



**TENDER ENQUIRY FORM
DEPARTMENT OF PHYSICS
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR-721302**

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Enquiry No.: IIT/PHY/18-19/T.ENQ./039/LAB/DC/10

Date: 15.10.2018

Last date for Submission : 12/11/2018	by 3.30 PM
Time & Date for opening :12/11/2018	at 3.45 PM

We intend to purchase/order a weighing balance specified below and invite quotations in accordance with the terms and conditions as stipulated overleaf. If you are interested, kindly send your offer in precise and complete terms within the time mentioned above.

Yours faithfully

(Head of Department of Physics, IIT Khargpur)

Technical Specification of Weighing Balance

Weighing Capacity : 220 g.
Readability : 0.1 mg.
Repeatability : 0.1 mg.
Linearity : ± 0.2 mg.
Typical stabilization time : 3 s
Pan size : 90 mm dia.

Additional Technical Features Required for the Weighing Balance

- A) Enables to weigh in various components of a formula quickly with 100% traceability.
- B) Calibration isoCAL – fully automatic, temperature- and time-controlled internal adjustment.
- C) Touch screen Display with bar graph and graphical user interface to optimize lab use.
- D) The weigh cells should be mounted on a solid, special aluminum alloy base plate, which is extremely impervious to ambient conditions, such as temperature fluctuations and vibration.

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1. **Rate:** The rate quoted must be net, inclusive of packing forwarding, freight and all other incidental charges.
 3. **Consignee:** Debraj Choudhury, Functional Materials Laboratory, Department of Physics, Indian Institute of Technology Kharagpur, Kharagpur-721302, West Bengal, India.
 4. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development and is eligible for **GST @5%** vide Notification No.47/2017 dated:14.11.2017 and 10/2018- Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.
 4. **Delivery Period:** The stores are required to be delivered/dispatched within thirty days from the date of receipt of the order.
 5. **Quality & Specification of Stores:** The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specification cited. The Institute reserves the right to reject such stores as are found unacceptable on these grounds.
 6. **Liquidated Damages:** If a firm accepts an order and fails to execute the order, in full or part, as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute, alternatively, to arrange procurement of the required stores from any other source at the risk and expenses of the firm which accepted and then failed to execute the order according to stipulation agreed upon.
 7. **Submission of Quotation:** All quotation must be forwarded in Sealed Cover so as to reach within the specified period. Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. The reference to the Enquiry No. and the last date for submission must clearly be super scribed on the sealed envelope.
- To ensure receipt of quotation in time intending suppliers are advised to mail them 7 clear days in advance.
- If no counter offer is made in the quotation, it will be taken for granted the offer is strictly in accordance with the specification and term and condition laid down in the tender notice.
8. **Opening of Quotation:** Every quotation will be opened at the Department of Physics, IIT Kharagpur.
 9. **Period of Validity:** A quotation will be presumed to remain valid for acceptance at least for a **period of 90** days from the date of opening.
 11. **Payment:** 100% Payment will be made by online transfer within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later.
 12. **Rejection of Offers:** The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason.
 13. **Documents to be attached:** Copy of GST Registration and Pan Card.
 14. Name, address, email address, contact number of past satisfactory supplies or **minimum three clients** to whom such items/stores have been supplied should be mentioned in the technical bid.