दायित्व नहीं होगा और पूरे या निविदा के किसी हिस्से के स्वीकृति का अधिकार सुरक्षित रखेगा और निविदाकार उद्धृत दरों पर समान की आपूर्ति करना चाहिए// 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.
6. अगर संवुदा दर में कोई सुधार होने पर इसे प्रमाणित किया जाना चाहिए। सभी राशी शब्दों और आंकड़ों में भी सूचित किया जाना चाहिए। यदि शब्दों और आंकड़ों में उद्धृत राशि के बीच अंतर होने पर शब्दों में उद्धृत राशि प्रबल होगी। संविदा दर में प्रत्येक वस्तु के मूल्य होना चाहिए और कर और कर्तव्यों सहित मूल्य की कुल राशि का स्पष्ट रूप से उल्लेख किया जाना चाहिए// 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.
7. निविदाकार निविदा में अपने बैंकर, कर पंजीकरण, पैन नंबर आदि उल्लिखित करना चाहिए// The tenderer should mention the name of his bankers, Tax Registration, PAN number etc in the tender.
8. निविदा पर हस्ताक्षर करने वाले व्यक्ति बुलाने पर उपस्थित होना चाहिए। The authority of the person signing the tender, if called for, should be produced.
9. आईआईएसईआर भारत सरकार के शैक्षणिक और अनुसंधान संस्थान होने के नाते, इसको जीएसटी अधिसूचना सं. 45/2017 और 47/2017 दिनांकित 14/11/2017 और सीमा शुल्क अधिसूचना सं. 51/96 दिनांकित 23 जुलाई 2009 के भुगतान से छूट दिया है और वैट नियमों के अनुसार फॉर्म 16 जारी कर सकते हैं// IISER being a Govt of India Educational and Research Institute, is exempted from payment of GST under Notification No. 45/2017 & 47/2017 dt 14/11/2017 and Customs Duty under Notification No. 51/96- Customs dated 23rd July 2009.
10. आपूर्ति की गई भंडार आपूर्ति, स्थापना और कमीशन की तारीख से 1 वर्ष वारंटी में होगा// The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.
11. निविदा के आमंत्रण में उल्लिखित के अनुसार धन जमा / बोली सुरक्षा जमा उद्धरण के साथ जमा किया जाना चाहिए। ईएमडी भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम के पक्ष में 90 दिनों के लिए मान्य होगा// 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.
12. **Tender Opening:** All tenders will be opened at **Purchase & Stores Section, Ground Floor -Shopping Complex Building, IISER Tvm, Maruthamala PO, Vithura, Thiruvananthapuram – 695 551.** Authorized representatives with authorization letters of the bidders may attend the Tender Opening.

Annexure - 3

Enclosure I

Number of precision stages required: 2

Specifications for precision stages:

S. No.	Property	Specifications
1	Travel axis	3 (x, y and z)
2	Travel distance(each axis)	Minimum of 4 mm
3	Drive type	Differential micrometer
4	Maximum resolution (manual)	500 nm
5	Maximum resolution (Piezo)	50 nm
6	Taps	M6 and M4
7	Low thermal drift	required

Specifications for accessories for precision stages:

1.

S. No.	Property	Quantity
1	Variable diameter cylindrical device mount (preferably quick release)	2
2	Adapter Plate with M6 and M4 Taps	2
3	Quick release mounting screws	20
4	FC/PC-Connectorized Fiber Holder for Multi-Axis Stages	2
5	Bare fiber holder	2

Optional: Additional Piezo drive preferred for precision stages

Handwritten signature/initials

A

