

**MAHATMA GANDHI UNIVERSITY**  
**School of Chemical Sciences**  
**Priyadarshini Hills P.O, Kottayam - 686 560 (Kerala), INDIA**

No. SCS/108/AP/2018-19 (2)

Date: 28.12.2018

**TENDER NOTICE**

Sealed competitive tenders are invited in two bid system for the supply of a **MICRO DISTILLATION** having specifications as detailed below, so as to reach this office on or before 18.12.2018 at 4 PM. It should be addressed to “The Director, School of Chemical Sciences, Mahatma Gandhi University, Kottayam”. The price should include installation charges, freight charges etc.

| Sl. No | Item                                  | General Specifications                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity     | EMD (Rs) | Tender fee (Rs) |
|--------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------------|
| 1      | <b><u>MICRO DISTILLATION UNIT</u></b> | The instrument should be a double stage distillation unit with a capacity of at least 4 litres per hour working at 230V/50Hz. The boiler and condenser should be made up of heat resistant low expansion borosilicate glass with replaceable silica heater and with built-in auto cut off and reset switch. The instrument should have a conductivity range of 1.5-2.5 $\mu$ S/cm with a power consumption of less than 7 kW. | <b>4 No.</b> | 3000--   | 600 + GST       |

EMD should be attached along with tender in the form of demand draft drawn in favor of “The Director, School of Chemical Sciences, Mahatma Gandhi University, Kottayam”. A preliminary agreement in the prescribed form in stamp paper of Rs.100/- should be also submitted along with tender documents. Tenders will be opened on 19.12.2018 at 2 PM at the office of The Director, SCS, Mahatma Gandhi University, Kottayam, Kerala. The undersigned reserves the right to reject any or all tenders without assigning any reason.

Prof. (Dr.) Beena Mathew  
Professor & Director  
School of Chemical Sciences

**NOTE: (1) PLEASE SEE THE ANNEXURES I, ANNEXURE II AND ANNEXURE III ATTACHED BELOW**

**(2) ALL THE DOCUMENTS RELATED TO THE TENDER CAN BE DOWNLOADED FROM THE UNIVERSITY WEBSITE- [www.mgu.ac.in](http://www.mgu.ac.in), in the section “Quotation/tenders”**

## ANNEXURE I

### General Terms and Conditions

1. The main envelop should be super scribed: “Tender for supply of **MICRO DISTILLATION UNIT** .”. The application fee must be as **D.D. drawn in favor of The Director, School of Chemical Sciences.**
2. Tenders must accompany a copy of the “General Terms and Conditions, Annexure I, Annexure II and III” section of this document, signed and stamped on each page indicating that they agree to these.
3. Last date of submission of tender along with requisite fee, EMD and all documents is 18.12.2018 The DD/ Cheque for EMD or any other must be drawn in of favor of **The Director, School of Chemical Sciences, M. G. University, Kottayam, Kerala payable at SBI, Mahatma Gandhi University Campus Branch.**
4. All other charges including GST,, Excise Duty and other levies payable by C.I.P should be clearly indicated. Otherwise it will be presumed that the rates quoted are inclusive of all these charges and will not be paid
5. The Excise Duty component (with percentage) should be indicated, as the University is exempted from the payment of Custom/Excise Duty. Exemption will be availed by providing Custom/Excise Duty Exemption Certificate with order.
6. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc. must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.
7. The manufacturers’ printed literature/catalogue/drawing/user’s list in respect of range of product being quoted should also be submitted with the offer.
8. Our Institute is registered with the Department of Scientific & Industrial Research (DSIR), so Excise duty exemption will be provided.

### Other requirements for delivery and complete installation

1. Delivery at SCS, Mahatma Gandhi University, Kottayam.
2. All other requirements for satisfactory installation of **MICRO DISTILLATION UNIT**
3. It will be the responsibility of the supplier to deliver the ordered materials at , School of Chemical Sciences Building, Mahatma Gandhi University, Kottayam.
4. All required materials for satisfactory installation are to be provided by the supplier at their own cost.

**ANNEXURE II:  
TENDER FORM PART-I (TECHNICAL BID)**

PART-I (TECHNICAL BID) OF TENDER NO: .....

Dated: .....

Last date for receipt: ..... at ..... PM

Due date for opening Part –I (TECHNICAL BID): ..... at ..... PM

Tenderer's Offer No:

Date:

From,

M/s. ....

.....

To,

The Director  
School Of Chemical Sciences  
Mahatma Gandhi University,  
Priyadarshini Hills P.O, Kottayam- 686 560,  
Kerala, India.

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Terms and Conditions of Contract and other requirement for delivery and complete Installation and Special Conditions of Contract contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE I of the tender document and also agree to abide by your General Conditions of all Contracts and Special Conditions of Contract contained in the ANNEXURE I of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.

I/We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of opening of Part-II (Financial bid) of the tender

Deviations to Technical specifications contained in ANNEXURE I of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE I are detailed in Annexure-B to this tender. Price applicable for the stores are indicated separately in a sealed envelope marked as financial bid of the tender.

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Yours faithfully

Stamp and Signature of the Tenderer

**ANNEXURE III: TENDER FORM PART-II (FINANCIAL BID)**

PART-II (FINANCIAL BID) OF TENDER NO: .....

Dated: .....

Last date for receipt: ..... at ..... PM

Due date for opening Part –II (FINANCIAL BID): ..... at ..... PM

Tenderer's Offer No:

Date:

From,

M/s. ....  
.....  
.....

To,

The Director  
School Of Chemical Sciences  
Mahatma Gandhi University,  
Priyadarshini Hills P.O, Kottayam- 686 560,  
Kerala, India.

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in ANNEXURE-I (TECHNICAL BID) of our tender are indicated in the format at annexure "A" to this tender.

We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Yours faithfully,

Stamp and Signature of the Tenderer

**AGREEMENT**

Articles of agreement executed on this the .....day of .....one thousand nine hundred and ..... between the Mahatma Gandhi university (hereinafter referred to as “the University”) of the one part and Shri. .... (H.E name and address of tenderer) (Herein after referred to as “the bounden” of the other part.

Whereas in response to the notification no .....dated ..... the bound on has submitted to the university a tender for the .....specified therein subject of the terms and conditions contained in the said tender.

Whereas the bounden has also deposited with the university a sum of Rs .....as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the university.

Now these presents witness and it is hereby mutually agreed as following:-

1. In case the tender submitted by the bounden is accepted by the university and the contract for .....is awarded to the bounden. The bounden shall within..... of acceptance of his tender execute an agreement with the university incorporating all the terms and conditions under which the university accepts his tender.

2. in case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract ,the university shall have power and authority to recover from the bounden any loss or damage caused to the university by such breach as may be determined by the university by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

3. all sums found due to the university under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the recovery act for the time being in force as though such sums are arrears of fund revenue and such other manner as the university may deem fit.

In witness there of Shri. .... (H.E. name and designation) for and on behalf of the Registrar, Mahatma Gandhi University, Shri. .... the bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. .... (Date).....

In the presence of witnesses:

- 1 .....
- 2 .....

Signed by Shri. .... (Date).....

In the presence of witnesses:

- 1. ....
- 2. ....